
AGENDA - ADVISORY TRAFFIC COMMITTEE
Wednesday, January 17, 2024 @ 10:00 AM
In the City Hall Council Chambers– 4850 Argyle Street, Port Alberni, BC

The following pages list all agenda items received by the deadline [12:00 noon on the Wednesday, one week prior to the scheduled meeting]. For a complete copy of the agenda please refer to the City's website www.portalberni.ca or contact the Director of Infrastructure Services at 250.720.2838 or by email jim_macdonald@portalberni.ca or the Infrastructure Services Clerk at 250.720.2830 or by email engineering@portalberni.ca.

A. CALL TO ORDER & APPROVAL OF THE AGENDA

1. Council for the City of Port Alberni would like to acknowledge and recognize that we work, live and play in the City of Port Alberni which is situated on the unceded territories of the Tseshaht [čišaaʔath] and Hupačasath First Nations.
2. Late items identified by the Director of Infrastructure Services.

THAT the agenda be approved as circulated.

B. ADOPTION OF MINUTES -

1. Minutes of the Advisory Traffic Committee meeting held at 10:00 am on July 19, 2023, as presented.

*** Meeting held October 18, 2023 did not meet quorum***

C. DELEGATIONS

D. UNFINISHED BUSINESS

1. **Draft Terms of Reference**
Draft terms of reference provided for the Committee's consideration.

THAT the Advisory Traffic Committee recommend that Council approve the Terms of Reference.

E. CORRESPONDENCE FOR INFORMATION

1. **Correspondence Summary**
 - a. Pacific Rim School District | Appointment of Pacific Rim School District's Advisory Traffic Committee Representative

F. NEW BUSINESS

G. ROUNDTABLE

H. ADJOURNMENT

That the meeting adjourns at PM

PROPOSED SCHEDULE OF NEXT MEETING DATES:

April 17, 2024

July 17, 2024

October 16, 2024

DISTRIBUTION

Councillor Charles Mealey

Mike Fox – CAO

Donna Monteith – Director of Corporate Services

Jim MacDonald, Director of Infrastructure Services

Clinton Wright – Manager of Operations

Scott Smith, Director of Development Services/Deputy CAO

Mary Clare Massicotte - Manager of Community Safety & Social Development

Dave Cusson – Manager of Community Policing

Willa Thorpe, Director of Parks, Recreation and Heritage

Sgt. Jordan HAMLIN – RCMP., email agenda to Jordan.HAMLIN@rcmp-grc.gc.ca

Mike Owens, Fire Chief - Fire Department

Larry Ransom, Trustee, SD 70, email agenda to lransom@sd70.bc.ca

Chris Washington – Trustee, SD 70, email agenda to cwashington@sd70.bc.ca

Rowena Narayan, Road Safety Coordinator, ICBC, email agenda to Rowena.Narayan@icbc.com

Peggy Gibbs, ICBC, email agenda to margaret.gibbs@icbc.com

Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to jessica.learn@gov.bc.ca

Kathy Deschamps, Diversified Transportation Ltd., email agenda to kathyd@patransit.pwt.ca

David Wiwchar, The Peak, email agenda to david.wiwchar@jpbg.ca

MINUTES OF THE ADVISORY TRAFFIC COMMITTEE MEETING

Wednesday, July 19, 2023 @ 10:00 AM

City Hall Committee Room

4850 Argyle Street, Port Alberni, BC

Present: Chief Administrative Officer, Mike Fox (Chair)
Appointed Councillor, Charles Mealey
Manager of Operations, Clinton Wright
Ministry of Transportation, Jessica Learn
Manager of Community Policing, Dave Cusson
Director of Corporate Services, Donna Monteith [Recording Secretary]

Absent: ICBC, Peggy Gibbs
ICBC, Caroline Robinson
SD 70, Larry Ransom

Gallery: 2

The meeting was called to order at 10:02 AM

MOVED AND SECONDED, THAT the agenda be amended to include an item under New Business D.6 'Correspondence – Industrial Traffic Harbour Road'. The agenda was then adopted, as amended.

CARRIED

A. ADOPTION OF MINUTES

B. DELEGATIONS

C. UNFINISHED BUSINESS

1. Create Terms of Reference for Advisory Traffic Committee

A draft Terms of Reference for this committee has been created. It will be distributed and discussed at the next meeting.

2. Update required regarding the roundabout at Beaver Creek Rd. and River Rd.

The final design will be distributed, along with date for works to be completed when available. The work is most likely to take place in 2024 or 2025.

D. NEW BUSINESS

1. Request from J. Dame of PA Play Academy, 5350 Margaret Street, requesting the City of Port Alberni consider installing a crosswalk at the crossing of Helen Street and Lathom Road.

Correspondence regarding the installation of a crosswalk at Helen Street and Lathom Road was discussed.

Item referred to the Manager of Operations for review and comment.

