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**AGENDA - ADVISORY TRAFFIC COMMITTEE**  
**Wednesday, October 18, 2023 @ 10:00 AM**  
**In the City Hall Council Chambers— 4850 Argyle Street, Port Alberni, BC**

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*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](http://www.portalberni.ca) or contact the Director of Infrastructure Services at 250.720.2838 or by email [jim\\_macdonald@portalberni.ca](mailto:jim_macdonald@portalberni.ca) or the Infrastructure Services Clerk at 250.720.2830 or by email [engineering@portalberni.ca](mailto:engineering@portalberni.ca).*

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**A. CALL TO ORDER & APPROVAL OF THE AGENDA**

1. The City of Port Alberni respectfully acknowledges that we are holding our meeting on the unceded traditional territories of Tseshahat and Hupacasath 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.

**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. C. Bruhwiler | Josephine Street Traffic Safety
  - b. A. Pater | Redford Street and Anderson Avenue Intersection Safety
  - c. B. Greening | Burde Street Safety Improvements
  - d. C. Scheffer | Installation of Speed Bumps on Lathom Road
  - e. T. Walsh | Installation of Stop Signs at 10<sup>th</sup> Avenue and Burde Street Intersection

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**F. NEW BUSINESS**

**G. ROUNDTABLE**

**H. ADJOURNMENT**

*That the meeting adjourns at      PM*

**PROPOSED SCHEDULE OF NEXT MEETING DATES:**

**January 17, 2024**

**April 17, 2024**

**July 17, 2024**

**October 16, 2024**

**DISTRIBUTION**

Councillor Charles Mealey

Mike Fox – CAO

Donna Monteith – Interim 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](mailto:Jordan.HAMLIN@rcmp-grc.gc.ca)

Mike Owens, Fire Chief - Fire Department

Larry Ransom, Trustee, SD 70, email agenda to [lransom@sd70.bc.ca](mailto:lransom@sd70.bc.ca)

Chris Washington – Trustee, SD 70, email agenda to [cwashington@sd70.bc.ca](mailto:cwashington@sd70.bc.ca)

Rowena Narayan, Road Safety Coordinator, ICBC, email agenda to [Rowena.Narayan@icbc.com](mailto:Rowena.Narayan@icbc.com)

Peggy Gibbs, ICBC, email agenda to [margaret.gibbs@icbc.com](mailto:margaret.gibbs@icbc.com)

Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to [jessica.learn@gov.bc.ca](mailto:jessica.learn@gov.bc.ca)

Kathy Deschamps, Diversified Transportation Ltd., email agenda to [kathyd@patransit.pwt.ca](mailto:kathyd@patransit.pwt.ca)

David Wiwchar, The Peak, email agenda to [david.wiwchar@jpbg.ca](mailto: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

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**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 4<sup>th</sup> Avenue and Argyle Street.**

Correspondence regarding installation of a crosswalk light at 4<sup>th</sup> 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 4<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> 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 6<sup>th</sup> 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

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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](mailto:Peter.DIONNE@rcmp-grc.gc.ca)  
Mike Owens, Fire Chief - PAFD  
Larry Ransom, Trustee, SD 70, email agenda to [lransom@sd70.bc.ca](mailto:lransom@sd70.bc.ca)  
Chris Washington – Trustee, SD 70, email agenda to [cwashington@sd70.bc.ca](mailto:cwashington@sd70.bc.ca)  
Rowena Narayan, Road Safety Coordinator, ICBC, email agenda to [Rowena.Narayan@icbc.com](mailto:Rowena.Narayan@icbc.com)  
Peggy Gibbs, ICBC, email agenda to [margaret.gibbs@icbc.com](mailto:margaret.gibbs@icbc.com)  
Jessica Learn, Ministry of Transportation & Infrastructure, email agenda to [jessica.learn@gov.bc.ca](mailto:jessica.learn@gov.bc.ca)  
Kathy Deschamps, Diversified Transportation Ltd., email agenda to [kathyd@patransit.pwt.ca](mailto:kathyd@patransit.pwt.ca)  
David Wiwchar, The Peak, email agenda to [david.wiwchar@jpbq.ca](mailto:david.wiwchar@jpbq.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:

RECEIVED

AUG 16 2023

CITY OF PORT ALBERNI

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<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 checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other <u>RCMP</u>
File # <u>5460-06</u> <u>Oct 18/23 ATC</u>	

From: Ca [REDACTED] Bruhwiler <[REDACTED]>  
Sent: August 14, 2023 2:17 PM  
To: Corporate Services Department <[corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)>  
Subject: To the Advisory Traffic Committee

To the Advisory Traffic Committee,

I am writing on behalf of my daughter and her family which includes young children and a dog. They have recently purchased a house on Josephine Street that was built in the 1940s.

With this old build, there were no considerations for parking or any sort of setbacks for the house that would allow for safe loading and unloading of gear and children into vehicles. The parking they have is on-street parking only and we have noticed that this street seems to have an abundance of very high speed traffic past the house and over the little creek bridge that is next to the house. We have also noticed that this creek has had cones near it in the past that would indicate that the creek floods with heavy rains, which causes an extra layer of danger for anyone living on either side of the creek.

