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SALT SPRING ISLAND TRANSPORTATION COMMISSION
Notice of Meeting on **Monday, March 19, 2020**
SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

Gary Holman	Gayle Baker	Shellie Barrett	Gary Lehman
Myna Lee Johnstone	Maxine Leichter	Mitchell Sherrin	Rod Sanderson

(r) Regrets

AGENDA

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes of February 24, 2020 **3-6**

4. Delegation/Presentations

4.1. Donald McLennan re: Art Inspired Bus Shelters **0**

4.2. Peter Meyer re: Traffic Speed **7**

5. Report of the Director and Commissioners

6. Outstanding Business

6.1. Project Updates:

- North Ganges Transportation Plan
- Booth Canal-Vesuvius Pathway
- Ganges Hill
- Electric Buses/Transit Update

6.2. Public Art Inspired Bus Shelters Guidelines **8-38**

The Salt Spring Island Transportation Commission recommends supporting the design build concept for procuring public art inspired bus shelters.

6.3. Ganges Accessibility and Safety Plan (GASP) Working Group Report **39-42**

- **Jurisdictional Mapping Recommendation**
- **Recommendation to Ministry of Transportation for Improvements**
- **Recommendation to Ministry of Transportation for Line Painting**

6.4. Partnership with BC Ferries Update – Director Holman **0**

7. New Business

7.1. Road Safety Markings – Commissioner Baker **0**

CANCELLED

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

7.2. BC Hydro's street light replacement program – Commissioner Baker **0**

https://app.bchydro.com/accounts-billing/electrical-connections/street-lighting-services/street-light-replacement-program.htm.

8. Correspondence:

8.1. ASK Salt Spring Monthly Roads Report **43**

8.2. BC Transit Monthly Revenue Report **44**

9. Next Meeting: April 27, 2020 from 3 to 5 pm in the SSI Library

10. Adjournment

CANCELLED

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Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission Held February 24, 2020, SSI Public Library, 129 McPhillips Ave, Salt Spring Island, BC

DRAFT

Present: **CRD Director:** Gary Holman
Commission Members: Gary Lehman, Shellie Barrett, Myna Lee Johnstone, Maxine Leichter.
Staff: Karla Campbell, Senior Manager, Salt Spring Electoral Area; Allen Xu, Manager Engineering; Tracey Shaver, Recording Secretary.
Absent: Mitchell Sherrin, Rod Sanderson, Gayle Baker

Vice Chair Leichter called the meeting to order at 3:00 pm.

1. Approval of Agenda

MOVED by Commissioner Lehman, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission agenda of February 24, 2020 be approved.

CARRIED

2. Adoption of Minutes of January 30, 2020

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission Minutes of January 30, 2020 be amended by changing item 6.3 bullet two from "Islands Trustees requesting a revised" to "trust staff asking for a review of the".

CARRIED

3. Delegation/Presentations

3.1 Lions Club-Donnie Douglas re: Bench Placements

Mr. Douglas requested that the CRD assist with the process of obtaining authorization from the Ministry of Transportation to place a bench in their right of way near Pioneer Village on Lower Ganges Road.

- Memorial bench for Ken Barnes.
- No cost to public; Lions Club to supply.
- Consider additional benches along this uphill stretch of road to provide a respite place for those with mobility challenges.
- Staff to determine the permitting process for this and future installations on MoTI right of ways; may require a License of Occupation.

MOVED by Director Holman, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission refer to staff the coordination of a bench to be installed on Lower Ganges Road near Pioneer Village

CARRIED

4. Director, Vice-Chair, Treasurer and Commissioner Reports

4.1 **Director Holman** briefly reported that final accrual numbers for 2019 are available and that final budgets will be presented to the CRD in March to confirm any changes in the provisional budgets that were approved in October 2019.

5. Outstanding Business

5.1 **Salt Spring Island Transportation Priority Outcomes 2020** (revision of January 30, 2020 draft)

MOVED by Director Holman, **SECONDED** by Commissioner Lehman,
That the Salt Spring Island Transportation Commission receive and approve the revised Salt Spring Island Transportation Priority Outcomes list dated February 24, 2020.

CARRIED

5.2 **Project Updates: North Ganges Transportation Plan, Booth Canal to Vesuvius Pathway, Ganges Hill, Electric Buses**

5.2.1 **North Ganges Transportation Plan**

- Final designs being prepared for construction tender in early March
- Meet with property owners along project route
- Tender will provide updated cost estimates

5.2.2 **Booth Canal to Vesuvius Pathway**

- Staff developing cost estimates for Phase I.
- Safety and seasonal work on other park facilities will take priority until August
- Cemetery section will require retaining wall and Statutory Right of Way is in progress
- Phase II design used to submit a grant for infrastructure

5.2.3 **Ganges Hill**

- Ministry of Transportation and Infrastructure project is for repaving only and for 1.2 m on each side of the road.
- Not enough room for full pathway due to utility poles and private property boundaries.
- Staff to meet and try to negotiate a wider strip on the uphill side of the road, timelines and bus stop pull outs.
- Director Holman offering Community Gas Tax funding to cost share the extra room on the uphill side.
- Walking pathways are the community's responsibility.

5.2.4 **Electric Buses** – no report

5.3 **Petition to Reduce Ganges Speed Limits** (Commissioner Johnstone)

- Petition started by Commissioner Johnstone as a private citizen

- Now seeking endorsement by Transportation Commission

MOVED by Commissioner Leichter, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission endorses the petition to reduce Ganges speed limits and requests that Director Holman write a supporting letter to the Ministry of Transportation.

CARRIED

5.4 Ganges Accessibility and Safety Plan (GASP)

The February 12, 2020 GASP meeting report and recommendations have been received for information.

MOVED by Director Holman, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission recommends that the GASP working group identify for Commission consideration appropriate places for benches on both public and private lands which will assist community members with mobility challenges.

CARRIED

5.5 Outreach to BC Ferries

The Ferry Advisory Committee will be bringing to the Transportation Commission a list of specific improvements for the Fulford Ferry Terminal. The goal is to prepare a joint proposal of recommendations for BC Ferries to consider.

5.6 BC Transit

a) Transit Driver Appreciation Day – March 18, 2020 – Cards will be ordered for distribution

b) Planning Snow Day Travel – Commissioner Johnstone requesting that BC Transit address the snow banks plowed into bus stop locations.

c) Request BC Transit to conduct an Expansion Study for Salt Spring Island Transit- BC Transit to address Commission in March or April to consider a service review. Criteria to be determined based on goals of service.

6. New Business

6.1 2019 Year End Report

MOVED by Director Holman, **SECONDED** by Commissioner Barrett,
That the Salt Spring Island Transportation Commission receive the report for information.

CARRIED

7. Correspondence:

7.1 **ASK** Salt Spring Monthly Roads Report

Commissioner Johnstone requested it be noted that she attended the ASK meeting and relayed her concerns regarding snow removal and bus stop locations.

Brief discussion on street lights and the process for getting them repaired and or new locations proposed.

- For lights that are not working: copy down or take pictures of all the identifying plaques attached to the light pole. Bring this information into the CRD offices where a form will be completed and sent to CRD facilities department in Victoria whom then coordinate work with BC Hydro.

7.2 Letter, February 12, 2020, Witterwaall re: pathway repair

Thank you note was received for information and directed to PARC crews.

8. Next Meeting: March 19, 2020 from 3 to 5 pm in the SSI Library

9. Adjournment

MOVED By Commissioner Leichter, **SECONDED** by Commissioner Barrett,
That the meeting adjourn at 4:45 pm.

CARRIED

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 2T6

I wish to address the:

☐ Parks and Recreation Commission ☒ Transportation Commission

☐ Community Economic Development Commission

AT THE MEETING OF March 19th, 2020 at 3:00 **AM/PM**

ON AGENDA ITEM Traffic mitigation on Kings Lane & Leisure Lane

NAME Peter Meyer

ADDRESS

I REPRESENT The neighborhood
(Name of Organization if applicable)

AS me
(Capacity/Position)

TELEPHONE **FAX**

E-MAIL

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

Traffic volume & speed is too high - destined to increase

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

3/6/2020
Date

Signature

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REPORT TO SALT SPRING ISLAND TRANSPORTATION COMMISSION
MEETING OF THURSDAY, MARCH 19, 2020

SUBJECT **Concept for Project Delivery for Public Art Inspired Bus Shelter**

ISSUE SUMMARY

Present a concept for project delivery of a design build public art inspired bus shelter for a fixed price.

