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**SALT SPRING TRANSPORTATION COMMISSION**  
Notice of Meeting on **Tuesday, June 18, 2013 at 4:30 PM**  
Portable Meeting Room, 145 Vesuvius Bay Rd, Salt Spring Island, BC

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**AGENDA**

1. Approval of Agenda
2. Presentations
  - 2.1 Transit Bylaw 3901- CRD Regional Planning  
Marg Misek-Evans, Acting General Manager  
Peggy Dayton, Senior Financial Analyst
  - 2.2 Question & Answer/Discussion
3. Adoption of Minutes of May 21, 2013
4. Reports
  - 4.1 Chair Report- Verbal Report
  - 4.2 CRD Director Verbal Report
  - 4.3 CRD Senior Manager EA- Project Report Attached
  - 4.4 Financial Reports
  - 4.5 Transit Revenue Reports
  - 4.6
5. Rise and Report
  - 5.1 Bus Shelters- April 23, 2013
  - 5.2
6. Old Business
  - 6.1 Referendum
  - 6.2 Speed Board
  - 6.3 EV Charging Station
  - 6.4
7. Correspondence/Information
  - 7.1 Letter- Cusheon Lake Road Safety
  - 7.2 Letter- MOE approval Okano Creek
  - 7.3
  - 7.4
8. Next Meeting July 23, 2013 from 4 to 6 pm
9. Adjournment

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*To ensure quorum, advise Tracey Shaver 250 537 4448 if you or your alternate cannot attend.*

**SSI Transportation Commission**  
**June 18, 2013**  
**CRD Presentation**

**CRD**

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# What we will Present

- ▶ Transit
  - Transit Service Options Analysis
  - 2013 – 2017 Financial Plan as presented on October 2, 2012
  - 2013 – 2017 Final Operating Budget
  - 2013 – 2015 Detailed budget of Transit Service Operating Costs
  - Bylaw 3901
  - Communication Plan
  - Alternative Approval Process Time Table

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# January Transit Service Options Analysis

- ▶ In its January 29, 2013 meeting the Commission passed a motion recommending to the CRD that a package of 5 service options be implemented immediately, subject to the results of consultation with riders and residents for 2 of the options.
- ▶ BC Transit conducted surveys in April and reported in May that great support for the proposed service improvements to transit on Salt Spring Island was shown by riders and residents.
- ▶ The 5<sup>th</sup> service option, a revised approach to summer Saturdays will go into effect on June 26. The other options will be implemented in September 2013 and will run through the winter.
- ▶ The estimated cost to the CRD of the 5 service options is \$7,020. It is included in the 2013 – 2017 Financial Plan.
- ▶ An additional winter schedule morning service was described in the analysis by BC Transit at an estimated cost to the CRD of \$36,300. There has been no recommendation from the Commission on this option. Therefore, it is not included in the 2013 – 2017 Financial Plan.

The logo for the Capital Regional District (CRD) consists of the letters 'CRD' in a bold, white, sans-serif font, set against a dark blue background.

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# 5 Year Operating Budget - As Presented on October 2, 2012

	2012						
	<u>Year to Aug</u>	<u>Budget</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Gross Municipal Obligation	116,520	177,040	280,710	295,950	327,490	330,760	334,070
Contract for Services - Admin Support	760	-	-	-	-	-	-
Allocations	10,280	15,420	28,270	16,170	16,360	16,530	16,700
Other Operating Expenses	2,690	15,440	7,270	8,350	8,430	8,510	8,590
Unallocated Funds	-	-	-	-	-	-	-
<b>TOTAL OPERATING COSTS</b>	<b>130,250</b>	<b>207,900</b>	<b>316,250</b>	<b>320,470</b>	<b>352,280</b>	<b>355,800</b>	<b>359,360</b>
Transfer to Operating Reserve Fund (est end 2012 \$142,510)	-	-	-	-	-	-	-
Transfer to Bus Shelter Reserve (est end 2012 \$12,200)	4,430	6,650	6,650	-	-	-	-
<b>TOTAL COSTS</b>	<b>134,680</b>	<b>214,550</b>	<b>322,900</b>	<b>320,470</b>	<b>352,280</b>	<b>355,800</b>	<b>359,360</b>
<b><u>FUNDING SOURCES (REVENUE)</u></b>							
Transit Revenue	(111,730)	(132,000)	(165,000)	(165,000)	(165,000)	(165,000)	(165,000)
Interest Income	-	(490)	(490)	(500)	(500)	(500)	(500)
Grants in Lieu of Taxes	(70)	(60)	(60)	(50)	(50)	(50)	(50)
Transfer from Contingency Fund	-	-	(75,350)	(67,160)	-	-	-
Requisition	(82,000)	(82,000)	(82,000)	(87,760)	(186,730)	(190,250)	(193,810)
<b>TOTAL REVENUE</b>	<b>(193,800)</b>	<b>(214,550)</b>	<b>(322,900)</b>	<b>(320,470)</b>	<b>(352,280)</b>	<b>(355,800)</b>	<b>(359,360)</b>

