



Making a difference....together

**SALT SPRING TRANSPORTATION COMMISSION**  
**Notice of Meeting on TUESDAY, September 24, 2013 at 4:00 PM**  
Portable Meeting Room, 145 Vesuvius Bay Rd, Salt Spring Island, BC

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**AGENDA**

- 1. Approval of Agenda**
- 2. Presentations/Delegations**
  - 2.1** Janis Gauthier, JG Consulting Services Ltd., re: Drake Road Affordable Housing proposal
- 3. Adoption of Minutes**
  - 3.1** Regular Minutes August 20, 2013
- 4. Outstanding Business**
  - 4.1** NGTP Phase One - Project Status Update – Joshua Fredricks, P.Eng, Manager of Engineering
  - 4.2** Report dated September 24, 2013, re: SSI Cycling Master Plan  
[That the Salt Spring Island Transportation Commission receive report PPS/RSP 2013-18 titled the Salt Spring Island Cycling Master Plan for information and forward to the CRD Electoral Area Services Commission with recommendation for adoption.]
    - 4.2.1** Notice of Motion, RE: SSI Cycling Master Plan-Commissioner McLennan
  - 4.3** Letter dated June 6, 2013 from Chamber of Commerce re: Beautification of Visitor Centre Bus Shelter
  - 4.4** Bus Shelter Construction project – South side of Lower Ganges Road (adjacent to Country Grocer)
  - 4.5** Planning Meeting Follow-up
- 5. Reports**
  - 5.1** Chair Report
  - 5.2** Director Report
  - 5.3** Financial Reports
  - 5.4** Project Status Report
- 6. New Business**
  - 6.1** Bus Shelter Design Panel re: Draft Terms of Reference
- 7. Correspondence/Information**
  - 7.1** BC Transit Monthly Statistical Summary
  - 7.2** BC Transit Performance Summary
  - 7.3** Letter-August 26 2013, Plant Farm, Glyphosate Spray
- 8. Next Meeting**
  - 8.1** Regular meeting October 22, 2013 4-6 pm
- 9. Adjournment**



Making a difference...together

**Minutes of the Regular Meeting of the  
Salt Spring Island Transportation Commission  
Held August 20, 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, Harold Swierenga, Jean Taylor, Robin Williams  
**Staff:** Karla Campbell, Senior Manager; Ralf Waters, Manager of Engineering; Brad Drew, Regional Parks; Jeff Ward, Regional Parks; Sarah Shugar, Recording Secretary  
**Delegations:** Ken Marr, Windsor Plywood; Jennifer McLean, SSI Resident  
**ABSENT:** **Commissioners:** Nomi Lyonns, Kees Visser

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

**1. APPROVAL OF AGENDA**

Item 4 was moved to follow Item 1.  
Addition of item 6.3 Long Harbour Bus Overflow  
Addition of item 6.4 Relocation of Country Grocer Bus Bench

**MOVED** by R. Williams, **SECONDED** by D. McLennan,  
That the agenda be adopted as amended.

**CARRIED**

- 4.1 Fulford-Ganges Hill Biking and Walking Feasibility Study – Review of Options  
Mr. Brad Drew and Mr. Jeff Ward presented an update on the review of options. Discussion followed. It was generally agreed to continue discussions with MOTI and to hold a public consultation process that would present three options with costs. The public consultation process is to be scheduled in October 2013.

Brad Drew and Jeff Ward left the meeting at 4:30 pm.

**2. DELEGATIONS**

- 2.1 Ken Marr, President of Windsor Plywood / Discovery Holdings  
Mr. Ken Marr advised that he is not in support of the proposed pathway along Rainbow Road. He proposed an alternate route for the pathway: Kanaka Road, Lakeview Crescent and Park Drive to the upper village.
- 2.2 Jennifer McLean, SSI Resident  
Ms. Jennifer McLean advised that she is not in support of the proposed pathway along Rainbow Road.

Chair Wakefield advised that the information would be taken under advisement and that the proposed plan is still in the planning phase and that there would be a public consultation process.

**3. ADOPTION OF MINUTES OF JULY 23, 2013**

**MOVED** by R. Williams, **SECONDED** by H. Swierenga,  
That the minutes of the meeting of July 23, 2013 be adopted.

**CARRIED**

**ADOPTION OF CLOSED MINUTES OF JULY 23, 2013**

**MOVED** by J. Wakefield, **SECONDED** by A. Haigh,  
That the minutes of the Closed meeting of July 23, 2013 be adopted.

**CARRIED**

**4. OUTSTANDING BUSINESS**

**4.2 Bus Shelter Designs**

Manager Waters provided an update. This item will be included on the next meeting agenda.

**4.3 Rainbow Road Pathway**

Manager Waters provided an update. The expected date of completion is August 31, 2013.

**5. REPORTS**

**5.1 Chair Report**

- It was confirmed that Mainroad is not spraying herbicide.
- Attended a meeting with the Chair of SSI Parks and Recreation Commission and Chair of SSI Economic Development Commission regarding the Saturday Market. Attended a follow up meeting on August 8, 2013. The SSI Parks and Recreation Commission launched a survey as part of their review of the Saturday Market.
- Attended a meeting with Ken Marr regarding the proposed Rainbow Road Pathway.
- Submitted a letter to the Driftwood.
- Attended Trails Advisory Committee meeting on August 6, 2013 to present the Draft Cycling Master Plan.
- Attended an Electric Vehicle Charging Station Launch on August 11, 2013.
- Attended a meeting with Chair of SSI Community Economic Development Commission regarding an article in Driftwood on Transportation planning on SSI.
- Received an email update from Myrna Moore.
- A small survey was launched regarding bus needs assessment of Ruckle Park campers.
- BC Transit is reviewing the handiDART service.

