

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

November 18, 2024, 2:00 PM

Video Conference

Voting Members: C. Ameli
J. Barnes
K. Burns
P. Jongbloed
E. O'Melinn
C. Murphy
N. Vranic

Regrets: B. McCain

Council Liaisons: Councillor Evans
Councillor Hayes (Alternate)

Staff: S. Maki, Director of Engineering & Operations (Chair)
E. Borromeo, Engineering Technician

Recording Clerk: T. McCaw, Administrative Services Supervisor

1. CALL TO ORDER

S. Maki, Director of Engineering & Operations, acknowledged with respect and gratitude that the City of Pitt Meadows is located on the traditional, unceded territory of  (Katzie) First Nation who were stewards of this land since time immemorial.

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 November 18, 2024 Active Transportation Advisory Committee agenda as circulated.

4. **ADOPTION OF MINUTES**

There was general consent amongst the Committee to approve the minutes from the July 22, 2024 Active Transportation Advisory Committee meeting as circulated.

5. **NEW BUSINESS**

5.1 **Grants Update**

E. Borromeo, Engineering Technician, & S. Maki, Director of Engineering & Operations, provided a brief update on active transportation grants received and applied for by the City forming a part of the minutes as **Attachment 1**.

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

- A question was raised around the reasoning for the high cost estimate for the project at Pitt Meadows Athletic Park [Bonson Road] pedestrian crossing including the Rapid Flashing Beacon (*Staff mentioned that curb extensions are included in the scope, and the crosswalk and bus stop may need to be relocated, resulting in a higher cost estimate*).

5.2 **Harris Road Complete Street Feasibility Study [HRCSFS] - Update**

S. Maki, Director of Engineering & Operations, provided a verbal update on the Harris Road Complete Street Feasibility Study. Some of the highlights included:

- Aplin Martin Consultants has been engaged to complete the Harris Road Complete Street Feasibility Study [HRCSFS];
- Past data collection and reports have been shared with the consultant;
- Additional traffic data will be collected to fill in gaps in the existing data;
- A topographical survey is being completed for the whole corridor within the next week;

- Over the next few months, up to five (5) high level concepts are to be created, which will be reviewed and narrowed down to three (3) options that will be brought back to this Committee in March 2025 for feedback, as well as engagement with the public on the design options; and
- Staff are looking to complete the project before 2025 business planning, so it can be considered for future priorities and capital budget.

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

- The request was made for more information around what concepts the Committee could expect to review (*Staff confirmed that typically conceptual drawings would include a cross-section of the road, what changes could be made throughout the length of Harris Road within the existing right-of-way, what facilities could be accommodated (such as MUP, protected bike lane, removal of medians, etc), and how the complete street transitions at bus stops and intersections*);
- The question was raised whether the concepts would include cost estimates (*Staff confirmed that order of magnitude would be included in the five options. The three concepts that will be provided for feedback would include high level details and lifecycle cost estimates; from there, after receiving Committee and resident feedback, the concepts and estimates will be refined*).
- A question was raised around how the HRCFSFS would impact the potential of a Harris Road underpass/overpass (*The design concepts would include both scenarios (options supporting the grade separation and options at-grade). Staff noted this is only one section of the road and the scope of this project runs from Fraser Way to Lougheed Highway. Once the study is complete and if endorsed by Council, the project would likely be phased in over time and with supporting grants*);
- The question was raised whether a cycling track would be included in the concepts (*Staff confirmed a variety of options will be explored (MUP, protected bike lane, other and that it is important to meet current design guidelines further noting no options have been eliminated at this time*);
- The 2012 Pedestrian and Cycling Master Plan and 2014 Transportation Master Plan discussed potential connections coming into play which

could lead to the reduction of lanes on Harris Road and what that meant (*Staff explained that this study could have been speaking to the McTavish Road Connector, the at grade crossing, or possibly how other local roads could have been used and supported if the number of vehicle lanes on Harris Rd were reduced. Given that Harris Rd is the City's main urban arterial, it is unlikely that the vehicle travel lanes would be reduced given growth and increased development anticipated along the corridor*); and

- The question was raised whether the Ministry of Transportation & Infrastructure project at Lougheed Highway & Harris Road was going to be considered during this project (*Staff confirmed that yes, the project has been flagged in order to integrate with the HRCFS project*).

