

Date: July 2, 2025
To: Mayor & Council
From: Jenn Moller, Director, Engineering & Transportation Services
Re: Aligning of Council Policies & Procedures

Page: 2

Summary of updates:

Local Area Service Procedure 0205:

Local Area Service Procedure 0140, originally approved by the Municipal Manager on May 3, 2022, has been rescinded. Proposed Local Area Service Procedure 0205, Appendix B, includes updated instructions specifying the timing of the application fee payment.

Traffic Calming Procedure 0206:

Traffic Calming Procedure 0158, originally approved by the Municipal Manager on March 27, 2024, has been rescinded. Proposed Traffic Calming Procedure 0206 includes the replacement of updated appendices A, Request Form and B, Road Classification May.



Author: Jenn Moller, Director, Engineering & Transportation Services

Appendices

Appendix A: "Local Area Service Policy 0139" as approved on November 8, 2021

Appendix B: Proposed replacement "Local Area Service Policy 0139"

Appendix C: Proposed "Local Area Service Procedure 0205"

Appendix D: "Traffic Calming Policy 0157" as approved on March 4, 2024

Appendix E: Proposed replacement "Traffic Calming Policy 0157"

Appendix F: Proposed "Traffic Calming Procedure 0206"

District of West Vancouver
POLICY

Title: Local Area Service
Division: Engineering & Transportation Services
Policy Number: 0139
File Number: 0282-20-0139

1. Purpose

- 1.1. This policy outlines the District's approach to receiving, processing, evaluating, and operationalizing Local Area Service (LAS) requests and is intended to complement the approach laid in the *Community Charter*.

2. Scope

- 2.1. This policy applies to all LAS Requests received by the District.

3. Definitions

Benefitting Area means the area in which a local service tax is imposed to in order to recover the costs associated with the delivery of a local area service.

Council means the Council of The Corporation of the District of West Vancouver.

District means The Corporation of the District of West Vancouver.

Engineer means the District's Director of Engineering and Transportation Services or such person as may be designated by Council to act in the place of the Director by name of office or otherwise.

LAS Request means a request by the local area service applicant to the District for a local area service.

Local Area Service (LAS) means a municipal service that is to be paid for in whole, or in part, by a local service tax, in accordance with the establishment of a local area service bylaw.

LAS Applicant means an owner or owners of a parcel or parcels of land petitioning for a local area service for the benefit of their parcel.

LAS Bylaw means the bylaw brought forward to Council for the specific local area service project which will describe the local area service and the amount to be charged by the local service tax.

LAS Deposit means a security deposit submitted by the local area service applicant to the District for the purposes of performing pre-construction activities.

LAS Project means any infrastructure project which is initiated under Part 7: Division 5 Local Service Taxes within the *Community Charter*.

Petition means a petition for a local area service made in accordance with this policy and as described within the *Community Charter*.

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Pre-construction Activities means all works and investigations necessary to develop a LAS design and cost estimate, which will be used to prepare a Petition.

4. Policy Statement

4.1. General

- 4.1.1. The authority to provide local area services are based on Part 7: Division 5 Local Service Taxes within the *Community Charter*.
- 4.1.2. LAS Projects will only be performed on District-owned property. No work connected to a local area service project shall be performed on property not owned by the District; this includes right-of-ways, easements, or any other area where the District may hold rights, but is not the owner.
- 4.1.3. The District will not contribute any funds to a LAS Project. Owners within the Benefitting Area are required to pay all costs associated with the administration, engineering design and inspection, the construction, and any other services necessary in order to complete and deliver the LAS Project.
- 4.1.4. Construction costs will be covered by funding through the Municipal Finance Authority, and as such, execution and scheduling of the works are subject to the availability of funding.
- 4.1.5. The District will review, process, respond to, or execute a LAS Project as dictated by available District resources.
- 4.1.6. Scheduling and delivery of local area service projects will be coordinated with the District's annual capital works plan and/or as resources permit. LAS Projects, in general, will be scheduled for the calendar year following the specific LAS Bylaw adoption.

4.2. Application/Deposit

- 4.2.1. All LAS Requests must be submitted by a LAS Applicant. The LAS Applicant shall serve as the point of contact for the District for the LAS Request.
- 4.2.2. If a LAS Request is for one of the projects on the following list, it should be accompanied by signatures of support from 50% of the owners in the benefiting area:
 - Curb and Gutter Installation
 - Lane Paving
 - Street/Strip Paving or Repaving
 - Ornamental Street Lighting Installation
 - Sidewalk Installation
 - Active Transportation Installation
 - Traffic Calming Measures

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If a LAS Request is not for a project on the above list, or is for a combination of two or more projects, then the application should be accompanied by signatures of support from 70% of the owners in the proposed benefitting area.

- 4.2.3. All LAS Requests are subject to initial review by the Engineer who will determine whether additional information from the applicant is required. If sufficient information has been provided, the Engineer will evaluate the application and provide a preliminary schedule for when Pre-construction Activities could proceed.
- 4.2.4. Before proceeding with Pre-construction Activities, the LAS Applicant will be required to provide a LAS Deposit, in an amount determined by the Engineer, having regard to the anticipated costs associated with the Pre-construction Activities. All costs associated with the Pre-construction Activities are the responsibility of the LAS Applicant.

