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**Minutes of the Regular Meeting of the
Salt Spring Island Transportation Commission
Held May 21, 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, Nomi Lyonns, Harold Swierenga, Jean Taylor, Kees Visser,
 Robin Williams
 Staff: Kees Ruurs, CRD EA Senior Manager; Sarah Shugar, Recording
 Secretary

The Chair called the meeting to order at 4:00 pm.

1. Approval of Agenda

MOVED by J. Wakefield, **SECONDED** by R. Williams,
That the agenda be adopted with the following addition:
Item 6.2 Bylaw 3901 – Transit Funding

W. McIntyre
CARRIED

2. Approval of Minutes

MOVED by D. McLennan, **SECONDED** by N. Lyonns,
That the minutes of the May 6, 2013 Regular Meeting be approved as presented.

CARRIED

3. Presentations / Delegations

There were no presentations at this time.

4. Reports

4.1 Chair Report

J. Wakefield verbally reported the following:

- Please forward motions one week in advance of the meeting to the CRD office, to be circulated with the agenda package.
- Met with the Chair of the Community Economic Development Commission (CEDC) to discuss possible opportunities for collaboration.
- Met with the Driftwood regarding the Cycling Master Plan.

- 4.2 CRD Director
W. McIntyre verbally reported the following:
- A regional consultation workshop regarding the CRD Draft Transportation Plan is scheduled on May 25, 2013. Will provide notes from the session at the next meeting.
 - The close date for the RFP for the consultant for the governance study review is May 27, 2013.

- 4.3 CRD Senior Manager EA
K. Ruurs provided the Project Status Report up to May 21, 2013. He highlighted the following items:
- The Partners Creating Pathways project is proceeding. PARC will be considering cost sharing for the section of trail that is along the Rainbow Road Pool at the May 27, 2013 regular meeting.
 - Ganges Hill – awaiting the return of CRD Manager of Park Planning prior to further discussions.
 - NGTP Phase One – paving of first section is complete, expected completion for Blain Rd. to Atkins Rd. section is late May 2013. Phase one is within the targeted budget. It was noted that clarification is needed regarding the parking areas in front of Shaw/ Penny's Pantry. K. Ruurs to follow up.
 - NGTP Phase Two – clarification is being sought from MOTI regarding the extension of phase two.

There was discussion regarding the following:

- In planning the opening ceremony for phase one of the NGTP, it will be important to recognize the SSI Health Committee, a VIHA group that initiated negotiations for the project.
- SSITC has included the two distinct phases for phase two and phase five in the Five-Year Capital Plan.
- Action: K. Ruurs will communicate to MOTI the preferred two-phase approach of the SSITC to the building of the multi-use pathway on Rainbow Road as per the Capital Plan.

- 4.4 Financial Reports
The SSI Transit Operating Period ending April 30, 2013 report was received for information.

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The SSITC Capital Funds at April 30, 2013 report was received for information.

5. Old Business

- 5.1 Incident Statistics
The ICBC 2002 – 2012 crash statistics report was provided for information.

MOVED by J. Wakefield, **SECONDED** by J. Taylor,
That the Salt Spring Transportation Commission accepts the ICBC 2002
– 2012 Crash Statistics Report for information.

CARRIED

5.2 Communications Protocol
K. Ruurs reviewed the Guidelines for Protocol for SSI Commissioners document.
The document was received for information and it was generally agreed that this would be a future agenda item.

5.3 Bus Shelters
The outcomes of the Bus Shelter Design Committee will be announced at the June 18, 2013 regular meeting.

There was discussion regarding the following:

- The next steps are to be outlined in the communication plan.
- To provide additional information on the VIC bus shelter.

5.4 Transit Service Monthly Statistical Information
The BC Transit Monthly Statistical Summary was received for information.

5.5 Transit SS Survey Summary
The BC Transit Proposed Service Improvements (2013) – Survey Summary was provided for information.

MOVED by D. McLennan, **SECONDED** by R. Williams,
Whereas:

- BC Transit confirmed allocation of 500 expansion hours for SS Transit in January 2012
- the SSITC passed a Motion on January 29, 2013 recommending that the CRD receive the BC Transit Service Options Report of January 24, 2013 and approve it to move forward to finalization
- the subsequent public engagement strategies have shown great support for the proposed service improvements to transit on Salt Spring.

The SSITC recommends that the CRD:

- review and approve the five service changes outlined in the BC Transit Reports of May 1, 2013 “Proposed Service Improvements (2013) – Survey Summary” and “Salt Spring Island Fall 2013 Service Specification” for implementation effective September 3, 2013.

The Chair called for discussion on the motion.

It was generally agreed to move to Item 6.2 for consideration with Item 5.5.

6.2 Bylaw 3901 – Transit Funding

W. McIntyre brought forward information regarding the future funding of SS Transit for information.

It was generally agreed that the following information is required for consideration at the next regular meeting:

- Bylaw 3901 proposal to be circulated. W. McIntyre
- Timing of the proposed initiative and detailed communications plan
- A review of the 2012 presentation by CRD Senior Staff.
- The implication to the Five-Year Capital Plan.

It was generally agreed to return to Item 5.5 at this time. The Chair called attention to the Motion.

MOVED by D. McLennan, **SECONDED** by R. Williams,

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CARRIED

5.6 Transit SSI Service Improvements

The SSI Fall 2013 – Service Specification document was provided for information.

This item was dealt with under Item 5.5

5.7 Referendum

There was discussion regarding the need to increase the SSITC transit and transportation requisitions. It was generally agreed that the following information is required to be included in the next regular meeting:

- The final budgets from NGTP phase one.

- Actual projected costs for all five phases of the NGTP (including the cost benefit to combining phase two and phase five).
- The estimated cost of the roundabout.
- The exact cost savings that would result in postponing the referendum to 2014.
- An update regarding the political climate and projects (including the Fire Hall) that require referendum funding. W. McIntyre
- Potential savings in combining the transit referendum and transportation referendum.
- D. McLennan will prepare a background document to inform the discussion which will be circulated with the Agenda package

6. New Business

6.1 EV Charging Station

A request for funding was received for the Electric Vehicle charging station at Artspring.

It was generally agreed to advise the applicant of the CRD grant-in-aid funding process and to return to the subject once more detailed cost estimates are available.

7. Correspondence and Information Items

7.1 Letter – Safety Audit Request

The letter was received for information.

7.2 Letter – Evening Bus Schedule

The letter was received for information.

7.3 Email - Offensive Bumper Sticker

It was noted that there will be follow up in the Driftwood. It was generally agreed to look into increasing the number of “Share the Road” signs on SSI.

8. Next Meeting

The next Regular Meeting is scheduled on June 18, 2013 4:00 pm to 6:00 pm.

Priority items to be included on the agenda:

- Bus Shelters
- Curb painting
- Communication protocol
- Ganges Hill
- NGTP Phase Two
- Referendum and Transit Bylaw 3901
- Speed board

9. Adjournment

MOVED by J. Taylor, **SECONDED** by W. McIntyre,
That the meeting be adjourned at 6:00 pm.

CARRIED