

SALT SPRING TRANSPORTATION COMMISSION
Notice of Meeting on **TUESDAY, March 19, 2013 at 4:00 PM**
Portable Meeting Room, 145 Vesuvius Bay Rd, Salt Spring Island, BC

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of February 26, 2013
3. Presentations/Delegations
Island Pathways- Brenda Guiled
4. Reports
 - 4.1 Chair Report
 - 4.2 CRD Director Verbal Report
 - 4.2.1 Parking Authority
 - 4.2.2 CRD Transportation Select Committee
 - 4.2.3 Electoral Area Committee Guidelines
 - 4.3 CRD Senior Manager EA- Project Report Attached
 - 4.4 Financial Reports
 - 4.5 Transit Five year Capital Plan
 - 4.6
5. Old Business
 - 5.1 Ganges Hill – Verbal Report
 - 5.2 Fulford Upgrade / BC Ferries
 - 5.3 Cycling Master Plan
 - 5.4 Transit Service Enhancement Options
 - 5.5

K. Ruurs
W. McIntyre/J. Wakefield
6. New Business
 - 6.1 SSITC priorities for 2013
 - 6.2 Trans Canada Trail
 - 6.3 BC Transit Service Request
 - 6.2
7. Correspondence/Information
 - 7.1 Blackburn Road Letter
 - 7.2 BC Transit Monthly Summary
 - 7.3 Bus Stop Bench
 - 7.4 Thank You
8. Next Meeting April 23, 2013 from 4 to 6 pm
9. Adjournment



Making a difference...together

**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**

DRAFT

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



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RULES GOVERNING THE HEARING OF INDIVIDUALS OR DELEGATIONS BY THE SALT SPRING ISLAND TRANSPORTATION COMMISSION

- Under the CRD Procedural Bylaw, the Commission may, by *majority* vote, allow an individual or a delegation to address the meeting **on the subject of an agenda item**.
- Each speaker is required to complete this form and submit it to the Salt Spring Island Transportation Commission secretary not less than two working days prior to the meeting.
- If you miss this deadline, you may still submit this form, however such requests will require *unanimous* approval.
- Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote.

Submit form to Salt Spring Island Transit and Transportation Commission

E-mail: saltspringtransit@crd.bc.ca

Fax: (250) 360-3130

Capital Regional District, P.O. Box 1000, 625 Fisgard Street, Victoria, BC V8W 2S6

I wish to address the: Salt Spring Island Transportation Commission
AT THE MEETING OF Tues, March 19, 2013 at 4:00 AM/PM
ON AGENDA ITEM Fulford hill upgrade plans, pedestrian & cyclist safety

NAME Brenda Guiled
ADDRESS 127 Heidi Place
Salt Spring Island
I REPRESENT Island Pathways
(Name of Organization if applicable)
AS Chair, and chair of Island Pathways Bicycle Working Group
(Capacity/Office)
TELEPHONE 250-653-4722 FAX _____
E-MAIL islandpathways.brenda@gmail.com

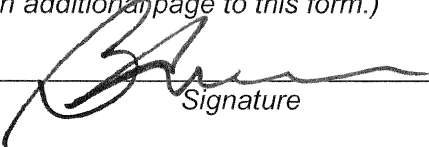
My reason(s) for appearing is (are) and the substance of my presentation is as follows:

BC Ferries plans for its 20-year improvement of service to the Fulford terminal, where the
B.C. Ministry of Transportation & Infrastructure retains responsibility and liability for the
Fulford hillroad, are in adequate for the safety of those using active transportation on this
hill. Island Pathways wishes to present its action plan to address this serious shortcoming.

(If more space is required, please attach an additional page to this form.)

2013 March 14

Date


Signature

Parking Authority

There have been a number of inquiries re. Salt Spring Island setting up a parking authority including those from: downtown Ganges businesses, Fulford residents, the RCMP and the SSITC.

While CRD Bylaw 3438 which established a 'Transportation Service' for Salt Spring Island enables the construction, maintenance and regulation of parking spaces, the taxing limits of this service are currently restricted and require approval from the electors to expand the scope and resources needed to proceed with additional initiatives and projects. Further, the preparation and adoption of a regulatory bylaw would require significant public, business and stakeholder consultation as well as an expanded bylaw enforcement and ticketing scheme to fully implement.

While not an impossible task to establish under SSI's present governance structure, it surely would be complex and costly to pursue. Legislative change may have to be sought follow through on a practical dispute and enforcement process. If successful a SSI support infrastructure would have to be prefaced by a regulatory bylaw, with a set of rules, guidelines, taxpayer requisition and a budget. The budget and implementation plan would have to include staffing to support the authority, both for ticketing and administration, signage, an agreement with the RCMP and towing companies, etc as part of completing the process.

As SSI is presently conducting a governance review, it would perhaps be more effective to present the lack of a parking authority as a limitation of the present governance structure. This can be done in a number of public meetings, including at the end of a regular governance committee meeting and/ or at one of the larger public forums that will be planned to seek community input. These would be opportunities to gauge parking matters as a community priority in relation to others.

Project

Comments

Budget (B)
Contributions (C)
Actual (A)

