



Making a difference...together

SALT SPRING ISLAND TRANSPORTATION COMMISSION

Notice of Inaugural Meeting on **Monday, January 25, 2016 at 4:00 PM**

Portlock Park Portable Meeting Room, 145 Vesuvius Bay Road, Salt Spring Island, BC

Wayne McIntyre
Ross Simpson

Nigel Denyer
Seth Wright

Robin Williams
Rod Martens

Gregg Dow
Scott Simmons

AGENDA

1. Election of Chair and Vice Chair
2. Approval of Agenda
3. Adoption of Minutes of November 24, 2015
4. Presentations/Delegations
 - 4.1 Jennifer McClean-Bus fees for families
5. Reports-Chair and Director
6. Outstanding Business
 - 6.1 RCMP, Speed and enforcement- Corpral Daren Lagan
 - 6.2 Low Cost Improvements for Scooter and Wheelchair Accessibility in Ganges
 - 6.3 Canada 150 Community Infrastructure Grant
 - 6.4 Bus Shelters
 - 6.5 New BC Transit Busses-Status Update
 - 6.6 Islands Trust Bylaw Referral - SS-RZ-2013.6 – 2850 Fulford Ganges Road
7. New Business
 - 7.1 North Ganges Transportation Plan and Project Management Plan
 - 7.2 Monthly Revenue Report-Salt Spring Island Community Transit
 - 7.3 Request to Change Meeting Times to 4:30 PM.
8. Next Meeting: February 22, 2016, Portlock Park Portable Room
9. Adjournment

Information only- Correspondence

Appendix 1- Email, January 13, 2016, B. Murphy-Compliment bus driver Brad

To ensure a quorum, please contact Tracey Shaver if you are not able to attend



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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held November 24, 2015, Public Library Meeting Room, 129 McPhillips Avenue,
Salt Spring Island, BC**

DRAFT

Present: **Alternate CRD Director:** Darryl Martin
Commission Members: Robin Williams (Chair), Rod Martens, Nigel Denyer, Ross Simpson, Seth Wright, Scott Simmons participated electronically.
Staff: Karla Campbell, Senior Manager, Tracey Shaver, Recording Secretary
Absent: Director McIntyre, Gregg Dow

Chair Williams called the meeting to order at 4:04 pm.

1. Approval of Agenda

MOVED by Commissioner Denyer, **SECONDED** by Commissioner Wright,
That the order of the Salt Spring Island Transportation Commission agenda of November 24, 2015, be amended as follows: Item 5.1 Bus Shelters to be adjusted to item 3.2 to allow discussion of the topic to take place following Donald McLennan's presentation on bus shelters.

CARRIED

2. Adoption of Minutes of October 26, 2015

MOVED by Commissioner Simpson, **SECONDED** by Commissioner Martens,
That the Salt Spring Island Transportation Commission minutes of October 26, 2015 be approved.

CARRIED

3. Presentations/Delegations

3.1 Donald McLennan- Bus Shelters

Mr. McLennan provided historical background on the decisions made by previous Transportation Commission members who chose custom build bus shelters for Salt Spring Island to reflect the unique community character. The presentation provided examples of the economic benefits of inspiring local artistic input. Volunteer labour, donations in kind and other cost sharing efforts are anticipated to balance the cost difference between custom bus shelters and those available from the BC Transit shelter program.

3.2 Bus Shelters

Chair Williams opened up the discussion on bus shelters to the Commissioners and the audience. Several key points were considered:

- Fiscal responsibility of the Commission.
- Providing bus shelter services in a timely manner.
- Project length of time and complexity.
- Capital Regional District procurement policies.
- Site specific considerations.
- Artistic design versus the execution and installation of the actual shelter.
- Part of the "Tourist Experience" and economic development.
- Connecting the cost of shelter design and build to the on island providers.

MOVED by Commissioner Williams, **SECONDED** by Commissioner Wright,
That the Salt Spring Island Transportation Commission issue a bus shelter design
competition for the Heritage Place location through a request for proposal process to be
reviewed by the Bus Shelter Design Committee for a recommendation to the Salt Spring
Island Transportation Commission.

CARRIED

Commissioner Simmons Opposed

4. Reports

4.1 Commissioner Denyer

Reported on a Partners Creating Pathways project which was performed in September
2015 and called "Scootering About". Several volunteers went through the downtown core
with scooters or wheelchairs to document various access issues faced by those who are
mobility challenged. A condensed listing of the issues discovered will be brought forward
at the next transportation meeting.

4.2 Alternate Director

The Commission was introduced to Darryl Martin the CRD Alternate Director and the Chair
of the Economic Development Commission.

4.3 Chair

Chair Williams reported that the local governance study group will be focusing on
transportation and road issues as part of their review. Chair Williams would like to extend
an invitation to the Chair of the Incorporation Study Committee and the project consultants
to attend a meeting with the Transportation Commission.

5. Outstanding Business

5.1. Parking

The Commission held a general discussion on the proposed public parking lot location in
Mouat Park.

- not supportive of the idea of putting a public parking lot in park land space;
- a summer Saturday problem is not enough to justify paving parkland;
- require more information on up front construction costs and potential revenue
sources, parking enforcement and overnight/short term parking in town;
- would require parking authority and enforcement.

Senior Manager Campbell referred to the 2017 Budget which provides for a
comprehensive parking study and the Commission generally agreed to defer the topic until
the study is complete.

6. New Business

6.1 Monthly Revenue Report-Salt Spring Island Community Transit

Received for information. No discussion.

6.2 Commission Members-Terms of office

Staff will contact commissioners with terms expiring at the end of 2015 to confirm
reappointment.

Scott Simmons lost telephone connection to the meeting at 5:20 pm

6.3 Islands Trust Bylaw Referral-SS-RZ-2015.1, 150 Douglas Road

MOVED by Commissioner Denyer and **SECONDED** by Alternate Director Martin,
That the Salt Spring Island Transportation Commission considers their interests in the
Islands Trust Bylaw Referral of SS-RZ-2015.1 to be unaffected.

CARRIED

6.4 BC Transit Draft Three Year Service Plan and Budget

The provincial government under Order of Council 594 now allows BC Transit to retain all operating savings which will be carried forward to offset inflationary increases in the costs for the transit system. This regulatory change allows BC Transit to maintain transit service levels over the next three years.

A discussion was held concerning a proposal to implement a free fare on Route 1-Ganges Local as it is the lowest performing route within Salt Spring Island, however it does perform higher than its peers. The estimated free fare would cost approximately \$8,000.

The Commission request information based on the fee elimination costs for a Saturday only versus for a seven day week.

7 Proposed Meeting Schedule for 2016

The Commission agreed to the following proposed schedule for 2016 to be held from 4:00 to 6:00 PM in the Portable Meeting Room at Portlock Park: January 25, February 22, March 29, April 25, May 24, June 27, July 25, No meeting in August, September 26, October 24, November 28, no meeting in December unless called by the Chair.

8 Adjournment

The meeting adjourned at 5:30 pm.

CHAIR

SENIOR MANAGER



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**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 Transportation Commission

E-mail: 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 Jan. 25, 201 16 at 4 AM/PM
 ON AGENDA ITEM BUS

NAME Jennifer McClean
 ADDRESS Grantville

I REPRESENT parents w. children on public bus
(Name of Organization if applicable)
 AS _____
(Capacity/Office)
 TELEPHONE _____ FAX _____
 E-MAIL _____

My reason(s) for appearing is (are) and the substance of my presentation is as follows:
COSTS FOR CHILDREN OVER AGE 3 ARE:
\$2.25 each making total \$6.75 for me to
go to Ganges while subsidies are being
discussed for elders on the LOCAL

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

Jan. 11, 2016 _____
Date Signature

Low Cost Improvements for Scooter and Wheelchair Accessibility in Ganges.

