



Making a difference...together

SALT SPRING ISLAND TRANSPORTATION COMMISSION
Notice of Meeting on **Monday, February 22, 2016 at 4:30 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. **Approval of Agenda**
2. **Adoption of Minutes of January 25, 2016**
3. **Presentations/Delegations**
 - 3.1 **BC Transit, Myrna Moore, Tania Wegwitz, and Matthew Boyd**
4. **Reports-Chair and Director**
5. **Outstanding Business**
 - 5.1 **Capital Budget Revision**
 - 5.2 **North Ganges Transportation Plan and Project Management Plan**
 - 5.3 **Bus Shelters**
 - 5.4 **Parking Issues**
6. **New Business**
 - 6.1 **Development Permit- 111 Rainbow Road**
7. **Next Meeting: March 29, 2016, Salt Spring Public Library at 4:30 pm**
****** please note this is a Tuesday due to the STAT Holiday******
8. **Adjournment**

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



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held January 25, 2016, Portlock Park Portable Meeting Room, 145 Vesuvius Bay Road,
Salt Spring Island, BC**

DRAFT as amended

Present: **Director:** Wayne McIntyre
 Commission Members: Robin Williams, Rod Martens, Nigel Denyer, Ross Simpson, Scott Simmons, Gregg Dow. Seth Wright (4:10 pm)
 Staff: Karla Campbell, Senior Manager, Tracey Shaver, Recording Secretary

Senior Manager, Karla Campbell called the meeting to order at 4:02 pm with item number one, the Election of the Chair and Vice Chair.

1. Election of Chair and Vice Chair

Commissioner Dow nominated Robin Williams and Commissioner Martens seconded the nomination. Additional nominations for position of Chair were for called three times, hearing none, Commissioner Williams accepted the position of Chair for the Salt Spring Island Transportation Commission with unanimous vote.

Commissioner Martens nominated Ross Simpson and Director McIntyre seconded the nomination. Additional nominations for position of Vice Chair were for called three times, hearing none, Commissioner Simpson accepted the position of Vice Chair for the Salt Spring Island Transportation Commission with unanimous vote.

2. Approval of Agenda

MOVED by Commissioner Martens, **SECONDED** by Commissioner Denyer,
That the order of the Salt Spring Island Transportation Commission agenda of January 25, 2016, be flexible in nature due to unknown arrival times of the delegate, Jenny McClean and the invited guests, Corporals Beardsmore and Lagan; and that an new agenda item be added as 7.4 Capital Budget Revision.

CARRIED

3. Adoption of Minutes of November 24, 2015

Clarification was requested on the definition of the word "peers" under item 6.4 paragraph 2 of the November 24, 2015 minutes. In this sentence the term "peers" was used by BC Transit as a description of "comparable or similar in nature".

MOVED by Commissioner Dow, **SECONDED** by Commissioner Simpson,
That the Salt Spring Island Transportation Commission minutes of November 24, 2015, be amended and approved by substituting the word "peers" under item 6.4 paragraph 2 with "comparable routes in other municipalities".

CARRIED

4. Reports-Chair and Director

Commissioner Wright arrives at 4:10 pm

4.1 Director Report

- Recently met one on one with Elizabeth May, MP after a Chamber sponsored breakfast meeting. Encouraged that she is interested in assisting the CRD with its number one strategic plan which is to look at all initiatives through a climate change lens.
- Meeting with local government representatives and the Department of Fisheries and Oceans next week to discuss Salt Spring harbours and a need for transparent an open process of management.
- Water conservation initiative of rain water harvesting rebate program is up and running.
- Working with staff to renew the Liquid Waste Facility project and plan.
- Partnering with the RCMP, Fire District and Emergency Services for a town hall style meeting to educate the community on local emergency preparedness.
- Worked with the new CRD Chair to include water transportation as part of the initiatives of the Transportation Selection Committee.

