



Making a difference...together

SALT SPRING TRANSPORTATION COMMISSION

Notice of Meeting on Tuesday December 17, 2013 starting at 4:00 pm
Portable Meeting Room, 145 Vesuvius Bay Rd, Salt Spring Island, BC

AGENDA

- 1. Approval of Agenda**
- 2. Presentations/Delegations**
- 3. Adoption of Minutes**
 - 3.1 Regular Minutes October 22, 2013
 - 3.2 Special Meeting Minutes October 29, 2013
 - 3.3 Regular Minutes November 19, 2013
- 4. Outstanding Business**
 - 4.1 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
 - 4.2 Transportation – Priority Projects
 - 4.3 Transportation Capital Plan
- 5. Reports**
 - 5.1 Chair Report
 - 5.2 Director Report
 - 5.3 Financial Reports
 - 5.4 Manager Report
 - 5.5 Project Status Report
- 6. New Business**
 - 6.1 Expression of Appreciation to Departing Commissioners
 - 6.2 Report - 2013 Operating and Capital Budget Reallocation
 - 6.3 Islands Trust Referral - SS-RZ-2013.6 – 2850 Fulford Ganges Road
 - 6.4 Speed Board Report - Commissioner Lyons
 - 6.5 Car Stop Project - Commissioner Lyons
 - 6.6 Bus Shelter Project at Country Grocer
- 7. Correspondence/Information** *(items 7.1, 7.2, 7.3 were deferred from Oct 22, 2013 & November 19, 2013) (items 7.4 & 7.5 are recent correspondence)*
 - 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 exchange dated October 14-17, 2013 from Jordan Wagner, Ministry of Transportation, to Gregory Ast and Karen Wright re: sidewalk and bicycle paths
 - 7.4 Email-Route 4 BCF increase-Rowlandson December 3, 2103
 - 7.5 Revised-PCP Ganges Village Pathway Network
- 8. Next Meeting**
 - 8.1 Schedule for 2014. Next meeting January 21, 2014
- 9. Adjournment**

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

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 Misk-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**

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



Making a difference...together

**Minutes of a Regular Meeting of the Salt Spring Island Transportation Commission
Held November 19, 2013, 145 Vesuvius Bay Road, Salt Spring Island, BC**

DRAFT

Present: **Director:** Wayne McIntyre
Commission Members: John Wakefield (Chair), Donald McLennan (Vice Chair), Andrew Haigh, Nomi Lyonns, Harold Swierenga, Jean Taylor, Robin Williams
Staff: Karla Campbell, Senior Manager; Peggy Dayton, Senior Financial Analyst (via web conferencing); Sarah Shugar, Recording Secretary

Absent: **Commissioner:** Kees Visser

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

1. Approval of Agenda

MOVED by Commissioner Williams, **SECONDED** by Commissioner McLennan,
That the agenda be approved as circulated.

CARRIED

2. Presentations / Delegations

2.1 Partners Creating Pathways

Jean Gelwicks and Richard Shead provided an update regarding the 2013 Partners Creating Pathways Project completion of a new section of pathway along Rainbow Road from Atkins Road to the Rainbow Road Indoor Pool. They reviewed the grant recipient follow up report. Philip Grange presented the proposed 2014 Partners Creating Pathways project: a section of pathway from Churchill Road to Leisure Lane and a section of pathway from the corner of Lower Ganges Road to Moby's Pub. The estimated budget for the 2014 project is \$45,000. PCP will be applying for a \$30,000 project contribution from SSITC. The completion of the Ganges Village Pathway Network is approximately two years away.

2.2 Jenny McLean – Bus Shelters

Jenny McLean presented photos of shelter designs in the lower mainland and encouraged the Commission to consider other options for the Country Grocer bus shelter.

3. Capital Plan and Operational Budget

3.1 Ganges Transportation Infrastructure Works

Peggy Dayton reviewed the November 19, 2013 CRD Presentation document.

There was discussion and the following items were noted:

Provide the full budget versus cost breakdown on entire phase one of the project.

Provide a separate line item for pathway maintenance.

Staff to clarify if the assumption that MOTI would not be a contributing partner.

Staff to consider:

1. What amount is needed to meet transit service expansion?
2. What amount is needed to meet bus shelter transfer to reserve?
3. What amount is needed to meet future transit service expansion?

It was agreed that this item would be brought back for consideration at the December meeting.

Peggy Dayton left the meeting at 5:25 pm

3.2 Capital Plan

Director McIntyre advised the transportation funding document is an information document to provide additional information during budget and requisition deliberations. There was discussion regarding scheduling a December planning meeting.

3.3 Capital Project Priorities

MOVED by Commissioner McLennan, **SECONDED** by Commissioner Williams, That Ministry of Transportation and Infrastructure and the Capital Regional District 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.

MOVED by Chair Wakefield, **SECONDED** by Commissioner Taylor, To amend the motion to:

That Ministry of Transportation and Infrastructure and the Capital Regional District consider the following priority list for the North Ganges Transportation Plan for 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. NGTP Phase Three roundabout at Lower Ganges Road and Upper Ganges Road
3. NGTP Phase Four (pathway and bike lanes on Lower Ganges Road between LGR/UGR and Rainbow Road)

CARRIED

It was agreed to move to Item 5.2.

5.2 BC Ferries Fulford Project

Commissioner Swierenga provided the following update:

- The Fulford upgrade is proceeding with an estimated delay of one full calendar year.
- It would be timely to indicate SSITC support during the water main discussions, and not to enter into discussions at the present time.

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

MOVED by Chair Wakefield, **SECONDED** by Commissioner Taylor,
That Ministry of Transportation and Infrastructure and the Capital Regional District consider the following priority list for the North Ganges Transportation Plan for 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. NGTP Phase Three roundabout at Lower Ganges Road and Upper Ganges Road
3. NGTP Phase Four (pathway and bike lanes on Lower Ganges Road between LGR/UGR and Rainbow Road)

CARRIED

Commissioner Taylor left the meeting at 6:10 pm.

3.4 Five Year Capital Plan 2014 – 2017

The Five Year Capital Plan 2014-2017 document was provided for information and deferred to the next meeting.

Items 3.4, 4, 5, 6, 7 and 8 were deferred to the next meeting due to time.

9. Next Meeting

The next Regular Meeting is scheduled on December 17, 2013 4:00 – 6:00 pm.
There was discussion regarding a planning meeting. Staff will circulate possible dates.

10. Adjournment

MOVED by Commissioner Swierenga, **SECONDED** by Commissioner Lyonns,
That the meeting be adjourned at 6:15 pm.

CARRIED

Karla Campbell

Salt Spring Island Transportation Commission
Agenda December 17, 2103
Item 4.1

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:John.Wakefield@bctransit.com]
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 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.