- Attended a meeting with Director McIntyre and Elizabeth Nolan regarding the alternate approval process for the Bylaw to amend Bylaw No. 3438 – Salt Spring Island Community Transit and Transportation Service Establishment Bylaw.
- The delegation form has outdated contact information on the SSITC web site. Staff to follow up.
- The JE Anderson report is not available the SSITC web site. Staff to follow up.

**4.2 Electoral Area Director**

- The first public consultation session was held on August 19, 2013. There were 100+ people in attendance. The survey is available online: [www.ssigovernancestudy.ca](http://www.ssigovernancestudy.ca)
- The development of a Commissioner Handbook is in progress.
- The CRD Board approved a motion to support SSI to initiate the process to change the urban designation to rural. The rural/urban designation impacts funding opportunities.
- The alternate approval process is currently in progress for the Bylaw to amend Bylaw No. 3438 – Salt Spring Island Community Transit and Transportation Service. Voting ends on September 30, 2013.

**4.3 Senior Manager**

- Responded to two questions raised at the last SSITC meeting:
  1. Can our current buses be reconfigured to hold more than 20 passengers? The Ford Polars that are currently in use for the Salt Spring Island Transit system have a 20-seat capacity which is the maximum for this type of vehicle.
  2. Can the buses be serviced on Island? The Ford Polars are currently and have been serviced by a mechanic on SSI since service inception since 2008.
- MOTI is considering undertaking the yellow-curb painting through their contractor Mainroad with SSITC funding contribution.
- Concerns made with regard to sandwich boards being placed within the pedestrian/cycle lanes along the Upper Ganges has been forwarded to MOTI. On a complaint basis their contractor collects the sandwich boards that have been placed in the right-of-way.

**4.4 Financial Reports**

The SSI Transit Operating Report, SSI Transportation Operating Report and the SSITC Capital Funds Report ending July 31, 2013 were received for information.

**4.5 Project Status Report**

The Project Status Report as of August 14, 2013 was provided for information. It was noted that an official opening ceremony will be planned for NGTP Phase One completion. Chair of SSI Health Committee to be invited.

**6. NEW BUSINESS**

- 6.1 Commission Appointments  
Chair Wakefield requested that Commissioners forward their intent to renew their terms to staff.
- 6.2 Bus Shelter Funding Contribution  
Email dated June 27, 2013 from Richard MacKinnon regarding Country Grocer funding contribution for bus shelter construction. Discussion followed. It was generally agreed to continue discussions regarding sponsorship.
- 6.3 Long Harbour Bus Overflow  
Commissioner Williams reported that due to high number of pedestrians arriving on the Long Harbour Ferry there has been an overflow of passengers for the bus. It was generally agreed to invite Ineke de Jong to the next regular meeting.
- 6.4 Country Grocer Bus Stop Bench  
It was generally agreed the bus stop bench located at Country Grocer be relocated to the north side of Upper Ganges Road across from Country Grocer.

**7. CORRESPONDENCE AND INFORMATION ITEMS**

- 7.1 Email dated August 2, 2013 – Barry Spence regarding permission to place a geocache at the new bus stop shelter on Lower Ganges Road

**MOVED** by J. Wakefield, **SECONDED** by D. McLennan,  
That the Salt Spring Island Transportation Commission approves the placement of a geocache at the new bus stop shelter on Lower Ganges Road.

**CARRIED**

- 7.2 Email dated August 15, 2013 – line and crosswalk painting on SSI  
The correspondence was received for information.

**8. NEXT MEETING**

- 8.1 Planning Meeting scheduled on September 9, 2013 4:00 – 6:00 pm.

Priority Items to include for the September 9, 2013 Planning Meeting:  
Referendum

- 8.2 The next Regular Meeting is scheduled on September 24, 2013 4:00 – 6:00 pm.

Priority Items to include for the September 24, 2013 Regular Meeting:

- Cycling Master Plan
- Invite Ineke deJong
- Grant Funding Opportunities
- NGTP – Phase Two
- Saturday Market

**9. ADJOURNMENT**

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

**CARRIED**

**REPORT TO SALT SPRING ISLAND TRANSPORTATION COMMISSION  
MEETING OF TUESDAY, SEPTEMBER 24, 2013**

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**SUBJECT     SALT SPRING ISLAND CYCLING MASTER PLAN**

**PURPOSE**

The completion of the Salt Spring Island Cycling Master Plan.

**BACKGROUND**

The process to develop the Salt Spring Island Cycling Master Plan (CMP) was initiated in April 2012 after completion of the Capital Regional District (CRD) Pedestrian and Cycling Master Plan. The purpose was to further refine and update Salt Spring Island's existing cycling network plan as well as identify and prioritize infrastructure investments for both short and long term.

An associated community compendium within the CMP was developed to offer an overview of ways in which the CRD and community at large can educate cyclists and other road users; empower those who already choose to cycle or who would like to get started; enforce best practices with respect to cycling infrastructure and active transportation; and finally, evaluate the state of cycling on the Island.

A technical advisory committee was established through the Salt Spring Island Transportation Commission to guide the process, provide critical background information, and lead community engagement with stakeholders. The draft plan was completed in May 2013 with stakeholder consultation completed over the summer.