4.3. Pre-Construction Activities

- 4.3.1. The District will undertake, manage, and make decisions pertaining to all aspects of work in order to coordinate and execute the Pre-construction Activities on behalf of the LAS Applicant.
- 4.3.2. At any point during Pre-construction Activities, the LAS Applicant can instruct the District to stop all work associated with the LAS, and the District will refund the LAS Deposit, withstanding all costs expended up until that point in time.
- 4.3.3. Once Pre-construction Activities are complete a detailed cost estimate will be provided to the LAS Applicant, based on the best available information at the time, so that they, and owners in the Benefitting Area, can make an informed decision as to whether to proceed with a Petition for the LAS.

4.4. Council Consideration

- 4.4.1. The LAS Applicant will obtain a copy of the Petition from the District, which will be presented in accordance with the *Community Charter*.
- 4.4.2. The LAS Applicant will be responsible for circulating the Petition to the owners in the Benefitting Area. A completed Petition must be returned to the District within 120 days of issuance in order for the LAS Application to remain valid. If the Petition is received more than 120 days after issuance, the LAS Application will be reviewed to determine if adjustments need to be made before a new Petition is generated.
- 4.4.3. Once submitted, the completed Petition will be verified by the Corporate Officer.
- 4.4.4. Pending verification, the staff will prepare a Council report and a LAS Bylaw for Council's consideration.

4.5. Construction

- 4.5.1. The Engineer will schedule construction activities to begin only when there are sufficient resources available to proceed.
- 4.5.2. The District will undertake, manage, and make decisions pertaining to all aspects of work in order to coordinate and execute the LAS construction activities on behalf of the LAS applicant. Change orders or other departures

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from the initial design scope will only be made at the District's sole discretion.

- 4.5.3. The full final construction costs will be borne by the owners in the Benefiting Area, which may vary from the estimates provided in the Petition.


5. Authority

- 5.1. *Community Charter, SBC, 2003*
- 5.2. *Local Government Act, RSBC, 2015*
- 5.3. Fees and Charges Bylaw No. 5025, 2019 (as amended)

6. Related Policies or Procedures

- 6.1. Local Area Service Procedure 0140

7. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2021/11/08	
Council minutes eDocs # (Council Policies only)	4311683	
Council report eDocs # (Council Policies only)	4283776	
Signature	X 	

8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0140)	<input type="checkbox"/> No
Date of last review	n/a	

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District of West Vancouver

POLICY

Title: Local Area Service

Division: Engineering & Transportation Services

Policy Number: 0139

File Number: 0282-20-0139

1. Purpose

- 1.1. This policy outlines the District's approach to receiving, processing, evaluating, and operationalizing Local Area Service (LAS) requests and is intended to complement the approach laid in the *Community Charter*.

2. Scope

- 2.1. This policy applies to all LAS Requests received by the District.

3. Definitions

- 3.1. **"Benefitting Area"** means the area in which a local service tax is imposed to recover the costs associated with the delivery of a local area service.
- 3.2. **"Council"** means the Council of The Corporation of the District of West Vancouver.
- 3.3. **"District"** means The Corporation of the District of West Vancouver.
- 3.4. **"Engineer"** means the District's Director, Engineering & Transportation Services or such person as may be designated to act in the place of the Director by name of office or otherwise.
- 3.5. **"Local Area Service" (LAS)** means a municipal service that is to be paid for in whole, or in part, by a local service tax, in accordance with the establishment of a local area service bylaw.
- 3.6. **"LAS Applicant"** means an owner or owners of a parcel or parcels of land petitioning for a local area service for the benefit of their parcel.
- 3.7. **"LAS Bylaw"** means the bylaw brought forward to Council for the specific local area service project which will describe the local area service and the amount to be charged by the local service tax.
- 3.8. **"LAS Deposit"** means a security deposit submitted by the local area service applicant to the District for the purposes of performing Pre-construction Activities.
- 3.9. **"LAS Package"** means all documents associated with the Pre-Construction Activities.
- 3.10. **"LAS Project"** means any infrastructure project which is initiated under Part 7: Division 5 Local Service Taxes within the *Community Charter*.
- 3.11. **"LAS Request"** means a request by the local area service applicant to the District for a local area service.

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- 3.12. “**Petition**” means a petition for a local area service made in accordance with this policy and as described within the *Community Charter*.
- 3.13. “**Pre-construction Activities**” means all works and investigations necessary to develop a LAS design and cost estimate, which will be used to prepare a Petition.

