



Making a difference...together

SALT SPRING ISLAND TRANSPORTATION COMMISSION

Notice of Meeting on **Monday, July 25, 2016 at 4:30 PM**

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

Wayne McIntyre
Ross Simpson

Nigel Denyer (r)
Seth Wright (r)

Robin Williams (e)
Rod Martens

Gregg Dow
Scott Simmons

(e) Electronic

(r) Regrets

AGENDA

- 1 Approval of Agenda**
- 2 Adoption of Minutes**
 - 2.1 Minutes of May 24, 2016**
 - 2.2 Minutes of June 27, 2016**
- 3 Presentations/Delegations**
 - 3.1 BC Transit Planning Staff; Matthew Boyd, Corey McPherson, Tania Wegwitz**
- 4 Reports-Chair and Director**
 - 4.1 Ross Simpson, Condition of Walker's Hook Road**
 - 4.2 Drew Stotesbury, Treasurer, Salt Spring Island Incorporation Study
James Klukas, Urban Systems Consultants**
- 5 Outstanding Business**
 - 5.1 Memo dated July 20, 2016 re: Establish North Ganges Transportation Project
Priorities**
 - 5.2 Memo dated July 20, 2016 re: Design Elements for Lower Ganges Road -
Presentation-Ross Simpson**
 - 5.3 Memo dated July 15, 2016 re: Bus Shelter clarification**
- 6 New Business**
 - 6.1**
 - 6.2**
- 7 Next Meeting Monday September 26, 2016, Portlock Park Meeting Room at 4:30 pm**
No meeting scheduled for August unless called by the Chair
- 8 Adjournment**

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



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held May 24, 2016, Salt Spring Island Public Library, 129 McPhillips Ave,
Salt Spring Island, BC**

DRAFT

Present: **Commission Members:** Robin Williams (Chair), Scott Simmons, Gregg Dow, Seth Wright, Rod Martens (4:36 pm), Nigel Denyer, Ross Simpson
Staff: Keith Wahlstrom, Manager, Salt Spring Island Engineering and Acting Senior Manager; Tracey Shaver, Recording Secretary
Absent: Director McIntyre, Karla Campbell

Chair Williams called the meeting to order at 4:30 pm.

1. Approval of Agenda

MOVED by Commissioner Dow, **SECONDED** by Commissioner Wright,
That the Salt Spring Island Transportation Commission agenda of May 24, 2016 be approved with the addition of item 4.3 North Ganges Transportation Project (Rainbow Road Update), and item 5.4 Bus Shelters.

CARRIED

2. Adoption of Minutes of April 25, 2016

MOVED by Commissioner Denyer, **SECONDED** by Commissioner Simpson,
That the Salt Spring Island Transportation Commission minutes of April 25, 2016 be approved.

CARRIED

3. Presentations/Delegations

There were no registered delegations.

The Commission watched a short video on YouTube regarding Salt Spring Island and Electric Cars.

Jan Slakov spoke to the upcoming "Bike to Work Week" and the planned celebrations.

4. Reports-Chair and Director

4.1 Director's Report-none

4.2 Chair's Report- Chair Williams was in Montreal and reported on the "Bixi" program of a public bike system.

4.3 North Ganges Transportation Project (Rainbow Road Update)

- Commissioner Denyer requested a monthly written update on the entire project as outlined in the approved Project Management Plan.
- The current section of the NGTP under construction is a straightforward gravel pathway, which runs from the indoor pool site to the corner of Windsor Plywood.

- Sections of the NGTP, which are further down Rainbow Road, are pending a drainage report from the Ministry of Transportation and further engineering study of the corner intersection of Lower Ganges and Rainbow Road.

5. Outstanding Business

5.1 Harbour Authority Salt Spring Island, follow up from the delegation at April 25, 2016 meeting.

General discussion of the community predicament regarding the use and control over the portion of property identified as Manson Road.

Generally agreed to defer item to the June 27, 2016 meeting.

5.2 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.

General discussion of the area targeted for rezoning.

MOVED by Commissioner Denyer, **SECONDED** by Commissioner Simmons,
That the Salt Spring Island Transportation Commission approves the recommended rezoning bylaw subject to conditions outlined as: 1- further consideration of parking limitations; 2- further considerations of potential conflicts with the North Ganges Transportation Plan pertaining to the intersection of Rainbow Road and Lower Ganges Road.

CARRIED

Commissioner Simpson opposed

5.3 Speed Limits

General discussion on speed limits Island wide with focus on the Ganges Downtown Core. Consideration of a 30 kilometer per hour zone being recommended and identified by area map. Commissioner Simmons to investigate and provide a motion for consideration to the June 27, 2016 meeting.

5.4 Bus Shelters

General discussion on the status of a design build competition for the next bus shelter. Commissioners Wright and Williams are leading the project and invited committee members who were part of the previous bus shelter competition to participate in this process. The commission generally agreed to re-consider the location of the next artistic shelter and to move forward with a basic design build for the Heritage Place location with a completion date of October 2016.

MOVED by Commissioner Martens, **SECONDED** by Commissioner Simmons,
That the Salt Spring Island Transportation Commission allocate \$10,000 toward a basic design build bus shelter for the location identified as Heritage Place, which utilizes the existing concrete retention wall in the structural design and is usable by October in anticipation of the rainy season.

CARRIED

6. New Business

No new business.

7. Next Meeting:

Monday June 27, 2016 at the Portlock Park Meeting Room located at 145 Vesuvius Bay Road and starting at 4:30 PM.

8. Adjournment

MOVED by Commissioner Dow, **SECONDED** by Commissioner Simpson,
That the meeting be adjourned at 6:17 pm.

CHAIR

SENIOR MANAGER



Making a difference...together

**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held June 27, 2016, Portlock Park Meeting Room, 145 Vesuvius Bay Road
Salt Spring Island, BC**

DRAFT

Present: **CRD Director:** Wayne McIntyre
Commission Members: Robin Williams (Chair), Scott Simmons, Gregg Dow, Seth Wright, Rod Martens, Ross Simpson
Staff: Karla Campbell, Senior Manager; Keith Wahlstrom, Manager, Salt Spring Island Engineering; Tracey Shaver, Recording Secretary
Absent: Nigel Denyer

Chair Williams called the meeting to order at 4:30 pm.

1. Approval of Agenda

MOVED by Commissioner Martens, **SECONDED** by Commissioner Simpson, That the Salt Spring Island Transportation Commission agenda of June 27, 2016 be approved by amending and moving item 6.2 up to Item 3.3 Alternative Energy Awards- Peter Lamb.

CARRIED

2. Adoption of Minutes of May 24, 2016

The Salt Spring Island Transportation Commission agreed to defer approval of the May 24, 2016 minutes due to concerns expressed by Commissioner Denyer over the motion for item 5.2.

3. Presentations/Delegations

3.1 Dan Ovington, Manager, SSI Parks and Recreation- 181 Brinkworthy, Playing Fields Project

S. Wright leaves the room reporting conflict of interest at 4:33 pm

Dan Ovington briefly reviewed the report written by Fletcher & Company and the traffic study prepared by G. Ho Engineering Consultants as submitted to Islands Trust for the June 29, 2016 meeting. The Islands Trust Local Committee will be considering 2 separate applications submitted by PARC. One is for the non-agriculture use of the land and the other is to amend the OCP and zoning bylaws to allow the land to be used for park purposes.

S. Wright returns to the meeting at 4:39 pm

3.2 Greg Klassen, Public Art Project

Mr. Klassen presented his concept of a public art display that would be part of the Canada 150 celebrations. The concept is for a banner (4' by 200') installed across from Pecks Cove which is Ministry of Transportation property. The art work displayed on the banner would have day and night properties and feature local residents. He is requesting that the Transportation Commission support his concept.

