



Making a difference...together

SALT SPRING ISLAND TRANSPORTATION COMMISSION
Notice of Meeting on **Monday, April 25, 2016 at 4:30 PM**
Portlock Park Meeting Room, 145 Vesuvius Bay, Salt Spring Island, BC

Wayne McIntyre
Ross Simpson

Nigel Denyer
Seth Wright

Robin Williams
Rod Martens

Gregg Dow
Scott Simmons

(r) Regrets

AGENDA

1. **Approval of Agenda**
2. **Adoption of Minutes of February 22, 2016**
3. **Presentations/Delegations**
 - 3.1 **Myrna Moore BC Transit Re: 2016-2017 Annual Operating Agreement and Proposed Three Year Expansion Plan**
 - 3.2 **Bill Cote- Salt Spring Harbour**
 - 3.3 **Darryl Martin, Chair SSI Community Economic Development Commission, Re: Harbour Authority Salt Spring Island**
4. **Reports-Chair and Director**
5. **Outstanding Business**
 - 5.1 **Speed Limits**
 - 5.2 **Parking**
 - 5.3 **Bus Shelter**
6. **New Business**
 - 6.1 **SSI Transit Reserves-Summary Schedule 2016-2020 Financial Plan**
 - 6.2 **Memorandum dated April 21, 2016 re: 2016-2017 Annual Operating Agreement Proposed Three Year Expansion Plan**

That the Salt Spring Island Transportation Commission recommends to the Electoral Area Services Committee and Capital Regional District Board that the 2016 to 2017 Annual Operating Agreement for SSI Transit service be approved.

6.3 Development Permit Application for 111 Rainbow Road-SS-DP-2015.11

That the Salt Spring Island Transportation Commission supports the development permit application by Martin Ogilvie (SS-DP-2015.11) for the construction of new mixed use building at 111 Rainbow Road and that the applicant contribute \$4,900 to the sidewalk gifting fund towards completing the sidewalk from 111 Rainbow Road to Jackson Ave.

**6.4 Memorandum dated April 4, 2016 re: Islands Trust Bylaw Referral-SS-RZ-2013.6-
Fulford Ganges Road**

That the Salt Spring Island Transportation Commission amend the January 25, 2016 motion pertaining to the Island Trust Referral SS-RZ-2013.6 Fulford Ganges Road as follows:

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 starting from the Southeast corner north to around the Fulford-Ganges Road Beaver Point intersection and tapered as outlined on the attached drawing.

**6.5 Islands Trust Bylaw Amendment 491-“Salt Spring Island Use Bylaw, 1999,
Amendment No. 2, 2016” to rezone four properties abutting a proposed Ganges
Harbour Boardwalk**

7. Next Meeting: Tuesday, May 24, 2016- Public Library at 4:30 pm

8. Adjournment

Correspondence for information:

Appendix A: BC Transit Changes to Bus Pass Program

Appendix B: BC Transit GradPASS Program

Appendix C: Letter Dated April 19 2016, Jenny McClean



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held February 22, 2016, Portlock Park Portable Meeting Room, 145 Vesuvius Bay Road,
Salt Spring Island, BC**

DRAFT

Present:

Director: Wayne McIntyre

Commission Members: Robin Williams, Scott Simmons, Gregg Dow, Seth Wright, Rod Martens (4:34), Ross Simpson (4:35)

Staff: Tracey Shaver, Recording Secretary

Absent: Nigel Denyer, Karla Campbell, Senior Manager

Others Present: BC Transit staff: M. Moore, T. Wegwitz, M. Boyd, I. de Jong; J. McClean; M. Ogilvie, E. Nolan.

Chair Williams called the meeting to order at 4:33 pm.

1. Approval of Agenda

MOVED by Commissioner Dow, **SECONDED** by Director McIntyre,

That the order of the Salt Spring Island Transportation Commission agenda of February 22, 2016 be approved.

CARRIED

2. Adoption of Minutes of January 25, 2016

MOVED by Commissioner Dow, **SECONDED** by Commissioner Simpson,

That the Salt Spring Island Transportation Commission minutes of January 25, 2016 be approved.

CARRIED

3. Presentations/Delegations

3.1 BC Transit

BC Transit staff were invited to attend and provide some information on fare options and operating costs for Route 1 (Ganges Local) and Route 9 (Ruckle Park summer trips).

The SSI Transit overall system outperforms similar sized regional transit systems (Agassiz-Harrison, Williams Lake and Quesnel) with an average of 16.6 riders per hour compared to 8.2. The cost recovery by passenger fares for the SSI transit operation is 38%. Although Route 1 performs lower than other SSI Routes, it still exceeds the other regional systems at a 9 riders per hour rate.

Route 1 is focused on the core area of the system and targets those with mobility challenges. The estimated revenue loss of converting Route 1 to a free service would be about \$8,000 (\$1.70 x 4700 rides). Route 1 runs along a common corridor being served by routes 1, 3, and 5 between Ganges and destinations further along Lower Ganges road. It is not recommended to allow different fare policies on routes operating on a common corridor.

Route 9 Ruckle Park summer service was run last year as a pilot project and considered to be successful. The service hours are already in place this year to continue this summer service along Beaver Point Road without an increase in operating hours.

MOVED by Commissioner Martens, **SECONDED** by Commissioner Dow,
That the Salt Spring Island Transportation Commission recommends to BC Transit that the summer service to Ruckle Park along Beaver Point Road be continued.

CARRIED
Commissioner Simmons Opposed

After further discussion it was recommend by BC Transit staff to seek a comprehensive fare study with a completion date of September 2016; the last fare study for SSI was 2012.

BC Transit will let the Transportation Commission know if transit staff workloads can accommodate this additional request. Most regional transit systems have a fare review study every three years and several are already underway for this budget year.

The Commission will need to provide some parameters and system goals in order for BC Transit staff to prepare an effective fare study.

Chair Williams invited Jenny McClean appear as a delegation

3.2 Jenny McClean – Bus Passes- Provincial funding

Ms. McClean advised that she learned of a change in the Provincial budget which will have an effect on Persons with Disability benefits and the BC Bus Pass program. Ms. McClean wanted to know if there would be a way to address any loss of ridership locally due to the changes.

BC Transit staff have not had a chance to assimilate the information as it was just released late last week. The fee structure changes can be addressed during the SSI Transit fare study.

4. Reports-Chair and Director

4.1 Director Report

- The three elected officials from Salt Spring Island sent a joint letter to the Minister of Transportation, Todd Stone, with a request to urgently address the current disrepair of roads on Salt Spring.
- Very impressed with the new transit busses.
- Recent study on Salt Spring estimated a core of about 100 people who are homeless on the island.
- CRD Board participated in emergency planning session with focus on oil spills, earth quakes and fire.
- Attended public consultation for the Ganges Boardwalk Project.
- Attended Island Pathways AGM and a local event for Coast Salish First Nations Day.
- Feasibility study underway for a First Nations Cultural Centre in Burgoyne Bay Regional Park.
- Liquid Waste Receiving Station project moving forward and to be run locally. Liquid Waste Commission is actively seeking replacement volunteers.
- Integrated Waste Management Number two priority of the CRD.

4.2 Chair Report

- Attended the Island Pathways AGM and presented information on current SSI Transportation projects
- Attended public consultation for the Ganges Boardwalk project or newly named "Ganges Harbour Walk"

5. Outstanding Business

5.1 Capital Budget Revision

In September of 2015 the Transportation Commission recommended approval of the draft budget for 2016. The draft budget is projected based on information available at that time. Once the year end reconciliation is done a Final Budget for 2016 is passed in March by the CRD Board which reflects definite numbers. The Schedule G in the agenda package shows a revision due to Canada 150 Grant not being awarded.

MOVED by G. Dow, **SECONDED** by R Martens,

That the Salt Spring Island Transportation Commission recommends to the Capital Regional Board that the 2016 Capital Budget Schedule G be approved as amended on the Schedule G

CARRIED

Chair Williams requested that item 5.2 North Ganges Transportation Plan and Project Management Plan be moved to item 6.2

5.3 Bus Shelters

Discussion took place to gain consensus regarding the bus shelter project for the next location which is considered "Heritage Place". Commissioners Wright and Williams will bring the desired timelines and scope of service for the RFP to the March meeting for consideration.

MOVED by Commissioner Martens, **SECONDED** by Commissioner Wright,

That the Salt Spring Island Transportation Commission proceed with the design build bus shelter competition for the Heritage Place location with a maximum contribution of \$15,000 towards the total project costs.

CARRIED

Commissioner Simmons Opposed

5.4 Parking Issues

Establishment of a parking authority on Salt Spring Island is a long standing issue with many considerations. The CRD could pass parking Bylaws which could then be enforced by fine under the CRD Planning and Protection Services Department.

Director McInyre would support a working group to study the inventory background, enforcement consequences, economic factors and community consensus prior to establishing a parking authority for Salt Spring Island.

Parking will be brought back to the April agenda for further consideration.

6. New Business

6.1 Development Permit -111 Rainbow Road

Islands Trust planning staff sent over the layout designs for a development permit along a commercial property on Rainbow Road and the developer, Martin Ogilvie, was invited to share his opinion for the property and surrounding area.

The Transportation Commission will not provide any comment or recommendation on the permit application until a formal request for input is requested by the Islands Trust.

6.2 North Ganges Transportation Plan and Project Management Plan

The Transportation Commission reviewed the plan and requested a change to item 1.4 Project Scope.

MOVED by Commissioner Dow, **SECONDED** by Commissioner Simpson,
That the Salt Spring Island Transportation Commission recommends that under the Project Charter and Project Management Plan for North Ganges Transportation Plan, Phase 2 & 3, Item 1.4 Project Scope, specifically the numbers 7, 8 and 9 be changed from "OUT" to "MoTI" and remain in the Project Scope as the responsibility of the Ministry of Transportation to complete.

CARRIED

7. Next Meeting:

March 29, 2016, at the Salt Spring Island Public Library at 4:30 PM. Regrets noted from Commissioners Simmons and Martens for the March meeting.

8. Adjournment

MOVED by Commissioner Dow, **SECONDED** by Commissioner Simmons,
That the meeting be adjourned at 6:25 pm.

CARRIED

CHAIR

SENIOR MANAGER

April 14, 2016

Karla Campbell
Senior Manager, Salt Spring Island Electoral Area
Capital Regional District
145 Vesuvius Bay Road
Salt Spring Island, BC V8K 1K3

Dear Karla,

SUBJECT: 2016-2017 Annual Operating Agreement

Further to the information provided with your three year budget forecast (3YB) in October, 2015, and in consideration of subsequent discussions, please find enclosed your 2016-2017 Annual Operating Agreement (AOA) for approval. This AOA, along with the Master Operating Agreement (MOA), constitute the operating agreements for your transit system.

On February 16, 2016, the provincial budget announcement confirmed new funding for expansion initiatives within BC Transit's three year service plan. BC Transit is currently working to update the Transit Improvement Program letters for distribution in April and will be working with partners to confirm expansion plans for 2017-2018 and 2018-2019. It is important to note that new funding is purposed specifically for expansion initiatives and the expectation remains for BC Transit and partners to efficiently manage base service levels within the allowable funding.

The 3YB provided a detailed summary of key trends and initiatives influencing your 2016-2017 operating budgets as well as the amended BC Transit regulations. In response to regulatory changes, we have made two changes to your AOA. We have introduced a section titled Operating Reserves, as required in Section 10(1)(j) of the regulations, which outlines the provision respecting your operating reserve. Further, we have expanded your Schedule C at the bottom to reflect the budgeted opening and closing balances for your Operating Reserve.

Complementary to the information provided with your 3YB, the following represents the major cost drivers and key assumptions used to develop the Schedule "C" in your 2016-2017 AOA:

Revenue

- Passenger revenue forecasted in the AOA reflects the most recent actual performance and fare assumptions. As this information is most current, the revenue budget may vary from the information presented in the 3 Year Forecast.
- Recently changes were made to the BC Bus Pass program which may have an impact on revenue. While the change will not have an impact on revenues prior to January 1st, 2017, any potential impact in 2017 has not been reflected in your 2016-2017 AOA. BC Transit is currently working to estimate the potential impact on BC Bus Pass revenue and will provide an updated estimate to inform your budgeting efforts for 2017.

