



Making a difference...together

**SALT SPRING TRANSPORTATION COMMISSION**  
**Notice of Meeting on TUESDAY, November 19, 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 Partners Creating Pathways-Jean Gelwicks
  - 2.2 Jenny McClean-Bus Shelters
- 3. Capital Plan and Operational Budget**
  - 3.1 Ganges Transportation Infrastructure Works
  - 3.2 Capital Plan-Director McIntyre
  - 3.3 Capital Project Priorities-Commissioner McLennan
  - 3.4 Five Year Capital Plan 2014-2017-Commissioner McLennan
- 4. Adoption of Minutes**
  - 4.1 Regular Minutes October 22, 2013
  - 4.2 Special Meeting Minutes October 29, 2013
- 5. Outstanding Business**
  - 5.1 Speed Limit Working Group-Commissioner Visser
  - 5.2 BC Ferries Fulford Project-Commissioner Swierenga
  - 5.3 SSI Transit System Service Review-Terms of Reference-Draft
- 6. Reports**
  - 6.1 Chair Report
  - 6.2 Director Report
  - 6.3 Financial Reports
  - 6.4 Project Status Report
- 7. New Business**
  - 7.1 Email dated November 5, 2013 from BC Transit re:Request for Special Transit Service for Remembrance Day  
That the Legion's request for special transit service to transport members of the Navy from Ganges Dock to the Legion on November 11, 2013 be approved
- 8. Correspondence/Information** *(these items were deferred from Oct 22, 2013)*
  - 8.1 Email dated September 26, 2013 from Ross and Jo McIlvenna re: Walking trail - Churchill to Leisure Lane
  - 8.2 Letter dated September 19, 2013 to Jordan Wagner, Ministry of Transportation from Dennice Stambuck re: Upper and Lower Ganges Road
  - 8.3 Email exchange dated October 14-17, 2013 from Jordan Wagner, Ministry of Transportation, to Gregory Ast and Karen Wright re: sidewalk and bicycle paths
- 9. Next Meeting**
  - 9.1 Regular meeting December 17, 2013 at 4-6 pm
- 10. Adjournment**

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



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RECEIVED 2013 SEP 25

CRD EXECUTIVE OFFICE

Received

SEP 25 2013

**RULES GOVERNING THE HEARING OF INDIVIDUALS OR DELEGATIONS  
BY THE SALT SPRING ISLAND TRANSPORTATION COMMISSION**

- Under the CRD Procedural Bylaw, the Commission may, by *majority* vote, allow an individual or a delegation to address the meeting on **the subject of an agenda item**.
- Each speaker is required to complete this form and submit it to the Salt Spring Island Transportation Commission secretary not less than two working days prior to the meeting.
- If you miss this deadline, you may still submit this form, however such requests will require *unanimous* approval.
- Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote.

**Submit form to Salt Spring Island Transit and Transportation Commission**

E-mail: [saltspringtransit@crd.bc.ca](mailto:saltspringtransit@crd.bc.ca)

Fax: (250) 360-3130

Capital Regional District, P.O. Box 1000, 625 Fisgard Street, Victoria, BC V8W 2S6

I wish to address the: Salt Spring Island Transportation Commission

AT THE MEETING OF November 19, 2013 at ? AM/PM

ON AGENDA ITEM Partners Creating Pathways (PCP)  
update

NAME Jean Helwicks

ADDRESS Woodland Drive

SSI VRK 156

I REPRESENT Island Pathways

(Name of Organization if applicable)

AS Chair of PCP Committee

(Capacity/Office)

TELEPHONE --- FAX ---

E-MAIL ---

My reason(s) for appearing is (are) and the substance of my presentation is as follows:

To update the Transportation Commission on  
this year's community pathway project  
and to talk about future plans.

(If more space is required, please attach an additional page to this form.)

Sept 19, 2013  
Date

J Helwicks  
Signature



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RECEIVED BY 10/18/13

## RULES GOVERNING THE HEARING OF INDIVIDUALS OR DELEGATIONS BY THE SALT SPRING ISLAND TRANSPORTATION COMMISSION

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- Each address shall be limited to five (5) minutes unless a longer period is agreed to by unanimous vote.

Submit form to Salt Spring Island Transportation Commission

E-mail: [ssitc@crd.bc.ca](mailto:ssitc@crd.bc.ca)

Fax: (250) 537-4448

Capital Regional District, 145 Vesuvius Bay Road, Salt Spring Island, BC V8K 1K3

I wish to address the: Salt Spring Island Transportation Commission

AT THE MEETING OF NOVEMBER 19, 2013 at 4 AM/PM  
ON AGENDA ITEM \_\_\_\_\_

NAME Jenny M'Clean

ADDRESS Atkins Road, SSI, V8K 2R5

I REPRESENT \_\_\_\_\_

(Name of Organization if applicable)

AS \_\_\_\_\_

(Capacity/Office)

TELEPHONE (250) . . . . .

FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

My reason(s) for appearing is (are) and the substance of my presentation is as follows:

I have taken photos of bus shelters around the  
Lower Mainland & feel that another type of  
shelter would be more appropriate for  
L-G Rd, in front of Country Grocer.

(If more space is required, please attach an additional page to this form.)

@Oct. 18, 2013.

Date

Jenny M'Clean  
Signature

CAPITAL REGIONAL DISTRICT  
GANGES TRANSPORTATION INFRASTRUCTURE WORKS, SSI  
PRELIMINARY CONSTRUCTION COST PREPARED FOR FEASIBILITY  
RAINBOW ROAD: LOWER GANGES ROAD TO KANAKA - 4.0m SHARED BIKE / PEDESTRIAN PATH  
PREPARED BY JE ANDERSON AND ASSOCIATES  
JEA #87866 - October 31, 2013

	Description	Unit	Quantity	Rate	Cost
Roadworks	Subgrade Preparation	m <sup>2</sup>	100	\$20	\$2,000
	Sawcut, Grind Asphalt	l.m.	150	\$25	\$3,750
	300mm of SGSB	m <sup>2</sup>	200	\$18	\$3,600
	150mm of 75mm CBC	m <sup>2</sup>	200	\$15	\$3,000
	150mm of 25mm CBC	m <sup>2</sup>	200	\$15	\$3,000
	Asphalt Leveling	m <sup>2</sup>	0	\$20	\$0
	100mm Asphalt	m <sup>2</sup>	90	\$120	\$10,800
	50mm Asphalt	m <sup>2</sup>	100	\$60	\$6,000
	150mm Asphalt Curb	l.m.	200	\$50	\$10,000
	Gravel Shoulders	l.m.	100	\$20	\$2,000
Sub-total Roadworks and Bike Lanes					\$44,150
Sidewalks	Subgrade Preparation	l.m.	220	\$80	\$17,600
	150mm of 75mm Subbase Gravel (driveways)	l.m.	30	\$50	\$1,500
	150mm of 25mm Base Gravel	l.m.	220	\$50	\$11,000
	50mm of 4.0m wide asphalt	l.m.	220	\$180	\$39,600
	Access Complication Allowance	l.s.	1	\$2,000	\$2,000
	Gravel Shoulders	l.m.	220	\$5	\$1,100
	Postal Kiosk Allowance	ea.	1	\$5,000	\$5,000
	Intersections Allowance	l.s.	1	\$5,000	\$5,000
Sub-total Sidewalks					\$82,800
Drainage	Culverts	ea.	0	\$1,500	\$0
	Storm Drain / perf drain	l.m.	175	\$190	\$33,250
	Manholes	ea.	3	\$3,000	\$9,000
	Services	ea.	1	\$1,200	\$1,200
	Road Crossing Allowance	ea.	2	\$2,000	\$4,000
	Catch Basins	ea.	8	\$1,700	\$13,600
	Catch Basin Leads	ea.	8	\$500	\$4,000
	Headwalls	ea.	1	\$800	\$800
	Exiting Drain Adjustments	ea.	0	\$500	\$0
	Ditches	l.m.	0	\$20	\$0
Sub-total Drainage					\$65,850
Sewer and Water	Service Adjustment Allowances	ea.	5	\$1,000	\$5,000
Sub-total Sewer and Water					\$5,000
Utilities	Power Pole Relocations	ea.	5	\$10,000	\$50,000
	Anchor Relocations Allowance	ea.	2	\$1,000	\$2,000
Sub-total Utilities					\$52,000
Other	Traffic Control Allowance	l.s.	1	\$12,000	\$12,000
	Painting and Signage Allowance	l.s.	1	\$8,000	\$8,000
	Crosswalk Signals Relocation	l.s.	1	\$5,000	\$5,000
	Landscaping Allowance	l.m.	250	\$30	\$7,500
	Fence Adjustments Allowance	l.s.	1	\$12,000	\$12,000
	Overexcavation / Fill Allowance	l.s.	1	\$10,000	\$10,000
	Rock Removal Allowance	l.s.	1	\$5,000	\$9,000
	Geotechnical Allowance	l.s.	1	\$8,000	\$8,000
	Mobilization Allowance	l.s.	1	\$5,000	\$5,000
	Property Purchase				
Sub-total Other					\$76,500

Sub-total \$326,300

Contingency @ +/-15% \$48,945

Sub-total \$375,245

GST @ +/-5% \$19,755

**TOTAL CONSTRUCTION \$395,000**

## Note:

The cost estimate does not include property purchase.

Estimate does not include changes required within properties.

The cost estimate does not include administration, consultant fees, legal surveying, lawyer fees, etc.

Estimate does not include work on east side of Lower Ganges Road

Estimate assumes that an MoTI overlay is not completed in conjunction with the work

Road condition and road edge elevations must be checked to ensure that asphalt curb can be placed to ensure minimal ponding. Overlay would reduce risks.

CAPITAL REGIONAL DISTRICT  
GANGES TRANSPORTATION INFRASTRUCTURE WORKS, SSI  
PREPARED FOR WORKSHOP WITH SSI TRANSPORTATION COMMISSION  
RAINBOW ROAD: LGR TO REC CENTRE- 4.0m SHARED BIKE / PEDESTRIAN PATH  
PREPARED BY JE ANDERSON AND ASSOCIATES  
JEA Project 87866 - November 5, 2013

	Description	Unit	Quantity	Rate	Cost
Roadworks	Subgrade Preparation	m <sup>2</sup>	800	\$15	\$12,000
	Sawcut Asphalt	l.m.	500	\$10	\$5,000
	300mm of SGSB	m <sup>2</sup>	700	\$18	\$12,600
	150mm of 75mm CBC	m <sup>2</sup>	800	\$15	\$12,000
	150mm of 25mm CBC	m <sup>2</sup>	800	\$15	\$12,000
	Asphalt Leveling	m <sup>2</sup>	0	\$20	\$0
	100mm Asphalt	m <sup>2</sup>	0	\$100	\$0
	50mm Asphalt	m <sup>2</sup>	800	\$40	\$32,000
	150mm Asphalt Curb	l.m.	460	\$40	\$18,400
	Gravel Shoulders	l.m.	200	\$20	\$4,000
Sub-total Roadworks and Bike Lanes					\$108,000
Sidewalks	Subgrade Preparation	l.m.	740	\$100	\$74,000
	150mm of 75mm Subbase Gravel (driveways)	l.m.	60	\$50	\$3,000
	150mm of 25mm Base Gravel	l.m.	720	\$50	\$36,000
	50mm of 4.0m wide asphalt	l.m.	650	\$160	\$104,000
	Access Complication Allowance	l.s.	10	\$1,000	\$10,000
	Gravel Shoulders	l.m.	720	\$5	\$3,600
	Postal Kiosk Allowances	ea.	2	\$5,000	\$10,000
	Intersections Allowance	l.s.	1	\$5,000	\$5,000
	Sub-total Sidewalks				
Drainage	Culverts	ea	0	\$1,500	\$0
	Storm Drain / perf drain	l.m.	470	\$180	\$84,600
	Manholes	ea.	12	\$3,000	\$36,000
	Services	ea.	2	\$1,200	\$2,400
	Road Crossing Allowance	ea	2	\$2,000	\$4,000
	Catch Basins	ea.	17	\$1,500	\$25,500
	Catch Basin Leads	ea.	17	\$500	\$8,500
	Headwalls	ea.	3	\$1,000	\$3,000
	Exiting Drain Adjustments	ea.	10	\$500	\$5,000
	Ditches	l.m.	200	\$20	\$4,000
Sub-total Drainage					\$173,000
Sewer and Water	Service Adjustment Allowances	ea.	10	\$1,000	\$10,000
Sub-total Sewer and Water					\$10,000
Utilities	Power Pole Relocations	ea	6	\$10,000	\$60,000
	Anchor Relocations Allowance	ea	5	\$1,000	\$5,000
Sub-total Utilities					\$65,000
Other	Traffic Control	l.s.	1	\$15,000	\$15,000
	Painting and Signage Allowance	l.s.	1	\$5,000	\$5,000
	Crosswalk Light Relocation	l.s.	1	\$5,000	\$5,000
	Landscaping Allowance	l.m.	800	\$30	\$24,000
	Fence Adjustments Allowance	l.s.	1	\$15,000	\$15,000
	Overexcavation / Fill Allowance	l.s.	1	\$22,000	\$22,000
	Geotechnical Allowance	l.s.	1	\$15,000	\$15,000
	Rock Removal Allowance	l.s.	1	\$20,000	\$20,000
	Mobilization Allowance	l.s.	1	\$20,000	\$20,000
	Property Purchase				
Sub-total Other					\$141,000