ITALICS - new information

| 1.TRANSPORTATION | | |
|--|---|--|
| 1.1 Partners Creating Pathways | <i>A claim has been forwarded to MOTI for the damage caused to the new pathway by the overflowing ditch on the north side of Lower Ganges Road. Estimated damage to the pathway is \$5,500.-.</i> | |
| 1.2 Hereford Merchants Sign Request | Discussed with MoT and IT. Obtained sign standards and provided those to merchant representative. Merchants developing sign design. Staff will submit application. MoT to replace curbs that were damaged after design has been received. Meeting held with merchants. Budget provided to them for installation costs and flower containers. Final design received, application to MOTI submitted. Verbal approval received, awaiting formal approval. | |
| 1.3 Ganges Hill/Regional Trail to Beddis Road Turn-Off | Plans for the use of \$50,000 from Regional Parks for Ganges Hill cycling lanes have been discussed with the CRD Manager of Park Planning and Joshua F. It has been determined that a feasibility study and detailed design drawings can be prepared for that amount. Contracts signed for survey and pre-design work. | |
| 1.4 Parking in Fulford | Letter reviewed from Fulford resident asking for assistance from SSITC for the parking issue in Fulford. Chair and Manager met with Mr. Alan Goldin. Report to Commission on previous agenda. Awaiting information from CRD Victoria Re: legalities of parking enforcement on Salt Spring Island. See report from Director on Parking Authority. | |
| 1.5 Commission Handbook | The SSITC Handbook will be updated to reflect the new SSI Admin structure and new protocol. | |
| 1.6 CIPP Grant Program | A new grant program for BC Government funding for bicycle lanes has been announced. CRD has submitted an application for phase 1 of the NGTP under this program. Unofficial word has been received that the grant has not been approved. | |
| 1.7. N.G.T.P. 1 st Phase | On August 8 th the CRD Board approved the contract in the amount of +/- \$1.2 million for the development of bike lanes and pedestrian pathways along appr. 1 km of Lower Ganges Road. Landscape contract completed. Notice to proceed with main contract was issued in November. Completion date estimated at late April for main section and late May for Blain to Atkins section. | |
| 1.8 NGTP Phase 2 | Discussions re: priority and funding of project ongoing. | |
| 1.9. 127 Rainbow Road | Mr. and Mrs. Todd have agreed to a similar amount as was set for 125 Rainbow Road to be put in a CRD reserve fund for when a pathway is developed in front of their property. This is in relation to their rezoning application to the Trust. Funds provided to CRD and put in Reserve fund. | |
| 1.10. 151 Rainbow Road | Islands trust has been advised of recommendation by the Transportation Commission. Recommendation is to request funds for trail work similar to 125 and 127 Rainbow. Developer's agent visited office and expressed concern about the term 'cash in lieu'. | |

| Project | Comments | Budget (B) Contributions (C) Actual (A) |
|---|--|--|
| <i>ITALICS - new information</i> | | |
| 1.11. Rainbow path completion / Grant Application | A timeline has been established to develop the pathway along the southern side of Rainbow Road. 2013 grant application for drainage study as well as completion of study. 2014: in house design of pathway. 2015 construction of pathway | |
| 1.12 Speed Limits | Working group to prioritize recommendations to present to commission. | |

| | | |
|---|---|--|
| 2. TRANSIT | | |
| 2.1 Painting of red marks for Vesuvius Ferry Parking Area | The Manager has arranged for BC Ferries to paint red lines/marks at the Vesuvius Ferry Parking area for the BC Transit Bus. BC Ferries informed us that the painting will occur when a hill stabilization project is completed. | |
| 2.2 Park N Ride Fulford Inn | The matter has been put on a back burner until real estate matters have been settled. | |
| 2.3 HandyDart | BCT hopes to schedule a study to commence in 2013. It will take 6-12 months to complete and will be 100% funded by BCT. | |

Abbreviations:

| | | | |
|-----|---|------|------------------------|
| CRD | Capital Regional District | RoW | Right-of-Way |
| MoT | Ministry of Transportation (Provincial) | SROW | Statutory Right-of-Way |

SALT SPRING ISLAND TRANSPORTATION COMMISSION
Operating Period ending February 28, 2013

AGENDA ITEM 4.4

SSI TRANSIT

2013

2013

Y-T-D

Budget

Sources of Income

| | | |
|---------------------------------|---------------|----------------|
| Transit Passes | 21,584 | 165,000 |
| Transfer from Operating Reserve | | 77,800 |
| Requisition | | 79,550 |
| Other | 214 | 560 |
| | <u>21,799</u> | <u>322,910</u> |

Expenses

| | | |
|------------------------|---------------|----------------|
| BC Transit | 26,814 | 280,710 |
| Advertising | | 3,500 |
| CRD Allocations | 1,638 | 28,270 |
| General Administration | | 3,780 |
| | <u>28,452</u> | <u>316,260</u> |

| | | |
|--|-------|-------|
| Transfer to Internal Reserve | | |
| Transfer to Equipment Replacement Fund | 1,108 | 6,650 |

| | | |
|----------------|---------------|----------------|
| Total Expenses | <u>29,560</u> | <u>322,910</u> |
|----------------|---------------|----------------|

| | | |
|-------------------|---------------|----------|
| Surplus/(Deficit) | <u>-7,762</u> | <u>0</u> |
|-------------------|---------------|----------|

SALT SPRING ISLAND TRANSPORTATION COMMISSION
Operating Period ending February 28, 2013

SSI TRANSPORTATION

| | 2013 Y-T-D | 2013 Budget |
|--------------------------------------|-----------------------|------------------------|
| Sources of Income | | |
| Requisition | | 146,250 |
| Other | 120 | 120 |
| | <u>120</u> | <u>146,370</u> |
| Expenses | | |
| Salaries - SSI Electoral Area Staff | 440 | 5,650 |
| Engineering | | 33,900 |
| Maintenance | 484 | 3,500 |
| General Administration | | 9,800 |
| CRD Allocations | 1,328 | 7,970 |
| | <u>2,252</u> | <u>60,820</u> |
| Transfer to Reserve Funds | | |
| NGVTMP | | 70,550 |
| Pathways | | 15,000 |
| | <u>0</u> | <u>85,550</u> |
| Total Expenses | <u>2,252</u> | <u>146,370</u> |
| Surplus/(Deficit) | | |
| | <u>-2,132</u> | <u>0</u> |

Salt Spring Island Transportation Commission Capital Funds at February 2013

[illegible][illegible]

Contributions for Specific Projects

16,000 Murikami Gardens - Rainbow Rd
4900 Ogilvie - Rainbow Rd
4900 Tottman

25,800

[illegible][illegible]

Contributions for Specific Projects

5000 Salt Spring Foundation

5,000

[illegible]