Operating Costs

- Operating company's fixed costs reflect the year 3 numbers within the recent extension which includes all of the operating company's overhead (non-driver and non-mechanic) costs to deliver service such as supervision, dispatching, training, bus fueling, bus interior cleaning & washing, utilities, rents and administration;

- Driver related labour costs reflect the year 3 numbers within the recent extension including wage and benefit rates increased statutory employer contributions;
- While this AOA includes costs associated with your base (existing) transit services with no change in the service levels, variable costs are impacted by a 0.1% increase in service hours resulting from a decrease in statutory holidays which fall within the 2016-2017 operating year.
- Variable Fuel Costs reflect a fuel price of \$1.28/L; and

Administration

- An internal review of all BC Transit service functions resulted in an overall reduction in BCTMS by 1.6%

Maintenance

- Changes to the Fleet Maintenance budget reflect actual activity during the current year and upcoming work forecasted for 2016-17 as well as assumptions on inflationary increases related to parts;

Capital Initiatives and Debt Service

- Vehicle Lease Fees reflect the forecasted fleet plan for the upcoming operating year.

While it is understood that the financial information contained within the AOA is needed for budgeting and planning purposes, it is important to note that the costs outlined in the Schedule "C" – Budget contain commercially confidential information from our operating company and are subject to protection afforded by the Freedom of Information & Protection of Privacy Act. Any reports to Council or Regional Boards, or any discussions which may be made within the public sphere which contain costs associated with the provision of transit services must be limited to four line items showing Revenues, Total Operating Costs, Total Costs and Total Local Government's Share of Costs.

To expedite the process of executing AOAs, you'll note the addition of a counterpart clause under Section 5. This clause allows for each party to sign a copy of the agreement separately and return directly to BC Transit by electronic means. Therefore, once the agreements have received signature, please return the signed copy by fax or in a .pdf format to BC Transit for execution. Please make every effort to have these agreements returned to BC Transit within thirty days of receipt. If you have any questions related to the AOA or budgets, please feel free to contact me.

Yours truly,



Myrna Moore
Senior Regional Transit Manager
BC Transit

SALT SPRING ISLAND

**ANNUAL OPERATING AGREEMENT
(PARATRANSIT)**

Among

THE CAPITAL REGIONAL DISTRICT

BRITISH COLUMBIA TRANSIT

And

**GANGES FAERIE MINISHUTTLE
(as agreed to in the MOA)**

April 1, 2016 to March 31, 2017

INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.

CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

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ANNUAL OPERATING AGREEMENT

BETWEEN: THE CAPITAL REGIONAL DISTRICT
(the “Municipality”)

AND: BRITISH COLUMBIA TRANSIT
(the “Authority”)

AND: GANGES FAERIE MINISHUTTLE
(the “Operating Company”)

WHEREAS the Municipality and the Authority are authorized to contract for the provision of a Public Passenger Transportation System and share in the costs of providing same pursuant to the British Columbia Transit Act.

WHEREAS the Operating Company is authorized to operate, manage and maintain a Public Passenger Transportation System within the Salt Spring Island Transit Service Area

WHEREAS the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto.

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) “**Annual Operating Agreement**” shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
 - (b) “**Master Agreement**” shall mean the Master Operating Agreement, including any amendments made thereto;

SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 Amendments to Master Agreement: The parties agree to amend the Master Agreement as follows:
- (a) To remove Section 13 in its entirety and replace it with the following:

“SECTION 13 - INSURANCE

- 13.1 Insurance: The Operating Company and the Authority shall purchase and maintain

in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement and the Annual Operating Agreement.

13.2 Minimum Insurance Coverage Requirements: The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement and the Annual Operating Agreement:

1. Vehicle Insurance:
 - a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
 - i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.
 - b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
 - i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).
2. Physical Assets Leased from the Authority :(where applicable)
 - a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.
 - b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.
 - c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:
 - i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority.
 - ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.
 - d) The Authority may, in its sole discretion, self-insure part or all of the insurance requirements hereunder.
- 3 Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority
 - a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.
- 4 Comprehensive General Liability Insurance:
 - a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to

each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.

b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of this Master Agreement and/or the Annual Operating Agreement, the Operating Company will require separate insurance coverage for that work which provides a waiver of subrogation in favour of BC Transit.

5 Additional Covenants:

a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.

b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13."

(b) To remove Section 15.3 in its entirety and replace it with the following:

15.3 Cancellation due to Breach of Contract: The Authority or the Municipality retains the right to terminate the Master Agreement, and by extension the Annual Operating Agreement, upon breach by the Operating Company of any term or covenant hereof, unless the Operating Company has cured such failure or breach to the satisfaction of the party providing such written notice prior to its expiration. In the event of any such cancellation, the Operating Company shall be entitled to no compensation other than for services rendered up to the date of said cancellation, as computed at the rate for Variable Costs and a pro rata allocation on a daily basis for monthly Fixed Costs and for Maintenance Costs as specified in Schedule "D" of the Annual Operating Agreement incurred up to the date of said cancellation.

SECTION 3 – TERM AND RENEWAL

3.1 Term and Renewal: The term of this Agreement shall be from April 1, 2016 to March 31, 2017 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be so terminated or not renewed, as the case may be.

SECTION 4 – SCHEDULES

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" – Service Specifications
- c) Schedule "C" – Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

SECTION 5 – MISCELLANEOUS PROVISIONS

5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may

be amended only with the prior written consent of all parties.

- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- 5.4 Counterparts: This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.
- 5.5 Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
 - a) BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses, as set out in Schedule C of the AOA.
 - b) Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected. These Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems, but exclude the costs of providing third-party 100%-funded services:
 - (1) For Conventional Transit Service:
 - (a) the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
 - (b) the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
 - (c) the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - (d) an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
 - (2) For Custom Transit Service:
 - (a) the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
 - (b) the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;
 - (c) the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
 - (d) an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement.
 - c) BC Transit will provide an annual statement of account or the reserves received and utilized, including any interest earned for each local government.
 - d) On any termination of this Agreement, any funds remaining in the Reserve Fund, including any interest accrued, will be used to defray the Eligible Expenses of providing Service Hours in the following Fiscal Year.

SECTION 6 – NOTICES AND COMMUNICATION

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

CAPITAL REGIONAL DISTRICT
c/o CAO
625 Fisgard Street
Victoria, BC V8W 1R7

BC Transit
c/o Chief Operating Officer
520 Gorge Road East
Victoria, BC V8W 2P3

and to:

Ganges Faerie Minishuttle
c/o Owner
PO Box 224
Salt Spring Island, BC V8K 2V9

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this _____ day of 2015.

THE CORPORATE SEAL OF **THE CAPITAL REGIONAL DISTRICT** has been hereto affixed in the presence of:

THE COMMON SEAL OF **BRITISH COLUMBIA TRANSIT** has been hereto affixed in the presence of:

CHIEF OPERATING OFFICER

CHIEF FINANCIAL OFFICER

THE CORPORATE SEAL OF **GANGES FAERIE MINISHUTTLE.** has been hereto affixed in the presence of:

SCHEDULE "A" - Transit Service Area Boundaries

The boundaries of the Salt Spring Island Transit Service Area, defined as the Electoral Area 'F' of the Capital Regional District,

SCHEDULE "B" – Service Specifications

Saltspring Island Base Budget Official AOA 2016/2017

Schedule 'B'

Effective Apr 01, 2016

Scheduled Revenue Service

16/17 Apr (Apr 01, 2016 to Apr 21, 2016)											
	Mon	Tue	Wed	Thu	Fri	Sat	Sun				
Hrs/Day	18.45	18.45	18.45	18.45	20.18	18.92	15.52				
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	
16/17 Apr to Jun (Apr 22, 2016 to Jun 28, 2016)											
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	May 23, 2016			
Hrs/Day	18.95	18.95	18.95	18.95	20.69	22.90	16.11	16.11			
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
16/17 Jun to Sep (Jun 29, 2016 to Sep 24, 2016)											
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2016	Aug 01, 2016	Sep 05, 2016	
Hrs/Day	22.25	22.25	22.25	22.25	23.46	22.44	18.82	18.82	18.82	18.82	
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
16/17 Sep to Mar (Sep 25, 2016 to Mar 31, 2017)											
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Oct 10, 2016	Nov 11, 2016	Dec 26, 2016	Feb 13, 2017
Hrs/Day	18.45	18.45	18.45	18.45	20.18	18.92	15.52	15.52	15.52	15.52	15.52
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Extra Revenue Service

	Apr, 2016	May, 2016	Jun, 2016	Jul, 2016	Aug, 2016	Sep, 2016	Oct, 2016	Nov, 2016	Dec, 2016	Jan, 2017	Feb, 2017	Mar, 2017
Extra Overload Hours	14.54	14.54	14.54	14.54	14.54	14.54	14.54	14.54	14.54	14.54	14.54	14.54

Adjusted Revenue Service

	Apr, 2016	May, 2016	Jun, 2016	Jul, 2016	Aug, 2016	Sep, 2016	Oct, 2016	Nov, 2016	Dec, 2016	Jan, 2017	Feb, 2017	Mar, 2017

2016/2017 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2016 to Apr 21, 2016	3	3	3	3	3	3	3	0	21	May 23, 2016 Victoria Day 2016 (Mon)
Apr 22, 2016 to Apr 30, 2016	1	1	1	1	2	2	1	0	9	Jul 01, 2016 Canada Day 2016 (Fri)
May 01, 2016 to May 31, 2016	4	5	4	4	4	4	5	1	31	Aug 01, 2016 BC Day 2016 (Mon)
Jun 01, 2016 to Jun 28, 2016	4	4	4	4	4	4	4	0	28	Sep 05, 2016 Labour Day 2016 (Mon)
Jun 29, 2016 to Jun 30, 2016	0	0	1	1	0	0	0	0	2	Oct 10, 2016 Thanksgiving Day 2016 (Mon)
Jul 01, 2016 to Jul 31, 2016	4	4	4	4	4	4	5	5	31	Nov 11, 2016 Remembrance Day 2016 (Fri)
Aug 01, 2016 to Aug 31, 2016	4	5	5	4	4	4	4	1	31	Dec 25, 2016 Christmas Day 2016 (Sun)
Sep 01, 2016 to Sep 24, 2016	2	3	3	4	4	4	3	1	24	Dec 26, 2016 Boxing Day 2016 (Mon)
Sep 25, 2016 to Sep 30, 2016	1	1	1	1	1	0	1	0	6	Jan 01, 2017 New Years Day 2017 (Sun)
Oct 01, 2016 to Oct 31, 2016	4	4	4	4	4	5	5	1	31	Feb 13, 2017 Family Day 2017 (Mon)
Nov 01, 2016 to Nov 30, 2016	4	5	5	4	3	4	4	1	30	
Dec 01, 2016 to Dec 31, 2016	3	4	4	5	5	5	3	2	31	
Jan 01, 2017 to Jan 31, 2017	5	5	4	4	4	4	4	1	31	
Feb 01, 2017 to Feb 28, 2017	3	4	4	4	4	4	4	1	28	
Mar 01, 2017 to Mar 31, 2017	4	4	5	5	5	4	4	0	31	
Total	46	52	52	52	51	52	50	10	365	10 Exceptions

Monthly Summary

Month	Paratransit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2016	564.35	14.54		578.89	0.00			0.00
May, 2016	593.17	14.54		607.71	0.00			0.00
June, 2016	586.50	14.54		601.04	0.00			0.00
July, 2016	674.96	14.54		689.50	0.00			0.00
August, 2016	678.20	14.54		692.74	0.00			0.00
September, 2016	635.38	14.54		649.92	0.00			0.00
October, 2016	563.64	14.54		578.18	0.00			0.00
November, 2016	545.92	14.54		560.46	0.00			0.00
December, 2016	552.78	14.54		567.32	0.00			0.00
January, 2017	550.58	14.54		565.12	0.00			0.00
February, 2017	510.75	14.54		525.29	0.00			0.00
March, 2017	570.76	14.54		585.30	0.00			0.00
Total	7,026.99	174.48	0.00	7,201.47	0.00	0.00	0.00	0.00

Schedule C - Budget has been replaced with a Salt Spring Transit summary budget.

Schedule D – Payment Schedule has been removed.

**These schedules contained commercially confidential information and are subject to protection
under the Freedom of Information & Protection of Privacy Act.**

Schedule C

Salt Spring Transit	AOA Budget 2016/2017
Total Cost	\$615,167
Revenue	\$199,262
Provincial Share	\$269,740
Net Local Share	\$140,941

April 20, 2016

Attn: Karla Campbell, Senior Manager, Salt Spring Island Electoral Area
Capital Regional District
145 Vesuvius Bay Road
Salt Spring Island, BC
V8K 1K3

Re: 3 Year Expansion Initiatives

Dear Karla,

Last month, the Provincial Government announced their commitment to \$12.7 million in funding over the next three years to support transit expansion initiatives throughout the province. Because your transit system has been identified as a candidate for potential expansion, the attached Memorandum of Understanding (MOU) is provided to formalize the process of securing appropriate expansion funding on your behalf. Preliminary interactions with partners indicate there is a possibility that expansion requests may exceed the available funding.