**Sub-total** \$742,600  
**Contingency @ +/-15%** \$111,390  
**Sub-total** \$853,990  
**GST @ +/-5%** \$46,010  
**TOTAL CONSTRUCTION** \$900,000

Note:  
 Estimate assumes that MoTI installs the asphalt overlay, shoulders, and completes the line painting.  
 The cost estimate does not include property purchase.  
 Does not include changes required within properties.  
 The cost estimate does not include administration, consultant fees, legal surveying, lawyer fees, etc.  
 Does not include work on east side of Lower Ganges Road

CAPITAL REGIONAL DISTRICT  
GANGES TRANSPORTATION INFRASTRUCTURE WORKS, SSI  
LOWER GANGES - SOUTH OF UPPER GANGES ROAD TO RAINBOW ROAD  
PREPARED BY JE ANDERSON AND ASSOCIATES  
JEA File 87866 - November 1, 2013

	Description	Unit	Quantity	Rate	Cost
<b>Roadworks &amp; Bike Lanes</b>	Subgrade Preparation	m <sup>2</sup>	100	\$15	\$1,500
	Sawcut / Grind Asphalt	l.m.	200	\$25	\$5,000
	300mm of SGSB	m <sup>2</sup>	200	\$15	\$3,000
	150mm of 75mm CBC	m <sup>2</sup>	200	\$12	\$2,400
	150mm of 25mm CBC	m <sup>2</sup>	200	\$12	\$2,400
	100mm Asphalt	m <sup>2</sup>	150	\$120	\$18,000
	50mm Asphalt	m <sup>2</sup>	100	\$50	\$5,000
	Asphalt Curb	l.m.	300	\$30	\$9,000
	Gravel Shoulders	l.m.	100	\$20	\$2,000
<b>Sub-total Roadworks and Bike Lanes</b>					<b>\$48,300</b>
<b>Sidewalks</b>	Subgrade Preparation	l.m.	300	\$60	\$18,000
	150mm of 75mm Subbase Gravel (driveways)	l.m.	20	\$60	\$1,200
	150mm of 25mm Base Gravel	l.m.	300	\$30	\$9,000
	50mm of 1.8m wide asphalt	l.m.	300	\$110	\$33,000
	Access Complication Allowance	l.s.	2	\$3,000	\$6,000
	Gravel Shoulders	l.m.	300	\$5	\$1,500
	Retaining Wall Allowance	l.s.	1	\$50,000	\$50,000
	Rock Blasting Allowance	l.s.	1	\$50,000	\$50,000
<b>Sub-total Sidewalks</b>					<b>\$168,700</b>
<b>Drainage</b>	Culverts	ea	0	\$1,500	\$0
	375mm Storm Drain	l.m.	160	\$180	\$28,800
	Road Crossing Allowance	ea	0	\$3,000	\$0
	Catch Basins	ea.	4	\$1,800	\$7,200
	Headwalls	ea.	1	\$800	\$800
	Manholes	ea	2	\$3,500	\$7,000
<b>Sub-total Drainage</b>					<b>\$43,800</b>
<b>Sewer and Water</b>	Service Adjustment Allowances	ea.	8	\$1,000	\$8,000
	Private Service Adj	ea.	3	\$2,000	\$6,000
<b>Sub-total Sewer and Water</b>					<b>\$14,000</b>
<b>Utilities</b>	Power Pole Relocations	ea	3	\$10,000	\$30,000
	Anchor Relocations Allowance	ea	1	\$1,000	\$1,000
	Service Adjustments	l.s.	1	\$5,000	\$5,000
<b>Sub-total Utilities</b>					<b>\$36,000</b>
<b>Other</b>	Traffic Control Allowance	l.s.	1	\$15,000	\$15,000
	Painting and Signage Allowance	l.s.	1	\$3,000	\$3,000
	Landscaping Allowance	l.m.	300	\$30	\$9,000
	Geotechnical Allowance	l.s.	1	\$10,000	\$10,000
	Mobilization Allowance	ea	1	\$10,000	\$10,000
	Property Purchase				
<b>Sub-total Other</b>					<b>\$37,000</b>

**Sub-total**      **\$347,800**  
**Contingency @ +/-20%**      **\$69,560**  
**Sub-total**      **\$417,360**  
**GST @ +/-5%**      **\$22,640**  
**TOTAL**      **\$440,000**

Note:  
Estimate assumes that work is completed separately from an MoTI overlay.  
The cost estimate does not include property purchase.  
The cost estimate does not include administrations, consultant fees, legal surveying, lawyer fees, etc.

CAPITAL REGIONAL DISTRICT  
GANGES TRANSPORTATION INFRASTRUCTURE WORKS, SSI  
LOWER GANGES / UPPER GANGES ROUNDABOUT  
PREPARED BY JE ANDERSON AND ASSOCIATES  
JEA #87866 - November 1, 2013

	Description	Unit	Quantity	Rate	Cost
<b>Roadworks</b>	Asphalt removal	m <sup>2</sup>	2800	\$10	\$28,000
	Re-grading	m <sup>2</sup>	500	\$15	\$7,500
	Subgrade Preparation	m <sup>2</sup>	400	\$20	\$8,000
	300mm of SGSB	m <sup>2</sup>	1000	\$15	\$15,000
	150mm of 75mm CBC	m <sup>2</sup>	1500	\$12	\$18,000
	150mm of 25mm CBC	m <sup>2</sup>	4000	\$12	\$48,000
	Concrete Curb and Gutter	l.m.	500	\$110	\$55,000
	100mm Asphalt	m <sup>2</sup>	2400	\$80	\$192,000
	50mm Asphalt	m <sup>2</sup>	0	\$50	\$0
	Traffic Rated Pavers/ Colored Concrete etc.	m <sup>2</sup>	500	\$120	\$60,000
	Gravel Shoulders	l.m.	120	\$20	\$2,400
<b>Sub-total Roadworks</b>					<b>\$433,900</b>
<b>Sidewalks</b>	Subgrade Preparation	l.m.	350	\$60	\$21,000
	150mm of 75mm Subbase Gravel (driveways)	l.m.	20	\$200	\$4,000
	150mm of 25mm Base Gravel	l.m.	350	\$30	\$10,500
	3m avg wide asphalt	l.m.	350	\$120	\$42,000
	Service Adjustment Allowance	l.s.	2	\$4,000	\$8,000
	Access Complication Allowance	l.s.	1	\$2,000	\$2,000
	Gravel Shoulders	l.m.	340	\$5	\$1,700
<b>Sub-total Sidewalks</b>					<b>\$89,200</b>
<b>Drainage</b>	200mm Storm Drain	l.m.	50	\$120	\$6,000
	450mm Storm Drain	l.m.	130	\$200	\$26,000
	Manholes	ea.	3	\$3,500	\$10,500
	Catch Basins	ea.	8	\$1,800	\$14,400
	Catch Basin Leads	ae.	8	\$1,000	\$8,000
	Headwalls	ea.	1	\$1,000	\$1,000
<b>Sub-total Drainage</b>					<b>\$65,900</b>
<b>Sewer and Water</b>	Water Allowances	l.s.	1	\$5,000	\$5,000
	Sewer Allowances	l.s.	1	\$5,000	\$5,000
<b>Sub-total Sewer and Water</b>					<b>\$10,000</b>
<b>Utilities</b>	Power Pole Relocations	ea.	5	\$10,000	\$50,000
	Service Box adjustments	l.s.	1	\$15,000	\$15,000
<b>Sub-total Utilities</b>					<b>\$65,000</b>
<b>Other</b>	Retaining Wall Allowance	l.m.	100	\$1,000	\$100,000
	Temporary detours allowance	ea.	1	\$20,000	\$20,000
	Traffic Control	l.s.	1	\$30,000	\$30,000
	Rock Breaking Allowance	l.s.	1	\$40,000	\$40,000
	Painting and Signage Allowance	l.s.	1	\$10,000	\$10,000
	Lighting Allowance	l.s.	1	\$30,000	\$30,000
	Landscaping Allowance	l.s.	1	\$10,000	\$10,000
<b>Sub-total Other</b>					<b>\$240,000</b>

Sub-total      \$904,000  
 Contingency @ +/-20%      \$180,800  
 Sub-total      \$1,084,800  
 GST @ +/-5%      \$55,200  
**TOTAL      \$1,140,000**

**Note:**

The cost estimate is based on the roundabout drawing prepared by JE Anderson and Associates.  
 dated November 30, 2010  
 Assumes work on Lower Ganges extends from tie in to work to north to extent of re-grading  
 to south (Sta 2+280)  
 The cost estimate does not include property purchase.  
 The cost estimate does not include administrations, consultant fees, legal surveying, lawyer fees, etc.  
 The estimate does not include repair work on private property.