Salt Spring Transportation Commission
Agenda March 19, 2013
Item 4.5

Wayne

| | 2012 BOARD BUDGET | 2012 ESTIMATED ACTUAL | BUDGET REQUEST | | | | | FUTURE PROJECTIONS | |
|--|-------------------------|-----------------------------|----------------|-----------------------|------------|-----------------------|-----------|--------------------|-----------|
| | | | 2013 BUDGET | 2013 SUPPLEMENTARY | TOTAL 2013 | 2014 SUPPLEMENTARY | 2014 | 2016 | 2017 |
| SALT SPRING ISLAND COMMUNITY TRANSIT | | | | | | | | | |
| OPERATING COSTS: | | | | | | | | | |
| Gross Municipal Obligation | 171,040 | 177,040 | 280,710 | - | 280,710 | - | 285,950 | 330,790 | 334,070 |
| Contract for Services - Admin Support | - | 1,140 | - | - | - | - | - | - | - |
| Allocations | 15,420 | 15,420 | 28,270 | - | 28,270 | - | 16,170 | 18,500 | 18,700 |
| Other Operating Expenses | 15,440 | 3,840 | 7,270 | - | 7,270 | - | 8,350 | 8,510 | 8,590 |
| Transfer to Operating Reserve | - | 41,350 | - | - | 7,270 | - | - | - | - |
| TOTAL OPERATING COSTS | 201,900 | 197,440 | 316,250 | - | 316,250 | - | 320,470 | 355,800 | 359,360 |
| *Percentage Increase over prior year | | | | | 52.1% | | 1.3% | 1.0% | 1.0% |
| CAPITAL RESERVES | | | | | | | | | |
| Transfer to Equipment Replacement Fund | 6,650 | 6,650 | 6,650 | - | 6,650 | - | - | - | - |
| TOTAL CAPITAL / RESERVES | 6,650 | 46,000 | 6,650 | - | 6,650 | - | - | - | - |
| TOTAL COSTS | 214,550 | 246,440 | 322,900 | - | 322,900 | - | 320,470 | 355,800 | 359,360 |
| OPERATING COSTS | 214,550 | 246,440 | 322,900 | - | 322,900 | - | 320,470 | 355,800 | 359,360 |
| FUNDING SOURCES (REVENUE) | | | | | | | | | |
| Transit Pass Revenue | (132,000) | (162,860) | (165,000) | - | (165,000) | - | (165,000) | (165,000) | (165,000) |
| Interest Income | (480) | (510) | (490) | - | (490) | - | (500) | (500) | (500) |
| Grants in Lieu of Taxes | (60) | (70) | (60) | - | (60) | - | (50) | (50) | (50) |
| *Transfer from Operating Reserve | - | - | 175,350 | - | 175,350 | - | (67,160) | - | - |
| TOTAL REVENUE | (132,550) | (163,440) | (240,900) | - | (240,900) | - | (232,710) | (165,550) | (165,550) |
| REQUISITION | (92,000) | (87,000) | (82,000) | - | (82,000) | - | (37,760) | (190,250) | (191,810) |
| *Percentage Increase over prior year requisition | | | 0.00% | | 0.00% | | 2.02% | 1.80% | 1.87% |

FULFORD UPGRADE

March 6th, FAC Meeting

Attendees: Harold S, Chair; Peter Grant; Scott Simmons; Charles Khan and Wayne McIntyre
A number of committee members were unable to attend.

A number of issues were discussed and this is my take on key points:

*The Ferry Corporation and the MoTI have been very accommodating in recognizing improving the safety of the “most vulnerable”, i.e. pedestrians and cyclists. The MoTI has approved a variance on their normal standards as a support to improvements. Discussion re. the assumption this is a de-facto safety audit? It is expected the draft design is the best that can be expected with possible road marking and signage enhancements. This is a very expensive project and to look at any further changes would require additional land; a complex and very costly process...no appetite there. Cyclists represent <1.5% of ferry passengers with vehicles being by far the largest group using the ferry.

*Charles as a cyclist felt encouraging cyclists to use Morningside to connect to Beaver Point Road would be a safety enhancement as well as having the bikes get off the ferry last, rather than first.

*It was felt that pushing for a safety audit could have unintended consequences such as project delays and/or impact on other MoTI requests, e.g. the NGTP.

*The SSI Cycling Master Plan was discussed and concern expressed re. the Fulford options identified, including one where it seemed vehicles in a busy area would have to play “chicken”. The question was asked whether the consultant had ever been on SSI and/or had a sense of the cost and safety implications of their proposals. Harold actually contacted Minneapolis re. their similar plan, which has been implemented. Very different than Fulford; a flat, fairly quiet area with more bicycles than cars, etc. Some felt the Fulford plans in the draft CMP take away from its credibility. From my perspective it should be a visionary plan that has practicality. At the end of the day a cycling infrastructure for SSI will be extremely costly and have to fit into community priorities.
Wayne

Hi All,

Here are some quick meeting notes from the ferries meeting held today re: Fulford.

technical

- design circulated, includes 3.5m holding, 3.35 travel lane, 3.35 travel lane, 1-1.2m paved shoulder
- process has been 3 years to date to address safety and pinch point
- site plan with lane variants approved by MOT (took 6 months) for lower half - previous lanes required 3.65m
- space issues on hill, ROW acquisitions still required
- CRD may upgrade waterline as part of project
- retaining wall on d/h side, buried culvert on uphill side
- a few hydro poles will need to be relocated
- flashing warning congestion lights may be installed at top of hill
- roadway holding lane 50 car capacity (27 current)
- 60 car capacity in compound (for 10/11 lanes)
- speed limit set 30-40 kph as determined by MOTI
- no budget figures provided - final design required
- construction will be a challenge to maintain access to terminal, especially for buses and passenger drop-off and pick-up
- BCF CMP Appendix D has been received by Ferries, (full draft master plan to be sent in March).

timeline

- advise public June or July
- detailed design complete summer
- July-August tender
- August contractor hired
- late september early october start project
- Jan/Feb completion

This item will be on the March 19 SSITC meeting agenda on March 19 for discussion.