The MOU lists the specific initiatives for the Annual Operating Agreement periods of 2017-2018 through to 2019-2020 derived primarily from recent service plans approved by your local government. Order-of-magnitude costing is provided to define the scope of transit service initiatives based on the proposed annual expansion hours. If the proposed expansion is dependent on other infrastructure investment, this dependency will be identified in a separate table.

If your proposed expansion requires additional vehicles in 2017-2018, a signed commitment from your Board is required by mid-June to ensure sufficient time for BC Transit to procure buses. Please keep in mind that should your plans change after this date and you determine that expansion is no longer desired, you will be billed the lease fees related to the new buses for a minimum of a one year period.

Upon confirmation of your Board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan to the Province to seek the matching funding required for operating and capital costs. Following confirmation of the provincial budget, BC Transit will inform you of allowable funding and initiate an implementation plan, including the development of more detailed costing based on routing and schedules.

By communicating proposed expansion initiatives as far in advance as possible we are trying to achieve three important goals:

1. Ensure 3 year expansion initiatives are aligned with the expectations of local governments
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions
3. Provide local government partners with enhanced 3 year forecasts that identify longer term funding requirements.

I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed expansion initiatives.

Yours truly,

A handwritten signature in black ink that reads "M. Moore". The signature is written in a cursive style with a large, stylized "M" and "Moore" written in a flowing script.

Myrna Moore
Senior Regional Transit Manager
BC Transit

Expansion Memorandum of Understanding

Date	April 20, 2016
Expiry	June 15, 2016
System	Salt Spring Island Transit

Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Revenue	Total Costs*	Net Municipal Share
2017/18	April 2017	150	1	\$2,149	\$36,096	\$28,688
		Description	Increase summer Saturday service			
2017/18	Oct 2017	850	-	\$7,475	\$56,558	\$19,282
		Description	Improve winter morning service			
2018/19	June 2018	500	-	\$3,128	\$34,600	\$13,241
		Description	Expand evening service on Monday to Thursday			
2019/20	Sept 2019	2,000	1	\$29,538	\$172,322	\$66,944
		Description	Implement projects identified in the Service Effectiveness Review including service to Beddis and Cusheon Lake Road and the separation of Walker's Hook and Fernwood routes, plus additional peak service			

* Vehicle costs do not reflect Standardized Lease Fees

Approval

On behalf of the Capital Regional District, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf and that we are committed to budget accordingly as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

Signature: _____

Date: _____

Name: _____

Position: _____

On behalf of BC Transit, prepared by

Signature: *M. Moore*

Date: April 20, 2016

Name: Myrna Moore

Position: Senior Regional Transit Manager



Making a difference...together

**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 April 25, 2016 at 4:30 AM/PM

ON AGENDA ITEM TRANSPORT COMMISSION AND THE HARBOUR AUTHORITY OF SALT SPRING ISLAND (HAAS)

NAME Bill Cote

ADDRESS SALT SPRING ISLAND

I REPRESENT MYSELF

AS A MEMBER + RESIDENT OF SALT SPRING ISLAND
(Name of Organization if applicable)
(Capacity/Office)

TELEPHONE 2 FAX —

E-MAIL —

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

TO SPEAK TO THE PROPER OPERATION OF SALT SPRING ISLAND FOR THE BENEFIT OF OUR COMMUNITY

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

April 18 2016
Date

[Signature]
Signature

SSI Transit Reserves
 Summary Schedule
 2016 - 2020 Financial Plan

Reserve/Fund Summary

	2015 Estimate	Budget				
		2016	2017	2018	2019	2020
Reserve Account	276,470	264,470	247,410	226,320	201,120	171,720
Equipment Replacement Fund	5,244	5,244	5,244	5,244	5,244	5,244
Total	281,714	269,714	252,654	231,564	206,364	176,964

Memo



TO: Salt Spring Island Transportation Commission [for the April 25, 2016 meeting]

FROM: Karla Campbell, Senior Manager, SSI Electoral Area

DATE: April 21, 2016

FILE: 8310-20

SUBJECT: 2016 / 2017 Annual Operating Agreement and Proposed 3 Year Expansion

2016 / 2017 Annual Operating Agreement

The AOA between the CRD and BC Transit is the agreed upon service levels, fares, budgeted costs and the apportionment of costs between the CRD 'referenced as the Local or Municipal' share and BC Transit 'referenced as the Authority' for the operation of the SSI Transit service. An AOA is approved annually and is incorporated into a Master Operating Agreement between the CRD and BC Transit.

The CRD as the 'Municipality' has responsibility to determine the service levels and fares, and to raise the local share of funding to support the operation from property taxes. The CRD obtains community input and advice through the SSI Transportation Commission members to make recommendations through the CRD Electoral Area Services Committee to the CRD Board.

The CRD calendar fiscal year and budget approval process is ahead of the fiscal year for BC Transit, April to March. The proposed AOA is within \$4,000 of the 2016 approved budget for the annualized SSI Transit service.

	<u>Budget</u>	<u>AOA</u>	<u>Difference</u>
CRD share of costs	347,810	340,203	7,607
Revenue	203,220	199,262	3,958
Net cost to CRD	144,590	140,941	3,649

In this regard the following motion is recommended:

That the Salt Spring Island Transportation Commission recommends to the Electoral Area Services Committee and Capital Regional District Board that the 2016 to 2017 Annual Operating Agreement for SSI Transit service be approved.

.../2

Three Year Expansion Memorandum of Understanding

BC Transit has identified SSI Transit as a candidate for potential expansion between 2017-2019 based on service options coming out of the 2014-15 Service Review. Staff have reviewed the costs with the approved five year financial plan and outlined the impact if the expansion is funded by (1) requisition; and (2) transfers from reserves (see Attachment 1). The projections are highlighted showing the requisition in 2019 and 2020 are over the maximum allowable amount of \$228,800. The Commission will need to review which service expansion they are able to afford or consider requesting an increase to the annual requisition to fund these expansion initiatives.

A handwritten signature in blue ink, appearing to read "J. Campbell".

Attachment

2016 - 2020 Financial Plan					
	2016	2017	2018	2019	2020
FUNDING					
Requisition	175,610	179,160	182,940	186,390	190,120
Transit Fares	203,220	203,220	203,220	203,220	203,220
Transfer from Reserve	-	5,060	9,090	13,200	17,400
Other	650	610	610	610	610
Total Funding	379,480	388,050	395,860	403,420	411,350
EXPENDITURES					
Payments to BC Transit	347,810	355,910	363,030	370,290	377,700
Other	31,670	32,140	32,630	33,130	33,650
Total Expenditures	379,480	388,050	395,660	403,420	411,350
Balance in Reserve Fund at end of 2020			161,480		
1. Expansion Funded by Requisition					
	2016	2017	2018	2019	2020
FUNDING					
Requisition	175,610	195,180	224,680	251,170	289,560
Transit Fares	203,220	206,700	214,670	225,830	245,520
Transfer from Reserve	-	5,060	9,090	13,200	17,400
Other	650	610	610	610	610
Total Funding	379,480	407,550	449,050	490,810	553,090
EXPENDITURES					
Payments to BC Transit	347,810	375,410	416,420	457,680	519,440
Other	31,670	32,140	32,630	33,130	33,650
Total Expenditures	379,480	407,550	449,050	490,810	553,090
Balance in Reserve Fund at end of 2020			161,480		
2. Expansion Funded by Transfers from Reserves					
	2016	2017	2018	2019	2020
FUNDING					
Requisition	175,610	179,160	182,940	186,390	250,620
Transit Fares	203,220	222,720	256,610	290,610	344,960
Transfer from Reserve	-	21,080	50,830	77,980	56,340
Other	650	610	610	610	610
Total Funding	379,480	423,570	490,990	555,590	652,530
EXPENDITURES					
Payments to BC Transit	347,810	375,410	416,420	457,680	519,440
Other	31,670	32,140	32,630	33,130	33,650
Total Expenditures	379,480	407,550	449,050	490,810	553,090
Balance in Reserve Fund at end of 2020			-		
REVENUES					
In Service Date	2016	2017	2018	2019	2020
Apr-17	-	1,610	2,150	2,150	2,150
Oct-17	-	1,870	7,480	7,480	7,480
Jun-18	-	-	1,820	3,130	3,130
Sep-19	-	-	-	9,850	29,540
COSTS					
In Service Date					
Apr-17	-	12,810	17,080	17,080	17,080
Oct-17	-	6,690	26,760	26,760	26,760
Jun-18	-	-	9,550	16,370	16,370
Sep-19	-	-	-	27,180	81,530
NET COST TO CRD					
In Service Date					
Apr-17	-	11,200	14,930	14,930	14,930
Oct-17	-	4,820	19,280	19,280	19,280
Jun-18	-	-	7,730	13,240	13,240
Sep-19	-	-	-	17,330	51,990
	-	16,020	41,940	64,780	99,440



Islands Trust

Memorandum

Salt Spring Island Transportation Commission
Agenda April 25, 2016
Item 6.3 deferred from March 29, 2016

Date March 16, 2016 File Number SS-DP-2015.11
To Salt Spring Island Transportation Commission
From Shelley Miller, Planner 1, Islands Trust
Re Development Permit Application for 111 Rainbow Road, Salt Spring Island

The Salt Spring Island Local Trust Committee adopted the following resolution at its March 10th Local Trust Committee Meeting:

SS-2016-62

It was MOVED and SECONDED,

that the Salt Spring Island Local Trust Committee refer application SS-DP-2015.11 for Lot 13, Block B, Section 1, Range 3 East, North Salt Spring Island, Cowichan District, Plan 1371, to the Salt Spring Island Transportation Commission for review and comment (111 Rainbow Road).

CARRIED

The proposed development plans for 111 Rainbow Road can be found in the attached Staff Report and Draft Development Permit. The Islands Trust respectfully requests that the Salt Spring Island Transportation Commission provides comment on whether the development proposal meets the transportation related Development Permit Area guidelines listed below, and if not, please provide recommendations as to how these guidelines could be met.

E.1.4.4 Major new commercial, industrial and multi-family developments should include construction of a sidewalk or walking path on adjacent road rights-of-way. All sidewalks and internal site circulation routes should ensure barrier-free access.

E.1.4.5 Site access to commercial and multi-family developments should encourage use by pedestrians and cyclists. Internal circulation routes for pedestrians and cyclists should be segregated from vehicular routes, with an emphasis given to pedestrian and cyclist safety over vehicular convenience if necessary. Site plans of large new developments should show how transit stops could be accommodated in the future. Site access in Ganges Village should be arranged to coordinate with the Ganges Public Pathway System, including the seawalk. Potential routes for the system are shown in a conceptual way on Map 17.

E.1.4.7 Where appropriate, buildings in the Ganges Village Core, Channel Ridge Village Core and in Fulford Harbour should be connected with arbours, courtyards and pathways to make them inviting to pedestrians. Along pedestrian routes, attractive public seating and resting areas should be incorporated into project designs.

E.1.5.5 In Ganges, between Jackson Avenue and Lower Ganges Road, new developments proposed along the north side of McPhillips Avenue, both sides of Hereford Avenue and the south side of Rainbow Road should allow for the development of a rear lane way (where topography permits) that provides access to parking lots in the rear and minimizes access breaks along the streets. The lane way should be about 7.5 m in width and should be landscaped and paved to make it an attractive pedestrian route. Consideration could be given to using arcades, hidden courts or other architectural features that would encourage development of secondary retail frontage along the lane.

A reply with comments is respectfully requested by March 31st, 2016. Please provide the response to the attention of Shelley Miller at ssiinfo@islandstrust.bc.ca.

Date: February 23, 2016

File No.: SS-DP-2015.11

To: Salt Spring Local Trust Committee for March 10, 2016 meeting

From: Shelley Miller, Planner 1, Local Planning Services

Re: Development Permit Area 1 – Island Villages

Owner: Martin Ogilvie

Applicant: Martin Ogilvie

Description: Lot 13, Block B, Section 1, Range 3 East, North Salt Spring Island, Cowichan District, Plan 1371

PID: 000-131-920

Civic Address: 111 Rainbow Road

PRELIMINARY REPORT

THE PROPOSAL:

This Development Permit application is for the construction new mixed-use building, which includes indoor retail sales, offices, storage of goods, and an outdoor restaurant (food cart). Future uses include a dwelling unit accessory to a commercial use and a garage. The subject lot is within Development Permit Area 1 – Islands Villages and Heritage Conservation Area 1 – Ganges Village Core.

