

SALT SPRING TRANSPORTATION COMMISSION
Notice of Meeting on **MONDAY, May 6, 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 April 23, 2013
3. Presentations/Delegations
4. Reports
 - 4.1
5. Old Business *Carried over from March 19th*
 - 5.1 Fulford Hill
 - 5.2 NGTP Phase Two
 - 5.3 Cycling Master Plan
 - 5.4 Ganges Hill
 - 5.5 Bus Stop Bench
 - 5.6 Trans Canada Trail
 - 5.7 Website Status
 - 5.8
6. New Business
 - 6.1
 - 6.2
7. Correspondence/Information
 - 7.1 CRD Budget and Gas Tax Information
8. Next Meeting May 21, 2013 from 4 to 6 pm

Priority items for next meeting carried over from March 19th:

- Bus Shelters
- Transit Enhancement
- Transit Service Reports
- Incident Statistics
- Communications Protocol
- Referendum

9. Adjournment



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Transportation Commission
Held April 23, 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; Nomi Lyonns; Andrew Haigh; Jean Taylor; Kees Visser; Robin Williams
Staff: Kees Ruurs, CRD Senior Manager; Carin Perrins, Administrative Secretary; Sarah Shugar, Recording Secretary
Observers: Brenda Guiled, Island Pathways; Jean Gelwicks, Island Pathways
Excused: Harold Swierenga

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

1. Approval of Agenda

MOVED by N. Lyonns, **SECONDED** by J. Taylor,
That the agenda be adopted as presented.

CARRIED

2. Presentations / Delegations

2.1 Brad Drew, Planner RPP, MCIP

Facilities and Capital Development, CRD Regional Parks

Ganges Hill Report

B. Drew presented an overview of the Biking and Walking Feasibility Study of Fulford Ganges Hill – Seaview Avenue to Beddis Road prepared by J.E. Anderson & Associates

Two options were originally considered:

1. Bike lanes on each side of Fulford Ganges Road and the sidewalk on the west side of the road.
2. Bike lanes on each side of Fulford Ganges Road and the sidewalk on the east side of the road.

Following preparation of draft cost estimates, draft sketches and a site visit, a third option was added for consideration:

3. A widened gravel shoulder on the west side of Fulford Ganges Road generally created by installing a storm drain and infilling the existing ditch.

There was discussion regarding the following:

- It is recommended that the center line stay in the current location as it would significantly increase costs if it were to be moved.
- The main pinch point is in front of the Seabreeze Inn.
- It is an option to build the gravel shoulder with a level of vertical separation.
- Signage could be used to deter parking on the gravel shoulder.

- It is recommended to build to the proper load rating for heavy truck traffic.
- There are a few locations where water is percolating through the road. This suggests that there is a drainage problem.
- More discussion is needed regarding sharrows.
- The OCP recommends the preservation of the rural aesthetic of Ganges. A Class B estimate would take the natural environment into consideration such as the cost to build a pathway around existing trees.

The Chair thanked B. Drew for the presentation.

B. Drew, Brenda Guiled and Jean Gelwicks left the meeting at 5:00 pm.

3. Approval of Minutes

W. McIntyre advised that Item 4.2 should read:

W. McIntyre provided a written update on Parking Authority. He advised that SSI is presently conducting a governance review. It would perhaps be more effective to address parking authority issues during the public consultation process that will be a part of the SSI governance review.

MOVED by J. Wakefield, **SECONDED** by J. Taylor,

That the minutes of the March 19, 2013 Regular Meeting be approved as amended.

CARRIED

4. Reports

4.1 Chair Report

J. Wakefield verbally reported the following:

- The online survey regarding the proposed BC Transit expansion is complete. Thank you to Donald and Judy McLennan for collecting over seventy signatures of support.
- A project update for the NGTP was reported in the Driftwood last week. Thank you to Donald McLennan for providing updates to the property owners.
- The draft Cycling Master Plan that is being prepared by Alta Planning & Design was posted on the SSITC website. The plan is expected to be published within a few months. Public feedback will begin soon.

4.2 CRD Director

W. McIntyre verbally reported the following:

- The Lieutenant Governor of BC visited SSI on April 16, 2013.
- The RFP for the consultant of the governance study review was released this week.
- The Community Economic Development Commission hosted the first Ganges Merchants Roundtable Meeting on April 17, 2013.