Overview plan attached, (apologies for the format, docs were larger than my scanner - will give hardcopies of all three drawings to Tracey for agenda package).

& will forward this email to Cycling Master Plan Technical Advisory Committee.

John

SALT SPRING ISLAND TRANSPORTATION COMMISSION
Minutes July 17, 2012
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8.1 SSITC Priority Project List

The Chair introduced the list of Capital Projects that have been identified as priority projects in the past

MOVED by D. McLennan, SECONDED by J. Taylor,
That the SSITC recommend to the CRD Director that he consider the following Capital Projects in order of priority when considering the overall plans for SSIEA CRD budgeting 2013:

- Phase II of the NGTP(a multi-use pathway in the school district on Rainbow Rd)
- CRD Regional Trail-follow up for the \$50,000 directed towards the "Ganges Hill" portion of the Regional Cycling Trail System
- Partners Creating Pathways- continue to support the new Island Pathways Projects with \$15,000 of annual contributions.
- Painting Yellow curbs throughout Ganges to signal no parking areas.

CARRIED

It was generally agreed to return to the regular order of the agenda.

5.3.2 Bus Stop Shelter Designs

The Chair provided a report on this item. There was general discussion regarding potential designs. It was generally agreed that D. McLennan and N. Lyonns would be on a working group to begin sourcing out design ideas and how best to engage the community for input.

The Chair reports that Country Grocer may be prepared to contribute towards two bus shelters in their area, and they will be asked to provide input on the design.

6. Islands Trust Referrals

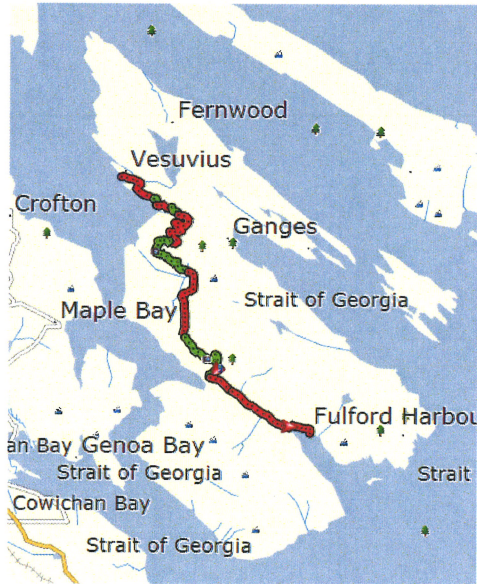
There were no referrals for consideration at this time.

7. Old Business

7.1 Parking in Fulford Village

Vesuvius to Fulford Trail

A proposal to establish part of the Trans Canada Trail on Salt Spring Island



Experience the Gulf Islands is a unifying theme to enrich the lives of residents and visitors through outdoor recreation and direct contact with the land and waters, communities, people, events and heritage of the Gulf Islands. Developing and providing the support system for enriched experiences will be a catalyst for community and economic development. The experience initiative is one of the priorities of the Southern Gulf Islands Economic Development Commission and is supported by Wayne McIntyre and our own Economic Development Commission.

A key building block of the Experience initiative will be the development of a system of major trails and water routes interconnecting communities, events, amenities and supporting businesses throughout the Islands. A major trail across and interconnecting the Gulf Islands will be proposed for designation as part of the Trans Canada Trail network.

The Vesuvius to Fulford Trail will encourage non-motorized visitation to the Islands because of increased safety and capacity provided. It will inspire islanders of all ages to be active and keep fit. It will promote tourism and contribute to the island's economic growth.

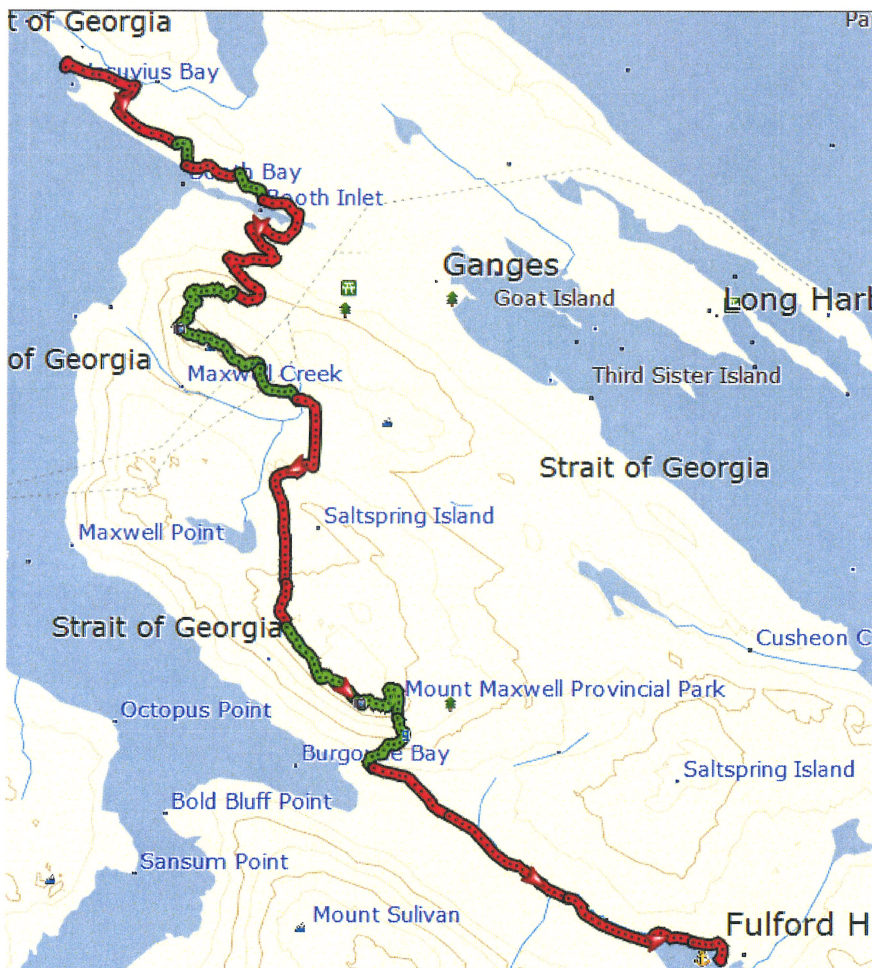
This trail will not cost PARC much to support and spearhead. Here is some information from Clive Webber, who is the TCT facilitator for Vancouver Island and a keen supporter of the Vesuvius to Fulford Trail:

