



AGENDA
for the
Burns Lake Safety Taskforce Committee



Thursday
February 08, 2018
Council Chambers
10:00 am

"The Village of Burns Lake is a diverse community where residents enjoy a high quality of life, supported by economic and environmental sustainability, and a vibrant community spirit."

2018 MUNICIPAL OBJECTIVES

1. The Village will work to strengthen the local economy, support the growth of new and existing businesses and increase our economic diversity.

- Review and update the economic development plan
- Work towards enhancing and improving parking in the downtown core
- Communicate to the Economic Diversification Committee Council's request to look at and report out on items such as:
 - Parks/ trails and recreation
 - Business retention and attraction; franchise opportunities
 - Internet connectivity
 - Tourism Opportunities, including support to First Nations tourism product development
- Establish a Community Adjustment Fund Reserve
- Conduct an annual business survey
- Monitor UBCM Resolutions regarding Crown Land development

2. The Village will maintain and improve municipal and residential infrastructure services.

- The Village will continue to repair streets in a fiscally responsible manner.
- The Village will continue to pursue grant funding for major infrastructure projects.
- Prepare an infrastructure referendum question.
- Investigate a residential revitalization/façade improvement program.
- Engage public to identify residential development needed.
- Enforce unsightly premises bylaw.

3. The Village will manage its revenues and expenses responsibly.

- The Village will continue to work toward targets for the infrastructure deficit.

4. Work with stakeholders to implement community wildfire protection

- Prioritize and implement Community Wildfire Protection Plan action items.
- Investigate risk mitigation project for the Village's 50-hectare parcel.

5. The Village will provide and support recreation, healthy living and cultural opportunities

- Prioritize and implement Recreation Organizational Review action items.

AGENDA

Burns Lake Safety Taskforce Committee for the Corporation of the Village of Burns Lake, held in Council Chambers on February 8, 2018 at 10:00 a.m.

TOPIC	PAGE
1. CALL TO ORDER	
a) Welcome to new members and introductions	
2. APPROVAL OF AGENDA	
3. PUBLIC COMMENT	
<i>When recognized by the presiding member during the Public Comment portion of any regular or special meeting of the committee, and only after giving their names and addresses, persons from the audience may address the committee on a matter for not more than 2 minutes. When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and only address current agenda items. No person from the audience may address the committee more than once during the Public Comment and Public Question Period.</i>	
4. NEW BUSINESS	
a) Election of Committee Chair and Vice Chair.	
b) Schedule Meetings	
c) Review Terms of Reference	5
d) Discussion on Downtown Core parking.	
e) Discussion on Highway 16 crosswalk (near FYI Doctors – Burns Lake Eye-Care)	
f) Discussion on speed limits and stop signs.	
g) Discussion on parking in residential areas.	
5. REPORTS	
For Committee Reference - previous reports to Council.	
a) Downtown Core Parking – <i>Director of Protective Services – R. Krause.</i>	7
b) Downtown parking Task Force – <i>Director of Protective Services – R. Krause.</i>	14
c) Traffic sign and pavement marking study and speed limit reduction study – <i>Director of Public Works, D. Ross.</i>	18

6. ORIGINAL COMMUNICATIONS - ACTION

7. ORIGINAL COMMUNICATIONS – RECEIVED AND FILED

8. PUBLIC QUESTION PERIOD

*When recognized by the presiding member during the Public Comment portion of any regular or special meeting of this committee, and only after giving their names and addresses, persons from the audience may address the committee on a matter for not more than **2 minutes**. When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and **only address current agenda items**. No person from the audience may address the committee more than once during the Public Comment and Public Question Period.*

9. ADJOURNMENT



VILLAGE OF BURNS LAKE SAFETY TASKFORCE COMMITTEE TERMS OF REFERENCE

MANDATE:

WHEREAS safety is of the utmost concern for the community;

AND WHEREAS increased traffic flow in the downtown core have augmented the need to consider safe options for traffic flow and parking;

THEREFORE BE IT RESOLVED that Council for the Corporation of the Village of Burns Lake, pursuant to Section 141 of the *Community Charter* and Section 48 of the *Village of Burns Lake Procedure Bylaw #936, 2012*, establish a select Committee of Council to:

- (1) Address current and emerging issues regarding downtown parking, traffic flow, speed limits and any other issues regarding traffic and enforcement;
- (2) Engage the community, including (but not limited to) residents and the business community regarding possible parking and traffic flow and speed limit improvements;
- (3) Provide Council with recommendations and or options for improving downtown parking, traffic flow, speed limits and other issues regarding traffic and enforcement that arise.

