

Disclaimer: These minutes were prepared as a reasonable summary of the essential content of this meeting, not as a transcription.



Minutes of the Active Transportation Advisory Committee Meeting

October 16, 2023, 2:00 PM

Video Conference

Voting Members:

C. Ameli
J. Barnes
P. Jongbloed
E. O'Melinn
B. McCain
C. Murphy

Council Liaisons:

Councillor A. Evans

Regrets:

K. Burns
N. Vranic
Councillor M. Hayes

Staff:

S. Maki, Director of Engineering & Operations (Chair)
A. Seed, Engineering Technologist
A. Torres, Manager of Engineering & Facilities

Recording Clerk:

T. McCaw, Acting Deputy Corporate Officer

1. CALL TO ORDER

S. Maki, Director of Engineering & Operations, acknowledged that the meeting was held on the traditional territory of the ᑭᓴᓴᓴ (Katzie) First Nation.

The meeting was called to order at 2:02 PM.

2. LATE ITEMS

None.

3. APPROVAL OF AGENDA

There was general consent amongst the Committee to approve the October 16, 2023 Active Transportation Advisory Committee agenda as circulated.

4. ADOPTION OF MINUTES

There was general consent amongst the committee to approve the amended minutes from the June 12, 2023 Active Transportation Advisory Committee meeting as circulated.

5. NEW BUSINESS

5.1 Terms of Reference & Council Policy C102 Update

S. Maki, Director of Engineering & Operations, provided an overview of recent TOR changes and plans for a future review, including the mandate, focus and membership. In general, the TOR has been condensed to remove duplication and the Policy had minor housekeeping updates.

Committee participated in a discussion with the following main themes noted:

- A question was raised around the City's process for meetings and minute taking when no quorum was achieved (*Staff confirmed that should no quorum be achieved, minutes would not be taken and the meeting would be rescheduled to a later date*).

5.2 2024 Budget

S. Maki, Director of Engineering & Operations, provided a brief overview of the anticipated budget for 2024 and plans for 2024 Business Planning and associated presentations.

Staff mentioned that they do not support doubling of the annual ATAC budget, due to various City priorities and financial constraints. The annual budget is used for small projects and any large projects would be planned for separately as part of business planning. A decision package will be brought before Council during 2024 Business Planning presentations in November, and committee members are welcome to join and share their feedback.

The Committee participated in a discussion with the following main themes noted:

- Questions were raised around how funds have been spent in the past decade and whether there were any trends or whether it has been pedestrian focused improvements (*Staff mentioned that there has been a mix of projects in the past, and sometimes up to half of the annual budget has been carried forward in order to complete a larger project the following year*);
- The question was raised around how the decision will be made around the funding for major projects (*Staff confirmed that projects are proposed each year (5 year business plan) and presented publicly to Council as a part of Business Planning and encouraged the committee to attend the meeting*); and
- The suggestion was made around whether there could be any considerations for a special alternative budget to be added to the Committee in order to implement recommendations proposed in the Harris Rd Feasibility Study next year (*Staff mentioned that this could be one alternative, but that there is anticipated to be at least \$60k in carry over, which would be added to 2024's ATAC budget and that if the City is unsuccessful in a grant, the TransLink projects could be pushed out to free up budget*).

5.3 Project Priority Tracker

A. Torres, Manager of Engineering & Facilities, provided an overview of proposed projects, staff's initial suggestions for prioritization (1=high, 2=medium, 3=low) and sought committee member feedback.

The project ranking from E. O'Melinn was also mentioned for the committees consideration.

