

Salt Spring Island Transportation Commission  
Tuesday October 11, 2011 4-6 pm  
PARC Annex, Vesuvius Bay Road

Minutes

Attending: Chair McLennan, Commissioners Haigh, Swierenga, Wakefield, Taylor, Lyonns,  
Director Hendren, Assistant Iverson

Regrets: Manager Fenske, Commissioner Denyer, Treasurer Harkley

Call to order: 4:00 PM

1. Approval of the Agenda

**MOVED** and **SECONDED** that the agenda be approved.  
**CARRIED**

2. Adoption of the minutes of the meeting held September 15, 2011

**MOVED** and **SECONDED** that the following amendments to the Minutes of the meeting held  
Sept 15 be adopted:

- Item 7.2 Manager Fenske recommended that the motion be withdrawn until CRD reviews the bridge drawing and renders a decision on whether the bridge would be accepted as a CRD asset.
- Item 7.4 motion opposed by Treasurer Harkley.

**CARRIED**

**MOVED** and **SECONDED** that the following amendments to the Minutes of the meeting held  
Sept 27 be adopted

- Item 7.3
- The Moby's/Churchill pathway is nearing completion; those who might wish to attend the "opening" should signal their interest to Jean Gelwicks.
- Island Pathways has been working hard with volunteers to organize the possible building and storing of a bridge for the Wildwood/Booth Canal pathway which PCP hopes to build next year.
- The Commission received a drawing of the proposed bridge as correspondence.
- Commissioner Denyer presented a Motion to recommend to CRD the expenditure of \$2700 on bridge materials for this year. He withdrew the motion as recommended by the Manager, pending a CRD decision on whether this bridge would be acceptable as a CRD asset for a future pathway.

**Action:** Manager to submit the bridge plans for CRD approval. Funding to be considered at next meeting.

**CARRIED**

3. Invited Guests

3.1 CRD - R Lapham and P Dayton

**CRD Presentation**

- Mr. Lapham and Ms Dayton made an A/V presentation to the Commission which covered:

- Transit
  - 2011 accomplishments and financial results
  - AOA highlights
  - BCT 3-year budget projection
  - 5-year operating and capital budgets
- Transportation
  - 2011 accomplishments
  - 5-year operating budgets
  - NGTP and Pathways draft 5-year capital budget
- CRD annual budgets need to be ready for CRD Board approval in February and finalised by the end of March

### **Transit Budget**

- it would appear that increased operating costs flowing from the expanded service and the need to replace buses in the fleet may require a referendum in Spring 2013 for increased tax requisition funds in 2014
- at that time, it may be appropriate to consider whether a fare increase might also be in order to boost revenues
- the current BC Transit Service Review runs to 2016; Service Reviews do not run to a strict schedule so it is difficult to predict the timing of the next one

### **Transportation Budget**

- the Commission expressed disappointment with the fact that the draft 2012 Capital Budget makes no provision as yet for any of the four small capital projects and studies recommended by the Commission to CRD for funding in 2012
- however, RL stated that if MoT can be brought to the table with funds for bike lanes or if we are the recipient of UBCM grant funds, it may be possible to re-jig the capital budget in early 2012 to allocate funds for other small capital projects
- PCP was named as the SSITC's top priority candidate for small capital project funding in 2012
- every opportunity should be sought to follow up the MoT Regional Director's commitment to provide MoT funding for bikelanes in the NGTP
- as in the case of the Transit budget, it would appear that increased capital requirements flowing from downstream phases of the NGTP may require a referendum in Spring 2013 for increased tax requisition funds in 2014
- the Commission expressed its sincere appreciation to the CRD RD for his public commitment to direct gas tax refunds to transportation infrastructure projects

### **NGTP**

- collective satisfaction was expressed with the fact that MoT has now signed off on Phase One
- CRD will make provision in the final design of Phase One for pull-outs for two bus shelters in the vicinity of Country Grocer (pull-outs do not feature in the JEA design approved by MoT)

### **Infrastructure Grant Programme announced at UBCM conference**

- CRD may have to choose between PARC and SSITC shovel-ready projects when deciding what if any SSI projects to endorse in the grant application process
- SSITC has three shovel-ready projects to propose to CRD for grant application support
  - North Ganges Plan Phase One including a pathway/sidewalk and bikelanes for which we have CRD-approved construction drawings and for which we have MoT sign-off
  - PCP pathway project Brinkworthy to Booth Canal for which we have CRD-approved construction drawings plus the MoT permit plus firm bids from competing contractors
  - PCP pathway project on Rainbow Road for which we have CRD-approved construction

drawings plus the MoT permit plus firm bids from competing contractors

### **CRD Board Motion March 2008: \$50k for Regional Trail on SSI**

- CRD has been trying to track down the \$50,000 funding earmarked for the CRD Regional Trail on SSI which it was hoped would still be available for SSI in the Parks Capital Reserve Fund as per the Motion of the Capital Regional District Board held on Wednesday, the 12th of March, 2008
- RL informed the Commission that funds were apparently never budgeted by Parks pursuant to the formal Motion of the Board
- the SSITC Chair undertook to communicate the news to the former CRD RD

## 4. Reports

### 4.1 Report from Chair McLennan

- the Chair tabled his Newsletter with up-dates on: the Islands Trust referral of the Beddis/Slegg development; the bike count on SSI; the possible integration of SSI in the CRD Bike Master Plan; the Car Stop project; integration of Country Grocer in the NGTP
- the Commission endorsed the Chair's proposal that the Commission invite two guests in November: Sue Hallatt of CRD HQ (the moving force behind the CRD Bike Master Plan); and Beddis Development