4.2 Chair Report

- Elizabeth May, MP requested to meet directly with Chair Williams regarding the Canada 150 Community Infrastructure Grant Program. Our application was denied as that grant program has been discontinued, however with the new government in Ottawa there are more infrastructure grant opportunities coming up and Elizabeth May is very interested in our local issues.
- Partners Creating Pathways will be submitting a grant application to the CO-OP Community Spaces Program.
- The chair of the Governance Study Committee, Mark Aston, has agreed to attend the February 22, 2016 Transportation Meeting to answer any questions. Mr. Aston has requested some advance questions for his preparation. Now that the final report has been delayed to allow for additional information on roads, the Transportation Commission has agreed to postpone this presentation until further road costs are obtained by the Governance Study Committee.
- BC Transit representatives will be reporting to the Commission on February 22, 2016 Meeting.

5. Presentations/Delegations

5.1 Jennifer McClean-Bus fees for families

Ms. McClean reminded the Transportation Commission that at the 2014 Transit Stakeholder meetings three initiatives were identified: (1) more bus service to Fulford; (2) orientation on the bus service for Seniors; (3) family travel program.

Currently a child who is four and under is free to ride the bus, however all others are charged \$2.25 per trip. For families with multiple children, riding the bus round trip can quickly become a burdensome cost. As soon as the cost becomes prohibitive, families stop using the service and ridership falls.

Ms. McClean requests that the Commission work to address this issue and find a way to keep the cost down to \$4.50 each trip for families.

Chair Williams referred to next month's meeting where BC Transit will be presenting some costing options that are currently being pursued that may ultimately assist families.

6. Outstanding Business

6.1 RCMP, Speed and enforcement- Corporal Daren Lagan

Corporal Beardsmore provided information on the potential outcome of limiting speed limits island to 70/50/30 zones.

- Considerable education campaign to capture driver attention to any changes
- Expectation that speed limits will be enforced
- Weather and road conditions already have impact on posted speeds
- Driver comfort and capability has a large factor on speed
- Distracted driving is considered the cause of the majority of island accidents
- Potential to increase road rage and risky passing habits
- 3 to 4 way stops have lower capital costs but increase the accident potential
- Traffic lights have high capital cost but lower the education and awareness issues
- Island is due for a comprehensive traffic flow study

The Commission generally agreed to discuss this topic further at the March 2016 meeting.

6.2 Low Cost Improvements for Scooter and Wheelchair Accessibility in Ganges

- Commissioner Denyer provided information from a report prepared after a scoot around with several mobility challenged islanders. The goal was to identify areas around the downtown core which appeared to have simple low cost solutions to improve access. Five areas were specifically identified and upon review it was discovered that crossing jurisdictions and funding sources would need to be further researched.
- The Commission generally agreed to accept the report as presented and requested that staff review the concepts.

Due to time constraints, further adjustments were made to the order of the agenda.

6.3 (formally 6.6) Islands Trust Bylaw Referral - SS-RZ-2013.6 – 2850 Fulford Ganges Road

MOVED by Commissioner Wright, **SECONDED** by Commissioner Simmons, 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) and support the Island's Trust Official Community Plan objective (B.5.3.2.16) by providing a 2 metre Statutory Right of Way in favour of the Capital Regional District adjacent to the subject property.

CARRIED

6.4 (formally 6.5) New BC Transit Busses-Status Update

New busses are arriving on the island sooner than expected. The busses will be traveling the roads with "not in service" signs showing for training purposes. BC Transit will be providing a press release.

6.5 (formally 7.3) Request to Change Meeting Times to 4:30 PM

A request was sent to Chair Williams to change the meeting starting time from 4:00 to 4:30 pm and was accepted by all.

6.6 (formally 6.5) Canada 150 Community Infrastructure Grant

Commissioner Simmons requested future consultation and involvement of the whole Commission when decisions are made regarding grant applications.

K. Campbell left the meeting at 6:00 pm

6.7 (formally 6.4) Bus Shelters

Commissioner Dow was unable to attend the meeting of November 24, 2015 and requested that the Commission continue discussions on the style, costs and timeliness of bus shelters for Salt Spring Island.