The CMP is designed to complement the CRD Pedestrian and Cycling Master Plan and applies the same principles, typologies and design guidelines in a unique rural gulf island context. Similarly, the CMP aligns with desired outcomes identified in the CRD Regional Transportation Plan, currently in final stages of development, and is identified as an action to create exceptional environments for cycling and walking.

**ALTERNATIVES**

That the Salt Spring Island Transportation Commission:

1. Receive the Salt Spring Island Cycling Master Plan for information and forward to the CRD Electoral Area Services Committee with recommendation for adoption.
2. Refer the Salt Spring Island Cycling Master Plan back to staff for further information.

**IMPLICATIONS**

**Social Implications**

Increased cycling activity has been demonstrated to improve the health of both individuals and communities. The CMP identifies a continuous Primary Inter-Community bikeway network that, when fully constructed, will meet the needs of cyclists of all ages and abilities. There is a specific focus on investments that will enhance safety, increase connectivity between critical community destinations and support the tourism industry. Cycling amenities and infrastructure, in addition to educational activities and capacity building initiatives, will support residents and visitors alike.

### **Environmental Implications**

Transportation comprises nearly 60% of annual greenhouse gas emissions in the capital region. Implementation of the CMP directly contributes to the CRD's goal of reducing fossil fuels and associated greenhouse gas emissions by 33% below 2007 levels by 2020.

### **Economic Implications**

The CMP has been designed to support economic development through enhanced cycle tourism and improved travel for residents and businesses. A variety of actions including speed limit reductions, way-finding, and traffic calming have been recommended to support increased safety for all road users.

### **Intergovernmental Implications**

Partnerships between the CRD, the Ministry of Transportation and Infrastructure, Islands Trust and local non-profit agencies will be critical to achieve the goals and objectives of the CMP. Implementation will require combined efforts over time in order to improve the existing condition and achieve the vision.

### **Growth Management Implications**

Representatives from the Islands Trust were actively involved in the CMP process. The cycling routes proposed in the master plan are in compliance with, and complimentary to, the Official Community Plan (OCP). In the short term, the CMP will be used by Islands Trust staff as a resource to support development and land use decisions. Further, the CMP will serve as a critical input towards formal updates of the OCP.

### **Financial Implications**

The CMP includes a list of recommended priorities and associated cost estimates for implementation. All facility and network improvements are comprehensive in nature but can be phased in order to construct facilities when funding and partnership opportunities arise and in a rational way that provide immediate benefits in terms of safety, activity, and connectivity.

The Salt Spring Island Transportation Commission is encouraged to seek partnerships to implement priorities identified in the CMP through agencies, such as the Ministry of Transportation and Infrastructure, as well as funding programs such as the UBCM Gas Tax Fund Transfer Agreement or those associated with the Regional Transportation Plan.

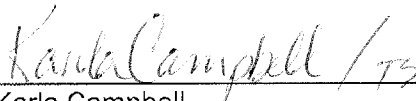
### **SUMMARY**

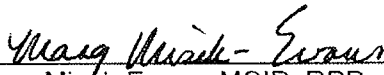
The Salt Spring Island CMP was developed with guidance from representatives from the Transportation Commission, community members, Islands Trust and CRD staff. The cycling facilities proposed in this plan are consistent with the rural nature of Salt Spring and support both local and regional priorities of improving safety, increasing economic activity and getting the most out of existing roads and transportation infrastructure.


**RECOMMENDATION**

That the Salt Spring Island Transportation Commission receive report PPS/RSP 2013-18 titled the Salt Spring Island Cycling Master Plan for information and forward to the CRD Electoral Area Services Committee with recommendation for adoption.

  
\_\_\_\_\_  
Sarah Webb  
Research Planner  
Regional and Strategic Planning

  
\_\_\_\_\_  
Karla Campbell  
Senior Manager  
Salt Spring Island Administration  
Concurrence

  
\_\_\_\_\_  
Marg Misek-Evans, MCIP, RPP  
General Manager  
Planning and Protective Services  
Concurrence

  
\_\_\_\_\_  
Robert Lapham, MCIP, RPP  
Chief Administrative Officer  
Concurrence

Attachments: 2



# Salt Spring Island Cycling Master Plan

Complete Document Available at:  
CRD Administration Office  
145 Vesuvius Bay Road  
Salt Spring Island, BC V8K 1K3  
250 537 4448

September 2013

PREPARED BY:  
Alta Planning + Design

**alta**  
PLANNING + DESIGN



Complete Document Available at:  
CRD Administration Office  
145 Vesuvius Bay Road  
Salt Spring Island, BC V8K 1K3  
250 537 4448

# Community Compendium

**Cycling Master Plan**  
**Salt Spring Island**

## **Notice of Motion - SSITC Meeting 24Sept13 Cycling Master Plan**

### **Background**

The SSI Cycling Master Plan (CMP) builds on the CRD Pedestrian and Cycling Masterplan (PCMP 2011) by applying the PCMP principles and design guidelines to the unique rural Gulf Island context. The goal of the Plan is to establish a short and long-term vision for upgrading cycling infrastructure to meet the safety and comfort needs of everyday cyclists.

For this purpose, the CRD and the SSITC contracted North America's leading cycling experts Alta Planning + Design. Alta worked closely with a group of SSI volunteers who formed a Technical Advisory Committee (TAC) to help guide the process and lead the engagement initiative with the local community. Members of the TAC represented key agencies who have played an integral role in bicycle planning and advocacy on the island.

