AGENDA

1. Election of Chair and Vice Chair

2. Approval of Agenda

3. Adoption of Minutes of November 28, 2018

4. Delegation/Presentation

5. Director, Chair and Commissioner Reports

6. Outstanding Business

   6.1 Road Safety Infrastructure – Commissioner Dal Brickenden

       That the Salt Spring Island Transportation Commission request that the
       Ministry of Transportation (MoTI) review and report their assessment the
       potentials for practical and effective improvements that could be made in
       layout, barriers, lighting, signage or other means they might recommend to
       enhance the safe use of the intersections and road sections described below.
       We also solicit advice from MoTI by the next meeting of the SSI
       Transportation Commission as to the reasonable timing within which such
       assessment might be expected.

       • Fulford Ganges Road at intersection of Beddis Road and Charlesworth
       • Intersection of Sunset Drive, Southey Point Road and North End Road
       • Section of Vesuvius Bay Road which bends between the Community
         Gospel Church and the Church of Jesus Christ of Latter-day Saints
       • Intersections of Booth Cannel at Rainbow Road

6.2 Project Updates

   • North Ganges Transportation Plan
   • PCP Pathway-Booth Bay to Central
7. New Business
   7.1 BC Transit Three Year Budget (Apr. 1, 2019 – Mar. 31, 2022) 7-13
   7.2 Ganges Pedestrian Safety
   7.3 Island Pathways-CRD Agreement
   7.4 Island Bus Shelter-CRD Agreement
   7.5 Wind Storm and Effect on BC Transit Local Bus Service
   7.6 BC Transit Monthly Revenue Report 14

8. Next Meeting: February 25, 2019 at 4:00 PM in the Public Library

9. Adjournment

For Information:

Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission
Held November 28, 2017, School Board Office, 112 Rainbow Road, Salt Spring Island, BC

DRAFT

Present:  
CRD Director: Gary Holman  
Commission Members: Robin Williams, Shellie Barrett, Dal Brickenden, Myna Lee Johnstone, Rhonan Heitzmann  
Staff: Karla Campbell, Senior Manager, Salt Spring Electoral Area; Chris Davidson, Manager Engineering, Tracey Shaver, Recording Secretary, Robin Soles, Recording Secretary in Training.

Absent:  

Chair Robin Williams called the meeting to order at 4:10 pm.

1. Approval of Agenda

MOVED by Commissioner Brickenden, SECONDED by Commissioner Heitzmann,  
That the Salt Spring Island Transportation Commission agenda of November 29, 2018 be amended and approved by adding item 5.4 North Ganges Transportation Project Update, and item 6.1 Saturday Market Shuttle Service.  

CARRIED

2. Adoption of Minutes of October 29, 2016

MOVED by Commissioner Brickenden, SECONDED by Heitzmann,  
That the Salt Spring Island Transportation Commission Minutes of October 29, 2018 be approved and amended with the following changes:  

- Item 5.1, second bullet point, word ‘standards’ be replaced with ‘priorities.’  
- Item 5.2, second bullet point, word ‘MoTI’ be replaced with ‘Archaeological.’  

CARRIED

3. Delegation/Presentation

3.1 John Hicks, CRD Senior Transportation Planner  
Ganges Parking Study

Mr. Hicks presented highlights of the Ganges Transportation Study, noting that it provided a benchmark for future comparisons. The Study was conducted over two days: Saturday, Aug. 25th, 2018, representing peak demand, and Tuesday, Oct. 16th, 2018, representing non-peak or typical demand. Observation periods consisted of a morning count, 9:30am-12pm, and an afternoon count, 12:30pm-4pm on both days. The study area was defined by a 500m buffer to the Market, with the definition of the Village Core coming from the Island Trust’s Official Community Plan. The study found:  

- 2245 available parking spaces in the study area, 38% on street, 62% off street  
- 1156 spots are within the village core
• Target occupancy rate is 80-85% - this was reached only during peak demand in the village core, noting that due to the Market, 80 spaces are lost.
• During non-peak demand, occupancy rate was 35-65%
• Illegal parking was hard to determine due to lack of consistent signage and/or clear marking
• 2.5-3 times more instances of illegal parking were found on the Saturday
• 61 Accessible Parking Spaces exist within the study area
• The Accessible Spaces were well respected, and had a 20-28% utilization rate
• Not all of the Accessible Spaces met Accessibility Requirements
• Plenty of parking space exists in the periphery of the core, but does have limited pedestrian access
• The study concluded that supply is not an issue

Safety concerns regarding permitted roadside parking and lack of space for pedestrians were brought up. The CRD does not have any jurisdiction regarding roadside parking, this falls under MoTI. It was discussed that the Study should be presented to the Local Trust Committee and the Community Economic Development Commission.