Ineke de Jong

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

Subject: Re: Remembrance Day requested service
From: "Moore, Myrna" <Myrna_Moore@BCTransit.Com>
To: 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
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

The information in this Email is confidential and may be legally privileged. It is intended solely for the named recipient. Access to this Email by anyone else is unauthorized. If you are not the intended recipient or the employee or agent responsible for delivering the message to the recipient named, please note that any use, disclosure, copying, distribution of this Email or any action taken or omitted to be taken in reliance on it is

Transportation

2013

	November	Budget
--	----------	--------

Cost Center: 101965

500000 Salaries	5,610	-
501000 Travel Expenses	197	2,020
502030 Telephone	-	140
503130 Contract for Services	235	1,400
504020 Consultants	1,585	-
506010 Insurance-PublicLiab	190	190
506020 Insurance-Fidelity	10	10
506050 Insurance Group Accdnt	40	40
506090 Insurance-Svc Contract	10	10
508000 Maintenance	484	-
510000 Rentals - Building	-	2,560
514030 Advertising	1,379	880
514880 Meeting Expenses	212	200
515130 Photocopying	-	260
530010 Alloc - Finance & Corp Svc	7,306	7,970
530450 Alloc - SSI EA Mgmt	34,100	43,050
530460 Alloc - SSI PARC	3,089	-
530770 Alloc - IT Services	-	810
538000 Supplies - Office	-	1,090
547040 Transfers to Capital Reserve - NGVTMP	64,671	70,550
547040 Transfers to Capital Reserve - Pathways	13,750	15,000
570010 Interest - Internal	475	190
600000 Labour Consumption	10,382	-
Total	143,725	146,370

Cost Center: 101964

429000 Interest Income	(184)	-
430000 Grant in Lieu	(120)	(120)
486000 Requisitions	(146,250)	(146,250)
Total	(146,554)	(146,370)
Net (Surplus)/Deficit	(2,829)	-

PATHWAYS RESERVE	
Balance Jan 1	25,800
Transfers from Operating Budget	13,750
Contribution from Island Pathways	5,000
Project Costs:	
Indoor Pool to Atkins Road	(29,659)
Balance November 30	14,891

NGVTMP PHASE 1 RESERVE	
Balance Jan 1	1,538,754
Project Costs	
Bowerman	(1,104,854)
Other	(33,421)
Balance November 30	400,479
Remaining Commitments:	
Bowerman	(186,090)
PST Estimate	(30,773)
JE Anderson	(156,710)
Estimated Fund Balance on Completion	26,907

NGVTMP PHASE 2 RESERVE	
Balance Jan 1	-
Transfers from Operating Budget	64,671
Interest Income	4,250
Community Works Funds	100,000
Balance November 30	168,921

1.238

Transit

		2013	
		<u>November</u>	<u>Budget</u>
Cost Center: 101975			
501000 Travel Expenses	5	1,160	
502030 Telephone	-	220	
503130 Contract for Services - BC Transit	178,507	280,710	10 months of invoices
505010 Legal Services	-	150	
506010 Insurance-PublicLiab	280	280	
506020 Insurance-Fidelity	10	10	
506050 Insurance Group Accdnt	40	40	
506090 Insurance-Svc Contract	10	10	
514010 Postage & Freight	-	100	
514020 Courier & Express	-	100	
514030 Advertising	-	3,500	
514410 Registration - Conferences	-	500	
514880 Meeting Expenses	-	250	
530010 Alloc - Finance & Corp Svc	9,011	9,830	
530370 Alloc - P & PS GM	4,987	18,440	
538000 Supplies - Office	-	750	
547070 Transfer to Bus Shelter Fund	6,096	6,650	
570010 Interest - Internal	89	208	
600000 Labour Consumption	56	-	
Total	199,090	322,908	
Cost Center: 101974			
413000 Sale - Transit Passes	(155,689)	(165,000)	
422300 Recovery Cost	(462)	-	
429000 Interest Income	(242)	(490)	
430000 Grant in Lieu	(68)	(68)	
470600 Transfer from Internal Reserve	-	(77,800)	
486000 Requisitions	(79,550)	(79,550)	
Total	(236,010)	(322,908)	
Net (Surplus)/Deficit	(36,920)	-	

INTERNAL RESERVE	
Balance Jan 1	152,798
Interest Income	1,723
Balance November 30	154,520

BUS SHELTER RESERVE	
Balance Jan 1	12,520
Transfers from Operating Budget	6,096
Balance November 30	18,616

Project

COMMENTS

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

ITALICS - new information

1. TRANSPORTATION		
<p>1.1. Ganges Hill/Regional Trail to Beddis Road Turn-Off</p> <p>1.2. Walking and Biking Feasibility Study and Options</p>	<p>Plans for the use of \$50,000 from Regional Parks for Ganges Hill cycling lanes have been discussed with the CRD Manager of Park Planning. It has been determined that a feasibility study and detailed design drawings can be prepared for that amount. Contracts signed for survey and pre-design work. Report reviewed by Commission at 4/23/2013 meeting. CRD Manager of Park Planning will attend July Commission meeting for further discussion.</p> <p><i>Regional Parks presented three options with estimated costs. These options will be presented at a public open house scheduled at the Library on January 28, 2014 from 12:00 pm – 7:00 pm</i></p>	
1.3. Yellow curb painting	<p>Initial inventory carried out of all yellow curbs in Ganges. (1,200 meters).</p> <p><i>Staff exploring options with MOT undertake project with Commission funding.</i></p>	
1.4. NGVTP Phase 1	<p>On August 8th 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.</p> <p><i>Project complete. Final costs TBA.</i></p>	<p>\$1,778,152 (B) \$ TBA (A)</p>
1.5. NGVTP Phase 2	<i>Design workshop held with Commission and engineers to review options for the next phases. Commission to review revised costs and capital plan.</i>	
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. Summary report written presented at the July 23, 2013 Commission meeting to be discussed with MOTI and RCMP.	
1.8. Bus Shelters	<p>Staff obtaining quotes for engineer designs and construction cost for the shelter on south side of Lower Ganges Road (adjacent to Country Grocer)</p> <ul style="list-style-type: none"> • July 23, 2013 received \$5,000 from local structural engineer to produce engineered drawings and final sign-off of the bus shelter; • July 24, 2013 requested designer to provide a cost proposal for a design-build shelter; • September 19, 2013 received \$12,825 estimate from designer for materials and labour and \$2,000 for engineered drawings; • September 24, 2013 reported to TC estimated costs for a design-build contract. Staff to obtain fee proposals for the engineering design only; • September 26, 2013 - issued RFQ for engineering designs 	<p>\$20,000 (B) \$ TBA (C)</p>