**Atkins Left Turn Lane:  
Option 1**

**CAPITAL REGIONAL DISTRICT  
GANGES TRANSPORTATION INFRASTRUCTURE WORKS, SSI  
ATKINS LEFT TURN LANE - MoTI DOES OVERLAY AND POLES (AT LOW COST)  
LOWER GANGES ROAD  
PREPARED BY JE ANDERSON AND ASSOCIATES  
Nov. 7, 2013**

Atkins LTL	Description	Unit	Quantity	Rate	Cost
	Subgrade Preparation	m <sup>2</sup>	400	\$20	\$8,000
	Sawcut, Grind Asphalt	l.m.	140	\$10	\$1,400
	250mm of SGSB	m <sup>2</sup>	450	\$16	\$7,200
	150mm of 75mm CBC	m <sup>2</sup>	450	\$14	\$6,300
	150mm of 25mm CBC	m <sup>2</sup>	500	\$12	\$6,000
	50mm Asphalt	m <sup>2</sup>	400	\$40	\$16,000
	300mm Asphalt Strip	m <sup>2</sup>	0	\$40	\$0
	Asphalt Curb	l.m.	0	\$30	\$0
	Driveway complications	ea.	0	\$1,000	\$0
	Island Allowance	ea.	1	\$8,000	\$8,000
	Gravel Shoulders	l.m.	140	\$10	\$1,400
	Contractor testing / quality control	l.s.	1	\$4,000	\$4,000
<b>Sub-total Atkins Left Turn Lane</b>					<b>\$58,300</b>
<b>Drainage</b>					
	600mm Culverts	l.m.	40	\$300	\$12,000
	Headwalls	ea.	6	\$500	\$3,000
	Manholes	ea.	1	\$4,000	\$4,000
	Catch Basins	ea.	2	\$1,000	\$2,000
	Culvert Removals	l.s.	2	\$1,500	\$3,000
	Ditches	l.m.	180	\$30	\$5,400
<b>Sub-total Drainage</b>					<b>\$29,400</b>
<b>Sewer and Water</b>					
	Service Adjustment Allowances	ea.	4	\$500	\$2,000
<b>Sub-total Sewer and Water</b>					<b>\$2,000</b>
<b>Utilities</b>					
	Power Pole Relocations	ea	2	\$4,000	\$8,000
	Anchor Relocations Allowance	ea	2	\$1,000	\$2,000
<b>Sub-total Utilities</b>					<b>\$10,000</b>
<b>Other</b>					
	Traffic Control Allowance	l.s.	1	\$8,000	\$8,000
	Painting and Signage Allowance	l.s.	1	\$3,000	\$3,000
	Landscaping Allowance	l.m.	150	\$20	\$3,000
	Trail Re-construction	l.m.	130	\$65	\$8,450
	Fence Relocation	l.s.	1	\$1,000	\$1,000
	Mob / Demob Allowance	l.s.	1	\$3,000	\$3,000
	Electrical Allowance	ea.	1	\$5,000	\$5,000
	Property Purchase				
<b>Sub-total Other</b>					<b>\$31,450</b>

**Sub-total \$131,150**  
**Contingency @ +/-20% \$26,230**  
**Sub-total \$157,380**  
**HST @ +/-5% \$7,620**  
**TOTAL \$165,000**

**Note:**

Estimate assumes full road overlay is completed by MoTI, and MoTI arranges pole re-l  
Extent of new gravel assumed to start at 300mm beyond existing edge of asphalt at a 2:1 slope - that is,  
half the existing 0.6m gravel shoulder is expected to be acceptable.  
Asphalt sawcut and grind location assumed to be 300mm off existing asphalt.  
The cost estimate does not include property purchase.  
The cost estimate does not include administration, consultant fees, legal surveying, lawyer fees, etc.



CAPITAL REGIONAL DISTRICT  
GANGES TRANSPORTATION INFRASTRUCTURE WORKS, SSI  
ATKINS LEFT TURN LANE - MoTI DOES OVERLAY  
LOWER GANGES ROAD  
PREPARED BY JE ANDERSON AND ASSOCIATES  
Nov. 7, 2013

	Description	Unit	Quantity	Rate	Cost
Atkins LTL	Subgrade Preparation	m <sup>2</sup>	400	\$20	\$8,000
	Sawcut, Grind Asphalt	l.m.	140	\$10	\$1,400
	250mm of SGSB	m <sup>2</sup>	450	\$16	\$7,200
	150mm of 75mm CBC	m <sup>2</sup>	450	\$14	\$6,300
	150mm of 25mm CBC	m <sup>2</sup>	500	\$12	\$6,000
	50mm Asphalt	m <sup>2</sup>	400	\$40	\$16,000
	300mm Asphalt Strip	m <sup>2</sup>	0	\$40	\$0
	Asphalt Curb	l.m.	0	\$30	\$0
	Driveway complications	ea.	0	\$1,000	\$0
	Island Allowance	ea.	1	\$8,000	\$8,000
	Gravel Shoulders	l.m.	140	\$10	\$1,400
	Contractor testing / quality control	l.s.	1	\$4,000	\$4,000
Sub-total Atkins Left Turn Lane					\$58,300
Drainage	600mm Culverts	l.m.	40	\$300	\$12,000
	Headwalls	ea.	6	\$500	\$3,000
	Manholes	ea.	1	\$4,000	\$4,000
	Catch Basins	ea.	2	\$1,000	\$2,000
	Culvert Removals	l.s.	2	\$1,500	\$3,000
	Ditches	l.m.	180	\$30	\$5,400
	Sub-total Drainage				
Sewer and Water	Service Adjustment Allowances	ea.	4	\$500	\$2,000
	Sub-total Sewer and Water				
Utilities	Power Pole Relocations	ea	2	\$15,000	\$30,000
	Anchor Relocations Allowance	ea	2	\$1,000	\$2,000
	Sub-total Utilities				
Other	Traffic Control Allowance	l.s.	1	\$8,000	\$8,000
	Painting and Signage Allowance	l.s.	1	\$3,000	\$3,000
	Landscaping Allowance	l.m.	150	\$20	\$3,000
	Trail Re-construction	l.m.	130	\$65	\$8,450
	Fence Relocation	l.s.	1	\$1,000	\$1,000
	Mob / Demob Allowance	l.s.	1	\$3,000	\$3,000
	Electrical Allowance	ea.	1	\$5,000	\$5,000
	Property Purchase				
Sub-total Other					\$31,450

Sub-total      \$153,150  
Contingency @ +/-20%      \$30,630  
Sub-total      \$183,780  
HST @ +/-5%      \$9,220  
**TOTAL      \$193,000**

**Note:**

Estimate assumes full road overlay is completed by MoTI in conjunction with work  
Extent of new gravel assumed to start at 300mm beyond existing edge of asphalt at a 2:1 slope - that is, half the existing 0.6m gravel shoulder is expected to be acceptable.  
Asphalt sawcut and grind location assumed to be 300mm off existing asphalt.  
The cost estimate does not include property purchase.  
The cost estimate does not include administration, consultant fees, legal surveying, lawyer fees, etc.

**Atkins Left Turn Lane:  
Option 3**

**CAPITAL REGIONAL DISTRICT  
GANGES TRANSPORTATION INFRASTRUCTURE WORKS, SSI  
ATKINS LEFT TURN LANE - MoTI DOES NOT DO OVERLAY OR POLES  
LOWER GANGES ROAD  
PREPARED BY JE ANDERSON AND ASSOCIATES  
Nov. 7, 2013**

Atkins LTL	Description	Unit	Quantity	Rate	Cost
	Subgrade Preparation	m <sup>2</sup>	400	\$20	\$8,000
	Sawcut, Grind Asphalt	l.m.	140	\$30	\$4,200
	250mm of SGSB	m <sup>2</sup>	400	\$16	\$6,400
	150mm of 75mm CBC	m <sup>2</sup>	400	\$14	\$5,600
	150mm of 25mm CBC	m <sup>2</sup>	500	\$12	\$6,000
	100mm Asphalt	m <sup>2</sup>	400	\$70	\$28,000
	300mm Asphalt Strip	m <sup>2</sup>	45	\$40	\$1,800
	Asphalt Curb	l.m.	0	\$30	\$0
	Driveway complications	ea.	0	\$1,000	\$0
	Island Allowance	ea.	1	\$8,000	\$8,000
	Gravel Shoulders	l.m.	140	\$20	\$2,800
	Contractor testing / quality control	l.s.	1	\$5,000	\$5,000
<b>Sub-total Atkins Left Turn Lane</b>					<b>\$75,800</b>
<b>Drainage</b>					
	600mm Culverts	l.m.	40	\$300	\$12,000
	Headwalls	ea.	6	\$500	\$3,000
	Manholes	ea.	1	\$4,000	\$4,000
	Catch Basins	ea.	2	\$1,000	\$2,000
	Culvert Removals	l.s.	2	\$1,500	\$3,000
	Ditches	l.m.	180	\$30	\$5,400
<b>Sub-total Drainage</b>					<b>\$29,400</b>
<b>Sewer and Water</b>					
	Service Adjustment Allowances	ea.	4	\$500	\$2,000
<b>Sub-total Sewer and Water</b>					<b>\$2,000</b>
<b>Utilities</b>					
	Power Pole Relocations	ea.	2	\$15,000	\$30,000
	Anchor Relocations Allowance	ea.	2	\$1,000	\$2,000
<b>Sub-total Utilities</b>					<b>\$32,000</b>
<b>Other</b>					
	Traffic Control Allowance	l.s.	1	\$8,000	\$8,000
	Painting and Signage Allowance	l.s.	1	\$6,000	\$6,000
	Landscaping Allowance	l.m.	150	\$20	\$3,000
	Trail Re-construction	l.m.	130	\$65	\$8,450
	Mob / Demob Allowance	l.s.	1	\$4,000	\$4,000
	Fence Relocation	l.s.	1	\$1,000	\$1,000
	Electrical Allowance	ea.	1	\$5,000	\$5,000
	Property Purchase				
<b>Sub-total Other</b>					<b>\$35,450</b>

**Sub-total \$174,650**  
**Contingency @ +/-20% \$34,930**  
**Sub-total \$209,580**  
**HST @ +/-5% \$10,420**  
**TOTAL \$220,000**

**Note:**

Estimate assumes full road overlay is not completed in conjunction with work.  
 Extent of new gravel assumed to start at 300mm beyond existing edge of asphalt at a 2:1 slope - that is, half the existing 0.6m gravel shoulder is expected to be acceptable.  
 Asphalt sawcut and grind location assumed to be 300mm off existing asphalt.  
 The cost estimate does not include property purchase.  
 The cost estimate does not include administration, consultant fees, legal surveying, lawyer fees, etc.

## TRANSPORTATION FUNDING

The SSITC has many SSI transportation funding issues, both short and long-term. The transit AAP was recently approved for a requisition increase of up to \$165k. As well there is a forthcoming SSITC request for a substantial referendum for the support of other transportation matters. I felt it was important to document information that may assist the SSITC in their budget deliberations and recommendations:

- \*Since 2005 over 50% of the Gas Tax Community Works Fund has been directed to SSI transportation projects-over \$1.2m

- \*BC Transit through the CRD was very supportive in the establishment of SSI Transit service through provision of start-up buses, etc. that support has ending.

- \*The CRD through the SSITC, PARCS and CRD GIA ( Vello Village recently received a CRD Ecostar Award) have been very supportive of Pathways projects financially as well as providing liability insurance and maintenance support through CRD PARCS. Without this support Pathways would not be nearly as successful in its achievements which have been a great benefit to SSI.

- \*Present SSI budget funding: transportation-\$146k and transit \$86k-if approved an increase of up to \$165k to total over \$250k

- \*MOTI funding for NGTP phase 1 \$450k

- \*Mainland roads annual maintenance \$1.5m, no specific current breakdown of upgrades, etc.

- \*It should be noted that with the inclusion of roads in transportation funding the budget exceeds PARCS. It should also be noted that both PARCS and the Library have mortgages on their assets and are paying down that debt; the assets will be owned outright in 15 years.

## STUDIES

- \*A number of transportation studies have been funded through gas tax, the SSI taxpayer, the MOTI and FC and the CRD. Examples include: the NGTP, Ganges Hill, the SSI Cycling Master Plan, Fulford upgrades, MOTI safety audit and SSI input into the CRD Regional Transportation Plan.

## MOTI

- \*Some members of the SSITC may not be aware of the scope of this ministry. It includes infrastructure, including assets such as pools and libraries as well as roads, transit, ferries and related infrastructure, e.g. bridges, ferry terminals, etc. The relevance is the amount of recent funding and projects directed to SSI from this ministry: \$2.5m to the library, \$450k to the NGTP, the Fulford ferry terminal upgrade and safety audit, the later estimated to be much more costly than NGTP phase 1, total over \$4.5m? As we now know this project is on hold.

## COMMUNITY SURVEYS/PULSE

\*It is important to get a sense of the pulse of the community and where they want their taxpayer dollars to be spent. In an unscientific polling last year as a budget input I polled various community groups such as the hospital foundation, library, chamber, SSITC, PARCS, SSICEDC, SSI Foundation and various water and waste management commissions. Not surprising there was nothing substantive that came out that gave a clear priority but there was a higher rating on economic issues than I was expecting and an obvious concern on water matters. I repeat this was not scientific, the closest one to a scientific survey was the SS Foundation where affordable housing was tops and transportation slid down a notch from their previous survey more than likely due to the success of SSI Transit. In the most recent governance study pulse check (non-scientific) survey the top three challenges identified were jobs and the economy, water and governance. This is not intended to downgrade the importance of transportation matters; I am a strong advocate for transit which is why I supported the AAP...close to 100,000 Transit riders voted with their wallets. I am also a supporter of other transportation projects such as NGTP phase 2 but we have to be realistic about the very high cost of these projects and the competition for taxpayer dollars.

