

**Salt Spring Island Transportation Commission
Tuesday July 12, 2011 4-7 pm
School Board Annex, Rainbow Road**

Minutes

Attending: Chair McLennan, Commissioners Haigh, Swierenga, Wakefield and Lyonns, Director Hendren, Manager Fenske, Treasurer Harkley, Assistant Iverson

Regrets: Commissioner Denyer, Commissioner Taylor

Call to order: 4:00pm

1. Agenda

MOVED by Commissioner Swierenga, **SECONDED** by Commissioner Wakefield that the agenda be approved, subject to the following change: Item 8.3 be re-titled "Disabled parking".

CARRIED

2. Adoption of the minutes of the meeting held June 14, 2011

MOVED by Director Hendren, **SECONDED** by Commissioner Harkley that the minutes be adopted with the following change: In Camera motion was seconded by Commissioner Swierenga.

CARRIED

3. Delegations - none

4. Reports

4.1 Report from Chair McLennan

- Chair McLennan tabled copies of his Newsletter to the SSITC of 05July11 and his Report on the NGVTMP of 08July11.

4.2 Report from Manager Fenske

- Manager Fenske's updated the Commission on his Monthly Activity report which was circulated to all in advance of the meeting.

4.3 Report from Director Hendren

- Nil report.

5 Financial Report

- SSITC Budget update distributed to all Commissioners.
- Treasurer Harkley requested detailed figures on all reserves in the budget.

Action: Manager Fenske to request this information from CRD/Dayton.

6. Correspondence

- 6.1 E. Mullan
- 6.2 R. Laing
- 6.3 S. Spence
- 6.4 S. Lynn
- 6.5 BC Ferries

MOVED by Commissioner Lyonns, **SECONDED** by Commissioner Swierenga to receive the correspondence.

CARRIED

7. Business Arising

- 7.1 Small capital project - Sidewalk on Hereford
 - The Manager reported that construction is underway on target and on budget.
- 7.2 Small capital project - Bus shelters
 - Manager Fenske stated that site approval for both Fernwood and Kitchen Road has now been received from both BC Transit and MoTI.
 - The Fernwood community group conducted an extensive survey of local opinion and tallied votes on the part of individuals which came out strongly in favour of the Cobble Hill design.

Moved by Director Hendren, **Seconded** by Commissioner Swierenga, that the Commission endorse this recommendation.

CARRIED

- The Kitchen Road community group submitted a design sketch which is not dissimilar from the Cobble Hill approach. The group is led by Lloyd Cudmore of Cudmore Construction Ltd, a long-standing and well-known SSI construction firm.

MOVED by Commissioner Harkley, **Seconded** by Commissioner Lyonns, that the Commission endorse the conceptual Kitchen Road design.

CARRIED

Action: Chair McLennan to ask Cudmore Construction if it would wish to submit an offer to build the shelter with the possibility of receiving tax receipts from CRD for any donated services and materials.

Action: Manager Fenske to contact CRD to determine exact procedures for the issuance of tax receipts for donated services and materials on CRD projects. Manager to forward design drawings to Islands Trust for RAR comment and to ask CRD to prepare application for MoTI License of Occupation.

- It was decided to defer discussion on a possible future process for selecting designs for the two shelters at Country Grocer as part of the NGVTMP.
- The Chair reported that MoTI and SS Transit have signed off on the Critical Path document on building bus shelters on SSI; all parties involved are now agreed on

the process and on who does what.

7.3 Small Capital Project - Interim bus bench at Country Grocer

- The Manager reported that installation of the bench is back on track.

7.4 Small Capital Project - PCP projects for 2011

- The Manager reported that CRD will send requests for offers to four contractors; the contractors have two weeks to respond.
- Options for constructing the Wildwood/Booth Canal pathway will be examined by the Commission at a later date after the offers are in and one has a better idea as to what is affordable within the budget.
- The CRD Director reported that Celia Duthie had offered to be involved in the building of a pathway on her property on Upper Ganges Road in the direction of Leisure Lane.

Action: Director Hendren to put Celia Duthie in contact with Partners Creating Pathways Chair Jean Gelwicks.

7.5 Small Capital Projects - Car Stop project

- Commissioner Lyonns described her very positive experience using the Car Stop system on Mayne; she will report next on Pender.

Action: The Commission working group on Car Stops will invite Elizabeth White of Transitions Salt Spring and Andy Newell of MoTI to do a drive about/walkabout of the proposed system on SSI with a view to facilitating the MoTI approval process.

