



Making a difference...together

**SALT SPRING ISLAND TRANSPORTATION COMMISSION**  
Notice of Meeting on **Monday, February 26, 2018 at 4:00 PM**  
SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Wayne McIntyre  
Robin Williams

Nigel Denyer  
Rod Martens

Dal Brickenden  
Shellie Barrett

(r) Regrets

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**AGENDA**

- 1. Approval of Agenda**
- 2. Adoption of Minutes of January 29, 2018**
- 3. Delegation/Presentation**
  - 3.1 David Phillips-Bus Service to Fort Street**
  - 3.2 Scott Simmons-Walker Hook Road Repair**
- 4. Director, Chair and Commissioner Reports**
- 5. Outstanding Business**
  - 5.1 North Ganges Transportation Plan-Project Designs**
  - 5.2 Fulford Ganges Road Closure**
  - 5.3 Parking**
- 6. New Business**
  - 6.1 SSI Community Transit- Monthly Revenue**
- 7. Next Meeting: March 26, 2018 at 4 PM in the SSI Library**
- 8. Adjournment**

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*To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.*



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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held January 29, 2018, SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC**

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**DRAFT**

**Present:** **CRD Director:** Wayne McIntyre  
**Commission Members:** Robin Williams, Nigel Denyer, Rod Martens, Shellie Barrett (4:03 pm), Dal Brickenden  
**Staff:** Karla Campbell, Senior Manager, Salt Spring Electoral Area; Chris Davidson, Manager Engineering; Dan Ovington, Manager Parks and Recreation; Tracey Shaver, Recording Secretary.

The inaugural meeting was called to order at 4:00 pm by the Senior Manager.

**1. Election of Chair and Vice-Chair**

Nominations for Chair of the Transportation Commission were called for by the Senior Manager.

Director McIntyre nominated Robin Williams for the position of chair. Additional nominations were called for three times with no further comment and Robin Williams accepted the position of Chair.

Chair Williams called for nominations for the position of Vice-Chair. Commissioner Denyer was nominated. Additional nominations were called for three times with no further comment and Nigel Denyer accepted the position of Vice- Chair.

**2. Approval of Agenda**

**MOVED** by Director McIntyre, **SECONDED** by Commissioner Martens,  
That the Salt Spring Island Transportation Commission agenda of January 29, 2018 be approved.

**CARRIED**

**3. Adoption of Minutes of November 27, 2017**

**MOVED** by Commissioner Barrett, **SECONDED** by Director McIntyre,  
That the Salt Spring Island Transportation Commission Minutes of November 27, 2017 be approved.

**CARRIED**

**4. Delegation/Presentation**

**4.1 Tina Rogers, Road Area Manager, re: Overview of Annual Maintenance Contract**  
Ms. Rogers did not attend meeting.

**4.2 Jeremy Milsom, Chamber VP and Communications Chair, re: Survey results regarding the closure of Fulford Ganges Road near the Fire Hall and Centennial Park.**

In 2017 the Chamber was asked by the Transportation Commission to seek input from the community on expanding the Saturday Market onto Fulford Ganges Road in front of Centennial Park.

The Chamber surveyed many stakeholders within the downtown area along with their members. The downtown business area is not in favor, many of these businesses are Chamber Members. Suggested alternative locations: Farmers Institute, School District Property or Rotary Park.

**Agenda Item for February Meeting**

**5. Director, Chair and Commissioner Reports**

**5.1 Director McIntyre briefly reported on:**

- CRD Committee Appointments; Director McIntyre is the Chair of Electoral Area Service Committee (EASC) and will focus on bringing more visibility to Salt Spring (example: Rural Accelerator Presentation); As Vice Chair of the Transportation Committee focus will be on ferries, rail and transit linkage with Vancouver Island.
- Rural Status – continued efforts and gaining support for the three Electoral Areas to be designated Rural.
- Burgoyne Bay Liquid Waste Facility- Receiving and storage tanks replaced. Project under budget and completed early. New volunteers appointed to re-establish commission.
- Volunteer Appreciation Event- gathering of volunteers from throughout the community whom partner with and further the efforts of CRD projects.