BACKGROUND

Since the construction of the Moon Snail bus shelter on the corner of Park Drive and Lower Ganges Road the commission and Island Bus Shelter Group (IBSG) support incorporating additional art inspired bus shelters to contribute to Salt Spring Island's unique arts and creative characteristics and enhance transit experience.

At the July 25, 2016 Commission meeting the direction was to acquire the bus shelter at Crofton and Lower Ganges Road through BC Transit Shelter Program while the commission *"...continue efforts towards procuring additional artistic style bus shelters..."*. The total cost for the BC transit shelter was $7,419.

A concept for project delivery of a design build public art inspired bus shelter has been developed for receiving unsolicited proposals from the Island Bus Shelter Group or an artist/fabricator. The project plan for submissions will require a proponent to submit a concept plan and documentation to present to the Commission for consideration and acceptance with a recommendation to submit detailed proposal to the Capital Regional District (CRD) for review and direct award a contract for delivery of the project, subject to funding.

The five year capital plan allocates $15,000 per bus shelter; however this estimate was based on purchasing a BC Transit shelter. It is anticipated that $15,000 will not be sufficient for a design build procurement process as the contractual risk of a single source responsibility to retain qualified professionals to complete engineering designs, drawings, detailed specifications, materials, equipment, construction, installation and post construction warranty are additional costs with this method of procurement.

Previous bus shelter project costs:

2012 Fernwood and Kitchen Road $45,516 (pre-estimate was $24,200)
2014 Park Drive/Lower Ganges Road $20,391 (significant volunteer labour involved; artists fees, studio overhead, and artists fabrication not included)

Generally the typical design build advantages and disadvantages are as follows:

Advantages	Disadvantages
• Design and construction are overlapped to reduce the overall schedule	• CRD does not have direct control over the design team

Advantages	Disadvantages
• Total design and construction costs are theoretically fixed prior to design and construction start subject only to changes in the CRD's requirements	• CRD's requirements must be very well defined at the outset. Limited flexibility for the CRD to introduce changes in requirements
• Allows more than one design solution to be developed to fulfill the intent of the CRD's requirements	• Savings resulting from value engineering during the design phase or favourable market conditions accrue to the contractor
• Competitive design-build process can result in creative and cost-effective design solutions	• Evaluation and comparison of the various design build solutions is difficult to ensure best value in terms of price, performance and function, including accounting for lifecycle costs
• Single source responsibility for delivery of the total project	• CRD requires a strong consultant team to be actively involved to enforce requirements of the contract and perform adequate due diligence through the process
• Design and construction risk is theoretically transferred to the contractor	• Design build tendering process is costly to the bidders–some form of compensation may be required to losing design-build teams that are not successful as the low bidder
	• Design innovations developed by the unsuccessful teams remain the respective "copyrights" of the those contractors

The difference between a typical design build and the process being promoted by the commission and IBSG is to direct award without a call for a competitive design build process; therefore determining best value may be limited.

Another consideration are cost associated with performance bond, labour and material bond, and warranty may be cost prohibitive for some proponents and as such the CRD may negotiate this requirement should the Commission support assuming the cost associated with this risk. Performance bond guarantees the CRD that the project will be delivered as per the contract and if for any reason the contractor defaults, the performance bond may be used to recover those loses. Labour and material bonds are a type of insurance used to guarantee that subcontractors and suppliers are paid for work, equipment, and material they supply to a job.

ALTERNATIVES

Alternative 1
The Salt Spring Island Transportation Commission recommends supporting the design build concept for procuring public art inspired bus shelters.

Alternative 2
The Salt Spring Island Transportation Commission recommends supporting the design build

concept for procuring public art inspired bus shelters and assume the risk and costs associated with not requiring a performance bond, labour and material bond, and warranty.

Alternative 3
That this report be referred back to staff for additional information

IMPLICATIONS

Financial Implications

The approved 5 year capital plan allocates $15,000 per bus shelter. If costs come in higher than budgeted the Commission will need to approve amending the 5 year capital plan to transfer funds from the Transit capital reserve fund to fund the project cost difference.

CONCLUSION

Public art inspired bus shelters have been used by communities to increase ridership by enhancing the experience of transit users with elements of public art aesthetics.

RECOMMENDATION

The Salt Spring Island Transportation Commission recommends supporting the design build concept for procuring public art inspired bus shelters.

Submitted by:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Administration
Concurrence:	Allen Xu, P.Eng., Manager, Engineering Salt Spring Island

ATTACHMENT(S)

Appendix A: Public Art Inspired Bus Shelters - Concept for Project Delivery for Design Build
Appendix B: BC Transit Shelter Program (May 2018)

Public Art Inspired Bus Shelters

Concept for Project Delivery for Design Build

An outline for receiving an unsolicited proposal to build and install a public art inspired bus shelter and a passenger landing pad for a fixed price based on a concept designs submitted by the Island Bus Shelter Group (IBSG) or an artist/fabricator.

1. Pre-Qualification/Conceptual Plan Submission:

The IBSC or an artist/fabricator (the "proponent") will assemble qualified professionals to assist in the development of a unique design structure and submit to the CRD a project concept plan and performance specifications to design, fabricate, and install a public art inspired bus shelter as well as to design and construct a passenger landing pad where the bus shelter is installed

Documentation should include

- proponent/team qualifications and references
- experience on similar projects and fixed price to design, fabricate, and install
- Sketch
- Design and performance specifications
- A high-level budget inclusive of all costs [see sec. 4]

2. Present and Consult:

The proponent(s) must present/consult with the Salt Spring Island Transportation Commission on the concept designs for any elements being considered for bus shelter design and installation.

3. Detailed Proposal Submission:

Upon acceptance and approval of the SSITC, the proponent must submit to the CRD a detailed proposal including the following, as a minimum:

- Provide a list and detailed description of tasks or work activities.
- Provide a list and detailed description of project design deliverables (e.g. technical reports, specifications, drawings) and construction works to be completed.
- Provide a schedule (e.g., bar chart) of the key work activities and deliverables.
- Estimated total costs to complete the design and construction, with detailed breakdown of the costs for each project tasks/deliverables.

4. Review:

   The Salt Spring Island Engineer will review the detailed project plan and performance specification documentation based on the SSITC approval recommendation and request approval to direct award a contract for a design build bus shelter and a passenger landing pad subject to a value less than $200,000 for construction in accordance with the CRD Procurement Policy and Procedures; and budget approval.

5. Contract:

   The contract assigns the proponent(s) prime contractor responsibility and delivery of the project the following work:

   a. all professional design fees and services (civil, structural, electrical, etc.), site preparation and works, off-site works, utilities, fabrication, construction activities, labour, materials, equipment, travel, mobilization and demobilization, supplies, traffic control, installation, and incidentals necessary to complete the project.

   b. Contract will include CRD insurance requirements (general liability, WorkSafeBC); and may include performance bond, labour and material bond, and warranty.

6. The proponent will submit a complete design build package and must include the following:

   a. engineering designs (with engineering seal and signature), construction drawings, and detailed specifications that meet Ministry of Transportation and Infrastructure permit requirements to allow a shelter on the highway right of way and any other relevant specifications and requirements; and meet BC Transit Infrastructure Design Summary (March 2018) and BC Transit Infrastructure Design Guidelines (November 2010) for building bus stops and shelters and passenger landing pads; and

   b. provide site plans, images, site preparation, passenger landing pad, support or base pads, utilities, and other information required to submit an application for permit for works on the right of way and licence of occupation.

   c. Any other documents or materials that are required as per the design-built contract.

7. The design, fabrication, and installation must comply with all CRD bylaws, and BC Building Code, particularly with respect to accessibility and safety issues.

8. The designs will be submitted to the SSI Engineer to provide comments and require additional information or changes to the plans and specifications. The proponent will resubmit the plans for final review and approval.