If we are to go ahead with the proposed referendum we want it to be successful, when and how much will be key factors. At the present requested requisition amount a successful referendum would result in an average CRD core budget increase per average household of over 8% or around \$60 per year, plans and benefits have to be very clear and the process transparent. We need to learn from the Fire Hall experience. Add the potential referendum increase to the Transit requisition maximum and the SSITC is requesting community approval for an increase to the CRD core budget of 11%. Does the SSITC feel the community will be supportive? A referendum should only be initiated when there is community support; this has to be gauged in some fashion. Competition for incremental taxpayer dollars in the next year: Fire Hall (recently failed), Burgoyne Bay liquid waste, NSSWD upgrade, establishment of the SSI Watershed Authority, Ganges Village plan upgrade.

This overview is provided only for discussion purposes to help the SSITC in their budget and referendum deliberations.

**Discussion Document and Notice of Motion  
SSI Transportation Capital Project Priorities  
SSITC Meeting 19Nov13**

**Transportation Priorities for SSI**

At the Commission meeting with JEA and MoT on Oct 29, 2013, it was agreed it would be useful to signal our overall capital project priorities to MoT as a means of assisting the Ministry in its forward planning related to SSI.

This list need not be seen as being cast in stone. But it should be acknowledged that it would not facilitate MoT's long-term planning if the SSITC decided to significantly amend the priority project list on a regular basis.

As important as it is, I have not listed a parking authority for SSI as this is not a MoT-related initiative. Speed limits is a policy item rather than a funding matter and presumably can be pursued in parallel with the capital projects listed above. I assume also that minor projects like painting yellow curbs, wayfinding signage, bus shelter permits etc need not figure in a list of major capital projects.

In deciding on the order of priority, we need to think strategically as in the case of our Capital Plan. Our choices and where to rank them should take into account which projects are likely to attract MoT support. We cannot do it on our own with taxpayer money even with a large gas tax contribution.

Please give this some thought. What projects should we recommend? And in what order? How can we best induce MoT participation?

**Draft Motion for Discussion**

**The SSITC recommends that**

MoTI and the CRD consider the following project list to reflect the overall priority to be given to transportation capital projects on Salt Spring Island for future planning purposes:

1. NGTP Phases Two/Five (multi-use pathway on Rainbow Road in Ganges Village from Lower Ganges to the Recreation Centre) and annual Partners Creating Pathways projects
2. upgrade of safety conditions in Fulford Village and the ferry terminal approach for motorists, pedestrians, cyclists and transit - this is a BC Ferries project at the present time
3. NGTP Phase Three roundabout at Lower Ganges Road and Upper Ganges Road
4. NGTP Phase Four (pathway and bike lanes on Lower Ganges Road between LGR/UGR and Rainbow Road)
5. traffic calming in Ganges - raised and landscaped island at the Visitor Centre
6. upgrade safety conditions on Ganges Hill - this is a CRD Parks project at the present time
7. Rainbow Road south side pathway from Lower Ganges to Murakami Gardens

Donald McLennan  
November 12, 2013

**Discussion Document  
Five Year Capital Plan 2014-2017  
SSITC Meeting 19Nov13**

**SSITC Priorities a Match for the RTP**

The stated priorities of the SSITC are in keeping with CRD Regional Transportation Plan (RTP) priorities including our draft Vision Statement:

***"Salt Spring Island's transportation system will enhance the livability and sustainability of our community by providing accessible, safe and convenient transportation choices with a greater emphasis on transit, walking, cycling and ride-sharing or other alternatives to driving alone."***

- enhance safety for vulnerable road users in Ganges and improve traffic flow safety at key intersections with the NGTP and the PCP pathway network
- build bus shelters and expand SS Transit to increase ridership
- publish and commence implementation of the SSI CMP (cycling skills courses; innovative pedestrian and cycling infrastructure; and wayfinding signage)
- support BC Ferries plans for safer access for vehicles, pedestrians, cyclists and transit in Fulford
- upgrade safety conditions on Ganges Hill
- traffic calming in Ganges

**Transportation Infrastructure Spending on SSI**

Island Pathways has contributed significantly to improving transportation infrastructure on SSI; they have initiated, managed and funded 75% of their pathway network in the periphery of Ganges with their army of community volunteers and with huge leveraging of taxpayer dollars.

Phase One of the public-driven NGTP has started to turn the corner on improving safety for vulnerable road users and motorists in Ganges. But the five-phase NGTP is now stalled.

There are other examples of infrastructure gaps to be filled:

- make Ganges pedestrian friendly as called for by the Economic Development Commission
- enhance safety on Ganges Hill with a start to the CRD Regional Trail to build tourism

In addition, there are other challenges to be addressed:

- the lack of an operational parking authority on Salt Spring
- speed limits on the island

Safety and security are the driving factors behind the current SSITC project priorities. Enhancing transportation infrastructure also contributes directly to quality of life and economic development on SSI.

**Funding**

A three-way partnership is critical for the funding of major transportation projects on Salt Spring:

- gas tax
- SSI taxpayer via the SSITC requisition
- MoT

We are very fortunate to be able to use gas tax funds and SSI taxpayer funds to leverage contributions from MoT. The current CRD Five Year Capital Plan schedules a referendum in 2014 to increase the SSITC tax requisition from \$146,000 to some \$580,000 annually for the three year period 2015-2017. With the addition of a solid gas tax contribution, this should be sufficient to leverage an equally solid contribution from MoT for projects on SSI.

### **Projects included in the Capital Plan - Thinking Strategically**

In deciding what projects to include in our Capital Plan, we need to think strategically. Our choices and when to schedule them should take into account which projects are likely to attract MoT support and when. We cannot do it on our own with taxpayer money even with a large gas tax contribution.

### **Draft Capital Plan for Discussion**

#### **2014**

- NGTP Phases Two/Five: JEA to prepare engineering drawings for tender call; seek MoT approval for construction to commence Spring 2015; negotiate property issues - \$20k?
- PCP new pathway - \$15k
- pathway maintenance - \$10k
- CMP wayfinding signage - CRD Active Transportation funding
- CMP cycling skills courses - CRD Active Transportation funding
- Ganges Hill engineering drawings for publicly agreed option - balance of CRD Parks \$50k budget should suffice
- drainage study for pathway on south side of Rainbow Road (covered off by JEA NGTP design brief?); Payment-in-lieu funds held in Reserve

#### **2015**

- NGTP Phases Two/Five - \$850k (\$400k gas tax; \$450k from SSITC requisition)
- PCP new pathway - \$15k
- pathway maintenance - \$10k
- CMP-endorsed traffic calming tentative start in Ganges - concept design for raised and landscaped island in front of the Visitor Centre - \$2k
- commission study to outline how to create a parking authority on SSI - \$4k?
- in-house design of south side Rainbow pathway : Payment-in-lieu funds held in Reserve
- should we offer to contribute to the pedestrian/cycling component of BCF Fulford project as a means of leveraging a MoT funding contribution to this BC Ferries project?

#### **2016**

- NGTP Phase Three - \$1m MoT warranted roundabout project; \$100k SSITC requisition contribution to sidewalk component
- NGTP Phase Four - \$500k (\$333k gas tax; \$167k SSITC requisition)
- PCP new pathway - \$20k
- pathway maintenance - \$15k
- south side Rainbow Pathway - \$100k?
- SSITC contribution to vulnerable road user element of Fulford Hill reconstruction - \$100k?

#### **2017**

- Ganges Hill - \$700k (\$367k SSITC requisition; \$333k gas tax)
- PCP new pathway - \$20k
- pathway maintenance - \$20k

### **Future Project Wish List - time permitting!**

- continue the work of the SSITC Speed Limits WG
- contribute to the Islands Trust drafting of a Ganges master plan
- update the SSITC website
- adopt a SSITC logo

Donald McLennan  
November 10, 2013

## Transportation Capital Plan 2014-2017

**2014**

<b>Project</b>	<b>SSITC</b>	<b>gas tax</b>	<b>CRD</b>	<b>MoT</b>
NGTP Phases 2/5: multi-use pathway Rainbow Rd from LGR to the Recreation Centre: engineering	20k?			
PCP new pathway	15k			
pathway maintenance	10k			
CMP wayfinding signage			CRD Active Transp	
CMP cycling skills training			CRD Active Transp	
Ganges Hill engineering drawings			CRD Parks \$37k budget	
drainage study Rainbow Road			pathway reserve	
CRD overhead	60k			
sub-total	\$105k			

**2015**

<b>Project</b>	<b>SSITC</b>	<b>gas tax</b>	<b>CRD</b>	<b>MoT</b>
NGTP Phases 2/5: multi-use pathway Rainbow Rd from LGR to the Recreation Centre: construction	450k	400k		
PCP new pathway	15k			
pathway maintenance	10k			
concept design - raised/landscaped island - Visitor Centre	2k			
study on creation of a SSI parking authority	4k			
in-house design: Rainbow Rd southside pathway			pathway reserve	
CRD overhead	60k			
sub-total	\$541k	400k		



**2016**

<b>Project</b>	<b>SSITC</b>	<b>gas tax</b>	<b>CRD</b>	<b>MoT</b>
NGTP phase 3: warranted roundabout at LGR/UGR	100k			1m
NGTP phase 4: sidewalk and bike lanes on LGR from roundabout to Rainbow	167k	333k		
PCP new pathway	20k			
pathway maintenance	15k			
Rainbow Road southside pathway	100k			
vulnerable road user component of Fulford Hill reconstruction	100k			
CRD overhead	60k			
sub-total	\$562	333k		1m

**2017**

<b>Project</b>	<b>SSITC</b>	<b>gas tax</b>	<b>CRD</b>	<b>MoT</b>
Ganges Hill	367k	333k		
PCP new pathway	20k			
pathway maintenance	20k			
raised and landscaped centre island at Visitor Centre	30k			
CRD overhead	60k			
sub-total	497k	333k		

### Total Funding Required

	<b>As per above scenario (incl annual CRD overhead contribution)</b>	<b>As per CRD Capital Budget Forecast (incl CRD overhead contribution)</b>
SSITC	1.705m	1.726m
gas tax	1.066m	1.066m
MoT	1.000m	1.066m
Total	3.771m	3.858m



Making a difference...together

**Minutes of a Regular Meeting of the  
Salt Spring Island Transportation Commission  
Held October 22, 2013, 145 Vesuvius Bay Road, 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, Jean Taylor, Kees Visser, Robin Williams

**Staff:** Karla Campbell, Senior Manager; Ralf Waters, Manager of Engineering; Sarah Shugar, Recording Secretary

**ABSENT:** **Commissioner:** Harold Swierenga

Chair Wakefield called the meeting to order at 4:05 pm.

**1. Approval of Agenda**

**MOVED** by Commissioner Taylor, **SECONDED** by Commissioner Lyonns,  
That the agenda be approved as circulated.

**CARRIED**

**2. Presentations / Delegations**

**2.1 Myrna Moore, Senior Regional Transit Manager; Tania Wegwitz, Business Development and Adrianna McMullen, Transit Planner, BC Transit, re: Transit Operations and Service Review (Draft Terms of Reference)**

Tania Wegwitz provided an update on the draft terms of reference for the SSI Transit Service Review. The objective is to undertake a detailed analysis of the SSI Transit System to identify opportunities to improve efficiency and effectiveness. The following items were noted in the discussion:

- include reference to the Regional Transportation Plan.
- include review of the extent to which SSI Transit is appropriately accommodated at the four main hubs of SSI: Ganges, Fulford, Long Harbour and Vesuvius.
- include a prioritized list of future bus shelter locations and recommended scope of each.
- emphasize building ridership.

