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**Minutes of the Regular Meeting of the
Salt Spring Island Transportation Commission
Held July 23, 2013 in the Portlock Park Meeting Room, Salt Spring Island, BC**

Present: **Alternate Director:** Peter Lake
Commission Members: John Wakefield (Chair), Andrew Haigh, Harold Swierenga, Nomi Lyonns, Kees Visser, Robin Williams
Staff: Karla Campbell, Senior Manager; Ralf Waters, Manager of Engineering; Sarah Shugar, Recording Secretary
Delegation: Jennifer McLean, SSI Resident

Absent: **Director:** Wayne McIntyre
Commissioners: Donald McLennan (Vice Chair), Jean Taylor

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

1. Approval of Agenda

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

CARRIED

2. Delegations

- 2.1 Jennifer McLean, SSI Resident
J. McLean presented her concern for accessible amenities for people using the new bus stop in front of Country Grocer. The Chair advised that the new bus stop location is based on increased safety. He noted the new stop will be monitored.

3. Adoption of Minutes of June 18, 2013

MOVED by H. Swierenga, **SECONDED** by K. Visser,
That the minutes of the meeting of June 18, 2013 be adopted.

CARRIED

4. Reports

- 4.1 Chair Report
Chair Wakefield provided the following report:
- Received a call on June 24, 2013 from a SSI resident regarding an ankle injury in front of The Fishery. Advised that NGTP phase four will address the uneven asphalt in the area and in the meantime will be contacting Mainroad for their information.

- Myrna Moore, BC Transit has advised that the new bus is a Polaris and it will be a pro-rated lease. The Polaris bus has seating for 22 while the ARBOC had seating for 20. Full lease details have been requested and are expected for the next regular meeting.
- Attended the PARC Regular Meeting on July 22, 2013 regarding the Draft Cycling Master Plan. The extended deadline for PARC feedback is August 7, 2013. The public feedback portion is now closed. Islands Trust recommended full support of the Draft Cycling Master Plan. The Technical Advisory Group is scheduled to meet in August. The final editing is scheduled in early September. The final plan will be brought to SSITC in September 2013.
- Welcomed Karla Campbell new EA Senior Manager.

4.2 CRD Alternate Director

P. Lake reported that Director McIntyre is researching the urban classification of SSI. The urban versus rural designation affects the funding opportunities for the community.

4.3 CRD Senior Manager EA

There was no report at this time.

4.4 Financial Reports

The SSI Transit Operating Period Report, SSI Transportation Operating Period Report, and the SSITC Capital Funds Report were received for information.

It was noted that the transfer to the Equipment Replacement Fund of \$3,325 is not reflected in the Capital Funds report. Staff will follow up.

4.5 Project Status Report

The Project Status Report as of July 19, 2013 was provided for information.

Manager Waters advised that the NGVTP phase one is 98% complete. The line painting and landscaping are expected to be complete within the next two weeks. It was noted that cyclists are using the pedestrian pathway. It was generally agreed to request that an education component be included in the press release. It was also noted that signage will need to be installed to clarify the intended use of the lanes. Senior Manager advised that Jeff Ward, CRD Regional Parks will be on SSI next month to review Ganges Hill/Regional Trail to Beddis Turn-Off.

Senior Manager advised that her recommendation is to conduct a parking analysis for SSI, to assess the current situation regarding parking and yellow curb painting.

It was generally agreed that parking be included in the next regular meeting agenda.

Commissioner Swierenga advised that BC Ferries has requested a site visit to assess the parking spot designation for the bus in the Vesuvius Ferry Parking Area.

Chair Wakefield advised that the Open House event for the Fulford Upgrade / BC Ferries Project is delayed due to engineering issues. The expected date for the open house is early Fall 2013 and construction is expected to commence mid-Fall 2013.

It was noted that the Handy-Dart Service Study is scheduled to commence in 2013.

- 4.6 Transit Revenue Report
The Transit Monthly Revenue Report was received for information. It was noted that the March/June/July/August 2012 revenue is not in line with the other amounts. Staff to follow up.