The Committee participated in a discussion with the following main themes noted and a revised Priority Tracker is included in **Attachment 1**:

- A question was raised around how costs and budget were identified on the project priorities tracker and whether only P1 items were being identified (*Staff confirmed that all items in the 2024 column were included in the total cost summary and they were not priority dependant. The projects prioritized for 2024 are currently over the anticipated budget and some re-prioritization is needed*).
- The question was raised around the cost of the RRFB crosswalk improvements noted on the tracker, which have increased in price (*Staff*

confirmed that these costs are higher than previous years and that costs for all works seem to be increasing. Staff noted that the City is hoping to reuse components from the current Southgate RRFB in an effort to save costs);

- Questions were raised around the cost implications and project implementation strategy for the Feasibility Study to be completed in 2024 *(Staff noted that cost estimates take inflation into consideration and the scope of the study would include a few high level conceptual drawings, options and alternatives, capital and operational costs and considerations, and high level cost estimates. The costs would be refined once the design and anticipated phases were determined. Once the study is complete, the plan would be presented in a public Council meeting and considered as part of future business planning);*
- It was mentioned that it is important not to view the Harris Rd Feasibility Study as only a cyclist improvement, as it would benefit various users – including pedestrians, scooters, and accessibility and mobility challenges;
- The question was raised around why staff aren't applying for wayfinding signage grants *(Staff mentioned that there is limited budget and viewed this item as a lower priority. There are a few unknowns right now with some larger projects (like the Harris Underpass) that could alter signage and a number of MUP/signage improvements ongoing around GEBP. Crosswalk improvements and the Harris Road Complete street project were identified as higher priorities);*
- Support to defer the Ferryslip Road/trail improvements, the Somerset/Chestnut and other crosswalk improvements to future years was mentioned, but ideally complete some small improvements (no parking signage or otherwise) at Ferryslip;
- The question was raised around the priority level for reducing the speed on local streets to 30 km/hr *(Staff mentioned that this would be a larger undertaking, require further research by staff, input from the RCMP and others, and that enforcement may pose a challenge. Staff mentioned that this is currently being implemented as pilot projects in a few other cities and that this could be revisited as a future priority and learnings from other cities could be incorporated);*

- There was a recommendation to add an improved connection between Parkside Trail/Fieldstone Walk and the Airport Trail on the west side of Harris Rd to the future priorities; and
- There was also a recommendation to add traffic calming and active transportation improvements along Blakely Rd, south of 119th and leading to the high school, to the future priorities.

5.4 Grant Applications

A. Seed, Engineering Technologist, provided an overview of grants researched and staff's initial suggestions for the current grant applications, and sought the committee's feedback.

The Committee participated in a discussion with the following main themes noted:

- The question was raised whether the RRFB at Baynes Road and Airport Way would be converted into a pedestrian and cycling crosswalk (*Staff confirmed yes, to the intent is to make this a multi-use crossing complete with elephant feet*).

It was **MOVED** and **SECONDED** THAT the Active Transportation Advisory Committee

- A. Support the grant applications summary as proposed by staff at the October 16, 2023 ATAC meeting.

CARRIED

5.5 Active Transportation Climate Caucus

C. Murphy, Active Transportation Advisory Committee member, provided a brief overview of the newsletter received from Climate Caucus for the committee's information.

There were no further discussions or comments made by the Committee on this topic.

5.6 ATAC Action Tracker

A. Torres, Manager of Engineering & Facilities, provided a brief update on ongoing action items for the committee's information. An updated Tracker, including feedback from this meeting, is included in **Attachment 2**.

There were no further discussions or comments made by the Committee on this topic.

5.7 2024 ATAC Committee Calendar

S. Maki, Director of Engineering & Operations, provided an overview of the draft 2024 committee calendar.

The Committee participated in a discussion with the following main themes noted:

- Clarification was requested around the summer break for the ATAC meeting schedule (*Staff mentioned that Council breaks in August and it was mentioned that there are various vacations throughout the summer*);
- Discussions were held around the potential for adding more meetings throughout the year (*Staff mentioned that the number of meetings was recently revised to four based on past experiences, and that provides sufficient time in between meetings to action items on the committee trackers and progress business*); and
- A suggestion was made to add an initial discussion around grant opportunities and 2025 priorities to the June 2024 meeting agenda.

6. ROUNDTABLE

The Committee participated in a roundtable discussion there were no formal motions or recommendations put forward.

