

Salt Spring Island Transportation Commission
Tuesday May 10, 2011 5-7 pm
PARC Annex, Vesuvius Bay Road

Minutes

Attending: Chair McLennan, Vice Chair Taylor, Commissioners Haigh, Denyer, Wakefield, and Lyonns, Director Hendren, Manager Fenske, Assistant Clark
Regrets: Treasurer Harkley
Call to order: 5:05pm

1. Agenda

MOVED by Director Hendren, **SECONDED** by Commissioner Lyonns the agenda be approved with the following addition:

- add 7.18 Bus schedules at Chamber visitor centre

CARRIED

2. Adoption of the minutes of the meeting held April 12, 2011

MOVED by Commissioner Denyer, **SECONDED** by Commissioner Wakefield the minutes be adopted as prepared.

CARRIED

3. Delegations - none

4. Reports

4.1 Report from Chair McLennan

- the Chair thanked commissioners for the useful suggestions put forward on arrangements for future meetings including the idea of an annotated agenda
- he reported on his conversation with the CRD General Manager which took place just prior to the meeting. Subjects covered included:
 - funding for small capital projects
 - there are considerable funds set aside provisionally for the NGVTMP
 - if the NG Plan does not proceed this year, those funds may be accessed for other capital projects
 - in the interim, funds are available for all small capital projects recommended by the SSITC as follows: PCP \$15k (rather than \$25k); community projects fund \$3k; bus shelters \$15k; interim bus bench \$1.5k; Hereford sidewalk \$8k
 - as far as PCP projects for 2011 are concerned, the CRD would not wish to "kill a project" for lack of funding
- NGVTMP
 - the CRD GM will seek a meeting with the MoT Regional Director from Burnaby in the next two weeks to include the CRD Regional Director and the SSITC Chair if possible

- if there is no satisfactory progress on the MoT sign-off of the NGVTMP final design, other options will be explored
- Critical Path Documents
 - the CRD GM endorsed the merits of the Critical Path documents as a means of facilitating cooperation between all parties on getting projects done while clearly setting out the responsibilities among others of the SSITC and the CRD Manager
- SS Transit service expansion
 - the CRD Director and the SSITC Chair should proceed with a communications plan in cooperation with BC Transit

4.2 Report from Manager Fenske

Manager Fenske addressed questions on his circulated report.

Action:

Manager Fenske: (1) connect with BACARA re points for meeting with Newall/MoT; (2) contact PARC re usage signs for pathways.

5 Financial report

Action:

Manager Fenske: (1) to forward April financials to Assistant Clark for distribution; (2) in the future, to forward monthly statements to the Assistant for distribution prior to each meeting.

6. Correspondence - none

7. Business Arising

7.1 Small capital project: PCP projects for 2011

CRD has approved \$15k funding for 2011 projects short of the \$25k recommended by SSITC Motion.

Action:

SSITC reps and CRD Manager to meet PCP 11 May 11 to move the projects forward.

7.2 Small capital project: Interim bench at Country Grocer

CRD has approved funding as recommended by SSITC Motion. PARC will order and install the bench.

7.3 Small capital project: Transition Rideshare car stop pilot project

Commissioners discussed community appetite, potential locations, and potential concerns with the car stop project. Concerns include: competition with bus service; liability and legality issues. The opinion was also expressed that the matter should be referred to CRD risk management.

Action:

Director Hendren: to contact his counterpart on Pender re precedent of CRD financial support for Car Stop project on that island.

Chair McLennan: circulate University of Victoria law department report.

Commissioner Haigh: circulate info re extensive existing projects on Pender, Mayne and Saturna.

7.4 Small capital project: Bus shelters

CRD has approved funding for at least two shelters this year at Fernwood and Kitchen Road as recommended by SSITC Motion. Commissioners discussed shelter design and BC Transit guidelines/requirements. Potential designs include: wood similar to Cowichan district shelters; BC Transit style metal and glass shelters; site specific, community designed/enhanced shelter; architect-designed shelter.