4. Policy Statement

4.1. General

- 4.1.1. The authority to provide local area services are based on Part 7: Division 5 Local Service Taxes within the *Community Charter*.
- 4.1.2. LAS Projects will only be performed on District-owned property. No work connected to a local area service project shall be performed on property not owned by the District; this includes right-of-ways, easements, or any other area where the District may hold rights but is not the owner.
- 4.1.3. The District will not contribute any funds to a LAS Project. Owners within the Benefitting Area are required to pay all costs associated with the administration, engineering design and inspection, the construction, and any other services necessary to complete and deliver the LAS Project.
- 4.1.4. Construction costs will be covered by funding through the Municipal Finance Authority, and as such, execution and scheduling of the works are subject to the availability of funding.
- 4.1.5. Staff will review, process, respond to, or execute a LAS Project as dictated by available District resources.
- 4.1.6. Scheduling and delivery of local area service projects will be coordinated with the District’s annual capital works plan and/or as resources permit. LAS Projects, in general, will be scheduled for the calendar year following the specific LAS Bylaw adoption.
- 4.1.7. Staff will confirm the Benefitting Area and determine the number of owners within the area.

4.2. Application/Deposit

- 4.2.1. All LAS Requests must be submitted by a LAS Applicant. The LAS Applicant shall serve as the point of contact for the District for the LAS Request.
- 4.2.2. If a LAS Request is for one of the projects on the following list, it should be accompanied by signatures of support from 50% of the owners in the Benefitting Area:
- Curb and Gutter Installation;
 - Lane Paving;
 - Street/Strip Paving or Repaving;
 - Ornamental Street Lighting Installation;
 - Sidewalk Installation;
 - Active Transportation Installation; or
 - Traffic Calming Measures.

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If a LAS Request is not for a project on the above list, or is for a combination of two or more projects, then the application should be accompanied by signatures of support from 70% of the owners in the proposed benefitting area.

- 4.2.3. All LAS Requests are subject to initial review by the Engineer who will determine whether additional information from the applicant is required. If sufficient information has been provided, the Engineer will evaluate the application and provide a preliminary schedule for when Pre-construction Activities could proceed.
- 4.2.4. Before proceeding with Pre-construction Activities, the LAS Applicant will be required to provide a LAS Deposit, in an amount determined by the Engineer, having regard to the anticipated costs associated with the Pre-construction Activities. All costs associated with the Pre-construction Activities are the responsibility of the LAS Applicant.

4.3. Pre-Construction Activities

- 4.3.1. The District will undertake, manage, and make decisions pertaining to all aspects of work to coordinate and execute the Pre-construction Activities on behalf of the LAS Applicant.
- 4.3.2. At any point during Pre-construction Activities, the LAS Applicant can instruct the District to stop all work associated with the LAS, and the District will refund the LAS Deposit, withstanding all costs expended up until that point in time.
- 4.3.3. Once Pre-construction Activities are complete a detailed cost estimate will be provided to the LAS Applicant, based on the best available information at the time, so that they, and owners in the Benefitting Area, can make an informed decision as to whether to proceed with a Petition for the LAS.

4.4. Council Consideration

- 4.4.1. The LAS Applicant will obtain a copy of the Petition from the District, which will be presented in accordance with the *Community Charter*.
- 4.4.2. The LAS Applicant will be responsible for circulating the Petition to the owners in the Benefitting Area. A completed Petition must be returned to the District within 120 days of issuance for the LAS Application to remain valid. If the Petition is received more than 120 days after issuance, the LAS Application will be reviewed to determine if adjustments need to be made before a new Petition is generated.
- 4.4.3. Once submitted, the completed Petition will be verified by the Corporate Officer.
- 4.4.4. Pending verification, staff will prepare a Council report and a LAS Bylaw for Council's consideration.

4.5. Construction

- 4.5.1. The Engineer will schedule construction activities to begin only when there are sufficient resources available to proceed.
- 4.5.2. The District will undertake, manage, and make decisions pertaining to all aspects of work to coordinate and execute the LAS construction activities on behalf of the LAS Applicant. Change orders or other departures from the initial design scope will only be made at the District's sole discretion.

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4.5.3. The full final construction costs will be borne by the owners in the Benefiting Area, which may vary from the estimates provided in the Petition.

5. Authority

- 5.1. *Community Charter*
- 5.2. *Local Government Act*
- 5.3. Fees and Charges Bylaw (as amended)

6. Related Policies or Procedures

- 6.1. Local Area Service Procedure 0205

7. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2021/11/08	
Council minutes eDocs # (Council Policies only)	4311683	
Council report eDocs # (Council Policies only)	4283776	
Signature	<i>[Original signed by Mayor]</i> MAYOR	

Approved by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Replacement date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		
Replacement description		

District of West Vancouver
POLICY

Signature	X _____
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8. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0205)	<input type="checkbox"/> No
Date of last review	2025	

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District of West Vancouver
PROCEDURE

Title: Local Area Service
Division: Engineering & Transportation Services
Procedure Number: 0205
File Number: 0282-20-0205

1. Governing Policy

- 1.1. This procedure is associated with Local Area Service Policy 0139.

2. Scope/Application

- 2.1. This procedure describes the process by which a Local Area Service (LAS) can be provided, initiated by a property owner(s) through application and petition.