The decision to allow the "heritage" place bus shelter to go out for artistic design build was made after considerable debate of many factors. The Commissioners were surprised by the updated information on the cost sharing program of the BC Transit bus shelters. After reviewing key points the motion was made with the intention of allowing the artistic community a chance to work collaboratively with builders to provide the actual costs, best materials, local labour and timelines for construction of a unique bus shelter through the request for proposal process. Should the costs of the entire end product bus shelter be comparable to the standard BC Transit bus shelters, the Commission would then consider the artistic value to the community in their final decision.

After further consideration and discussion the Commission generally agreed to investigate the use of a temporary style shelter through BC Transit that can be put in place while the design build process takes place. If this is possible, the temporary shelter could then be moved to the next bus shelter site as the commission determines suitability.

W. McIntyre left the meeting at 6:18 pm

7. New Business

7.1 North Ganges Transportation Plan and Project Management Plan

Deferred to next meeting

7.2 Monthly Revenue Report-Salt Spring Island Community Transit

Received for information

7.4 Capital Budget Revision

Deferred to next meeting

8. Next Meeting:

February 22, 2016, Portlock Park Portable Room with at 4:30 PM start time.

9. Adjournment

MOVED by Commissioner Wright, **SECONDED** by Commissioner Simpson,

That the meeting be adjourned at 6:25 pm.

CARRIED

CHAIR

SENIOR MANAGER

CAPITAL REGIONAL DISTRICT - SCHEDULE G

**CAPITAL BUDGET FORM
 2016 and Forecast 2017 to 202020**

Service #: 1.238
 Service Name: Salt Spring Island Transportation

Year (1)	Type Code (2)* ↓	Specific Project Description (3)	Capital		Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓	%
			Expense	Funding Amount Total (5)				
			Source (4)** ↓					
2016	L	Lower Ganges Road - site preparation temporary pathway Rainbow Road from Pool to Lower Ganges Road	678,000 R/G	678,000 R/G	Reserves/Community Works Fund			
2016	S	Seawalk	G		Canada-150			
2016	L	Peek's Cove	G		Community Works Fund			Parks and Recreation
2016	B	Bus Shelter - Lower Ganges Road/Crofton	12,000 R	12,000 R	Transit Reserve			
2017	S	Seawalk	G		Canada-150			
2017	S	Pathway Project (Atkins Road)	65,000 R	65,000 R	Pathway Reserve			Parks and Recreation
2017	S	Lower Ganges Road upland works	464,000 R/G	464,000 R/G	Reserves/Community Work Fund			Volunteers
2017	S	Bus Shelter	12,000 R	12,000 R	Transit Reserve			
2018	S	Pathway Project	40,000 R	40,000 R	Pathway Reserve			
2018	L	Lower Ganges Road harbourside works	609,000 R/G	609,000 R/G	Reserves/Community Work Fund			Volunteers
2018	S	Bus Shelter	12,000 R	12,000 R	Transit Reserve			
2019	B	Rainbow Road south side (167 Rainbow Road to LGR)	100,000 R	100,000 R	Sidewalk Reserve Fund			
2019	S	Lower/Upper Ganges Road bike/sidewalk connectors	145,000 R/G	145,000 R/G	Reserves/Community Works Fund			
2019	B	Bus Shelter	12,000 R	12,000 R	Transit Reserve			
2019	S	Intersection improvements Hereford/Purvis	30,000 R	30,000 R	Pathway Reserve			Volunteers
2019	S	Pathway Project	30,000 R	30,000 R	Pathway Reserve			0%
2020	B	Bus Shelter	12,000 R	12,000 R	Transit Reserve			
TOTAL			2,221,000	2,221,000				

Type Codes (2)*
 L = Land
 S = Engineering Structures
 B = Buildings
 V = Vehicles
 E = Equipment

