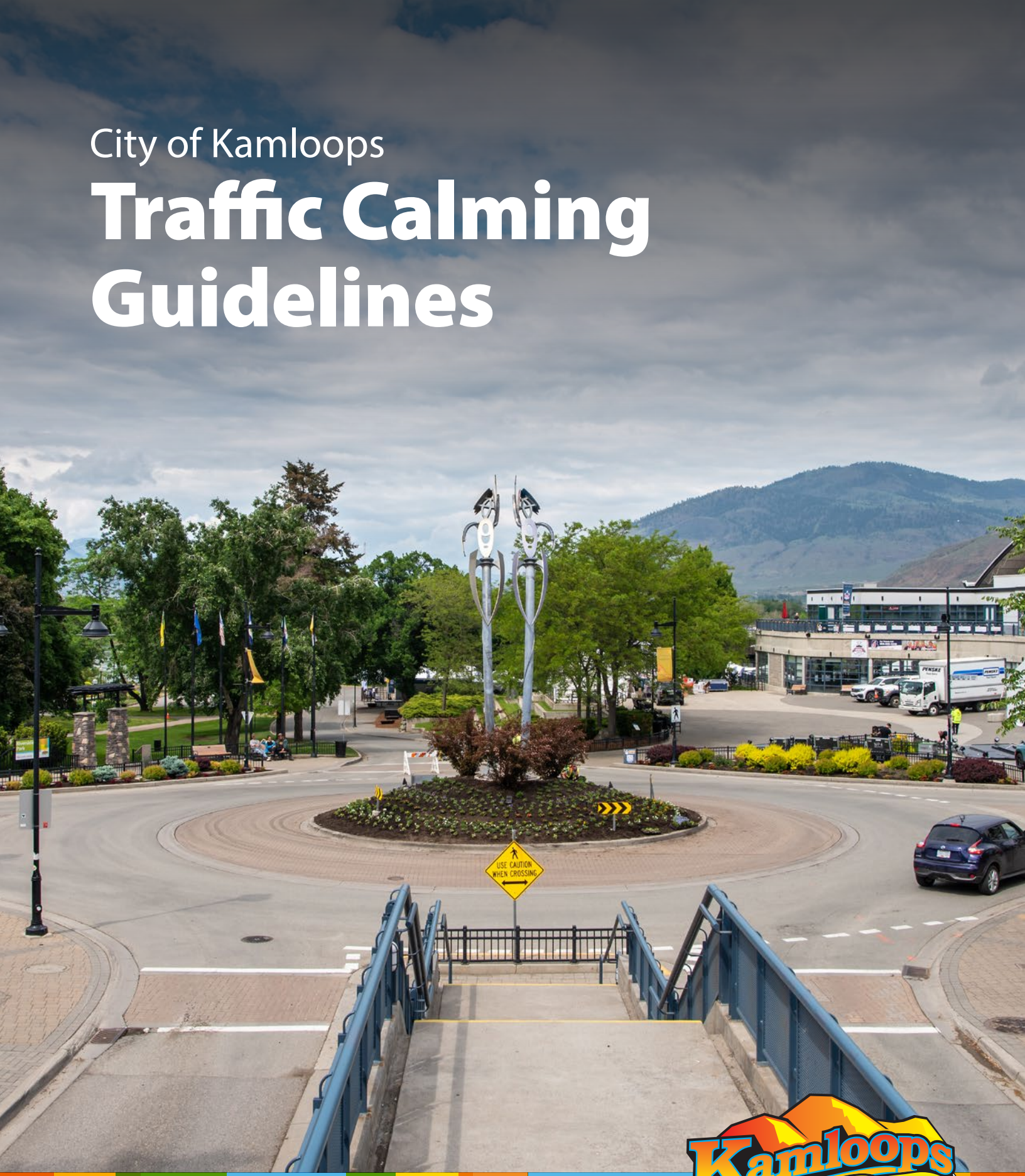
City of Kamloops

Traffic Calming Guidelines



SEPTEMBER 2026

COUNCIL POLICY #TS-14

Kamloops

Canada's Tournament Capital

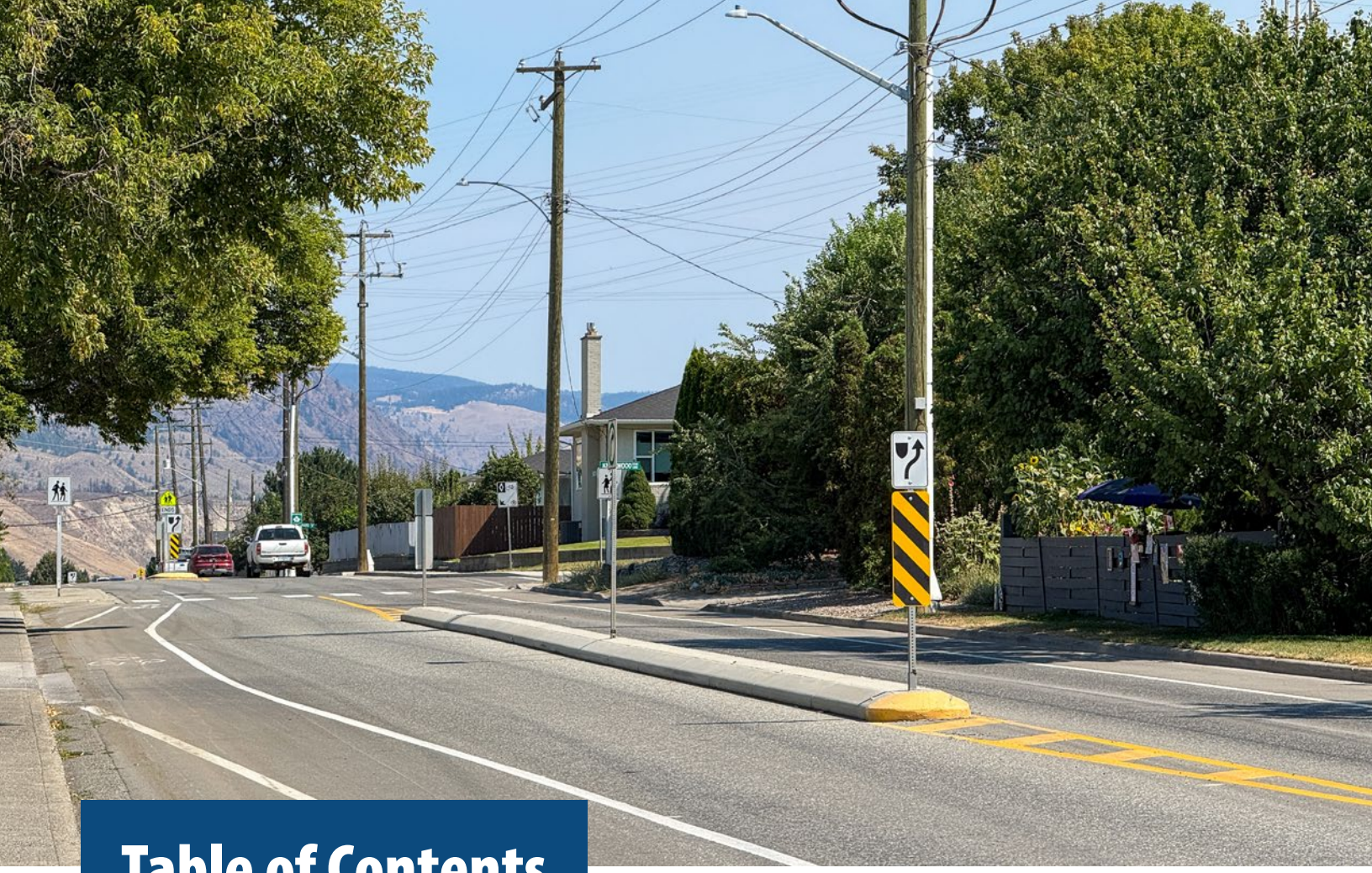


Table of Contents

1. Introduction 2
- 1.1. Traffic Calming 3
- 1.2. Purpose of the Guidelines 3
- 1.3. Guiding Principles 3

2. Evaluation Process 5
- 2.1. Initiation (Phase One) 7
- 2.2. Warrant Analysis (Phase Two) 8
- 2.3. Prioritization (Phase Three) 9
- 2.4. Development (Phase Four) 10

