SALT SPRING ISLAND TRANSPORTATION COMMISSION
Notice of Meeting on Monday, June 25, 2018 at 4:10 PM
SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Wayne McIntyre Robin Williams Dal Brickenden Shellie Barrett
Rhonan Heitzmann (r)

(r) Regrets

AGENDA

1. Approval of Agenda

2. Adoption of Minutes of May 28, 2018 2-4

3. Delegation/Presentation
   3.1 John Hicks, Senior Transportation Planner, Regional & Strategic Planning - re: Parking Study 5-6
   3.2 Jane Hamilton - re: Disabled Parking 7
   3.3 Donald McLennan - re: Island Bus Shelters

4. Director, Chair and Commissioner Reports

5. Outstanding Business
   5.1 Drake Road Priority Improvements and Emergency Access
   5.2 Hot Dog Stand on Moti Land

6. New Business
   6.1 Salt Spring Island Three Year Transit Expansion Initiative (2019-2022)-to be distributed
   6.2 BC Transit Monthly Revenue Report 8
   6.3

7. Next Meeting: September 24, 2018 at 4:10 pm at the Library

8. Adjournment

To ensure quorum, advise Tracey Shaver 250 537 4448 if you cannot attend.
Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held May 28, 2018 SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

DRAFT
Present: CRD Director: Wayne McIntyre
Commission Members: Robin Williams, Shellie Barrett, Dal Brickenden
Staff: Dan Ovington, Manager, Salt Spring Island Parks and Recreation; Chris Davidson, Manager Engineering Salt Spring Island; Tracey Shaver, Recording Secretary.

Chair Williams called the meeting to order at 4:00 pm.

1. Approval of Agenda

Chair Williams announced that Commissioner Denyer has resigned over disappointment with the delays in the North Ganges Transportation Plan project. A new Commissioner will be appointed by the CRD board in June. Chair Williams encourages members of the public to step forward and participate on the Transportation Commission.

MOVED by Commissioner Brickenden, SECONDED by Commissioner Barrett,
That the Salt Spring Island Transportation Commission agenda of May 28, 2018 be amended and approved by adding Item 6.2 Hot Dog Stand on MoTI Land.

CARRIED

2. Adoption of Minutes of April 30, 2018

MOVED by Director McIntyre, SECONDED by Commissioner Brickenden,
That the Salt Spring Island Transportation Commission Minutes of April 30, 2018 be approved.

CARRIED

3. Delegation/Presentation

3.1 Fernando Dos Santos- Dragonfly Commons

Mr. Dos Santos is seeking support from the Transportation Commission to petition the Ministry of Transportation to prioritize improvements to Drake Road and to provide emergency access through the “Ganges Bypass” alternate route for the benefit of the whole community.

- Development of the OCP alternate route for safety of entire community; through Mouat Park
- Increased density being planned in this area with several low cost housing projects
- Potential for gravel road for emergency vehicle access only
- PARC has the jurisdiction over Mouat Park

Generally agreed to add a discussion on this topic at next regular meeting.
4. Director, Chair and Commissioner Reports
   4.1 Director McIntyre briefly reported on:
   - Capital Region Emergency Service Telecommunications Inc (CREST) meeting
     interesting statistical information, Salt Spring is part of the regional upgrades
   - Recent crash on Malahat highlights impacts on use of alternate route (BC Ferries)
   - Capital Regional Housing Council is seeking participation from public
   - Successful 10th Anniversary celebration for local transit service
   - SSI CEDC aggressively seeking “Change to rural status” as agenda topic for Union
     of British Columbia Municipalities meeting in September

5. Outstanding Business
   5.1 Tour de Iles Update-Verbal
      Chair Williams requested that Curt Firestone speak to this topic:
      - Event to take place June 22, 23, and 24
      - CRD instrumental as funding source for event (25 % of budget)
      - Rest of funding is through fares and fundraising events
      - Continuing to modernize reservation system
      - RFP for a passenger ferry feasibility study did not result in a contract
      - June 7, 2018 Mobey’s fundraiser Event- $15 gets you in the door and a beer, silent
        auction and door prizes.

   5.2 North Ganges Transportation Management Plan (NGTMP)-Verbal
      Manager Davidson brief commented on project status:
      - Archeological concerns to be addressed; CRD internal archeologist to assess area
        and provide direction on moving the project forward within a documented 1st Nations site
      - Ministry of Forests, Lands, Natural Resource Operations & Rural Development
        MFLO permit will be required for any site alterations; 3 to 4 month process
      - Due to project delays; consider allocating project funding to develop scope of project
        and design work for Ganges Hill pathway in preparation for future referendum request
      - Current funding requirements for the NGTMP allows for inclusion of Ganges Hill.

      MOVE by Commissioner Brickenden, SECONDED by Commissioner Barrett,
      Due to the urgent safety concerns for pedestrians and cyclists on Ganges Hill, the Salt
      Spring Island Transportation Commission allocates up to $250,000 for staff to prepare
      and execute a pathway design for the upper side of Ganges Hill subject to approval of
      the Capital Plan at their June meeting.

      CARRIED

6. New Business
   6.1 Parking Shuttle
      Chair Williams brought forward information on community efforts to provide parking, out
      of the downtown core, for the Saturday Market tourists and a complimentary shuttle service.
• SSI Economic Development Commission support the concept
• Transition Salt Spring applying for grant in aid to operate service
• Attempting to obtain an electric shuttle bus with the support of the SSI Foundation and local business

MOVED by Commissioner Barrett, SECONDED by Commissioner Brickenden, That the Salt Spring Island Transportation Commission supports the efforts of Transition Salt Spring to operate a pilot parking shuttle service.

