



Making a difference...together

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
Rhonan Heitzmann (r)

Robin Williams

Dal Brickenden

Shellie Barrett

(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.



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**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 briefly 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.

MOVED 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.

CARRIED

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 Figure1 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. .



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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

Fax: (250) 537-4456

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 Jane Hamilton
ADDRESS _____

I REPRESENT _____
(Name of Organization if applicable)

AS _____
(Capacity/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.)

June 6/18
Date

[Signature]
Signature

Salt Spring Island Community Transit
Monthly Revenue Report

	Jan-2018	Feb-2018	Mar-2018	Apr-2018	May-2018	Jun-2018	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Total YTD
Total Vendor Sales													
Monthly Passes - Adult	\$ 650	\$ 850	\$ 600	\$ 500	\$ 500	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,250
- Concession	200	240	280	320	400	200	-	-	-	-	-	-	1,640
Day Passes	5	36	162	212	95	5	-	-	-	-	-	-	513
Ticket Sheets *	1,660	2,620	3,500	3,560	1,320	480	-	-	-	-	-	-	13,140
Prepaid Fare Tickets													
Collected from fareboxes *	2,333	2,428	3,355	2,761	3,271							-	14,146
Farebox Cash Proceeds	8,150	8,697	12,722	9,256	11,515								50,339
BC Bus Pass Program Grant	1,386	1,398	1,474										4,258
Monthly Revenue	\$ 12,723	\$ 13,648	\$ 18,592	\$ 13,048	\$ 15,780	\$ 355	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ 74,146
Cumulative Totals													
YTD Revenue	12,723	26,371	44,963	58,011	73,792	74,146	74,146	74,146	74,146	74,146	74,146	74,146	73,140
Unearned Revenue *	(673)	(480)	(335)	465	(1,486)	(1,006)	(1,006)	(1,006)	(1,006)	(1,006)	(1,006)	(1,005.75)	1,005.75
Less 2% Commission	(50)	(125)	(216)	(308)	(354)	(371)	(371)	(371)	(371)	(371)	(371)	(371)	(371)
Other Adjustments	0	0	0	0	0	0	0	0	0	0	0	0	0
Reconciliation to GL	12,000	25,766	44,413	58,168	71,952	72,770	72,770	72,770	72,770	72,770	72,770	72,770	73,775

												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	373.38
												Country Grocery May Overstated	(0.20)	(0.20)
												SSI Parks & Rec May Understated	0.93	0.93
												Difference	0.25	(1,005.50)

* 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
2017 Monthly Revenue	12,359	14,409	16,790	15,196	16,907	21,765	20,363	21,981	22,047	16,342	12,905	14,255	205,318
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	12,895	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