### **History of Cycling Advocacy on SSI**

The SSI-CMP process involved the harmonization of some 30 years of community visioning and cycling advocacy on SSI with the broader regional approach to active transportation established in the PCMP.

### **Goal of the CMP**

The CMP aims to provide leaders, policy-makers, citizens and advocates, with the tools to work collaboratively towards a common goal of making cycling safe, fun and an everyday activity for residents and visitors alike on Salt Spring Island.

### **Key Recommendations**

The SSI-CMP recommends a series of priority initiatives, which can be undertaken in the short-term to significant effect. By working primarily in the MoTI road right-of-way, the recommendations focus on widening the shoulderway to meet best practices in cycling facilities, and reducing traffic speeds to create a safer more equitable travel environment for all modes. In addition to these infrastructure changes, the following were identified as priority focus areas:

- safer conditions for cyclists and pedestrians in the approach to Fulford ferry terminal
- accommodating cyclists on Ganges Hill
- traffic calming in Ganges Village
- wayfinding signage for cyclists

### **Synchronyzation with the OCP**

The recommendations were specifically designed to be in sync with both the Salt Spring Official Community Plan as well as the 1992 Letter of Agreement on the Gulf Islands' rural roads between the Ministry of Transportation and the Islands Trust.

### **The Four "E's"**

While the primary focus of the SSI-CMP is on cycling infrastructure improvements (engineering) to make Salt Spring more cycling-friendly, it also draws attention to the critical importance of nurturing the "soft e's" of sustainable transportation - namely education, encouragement, evaluation and enforcement. A made-for-Salt Spring approach is articulated in a companion document to the CMP, a Community Compendium which is also available on the SSITC website.

### **Public Outreach and Consultation**

The draft CMP was posted to the SSITC website at the end of May 2013. Letters were sent to some forty organizations and individuals asking for feedback on the draft by July 15. All responses were reviewed by the TAC and the draft CMP was amended accordingly.

"The Driftwood" greeted the draft CMP with the headline *"Island looks toward cycling future with visionary document"*.

**Cost of the CMP**

The total cost of the consulting contract, including tax and disbursements and final editing to take account of feedback received from the public was \$11,055.

**Next Steps**

- present the edited version of the CMP to the SSITC for adoption
- refer the CMP to the Electoral Area Services Committee
- refer the CMP to the SSI Local Trust Committee
- publish the final version via SSITC website and the media

**Motion for Discussion****Whereas**

- the SSI Cycling Master Plan (CMP) builds on the CRD Pedestrian and Cycling Masterplan (PCMP 2011) by applying the PCMP principles and design guidelines to the unique rural Gulf Island environment
- the CMP provides leaders, policy-makers, citizens and advocates with the tools to work collaboratively towards a common goal of making cycling safe, fun and an everyday activity for residents and visitors alike on Salt Spring Island
- the SSI-CMP process involved the harmonization of some 30 years of community visioning and cycling advocacy on Salt Spring with the broader regional approach to active transportation established in the PCMP
- the CMP is synchronized with the Salt Spring Island Official Community Plan

**It is moved that the SSITC**

- adopt the SSI Cycling Master Plan
- recommend that the CRD Director take the Plan to the Electoral Area Services Committee for information
- request that the Chair take the CMP to the Local Trust Committee for support in principle
- recommend that CRD take the CMP into account in the preparation of the Regional Transportation Plan

Donald McLennan  
September 13, 2013



June 6, 2013

Attn: Board of Directors  
Lions Club of Salt Spring Island  
103 Bonnet Avenue  
Salt Spring Island, BC V8K 2K8

Dear Directors,

The Salt Spring Island Chamber of Commerce is pleased that the Visitor Centre is the main passenger drop-off and pick up location for the Salt Spring Transit System. Our convenient central location in the heart of Ganges and our 7 day per week operating hours has benefited the service. WE provide a myriad of information to locals and visitors to Salt Spring and enjoy the relationship we have with the Transit service.

The Lions Club of Salt Spring have built an excellent bus shelter that has enhanced the level of service we are able to offer the community. We know the considerable time, money and energy that went into the building of the structure which provides year-round protection from the elements for those who are waiting for the bus.

We recently received a grant from Tourism British Columbia for beautification of the Visitor Centre and used that funding to paint and clean the exterior of the building, erected an new flag pole and constructed a new poster display case (still under construction) and have equipped the Centre with new computers and display monitors for an enhanced experience for our visitors.

In keeping with this beautification process, we would like to discuss working on some enhancements to the Lions Club bus shelter. Those enhancements could include: painting of the shelter by a local artist; repairs to the existing shelter and Plexiglas; a review of cleaning and garbage removal procedures.

We would like to discuss working with your group on the above project in a manner that suites the Lions Club and could involve your organization in as much or as little of the project as you would like. Our Visitor Centre Volunteers and the Steering Committee and Board of Directors are enthusiastic to work with you.