Project	COMMENTS	Budget (B) Contributions (C) Actual (A)
<i>ITALICS - new information</i>		
1.9. Pathway damage on Lower Ganges Road just west of Sharp Road	A claim has been forwarded to MoTI for the damage caused to the new pathway by the overflowing ditch on the north side of Lower Ganges Road. Estimated damage to the pathway is \$5,500. <i>Claim denied by MoTI. Staff reviewing budget to complete repair work.</i>	
2. TRANSIT		
2.1. Park N Ride Fulford Inn	The matter has been put on a back burner until real estate matters have been settled.	
2.2. 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



Making a difference...together

**REPORT TO SALT SPRING ISLAND TRANSPORTATION COMMISSION
MEETING OF TUESDAY, DECEMBER 17, 2013**

Item 6.2

SUBJECT 2013 OPERATING AND CAPITAL BUDGET REALLOCATION

ISSUE

To reallocate funds within the 2013 operating budget to cover the costs for October 29, 2013 design workshop and Booth pathway repair work.

BACKGROUND

The design workshop held on October 29, 2013, with JE Anderson comprised of project planning and preparing cost estimates for the Ganges Village transportation plans. The original costs for this workshop was approximately \$1,500.00. However, the Commission requested updated engineering and construction cost estimates for the Rainbow Road and Lower Ganges Road projects therefore the total work cost \$3,200.00.

The Booth pathway on the south side of Lower Ganges Road, West of Sharp Road requires repair work caused by an overflowing ditch on the north side of Lower Ganges. A claim was been forwarded to MOTI for the damages, however the claim was denied. Three quotes have been obtained with the lowest bid \$3,845.00 plus G.S.T. MoTI has agreed to contribute 2.5" minus towards the project to stabilize the ditch. Estimated costs to complete the repair work are as follows:

Repair work:	\$3,845
Contingency (20%)	770
Labour	<u>205</u>
Total	<u>\$4,822</u>

2013 Operating Expense

An increase to the 2013 operating expense of \$16,000 is proposed to cover these costs and will require a reduction in the transfer to the capital reserve fund from \$75,550 to \$59,500. Based on the following:

Funding Available	146,550
Spending to November 30	143,730
December spending	
Finance Allocation	660
Transfer to NGVTMP Reserve	5,880
Transfer to Pathways Reserve	1,250
Rentals	2,560
JE Anderson	3,200
Booth Pathway Repair	4,820
Total Estimated 2013 Spending	162,100
Deficit	15,550

This doesn't take into account any other spending that may occur in December. There will be about \$10,000 in interest income that can be allocated between the capital reserves for Pathways, NGVTMP Phase 1 and Phase 2 at year-end.

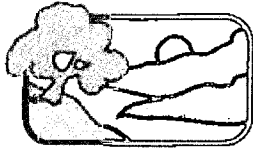
RECOMMENDATIONS

That the Salt Spring Island Transportation Commission approve reducing the 2013 operating transfer to capital from \$75,550 to \$59,500 to cover the costs of the design workshop and Booth pathway repair.



Karla Campbell
Senior Manager Salt Spring Island

KC:ts



Islands Trust

APPLICATION REFERRAL FORM

1-500 Lower Ganges Road
Salt Spring Island, BC BC V8K 2N8
Ph: (250) 537-9144
Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca
www.islandstrust.bc.ca

Island: Salt Spring Island Local Trust Area Application: SS-RZ-2013.6 Date: September 20, 2013

You are requested to comment on this rezoning application for potential effect on your agency's interests. We would appreciate your response within 14 days. If no response is received within that time, it will be assumed that your agency's interests are unaffected.

APPLICANTS NAME / ADDRESS:

Dave McKerrell for Island Marine Construction Services Ltd.

GENERAL LOCATION:

2850 Fulford-Ganges Road, Salt Spring Island

LEGAL DESCRIPTION:

Lot 1, Section 15, Ranges 1 and 2, South Salt Spring Island, Cowichan District, Plan 12248

SIZE OF PROPERTY AFFECTED:

0.897 hectares

ALR STATUS:

N/A

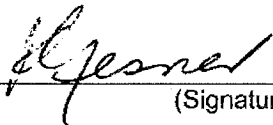
**OFFICIAL COMMUNITY PLAN
DESIGNATION:**

Shoreline Development (SD) and Marine Other (MO)

OTHER INFORMATION:

Attached is a copy of the Staff Report, together with the registered plan and plan of existing water lots

Please fill out the Response Summary on the back of this form. If your agency's interests are "Unaffected", no further information is necessary. In all other cases, we would appreciate receiving additional information to substantiate your position and, if necessary, outline any conditions related to your position. Please note any legislation or official government policy which would affect our consideration of this rezoning application.


(Signature)

Name: Kelly Gesner, RPP, MCIP

Title: Contract Planner

This referral has been sent to the following agencies:

Federal Agencies

Canadian Coast Guard
Fisheries & Oceans, Canada - Pacific Region

Regional Agencies

Capital Regional District
CRD Building Inspection
Vancouver Island Health Authority

Provincial Agencies

BC Ferry Services Inc.
Ministry of Transportation & Infrastructure

First Nations

Cowichan Tribes
Halalt First Nation
Hul'qumi'num Treaty Group (for information only)
Lake Cowichan First Nation
Lyackson First Nation
Malahat First Nation - Te'Mexw Treaty Association
Pauquachin First Nation
Penelakut Tribe
Stzuminus First Nation
Tsartlip First Nation
Tsawout First Nation
Tsawwassen First Nation
Tseycum First Nation

Non-Agency Referrals

Fulford Water System (CRD)
SSI Harbour Authority
SSI PARC (CRD)
SSI Transportation Commission (CRD)

PLEASE TURN OVER →

APPLICATION REFERRAL FORM RESPONSE SUMMARY

Please note: This is an early referral with regard to an application for the expansion of an existing marina, Fulford Landing, located in Fulford Harbour

☐

Approval Recommended for Reasons Outlined Below

☐

Approval Recommended Subject to Conditions Outlined Below

☐

Interests Unaffected by Bylaw

☐

Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Local Trust Area

(Island)

SS-RZ-2013.6

(Application Number)

(Signature)

(Title)

(Date)

(Agency)

STAFF REPORT

26 August 2013

File: SS-RZ-2013.6

To: Salt Spring Island Local Trust Committee for 6 September 2013 meeting
From: Kelly Gesner, Contract Planner

Re: Application to Amend the Land Use Bylaw to Shoreline 2 (S2)

Applicant: David McKerrell, Island Marine Construction Services Ltd.
Owner: Kelly Keen

Civic Address: 2850 Fulford-Ganges Road, Salt Spring Island
PID: 004 990 455
Legal Description: Lot 1, Section 15, Ranges 1 and 2, South Salt Spring Island, Cowichan District, Plan 12248

THE PROPOSAL:

The purpose of this application is to amend the Official Community Plan (OCP) and the Land-Use Bylaw for portions of the water in Fulford Harbour.