BACKGROUND:

In 1992, a Development Permit (DP 1991.10) was issued to permit the existing building on the subject property. The proposed redevelopment of the lot requires a new development permit under Development Permit Area (DPA) 1.

On November 30, 2015, a Heritage Alteration Permit (SS-HAP-2015.1) was issued, which permitted the removal of 47 mature Leyland Cypress trees that were considered “protected heritage” under the Salt Spring Island Official Community Plan Bylaw No. 434. As per permit requirements, the property owner paid a security fee of \$3000, to ensure that the land be revegetated within two years of the permitted tree removal. The landscaping plan associated with this Heritage Alteration Permit may be superseded by a landscaping plan that forms part of a permit issued under DPA 1. Removal of the Leyland Cypress trees has been largely completed, with only the tree stumps remaining.

SITE CONTEXT:

The subject property is 0.08 hectares (0.2 acres) in area, and is located in Ganges Village along a mixed commercial and institutional use street with access onto Rainbow Road. The lot currently contains a modest commercial building located at the rear of the property. There is a parking lot adjacent to the west, a commercial service use adjacent to the east, and commercial use properties to the south.

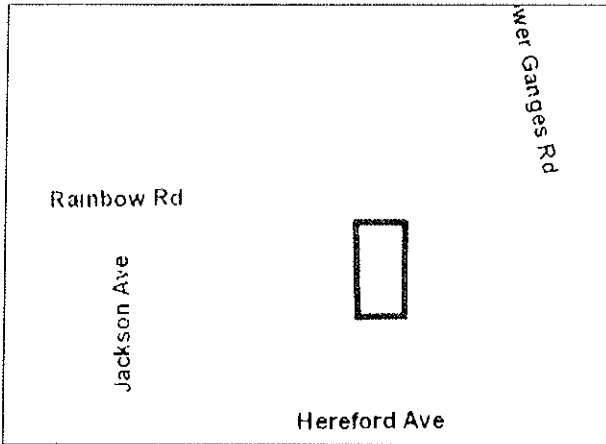


Figure 1: Location of subject property.

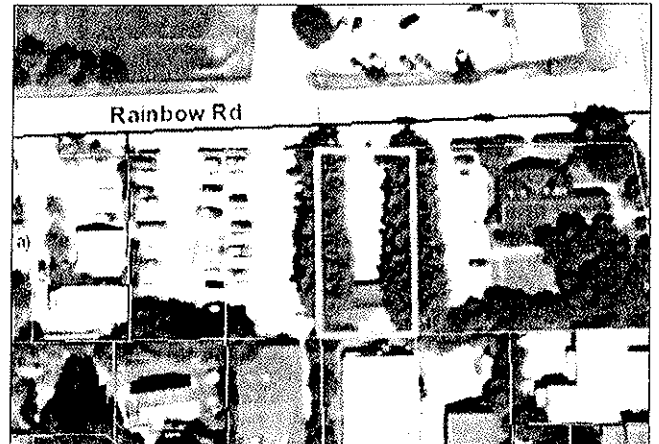


Figure 2: 2013 Orthophoto of subject property.

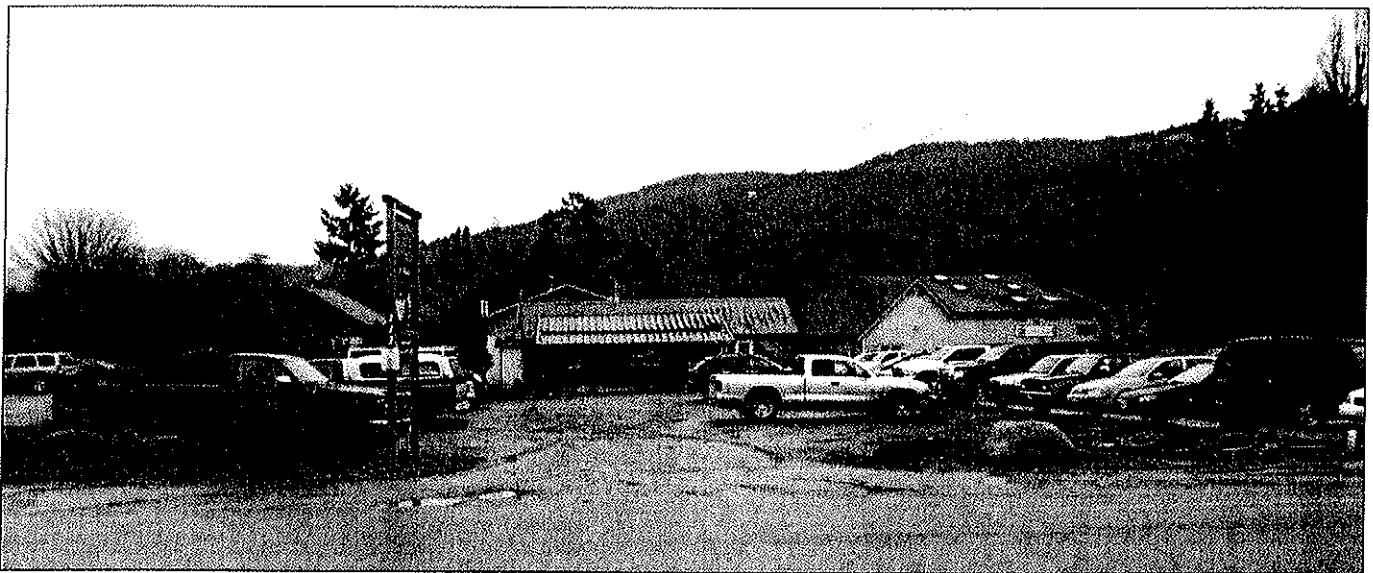


Figure 3: Street view of subject property, facing south from Rainbow Road (February 2016, 1pm).



Figure 4: Rainbow Road right-of-way, adjacent to subject property (February 2016, 9 am).



Figure 5: View of subject property, taken from southeast corner (February 2016, 9 am).

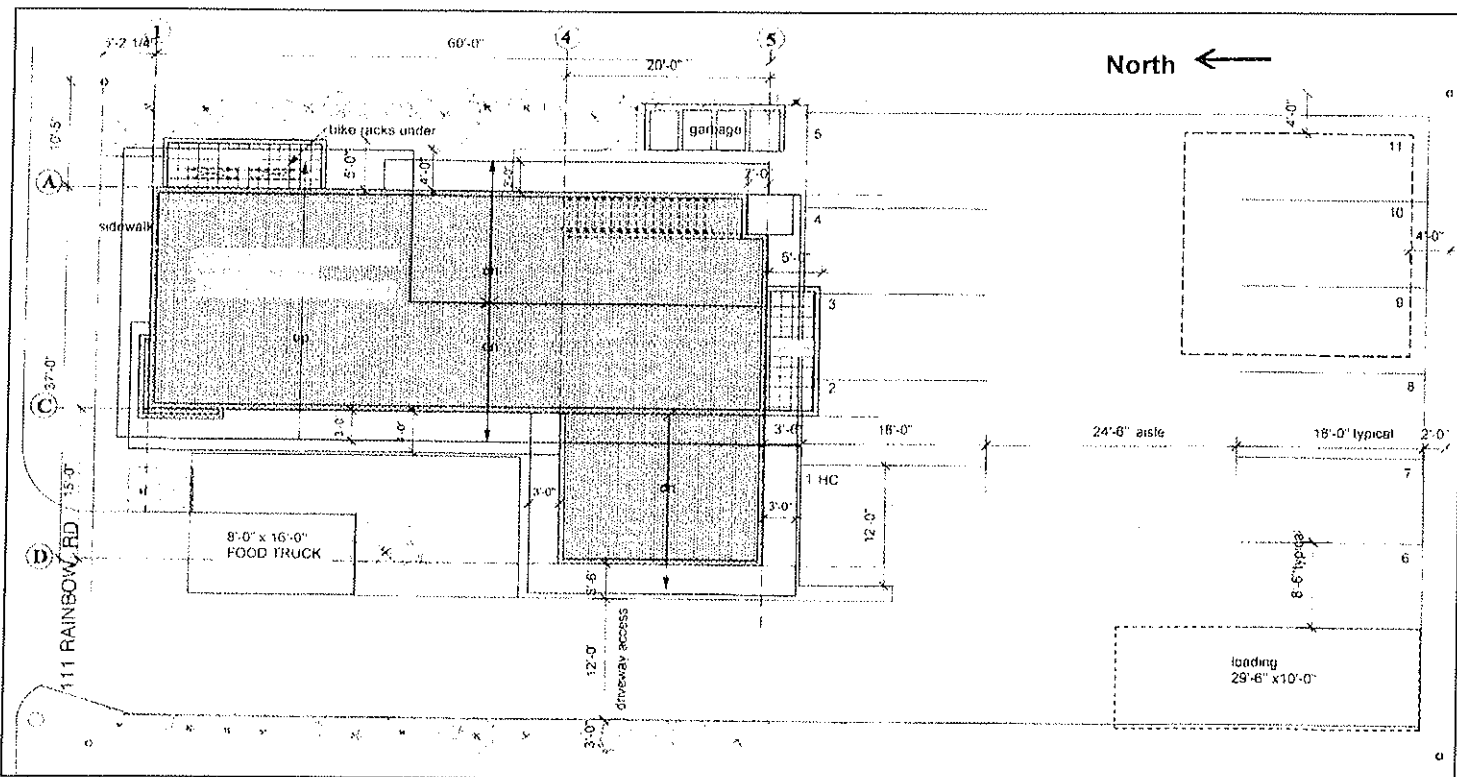


Figure 6: Proposed site plan of redevelopment on subject property.

CURRENT PLANNING STATUS OF SUBJECT LANDS:

Official Community Plan

The subject property is designated Ganges Village – Core (GVC) in the Salt Spring Island Official Community Plan Bylaw No. 434 (OCP). The Ganges Village designation includes a number of objectives including, most centrally, “to accommodate those land uses that allow Ganges to remain the commercial, social, cultural, and institutional center for residents of Salt Spring Island.” The proposed development is consistent with Ganges Village objectives.

The subject property is within Heritage Conservation Area 1 – Ganges Village Core and a Heritage Alteration Permit has already been issued (SS-HAP-2015.1).

The subject property is within Development Permit Area 1 – Island Villages (DPA 1). The DPA 1 designation guides the community's most significant, concentrated and visible new development so that it is compatible with existing buildings, the natural environment and community objectives for villages.

The relevant objectives of this Development Permit Area are:

E.1.3.1 To encourage the development of attractive, compact villages that harmoniously combines commercial, residential, cultural and recreational facilities in a way that encourages pedestrians and enhances village economies.

E.1.3.3 To encourage creative designs that continue to reflect the diversity and richness of Salt Spring Island. To avoid design controls that would make island villages appear architecturally sterile or contrived.

E.1.3.5 To keep the secure character of villages.

E.1.3.6 To encourage the use of local artisanship and materials.

E.1.3.8 To protect property owners from flooding or detrimental changes to storm water runoff, flow regimes or quality that can result from the construction of new impervious surfaces on upslope properties.

The applicable DPA 1 guidelines and staff comments are attached as Appendix 2. These include guidelines for general site design, building location and access, off-street parking lot location and design, building form, landscaping and parking surfaces, lighting, signage and storm water drainage and water pollution. The key issues that have arisen from this application will be discussed in the Staff Comments section of this report.

Land Use Bylaw

The subject property is zoned Commercial 1 (C1). The proposed uses in this Development Permit application include indoor retail sales, offices, storage of goods, a restaurant, and a dwelling unit accessory to a commercial use. All proposed uses are consistent with the current zoning. The proposal is also consistent with other land use regulations including building height, building siting and parking requirements.

Sensitive Ecosystems and Hazard Areas

According to Islands Trust mapping, there are no sensitive ecosystems or hazards areas located on the subject property.

Archaeological Sites

Remote Access to Archaeological Data (RAAD) indicates that there is archeological potential and a known archeological site (DfRu-9) within 50 meters of the subject property. The applicant has corresponded with the BC Archaeology Branch and is aware of their responsibilities under the *Heritage Conservation Act*. Notwithstanding the foregoing, and by copy of this report, the owners are advised that the unearthing of any archaeological resource should be reported to the BC Archaeology Branch.

Covenants

There are no covenants, easements, or statutory rights of way registered on the subject property.

Riparian Areas Regulation

The property is within 40 metres of a Riparian Areas Regulation watercourse.