3. Procedure

- 3.1. A LAS Applicant shall submit a LAS application. Contact engineeringdept@westvancouver.ca for further instruction.
The LAS application must include:
 - 3.1.1. completed Request for Local Area Service form; and
 - 3.1.2. completed LAS initial Petition.
- 3.2. Once the LAS application submission has met all the requirements, it will be forwarded to the Director, Finance & Corporate Services and Director, Engineering & Transportation Services.
- 3.3. The Director, Finance & Corporate Services and Director, Engineering & Transportation Services will review the request and may:
 - 3.3.1. request further information about the proposed LAS from the LAS Applicant;
 - 3.3.2. provide the LAS Applicant with a letter outlining the reasons why the District will not proceed with the proposed LAS; or
 - 3.3.3. provide the LAS Applicant with a letter:
 - accepting the LAS request;
 - providing a list of 'next steps' in order to proceed with preparing the LAS Package; and
 - instructions for paying the application fee in full.
- 3.4. Staff will provide the LAS Applicant with a LAS Package.
 - 3.4.1. The LAS Package will include, but is not limited to, the design scope, investigations, and any other works to execute the Pre-construction Activities.

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- 3.4.2. The LAS Package will include a cost estimate to complete the engineering work, which forms the basis of the security deposit.
- 3.5. Before the District initiates the LAS Package, the LAS Applicant must submit a security deposit in the amount of 150% of the cost estimate provided for engineering work. The security deposit must be received by the District no later than three (3) calendar months after issuance of the LAS Package.
- 3.6. If the LAS Package is executed, staff will manage the full scope of the work.
- 3.7. Following completion of the LAS Package, staff will provide the LAS Applicant with:
 - 3.7.1. design drawings, technical documents, and/or other relevant documents; and
 - 3.7.2. a second Petition.
- 3.8. The completed second Petition must be received by the District no later than three (3) calendar months after issuance.
- 3.9. Staff will review and verify the completed Petition. Once verified, staff will prepare a LAS Bylaw to bring forward to Council.
- 3.10. If adopted, the LAS Bylaw will be passed on to the appropriate District department for action.

4. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Procedures only)		
Council report eDocs # (Council Procedures only)		
Signature	X _____	

5. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2025	

District of West Vancouver
POLICY

Title: Traffic Calming
Division: Engineering & Transportation Services
Policy Number: 0157
File Number: 0282-20-0157

1. Purpose

- 1.1. This policy outlines the District's approach to identify and prioritize how and in which circumstances traffic calming measures requested by the public, may be implemented.

2. Scope

- 2.1. This policy outlines the District's approach to receiving, evaluating, and implementing all requests pertaining to implementation of traffic calming measures within the District's road network.

3. Definitions

- 3.1. In this policy:

“Access Restriction” means a traffic calming measure which restricts specific vehicle movements.

“Arterial Road” means a major street for which the primary function is to provide for vehicle movement and is intended to carry higher vehicle volumes and larger vehicles.

“Benefitting Properties” means any property or parcel, either fully or partially, located within the block of a requested traffic calming measure.

“Chicane” means a series of curb extensions on alternating sides of a roadway, which narrow the roadway and require drivers to steer from one side of the roadway to the other to travel through the chicane. Typically, a series of at least three curb extensions is used.

“Collector Road” means a street for which vehicle movement and access are of equal importance and is intended to carry higher vehicle volumes and larger vehicles.

“Curb Extension” means a horizontal intrusion of the curb into the roadway resulting in a narrower section of roadway.

“Curb Radius Reduction” means the circular curved curb which connects the tangent curb sections of two intersecting streets.

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“Directional Closure” means a curb extension or vertical barrier extending to approximately the centreline of a roadway, effectively obstructing (prohibiting) one direction of traffic.

“District” means The Corporation of the District of West Vancouver.

“Diverter” means a raised barrier placed diagonally across an intersection, that forces traffic to turn and prevents traffic from proceeding straight through the intersection.

“Horizontal Deflection” means a traffic calming measure which causes a lateral shift in the travel pattern of vehicles.

“Intersection Channelization” means the use of raised islands or bollards located in an intersection to obstruct specific traffic movements and physically direct traffic through an intersection.

“Lanes” means a street with the primary function of providing access to properties from the rear instead of the fronting street.

“Lane/Road Narrowing” means reduced lane widths using pavement markings or other features with the intention for drivers to perceive the roadway to be less comfortable at higher speeds.

“Lateral Shift” means a roadway alignment change, introducing a ‘jog’ to the left or to the right.

“Local Road” means a street for which the primary function is to provide access to adjacent properties and is not intended to carry higher volumes of traffic or larger vehicles.

“On-street Parking” means the reduction of the roadway width available for vehicle movement by allowing motor vehicles to park adjacent to the curb.

“Raised Crosswalk” means a marked pedestrian crosswalk at an intersection or mid-block location constructed at a higher elevation than the adjacent roadway.

“Raised Median Island” means an elevated median constructed on the centreline of a two-way roadway to reduce the overall width of the adjacent travel lanes.

