



Making a difference...together

SALT SPRING ISLAND TRANSPORTATION COMMISSION
Notice of Meeting on **Monday, February 25, 2019 at 4:00 PM**
SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Gary Holman
Myna Lee Johnston

Dal Brickenden
Rhonan Heitzmann

Shellie Barrett
Carolyn Hopp(r)

Gary Lehman

(r) Regrets

AGENDA

- 1. Election of Vice-Chair**
- 2. Approval of Agenda**
- 3. Adoption of Minutes of January 28, 2019**
- 4. Delegation/Presentation**
 - 4.1 Ron Hawkins, Corbett Road, re: Sinage and Parking**
 - 4.2 Francine Carlin, Chair Economic Development Commission, re: Saturday Summer Bus Service**
 - 4.3 Elizabeth FitzZaland, Island Pathways, re: Cycling Initiatives**
- 5. Director, Chair and Commissioner Reports**
- 6. Outstanding Business**
 - 6.1 Road Safety Infrastructure – Commissioner Brickenden**
 - 6.2 Ganges Pedestrian / Scooter Safety – Commissioner Lehman**
- 7. New Business**
 - 7.1 BC Transit Monthly Revenue**
 - 7.2**
 - 7.3**
- 8. Next Meeting: March 25, 2019 at the Public Library**
- 9. 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 January 28, 2019, SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC**

DRAFT

Present: **CRD Director:** Gary Holman
 Commission Members: Carolyn Hopp, Gary Lehman, Shellie Barrett, Dal
 Brickenden, Myna Lee Johnstone
 Staff: Karla Campbell, Senior Manager, Salt Spring Electoral Area; Chris
 Davidson, Manager Engineering, Dan Ovington, Manager Parks and Recreation;
 Tracey Shaver, Recording Secretary.
 Absent: Rhonan Heitzmann

1. Election of Chair and Vice Chair

Senior Manager Campbell called the meeting to order at 4:00 pm with a request for nominations for the position of Chair.

After a brief introduction around the table to benefit new commissioners,

Gary Holman nominated Carolyn Hopp for the position of Chair. No other nominations were put forth; Carolyn Hopp accepted the position of chair and was voted in by acclamation.

MOVED by Commissioner Brickenden, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission postpone the election for
Vice Chair to the February meeting.

CARRIED

Director Holman agreed to chair the remainder of this meeting as orientation for
Commissioner Hopp.

2. Approval of Agenda

MOVED by Commissioner Brickenden, **SECONDED** by Director Holman,
That the Salt Spring Island Transportation Commission agenda of January 28,
2019 be amended and approved with the addition of item 7.7 Croftonbrook Bus
Stop.

CARRIED

3. Adoption of Minutes of November 28, 2018

MOVED by Commissioner Johnstone, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission minutes of November 28,
2018 be approved.

CARRIED

4. **Delegation/Presentation-** none registered

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

5.1 **Director Holman** briefly reported:

- Report in Driftwood in beginning of January
- Held CRD Budget meeting on January 22, 2019
- Participated in Climate Action Workshop; preparing recommendations to bring forward to Islands Trust, CRD and Transportation Commission
- Harbourwalk Committee; sending a joint letter (Islands Trust and CRD) to request the Ministry reserve the public access right away for the Harbourwalk so that designs can begin.

6. **Outstanding Business**

6.1 **Road Safety Infrastructure – Commissioner Dal Brickenden**

Commissioner Brickenden brought a motion forward for consideration and has since discovered that there is more background information that he would like to explore on this complex issue.

Brief discussion points:

- Staff to distribute the incorporation study on road conditions for review
- Areas brought forward by delegations have been identified in study; no costing or design work completed by MoTI
- SSI recently had significant road failures
- Province is responsible for road infrastructure maintenance and improvements; and offer grants to local governments to invest in bike lanes, and the CRD acquires a work permit to install pedestrian pathways within the road right of way.
- Best practise and use of tax payer funding is to prioritize projects, obtain engineering review, obtain designs and costs then approach Ministry of Transportation with these tools in hand to negotiate what projects are taken on with combined funding sources.

MOVED by Commissioner Brickenden, **SECONDED** by Commissioner Barrett,

That the Salt Spring Island Transportation Commission defer motion related to road safety infrastructure.

CARRIED

6.2 **Project Updates**

- North Ganges Transportation Plan

Brief update on project: archeological permit process is in the preliminary stage, there is potential for the need to perform additional assessments.

This outfall work is now the cause of delays due to the archeological permitting processes which was not in effect when original drainage infrastructure was installed.

- PCP Pathway-Booth Bay to Central
 - Technical memo received and reviewed; guidelines provided to consultant to proceed with work on designs
 - Archeologist performed site visit; no areas of concern identified

7. New Business

7.1 BC Transit Three Year Budget (Apr. 1, 2019 – Mar. 31, 2022)

- Brief report on transit budget process
- 2019 discussions with community about increasing requisition
- 2020 potential referendum
- If referendum is not approved; decisions will need to be made to lower services

7.2 Ganges Pedestrian Safety

- Discussion on various areas of the island and town which are hazardous to pedestrians, cyclists and those with mobility challenges.
- Islands Pathways have previously prepared a report on various locations needing improvements in Ganges. Commissioner Lehman to investigate status of sites which have not been addressed.

7.3 Island Pathways-CRD Agreement

CRD Staff continue meetings with Island Pathways to finalize a volunteer agreement which is needed to complete a portion of CRD insurance requirements. Goal is to make sure volunteers are fully covered while working on CRD projects.

