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**SALT SPRING ISLAND TRANSPORTATION COMMISSION**  
Notice of Meeting on **Monday, September 26, 2016 at 4:30 PM**  
Portlock Park Meeting Room, 145 Vesuvius Bay Road, Salt Spring Island, BC

Wayne McIntyre  
Ross Simpson

Nigel Denyer  
Seth Wright

Robin Williams  
Rod Martens

Gregg Dow  
Scott Simmons

(r) Regrets

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**AGENDA**

**1 Approval of Agenda**

**2 Adoption of Minutes**

**2.1 Minutes of July 25, 2016**

**3 Presentations/Delegations**

**4 Reports-Chair and Director**

**5 Outstanding Business**

**5.1 Walkers Hook Road Remedial Work-Status Update**

**6 New Business**

**6.1 2017-2021 Salt Spring Island Transit and Transportation Operating and Capital Budgets**

That the Salt Spring Island Transit and Transportation Commission recommend the Capital Regional District Board approve the 2017 Operating and Capital budgets for the Salt Spring Island Transit and Transportation as presented; and balance the 2016 revenue and expenditures on the 2016 transfer to reserves.

**6.2 Gulf Island Secondary-Participation in Active & Safe Routes to School Program**

**6.3 Email Exchanges Between CRD Directors**

**6.4 Ganges Harbour as a Federal Port of Entry**

The Salt Spring Island Transportation Commission supports the concept of Ganges as a Federal Port of Entry.

**7 Next Meeting Monday October 24, 2016, Portlock Park Meeting Room at 4:00 pm**

**8 Adjournment**

For Information / Appendix A

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*To ensure a quorum, please contact Tracey Shaver if you are not able to attend*



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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held July 25, 2016, Portlock Park Meeting Room, 145 Vesuvius Bay Road  
Salt Spring Island, BC**

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**DRAFT**

**Present:** **CRD Director:** Wayne McIntyre  
**Commission Members:** Ross Simpson, Scott Simmons, Gregg Dow, Rod Martens, Robin Williams (attended electronically)  
**Staff:** Keith Wahlstrom, Acting Senior Manager and Manager Salt Spring Island Engineering; John Hicks, Senior Transportation Planner; Tracey Shaver, Recording Secretary  
**Absent:** Nigel Denyer, Seth Wright, Karla Campbell

Vice Chair Simpson called the meeting to order at 4:37 pm.  
Commissioner Williams and BC Transit Staff joined the meeting electronically.

**1. Approval of Agenda**

**MOVED** by Commissioner Martens, **SECONDED** by Director McIntyre,  
That the Salt Spring Island Transportation Commission agenda of July 25, 2016 be approved.

**CARRIED**

**2. Adoption of Minutes**

**2.1 Minutes of May 24, 2016**

Commissioner Denyer confirmed through correspondence that his concerns over the motion for item 5.2. have been addressed and that the motion should stand as is.

**MOVED** by Commissioner Dow, **SECONDED** by Commissioner Simpson,  
That the Salt Spring Island Transportation Commission minutes of May 24, 2016 be approved.

**CARRIED**

**2.2 Minutes of June 27, 2016**

**MOVED** by Commissioner Dow, **SECONDED** by Commissioner Simpson,  
That the Salt Spring Island Transportation Commission minutes of June 27, 2016 be approved.

**CARRIED**

**3. Presentations/Delegations**

**3.1 BC Transit Planning Staff: Matthew Boyd and Corey McPherson**

BC Transit staff attended the meeting electronically to further address the Commissions' concern over dangerous sections of road and the potential adjustment to routes.

Due to the above the bus service along the Walkers Hook Road section may be discontinued or rerouted because of increase bus maintenance and reduced rider comfort. This would have very adverse effects on the communities in Fort Street and adjacent roads, which have a high density of the working population.

Therefore, BC Transit was asked to investigate the possibility of a potential route adjustment through Stark Road to serve this community. BC Transit agreed to this request but advised that it is now too late to amend the Winter Bus Schedules.

BC Transit staff leave the meeting electronically at 5:05 pm

#### **4. Reports-Chair and Director – no reports**

##### **4.1 Ross Simpson, Condition of Walker's Hook Road**

Commissioner Simpson reviewed pictures of several dangerous areas along Walker's Hook Road and a potential traffic calming idea.