9. The proponent will be responsible for obtaining a building permit prior to commencement of any construction work; and all other applicable permits for installing works within the provincial right of way.

10. The CRD will own the designs and structure at the completion of the warranty period.

DRAFT

Transit Shelter Program

MAY 2018

BCTransit
Connecting People and Communities

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Preface

BC Transit is pleased to provide an updated overview of bus stop shelter designs for use around the province. The design concepts were created to standardize the look, feel and functionality of bus stop amenities while improving the transit experience for customers.

Simultaneous with the implementation of shelter design standardization, BC Transit introduced a capital upgrade funding program to assist municipalities in acquiring these shelters. This funding program has been instrumental in facilitating the installation of more than 300 standardized shelters since 2011.

Background

Bus stops are the access point for every customer using BC Transit service. While they can be a positive feature of transit travel, they are often cited as a barrier to transit use due to poor quality shelters, inadequate lighting or other design and infrastructure characteristics. In recent market analysis, shelters and improvements at bus stops were among the top five enhancements needed to encourage new riders to transit who are currently using other modes of travel.

During the 2008 Annual Transit Conference, feedback from municipalities across BC indicated a desire for a standardized design and provincial procurement strategy. BC Transit embarked on an initiative to examine the existing bus stop infrastructure and shelter configurations around the province. Historically the selection of shelter design and functionality has been led by the municipality for which the service is being provided. As such, a broad variety of manufacturers and designs have been utilized, and no set standardization methodology or procurement strategy employed (Figure 1).

Figure 1: Examples of existing shelter diversity

BC Transit identified an opportunity to develop a standardized approach to bus shelter design selection through the establishment of a provincial procurement strategy and a capital upgrade program. The program provides municipalities with access to provincial capital funding in order to purchase standardized shelters for use in their communities. The objectives are to provide improved amenities to customers, reduce procurement and ongoing maintenance costs incurred by municipalities, and improve overall ridership levels. These objectives support the directives of BC on the Move.

Figure 2: BC Transit Type based shelters in the field

The New Standards

BC TRANSIT SHELTER DESIGNS

As the bus stop shelter program has grown, feedback received from the participating municipalities, installation crews and manufacturers has resulted in further shelter design improvements such as more vandal resistant perforated mesh and harsh weather shelter designs.

Shelter designs feature modularity for future expansion and energy efficient LED grid and solar powered lighting options.

Shelter designs are classified by "Type" based on the expected number of users and application:

- **Type 2** – low to medium passenger boardings per weekday (10-20)
- **Type 3** – moderate to high passenger boardings per weekday (21-200)
- **Type 4** – park and rides (less than 100 stalls), small transit exchanges, stops with high levels of passenger boardings per weekday (400+)
- **Type 5** – large transit exchanges, park and rides with 100+ parking stalls

All BC Transit shelters are modular and expandable for ease of future growth. This modular design features a cantilevered structural roof design, allowing you to choose side panels or additional back panels.

Standard Design Highlights

- Perforated back & side walls
- Mechanically sealed roof system
- Cantilevered structural design
- Corrosion and vandal resistant design
- Wood and timber architectural accents
- Designed and engineered to exceed wind, snow, and seismic loads throughout BC

E-SERIES TRANSIT SHELTERS

In support of previous years' rural shelter product model, BC Transit has developed a new "E-Series" shelter design in addition to the "T" Series shown above which is similar in look and pricing to previously offered alternatives.

- **E2** – low to medium passenger boardings per weekday (no higher than 40-50)
- **E3** – moderate to high passenger boardings per weekday (no higher than 100-200)
- **E4** – park and rides (less than 100 stalls), small transit exchanges, stops with high levels of passenger boardings per weekday (400+)

Figure 3: BC Transit E-series shelters in the field

See Appendix B for more detailed information on what is included and excluded with each type.

BC Transit Shelters – Overview of Costs T-Series

Typical BASE costs* for each type of shelter (not including taxes):

Shelter Type	Woodland T-Series Shelter Designs		
Type 2 (T2) Series: 10 – 20 passenger boardings per day Cantilevered, single back wall, single bench seat, tempered glass panels available			
	$13,743		
Type 3 (T3) Series: 21 – 200 passenger boardings per day Cantilevered or side wall design, 1 bench seat, optional extra rear panel, tempered glass panels also available			
	$19,213	**$18,226**	
Type 4 (T4) Series: 400+ Cantilevered or side wall design, 2 bench seats, optional extra rear panel			
	$28,751	**$27,560**	**$29,955**
Type 5 (T5) Series: custom Price quote on request, based on customized design and site requirements			

**Prices referenced are for the basic model with no lighting but include onsite installation costs. Prices do not include any applicable taxes, or travel or BC Transit PM time and IDC charges that will be incurred.*

**Refer to Appendix B – Detailed Schedule of Costs for additional costs and further details.*

E Series

Side wall design only, bench seats based on size, harsh weather design also available

Shelter Type	Woodland E-Series Shelter Designs
Type 2 (E2) Series: 10 – 20 passenger boardings per day Intended for locations in low to medium levels of daily passenger boardings	 **$13,613**
Type 3 (E3) Series: 21 – 200 passenger boardings per day Accomodates bus stops with high daily levels of passenger boardings	 **$19,165**
Type 3 (E3) Harsh Weather Series: 21 – 200 passenger boardings per day Accomodates bus stops with high daily levels of passenger boardings	 **$21,675**
Type 4 (E4) Series: 400+ passenger boardings per day **Harsh Weather available** Primary use in a Park & Ride (less than 100 spaces) or small on street transit exchanges, and stops with high levels of passenger boardings	 **$25,324**

Shelter Purchase Options

Municipalities interested in purchasing one of the BC Transit standard shelter designs can do so in one of the following ways:

SHARED PROVINCIAL FUNDING

1. Lump Sum Contribution

Municipalities can choose to purchase via a lump sum payment to BC Transit upon completion of installation. As per the provincial funding model, municipalities are responsible for a percentage of the total cost of the shelter(s) as per the standard cost splitting model for their conventional service.

If the shelter request has been approved, the municipality will receive a letter from BC Transit confirming the locations, responsibilities of each party and the lump sum total, exclusive of: taxes, additional packaging and freight charges to their location, allowances for installation crews, shelter storage fees, or BC Transit internal PM time and interest. Upon return of a signed copy of this letter, BC Transit will place the orders.

Following completion of all shelter installations in the requesting municipality, BC Transit will invoice for the agreed portion of the costs. For any costs in addition to the standard shelter costs, these costs will be billed directly to the municipality by the shelter manufacturer and are to be covered 100% by the municipality. These costs will be discussed prior to being incurred.

2. Financing through Addendum to AOA

If the municipality requests to access provincial funding via an addendum to their Annual Operating Agreement (AOA), BC Transit will recover the municipal portion of the capital funding through an annual charge back of the debt service costs over the useful life of the asset. Debt service charges will begin in the month that the asset is placed in active service.

The estimated financing costs will be outlined to the municipality in the letter confirming approval of shelter request. The estimate will be exclusive of taxes, additional packaging and freight charges to your location, allowances for installation crews, shelter storage fees, or BC Transit internal PM time and interest.

MUNICIPALITY FUNDED PURCHASE

3. Direct Purchase

Municipalities that would prefer to purchase any of the standardized shelter designs directly without provincial cost sharing, can access BC Transit's negotiated standing offer pricing via direct purchase orders with the manufacturer. The municipality assumes responsibility for 100% of all coordinating and costs including but not limited to, purchase price, shipping, installation, spare parts and maintenance. Payments shall be submitted directly from the municipality to the manufacturer.

Municipalities are strongly urged to consult with BC Transit prior to engaging in the planned installation of any new transit infrastructure in their communities, to ensure that there are no conflicts with possible service changes, scheduling, route changes or operational and safety concerns . BC Transit recommends that the bus shelter approval process be followed in the same manner as for shelters being purchased under the provincial cost sharing program.

Application Process for Provincial Funding

Provincial funding for the BC Transit Bus Stop Shelter Program is limited and funds will be allocated based on a first come first serve basis, while taking into account service priorities. All requests for shared funding purchases will be reviewed by BC Transit based on internal selection criteria prior to approval and prioritization of locations may be required if demand exceeds the annual budgeted provincial funding amount for any given year.