FUNCTIONS:

Pursuant to the *Village of Burns Lake Procedure Bylaw #936, 2012*, at the first meeting subsequent to its establishment, the Committee shall:

- Establish a regular schedule of meetings;
- Elect a chair from among the members of Council appointed to the Committee, whose duty it will be to:
 - Chair Committee meetings;
 - Ensure that the minutes of the Committee’s meetings are recorded and circulated in a manner consistent with the *Village of Burns Lake Procedure Bylaw #936, 2012*, and ensure follow-up action from the meetings is initiated as required;
 - Oversee completion of a strategic plan for downtown parking and other safety related traffic issues in the community; and
 - Report to Council after each meeting of the Committee.
- Elect a vice-chair from the membership of the Committee, whose duty it will be to:
 - Assume the duties of the Chair in the latter’s absence; and
 - Undertake any other duties as assigned by the Chair.

MEMBERSHIP:



In accordance with Section 141 of the Community Charter, at least half of the members of a Standing Committee must be Council members.

The Committee shall consist of five (5) members of Council and one (1) representative from each of the following organizations:

- Burns Lake and District Chamber of Commerce,
- Lakes District Maintenance Inc.,
- Burns Lake RCMP,
- Ministry of Transportation and Infrastructure,
- ICBC

All members of Village of Burns Lake staff are ex officio members of the Committee. As such, they may participate in debates of the Committee, but may not make motions and do not have voting rights.

MEETINGS:

Decisions and recommendations of the Committee will be approved based on majority vote of those members in attendance.

Quorum for the Committee shall be a majority of its members.

A member who is absent from three consecutive regular meetings of the Committee, except for reasons of illness or within the leave of the Committee, is deemed to have resigned effective the end of the third such meeting. In such an instance, the member will be notified in writing of the decision, and Council shall appoint a replacement.

Village of Burns Lake staff will be available for administrative support. These support services will be provided at the discretion of the Chief Administrative Officer.

REPORTING:

Minutes of all Committee meetings will be duly recorded by a Village of Burns Lake staff member and forwarded to Council for review and approval as required.



Village of Burns Lake Council Report

Date: 07/02/2017
To: Mayor and Council
From: Robert Krause, Director of Protective Services
Subject: Downtown Core Parking

1. ISSUE:

- 1.1. Due to numerous concerns from Downtown merchants and patrons, Village staff has begun to investigate the issues, and possible solutions, to the apparent lack of parking in the downtown core. This issue is most prevalent in the area from First Avenue to Centre Street along Highway 16.

2. RECOMMENDATION:

**THAT Council receive the Downtown Core Parking Report,
AND THAT Council provide guidance to staff on how they would like to proceed**

3. CAO COMMENTS:

- 3.1. Agree with recommendations – S. Worthing CAO

4. BACKGROUND

- 4.1. During the 2016 Business Walks the EDO was approached with a number of concerns from Downtown businesses and patrons in regards to the lack of available parking in the area between Home Hardware and the Royal Bank. Staff members met to discuss the issue and held a "Special Downtown Core Parking Meeting" on January 24th. All of the businesses along this corridor were invited to attend and to provide staff with their issues, concerns and recommendations for improvement. The minutes of this meeting are attached to this report.