2. **Request from a resident requesting a crosswalk light to be installed at the crosswalk at 4th Avenue and Argyle Street.**

Correspondence regarding installation of a crosswalk light at 4th Avenue and Argyle Street was discussed. While it is close to another lighted intersection, Chair Fox spoke to the development of the Transportation Master Plan, along with a report to Council in the future which will cover such topics as streetscapes, bump outs, street width, and traffic calming. The report to Council will enable input to be included in the Transportation Master Plan.

MOVED and SECONDED, THAT the Advisory Traffic Committee recommend to Council that the 4th Avenue and Argyle Street intersection be considered within the Transportation Master Plan for inclusion of a crosswalk light.

CARRIED

3. **Request from L. Thibodeau, Support Worker and Community Inclusion Worker, requesting a crosswalk to be installed at Mary Street and River Road, due to safety concerns trying to access the bus stop on River Road.**

Correspondence regarding a crosswalk be installed at Mary Street and River Road was discussed.

MOVED and SECONDED, THAT Ministry of Transportation and Infrastructure staff investigate traffic and pedestrian flow along the entirety of River Road, and report back to the committee.

CARRIED

4. **Letters from residents in the area of the 3900 block of 6th Ave. and Maitland Street expressing concerns regarding excessive speeding and the ongoing traffic noise primarily due to commercial truck traffic throughout the day and night.**

The Committee discussed several pieces of correspondence, as well as heard from two residents from the gallery regarding excessive speeding and traffic noise along the 3900 block of 6th Avenue and Maitland Street. The residents state this is primarily commercial truck traffic. They asked if the trucks could be routed through Roger Street rather than Redford, thus staying out of residential areas. Chair Fox explained the Transportation Master Plan will have trucking routes incorporated into it. Once the Master Plan is completed and approved, the City will create bylaws and policies to enable enforcement. D. Cusson, Manager of Community Policing, will dedicate more Speed Watch time to this area.

MOVED and SECONDED, THAT the Advisory Traffic Committee recommend to Council the areas of the 3900 Block of 6th Avenue and Maitland Street be included for review in the Roads Master Plan, specifically regarding where commercial truck routes should be located.

CARRIED

5. **Implementation of bike lanes on Johnston Road, does MOTI support this?**
Ministry of Transportation & Infrastructure (MOTI) representative, J. Learn, commented that MOTI is open to working with the City. They will review any plans provided to them and hope to work on a vision together.

MOVED and SECONDED, THAT the Advisory Traffic Committee recommend to Council that the collaborative development of multi modal transportation on Johnston Road between the City of Port Alberni and Ministry of Transportation and Infrastructure be brought to public engagement and included in the Transportation Master Plan.

CARRIED

6. **Industrial Traffic Harbour Road**
Correspondence from H. Thompson regarding vehicles parking on the train tracks along Harbour Road and hindering industrial traffic use was discussed. Chair Fox explained this issue will be addressed in the Transportation Master Plan.

Item referred to the Manager of Operations to review opportunities for signage.

ADJOURNMENT

CERTIFIED CORRECT

J. MacDonald, Chair

SCHEDULE OF NEXT MEETING DATES:

October 18, 2023

DISTRIBUTION

Councillor Charles Mealey
Mike Fox – CAO
Donna Monteith – Director of Corporate Services
Clinton Wright – Manager of Operations
Crystal Hiltunen – Roads and Drainage Superintendent
Scott Smith, Director of Development Services/Deputy CAO
Mary Clare Massicotte - Manager of Community Safety
Dave Cusson – Manager of Community Policing
Willa Thorpe, Director of Parks, Recreation and Heritage
Sgt. Peter Dionne – RCMP, email agenda to Peter.DIONNE@rcmp-grc.gc.ca
Mike Owens, Fire Chief - PAFD
Larry Ransom, Trustee, SD 70, email agenda to lransom@sd70.bc.ca
Chris Washington – Trustee, SD 70, email agenda to cwashington@sd70.bc.ca
Rowena Narayan, Road Safety Coordinator, ICBC, email agenda to Rowena.Narayan@icbc.com
Peggy Gibbs, ICBC, email agenda to margaret.gibbs@icbc.com
Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to jessica.learn@gov.bc.ca
Kathy Deschamps, Diversified Transportation Ltd., email agenda to kathyd@patransit.pwt.ca
David Wiwchar, The Peak, email agenda to david.wiwchar@jpbg.ca



CITY OF PORT ALBERNI POLICY MANUAL

Title: Advisory Traffic Committee	
Department Responsible: Infrastructure Department	
New <input checked="" type="checkbox"/>	Pages: 1 OF 2
Amended <input type="checkbox"/>	

1. PURPOSE

The primary function of the Advisory Traffic Committee is to assist Council in fulfilling oversight responsibilities by reviewing the infrastructure needs related to the control and movement of vehicular, pedestrian, cycling traffic, and other modes of active transportation within the City of Port Alberni.

2. COMPOSITION

- a) The Advisory Traffic Committee shall be composed of a maximum of one Council member to be appointed annually by Council.
- b) The Chair will be the Director of Infrastructure Services.
- c) A quorum shall be four members of the Committee.