Several SSITC Commissioners joined three scooter users and Jean Gelwicks on 21 September 2015 to observe scooter and wheelchair accessibility issues around Ganges. The group identified some 15 issues.

Commissioners Simpson and Denyer later reviewed the list in order to select a few improvements that could be made quickly and at low cost. These are listed below. Certain problem areas were reviewed with Travis Tormala (MOTI) on 8Jan 2016.



1: SW Corner of Rotary Park, Liquor Store Ramp Site



Illegal parking at this site is very common and scooter users and pedestrians are then forced to enter the road carriageway in order to proceed to the sidewalk outside the Liquor store in the Thirfty store. This forces them into a hazardous manoeuvre. The problem was reviewed with Travis Tormala (MOTI) on 8 Jan 2016.

Proposed Solution: 1) the optimal solution would be to construct a concrete ramp joining with the existing concrete sidewalk and immediately adjacent to the LGR asphalt carriageway. This should then be painted with diagonal yellow stripes to indicate no parking at any time. (MOTI)
2) Move commercial parking signs North 1.5m to allow a 1.5m ramp access marked 'No Parking'. Paint the ramp yellow.

2: In front of the Fire Hall



The ramp leading to the cross walk to the Park is blocked by a parking spot, which means it is difficult to see and impossible to access with a scooter.

The Ministry of Transportation and Infrastructure has responsibility for the parking lot in front of the Fire Hall. The problem was reviewed with Travis Tormala (MOTI) on 8 Jan 2016.

The way the lines are painted on the Fire Hall parking lot allows for cars to actually block the ramps that can get scooter users into Centennial Park and Gasoline Alley. These ramps were put in at some expenses but can not be seen or accessed by those that need them. Travis agreed to take our concerns back to his office and get back to us.

The lines at the Fire Hall parking lot are just about ready for repainting so it could be an easy fix. One parking spot will have to be eliminated and the parking lines shifted. We suggested a pathway to the first ramp on the far side of the parking lot could be painted yellow similar to the pathway on the CIBC side and maybe signed with a "no parking" sign so that neither cars or motorcycles do not use it as they do now. Maybe the ramps could also be painted yellow to draw peoples attention to them. We also suggested that the parking space next to the CIBC Bank be signed "small cars only" so that large cars do not end up blocking the pathway and ramp at this end.

Proposed Solution: re-paint the parking stalls to leave a 1.5m 'No Parking' access to the ramp. Paint the ramp yellow. One parking stall would be lost, but the disabled parking stall at the other end could be improved by making it wider.

3: Intersection of Upper and Lower Ganges Road



There are people coming from three roads all turning in two directions and making eye contact with all of them is difficult.

Lower Ganges Road sidewalk where it ends near Upper Ganges Rd: needs a little work to transfer from new side walk to old side of the road.

Proposed Solution: any temporary solution would be expensive. Incorporate into future LGR/UGR intersection improvements.

Interim Solution: scooters would be better to cross from the East side of LGR to the West side by means of the crosswalk to use the existing wide shoulder path there and the new path to be provided on the upland side of Lower Ganges Road which is to be provided under the Grading Contract in 2016.

4: In front of the library



The ramp for access to the sidewalk is located so that users of the westmost disabled space must pass by the vehicle in the other disabled space to get to the ramp.

Proposed Solution: exchange the 15 min parking space with the second disabled space in order to place the two disabled spaces closer to the library entrance with the access ramp between them.

5: Hereford Xwalk at LGR near Sears



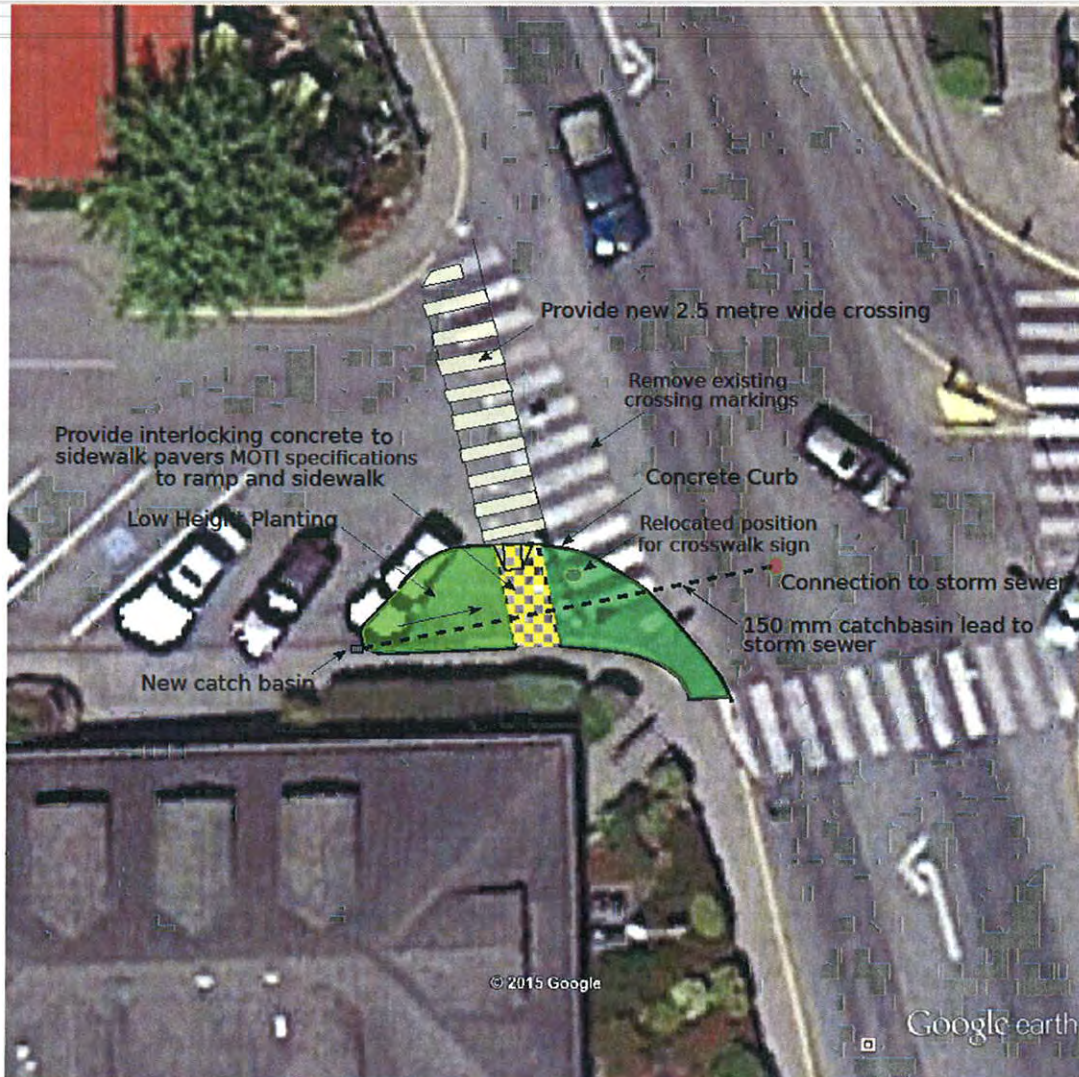
There were two problems at this location:

- The scooter /pedestrian ramp was not clearly visible because of obstructions by advertising sandwich boards and was not in line with the existing pedestrian crossing.
- A cross walk sign was located in the asphalt carriageway in Hereford Road. (It was noted that this was in a one way street but could be hazardous for vehicles travelling in the wrong direction or for emergency vehicles.)
The problem was reviewed with Travis Tormala (MOTI) on 8 Jan 2016.

