



# THE CORPORATION OF THE DISTRICT OF BURNABY

MUNICIPAL HALL  
4848 E. GRANDVIEW-DOUGLAS HIGHWAY  
BURNABY 2, B. C.

TELEPHONE CYPRESS 9-7211

File 16-7-64

30 June 1966

DIRECTIVE #2, 1966.

TO ALL DEPARTMENTS:

Re: Transportation Planning,  
Design and Traffic Operations.

The relative responsibilities of the Planning and Engineering Departments with respect to Transportation Planning, Design and Traffic Operations are established as set out below:

**A. TRANSPORTATION PLANNING.**  
(Planning Department)

1. Plan and analyze various studies among which are:
  - (a) origin - destination.
  - (b) volume and cordon counts.
  - (c) parking.
  - (d) travel time, speed and delay as it pertains to overall transportation planning.
  - (e) roadway capacity.
  - (f) street classification, designation of "through" streets and research studies in related fields of street development.
2. Off-street Parking and Terminal Facilities program.
3. Public Transit (Mass Transportation) Planning.
4. Prepare Master Street Plan - location and justification of major arterials, one-way street systems, and selection of priorities for improvement.
5. Relationship with other agencies outside the Municipal Organization:
  - (a) Liaison with neighbouring governmental bodies and Provincial authorities dealing with Traffic and Transportation Planning.
  - (b) Liaison with other public and private agencies related to Traffic and Transportation Planning (e.g. Transit, Rail, Trucking and Air).

(.....2)



5. (continued....)

(c) Attendance at Traffic and Transportation Conferences in order to bring to Burnaby the latest study methods and techniques in the field of Traffic and Transportation Planning.

6. (a) Traffic Safety Committee - attend meetings of this Committee in order to inform the Committee and present recommendations on a variety of subjects coming under its jurisdiction and having to do with Traffic and Transportation Planning.

(b) Public Utilities Committee, Policy Committee or Council Meetings - through the Planning Director, provides recommendations or further explanation of recommendations previously made on matters of Traffic and Transportation Planning being considered by these bodies.

7. Provision of information to Design Division including:

- (a) street function;
- (b) street classification;
- (c) pavement width;
- (d) decision as to current optimum needs;
- (e) advice re special intersection and channelization requirements.

B. DESIGN.

(Engineering Department.)

1. Design new streets, expressways, freeways, bridges, ramps and other street facilities.

(a) detailed alignment, grade, cross section driveways and access control (apart from the general locational or planning aspect).

(b) interaccions and interchanges.

2. Check operational aspects of street construction plans.

3. Redesign of intersections, channelization.

(.....3)

C. TRAFFIC OPERATIONS

(Engineering Department).

1. Investigations: Investigate complaints relating to high accident locations, points of congestion and requests for control devices. Make needed field studies of volumes, speeds, accidents, observance, etc. to determine the problem, its location and magnitude and outline same to Planning for further study and integration with the over-all street and traffic plan.
2. Signs and Markings:
  - (a) Specifications, warrants, scheduling.
  - (b) Installation, maintenance, records system.
3. Traffic Signals:
  - (a) Specifications, warrants, timing, co-ordination.
  - (b) Installation, maintenance, records.
4. Parking:
  - (a) Regulation of on-street parking, loading, etc.
  - (b) Parking meters - locations, installation, maintenance.
5. Special Programs:
  - (a) Speed zoning.
  - (b) School crossings.
  - (c) Accident analysis.
  - (d) Intersection control.
  - (e) Transit control.
6. Street Lighting: Maintenance, operation and minor additions and alterations.
7. Crossing Locations: Regulation for conformity to desired standards and safety requirements.
8. Relationship with other agencies outside the Municipal Organization:
  - (a) Liaison with neighbouring governmental bodies and provincial authorities dealing with traffic operations.  
(.....4)

8. (continued....)
- (b) Liaison with other public and private agencies related to traffic operations (e.g. transit authority, trucking companies).
  - (c) Attendance at Traffic and Transportation Conferences in order to bring to Burnaby the latest methods and techniques developed in the field of Traffic Operations.
9. Relationship with committees within the Municipal Organization:
- (a) Traffic Safety Committee - Attend meetings of this Committee in order to inform the Committee and present recommendations on a variety of subjects coming under its jurisdiction and having to do with Traffic Operations.
  - (b) Public Utilities Committee, Policy Committee, or Council Meetings - through the Municipal Engineer, provides recommendations or further explanation of recommendations previously made on matters of Traffic Operations being considered by these bodies.

At the present time the essential liaison between Planning and Engineering will be achieved on an ad-hoc informal committee basis of the Municipal Engineer and the Planning Director.



H. W. Balfour,  
MUNICIPAL MANAGER.

HB:eb  
CC:-Traffic Safety Committee. ✓  
-Advisory Planning Commission.  
-Parks and Recreation Commission.