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# 2013 - 2017 Final Operating Budget

	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Gross Municipal Obligation	280,710	295,950	327,490	330,760	334,070
Internal Allocations from CRD	28,270	16,170	16,360	16,530	16,700
Other Operating Expenses	7,270	8,350	8,430	8,510	8,590
<b>TOTAL OPERATING COSTS</b>	<b>316,250</b>	<b>320,470</b>	<b>352,280</b>	<b>355,800</b>	<b>359,360</b>
Transfer to Operating Reserve Fund (end 2012 \$152,800)	-	-	-	-	-
Transfer to Bus Shelter Reserve (end 2012 \$12,520)	6,650	-	-	-	-
<b>TOTAL COSTS</b>	<b>322,900</b>	<b>320,470</b>	<b>352,280</b>	<b>355,800</b>	<b>359,360</b>
<b><u>FUNDING SOURCES (REVENUE)</u></b>					
Transit Revenue	(165,000)	(165,000)	(165,000)	(165,000)	(165,000)
Interest Income	(490)	(500)	(500)	(500)	(500)
Grants in Lieu of Taxes	(60)	(50)	(50)	(50)	(50)
Transfer from Contingency Fund	(77,790)	(72,920)	-	-	-
Requisition	(79,560)	(82,000)	(186,730)	(190,250)	(193,810)
<b>TOTAL REVENUE</b>	<b>(322,900)</b>	<b>(320,470)</b>	<b>(352,280)</b>	<b>(355,800)</b>	<b>(359,360)</b>

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# 2013 - 2015 Budget of Transit Service Operating Costs

	2012 Act	With 500 Hour Expansion			2015 Note
		2013	2014	2015	
Fixed Costs	97,660	108,708	130,447	133,056	1
Hourly Costs - Scheduled Service	137,217	152,736	160,372	164,382	2
Hourly Costs -Extra Service	1,797	2,900	3,045	3,121	2
Dist - Scheduled Service	52,375	71,748	76,358	81,281	3
Mtce - Running Repair	44,272	37,972	39,491	41,070	
Mtce - Accident Repair	3,324	11,500	6,545	6,091	
ICBC Insurance	5,232	5,474	5,638	5,808	
Excess Insurance	(351)	1,000	1,050	1,103	
HST	4,514	2,014	2,170	2,236	
Recoveries (other)	(1,207)	-	-	-	
<b>Total Direct Operating Costs</b>	<b>344,833</b>	<b>394,052</b>	<b>425,116</b>	<b>438,148</b>	
Marketing	8,510	9,920	10,217	10,524	
Training	132	808	808	808	
Municipal Admin	3,716	4,923	5,071	5,223	
BC Transit Admin	17,212	17,878	18,414	18,967	
<b>Total Other Costs</b>	<b>29,570</b>	<b>33,529</b>	<b>34,510</b>	<b>35,522</b>	
<b>Total Operating Expenses</b>	<b>374,403</b>	<b>427,581</b>	<b>459,626</b>	<b>473,670</b>	
Use of Asset - Vehicle	18,985	99,130	99,130	107,340	4
Use of Asset - Equipment	34	945	1,173	1,280	
PTIP	(16,731)	(16,731)	(16,731)	-	
<b>Total Use of Asset</b>	<b>2,288</b>	<b>83,344</b>	<b>83,572</b>	<b>108,620</b>	
<b>Grand Total</b>	<b>376,691</b>	<b>510,925</b>	<b>543,198</b>	<b>582,290</b>	
<b>CRD Share</b>					
47.31% of Operating Costs	177,130	202,289	217,449	224,093	
Use of Asset	2,288	83,344	83,572	108,620	
Municipal Admin	(3,716)	(4,923)	(5,071)	(5,223)	
<b>Total</b>	<b>175,702</b>	<b>280,710</b>	<b>295,950</b>	<b>327,490</b>	

## Notes

1. Per Transit RFP
2. Variable Labour
3. Tires & Fuel
4. 4 busses from 2013 on; 2 leases expire 2014/15

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# Bylaw 3901

- ▶ Bylaw 3901 will give the CRD the authority to increase the maximum levy to the greater of \$200,000 or \$0.066 per \$1,000 net taxable value of land and improvements. This is an increase of \$118,000 over the current maximum of \$82,000.
- ▶ Based on 2013 assessed values, the incremental cost to the average Salt Spring Island taxpayer would be \$18.34 per year if the full amount of \$200,000 was levied
- ▶ A levy of \$200,000 will ensure that there is adequate funding to carry out the 5 year financial plan for 2013 – 2017, as shown on page 4
- ▶ Voter approval will be obtained by the alternative approval process, in accordance with Sections 801.3 and 802 of the Local Government Act.