Figure 1: Orthophoto with Zoning lines (upland property outlined in yellow, S2 zoning not labelled)

The current OCP designations for the subject area (property) are Shoreline Development (SD) and Marine Other (MO). Islands Trust mapping assistance will be required to ensure that the SD designation

extends and aligns with the areas under consideration (see Figure 2 below). Based on discussions with GIS technicians, staff understands that the current linework for the water areas will need to be refined.

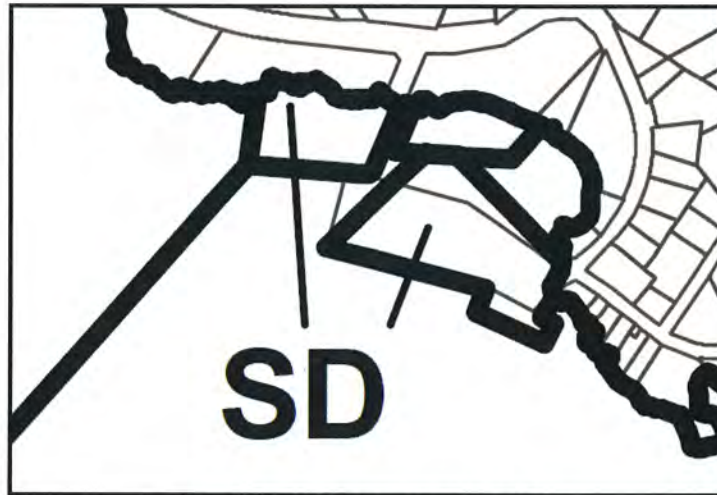


Figure 2: Excerpt from OCP: Designations

The subject area is zoned Shoreline 6 (S6) and Shoreline 3 (S3), located adjacent and directly south of an existing waterlot to Shoreline 2 (S2) (see Figure 3 below). This rezoning will enlarge the area zoned S2 and would permit the extension of existing marine docks.

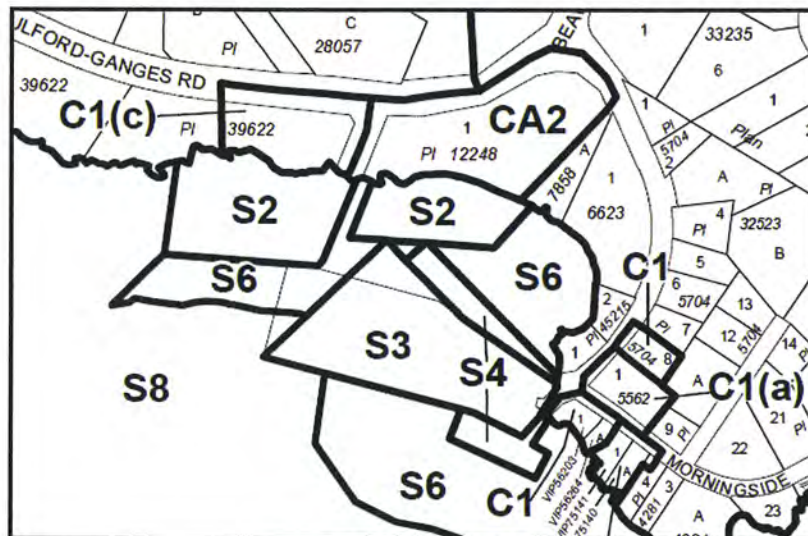


Figure 3: Fulford Harbour zoning



Figure 4: Area proposed to be rezoned shaded red

SITE CONTEXT:

The subject area (property) consists of a 0.21-hectare area of water located on the north side of Fulford Harbour, just north of BC Ferry Corporation's Fulford Terminal. Immediately to the north of the subject property is a waterlot leased by Kelly Keen, Fulford Landing, for a marina and zoned S2. The upland property is owned by Mr. Keen and is zoned Commercial Accommodation (CA2).

The primary use of the upland property is marina administration, with a single-family residential dwelling on site as an accessory use. A commercial dock, Fulford Landing, is currently in operation within the confines of the current Shoreline 2 (S2) zone. The immediately surrounding upland properties are zoned Rural (R), Residential 8 (R8) and Commercial 1(c) (C1(c)). The shoreline is zoned Shoreline 2 (S2), adjacent to S2, S3, S4 and S6 zones. The configuration of the S3 zone represents historic ferry patterns rather than reflecting current use. This application seeks to change a portion of the S6 and S3 zones directly south of Fulford Landing to S2 to permit an expansion of existing docks.



Figure 5: View of Fulford Harbour



Figure 6: View of existing Fulford Landing dock

BACKGROUND:

The applicant for the owner is Dave McKerrell, Island Marine Construction Services Ltd. Mr. McKerrell has applied for a Crown Land tenure, which will entail creating a waterlot over which a licence will be held. This process will be completed upon the successful rezoning of the waterlot area.

The upland property will be used to provide the necessary parking for the expanded marina, as well as addressing the water supply, sewage pump-out facilities and garbage removal.

It is noted that there are currently two bylaw infractions, both of which are being resolved (see Bylaw Enforcement below).

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Trust Policy Statement:

Staff will follow up with a report that analyses compliance with the Policy Statement and the Directives Only Checklist in accordance with Section 1.9 "Policy Statement Implementation" of the Islands Trust Policy Manual. This preliminary report provides analysis of Official Community Plan directives.

Official Community Plan:

The Official Community Plan provides a land-use designation of Fulford Harbour Village for the upland property associated with the water area that is the subject of this application, while the shoreline area falls under the Shoreline Development designation. The designations follow current zoning boundaries and would require amendment concurrent to the Land Use Bylaw amendment should the application proceed.

Official Community Plan – Shoreline and Aquatic Use Objectives and Policies

The Official Community Plan (OCP) contains objectives that guide general shoreline use. Most relevant to this application are:

B.9.1.1.3 – To identify those shoreline areas that are most uniquely suited to or traditionally used for specific purposes such as conservation, First Nations sites, public recreation, boat moorage, aquaculture, industry or transportation.

Official Community Plan – Shoreline Development Designation

The shoreline adjacent to the subject property falls partially under the Shoreline Development designation and partially under the Marine Other designation. The latter designation, for which there are no guidelines, requires an amendment to Shoreline Development. The objectives of the Shoreline Development designation are:

B.9.4.1.1 – To identify adequate shoreline areas where the community's commercial, industrial, boat moorage and transportation requirements take place and where these uses could be further developed.