Municipalities are requested to follow the application process as indicated in Appendix A –Application Process.

A quick link to the online application form can be located on each municipality web page which is then submitted to BC Transit via the online portal. Using Fort St John as as example:

http://bctransit.com/fort-st-john/transit-future/corporate-infrastructure-initiatives

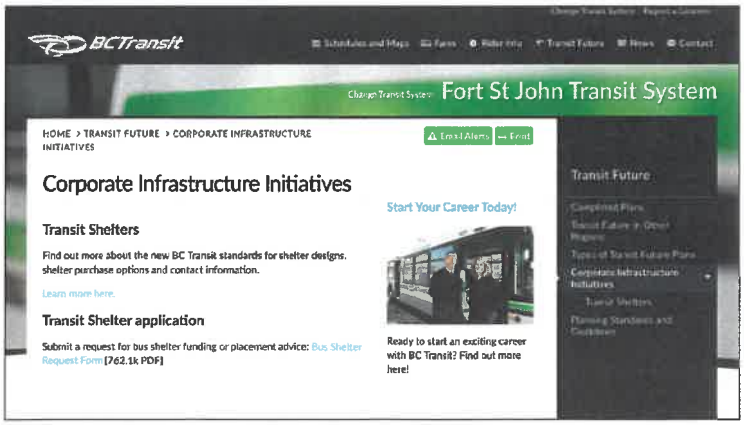


Figure 4: Link location on BC Transit website

Selection Criteria

BC Transit will place all applications through a series of selection criteria to ensure that the best utilization of the shelter is achieved by the municipality, and the local transit network. The selection criteria used to assess any proposed shelter installation location includes:

- Number of passenger boardings per weekday (where data is available)
- Operational planning network plans
- Long term strategic planning network plans
- Safety of location in terms of passengers, operators, and general traffic
- Historical or present operation concerns
- Provincial funding available (if cost shared)*
- Initial site survey details

BC Transit encourages the participation from all municipalities in integrating the BC Transit standardized designs into the local networks whereever possible. In the rare instance where a municipality has an application reviewed and subsequently denied by BC Transit based on the selection criteria, the municipality is invited to discuss the decision with BC Transit directly. The intent is to determine if any unique circumstances exist which would warrant the approval of the location.

Order Quantities

Any approved orders that meet or exceed the selected manufacturer's minimum order quantities (MOQ) will be processed under normal stated manufacturer lead times. If shelter MOQ's are not met by one individual order, this order will be held for consolidation with additional orders from across the province until such time as the MOQ quantity is reached . Once orders are submitted and finalized with the manufacturer(s), delivery dates will be determined and installation schedules will be negotiated.

Detailed Costs

Detailed breakdown of costs, including what accessories are included or available for purchase, are outlined in Appendix B – "Detailed Schedule of Costs"

BC TRANSIT OWNED ASSETS

Under the capital upgrade program, the bus shelters are owned by BC Transit as assets in order to facilitate the capitalization of costs and allow for cost sharing with participants.

Provincial cost sharing for shelter purchases under the Bus Stop Program will follow the standard contribution agreement for capital projects.

Location/Service	Provincial Share	Municipal Share
Victoria Area Only	31 .7%	68 .3%
Province of BC (excluding Victoria)	46 .7%	53 .3%

Table 1: Provincial Funding Share

BC Transit will offer any assistance required in the form of technical clarification, costing estimates, presentation materials or personnel to municipalities if specific Council approvals are required to proceed with purchase and implementation.

Spare Parts – All Purchase Types

As part of the capital program, BC Transit has negotiated fixed pricing with the manufacturer on spare parts and an agreement for them to hold limited stock of replacement parts at the manufacture's location for a maximum of five years after installation. These are available for purchase by any municipality utilizing the standard shelter designs, regardless of purchase method.

Any municipality requiring spare parts for maintenance work must request these directly from the supplier. BC Transit will not be stocking replacement parts for the shelter designs at any of BC Transit's facilities.

Infrastructure & Maintenance

The municipality is responsible for any civil and electrical work required to prepare a site for shelter installation. This includes the funding and construction of any infrastructure such as, but not limited to, bus pads or engineered foundations, pullouts, sidewalk construction, and electrical grid connections where required.

Municipalities, through their acceptance and willing participation in this program , agree to maintain the BC Transit shelters in accordance with standard industry practice. Solar powered shelters require the roof solar panels be regularly cleaned to ensure full system functionality and maintain the solar powered lighting warranty. Failure to properly maintain the solar panels will lead to premature lighting failure and greatly reduced battery life. This maintenance, funded 100% by the municipality includes (but is not limited to) the following regular maintenance items:

- Removal of snow and ice when required
- Removal of garbage
- Prompt removal of graffiti
- General cleaning (power washing) of structure on a regular basis
- Soft clean solar roof panels and remove debris monthly
- Monitoring and replacement of damaged components in a timely manner

POINTS OF CONTACT

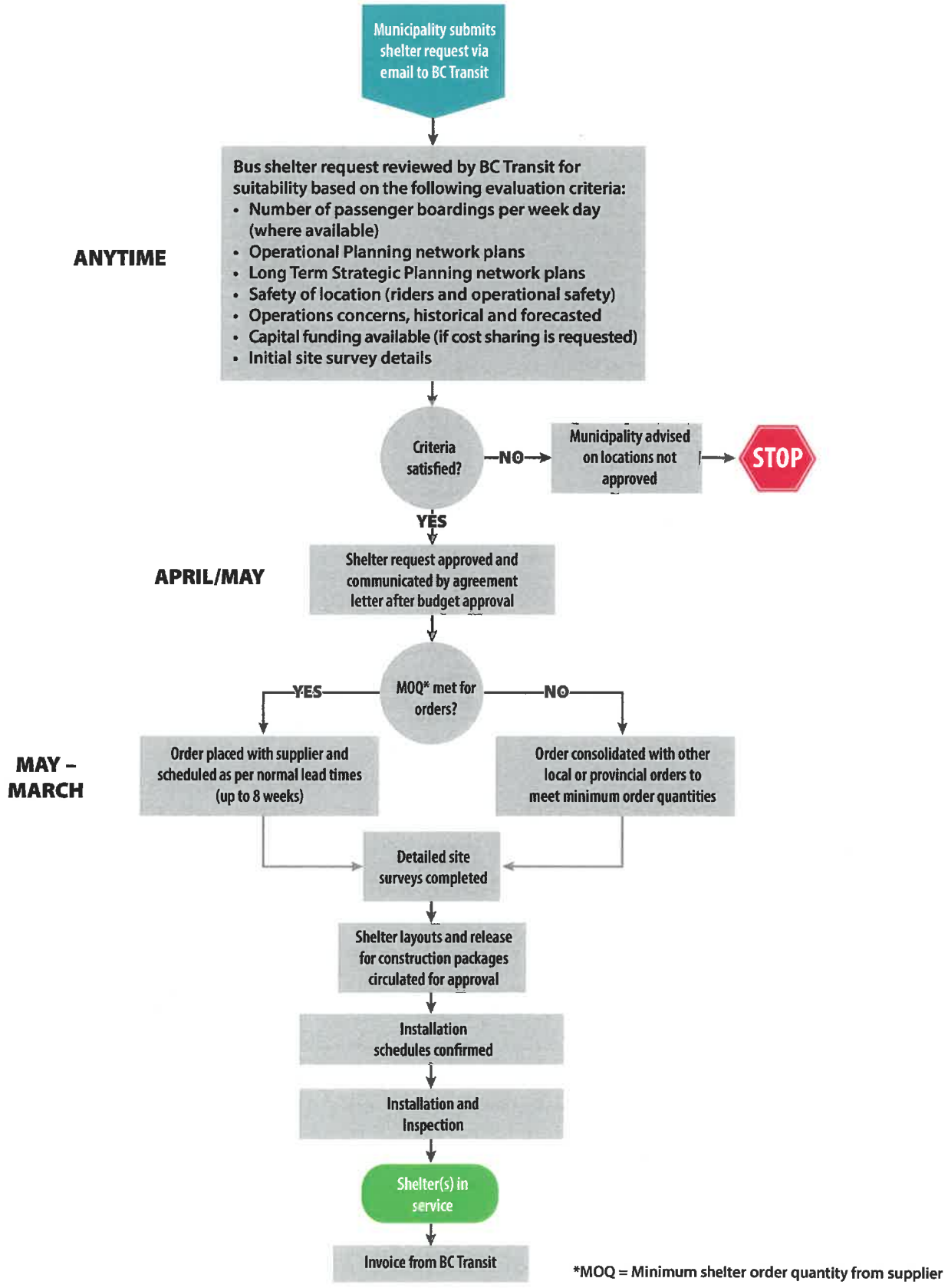
For any inquires that are related to the BC Transit Bus Shelters, or access to provincial capital funding, please contact:

Kristen McKeracher (Kristen_McKeracher@bctransit.com)
Project Manager, Capital Projects
BC Transit
250·995·5847

General inquiries can be also be submitted to:
newshelterprogram@bctransit.com

Appendix A
Application Process

BC Transit Shelter Application and Approval Process



*MOQ = Minimum shelter order quantity from supplier

Bus Shelter Request Form

Clear Form

BCTransit

Request submitted by:		
MUNICIPALITY:		DATE:
Contact Information:		
NAME:	PHONE:	EMAIL:

Proposed Location for Shelter Placement Details			
BC TRANSIT STOP ID# (if known)		BUS ROUTE(S) SERVED (IF KNOWN):	
STREET NAME:		NEAREST CROSS STREET:	
INTERSECTION LOCATION: Far Side		SITE CARD DRAWING AVAILABLE?	◯ YES ◯ NO
DIRECTION OF TRAVEL: North		REPLACEMENT FOR EXISTING SHELTER	◯ YES ◯ NO

Shelter Construction Options – Choose your preferred shelter type, then specify lighting option.

T2 Series – Low to medium levels of passenger boardings per weekday (up to 50)	T3 Series – Moderate to high levels of passenger boardings per weekday (21-200)		T4 Series – High levels of passenger boardings per weekday (200+), Park & Rides, Small exchanges	
T2 Cantilever ☐	T3 Cantilever ☐	T3 Sidewalls ☐	T4 Cantilever ☐	T4 Sidewalls ☐

E2 Series – Low to medium levels of passenger boardings per weekday (up to 50)	E3 Series – High levels of passenger boardings per weekday (100-200)	E4 Series – High levels of passenger boardings per weekday (200+) Park & Rides, small exchanges	OPTION: E Series Harsh Weather glass
E2 ☐	E3 ☐	E4 ☐	E Series Harsh Weather ☐

Lighting Options – All Shelters

Non-Illuminated ☐	Grid LED Illuminated ☐	Solar LED Illuminated ☐

Extra Options	
Extra back panel	☐
Glass walls	☐
Ad panel option – replaces a side wall	☐
Schedule Frame	☐

Submit Form

For more information, contact:
Kristen McKeracher, *Project Manager*
Phone: 250-995-5847
Email: Kristen_McKeracher@bctransit.com

Appendix B
Detailed Schedule of Costs

SHELTER LIGHTING OPTIONS

All shelters have the option for non-illuminated, illuminated with LED lighting or solar lighting.

Wood slat soffit system Non-illuminated	LED Illuminated Roof	Solar Light Illuminated roof	Solar Light roof panel

SHELTER AD PANEL OPTIONS

All non-cantilever shelters have the option for illuminated or non-illuminated Ad Panels and Directory displays.

All advertising revenue and contract management resides with the Municipality.

ADDITIONAL OPTIONS

- Tempered glass back, partial front & side walls (optional for harsh weather shelters)
- Impact resistant LED light bars for bright and efficient LED illumination
- Self-sustainable solar kit, which integrates into the roof system
- Lit system Icons (standard if you purchase LED/Solar lighting – optional for unlit shelters)
- Add or remove wall panels to suit needs
- Add or remove wooden cantilever benches to suit needs
- Illuminated or non-illuminated Ad or directory Display panels

Shelter Type: BC Transit Type 2 (T2)

Cantilever Base Shelter
$13,743

Where to use:

- Bus stops with low to medium levels of daily passenger boardings, not higher than 10-20 per weekday
- Bus stops with restricted space due to property lines, or obstructions which cannot be relocated

Included: The Cantilevered roof system with wood slat inserts, support columns; vandal resistant perforated aluminum back panels or tempered glass walls; 2 upper back panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting or extra features

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs or add-on's such as lighting (refer to page 21 for details)

Shelter Type: BC Transit Type 3 (T3)

Cantilever Base Shelter
$19,213

Standard Base Shelter
$18,226

Where to use:

- Bus stops with average daily ridership of 21-200 passengers

Included: The Cantilevered roof system or side wall options; wood slat inserts in roof; support columns; vandal resistant perforated aluminum panels or tempered glass walls; 2 upper side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs and add-on's such as lighting *(refer to page 21 for details)*

Shelter Type: BC Transit Type 4 (T4)

Cantilever Base Shelter
$28,751

Standard Base Shelter
$27,560

Standard Base Shelter, extra panel
$29,955

Where to use:

- Bus stops with high daily ridership (400+), or for park and ride facilities (less than 100 stalls) and small transit exchanges

Included: The Cantilevered roof system or optional side panels; wood slat roof inserts; support columns; vandal resistant perforated aluminum panels or tempered glass walls; 2 side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs, additional add-on's such as lighting *(refer to page 21 for details)*

Shelter Type: BC Transit Type 5 (T5)

Type 5 Shelters are customized per application for large transit exchanges, park and rides with 100+ parking stalls. Pricing is quoted separately specific to needs assessment. Contact BC Transit for more information.

Shelter Type: BC Transit E2

E2 Base Shelter
$13,613

Where to use:

- Bus stops with low to medium levels of daily passenger boardings, not higher than 40-50 passenger boardings per week.
- Bus stops with restricted space due to property lines, or obstructions which cannot be relocated

Included: The Standard roof system with wood slat inserts, side walls; vandal resistant perforated aluminum back panels or tempered glass walls; 2 upper back panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs or add-on's such as lighting (refer to page 21 for details)

Shelter Type: BC Transit E3

E3 Base Shelter
$19,165

Where to use:

- Bus stops with average daily ridership of 21-200 passengers

Included: The Standard roof system with side walls; wood slat inserts in roof; support columns; vandal resistant perforated aluminum panels or tempered glass walls; 2 upper side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs and add-on's such as lighting and crating charges *(refer to page 21 for details)*

Shelter Type: BC Transit E4

E4 Base Shelter
$25,324

Where to use:

- Bus stops with high daily ridership (400+), or for park and ride facilities (less than 100 stalls) and small transit exchanges

Included: The Cantilevered roof system or optional side panels; wood slat roof inserts; support columns; vandal resistant perforated aluminum panels or tempered glass walls; 2 side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs, additional add-on's such as lighting and crating charges *(refer to page 21 for details)*

Shelter Type: Harsh Weather (E3 or E4)

Harsh Weather Base Shelter (Glass)
E3 $21,675
E4 $25,658

Where to use:

- In areas that experience frequent inclement weather. The two or three panel front wall offers greater protection from the elements

Included: The standard roof system with tempered glass side, rear and two panel front walls; 2 side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excluded taxes, additional costs incurred for installation such as ferry adn travel cost, additional add-on's such as lighting and crating charges *(refer to page 21 for details)*

OPTIONAL ADD-ON'S

These costs listed below are cost shared with the municipality if requested on the initial shelter order

Optional Add-On's	T2-T4	E Series
Extra Back wall Panel	2,350	N/A
LED Lighting Kit (includes 2 LED Light Strips) wired *	675	755
LED Lighting Kit (includes 3 LED Light Strips) wired *	815	935
Solar Lighting kit (includes roof top panel) +	4,640	4,640
Ad Displays Non-Lit ** (assumes replacement of Perforated side wall)	1,730	3,710
Ad Displays Lit ** (assumes replacement of Perforated side wall)	2,750	3,710
Directory displays	935	935

** requires electrician on site during install*

+ requires install of solar grounding kit in slab

*** advertising contract and revenue is the responsibility of the municipality*

ADDITIONAL COSTS (T2)

There are additional travel, flagging and permit, shelter leveling, PM and IDC charges that will apply to all locations. These costs are cost shared with the municipality. See Appendix C for travel pricing.