# Communication Plan

- ▶ In anticipation of the changes in transit service, BC Transit has conducted public consultations in collaboration with the SSI Transportation Commission earlier this year via surveys, ads, interior bus cards and a media advisory.
- ▶ New service schedules and additional advertising are in progress for rider information.
- ▶ The alternative approval process follows a regulated schedule and includes public notification that will be placed in the Driftwood Newspaper twice in August. The public notice contains information about the service expansion, with details (bylaw, reports) available on the CRD web page and at local offices.

The logo for the Capital Regional District (CRD), consisting of the letters 'CRD' in a stylized, bold, white font.

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# Alternative Approval Process

- ▶ June 18 – Report to SSITC to recommend commencement with Bylaw amendment and AAP process
- ▶ June 19 – Report to EASC to recommend first three readings and AAP process
- ▶ July 10 – Board gives 1<sup>st</sup> 3 reading to Bylaw No. 3901
- ▶ July – Prepare Notice of AAP and Elector Response Form (CRD)
- ▶ August 12 – Notice of AAP sent to Driftwood for advertising in Aug 21st and 28<sup>th</sup> editions
- ▶ August 15 – Notice, Bylaw and Elector Response forms sent to SSI Building Inspection office and SSI PARC Office for public access, and posted on CRD Website and in CRD lobby at 625 Fisgard St.
- ▶ Sept 30 – Deadline for receiving Elector Response Forms
- ▶ Oct 9 – Certificate of results of the AAP to Board meeting and Bylaw 3901 accepted

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**SUPPLEMENTARY REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, JUNE 19, 2013**

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**SUBJECT BYLAW 3901 – AMENDMENT TO INCREASE THE SALT SPRING ISLAND  
TRANSIT AND TRANSPORTATION SERVICE MAXIMUM REQUISITION**

**ISSUE**

Rising market demand for increased transit service and fleet replacement on Salt Spring Island will require an increase to the maximum requisition.

**BACKGROUND**

A report on Bylaw 3901 was presented at the May 15, 2013 meeting of the Electoral Area Services Committee (EASC). The report was tabled in order for it to go to the Salt Spring Island Transportation Commission (SSITC). The May staff report was considered by SSITC on May 21, 2013 where Commission members requested more information for their June meeting on the timing of the bylaw amendment and elector assent process, a communications plan, a review of the 2012 CRD presentation and implications to the 5-year financial plan. On June 18, 2013 CRD staff will bring this supplementary report to the SSITC and make the attached presentation to address the Commission's questions. The outcome of this meeting, including any resolution adopted by the Commission, will be reported verbally at the June 19, 2013 EASC meeting.

**HISTORY**

In May of 2007, the Capital Regional District (CRD) established the Salt Spring Island (SSI) Transit and Transportation Service (Bylaw 3438) to provide public transportation services on the island, and subsequently, the SSI Transportation Commission was established to advise on local transit service priorities and operating issues.

The transit service started with three buses; on a temporary basis to help launch the service, BC Transit provided two busses at no charge and the Province provided a credit to offset the lease cost for the third one.

Since the service's inception, the CRD has levied the maximum allowable requisition for operating the service. The service has been very successful with fare revenues far exceeding original expectations. The demand for the service continues to grow to the extent that passengers are frequently left behind at bus stops. The public are therefore now calling for increasing services. In 2012, a BC Transit service review concluded that market demand justifies adding 500 hours of service.

The SSI Transportation Commission adopted the following motion at its October 2, 2012 meeting:

*That the SSI Transportation Commission recommend to the Electoral Area Services Committee that the preliminary 2013 CRD Budget be approved and that the 2013 – 2017 Financial and Capital Plan be approved as amended to include provision for expanded service of 500 hours.*

The Commission fully supports expanding the service. Additionally, per Commission's recommendations, costs of leasing four busses are included in the 2013-2017 CRD Financial Plan (approved by the CRD Board in March 2013). The Commission recognizes that, in the 5-year financial forecast period, the estimated costs to operate the Transit service will increase. The main cost drivers are the lease costs, tires and fuel and labour costs. Furthermore a Provincial credit of \$16,731 will expire at the end of 2014.

It is also important to note that when the service was originally initiated monies were set aside in a contingency to deal with variable costs associated with fuel, repairs and service. These funds will be used to offset increased operating costs, including the service expansion, in 2013 and 2014. In order to sustain operations for an expanded and efficient service, it is important to increase the maximum allowable requisition beginning in 2015.