Proposed Solution 1: Re-locate ramp to align with cross walk.
Difficult to enforce the removal of the sandwich boards. The optimal solution would be to reposition the sidewalk ramp to line up with the pedestrian crossing. The existing sidewalk crossing would then be removed and the sidewalk reinstated.

In order to accommodate the new sidewalk ramp concrete curb realignment would be required at the SW corner of Hereford/ Lower Ganges Road. The existing pedestrian crossing for Lower Ganges Road would not be affected.

Proposed Solution 2: A more expensive option incorporating beautification at this corner and providing a much shorter and safer path for pedestrians and scooters.



Proposed Sidewalk Ramp
Hereford and Lower Ganges
Intersection - Alternative 2

Conclusion: The five accessibility problems described above could be rectified at comparatively low cost. MOTI will advise whether they are prepared to undertake improvements 1), 2) and 5).

Nigel Denyer, Ross Simpson, Jean Gelwicks 18 Jan 2016

Dan Ovington

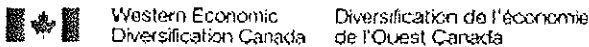
Subject: FW: Canada 150 Community Infrastructure Program Application / Appel de propositions du Programme d'infrastructure communautaire de Canada 150

From: BC Canada150 / Canada150 CB (WD/DEO) [<mailto:wd.bccanada150-canada150cb.deo@canada.ca>]

Sent: Tuesday, December 15, 2015 2:01 PM

To: Dan Ovington <dovington@crd.bc.ca>

Subject: Canada 150 Community Infrastructure Program Application / Appel de propositions du Programme d'infrastructure communautaire de Canada 150



(Le français suit)

Hello Mr. Ovington,

Re: Upgrade Salt Spring Island pathway
Reference Number: C006642

Thank you for submitting your application to Western Economic Diversification Canada (WD) under the Canada 150 Community Infrastructure Program. WD received many excellent applications; however, the demand for funding greatly exceeded available funds.

WD has assessed applications based on the program criteria outlined in the application guide. Funds have now been fully allocated and we regret to inform you that we are unable to accommodate your request at this time. However, we will keep your application and contact information on file for future opportunities.

Thank you for your interest in the Canada 150 Community Infrastructure Program.

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

Western Economic Diversification Canada
Diversification de l'économie de l'Ouest Canada
Government of Canada | Gouvernement du Canada
www.wd-deo.gc.ca





APPLICATION REFERRAL FORM

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

Islands Trust

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
Stzumimus 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

*See minutes:
April 15 2014*

Salt Spring Island Local Trust Area

(Island)

SS-RZ-2013.6

(Application Number)

(Signature)

(Title)

(Date)

(Agency)

The study should also consider the adequacy of the existing and proposed drainage utilities within the Rainbow Road Project corridor, and in particular, consider the level of risk and consequences of flooding of:

- a. The Windsor Plywood, Murakami Gardens and SD 64 Maintenance Buildings and other properties along Rainbow Road.
- a. The areas around Kanaka Road (East) / Jackson Road / Rainbow Road intersections (vicinity of the Co-op Gas station)

CARRIED

(a) Discussions with Windsor Plywood

Negotiations are now in the hands of the CRD and not the Commission.

(b) JE Anderson

General discussion of when would be appropriate to bring JE Anderson back.

5.2 NGTP Phase 1 – Lower Ganges Road Final Costs

\$87,550 surplus, soft costs were 6% rather than 15%.

5.3 Bus Shelter Update

Need additional quotes for the steel fabrication.

5.4 PCP 2014 Project Update

- The Commission endorses Commissioner Denyer as the official liaison for Partners Creating Pathways.
- PCP has accepted the invite to be on this project with SSITC.
- PCP is moving ahead with Upper Ganges Road from Churchill Road to Long Harbour Road this year.
- Discussion regarding PCP using the \$50,000 asphalt credit for the pathways. Commission to ask PCP to do up a proposal regarding the asphalt.

5.5 Island's Trust Bylaw Referral – SS-RZ-2013.6 - 2850 Fulford Ganges Road

MOVED by Commissioner Simpson, **SECONDED** by Commissioner Denyer

That the Salt Spring Island Transportation Commission supports the Island's Trust application by Dave McKerrel for Island Marine Construction Services [SS-RZ-2013.6] to amend the land use bylaw to shoreline 2 (S2) support the Island's Trust Official Community Plan objective [B.5.3.2.16] by constructing a multi-use path along the Fulford Ganges road to service adjacent residential and commercial properties and a more extensive networks of pathways including a link to Drummond Park; and further that the Transportation Commission request that the applicant work with the Capital Regional District on the pathway specifications, subject to coordinating with the proposed Fulford ferry terminal expansion.

CARRIED

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.

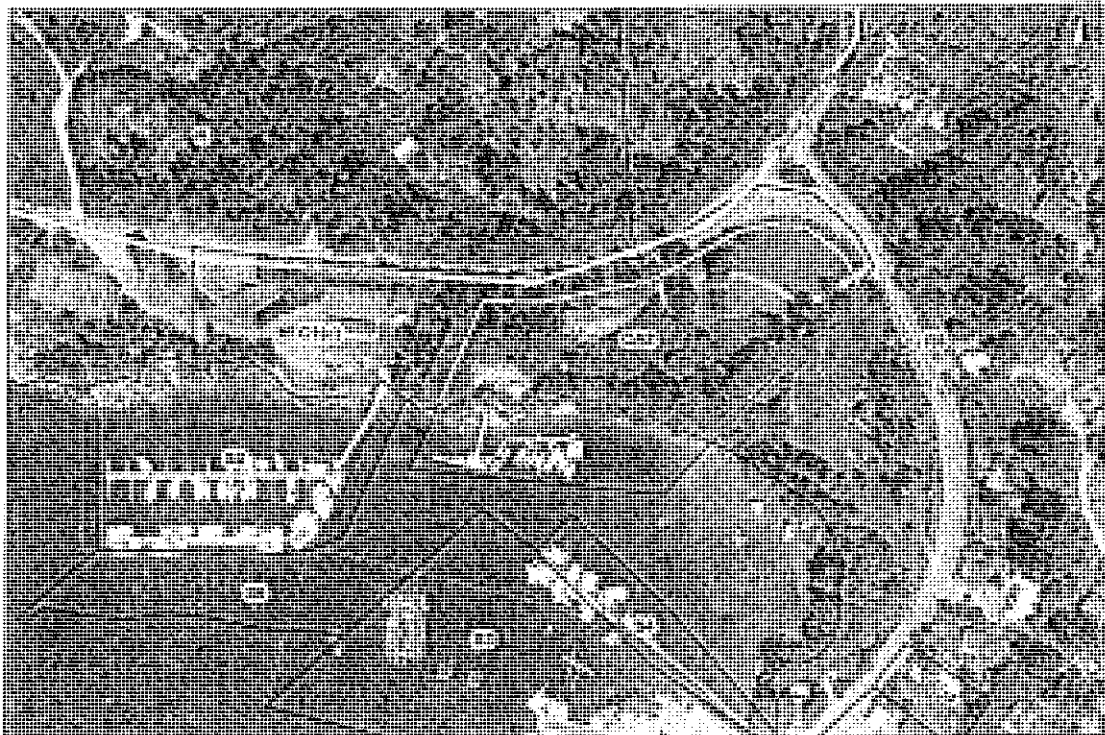


Figure 1: Aerial photo with zoning lines (subject property outlined in yellow, S2 zoning not identified)

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.