Setbacks from Public Highway

The applicant has received a permit from the BC Ministry of Transportation and Infrastructure in order to reduce the building setback to less than 4.5 meters from the property line fronting a provincial public highway. The proposed front lot line setback is 1.6 metres.

Water Servicing

The property is currently serviced by North Salt Spring Water Works (NSSWW). The NSSWW Board has approved the redevelopment plans for a new building with two commercial units. The second floor of the proposed mixed use building is designed so that it can accommodate a dwelling unit accessory to a commercial use. NSSWW has advised the applicant that any additional service for residential use is not available.

Sewer Servicing

The subject property is serviced by the Capital Regional District (CRD) Ganges Sewer System. CRD staff have indicated that they have no concerns regarding this proposed redevelopment.

Climate Change Mitigation and Adaptation

The subject property is located within the Ganges Village - Core, and is within easy walking distance of public transit, Lower Ganges Road, shopping, and other amenities. The building will be easily accessible by foot, bicycle, or public transit, which may help reduce vehicle use and associated greenhouse gas emissions in the local community. However, the proposed building plans do not include energy efficient features. The property is not at immediate risk due to sea level rise as it is approximately 75 meters away from the natural boundary of the sea, and approximately 8 metres above sea level. However, the property may be at risk of drainage issues associated with extreme precipitation events.

Transportation Studies

The 'North Ganges Village Transportation Management Plan' identified options for the construction of cyclist and pedestrian facilities on Rainbow Road¹. The report prioritized future construction of a sidewalk on the south side of Rainbow Road (the subject property's side) when adjacent properties are rezoned. Figure 7 below shows an up-to-date version of the Ganges Village Pathway Network map, developed by Island Pathways. Note that there is a completed pathway that terminates at the subject property, and there are sidewalks proposed for Rainbow Road.

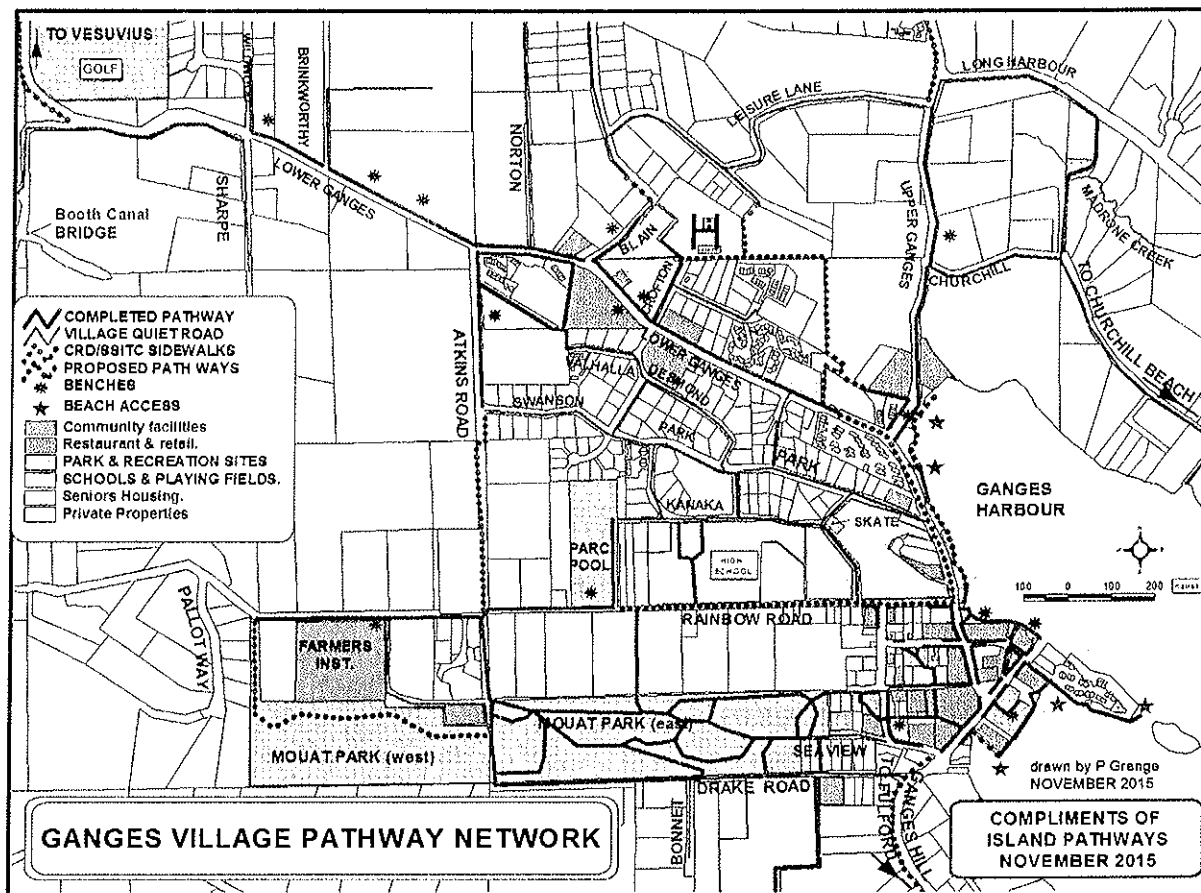


Figure 7: Ganges Village Pathway Network, developed by Island Pathways.

¹ Capital Regional District. (2007). *North Ganges Village Transportation Management Plan*. Retrieved from [https://www.crd.bc.ca/docs/default-source/salt-spring-island-ea-pdf/main-body-and-appendix-a-\(part-1\).pdf?sfvrsn=0](https://www.crd.bc.ca/docs/default-source/salt-spring-island-ea-pdf/main-body-and-appendix-a-(part-1).pdf?sfvrsn=0)

Local Government Act

Section 490 of the *Local Government Act* authorizes the Local Trust Committee to deliberate on the issuance of a Development only in accordance with the applicable guidelines specified in the Official Community Plan.

STAFF COMMENTS:

Staff have analysed the application against 55 applicable DPA 1 guidelines, and there are several issues that would benefit from Local Trust Committee and Advisory Planning Commission consideration. These issues include the following:

Handcrafted Products

Staff recommend that handcrafted products such as doors, exterior details, and/or signs, be incorporated into the Development Permit plans in order to satisfy DPA 1 guidelines (E.1.6.13, E.1.6.14, E.1.9.4). This is supported by the following DPA 1 objectives:

E.1.3.3 To encourage creative designs that continue to reflect the diversity and richness of Salt Spring Island. To avoid design controls that would make island villages appear architecturally sterile or contrived.

E.1.3.6 To encourage the use of local artisanship and materials.

Screening

The proposed landscaping plan does not include vegetation screening for a large portion of the rear lot line (See Appendix 1, Schedule 2). While there is existing invasive species (English Ivy and Himalayan Blackberry) on this portion of the lot, Staff recommend that the wood fence and Salal plantings be extended along the rear (southern) lot line to ensure compliance with Guidelines E.1.4.1, E.1.7.4, and E.1.7.16. This would promote the removal of invasive species, encourage the use of native species, provide parking lot screening, and improve visual aesthetics of the adjacent property. The applicant indicates that the construction of a future garage will provide screening. However, the garage is not part of the application under review, and thus full screening is warranted as part of this Development Permit.

Soft Landscaping

Soft landscaping covers less than the required 20% of the parcel area (Guideline E.1.7.5). The rear (southern) portion of the lot has minimal landscaping. The applicant indicates that vegetation cannot be planted along the rear portion of the eastern and western sides of the parking lot due to installation of buried leaching chambers used for site drainage. However, Staff recommend that the amount of soft landscaping be increased, either through creative measure (i.e. green roof), or by a green parking lot design. One solution would be to reduce the amount of parking spaces, which would allow space for additional soft landscaping in the rear portion of the lot.

Parking

The proposed development requires the provision of 11 vehicle parking spaces (one of which must be designated as disabled), 2 bicycle parking spaces, and one loading space. Therefore, the concrete slab at the southeast corner of the property must be made level to grade in order to provide adequate parking at this stage of development. If the upper floor of the mixed-use building is converted to a dwelling unit, then vehicle parking requirements will be reduced to 8 spaces.

Guideline E.1.7.16 allows for a reduction in parking space requirements in order to accommodate adequate parking lot landscaping. Staff recommend a reduction in vehicle parking space requirements in exchange for an increase in parking lot landscaping only if additional bicycling

parking spaces are provided. This approach is supported by the following OCP Automobile and Bicycle Parking Objectives:

C.2.3.1.2 To encourage, through parking policies, environmentally-friendly transportation forms such as public transit, walking, bicycling and small automobiles.

C.2.3.1.3 To minimize the land area devoted to automobile parking.

C.2.3.1.4 To reduce the visual, environmental and social impacts of automobile parking areas.

Pedestrian Routes

Guideline E.1.4.4 states that major new commercial developments should include construction of a sidewalk or walking path on the adjacent road right-of-way. As major is not defined in local Bylaws, the Oxford Dictionary defines major as: "important, large, serious, significant".² Figure 8 shows that while the subject property may not be large, Staff consider this proposal to be a significant and important redevelopment in Ganges Village Core, and thus provision of a sidewalk is a community amenity that should result from this application. However, work within the road right-of-way requires Ministry of Transportation and Infrastructure (MOTI) approval. The Approving Officer at MOTI has indicated that sidewalk construction in the right-of-way on the south side of Rainbow Road may be an issue right now due to in progress and upcoming drainage studies.

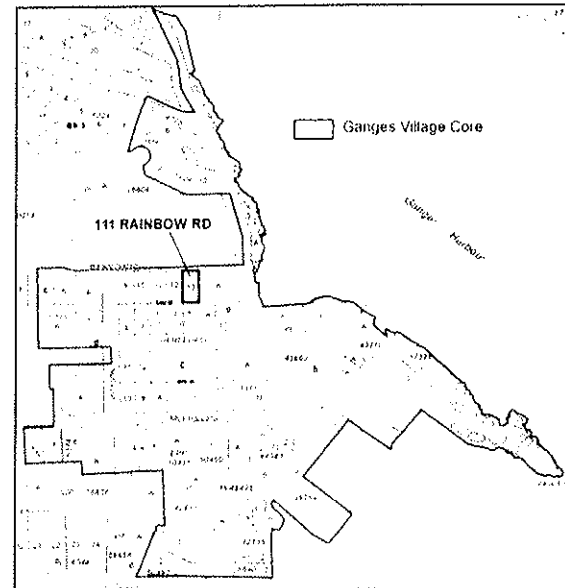


Figure 8: Ganges Village Core

Guidelines E.1.4.5, E.1.5.5 and E.1.4.7 require pathways connections to promote pedestrian routes in Ganges Village Core. In lieu of a sidewalk in the road right-of-way, Staff recommend that the internal circulation route at the front of the lot be designed to function as a pedestrian route along Rainbow Road (See Figure 9). In order to achieve this design, Staff recommend that the development plans include barrier free access on the east and west sides of the of the internal circulation route. Landscaping in the northeast and northwest corners of the lot should be designed so that this pedestrian route is continuous and connected to adjacent pathways. The concrete needs to be level to grade with the adjacent road right-of-way to ensure a safe, unobstructed walkway along Rainbow Road.

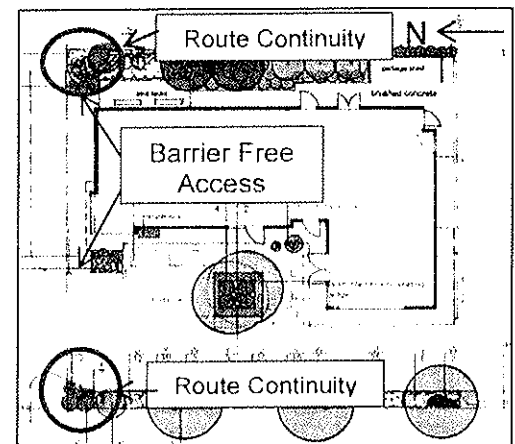


Figure 9: Proposed landscaping plan.

The Salt Spring Islands Transportation Commission (SSITC) is responsible for Transportation planning on Salt Spring Island. The SSITC reviewed the proposed site plans on February 22, 2016; however, they require a formal referral from the Local Trust Committee in order to provide comments. Therefore, Staff recommend that this application be referred to the SSITC to ensure the

² Barber, K. (Ed.). (1998). *The Oxford Dictionary*. Don Mills, ON: Oxford University Press Canada.

proposed site design is congruent with transportation plans regarding sidewalks and pathway connections. This is supported by the following OCP Land Transportation policy:

C.2.2.2.4 The Local Trust Committee will seek community advice regarding land transportation issues through the Salt Spring Island Transportation Commission.