“Speed Cushion” means a segmented speed hump which allows for the passage of larger vehicles, such as emergency vehicles or buses, without difficulty while still reducing passenger vehicle speeds.

“Speed Hump” means a raised area of a roadway, which deflects both the wheels and frame of a traversing vehicle.

“Traffic Calming” means the combination of mainly physical measures intended to reduce vehicle speeds and discourage traffic short-cutting.

“Traffic Calming Point Assessment” means a screening tool focused on the various attributes of a roadway in order to quantify its potential need for traffic calming.

“Traffic Circle” means a small, raised island located in the centre of an intersection, which requires vehicles to travel through the intersection in a counter-clockwise direction around the island that is not intended to accommodate larger vehicles.

“**Vertical Deflection**” means a traffic calming measure which causes a vertical upward movement of the vehicle.

4. Policy Statement

4.1. General

- 4.1.1 The District shall use traffic calming measures to improve safety for all road users, particularly pedestrians and cyclists, with the intent of reducing vehicle speeds, and discouraging traffic short-cutting.
- 4.1.2 The following types of traffic calming measures are considered by the District:
- a. vertical deflection, including speed humps, raised crosswalks, and speed cushions;
 - b. horizontal deflection, including traffic circles, chicanes, curb radius reduction, and lateral shift;
 - c. roadway narrowing, including curb extensions, on-street parking, and raised median islands;
 - d. access restriction, including directional closure, diverters, and intersection channelization.
- 4.1.3 Traffic calming measures are only considered:
- a. on local roads excluding cul-de-sacs or dead-end streets less than 90 metres long; or
 - b. on collector roads that are located within school or playground zones.
- 4.1.4 Traffic calming measures are not considered where there is ongoing construction and changing traffic patterns.
- 4.1.5 Traffic calming measures are not applicable to lanes.
- 4.1.6 The following are not considered traffic calming measures.
- a. stop signs;
 - b. speed limit reduction.

4.2. Initiation

A traffic calming request should be accompanied by signatures of support from 50% of the owners in the benefitting area for the District’s consideration. Staff will conduct a Traffic Calming Point Assessment to determine if the location meets minimum requirements as set out in Traffic Calming Procedure 0158.

4.3. Plan Development

Each year staff will evaluate requests received from April of the previous year to March of the current year based on the Traffic Calming Procedure 0158. All the requests meeting the minimum requirements will be added to the ongoing traffic calming priority list and evaluated along with the rest of the existing requests, until implemented. Staff will develop preliminary designs for the top ranked locations selected for the year subject to resource and funding availability.

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4.4. Approval

Staff will send a letter to owners in the benefitting area of the proposed traffic calming measures asking them to confirm whether or not they support the proposed traffic calming measures. To move forward with detailed design and implementation, the following criteria must be met:

- a. response from at least 67% of the owners in the benefitting area;
- b. a minimum of 67% of the respondents in favour of the proposed traffic calming plan;
- c. a maximum of 20% of the respondents opposing the proposed traffic calming plan.

4.5. Implementation

Staff will schedule the detailed design and implementation of traffic calming measures to begin only when there are sufficient resources and budget available to proceed. The District will undertake, manage, and make decisions pertaining to all aspects of work in order to coordinate and execute the construction activities.

5. Related Policies or Procedures

5.1. Traffic Calming Procedure 0158

6. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2024/03/04	
Council minutes eDocs # (Council Policies only)	5709954	
Council report eDocs # (Council Policies only)	5651430	
Signature	<i>[Original signed by Mayor]</i> _____ MAYOR	

7. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0158)	<input type="checkbox"/> No
Date of last review	n/a	

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District of West Vancouver
POLICY

Title: Traffic Calming
Division: Engineering & Transportation Services
Policy Number: 0157
File Number: 0282-20-0157

1. Purpose

- 1.1. This policy outlines the District's approach to identify and prioritize how and in which circumstances traffic calming measures requested by the public, may be implemented.

2. Scope

- 2.1. This policy outlines the District's approach to receiving, evaluating, and implementing all requests pertaining to implementation of traffic calming measures within the District's road network.

3. Definitions

- 3.1. **"Access Restriction"** means a traffic calming measure which restricts specific vehicle movements.
- 3.2. **"Arterial Road"** means a major street for which the primary function is to provide for vehicle movement and is intended to carry higher vehicle volumes and larger vehicles.
- 3.3. **"Benefitting Properties"** means any property or parcel, either fully or partially, located within the block of a requested traffic calming measure.
- 3.4. **"Chicane"** means a series of curb extensions on alternating sides of a roadway, which narrow the roadway and require drivers to steer from one side of the roadway to the other to travel through the chicane. Typically, a series of at least three curb extensions is used.
- 3.5. **"Collector Road"** means a street for which vehicle movement and access are of equal importance and is intended to carry higher vehicle volumes and larger vehicles.
- 3.6. **"Curb Extension"** means a horizontal intrusion of the curb into the roadway resulting in a narrower section of roadway.
- 3.7. **"Curb Radius Reduction"** means the circular curved curb which connects the tangent curb sections of two intersecting streets.
- 3.8. **"Directional Closure"** means a curb extension or vertical barrier extending to approximately the centreline of a roadway, effectively obstructing (prohibiting) one direction of traffic.