5.3 E-Scooter Update

S. Maki, Director of Engineering & Operations, provided a verbal update on e-scooters in the community and staff's next steps. Some of the highlights included:

- The RCMP, Staff, and Mayor and CAO have met to discuss the concerns around e-scooters and how to increase awareness and education;
- Following up on the previous e-scooter and e-bike update to ATAC years ago, Staff will research outcomes of various pilot projects and lessons learned. Staff also noted that there are different types and speeds of e-scooters, e-bikes, and motorcycles and different regulations for each, which leads to confusion;
- Key messaging will be drafted and shared with the community and social media platforms in 2025's Active Transportation Campaign that typically runs April - September;
- RCMP has been discussing and collaborating with School District 42 regarding e-scooters and enforcement messaging; and
- The works associated with e-scooters is included in 2025 business plan being presented next week at Council, and within staff's 2025 work plan.

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

- The question was raised around whether there were any Provincial efforts being made to add Provincial legislation around e-scooters (*Staff explained that the Motor Vehicle Act outlines what is allowed on roadways, but there is opportunity for Cities to be a part of the Province's pilot program - but nothing beyond that at this point and that it is still a relatively new topic*);
- A comment was made noting that increased education and awareness needs to continue on this topic;
- The committee asked about ICBC involvement in this issue. It was mentioned that ICBC has expressed their position on e-scooters and that it doesn't involve them. Insurance confusion was also highlighted;
- The recommendation was made that the Federal and Provincial government should be developing legislation around this mode of transportation, which would allow for infractions to be enforceable; and
- A question was asked whether e-scooters was something that was discussed at UBCM this past year (*Council liaisons mentioned that they didn't recall it*).

5.4 Update on ATAC Project Priorities List

S. Maki, Director of Engineering & Operations, provided an update on the ATAC Project Priorities List.

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

- A question was raised around Item 59 requesting more information around this item and its history (*Staff explained that this item had been brought forward by a previous ATAC member and identified a few locations on various dikes/trails where gates are currently too narrow for a wheelchair/mobility device to gain access and that accessibility modifications could be made*);

- A question was raised around whether item 59 would include re-surface (*Staff mentioned that there is only \$10k allotted to this item currently, and beyond very localized re-surfacing (such as Ferryslip Rd's gate entrance) further scope is not included at this time*);
- A suggestions was made to relocate a jersey barrier and pack the gravel at the NW corner of Baynes Road and Airport Way Baynes (*Staff confirmed previous dialogue on this item and that they would look into this location*);
- Item 79 - the Multi Use Connection on Harris Road at Fieldstone and Airport Trail was identified as an important connection that is currently a gap in the network (*Staff mentioned this would be looked at in the HRCSP and that any changes would likely be phased in with implementation of that project in future years*); and
- A questions was raised around Item 76 and whether the bylaw revisions will include the recommendations from the new Active Transportation Plan (*Staff confirmed that there are many updates required to the subdivision bylaw, many of them outside of active transportation, but that the recommendations in the ATP and updated BC Active Transportation Guidelines (such as sidewalk width, and road cross-sections, tactile pads, etc) would be considered within the full bylaw update that will be completed in 2025*).

5.5 Update on ATAC Action Item Tracker

S. Maki, Director of Engineering & Operations, provided an update on the ATAC Action Item Tracker and forms part of the minutes in **Attachment 2**.

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

- A question was raised around where people could see information about the ATAC advertising campaigns (*Staff confirmed these campaigns are drafted internally and shared through social media on the City's various platforms, but a past version was shared with ATAC earlier this year. Staff further confirmed that two recent updates were around health and climate, as well as the regulations around the new passing legislation*).

6. ROUNDTABLE

The Committee participated in a roundtable discussion. There were no formal motions put forward. Items regarding staff action and takeaways have been added to the Action Item Tracker.