Comments and additional suggestions for key community stakeholders be given to Tania Wegwitz. BC Transit staff will provide an updated draft Terms of Reference for the SSI Transit Service Review at the next regular meeting.

**2.2 Ineke de Jong, SSI System Operator re: transit overloads**

Ineke de Jong provided an update on the transit overloads and reviewed several solutions that have been put into effect to address the overload situation. Myrna Moore advised that BC Transit is looking into bus replacements for SSI.

Matt Brain arrived at 4:38 pm.

Adrianna McMullen, Myrna Moore, Tania Wegwitz, and Ineke de Jong left the meeting at 4:55 pm.

**2.3 Matt Brain, Bus Shelter Design**

Matt Brain provided an update on the status of the bus shelter design. He advised he would like creative control and recognition (a plaque or logo) in lieu of financial reward for ownership of the design. He is giving permission for the design to be used at the Country Grocer location, however future locations would require discussion at that time. The bench donation program could reduce costs. The original design included a laminated wood beam that is now designed to be a steel beam with wood facing to reduce costs.

R. Waters reported receiving a quote of \$3,200 for design-build engineered drawings. There was discussion regarding the requirement for third party liability insurance.

**MOVED** by Commissioner Williams, **SECONDED** by Commissioner Haigh,  
That Matt Brain bus shelter design be referred back to the Bus Shelter Design  
Committee to reconsider the design with the CRD procurement requirements.

**CARRIED**

Matt Brain left the meeting at 5:10 pm.

**3. Adoption of Minutes**

**MOVED** by Commissioner Taylor, **SECONDED** by Commissioner Visser,  
That the minutes of the September 24, 2013 meeting be adopted as previously circulated.

**CARRIED**

**4. Outstanding Business**

**4.1 Report dated September 24, 2013 re: SSI Cycling Master Plan**

4.1.1 Commissioner McLennan's Notice of Motion re: SSI Cycling Master Plan  
Chair Wakefield read the following motion that was brought forward for  
consideration at the September 24, 2013 meeting:

**MOVED** by Commissioner McLennan, **SECONDED** by Commissioner Haigh,  
That the Salt Spring Island Transportation Commission:

- adopt the SSI Cycling Master Plan
- recommend that the CRD Director take the Plan to the Electoral Area Service Committee for adoption
- request that the Chair take the CMP to the Local Trust Committee for adoption.
- recommend that CRD take the CMP into account in the preparation of the Regional Transportation Plan
- seek partnerships to implement priorities identified in the CMP as recommended in the CRD Staff Report of September 24, 2013

**MOVED** by Commissioner Visser, **SECONDED** by Commissioner Taylor,  
That the Salt Spring Island Transportation Commission adopt the SSI Cycling Master  
Plan, recognizing that the statements and recommendations on speed limits reflect the  
views of the cycling community and not necessarily of the SSITC.

**DEFEATED**

**Haigh, Lyonns, McIntyre, McLennan, Taylor, Wakefield, Williams,**  
**voting in the negative.**

**MOVED** by Commissioner Taylor, **SECONDED** by Commissioner Lyonns,  
That the first bullet be amended by replacing the word '*adopt*' to '*receive*' and the third  
bullet be amended by replacing the word '*adoption*' to '*support in principle*'.

**CARRIED**

The question was called on the main motion, as amended, as follows:

**MOVED** by Commissioner McLennan, **SECONDED** by Commissioner Haigh,  
That the Salt Spring Island Transportation Commission:

- receive the SSI Cycling Master Plan
- recommend that the CRD Director take the Plan to the Electoral Area Services Committee for adoption
- 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
- seek partnerships to implement priorities identified in the CMP as recommended in the CRD Staff Report of September 24, 2013

**CARRIED**

- 4.1.2 Commissioner Kees Visser's Notice of Motion re: Amendment proposal for  
Motion on Cycling Master Plan  
This item was included in item 4.1.1

#### **4.2 Bus Shelters**

- 4.2.1 Construction Project Status Update (south side)  
This item was included in item 2.3

- 4.2.2 Bus Shelter Design Committee meeting notes dated October 11, 2013  
The Bus Shelter Design Committee meeting notes were received for information  
and deferred to the next meeting.

### **5. Reports**

#### **5.1 Chair Report**

There was no report at this time.

#### **5.2 Electoral Area Director**

There was no report at this time.

#### **5.3 Financial Reports**

The SSI Transportation Operating Report, SSI Transit Operating Report and the Capital Funds Report were provided for information and deferred to the next meeting

**5.4 Project Status Report**

The Project Status Report as of October 22, 2013 was provided for information and deferred to the next meeting.

**6. New Business**

**6.1 Letter dated September 26, 2013 from Marg Misek-Evans, GM Planning and Protective Services re: Invitation to participate in the Pedestrian and Cycling Master Plan Project Advisory Committee and Project Adjudication Working Group**

**MOVED** by Chair Wakefield, **SECONDED** by Commissioner Williams,  
That Salt Spring Island Transportation Commission recommends the nominations of:

- a) John Wakefield to the Pedestrian and Cycling Master Plan Project Advisory Committee
- b) Donald McLennan to the PCMP Project Adjudication Working Group

**CARRIED**

**6.2 Speed Limit Working Group**

The September 2013 Recommendations and the February 2013 Speed Limit Working Group Report were provided for information and deferred to the next meeting.

**6.3 BC Ferries Fulford Project**

Email dated October 15, 2013 from Harold Swierenga re: the BC Ferries Fulford Project was provided for information and deferred to the next meeting.

**6.4 Trail Fronting – 154 Kings Lane – Polaris Land Surveying**

The letter dated October 17, 2013 from Polaris Land Surveying Inc. proposing to construct a trail fronting 154 Kings Lane was provided for information. It was noted the SSITC considered the Kings Lane Development in April 2012.

**MOVED** by Chair Wakefield, **SECONDED** by Commissioner Lyonns,  
That Salt Spring Island Transportation Commission supports the proposed King's Lane Medical Centre development at 154 Kings Lane and recommends the owner, at their cost, construct a pedestrian pathway and register a statutory right of way in favour of the Capital Regional District (CRD) and in a form acceptable to the CRD, fronting the lot along 154 Kings Lane from the SE corner of the lot to the existing pathway serving the existing phase one medical centre.

**CARRIED**  
**McIntyre OPPOSED**

**7. Correspondence and Information Items**

The following items were deferred to the next meeting:

7.1 Email dated September 26, 2013 from Ross and Jo McIlvenna re: Walking trail – Churchill to Leisure Lane

7.2 Letter dated September 19, 2013 to Jordan Wagner, Ministry of Transportation from Dennice Stambuck re: Upper and Lower Ganges Road

7.3 Email dated October 14-17, 2013 from Jordan Wagner, Ministry of Transportation, to Gregory Ast and Karen Wright re: sidewalk and bicycle paths.

**8. Next Meeting**

The next Regular Meeting is scheduled on November 19, 2013 4:00 – 6:00 pm. Priority items to include for the November 19, 2013 Regular Meeting:

- Terms of Reference for Transit Service Review
- Island Pathway Delegation
- Capital Plan and Operational Budgets
- Bus Shelter

**9. Adjournment**

**MOVED** by Chair Wakefield, **SECONDED** by Director McIntyre,  
That the meeting be adjourned at 6:05 pm.

**CARRIED**



Making a difference...together

**Minutes of the Special Meeting of the  
Salt Spring Island Transportation Commission  
Held October 29, 2013 145 Vesuvius Bay Road, Salt Spring Island, BC**

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**DRAFT**

**PRESENT:** **Director:** Wayne McIntyre  
**Commission Members:** John Wakefield (Chair), Donald McLennan (Vice Chair), Andrew Haigh, Robin Williams, Harold Swierenga  
**Staff:** Karla Campbell, Senior Manager; Ralf Waters, Manager of Engineering; Joshua Frederick, P. Eng; Michele Akerman, Recording Secretary; **Ministry of Transportation and Infrastructure Staff:** Colin Coulter, Operations Technician, Jordan Wagner, District Development Technician, Mike Pearson, District Engineer  
J.E Anderson and Associates: Jeff Tomlinson, Jim Buchanan, P.Eng.

**ABSENT:** **Commissioner:** Naomi Lyonns, Jean Taylor, Kees Visser

Chair Wakefield called the meeting to order at 9:30 am.

**1. MOTION TO PROCEED TO CLOSED MEETING**

**MOVED** by R. Williams **SECONDED** by A. Haigh

Motion to 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 Commission closed the meeting at 9:35am.

The Commission rose from the closed session at 11:30am without report.

**2. Adjournment**

**MOVED** by D. McLennan, **SECONDED** by A. Haigh  
That the meeting be adjourned at 11:35am





## **SALT SPRING ISLAND TRANSIT SYSTEM SERVICE REVIEW**

### **TERMS OF REFERENCE - DRAFT**

This Terms of Reference outlines the objectives, scope, deliverables and approach for the completion of a Service Review for the Salt Spring Island Transit System. It is presented for the approval of the Capital Regional District (CRD), with endorsement by the Salt Spring Island Transportation Commission (SSITC).

#### **1.0 Introduction**

The objective of this Service Review is to undertake a detailed analysis of the Salt Spring Island Transit System to identify opportunities to improve its efficiency and effectiveness. BC Transit seeks to undertake comprehensive service reviews of systems on at least a five year basis. The last full review of the Salt Spring System was completed in 2009.

This Review will build on work previously undertaken in early 2013, which looked at immediate issues and opportunities within the system and proposed a number of service options, most of which were implemented in June and September 2013. That study also outlined a number of service opportunities for exploration as part of a larger review. While the proposed Service Review will aim to be comprehensive, these specific opportunities to be evaluated include:

- Service options and feasibility for providing service specifically to meet the needs of people with a disability (such as HandyDART or other demand-responsive service).
- Expanded service to the Long Harbour and Cusheon Lake Road areas
- Introductory services to new areas, particularly the Beddis Road and Cedar Lane areas
- Summer service to Ruckle Park
- Enhanced evening service
- Improving frequency of the 1 Fulford/Ganges to better meet the needs of residents living along the route.
- A synopsis of the current fleet and facilities for the system and an outlook on future options / requirements.
- An evaluation of existing bus stop and passenger amenities on the island and a summary of priorities for improvement (additional shelters, accessibility improvements, etc.) and future capacity needs at main hubs, particularly in Ganges.
- Identification of which opportunities would advance the goals of the Regional Transportation Plan pertaining to Salt Spring Island.

A number of other developments make the review timely. Salt Spring Island 's demographics including overall population size, average age, and other socioeconomic indicators have continued to change, impacting the needs of transit customers and potential transit customers. Additionally, policy directions contained in the new CRD Salt Spring Island Pedestrian and Cyclist Master Plan, and the CRD Regional Transportation Plan (currently in Draft format) may introduce new considerations for future transit service. Finally, ridership growth of the system since its inception in 2008 has been substantial and it is useful to evaluate all services to target where further growth or changes are needed.

## 2.0 Objectives

To conduct a Service Review process and complete a resulting report document which:

- Builds awareness of and support for the Salt Spring Island Transit System through the Review's public participation and communication strategy;
- Analyzes and reports on the performance of the existing Salt Spring Island Transit System, including how Salt Spring Island Transit compares to its peers, its current strengths and opportunities for improvement;
- Examines future transit requirements based on community plans, demographic trends, proposed land development and road network changes, demand at the Ganges Exchange and the Fulford, Long Harbour and Vesuvius ferry terminals and citizen priorities expressed through consultation;
- Outlines and recommends service options for consideration by the Salt Spring Island Transportation Commission and the Capital Regional District over the short- and longer-term periods to improve transit system performance and/or cost effectiveness;
- Makes recommendations on supporting strategies and outlines the path towards implementation.