3.3 Alternative Energy Awards-Peter Lamb

Requested the Transportation Commission support the Capital Regional District applying for a 2016 Climate & Energy Action Awards for the overwhelming success and community support for electric cars and charging station infrastructure on Salt Spring Island.

4. Reports-Chair and Director

4.1 Chair Report

- Submission of the 150 Canada Grant application was withdrawn by the CRD Board-the projects submitted must be in a ready to proceed status.
- Tentative date set in July for BC Transit staff to provide bus ridership orientation with local senior groups.

4.2 Director's Report

Director McIntyre requested that the Transportation Commission support his request to the Capital Regional District Board to release Community Works Funding in the amount of \$150,000 to prepare the necessary professional studies needed to establish the scope of renovations and new work needed for the rehabilitation of Peck's Cove Park and existing boardwalk infrastructure. These professional studies will be necessary to begin long term planning and allow the project to be eligible for future grants.

MOVED by Commissioner Simmons, **SECONDED** by Commissioner Martens,
That the Salt Spring Island Transportation Commission recommends that the Electoral Area Services Committee support a recommendation that the Capital Regional District Board approve the allocation of Community Works Funds in the amount of \$150,000 as requested by the Salt Spring Island Electoral Area Director for the purpose of obtaining professional studies to assess the feasibility of renovating the existing boardwalk structures and to rehabilitate the area known as Peck's Cove.

CARRIED

5. Outstanding Business

Chair Williams requested the agenda item 5.2 Scooter Mobility be moved to item 5.1 and to allow Jean Gelwicks to speak to the topic on Commissioner Denyer's behalf.

5.1 Scooter Mobility

The Salt Spring Senior Services Society will be applying for a grant through the New Horizons for Seniors Program. The grant will be used to produce a brochure giving tips on scooter safety, safe route mapping and capital adjustments to locations around downtown Ganges which were identified as challenging in the Scootering About report received by the Transportation Commission on January 25, 2016. The grant is targeted towards seniors working collaboratively towards community projects which promote inclusion and awareness of barriers effecting seniors. The grant application is not expected to impact CRD administration resources and a letter of support is requested.

MOVED by Commissioner Simmons, **SECONDED** by Commissioner Wright,
That the Salt Spring Island Transportation Commission provide a letter of support to the SSI Senior Services Society in their effort to obtain grant funding to improve universal accessibility infrastructure in the core area of Ganges.

CARRIED

5.2 Speed Limits – Commissioner Simmons

Commissioner Simmons reported on his process for gaining public opinion on the speed limits in downtown Ganges. After debate a motion was called and passed by 1 vote.

MOVED by Commissioner Simmons, **SECONDED** by Commissioner Wright,
That the Salt Spring Island Transportation Commission recommends that the Ministry of Highways change the speed limits in Ganges to a 40kph limit and place signs at the 3 main entrances into the core area; locations further identified as heading south on Lower-Ganges Road near Park Drive, heading north on Fulford Ganges Road near Drake Road and at Rainbow Road near Jackson Ave.

CARRIED

Commissioners Simpson, Martens, Dow Opposed

5.3 North Ganges Transportation Plan-Project Update-to be Distributed

Senior Manager Campbell provided a handout which updated the status of several portions of the North Ganges Transportation project management plan.

6. New Business

6.1 Memo dated May 10, 2016 re: 2016 Transportation Pathway Maintenance Report

The commission considered the information provided by the Parks and Recreation Maintenance Department which outlines repair and maintenance work for some of the island pathways.

MOVED by Commissioner Simpson, **SECONDED** by Commissioner Dow,
That the Salt Spring Island Transportation Commission approved the pathway maintenance work recommended by the Parks and Recreation Department as outlined in the memo dated May 10, 2016 and further authorize the transfer of funds from reserve accounts to carry out the work.

CARRIED

6.2 Email dated June 14, 2016 re: BC Transit schedule request-G. Richer

Request will be forwarded to the July Meeting in anticipation of BC Transit staff attending.

Commissioner Wright leaves the meeting due to conflict at 6:20 pm

6.3 Islands Trust Bylaw 492 –Technical Land Use Bylaw Update

The Commission briefly discussed the process of commenting on complex referrals without the benefit of direct planning knowledge. The Commission requested presentation of transit, road impact and active transportation considerations with all referrals to be provided by Islands Trust.

MOVED by Commissioner Martens, **SECONDED** by Commissioner Dow,
The Salt Spring Island Transportation Commission cannot make recommendations without clear understanding of the potential impact bylaws will have on the roads and or transit system. The Salt Spring Island Transportation Commission therefore requests that Island Trust planners provide additional information which further defines the proposed changes under Bylaw 492 in relation to transportation matters.

CARRIED

7. Next Meeting:

Monday July 25, 2016 at the Portlock Park Meeting Room located at 145 Vesuvius Bay Road and starting at 4:30 PM; regrets from Robin Williams.

8. Adjournment

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

CHAIR

SENIOR MANAGER



Making a difference...together

Salt Spring Island Electoral Area

145 Vesuvius Bay Road

Salt Spring Island, BC, V8K 1K3

T: 250.537.4448

www.crd.bc.ca

ITEM 3.1

July 21, 2016

The following three questions were put to BC Transit planning staff to facilitate conversation at the July 25, 2016 meeting.

1. What are the service options if the Walker's Hook road proves to no longer be viable for transit?

A: The proposed rerouting options off of Walker's Hook is too long to be achieved without jeopardizing the schedule reliability of the existing service. Therefore, if Walker's Hook Road becomes unsustainable for transit, then we would no longer serve that area until some future point when the situation improves. Therefore, the trips that currently operate via Walker's Hook would use North End. This would obviously have an impact to any customers along Walker's Hook and Stark, so if the situation comes to this, then we will have to strategically approach the implementation and communication of this change. The Operating Company is also currently collecting some ridership information for the bus stops along Walker's Hook and Stark so we have a clear picture of the number of people that may be impacted.

2. Is it possible to "unhook" the 3 Vesuvius schedule from the Vesuvius ferry times?

A: Technically, yes. However, we have missed the deadline for changes to the Winter Schedule (service starts on September 25th). Therefore, we propose to monitor the situation in the fall/winter and explore changes for 2017.

3. Can we serve Vesuvius morning commuters better?

A: As part of the Three Year TIPS expansion, the proposed improvement for October 2017 is to improve winter morning service and includes an additional 850 service hours. This project was identified as part of the 2015 Service Review. While the exact nature of the service change still needs to be confirmed through detailed scheduling, as outlined in the Service Review, this expansion will likely provide:

- Better consistency and continuity between the summer and winter weekday schedules
- A year-round mid-morning (around 10:00am) Route 3 Vesuvius trip, plus potentially an additional morning trip to meet the 8:00am Vesuvius Ferry arrival.
- The introduction of a year-round morning Route 4 Long Harbour trip to increase the span of service for Eagle Ridge / Long Harbour residents
- The opportunity to separate the Route 5 Fernwood leg of the Route 6 Salt Spring Connector morning trips from the Route 3 Vesuvius section, thereby shortening travel times for Route 5 Fernwood residents travelling to Ganges in the morning. (Route 5 Fernwood residents travelling to Fulford Harbour would potentially need to transfer at Ganges, but the overall trip would be 10 minutes shorter).
- An additional Walker's Hook trip.

The proposed service changes for 2017 will be summarized in more detail in a Service Discussion Document in the coming months.