3. Implementation (Phase Five) 11
- 3.1. Traffic-Calming Solutions 12
- 3.2. Monitoring 12

Appendix A 13
- Traffic Calming Request Form 13

Appendix B 15
- Sample Survey Cover Letter 15

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1. Introduction

The City of Kamloops uses the Traffic Calming Guidelines to streamline traffic-calming requests from initiation to implementation. The guidelines are based on the *Canadian Guide to Traffic Calming*, prepared by the Transportation Association of Canada (TAC), and are intended to provide residents/impacted community members and City staff with a clear understanding of how and when the City will proceed with traffic calming projects for municipal streets and neighbourhoods.

These guidelines are not applicable to major collector and arterial roads.



Emphasis Area 2: Safety & Livability		
8	2.1	Accelerate and enhance the active transportation network
9	2.2	Create Speed Management Program and Traffic Calming Policy

Adopted in 2023, the City's Vision Zero Strategy and Action Plan presents a practical and action-oriented approach to reduce transportation fatalities and serious injuries. The Traffic Calming Guidelines are one component of the City's overall plan to achieve Vision Zero.

To learn more about Vision Zero, visit **Kamloops.ca/Transportation**.

1.1. Traffic Calming

Traffic calming measures are a combination of practices that usually involve physical modifications to the existing transportation facilities to improve the safety of all road users. The City uses these measures to address concerns about unsafe motorist behaviours (speeding and shortcutting).

1.2. Purpose of the Guidelines

THE PURPOSE OF THE GUIDELINES IS TO:

- Improve the safety and livability of Kamloops neighbourhoods by reducing motorists' speed and unintended traffic volumes and minimizing the likelihood of incidents through traffic-calming measures
- Provide a brief reference on how the City processes requests for traffic-calming projects