Stormwater Drainage

Staff recommend that the Local Trust Committee defer permit issuance until the applicant submits a drainage plan prepared by a Professional Engineer that identifies any conditions that should be incorporated into the development permit to protect property from flooding, erosion or from other undesirable impacts as the result of changes to storm water runoff. The draft Development Permit attached in Appendix 1, does not currently contain any conditions related to storm water drainage other than the presence of buried leaching chambers.

The request for a drainage plan is supported by the following facts:

- The proposed plans include 260 square meters of impervious surfaces being created by the new building and hard surfacing. This is replacing the existing building, resulting in 165 square meters of *new* impervious surfaces.
- The previous Development Permit issued for the subject property (DP-11-91) required a drainage plan to be approved the CRD prior to issuance of a building permit. Neither the CRD, the Islands Trust, nor the current property owner have a historic drainage plan for the subject property.
- Ministry of Transportation and Infrastructure staff have indicated that there are drainage issues and ongoing drainage studies on the south end of Rainbow Road.
- The removal of 47 mature Leyland Cypress trees is expected to significantly alter the site drainage regime.
- The subject property is neighbored by an asphalt parking lot to the west. There is a depression along the west side of the subject property that may currently mitigate drainage issues. However, the proposed development plans show the property grade to merge with existing grade of the adjacent lot to the west. Therefore, changes to storm water drainage are expected.
- The property is within 40 metres of a Riparian Areas Regulation watercourse. DPA 1 guideline E.1.10.3 requires that particular care be taken to ensure that there are no detrimental impacts on fish bearing watercourses because of water pollution. Therefore, a drainage plan is necessary to ensure that this watercourse will not be negatively impacted by stormwater drainage.

It is important to note that DPA 1 was created under the *Local Government Act* to protect development from hazardous conditions that could result from changes to stormwater drainage. Therefore, Staff recommend that the intent of DPA 1 be upheld to professional standards.

To assist the applicant in meeting DPA 1 guidelines and to assist the LTC in evolution of the merits of these guidelines, Staff recommend that the application be referred to the Salt Spring Island Transportation Commission for formal consideration, and to the Advisory Planning Commission for feedback regarding vegetation screening, landscaping, parking, and general form and character.

RECOMMENDATIONS:

1. **THAT** the Salt Spring Island Local Trust Committee refer application SS-DP-2015.11 for Lot 13, Block B, Section 1, Range 3 East, North Salt Spring Island, Cowichan District, Plan 1371, to the Salt Spring Island **Advisory Planning Commission** for review and comment (111 Rainbow Road).

2. **THAT** the Salt Spring Island Local Trust Committee refer application SS-DP-2015.11 for Lot 13, Block B, Section 1, Range 3 East, North Salt Spring Island, Cowichan District, Plan 1371, to the Salt Spring Island **Salt Spring Island Transportation Commission** for review and comment (111 Rainbow Road).

3. **THAT** the Salt Spring Island Local Trust Committee request that the applicant submit a drainage plan prepared by a Professional Engineer that identifies conditions to be incorporated into a development permit to protect the property from flooding, erosion or from other environmental impacts as the result of storm water runoff alterations (SS-DP-2015.11).

Prepared and Submitted by:

Shelley Miller

March 2, 2016

Date

Concurred in by:

Stefan Cermak, Regional Planning
Manager

March 2, 2016

Date

Attachments:

- A1 – SS-DP-2015.11 – Draft Development Permit
- A2 – SS-DP-2015.11 – DPA 1 Guidelines

Memorandum

TO: Salt Spring Island Transportation Commission
(for the April 25, 2016 Agenda)

FROM: Karla Campbell, Senior Manager

DATE: April 4, 2016

FILE: 3020
SS RZ 2013.6

SUBJECT: **Islands Trust Bylaw Referral-SS-RZ-2013.6-Fulford Ganges Road**

At the January 25, 2016, Transportation Commission meeting the Commission considered the subject application and passed the following motion:

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.

The owner is requesting reconsideration of the 2 metre SROW adjacent to the house located on the NW portion of the property as it will impact the landscaping and be too close to the home.

Staff have reviewed the request on the attached drawings and are recommending the proposed realignment of the SROW as outlined on the attached drawings. In this regard the following motion is recommended:

That the Salt Spring Island Transportation Commission amend the January 25, 2016 motion pertaining to the Island Trust Referral SS-RZ-2013.6 Fulford Ganges Road as follows:

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 starting from the Southeast corner north to around the Fulford-Ganges Road Beaver Point intersection and tapered as outlined on the attached drawing.

Attachment: (a) Site plan
(b) Elevation study





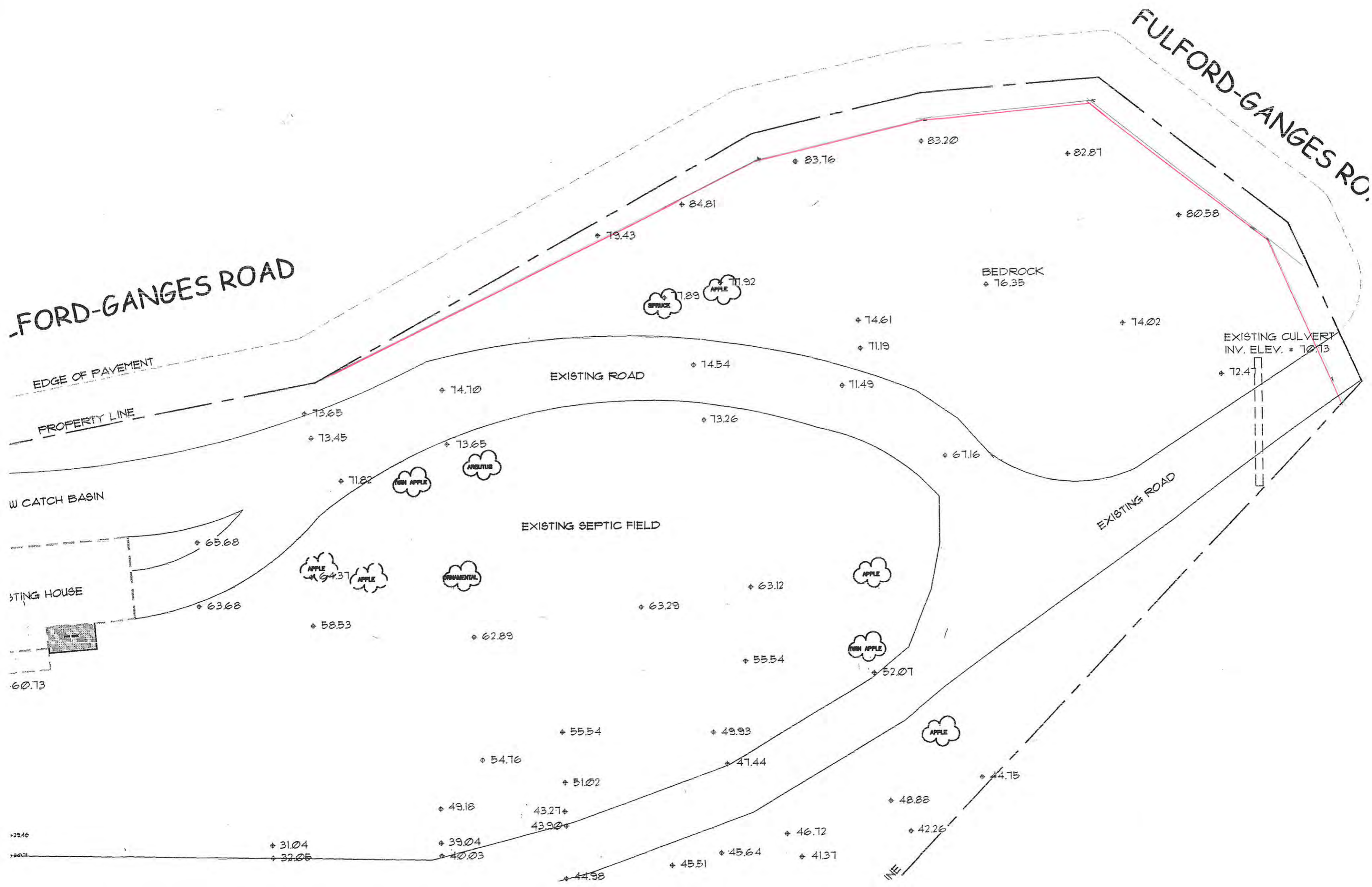
Intramap 2.0
 Capital Regional District
 gis@crd.bc.ca
 http://www.crd.bc.ca



Important

This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. The CRD is not responsible for any damage, loss or injury resulting from the use of the map or information on the map, and the map may be changed by the CRD at any time.

Printed Thu, Mar 17, 2016





Islands Trust

BYLAW REFERRAL FORM

Island: Salt Spring Island Trust Area Bylaw No.: 491 Date: April 6, 2016

You are requested to comment on the attached Bylaw for potential effect on your agency's interests. We would appreciate your response within 30 days, by May 6, 2016. If no response is received within that time, it will be assumed that your agency's interests are unaffected. For your information a Public Hearing to consider the Bylaw will be held in the summer of 2016.

APPLICANTS NAME / ADDRESS:

Salt Spring Island Local Trust Committee, Islands Trust, 1-500 Lower Ganges Road, Salt Spring Island, BC, V8K 2N8

PURPOSE OF BYLAW:

To rezone four properties abutting a proposed Ganges Harbour Boardwalk.

GENERAL LOCATION:

Ganges Harbour, Salt Spring Island

LEGAL DESCRIPTION:

(a) Lot A, Section 1, Ranges 3 and 4 East, North Salt Spring Island, and of District Lot 2066 Cowichan District, Plan VIP83860 and a portion of the Shoreline (PID 027-249-794, 145 Lower Ganges Road)
 (b) Lot 1 Sec.1, Ranges 3 and 4, North Salt Spring Island, Cowichan District, Plan 49983 and a portion of Shoreline (PID 017-088-364, Lower Ganges Road)
 (c) Lot A, Section 2, Range 4 East, North Salt Spring Island and District Lot 689, Cowichan District, Plan VIP 65932 (PID 023-882-921, 151 Lower Ganges Road)
 (d) Lot 3, Section 2, Range 4 East, North Salt Spring Island, Cowichan District, Plan VIP 59755 and a portion of the Shoreline (PID 018-951-775).

SIZE OF PROPERTIES AFFECTED:

- (a) 0.02 hectares
- (b) 14.86 square metres
- (c) 0.1 hectares
- (d) 3.97 hectares.

ALR STATUS:

None

OFFICIAL COMMUNITY PLAN DESIGNATION:

- Ganges Village Core
- Shoreline Development

OTHER INFORMATION:

To amend Salt Spring Island Land Use Bylaw No. 355 to provide for a new, mixed use, yet primarily commercial zoning to accommodate four properties abutting or fronting the proposed "Ganges Harbour Walk" in Ganges on Salt Spring Island. See attached staff report and proposed bylaw at first reading for further details.

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 Bylaw.

(Signature)

Name: Stefan Cermak

Title: Regional Planning Manager, Salt Spring
Island Planning Team

This referral has been sent to the following agencies:

Federal Agencies

Fisheries & Oceans, Canada – Habitat & Enhancement
Transport Canada Programs

Regional Agencies

CRD – All Referrals & K. Campbell
 CRD – SSI Economic Development Commission
 CRD – SSI Parks and Recreation
 CRD – SSI Senior Manager
 CRD – SSI Building Inspection
 CRD – SSI Director
 CRD – SSI Transportation Commission
 CRD – Environmental Eng. Division
 CRD – Housing Secretariat
 CRD – Parks & Community Services
 CRD – Ganges Water & Sewer Commission
 CRD – SSI Liquid Waste Disposal Local Service Commission
 CRD – SGI Small Craft Harbours Commission

PLEASE TURN OVER →

Provincial Agencies

BC Assessment Authority
Ministry of Community, Sport & Cultural Development
Ministry of Transportation & Infrastructure
Ministry of Natural Resource Operations – Archaeology Branch
Ministry of Forest Lands & Natural Resource Operations
(Environment)
Ministry of Forest Lands & Natural Resource Operations
- Front Counter BC
Ministry of Jobs, Tourism & Skills
Ministry of Transportation and Infrastructure

Non-Agency Referrals

BC Ambulance Service
North Salt Spring Waterworks District
RCMP
School District 64
SSI Chamber of Commerce
SSI Fire-Rescue
SSI Harbour Authority
SSI Salmon Enhancement Society

Adjacent Local Trust Committees and Municipalities

Galiano Island Local Trust Committee
Mayne Island Local Trust Committee
North Pender Island Local Trust Committee
Thetis Island Local Trust Committee

First Nations

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

BYLAW REFERRAL FORM RESPONSE SUMMARY

- Approval Recommended for Reasons Outlined Below

- Approval Recommended Subject to Conditions Outlined Below

- Interests Unaffected by Bylaw

- Approval Not Recommended Due to Reason Outlined Below

Salt Spring Island Trust Area

(Island)

(Signature)

(Date)

491

(Bylaw Number)

(Title)

(Agency)

March 1 2016

File No.: 6500-20
Ganges Village Area - Boardwalk

To: Salt Spring Island Local Trust Committee
For the meeting of March 10, 2016

From: Beverly Suderman and Chris Hall, Consultants, Island Planning Services

Re: Draft Zoning for properties fronting Ganges Boardwalk

PURPOSE

This report provides the Local Trust Committee (LTC) with a draft bylaw for properties abutting the proposed Ganges Harbour Boardwalk. The draft bylaw is based on the LTC's direction at its Feb. 11th 2016 meeting and the consultants report dated Feb 2, 2016.