Regards,

Li Read  
President  
Salt Spring Chamber of Commerce and Visitor Centre

Cc: Board of Directors  
VIC Steering Committee

Project

COMMENTS

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

*ITALICS - new information*

1. TRANSPORTATION		
1.1. Partners Creating Pathways	<p>2013 project (Rainbow Road), plans designed, RFP prepared. 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>. June 17/13 - PARC approved a maximum of \$20,000 from capital reserve. <b>Project expected to be completed by end of August 2013.</b></p>	\$25,000 (B) \$ 5,000 (C)
1.2. Ganges Hill/Regional Trail to Beddis Road Turn-Off	<p>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. 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. CRD Manager of Park Planning will attend July Commission meeting for further discussion.</p> <p><b>Regional Parks presented three options with estimated costs. These options will be presented to public for consultation.</b></p>	
1.3. Yellow curb painting	<p>Initial inventory carried out of all yellow curbs in Ganges. (1,200 meters).</p> <p><b>Staff exploring options with MOT undertake project with Commission funding.</b></p>	\$3,500 (B)
1.4. NGVTP 1 <sup>st</sup> Phase	<p>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.</p> <p><b>Status report to be provided at September 24, 2013 Commission meeting.</b></p>	\$1,778,152 (B) \$ TBA (A)
1.5. NGVTP Phase 2	<p>Clarification being sought from MOTI re: extend of second phase. Land acquisition requirement identified by JE Anderson.</p> <p><b>Once Phase 1 is complete staff will be reviewing project and budget with MOT.</b></p> <p><b>Design workshop with Commission and engineers to review options for the next phases – planned for in Fall 2013.</b></p>	
1.6. Rainbow path completion / Grant Application	<p>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</p>	\$25,800 (C)
1.7. Speed Limits	Working group met with Cycling Master Plan Advisory	

Project	COMMENTS	Budget (B) Contributions (C) Actual (A)
<i>ITALICS - new information</i>		
	Committee. <i>Summary report written presented at the July 23, 2013 Commission meeting to be discussed with MOTI and RCMP.</i>	
1.8. Bus Shelters	<i>Staff obtaining quotes for engineer designs and construction cost for the shelter on south side of Lower Ganges Road (adjacent to Country Grocer)</i>	\$20,000 (B) \$5,000 (C)
1.9. Pathway damage on Lower Ganges Road just west of Sharp Road	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.-.	

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.  <i>Site review held July 31. Three stalls may be affected. Final confirmation expected by end of August.</i>	
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. Handy-Dart	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

**Bus Shelter Design Panel**  
DRAFT Terms of Reference

**PREAMBLE**

The Salt Spring Island Bus Shelter Design Panel is a working committee established by the CRD Salt Spring Island Transportation Commission (SSITC). The Committee's official name is to be: Bus Shelter Design Panel.

**1.0 PURPOSE**

The mandate of the Panel includes overseeing and making recommendations to the Salt Spring Island Transportation Commission regarding the designs for bus shelters on Salt Spring Island.

**2.0 ESTABLISHMENT AND AUTHORITY**

- The panel term lasts from the start a specific shelter project design process, until the Commissions approval the recommended design for that project is complete
- The panel will make recommendations to the Commission for consideration; and
- In consultation with the SSITC, the Commission Chair will appoint the Panel Chair and Panel Members.

**3.0 COMPOSITION and TERM**

- Panel members will be comprised of volunteers including design professionals (i.e. architects, landscape architects, engineers, urban designers, and planners), regular bus patrons, or any community member whose expertise would benefit the committee. The panel should reflect community diversity and include at least one commissioner.
- In private development projects, or funded projects, the proponent has the right recommend a representative to the panel.
- A panel will be comprised of no less than three and usually no more than five panel members.
- Non-voting advisors may be included as needed to supply technical information or community advice. Typical panel advisors might be: community residents, project staff, and technical staff.
- An appointed panel shall not include any person from CRD staff, nor their respective partners, employees or families of the aforementioned.
- Commissioners may attend panel meetings as observers. Meetings are scheduled at the convenience of panellists.

#### 4.0 PROCEDURES

- The panel shall meet as required;
- With the approval of the Panel Chair and the Commission Chair, committee matters of an urgent or time sensitive nature may be forwarded directly to the Commission for consideration; and
- A quorum of 50% plus one of the panel is required to conduct committee business.

#### 5.0 SELECTION CRITERIA

- Designs will be selected for recommendation to the commission by the panel's majority vote on the basis of:
  - minimum 2-person bench
  - take future maintenance costs into account – vandal resistant (protect tempered glass edges, easy removal of graffiti)
  - minimum dimensions 4'W x 7'H x 8-10'L (depends on site and budget)
  - provision for transit information
  - no provision for advertising
  - BC Transit bus stop sign guidelines
  - universal design for accessibility
  - aesthetics (considering both uniformity and uniqueness)
  - design that fits the community
  - protect users from the elements from wind, driving rain, and sun
  - adequately engineered for safety and to meet building code
  - site context and foundation
  - consideration of garbage receptacles and lighting
  - Ease/simplicity and environmental impact of design and construction
  - probability of successful completion; and
  - the statement regarding the proposed Budget.
- The panel may determine that none of the submissions fulfill the project criteria. In this case, the selection process may be re-opened.
- An honorarium for the winning design concepts may be set by the commission prior to the contest
- The panel may wish to create a weighted scoring sheet to rank the designs on the above criteria

#### 6.0 TECHNICAL REVIEW

- CRD engineering staff will act as a resource to the panels, providing technical review with MOTI and BC Transit and an analysis of proposed materials, construction, scale, costs, durability, public access, environmental sustainability and safety, as they relate to the ability of the City or development proponent to maintain and accommodate the proposed artworks.

- The proponent, in conjunction with staff, will ensure all recommended proposals are reviewed prior to final selection for safety and liability, compliance with Bylaws and requirements, technical feasibility, environmental impact, cost, maintenance and other aspects as needed. Final selection will not be made or announced until any question on these issues is resolved.