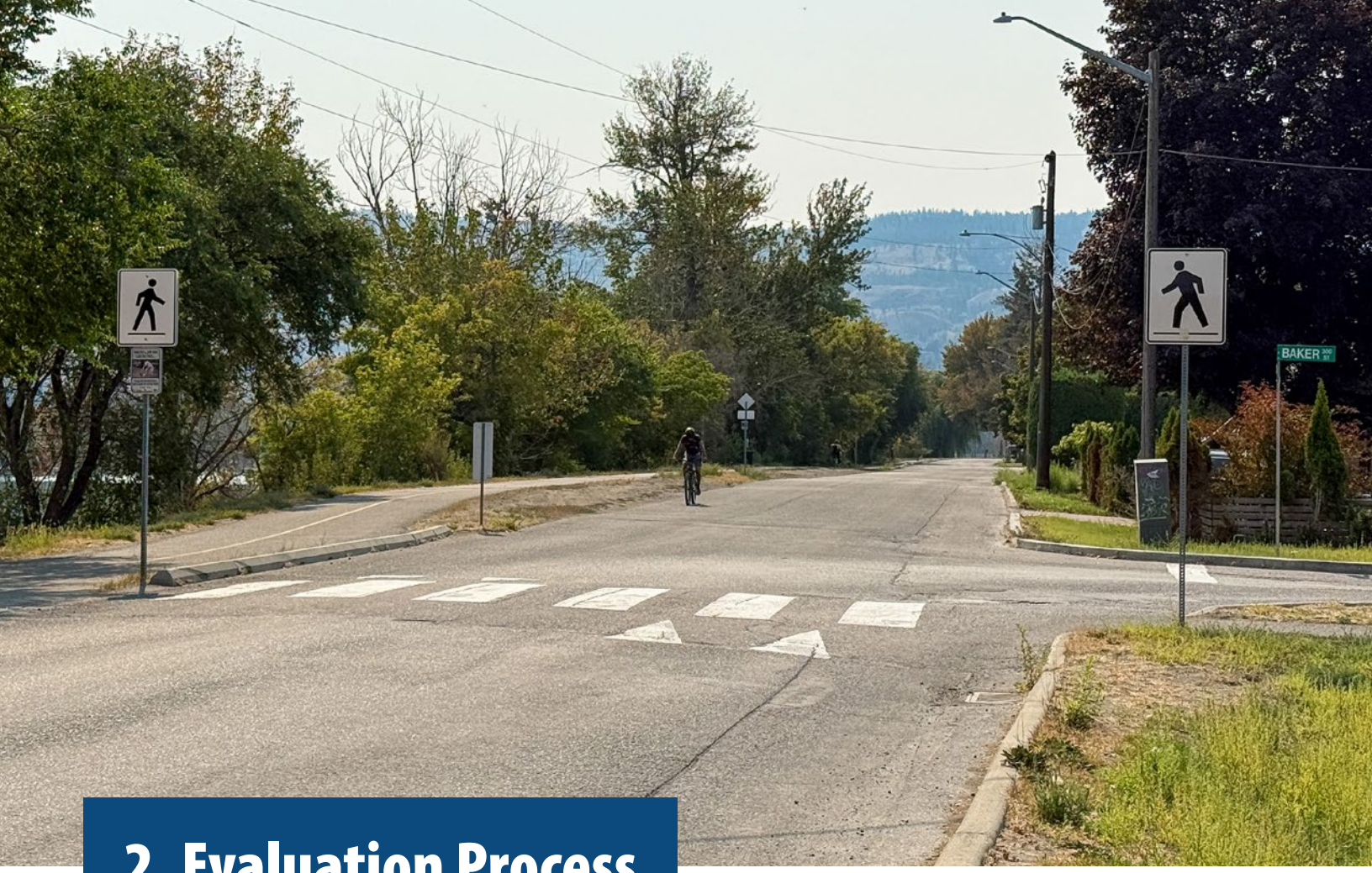
1.3. Guiding Principles

This document is not a standard; rather, it provides guidelines that outline the roles of the City and the public in traffic calming. The following are the main principles that directly govern the Traffic Calming Guidelines.

Traffic-calming strategies are only applicable to local roads, minor collector roads, and laneways in the City of Kamloops.

- For major collector and arterial roads, the Transportation Division will implement education programs (e.g. speed reader boards, pavement markings) and will work with the RCMP to step up speed enforcement along the affected corridor.
- Traffic calming is only expected to target speeding and shortcutting. There are alternative tools for more complex transportation issues in the neighbourhoods.
- The City will consider traffic-calming requests from both a local and a city-wide perspective to ensure that the overall transportation goals and objectives of the City are maintained.
- The involvement of the local community plays a prominent role in initiating and progressing with a traffic-calming plan. Traffic-calming proposals should not be considered without local support.
- The evaluation process must be based on traffic data that are no more than two years old and preferably more recent.
- Transportation Division staff will carefully review traffic-calming proposals that conflict with a neighbourhood's fundamental transportation demands, such as primary emergency services corridors, transit, road and utility services, traffic access or egress, or community plans, to determine if the project should move forward.
- Traffic-calming plans are the most effective when they are monitored and modified as required. The City uses past experience to improve the Traffic Calming Guidelines.





2. Evaluation Process

The traffic-calming evaluation process consists of five phases: initiation, warrant analysis, prioritization, and development before a traffic-calming plan is implemented. The City follows the steps outlined in **Figure 1** to decide whether a traffic-calming plan can be implemented after learning about a concern or receiving a request. This section explains the steps under each phase.