3.2 Richard Walker, Consultant Meadowlane Development

Mr. Walker presented information on the Meadowland Development as the Commission requested.
• 24,000 square foot residence building with 48 affordable senior residences
• Common spaces include a dining room, exercise room, board room and lounge
• Budget capped by affordability/rent limits
• Senior drop-in center
• Sidewalk around the property, including access to previously developed trails
• 7.5 buffer for forest space
• Bicycle and electric scooter parking
• Electric vehicle charging stations
• 52 required parking spaces, 85 spaces planned

4. Director, Chair and Commissioner Reports

4.1 Director Holman briefly reported on the following:
• The Parking Study contradicting what some groups/individuals might expect the results to be
• His approach being to work together with CRD staff, Commissions and other community organizations
• CRD staff having heavy workloads
• Drake Road Housing Project
• Parking in Fulford
• Thanked Chair Williams for his service

4.2 Chair Williams briefly reported on the following:
• The Ganges Steering Committee Engineering Report being available online for December 7th, 2018
• Rainbow Road sidewalk plans and issues regarding Bylaw 510 & 511
5. Outstanding Business

5.1 Islands Trust Referral Rezone Bylaw 515: Gulf Islands Seniors Residents Associations-154 Kings Lane-

(Document provided at the October 29, 2018 Meeting)

MOVED by Commissioner Brickenden, SECONDED by Commissioner Barrett, that the Salt Spring Island Transportation Commission recommend approval of Bylaw 515 subject to conditions outlined below:
That MoTI consider installation of a pedestrian crosswalk at the east leg of Lower Ganges Road and Blain Road intersection which is signed, marked and includes a pedestrian push-button activation.

CARRIED

5.2 Road Safety Infrastructure

This item relates to Delegation 3.2 by Craig Hickson from last meeting. Notice of Motion was made to start documenting specific road safety concerns to bring to MoTI for review.

5.3 BC Transit Monthly Review Report

Report received for information.

5.4 North Ganges Transportation Project Update

• Project still delayed, waiting for Archaeological Permit
• Drainage from Rainbow Road needs to be addressed
• Potential for MoTI and CRD deal where CRD builds drainage system and MoTI then takes on future responsibility the system.

6. New Business

6.1 Saturday Market Shuttle Service

• Idea originated with the CEDC
• Original grant funding from Transition Salt Spring required the shuttles to be electric
• BC Transit Partnership is not a possibility as the budget is already maxed
• The idea should be brought to an inter-chair-commission meeting

7. Next Meeting: Proposed meeting schedule for 2019

Jan 28, Feb 25, March 25, April 29, May 27, June 24, Sept 30, Oct 28, Nov 25
4 to 6 pm at the Public Library (To be confirmed)
8. Adjournment

MOVED Commissioner Barrett, SECONDED by Commissioner Johnstone,
That the meeting adjourn at 5:59pm.

______________________________
CHAIR

______________________________
SENIOR MANAGER
November 6, 2018

Karla Campbell
Senior Manager
Salt Spring Island Electoral Area
Capital Regional District
#108 – 121 McPhillips Avenue
Salt Spring Island, BC V8K 2T6

Dear Karla,

In support of the annual budgeting process of our local government partners, we are providing the attached draft three-year budget for the period April 1, 2019 to March 31, 2022. The draft budget reflects general industry trends, location-based operations and maintenance activities, and any specific initiatives planned for your transit system over the next three years.

BC Transit’s shared services model continues to provide a strong framework for investing in transit on a provincial scale. Provincial and federal investment continues to grow providing unprecedented financial investment into public transit. Investments in CCTV security cameras and Automated Passenger Counters (APCs) are supporting investigative efforts into fraudulent claims and producing reliable data to support informed decision making. While fuel continues to be a volatile component of operating costs, efficiencies are successfully being achieved through investments into CNG buses and the introduction of more medium duty buses to our fleet. The result has been a reduction in our diesel fuel consumption, with almost 1 million liters of fuel saved last year.