5. TRIPLE BOTTOM LINE:

5.1. FINANCIAL IMPLICATIONS

- 5.1.1 Depending on options chosen

5.2. ENVIRONMENTAL IMPLICATIONS – N/A

5.3. SOCIAL RESPONSIBILITY IMPLICATIONS

- 5.3.1 Public and merchants are requesting improvements

6. DISCUSSION

6.1. Staff are looking into a number of the options, including the costs, suggested by the merchants who attended the Special meeting. Some of these options could include;

- Complete an engineering design of Village Parking Lot-\$3,000
- Short term parking and loading zones along Highway 16-\$2,000
- Expanding the existing Village Parking Lot-\$140,000
- Reconfigure the existing lot to allow more parking-\$20,000
- Improve the lighting-\$16,000
- Improve signage-\$2,000
- Additional handicapped parking on Highway 16-\$4,500
- Potential to partner with other businesses or landowners for additional parking-unknown cost
- Reviewing the ticketing Bylaw to address enforcement issues

6.2. It is also possible that a combination of these items may be the best approach.

7. RELEVANT LEGISLATION

Traffic Regulation Bylaw #483, 1981

8. RECOMMENDATION AND OPTIONS

**THAT Council receive the Downtown Core Parking Report,
AND THAT Council provide guidance to staff on how they would like to proceed.**

Option 2: Council could choose to take no further action at this time.

Attachments: Minutes of the Special Downtown Core Parking Meeting

2017-02-28: 105

It was moved and seconded by Council,

THAT \$2,000 be added to the 2017 Budget to create short term parking and a loading zone in front of the Evergreen Mall.

CARRIED

Downtown Parking¹⁰

Councillor Holliday declared a conflict of interest due to the fact that her business is located in the area being discussed in the parking report. She removed herself from the meeting at 7:07pm.

- Staff gave an overview of the parking problems in the downtown core.
- Council discussed parking in the downtown core.
- Council discussed the cost of parking and suggested that it should be shared between the businesses.
- Council suggested that the business owners be engaged to determine if they would be willing to share the cost of parking.

It was moved and seconded by Council

2017-02-15: 80

THAT a meeting be scheduled with the business community to discuss the downtown parking initiative.

CARRIED



MINUTES OF THE SPECIAL MEETING OF COUNCIL FOR THE CORPORATION OF THE VILLAGE OF BURNS LAKE HELD IN COUNCIL CHAMBERS ON Wednesday, October 11, 2017 AT 5:30 PM

PRESENT

Mayor C. Beach
Councillor M. Riis-Christianson
Councillor S. Schienbein
EDO V. Anderson
Director of Protective Services R. Krause
Director of Public Works D. Ross
Director of Finance S. Meeds
CAO S. Worthing

PUBLIC MEDIA

7 members of the public

CALL TO ORDER

Mayor C. Beach called the meeting to order at 5:30 pm.

- Mayor Beach thanked everyone for coming.
- Mayor Beach explained that Council is looking to gather feedback regarding the changes made to parking along Hwy 16 between 1st Ave and Center Street.
- By way of background, Council approved a budget to create short-term parking and a loading zone along Hwy 16.
- This was a plan that developed out of a meeting held in February with downtown businesses after receiving many complaints about parking issues.
- It was suggested that more lighting was needed at the crosswalk and the parking lot.
- It was suggested that the signs and changes were good but if there is no enforcement, what was the point.
- Director of Protective Services Krause explained that a draft ticketing bylaw has been passed to the RCMP, for review, as they will be one of the agencies involved in ticketing.
- The draft bylaw covers more than just parking issues.
- Director Krause went on to explain that he did a two week review with 35 inspections and found that only 3 violated parking and 1 violated the loading zone. This indicates that most people are abiding by the signs.
- It was suggested by a member of the public that the everyone jaywalks and are not using the crosswalk because the crosswalk is in the wrong location.
- Mayor Beach indicated that he has brought the issue up with MOTI but they felt the crosswalk was safe. He suggested that he would revisit the issue with the MOTI.
- A Chamber of Commerce member suggested that the crosswalks be enhanced with light and signage. It was

also suggested that ICBC and the Truck Loggers Association be asked to support VBL efforts.