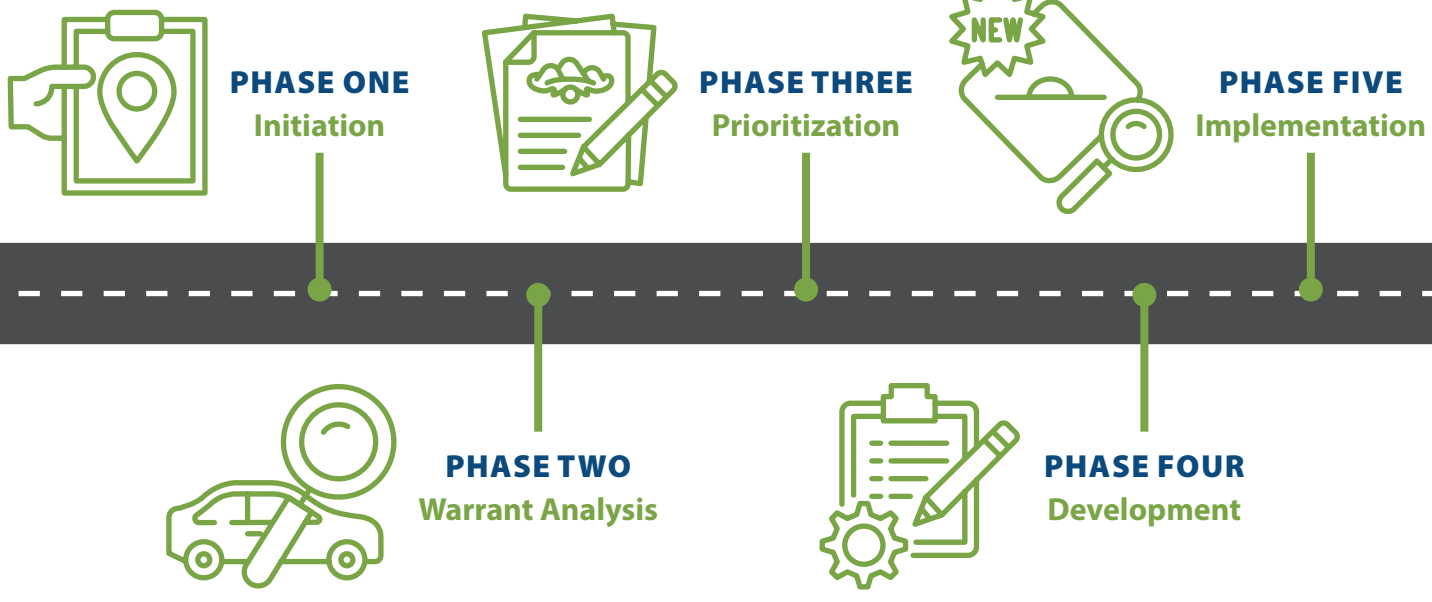
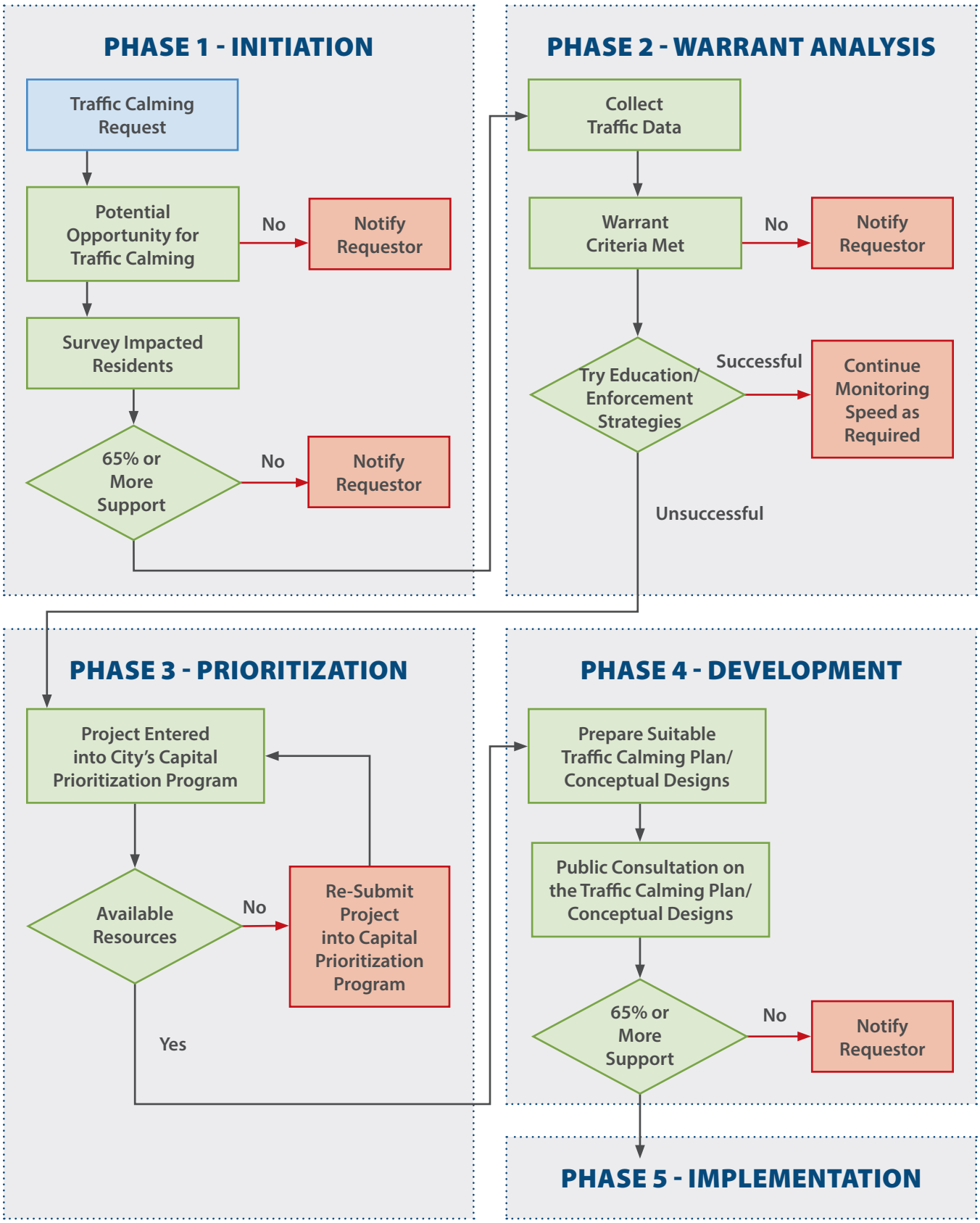