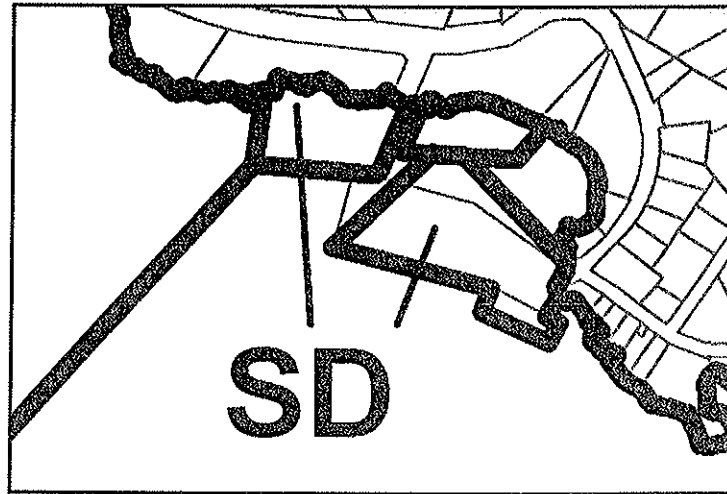


Figure 2: Excerpt from OCP: Designations

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.

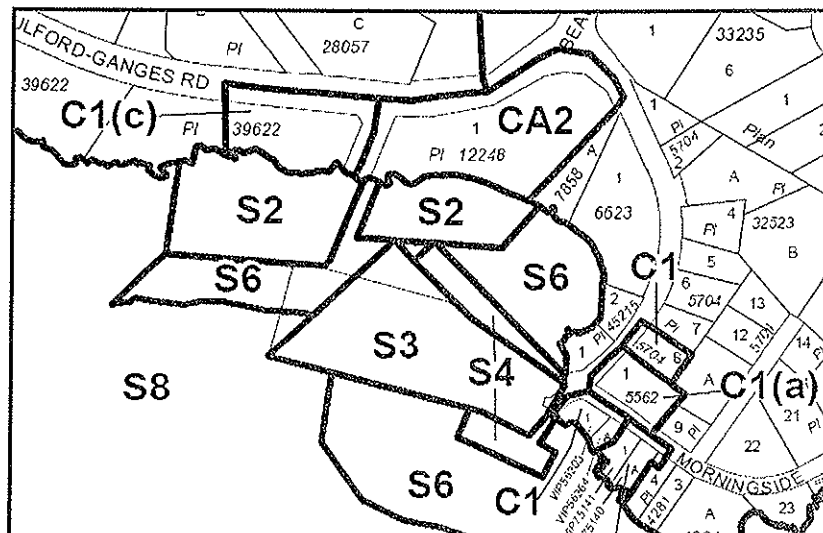


Figure 3: Fulford Harbour zoning

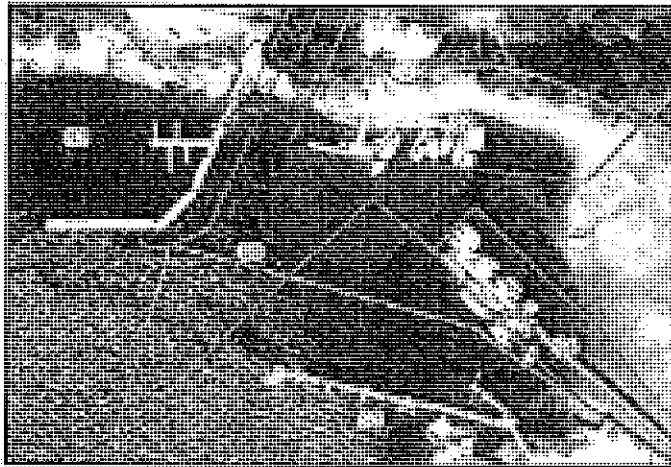


Figure 4: Area proposed to be rezoned shaded red

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.

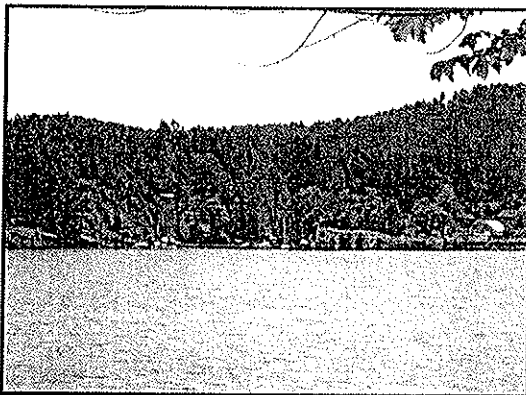


Figure 5: View of Fulford Harbour

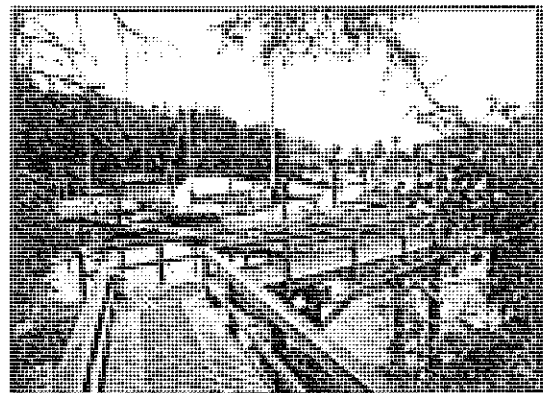


Figure 6: View of existing Fulford Landing dock

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 wharfrage accessory to a permitted use on the adjacent upland			*	*	*	*		
Aquaculture, excluding the rearing of fin fish					*			
Public ferry wharves			*					
Docks for the temporary commercial wharfrage of transient boats	*	*		*				
Docks for private boat club wharfrage				*				
Commercial moorage or wharfrage of resident boats	*	*		*				
Marine fuelling services	*	*						
Retail sales of boaling 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 bu...	*	*						
Commercial 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:



26 August 2013

Kelly Gesner, Contract Planner

Date

Concurred by:

August 26 2013

Leah Hartley, Regional Planning Manager

Date

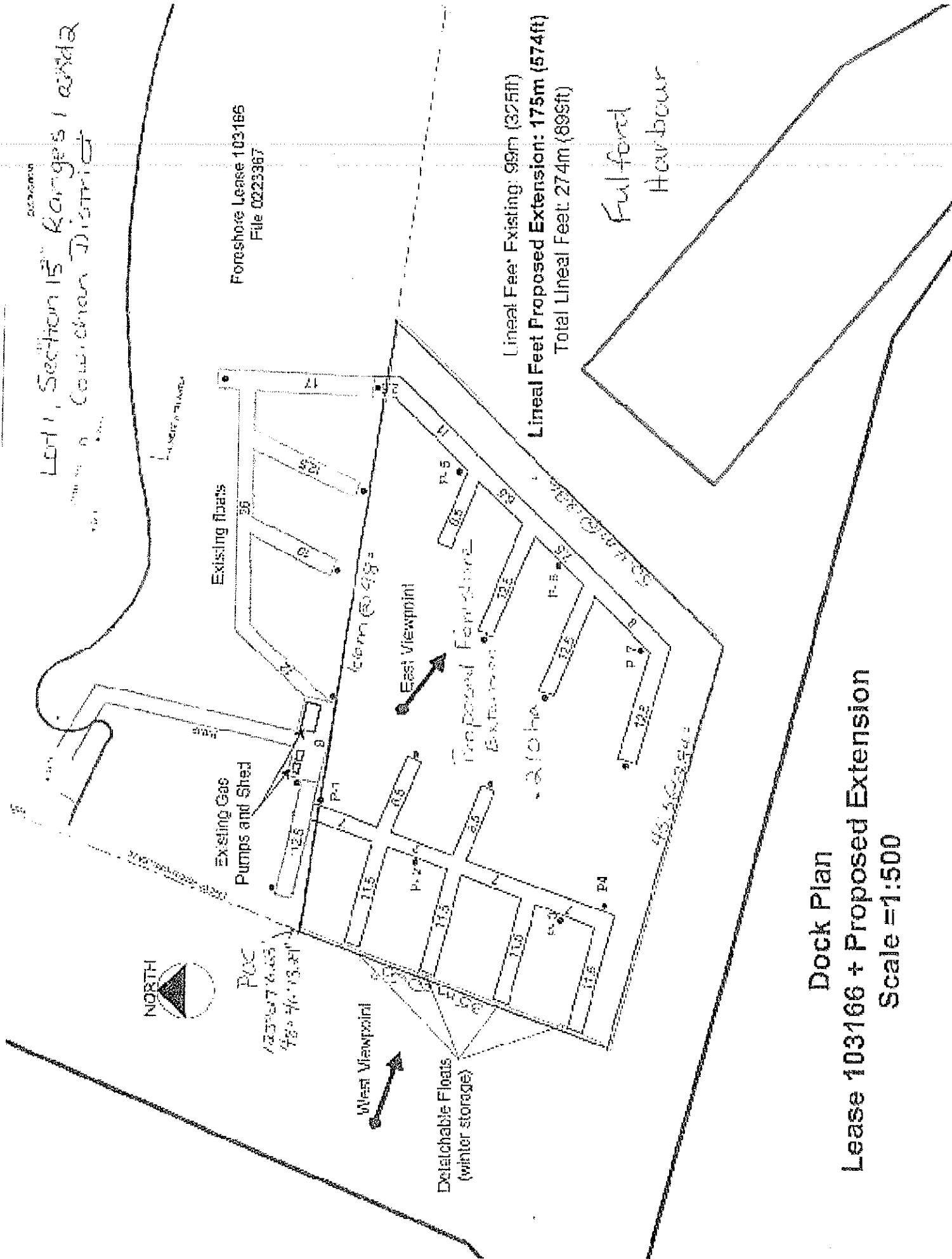
DATE: 02/23/16

Lot 1, Section 15, Range 1 and
Township 6, Cowichan District

Foreshore Lease 103166
File 0223367

Lineal Feet Existing: 99m (325ft)
Lineal Feet Proposed Extension: 175m (574ft)
Total Lineal Feet: 274m (899ft)

Fulford
Harbour



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

Project Charter and Project Management Plan

North Ganges Transportation Plan

Phase 2 and 3

Project Name:	North Ganges Transportation Plan
Project Service Area:	Salt Spring Island
Department Name / Division Name:	Salt Spring Island Electoral Area Administration
Budget / Account Code:	Capital Budget CX. TBD
SharePoint File No.:	SSI Projects 5220
Prepared By / Date:	Karla Campbell / December 2015

1. PROJECT CHARTER

1.1 Project Background:

In 2007, the Capital Regional District initiated a project to identify options and costs for the construction of cyclist and pedestrian facilities on Lower Ganges Road and Rainbow Road north and west of “downtown” Ganges on Salt Spring Island. The recommended designs were to:

- Construct bicycle lanes on both sides of Lower Ganges Road and Rainbow Road
- Construction of a sidewalk on the east side of Lower Ganges Road and on the north side of Rainbow Road
- Construction of high standard crosswalks at all major intersections, including appropriate protective devices for each location
- Pedestrian facilities designed to 2.5 m wide asphalt sidewalk including dropped curbs and pedestrian-activated warning devices adapted to visual- and hearing-impaired users.

The CRD released the North Ganges Village Transportation Management Plan (NGVTM) in August, 2007. In 2012/2013 construction of NGVTM phase 1 commences for the construction:

- Bike lanes on Lower Ganges Road from Crofton Road to Kingfisher Cove
- Walkways/sidewalks adjacent to LGR from Crofton Road to Kingfisher Cove
- Incorporate bus shelter pull outs adjacent to the Country Grocer property

Funding Increase

November 2014, the community passed a referendum to amend the service establishment bylaw to increase the maximum annual requisition for the Salt Spring Island transportation service to the greater of \$396,250 improvements for the years 2015 to 2018, for the purpose of funding the capital and operating costs of the transportation service, including further improvements to the NGVTM.

Completion of the next phases of the NGVTM projected to cost an estimated \$2.0 million. The work will be funded through a \$1.0 million contribution from Salt Spring taxpayers, a \$685,000 Community Works grant, \$60,000 from the Cycling Infrastructure Partnership Program and a \$350,000 joint contribution from Salt Spring Island Transit and Transportation Commission (SSITTC) and Island Pathways.

Island Pathways’ commitment to provide monetary contribution towards the project has been unachievable due to unsuccessful grant application submissions. However, Island Pathways

contributes significantly with in-kind works. For example, Island Pathways contributed \$56,560 in-kind labour towards the Churchill to Leisure Lane pathway project in 2015.

Next phase (2015 - 2019):

The project plans are as follows:

1. Development of a multi-use pathway on the north side of Rainbow Road from Lower Ganges Road to the Salt Spring Island Recreation Centre, in collaboration with Island Pathways
2. Development of active transportation networks on Lower Ganges Road to Rainbow Road
3. Pedestrian intersection improvements at Hereford and Purvis on Lower Ganges Road
4. Additional pathway links, in collaboration with Island Pathways planned projects
5. Active transportation improvements along Fulford-Ganges Hill into Ganges Village

Rainbow Road

The agreed project objectives, (as designed by JE Anderson), were originally to provide a path suitable for pedestrians, all types of bicycles and mobility scooters between the Recreation Centre and the Lower Ganges Road. (No space is available within the ROW for bicycle lanes.) A revised concept was developed for the Rainbow Road pathway by a Transportation Working group and adopted by the Transportation Commission on October 21, 2014:

- The section between the aquatic centre and the high school parking lot access road was proposed as a 1.8 metre wide pathway blend;
- The section between the high school parking access and 166 Rainbow Road as pathway blend
- Parallel parking at 166 Rainbow Road, and existing parking retained at 160 Rainbow Road using a pathway blend with an average width of 2 metres (estimated at \$550,000).

Boardwalk

The Island's Trust is in the process of a land use planning and community engagement initiative for a proposed Ganges boardwalk; with the CRD to become more involved at design/construction stage.