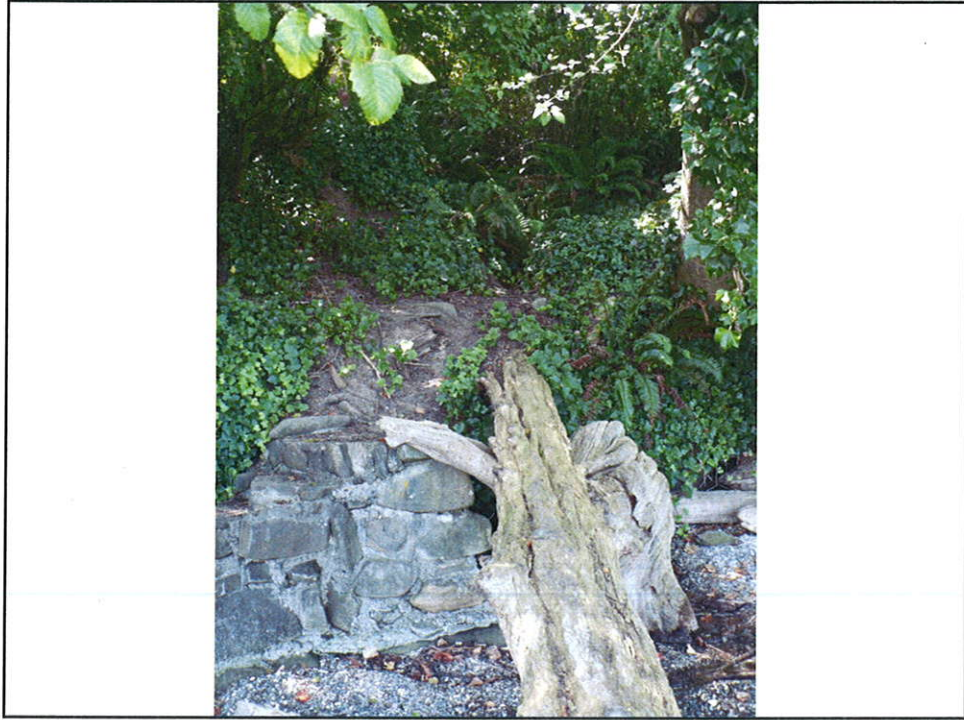


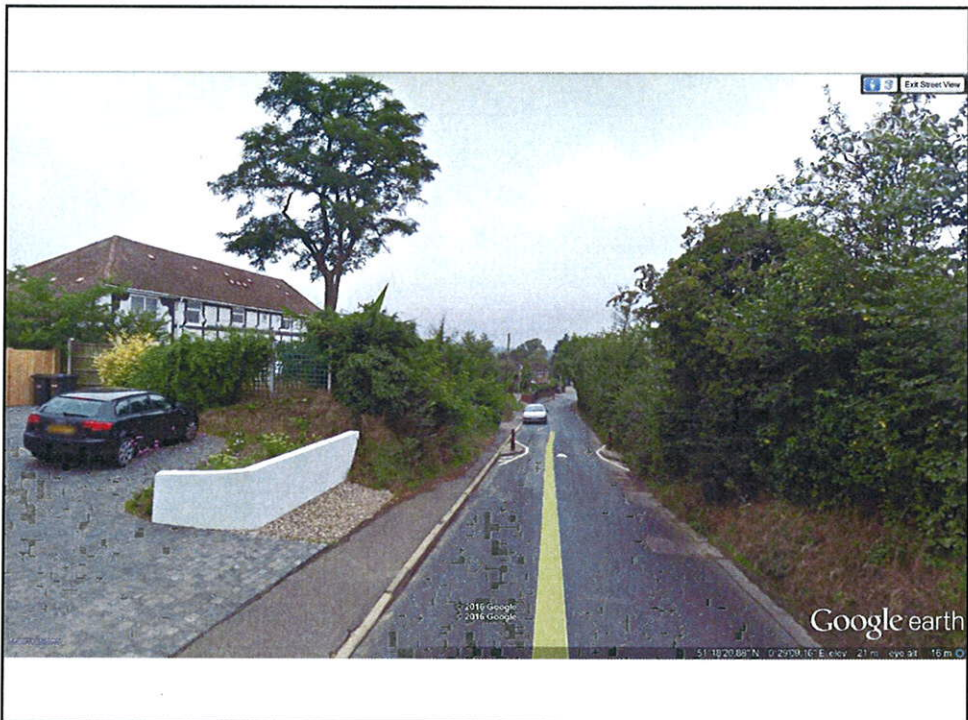












Memorandum

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

ITEM 5.1

FROM: Keith Wahlstrom, P.Eng., Manager, Engineering SSI Electoral Area

DATE: July 20, 2016

FILE: 5220; 3060

SUBJECT: Establish North Ganges Transportation Project Priorities

A meeting was held between the Transportation Chair, Vice Chair and CRD Staff to determine the top three North Ganges Transportation Plan (NGTP) priorities for immediate action. The following priorities were identified and staff is seeking direction from the Transportation Commission to confirm the priorities.

- 1) Construct a pathway along Rainbow Road from the Pool to the east property line of the school property. This project has been awarded with construction tentatively scheduled for completion by the end of September.
- 2) Finalize pathway design and alignment along Rainbow Road from the School District Administration Driveway to Kanaka Road. This project can then be tendered later this year.
- 3) Finalize pathway design and alignment for the pathway along the high side of Lower Ganges Road from south of the intersection of Lower/Upper Ganges Road to Rainbow Road and then along Rainbow Road to the School District Administration Driveway. Design is to follow plans developed by JE Anderson Engineering with some adjustments as identified in the secondary memo dated July 20. Advance project to tender

Recommendation:

That the Salt Spring Island Transportation Commission confirm the top 3 priorities for the North Ganges Transportation Project as follows:

- 1) Construct a pathway along Rainbow Road from the Pool to the east property line of the school property;
- 2) Finalize pathway design and alignment along Rainbow Road from the School District Administration Driveway to Kanaka Road. Advance project to tender.
- 3) Finalize pathway design and alignment for the pathway along the high side of Lower Ganges Road from south of the intersection of Lower/Upper Ganges Road to Rainbow Road and then along Rainbow Road to the School District Administration Driveway. Advance project to tender.

Memorandum

TO: Salt Spring Island Transportation Commission
(for the July 25, 2016 Agenda) **ITEM 5.2**

FROM: Keith Wahlstrom, P.Eng., Manager, Engineering SSI Electoral Area

DATE: July 20, 2016 **FILE: 5220; 3060**

SUBJECT: North Ganges Transportation Project Designs

A memo dated July 20, 2016 was brought forward to the Commission to consider and confirm the top 3 priorities for the North Ganges Transportation Plan (NGTP). One of the priority projects requires some adjustments to the original engineering design.

This project is identified as the pathway along the high side of Lower Ganges Road from south of the intersection of Lower/Upper Ganges Road to Rainbow Road and then along Rainbow Road to the School District Administration Driveway. The pathway design was developed by JE Anderson in 2010 and the scope has been reduced to meet budgetary constraints while still respecting the rural character of the community.

The following design adjustments to this project are proposed:

- 1) Modification at the intersection with Rainbow Road that generally follows the current road.
- 2) Narrowing of the pathway width from 2.4 m to 2.0 m and possibly narrower at select locations to avoid obstacles.

Additional work identified to complete the project: statutory right of way for minor property acquisition, permission from School District #64 for a licence of occupation, and a MoTI permit. Subject to all approvals, target date for completion is end of June 2017.