Figure 1. Traffic Calming Evaluation Process



2.1. Initiation (Phase One)

The Initiation phase is set to record official requests regarding residents/impacted community members' traffic-calming concerns, shape the applicable requests into a potential demand, and determine the neighbourhood's interest in further exploring the request. A request from the public typically triggers the Initiation phase for traffic calming evaluation through the following steps:

REQUEST AND REVIEW:

- After receiving a request from the public regarding a traffic-calming concern, the requester will be directed to the Transportation Division.
- The requester will be provided with a copy of the Traffic Calming Guidelines and asked to submit an official request by completing the Traffic Calming Request form included in **Appendix A**.
- Upon receiving the official request, the Transportation Division staff will review the request to determine the study area and whether a potential traffic-calming treatment exists. One of the two following general outcomes is expected at this step:
  - The addressed location or transportation facility is not suitable for traffic-calming treatment. The Transportation Division will explore applicable studies or measures to address the concern and will notify the requester. The file will be closed, and no further action will be undertaken.
  - The scope of concern is on a local road, a minor collector road, or a laneway that is a potential candidate for traffic-calming treatment. The Transportation Division will proceed to the next step.

RESIDENT SURVEY DISTRIBUTED:

- Once a resident's or an impacted member's concern has been identified as a potential candidate for traffic-calming treatment, the City will distribute a survey, included in **Appendix B**, to the property owners who are directly affected within the study area. The results of the survey will dictate whether the City should continue to explore the study area for traffic-calming treatment or close the file based on the following criteria:

MORE THAN 65% SUPPORT:

- If at least 65% of the surveyed property owners support proceeding with the remaining steps of the traffic calming evaluation process, the City will proceed to the **Warrant Analysis phase**.

LESS THAN 65% SUPPORT:

- If less than 65% of the surveyed property owners support the request, the file will be closed, and the City will notify the surveyed population, including the requester.



2.2. Warrant Analysis (Phase Two)



The Warrant Analysis phase is designed to filter and select only the traffic-calming requests that satisfy the criteria shown in **Table 1**. The process includes analysis by the Transportation Division, including traffic volume and speed data collection, shortcut/licence plate survey (if applicable), study of road geometric and geographic characteristics, and design guideline information.