In June 2015 the CRD submitted a grant application to coincide with the NGVTMP project, rejuvenation of Peck's Cove Park and the Ganges harbour section of the boardwalk to Rotary Park. The project is to connect the NGVTMP active transportation networks that feed into Lower Ganges Road and then loop across the harbour front. A shared pedestrian and cycle pathway will be provided between the North of Peck's Cove Park and the LGR Marina to the small workshop building opposite Mahon Hall. Two sections of gabion retaining wall to be provided to accommodate the path in narrow gully sections of the harbour.

The boardwalk project will be a separate project from the NGVTMP and a separate project plan will be developed by others.

Lower Ganges Road - Upland

June 22, 2015 the Transportation Commission approved allocating up to \$100,000 to complete initial site preparations and a temporary pathway along the west side of Lower Ganges Road (non-harbour side), subject to staff reviewing budget.

1.2 Project Objectives:

The primary objectives of the North Ganges Transportation Plan project are:

- Increase safety and improve the transportation network for pedestrians and cyclists.
- Manage construction through Island Pathways and retain local contractor to carry out work as required.
- Develop active transportation network to feed into the proposed boardwalk project.

1.3 Project Constraints:

The project constraints are:

- Major intersection operations at Lower Ganges Road and Rainbow Road to be determined
- Access to business and school maintenance
- Accommodate pedestrian and cyclist through shared use pathways
- Drainage issues fronting 160 - 166 Rainbow Road
- Utility pole relocation designs and costs
- Changes to current parking configuration (head-in vs. parallel) along Rainbow Road
- Integration of grant with current approved concept plan
- Tree removal along Rainbow Road on 122 Rainbow Road (School District field).
- Approval for land use or acquisition alongside Lower Ganges Road for proposed cliff top pathway

1.4 Project Scope: The scope of the project is includes:

Action		In / Out of Scope
1.	Pedestrian pathway network from aquatic centre to south east corner of 166 Rainbow Road (Windsor)	IN
2.	Asphalt sidewalk and curbing from 118 Lower Ganges Road (Mariners Loft) to 112 Rainbow Road (School Board office)	IN
3.	2 m - 1.8 m grading and temporary gravel path from corner of Upper/Lower Ganges Road (north of Park Drive to 118 Lower Ganges Road (Mariners Loft)	IN
4.	Asphalt pathway along 166 Rainbow Road; and delineated pathway 160 Rainbow Road	IN
5.	Drainage study along Rainbow Road to be completed by Ministry of Transportation and Infrastructure	IN
6.	Cliff top pathway on Lower Ganges Road (harbour side)	IN
7.	Major intersection designs at Lower Ganges Road and Rainbow Road	OUT
8.	Relocate or add another pedestrian signalization at Rainbow Road and Lower Ganges Road	OUT
9.	Repair catch basin at Rainbow Road and Lower Ganges Road	OUT

1.5 Project Risk and Assumptions: The following assumptions are to be made:

Risk Event or Assumption		Likelihood to Occur (low, medium, high)	Impact if Occurs (low, medium, high)	Mitigation / Strategy Plan
1.	Designs approved by MoTI	HIGH	HIGH	<ul style="list-style-type: none"> • Work with MoTI on specifications that meet their criteria and make amendments to the designs
2.	Alignment supported by adjacent property owners	MEDIUM	HIGH	<ul style="list-style-type: none"> • Consult with property owners and negotiate an agreement
3.	Hydro pole relocation approved	HIGH	HIGH	<ul style="list-style-type: none"> • Work with BC Hydro and MoTI on specifications that meet their

Risk Event or Assumption		Likelihood to Occur (low, medium, high)	Impact if Occurs (low, medium, high)	Mitigation / Strategy Plan
				criteria and make amendments to the designs
4.	Tenders are within budget	MEDIUM	MEDIUM	<ul style="list-style-type: none"> Present a budget increase request to the Transportation Commission if tenders are over budget
5.	Construction will commence in March/April 2016	LOW	MEDIUM	<ul style="list-style-type: none"> Schedule asphalt sidewalk and curbing as weather permits

1.6 Project Deliverables: The project deliverables of the North Ganges Village Transportation Plan - Phases 2 and 3 project are:

No.	Deliverables	Task
1.	Project Management:	<ul style="list-style-type: none"> Prepare project charter and project management plan
2.	Planning	<ul style="list-style-type: none"> Complete survey of project site Prepare preliminary designs provide completed design/drawings for approvals Finalize estimating Determine permits, property acquisition and negotiation requirements (i.e. licence of occupation, right to enter agreements), approvals (NSSWW, MoTI, Hydro, IT)
3.	Engineering	<ul style="list-style-type: none"> Prepare detailed designs specifications for roadworks, pathway, sidewalks, drainage, water and sewer adjustments, utility pole relocation, and geotechnical Appoint geotechnical consultants for west and east side of Lower Ganges Road MoTI to conduct drainage study
4.	Property Acquisition	<ul style="list-style-type: none"> Obtain consent of School District for pathway location, infrastructure changes and improvements. Secure right of ways for works along western side of Lower Ganges Road (110 Park Drive). Conduct survey and register right of way. Secure rights of ways for works along eastern side of Lower Ganges Road.
5.	Permit Approvals	<ul style="list-style-type: none"> Obtain Ministry of Transportation and Infrastructure permit
6.	Pre-Tender	<ul style="list-style-type: none"> Develop scope of work specifications Prepare tender documents Publish tender Hold pre-tender meeting Review bids and recommend award Award tender Prepare and sign contract Issue notice to proceed
7.	Construction	<ul style="list-style-type: none"> Execute construction plan activities

2. PROJECT MANAGEMENT

2.1 Project Completion:

Throughout the construction project regular monthly meetings will be held with SSI Transportation Commission to keep apprised of the project progress. Reports will be prepared for Transportation Commission to seek approval for mitigating action strategies to deal with change orders and schedule impacts. The project deliverables will be considered completed with a final report to the SSI Transportation Commission.

2.2 Stakeholders: The following stakeholders' (internal and external) interests must be considered throughout the project:

<i>Stakeholder</i>	<i>How Stakeholder is Affected by/Interests in Project</i>	<i>Role or Involvement in Decision Making</i>
<i>Involved in project execution</i>		
Bob Lapham, CAO	Needs to be kept informed of the project. Assists with resolution of project issues. Liaise with CRD Board, Electoral Area Director. Approves budget expenditures and scope changes to contracts.	Inform, consult and approval required
SSI Electoral Area Director	Needs to be kept informed of the project and political issues. Commitment and support for project is necessary.	Collaborate and support required
SSI Transportation Commission	Needs to be kept informed of the project and political issues. Commitment and support for project is necessary. A key decision maker who makes recommendations to the CRD Board for final consideration of items requiring Board approval.	Support and approval required
CRD Board	Needs to be kept informed of the project and political issues. Commitment and support for project is necessary.	Approval required
School District No. 64	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a MODERATE level of impact on the decision.	Inform, consult, approval required
Adjacent property owners	Ensure stakeholder requirements are represented on the project. Group's level of concern can have a MODERATE level of impact on the decision.	Involve and consult
<i>Affected by the project but not involved in project execution</i>		
Park Maintenance Staff	Kept informed of the project.	Inform no involvement

2.3 The Project Schedule:

Activity	Milestone	Responsible	Start	Finish
Walk job site to review proposed alignment; extent of job; identify	<ul style="list-style-type: none"> MoTI and School District Operations Manager to participate in meeting 	R Simpson	April 2015	Nov 2015