**C. Ameli exited the building at 3:42 PM*

7. **ADJOURNMENT**

The meeting was adjourned at 3:57 PM

The next ***Active Transportation Advisory Committee*** Meeting is scheduled for ***February 12, 2024 at 2:00 PM.***

Certified as correct:

T. McCaw, Acting Deputy Corporate Officer

ATTACHMENT 1

Item	Project	Priority	Status	Location	Est. Cost 2023	Possible Grants		Est. Cost 2024	Est. Cost Future Years
37	Education	1	Complete: Davie Jones (Apr 11-17, 2023) and Edith McDermott (Apr 21-27, 2023). Plan for additional courses in 2024	HUB - Bike to School Education - Highland Park, Edith McDermott, Davie Jones and Pitt Meadows Elementary				\$12,500	\$12,500
55	Leading Pedestrian Intervals	1	Grant obtained for LPI. Complete, work to still be invoiced. Blakely being reviewed as equipment needs modification. Look into adding signage at McMyn/Harris	Various intersections on Harris and Hammond.	\$3,500	\$1,000	Vision 0		
63	Silver Bridge - RRFB	1	Apply for grant. Possibly reused southgate RRFB to reduce costs.	Upgrade south crossing		\$3,500	ICBC	\$56,500	
64	Baynes/Airport Trail - RRFB	1	Apply for grant, then have a few years to complete	Upgrade east/west crossing		\$35,000	MRNB	\$35,000	
66	Harris Rd complete street - feasibility study	1	Only 2 grants applicable, but not open streams yet. If done in 2024 and no grants, most of ATAC funding needed to complete this. \$220k, but \$44k applicable to DCCs.	Detailed assessment of Harris Rd Complete street (protected bike lanes), including costs, considerations, land, trees, concepts, etc		\$88,000	FCM Green Fund	\$88,000	
70	119/Harris cyclist push buttons	1	Aligns with NB3 in ATP	Add new infrastructure to support cyclist route near PME		\$24,000	BICCS	\$8,000	
71	Harris/Hammond cyclist+ped push buttons	1	Aligns with NB3 in ATP. Pedestrian push button upgrades completed.	EB Mitchell Rd, WB Hammond cyclist push buttons, plus upgraded pedestrian buttons		\$26,250	BICCS	\$8,750	
76	Bylaw revisions - subdivision	1	Staff have included revisions in 2024 business plan	Staff to coordinate modifications to bylaw to include updated guidelines around AT				Other	
78	Various Crosswalks	2	Awaiting completion of crosswalk matrix. Apply for future grants, once locations/improvements known.	A list of crosswalks for review and possible improvements					\$45,000
56	Crosswalks	2	Revisit scope in future (curb extensions, relocation of parks trail, transit stop, etc.)	122nd Ave and 191B St intersection - review and relocate to west leg					\$25,000
57	Lougheed Trail	2	Potential localized repair in coordination with Parks Department - revisit for 2025	Repair localized section along the trail, with specific roots/bumps west of the Katzie Slough			N/A		\$5,000
59	Accessibility Improvements	2	Action not yet taken.	Accessibilty improvements at various dike/trail entrances, such as parking and pole relocation				\$10,000	\$10,000
61b	Trail Etiquette Signage	2	Potential implementation of additional trail/dike signage and wayfinding in collaboration with Parks.	Various trails/dikes					\$15,000
65	PMAP - wheelchair ramp	2	Not applicable to avail grants. Could be combined with PMAP/Amenity land modifications in future years	Upgrade access to park off of Bonson Rd					\$20,000
77	Ferry Slip - Trail Access	2	Staff to review small improvement with signage or other		\$500				\$8,000
58b	Crosswalk - Somerset/Chestnut	2	Crosswalk to be further assessed at one location	E/W Crosswalk implementation at south leg					\$12,000
44	Neighborhood Bikeway	3	Committee to revisit extension of bikeway following Bike Network Review and data collection (~2025)	Extend neighborhood bikeway along Blakely Rd (north of 120B Ave), 121B Ave and connect to 193 St					TBD
69	Widen and pave Baynes MUP	3	\$1.5M major project (MUP7) and not focus at this time/lower priority ranking in ATP	Upgrade existing gravel travel along Airport lands					
74	E-bike rebate/info - Comms	3	Likely revisit in next few years once more is known	Coordinate with Communications to create awareness/educate					TBD
75	Harris underpass - at grade	3	Paused until we know what is occurring with underpass	Consider alternative options for improvements					TBD
67	30km/hr streets	3	Requires staff time to research and assemble information.	Discussion to include RCMP and Council.					TBD
73	Wayfinding	3	As much infrastructure is going in, likely wait 1-2 years and revisit for a grant application and city-wide plan. Could be \$40k+	Implementation of destination wayfinding in the urban core					TBD
48	MUP on Kennedy Rd	3	Committee to revisit in future years to provide connectivity from south end of Kennedy overpass to dike	Potential MUP from Katzie Slough to Kennedy Rd pump station on north side of the road					TBD
79	Multi-use connection	3	To be revisited for 2025 priorities	On Harris Rd, between Fieldstone and Airport Trail					TBD
80	Blakely Roadway Improvements	3	To be revisited for 2025 priorities	Traffic calming and/or active transportation improvements, south of 119th					TBD
Estimated Total of Remaining Work					\$4,000			\$218,750	\$152,500
Active Transportation Annual Budget					\$145,300			\$184,800	\$100,000
Spent to date					\$56,500				
Current Remaining 2023 budget (carry over)					\$84,800				