#### 5.0 CONFLICT OF INTEREST

- Any participant in the bus shelter selection, including staff, selection panel or review panel members and their advisors or representatives, must declare any direct or indirect benefit to themselves, or their respective employers, partners, families or associates, which may arise from the selection of bus shelters or related activities, and will be required to remove themselves from such processes.

#### 6.0 RESOURCES AND SUPPORT

- The General Manager of Salt Spring Island will provide administrative support; and the Engineer will conduct a technical review
- Minutes and agendas are prepared and distributed by the Chair or delegated member of the panel

September 15, 2013  
DRAFT prepared by J. Wakefield  
Approved on \_\_\_\_\_

**email to:** [bctriderhip@bctransit.com](mailto:bctriderhip@bctransit.com)  
**due by:** the 15th of next month

**hours or days in advance**

[illegible]

2012/13  
Information and Performance Summary  
Year End Actuals

Transit System	Total Hours	Total Passengers	Total Revenue (\$)	Total Operating Costs (\$)	Local Cont'n Op Costs (\$)	Prov Cont'n Op Costs (\$)	Local Cont'n Lease Fees (\$)	Total AOA Costs (\$)	Prov Cont'n Lease Fees (\$)	Total Costs (\$)	Net Local Cont'n to Total Costs (\$)	Prov Cont'n to Total Costs (\$)	AOA Cost Recovery	Rides/Year	AOA Cost/Ride	Total AOA Cost/Year	Operating Cost/Year
<b>Paratransit Regional Transit Systems</b>	<b>154,459</b>	<b>1,102,612</b>	<b>1,941,805</b>	<b>11,800,446</b>	<b>6,222,233</b>	<b>5,578,213</b>	<b>971,215</b>	<b>12,771,661</b>	<b>1,473,333</b>	<b>14,244,994</b>	<b>5,090,846</b>	<b>7,051,546</b>	<b>15.2%</b>	<b>6.8</b>	<b>\$11.58</b>	<b>\$80.96</b>	<b>\$74.68</b>
Tier 2 - Paratransit	11,822	38,426	73,107	765,947	285,775	480,172	79,577	845,524	133,709	979,233	278,300	613,831	8.0%	2.8	\$22.00	\$69.65	\$62.80
Comox Valley *	11,822	38,426	73,107	765,947	285,775	480,172	79,577	845,524	133,709	979,233	278,300	613,831	8.0%	2.8	\$22.00	\$69.65	\$62.80
<b>Tier 3 - Paratransit</b>	<b>142,636</b>	<b>1,064,186</b>	<b>1,868,698</b>	<b>11,034,499</b>	<b>5,936,458</b>	<b>5,098,041</b>	<b>891,638</b>	<b>11,926,137</b>	<b>1,339,624</b>	<b>13,265,761</b>	<b>4,782,546</b>	<b>6,437,665</b>	<b>15.7%</b>	<b>7.1</b>	<b>\$11.21</b>	<b>\$81.88</b>	<b>\$75.64</b>
Clearwater & Area	2,354	7,020	19,212	147,455	74,175	73,279	17,123	164,377	24,327	188,704	69,626	97,066	11.7%	3.0	\$23.44	\$69.91	\$62.64
Castlegar Regional	7,523	65,145	69,345	329,999	371,530	125,522	827,082	827,082	151,191	978,273	376,414	522,721	8.4%	8.7	\$12.70	\$109.87	\$93.18
Boundary	1,006	7,054	10,253	101,578	38,915	62,664	10,498	112,076	45,326	157,403	37,316	107,990	9.1%	4.4	\$15.89	\$69.81	\$63.27
Bella Coola	3,321	18,331	23,438	249,396	249,396	0	12	249,408	10	249,418	222,058	10	9.4%	5.2	\$13.61	\$70.83	\$70.83
Ashcroft-Cache Creek-Clinton	14,823	4,513	14,823	208,159	129,548	78,610	6	208,165	8	208,173	111,851	78,619	7.1%	1.5	\$46.13	\$67.19	\$67.19
Agassiz - Harrison	5,379	39,494	90,624	327,784	168,186	159,598	49,300	377,084	51,140	428,224	121,966	210,738	24.0%	7.3	\$9.55	\$70.10	\$60.94
Columbia Valley	3,403	8,761	16,960	330,022	199,417	130,605	10	330,032	13	330,045	177,187	130,618	5.1%	2.6	\$37.67	\$66.96	\$66.96
Creston Valley	4,657	18,195	30,356	286,718	172,458	114,259	18,914	305,632	51,461	357,092	156,140	165,720	9.9%	3.9	\$16.80	\$65.49	\$61.44
Elk Valley	3,265	9,440	17,080	268,932	168,602	100,329	17,844	286,776	20,098	306,874	164,152	120,427	6.2%	2.9	\$30.38	\$87.84	\$82.37
Hazleton Regional	2,553	14,468	37,938	218,533	103,388	115,145	-4,078	214,455	17,119	231,575	57,447	132,264	17.7%	5.7	\$14.82	\$83.90	\$85.50
Kaslo	586	1,716	5,724	55,721	24,133	31,588	7,684	63,405	21,497	84,902	25,349	53,085	9.0%	2.9	\$36.95	\$108.20	\$95.09
Kicking Horse country	786	1,015	1,771	89,884	44,322	45,562	0	89,884	0	89,884	41,119	48,765	2.0%	1.3	\$88.56	\$114.40	\$114.40