Leveling	Certain Shelters require additional material to ensure a level unit. Charged on a time and material basis
PM time and IDC	On a time and material basis. Average is $1,000
Flagging	On time and material basis depending on the requirements of the location. Average range is $400-$1400
Permit	$95 – charged once per municipality per bulk order

Appendix C
Travel Rate Price

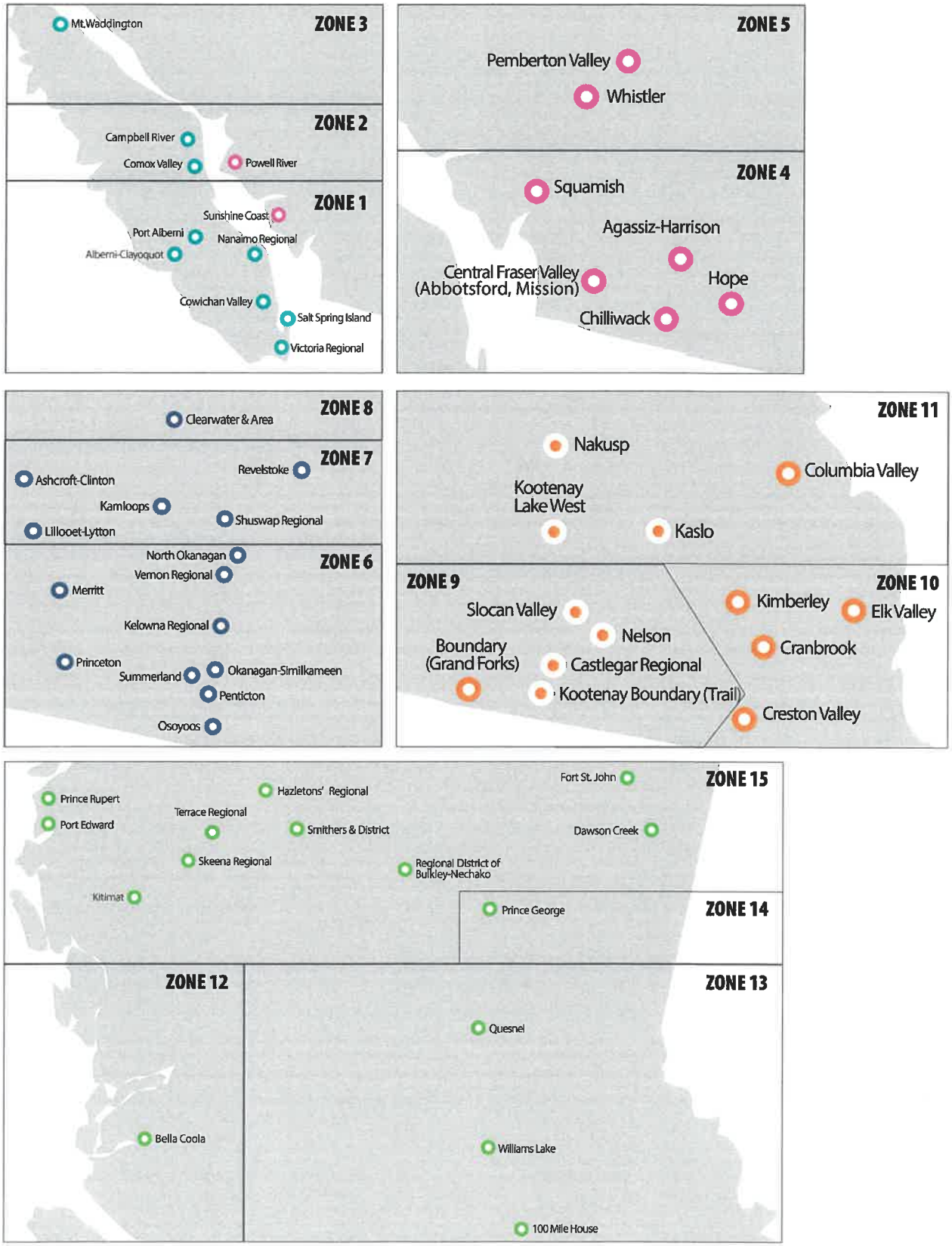
BCT Travel Matrix Price Schedule

Shelter Type	Trip Quantity	Travel & LOA Zones															Notes
		*1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
T2C Shelter with caissons	(4) Shelter Load	$1,230.00	$1,485.00	$1,820.00	$680.00	$880.00	$1,090.00	$1,190.00	$1,225.00	$1,505.00	$1,740.00	$1,625.00	$1,930.00	$1,505.00	$1,525.00	$2,400.00	Price per shelter & caissons based on a (4) shelter load
	(3) Shelter Load	$1,230.00	$1,675.00	$2,060.00	$760.00	$1,025.00	$1,270.00	$1,385.00	$1,425.00	$1,755.00	$2,025.00	$1,890.00	$2,245.00	$1,755.00	$1,780.00	$2,965.00	Price per shelter & caissons based on a (3) shelter load
	(2) Shelter Load	$1,230.00	$2,185.00	$2,685.00	$850.00	$1,460.00	$1,815.00	$1,980.00	$2,040.00	$2,500.00	$2,890.00	$2,700.00	$3,205.00	$2,500.00	$2,535.00	$4,230.00	Price per shelter & caissons based on a (2) shelter load
	(1) Shelter Load	$1,230.00	$2,890.00	$3,550.00	$950.00	$2,775.00	$3,440.00	$3,755.00	$3,870.00	$4,750.00	$5,490.00	$5,125.00	$6,080.00	$4,750.00	$4,810.00	$8,035.00	Price per shelter & caissons based on a (1) shelter load
"T3S (or) T3C Shelter only Use for E3 & E3H"	(4) Shelter Load	$980.00	$1,195.00	$1,540.00	$540.00	$710.00	$880.00	$960.00	$990.00	$1,215.00	$1,405.00	$1,310.00	$1,555.00	$1,215.00	$1,230.00	$1,890.00	Price per shelter based on a (4) shelter load
	(3) Shelter Load	$980.00	$1,415.00	$1,825.00	$610.00	$845.00	$1,050.00	$1,145.00	$1,180.00	$1,450.00	$1,675.00	$1,560.00	$1,850.00	$1,450.00	$1,470.00	$2,475.00	Price per shelter based on a (3) shelter load
	(2) Shelter Load	$980.00	$1,795.00	$2,315.00	$690.00	$1,210.00	$1,495.00	$1,630.00	$1,680.00	$2,065.00	$2,385.00	$2,225.00	$2,640.00	$2,065.00	$2,090.00	$3,525.00	Price per shelter based on a (2) shelter load
	(1) Shelter Load	$980.00	$2,850.00	$3,675.00	$770.00	$2,325.00	$2,880.00	$3,145.00	$3,240.00	$3,980.00	$4,600.00	$4,290.00	$5,090.00	$3,980.00	$4,030.00	$6,785.00	Price per shelter based on a (1) shelter load
T3C Shelter with caissons	(4) Shelter Load	$1,340.00	$1,615.00	$1,985.00	$740.00	$960.00	$1,190.00	$1,295.00	$1,335.00	$1,640.00	$1,895.00	$1,770.00	$2,100.00	$1,640.00	$1,660.00	$2,615.00	Price per shelter & caissons based on a (4) shelter load
	(3) Shelter Load	$1,340.00	$1,825.00	$2,245.00	$830.00	$1,115.00	$1,385.00	$1,510.00	$1,555.00	$1,910.00	$2,205.00	$2,060.00	$2,445.00	$1,910.00	$1,935.00	$3,230.00	Price per shelter & caissons based on a (3) shelter load
	(2) Shelter Load	$1,340.00	$2,380.00	$2,925.00	$930.00	$1,590.00	$1,975.00	$2,155.00	$2,220.00	$2,725.00	$3,150.00	$2,940.00	$3,490.00	$2,725.00	$2,760.00	$4,610.00	Price per shelter & caissons based on a (2) shelter load
	(1) Shelter Load	$1,340.00	$3,150.00	$3,870.00	$1,030.00	$3,025.00	$3,750.00	$4,090.00	$4,215.00	$5,175.00	$5,980.00	$5,585.00	$6,625.00	$5,175.00	$5,240.00	$8,755.00	Price per shelter & caissons based on a (1) shelter load
"T4S (or) T4C Shelter only Use for E4 & E4H"	(4) Shelter Load	$1,090.00	$1,330.00	$1,715.00	$600.00	$790.00	$980.00	$1,070.00	$1,100.00	$1,350.00	$1,565.00	$1,455.00	$1,730.00	$1,350.00	$1,370.00	$2,100.00	Price per shelter based on a (4) shelter load
	(3) Shelter Load	$1,090.00	$1,575.00	$2,030.00	$680.00	$940.00	$1,170.00	$1,275.00	$1,315.00	$1,615.00	$1,865.00	$1,735.00	$2,060.00	$1,615.00	$1,635.00	$2,755.00	Price per shelter based on a (3) shelter load
	(2) Shelter Load	$1,090.00	$1,995.00	$2,575.00	$770.00	$1,345.00	$1,665.00	$1,815.00	$1,870.00	$2,300.00	$2,655.00	$2,475.00	$2,935.00	$2,300.00	$2,325.00	$3,920.00	Price per shelter based on a (2) shelter load
	(1) Shelter Load	$1,090.00	$3,170.00	$4,085.00	$860.00	$2,585.00	$3,205.00	$3,500.00	$3,605.00	$4,425.00	$5,115.00	$4,770.00	$5,660.00	$4,425.00	$4,480.00	$7,545.00	Price per shelter based on a (1) shelter load
T4C Shelter with caissons	(4) Shelter Load	$1,445.00	$1,745.00	$2,140.00	$795.00	$1,035.00	$1,285.00	$1,395.00	$1,440.00	$1,770.00	$2,045.00	$1,910.00	$2,265.00	$1,770.00	$1,790.00	$2,820.00	Price per shelter & caissons based on a (4) shelter load
	(3) Shelter Load	$1,445.00	$1,970.00	$2,415.00	$890.00	$1,200.00	$1,495.00	$1,630.00	$1,675.00	$2,060.00	$2,380.00	$2,220.00	$2,640.00	$2,060.00	$2,090.00	$3,485.00	Price per shelter & caissons based on a (3) shelter load
	(2) Shelter Load	$1,445.00	$2,565.00	$3,145.00	$1,000.00	$1,715.00	$2,130.00	$2,325.00	$2,395.00	$2,940.00	$3,400.00	$3,170.00	$3,765.00	$2,940.00	$2,980.00	$4,980.00	Price per shelter & caissons based on a (2) shelter load
	(1) Shelter Load	$1,445.00	$3,395.00	$4,165.00	$1,140.00	$3,260.00	$4,045.00	$4,410.00	$4,545.00	$5,580.00	$6,450.00	$6,025.00	$7,145.00	$5,580.00	$5,650.00	$9,440.00	Price per shelter & caissons based on a (1) shelter load