- The Chamber of Commerce member also indicated that a letter would be going to Council suggesting Council set up a safety taskforce to look at the situation.
- It was suggested that there needs to be more of a warning to drivers that the crosswalk is coming.
- It was suggested by a member of the public that the parking sign in the center of the block should be on an angle.
- Director of Public Works Ross indicated that the sign can't be put on an angle because it needs to be viewed from both sides.
- Council asked for feedback on the loading zone.
- Director Ross indicated that if the loading zone need to be placed at the front of the block to avoid parallel parking. He also indicated that 2 additional parking spots would be lost if the zone was placed in the middle of the block.
- A member of the public indicated that the loading zone was in the right spot and if it was moved it would take up other valuable parking spots.
- A question was asked about the status of upgrades to the parking lot.
- Staff indicated that a report would go to 2018 budget deliberations for Council's consideration.
- Council suggested that once the hotel opens up they will need a loading zone therefore combining the parking lots would be helpful.
- One member of the public suggested that the loading zone needs to be closer to the Alternative Grounds for easier access for seniors.
- One member of the public suggested that the 1st meeting garnered great ideas and that there didn't seem to be a concern downtown and was disappointed to see 2 hour parking. It was also suggested that more lighting needs to be added to the parking lot and that now that 2 hour parking has been initiated the parking lot is always full. This creates a problem for employees working in the downtown core. It was requested that the 2 hour parking signs be covered until a full plan was in place.
- Mayor Beach thanked everyone for their feedback and for coming to the meeting and suggested that staff will bring a report back to a future Council meeting with suggestions for moving forward.

The Special Downtown Parking meeting adjourned at 6:00 pm.

MAYOR

CORPORATE OFFICER

Certified to be a true copy of the minutes of the Special Meeting of Council for the Corporation of the Village of Burns Lake held on Wednesday, October 11, 2017

Village of Burns Lake Council Report

Date: 18/10/2017
To: Mayor and Council
From: Dale Ross Director of Public Works
Subject: Downtown Parking Task Force - Standing Committee

1. ISSUE:

- 1.1. Council requested staff bring back a report addressing downtown parking following the Downtown Parking meeting with business and building owners of the downtown core.

2. RECOMMENDATION:

THAT a Standing Committee - Safety Taskforce be formed;

AND THAT the Standing Committee be comprised of representatives from the Chamber of Commerce, Lakes District Maintenance Inc., Ministry of Transportation and Infrastructure, Burns Lake RCMP, ICBC, Council and Village Staff;

AND THAT the Standing Committee addresses current and emerging issues regarding downtown parking, traffic flow, speed limits and any other issue regarding traffic and enforcement;

AND THAT staff be directed to bring back terms of reference for the Standing Committee Safety Taskforce as well as request a member be appointed from each of the following organizations to sit on the committee; Chamber of Commerce, Lakes District Maintenance Inc, Ministry of Transportation and Infrastructure, Burns Lake RCMP and ICBC

3. CAO COMMENTS:

- 3.1. Agree with the recommendations. CAO Worthing

4. BACKGROUND

- 4.1. During the 2016 Business Walks the EDO was approached with a number of concerns from downtown business owners and patrons regarding the lack of parking. Staff held a Downtown Core Parking Meeting on January 24th 2017. This meeting resulted in Council directing staff to install parking and loading zone signs.

- 4.2. On October 11th 2017 Council and Staff held a second meeting with downtown business and building owners to garner feedback on the short term parking and loading zone changes.
- 4.3. A number of other suggestions were discussed at the meeting, including crosswalk safety, handicapped parking and lighting in the parking lot.
- 4.4. Members of the Chamber of Commerce suggested that Council form a task force to look into a variety of safety issues.

5. TRIPLE BOTTOM LINE:

5.1. FINANCIAL IMPLICATIONS

- 5.1.1. Recommendations for the 2018 budget and future budgets would come from the safety taskforce.

5.2. ENVIRONMENTAL IMPLICATIONS

- 5.2.1. N/A

5.3. SOCIAL RESPONSIBILITY IMPLICATIONS

- 5.3.1. Public and merchants have requested solutions and improvements to the downtown core parking area.