BACKGROUND

IPS Island Planning Services has been retained to continue the work set out in the Boardwalk Project Charter (January 2015). This report builds on three previous reports on the topic.

The first, dated May 7, 2015, provided a breakdown of the seven properties fronting the proposed boardwalk, detailing zoning, site conditions and potential uses. Appendix 1 and 2 of this first report contains a comprehensive review of OCP and Zoning provisions applicable to the area.

The second report, dated August 24, 2015, described a scope of work for an appraisal to be undertaken to determine the value of the boardwalk as a community amenity.

The last report dated Feb. 2, 2016 outlined land use considerations and options for zoning and land use amendments, DP provisions, and process recommendations. It also reflects the community consultations, which took place on January 27 and 30, 2016.

At its Feb 11, 2016 meeting, the LTC adopted the following motion:

"THAT the Salt Spring Island Local Trust Committee request staff (consultant) to prepare draft bylaws for the Ganges Boardwalk Completion project in accordance with the recommendations contained in the staff report dated February 2, 2016."

DRAFT BYLAW CONSIDERATIONS

The following principles were outlined in the prior report to the LTC as a guide in creating a new zone:

- Seek a standard approach for all four properties;
- Ensure compliance with OCP policies;
- Respect the interests of both the community and landowners;
- Provide a basis for fuller discussion with parties involved to enable the boardwalk project to proceed in a timely fashion

Proposed Uses

Accordingly, the proposed land use bylaw provide for a new, mixed use, yet primarily commercial zoning to accommodate the four properties abutting or fronting the proposed "Ganges Harbour Walk". The new zone provides for a range of uses that reflect some of the current uses, requested uses, and others that would be complimentary to the proposed walkway. The number of uses permitted is broader than the current individual zones while also reducing unnecessary regulation (i.e. constrictions for commercial accommodation unit sizes).

It is anticipated that the construction of the Harbour Walk will reinvigorate this portion of the Ganges Village. Others uses that are more compatible with the waterfront location and pedestrian access will replace some of the historic uses. To that end the focus is on Commercial and limit Residential, Industrial, and Commercial Accommodation uses above commercial uses. The subject properties will be able to take advantage of commercial uses that are already widely available along the existing walkway in the Village core. These include: general retail sales and services, indoor production and sale of crafts, artwork, and jewellery¹, restaurants, and options for multifamily housing.

Inserted into the Commercial Zone category are some of the uses in the Commercial Accommodation and Industrial zones that reflect the maritime uses currently in place and expected to continue. It is also proposed that the current shoreline zoning adjacent the Gulf Georgia lot (the Fishery) be amended to commercial moorage (Shoreline 1) in line with its current uses.

Overall, the zone provides for a wide range of uses, and eliminates some of the current challenges with existing zonings, both of which are consistent with OCP policy B.5.1.2.2:

Zoning in Village Designations will continue to allow the mix of commercial, institutional, cultural and multi-family land uses that are currently allowed. Commercial zoning should be simplified with fewer zones and a broader range of uses allowed in each. The maximum residential density allowed on any single property will remain at 37 units per ha.

Siting Provisions

The bylaw also amends Section 9.2.2 dealing with *Size, Siting and Density of Permitted Uses, Buildings and Structures*. Two subsections have been added. The first provided that offices, multifamily units and commercial guest accommodation be situated above the ground level. This is common in commercial mixed-use areas to ensure an active and interesting frontage while preserving privacy for those living and working but not needing high public visibility. The second subsection is an existing provision in the CA1 zone and is carried over into the new C7 zone to maintain continuity for marina activities.

One of the challenges in drafting the bylaw has been establishing appropriate setbacks given the wide range of uses. A 10m rear-yard setback has been proposed which is consistent with other waterfront zones. It is expected, however, that in some situations this setback may be excessive particularly for commercial uses that will want some semi-public space directly onto the boardwalk (i.e. restaurant patios, outside retail displays). It is proposed that the Development Permit and Development Variance Permit is the best way of addressing this matter if and when it arises.

Subdivision and Servicing Requirements

It is not expected that any of the properties will be subdivided into smaller parcel, but to ensure consistency in the regulations, the C7 zone has been added with similar standards in other commercial zones.

¹ The bylaw creates a new use and definition for "creative industries". This use arises out of the work currently being undertaken on redrafting the Industrial and C6 sections of the Land Use Bylaw. It was felt appropriate to introduce into this draft bylaw since the use is one that is anticipated in the area.

T:\LT\CISSILTC\AGENDA\2016\2016 SSILTC Regular and Special Meeting Agenda Packages\03 - March 10, 2016\Agenda Package\8.2 - 4020 - Ganges Boardwalk - Staff Report.docx

ADOPTION PROCESS

One of the primary reasons for creating this new zone is to enable a dialogue with the affected property owners and to obtain the approvals necessary to construct the boardwalk. Accordingly, the following process considerations are recommended:

- Give first reading only to the proposed bylaw to enable adequate time for referral and full review (by landowners in particular) to ensure clarity as to bylaw provisions and conditions precedent to adoption,
- Make any bylaw adjustments arising from consultations, and move to second reading, ideally, with reports on archeological and ecological matters in hand prior to public hearing,
- Public hearing and decision on 3rd reading, and finally,
- Withhold final adoption until appropriate agreements are in place regarding riparian consent, provision of statutory rights of way and other considerations such as financial contributions to enable the boardwalk project to proceed.

RECOMMENDATIONS

1. THAT Salt Spring Island Local Trust Committee Bylaw 491, cited as "Saltspring Island Land Use Bylaw, 1999, Amendment No. 2, 2016", be read a first time.
2. THAT the Salt Spring Island Local Trust Committee confirm that it has reviewed the Islands Trust Policy Statement Directive Only Checklist and determines that Bylaw 491, cited as "Saltspring Island Land Use Bylaw, 1999, Amendment No. 2, 2016", is not contrary to or at variance with the Islands Trust Policy Statement.
3. THAT the Salt Spring Island Local Trust Committee directs staff to refer Bylaw No. 491 to First Nations, government referral agencies, and the Advisory Planning Commission.

Prepared and Submitted by:
Chris Hall

March 2 2016

Date

Concurred in by:

Date

Attachments:

A1- Draft Bylaw 491

A2 - Islands Trust Policy Statement Directive Only Checklist

PROPOSED

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 491

A BYLAW TO AMEND SALT SPRING ISLAND LAND USE BYLAW, 1999

The Salt Spring Island Local Trust Committee, being the Trust Committee having jurisdiction in respect of the Salt Spring Island Local Trust Area under the *Islands Trust Act*, enacts as follows:

1. Citation

This bylaw may be cited for all purposes as “Salt Spring Island Land Use Bylaw, 1999, Amendment No. 3, 2016”.

2. Salt Spring Island Local Trust Committee Bylaw No. 355, cited as “Salt Spring Island Land Use Bylaw, 1999,” is amended as follows:

2.1 Section 1.1 Definitions, Sub-Section 1.1.1 is amended by adding the following new definition:

“**Creative industry**” means music, art and craft studios, picture framing, schools (commercial, art, vocational), and small-scale research facilities.

2.2 Section 9.2.1 - Permitted Uses of Land, Buildings and Structures, Section 9.2.2 Size, Siting and Density of Permitted Uses, Buildings and Structures, and Section 9.2.3 Subdivision and Servicing Requirements are deleted in their entirety and replaced with the following:

9.2.1 Permitted Uses of Land, Buildings and Structures

	C1	C2	C3	C4	C5	C6	C7
Principal Uses, Buildings and Structures							
<i>Indoor retail sales and rentals</i>	◆	◆	◆				◆
<i>Indoor retail services, excluding Laundromats</i>	◆	◆	◆	◆			
Laundromats	◆						
<i>Outdoor retail sales of nursery plants and home gardening supplies</i>	◆	◆					◆
<i>Indoor production of food and drink items, clothing, crafts, artwork, jewellery and similar items for retail or wholesale sales, provided there is a retail outlet on the premises and provided water consumption does not exceed 1600 litres/day</i>	◆	◆	◆				◆
Offices	◆	◆		◆			◆
Banks and credit unions	◆	◆					
<i>Indoor commercial recreation and amusement facilities</i>	◆	◆			◆		◆

Restaurants	◆	◆	◆				◆
Churches	◆	◆					
Libraries	◆	◆					
Offices for use by building construction professionals and trades	◆	◆				◆	
Automobile service stations			◆				
Automobile rentals with a maximum of five vehicles stored on-site	◆	◆	◆			◆	◆
Veterinarian clinics and animal hospitals	◆	◆					
Indoor commercial and vocational schools	◆	◆					
Daycare centres for children, seniors, or people with special needs	◆	◆					
Funeral homes						◆	
Multifamily dwelling units		◆					◆
Commercial guest accommodation in hotels or guesthouses.		◆					◆
Retail sales of building supplies, appliances and furniture						◆	
Light industry						◆	◆
Wholesale sales						◆	
Storage of goods and vehicles, with the exception of outdoor storage of derelict vehicles or equipment, or waste materials						◆	
Boat building, servicing and repairs						◆	◆
Service, repairs and sales of vehicles and equipment.						◆	
Collection of recyclable materials, excluding outdoor sorting and storage	◆		◆		◆	◆	
Public service uses	◆	◆	◆	◆	◆	◆	◆
Neighbourhood or marine pub, accessory to a marina							◆
Marina and marina services							◆
Marina administration and services, including washrooms, showers and laundry facilities							◆
Marine fuelling stations							◆
Marine related retail stores and offices							◆
Boat rentals and docks							◆
Marine equipment rentals, excluding personal watercraft							◆
Creative Industry							◆
Accessory Uses							
Indoor retail sales accessory to another permitted use						◆	
Dwelling units accessory to a commercial use	◆	◆	◆	◆	◆	◆	
Restaurant accessory to another permitted use					◆		
Home-based businesses accessory to residential use		◆					◆

9.2.2 Size, Siting and Density of Permitted Uses, Buildings and Structures

- (1) The following uses identified in Section 9.2.1 are not permitted on the ground level in the C7 Zone only: *Offices, Multifamily Dwelling units, Commercial guest accommodation.*
- (2) *Building setbacks from the natural boundary of the sea do not apply to buildings or structures used for boat building, boat repairs, boat rental and marina administration and services.*
- (3) Subject to Articles 1 and 2 above, and Part 4 – General Regulations (Siting), *Commercial Zones* must comply with the following regulations regarding size, siting and density:

	C1	C2	C3	C4	C5	C6	C7
Lot Coverage and Floor Area							
Maximum combined <i>lot coverage</i> of all <i>buildings</i> and <i>structures</i> (percent)	75	75	33	33	33	75	33
Minimum size of a <i>dwelling unit</i> (square metres).	N/A	30	N/A	N/A	N/A	N/A	N/A
Number of Units							
Maximum number of <i>multi-family dwelling units</i> per hectare	N/A	37	N/A	N/A	N/A	N/A	37
Maximum number of <i>commercial guest accommodation units</i> per <i>lot</i> , operation or site	N/A	50	N/A	N/A	N/A	N/A	50
Setbacks and Siting							
Despite Subsection 4.3.1, the following <i>lot line</i> setbacks apply in the specific zone indicated:							
Minimum <i>Front lot line</i> setback (metres)	0.0	4.5	*	*	*	*	0.0
Minimum <i>Rear lot line</i> setback abutting non- <i>commercial</i> or non- <i>industrial zone</i> (metres)	6.1	*	*	*	*	6.1	10
Minimum <i>Rear lot line</i> setback abutting a <i>commercial</i> or <i>industrial zone</i> (metres)	0.0	*	*	*	*	6.1	10
Minimum <i>Interior side lot line</i> setback abutting non- <i>commercial</i> or non- <i>industrial zone</i> (metres)	6.1	*	*	*	*	6.1	*
Minimum <i>Interior side lot line</i> setback abutting <i>commercial</i> or <i>industrial zone</i> (metres)	0.0	*	*	*	*	6.1	10
Minimum <i>Exterior side lot line</i> setback (metres)	0.0	*	*	*	*	6.1	*
<i>Dwelling units</i> are not permitted in a <i>basement</i> or below any <i>commercial use</i>	N/A	◆	N/A	N/A	N/A	N/A	N/A

* Indicates provisions in Section 4.3 apply.
 Information Note: Under the Highways Act, special permission from the Ministry of Transportation and Infrastructure is required to place structures within 4.5 metres of a highway right-of-way.
 Information Note: Required setbacks from water bodies are outlined in Sections 4.4 and 4.5.
 Information Note: Vegetation screens are required where commercial or industrial uses take place outside of a building adjacent to non-commercial or non-industrial uses. See Subsection 3.4.2.