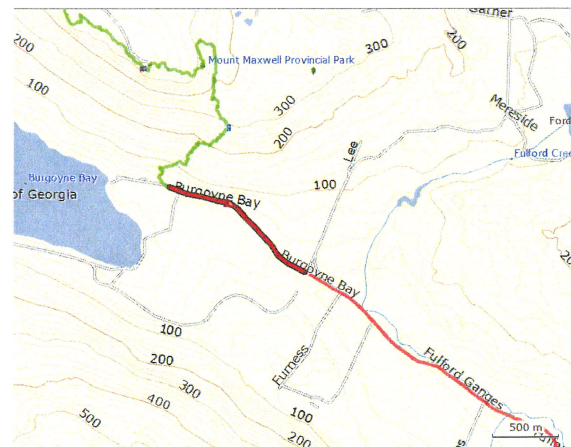
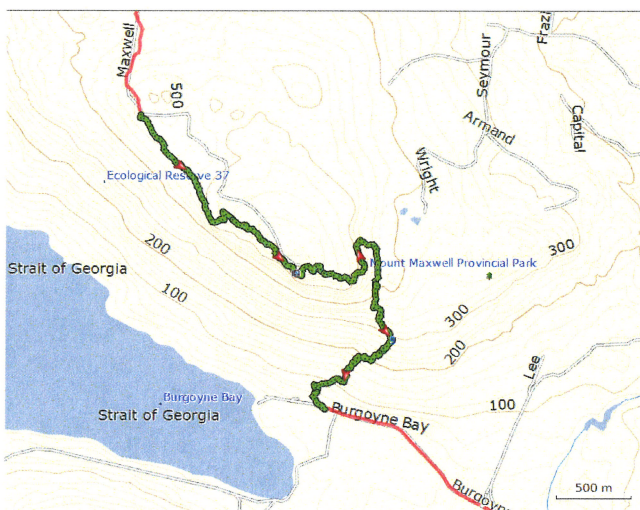
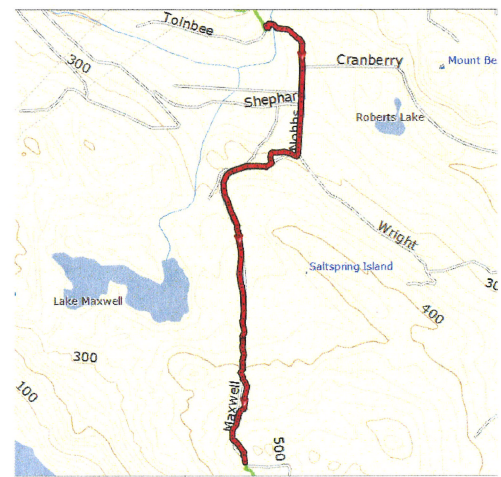
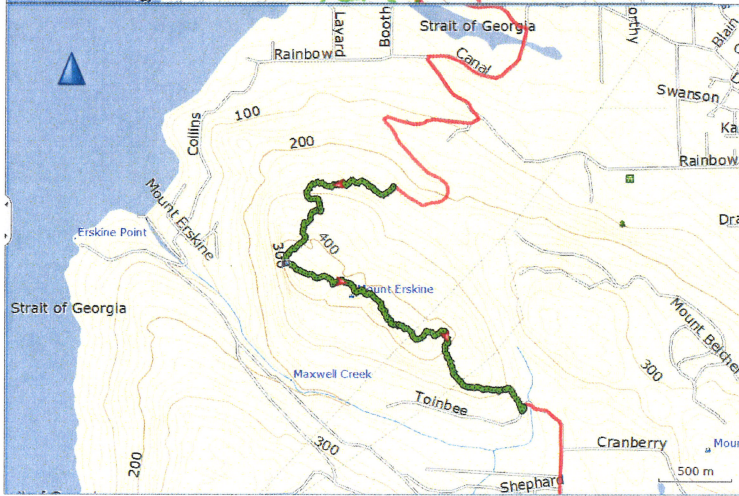
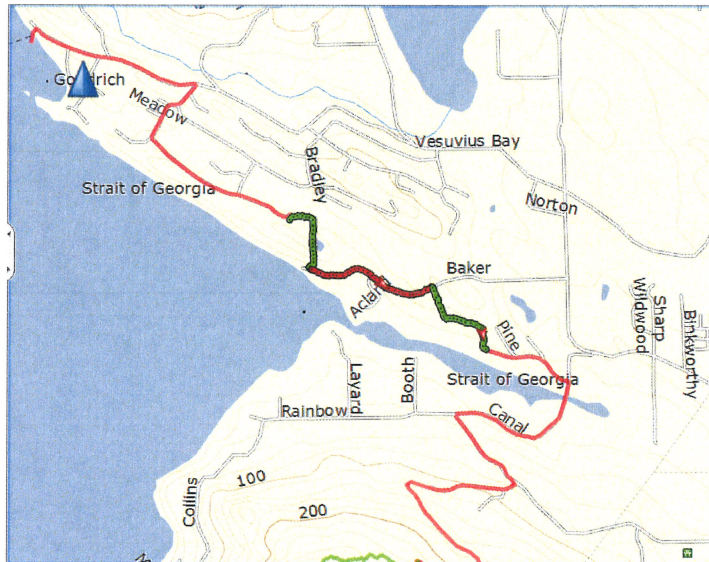
- **Coordination.** The TCT through BC is coordinated by a society called the Trails Society of British Columbia or Trails BC for short.
- **Spur trails.** I described the Salt Spring trail as being a spur route for the TCT. At the moment, all TCT efforts are being directed toward completing the main route by 2017, which coincides with Canada's 150th anniversary. Spur routes aren't being considered at this time. That being said, Clive was very enthusiastic about our route. He sees it as part of a possible loop with hikers coming from either Swartz Bay or Crofton. It would also be a way of avoiding the Malahat, which is proving problematic at the moment. The trail I outlined also offers hikers more beauty and challenge than the trail from Victoria to Crofton would, and Clive found that very attractive as well.
- **Mapping.** I have provided a GPSed map of the trail (attached), which Clive is prepared to put on the TCT website once PARC agrees to sponsor the trail.
- **Trail ownership.** The TCT is not the steward of the individual sections of the trail. TCT trails are mostly owned by municipalities, and they are constructed locally. There are no fees connected with being part of the TCT, and, in fact, some limited funding would be available from TCT, which has received much of its funding from Parks Canada and donations.
- **Insurance.** Insurance would be required, but TCT might be able to help with that. The Vesuvius to Fulford trail outlined here is on BC Parks, Salt Spring Island Conservancy, and PARC land, as well as public roadways. All of these are independently insured by these agencies. So PARC (the CRD) would not require any additional insurance if it sponsors the trail.
- **Permissions.** Permissions would be required from all landowners, in our case BC Parks, PARC, the SSIC, and any individuals who might agree to SROAs in the future.
- **Non-motorized trail.** The trail can be multiuse, but must be non-motorized, except of course for parts that are on roadways. As currently designated the sections off-road would not be suitable for bicycles.
- **Signage.** TCT signs would be available for free for designated trails only. However, they would have only the TCT logo on them. If we wanted any local logos, we would have to design our own signs, to which we could add the TCT logo, or we could use TCT's signs and somehow add our logo to them.
- **Accommodation along the trail.** Clive said that the TCT authority has not considered accommodation for hikers as it has been focusing solely on the trail. However, he thought that some provision for camping, if possible, would be an asset and suggested that local B & Bs could be designated as serving the TCT. These B & Bs might offer special deals for