Activity	Milestone	Responsible	Start	Finish
possible additional works such as blasting, tree removal, fence realignment, utility pole relocation, retaining wall, etc.; identify possible hazards; discuss signage (as required); discuss parking realignment; and traffic plan (as required).	and agree upon alignment and identify site issues.	P Grange R Shead K Campbell		
Survey road and right of way and identify necessary rights of way and easements to acquire	<ul style="list-style-type: none"> Engage land surveyor Provide instructions Secure right of ways 	K Campbell R Simpson S Henderson	Nov 2015	Jan 2016
Locate utilities underground works (power, telephone, cable, water, sewer, drains); identify utility relocations	<ul style="list-style-type: none"> Utility relocation identified Determine utility relocation requirements and specifications Determine process for Hydro permit application to MoTI for pole relocation 	R Simpson K Campbell	Nov 2015	Feb 2016
Define regulatory and approval requirements	<ul style="list-style-type: none"> Regulatory and approvals requirements identified 	R Simpson P Grange K Campbell	Nov 2015	Dec 2015
Prepare pathway/sidewalk design and specifications; and utility pole relocation designs (50% designs)	<ul style="list-style-type: none"> 50% Designs and specifications completed Review of designs and specifications 	R Simpson P Grange	Nov 2015	Jan 2016
Contact adjacent property owners to advise of alignment, impact of site works, and duration of project	<ul style="list-style-type: none"> Adjacent property owners consulted 	K Campbell	Nov 2015	Jan 2016
Set up project budget by allocation	<ul style="list-style-type: none"> Project authorization form submitted and approval granted Purchase order reference numbers set up Spending limit authorizations determined 	R Simpson P Grange K Campbell P. Dayton	Jan 2016	Jan 2016
Make final design changes	<ul style="list-style-type: none"> Final designs completed Designs and specifications submitted to agencies for approval 	R Simpson P Grange	Jan 2016	Feb 2016
Prepare scope of work, construction project schedule, tender and contract documents and	<ul style="list-style-type: none"> Scope of work, construction project schedule, tender and contract documents finalized 	R Simpson P Grange K Campbell	Jan 2016	Feb 2016
Obtain quotes for any necessary structural and geotechnical engineering work	<ul style="list-style-type: none"> Award required engineering contract 	R Simpson K Campbell	Jan 2016	Feb 2016
Secure required permits to construct works	<ul style="list-style-type: none"> Permits approved 	K Campbell	Jan 2016	Feb 2016
Publish invitation to tender	<ul style="list-style-type: none"> Record of all prospective tenders 	C Perrins	Jan 2016	Feb 2016
Conduct pre-tender site meeting	<ul style="list-style-type: none"> Site visit conducted Questions recorded Addenda may be issued 	R Simpson P Grange R Shead	Feb 2016	Feb 2016

Activity	Milestone	Responsible	Start	Finish
		K Campbell		
	<ul style="list-style-type: none"> Tender receiving and opening checklist completed 	R Simpson P Grange	Mar 2016	Mar 2016
Open tenders and evaluate bids	<ul style="list-style-type: none"> Tenders evaluated and compliant Recommend approval to Chief Administrative Officer If contract amount is over \$200,000 Board approval is required 	R Shead K Campbell		
Award contract and issue notice to proceed	<ul style="list-style-type: none"> Pre award meeting held; contractor understands work and tender cost confirmed Contractor to submit to CRD a Notice of Project submitted to WorkSafeBC; and a signed copy of the Owners' Notification of Hazard 	R Simpson P Grange R Shead K Campbell	Mar 2016	Mar 2016
Project start up discussion on roles, responsibilities, and construction schedule	<ul style="list-style-type: none"> Project initiation meeting conducted and project clarifications are documented and responded to. 	R Simpson P Grange R Shead K Campbell	Mar 2016	Mar 2016
Provide onsite inspection, performance, quality, workmanship to ensure schedule compliance and report progress	<ul style="list-style-type: none"> Identified changes to contract price or schedule are processed as a change order 	R Simpson P Grange R Shead	Mar 2016	April 2016
Certify contractor progress payments for process and payment	<ul style="list-style-type: none"> Contractor payment requests are submitted and reviewed for completeness, verification of work performed, and certified for payment 	R Simpson P Grange R Shead K Campbell	April 2016	May 2016
Final inspection	<ul style="list-style-type: none"> Conduct final inspection Prepare deficiency list 	R Simpson P Grange R Shead K Campbell	June 2016	June 2016
Project close out	<ul style="list-style-type: none"> Submit contractor warranty information 	K Campbell	June 2017	June 2017

2.4 Project Costs/Budget: Project approval and budget CX.066.2019

Cost Explanation	Amount (\$)	Actual (\$)	Code	Funding Source
1. Aquatic Centre West boundary of Windsor:				
<ul style="list-style-type: none"> Roadworks and shoulders 	\$39,920		66	CX.066.2019
<ul style="list-style-type: none"> Pathway 	\$67,720		66	
<ul style="list-style-type: none"> Drainage 	\$12,700		66	
<ul style="list-style-type: none"> Traffic control allowance 	\$4,000		66	
<ul style="list-style-type: none"> Landscaping allowance 	\$2,160		66	
<ul style="list-style-type: none"> Fence adjustment allowance 	\$200		66	
<ul style="list-style-type: none"> Painting and signage 	\$3,000		66	
<ul style="list-style-type: none"> Property acquisition 	\$4,400		12	
<ul style="list-style-type: none"> Contingency (20%) 	\$26,820			

Cost Explanation	Amount (\$)	Actual (\$)	Code	Funding Source
• CRD Labour	\$2,500			
Sub-Total	\$163,420			
2. Lower Ganges Road upland grading contract:				
• Roadworks	\$38,640		66	CX.066.2019
• Drainage	\$15,200		66	
• Sewer and Water	\$3,000		66	
• Utilities	\$16,200		62	
• Traffic control	\$10,000		66	
• Painting and signage	\$1,000		66	
• Geotechnical engineering allowance	\$5,000		31	
• Mobilization allowance	\$10,000		66	
• Property acquisition	\$10,000		12	
• Landscaping	\$1,200		66	
• Contingency	\$22,050			
• CRD Labour	\$2,500			
Sub-Total	\$134,790			
Total	\$298,210			

2.5 Roles and Responsibilities:

Role	Team Member	Responsibilities
		<i>Project Authorization</i>
Project Sponsor	Bob Lapham, CAO	Liaise with CRD Board, SSI Electoral Area Director. Approve scope and budget changes.
Project Manager	Karla Campbell, Senior Manager, SSI Electoral Area	Overall project process and progress reporting. Identifying risks to schedule and implementing mitigation strategy actions. Coordinate resources to resolve issues affecting project progress and schedule. Liaise with Transportation Commission. Coordinate project deliverables and carry out planning work. Tender and contract administration. Coordinate project schedule with Island Pathway volunteers. Resolve project issues, needs, and requirements. Report to Project Sponsor, Budget Manager, and Transportation Commission.
Budget Manager	Peggy Dayton, Financial Analyst	Track budget expenditures. Prepare monthly financial reporting and budget analysis.
Land Negotiator	Stephen Henderson, Real Estate Services	Negotiate and acquire licence of occupation, right of way agreements and closing documents.
Construction Manager	Philip Grange, Richard Shead (Island Pathways), and Ross Simpson (Transportation Commission)	Functions mainly as the primary contact with the contractor and CRD to manage the scope, quality, schedule, and cost of construction. Assist in evaluating contract bids. Provides construction contract administration to ensure quality meets the contract requirements. This includes onsite visits, monitoring of change order requests, schedule changes, corrective work orders, and provides input and review comments on contractors work with the Project Manager.
Administrative Support	Carin Perrins, Administrative Coordinator	Oversees project filing system and document control. Prepares tender and contract documents based on Project Manager instructions and specifications. Review progress payments applications from Contractor and prepares payment upon approval from Project Manager.