7.4 Island Bus Shelter-CRD Agreement- Staff to meet with representatives.

7.5 Wind Storm and Effect on BC Transit Local Bus Service

- Local Transit service was maintained and only interrupted in areas that were not passable due to debris.
- Communicating information difficult with power outages.

7.6 BC Transit Monthly Revenue Report- received for information

7.7 Croftonbrook Bus Stop - 132 Corbett Road

- BC Transit has previously stated that their guidelines will provide for bus stops that are over 400 m away from the nearest location.
- The proposed location for a new stop at Croftonbrook is within the existing service area.
- Additional considerations are associated with altering the bus route; connection times, turn around space and a service area with low ridership.
- BC Transit has agreed to consider route extension request during the next service review.
- Developer is asking that service change happen to coincide with completion of the first phase of development.
- Developer anticipates needs will increase with the demographics of the new area residents

MOVED by Commissioner Johnstone, **SECONDED** by Commissioner Barrett,

That the Salt Spring Island Transportation Commission request BC Transit reconsider a change to Route 1 Ganges Local to accommodate a bus stop at 132 Corbett Road; and provide a cost and route change analysis for consideration of a future transit expansion.

CARRIED

Vote Against- Commissioner Hopp

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

9. Adjournment

MOVED By Director Holman, **SECONDED** by Commissioner Brickenden,
That the meeting adjourn at 5:35 pm.

CHAIR

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

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 28 January 2019, 2019 at 4 AM/PM
ON AGENDA ITEM _____

NAME Ron Hawkins

ADDRESS Car Salt Rd. SSI V8K 1K2

I REPRESENT myself + Residents of Corbett Road (petition)
(Name of Organization if applicable)

AS Corbett Road Resident
(Capacity/Position)

TELEPHONE 250 FAX _____

E-MAIL _____

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

* Corbett Road - petition + letter -

Signage, parking enforcement,

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

09 January 2019
Date

Ron Hawkins
Signature



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I wish to address the:

Parks and Recreation Commission Transportation Commission

Community Economic Development Commission

AT THE MEETING OF February 25, 2019, 4 PM

ON AGENDA ITEM:

Considerations for a Summer Saturday Hop-On-Hop Off Bus Service in the Ganges Village

NAME Francine Carlin

ADDRESS ad. SSI

I REPRESENT Community Economic Development Commission

(Name of Organization if applicable)

as Chair

(Capacity/Position)

TELEPHONE 25 **FAX** _____

E-MAIL _____

My reason(s) for appearing is (are) and the substance of my presentation to present considerations for research and action to realize a a Summer Saturday Hop-On-Hop Off Bus Service in the Ganges Village:

DATE: February 15, 2019



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Fax: (250) 537-4456

Capital Regional District, 108 121 McPhillips Ave, Salt Spring Island, BC V8K 2T6

I wish to address the:

Parks and Recreation Commission Transportation Commission

Community Economic Development Commission

AT THE MEETING OF Feb 25, 2019 at 4 AM/PM

ON AGENDA ITEM Island Pathways update: Bike Club merge; bike initiatives; strat. plan update.

NAME Elizabeth Fitzzaland

ADDRESS _____d, Salt Spring Is. V8K2A9

I REPRESENT Island Pathways
(Name of Organization if applicable)

AS Director
(Capacity/Position)

TELEPHONE 250 FAX _____

E-MAIL _____

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

delegation - see above

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

Feb 20 2019

Date

Signature

Salt Spring Island Community Transit
Monthly Revenue Report

	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019	Jul-2019	Aug-2019	Sep-2019	Oct-2019	Nov-2019	Dec-2019	Total YTD
Total Vendor Sales													
Monthly Passes - Adult	\$ 750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750
- Concession	440	-	-	-	-	-	-	-	-	-	-	-	440
Day Passes	50	-	-	-	-	-	-	-	-	-	-	-	50
Ticket Sheets *	1,760	-	-	-	-	-	-	-	-	-	-	-	1,760
Prepaid Fare Tickets													
Collected from fareboxes *	3,580												3,580
Farebox Cash Proceeds	8,368												8,368
BC Bus Pass Program Grant													-
Monthly Revenue	\$ 13,187	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ 13,187
Cumulative Totals													
YTD Revenue	13,187	13,187	13,187	13,187	13,187	13,187	13,187	13,187	13,187	13,187	13,187	13,187	11,367
Unearned Revenue *	(1,820)	(1,820)	(1,820)	(1,820)	(1,820)	(1,820)	(1,820)	(1,820)	(1,820)	(1,820)	(1,820)	(1,819.75)	1,819.75
Less 2% Commission	(60)	(60)	(60)	(60)	(60)	(60)	(60)	(60)	(60)	(60)	(60)	(60)	(60)
Other Adjustments	-	-	-	-	-	-	-	-	-	-	-	-	-
Reconciliation to GL	11,307	11,307	11,307	11,307	11,307	11,307	11,307	11,307	11,307	11,307	11,307	11,307	13,127

* Unearned Revenue is the difference between Prepaid Fare Tickets sold and Prepaid Fare Tickets used by riders (collected from fareboxes).

	ZVEN	10,915.39
	Country Grocer Jan	392
	Difference	-
		-

Revenue Comparisons	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2018 Monthly Revenue	12,723	13,648	18,592	14,537	17,296	22,920	20,574	26,116	17,970	16,380	18,075	13,174	212,005
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	12,995	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