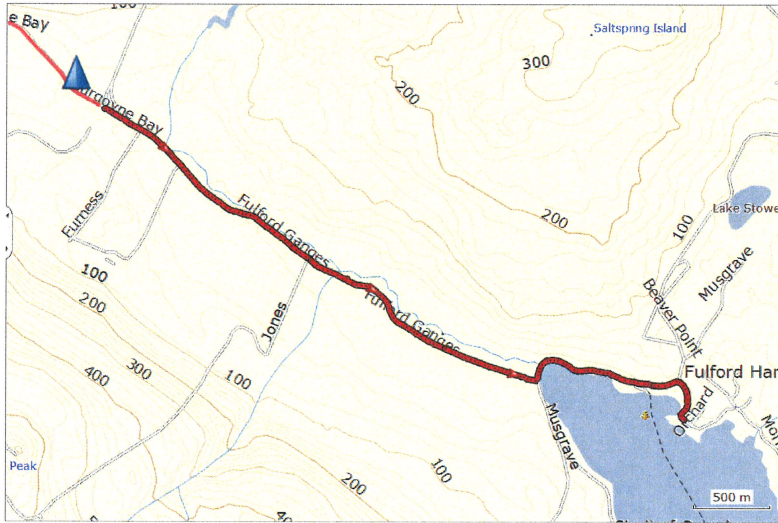
people hiking the TCT on Salt Spring. This would be one of the economic benefits of being part of the TCT.

Here are maps for the proposed Vesuvius to Fulford trail, which could become part of the Trans Canada Trail. We are presenting this proposal to the PARC commissioners with the hope that PARC will take the initiative in establishing this trail on the island.

Note that the trail is approximately 27.4 km long, of which 10.2 km is off-road and the rest alongside roadways. This is clearly indicated by the colours on the maps (green for off-road and red for on-road). The off-road sections are through land owned by BC Parks, The Salt Spring Island Conservancy, and PARC. There are no other private owners, but it is our intention to gradually obtain the right from other landowners to move more and more of the trail off-road.







From: ssstransit@telus.net [<mailto:ssstransit@telus.net>]
Sent: Wednesday, February 27, 2013 2:34 PM
To: Moore, Myrna
Subject: Special Event Authorization

Hello, Myrna,

Here is the official request for Special Event Authorization.

The service requested is to transport the Bach Choir of about 50 people from the Fulford terminal to Artspring Centre and back. The date is April 7th, 2013, pickup at ferry at 1135 AM to go to Ganges, pickup at Artspring at around 5 PM to go back for the 550 PM sailing. He is willing to pay for 2 buses so it can all happen at the same time. I can let him know if on that day it is possible to use two buses. If all are in working order....yes...if not...we would only have one available. Two trips with one bus would work alright as the concert is at 2 PM.

Thanks.

Ineke de Jong
Saltspring Island Transit
System Operator
250-537-6758

Hello Donald and John:

I am forwarding some information to you regarding a Special Event request re SSI Transit that Ineke has recently received.

I would be happy to discuss this further with you by phone in order to determine if the SSITC wishes to approve the request.

I believe that Donald, and also maybe you too John are familiar with the Special Group Trips and Special Transit Services Guidelines and Process that we have discussed over the past few years with the SSITC.

If not, I would be happy to chat further with you about them if we can arrange a phone call that works for all of us.

Ineke has indicated that this transportation request is for April 7th/13 which is about one month away, so if the SSITC can consider this request at their next meeting, Ineke would be able to confirm approval or not with George Sipos, the director of the Saltspring Arts Centre.

Thanks,
Myrna

Myrna Moore
Senior Regional Transit Manager,
Vancouver Island Coastal
Municipal Systems
Phone: (250) 995-5612
Myrna_Moore@bctransit.com

Special Transit Service Request Process

Below are the steps for paying for a special group trip or special service approved by the Local Government Partner and BC Transit:

BC Transit pays the operating company for hours of service delivered, based on an hourly rate derived from in the AOA.

