

**Salt Spring Island Transportation Commission
Tuesday February 8, 2011 4-6pm
PARC Annex, Vesuvius Bay Road**

Minutes

Attending: Chair McLennan, Vice Chair Taylor, Commissioners Harkley, Haigh, Wakefield, Lyonns, and Swierenga, Director Hendren, Manager Fenske, Assistant Clark

Regrets: Commissioner Denyer

Delegations: Elizabeth White, Transitions Salt Spring and Brenda Guiled, Bicycle Working Group

Call to order: 4:02pm

1. Approval of agenda

MOVED by Commissioner Lyonns **SECONDED** by Commissioner Haigh the agenda be approved with the following additions:

- add 5.3 Director's Report
- add Corridor Density attachment under item 7.3
- add 8.6 CRD staff hiring process

CARRIED

2. Adoption of the minutes of the meeting held January 18, 2011

MOVED by Commissioner Wakefield, **SECONDED** by Commissioner Swierenga that adoption of the minutes be deferred until the March 8, 2011 regular meeting.

CARRIED

Action: Commission assistant to bring copies of previous meeting's minutes to the meeting.

3. Delegations

3.1 Transitions Salt Spring – car stop pilot proposal

Elizabeth White reported on efforts to date to implement a car stop program on Salt Spring Island, including plans to launch a pilot project in 2011.

Chair McLennan thanked Transitions and the Earth Festival Society for their excellent work to date.

ACTION: Manager Fenske will conduct further research to locate information on specific rideshare stop locations for SSI. Item to be placed on agenda for plenary discussion at future meeting.

3.2 Bicycle Working Group

Brenda Guiled summarized the completed cycling survey including an accounting of the spending of funds received from the SSITC, and distributed draft copies of the survey report. BWG plan to publicly launch the survey in late March or early April. Chair McLennan thanked the BWG for their excellent and efficient work to date.

ACTION: Ms Guiled requested the Commission review the draft report, and submit suggested changes/corrections. Item to be placed on agenda for plenary discussion at future meeting.

4. Reports

4.1 Report from Chair McLennan

Chair McLennan reported on his outreach and networking as Chair, and discussed communications protocol with a view to keeping everyone up to date between meetings.

4.2 Report from Manager – Fenske

Manager Fenske's distributed report included the following topics: transit safety at CG, bicycle grant, resurfacing pathways, JEA design brief, CRD budget, discussion with MoTI, bus for special service, transit service expansion, accident statistics, sidewalk at Coop, special events and transit, Hereford sidewalk, enquiry to Main Road, bus shelter construction, street lighting, pathway development, meeting with CG, transit ridership.

The Chair commended the Manager on the new two-column format for the Monthly Activity Report and encouraged him to provide a more fulsome point form description of Next Steps for each topic as appropriate.

Action: The meeting endorsed the Chair's proposal to lobby the appropriate agencies seeking support for two of our initiatives which are pending decisions, namely:

- the outstanding application for a grant from the MOTI Cycling Infrastructure Partnerships Programme (CIIP)
- the outstanding request to BC Transit for funding to support the expansion of the bus service on SSI

The Chair indicated he would run this proposal by the CRD General Manager before taking action.

ACTION: Manager Fenske to determine when BC Transit will begin work on their 2012 budget. And Manager Fenske to meet with Country Grocer pursuant to the Commission Motion of 14 Sept 2010.

4.3 Director's report

Director Hendren discussed process, meeting formats, and updating the Commission handbook.

5. Financial Report

Peggy Dayton will provide the January report for the next meeting including new budget items for "minor" projects.

6. Correspondence

6.1 RCMP response to Commission outreach

6.2 Student government response to Commission outreach

6.3 GES response to Commission outreach

6.4 Kees Visser letter re traffic calming

-all received by the Commission

Commissioners discussed the procedure re distribution of incoming correspondence. Commissioners were reminded that correspondence includes letter correspondence and email.

ACTION: Commission Assistant to continue listing all correspondence received, and to distribute to Commissioners with meeting attachments.

7. Business Arising

7.1 NGVTMP - engineering drawings from JE Anderson

Commissioners discussed the drawings, and next steps in the NGVTMP.

7.2 SSI accident statistics: questions for the RCMP

Assistant Clark distributed the compiled list of questions received to date.

ACTION: Treasurer Harkley, Commissioner Wakefield and Commissioner Lyonns will arrange to meet with RCMP.

7.3 Sidewalk design criteria "fact finding": sitrep

Commissioner Wakefield and Chair McLennan updated the Commission on progress to date.

ACTION: Commissioner Wakefield and Chair McLennan will accept the invitation of PARC to attend a PARC Planning meeting on Feb 14. They will report further progress on the fact finding initiative at the March 8, 2011 meeting.

7.4 Outreach survey initiative on traffic calming: sitrep

Chair McLennan updated the Commission on progress to date.

ACTION: Commissioners welcome to suggest additional addresses for the survey letter.

7.5 Approach to GVM/CG per SSITC Motion 14 Sept 2010

Discussed under Manager Fenske's report.

7.6 Budget for "minor" projects/studies

Commissioners discussed budgeting for "minor" projects.

ACTION: Commissioners to discuss in upcoming roundtable discussion, and to subsequently submit a list of potential projects to Bob Lapham.

7.7 Position of Treasurer

Chair McLennan thanked Commissioner Harkley for her excellent work to date as Treasurer.

MOVED by Commissioner Haigh, **SECONDED** by Commissioner Swierenga that Commissioner Harkley be re-appointed as Treasurer.

CARRIED.

7.8 Meeting with MoTI/IT/CRD

Assistant Clark distributed the compiled list of questions from the Commission. Meeting will likely occur toward the end of March.

ACTION: Commissioners to continue submitting any further proposed discussion items for the meeting. The matter will be placed on the agenda once again closer to the meeting in question to allow for a detailed discussion of draft agenda items and the SSITC strategic approach to the meeting.

8. New Business

8.1 Commission CRD email address

Commissioners discussed potential new email addresses.

ACTION: Commissioners to discuss in the upcoming roundtable meeting.

8.2 People and climate workshop invitation

ACTION: Commissioner Lyonns will attend the workshop.

8.3 SSITC communications – spokesperson and communications plan

MOVED by Commissioner Haigh, **SECONDED** by Commissioner Harkley that Chair McLennan serve as Commission spokesperson.

CARRIED.

8.4 Upcoming roundtable meeting

Commissioners discussed possible dates for the discussion, and decided the meeting will be 3 hours in length. The discussion will be held at Commissioner Harkley's residence.

ACTION: Commissioner Harkley and Director Hendren confirmed March 1 for the meeting.

8.5 Delegation to LTC meeting

The Chair advised that he had been invited to be a delegate at a meeting of the Local Trust Committee (LTC) with the objective of having the LTC refer the matter of the desirability of developing criteria to guide sidewalk design to the Trust's Advisory Design Panel. The Commission endorsed the invitation.

Action: The Chair will attend the LTC meeting on Feb 10 as a delegate.

8.6 CRD staff hiring process

Chair McLennan announced that Assistant Clark is resigning from the Commission. Commissioners discussed the CRD hiring process, and stressed the need to hire a new Commission Assistant as soon as possible.

9. Priority items the next business meeting

10. Adjourn meeting

MOVED by Commissioner Lyonns, **SECONDED** by Commissioner Haigh the meeting be adjourned at 6:04pm.

Next meeting to be held Tuesday March 8, 2011 from 4-6pm at the PARC Annex.

Approved: _____ Date: _____

Title: _____