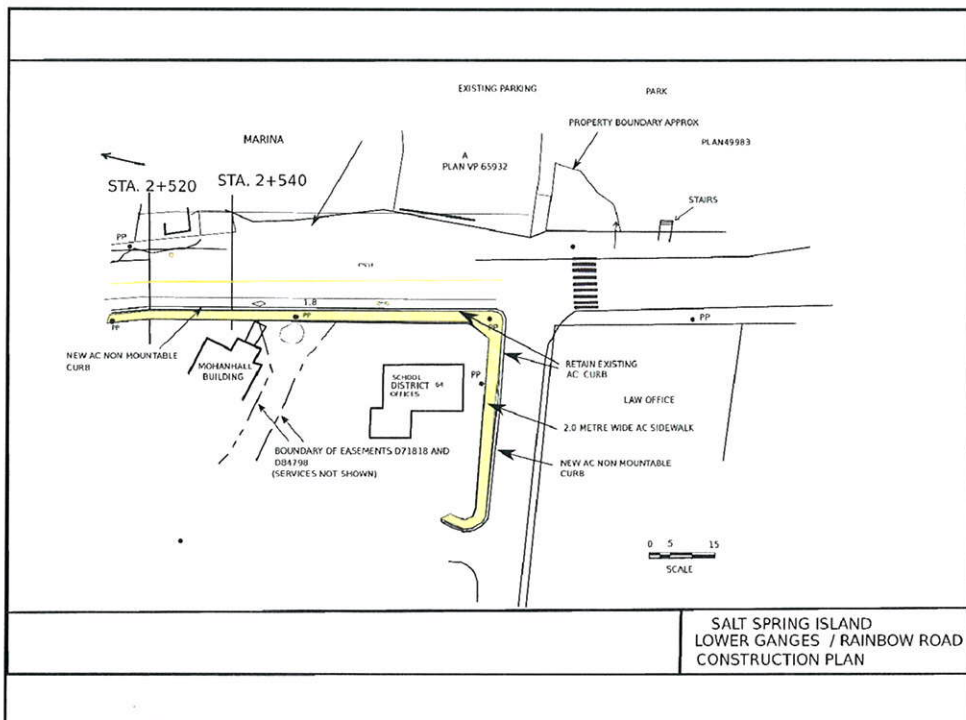
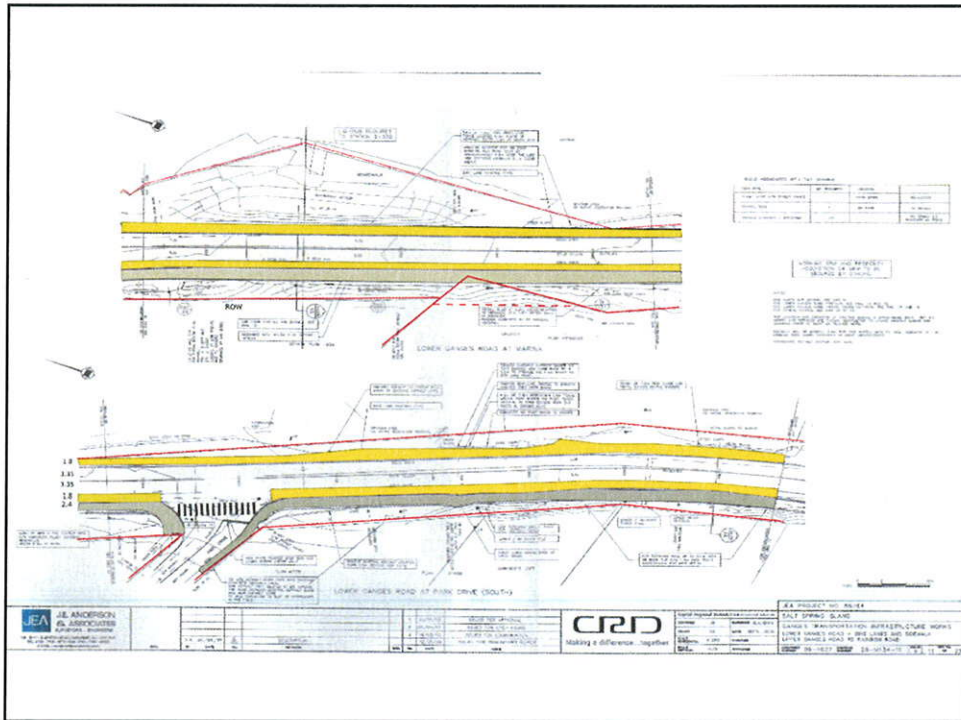
High level construction cost estimate is \$500,000 to \$600,000. There will be further costs associated with the overall project management, updating the engineering plans, developing tender specifications and documents and construction management.

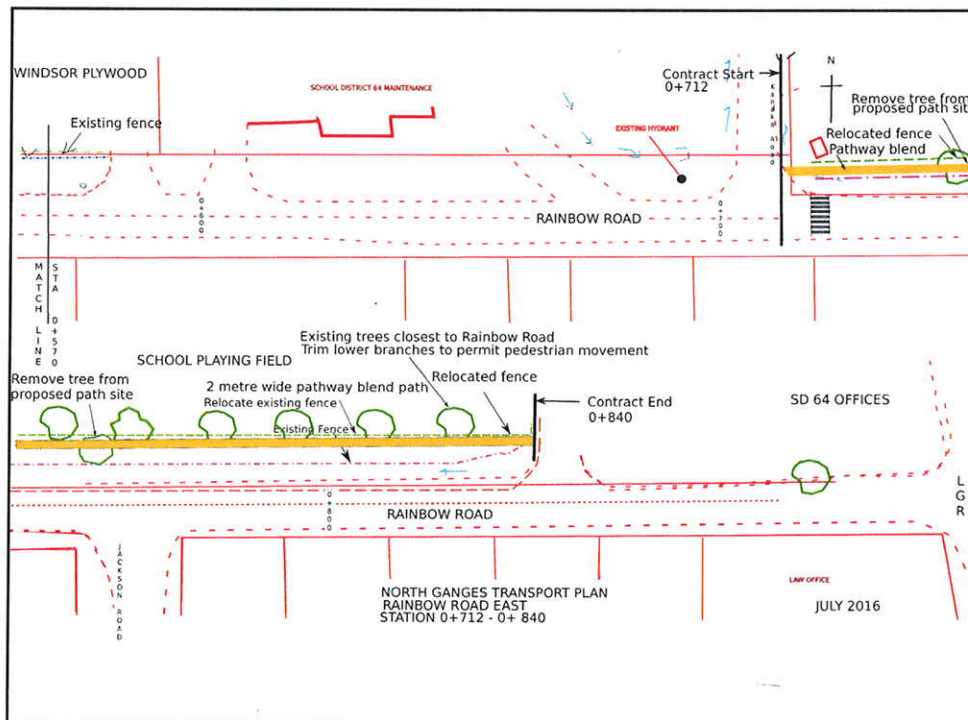
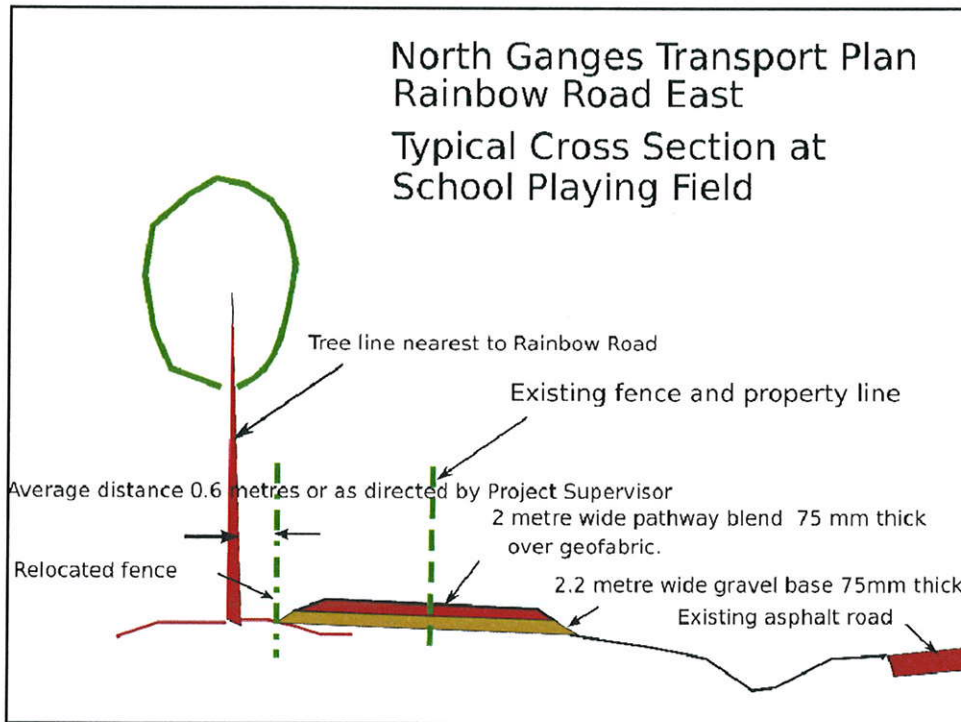
Should the committee support the recommendation to amend the JE Anderson engineering design, staff will move forward with implementing this project.

