

**Salt Spring Island Transportation Commission  
Tuesday July 26, 2011 4-6 pm  
PARC Annex, Vesuvius Bay Road**

**Minutes**

**Attending:** Chair McLennan, Commissioners Haigh, Wakefield, Taylor and Lyonns, Denyer, Director Hendren, Treasurer Harkley, Assistant Iverson

**Regrets:** Commissioner Swierenga, Manager Fenske

**Call to order:** 4:00pm

**1. Agenda**

**MOVED** by Commissioner Harkley, **SECONDED** by Commissioner Haigh that the agenda be approved, subject to the following change: Item 8.6 be added to agenda - BC Transit and Handy Dart.

**CARRIED**

**2. Adoption of the minutes of the meeting held July, 12, 2011**

**MOVED** by Director Hendren, **SECONDED** by Commissioner Harkley that the minutes be adopted.

**CARRIED**

**3. Delegations - none**

**4. Reports**

**4.1 Report from Chair McLennan**

- Chair McLennan tabled copies of his newsletter to the SSITC of 18July11
- he up-dated the Commission on MoTI's commitment to do traffic counts at two key intersections on SSI
- pursuant to a suggestion by Elizabeth Nolan of the Driftwood, the Commission discussed the signal lights at crosswalks in Ganges.

**MOVED** by Director Hendren, **SECONDED** by Commissioner Denyer, that the CRD Manager explore with CRD and MoTI the possibility of introducing sight/sound enhancements at pedestrian crosswalks in the village.

**4.2 Report from Manager Fenske**

No report.

#### 4.3 Report from Director Hendren

Director Hendren reported that there is a \$20,000 grant available for enhancing of cross walks and sidewalks for disabled people. Commissioner Wakefield suggested this could be used for sight and sound enhancements at the Rainbow Rd crosswalk.

**Action:** Director Hendren will get the application, and proceed from there.

### 5. Financial Report

Waiting for information from Manager Fenske on detailed figures on all the reserves in the budget.

### 6. Correspondence

- 6.1 Islands Trust
- 6.2 MoTI
- 6.3 BC Transit
- 6.4 Mike Best
- 6.5 Kitchen Road and Fernwood Community groups
- 6.6 Lloyd Cudmore
- 6.7 E. Olnyk

**MOVED** by Commissioner Wakefield, **SECONDED** by Director Hendren, to receive the correspondence.

### CARRIED

### 7. Business Arising

#### 7.1 Small capital project -Sidewalk on Hereford

The Commission noted with much satisfaction the completion of the new sidewalk on Hereford.

#### 7.2 Small capital project - Bus shelters

- CRD has endorsed the two bus shelter designs recommended by the SSITC and the relevant CRD HQ team is now at work on the two projects
- BC Transit, MoTI and BC Hydro have approved the suitability of the shelter sites at Kitchen Road and in Fernwood
- CRD has not yet applied for a License of Occupation on MoTI ROW
- both MoTI and BC Transit now want to see detailed shelter designs akin to a construction drawing for the two projects
- when the Transportation Commission endorses a community concept like the "Cudmore design", a construction drawing must next be prepared and submitted to the CRD. The CRD may choose to commission an engineer to ensure that it meets 'Building Code' equivalency or 'Applicable Engineering Standards'

- CRD asked the CRD Building Inspector on SSI (CRDBI) to coordinate this
- the CRD has further asked the Commission to put the person doing the construction design in direct contact with the CRDBI
- L Cudmore has agreed to convert his concept to an engineering drawing in collaboration with the CRDBI
- the Commission is keen to retain the proposed grass roof
- the CRD fully appreciates that “there are benefits to working with volunteers and community groups by way of promoting community support for the bus service”

**Action:** In keeping with the agreed Critical Path document, Manager Fenske to monitor the two shelter projects closely as Project Manager to get them to the stage where CRD may apply for MoTI permits and where deemed qualified contractors may be asked for offers.

### 7.3 Small Capital Project - Interim bus bench at Country Grocer

- the Commission noted with satisfaction the installation of the interim bench at Country Grocer.