2.6 Project Communication Plan (internal and external):

Communication Type	Description	Frequency	Format	Participation Distribution	Deliverable	Owner
Specification and scope of work review	Review specifications and scope of work associated with project	As needed	In person	P Grange R Shead R Simpson K Campbell		
Project status reports	Summary of project status, review action items	Weekly	Email			
Project stage reviews	Present closeout	At the end of project	In person			

2.7 Change and Issue Management: Problems and issues are identified, reported, recorded, monitored, controlled, and actioned and resolved via the register below:

No.	Issue Identified	Date	Action	Resolved yes/no

2.8 SIGNOFF REQUIRED

Item	Sponsor	Project Manager	Project Construction Managers	Budget Manager	Land Negotiator		
Project Charter	✓	✓	✓	✓	✓		
Project Management Plan	✓	✓	✓	✓	✓		
Budget Changes	✓	✓	✓	✓			
Schedule Changes		✓	✓				
Scope Changes (<i>significant</i>)	✓	✓	✓	✓			

2.9 SIGNOFF (*Signoff provides authorization for the project to proceed.*)

Position/Title	Print Name/Signature	Date
Project Sponsor	Bob Lapham:	
Project Manager	Karla Campbell:	
Project Construction Managers	Philip Grange:	
	Ross Simpson:	
Budget Manager	Peggy Dayton:	
Land Negotiator	Stephen Henderson:	

Salt Spring Island Community Transit
 Monthly Revenue Report

	Jan-2015	Feb-2015	Mar-2015	Apr-2015	May-2015	Jun-2015	Jul-2015	Aug-2015	Sep-2015	Oct-2015	Nov-2015	Dec-2015	Total YTD
Total Vendor Sales													
Monthly Passes - Adult	\$ 800	\$ 900	\$ 650	\$ 750	\$ 750	\$ 550	\$ 700	\$ 650	\$ 450	\$ 650	\$ 400	10	\$ 7,750
- Concession	240	240	320	320	400	360	400	400	400	280	560	12	4,320
Day Passes	45	110	30	155	35	220	325	440	370	275	230	10	2,285
Ticket Sheets *	2,045	1,904	1,964	2,126	1,782	2,653	2,531	2,450	1,438	1,802	2,582	91	25,130
Prepaid Fare Tickets													
Collected from fareboxes *	2,066	2,255	2,131	2,133	2,372	2,282	2,808	1,937	1,706	2,286	1,980	1,000	26,204
Farebox Cash Proceeds	8,508	8,757	9,429	12,562	11,525	12,617	16,954	14,802	12,545	13,682	8,557	8,890	138,826
BC Bus Pass Program Grant	-	1,805	3,616	-	-	3,653	1,784	1,952	-	-	5,395	-	23,535
Monthly Revenue	\$ 11,658	\$ 14,067	\$ 16,096	\$ 15,920	\$ 15,081	\$ 19,681	\$ 22,971	\$ 20,181	\$ 15,471	\$ 17,173	\$ 17,062	\$ 17,560	\$ 202,919
Cumulative Totals													
YTD Revenue	11,658	25,725	41,821	57,740	72,822	92,503	115,473	135,654	151,125	168,298	185,360	202,919	202,919
Unearned Revenue *	(20)	(371)	(538)	(545)	(1,134)	(763)	(1,040)	(527)	(794)	(1,278)	(666)	(1,073)	(1,073)
Less 2% Commission	(63)	(126)	(183)	(250)	(310)	(385)	(465)	(543)	(596)	(657)	(732)	(790)	(790)
Other Adjustments	98	(32)	(130)	-	-	-	-	130	130	130	130	130	130
Reconciliation to GL	11,673	25,196	40,969	56,946	71,378	91,355	113,969	134,715	149,864	166,493	184,091	201,056	201,056

* Unearned Revenue is the difference between Prepaid Fare Tickets sold and Prepaid Fare Tickets used by riders (collected from fareboxes).

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Revenue Comparisons													
2014 Monthly Revenue	12,985	11,734	10,005	16,435	16,433	16,515	21,145	21,918	19,953	12,450	13,153	15,851	188,586
2013 Monthly Revenue	9,687	12,821	10,005	12,384	15,284	17,046	16,926	21,918	15,366	15,962	12,136	13,560	173,094
2012 Monthly Revenue	9,578	8,662	14,540	10,240	14,945	21,766	7,030	21,926	15,374	12,785	12,868	11,650	161,365
2011 Monthly Revenue	4,899	5,540	6,822	6,043	7,221	10,116	10,954	15,731	11,024	8,650	7,912	9,737	104,648
2010 Monthly Revenue	5,640	5,344	7,523	6,646	8,103	10,651	11,070	10,318	8,719	5,387	5,957	6,724	92,083
2009 Monthly Revenue	6,424	5,993	7,480	6,829	7,678	8,246	11,571	10,284	7,781	7,812	5,131	6,939	92,169
2008 Monthly Revenue	1,942	3,734	4,074	4,635	5,871	6,483	9,318	10,228	8,612	7,192	5,895	8,810	76,803

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Subject: FW: FW: A compliment for a Salt Spring Island bus driver named Brad

From: BARBARA MURPHY
Sent: Wednesday, January 13, 2016 8:32 AM
To: saltspring <saltspring@crd.bc.ca>
Subject: A compliment for a Salt Spring Island bus driver named Brad

In early December I visited friends on Salt Spring Island. Arriving on the Fulford Harbour ferry, I took the local bus into Ganges, then connected with a bus heading toward Vesuvius. I want to compliment a man named Brad, who was the driver on both those routes ~ for his overall friendliness and particularly for how he handled two difficult situations.

As the bus was about to leave Fulford Harbour, a local man stepped into the doorway. He didn't want to ride the bus. Instead he wanted to complain - loudly - about changes to the ferry schedule. He took great offence about his personal convenience being affected. His nasty tone implied he was holding Brad personally responsible for the change. I think the situation would have become more unpleasant and disruptive, except for how Brad handled it. Brad remained calm, responding in a friendly voice. Brad offered a few short, simple sentences of explanation, ending with a request for the man to step back from the bus. It was clear the man wanted to argue - or at least continue his rant - but he stepped back when he got the friendly dismissal and look-away from Brad.

On the second bus ride, outbound from Ganges, Brad stopped to pick up a passenger. A local woman wanted a free ride. She blasted a few argumentative comments; eg, she wasn't going very far so why should she have to pay, the fare is too much, the bus should be free. Again Brad responded calmly, with the simple message that everyone who rides the bus has to pay the fare. Fortunately, he was able to talk her off the bus without further trouble.

From my perspective, it wasn't just what Brad said, but his overall demeanor that resulted in these two difficult situations being diffused so quickly. Two opportunities for unpleasantness did not materialize.

Please tell Brad that he earned a high level of customer appreciation for how he conducted himself as the bus driver responsible for riders having a safe and pleasant experience. Can you please confirm to me when this message has been delivered to Brad - and to his supervisor. Thanks.

Barbara Murphy

Victoria BC