Funding Source Codes (4)**
 D = Debenture Debt (new debt only)
 E = Equipment Replacement Fund
 G = Grants (Federal, Provincial)
 O = Donations / Third Party Funding

**C = Capital Funds on Hand
 R = Reserve Fund
 S = Short Term Loans
 L = Lands Sales**

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	• Work with MoTI on specifications that meet their criteria and make amendments to the designs
2.	Alignment supported by adjacent property owners	MEDIUM	HIGH	• Consult with property owners and negotiate an agreement
3.	Hydro pole relocation approved	HIGH	HIGH	• 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:

Stakeholder	How Stakeholder is Affected by/Interests in Project	Role or Involvement in Decision Making
<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 an 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		
Open tenders and evaluate bids	<ul style="list-style-type: none"> Tender receiving and opening checklist completed Tenders evaluated and compliant Recommend approval to Chief Administrative Officer If contract amount is over \$200,000 Board approval is required 	R Simpson P Grange R Shead K Campbell	Mar 2016	Mar 2016
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:				
• Roadworks and shoulders	\$39,920		66	CX.066.2019
• Pathway	\$67,720		66	
• Drainage	\$12,700		66	
• Traffic control allowance	\$4,000		66	
• Landscaping allowance	\$2,160		66	
• Fence adjustment allowance	\$200		66	
• Painting and signage	\$3,000		66	
• Property acquisition	\$4,400		12	
• 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:	