6.2 Hot Dog Stand on MoTI Land
Chair Williams brought forward information regarding the hot dog business located in front of the Ganges Marina in the same area where the taco business was previously located.
• Ministry of Transportation is aware
• Building inspection informed the owners of the need for permits regarding decks
• The deck is potentially on the highway right a way

Bring back for discussion at next meeting following further investigation

7. Next Meeting: June 25, 2018 at SSI Public Library at 4:10 pm

8. Adjournment

MOVED by Commissioner Barrett, SECONDED by Commissioner Brickenden, That the meeting adjourn at 5:20 pm.

CARRIED

CHAIR

SENIOR MANAGER
APPENDIX “A” – SCOPE OF SERVICES

INTRODUCTION

The Salt Spring Island Transportation Commission requires a qualified contractor to conduct a parking study to monitor parking capacity and usage during both a Saturday the summer tourist peak and a typical Fall weekday.

The information gathered will inform decisions around possible parking changes and provide a benchmark for future comparisons.

Proponents are asked to demonstrate their qualifications and experiences in similar projects and to provide a detailed cost estimate to complete the work in accordance with the following scope of service.

ANTICIPATED SCOPE OF SERVICES

Please note that the following is an anticipated scope of services. Proponents are welcome to suggest modifications to the scope that they believe would enhance the final outcome but not result in additional costs or time delays.

- Provide a parking supply analysis that documents and maps on a block by block basis, the current parking inventory within the study area. This is to include both on street and off street parking, but the two are to be distinguished.
- Provide a parking demand analysis that will identify current utilization on a block by block basis in the study area. It is to include both on street and off street parking but the two are to be distinguished. The demand study needs to be undertaken twice, once during the summer peak (Saturday) to align with the Farmers Market and once on a typical Fall week day.
- Complete an analysis to determine current parking adequacy in the study area for both periods studied. This analysis must categorize the blocks within the target area in accordance with demand. i.e most utilized to those blocks where most demand is available areas where excess capacity appears available.
- Compile a final report documenting current inventory, current utilization, and current parking adequacy for both peak summer and a typical fall work day.

OUTSTANDING QUESTIONS

Is the Commission interested in identifying the average dwell time for both the peak period and typical day? If so this should be identified specifically within the report.

STUDY AREA

The study area is identified in red in Figure 1 below. (to be mapped by me).

To be determined by the Commission prior to sending out RFP.
Salt Spring Island Parking Study

STUDY TIMELINE AND MILESTONES.

The supply study and first summer demand analysis must be completed by September 4, 2018. Written confirmation of completion of this component of the study must be provided to the contract holder within three days of the analysis being undertaken.

The second demand study must be completed on a Tuesday, Wednesday or Thursday, between the end of September 25 2018 and October 25, 2018. Written confirmation of completion of this component of the study must be provided to the contract holder within three days of the analysis being undertaken.

The final report is due no later than Friday, November 16.

Preliminary dates for all analysis must be clearly identified by the proponents in their submissions.

FINAL DELIVERABLE

The final report must be provided in an editable word format along with two hard copies. All data sets used to compile the report must be provided along with the report and remain the property of the Salt Spring Island Transportation Commission. The format for all datasets must be identified by the proponent in their bid.

All shape files and maps created as part of the project must be provided in editable versions and will remain the full and exclusive property of the Salt Spring Island Transportation Commission.
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: saltspiring@crd.bc.ca
Fax: (250) 637-4456
Capital Regional District, 108 121 McPhillips Ave, 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 _____________________________, 201___ at _______ AM/PM

ON AGENDA ITEM ___________________________________________________________

NAME ____________________________________________________

ADDRESS ____________________________________________________________

I REPRESENT __________________________________________________________

(Name of Organization if applicable)

AS _______________________________________________________________________

(Canacity/Position)

TELEPHONE ____________________________________________________________

FAX _______________________________________________________________________

E-MAIL ________________________________________________________________

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

Increasing disabled parking on Salt Spring

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

_____________________________ Date

_____________________________ Signature
Salt Spring Island Community Transit  
Monthly Revenue Report

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<td>Collected from fareboxes *</td>
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<td>Farebox Cash Proceeds</td>
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Cumulative Totals

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<td>72,770</td>
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ZVEN: 70,720.34
72,395.65

SSI Chamber of Commerce - Jan: 137.20
SSI Chamber of Commerce - Apr: 720.30
SSI Chamber of Commerce - May: 373.38
Country Grocery May Overstated: 0.20
SSI Parks & Rec May Understated: 0.93

Difference: 0.25 (1,005.50)

Revenue Comparisons

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<th>Revenue Comparisons</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<td>2017 Monthly Revenue</td>
<td>12,389</td>
<td>14,409</td>
<td>16,790</td>
<td>15,196</td>
<td>18,667</td>
<td>21,785</td>
<td>20,253</td>
<td>21,981</td>
<td>22,047</td>
<td>16,342</td>
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<td>2018 Monthly Revenue</td>
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<td>13,412</td>
<td>13,422</td>
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<td>2015 Monthly Revenue</td>
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<td>19,881</td>
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<td>15,284</td>
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<td>15,560</td>
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* Unearned Revenue is the difference between Prepaid Fare Tickets sold and Prepaid Fare Tickets used by riders (collected from fareboxes).