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- 3.9. **“District”** means The Corporation of the District of West Vancouver.
- 3.10. **“Diverter”** means a raised barrier placed diagonally across an intersection, that forces traffic to turn and prevents traffic from proceeding straight through the intersection.
- 3.11. **“Horizontal Deflection”** means a traffic calming measure which causes a lateral shift in the travel pattern of vehicles.
- 3.12. **“Intersection Channelization”** means the use of raised islands or bollards located in an intersection to obstruct specific traffic movements and physically direct traffic through an intersection.
- 3.13. **“Lanes”** means a street with the primary function of providing access to properties from the rear instead of the fronting street.
- 3.14. **“Lane/Road Narrowing”** means reduced lane widths using pavement markings or other features with the intention for drivers to perceive the roadway to be less comfortable at higher speeds.
- 3.15. **“Lateral Shift”** means a roadway alignment change, introducing a ‘jog’ to the left or to the right.
- 3.16. **“Local Road”** means a street for which the primary function is to provide access to adjacent properties and is not intended to carry higher volumes of traffic or larger vehicles.
- 3.17. **“On-street Parking”** means the reduction of the roadway width available for vehicle movement by allowing motor vehicles to park adjacent to the curb.
- 3.18. **“Raised Crosswalk”** means a marked pedestrian crosswalk at an intersection or mid-block location constructed at a higher elevation than the adjacent roadway.
- 3.19. **“Raised Median Island”** means an elevated median constructed on the centreline of a two-way roadway to reduce the overall width of the adjacent travel lanes.
- 3.20. **“Speed Cushion”** means a segmented speed hump which allows for the passage of larger vehicles, such as emergency vehicles or buses, without difficulty while still reducing passenger vehicle speeds.
- 3.21. **“Speed Hump”** means a raised area of a roadway, which deflects both the wheels and frame of a traversing vehicle.
- 3.22. **“Traffic Calming”** means the combination of mainly physical measures intended to reduce vehicle speeds and discourage traffic short-cutting.
- 3.23. **“Traffic Calming Point Assessment”** means a screening tool focused on the various attributes of a roadway to quantify its potential need for traffic calming.
- 3.24. **“Traffic Circle”** means a small, raised island located in the centre of an intersection, which requires vehicles to travel through the intersection in a counter-clockwise direction around the island that is not intended to accommodate larger vehicles.
- 3.25. **“Vertical Deflection”** means a traffic calming measure which causes a vertical upward movement of the vehicle.

4. Policy Statement

- 4.1. The District shall use traffic calming measures to improve safety for all road users, particularly pedestrians and cyclists, with the intent of reducing vehicle speeds, and discouraging traffic short-cutting.
- 4.2. The following types of traffic calming measures are considered by the District:
 - a. vertical deflection, including speed humps, raised crosswalks, and speed cushions;
 - b. horizontal deflection, including traffic circles, chicanes, curb radius reduction, and lateral shift;
 - c. roadway narrowing, including curb extensions, on-street parking, and raised median islands; and/or
 - d. access restriction, including directional closure, diverters, and intersection channelization.


5. Related Policies or Procedures

- 5.1. Traffic Calming Procedure 0206

6. Approval

Approved by	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2024/03/04	
Council minutes eDocs # (Council Policies only)	5709954	
Council report eDocs # (Council Policies only)	5651430	
Signature	<u>[Original signed by Mayor]</u> MAYOR	

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POLICY

Approved by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Replacement date	Click here to enter a date.	
Council minutes eDocs # (Council Policies only)		
Council report eDocs # (Council Policies only)		
Replacement description		
Signature		

7. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Related procedure	<input checked="" type="checkbox"/> Yes (0282-20-0206)	<input type="checkbox"/> No
Date of last review	2025	

District of West Vancouver
PROCEDURE

Title: Traffic Calming
Division: Engineering & Transportation Services
Procedure Number: 0206
File Number: 0282-20-0206

1. Governing Policy

- 1.1. This procedure is associated with Traffic Calming Policy 0157.

2. Scope/Application

- 2.1. This procedure describes the process by which traffic calming measures can be initiated by a property owner(s) through traffic calming request, and how traffic calming requests will be evaluated and prioritized.

3. Procedure

3.1. Timeline

- 3.1.1. Traffic calming is an annual program with the following timeline:
- 3.1.1.1. Request intake is open year-round.
 - 3.1.1.2. Each year, staff will evaluate requests received from April of the previous year to March of the current year using the Traffic Calming Point Assessment (Appendix C).
 - 3.1.1.3. All the requests meeting the minimum point assessment score of 60 will be added to the ongoing traffic calming priority list and evaluated every year along with the rest of the existing requests, until implemented.
 - 3.1.1.4. If the request is rejected at any point in the process based on failure to meet minimum criteria or lack of public support, the requestors and affected residents shall be notified in writing, and traffic calming shall be excluded from additional review for 24 months.

