



Making a difference...together

**Minutes of the Regular Meeting of the
Salt Spring Island Transportation Commission
Held June 18, 2013 in the Portlock Park Meeting Room, Salt Spring Island, BC**

Present: **Director:** Wayne McIntyre
 Commission Members: John Wakefield (Chair), Donald McLennan (Vice Chair), Andrew Haigh, Harold Swierenga, Jean Taylor, Kees Visser, Robin Williams
 Staff: Peggy Dayton, Senior Financial Analyst; Marg Misek-Evans, Acting GM Planning and Protective Services; Malcolm MacPhail, Regional Planning; Kees Ruurs, CRD EA Senior Manager; Sarah Shugar, Recording Secretary
 Observers: Elizabeth Nolan, Driftwood; Bob Fenske

Excused: Nomi Lyonns

The Chair called the meeting to order at 4:40 pm.

1. Approval of Agenda

MOVED by H. Swierenga, **SECONDED** by R. Williams,
That the agenda be adopted as presented.

2. Presentations / Delegations

2.1 Transit Bylaw 3901 – CRD Regional Planning
 P. Dayton, Senior Financial Analyst presented a PowerPoint presentation.

The presentation included:

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

A supplementary staff report provided further information regarding the rising market demand for increased transit service and fleet replacement on SSI.

There was discussion regarding timing and community needs.

It was generally agreed to determine what the criteria is for changing or replacement of the buses.

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

- The SSITC welcomes and endorses the proposal in the CRD Staff Report of June 19, 2013 to increase the SSITC Transit requisition subject to elector assent
- The SSITC supports in principle Service Option 6 (additional winter schedule winter service) in the Transit Service Options Analysis of January 24, 2013
- The SSITC supports continuing provision for the funding of bus shelter construction in the 5-year Transit operating Budget

The Salt Spring Island Transportation Commission recommends that the CRD:

- Proceed with the proposed increase of the SSITC Transit requisition to a level of \$165,000.00 in order to allow for the funding of Service Option 6 and the funding of a reserve for bus shelter construction.

UNANIMOUSLY CARRIED

It was requested that the Secretary send the Motion by email to M. Misek-Evans for inclusion in the June 19, 2013 EA Directors Meeting.

P. Dayton, M. Misek-Evans and M. MacPhail left the meeting at 5:45 pm.

3. Approval of Minutes

MOVED by J. Taylor, **SECONDED** by R. Williams,
That the minutes of the May 21, 2013 Regular Meeting be approved as presented.

CARRIED

4. Reports

4.1 Chair Report

J. Wakefield reviewed the Chair report including the following:

- Sent email to over 40 organizations regarding the Cycling Master Plan feedback process
- Responded to editorial on MarketPlace regarding the NGTP.
- Called Kevin Bell to follow up regarding letter to request evening bus service.
- Met with John Tylee, CEDC Chair and Gregg Dow, PARC Chair to discuss areas of common interest and opportunities for collaboration.
- The CRD Bike Count was conducted on May 7-9, 2013. Future counts are planned for July 9-11, 2013 and October 1-3, 2013.
- Bike to work week took place on May 27-June 2, 2013
- W. McIntyre and J. Wakefield will be presenting the Cycling Master Plan to the LTC.

He noted that this is K. Ruurs last meeting as Senior Manager. He thanked him for all of his efforts and presented a gift of appreciation.

4.2 CRD Director

W. McIntyre verbally reported the following:

- Met with R. Lapham, CRD CAO regarding phase-two of the NGTP.
- The Governance Study Committee is expected to appoint the consultant this week.
- Karla Campbell has been appointed the new EA Senior Manager.

4.3 CRD Senior Manager EA

K. Ruurs provided the Project Status Report up to June 18, 2013. He highlighted the following items:

- Partners Creating Pathways – PARC has approved funding one third of the pathway. The permits have been received and the RFP closes on June 21, 2013.
- Hereford Merchants Sign Request – The sign construction has been delayed due to lack of funds from merchants. The merchants are seeking additional funding to complete the sign project.
- Ganges Hill / Regional Trail – The CRD Manager of Park Planning will attend the July Commission meeting for further discussion.

4.4 Financial Reports

The SSI Transit Operating Period ending May 31, 2013 report was received for information.

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

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

It was noted that the monthly transfer to the bus shelter reserve fund of \$550.00 is not reflected in the report. Staff will follow up.

5. Old Business

5.1 Bus Shelters

Two bus shelter draft plans were presented for consideration.

It was noted that the conceptual drawings are based on the recommendation of the Bus Shelter Design Committee and are not the final design drawings.

It was noted that the budget of \$20,000 is for both of the bus shelters.

MOVED by R. Williams, **SECONDED** by D. McLennan,
That Salt Spring Island Transportation Commission approve the
recommendation of the Bus Shelter Design Committee to approve the
development of the Country Grocer bus shelter as designed by M. Brain.

CARRIED

J. Wakefield abstained

It was generally agreed that staff would draft a media release.

6. New Business

6.1 Referendum

This item was addressed under Item 2.1.

6.2 Speed Board

It was generally agreed that due to time constraints this item would be included in the next meeting agenda.

6.3 EV Charging Station

It was generally agreed that due to time constraints this item would be included in the next meeting agenda.

7. Correspondence and Information Items

7.1 Letter – Cusheon Lake Road Safety

The letter was received for information.

7.2 Letter – MOT approval Okano Creek

The letter was received for information.

8. Next Meeting

The next Regular Meeting is scheduled on July 23, 2013 4:00 pm to 6:00 pm.

Priority items to be included on the agenda:

- Ganges Hill
- NGTP Phase Two
- Speed Limits Working Group
 - Speed Board
 - Cusheon Lake
- September planning meeting
- Bus Shelters
- Curb Painting

Items for August include:

- Communications Protocol
- Commissioner Appointments
- Cycling Master Plan
- Referendum

9. Adjournment

MOVED by H. Swierenga, **SECONDED** by A. Haigh,
That the meeting be adjourned at 6:00 pm.

CARRIED