**5.2 Chair Williams briefly reported on:**

- Salt Spring Island Commission appointments and working relations; Gregg Dow as Chair for Parks and Recreation; Francine Carlin as Chair of the Economic Development Commission.
- Bus shelter working group; Commissioner Brickenden will participate.
- SSI Transit is in its eighth year.

**6. Outstanding Business**

**6.1 Gulf Islands Regional Trail Plan Changes for Salt Spring**

Chair Williams shared correspondence with Regional Parks Staff:

- Trail route is Vesuvius Ferry terminal to Fulford Ferry terminal.
- Plan is conceptual; initial section to be built by Regional Parks will be the 5 km between Vesuvius Ferry Terminal and Atkins Road.
- Plan now reflects wording regarding local groups and the coordination of efforts for various sections of trail development.

## **6.2 North Ganges Transportation Plan Update**

Senior Manager Campbell reported:

- JE Anderson has provided final drawings to Ministry of Transportation (MoTI).
- Friday February 2, 2018- Meeting with MoTI/JE Anderson/CRD Staff.
- Any changes requested will be brought forward to the Commission in point form.
- Tender package and construction timeline will be determined by the outcome of the Friday meeting.

## **6.3 Intersection of Upper and Lower Ganges**

Chair Williams brought topic forward for discussion:

- MoTI considers the safety improvement at this intersection to be a stop light; negotiate with MoTI for joint funding on improvement project.
- Reintroduce concept of a “round a about” at intersection; some land acquisition needed to accommodate design.
- Ask community to prioritize projects; intersection safety or Ganges Hill; funding through referendum.
- Community acquisition of the private property at end of harbour on corner of intersection referred to as the “Brown House”
  - Potential link to boardwalk project, PARC improvements are focused on “Pecks Cove Park”
  - Allow space for “a round a about” improvement
  - Opportunity for 1<sup>st</sup> Nations Cultural Centre and preservation of historical area; potential funding source partner
  - Provide public access to entire harbour

## **6.4 Pull-Out Adjacent Embe Bakery**

- \$10,000 estimation on obtaining formal design work for a bus stop pull out
- Staff recommendation is to consider entire road area and include with the improvements to Ganges Hill

## **7. New Business**

### **7.1 Land Referrals-Dragonfly Commons-221 Drake Road**

Brief discussion:

- Several affordable housing projects identified and in progress for this area of the Island; suitable for walking distance to town and amenities.
- Drake road already services a dense area that has a mixed neighbourhood of private residences, Lions Community Hall, a Church property, Schools and access to Mouat Park.
- Entire road is already substandard for the volume of development and zoning in place; narrow sections.
- Discussion around who has the responsibility to pay for the entire road infrastructure and intersection safety improvements; Island Trust land use and zoning, MoTI subdivision approval, developer amenity charges, CRD Transportation.
- The Commission does not want to see the cost born by an affordable housing developer for the scope of work needed to improve Drake Road.

**A) Ministry of Transportation-File 2017-06898 Subdivision Application, re: 221 Drake Road**

**MOVED** by Commissioner Martens, **SECONDED** by Commissioner Denyer,  
That the Salt Spring Island Transportation Commission supports affordable housing developments in the area with the reservation that Drake Road is substandard; further a request is made that Islands Trust require that the Ministry of Transportation prioritize improvements to Drake Road in its entirety, including the intersection of Drake Road and Ganges Hill without expense to the developers.

**CARRIED**

**B) Islands Trust Bylaw Referral 504 and 505, re: 221 Drake Road, Dragon Fly Commons Rezoning**

**MOVED** by Commissioner Martens, **SECONDED** by Commissioner Denyer,  
That the Salt Spring Island Transportation Commission supports affordable housing developments in the area with the reservation that Drake Road is substandard; further a request is made that Islands Trust require that the Ministry of Transportation prioritize improvements to Drake Road in its entirety, including the intersection of Drake Road and Ganges Hill without expense to the developers.