We are requesting advice as to what we could do collectively or whom we could speak with for some permanent solutions to slow down traffic on this stretch of the street particularly.

Any thoughts or advice would be greatly appreciated.

Thank you,

Ca [REDACTED] Bruhwiler Temple  
[REDACTED]



RECEIVED

AUG 17 2023

CITY OF PORT ALBERNI

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<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 checked="" type="checkbox"/> Agenda	<input checked="" type="checkbox"/> Other

File # 5460-00 Att. Oct 18/23

June 17/23

To Whom or What Department  
this needs to go?

Redford Street has had a few major tragedies lately, as well as many near misses on the crosswalks. People just don't stop for pedestrians. My problem is slightly different. I live on Anderson Ave. When I need to go to hospital — turn left on Redford, I have to crawl ahead to see if any traffic is coming. Cars are parked in front of the strip mall right up to Anderson. By the time I can see that it's clear to go, I am in the right lane of Redford. I get honks etc all the time. The right hand corner has a yellow line (-no parking) right around the corner but the left corner has nothing. It also needs to have a yellow line painted. Then it will stop cars from parking & we will have a visual if traffic is coming or not. They are generally speeding anyways. Please make Redford safer at the intersections. Yellow lines are missing. Thank you for looking into this.

Yours.

A [redacted] Pater  
3871 Anderson Ave.

RECEIVED

AUG 16 2023

CITY OF PORT ALBERNI

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW
<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 checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 5400-01 **Oct 18/23 ATC**

From: B [REDACTED] Greening <[REDACTED]>  
Sent: August 15, 2023 12:38 PM  
To: [letters@albernivalleynews.com](mailto:letters@albernivalleynews.com)  
Cc: Sharie Minions <[sharie\\_minions@portalberni.ca](mailto:sharie_minions@portalberni.ca)>  
Subject: Burde St

Hello Alberni Valley residents! We love where we live, don't we?!

As our population grows, immensely on Burde St, coincidentally so does the traffic. We, as residents on or near Burde St, will also note the increase in the human traffic, ( not to ignore the original traffic of deer, bears etc).

Young families of small children, their dog, school age children riding bikes, skate boards, seniors with their dogs, grandchildren all use upper Burde St.

The problem is: Burde St is wide with sidewalks from 3rd Ave to 15th Ave then unfortunately after that and up to the new Upper developments there is a short approx 1/2 km section that is narrow and no sidewalks.

We've been narrowly missed by speeding vehicles, yelled at, honked at, and afraid for all who walk this section. Would the city consider on widening the section and connecting the sidewalks from the bottom and from the top of Burde St.

Personally I believe also, speed bumps and crosswalks , with signage added to the road as we have nature trails on both sides of the road.

RECEIVED

SEP 21 2023

CITY OF PORT ALBERNI

From: [REDACTED]

Sent: September 21, 2023 9:31 AM

To: Corporate Services Department <[corp\\_serv@portalberni.ca](mailto:corp_serv@portalberni.ca)>

Subject: Lathom speed humps

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW [Carol]
<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 checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other

File # 5460-06 **ATC Oct 18, 23**

Hello good morning!

I'm wondering if there is an official way to request speed humps for Lathom road, below the train tracks. People consistently drive 50-60 km/hr down this stretch and the traffic has increased significantly over the last 5 years.

My suggestion would be for 2 speed humps with crosswalks, specifically on the downhill side of the train tracks because that's where it seems like people pick up speed.

1. At the alleyway to May St. so the children who use the school bus can cross the road more safely.
2. At Helen St. because there is a bus stop there that a lot of locals use to go to the grocery store etc.

Lathom is a thoroughfare that locals use instead of Johnston to skip the lights to get between the Johnston box stores and Gertrude/Beaver Creek. It's a triangulated shortcut to East Johnston for the residents from North Gertrude/Beaver Creek. Also, it's hard to turn left onto Johnston from Leslie or Ian, so using Lathom to get to Tebo is ideal.

I hope this finds you well, and I am open to discussing this further with anyone who may be able to help us here on Lathom.

Thank you,

C [REDACTED]



RECEIVED

SEP 26 2023

CITY OF PORT ALBERNI

<input type="checkbox"/> Council	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Mayor	<input checked="" type="checkbox"/> Engineering/PW [Carol]
<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 checked="" type="checkbox"/> Agenda	<input type="checkbox"/> Other _____

File # 5460-05 **ATC OCT 18, 2023**

From: T [REDACTED] Walsh [REDACTED]  
Sent: Saturday, September 23, 2023 10:15 AM  
To: CityPa <[citypa@portalberni.ca](mailto:citypa@portalberni.ca)>  
Subject: 4 way stop on Burde and 10th

To whom it may concern:

I would like to request a four way stop be built on Burde and 10th. With all the new housing development that intersection is very busy. The corner on the south east side has a fence that obstructs the view of the on coming traffic resulting in the need to pull out to see if any vehicles are approaching. This is an accident waiting to happen. I hope that the city works department will be proactive in addressing this dangerous situation. A turning lane already exists, the expense of adding two stop signs and some traffic change warning signs shouldn't be that expensive. I truly hope that this addition will be seriously considered. Thank you.

Best regards

T [REDACTED] Walsh  
[REDACTED]