Recommendation:

That the Salt Spring Island Transportation Commission approve the following adjustments to the JE Anderson Engineering Design dated 2010 for the portion of the North Ganges Transportation Plan identified as the Pathway along Lower Ganges Road from south of the intersection of Lower/Upper Ganges Road to Rainbow Road and then along Rainbow Road to the School District Administration Driveway:

- 1) Modification at the intersection with Rainbow Road that generally follows the current road.
- 2) Narrowing of the pathway from 2.4 m to 2.0 m and possibly narrower at select locations to avoid obstacles.





Memorandum

TO: Salt Spring Island Transportation Commission
(for the July 25, 2016 Agenda) ITEM 5.3

FROM: Keith Wahlstrom, Acting Senior Manager, Manager Engineering

DATE: July 15, 2016 FILE: 5220; 3060

SUBJECT: **Bus Shelter Project**

At a recent meeting on May 24, 2016 the following motion was made and carried:

Excerpt:

May 24, 2016 SSI Transportation Commission Meeting Minutes

5.4 Bus Shelters

General discussion on the status of a design build competition for the next bus shelter. Commissioners Wright and Williams are leading the project and invited committee members who were part of the previous bus shelter competition to participate in this process. The commission generally agreed to re-consider the location of the next artistic shelter and to move forward with a basic design build for the Heritage Place location with a completion date of October 2016.

MOVED by Commissioner Martens, **SECONDED** by Commissioner Simmons,
That the Salt Spring Island Transportation Commission allocate \$10,000 toward a basic design build bus shelter for the location identified as Heritage Place, which utilizes the existing concrete retention wall in the structural design and is usable by October in anticipation of the rainy season.



CARRIED

To meet the times frames requested for this bus shelter location, staff began the process of quantifying the scope of the project. During this process it was found that there was still a variety of opinions on what the intent is for a bus shelter at this "heritage place" location. Staff originally believed the intent was for a temporary structure, but the motion implies a more permanent one.

In light of this potential confusion, staff request clarification and have provided the following items for consideration.

- 1- **Is it to be temporary or permanent**
- 2- **BC Transit Style or Designed/Built locally simple structure**
- 3- **Wood or Metal-Glass or a Combo**

Example Basic BC Transit Shelter

Shelter Type	Woodland T-Series Shelter Designs	
Type 2 (T2) Series Cantilevered, single back wall, single bench seat		
\$13,025		

- Basic shelter Type 2: \$13,025 plus taxes and additional fees
- Delivery Time frame: TBA
- Cost sharing % for for Salt Spring Island Electoral Area is 53.3 %, however the Bus shelter would remain the property of BC Transit and moving it would require their permission.
- Requires a permit from CRD Building Inspection

ADDITIONAL COSTS (T2-T4)

There are additional ferry, travel and Living Out Allowance (LOA) charges that will apply to all locations. These costs listed below are not cost shared and are the sole responsibility of the municipality.

T2, T3 & T4 Series Shelters	Order Quantity 1-3 Shelters	Order Quantity 4-5 Shelters
Travel/Crane truck & trailer (per/KM- round trip)	2.15/km	2.90/km
LOA (per night per worker)	150	150
Ferry Charge/Crane truck & trailer + labour, waiting and travel (round trip)	1,400	1,400
Ferry Charge/Support Vehicle + labour, waiting and travel (round trip)		700
Flagging Crew required when installing on two lane roads	Two flaggers @ \$85/hour	Two flaggers @ \$85/hour
Crating + Freight Charges		
Crating One shelter	940	
Crating Two shelters	1,290	
Crating Three shelters	1,640	
Freight and Insurance charges	TBD	

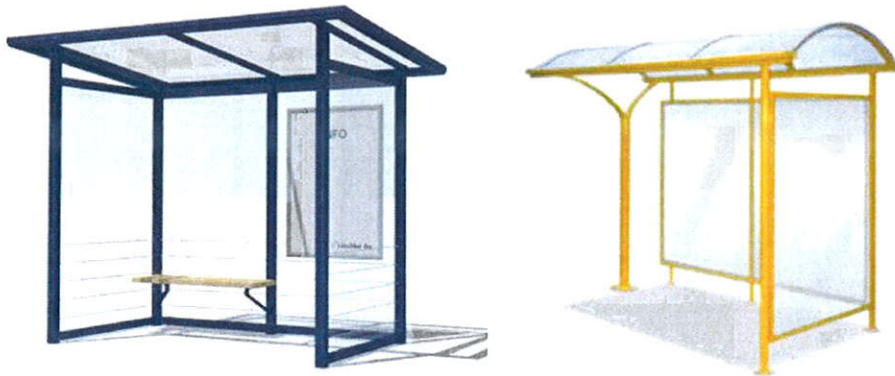
Under Cost Sharing \$7995.00 to \$9594.00

NOTE: The Cost Sharing Program is oversubscribed at this time (Attachment A)

Direct Purchase Total Cost estimate as \$15,000 to \$18,000

We can order and purchase a bus shelter directly from the Manufacturer at the same price that BC Transit purchases them for under a standing agreement for municipalities. Staff are in process of obtaining quote for cost; services and delivery options.

Example Basic Design Build Structure



TBA for all the below requirements:

- Request for Quote (staff time)
- Structural Engineering certification
- CRD Building Inspection Permit
- Realistic time frame for project completion

The Total Cost would be ?

Recommendation for motion:

That the Salt Spring Island Transportation Commission clarifies and confirms that the bus shelter structure for the location known as “heritage place” will be **temporary OR permanent; purchased directly from the manufacturer of the BC Transit Style OR manufactured locally; preferred structure materials will be Wood OR Metal-Glass OR a Combo; Maximum total budget for shelter to be _____ .**

Attachment A: Updated information on BC Transit Shelter Program



Transit Shelter Program

TABLE OF CONTENTS: BC Transit Shelter Program

Preface.....	3
Background.....	3
The New Standards – BC Transit Shelter Designs.....	4
Future Developments.....	4
BC Transit Shelters – Overview of Costs	5
Shelter Purchase Options.....	6
1. Shared Provincial Funding.....	6
2. Direct Purchase.....	6
Application Process – Provincial Funding.....	7
Selection Criteria.....	8
Order Quantities.....	8
Provincial Funding Share	9
Spare Parts – All Purchase Types.....	9
Infrastructure and Maintenance	10
Points of Contact	10
Appendix A: Application & Approval Process.....	12
Sample Bus Shelter Request Form.....	13
Appendix B: Detailed Schedule of Costs	14
Shelter Series Overview – Lighting & Ad Panel Options.....	15
Shelter Base Pricing – Excluded and Included.....	16
Add-ons, Options and Additional Costs.....	18

Preface

BC Transit is pleased to provide an updated overview of bus stop shelter designs for use around the province. The design concepts were created to standardize the look, feel and functionality of bus stop amenities while improving the transit experience for customers.