** Zone 1 travel price per shelter to be consistent regardless of the number of shelters per load, we will be including a two short load allowance for every ten loads*

Multiple locations can be combined to equal higher shelter loads as long as long as they follow the same route. Add 20% (total x 1.2) to combined total to offset travel shortage

Travel Rate Zone Matrix



Points of Contact

Please contact BC Transit for further information if you are interested in shelter infrastructure of this type or for more information on access to provincial capital funding.

Kristen McKeracher (Kristen_McKeracher@bctransit.com)
Project Manager, Capital Projects
BC Transit
250·995·5847

General inquiries can be also be submitted to
newshelterprogram@bctransit.com

520 Gorge Road East, Victoria, BC V8W 2P3
www.bctransit.com

8166

Draft - Draft - Draft

Ganges Accessibility and Safety Plan (GASP) Working Group
Meeting Notes
March 2, 2020

Attending: Gary Lehman, Gary Holman, Maxine Leichter, Tom MItchell, Bob Mackie, Liz Tevaarwerk. (Myna Lee Johnson and Gayle Baker were waiting in the assigned meeting room and missed the meeting.)

I. Jurisdictional (Ownership) Mapping Project:

Progress to date:

All Parcel Identification Numbers (PIDs) have been identified. A source with access to free ownership information has been identified and has offered to give us this information. It is hoped that all ownership information will be available by the middle of March.

A volunteer team is ready with a GPS to identify lines between private property and MoTI rights of way (accurate within 2 cm). Information will be put on a map. It is estimated that this project could be completed by the middle of April at the latest.

Recommendations:

That the Commission support this volunteer-driven Jurisdictional (Ownership) Mapping Project.

That, when it is successfully completed, the Commission move the $5,000 earmarked for this project to an account to help fund accessibility issues on public property if funds are needed.

II. Accessibility Issues:

A) On Private Land (for information only)

Lists of easy fixes and painting on private land and painting needed were distributed. Gary Lehman will ask Island Pathways to contact owners of properties with accessibility issues. Gary Holman suggested that Island pathways consider applying for a Grant-in Aid for $1,000 to help to pay for the costs of these fixes.

B) Proposed Easy Fixes on Ministry of Transportation Roads and Rights of Ways

1. Relocate parking barriers to prevent cars from blocking access
   - pathway east side of Fire Hall
   - Hereford Avenue
2. No Parking Sign and/or Paint Asphalt at ramp in Post Office parking lot to right of Toy Store so that cars do not block ramp.
3. No Parking Signs or Paint Walkway "Pedestrians Only" - Rainbow Road south side between Lower Ganges Road and Jackson Ave.
4. One Way (or Do Not Enter) signs on the MoTI Right of Way directly adjacent to the single-direction Thrifty parking lot. (This safety issue was addressed by a delegation at our last Commission meeting.)
5. **Sidewalks:** -
   - North Side of Hereford near Physio Office - widen sidewalk around BC Hydro pole.
   - McPhilips at Credit Union Driveway sidewalk need asphalt repair
   - New sidewalk required Fulford Ganges Road east side south of the Shell Station to bottom of Ganges Hill
6. **New or Refurbished Ramps:** -
   - McPhilips (north side) Curb at end of sidewalk needs new ramp and painting.
   - Fulford-Ganges Road and Seaview - End of sidewalk needs new ramp and painting.
   - Ganges Alley crosswalk - Curb needs to be replaced with a ramp.
   - PharmaSave ramp need reconfiguring and refurbishing
7. **Repaint**
   - all centre lines, fog lanes and crosswalks in Ganges.
   - lines and symbols for paved roadside pedestrian walkways on Crofton Rad and Blaine Road, (as per motion of Feb. 25, 2019)

C) Long-Term Safety Issues - Initiate a study for two new crosswalks:

1. From the Shell Station to the west side of Fulford Ganges
2. Jackson Avenue (Location to be determined)

Recommendation:

That the Transportation Commission reach out to MoTI to ask them to address easy-to-fix accessibility issues as well as painting needs. (Please see spreadsheets below for more detail.)

III.Spreading the Word:

There was enthusiasm in the room for this important project. Bob MacKie committed to let both the *Driftwood* and the Chamber know about this project.

Longer Term Considerations - Disability Regulations: There was discussion about steps that would need to be taken were CRD be required to address these accessibility issues. It was recommended that we learn more about existing Islands Trust Development Permit Areas for island villages to see if it covers accessibility issues. (For example: Is there a requirement to include sidewalks that address accessibility features, such as curb cuts in the appropriate places?) Liz will meet with the Islands Trust to get us that information.

If CRD were to have to address these issues, the group felt that a disability consultant would be needed to complete an assessment - using the BC Active Transportation Guide that covers standards for accessibility.

IV. Other suggestions:

- Transportation Commission include consideration of HandiDart in the transit study
- New electric busses should include access for those using a wheelchair or scooter.
- Lights are needed at many intersections throughout the island for the safety of pedestrians, and vehicles.

V. Next Meeting: Monday, March 23, 2020 at 1:00
It is hoped that the meeting will be held in the Lady Minto Hospital Meeting Room. Location will be confirmed.