The above analysis will be conducted while remaining cognizant of the objectives contained in:

- The Islands Trust Policy Statement
- The Salt Spring Island Official Community Plan
- CRD TravelChoices
- Draft CRD Regional Transportation Plan (presently in final draft form)
- CRD Salt Spring Island Workbook for the Salt Spring Island Transportation Commission, June 2013
- The CRD Salt Spring Island Pedestrian/Cycling Master Plan
- The CRD Pedestrian/Cycling Master Plan Pilot
- Any other relevant local plans

## 3.0 Scope

The Salt Spring Island Transit Service Review will examine the following:

Topic	Description
Context & Analysis	<ul style="list-style-type: none"><li>• Background to the existing transit service, including:<ul style="list-style-type: none"><li>○ Implementation history</li><li>○ Historical ridership data</li></ul></li><li>• Current and future community needs, including:<ul style="list-style-type: none"><li>○ Demographic statistics</li><li>○ Regional and local planning and transit policy and guidance</li><li>○ Current and future development, transportation network and growth patterns</li></ul></li><li>• Current service and market analysis, including:<ul style="list-style-type: none"><li>○ Ridership and productivity (rides per hour) by service type (conventional/handyDART)</li><li>○ Ridership and productivity (rides per hour) by time and day</li><li>○ Trip origins and destinations</li><li>○ Passenger types (e.g. senior, adult, student, or college student; ambulatory, or mobility aids required)</li><li>○ Service reliability and operating issues</li></ul></li></ul> <p>This data will be supplemented by information from:</p> <ul style="list-style-type: none"><li>○ Data from system ridership sheets</li><li>○ Onboard ride checks</li><li>○ Onboard driver and passenger surveys</li><li>○ Web surveys</li></ul>

Topic	Description
	<ul style="list-style-type: none"> <li>○ Conversations with staff members of the CRD, Islands Trust, Ganges Faerie Minishuttle, and other community Stakeholders</li> <li>• Vehicle fleet and infrastructure review</li> <li>• Comparative analysis of Salt Spring Island Transit with other similar-sized transit systems in order to identify best practices</li> </ul>
<b>Option Analysis</b>	<ul style="list-style-type: none"> <li>• Service change options for consideration in the short and longer-term futures</li> <li>• Additional resource requirements (if any) and applicable cost increase (or savings)</li> <li>• Other considerations and supporting strategies, including fare reviews, infrastructure changes and marketing</li> </ul>
<b>Consultation</b>	<p>Phase 1 Public Engagement: February / March 2014</p> <ul style="list-style-type: none"> <li>• Project website linked to BC Transit, Capital Regional District, Islands Trust and Salt Spring Island Transit Commission (SSITC)</li> <li>• Key stakeholder workshops and round-tables and public open houses</li> <li>• Recommendations received from the SSITC Board, SSITC staff, Ganges Faerie Minishuttle staff, drivers, and other community stakeholders</li> <li>• Onboard and website passenger survey responses on travel habits, transportation needs, and preferred options for service changes</li> <li>• Supporting news releases and advertising on local media and on local transit vehicles</li> <li>• Recommendations received from Council, City staff, operating company staff, and other community stakeholders</li> </ul> <p>Identification of preliminary Quick Wins for implementation in June or September 2014 (to be identified and presented to the SSITC / CRD for their consideration in late March 2014)</p> <p>Phase 2 Public Engagement: September 2014</p> <ul style="list-style-type: none"> <li>• Public open houses</li> <li>• Local resident surveys on preferred options for service changes</li> </ul>
<b>Final Report</b>	<ul style="list-style-type: none"> <li>• Final recommendations</li> <li>• Implementation process and next steps</li> </ul>

### 3.0 Deliverables

The key deliverables of the Service Review will be:

- A. Draft Salt Spring Island Service Review
  - Community Profile, Transit Service Background, Present Market Analysis, Service Reliability, Vehicle Review
  - Phase 1 Public Engagement results and proposed Quick Win service options for immediate consideration
  - Recommendations for Service Change Options;
  - Each option will include projected revenue, total costs (or savings), and municipal share of these
- B. Amended Service Change Options, based on feedback from Islands Trust, SSITC, CRD and Ganges Faerie Minishuttle to be used for Phase 2 public engagement events; and,
- C. Final Salt Spring Island Transit Service Review, including outline of implementation process and next steps.

## 4.0 Approach

The service review will be conducted via a collaborative approach between the Capital Regional District, the SSITC, BC Transit and the operating company (Ganges Faerie Minishuttle) and other key community stakeholders, led by BC Transit. The key contacts are as follows:

### Service Review Partners:

Capital Regional District:	Karla Campbell, Manager Salt Spring Island Electoral Area? John Hicks, Senior Transportation Planner
SSITC:	John Wakefield, Chair
BC Transit:	Myrna Moore, – Senior Regional Transit Manager Adriana McMullen – Transportation Planner Tania Wegwitz – Manager of Operational Planning
Ganges Faerie Minishuttle:	Ineke de Jong, Manager

Ongoing communication with the CRD and SSITC will be valuable at key junctures of the process in order to receive their input and endorsement on the approach, proposed service options and the final service review, prior to implementing recommendations.

BC Transit will conduct key stakeholder and public consultation in collaboration with our partners that incorporates several strategies from the spectrum of engagement, including:

- **Collaborating** – BC Transit, the CRD, SSITC, and Ganges Faerie Minishuttle are considered partners in the service review process, including collaboration on analyzing issues, developing options, identifying preferred solutions and making recommendations. Recommendations are presented to the City for approval;
- **Consulting** – public feedback is obtained through consultation to analyze issues and build alternatives and thereby make contributions to the decision making process;
- **Listening and learning** – BC Transit, partners, key stakeholders and public listen to and learn about each other's views, plans, concerns and expectations; and,
- **Informing** – providing information that will assist key stakeholders and public in understanding issues, problems, alternatives, and/or solutions.

Community stakeholders will include but not be limited to representatives from the following organization, as well as individuals listed.

- Salt Spring Island Chamber of Commerce
- Service Organizations:
  - Lions Club of Salt Spring Island
  - Rotary Club of Salt Spring Island
  - Royal Canadian Legion Island
- Seniors organizations:
  - GI Seniors Residence Association
  - Greenwoods Eldercare
  - Lady Minto Hospital
  - Seniors Wellness Coordinator
  - Meadowbrook
- Transition Salt Spring
- Salt Spring Climate Action group
- Earth Festival Society
- School District 64 School Board
- Gary Holman, MLA
- Economic Development Commission
- ICBC: Director, Road Safety
- Gulf Islands Secondary School (GISS)
  - Administration
  - Student Union President
- Tourist Information Centre
- Driftwood
- Island Pathways
- RCMP Salt Spring
- Salt Spring Fire Rescue
- Salt Spring Island Exchange
- Ministry of Transportation
- BC Ferries
- Islands Trust
- Individuals
  - Arthur Black
  - Peter Vincent
  - Kevin Bell
  - Peter Lamb

## 5.0 Timeline

Date	Deliverable	Owner/Lead
October 2013	Terms of Reference Developed	BC Transit CRD, SSITC
<b>October 22, 2013</b>	<i>Terms of Reference presented to the SSITC for consideration</i>	
<b>February – March 2014</b>	Data Collection <ul style="list-style-type: none"> <li>• Background               <ul style="list-style-type: none"> <li>○ Implementation history</li> <li>○ Historic ridership data</li> </ul> </li> <li>• Policy Review               <ul style="list-style-type: none"> <li>○ Policy Directions at regional and local scale, as well as transit</li> <li>○ Anticipated land use and change</li> </ul> </li> <li>• Data: passenger counts, stop usage, running times</li> </ul> Preparation for public engagement <ul style="list-style-type: none"> <li>• Develop driver and passenger surveys</li> <li>• Develop website and open house materials</li> </ul>	
<b>February - March 2014</b>	Public Engagement Phase 1 <ul style="list-style-type: none"> <li>• Driver and passenger surveys</li> <li>• Open house</li> <li>• Community Stakeholder Workshop</li> <li>• Web (passenger and local resident) survey “live”</li> </ul> Additional Data <ul style="list-style-type: none"> <li>• Additional Consultation with Islands Trust staff and on development, road network changes</li> <li>• Current Ridership Counts</li> <li>• Onboard collection of ride check</li> </ul>	
<b>March 2014</b>	<i>Update/Roundtable Workshop to discuss preliminary results with SSITC, CRD, and Ganges Faerie Minishuttle staff to discuss preliminary consultation results and identify “Quick Win” service options for consideration of implementation in June or September 2014.</i>	
<b>May 2014</b>	<ul style="list-style-type: none"> <li>• Analysis of Engagement and Stakeholder Data</li> <li>• Option Development and creation of draft report outline</li> </ul>	
<b>June 2014</b>	Draft Report to Islands Trust, CRD, SSITC (working group)	
<b>July 2014</b>	<i>Workshop to discuss Draft report, proposed options and plan for phase 2 public engagement</i>	
<b>August 2014</b>	Phase 2 Public Engagement materials developed with assistance from technical group and approved by working group	
<b>September 2014</b>	<ul style="list-style-type: none"> <li>• Phase 2 Public Engagement on proposed service options and report               <ul style="list-style-type: none"> <li>○ Public open houses</li> <li>○ Online survey</li> </ul> </li> <li>• Community Stakeholder meeting on proposed service options and report</li> </ul>	
<b>November 2014</b>	<ul style="list-style-type: none"> <li>• Analysis of Phase 2 Public Engagement and Stakeholder Consultation; incorporation of changes into the final draft report</li> </ul>	
<b>February 2015</b>	<i>Presentation of Final Draft Service Review Document</i>	

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

**AGENDA ITEM 6.3**

**SSI TRANSIT**

	<b>2013 Y-T-D</b>	<b>2013 Budget</b>
<b>Sources of Income</b>		
Transit Passes	146,551	165,000
Transfer from Operating Reserve		77,800
Requisition	79,550	79,550
Other	705	560
	<u>226,807</u>	<u>322,910</u>
<b>Expenses</b>		
BC Transit	156,560	280,710
Advertising		3,500
CRD Allocations	12,725	28,270
General Administration	434	3,780
	<u>169,719</u>	<u>316,260</u>
Transfer to Internal Reserve		
Transfer to Equipment Replacement Fund (Bus Shelters)	5,541	6,650
Total Expenses	<u>175,260</u>	<u>322,910</u>
Surplus/(Deficit)	<u>51,547</u>	<u>0</u>

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

**SSI TRANSPORTATION**

	<b>2013 Y-T-D</b>	<b>2013 Budget</b>
<b>Sources of Income</b>		
Requisition	146,250	146,250
Other	287	120
	<u>146,537</u>	<u>146,370</u>
<b>Expenses</b>		
Salaries - SSI Electoral Area Staff	4,888	5,650
Engineering	47,069	33,900
Maintenance	484	3,500
General Administration	2,383	9,800
CRD Allocations	6,642	7,970
	<u>61,465</u>	<u>60,820</u>
<b>Transfer to Reserve Funds</b>		
NGVTMP	58,792	70,550
Pathways	12,500	15,000
	<u>71,292</u>	<u>85,550</u>
<b>Total Expenses</b>	<u>132,757</u>	<u>146,370</u>
<b>Surplus/(Deficit)</b>	<u>13,779</u>	<u>0</u>