Simultaneous with the implementation of shelter design standardization, BC Transit introduced a capital upgrade funding program to assist municipalities in acquiring these shelters and this funding program has been instrumental in facilitating the installation of more than 220 standardized shelters since 2011.

Background

Bus stops are the access point for every customer using BC Transit service. While they can be a positive feature of transit travel, they are often cited as a barrier to transit use due to poor quality shelters, inadequate lighting or other design and infrastructure characteristics. In recent market analysis, shelters and improvements at bus stops were among the top five enhancements needed to encourage new riders to transit who are currently using other modes of travel.

During the 2008 Annual Transit Conference, feedback from municipalities across BC indicated a desire for a standardized design and provincial procurement strategy. BC Transit embarked on an initiative to examine the existing bus stop infrastructure and shelter configurations around the province. Historically the selection of shelter design and functionality has been led by the municipality for which the service is being provided. As such, a broad variety of manufacturers and designs have been utilized, and no set standardization methodology or procurement strategy employed (Figure 1).



Figure 1: Examples of existing shelter diversity

BC Transit identified an opportunity to develop a standardized approach to bus shelter design selection through the establishment of a provincial procurement strategy and a capital upgrade program. The program provides municipalities with access to provincial capital funding in order to purchase standardized shelter designs for use in their communities. The objectives are to provide improved amenities to customers, reduce procurement and ongoing maintenance costs incurred by municipalities, and improve overall ridership levels. These objectives support the directives of BC on the Move.

The New Standards

BC TRANSIT SHELTER DESIGNS

As the bus stop shelter program has grown, feedback received from the participating municipalities, installation crews and manufacturers has resulted in further shelter design improvements such as more vandal resistant perforated mesh and harsh weather shelter designs.

Shelter designs feature modularity for future expansion and energy efficient LED grid and solar powered lighting options are now available for all shelter designs.

Shelter designs are classified by “Type” based on the expected number of users and application:

- **Type 2** – low to medium passenger boardings per weekday (10-20)
- **Type 3** – moderate to high passenger boardings per weekday (21-200)
- **Type 4** – park and rides (less than 100 stalls), small transit exchanges, stops with high levels of passenger boardings per weekday (400+)
- **Type 5** – large transit exchanges, park and rides with 100+ parking stalls



Figure 2: BC Transit shelters in the field

Future Developments












In support of previous year’s rural shelter product model, BC Transit is developing a new “E-Series” shelter design which will be similar in look and pricing to previously offered alternatives.

The E-series prototypes are planned for release in the Summer of 2016 giving municipalities an even wider range of design and pricing options to choose from . Further details will be communicated upon design approval and release.



BC Transit Shelters – Overview of Costs

Typical BASE costs* for each type of shelter (not including taxes):

Shelter Type	Woodland T-Series Shelter Designs		
<p>Type 2 (T2) Series Cantilevered, single back wall, single bench seat</p>			
	<p>\$13,025</p>		
<p>Type 3 (T3) Series Cantilevered or side wall design, 1 bench seat, optional extra rear panel, harsh weather design with tempered glass panels also available</p>			
	<p>\$18,275</p>	<p>\$17,090</p>	<p>\$22,040</p>
<p>Type 4 (T4) Series Cantilevered or side wall design, 2 bench seats, optional extra rear panel, harsh weather design also available</p>			
	<p>\$18,275</p>	<p>\$17,090</p>	<p>\$22,040</p>
<p>Type 5 (T5) Series Price quote on request, based on customized design and site requirements</p>			

*Prices referenced are for the basic model with no lighting but include onsite installation costs. Prices do not include any applicable taxes, crating or additional travel or living out allowance charges that will be incurred due to installation.

**Refer to Appendix B – Detailed Schedule of Costs for further details.

Shelter Purchase Options

Municipalities interested in purchasing one of the BC Transit standard shelter designs can do so in one of the following ways:

SHARED PROVINCIAL FUNDING

1. Lump Sum Contribution

Municipalities can choose to purchase via a lump sum payment to BC Transit upon completion of installation. As per the provincial funding model, municipalities are responsible for a percentage of the total cost of the shelter(s) as per the standard cost splitting model for their conventional service.

If the shelter request has been approved, the municipality will receive a letter from BC Transit confirming the locations, responsibilities of each party and the lump sum total, exclusive of: taxes, additional packaging and freight charges to their location, allowances for installation crews or shelter storage fees. These additional fees are not cost shared by BC Transit. Upon return of a signed copy of this letter, BC Transit will place the orders.

Following completion of all shelter installations in the requesting municipality, BC Transit will invoice for the agreed portion of the costs. For any costs in addition to the standard shelter costs, these costs will be billed directly to the municipality by the shelter manufacturer and are to be covered 100% by the municipality.

2. Financing through Addendum to AOA

If the municipality requests to access provincial funding via an addendum to their Annual Operating Agreement (AOA), BC Transit will recover the municipal portion of the capital funding through an annual charge back of the debt service costs over the useful life of the asset. Debt service charges will begin in the month that the asset is placed in active service.

The estimated financing costs will be outlined to the municipality in the letter confirming approval of shelter request. The estimate will be exclusive of taxes, additional packaging and freight charges to your location, allowances for installation crews or shelter storage fees. These additional fees are not cost shared by BC Transit.

MUNICIPALITY FUNDED PURCHASE

1. Direct Purchase

Municipalities that would prefer to purchase any of the standardized shelter designs directly without provincial cost sharing, can access BC Transit's negotiated standing offer pricing via direct purchase orders with the manufacturer. The municipality assumes responsibility for 100% of all coordinating and costs including but not limited to, purchase price, shipping, installation, spare parts and maintenance. Payments shall be submitted directly from the municipality to the manufacturer.

Municipalities are strongly urged to consult with BC Transit prior to engaging in the planned installation of any new transit infrastructure in their communities, to ensure that there are no conflicts with possible service changes, scheduling, route changes or operational and safety concerns. BC Transit recommends that the bus shelter approval process be followed in the same manner as for shelters being purchased under the provincial cost sharing program.

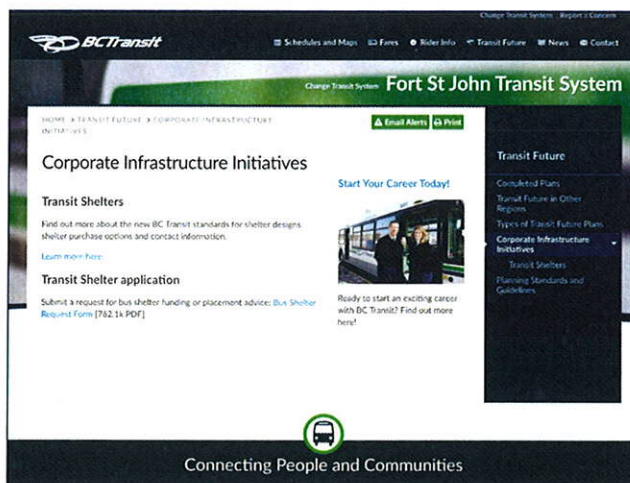
Application Process for Provincial Funding

Provincial funding for the BC Transit Bus Stop Shelter Program is limited and funds will be allocated based on a first come first serve basis, while taking into account service priorities. All requests for shared funding purchases will be reviewed by BC Transit based on internal selection criteria prior to approval and prioritization of locations may be required if demand exceeds the annual budgeted provincial funding amount for any given year.