3.2. Initiation

- 3.2.1. If a resident perceives a traffic concern related to speeding or traffic short-cutting on a street, they may submit a Traffic Calming Request Form (Appendix A) to Engineering & Transportation at engineeringdept@westvancouver.ca.
- 3.2.2. The following criteria must be met for the traffic calming request to be considered for assessment:
- 3.2.2.1. Traffic calming measures are only considered:
 - on local roads excluding cul-de-sacs or dead-end streets less than 90 meters long; or

District of West Vancouver

PROCEDURE

- on collector roads that are located within school or playground zones.
A District Road Classification Map can be found in Appendix B.
- 3.2.2.2. Traffic calming are not considered where there is ongoing construction and changing traffic patterns.
- 3.2.2.3. Traffic calming measures are not applicable to lanes.
- 3.2.2.4. The following are not considered traffic calming measures:
 - stop signs; and
 - speed limit reduction.
- 3.2.2.5. A traffic calming request should be accompanied by signatures of support from 50% of the owners in the Benefitting Area for the District's consideration.

3.3. Plan Development

- 3.3.1. Once the Traffic Calming Request submission has met all the requirements, staff will conduct a Traffic Calming Point Assessment (Appendix C) to determine if the location meets the minimum criteria.
- 3.3.2. Staff will confer with West Vancouver Transit, West Vancouver Fire Department, and West Vancouver Police Department for their comments and acceptance before developing traffic calming plans.
- 3.3.3. Locations that meet minimum traffic calming point assessment of 60, will be ranked based on their point assessment scores. Staff will develop preliminary designs for the top ranked locations based on constructability, opportunities to combine the traffic calming project with other District projects, and budget availability.
- 3.3.4. Only the following types of traffic calming measures are considered in relation to Traffic Calming Policy:
 - a. vertical deflection, including speed humps, raised crosswalks, and speed cushions;
 - b. horizontal deflection, including traffic circles, chicanes, curb radius reduction, and lateral shift;
 - c. roadway narrowing, including curb extensions, on-street parking, and raised median islands; and
 - d. access restriction, including directional closure, diverters, and intersection channelization.

3.4. Approval

- 3.4.1. Staff will send a letter to notify owners in the Benefitting Area of the proposed traffic calming measures asking them to confirm whether they support the proposed traffic calming measures. To move forward with detailed design and implementation, the following criteria must be met:
 - a. response from at least 67% of the owners in the Benefitting Area;
 - b. a minimum of 67% of the respondents in favour of the proposed traffic

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calming plan; and

- c. a maximum of 20% of the respondents opposing the proposed traffic calming plan.

3.5. Implementation

- 3.5.1. Each year staff will evaluate requests received from April of the previous year to March of the current year based on the Traffic Calming Procedure. All the requests meeting the minimum requirements will be added to the ongoing traffic calming priority list and evaluated along with the rest of the existing requests, until implemented. Staff will develop preliminary designs for the top ranked locations selected for the year subject to resource and funding availability.
- 3.5.2. The District will undertake, manage, and make decisions pertaining to all aspects of work to coordinate and execute the construction activities.

4. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input type="checkbox"/> Mayor and Council
Approval date	Click here to enter a date.	
Council minutes eDocs # (Council Procedures only)		
Council report eDocs # (Council Procedures only)		
Signature	X _____	

5. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2025	

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Appendices:

Appendix A – Traffic Calming Request Form

Appendix B – District Road Classification Map

Appendix C - Traffic Calming Point Assessment

DRAFT

TRAFFIC CALMING REQUEST FORM

Thank you for completing this request form. Please ensure you have read the District of West Vancouver Traffic Calming Policy prior to proceeding. If you have any questions about this form or about the District's Traffic Calming Policy, contact Engineering & Transportation Services at engineeringdept@westvancouver.ca.