### **ALTERNATIVES**

1. That Bylaw No. 3901, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 2, 2013" be read a first and second time, and read a third time;
2. That this bylaw be deferred pending additional information.

### **IMPLICATIONS**

The total increase in the municipal share of costs to operate the SSI Transit service is forecast to increase to approximately \$330,000 in 2017 from \$280,000 in 2013. To accommodate the increase in service delivery and fleet costs, as approved by the SSI Transportation Commission, the maximum allowable requisition for transit services must increase by \$120,000 from \$79,560 to \$200,000. Based on 2013 assessed values, the incremental cost to the average Salt Spring Island taxpayer is \$18.34 per year. Given that this increase is below the threshold of \$0.50/\$1000 assessed value, and given that the service was established by the alternative approval process, elector assent through the same process is permitted under LGA Sections 801.3 and 802. Attachment 1 sets out the planned communication schedule to support the alternative approval process. Although the increase in requisition is not required until 2015, seeking elector assent in 2013 rather than election year 2014 is advised.

### **CONCLUSION**

In 2012, BC Transit conducted a service review, and the results prompted the SSI Transit and Transportation Committee to endorse expansion of the service to offer more bus routes. Through the motion adopted at the October 2, 2012 SSI Transportation Commission meeting, the Commission has communicated its support for securing resources to fund transit service expansion. The proposed bylaw amendment is needed to secure resources for the expansion and it is subject to elector assent, under Section 801.3 as noted above and under Section 802 of the *Local Government Act* (LGA), through the same process as was used for the parent Bylaw 3438 - alternative approval process.

Further discussion on the proposed bylaw and alternative approval process will be undertaken with SSITC on June 18<sup>th</sup>. Staff will report the outcome of this meeting verbally at the EASC meeting.

**RECOMMENDATION**

That the Electoral Area Services Committee recommend to the Board:

1. That Bylaw No. 3901, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 2, 2013 " be introduced and read a first and second time, and read a third time.
2. That staff be directed to conduct an alternative approval process to amend "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007" to increase the maximum allowable requisition to \$200,000 to accommodate an increase in service delivery and fleet costs.

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Rajat Sharma, MBA, CMA  
Senior Manager, Financial Services

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Marg Misek-Evans, MCIP, RPP  
Acting GM, Planning and Protective Services  
Concurrence

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Diana Lokken, Dip Bus Admin, CMA  
GM, Corporate Services  
Concurrence

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Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

Attachments (2): Bylaw 3901, Presentation to SSITC

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 3901**

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**A BYLAW TO AMEND BYLAW NO. 3438  
"SALT SPRING ISLAND COMMUNITY TRANSIT AND TRANSPORTATION  
SERVICE ESTABLISHMENT BYLAW"**

\*\*\*\*\*

**WHEREAS:**

- A. Under Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", the Board of the Capital Regional District established a service for the purpose of a community transit and transportation service on Salt Spring Island;
- B. The Regional Board wishes to amend the maximum amount that may be requisitioned for the transit service;
- C. Pursuant to Section 802 (a) of the *Local Government Act*, participating area approval is required in accordance with process used for the parent Bylaw 3438;
- D. The approval of the Inspector of Municipalities is required under Section 802(3) of the *Local Government Act*.

**NOW THEREFORE** the Board of the Capital Regional District in open meeting assembled enacts as follows:

- 1. Bylaw No. 3438, "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007", is amended as follows:

By replacing Section 5 (1) in its entirety with the following:

"(1) In accordance with section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the cost of the Transit Service is the greater of:

(a) Two Hundred Thousand Dollars (\$200,000); or

(b) an amount equal to the amount that could be raised by a property value tax rate of \$0.066 per One Thousand (\$1,000.00) dollars applied to the net taxable value of land and improvements in the Service Area."

- 2. This Bylaw may be cited as the "Salt Spring Island Community Transit and Transportation Service Establishment Bylaw No. 1, 2007, Amendment Bylaw No. 2, 2013".

READ A FIRST TIME THIS \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2013

READ A SECOND TIME THIS \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2013

READ A THIRD TIME THIS \_\_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2013





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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**

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**DRAFT**

**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.

The SSI Transportation Operating Period ending April 30, 2013 report was received for information.

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,

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.