- Attended a conference in Sooke where the M.J. Green oil spill response ship was on display.
- The Electoral Area Directors sponsored the 2013 National Honey Bee Day.
- There is a proposed hazardous waste dump in the Shawnigan Lake area. CRD has indicated that a more suitable location is to be required.

It was generally agreed to include a 2013 CRD budget report in the next meeting agenda. W. McIntyre will provide.

4.3 CRD Senior Manager EA

K. Ruurs provided the Project Status Report up to April 23, 2013. He highlighted the following items:

- Partners Creating Pathways – The RFP is prepared, awaiting funding availability.
- Hereford Merchants Sign has been approved. The merchants are in the process of having the sign manufactured.
- Yellow curb painting – An initial inventory is complete and the commission will be consulted on priorities for painting.
- NGTP Phase one – Paving is in progress.
- NGTP Phase two – A meeting is scheduled on May 1, 2013 with MOTI.

4.4 Monthly Revenue Transit Report

The SSI Community Transit Monthly Revenue Report was received for information.

4.5 Financial Reports

The SSI Transit Operating Period ending March 31, 2013 was received for information. In response to a previous Commission request, it was explained that the doubling of the CRD allocation budget was due to \$13,000 being allocated to staff costs related to a transit referendum.

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

The SSITC Capital Funds at March 31, 2013 was received for information.

It was noted that there may be information on the new bus model that may be part of the SSI Transit expansion. W. McIntyre will provide update at next meeting.

5. Old Business

5.1 SSITC Priority Projects for 2013

The 2013 Objectives for the Year Ahead / 2013 Possible Projects document was provided for consideration.

MOVED D. McLennan, **SECONDED** by N. Lyonns,

That the Salt Spring Island Transportation Commission approves the following list of priority projects for 2013:

Transportation Projects:

- NGTP phase one completion
- NGTP phase two launch
- Partners Creating Pathways – Rainbow Road Project
- Painting curbs in Ganges
- Ganges Hill pathway and bikeway options to be fully explored
- Safe Pedestrian and Cyclist access in Fulford

Transit Projects:

- 2013 Service Expansion
- Bus shelter construction

CARRIED

5.2 Speed Limit Working Group

K. Visser reported that in review of the draft Cycling Master Plan there are items that require additional consultation, such as speed limits.

It was generally that the Speed Limit Working Group would meet with the Cycling Master Plan group. D. McLennan will set up a meeting.

6. New Business

There were no new business items at this time.

7. Correspondence and Information Items

7.1 Car Stop Article – Aqua Magazine

The correspondence item was received for information.

8. Next Meeting

The next Regular Meeting is scheduled on May 6, 2013 4:00 to 6:00 pm.

It was noted that the reports will not be addressed verbally at the meeting.

Priority items to be included on the agenda:

- Fulford Hill
- NGTP Phase Two
- Cycling Master Plan
- Transit Service Reports
- Bus Stop Bench
- Bus Shelters

The following Regular Meeting is scheduled on May 21, 2013 4:00 to 6:00 pm.

Priority items to be included on the agenda:

- Incident Statistics
- Communications Protocol

- Trans Canada Trail
- Website Status
- Referendum
- Transit Enhancement

The Salt Spring Island Transportation Commission closed the meeting at 5:55 pm and resumed an open session at 6:05 pm.

9. Adjournment

MOVED by W. McIntyre, **SECONDED** by A. Haigh,
That the meeting be adjourned at 6:05 pm.

CARRIED



P.O. BOX 684 GANGES
SALT SPRING ISLAND
B.C. V8K 2W3
www.islandpathways.ca

2013 March 22

Mr. David Hendry, Director, Strategic Planning
British Columbia Ferry Services Inc.
1321 Blanshard Street, Suite 500
Victoria, BC V8W 0B7

Dear Mr. Hendry

Re: Fulford Terminal 20-year Master Plan

For a quarter century, Island Pathways has been working to improve non-motorized transportation on Salt Spring Island. We partner with community groups to build pathways and promote safer, better cycling.

We have been following the development of your master plan, with inputs of (1) a letter of general concern regarding safe accommodation of cyclists and pedestrians on Fulford hill, dated 2010 May 28 and (2) an 11-page submission, "Cycling Blind Spots and Missed Opportunities in the Salt Spring Island Master Plan for Upgrading the Fulford Terminal Harbour", submitted 2011 September.