Name: _____

Address: _____

Phone: _____ Email: _____

Location of concern: _____

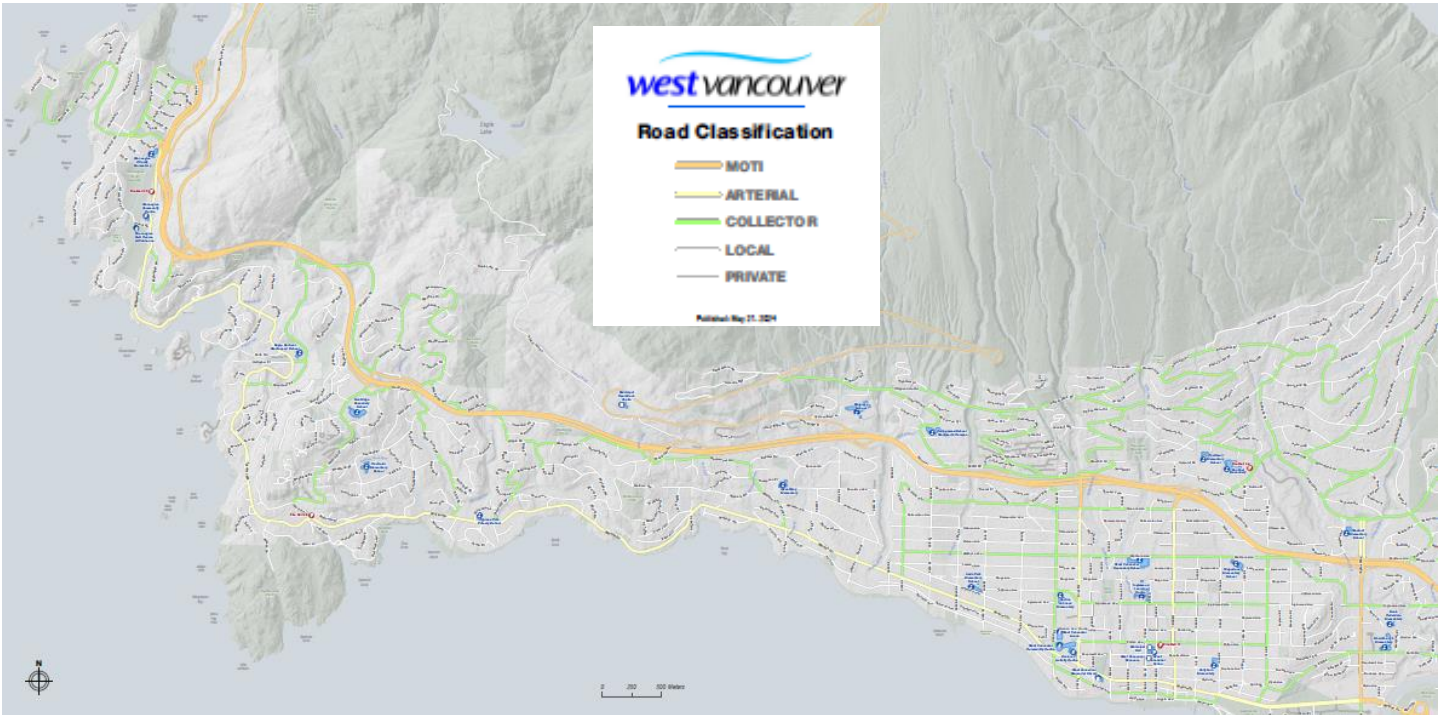
between/at: _____ and: _____

Description of concern: _____

1. Is the cause of speeding on your street the result of congestion on a nearby arterial street or the result of nearby construction? Yes No
If yes, staff will focus on addressing the causes.
2. Do any of the following conditions apply to your street
(a map showing road classifications can be found on the traffic calming web page):
 - arterial road? Yes No
 - collector road not located in school or playground zones? Yes No
 - cul-de-sacs or dead-end street less than 90m in length? Yes No
 - steep grades or sharp curves? Yes NoIf yes to any of the above conditions, traffic calming is not permitted.
3. Is speeding or short-cutting occurring during specific times of day or days of the week?
Yes No
If yes, please specify: _____

Freedom of Information and Protection of Privacy Act Notice
Your personal information will be collected for the purpose of evaluating your request for implementing traffic calming measures in the District of West Vancouver. This information is being collected by the District of West Vancouver pursuant to section 28 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*.
If you have any questions about the collection of this personal information, please contact the Privacy Officer:
foippa@westvancouver.ca; 604-921-3497; 750 17th Street, West Vancouver BC V7V 3T3

District Road Classification Map



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PROCEDURE

Appendix C

District of West Vancouver – Engineering and Transportation				
TRAFFIC CALMING POINT ASSESSMENT. A minimum score of 60 is required to proceed to preliminary design.				
Location:			Date Compiled:	
Roadway Type:	<input type="checkbox"/> Local	<input type="checkbox"/> Collector		
Traffic Data				
	Feature	Range	Criteria	Max
1.	Speed 85 th percentile speed	0 to 20	Local Road: 1 point for every kph above 40kph School/Playground zone: 1 point for every kph above 30kph	20
2.	Daily Volume	0 to 15	Local Road: 5 points for every 250 vpd; Collector Road: 5 points for every 500 vpd	15
3.	Collisions	0 to 20	5 points for every ICBC collision over the past 3 years that may be mitigated by traffic calming	20
Road Characteristics				
4.	Walking Route	0 or 5	5 points if the street is part of the District's pedestrian network, has a sidewalk, or a path	5
5.	School and Playground routes	0 or 10	10 points if there is an elementary school or playground in or adjacent to the study area,	10
6.	Bicycle Concerns	0 or 5	5 points if the road is an existing or planned bicycle route	5
7.	Other Pedestrian Generators	0 or 5	5 points for other nearby* Pedestrian Generators such as a community centre, library, retail centre, etc. <i>(*Nearby = must have direct connection to subject roadway)</i>	5
8.	Transit Route	0 or 10	10 points if not on an existing or planned transit route	10
9.	Length of Straight Road	0 to 10	1 point per 100 m of straight road	10
Total				
Minimum 60 points - Does the location meet the minimum criteria?				
			<input type="checkbox"/> YES	<input type="checkbox"/> NO