**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**

Project

COMMENTS

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

*ITALICS - new information*

1. TRANSPORTATION		
1.1 Partners Creating Pathways	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.-. 2013 project (Rainbow Road), plans designed, RFP prepared. <b>Request for PARC funding for section along the pool going to PARC Commission at June 17<sup>th</sup> meeting. Permits received, tender advertised, closing date June 21<sup>st</sup>.</b>	\$ 15,000 (B)
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. Application has been approved. <b>Sign construction being delayed due to lack of funds from merchants.</b>	
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. Report reviewed by Commission at 4/23/2013 meeting. <b>CRD Manager of Park Planning will attend Juky Commission meeting for further discussion.</b>	
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. Information from CRD Victoria re: legalities of parking enforcement on Salt Spring Island received.	
1.5 Commission Handbook	The SSITC Handbook will be updated to reflect the new SSI Admin structure and new protocol.	
1.6 Yellow curb painting	Initial inventory carried out of all yellow curbs in Ganges. (1,200 meters)	
1.7 NGVTP 1 <sup>st</sup> Phase	On August 8 <sup>th</sup> the CRD Board approved the contract in the amount of +/- \$1.2 million for the development of bike lanes and pedestrian pathways along approx. 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. <b>Completion delayed: Paving to be completed end of June. Line painting / landscaping to be completed by July 15<sup>th</sup>.</b>	\$ 1,560,141 (B) \$ 659,669 (A)
1.8 NGVTP Phase 2	Clarification being sought from MOTI re: extend of second phase. Land acquisition requirement identified by JE Anderson. <b>Joshua F. arranging a meeting with several stakeholders and engineers.</b>	
1.9 Remax bench	Bench has been removed	

Project	COMMENTS	Budget (B) Contributions (C) Actual (A)
<i>ITALICS - new information</i>		
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'.	
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	\$ 25,800 (C)
1.12 Speed Limits	<b><i>Working group met with Cycling Master Plan Advisory Committee.</i></b>	
1.13 Bus Shelters	<b><i>Design ideas being taken to Commission.</i></b>	\$ 15,855 (B) \$ 5,000 (C)

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. BC Ferries now requires permission from land owners prior to painting the lines	
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
- MoT Ministry of Transportation (Provincial)
- NGVTP North Ganges Village Transportation Plan
- RoW Right-of-Way
- SROW Statutory Right-of-Way

**SALT SPRING ISLAND TRANSPORTATION COMMISSION**  
**Operating Period ending May 31, 2013**

**AGENDA ITEM 4.4**

**SSI TRANSIT**

**2013**

**2013**

**Y-T-D**

**Budget**

**Sources of Income**

Transit Passes	58,744	165,000
Transfer from Operating Reserve		77,800
Requisition		79,550
Other	538	560
	<u>59,282</u>	<u>322,910</u>

**Expenses**

BC Transit	41,486	280,710
Advertising		3,500
CRD Allocations	6,363	28,270
General Administration	24	3,780
	<u>47,873</u>	<u>316,260</u>

Transfer to Internal Reserve		
Transfer to Equipment Replacement Fund	2,771	6,650

Total Expenses 50,644 322,910

Surplus/(Deficit)

8,638 0

**SALT SPRING ISLAND TRANSPORTATION COMMISSION**  
**Operating Period ending May 31, 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	2,344	5,650
Engineering	2,903	33,900
Maintenance	484	3,500
General Administration	532	9,800
CRD Allocations	3,321	7,970
	<u>9,584</u>	<u>60,820</u>

**Transfer to Reserve Funds**

NGVTMP	35,646	70,550
Pathways		15,000
	<u>35,646</u>	<u>85,550</u>

**Total Expenses** 45,230 146,370

Surplus/(Deficit)

-45,110 0



# Salt Spring Island Transportation Commission Agenda June 18, 2013 Item 4.5

## Salt Spring Island Community Transit Monthly Revenue Report



Making a difference...together

	Jan-2013	Feb-2013	Mar-2013	Apr-2013	May-2013	Jun-2013	Jul-2013	Aug-2013	Sep-2013	Oct-2013	Nov-2013	Dec-2013	Total YTD
<b>Total Vendor Sales</b>													
Monthly Passes - Adult	7	7	7	9	8								
- Concession	5	6	6	4	6								
Day Pass	1	9	9	4	8								
Ticket Sheets *	54	114	2,309	82	1,681								
<b>Prepaid Fare Tickets</b>													
Collected from fareboxes *	1,121	2,270	1,914	947	1,916	2,520							
<b>Farebox Cash Proceeds</b>	6,862	7,149	7,149	7,432	8,266	11,908							
<b>BC Bus Pass Program Grant</b>						1,571							
<b>Monthly Revenue</b>	<b>\$ 9,687</b>	<b>\$ 12,771</b>	<b>\$ 12,771</b>	<b>\$ 15,209</b>	<b>\$ 15,209</b>	<b>\$ 15,209</b>	<b>\$ 15,209</b>	<b>\$ 15,209</b>	<b>\$ 15,209</b>	<b>\$ 15,209</b>	<b>\$ 15,209</b>	<b>\$ 15,209</b>	<b>\$ 81,689</b>
<b>Cumulative Totals</b>													
YTD Revenue	9,687	22,458	32,513	44,897	60,108	61,669	61,669	61,669	61,669	61,669	61,669	61,669	61,669
Unearned Revenue *	(1,177)	(782)	(543)	(800)	(1,108)	(1,108)	(1,108)	(1,108)	(1,108)	(1,108)	(1,108)	(1,108)	(1,108)
Less 2% Commission	(33)	(92)	(149)	(195)	(255)	(255)	(255)	(255)	(255)	(255)	(255)	(255)	(255)
Other Adjustments	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
<b>Reconciliation to GL</b>	<b>8,477</b>	<b>21,584</b>	<b>31,821</b>	<b>43,892</b>	<b>58,744</b>	<b>60,307</b>	<b>60,307</b>	<b>60,307</b>	<b>60,307</b>	<b>60,307</b>	<b>60,307</b>	<b>60,307</b>	<b>60,307</b>