6. DISCUSSION

- 6.1. Staff recommends forming a standing committee to deal with all future traffic, road and parking issues.
- 6.2. The Standing Committee should discuss the possibility of relocating the crosswalk from its current location near the gas station, to a new location near the parking lot across from the Evergreen Mall. Exact location to be determined by the Committee and submitted to MOTI for final approval.
- 6.3. The Standing Committee should discuss the possibility of a warning/crosswalk light as well as lighting near the crosswalk.
- 6.4. The Standing Committee should discuss a feasibility study to re-develop the Village's parking lot with detailed drawings including the number of parking spots, current and available, through re-design, lighting, landscaping, storm sewer, electrical hook-ups for winter use and paving.
- 6.5. The Standing Committee could discuss the possibility of combining the Village's parking lot with the Lakeland parking lot.
- 6.6. The Standing Committee should discuss the inclusion of handicap parking in the downtown core/Village public parking lot.
- 6.7. The Standing Committee should discuss adding an additional loading zone in the Village public parking lot, near the crosswalk.
- 6.8. The Standing Committee could then continue to address speed limits and traffic signs in town as well as the traffic bylaw.
- 6.9. It is thought that the Chamber of Commerce would represent the building and business owners from the downtown core but a further invitation could be extended to one or two more building and business owners that are directly affected by the downtown core parking issues.

7. RELEVANT LEGISLATION

7.1. Ministry of Transportation and Infrastructure's regulations for Highway 16.

8. RECOMMENDATION AND OPTIONS

8.1. Recommendation:

THAT a Standing Committee - Safety Taskforce be formed;

AND THAT the Standing Committee be comprised of representatives from the Chamber of Commerce, Lakes District Maintenance Inc., Ministry of Transportation and Infrastructure, Burns Lake RCMP, ICBC, Council and Village Staff;

AND THAT the Standing Committee addresses current and emerging issues regarding downtown parking, traffic flow, speed limits and any other issue regarding traffic and enforcement;

AND THAT staff be directed to bring back terms of reference for the Standing Committee Safety Taskforce as well as request a member be appointed from each of the following organizations to sit on the committee; Chamber of Commerce, Lakes District Maintenance Inc, Ministry of Transportation and Infrastructure, Burns Lake RCMP and ICBC

8.2. Option 1: Council could decide to not form a standing committee.

8.3. Option 2: Council could direct Staff to commence with the preliminary feasibility study so a tentative plan on related costs could be determined before the start of the 2018 Budget Review.

2017-10-25: 360

It was moved and seconded by Council

THAT a Standing Committee – Safety Taskforce be formed;

AND THAT the Standing Committee be comprised of representatives of the Chamber of Commerce, Lakes District Maintenance Inc., Ministry of Transportation and Infrastructure, Burns Lake RCMP, ICBC, a member of the public, Council and Village Staff;

AND THAT the Standing Committee address current and emerging issues regarding downtown parking, traffic flow, speed limits and any other issue regarding traffic and enforcement;

AND THAT Staff be directed to bring back terms of reference for the Standing Committee – Safety Taskforce as well as request a member be appointed from each of the following organizations to sit on the Committee; Chamber of Commerce, Lakes District Maintenance Inc., Burns Lake RCMP, Ministry of Transportation and Infrastructure, a member of the public and ICBC.

CARRIED

Village of Burns Lake Council Report

Date: 11/09/2017
To: Mayor and Council
From: Director of Public Works, D. Ross
Subject: Traffic Sign and Pavement Marking Study and Speed Limit Reduction Study.

1. ISSUE:

- 1.1. Council asked Staff to prepare a report reviewing stop signs at in town intersections, as well as review the process for reducing speed limits.
- 1.2. Eighth Avenue and Center Street stop sign was the main concern for safety.

2. RECOMMENDATION:

THAT Council receive the Traffic Sign and Pavement Marking Study and Speed Limit Reduction Study report.

3. CAO COMMENTS:

4. BACKGROUND

- 4.1. There has been concerns over the locations or lack of stop signs at some of the intersections.