B.9.4.1.2 – To ensure that future shoreline development takes place in a way that reduces impacts on the environment, other shoreline users and adjacent properties.

The policies under the Shoreline Development designation are:

B.9.4.2.2 - Zoning within this designation will continue to allow the industrial, commercial and boat moorage uses allowed by current local zoning.

B.9.4.2.3 - The Local Trust Committee could consider rezoning applications to allow new industrial, commercial and boat moorage uses in this designation. Before receiving such applications, the Committee should develop guidelines for their review. The guidelines may be incorporated into Development Permit Areas or Heritage Conservation Areas and should ensure that effects on the natural environment, other shoreline users, First Nations interests and adjacent properties would be reduced.

B.9.4.2.4 The Local Trust Committee should require that marinas applying for a rezoning install and operate marine pump-out facilities.

Official Community Plan – Development Permit Areas

This proposal falls within the OCP's Development Permit Area 1 - Island Villages, as well as Development Permit Area 3 – Shoreline. Should this application be approved, the proposal would require an application for a Development Permit prior to moving forward with any development.

The area proposed to be rezoned is generally identified as an area where boat moorage and transportation takes place and that the applicant has identified as having further development potential. The future development of dock extensions would require a development permit application that could ensure that related impacts are limited. The proposed rezoning would not theoretically interfere with the use of Fulford Ferry Terminal, the Fulford public wharf or other moorage facilities.

Land Use Bylaw No. 355:

This application directly addresses the Shoreline zone adjacent to an existing S2 area and the related upland property. This application seeks to change a portion of the S6 and S3 zones directly south of the existing S2 area to permit expansion of existing docks (as per LUB 9.11.1 below):

	S1	S2	S3	S4	S5	S6	S7	S8
Principal Uses and Structures								
Navigational uses	+	+	+	+	+	+	+	+
Geothermal heating equipment in tidal waters only	+	+	+	+	+	+	+	+
Private floats and buoys for non-commercial boat moorage			+	+	+	+	+	
Private docks and floats for non-commercial boat wharfage accessory to a permitted use on the adjacent upland			+	+	+	+		
Aquaculture, excluding the rearing of fin fish					+			
Public ferry wharves			+					
Docks for the temporary commercial wharfage of transient boats	+	+		+				
Docks for private boat club wharfage				+				
Commercial moorage or wharfage of resident boats	+	+		+				
Marine fuelling services	+	+						
Retail sales of boating accessories	+							
Commercial sea plane docks	+							
Sporting equipment sales and rental businesses, excluding the sale or rental of personal watercraft	+	+						
Boat sales, rentals, and servicing businesses	+	+						
Commercial boat businesses	+	+						

Figure 7: Shoreline Zoning Principal Uses from LUB 9.11.1

The S2 zone permits docks, floats, walkways, ramps, floating breakwaters and wharves that are accessory to a permitted use. The maximum height of any structures is 4.5 m.

Parking requirements are one parking space per 20 m of berths accommodating resident boats plus one per two employees. Five percent of the parking spaces must be designed for the use of the disabled. In addition, one bicycle parking space must be provided for every 300 m of berths. There appears to be space for the required parking on the eastern portion of the upland property, the details of which Local Trust Committee could request to be designed in advance of a public hearing.

One off-street loading space is to be provided for each parcel occupied by a commercial use.

Island Trust Fund:

The subject property is not close to any of the Trust Funds lands and does not impact them.

Sensitive Ecosystems and Hazard Areas:

As shown in the Ecosystem Mapping, the entire land and water area is identified as a "Terrestrial Pole/Sapling" ecosystem and is now classified as a "Terrestrial Disturbed Area".

Archaeological Sites:

The subject property is in an area of recorded archaeological potential. The Ministry of Transportation and Highways, in cooperation with the Ministry of Tourism, Culture and the Arts, may request an archaeological impact assessment conducted by a professional consulting archaeologist under provincial authority, to determine whether or not the site contains archaeological features and requires protection. The applicant has been given supportive materials and has been advised to contact the Archaeology Branch of the Ministry of Tourism, Culture and Arts.

The application for a waterlot lease has been referred from the Lands Branch to relevant First Nations.

Covenants:

There are no covenants on title.

Bylaw Enforcement:

Islands Trust file SS-BE-2006.2 is an investigation into the creation of two suites, only one of which is permitted by the Land-Use Bylaw (see Land Use Bylaw No. 355 below). The Bylaw Enforcement Officer has indicated on 21 August 2013 that he is able to conclude the bylaw enforcement file now, so that file SS-BE-2006.2 will be closed and the building will be in conformance with the Land-Use Bylaw.

A Legal Notation on title refers to a Bylaw Contravention Notice under Section 57 of the Community Charter. This resulted from construction of a deck that was undertaken without the required permit. The applicant is in contact with the CRD Building Inspector in order to secure the permit.

Climate Change Mitigation and Adaption:

The proposed docks will be designed and built to accommodate tides and sea-level rise.

COMMUNITY INFORMATION MEETING(S):

No community information meeting has been held at time of writing this report.

RESULTS OF CIRCULATION

This is a preliminary report. The application has not yet been circulated. However, the applicant has approached BC Ferry Corporation and neighbouring Fulford Marina. Both have indicated that they have no concerns with the planned expansion.

STAFF COMMENTS

Official Community Plan Objectives and Policies – Staff consider this application for bylaw amendment (rezone) as described by the applicant to have merit with consideration of OCP objectives and policies. The area is generally identified as an area where boat moorage and transportation could be further developed. The proposed rezoning would not theoretically interfere with the use of Fulford Harbour.

Official Community Plan Development Permit Areas – The future development of dock extensions, if supported by zoning amendment, would require a development permit application that could ensure that related impacts are limited. Any future proposal for a dock or associated structures that might result from this rezoning application would require a Development Permit application for development within the OCP's DPA 3 – Shoreline Development Permit Area, and potentially for DPA 1 - Island Villages.

Land Use Bylaw - The proposed bylaw amendment would extend the current S2 zone while reconfiguring the S3 and S6 zones. The S3 zone could be aligned with current BC Ferry use, while adjusting the S6 zone would allow for continued public access through the harbour.

Draft Bylaw - When considering rezoning applications, the Local Trust Committee has an established practice to require a resolution directing staff to draft a bylaw amendment as the first step. At this time, staff is seeking this direction, as well as comments from the Advisory Planning Commission (APC) in order to assess the proposal. Upon receipt of comments from this advisory group, staff may prepare a follow up report discussing an appropriate bylaw amendment.