### 7.4 Small Capital Projects - PCP projects for 2011

- CRD sent out requests for offers 14 July 2011 to four contractors recommended by PCP
- contractors given until 02 August 2011 to submit an offer
- PCP to submit options to the SSITC for constructing the Wildwood/Booth Canal pathway based on available funding once the offers are in and PCP has a better idea as to what is affordable within the budget
- these options will be reviewed by the Commission at its meeting on 09 August 2011 with a view to making a recommendation to CRD

**Action:** Manager Fenske to communicate details of the contractors’ offers to the PCP Project Manager as soon as they are known.

### 7.5 Small Capital Projects - Car stop project

- the Commission previously had news from MoTI that CRD does not need to apply for a license for car stop signs on MoTI right-of-way
- the pull-out locations were to be approved by the MoTI Area Manager, Roads (Andy Newell) pursuant to a walkabout
- Andy Newell has agreed to join the SSITC Working Group for a walkabout when everyone is back from vacation
- the objective will be to find a way to follow the useful precedent set by car stop systems on Pender and Mayne

**Action:** Commissioner Haigh to coordinate the timing of the walkabout in August.

## 7.6 NGVTMP

- the Chair reported to CRD on the consensus reached at the Commission meeting on 12 July 2011 re recommended next steps
- CRD is of like mind
- a three-track approach has been adopted, namely:
  - first, a letter has been sent to the MoTI Regional Manager (P Lavolsi) seeking a meeting on behalf of the CRD Director, the CRD General Manager and the Chair of the SSITC with the objective of seeking his support for our top priority transportation infrastructure project the NGVTMP
  - second, CRD proposes to re-engage JEA to re-design Phase One of the NGVTMP to segregate it from subsequent phases as per the MoTI suggestion
  - third, the Commission will work with CRD to craft a meeting strategy at the political level to seek MoTI funding support for Phase Two and beyond on the basis of a three way partnership between SSI taxpayers, CRD gas tax funds and MoTI.

**MOVED** by Director Hendren, **SECONDED** by Commissioner Denyer, that the Commission endorse the expenditure of some \$8000 from the CRD Capital Budget for the CRD is to re-engage JE Anderson to re-design Phase One of the NGVTMP consisting of sidewalks and bikeways from Crofton to the intersection of LGR/UGR

### **CARRIED**

## 7.7 Outreach survey on traffic calming: Results and next steps

- the Chair presented a summary of the Commission's outreach survey which gives the Commission a strong mandate to pursue a traffic calming mandate for Ganges
- consensus was reached on deferring any major initiatives with MoTI or with potential like-minded strategic partners until such time as the NGVTMP has been approved by MoTI and Phase One has been launched in substantive fashion
- similarly, it was agreed to defer the long-discussed meeting with MoTI, Islands Trust and CRD until such time as the Commission has a clear view of the way forward pertaining to the NGVTMP
- any such meeting would require very careful advance preparation as to who would be invited; who would chair it; the level of attendance; the setting of the agenda etc.

**MOVED** by Director Hendren, **SECONDED** by Commissioner Taylor, that the CRD Manager defer any further discussion of a possible gathering until such time as the SSITC and the CRD reach a meeting of minds on the timing and all other matters of substance

### **CARRIED**

- deferring a major initiative on traffic calming will not deter the Commission from making an extensive review of the NGVTMP when the MoTI "approved" version is made available, particularly with respect to Phase One
- in the interim, the Commission will consider at a future meeting the matter of speed limits on SSI generally as distinct from traffic calming in Ganges

## 7.8 SSITC logo

- the Director reported on his approach to CRD Communications as to the best way to proceed using PARC as a precedent
- CRD Communications will provide a cost estimate for creating a logo on our behalf
- this would not preclude the Commission from seeking offers from graphic designers on SSI

## 7.9 2010 SS Transit Ridership and Revenue

- information awaited from the Manager on the rising ridership numbers in 2010 versus falling revenues

## 7.10 Sidewalk design criteria "fact finding": Definitions

- Commissioner Wakefield reported that the definitions from the Commission Sidewalk Fact Finding report have been referred to and reviewed by the PARC Trails committee. He has made some revisions to the definitions which have been circulated to the Commission. It is anticipated that this document final draft will be circulated at the September meeting.