INFORMATION GATHERING AND ANALYSIS:

Based on the information gathered and subsequent analysis, the Transportation Division will determine whether education or enforcement measures are viable and, if so, will work with the RCMP to implement these measures. If these measures prove ineffective, the warrant criteria will be evaluated for the project.

All the warrants must be met to enable a request to enter the **Prioritization phase**. If one or more of the warrants are not met, the residents/impacted community members, including the requester, will be notified of the result of the warrant analysis.

If the warrant is not met, the City will not consider additional requests for traffic calming for a minimum of four years unless there is a material change to either the land use or road network that would affect traffic in the area.

Table 1. Traffic Calming Warrant Criteria

WARRANT NAME	CRITERIA	ANALYSIS OUTCOME	
		Met	Not Met
WARRANT 1 **Road Characteristics**	Is the road classified as one of the following: • Local road • Minor collector road • Laneway		
WARRANT 2 **Technical Requirements**	Based on the latest traffic data (not older than two years): • 85th percentile speed is greater than the posted speed limit by 10 km/h or more **AND** one of the following: - **Minor collector roads**: Average weekday or weekend traffic volume exceeds 3,000 vehicles per day - **Local roads:** Average weekday or weekend traffic volume exceeds 1,000 vehicles per day - **Laneways:** Average weekday or weekend traffic volume exceeds 300 vehicles per day • Locations with significant shortcutting traffic (when shortcutting is deemed to be a problem 30% or 100 cars, whichever is greater, and licence plate survey data has supported this) or undertake trip generation to ascertain the reasonable traffic volume		
WARRANT 3 **Design Guidelines**	The following must be met: • The traffic calming will not significantly impact the emergency service responsiveness or transit operation efficiency. • The traffic calming will be practical with respect to the existing road conditions, including road slope and access/egress of traffic.		

2.3. Prioritization (Phase Three)

The Prioritization phase allows the City to rank traffic-calming requests that have met the thresholds set out in the Warrant Analysis phase. The City must take advantage of this phase to allocate the available resources to the top traffic-calming candidates. The traffic calming projects will be prioritized based on the following criteria:

1

TRAFFIC DATA

The locations will be first ranked based on the 85th percentile speed, volume, and historical collision data within the last four years.

2

ACTIVE TRANSPORATION/ ACCESSIBILITY/ VULNERABLE ROAD USERS

At the second round, the location with the higher volume of active transportation users such as roads with bike routes, transit stations, elementary schools, and the locations with vulnerable population such as children or elderly people must be categorized above the others.

3

REMAINING APPLICATIONS

At the final round of ranking, the level of public support at the end of the Initiation phase will be used to determine the priority.

Transportation Division staff will proceed with the top traffic-calming candidates based on available budget and resources. The remaining locations, if any, will remain for future consideration.



2.4. Development (Phase Four)

Once a traffic-calming proposal has been selected for the Development phase based on the available resources, the following tasks will be initiated by the Transportation Division:



KICKOFF MEETING

- The Transportation Division will facilitate a kickoff meeting to discuss the traffic-calming measures applicable for the area with the community and other interest holders. The outcome will be used to inform what, if any, outstanding transportation data or information is required for the application.

PREPARE THE TRAFFIC-CALMING PLAN

- Upon completion of final data collection, terms of reference will be prepared to be used by the Transportation Division staff or a prospective consultant to prepare a traffic-calming plan for the area. The terms of reference must reference the Traffic Calming Guidelines and the most current edition of the Canadian Guide to Traffic Calming prepared by the Transportation Association of Canada.
- Using the terms of reference, the Transportation Division or a qualified consultant will prepare a draft traffic-calming treatment plan that is consistent with the Guiding Principles stated in Section 1.3. The proposed treatments should be based on the measures recommended by the Transportation Association of Canada *Canadian Guide to Traffic Calming*.
- The Transportation Division will review the draft traffic-calming plan and potential modifications in consultation with other City divisions.