Municipalities are requested to follow the application process as indicated in Appendix A –Application Process.

A quick link to the online application form can be located on each municipality web page which is then submitted to BC Transit via the online portal. Using Fort St John as an example:

<http://bctransit.com/fort-st-john/transit-future/corporate-infrastructure-initiatives>



Selection Criteria

BC Transit will place all applications through a series of selection criteria to ensure that the best utilization of the shelter is achieved by the municipality, and the local transit network. The selection criteria used to assess any proposed shelter installation location includes:

- Number of passenger boardings per weekday (where data is available)
- Operational planning network plans
- Long term strategic planning network plans
- Safety of location in terms of passengers, operators, and general traffic
- Historical or present operation concerns
- Provincial funding available (if cost shared)*
- Initial site survey details

BC Transit encourages the participation from all municipalities in integrating the BC Transit standardized designs into the local networks where ever possible. In the rare instance where a municipality has an application reviewed and subsequently denied by BC Transit based on the selection criteria, the municipality is invited to discuss the decision with BC Transit directly. The intent is to determine if any unique circumstances exist which would warrant the approval of the location.

Order Quantities

Any approved orders that meet or exceed the selected manufacturer's minimum order quantities (MOQ) will be processed under normal stated manufacturer lead times. If shelter MOQ's are not met by one individual order, this order will be held for consolidation with additional orders from across the province until such time as the MOQ quantity is reached . Once orders are submitted and finalized with the manufacturer(s), delivery dates will be determined and installation schedules will be negotiated.

Detailed Costs

Detailed breakdown of costs, including what accessories are included or available for purchase, are outlined in Appendix B – “Detailed Schedule of Costs”

BC TRANSIT OWNED ASSETS

Under the capital upgrade program, the bus shelters are owned by BC Transit as assets in order to facilitate the capitalization of costs and allow for cost sharing with participants.

Provincial cost sharing for shelter purchases under the Bus Stop Program will follow the standard contribution agreement for capital projects.

Location/Service	Provincial Share	Municipal Share
Victoria Area Only	31.7%	68.3%
Province of BC (excluding Victoria)	46.7%	53.3%

Table 1: Provincial Funding Share

BC Transit will offer any assistance required in the form of technical clarification, costing estimates, presentation materials or personnel to municipalities if specific Council approvals are required to proceed with purchase and implementation.

Spare Parts – All Purchase Types

As part of the capital program, BC Transit has negotiated fixed pricing with the manufacturer on spare parts and an agreement for them to hold limited stock of replacement parts at the manufacturer’s location for a maximum of five years after installation. These are available for purchase by any municipality utilizing the standard shelter designs, regardless of purchase method.

Any municipality requiring spare parts for maintenance work must request these directly from the supplier. BC Transit will not be stocking replacement parts for the shelter designs at any of BC Transit’s facilities.

Infrastructure & Maintenance

The municipality is responsible for any civil work required to prepare a site for shelter installation. This includes the funding and construction of any civil infrastructure such as, but not limited to, bus pads or engineered foundations, pullouts, sidewalk construction, or electrical grid connections where required.

Municipalities, through their acceptance and willing participation in this program, agree to maintain the BC Transit shelters in accordance with standard industry practice. Solar powered shelters require the roof solar panels be regularly cleaned to ensure full system functionality and maintain the solar powered lighting warranty. Failure to properly maintain the solar panels will lead to premature lighting failure and greatly reduced battery life. This maintenance, funded 100% by the municipality includes (but is not limited to) the following regular maintenance items:

- Removal of snow and ice when required
- Removal of garbage
- Prompt removal of graffiti
- General cleaning (power washing) of structure on a regular basis
- Soft clean solar roof panels and remove debris monthly
- Monitoring and replacement of damaged components in a timely manner

POINTS OF CONTACT

For any inquiries that are related to the BC Transit Bus Shelters, or access to provincial capital funding, please contact:

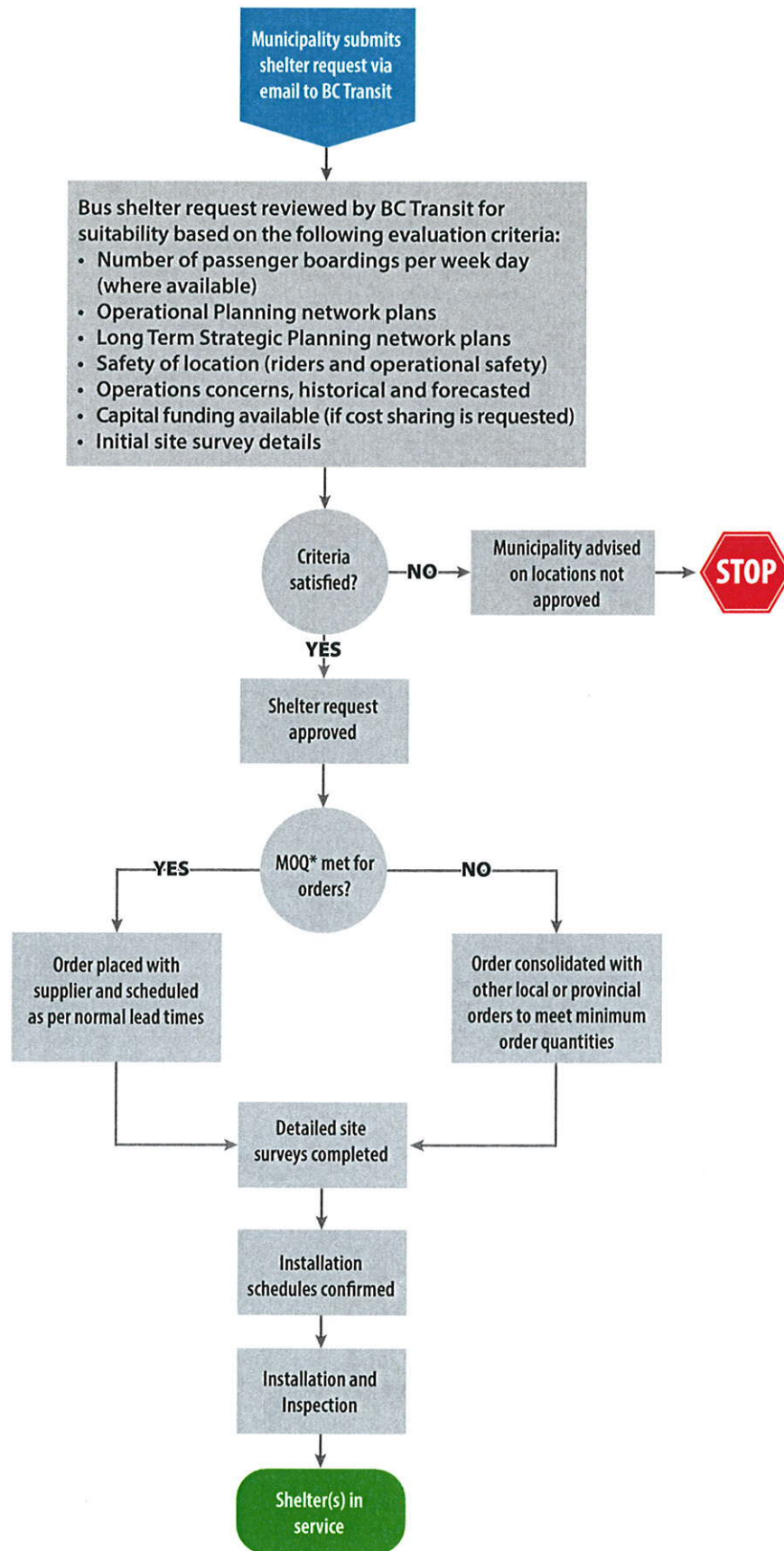
Lori Beaulieu (Lori_Beaulieu@bctransit.com)
Senior Project Analyst
BC Transit
250-995-5854

General inquiries can also be submitted to:
newshelterprogram@bctransit.com

Appendix A

Application Process

BC Transit Shelter Application and Approval Process



*MOQ = Minimum shelter order quantity from supplier

Bus Shelter Request Form

Reset Form



Request Submitted By

Municipality:

Date:

Contact Information

Name:

Phone:

Email:

Proposed Location for Shelter Placement Details

BC Transit Stop ID# (if known):

Bus Route(s) Served (if known):

Street Name:

Nearest Cross Street:

Intersection Location:

Site CAD Drawing available?