5. TRIPLE BOTTOM LINE:

5.1. FINANCIAL IMPLICATIONS

- 5.1.1. The Traffic Sign and Pavement Marking study is 50% funded by I.C.B.C. The study costs \$9,232. Our portion of that amount is \$4,616.
- 5.1.2. The Speed Limit Reduction Study is not funded by I.C.B.C. and total cost of this would be \$5,500 to \$7,500 depending on the study chosen.
- 5.1.3. There would be a cost for new street signs after the studies are completed.
- 5.1.4. The number of street signs required would have to be determined however, each sign would cost approximately \$250, excluding signposts.
- 5.1.5. There are no funds left in this year's Public Works budget to complete either of these studies.

5.2. ENVIRONMENTAL IMPLICATIONS

5.2.1. N/A

5.3. SOCIAL RESPONSIBILITY IMPLICATIONS

5.3.1. To ensure that the streets within the Village of Burns Lake are safe for vehicle and pedestrian traffic.

6. DISCUSSION

6.1. Village Staff contacted I.C.B.C. in regards to the signs and pavement markings study that is available.

6.2. Village Staff have contacted the R.C.M.P. to discuss enforcement and or recommendations. A response is expected this week.

7. RELEVANT LEGISLATION

7.1. N/A

8. RECOMMENDATION AND OPTIONS

8.1. **Recommendation:**

9. THAT Council receive the Traffic Sign and Pavement Marking Study and Speed Limit Reduction Study report.

9.1. Option 1: Council could recommend not to proceed with these studies.

9.2. Option 2: Council could recommend to conduct these studies in the 2018 budget.

9.3. Option 3: Council could recommend holding a Public meeting in regards to the installation of a stop sign at the intersection of Eighth Avenue and Center Street.

9.4. Option 4: Council could recommend to holding a public meeting to discuss the reduction of speed limits.

2017-09-20: 321

It was moved and seconded by Council

THAT the Traffic Sign and Pavement Marking Study and Speed Limit Reduction Study Report be received;

AND THAT the discussion on Traffic Signs and Speed Limit Reductions be deferred until budget time.

CARRIED

Village of Burns Lake Council Report

Date: 20/07/2017
To: Mayor and Council
From: Dale Ross Director of Public Works
Subject: Town Square Parking Lot

1. ISSUE:

- 1.1. Council requested staff find a way to open up the outside of the Town Square Parking Lot to make it accessible to vehicles from Highway 16.

2. RECOMMENDATION:

THAT Council receive the Town Square Parking lot report.

3. CAO COMMENTS:

- 3.1. Agree with recommendations S. Worthing CAO

4. BACKGROUND

- 4.1. Phase 2-B of the Downtown Revitalization Plan is contingent on funding and not slated to be complete in 2017 however, Council indicated they would like to proceed with the access point this year.

5. TRIPLE BOTTOM LINE:

5.1. FINANCIAL IMPLICATIONS

- 5.1.1. Village crew and equipment time is required to open up the parking lot for access.
- 5.1.2. The cost of a new sign showing parking access will be approximately \$200.
- 5.1.3. Staff will look into paving costs for the entrance in future years. Research into the certificate of compliance with the Ministry of Environment is required first.
- 5.1.4. Some additional beautification costs could be added to the 2018 budget.

5.2. ENVIRONMENTAL IMPLICATIONS

- 5.2.1. N/A

5.3. SOCIAL RESPONSIBILITY IMPLICATIONS

5.3.1. This will provide direct access to and from Highway 16.

6. DISCUSSION

- 6.1. Part of the metal barrier would be left in place to protect the guide wire which is connected to the power pole at the West end of the parking lot. See attached photo.
- 6.2. The rest of the barrier including the concrete footing will be removed and a crush base material will be compacted in place.

7. RELEVANT LEGISLATION

7.1. N/A

8. RECOMMENDATION AND OPTIONS

8.1. Recommendation:

THAT Council receive the Town Square parking lot report.

Option 1: Council could choose to direct staff not to open up the Town Square Parking Lot.

2017-07-26: 260

It was moved and Seconded by Council

THAT Council receive the Town Square Parking Lot report.

CARRIED