



Making a difference...together

**SALT SPRING ISLAND TRANSPORTATION COMMISSION**  
Notice of Special Meeting on **Tuesday, June 21, 2022 at 1:00 pm**  
**SALT SPRING ISLAND LIBRARY MEETING ROOM, 129 MCPHILLIPS AVENUE**

Gary Holman  
Myna Lee Johnstone

Gayle Baker  
Maxine Leichter

Aubrey Smith  
Peter Meyer

Gary Lehman  
Luke Campbell

**(r) Regrets**

**Zoom Link:**

<https://us06web.zoom.us/j/82690065075?pwd=VEZ1SmVTRXR0UExwbXZkd0VvNXp3Zz09>

**AGENDA**

1. Territorial Acknowledgement / Call Meeting to Order **1**
2. Approval of Agenda
3. New Business
- 3.1 Capital Budget Planning 2023-2027 **2-5**
  - (a) Transportation Capital Plan
  - (b) Transit Capital Plan
4. Next Meeting: Monday, June 27, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC
5. Adjournment

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*To ensure quorum, advise Shayla Burnham 250 537 4448 if you cannot attend.*

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2022 - 2026

Project Number	Project number format is "yr-#"
Capital Project Description	Briefly describe the project, scope and service benefits. For example, "700 Road Replacement is a 4.4 mi road out above the swimming pool area. The new riding system is built to current energy standards, designed to minimize maintenance and have an expected service life of 25 years."
Capital Project Title	Input title of project. For example, "Asst Name - Road Replacement", "Main Water Type Replacement".
Capital Expenditure Type	Capital Expenditure on feasibility and business case report. Solely Expenditure on new asset only Renewal Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement Expenditure replaces an existing asset
Total Project Budget	Provide the total project budget, even if it extends beyond the 5 years of this capital plan.
Funding Source Codes	Debt = Debt/ure Debt (new debt only) Etf = Equipment Replacement fund Grant = Grants (Federal, Provincial) Cap = Capital funds on Hand Other = Donations / Third Party funding Res = Reserve Fund Stloun = Short term loans Wtr = Water utility If there is more than one funding source, use additional rows for the project.
Long-term Planning	Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, critically condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.
Cost Estimation Class	Class A (+10-15%) = Estimate based on final drawings and specifications, used to evaluate tenders. Class B (+1-15-25%) = Estimate based on investigations, studies, or preliminary design, used for budget planning. Class C (+25-40%) = Estimate based on limited site information, used for program planning. Class D (+50%) = Estimate based on little/no site information, used for long term planning.
Project Drivers	Maximum level of service = Project maintaining existing or proposed level of service. Asseture Band or Corporate Priority = Project is a band or corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.

Service #:	1.238B
Service Name:	Community Transportation (SSI)

[illegible]

Community Transportation (SSI)  
Reserve Summary Schedule  
2023 - 2027 Financial Plan

**Reserve/Fund Summary**

	Estimated 2022
Operating Reserve Fund	18,600
Pathways CRF	288,960
Sidewalks CRF	284
North Ganges Transportation Plan	6,181
<b>Total</b>	<b>314,025</b>

CAPITAL REGIONAL DISTRICT  
5 YEAR CAPITAL PLAN  
2022 - 2026

<b>Project Number</b> Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022.  For projects in previous capital plans, use the same project number's previously	<b>Capital Project Description</b> Briefly describe project scope and service benefits. For example: "Full roof replacement of a 40 year old roof above the swimming pool area. The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".	<b>Carryforward from 2021</b> Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.	<b>Project Drivers</b> <b>Maintain Level of Service</b> = Project maintains existing or improved level of service. <b>Advance Board or Corporate Priority</b> = Project is a board or corporate priority. <b>Emergency</b> = Project is required for health or safety reasons. <b>Cost Benefit</b> = Economic benefit to the organization.				
<b>Capital Expenditure Type</b> <b>Study</b> - Expenditure for feasibility and business case report. <b>New</b> - Expenditure for new asset only <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service	<b>Total Project Budget</b> Provide the total project budget, even if it extends beyond the 5 years of this capital plan.	<b>Funding Source Codes</b> Debt = Debt/venue Debt (new debt only) EFF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund Stloan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.	<b>Long-term Planning</b> <b>Master Plan / Servicing Plan</b> = Plan that identifies new assets required to meet future needs. <b>Asset Management Plan / Sustainable Service Delivery Plan</b> = Integrated plan that identifies asset replacements based on level of service, critically, condition, risk, replacement costs as well as external impacts. <b>Replacement Plan</b> = Plan that identifies asset replacements based primarily on asset age or asset material/type. <b>Condition Assessment</b> = Assessment that identifies asset replacements based on asset condition.				
<b>Capital Project Title</b> Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".	<b>Asset Class</b> L - Land S - Engineering Structure B - Buildings V - Vehicles	<b>Cost Estimate Class</b> Class A (+10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (+15-25%) = Estimate based on investigations, studies or preliminary design used for budget planning. Class C (+25-40%) = Estimate based on limited site information; used for program planning. Class D (+50%) = Estimate based on little/no site information; used for long-term planning.					

Service #: 1,238A

Service Name: Community Transit (SSI)

Project List and Budget													
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total
22-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$35,000	S	Res	\$0	\$35,000	\$0	\$0	\$0	\$0	\$35,000
22-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$5,000	S	Grant	\$0	\$5,000	\$0	\$0	\$0	\$0	\$5,000
23-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$35,000	S	Res	\$0	\$0	\$35,000	\$0	\$0	\$0	\$35,000
23-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$5,000	S	Grant	\$0	\$0	\$5,000	\$0	\$0	\$0	\$5,000
24-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$35,000	S	Res	\$0	\$0	\$0	\$35,000	\$0	\$0	\$35,000
24-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$5,000	S	Grant	\$0	\$0	\$0	\$5,000	\$0	\$0	\$5,000
25-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$35,000	S	Res	\$0	\$0	\$0	\$0	\$35,000	\$0	\$35,000
25-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$5,000	S	Grant	\$0	\$0	\$0	\$0	\$5,000	\$0	\$5,000
26-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$35,000	S	Res	\$0	\$0	\$0	\$0	\$0	\$35,000	\$35,000
26-01	New	Art Inspired Bus Shelters	Bus Shelter program. Location TBA.	\$5,000	S	Grant	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
				\$200,000			\$0	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$200,000

Community Transit (SSI)  
Reserve Summary Schedule  
2023 - 2027 Financial Plan

**Reserve/Fund Summary**

	Estimated 2022
Operating Reserve Fund	172,186
Capital Reserve Fund	23,324
<b>Total</b>	<b>195,510</b>