**CARRIED**

**7.2 Islands Trust Bylaw Referral 508, re: 121 Upper Ganges Road, Harbour House Rezoning**

Brief discussion:

- Significant upgrades to hotel and amenities; including charger spaces for cars and bikes.
- Dangerous location to cross over to the harbour side of the road
- Desire would be to direct hotel's pedestrian traffic directly to the corner of Upper and Lower Ganges which will eventually be connected to upland pathway system into town.
- Trail sections or right of ways already in place along sides of development
- Harbour house already considering a pathway fronting property; however slope and sensitive archeologic area will be determined route
- Transportation Commission cannot directly request or receive funding from subdivision or rezoning applications.

**MOVED** by Commissioner Denyer, **SECONDED** by Commissioner Martens,  
That the Salt Spring Island Transportation Commission supports the request made by the Salt Spring Island Parks and Recreation Commission that the developer provide a public pathway which further connects the trails and pathway system to the intersection of Upper and Lower Ganges Road.

**CARRIED**

**7.3 Special trip bus approvals: Lions, Christmas Dinners and Islands Trust Council**

Chair Williams requested retroactive permission for some events which already occurred over the holidays, and those upcoming. The Transportation Commission is in favour of supporting special use requests for the local transit service and receiving annual reports outlining the usage.

**MOVED** by Commissioner Brickenden, **SECONDED** by Commissioner Barrett,  
That the Salt Spring Island Transportation Commission provides a blanket acceptance for any approved applicants for a special use charter bus service at cost recovery rates determined by BC Transit.

**CARRIED**

**8. Motion to Close the meeting**

**MOVED** Commissioner Williams, **SECONDED** by Commissioner Brickenden,  
That the Salt Spring Island Transportation Commission close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1): (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2).

**CARRIED**

The Commission closed the meeting at 5:20 pm.

The Commission returned from the closed meeting without report at 5:30 pm.

**9. Rise and Report- no report**

**10. Next Meeting:** February 26, 2018 at 4 pm at SSI Library

**11. Adjournment**

**MOVED** By Commissioner Barrett, **SECONDED** by Commissioner Brickenden,  
That the meeting adjourn at 5:31 pm.

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**CHAIR**

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**SENIOR MANAGER**



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## RULES GOVERNING THE HEARING OF INDIVIDUALS OR DELEGATIONS BY THE CAPITAL REGIONAL DISTRICT COMMISSIONS

- Under the CRD Procedural Bylaw, the Commission may, by *resolution*; allow an individual or a delegation to address the meeting **on the subject of an agenda item**, provided written application has been received by the Salt Spring Island Administration Office no later than 4:30pm two (2) calendar days prior to the meeting.
- If you miss this deadline, you may still submit this form; however such requests will require *unanimous* approval of the Commissions at the intended meeting.
- Each address should be limited to five (5) minutes unless a longer period is agreed to by unanimous vote.
- Each delegation should provide the number of copies of their written submission, as determined by the Salt Spring Administration Staff.

**Submit form to Salt Spring Island Administration**

E-mail: [saltspring@crd.bc.ca](mailto:saltspring@crd.bc.ca)

Fax: (250) 537-4456

Capital Regional District, 145 Vesuvius Bay Road, Salt Spring Island, BC V8K 1K3

I wish to address the:

☐ Parks and Recreation Commission    ☒ Transportation Commission

☐ Community Economic Development Commission

AT THE MEETING OF TRANS. COM., 201 8 at \_\_\_\_\_ AM/PM

ON AGENDA ITEM BRING BACK to Base of FORT  
St. to serve that area thereof

NAME DAVID PHILLIPS

ADDRESS MAIN

I REPRESENT

of FORT St area (self appointed)  
(Name of Organization, if applicable)

AS

again self appointed  
(Capacity/Position)

TELEPHONE

250

FAX

E-MAIL

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

BUS SERVICE Severed by  
ROAD OUTAGE. IN the meantime  
lets have bus service in area with clients