## 7.11 Transportation Tune-up Workshop

- Commissioner Lyonns briefed the Commission on her plans for a Workshop event
- all Commissioners were asked to consider signing the pledge in the back of the CRD Tune-up folder and making a commitment to help host in one hour slots on the day of the Workshop

**Action:** Commissioner Lyonns to propose a date in the fall for the Workshop

## 7.12 SSI Statistics

- Commissioner Wakefield briefed the Commission on his approach to ICBC
- the Chair thanked and commended him for his excellent work

**Action:** The Commission will focus future discussion on the development of a communications plan for the statistics.

**Action:** The Commission will invite the RCMP Sgt to attend future meetings (starting in November) on a periodic basis and will investigate having the RCMP join the Commission when there is next an opening.

## 8. New Business

### 8.1 Islands Trust referral - potential sidewalk on Rainbow Road

- the Islands Trust referred to the Commission a rezoning application for 125 Rainbow Road
- at the last LTC meeting, Trust staff was given direction to draft a bylaw amendment
- the Trust seeks early feedback from the SSITC regarding a potential sidewalk on this property before the formal bylaw referral process begins
- the Trust staff report contains a number of references to the SSITC and to the NGVTMP

**MOVED** by Chair McLennan, **SECONDED** by Commissioner Wakefield, that the SSI Transportation Commission recommends approval of the Land Use Bylaw amendment for 125 Rainbow Road subject to the conditions outlined below:

- subject to the construction of a sidewalk on MoTI right-of-way adjacent to the property in question;
- subject to the sidewalk adhering to CRD Pedestrian and Cycling Master Plan Guidelines; and
- subject to the SSITC being provided with up to a maximum of two months to review and comment upon the actual design of the sidewalk.

### **CARRIED**

**Action:** The Chair will respond to this effect to the Application Referral received from the Trust.

### 8.2 CRD Manager's "Key Deliverables"

- the addendum to the Manager's contract with the CRD was circulated for the information of Commissioners
- the decision of the Manager to absent himself from the meeting was noted and will be taken up by the Director with the CRD General Manager

### 8.3 Disabled Parking

- Commissioner Wakefield reported that some SSI parking lots do not meet the requirements of the Bylaw requirements for disabled parking. He is working with the owners of the non-compliant parking lots to improve accessibility. The Commission is available to support this welcome initiative if and as required.

### 8.4 Park n Ride at Fulford Harbour

- CRD has advised as follows:
  - a Licence to Use was entered into on 1st March 2009 between Reda Enterprises and the CRD (on behalf of the SSITC) to use premises for a park and ride at the Fulford Inn
  - the Licence to Use expired on February 28, 2011

- Corporate ownership of the premises has since changed
- CRD has been unable to contact the new owner to exercise the option to renew
- To avoid any liability and risk issues (as the Licence is null and void), all improvements should be removed from the property so that it is known that the premises are no longer being used as a park and ride

**Action:** The Manager to explore all possibilities to contact the new owner and to keep the SSITC informed of developments.

#### 8.5 Recycled Asphalt

- Commissioner Lyonns briefed the Commission on the availability of a new type of asphalt for road paving application

#### 8.6 BC Transit and Handy Dart

- time constraints did not permit substantive discussion of this item  
 - deferred to next meeting

### 9. Priority items next business meeting

- NGVTMP
- BC Transit and Handy Dart
- BC Ferries master plan for Fulford and Vesuvius terminals
- 2010 SS Transit Ridership and Revenue
- Cusheon Lake Community group
  - road speed
  - restricted weight
  - alternative route/one way
- invited guests from BWG
- Small Capital projects - PCP projects for 2011
- Small Capital project - Bus shelters
- Speed limits on SSI
- SSITC Capital Budget 2012-2016

### 10. ADJOURN MEETING

**MOVED** by Commissioner Wakefield, **SECONDED** by Director Hendren to adjourn the meeting at 6.05pm.

#### **CARRIED**

Next meeting to be held Tuesday August 9, 2011 from 4-6pm at the PARC Annex.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_