Action:

Chair McLennan, Director Hendren, Commissioner Lyonns: convene a working group to make recommendations on:

- bus shelter guidelines applicable to SSI
- whether to invite the local citizens groups to input on the design process
- options for design style

Chair McLennan: contact local architect re possible involvement in the design

Manager Fenske: complete site assessments with MoT and BC Transit prior to next meeting

7.5 Small capital project: Sidewalk on Hereford

CRD has approved funding for the project as recommended by SSITC Motion. CRD to issue documents seeking offers from qualified contractors within the week.

Action:

Manager Fenske: (1) ensure that MoT renews the expired permit for the project; (2) provide a progress report to the SSITC meeting of May 24 including a detailed step-by-step approach to ensuring that the project is completed this calendar year.

7.6 Community project fund

CRD has approved \$3k for this fund. Process around awarding these funds needs to be clarified.

Action:

Treasurer Harkley to be invited to investigate process and report to the Commission

7.7 BWG - Draft SSI cycle survey

MOVED by Chair McLennan **SECONDED** by Director Hendren that the Chair draft a letter to the Bicycle Working Group thanking them for their excellent work on the cycling survey.

CARRIED

Action:

Chair McLennan: add to the agenda for future discussion the next steps for supporting the BWG and for building bikeways on SSI.

7.8 Sidewalk design fact finding initiative: Report and Recommendations

Commission still has not seen the final design of the NGVTMP. Weighing in on sidewalk details so close to the implementation phase will have to be handled judiciously.

Action:

All: review the report and recommendations.

Chair McLennan and Commissioner Wakefield: to consider bringing forward specific motions at a future meeting.

7.9 Proposal to CRD for bus stop benches

MOVED by Chair McLennan, **SECONDED** by Commissioner Wakefield that the Commission recommend that the CRD decline the offer to supply free bus stop benches in return for allowing the provider to collect revenue from advertising on the benches.

CARRIED

7.10 Transportation Tune-Up packages for Commissioners

Commissioner Lyonns briefed the Commission on the CRD tune-up initiative.

Action:

Commissioner Lyonns: distribute info packages to the SSI health committee.

7.11 Mike Best traffic proposal for Ganges

Deferred to a future meeting.

7.12 SSITC representative for PARC Trails Advisory Committee

SSITC will not send a regular representative to the meetings. Commissioner Wakefield will attend if warranted.

Action:

Commissioner Wakefield: communicate decision to PARC; request that PARC send Trails Advisory Committee minutes and agendas to the SSITC for review.

7.13 Climate Action Council request to meet with SSITC

Commissioners discussed the CAC request to meet with the Commission.

Action:

Chair McLennan: respond to the CAC suggesting they address the Commission as a delegation.

7.14 Critical Path Documents: Pathways and Bus Shelters

Circulated for information.

7.15 SS Transit Service expansion - start date

Expanded service to begin July 1, 2011. Commissioners discussed: communications plan process and elements; potential event to mark the anniversary of transit service on the island.

Action:

Chair McLennan and Director Hendren: liaise with BC Transit re the communications plan.

consider transit service anniversary event at future meeting

Manager Fenske: report on CRD funding for bus service on Earth Day at next meeting.

7.16 SSITC logo

Deferred

7.17 NGVTMP sketch

-deferred.

7.18 Bus schedules at Chamber visitor centre

Commissioners discussed process and funding for supplying bus schedules at the Visitor centre. The Chamber Board has indicated that it does not have budget to photocopy the schedules on paper supplied by the SSITC as previously agreed. BC Transit policy is to decline to supply schedules for Visitor centres. Commissioners suggested advertising on the printed schedules as a potential funding source.

Action:

Manager Fenske: contact BC Transit re advertising on bus schedules and report to SSITC meeting on May 24.

8. New Business

8.1 SSITC Goal setting for 2011

Deferred.

9. Priority items the next business meeting

10. Motion to Move In Camera and Close the Meeting in Accordance with the Community Charter Part 4, Division 3, Section 90(1)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.
Deferred

11. Adjourn meeting

MOVED by Commissioner Haigh, **SECONDED** by Commissioner Denyer the meeting be adjourned at 7:07pm.

Next meeting to be held Tuesday May 24, 2011 from 4-6pm at the School Board.

Approved: _____ Date: _____

Title: _____