9.2.3 Subdivision and Servicing Requirements

(1) The regulations in this Subsection apply to the *subdivision* of land under the *Land Title Act* and the *Strata Property Act* for the Commercial 1, Commercial 2, Commercial 3, Commercial 4, Commercial 5, Commercial 6, and Commercial 7 Zones .

Information Note: For land in the Agricultural Land Reserve, see Subsection 5.1.2.

	C1	C2	C3	C4	C5	C6	C7
Minimum Lot Areas, Water Supply, and Sewage Treatment Servicing Requirements.							
Minimum area of an individual <i>lot</i> that may be created through <i>subdivision</i> , provided each <i>lot</i> has an individual on-site sewage treatment system and an adequate supply of <i>potable</i> water (hectare)	1	1	1	1	1	.6	1
Minimum area of an individual <i>lot</i> that may be created through <i>subdivision</i> provided each <i>lot</i> has an individual on-site sewage treatment system and connection to a <i>community water system</i> (hectare)	1	.4	1	1	.2	.15	1

2.3 Schedule "1" – Zoning Map, is amended by changing the zoning classification of:

- (a) Lot A, Section 1, Ranges 3 and 4 East, North Salt Spring Island, and of District Lot 2066 Cowichan District, Plan VIP83860 and a portion of the Shoreline (PID 027-249-794, 145 Lower Ganges Road) from Residential 6 and Shoreline 6, to Commercial 7.
- (b) Lot 1 Sec.1, Ranges 3 and 4, North Salt Spring Island, Cowichan District, Plan 49983 and a portion of Shoreline from Residential 6 and Shoreline 6, to Commercial 7.
- (c) Lot A, Section 2, Range 4 East, North Salt Spring Island and District Lot 689, Cowichan District, Plan VIP 65932 (PID 023-882-921, 151 Lower Ganges Road) from Industrial 1, to Commercial 7; and water lot lease DL2092 from Shoreline 6 to Shoreline 1.
- (d) Lot 3, Section 2, Range 4 East, North Salt Spring Island, Cowichan District, Plan VIP 59755 (PID 018-951-775) and a portion of the Shoreline from Commercial Accommodation 1(d) and Shoreline 1, to Commercial 7.

As shown on Plan No. 1 attached to and forming part of this bylaw. And by making such alterations to Schedule "A" – Zoning Map of Bylaw No. 355 as are required to effect these changes.

READ A FIRST TIME THIS 10TH DAY OF MARCH 2016

READ A SECOND TIME THIS _____ DAY OF _____ 20__

PUBLIC HEARING HELD THIS _____ DAY OF _____ 20__

READ A THIRD TIME THIS _____ DAY OF _____ 20__

APPROVED BY THE EXECUTIVE COMMITTEE OF THE ISLANDS TRUST THIS
 _____ DAY OF _____ 20__

ADOPTED THIS _____ DAY OF _____ 20__

_____ **Chair**

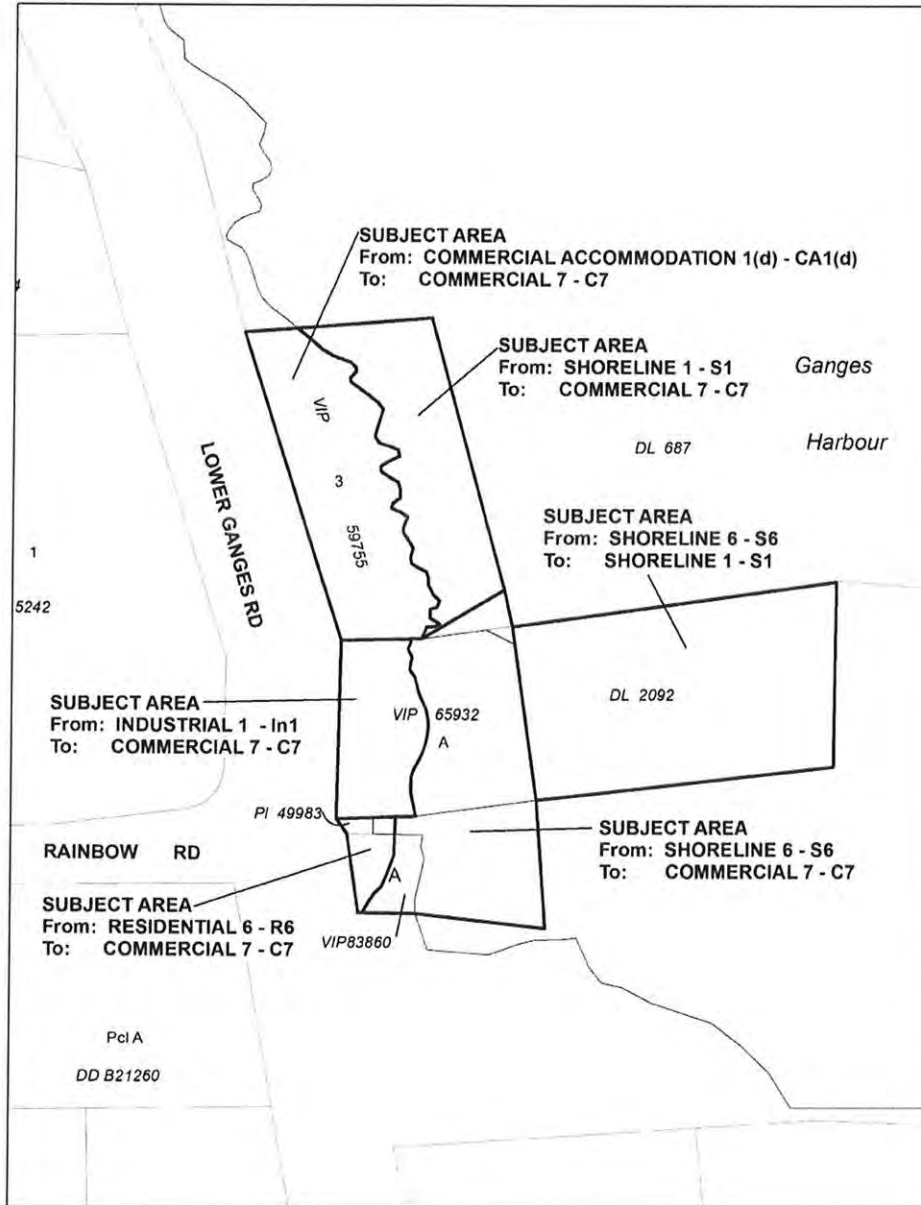
_____ **Secretary**

PROPOSED

SS-BL-491

SALT SPRING ISLAND LOCAL TRUST COMMITTEE BYLAW NO. 491

Plan No. 1



March 24, 2016

Re: Update on Recent Changes to the BC Bus Pass Program

To Local Government Transit Partners,

As you know, the Provincial Government, through the Ministry of Social Development and Social Innovation, recently announced changes to the Province's BC Bus Pass program. In addition, the Province has notified BC Transit that TransLink will be implementing new fare gates at SkyTrain stations in Metro Vancouver which will require a temporary change to the existing BC Bus Pass card used in local communities serviced by BC Transit.

The Ministry of Social Development and Social Innovation has confirmed that the upcoming changes to the BC Bus Pass program will not impact local government revenues in the 2016 calendar year. BC Transit will be meeting with the Ministry to better understand the changes to the program in 2017 so that we can provide our local government partners with any potential impact on future BC Bus Pass revenues. This information will be provided and reflected as part of the draft 2017 AOA budget package which will be submitted to local government partners in late September 2016.

On April 4, 2016, TransLink will fully implement new fare gates at SkyTrain stations. To ensure ongoing access to public transit services across the province for all BC Bus Pass clients, the Provincial Government is asking BC Transit and our local government partners to facilitate a temporary change to the BC Bus Pass Program's fare media (see attached memo).

With this temporary change, fare gate-compatible Compass Cards will be mailed out to all of BC Transit's BC Bus Pass clients throughout the province to replace their existing BC Transit magnetic swipe cards. As the Compass Cards do not have a magnetic swipe strip, clients will be asked to show the card to the bus driver instead of swiping when they board. Unfortunately, this change from an electronic to visual validation process means that BC Transit will not be able to collect usage data on this client group.

As per the attached memo, the Provincial Government is committed to working with BC Transit and TransLink to develop an improved, more permanent solution for the 2017 program year. An update on the permanent solution for 2017 will be provided as part of the draft 2017 AOA budget cover letter.

If you have any questions, please do not hesitate to contact myself or your Regional Transit Manager.

Regards,



Kevin Schubert
Director, Regional Transit Systems
BC Transit

Attachment: Letter, *BC Bus Pass Program – Temporary Fare Media Change*



April 18, 2016

Deadline is April 26th 2016 for participation in the GradPASS Transit Program

I would like to extend an invitation to you about a program to promote public transit as a lifestyle choice to grade 12 students. The GradPass program allows graduating Grade 12 students to ride the bus free of charge for any two consecutive days of their choice in June 2016.

The program is a reminder to students that public transit is available as a safe means of transportation and helps them to understand all the transportation options when planning a safe ride home, not only at graduation time but throughout their lives.

The GradPass program was developed in Vancouver in 1988 through Counterattack, BC Transit and the School Boards and has been available in Victoria since 1990. In recent years, Cranbrook, Kelowna, Prince George, Powell River, Nanaimo, Central Fraser Valley and Whistler have joined the program.

GradPasses and information flyers are distributed to grade twelve students in the latter part of May each year. The program receives positive media coverage within the community.

Once we receive approval from you, BC Transit's marketing staff works with your school board, the schools and the transit operating company to distribute the information.

At this time, I'd like to invite you to participate in this valuable program. **In order to facilitate the production of products, please respond before April 26, 2016.**

If you have any questions, please do not hesitate to call or email.



Sincerely,

Paula Smith
Marketing Coordinator
(250) 385-2551 ext 5389 paula_smith@bctransit.com

Tracey Shaver

From: Robin Williams
Sent: Tuesday, April 19, 2016 7:01 PM
To: Karla Campbell; Tracey Shaver
Subject: Fwd: Request of SSITC

Please include this in the agenda package as a letter,

thanks you,

R

----- Forwarded message -----

From: **Jenny McClean**
Date: Tue, Apr 19, 2016 at 2:07 PM
Subject: Request of SSITC
To: Robin Williams <

Dear Robin,

Thank-you for sending me the parking study. I have read it and it is interesting. I appreciate you sending it to me.

In the meantime, I am still hoping that we don't lose any more parking.

I have learned that the sidewalk along Lower Rainbow is finally going forward. That is great! And the owner is paying for the drainage? Great.

However, is the path still going forward on the other side of the street? I think this is a problem as there is not enough reason to spend money on the other side as well.

Also, parking will be lost to the path plan and is it worth it?

The school kids will be safer to cross at the crosswalk they currently use when coming up from the water taxi and then stay on the same side of the street, then cross to the school side later. The path plan takes parking from by the school board office and that is not a good idea. I hope common sense prevails on this one.

On another subject, I met a certain amount of seniors who were walking down Isabella Point Road to the head of the harbour. They were some of the people who signed the petition asking for a bus along Isabella Point Road. They are under the impression that they are in line to get this service in the future. I told them I would mention it to the commission. They were a bit surprised to see the Ruckle Park bus going forward when they expected the Isabella Point bus to be a priority.

Please forward my letter to the rest of the commission and also, is the next SSITC meeting is Monday, April 25?

Sincerely,

Jenny McClean