7. ADJOURNMENT

The meeting was adjourned at 3:31 PM.

The next **Active Transportation Advisory Committee** meeting will be scheduled for a Monday in **March 2025** at 2:00 PM *with the specific date to be determined in January 2025.*

Certified as correct:

Tatiana McCaw,

Administrative Services Supervisor

Grants Summary

Organization	Grant Program	Timeline	Comments
Translink	Walking Infrastructure to Transit (WITT)	Application submitted 2024-Oct-31	<ul style="list-style-type: none"> Allocated amount is \$56,000 Project is on Ford Rd & 191B St RRFB crossing upgrade City applied for 75% cost share
	Bicycle Infrastructure Capital Cost Share (BICCS)	Did not apply	Bonson Rd and PM Athletic Park crossing upgrade was considered. The upgrade was designed to tie in with future multi-use path planned for Bonson Road as outlined in the 2023 Active Transportation Plan. The project did not meet BICCS requirements for Allocated, Competitive, or Recovery streams.
	Major Road Network & Bike Cost Share (MRNB)	Did not apply	Bonson Rd and PM Athletic Park crossing upgrade was considered. The project did not meet MRNB requirements.
Federation of Canadian Municipalities (FCM)	Green Municipal Fund	Application submitted 2024-Oct-09	Project is the Harris Road Complete Street Study
BC Government & Fraser Health	Vision Zero BC	Intake closes 2024-Nov-31	<ul style="list-style-type: none"> Up to \$20,000 in available funding City to apply for the Ford Rd & 190A St RRFB Crossing
ICBC	Road Improvement Program (RIP)	N/A	City to apply for the Road Safety Studies on high crash intersections: <ul style="list-style-type: none"> Hammond Rd & Blakely Rd 119 Ave & Harris Rd
BC Government	Active Transportation Network Planning	Intake closed	Not eligible to apply until 2028 – 5 years after current Active Transportation Plan
BC Government	Active Transportation Infrastructure Program	Intake closed	Projects must involve transportation facilities or infrastructure and feasibility studies or improvements such as wayfinding are not eligible. Bonson Rd and PM Athletic Park crossing upgrade was considered, but did not meet the requirements – project must be “Shovel Ready” before application starts.
Fed Government	Active Transportation Fund	Intake closed	ATF to inform City when application opens
Union of BC Municipalities (UBCM)	Active Transportation Planning	Application closes 2025-Sept-30	<ul style="list-style-type: none"> Up to \$30,000 in available funding Projects eligible are research, engagement, or policy development
Social Planning and Research Council of BC (SPARC BC)	Local Community Accessibility Grant Program	Did not apply	The City does not meet requirements: <ol style="list-style-type: none"> 1) Must have an Accessibility Committee 2) Must have an Accessibility Plan – City currently drafting 3) Must have platform in place for community survey and consultation

Organization	Program	Project	Date applied	Status	Funding Requested	Funding Pending	Funding Approved
Translink	BICCS						
	MRNB						
	WITT	Ford & 191B St- RRFB Crosswalk Upgrade	31-Oct-24	Pending	\$33,392.00	\$33,392.00	
		Ford & 190A St- RRFB Crosswalk Upgrade	31-Oct-24	Pending	\$22,608.00	\$22,608.00	
Rapid							
Fraser Health	Vision Zero BC	Ford Rd & 190A St RRFB Crossing		In Progress		\$11,304.00	
Federation of Canadian Muni	Green Municipal Fund	Harris Road Complete Street Feasibility Study- Pre Application	23-Jan-24	Approved			
	Green Municipal Fund*	Harris Road Complete Street Feasibility Study	09-Oct-24	Pending	\$57,500.00	\$57,500.00	
ICBC	RIP	Intersection Study: Hammond and Blakely & Harris and 119		In-progress			
Union of BC Municipalities (UBCM)	Active Transportation Planning	Wayfindng		In Progress		\$30,000.00	
Total:					\$113,500.00	\$154,804.00	\$0.00