Most Needed Painting on MOTI Roads or Right-of-Ways

	Schedule C		
#	Location	Task	Description
	Salt Spring Island	Repaint all centre road lines, fog lines and crosswalks	All road lines and crosswalks need to be painted with high quality non-water based paint
15	In front of Shell Station	Consider a new crosswalk from the Shell station to the west side of Fulford-Ganges Road	Paint a new pedestrian crosswalk across Fulford-Ganges Road
33	Blain Road	Repaint lines and symbols for paved roadside pedestrian walkway	Paint existing paved roadside pedestrian path with high quality paint
34	Crofton Road	Repaint lines and symbols for paved roadside pedestrian walkway	Paint existing paved roadside pedestrian path with high quality paint
	Jackson avenue	New crosswalk	Consider a new crosswalk across Jackson Ave.

Easy Fixes on MOTI Roads & Right-of-Ways

	Schedule D		
#	Location	Task	Description
1	Mouat's Post Office Parking Lot	New ramps and existing ramps need installing or refurbishing	Asphalt work and painting are required
1	Ramp Behind Toy Store	Area in front of ramp needs to be painted with No Parking	No parking happens all the time preventing scooters from entering the parking lot
3	North Side of Hereford near Physio Office	Widen sidewalk around hydro pole	Hydro pole is in the middle of the sidewalk preventing passage by scooters
7	McPhillips North Side	Curb at end of sidewalk needs new ramp & painting	Sidewalk ends with a curb drop, problematic for scooters
8	McPhillips at Credit Union Driveway	Sidewalk needs asphalt repair	Broken sidewalk presents a danger to scooter goers
14	Fulford-Ganges Road and Seaview	End of Sidewalk Needs a Ramp	Sidewalk ends with a curb drop, dangerous for scooter goers
15	Fulford-Ganges Road West Side	Sidewalk needs asphalt repair	Broken sidewalk presents a danger to scooter goers
19	Ganges Alley Crosswalk	Curb needs to be replaced with a ramp	Sidewalk ends with a curb drop, dangerous for scooter goers
22	Pharma Save Ramp	Ramp needs reconfiguring and refurbishing	Ramp is steep and angled presenting problems for scooter goers
24	Rainbow Road South	Install No Parking Signs or paint walkway "Pedestrians Only"	Vehicles park along Rainbow Road forcing pedestrians out on to the road
26	Pathway East Side of Fire Hall	Relocate parking barriers to prevent overhang	Vehicle overhang obstructs scooters from passage
36	Hereford Avenue	Relocate parking barriers to prevent overhang	Vehicle overhang obstructs scooters from passage

More Difficult Fixes on MOTI

	Schedule E		
#	Location	Task	Description
2	Hereford & Lower Ganges Road	Reconfigure Corner	New ramp required, sandwich boards to be removed, crosswalk painted and crosswalk sign relocated
9,10 & 11	Jackson & McPhillips Area	Corner needs to be reconfigured	Ramp needs reconfiguring, brush needs cutting, paint Pedestrians Only or build new sidewalk from corner to meet existing sidewalk
12	Seaview Avenue	Sidewalk needs refurbishing from Jackson to Fulford-Ganges Road	Clear brush, repave walkway, level walkway at drive way to treatment plant
15	Fulford-Ganges Road in front of Shell Station	Reconfigure crosswalk and Shell Station entrance	Crosswalk gets parked on and pedestrians have to manage traffic coming in and out of Ganges Alley and the gas station behind parked cars and trucks
25	Fire Hall Parking Lot	Reconfigure the Parking Lot	Both ends are problematic for scooter goers. Access can be restricted due to parking. Pathway needs repainting.
27 & 28	Glad's Corner	Intersection needs reconfiguring	Requires ramp, crosswalk painting, No Parking painting, loss of parking spaces and realignment
35	Jackson Road	Extend sidewalk from Co-Op gas station to ArtSpring	Cars park along the roadside, customers angle park at Bumper to Bumper forcing pedestrians (particularly students coming from school to the library, to the bike park, to ArtSpring etc.) out onto the roadway, usually in twos, threes and fours.

ASK Salt Spring
Neighbours Helping Neighbours Find Answers

Subjects of Possible Interest to Transportation Commissioners:

Lights (and the safety they bring to dark areas in our community) seem to be emerging as an issue of concern. (It has been mentioned three times at *ASK Salt Spring* in the past month.

Who is making sure the lights work?
Who is assessing if they are bright enough?
Who is assessing where additional lighting is needed?

While BC Hydro is responsible for lighting, the operational costs are paid for by CRD taxes. As it stands, CRD staff will pass on information about non-working lights to BC Hydro, but there does not seem to be anyone charged with routinely checking that they are functioning and/or adequate.

A seeming gap, this issue of Ganges lighting will be presented to the Chamber at their next meeting. It is hoped that there will be support for this initiative and that a volunteer can be recruited to keep watch.

With BC Hydro poised to replace lights with LEDs, this may be a time for some proactive advocacy to ensure that Salt Spring gets the best lights for its needs.

BC Ferries: Harold spoke of the danger to drivers, pedestrians, and bicyclists at Fulford terminal and the proposed partnership with CRD Transportation Commission to construct a pathway as well as creating more parking. There was widespread support for this partnership throughout the room.

Leisure and Kings Lanes: Peter Meyer is very concerned about the amount of traffic and speed of the vehicles on Leisure and Kings Lanes. Already a popular walking route, he is very concerned this problem will become even more dangerous when MeadowLane opens in 2022. He will express his concerns to the Transportation Commission.

**Upcoming Discussions:

Andrew Gaetz, the **Emcon** Manager will be at *ASK Salt Spring*
March 27, 2020 from 11-1 in the Thrifty Florist Shop (upper level.)

Making a difference...together

Salt Spring Island Community Transit
Monthly Revenue Report

	Jan-2020	Feb-2020	Mar-2020	Apr-2020	May-2020	Jun-2020	Jul-2020	Aug-2020	Sep-2020	Oct-2020	Nov-2020	Dec-2020	Total YTD
Total Vendor Sales													
Monthly Passes - Adult	$ 500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 500
- Concession	880	-	-	-	-	-	-	-	-	-	-	-	880
Day Passes	99	-	-	-	-	-	-	-	-	-	-	-	99
Ticket Sheets *	3,380	-	-	-	-	-	-	-	-	-	-	-	3,380
Prepaid Fare Tickets													
Collected from fareboxes *	3,948	-	-	-	-	-	-	-	-	-	-	-	3,948
Farebox Cash Proceeds	10,227												10,227
BC Bus Pass Program Grant	1,681												1,681
Monthly Revenue	**$ 17,335**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	-	**$ -**	**$ 17,335**
Cumulative Totals													
YTD Revenue	17,335	17,335	17,335	17,335	17,335	17,335	17,335	17,335	17,335	17,335	17,335	17,335	16,767
Unearned Revenue *	(568)	(568)	(568)	(568)	(568)	(568)	(568)	(568)	(568)	(568)	(568)	(568.25)	
Less 2% Commission	(97)	(97)	(97)	(97)	(97)	(97)	(97)	(97)	(97)	(97)	(97)	(97)	(97)
Other Adjustments	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)	(1,700)
Reconciliation to GL	**14,970**	**14,970**	**14,970**	**14,970**	**14,970**	**14,970**	**14,970**	**14,970**	**14,970**	**14,970**	**14,970**	**14,970**	**14,970**

	ZVEN	(4,515.67)
		(14,970)
		-

2019	SSI Chamber O/S pmts	(4,237.03)
Dec-19	Thrifty Foods O/S pmt	(2,435.30)
Jan-20	Thrifty Foods O/S pmt	(2,757.72)
Jan-20	Pharmasave over pmt	39.20
Jan-20	SSI Chamber O/S pmt	(407.68)
Jan-20	Country Gorcer)/S pmt	(655.62)
	Sum	(14,969.82)
	Variance	-

* 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
2020 Monthly Revenue	**17,335**	-	-	-	-	-	-	-	-	-	-	-	**$ 17,335**
2019 Monthly Revenue	14,865	15,694	17,866	15,604	22,137	20,081	21,654	25,444	18,038	19,976	20,533	14,585	226,477
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