\* Unearned Revenue is the difference between Prepaid Fare Tickets sold and Prepaid Fare Tickets used by riders (collected from fareboxes).

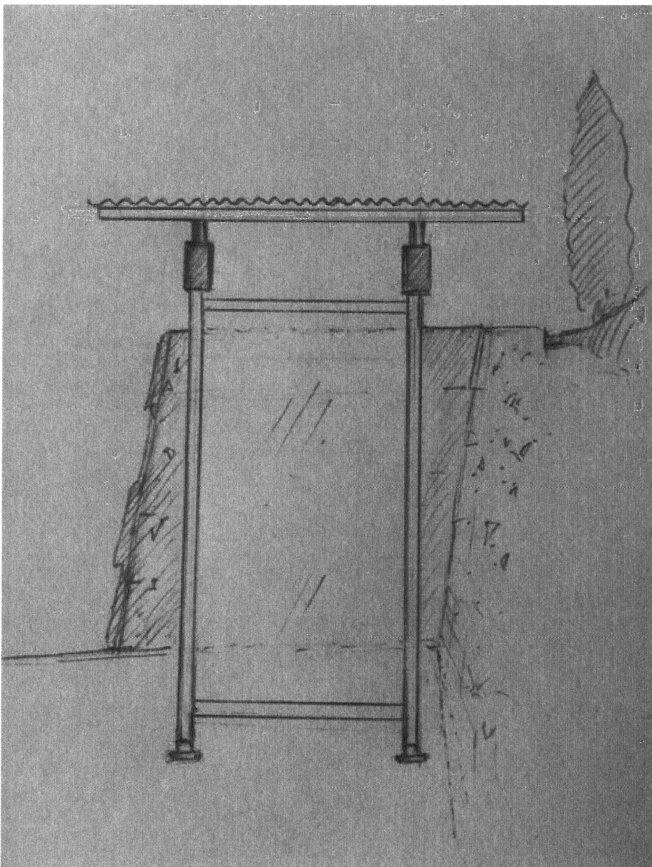
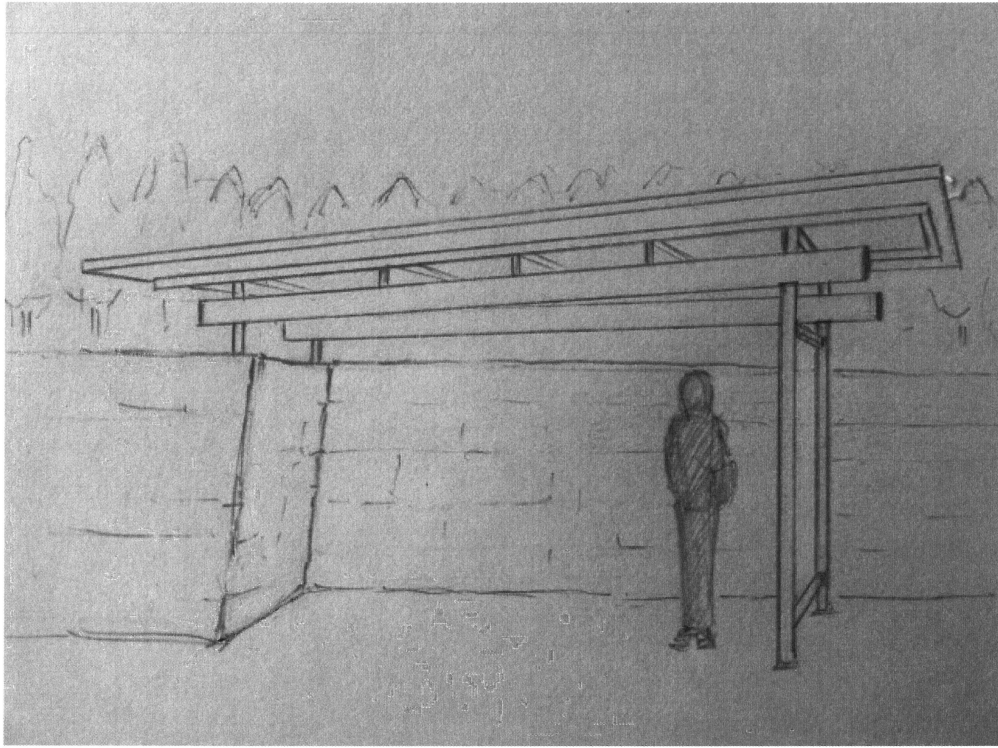
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Revenue Comparisons</b>													
2012 Monthly Revenue	9,578	8,062	14,540	10,240	14,945	21,766	7,030	21,926	15,374	12,785	12,868	11,650	161,365
2011 Monthly Revenue	4,899	5,540	6,822	6,043	7,221	10,116	10,954	15,731	11,024	8,650	7,912	9,737	104,648
2010 Monthly Revenue	5,640	5,344	7,523	6,846	8,103	10,651	11,070	10,318	8,719	5,387	5,957	6,724	92,983
2009 Monthly Revenue	6,424	5,993	7,480	6,829	7,678	8,246	11,571	10,284	7,781	7,812	5,131	6,939	92,169
2008 Monthly Revenue	1,942	3,734	4,074	4,635	5,871	6,493	9,318	10,228	8,612	7,192	5,895	8,810	76,803