Advisory Referral - The Local Trust Committee regularly makes use of advisory committees to provide commentary for applications significant in scope or complexity. In this case, advice from the Advisory Planning Commission may be relevant.

As this application also involves an OCP amendment, policy to refer to agencies will be followed.

RECOMMENDATION

THAT the Salt Spring Island Local Trust Committee DIRECTS staff to initiate early consultation with BC Ferry Corporation, with the Capital Regional District and First Nations through referral of application SS-RZ-2013.6, for amendments to the Official Community Plan Bylaw No. 434 and Land Use Bylaw No. 355 to redesignate a portion of the water area adjacent to Lot 1, Section 15, Ranges 1 and 2, South Salt Spring Island, Cowichan District, Plan 12248 (2850 Fulford-Ganges Road) from Marine Other (MO) to Shoreline Development (SD) and to rezone relevant areas from Shoreline 3 (S3) and Shoreline 6 (S6) to Shoreline 2 (S2), prior to drafting the bylaws.

THAT the Salt Spring Island Local Trust Committee DIRECTS staff to prepare bylaws amending the Official Community Plan Bylaw No. 434 for a water area adjacent to Lot 1, Section 15, Ranges 1 and 2, South Salt Spring Island, Cowichan District, Plan 12248 (2850 Fulford-Ganges Road) designated Marine Other (MO) to Shoreline Development (SD) and Land Use Bylaw No. 355 for areas zoned Shoreline 3 (S3) and Shoreline 6 (S6) to Shoreline 2 (S2).

THAT the Salt Spring Island Local Trust Committee REFER application SS-RZ-2013.6 (2850 Fulford-Ganges Road) to the Salt Spring Island Advisory Planning Commission for review and comment.

Respectfully submitted by:



Kelly Gesner, Contract Planner

26 August 2013

Date

Concurred by:

August 26 2013

Leah Hartley, Regional Planning Manager

Date



Legend

- [illegible]

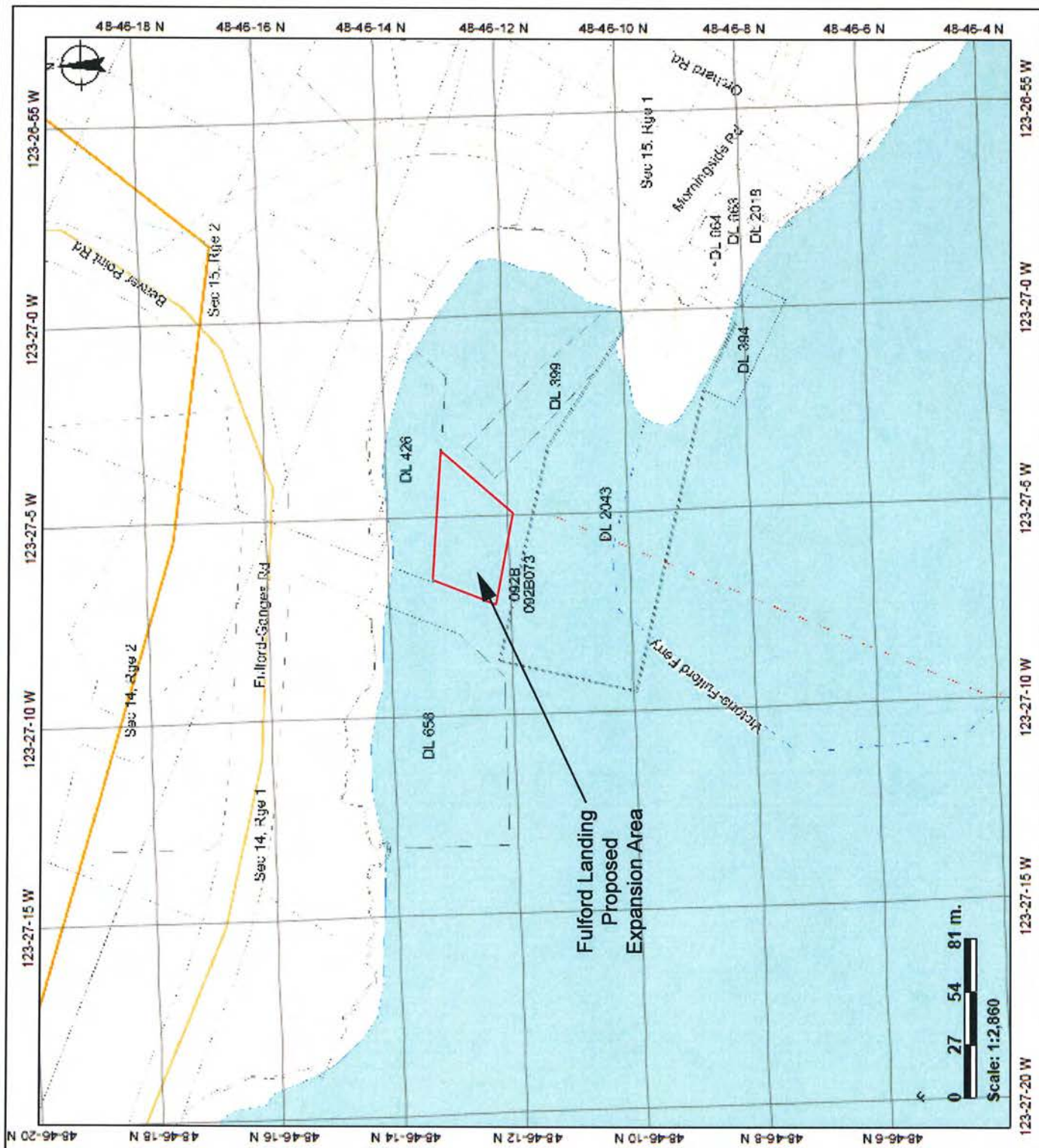
Copyright © 2004 Pearson Education, Inc. All rights reserved.

The material contained in this web site is owned by the Government of British Columbia and protected by copyright law. It may not be reproduced or modified without the prior written permission of the Province of British Columbia. To request permission to reproduce all or part of the material on this web site please complete the Copyright Permission Request Form, which can be accessed through the Copyright Information Page.

CAUTION: Maps obtained using this site are not designed to assist in navigation. These maps may be generalized and may not reflect current conditions. Uncharted hazards may exist. DO NOT USE THESE MAPS FOR NAVIGATIONAL PURPOSES.

Country/Production: NA2003 Arab Equul Area C 2002

Key Map of British Columbia



UNIVERSITY OF CALIFORNIA

POC
1230276.23'
48 = 46' 13.21"

Fulford
Harbour

Dock Plan
Lease 103166 + Proposed Extension
Scale =1:500

SSITC

Minutes Dec 10, 2013

Bus Shelter Design Committee

Present: Robin Williams, Donald McLennan Dexter Nash, Matt Brain, Nomi Lyonns (Chair)

Meeting start: 4:05

Brought Dexter up to speed: how we can get something built with what we can afford

Get Matt Brain's design "Country Grocer Bus Shelter" built first.