Hourly rate to be invoiced to BC Transit by the operator after completion of this service. A manual invoice is to be sent by the Operator to BC Transit independent to E-billing.

BC Transit invoices the municipal partner for the special service delivered, based on total cost per hour per the AOA.

Hourly rate charged by BC Transit to the local government partner BC Transit will invoice the local government partner for the service, once the hours have been confirmed with operating company. BC Transit will charge the local government partner a rate equal to the total cost per service hour of the AOA. This is to recover the other costs outside of those charged by the operating company, that relate to the cost of maintaining and running the fleet

If a third party requested the service, the local government partner would invoice the third party based on the total cost per hour per the AOA.

Hourly rate charged by local government partner to third party (if applicable) If the approved special group trip was for the benefit of a third party (non local government partner), the local government partner will invoice them once invoiced by BC Transit. The rate the local government partner will charge is also equal to the total cost per service hour of the AOA.

Guidelines for Special Transit Service Requests

“Special Transit Service” - Open to the Public S. 4.1(b)

Relates to additional transit service that is not Special Group Trip and is not otherwise provided for within schedule B revenue or extra hours.

Where the additional service is “open to the public” it is considered to be public transit like although not operating at the regular scheduled times or routes. This type of service can be provided where:

the additional service provides a benefit for the local community as a whole versus a charter for a private group or person (i.e. weddings, private parties etc).

local government partner must approve in writing which can be by email. must conform to all BC Transit normal operating procedures (eg. load limits, standees, wheel chairs secured properly, alcohol)

vehicles cannot leave the Transit Service Area nor can they travel beyond their ICBC insured range. must be provided by the BC Transit operator using their regular drivers.

No overtime can be charged by the operator unless this is factored into the hourly rate

“Special Transit Service” – Not Open to the Public S. 4.1(b)

Relates to additional transit service that is not Special Group Trip or Special Transit Service - Open to the Public and is not otherwise provided for within schedule B revenue or extra hours.

Where the additional service is “not open to the public” it is considered to be a charter or charter like. Under BC Transit’s current insurance program we are very limited in providing these trips only in an isolated circumstance ancillary to normal service. We interpret this to be no more than 6 trips annually and they must have some element of community benefit and not be purely for a private benefit such as a wedding or birthday party for example as these are publically funded vehicles. These trips should not take away business from local private operators that would provide the service.

Subject to the limitations discussed above, this type of service can be provide where:

the additional service provides some level of civic emphasis versus a charter for a private group or person (i.e. weddings, private parties etc).

Community emphasis could include city conferences, holiday outings for seniors/disabled or other activities that have a civic emphasis.

local government partner must approve in writing which can be by email.

must conform to all BC Transit normal operating procedures (eg. load limits, standees, wheel chairs secured properly, alcohol)

vehicles cannot leave the Transit Service Area nor can they travel beyond their ICBC insured range.

must be provided by the BC Transit operator using their regular drivers.

No overtime can be charged by the operator unless this is factored into the hourly rate

Subject: Road conditions

For some time I have observed the stretch of Blackburn Road on Salt Spring Island that is not paved and goes up the hill to Cranberry.

The road crew does what it can for this section but no sooner than it is graded it develops many potholes again.

I think at the very least tar and gravel should be considered. Of course paving this section thus completing the paving of the whole road would be best.

In addition coming from the direction of the transfer station and turning into 445 is very hazardous due to very limited visibility. I have noticed that vehicles coming down the hill cut the corner opposite 445. It is lucky that no-one has come in the opposite direction at that time...yet.(I don't think)

I will appreciate your comments in due course.

Sincerely Vic Parks

From: SSI Emergency Coordinator
Sent: Monday, March 04, 2013 1:03:42 PM
To: Vic and Uta Parks
Cc: Tim Carr; SSI Transportation Commission; Jim Spencer; SSI Emergency Coordinator
Subject: Road conditions

Hi Vic:

Thank you for your email. I have contacted Mainroad and they advised me to forward your concerns to Tim Carr (Road Manager). Our program generally deals with emergency situations but the condition of the road and the corner your speak off are quite concerning to the public and may cause an emergency or expand an emergency.

I hope that Tim will respond to all of us to let us know how we can report these types of problems and concerns regarding some of our road conditions on Salt Spring Island. I am also copying John Wakefield who is the local SSI Chair for the Transportation Commission.

Elizabeth M. Zook
Emergency Coordinator
Salt Spring Island Emergency Program
EOC: 250.537-1220 | Cell: 250.537-7902 | Fax: 250-537-4539
E: ssiepc@crd.bc.ca | W: www.crd.bc.ca

From: Coulter, Colin TRAN:EX
Sent: Tuesday, March 05, 2013 1:08 PM
To: <mailto:uvparks@shaw.ca>
Cc: 'Tim Carr' ; <mailto:ssiepc@crd.bc.ca> ; <mailto:cjohnw@shaw.ca> ; <mailto:djohnson@mainroad.ca>
Subject: RE: Road conditions

Hello Mr. and Mrs. Parks,

I would like to address your concerns regarding Blackburn Road. As the Ministry of Transportation's Road Area Manager for Salt Spring Island, I appreciate all constructive feedback and particularly the sharing of any safety concerns related to transportation on the island.

With respect to the accesses at 445 and 455 Blackburn Road, I agree that sightlines are a valid concern. I will be measuring the sightlines in each direction to determine if hidden intersection warning signage may be warranted. I will also determine if there are any opportunities to improve visibility by brushing back vegetation, although I suspect the condition is primarily a result of road geometry.

Acceptable stopping sight distances (SSD) are based on the speed limit. If vehicle speeds are a common issue at this location, I would suggest contacting the local RCMP detachment (250-537-5555) to discuss the possibility of additional enforcement of speed limits in the area. It goes without saying that individuals have a certain responsibility to drive with due care, and in turn MoTI has a responsibility to ensure that all roads under our jurisdiction meet the engineering specifications deemed to provide safe driving conditions.