We continue to follow developments, as best we can. We understand that BCF conducted a Risk Assessment Study in 2010. Since I cannot find it posted on the web, could you please send Island Pathways a copy?

Further, we would like know if you've asked the Ministry of Transportation & Infrastructure to do a safety audit of their roadway portion of the proposed upgrade. If so, we would like to see the report produced.

If an MOTI safety audit has not been done, which is routine practice for all upgrades of greater than \$100,000, will you be requesting one?

http://www.th.gov.bc.ca/publications/Circulars/Current/T_Circ/2004/t02-04a.pdf

We very much hope that the answer is yes, and that it will be conducted soon.

We also hope that you will reply to these queries as quickly as possible, since planned timelines for this project doubtless are pressing.

Sincerely,

Brenda Guiled
Chair, Island Pathways
islandpathways.brenda@gmail.com
250-653-4722

e-mailed CC: Salt Spring Island Ferries Advisory Committee
Salt Spring Island Transportation Commission

Salt Spring Island Trails Advisory Committee

Meeting Notes

Tuesday, April 2, 2013

Present: Rob Wiltzen (chair), Willie Schulze, Charles Kahn, Philip Grange, Maxine Leichter, Kees Ruurs (staff), Lorraine Brewster (staff).

1. Opening

The Chair opened the meeting at 5:00pm.

2. Review of Meeting Notes March 12, 2013. Lorraine distributed copies of the revisions for the notes.

3. Chair's Remarks

Rob commented that committee members need to be mindful of the discussions at the meetings concerning trail development that involves private land. Rob indicated that items that involve real estate related matters, legal, or personal information is required under the Community Charter to proceed in camera. Rob distributed the Community Charter information for review. He indicated that the meetings would move to in camera if agenda items are identified in the Community Charter that is closed to the public.

Rob reviewed the Salt Spring Island Trails Advisory Committee mandate which was approved by the Parks and Recreation Commission on January 12, 2010. He stated that under the terms of reference the Parks and Recreation Commission appoints members to the Trails Advisory Committee as well as a Commission member. Rob pointed out that the information on the various groups is listed under the membership section in the Terms of Reference.

Lorraine indicated that this appointment will occur at the next Parks and Recreation meeting on April 22. She will also send out an email to confirm representation from the existing list of committee members prior to the meeting.

Rob reviewed the agenda items and made a motion to move two items to in camera.

Motion to Move in Camera in Accordance with the Community Charter Part 4, Division 3, Section 90 (1):

- (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Update on Trail Crew Work

A new staff member for the Trail Crew has been hired and will be starting April 15th. His name is Blair Barrett and he is coming from CRD Regional Parks. He will be moving to the island and very enthusiastic about starting his work at PARC. Lorraine indicated that work is being completed at Dean/Drake with a new bridge being installed. There has also been a new bridge installed at Duck Creek at the Sunset side of the trail. In a couple of weeks, scoping will occur for the Western portion of Mouat Park. Lorraine stated it will be a large project and require resources. The project could carry into next year.

4. Cranberry/Alexander Trail

Philip reported that together with Kees they followed up on a request from a local resident to investigate a possible trail that is in use by residents. Philip provided an overview of the CRD right of way and the possible trail connection. Kees commented that we have the official agreement on file for the right of way and can develop the trail. The trail development could be scheduled for 2015. Lorraine indicated that she would schedule a time for parks staff to view the potential trail and scope the work.

5. Trails BC Bike Route

Charles provided information on a possible cycling route under Trails BC. He stated that Clive Webber indicated the cycling route would not be considered part of the Trans Canada Trail. Trails BC would like to market the routes to promote cycle tourism.

Charles also indicated that he asked Clive about the use of roadways for the Trans Canada trail and permission is required from MOTI to put up signage.

6. Mill Farm

Kees and Lorraine met with the management team from CRD Regional parks. They asked about the status concerning Mill Farm as a reserve. They indicated that there are issues concerning the park and it would be beneficial to allow visitors in the park to hopefully eliminate some of the problems created by users. There was some discussion concerning the 20k/50k event and to allow use in the park. Lorraine will follow up with CRD Regional Parks to explore further the reserve status and if they would allow signage to open the park and use for the special event.