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

2018/02/20  
Date

[Signature]  
Signature

Salt Spring Island Community Transit  
Monthly Revenue Report

	Jan-2017	Feb-2017	Mar-2017	Apr-2017	May-2017	Jun-2017	Jul-2017	Aug-2017	Sep-2017	Oct-2017	Nov-2017	Dec-2017	Total YTD
<b>Total Vendor Sales</b>													
Monthly Passes - Adult	\$ 600	\$ 650	\$ 550	\$ 550	\$ 650	\$ 550	\$ 650	\$ 750	500	\$ 550	600	\$ 450	\$ 7,050
- Concession	360	200	360	360	640	480	360	320	520	520	480	280	4,880
Day Passes	15	5	115	260	305	254	572	702	221	302	63	95	2,906
Ticket Sheets *	1,033	2,592	2,086	2,957	2,982	2,871	2,180	2,700	2,880	2,140	2,380	2,200	29,000
<b>Prepaid Fare Tickets</b>													
Collected from fareboxes *	2,052	2,423	2,914	2,219	2,675	3,466	2,229	2,347	2,711	4,099	2,033	2,781	31,949
<b>Farebox Cash Proceeds</b>	7,828	9,658	11,419	10,378	11,257	15,622	15,170	16,471	16,712	9,471	8,338	10,649	142,974
<b>BC Bus Pass Program Grant</b>	1,504	1,473	1,432	1,429	1,380	1,393	1,382	1,391	1,384	1,401	1,391		15,560
<b>Monthly Revenue</b>	<b>\$ 12,359</b>	<b>\$ 14,409</b>	<b>\$ 16,790</b>	<b>\$ 15,196</b>	<b>\$ 16,907</b>	<b>\$ 21,765</b>	<b>\$ 20,363</b>	<b>\$ 21,981</b>	<b>\$ 22,047</b>	<b>\$ 16,342</b>	<b>12,905</b>	<b>\$ 14,255</b>	<b>\$ 205,318</b>
<b>Cumulative Totals</b>													
YTD Revenue	12,359	26,768	43,558	58,754	75,661	97,425	117,788	139,769	161,816	178,159	191,063	205,318	202,369
Unearned Revenue *	(1,019)	(851)	(1,679)	(941)	(634)	(1,229)	(1,278)	(925)	(756)	(2,715)	(2,368)	(2,948.75)	2,948.75
Less 2% Commission	(40)	(109)	(171)	(254)	(345)	(428)	(504)	(593)	(676)	(746)	(816)	(877)	(877)
Other Adjustments	-	-	-	-	-	-	(9)	(9)	(9)	(9)	(9)	(9)	(9)
<b>Reconciliation to GL</b>	<b>11,300</b>	<b>25,809</b>	<b>41,708</b>	<b>57,559</b>	<b>74,681</b>	<b>95,768</b>	<b>115,997</b>	<b>138,242</b>	<b>160,376</b>	<b>174,689</b>	<b>187,871</b>	<b>201,484</b>	<b>204,433</b>
											ZVEN Difference	201,483.79 (0.02)	204,433 (0.02)
* Unearned Revenue is the difference between Prepaid Fare Tickets sold and Prepaid Fare Tickets used by riders (collected from fareboxes).													

Revenue Comparisons	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2016 Monthly Revenue	12,324	13,571	12,677	15,760	19,891	16,364	18,522	23,998	20,363	13,412	13,422	16,663	196,968
2015 Monthly Revenue	11,658	14,067	16,096	15,920	15,081	19,681	22,971	20,181	15,471	17,173	17,062	17,560	202,919
2014 Monthly Revenue	12,995	11,734	10,005	16,435	16,433	16,515	21,145	21,918	19,953	12,450	13,153	15,851	188,586
2013 Monthly Revenue	9,687	12,821	10,005	12,384	15,284	17,046	16,926	21,918	15,366	15,962	12,136	13,560	173,094
2012 Monthly Revenue	9,578	8,662	14,540	10,240	14,945	21,766	7,030	21,926	15,374	12,785	12,868	11,650	161,365
2011 Monthly Revenue	4,899	5,540	6,822	6,043	7,221	10,116	10,954	15,731	11,024	8,650	7,912	9,737	104,648
2010 Monthly Revenue	5,640	5,344	7,523	6,646	8,103	10,651	11,070	10,318	8,719	5,387	5,957	6,724	92,083
2009 Monthly Revenue	6,424	5,993	7,480	6,829	7,678	8,246	11,571	10,284	7,781	7,812	5,131	6,939	92,169
2008 Monthly Revenue	1,942	3,734	4,074	4,635	5,871	6,493	9,318	10,228	8,612	7,192	5,895	8,810	76,803