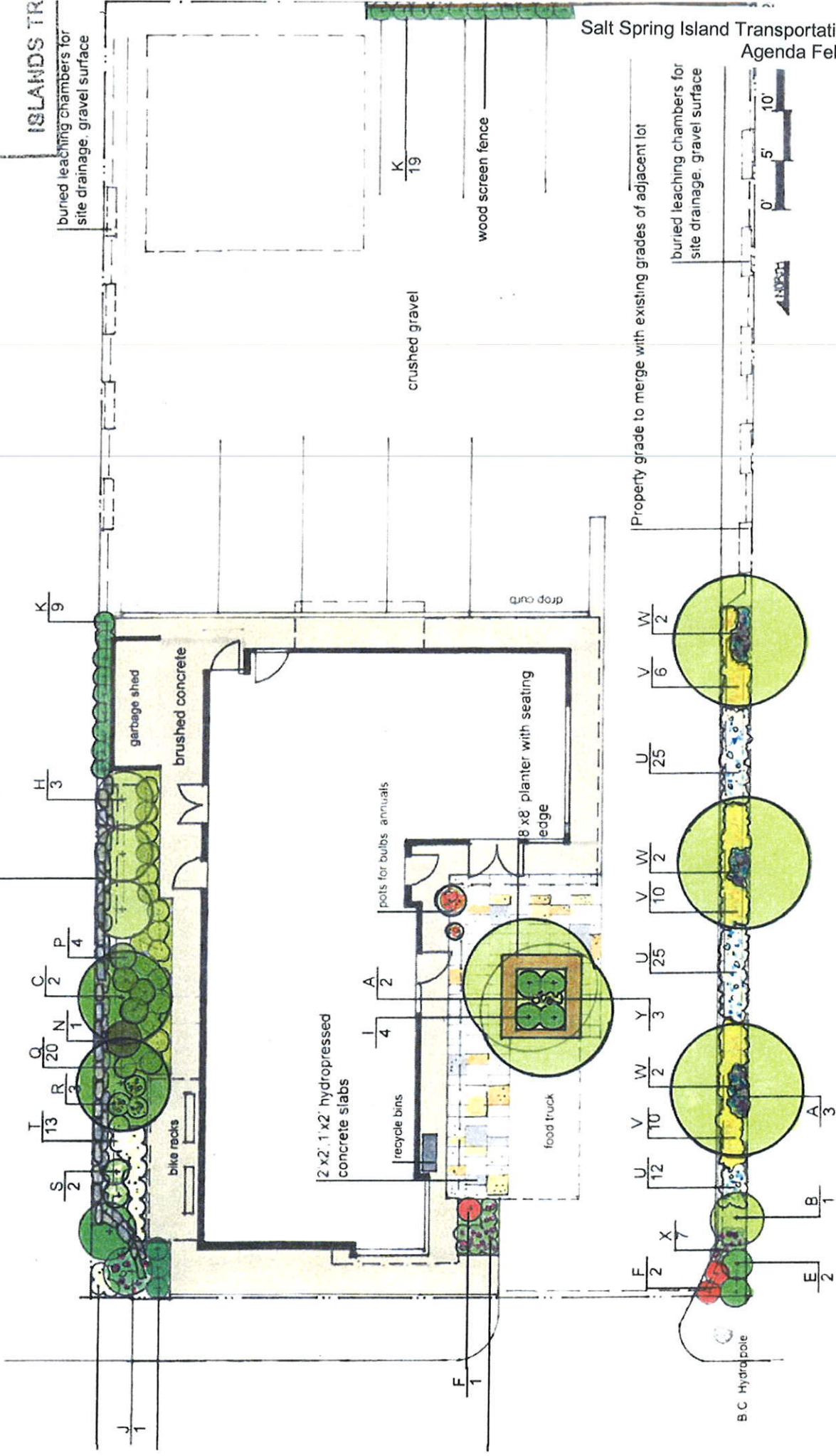
RECEIVED
FEB 19 2011

ISLANDS TR

buried leaching chambers for site drainage, gravel surface

Salt Spring Island Transportation Commission
Agenda February 22, 2016
Item 6.1

Property grade to merge with existing higher grades of adjacent lot via low retaining wall of recycled concrete and back wall of garbage shed



111 Rainbow Road Commercial Bldg Planting Plan 12.02.2016

NEIL M ARCHIT

#4 FULFORD MARI
4, 2810 FULFORD
SALTSRING IS
PHONE 250 653-48
FAX 250 653-48
nmcrearch@satspr

ISSUE / NOTES:

Design review	
Issued for Dev Perr	
Revised	Jan

CONSULTANT:

All construction must
meet requirements of the B
Code, latest edition

PROJECT:

111 RAINB COMMERC BLDG.

SALTSRING IS

DRAWING:

SITE PLAN ROOF PLA STAT SUM

Copyright Reserved

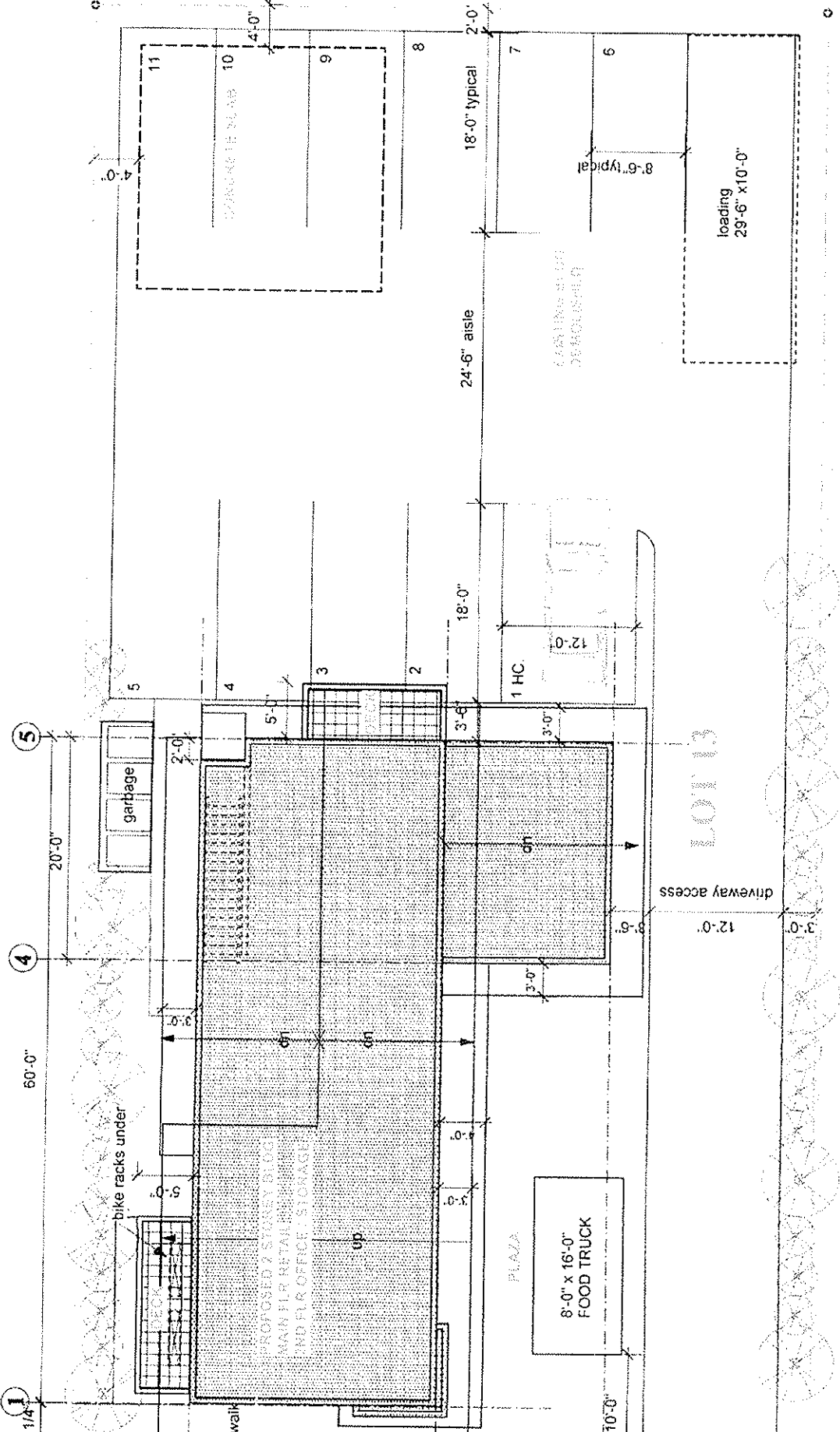
DATE:

REVIEWED BY:

SCALE: 1" = 1'

PROJECT NO.

SHEET NO.



LEGAL DESCRIPTION:
Lot 13, Plan 1371, Block B, Sect. 1, Range 3 East,
North Salt Spring Is., Cowichan District.

ADDRESS: 111 Rainbow Rd

ZONE: C1 [uses conforming] / DPA 1-Island Villages

APPLICATION: New Commercial Bldg

OCCUPANT LOAD:
Group D - Office = 10 persons [1/100 sq ft]
Group E - Mercantile = 20 persons + 17 persons
[1/40 sq ft - BCBC 3.1.17.1]
Future Group C [2 bdrm] = 2 persons [9.9.1.3.2]

OCCUPANCY: Group E [Mercantile Occupancy] under
Group D [Commercial Office] or future Group C
[Residential Occupancy] Refer to Code Review attached

Note: Owner wants future flexibility to convert upper floor
to Group C-Residential over Group E - Mercantile w/ a 1hr
fire separation - Part 9, BC Bldg Code

PARKING REQ'D:
2,855 sq ft + 7,269 sq ft = 11 spaces incl. 1 HC space
Loading

BLDG AREA:
Main flr Storage/Mech = 40 sq ft
Second flr Office = 1310 sq ft
Total Bldg area = 2,910 sq ft

BYCICLES REQ'D: [1/250 sq m] - rack for min.
2 Bikes

BLDG HEIGHT: 2 Storeys / max 22'-0" ht

WASHROOMS REQ'D/ PROVIDED:
1 shared Accessible Universal WC - Main Flr
1 shared WC - 2nd Flr