The Chair closed the public meeting. The next meeting is scheduled for May 7 at 5:00pm.

CAPITAL REGIONAL DISTRICT

Item 7.1

Electoral Area Salt Spring Island (Area F)		2013 SSI	Cost per Avg. Residential Assessment	2012 SSI	Cost per Avg. Residential Assessment	Difference Increase/ (Decrease)
1.010	Legislative & General Government	164,838	\$25.05	162,595	\$24.81	2,242
1.101	G.I.S.	1,872	\$0.28	1,969	\$0.30	-97
1.112	Regional Grant in Aid	20,614	\$3.13	0	\$0.00	20,614
1.224	Community Health - Homeless Sec.	13,566	\$2.06	13,845	\$2.11	-279
1.230	Traffic Safety Commission	2,335	\$0.35	2,468	\$0.38	-132
1.280	Regional Parks	223,308	\$33.93	218,682	\$33.37	4,626
1.280A	Regional Parks - Land Acquisition	111,870	\$17.00	99,669	\$15.21	12,202
1.309	Climate Action and Adaptation	8,181	\$1.24	7,323	\$1.12	858
1.310	Land Banking & Housing	7,426	\$1.13	7,565	\$1.15	-139
1.324	Regional Planning Service	40,791	\$6.20	37,460	\$5.72	3,331
1.328	Roundtable - Environmental Monitoring	-121	(\$0.02)	0	\$0.00	-121
1.335	Geo-Spatial Referencing System	5,400	\$0.82	5,424	\$0.83	-24
Total Direct Responsibility		600,081	\$91.19	557,001	\$85.00	43,080
3.705	S.S.I. Septage/Composting**	275,365	\$41.85	274,019	\$41.82	1,346
Total Mandated - LWMP & SWMP		275,365	\$41.85	274,019	\$41.82	1,346
1.374	Regional Emergency Program Support	3,360	\$0.51	3,314	\$0.51	46
1.375	Hazardous Material Incident Response	8,849	\$1.34	8,729	\$1.33	120
1.535	Stormwater Quality Management - S.S.I.	28,282	\$4.30	27,736	\$4.23	546
1.911	Call Answer	3,530	\$0.54	3,405	\$0.52	125
1.913	Fire Dispatch	57,023	\$8.67	48,137	\$7.35	8,886
1.922	Regional CREST Contribution	38,924	\$5.91	37,985	\$5.80	939
1.925	Emergency Comm - Crest - S.S.I.	73,041	\$11.10	71,630	\$10.93	1,411
Total Contractual & Emergency Services Responsibility		213,008	\$32.37	200,935	\$30.66	12,073
1.311	Regional Housing Trust Fund	33,524	\$5.09	33,230	\$5.07	294
1.453	Salt Spring Is. - Swimming Pool	758,850	\$115.32	785,900	\$119.93	-27,050
1.455	Salt Spring Island Community Parks	336,580	\$51.15	329,980	\$50.36	6,600
1.458	Salt Spring Island Community Rec	48,550	\$7.38	48,550	\$7.41	0
1.459	Salt Spring Island Park, Land & Rec Prog	581,580	\$88.38	554,810	\$84.67	26,770
Total Delegated Responsibility		1,759,084	\$267.32	1,752,470	\$267.44	6,614
1.103	Elections	10,630	\$1.62	10,534	\$1.61	97
1.104	U.B.C.M.	6,420	\$0.98	6,265	\$0.96	155
1.313	Animal Care Services	104,999	\$15.96	102,560	\$15.65	2,439
1.318	Building Inspection	160,443	\$24.38	152,907	\$23.33	7,536
1.320	Noise Control	14,381	\$2.19	9,423	\$1.44	4,958
1.322	Nuisances & Unsightly Premises	21,701	\$3.30	15,786	\$2.41	5,915
1.372	Electoral Area Emergency Program	34,586	\$5.26	33,933	\$5.18	652
21.E.A.	Feasibility Study Reserve Fund - E.A.	0	\$0.00	12,837	\$1.96	-12,837
Total Joint Electoral Area		353,160	\$53.67	344,245	\$52.53	8,915
1.111	Electoral Area Admin Exp-SSI	251,440	\$38.21	195,110	\$29.78	56,330
1.116	Grants in Aid - Salt Spring Island	15,940	\$2.42	26,660	\$4.07	-10,720
1.124	SSI Economic Development Commission	30,000	\$4.56	25,000	\$3.82	5,000
1.141	Salt Spring Island Public Library	499,360	\$75.88	553,450	\$84.46	-54,090
1.236	Salt Spring Island Fernwood Dock	30,000	\$4.56	30,000	\$4.58	0
1.238A	Community Transit (S.S.I.)	79,550	\$12.09	82,000	\$12.51	-2,450
1.238B	Community Transportation (S.S.I.)	146,250	\$22.22	146,250	\$22.32	0
1.299	Salt Spring Island Arts	71,820	\$10.91	72,660	\$11.09	-840
1.316	SSI House Numbering	10,000	\$1.52	10,000	\$1.53	0
1.371	S.S.I. Emergency Program	69,694	\$10.59	68,330	\$10.43	1,364
1.378	SSI Search and Rescue	14,488	\$2.20	14,500	\$2.21	-12
Total Electoral Area		1,218,542	\$185.17	1,223,960	\$186.78	-5,418
Total Capital Regional District		4,419,241	\$671.56	4,352,630	\$664.24	66,610
Cost/average residential property		\$671.56		\$664.24		\$7.32
CRHD	Capital Regional Hospital District	971,753	\$147.67	972,703	\$148.44	-950
Total CRD and CRHD		5,390,994	\$819.23	5,325,334	\$812.68	65,660
Total CRD & CRHD % change						1.2%
Average residential assessment (2013/2012)		492,587		512,682		