Salt Spring Island Transportation Commission  
Capital Funds at October 31 2013

SSI Transit Operating Reserve	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Carry Forward	152,067	152,067	152,067	152,067	152,067	152,067	152,067	152,067	154,134	154,134			152,067
Transfer from Operating													-
Interest Income								2,067					2,067
Ending	152,067	152,067	152,067	152,067	152,067	152,067	152,067	154,134	154,134	154,134	-	-	154,134
Rainbow Road Pathway Pool-Atkins	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Carry Forward	-	1,250	2,500	3,750	5,000	6,250	7,500	8,017	9,253	(10,664)			-
Transfer from Operating	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250			12,500
Interest Income													-
Contributions									5,000				5,000
Expenditures							(733)	(14)	(26,167)	(2,745)			(29,659)
CRD Engineer/Real Estate													-
Ending	1,250	2,500	3,750	5,000	6,250	7,500	8,017	9,253	(10,664)	(12,159)	-	-	(12,159)
SSI Transportation Pathways Fund	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Carry Forward	25,800	25,800	25,800	25,800	25,800	25,800	25,800	25,800	25,800	25,800			25,800
Transfer from Operating													-
Interest Income													-
Contributions													-
Ending	25,800	25,800	25,800	25,800	25,800	25,800	25,800	25,800	25,800	25,800	-	-	25,800
SSI Transportation NGVTMP Fund	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Carry Forward	1,538,753	1,539,921	1,341,830	1,342,317	1,132,642	901,918	916,170	1,021,756	934,646	841,862			1,538,753
Transfer from Operating	5,879	5,879	5,879	5,879	5,879	5,879	5,879	5,879	5,879	5,879			58,790
Grants - Other							100,000						100,000
Contributions													-
Interest Income						9410	1423						10,833
Expenditures	(470)	(200,010)	(1,471)	(213,280)	(233,595)		(69)	(92,187)	(98,290)				(839,372)
CRD Engineer/Real Estate	(4,240)	(3,961)	(3,921)	(2,274)	(3,008)	(1,038)	(1,646)	(802)	(373)	(622)			(21,885)
Ending	1,539,921	1,341,830	1,342,317	1,132,642	901,918	916,170	1,021,756	934,646	841,862	847,119	-	-	847,119
SSI Transit Bus Shelter Fund	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	YTD
Carry Forward	18,084	18,638	19,192	19,747	20,301	20,855	21,409	21,963	22,517	23,071			18,084
Transfer from Operating	554	554	554	554	554	554	554	554	554	554			5,541
Interest Income													-
Ending	18,638	19,192	19,747	20,301	20,855	21,409	21,963	22,517	23,071	23,625	-	-	23,625
<b>Total Capital Funds</b>	<b>1,737,676</b>	<b>1,541,389</b>	<b>1,543,681</b>	<b>1,335,809</b>	<b>1,106,890</b>	<b>1,122,945</b>	<b>1,229,603</b>	<b>1,120,549</b>	<b>1,008,403</b>	<b>1,012,719</b>	<b>-</b>		<b>1,038,519</b>

\$9,658.53 in expenses to be transferred to PARC

Contributions for Specific Projects

16,000 Murikami Gardens - Rainbow Rd  
4900 Ogilvie - Rainbow Rd  
4900 Tottman - Rainbow Rd  
25,800

Contributions for Specific Projects

5000 Salt Spring Foundation  
5,000



Project

COMMENTS

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

*ITALICS - new information*

1. TRANSPORTATION		
1.1. Partners Creating Pathways	2013 project (Rainbow Road). <b><i>Project complete.</i></b>	\$15,000 (B) \$ 5,000 (Isl P) \$ 9,659 (PARC) \$29,659 (A)
1.2. 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. 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.  <b><i>Regional Parks presented three options with estimated costs. These options will be presented to public for consultation.</i></b>	
1.3. Yellow curb painting	Initial inventory carried out of all yellow curbs in Ganges. (1,200 meters).  <b><i>Staff exploring options with MOT undertake project with Commission funding.</i></b>	
1.4. NGVTP Phase 1	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. <b><i>Project complete. Final costs TBA.</i></b>	\$1,778,152 (B) \$ TBA (A)
1.5. NGVTP Phase 2	<b><i>Design workshop held with Commission and engineers to review options for the next phases. Commission to review revised costs and capital plan.</i></b>	
1.6. Rainbow path Southside	The development of the pathway along the southern side of Rainbow Road to be made in consideration with NGTP for Rainbow Road. MoTI to review Streamline Environmental Study for drainage issues.	\$25,800 (C)
1.7. Speed Limits	Working group met with Cycling Master Plan Advisory Committee. <b><i>Summary report written presented at the July 23, 2013 Commission meeting to be discussed with MOTI and RCMP.</i></b>	
1.8. Bus Shelters	Staff obtaining quotes for engineer designs and construction cost for the shelter on south side of Lower Ganges Road (adjacent to Country Grocer) <ul style="list-style-type: none"> <li><b><i>July 23, 2013 received \$5,000 from local structural engineer to produce engineered drawings and final sign-off of the bus shelter;</i></b></li> <li><b><i>July 24, 2013 requested designer to provide a cost proposal for a design-build shelter;</i></b></li> <li><b><i>September 19, 2013 received \$12,825 estimate from designer for materials and labour and \$2,000 for engineered drawings;</i></b></li> <li><b><i>September 24, 2013 reported to TC estimated costs for a</i></b></li> </ul>	\$20,000 (B) \$ TBA (C)

Project	COMMENTS	Budget (B) Contributions (C) Actual (A)
<i>ITALICS - new information</i>		
	<i>design-build contract. Staff to obtain fee proposals for the engineering design only;</i> <i>• September 26, 2013 - issued RFQ for engineering designs</i>	
<b>1.9.</b> 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. <i>Claim denied by MoTI. Staff reviewing budget to complete repair work.</i>	
<b>2. TRANSIT</b>		
<b>2.1.</b> Park N Ride Fulford Inn	The matter has been put on a back burner until real estate matters have been settled.	
<b>2.2.</b> 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

**Karla Campbell**

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**From:** John Wakefield  
**Sent:** Wednesday, November 06, 2013 11:32 PM  
**To:** Myrna Moore; Ineke de Jong  
**Cc:** Karla Campbell; Donald and Judy McLennan; Robin Williams; Nomi Lyonns; directorssi; Andrew Haigh; Kees Visser; harold swierenga; Jean Taylor  
**Subject:** Re: Remembrance Day requested service

Hi Ineke and Myrna,

A majority of commissioners have already given their timely and enthusiastic support for the request, so please accept this email on behalf of the SSITC as our approval for the requested special service on Nov. 11.

We understand the costs will be low, with a special tip of the hat to the drivers for volunteering their time.

We also look forward to another special request in mid-October for Remembrance Day 2014.

Sincerely,  
John Wakefield  
Chair SSITC

PS - A commissioners good idea: "we should let the Driftwood know and get a photo of the cadets on the bus in the paper".

I will leave that idea with Myrna - perhaps Meribeth (or I) could arrange if you agree it is a good community public relations opportunity.

PPS - I was in the midst of polling the commission mid-day today and noted the following posting on the exchange:

"Bus transportation from the Legion to Centennial Park starting at 10:00."  
<http://saltspringexchange.com/list/legion-remembrance-day-monday-112013/>

On 2013-11-06, at 1:48 PM, Moore, Myrna wrote:

Hi John,

This request does fall under the "Special Transit Service" described below:

I appreciate your efforts with this, given the short notice request.

Please give me a call if you wish to discuss further.

Myrna

**Myrna Moore**  
Senior Regional Transit Manager,  
Vancouver Island Coastal  
Municipal Systems



**From:** John Wakefield [mailto:  
**Sent:** Tuesday, November 05, 2013 11:14 PM  
**To:** Saltspring Transit  
**Cc:** Moore, Myrna  
**Subject:** Re: Remembrance Day requested service

Hi Myrna and Ineke,

As you are aware, these requests are are best voted on by the SSITC as a whole.  
Unfortunately our next meeting is not until the 19th and we do not allow for email voting.

Having said that, I appreciate this is for a "good cause" - I'll see what can be done for approval.

Am I correct in my understanding that this falls under:

- "Special Transit Service" – Not Open to the Public S. 4.1(b)
  - Relates to additional transit service that is not Special Group Trip or Special Transit Service - Open to the Public and is not otherwise provided for within schedule B revenue or extra hours.
  - Where the additional service is "not open to the public" it is considered to be a charter or charter like. Under BC Transit's current insurance program we are very limited in providing these trips only in an isolated circumstance ancillary to normal service. We interpret this to be no more than 6 trips annually and they must have some element of community benefit and not be purely for a private benefit such as a wedding or birthday party for example as these are publically funded vehicles. These trips should not take away business from local private operators that would provide the service. Subject to the limitations discussed above, this type of service can be provide where:
    - the additional service provides some level of civic emphasis versus a charter for a private group or person (i.e. weddings, private parties etc). Community emphasis could include city conferences, holiday outings for seniors/disabled or other activities that have a civic emphasis.
    - local government partner must approve in writing which can be by email.
    - must conform to all BC Transit normal operating procedures (eg. load limits, standees, wheel chairs secured properly, alcohol)
    - vehicles cannot leave the Transit Service Area nor can they travel beyond their ICBC insured range.
    - must be provided by the BC Transit operator using their regular drivers.
    - No overtime can be charged by the operator unless this is factored into the hourly rate

Regards,  
John

On 2013-11-05, at 11:31 AM, Saltspring Transit wrote:

Forwarded to you, John, as per Myrna's request.

Thank you.

----- Original message -----

Subject: Re: Remembrance Day requested service  
From: "Moore, Myrna" <Myrna\_Moore@BCTransit.Com>  
To: [sstransit@telus.net](mailto:sstransit@telus.net)  
CC:

Hi Ineke,

I'm now en route to Nanaimo for meetings but wanted to get back to you on this short notice request. I believe this is a non-alcoholic event, correct? We should have John Wakefield provide his approval also as Chair if the SSITC. Could you send this email to him also to gather his response, since it is a 'Special Event service '.

Thanks  
Myrna

Sent from my BlackBerry 10 smartphone on the TELUS network.  
From: [sstransit@telus.net](mailto:sstransit@telus.net)  
Sent: Tuesday, November 5, 2013 9:16 AM  
To: Moore, Myrna  
Subject: Remembrance Day requested service

Hi, Myrna,

Last year we provided service for the Navy to go back and forth between Ganges Dock and the Legion for ceremonies. Lorne is a member of the Legion and they have asked us if we could donate transportation.(last year they paid for it) It was brought up at our meeting and a few of the guys volunteered without being prompted to donate their time which I thought was admirable.

Can you okay this? The time frame would be a few trips between 10AM and 2PM.

Thanks.

Ineke de Jong  
Saltspring Island Transit  
System Operator  
250-537-6758

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

**Subject:**RE: Walking trailing--Churchill to Leisure lane

**Date:**Thu, 26 Sep 2013 11:38:08 -0700

**From:**directorssi <directorssi@crd.bc.ca>

**To:**Jo McIlvenna

Salt Spring Island Transportation Commission  
Agenda October 22, 2103  
Item 7.1

**DEFERRED TO**  
Salt Spring Island Transportation Commission  
Agenda November 19, 2103  
Item 8.1

Dear Ms. McIlvenna,  
Thank you for your input., it will be valuable in our planning.  
Regards,  
Wayne McIntyre

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From: Jo McIlvenna  
Sent: Thursday, September 26, 2013 11:34 AM  
To: directorssi; cjohnw@; Jean Gelwicks

Subject: Walking trailing--Churchill to Leisure lane

We are property owners at Upper Ganges Road and we would welcome a walking trail by the highway. We walk on the side of the highway to downtown almost every day and over the past year or so we have had many near misses.

For unknown reason to us the car traffic is faster and more careless than in previous year. There is a bigger number of pedestrian along this stretch of road from tourist, locals and school kids and also gym class runs along there. We and our neighbours would more then welcome a pathway along that stretch of road. The most dangerous part is the incline with the curve followed by the downhill towards Long Harbour road. Please consider this stretch of road a priority on your long schedule of trail building.