The shared services model has realized operational and financial efficiencies that have resulted in the efficient and effective provision of transit service to over 130 communities across the province. To support these activities, our new Enterprise Resource Planning system, now nearing completion, will provide BC Transit a stable and functional platform for financial reporting and asset management capabilities. We have managed increasing levels of service expansion across the province, along with improvements to the infrastructure, in support of community planning and economic development initiatives.

We are entering an exciting time of transformative change in the transit industry. New technologies are changing the way in which we interact with our customers while enabling innovation solutions for the provision of service. Automated Vehicle Location (AVL) technology has now been implemented in four communities, with many more to follow, which enables customers, and the service provider, to monitor buses in real-time. BC Transit has begun to trial electric buses in our Victoria fleet to gain further insight into their technical and operational capabilities. An exciting new project to introduce new advanced fare payment technology is underway while other projects being considered include piloting flexible and on-demand
services in traditionally fixed route areas with low density or ridership. All of these opportunities will allow us to significantly enhance the customer experience and embrace changes without abandoning our core business.

As noted in a previous update to local governments, a new contribution agreement is now in place between BC Transit and the Province which covers the three-year period from 2018-19 to 2020-21. The purpose continues to be to maximize operating funding form the Province and to offset inflationary increases in operating costs in future years to base service levels. To date, our operating reserves have allowed us to mitigate the impact of inflationary increases in operating costs and to benefit from savings realized in each system.

Finally, a reminder that the information in the budget includes commercially confidential information from our operating company and is subject to protection afforded by the Freedom of Information & Protection of Privacy Act. Any reports to Council or Regional Boards, or any discussions which may be made within the public realm must be limited to four line items showing Revenues, Total Operating Costs, Total Costs and Total Local Government’s Share of Costs.

As the draft budget will become the basis for your 2019/20 Annual Operating Agreement, it is important that you review this information as early as possible to address any questions or concerns you may have.

Sincerely,

Myrna Moore
Senior Manager, Government Relations
BC Transit

cc: Director, Regional Transit Systems
Enclosed: Detailed 3 Year Base Budget and Forecast
          Lease Fee Summary
System Specific Budget Notes  
November 6, 2018  
For Salt Spring Island  
Prepared by Myrna Moore, Senior Manager, Government Relations

I am providing these budget notes to supplement information provided in the cover letter with details specific to your system’s budget. Your attached budgets only include estimated costs and revenues associated with your base (existing) transit services and assume no change in service hours. 2019/20 reflects full annualized expansion that went into effect in 2018/19.

While we have prepared your attached projection based on information currently available, there is still some risk associated with cost volatility. Should significant changes occur between receipt of this budget forecast and February 2019, these changes will be reflected in the final budget which accompanies the 2019-2020 Annual Operating Agreement in March 2019.

In the near future we will also send out your 2019/20 expansion budget to help aid in budgeting efforts as we head into the new year.

If you have any questions or concerns, please bring them to my attention in the near future before final preparations are underway for your 2019/20 Annual Operating Agreement.

Budget Notes

The bullets below provide you notes on factors specifically influencing your budget beyond the common cost drivers noted in the cover letter.

- **Revenue**
  - Assumptions for revenues related to Farebox Cash and Tickets & Passes are based on the most current information and trends.
  - BC Bus Pass revenue directly reflects information provided by the Ministry of Social Development and Social Innovation.

- **Operations**
  - **Recent RFP** – Fixed costs, variable hourly costs and maintenance costs reflect the provision of service delivery.
  - **Fuel Costs** – A fuel price of $1.34 per litre has been projected for 2019/20, along with increases to $1.41 per litre for 2020/21 and $1.48 per litre for 2021/22.
  - **Information Systems** – Reflects costs associated with maintaining SMART Bus AVL (Automated Vehicle Location), APC (Automated Passenger Counters), and AVA (Automated Voice Annunciator) systems.
  - **BCT Management Services** – With advances and improvements made to fleet, operations, and ERP processes, adjustments have been made to reflect actual costs associated with maintaining and expanding services that supports your system within the Shared Services Model. The Shared Services Model allows BC Transit to advise your community on planning efforts, provide administrative functions pertaining to finance, fleet, and infrastructure, works with the province
to assess funding, arrange and manages operations, and turns municipal priorities into transit operating and capital plans.