Possible Grants
 Complete
 Revisions to status
 Postponed
 Newly Added

Meeting Date	Action Item	Status	Comments	Assigned To:
16-Oct-23	No Right-Turns on a Red	To be actioned	Staff to review signage for LPI locations, or signage outlined no right-turn on a red. Specifically mentioned for McMyn/Harris Rd.	A. Seed
	Invitation to 2024 Business Planning	To be actioned	Send invite to committee closer to 2024 business planning	T. McCaw
12-Jun-23	Lougheed MUP width	In Progress	Staff reviewed and contacted property owner of Meadowtown Mall and asked for them to review concerns (MUP width, no lighting, lack of maintenance, etc.)	A. Seed
	Cyclist Crossing at Lougheed/Park Rd, South side	In Progress	Staff followed-up with MOTI on possibility of elephant feet or separate crossings for MUP due to cyclists crossing straight across the road and awaiting response.	A. Seed
	30km/hr City Streets	Revisit in late 2024	Committee discussed implementing 30km/hr on neighbourhood bikeways as outlined in ATNR, but also possibly City wide on local streets. Importance of education, signage and enforcement was discussed and examples in New West, Surrey and Vancouver. Staff to assemble information.	A. Torres
17-Apr-23	Trail access near Ferry Slip Road - Slope & Barriers	In Progress	Staff to assess and provide an update. Staff to review access around gate (uneven, barrier placement) and possibility of 'no parking' signs	A. Seed
07-Nov-22	Sidewalk Heaving - McMyn Rd	In Progress	Staff previously reviewed mobility challenges at heaved sidewalk on south side of McMyn Rd, west of 191 St. Future plan is to remove the trees and fix the sidewalk panels, but timeline and budget still to be confirmed. Importance of urban forest canopy was mentioned.	S. Maki
12-Sep-22	Bonson/Hammond - Sightlines	In Progress	Staff to review criteria for possible warrant of a marked crosswalk at the north side of Hammond Rd at the Bonson Rd intersection and associated sightlines and parking clearances, specifically at the northeast corner. Awaiting crosswalk criteria beyond TAC.	A. Seed
08-Nov-21	Sidewalk sloped along south side of Park Rd	In Progress	Parks/Operations staff have reviewed the area and prioritized trees for removal, sidewalk panel replacement and locations to monitor/revisit in 2023. Importance of urban forest canopy was mentioned.	A. Torres
14-Jun-21	Kennedy Rd Overpass	Revisit in late 2024	Committee to further discuss/provide feedback once project component is revisited.	S. Maki
	E-Scooter/E-Bike Awareness	Revisit in late 2024	Revisit as part of future priorities. Revisit as part of 2024 workplan. Staff to add this to the community awareness campaign on traffic safety. Suggestion to share HUB Cycling e-bike etiquette and posting information online to increase knowledge and safety.	A. Torres
	Accessibility Improvements at Various Dike and Trail Entrance Locations	To be actioned	Staff to review locations of improvements, such as designated parking and pole relocation (4ft clearance).	A. Seed