5. Old Business

- 5.1 NGTP Phase Two
Chair Wakefield reported that he had a meeting with the owner of Windsor Plywood. Stakeholder discussions are in progress. Initially the project was to commence in 2013. The amended expected start date is 2014.

It was generally agreed that the JE Anderson detailed report be posted on the SSITC website for information. There was discussion regarding the parked cars along Rainbow Road.

- 5.2 Speed Limits Working Group
Commissioner Visser reviewed the Speed Limits Working Group Summary Report. There was discussion regarding inviting the RCMP and MOTI to meet to discuss the findings of the Speed Limit Working Group. It was generally agreed to identify a short list of priorities from the report as a starting point. It was also noted that the Cycling Master Plan will be supportive of the initiative.

J. McLean left the meeting at 5:15 pm.

5.2.1 Speed Board

MOVED by N. Lyonns, **SECONDED** by R. Williams,

Whereas the ICBC/RCMP Speed Board is not being utilized to its greatest impact potential – partially due to lack of people power, it is recommended that the SSITC explores the concept of creating a Traffic Safety Awareness Campaign on Salt Spring Island in conjunction with ICBC and the RCMP.

That the SSITC:

- show its commitment to and engagement in road safety matters by offering to take on the oversight of the speed board in cooperation with the RCMP,
- extend an invitation to the community at large to provide volunteers to work with the SSITC to operate the Speed Board and assist ICBC and the RCMP with valuable data

CARRIED

5.2.2 Cusheon Lake

Commissioner Visser reported that the Speed Limit Working Group recommendation is to install speed platforms or cushions along Cusheon Lake Road.

5.3 EV Charging Stations

The official opening for the charging station is scheduled on August 11, 2013, 12:00 to 1:00 pm in the ArtSpring car park. It was noted that the charging station will be included on the 2013 Eco Home Tour. It was also noted that the Earth Festival Society has applied for a grant-in-aid through the CRD Directors grant-in-aid program.

6. New Business

6.1 Road Lines

The Chair reported that Mainroad is scheduled to commence line painting in late August 2013. There was discussion regarding safety concerns and the priority to have the white lines painted as well.

6.2 Proposed Planning Meeting

It was generally agreed to schedule a planning meeting on September 9, 2013 4:00 to 6:00 pm.

7. Correspondence and Information Items

7.1 Letter – June 6, 2013 from Chamber of Commerce re: Beautification of Visitor Centre

It was generally agreed that this be a future agenda item.

7.2 Letter – June 27, 2013 from Brian Hutchings re: Safety on Robinson Road

Chair Wakefield advised that he has responded to the letter. It was noted that the Bullock Lake rezoning application may impact the traffic pattern in the area. It was also noted that in the past this area was identified as a top ten crash site. It was generally agreed that this be a future agenda item.

7.3 Email – July 12, 2013 from Brenda Guiled re: Fulford Road Upgrades

8. Next Meeting

The next Regular Meeting is scheduled on August 20, 2013 4:00 to 6:00 pm.

Priority items to be included for the August meeting agenda:

- Commission appointments
- Ganges Hill / Regional Trail
- Parking/Yellow curb painting

Priority items to be included for the September planning meeting agenda:

- Referendum

Priority items to be included for the September regular meeting agenda:

- Cycling Master Plan

E. Nolan left the meeting at 5:40 pm.

9. Motion to Close the Meeting

MOVED by R. Williams, **SECONDED** by K. Visser,

That the Salt Spring Island Transportation Commission close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1):

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

The Salt Spring Island Transportation Commission closed the meeting at 5:40 pm and resumed an open session at 5:55 pm.

10. Rise and Report

MOVED by N. Lyonns, **SECONDED** by R. Williams,

That the Salt Spring Island Transportation Commission advertise a second call for bus shelter designs for the design of the north side bus shelter, following the completion of the south side bus shelter, upon approval of a new design selection criteria.

CARRIED

11. Adjournment

MOVED by H. Swierenga, **SECONDED** by A. Haigh,

That the meeting be adjourned at 6:00 pm.

CARRIED