- **Maintenance**
  - Maintenance – Maintenance reflects the most current information available and is based on recent trends and projected activity for the 2019/20 period.

- **Lease Fees**
  - Your lease fee summary reflects a budget credit for vehicle replacements covered under the Public Transit Infrastructure Fund (PTIF).

- **Reserve**
  - Where available, operating reserves have been utilized to offset inflationary cost increases incurred to maintain base levels of service.
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<th>Vehicle Requirements</th>
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## Draft 3 Year Base Budgets
### Salt Spring Island

**30-Oct-2018 11:44**

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## Budget Request

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### Notes
- All figures are in thousands.
### Salt Spring Island Community Transit
Monthly Revenue Report

#### Total Vendor Sales

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#### Prepaid Fare Tickets

- Collected from fareboxes *

#### Farebox Cash Proceeds

- 8,150 8,697 12,722 9,256 11,847 7,662 142,760

#### BC Bus Pass Program Grant

- 1,386 1,398 1,474 1,489 1,514 1,513 1,569 1,570 1,596 1,623 1,596 1,648 18,380

#### Monthly Revenue

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#### Cumulative Totals

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<td>YTD Revenue</td>
<td>12,723</td>
<td>$ 13,648</td>
<td>$ 18,592</td>
<td>$ 14,537</td>
<td>$ 17,296</td>
<td>$ 22,920</td>
<td>$ 26,116</td>
<td>$ 17,970</td>
<td>$ 16,380</td>
<td>$ 18,075</td>
<td>$ 13,174</td>
<td>$ 212,005</td>
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#### Reconciliation to GL

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<td>ZVEN 211,023.98</td>
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* Revenue Revenue is the difference between Prepaid Fare Tickets sold and Prepaid Fare Tickets used by riders (collected from fareboxes).
BC Transit continues to enhance safety with CCTV cameras

Corporate – In an effort to improve safety on board BC Transit buses, over 600 buses across the province now have closed circuit television (CCTV) cameras.

373 medium-duty and heavy duty buses have had cameras installed as part of a project supported by the Public Transit Infrastructure Fund (PTIF). The other over 230 buses with CCTV cameras are new buses delivered with the technology already installed. The remainder of the BC Transit fleet will have cameras installed in new buses as they are replaced over the coming years.

“The Government of Canada is proud to support these vital safety improvements to BC Transit buses across the province,” said the Honourable François-Philippe Champagne, Minister of Infrastructure and Communities. “Having CCTV cameras on board will help reassure passengers that taking public transportation is a safe option no matter where you live.”

In B.C., the PTIF represents a partnership between Canada, the Province and local governments to support investments in municipal transit systems. The CCTV installation is part of a series of technology enhancements on BC Transit buses worth approximately $11 million. Other improvements will include Automated Passenger Counters (APCs), to provide a more accurate picture of ridership and allow planners to maximize resources; and NextRide real-time transit information, to help riders plan their trips efficiently.

The cameras have already proven themselves: since the pilot program started in 2015, BC Transit has used CCTV footage to support investigations almost 3,500 times. This includes over 360 police investigations.

“We place the highest priority on safety. The installation of CCTV cameras demonstrates our commitment to safety to our staff and customers,” says BC Transit Chief Executive Officer and President Erinn Pinkerton. “Anything that can deter incidents or assist in investigations is a welcome enhancement for our service.”

Over the past five years, BC Transit has made significant investments in both training and tools for its transit safety system, which includes: closed circuit television (CCTV) cameras, driver training to diffuse situations, partnerships with first responders, enhanced communication technology on board the bus and a proof of concept for a full driver door.
Each bus has four to eight cameras recording events in the interior. As well, a high-definition camera in the driver’s compartment records events in front of the bus and two more cameras will watch the outside of the bus. Cameras are not monitored live, but video files are encrypted and stored on hard drives for up to seven days, required for investigation purposes.

Information is collected in accordance with the [Freedom of Information and Protection of Privacy Act](https://www2.gov.bc.ca/gov/content/laws/bcacts/foipa).  

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