 YES NO

Direction of Travel:

Replacement for existing shelter?

 YES NO

Shelter Construction Options

Choose your preferred shelter type, then specify lighting option.

T2 Series



T2 Cantilever

Lighting Options (All Shelters)



Non-Illuminated



Grid LED Illuminated



Solar LED Illuminated

T3 Series – Moderate to high levels of passenger boardings per weekday (21-200)



T3 Cantilever



T3 Side Walls



T3 Extra Wall Panel



T3 Harsh Weather

T4 Series – High levels of passenger boardings per weekday (200+), Park & Rides, Small exchanges



T4 Cantilever



T4 Side Walls



T4 Extra Wall Panel

For more information, contact:

Lori Beaulieu, Senior Project Analyst

Phone: 250-995-5854 Email: Lori_Beaulieu@bctransit.com

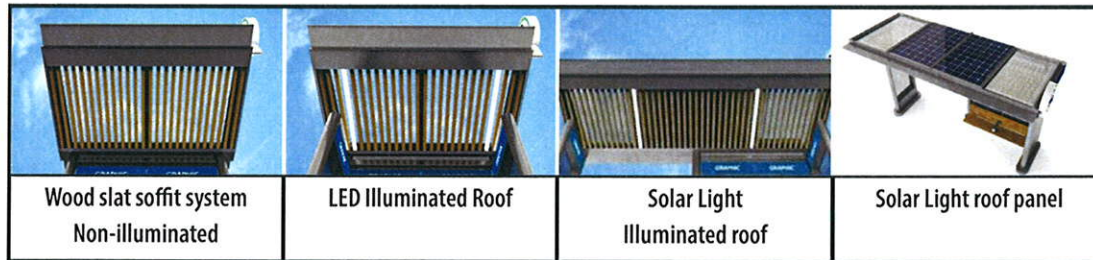
Submit by Email

Appendix B

Detailed Schedule of Costs

SHELTER LIGHTING OPTIONS

All shelters have the option for non-illuminated, illuminated with LED lighting or solar lighting.



SHELTER AD PANEL OPTIONS

All non-cantilever shelters have the option for illuminated or non-illuminated Ad Panels and Directory displays.

All advertising revenue and contract management resides with the Municipality.



THE BC TRANSIT SHELTER SERIES OVERVIEW

All BC Transit shelters are modular and expandable for ease of future growth. This modular design features a cantilevered structural roof design, allowing you to choose if side panels or additional back panels.

Standard Design Highlights

- Perforated back & side walls
- Mechanically sealed roof system
- Cantilevered structural design
- Corrosion and vandal resistant design
- Wood and timber architectural accents
- Designed and engineered to exceed wind, snow, and seismic loads throughout BC



Additional Options

- Tempered glass back, partial front & side walls (optional for harsh weather shelters)
- Impact resistant LED light bars for bright and efficient LED illumination
- Self-sustainable solar kit, which integrates into the roof system
- Lit system Icons (standard if you purchase LED/Solar lighting – optional for unlit shelters)
- Add or remove wall panels to suit needs
- Add or remove wooden cantilever benches to suit needs
- Illuminated or non-illuminated Ad or directory Display panels

Shelter Type: BC Transit Type 2 (T2)



Cantilever Base Shelter
\$13,025

Where to use:

- Bus stops with low to medium levels of daily passenger boardings, not higher than 10-20 per weekday
- Bus stops with restricted space due to property lines, or obstructions which cannot be relocated

Included: The Cantilevered roof system with wood slat inserts, support columns; vandal resistant perforated aluminum back panels; 2 upper back panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs or add-on's such as lighting and crating charges (refer to page18 for details)

Shelter Type: BC Transit Type 3 (T3)



Cantilever Base Shelter
\$18,275



Standard Base Shelter
\$17,090



Harsh Weather Base Shelter
\$22,040

Where to use:

- Bus stops with average daily ridership of 21-200 passengers

Included: The Cantilevered roof system or side wall options; wood slat inserts in roof; support columns; vandal resistant perforated aluminum panels or tempered glass walls for the harsh weather shelter; 2 upper side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs and add-on's such as lighting and crating charges (refer to page18 for details)

Shelter Type: BC Transit Type 4 (T4)



Cantilever Base Shelter
\$27,160



Standard Base Shelter
\$25,823



Standard Base Shelter, extra panel
\$28,146

Where to use:

- Bus stops with high daily ridership (400+), or for park and ride facilities (less than 100 stalls) and small transit exchanges

Included: The Cantilevered roof system or optional side panels; wood slat roof inserts; support columns; vandal resistant perforated aluminum panels or tempered glass walls for the harsh weather shelter; 2 side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs, additional add-on's such as lighting and crating charges (*refer to page 18 for details*)

Shelter Type: BC Transit Type 5 (T5)



Type 5 Shelters are customized per application for large transit exchanges, park and rides with 100+ parking stalls. Pricing is quoted separately specific to needs assessment.

OPTIONAL ADD-ON'S (T2-T4)

These costs listed below are cost shared with the municipality if requested on the initial shelter order

Optional Add-On's	Cost
Extra Back wall Panel	2,350
LED Lighting Kit (includes 2 LED Light Strips) wired	935
LED Lighting Kit (includes 3 LED Light Strips) wired	1,075
Solar Lighting kit (includes roof top panel)	4,340
Additional waterproof illuminated system icon (One Included with LED and Solar Light package)	220
Ad Displays Non-Lit (assumes replacement of Perforated side wall)	1,730
Ad Displays Lit (assumes replacement of Perforated side wall)	2,750
Directory displays (includes installation cost)	935

ADDITIONAL COSTS (T2-T4)

There are additional ferry, travel and Living Out Allowance (LOA) charges that will apply to all locations. These costs listed below are not cost shared and are the sole responsibility of the municipality.

T2, T3 & T4 Series Shelters	Order Quantity 1-3 Shelters	Order Quantity 4-5 Shelters
Travel/Crane truck & trailer (per/KM- round trip)	2.15/km	2.90/km
LOA (per night per worker)	150	150
Ferry Charge/Crane truck & trailer + labour, waiting and travel (round trip)	1,400	1,400
Ferry Charge/Support Vehicle + labour, waiting and travel (round trip)		700
Flagging Crew required when installing on two lane roads	Two flaggers @ \$85/hour	Two flaggers @ \$85/hour
Crating + Freight Charges		
Crating One shelter	940	
Crating Two shelters	1,290	
Crating Three shelters	1,640	
Freight and Insurance charges	TBD	

**T5 Shelters to be quoted separately*

*** Solar grounding regulations are changing, and there may be additional costs determined by site conditions*

Points of Contact

Please contact BC Transit for further information if you are interested in shelter infrastructure of this type or for more information on access to provincial capital funding.

Lori Beaulieu (lori_beaulieu@bctransit.com)

Senior Project Analyst

BC Transit

250-995-5854

General inquiries can be also be submitted to

newshelterprogram@bctransit.com



520 Gorge Road East, Victoria, BC V8W 2P3
www.bctransit.com