As for the road surface, this is an issue that is much more difficult to resolve. I certainly agree that from a maintenance standpoint, it would make sense to continue the hard surface through to Cranberry Road. However, at this time the vast majority of resurfacing resources must be directed towards maintaining and refurbishing existing hard surface roads. I certainly appreciate that potholes and wash-boarding are a common nuisance on Blackburn Road. Over 25% of the roads on Salt Spring are gravel, and as you have noted, maintenance crews do their best to address as many of these issues as they possibly can.

In my opinion, there is a threshold where surface deficiencies escalate from being a nuisance to becoming a safety hazard. For example, severe wash-boarding on a hill may cause drivers to lose traction, or severe potholes on the approach to a curve may tempt a driver to cut a corner with limited visibility. It is conditions such as these that should be reported to the local Mainroad office (250-537-5722) immediately so that they may be dealt with in a timely manner.

Mainroad and ministry staff continuously work both together and with other local organizations such as the SSIEP and SSITC, in order to prioritize maintenance activities such as road resurfacing. Many factors are considered, including feedback from the public. We will most definitely take your concerns into consideration going forward, however at this time I do not consider paving or sealing Blackburn Road to be near the top of the priority list. In the short term, road crews will continue to monitor conditions and provide routine maintenance as required.

Thank you for your comments, and please do not hesitate to contact me with any other concerns.

Kind Regards,

Colin Coulter, BSc.

Operations Technician/Area Manager
Vancouver Island District - South Island
Ministry of Transportation & Infrastructure
Tel: 250-952-4481 Cell: 250-812-7305

Please consider the environment before printing this email

Thank you for your answer to both concerns.

The first one (the safety concern) can be resolved by brushing back the corner and keeping it brushed. This would allow motorists from both directions to see at least part of the road.

The second one is more problematic as you have noted but I urge you to move it up the priority list since the pot holes and washboarding can be extreme.

Cheers Vic

BC TRANSIT CUSTOM / PARATRANSIT MONTHLY STATISTICAL SUMMARY

Transit System Name: **Salt Spring Island**

Fiscal year: **2012/13**

email to: bctrider@bctransit.com
 due by: the 15th of next month

Customer Comments (applies to both Custom and Paratransit Systems)

| Month End: | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | YTD |
|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| COMPLAINTS - Driver Related | | | | | | | | | | | | | 0 |
| COMPLAINTS - Bus Related | | | | | | | | | | | | | 0 |
| COMPLAINTS - Bus late for pick-up/not show | | | | | | | | | | | | | 0 |
| COMPLAINTS - General | | | | | | | | | | | | | 0 |
| COMPLIMENTS - Driver Related | | | | | | | | | | | | | 0 |
| COMPLIMENTS -General | | | | | | | | | | | | | 0 |

Paratransit Statistics

| Month End: | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | YTD |
|----------------------------------|------|------|------|------|-------|------|------|------|------|------|------|-----|--------|
| PARATRANSIT RIDES | | | | | | | | | | | | | 0 |
| ALL HEALTH CONNECTION RIDES | | | | | | | | | | | | | 0 |
| Health Connections MEDICAL RIDES | | | | | | | | | | | | | 0 |
| CONVENTIONAL RIDES | 7427 | 8718 | 8713 | 9578 | 10900 | 8662 | 7421 | 6303 | 6139 | 6013 | 6012 | | 85,886 |

Hi there,

My name is Fay and I am the receptionist at RE/MAX Salt Spring. We just moved into our new location across from Ganges Gas and our bench which was previously in front of Calvin's isn't able to be placed in front of our office. My boss has asked me to contact you and see if you would like a bench at any of your bus stops. It's a wood plank bench with metal legs and the backrest is a RE/MAX sign. If this is something that would interest you, please let me know. If not, we completely understand, thank you for your time!

Fay
RE/MAX Salt Spring
250-537-9977

1

Dear Fay

Ineke de Jong has kindly forwarded your e-mail to the SSI Transportation Commission SSITC for response. Would you tell me if it is possible to remove the Re/Max sign from the bench on offer? I ask because the stated policy of the SSITC is to decline offers of advertizing on our buses, in our bus shelters and on our bus stop benches.

Perhaps I should have a look at the bench. Where is it at the moment?

Many thanks for your kind offer and for thinking of our award-winning bus system in this connection.

With personal regards.

Donald

Donald McLennan, Vice Chair
Salt Spring Island Transportation Commission
5-105 Rainbow Road

Salt Spring Transportation Commission
Agenda March 19, 2013
Item 7.4

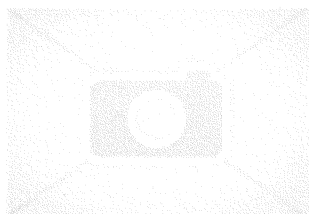
Salt Spring Exchange

[Exchange](#) [Categories](#) [Directory](#) [User Guide](#) [Advertise](#) [Local Stories](#) [Calendar](#)

[Home](#) » [Thanks & Appreciation](#) » Community Bus Service

Community Bus Service

 **Cheap at twice the price!**



Full Name: Leslie

Listed: March 11, 2013 9:21 AM


Expires: 59 days, 8 hours

Description

The unsung ambassadors of SSI! I have been taking the bus lately, me and my bike. I watch, I listen. Lo, Tao, Brad, and Dan the Man. Whoosh. You are so kind and caring and guess what? knowledgeable. What excellent employees! Thank you for being there! Hey Brad see you next Sunday! and Lo for help with the bike, and Dan the Man for knowing when sunset is..... Phew. lol. Hope you all will be around for a long time. And a great big THANK YOU!

 Like

 Send

 7 people like this. Sign Up to see what your friends like.

AD REFERENCE ID: 178513D2C822ED1F

Contact

 To ir
below

Name:

Email:

Subject:

Re: Cor

Message:

Sum of 1