The second shelter will be dealt with once 1st is built. Design to tie in with MB design as per prior design committee specifications.

It was noted that if CG decides to donate funds (we're still waiting to hear back if they will. DM to talk to CG) the shelter could be called "Country Grocer Bus Stop". A plaque would be placed on this shelter that would acknowledge the SS Foundation's \$5000 contribution.

The SSI Foundation will be asked if they would prefer to have their funds allocated to the second shelter. The best use of the rock wall needs to be taken into consideration for the second design.

MB met with Bill Simpson gave the lowest price including insurance for converting MB's design into construction drawings. BS normally charges more but is doing it as a community project & he liked MB design. BS has started working on MB's drawings to begin engineering specs.

Contract still needs to be signed by Ralf but Robin has been told by Ralf that BS has the contract. BS will take MB's input on specs to create CRD format drawings. This service will include site visits and have **\$2 million insurance**.

RW noted a building is less than 107 sq ft it doesn't need a building permit or if it's on MOTI ROW. Instead you get a Licence of Occupation or permit from MoTI for any structure built on the ROW.

Off-shelf design at Fernwood is an example of when building permits get out of hand and significantly raise costs. This was a key lesson learned from the Fernwood precedent.

MB will add his detail input to the BS specs and build a template from the final drawings to make sure scalability works. MB & BS discussed materials and BS is happy with the structural materials selected so far and suggests that it is "strong and engineer-able".

MB will then create a package for tendering with information on type of materials for roofing, colours, metal gauge, glass, etc.

Re: metal work MB is talking to Ironie and Bellevance. It was noted to ask for protective coating to be used and mention it in the contract.

Glass -Kapa Kai, SSI Glass, Uta Nagle, Jerry Ringrose - MB looking at a process that would keep the **artwork safe from vandals. It would have the design in the middle of plexiglass sheets. (?)**

MB noted and all agreed that we want to keep it locally sourced as much as possible. MB will assemble and install the pieces that are created by the forgers.

They will load test it once it is built to assure safety.

RW & MB to meet with Ralf to send out tenders and suggest some contractors. It was noted that a CRD job doesn't have to be publicized or formally tendered if under \$50,000.

Motion was created to present at next SSI TC meeting, Dec 17:

MOTION:

The Bus Shelter Design Committee recommends that the SSITC advise the CRD to proceed with the selection of Bill Simpson as the engineer of record, pursuant to the solicitations of offers by the CRD for the Matt Brain Bus Shelter project.

Robin Williams moved.

Dexter Nash seconded.

Discussion: as above.

Unanimously Carried

Discussion of building the construction in another location and bring in by truck. MB will be in contact with the builder throughout the process as well as create the wooden decorative framing.

Donald volunteered his skill and materials to make the bench from specs provided by Matt. The bench will be made of fir or cedar.

Donations of materials will be sought by Slegg & Windsor

MB will start after Xmas RW & MB will create 2 budgets "done to suitable finishes" for the contractors. By Jan 10 they will have a package which MB and RW will give to Ralf for distribution to qualified contractors. It is hoped to have contractors respond within the week of offers being solicited.

Dexter asked about the Bus Schedule and notice board. It was noted that advertizing is not part of the BSDC Guidelines and that perhaps a BS Schedule pole could be implemented such as in Vancouver, instead of any board structure.

MB will consider this in final product. DM will ask Myrna Moore about pole provisions.

RW suggested we extend the SSITC media blitz of having 2 openings. One of the building construction

itself the second an official opening when a plaque is put on to SS Foundation. It was noted that a surprise installation ie overnight would be great publicity.

In order to bring in more funds for community projects RW will ask Island Realtors to get more involved in community projects.

DM suggested that the panel meet again with the Chamber to discuss the Lions shelter in the New Year. See what the Transit Service Service Review will recommend in 2014 about the need for a second shelter at the Visitor Centre.

Next meeting TBD.

Meeting adjourned: 5:10 pm

----- 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

Salt Spring Island Transportation Commission
Agenda December 17, 2103
Item 7.1

Dear Ms. McIlvenna,

Thank you for your input., it will be valuable in our planning.

Regards,

Wayne McIntyre

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

DEFERRED TO

Salt Spring Island Transportation Commission
Agenda November 19, 2103
Item 8.2

19 September, 2013

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

Salt Spring Island Transportation Commission
Agenda December 17, 2103
Item 7.2

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

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

Salt Spring Island Transportation Commission
Agenda December 17, 2103
Item 7.3

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,
m

John Wakefield
Chair
Salt Spring Island Transportation Commission
ssitc@crd.bc.ca
250-537-4624

This e-mail and any attachments are for the use of the intended recipient only and must not be distributed, disclosed, used or copied by or to anyone else. This e-mail and any attachments may be confidential, privileged and/or subject to the Freedom of Information and Protection of Privacy Act. If you receive this message in error, please delete all copies and contact the sender.

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

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

I 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 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

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>
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