CONSULT LOCAL COMMUNITY

- Upon finalizing the traffic-calming plan, the Transportation Division will distribute a second survey that includes the draft plan to the local community that will be directly impacted by the proposed traffic-calming plan to ascertain their input and opinion. One of the two following outcomes is expected:

Proposed plan has 65% support:

- The proposed traffic-calming plan attracts 65% or greater support among the surveyed property owners. The final refinements may be implemented through another meeting with the community, and a final traffic-calming plan, along with the detailed design, will be issued by the City for construction.

Proposed plan has less than 65% support:

- The proposal does not meet the 65% support threshold, and the City archives the proposal and other relevant documents. The City will notify the property owners surveyed, including the requester.



3. Implementation (Phase Five)



The City reserves the right to proceed with implementing the traffic-calming measures in accordance with budget availability and timing constraints.

As part of the Implementation phase for the traffic-calming plan, it is recommended that monitoring milestones be considered to allow the City to evaluate the effectiveness of the traffic-calming measures.

The Implementation phase should involve confirmation of the final traffic-calming design, project budget for full or partial construction, and timeline with applicable phasing.

3.1. Traffic-Calming Solutions

As described in the Development section of this document, the traffic-calming solutions should be based on the comprehensive measures listed in the latest version of the Transportation Association of Canada's *Canadian Guide to Traffic Calming*. These measures have been used across Canada, and the potential advantages and disadvantages of each have been determined. Depending on the context of the application and local needs, appropriate measures should be pursued by the Transportation Division in consultation with the local community.

3.2. Monitoring

Following the implementation of a traffic-calming plan, the City may continue to monitor the study area with respect to the targeted goals. This will provide the City with a better understanding of the durability of various traffic-calming measures within the context of the City of Kamloops. The gathered data will be used to improve the future designs, implementation phasing and the requirements of the Traffic Calming Guidelines.

CONTACT US

If you have questions or need further information please contact the Transportation Division:

P: 250-828-3307
E: traffic@kamloops.ca

Development, Engineering and Sustainability
105 Seymour Street, Kamloops, BC V2C 2C6





Appendix A

Traffic Calming Request Form

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Traffic Calming Request Form

Thank you for reaching out to the City of Kamloops with your transportation concern in your neighbourhood.

Before completing this form, please make sure to read our **Traffic Calming Guidelines** provided at Kamloops.ca/Transportation. **Section 1.3 of the Traffic Calming Guidelines** will help you understand if a traffic calming measure is the right solution to your concern. Once reviewed and if you decide to proceed, please complete this form in its entirety to allow the City to officially register and process your request. A webform version is available online at Kamloops.ca/TrafficCalmingRequest.

Concerns in Your Neighbourhood:

1. Describe your concern with as much information as possible, including street names and specific locations. Please feel free to attach aerial maps of your area (e.g. Google Maps) to better convey your concern.

2. Does the problem happen on specific days and/or times? If yes, when?

3. Do you happen to have a solution in mind that might address this problem?

Contact Information:

Name: _____

Address: _____

Phone: _____ Email: _____

Thank you for sharing your observation. We will contact you as soon as possible.

Appendix B

Sample Survey Cover Letter

City of Kamloops

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Dear Property Owner,

Re: Proposed Traffic Calming at 1010 Alphabeta Street, Kamloops, BC

This letter is to inform you of a potential traffic-calming initiative in your area, which may impact you directly. Please share your input on the initiative by completing the online survey (**Kamloops.ca/PROJECT**) or mail the attached survey form to the City of Kamloops no later than MONTH, DAY, YEAR.

Please note: If you are unable to respond by the deadline, the City of Kamloops will assume you do not support the traffic-calming initiative.

The following is a description of the traffic calming project:

Insert description of traffic calming initiative

For additional information, visit the project web page at **Kamloops.ca/PROJECT**.

Thank you for your time and participation.

Sincerely,

Transportation Division

City of Kamloops

Development, Engineering, and Sustainability: 105 Seymour Street, Kamloops, BC, V2C 2C6
P: 250-828-3561 | **F:** 250-828-3848 | **Kamloops.ca**

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City of Kamloops British Columbia, Canada

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