Thanks

Ross & Jo Mcilvenna

19 September, 2013

Jordan Wagner  
Ministry of Transportation and Infrastructure  
District Development Technician, MOTI  
3rd Floor - 2100 Labieux Road,  
Nanaimo, B.C. V9T 6E9

Dear Mr. Wagner:

Recently, my husband and I moved to Bayside, a townhouse located at the corner of Upper and Lower Ganges Road on Salt Spring Island. One of the reasons for this move was the proximity to the Village of Ganges and the opportunity to walk practically anywhere. However, walking here has turned out to be a dangerous exercise. The road between Upper and Lower Ganges into the Village is very dangerous for pedestrians..... there is barely enough room for motorists, cyclists, pedestrians and on the weekends vehicles parked all along this stretch of road - often beyond the aforementioned corner. And recently, even more space has been taken up with a roadside eatery named T&A!! I have noted more than once people walking with one or two children with cars and cyclists zooming by too close for comfort. I fear that this stretch of road is an "accident waiting to happen"

All of the above aside, another very dangerous point is the uneven and broken pavement. I am a "walker" and recently, much to my chagrin, suffered a fall around the area where Rainbow Road meets Lower Ganges

19 September, 2013

Road. Unfortunately, it was a very bad fall and I ended up on crutches for some days.

On a positive note, improvements made to Lower Ganges Road going North are Absolutely Wonderful. I have taken to walking to Country Grocers to buy groceries rather than to Thrifty's..... it is an absolute treat to walk on a proper sidewalk and to have a proper crosswalk when I reach my destination.

This letter is to ask you if and when these necessary improvements are planned for the remaining stretch of road to the Village. Improvements for residents who walk on this stretch of highway as well as for the many tourists and boaters who also walk this same path would be so welcome.

Many thanks for your consideration...

Sincerely,

A handwritten signature in black ink, appearing to read 'Dennice Stambuck', with a stylized, flowing script.

Dennice Stambuck  
115 Upper Ganges Road  
Salt Spring Island, B.C. V8K 2Y3

c.c. Wayne McIntyre SSI CRD Director  
c.c. Gary Holman, MLA Saanich North and the Islands  
c.c. Jean Gelwicks, Partners Creating Pathways



**Karla Campbell**

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**From:** John Wakefield  
**Sent:** Monday, October 14, 2013 9:29 PM  
**To:** Gregory Ast  
**Cc:** Karla Campbell; directorssi  
**Subject:** Re: Sidewalks and Bicycle Paths

**DEFERRED TO**  
Salt Spring Island Transportation Commission  
Agenda November 19, 2103  
Item 8.3

Dear Gregory,

Thank you for the copy on your letter.

It is great to hear your active lifestyle will improve your health, our environment, and lesson the need for parking etc.

The Transportation Commission is working hard to improve the safety of all road users.  
We are making progress, though these infrastructure projects do not come quickly or cheaply.

Regardless, I highly recommend you do invest in reflective clothing and a flashlight or flashing light.  
Although they are another item to carry around, they can and do save lives.

If you have any questions about the project or the CRD Transportation Commission please do not hesitate to contact me,

Regards,  
ohn

*John Wakefield*  
Chair  
Salt Spring Island Transportation Commission  
[ssitc@crd.bc.ca](mailto:ssitc@crd.bc.ca)  
250-537-4624

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Thank you.

Please consider the environment before printing this email.

On 2013-10-14, at 7:29 PM, Gregory Ast wrote:

Dear Jordan:

I am writing to support plans for improved pedestrian and bicycling routes into Ganges.

I live in the Bayside Townhouses which are on the corner of Lower Ganges Road and Upper Ganges Road. We chose this location so that we could feel part of the village and being at Bayside allows us to walk and to bike into the Ganges core which we do often each day. On any given trip we can shop for groceries, visit the library, check out the newly arrived boats in the harbour, exercise at our fitness club, mail a letter, have copies of correspondence made quickly or have a coffee with friends. This is the lifestyle we have always wanted – to be free of the need to use our car every time we want to run an errand. We both love living here.

Since September I have been more and more aware of the shorter days. A walk into town for dinner or to take in a show at the ArtSpring requires a walk home in the dark. This is when we both feel most vulnerable as there is little protection from a wayward motorist. It is a bit of a gauntlet once we pass Rainbow Road and the stretch of Lower Ganges that really doesn't have a sidewalk. I'm at the point where I'm considering a visit to Mouat's Hardware to buy those roads crew bibs with florescent Xs on them. Imagine checking those at the coat check in Calvin's Restaurant or at ArtSpring!

Many mornings, I'll hop on the bike to get some exercise on the ride for the newspaper or a litre of milk. If I head towards Country Grocers on the bike I feel much more confident that the passing traffic knows that I have a well marked bike lane to protect me – I can relax and enjoy the journey. I would really like to feel the same way about a similar trip to Thrifty's or Embe's Bakery. I have seen the plans for extending the bike lanes from our corner into town and I am very pleased with the concept.

Please know that you have my support to make that extension happen as soon as possible .

Yours truly

Gregory Ast  
Upper Ganges Road  
Salt Spring Island, BC  
V8K 2Y3

## Karla Campbell

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**From:** John Wakefield  
**Sent:** Monday, October 14, 2013 1:27 PM  
**To:** Karen Wright  
**Cc:** jordan.wagner@gov.bc.ca; directorssi; gary.holman.mla@leg.bc.ca; Karla Campbell; SSI Transportation Commission  
**Subject:** Re: Ganges Walkways  
**Attachments:** Ganges Transportation Plan.pdf; North Ganges Handout.pdf

Hi Karen,

Thank you for your thoughtful letter.

The CRD SSI Transportation Commission (SSITC) are proud to partner with MOTI to complete projects like the North Ganges Transportation Plan (NGTP). The a five phase project to improve transportation infrastructure in the Ganges core and to make it safer for pedestrians, cyclists and motorists alike.

We are very proud of the work done as part of phase one from Atkins to the Kingfisher complex.

The NGTP includes future phases to connect phase one down Lower Ganges Road and along Rainbow Road to the Pool as per the attached sketch.

Further information can be found in the attached information sheet, and at [http://www.crd.bc.ca/saltspring/transportation/ganges\\_plan.htm](http://www.crd.bc.ca/saltspring/transportation/ganges_plan.htm)

We will be sure to include your letter as part of the commission's meeting agenda on October 22.

Please do not hesitate to contact me should you have any questions or concerns.

Kindest Regards,  
John

Chair, Salt Spring Island Transportation Commission

On 2013-10-14, at 12:36 PM, Karen Wright wrote:

Dear Jordan:

I would like to add my voice to those who are asking for help in making our streets safer for pedestrians in Ganges.

My husband and I live on the corner of Lower Ganges Road and Upper Ganges Road, the busiest intersection on the island, located about three blocks from town. We chose this location specifically because of its proximity that allows us to leave our car untouched in the garage for days on end and are thrilled to be able to walk to wherever we need to go.

The other day, I exited our townhouse complex and as I was walking to the corner to cross the road, I observed an older couple standing at the corner, looking longingly across to the other side, but confused and rooted in place. I approached them and started to pass them as I headed out across the road, mindful of the oncoming traffic. Immediately, the man said, "Oh, good, we'll cross with you. You look like you know what you're doing and we didn't know if we could cross here."

I then learned they were from off-island and were searching out a pharmacy, and I thought how sad it was that this was their introduction to our beautiful community. Of course, crossing the road was only their first challenge. They then had to navigate their way along the street full of traffic in order to make their way to the pharmacy in town because we have no sidewalk or, for part of the distance, even a decent-width shoulder to use instead.

It also brought to mind the nerve-wracking walks into town that my husband and I have had. On two occasions this summer, Greg, who's blessed with height, has been nearly taken out by passing trucks which have cargo sticking out of the sides of their truck beds at an angle that has almost collided with his head. Only his quick reflexes have saved him from either a nasty gash, or worse.

We also have a daughter and new grandson who visit from Vancouver. When we walk with the stroller into town, I deliberately position myself on the outside of the stroller so that if a car veers astray, it will have to hit me before it makes contact with the stroller, in the hopes that this may provide enough cushion for our grandson to escape injury. I'm quite serious that I do this and that this is my rationale. Heaven forbid, I ever need to test my theory.

Greg and I have recently moved to Salt Spring Island and feel that we're the most fortunate people to have landed here. We thank you for taking seriously your responsibility for providing us with roadways and sidewalks that help us to go about our daily lives in safety, to allow us to continue to enjoy this wonderful experience.

Yours truly

Karen Wright

115 Upper Ganges Road

Salt Spring Island, BC

V8K 2Y3

## Karla Campbell

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**From:** John Wakefield  
**Sent:** Thursday, October 17, 2013 12:16 PM  
**To:** Karla Campbell  
**Cc:** directorssi  
**Subject:** Fwd: Sidewalks and Bicycle Paths

FYI

Begin forwarded message:

**From:** "Wagner, Jordan TRAN:EX" <[Jordan.Wagner@gov.bc.ca](mailto:Jordan.Wagner@gov.bc.ca)>  
**Date:** 17 October, 2013 12:04:48 PM PDT  
**To:** "Gregory Ast" "Karen Wright"  
**Cc:** "John Wakefield"  
**Subject:** RE: Sidewalks and Bicycle Paths

Dear Karen and Gregory,

Thank you for your letters to the Ministry of Transportation and Infrastructure (MOT). I appreciate you taking the time to bring your safety concerns forward.

Province wide, the MOT does not generally implement or maintain trails, sidewalks, or other like structures. That said, we do work with local municipalities, regional districts, and community groups who wish to install sidewalks or trails within Ministry of Transportation road right of way. Our Ministry is aware of the unique set of conditions leading up to and within the Ganges Village area of Salt Spring Island. Thus, as summarized in John Wakefield's e-mail, MOT is in ongoing consultation with the Capital Regional District (CRD) regarding safety improvements. An example of this collaboration is the recently executed first phase of the North Ganges Transportation Plan (NGTP) as seen along Lower Ganges Road including the newly paved sidewalks and bike lanes.

It is important that I reiterate that the NGTP is primarily a CRD and Salt Spring Island Transportation Commission driven initiative. MOT's role is as the road authority and a funding partner. I am unsure of exactly where on the priority list the proposed improvements on Lower Ganges between Upper Ganges and Rainbow lie for the CRD. A logical third phase would be to connect the paths on Lower Ganges and Rainbow Road, however there are many other factors to be considered. Ultimately MOT is not driving this decision-making process.

In the mean time, all road users must continue to employ due care and attention when sharing the road. For clarification, here are two sections from the Motor Vehicle Act:

**Crossing at other than crosswalk**

**180** When a pedestrian is crossing a highway at a point not in a crosswalk, the pedestrian must yield the right of way to a vehicle.

**Pedestrian walking along highway**

**182** (1) If there is a sidewalk that is reasonably passable on either or both sides of a highway, a pedestrian must not walk on a roadway.

(2) If there is no sidewalk, a pedestrian walking along or on a highway must walk only on the extreme left side of the roadway or the shoulder of the highway, facing traffic approaching from the opposite direction.

Finally, a possible alternative route for pedestrians walking to town from north of Upper Ganges (see attached map). The route is from Village Terrace, through a pathway which connects to Park Dr, then south onto Aldous Rd and Kanaka Rd E (which is closed to vehicles). Kanaka connects to Rainbow Road where pedestrians can continue south into town via Jackson Ave or head eastbound back to Lower Ganges Rd. It should be noted that there are no pedestrian facilities on Village Terrace, Park Dr, or Aldous Rd, however these roads have lower vehicles speeds and volumes than Lower Ganges. New crosswalks were recently installed at both Lower Ganges/Village Terrace and Rainbow/Kanaka Rd E to help facilitate safe pedestrian movements at these locations.

I hope this helps in some small way. If you have any further questions or comments, please feel free to contact me.

**Jordan Wagner**

District Development Technician  
Ministry of Transportation and Infrastructure  
3rd Floor - 2100 Labieux Road  
Nanaimo, B.C. V9T 6E9  
Phone 250-751-7090  
Fax 250-751-3289