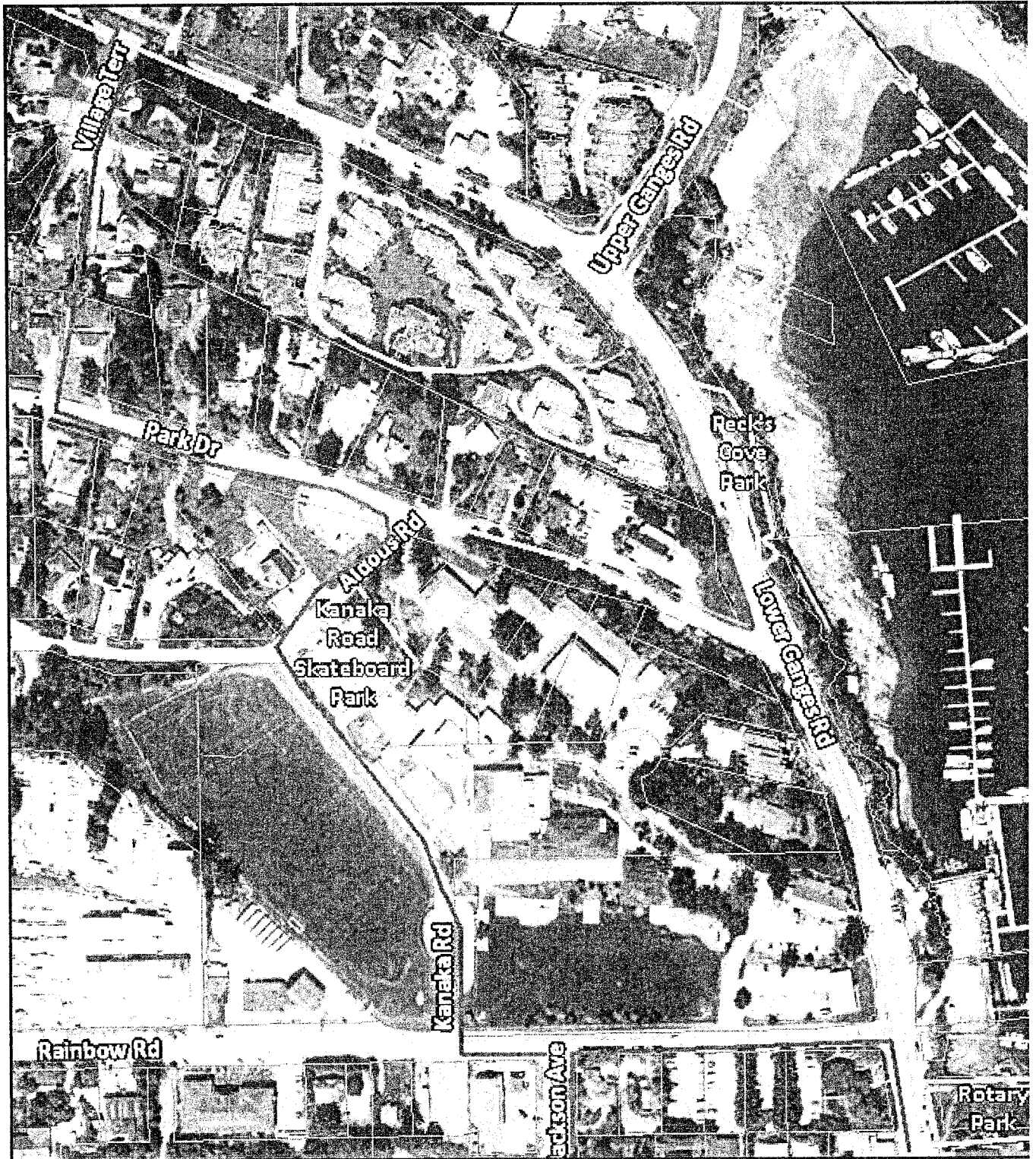
- 182** (1) If there is a sidewalk that is reasonably passable on either or both sides of a highway, a pedestrian must not walk on a roadway.
- (2) If there is no sidewalk, a pedestrian walking along or on a highway must walk only on the extreme left side of the roadway or the shoulder of the highway, 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



From: "Rowlandson, J" < >
Date: December 3, 2013 2:29:43 PM PST
To: Donald & Judy McLennan < >
Cc: Brenda Guiled, "Guenette, Darin" <Darin.Guenette@bcferries.com>, "MacKay, Captain Lewis" <Lewis.MacKay@bcferries.com>, John Wakefield

Subject: May 1, 2013 to Sept 30, 2013 Cyclist/Pedestrian traffic - Route 4 - Increase

Hi Donald.

I wanted to share this BCF information as it no doubt will help decision-making around Transit services and ways that the Cycling Master Plan might be leveraged to provide maximum benefit for all active transportation users on Salt Spring.

Working from 2013 (May to Sept) aggregate totals please find a simple comparative analysis for Route 4 (Swartz Bay to Fulford Harbour):

1. May 1, 2012 to September 30, 2012 (*BCF 2011-2012 Spreadsheet is attached*):

- Total walk-on passengers boarding at Swartz Bay – 28,578
- Total cyclists boarding at Swartz Bay – 3,212

2. May 1, 2013 to September 30, 2013 (*As per e-mail below*)

- Total walk-on passengers boarding at Swartz Bay – 42,285
- Total cyclists boarding at Swartz Bay – 3,682

3. Increase in Salt Spring bound walk-on passenger/cyclist use of Route 4 between 2012 & 2013

- Walk-on volumes increased by 13,707 or **48%** over the same period in 2012
- Cyclist volumes increased by 470 or **15%** over the same period in 2012

Many thanks to Darin Guenette who — at a very busy time for BCF —secured this information from its Traffic group.

Very best,

John

Calendar Year	Month	Terminal (DEP)	Terminal (ARR)	Foot Pass	Bike
2011	October	Swartz Bay	Fulford Harbour (Saltspring Is)	4,430	262
2011	November			3,633	128
2011	December			4,208	119
2012	January			3,400	105
2012	February			3,599	122
2012	March			4,187	178
2012	April			4,642	302
2012	May			5,246	540
2012	June			4,985	496
2012	July			6,123	733
2012	August			6,716	822
2012	September			5,508	621
2011	October	Crofton	Vesuvius (Saltspring Is)	3,696	95
2011	November			3,394	29
2011	December			3,133	24
2012	January			3,044	13
2012	February			3,324	15
2012	March			2,931	44
2012	April			3,723	105
2012	May			4,070	179
2012	June			3,551	220
2012	July			3,258	428
2012	August			3,363	453
2012	September			3,878	291

Island Pathways' Partners Creating Pathways Project Ganges Village Pathway Network

TimeLine for Ganges Village Pathway Network

- **Partners Creating Pathways' Contribution (All the periphery and connecting pathways)**

2014 - Completion of pathway on Upper Ganges Road from Churchill where our 2011 pathway ended, to Leisure Lane and Long Harbour Road.

2014 - If finances allow – completion of short section of pathway on Upper Ganges Road from Moby's to Lower Ganges Road.

2015 - Completion of Rainbow Road section from Atkins Road, in front of the Farmers Institute to the PARC panhandle coming down from Mouat Park.

2015 or 2016 - Complete pathway on Atkins Road from Rainbow Road to Swanson Road.

- **PARC's Contribution (Trails in Parks / private land)**

2015/16 - Completion of Pathway through the west side of Mouat Park, behind the Farmer's Institute, and down the PARC panhandle to Rainbow Road.

Some time in the future – Completion of pathway from Harbour House to the Hospital

- **Transportation Commission's Contribution (Core multi-use pathways and bike lanes on Lower Ganges and Rainbow Roads, North Ganges Transportation Plan.**

Congratulations on completion of phase one. Timeline for rest still unknown.

When these are done, the Ganges Village Pathway Network will be completed.



Making a difference....together

SALT SPRING TRANSPORTATION COMMISSION

Notice of Meeting Schedule for 2014; Approximately 2 hrs starting at 4:00 pm
Portable Meeting Room, 145 Vesuvius Bay Rd, Salt Spring Island, BC

2014

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			