South side:



North side:



-----Original Message-----

From: Donald McLennan [mailto:\*\*\*\*]

Sent: Wednesday, June 5, 2013 8:15 PM

To: Wagner, Jordan TRAN:EX

Subject: directional signage

Salt Spring Island Transportation Commission

Agenda June 18, 2013

Item 6.3

Dear Jordan

It was such a pleasure hosting you on Salt Spring this week. I was delighted to be part of the Partners Creating Pathways crew.

I mentioned that a local Society is in the process of installing Salt Spring's first electrical vehicle charging stations; they are situated in the parking lot of our community theatre ArtSpring on CRD property.

The Society is keen to arrange for the installation for a number of directional signs for the charging station.

In this connection, I have been asked if MOTI will allow a wayfinding sign to be added to an existing road sign? e.g. street sign? Or speed limit sign, etc.?

Can you give me some guidance on this? Whatever help you can provide will help in the selection of the proposed locations for directional signage.

Many thanks Jordan.

Donald

**From:** "Wagner, Jordan TRAN:EX" <[Jordan.Wagner@gov.bc.ca](mailto:Jordan.Wagner@gov.bc.ca)>

**Date:** June 6, 2013 9:33:37 AM PDT

**To:** "Donald McLennan"

**Subject: RE: directional signage**

Hi Donald,

I am still becoming familiar with our Gulf Islands policy as it varies quite a bit from Vancouver Island and the mainland where, up until the recent addition of Salt Spring, I have previously focused all my efforts. To this end, I have spoken with our Service and Attraction Signs Officer for clarification, and it appears I have made an error in my original answer to your query.

On the Gulf Islands we do not allow service and attraction signage on our right of way. The thinking is, there are so many services and attractions within a concentrated area the roads would be absolutely inundated with signage if we were to permit it. This not only creates stimulation overload, it subtracts from the effectiveness of our safety and warning signage.

So apologies for "leading you on" earlier. My suggestion to you is that you mount signage on the property at which the vehicle charging station is located that is visible from the road. Perhaps advertisement can be added to community and tourist maps and information publications. If you have any further questions please feel free to contact me. Sorry again!

Jordan Wagner

LEGISLATIVE OFFICE:  
MURRAY COELL, M.L.A.  
PARLIAMENT BUILDINGS  
VICTORIA, B.C. V8V 1X4



CONSTITUENCY OFFICE: **Item 7.1**  
SAANICH NORTH AND THE ISLANDS  
SUITE F - 2412 BEACON AVENUE  
SIDNEY, B.C. V8L 1X4  
Phone: 250 655-5711  
Fax: 250 655-5710  
e-mail: murray.coell.mla@leg.bc.ca

April 5, 2013

The Honourable Mary Polak  
Minister of Transportation  
Rm. 306, Parliament Building  
Victoria, BC V8V 1X4

Dear Colleague,

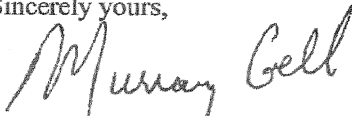
I am writing to you regarding the Beddis and Cusheon Lake Area Residents Association on Salt Spring Island (BACARA) and their ongoing efforts to resolve the speeding issues in their neighbourhood.