7.6 NGVTMP

- Engineer Joshua Frederick of the CRD joined the meeting and briefed the Commission on the current status of the NGVTMP which MoTI has declined to approve in its present form.
- The four year old project has been driven from the beginning by community pressures to improve safety and security for pedestrians and cyclists in the Ganges area and is a top high priority project for the SSITC and for the population of Salt Spring; the CRD and the SSITC have spent over a quarter of a million dollars on consulting studies to date.
- A year has been lost on the project while awaiting MoTI approval.
- Discussion focused on “next steps” to get the project back on track.
- The Commission gave careful consideration to the three options outlined by the CRD and reached consensus as follows:
 - there is everything to gain and nothing to lose by seeking a meeting or meetings with MoTI and possibly political officials to advance the project.
- The goal of the meetings should be to seek MoTI support for the whole of the NGVTMP rather than breaking it up into segregated components for individual MoTI approval.
- Secondly, the SSITC and the CRD should take a strategic approach at the political level to seek MoTI funding support for Phase Two and beyond of the NGVTMP on the basis of a three-way partnership between SSI taxpayers, CRD gas tax funds and MoTI.
- Third, the CRD should be prepared as a fall-back to re-hire JEA to re-design Phase One of the NGVTMP to segregate it from subsequent phases as per the

MoTI suggestion; the Commission understood from the CRD that the incremental cost of such a move would be approximately \$8K and that JEA could complete the work in some two weeks.

- The Commission also understands that a “cherry-picking” approach to the phased implementation of the NGVTMP may involve a re-alignment of project priorities to take budget realities into account.

Action: The Chair will report the gist of the Commission discussions and recommendations to the CRD General Manager.

7.7 Cusheon Lake Community Group

- a) Road Speed - MoTI traffic engineer researching possibilities for reducing speed, MoTI will continue to investigate.

Action: MoTI will ensure research completed as quickly as possible and report findings to CRD Manager/BACARA/SSITC. CRD Manager to follow up actively with MoTI.

- b) Restricted Weight (to reduce truck traffic) - CRD has confirmed that a bylaw encompassing the movement of hazardous material could be developed. MoTI has determined that creating a new hazardous material regulation would entail a lengthy process. MoTI is researching the revision of the existing regulation, developing it specifically for Cusheon Lake Road.

Action: The Manager will schedule discussions with CRD to determine if and how a bylaw might be developed in conjunction with MoTI regulations and will keep BACARA updated.

- c) Alternative route/one way - the possibility of a feasibility study to consider an alternate route for traffic or one-way traffic remains to be determined. Who would commission such a study and MoTI’s official views and its potential role are unknown at this point in time.

Action: The Manager will continue to consult with MoTI staff on the matter.

7.8 Community Project Fund

- The Commission decided to defer consideration of this initiative indefinitely.

7.9 SSITC Logo

- Appreciation was expressed to GISS student Eva Olnyk for submitting a draft SSITC logo on a volunteer basis.
- Consensus emerged in favour of adopting a logo but further work is required to make a final selection.

Action: Director Hendren to discuss methodology with CRD Corporate Communications. Chair to write to Eva Olnyk to thank her and to provide feedback on SSITC deliberations.

7.10 Support for BWG

- The Commission agreed that a discussion of “next steps” to support the BWG campaign to build bikeways on SSI would be useful.

Action: BWG Chair to be invited to attend next month’s meeting to be part of the discussion.

7.11 BC Transit request for feedback

- BC Transit has requested feedback on their new Rider Info website pertaining to Salt Spring.

Action: Chair McLennan will consolidate the SSITC feedback and send to BC Transit before July 15 deadline.

8. New Business

8.1 SSITC Goal setting for 2011

- Consensus emerged in favour of adopting a draft Goal Setting document as a general statement of SSITC aims and objectives for the year ahead subject to amendment and updating as may be needed and appropriate.

8.2 CRD Manager’s “Key Deliverables”

- deferred

8.3 Disabled Parking

- deferred

8.4 Transportation Tune-up Workshop

- deferred

9. Priority items next business meeting

10. ADJOURN MEETING

MOVED by Commissioner Swierenga, **SECONDED** by Commissioner Wakefield to adjourn the meeting at 6:45pm.

CARRIED

Next meeting to be held Tuesday, July 26, 2011 from 3-6pm at the PARC Annex.

Approved: _____ Date: _____

Title: _____