Kimberley	4,714	14,723	42,309	260,030	142,250	117,780	-2,291	257,739	34,446	292,185	92,953	152,226	16.4%	3.1	\$17.51	\$54.68	\$55.16
Kootenay Lake West	3,887	27,612	45,638	310,772	241,501	69,271	33,857	344,629	44,538	389,167	225,032	113,809	13.3%	7.5	\$12.48	\$93.48	\$84.30
Nermet and Area	4,518	58,959	54,151	294,281	132,853	131,427	14	294,295	14	294,309	75,596	131,442	20.5%	13.1	\$4.48	\$58.50	\$58.50
Mt. Waddington	4,291	30,584	71,770	338,188	162,330	175,858	18,215	356,044	19,733	376,137	102,866	195,591	20.1%	7.1	\$11.65	\$83.05	\$78.81
Nakusp	1,980	6,227	16,081	140,366	67,811	72,555	9,666	150,022	10,342	160,374	58,845	82,897	10.7%	3.1	\$24.09	\$75.79	\$70.91
Nelson & Area	1,976	6,641	11,053	142,612	54,635	87,977	12,477	155,089	20,091	175,180	53,658	108,068	7.1%	3.4	\$23.35	\$78.35	\$72.03
Nelson - Slocom Valley	5,799	42,003	88,784	478,473	245,504	232,968	50,398	528,970	53,386	582,256	199,210	286,354	16.8%	7.2	\$12.59	\$91.21	\$82.51
North Okanagan	6,705	75,153	116,659	647,485	359,590	287,895	78,915	726,400	93,001	819,402	312,159	380,896	16.1%	11.2	\$9.67	\$108.34	\$96.57
Okanagan - Similkameen	1,690	8,533	15,479	123,583	66,882	57,701	17,784	141,367	15,576	156,942	66,063	73,276	10.9%	5.0	\$16.57	\$83.63	\$73.11
Osoyoos	1,773	5,839	32,472	100,163	59,020	41,143	3,048	103,211	21,504	124,715	27,620	62,647	31.7%	3.3	\$17.68	\$58.23	\$55.51
100 Mile House	3,140	12,463	23,372	209,057	144,998	64,059	26,939	235,997	30,003	265,999	145,062	94,062	9.9%	4.0	\$18.94	\$66.58	\$66.58
Pemberton Valley	1,953	57,638	148,504	467,694	239,974	227,720	22,835	480,529	30,866	521,395	107,224	258,586	30.3%	13.3	\$8.51	\$172.76	\$161.06
Port Edward	2,070	34,927	57,118	205,266	109,427	95,839	33,582	238,848	29,412	268,260	82,436	125,250	23.9%	16.9	\$6.84	\$115.36	\$99.14
Powell River	5,865	19,005	33,633	318,242	137,831	180,412	15,083	333,325	65,341	398,667	114,406	245,753	10.1%	3.2	\$17.54	\$53.73	\$53.73
Princeton & Area	2,376	8,193	16,047	131,834	67,616	64,217	31,336	163,169	44,519	207,689	80,528	108,737	9.8%	3.4	\$19.92	\$88.67	\$55.49
Quesnel	10,141	77,642	173,860	703,060	347,402	355,658	70,641	773,701	96,822	870,523	233,166	452,480	22.5%	7.6	\$9.96	\$75.95	\$68.98
Revelstoke	5,293	22,262	45,877	392,015	245,671	146,344	18,756	410,771	19,281	430,052	211,593	165,625	11.2%	3.6	\$18.45	\$71.74	\$68.20
Salt Spring Island	5,892	93,013	189,600	376,847	178,286	198,561	3,771	380,018	22,822	402,840	7,681	221,383	44.5%	15.8	\$4.09	\$64.60	\$63.96
Shuswap	11,783	114,660	153,499	1,066,819	494,044	572,775	33,309	1,100,129	88,004	1,188,133	356,166	660,779	14.0%	9.6	\$9.59	\$92.01	\$89.18
Skene Regional	3,297	35,384	63,500	304,320	207,653	102,667	50,742	355,062	54,971	410,033	183,471	157,637	17.9%	10.7	\$10.03	\$107.71	\$92.31
Smithers and District	3,079	19,654	37,191	206,139	89,279	116,860	7,015	213,155	30,050	243,204	55,599	146,910	17.4%	5.3	\$10.85	\$57.95	\$56.04
Summerland	2,223	11,903	14,268	120,498	46,163	74,335	14,533	135,031	23,402	158,433	44,247	97,737	10.6%	3.3	\$11.34	\$46.58	\$46.58
Williams Lake	9,254	86,026	99,327	741,044	400,196	340,848	98,148	839,191	109,309	948,500	386,309	450,156	11.8%	9.2	\$9.76	\$90.12	\$79.52
<b>Total BCT Paratransit</b>	<b>154,459</b>	<b>1,102,612</b>	<b>1,941,805</b>	<b>11,800,446</b>	<b>6,222,233</b>	<b>5,578,213</b>	<b>971,215</b>	<b>12,771,661</b>	<b>1,473,333</b>	<b>14,244,994</b>	<b>5,090,846</b>	<b>7,051,546</b>	<b>15.2%</b>	<b>6.8</b>	<b>\$11.58</b>	<b>\$80.96</b>	<b>\$74.68</b>

\* Certain parties only of systems that include a conventional portion.  
\*\* Includes Kelowna Regional Transit and Kootenay Transit.  
\*\*\* Includes various transit systems. Information about only reflects those costs included in the Annual Operations Agreement.  
1. Includes municipal administrative costs.  
2. Includes municipal administrative costs.  
3. Includes municipal administrative costs.