Current members [One Representative from Each]

- City of Port Alberni Engineering and Public Works
- City of Port Alberni Fire Department
- City Council
- RCMP
- ICBC
- Transit
- School District #70
- Ministry of Transportation and Infrastructure
- First Nations Representatives

3. MEETINGS

The Advisory Traffic Committee shall meet at least four times annually. Additional meetings shall be held as deemed necessary by the Chair. The CAO and Director Infrastructure Services, or their designate shall attend all meetings to provide input and answer questions.

4. AUTHORITY

The Advisory Traffic Committee is established in accordance with Section 142 of *the Community Charter*, whereby a council may establish a committee to make recommendations to council on issues facing the City.

5. COMMUNICATIONS

- a) Minutes of Advisory Traffic Committee meetings and any recommendations shall be forwarded to and approved by City Council prior to implementation.
- b) Supporting information and schedules reviewed by the Advisory Traffic Committee shall be made available for review by any Council member upon request.

6. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Advisory Traffic Committee include the following:

- a) Documents and Reports Review
 - i. To periodically review the Advisory Traffic Committee's Terms of Reference and propose amendments for approval by Council;
 - ii. To review and comment on public written inquiries including but not limited to signage, road markings, crosswalks, traffic lights, and other related matters;
 - iii. To review internal infrastructure and management reports submitted to the Committee.
- b) Financial Reporting Principles and Processes
 - i. The committee will make recommendations to council on traffic related capital projects;
 - ii. If solutions are brought forward of an operational nature administration may use budgeted operational funds to implement the recommendation;
 - iii. Other committee members may fund or provide funding to complete projects in their purview or an approved City project.
- c) Process Improvement
 - i. To review any significant issues identified and brought to the advisory committee;
 - ii. To review internal control and risk management improvements, as appropriate;
 - iii. To review the extent to which recommendations have subsequently been implemented;
 - iv. To deal with matters referred to the Advisory Traffic Committee by City Council.
- d) Risk Management
 - i. To satisfy itself that the City has implemented appropriate systems to identify, monitor and mitigate significant business risks.

7. RULES OF PROCEDURE

Committee procedures shall be governed by the Council Procedures Bylaw.

8. REPORTING REQUIRED

The committee minutes and action items will be brought to council as information or action.

Effective Date: **TBD**

Authorized By: Council

Replaces:



Pacific Rim School District

4690 Roger Street, Port Alberni, B.C. V9Y 3Z4 Ph: (250) 723-3565 Fax (250) 723-0318

Engineering - City Hall
4850 Argyle Street
Port Alberni BC V9Y 1V8
engineering@portalberni.ca

RECEIVED
DEC 12 2023
CITY OF PORT ALBERNI

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW <i>Jim Carol</i>
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> Parks, Rec. & Heritage
<input type="checkbox"/> Finance	<input type="checkbox"/> Development Services
<input checked="" type="checkbox"/> Corporate Services	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Agenda	<input type="checkbox"/> Other _____

File # 0400-80
Copy to: 0540-20-ATC

November 30, 2023

Re: Appointment of Pacific Rim School District’s Advisory Traffic Committee Representative

To whom it may concern,

I trust this letter finds you well. On behalf of the Pacific Rim School District, I am writing to officially communicate the appointment of representative(s) to serve as the Pacific Rim School District’s Advisory Traffic Committee Representative for the upcoming year. In cases where the required length of term is longer than one year, the Board Trustee(s) named below will be happy to fulfill said term.

After careful consideration and consultation, the following Pacific Rim School District’s Board Trustee(s) have been selected to represent our District:

- Name:** Trustee Christine Washington
Position: Representative
Contact Information: cwashington@sd70.bc.ca
- Name:** Trustee Larry Ransom
Position: Alternate
Contact Information: lransom@sd70.bc.ca

Representative(s) have been chosen for their dedication to education, community involvement, and the betterment of our schools. We are confident that their contributions will greatly benefit the collaborative efforts between the Pacific Rim School District and the Advisory Traffic Committee. We kindly request that you extend any necessary information, support, meeting agendas and minutes to the appointed Trustee(s) as they engage in their duties on the Committee. Furthermore, we look forward to a productive and mutually beneficial partnership throughout the upcoming year.

If there are any additional details or arrangements that need attention, please do not hesitate to contact our office.

Sincerely,



P. Mason | Manager of Corporate Services | School District 70 Pacific Rim
Direct 250.720.2770 | Office 250.723.3565
4690 Roger Street, Port Alberni, BC V9Y 3Z4 | www.sd70.bc.ca

Pacific Rim School District is situated on the ha-houlthee of the čišaaʔath, huupačasʔath, λaʔuukʷiʔath, huuʕiiʔath First Nations and yuuluʔiʔath Government, and acknowledges that we work alongside all nuučaanuʔ Nations as well as the Métis Nation of British Columbia to serve the children and youth of the Alberni-Clayoquot region. The district strives to increase awareness, understanding and integration of nuučaanuʔ culture, history, and language in all Pacific Rim School District schools. It is part of our ongoing commitment to Truth and Reconciliation.