I have been working on this file with the residents and local Ministry of Transportation officials for a number of years and unfortunately, the issues remain unresolved to date. BACARA has been advocating for a traffic calming solution that would work in their area. In the past they have suggested lowering the speed limit but enforcement has always been an issue. At one point it was suggested that they be part of a pilot project that would use removable speed bumps but that solution evaporated. They have since been using speed signs that are virtually ignored by the traffic that speeds through the area.

At present the BACARA's Traffic Working Group has been working with the Salt Spring Transportation Committee and suggested a speed table pilot project which was brought to the attention of the local Ministry of Transportation official. They did a traffic assessment which was done on a long weekend in the summer and not typically representative of normal traffic flow. The Traffic Working Group would like to encourage further investigation of this solution in the form of a pilot project. They understand that this is not typically within the mandate of the Ministry of Transportation however, they do not reside within a municipality and are dependent on the Ministry to resolve their urgent safety issues.

I am enclosing a memory stick with a few minutes of typical traffic action which highlights concerns for mishaps that could occur with regard to road safety and possible environmental impact of spills occurring near Cusheon Lake. I appreciate your attention to this letter and any support you may be able to provide to the Residents Association in their efforts to make their neighbourhood a safe accident free place to live.

Sincerely yours,

  
Murray Coell, M.L.A.  
Saanich North and the Islands

Cc: Salt Spring Transportation Committee  
BACARA Traffic Working Group  
The Honourable Terry Lake, Minister of Environment



## Tracey Shaver

---

**From:** Nap, Nancy R ENV:EX <Nancy.R.Nap@gov.bc.ca>  
**Sent:** Thursday, June 06, 2013 11:24 AM  
**To:** Tracey Shaver  
**Subject:** FW: Section 9 Notification ~N1-3700

Habitat Officer, Kevin Telfer, has reviewed your application and has no further requirements. You may proceed with your proposed changes.

Notifications received by this office will be used to plan and carry out on-site inspections and monitoring during and after the works are completed.

This email provides direction under Section 9 of the *Water Act* only, and does not constitute permission or consent under any other Act or Authority. It is your responsibility to consult with Fisheries and Oceans Canada (DFO) and the local government (municipality or regional district) to determine if there are any additional requirements for your proposed works.

Regards,

*Nancy R. Nap*

Ministry of Environment ~ 250-751-3120

**From:** Nap, Nancy R ENV:EX  
**Sent:** Wednesday, June 5, 2013 2:31 PM  
**To:** 'tshaver@crd.bc.ca'  
**Subject:** FW: Section 9 Notification ~N1-3700

File: N1-3700 (Okano Creek – Booth Canal)

Ministry of Forests, Lands and Natural Resource Operations has received your *Water Act* Section 9 Notification. Please quote the above file number, if you have any questions.

It is the applicant's responsibility to ensure that all sections of the notification form are complete, as processing of this notification will not commence until we have a complete application. We remind you that by signing the notification, ***you are accepting the legal responsibility for this work.***

The Habitat Officer will usually confirm acceptance of the application or ask for clarification of details of the project within 10 working days. Once the Habitat Officer has completed the review, you will receive a response that may include further conditions or information. If after 45 days you have not received a response from the Habitat Officer, you may proceed with the work, subject to the following:

- *West Coast Region Terms and Conditions of the Habitat Officer*  
[http://www.env.gov.bc.ca/wsd/regions/vir/wateract/terms\\_conditions.html](http://www.env.gov.bc.ca/wsd/regions/vir/wateract/terms_conditions.html)
- *User's Guide to Working In and Around Water*  
[http://www.env.gov.bc.ca/wsd/water\\_rights/licence\\_application/section9/index.html](http://www.env.gov.bc.ca/wsd/water_rights/licence_application/section9/index.html)

We recommend that you also review the following information.

- *Best Management Practices (BMP's) Instream Works*  
<http://www.env.gov.bc.ca/wld/instreamworks/index.htm#>

If you plan to remove /salvage fish, you will require a Fish Salvage Permit before work can proceed. Please contact Permit and Authorization Service Bureau (PASB) at 1 866 433-7272 or go to [http://www.env.gov.bc.ca/pasb/applications/process/scientific\\_fish\\_collect.html](http://www.env.gov.bc.ca/pasb/applications/process/scientific_fish_collect.html) for application forms and information. Please provide our office with a copy of your approved permit.

*Nancy R. Nap*

2080A Labieux Rd

Nanaimo, BC V9T 6J9

250-751-3120

email: [Nancy.R.Nap@gov.bc.ca](mailto:Nancy.R.Nap@gov.bc.ca)