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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held February 26, 2013, in the Portlock Park Meeting Room, Salt Spring Island, BC**

PRESENT: **Director:** Wayne McIntyre
Commission Members: John Wakefield – Chair; Donald McLennan – Vice Chair; Andrew Haigh; Harold Swierenga
Staff: Kees Ruurs, CRD Senior Manager; Carin Perrins, Administrative Secretary; Sarah Shugar, Recording Secretary

EXCUSED: Nomi Lyonns; Jean Taylor; Kees Visser; Robin Williams

J. Wakefield called the meeting to order at 4:00 pm.

1. Approval of Agenda

MOVED by D. McLennan, **SECONDED** by W. McIntyre,
That the agenda be adopted as presented.

CARRIED

2. Approval of Minutes

MOVED by D. McLennan, **SECONDED** by A. Haigh,
That the minutes of the January 29, 2013 Regular Meeting be approved as presented.

CARRIED

3. Delegations

There were no delegations to be heard at this time.

4. Reports

4.1 Chair Report

J. Wakefield verbally reported the following:

- Attended a Transition Salt Spring meeting on February 19, 2013.
- Attended a Cycling Master Plan meeting on February 15, 2013.
- Scheduled to attend the BC Ferries meeting regarding the Fulford Ferry Terminal Upgrades on February 27, 2013.
- Received an enquiry from the Driftwood concerning ICBC crash statistics, advised they should be available for public distribution late spring.

4.2 CRD Director

W. McIntyre verbally reported the following:

- Jean Gelwicks has been awarded the BC Community Achievement Award.
- CRD is pleased to announce the appointment of Robert Lapham as the new Chief Administrative Officer of the CRD, effective February 7, 2013.
- The RFP has been issued for Beddis Water District.
- The CRD has a new Emergency Services Plan.
- Attended a meeting with the Senior RCMP in Victoria.
- PARC has supported in principal the development of the Trans Canada Trail between Fulford and Vesuvius.
- The Transportation Select Committee will be reviewing the Transit Governance Report and he will report back on this item at the April meeting.

4.3 CRD Senior Manager EA

K. Ruurs provided the Project Status Report up to February 26, 2013. He highlighted the following items:

- Hereford Merchants sign – circulated a sample design. MOT has requested further information, awaiting formal approval.
- Ganges Hill – the original design that included a bike lane on each side and a pedestrian walkway on one side has an excessive cost estimate. There is an alternative design for one pedestrian walkway to be considered. Will report back at the March meeting.
- NGTP - phase one construction is ongoing, no further update on costs at this time. Will ask Joshua F. regarding the estimated time of completion for phase one and an update on the section between Blain Road and Atkins Road. Will email update to Commissioners.
- Parking in Fulford – awaiting information from CRD Victoria. W. McIntyre will follow up.
- At a meeting with R. Lapham on February 25, 2013 it was indicated that the Transit File will be the priority for 2013. W. McIntyre will discuss funding priorities with R. Lapham.
- 127 Rainbow Road – funds have been received.
- 151 Rainbow Road – the SSITC recommendation has been forwarded to Islands Trust. The developer expressed concern regarding the term cash in lieu. The term will be changed in future documents relevant to voluntary contributions.
- Circulated the suggested time line for 2013 Partners Creating Pathways Project document.

4.4 Financial Reports

The SSI Transit Operating Period ending December 31, 2012 report was received for information.

The SSI Transportation Operating Period ending December 31, 2012 report was received for information.

The SSITC 2012 Capital Funds at December 31, 2012 report was received for information.

The SSI Transit Operating Period ending January 31, 2013 report was received for information. C. Perrins will look into the CRD allocations line item.

The SSI Transportation Operating Period ending January 31, 2013 report was received for information.

The SSITC 2012 Capital Funds at January 31, 2013 report was received for information.

4.5 SSITC Capital Project Funding Worksheets

4.5.1 North Ganges Village Transportation Management Plan 2012 - 2017

The report was received for information.

4.5.2 Pathways Projects Expenditures and Funding 2012 - 2017

It was generally agreed to have a separate line item for PCP projects.

The report was received for information.

4.5.3 Bus Shelter Projects Expenditures and Funding 2012 - 2017

The report was received for information.

MOVED by J. Wakefield, **SECONDED** by D. McLennan,
That the Salt Spring Transportation Commission adopt the Five-Year
Capital Plan 2012 to 2017, as amended.

UNANIMOUSLY CARRIED

It was generally agreed to request the Five-Year Capital Plan for Transit from CRD Victoria.

5. Old Business

There were no old business items at this time.

6. New Business

6.1 Cycling Master Plan

D. McLennan reviewed the Cycling Master Plan Next Steps document.

MOVED by D. McLennan, **SECONDED** by A. Haigh,
That the Salt Spring Island Transportation Commission receive the draft
Cycling Master Plan and endorse the public consultation process as
outlined in the document.

UNANIMOUSLY CARRIED

It was generally agreed to coordinate the Speed Limits Working Group with the work of the TAC regarding speed limits and traffic calming.

7. Correspondence and Information Items

- 7.1 Electric Vehicle Charging Station
The SSI Electric Vehicle Charging Station Media Release, February 14, 2013 was received for information.
- 7.2 Fulford Road Project
H. Swierenga provided an update on the Fulford Terminal Upgrade:
- J. Wakefield and H. Swierenga are scheduled to attend the BC Ferries meeting on February 27, 2013. A representative from the business community has been invited to attend.
 - The project is scheduled to begin Fall 2013 and the estimated date of completion is February 2014.
 - There will be a public meeting – not scheduled at this time.
 - The main concerns are the pinch point problem and the lack of a pedestrian sidewalk.
 - There is a FAC meeting scheduled on March 6, 2013.
 - The next BC Ferries Corporation meeting is scheduled on April 11, 2013.
- 7.3 Past Chair Report 2012
The SSITC Annual Report of the Chair 2012 was circulated for information.

MOVED by D. McLennan, **SECONDED** by H. Swierenga,
That the Salt Spring Transportation Commission receive the Annual
report of the Chair 2012.

CARRIED

8. Next Meeting

The next Regular Meeting is scheduled on March 19, 2013.

Priority items to be included on the agenda:

- Bus Shelters
- Fulford Upgrade
- Ganges Hill
- NGTP Phase Two
- Parking
- Speed Limits
- Transit service enhancement options
- Transit Five-Year Capital Plan
- W. McIntyre to report back regarding parking and discussion with R. Lapham regarding funding priorities.
- SSITC priorities for 2013

9. Adjournment

MOVED by W. McIntyre, **SECONDED** by A. Haigh,
That the meeting be adjourned at 5:55 pm.

CARRIED