Meeting Date	Action Item	Status	Comments	Assigned To:
18-Nov-24	Signage in Sidewalk & Visibility Improvements	Revisit as future priority	A concern of the amount of signage posts within the sidewalk and reduction to passing width was mentioned. A suggestion of reflector tape, or focusing on putting signage in boulevard instead	S. Maki
	Garbage Bin at High School Bus Stop	To be actioned	Recommendation to add green waste bin at the bus stop near the high school. Staff to review.	S. Maki
	Stairs added by CP Pedestrian Overpass on Bonson	To be actioned	It was mentioned that stairs were recently added at the base of the CP Pedestrian Overpass and if lighting improvements at these stairs could also be incorporated. Staff to review.	S. Maki
	Free Valet Parking	Revisit as future priority	Recommendation for future signage and service of free valet at future events. Staff to discuss internally.	S. Maki
	Line Painting vs. Cat Eyes	Revisit as future priority	It was mentioned that with increased storm events, visibility is limited and for AT resiliency - if City standards require line painting only, cat eye reflectors, or both. Staff to consider implementation of	S. Maki
	Lighting extensions on Parkside Trail	Revisit as future priority	It was asked if lighting will be extended along the trail up to the high school. Staff mentioned it is not in the current plan (improvements to west end of Parkside Trail is), but they will mention it	S. Maki
	MUP Surface & no-Posts Bonson/Baynes	To be actioned	It was mentioned that the gravel is loose at the NW corner of Baynes/Airport Way, and the no-post barriers could be relocated. Staff to review.	S. Maki
	Lighting on McMyn Rd	To be actioned	Poor lighting was mentioned along McMyn Rd. Staff to review.	S. Maki
22-Jul-24	Accessibility Committee and EDAC Collaboration	Complete	Suggestion to collaborate on certain items with other committee, such as accessibility improvements, the complete street / tourism / complete community assessment, and emergency preparedness. With ATAC Committee transition, consultants conducting work would present to Council for feedback in the future.	S. Maki
	Wayfinding Signage for Cyclists	In Progress	Staff to review possibility of added wayfinding signage on Harris Rd to bring awareness to cyclists and MUP connectivity.	S. Maki
08-Apr-24	Onni Works	In Progress	Review of consistent speed zone signage on Fraser Way, wayfinding to Trans Canada Trail when southbound on Bonson Rd, and letdown at NE corner of Bonson/Airport Way	S. Maki
	McMyn/191St Crossing	In Progress	Request for staff to review curb extension/crosswalk at McMyn/191 against City's crosswalk criteria. Crosswalk design was previously reviewed and met standards, but staff collecting additional data.	A. Seed / E. Borromeo
	191 St Sidewalk, south of McMyn	Revisit as future priority	Review options for drainage along west sidewalk on 191 St, where tree roots have created a barrier between the sidewalk and roadway. Update: Ops/Parks informed. Future consideration to be given to implementing drainage channel in boulevard adjacent sidewalk.	S.Maki
12-Jun-23	Cyclist Crossing at Lougheed/Park Rd, South side	Revisit as future priority	Staff followed-up with MOTI on possibility of elephant feet or separate crossings for MUP due to cyclists crossing straight across the road, but unlikely to be supported given past feedback at Allen Way and part of a bigger discussion with the MUP - sidewalk transition.	A. Seed
	30km/hr City Streets	Revisit as future priority	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. Assigned priority 3. Committee member suggested focus on PME, Davie Jones and PMSS routes.	E. Borromeo

ATTACHMENT 2

12-Sep-22	Bonson/Hammond - Sightlines	In Progress	PIV specific criteria established, does not meet warrant for marked crossing and not typical in other cities. Staff reviewed sightlines/parking restrictions at NE corner and implemented signage. Overheight hedges trimmed at one corner, and staff to follow-up on the other. Bus stop location under review.	A. Seed
14-Jun-21	Kennedy Rd Overpass	Revisit in 2025	Likely to be future working group or task force item, if/when revisited.	S. Maki
	E-Scooter/E-Bike Awareness	2025 Priority, In Progress	Revisit as part of future priorities. Suggestion to share HUB Cycling e-bike etiquette and posting information online to increase knowledge and safety.	E. Borromeo
	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