SSI GRANT HISTORY

GAS TAX - Community Works Fund (CWF)

The CWF funds itemized below were allocated over the period from 2006 to date. In the current agreement (which concludes March 31, 2015) there remains \$304,364 of CWF to be allocated to SSI projects, \$100,000 of which is earmarked for the North Ganges Transportation Plan implementation.

CATEGORY	PROJECT	AMOUNT
Public Transit		
	Pathways (12/Mar/08)	\$ 50,000
	Pathways (9/Jul/08)	\$ 425,000
	Nth Ganges Trans Plan (10/Nov/10 and 11/Apr/12)	\$ 678,674
Water and Wastewater		
	Beddis (18/Nov/09)	\$ 142,000
	Fulford (18/Nov/09)	\$ 75,000
	Cedars of Tuam (18/Nov/09)	\$ 30,400
	St. Mary's Lake Comp (EAS Sept/07)	\$ 25,000
	Strategic Plan for Sewer and Water (18/Nov/09)	\$ 90,000
	Highland/Fernwood (12/Oct/11)	\$ 160,000
	Highland/Fernwood (12/12/12)	\$ 200,000
Solid Waste management		
	Composting Pilot (9/Jul/08)	\$ 30,000
Capacity Building		
	Ganges Transportation Management/ Conceptual Design (11/Oct/06)	\$ 30,000
TOTAL GAS TAX (CWF) ALLOCATED TO SSI PROJECTS TO DATE:		\$ 1,936,074

OTHER FEDERAL AND PROVINCIAL INFRASTRUCTURE GRANTS

PROGRAM	PROJECT	AMOUNT
Building Canada - Communities Component	SSI Library	\$ 4,550,984
Provincial	SSI Governance Review Study (\$60k for CRD and \$20k for Islands Trust; all administered through CRD)	\$ 80,000
BC Water Improvement Program	Beddis Water System Upgrade	\$ 506,894
BC Water Improvement Program	Fulford Water System Upgrade	\$ 972,146
BC Water Improvement Program	Cedar Lane	\$ 316,667
BC Water Improvement Program	Cedars of Tuam	\$ 66,667
BC Water Improvement Program	Highland Fernwood	\$ 959,333
Province of BC	Rainbow Road Pool	\$ 2,000,000
Provincial	Fernwood - Upgrade Water Supply	\$ 84,998
Provincial	Ganges Sewer System UV Disinfection Unit	\$ 21,867
Provincial	Ganges Sewer System UV Disinfection Unit	\$ 30,450
Federal/Provincial	Upgrading Ganges Treatment Plant (Grant is 2/3)	\$ 426,867
TOTAL: Other Federal and Provincial Grants		\$ 10,016,873
TOTAL - ALL GRANTS (1990 to Present)		\$ 11,952,947