### 4.2 Report from Director Hendren

- Director Hendren made several recommendations:
- the SSITC/CRD should enter into a form of MOU with MoT with respect to transportation maintenance and infrastructure on SSI
- the SSITC must get a better handle on MoT maintenance projects in the future by working more closely with A Newell and MainRoad; the MainRoad contract expires in March 2012
- SSI should be included in the CRD Pedestrian and Bike Masterplan; the planner in charge at CRD HQ has agreed to consider including SSI as "Part B". This may entail pulling together a submission to CRD
- the CRD Manager should provide more notification as to planned absences and provision should be made for back-up service to CRD clients such as the Aptekmann property developer

## 5. Financial Report

- covered in the discussion with the CRD guests

## 6. Correspondence

- letters received from: M Roberts, BC Cycling Coalition, Islands Trust, Y Blick/BACARA, CRD/R Ferre, Landmark Consulting/K Gessner, J Rowlandson
- letters from the Chair to: M Roberts, BC Cycling Coalition, BWG, M Ogilvie, IT/K Aesen, C Torgrimson, L Cudmore, MoT/ D O'Brien, MoT/M Traverso, MoT/P Livolsi, BC Ferries/D Hendry, P Vincent, A Black, MP E May, Bunt & Associates, IT/B Suderman, CRD/S Hallatt, CRD/R Ferre, SSI Foundation/C Biely, Drifwood, K Bell

**MOVED** and **SECONDED** that the correspondence be received.  
**CARRIED**

## 7. Business Arising

## 7.1 Small capital project: Bus Shelters

- the Kitchen Road community spokesperson L. Cudmore has advised that while the community was mildly chagrined at the MoT turn-down of the rock landscaping proposal, it no longer wishes to stand in the way of the project moving forward
- a bus shelter for school children at this location has been advocated in the community for some years now
- as best as the spokesperson can assess the situation, the opposition outlined in correspondence to the SSITC is not representative of the community as a whole
- Mr. Cudmore indicated that he would submit draft construction drawings for the SSITC-endorsed shelter design to the CRDBI at the first opportunity
- at the SSITC meeting of 27sep11, Manager Fenske confirmed having received the tender documents for the Fernwood project which was to be ready to go to qualified contractors for offers once CRD approves the tender package; the Manager was awaiting construction details for the concrete pad for both Kitchen Road and Fernwood. The Commission expressed regret that it is not known where these matters stand in the absence of a back-up for the Project Manager.

**MOVED** and **SECONDED** that the Chair send an update to the Kitchen Road community member who wrote to express concern about the project.

**CARRIED**

## 7.2 Small capital project: PCP Projects for 2011

- it was noted that:
  - the Churchill project officially opened Sun09Oct with a PCP volunteer work party for landscaping and handing out celebratory balloons
  - the Driftwood printed Island Pathways press release on the new PCP pathway project which gave fulsome credit to CRD and to the SSITC
- the proposed Booth Canal pathway bridge was discussed but the Commission deferred taking a decision on recommending it to CRD because for the moment there are no funds in the CRD budget for 2012 for any PCP projects

## 7.3 Active Transportation Definitions

- Commissioner Wakefield circulated the following document for discussion and adoption:

### **Salt Spring Island Active Transportation Definitions**

**BIKE LANE** mean lanes, for cyclists only, marked on a portion of a roadway or paved shoulder.

**“highway”** means a publicly owned street, road, lane, bridge, viaduct, and any other way open to the *use* of the general population, but does not include a private right-of-way on a private *lot*.

**PATHWAY (also footpath, walkway) - or MULTI-USE PATHWAY (shared use)** means a corridor physically separated from motorized vehicular traffic and either within the highway right -of-way, public right -of-way , or private property. May be used by wheelchair users, joggers, pedestrians, cyclists, skaters, and other non-motorized users etc., depending on design and designation.

**SHOULDER** means the strip (can be paved as well as unpaved) at the edges of rural roads, used by pedestrians (where a sidewalk is absent) and motorists and **cyclists** (for pulling out of the traffic lane, usually temporarily)

“**shoulder bikeway**” means that portion of a paved roadway which is located to the right of the shoulder line, does not encompass any of the portion of the roadway that is regularly used by motor vehicles and that is at least 1.5 m in width.

**SIDEWALK** means an improved facility intended to provide for pedestrian, wheelchair and stroller movement; usually, but not always, located in the public right-of-way adjacent to a roadway. Typically constructed out of concrete, but can be made with asphalt, bricks, stone, wood, and other materials.

**TRAIL** (also **(single, or double) track, byway**) means a [thoroughfare](#) with a rough beaten or dirt/stone surface used for [travel](#). Trails may be for used for equestrian, pedestrian, [cycling](#), or [cross-country skiing](#), etc., depending on the designation.

**UNIVERSAL DESIGN** made for people of all abilities with appropriate ramps, medians, refuges, crossings of driveways, sidewalks on all streets where needed, benches, shade and other basic amenities to make active transport feasible and enjoyable for everyone.

("quotes/lowercase are from ***Salt Spring Island Land Use Bylaw 355***")

**MOVED** and **SECONDED** that the Active Transportation Definition document be adopted for general use by the SSITC.

**CARRIED**

8. Priority items for next business meeting

9. Adjourn meeting

**MOVED** and **SECONDED** that the meeting be adjourned at 6:00.

**CARRIED**

Next Meeting to be held Tuesday, November 8, 2011, 4-6 pm, at the PARC Annex.