Salt Spring Island  
Agricultural Alliance  
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August 26, 2013

Gary Holman MLA  
Saanich North and the Islands  
Room 201, Parliament Buildings  
Victoria, BC V8V 1X4  
gary.holman.mla@leg.bc.ca

Dear Mr. Holman

**Re: Use of Glyphosate to control gorse on Salt Spring Island public lands**

As you know, during the summer of 2013, the Coastal Invasive Species Committee (Coastal ISC) arranged for a contractor to apply Glyphosate (often called by the trade name Roundup) to gorse (*Ulex europaeus*) in about thirteen different locations on Salt Spring Island. The purpose being to contain the gorse infestation and prevent a spread to uninfested areas. We are told the method used involved cutting the shrub and applying Glyphosate to the exposed woody stump with a squirt applicator.

We understand that Coastal ISC follows the Pesticide Management Plan (PMP) developed by the Invasive Plant Program of the Ministry of Forests and Range in accordance with the Integrated Pest Management Act for the treatment of high priority invasive alien plants and noxious weeds regulated under the Weed Control Act:

*"This PMP outlines an integrated pest management (IPM) approach for the control of invasive alien plants and noxious weeds, which includes prevention strategies, biological and cultural controls, manual/mechanical treatment methods and strategically targeted, judicious use of herbicide on provincial Crown lands under the authority of the partnering agencies – the Ministry of Transportation and Infrastructure, the Ministry of Environment, the Ministry of Agriculture and Lands, and the Ministry of Forests & Range."<sup>1</sup>*

The PMP does NOT favour the use of herbicides:

*"Herbicide use is considered to be the last resort under this PMP (i.e. used only if no other method is practical or effective). Application techniques will be selected that minimize injury to non-target plants and soils through spray drift and leaching in soils. Consequently, applications by stem injection, wick/wipe on, and by squirt bottles will be used where practical."<sup>2</sup>*

While the Salt Spring Island Agricultural Alliance (SSIAA) is supportive of efforts to control gorse on Salt Spring Island, we are concerned about the method selected and the lack of consultation or public notice.

<sup>1</sup> Pest Management Plan for Invasive Alien Plant and/or Noxious Weed Control on Provincial Crown Lands Within South Coastal British Columbia, BC Ministry of Forests and Range, March 9, 2009

<sup>2</sup> *ibid*, 3.5.2.4

**Method selected**

The SSIAA agrees with the PMP that herbicide use should be considered a last resort. Subsequent to its application, we requested evidence from Coastal ISC that glyphosate was more efficacious in treating gorse than other less-toxic methods such as repeated cutting, but we have received no response to date.

**Lack of consultation or public notice**

News of the use of the herbicide reached us by way of the community list serve, reported as "Roundup spraying" by a concerned member of the public. The SSIAA made enquiries and determined that local authorities had no advance knowledge or any information about the treatment, including the CRD Regional Director, the Islands Trust local Trustees, and the CRD Transportation Commission. The Salt Spring Island Conservancy was aware of the plan, but not the timing of the application.

The SSIAA represents all agricultural organizations, and organizations with an interest in agriculture and food, on Salt Spring and is responsible for the implementation of the Area Farm Plan. A large number of growers on Salt Spring Island use organic methods. Blackberries are harvested from roadside hedgerows for commercial use as well as for home consumption. Negative impacts of glyphosate are well-documented and not trivial.<sup>3</sup>

SSIAA does not support the use of glyphosate, or any herbicide prohibited under organic regulations, unless there is absolutely no other alternative and the consequences of lack of treatment outweigh the negative impacts of the treatment. We are not convinced that the use of glyphosate on Salt Spring gorse this summer met this test. If Provincial authorities should determine that such treatments may be required, local consultations should be held to provide the opportunity to explore alternative options. At the very least, advance notice should be given to the SSIAA and other affected organizations.

As our MLA, we ask you to intercede to ensure that control of invasive plant species on Salt Spring Island public lands by provincially-funded bodies is undertaken without resort to herbicides such as Glyphosate, unless local consultation takes place first.

Yours truly,



Anne Macey, Chair Salt Spring Island Agricultural Alliance  
Tel: 250 537 5511; email: annemacey@shaw.ca

cc: Hon. Steve Thomson <FLNR.Minister@gov.bc.ca>, Rachelle McElroy <rachelle@coastalisc.com>, Dale Johnson <djohnson@mainroad.ca>, Wayne McIntyre <directorssi@crd.bc.ca>, Sheila Malcolmson <smalcolmson@islandstrust.bc.ca>, Peter Grove <pgrove@islandstrust.bc.ca>, George Grams <ggrams@islandstrust.bc.ca>, John Wakefield <saltspringtransit@crd.bc.ca>, Christine Torgimson <christine@saltspringconservancy.ca>, Maureen Moore <m@gulfislands.com>.

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<sup>3</sup> The Impact Of Insecticides And Herbicides On The Biodiversity And Productivity Of Aquatic Communities Rick A. Relyea Ecological Applications, 15(2), 2005, pp. 618-627 Ecological Society of America;

Glyphosate's Suppression of Cytochrome P450 Enzymes and Amino Acid Biosynthesis by the Gut Microbiome: Pathways to Modern Diseases, Anthony Samsel and Stephanie Seneff, Entropy 2013, 15(4), 1416-1463;

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