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**Minutes of the Regular Meeting of
the Salt Spring Island Transportation Commission
Held March 18, 2014, 145 Vesuvius Bay Road, Salt Spring Island, BC**

Present: **Director:** Wayne McIntyre
Commission Members: Donald McLennan (Chair), Robin Williams (Vice Chair), Ross Simpson, Nigel Denyer, Kevin Bell, Dennis Fortin, Andrew Haigh, Sheryl Taylor Munro
Staff: Karla Campbell, Senior Manager; Keith Wahlstrom, Contract Engineer, Michele Akerman, Recording Secretary

Chair called the meeting to order at 4:03 pm

1. Approval of Agenda

MOVED by Commissioner Simpson, **SECONDED** by Commissioner Bell,
That the agenda be approved as presented.

CARRIED

2. Adoption of Minutes of February 18, 2014.

MOVED by Commissioner Williams, **SECONDED** by Commissioner Fortin,
That the minutes of February 18, 2014 be approved with the following amendments:

1. Amend item 5 to: CFOX to CFAX
2. Amend item 7.1.3 [Working Group Formation] to read: *Discussed the formation of a working group and proposed terms of reference. The working group would be comprised of Commission Members, School Board representation and the Partners Creating Pathways (PCP) group. The Working Group will make recommendations to Commission.*

A Commissioner suggested that the working group membership be open to all interested commissioners and all interested members of the community as long as they meet criteria. They have to have some method to contribute rather than just being an observer. The working group will convene a meeting February 20, 2014 at 4:00pm at the Building Inspection offices in the Mouat Room.

3. Amend the Capital Reserve Fund motion to read: *That the Transportation Commission establish in **2014** a Capital Reserve Fund.*

CARRIED

The Chair will follow up with the Ferry Advisory Commissioner Chair regarding a summary of BC Ferry schedule revisions for the Commission.

3. Reports – Chair

A Commissioner recognized International Bus Drivers Day in honour of our great bus drivers.

4. Reports

4.1 Transportation Capital Budgets

A question was raised regarding the cost of Rainbow Road project. The capital budget allocates \$420,000 plus 15% for soft costs which varies from the December 2013 budget recommendation of \$650,000. Staff to follow up.

4.2 2013 Pathway Project – Rainbow Road Indoor Pool to Atkins Road

The Commission requested clarification on project costs. Staff to follow up.

4.3 Project status report

A question was raised concerning the status of the speed report done by a working group and where it is at. The Chair advised that the Commission has not had a chance to comment or do anything further with it.

4.4 BC Transit-Monthly Revenue

The Commission requested transit revenues to correlate with ridership.

5. Outstanding Business

5.1 NGTP Rainbow Road Phase

General Discussion on design and implementation of the Rainbow Road project; and the merits of introducing a parking lane in front of Windsor Plywood and the School Bus Depot.

MOVED by Commissioner Simpson, **SECONDED** by Commissioner Haigh, THAT the Salt Spring Island Transportation Commission (SSITC) endorses the following design elements for the NGTP Rainbow Road Phase, subject to the SSITC reaching a consensus with the Partners Creating Pathways (PCP), and School District No. 64 (SD64) granting approval to place the pathway on SD64 property:

1. Reduce the width of the pathway to 1.8 metres from the indoor pool to the entrance to the bus pullout adjacent to the high school; and reduce the pathway to 2.5 metres from the high school bus pullout to Lower Ganges Road.
2. Delineate the pathway from the road thereby eliminating the need for asphalt curbing while retaining existing natural drainage swales and a rural “look”.
3. Use pathway blend rather than asphalt for all segments of the pathway except those fronting the SD64 Depot and Windsor.
4. Invite PCP participation to build the pathway to Capital Regional District (CRD) specifications
5. Retain provision for angle parking at SD64 Depot by moving the pathway onto SD64 property and by using hefty curbing where necessary to protect the pathway from parked vehicles while retaining as much of the existing asphalt as possible to minimize costs.
6. Utilize asphalt for the 2.5 metre pathway and the 2.6 metre parking lane fronting Windsor Plywood

7. Defer all planned engineering changes at Lower Ganges Road/Rainbow Road until the next NGTP phase, except moving the X-walk to the north side of the intersection.
8. Postpone property issue talks with the Law Office. Deferring major re-engineering of the intersection also allows the Commission to bring the project back to the Ministry of Transportation as a “warranted” improvement.

CARRIED

MOVED by Commissioner Denyer, **SECONDED** by Commissioner Taylor-Munro, That new design element for the NGTP Rainbow Road phase eliminate the proposed paved parking lane from Windsor Plywood fence to the SD64 bus pullout; and that the existing shoulder arrangement be left informal.

CARRIED

5.2 Bus Shelter Update-Commissioner Williams

Tenders were sent to four different contractors, the deadline for the submissions is March 19, 2014.

5.3 Partners Creating Pathways

PCP has been working on an CRD Active Transportation infrastructure grant proposal for \$50,000 to assist with projects this year, which are Churchill to Leisure Lane and along Mobys down to Lower Ganges Road. Concept design is still developing. PCP is favouring a road level pathway and working with adjacent business owners.

5.4 Regional Transportation Plan Feedback

MOVED by Chair McLennan, **SECONDED** by Commissioner Taylor-Munro, That the Salt Spring Island Transportation Commission endorses the Regional Transportation Plan feedback from the SSITC and Economic Development Commission and that a letter be sent to John Hicks, CRD Senior Transportation Planner.

CARRIED

6. New Business

6.1 SS Transit upcoming events

- Public consultation event scheduled for April 5
- Recommended providing a gift to the 100,000th transit rider
- Discussion regarding inviting Gary Holman, MLA to the media event. Chair to write a letter inviting him.
- Discussion regarding individualizing the buses décor to make them more appealing could be part of the service review.

6.2 Reimbursement Chair McLennan Expenses

MOVED by Commissioner Williams, **SECONDED** by Commissioner Fortin, That the Salt Spring Island Transportation Commission approves the reimbursement of \$220.00 to Chair McLennan for a commissioning of the graphic of the Rainbow Road Plan.

CARRIED

7. Correspondence/Information

For the information only.

8. Adjournment

MOVED by Chair McLennan, **SECONDED** by Commissioner Taylor-Munro,
That the meeting be adjourned at 6:00pm.

CARRIED

CHAIR

SENIOR MANAGER