CRD Transportation Planning staff will look into the following items with Ministry of Highways staff:

- Traffic Calming – reducing sections along Walker's Hook to 1 lane
- Hazardous Condition signage - improve warning signals for uneven pavement areas
- Determine the standards for rural road decay

##### **4.2 Drew Stotesbury, Treasurer, Salt Spring Island Incorporation Study James Klukas, Urban Systems Consultants**

The consultant for the incorporation study group presented information regarding the scope of review conducted on Salt Spring Island roads. The review is meant to provide a comparison based on the cost of current road maintenance standards under the direction Ministry of Highways and what the cost would be for a Municipality at the same service levels. The review does not take into consideration that a Municipality might chose to provide higher standards.

Commissioner Williams leaves the meeting electronically at 5:30 pm.

Risks identified and not quantifiable beyond scope of review:

- Asset management plan
- Impact of non-dedicated ROW
- Alignment risks
- Landslides
- Flooding/drainage
- Shoulder widening/cycling lanes
- Potential funding sources

Should Salt Spring Island become a Municipality these and other identified risks will be used to negotiate with the Province to minimize the risk of inheriting pre-existing problems with the Salt Spring Island roads.

## 5. Outstanding Business

### 5.1 Memo dated July 20, 2016 re: Establish North Ganges Transportation Project Priorities

**MOVED** by Commissioner Dow, **SECONDED** by Commissioner Martens,  
That the Salt Spring Island Transportation Commission confirm the top 3 priorities for the North Ganges Transportation Project as follows:

- 1) Construct a pathway along Rainbow Road from the Pool to the east property line of the school property;
- 2) Finalize pathway design and alignment along Rainbow Road from the School District Administration Driveway to Kanaka Road. Advance project to tender.
- 3) Finalize pathway design and alignment for the pathway along the high side of Lower Ganges Road from south of the intersection of Lower/Upper Ganges Road to Rainbow Road and then along Rainbow Road to the School District Administration Driveway. Advance project to tender.

**CARRIED**

### 5.2 Memo dated July 20, 2016 re: Design Elements for Lower Ganges Road Presentation-Ross Simpson

**MOVED** by Commissioner Dow, **SECONDED** by Commissioner Martens,  
That the Salt Spring Island Transportation Commission recommends that the following design adjustments be implemented to sections of North Ganges Transportation Plan identified as the pathway along the high side of Lower Ganges Road from the south of the intersection of Lower/Upper Ganges Road to Rainbow Road and then along Rainbow Road the School District Administration Driveway:

- 1) Modification at the intersection with Rainbow Road that generally follows the current road.
- 2) Narrowing of the pathway width from 2.4 m to 2.0 m and possibly narrower at select locations to avoid obstacles.
- 3) Addition of a pedestrian crosswalk at intersection of Lower and Upper Ganges Roads.

Friendly amendment by Director McIntyre with the addition of the following to the motion:

**MOVED** by Commissioner Dow, **SECONDED** by Commissioner Martens,  
That the Salt Spring Island Transportation Commission recommends that a media release be prepared to inform the community of the design changes to the North Ganges Transportation Plan and the rationale behind them.

**CARRIED**

### 5.3 Memo dated July 15, 2016 re: Bus Shelter clarification

After discussion the Transportation Commission agreed to pursue the BC Transit bus shelter cost sharing program for the location known as "Heritage Place". Under the current program this basic structure would cost approximately \$10,000 and be permanent. The bus shelter will remain a BC Transit asset and be maintained under the Transportation Commission.

The Transportation Commission generally agreed to continue efforts towards procuring additional artistic style bus shelters through a community competition process.

**MOVED** by Commissioner Dow, **SECONDED** by Commissioner Simmons,  
That the Salt Spring Island Transportation directs staff to execute the application to enter  
into the BC Transit Bus Shelter cost sharing program for an installation at the site known as  
"heritage place" and that the budget allocated for this project is \$10,000.

**CARRIED**

**6. New Business**

There was no new business identified.

**7. Next Meeting:**

Monday September 26, 2016 at the Portlock Park Meeting Room located at 145 Vesuvius  
Bay Road and starting at 4:30 pm.

**8. Adjournment**

**MOVED** by Commissioner Dow, **SECONDED** by Commissioner Simmons,  
That the meeting be adjourned at 6:55 pm.

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**CHAIR**

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**SENIOR MANAGER**

**From:** Evanoff, Ryan TRAN:EX [<mailto:Ryan.Evanoff@gov.bc.ca>]

**Sent:** September-06-16 3:06 PM

**Subject:** Walkers Hook Road

Good news Myrna,

Our office has been authorized to allocate up to \$100,000 to remediate the 4 segments of Walkers Hook Road which are causing concerns.

This should allow us to perform road base improvements and repave the 4 individual segments. Additional works will be heavily dependent on the final cost of the primary fixes.

I will be contacting Mainroad this afternoon to begin the preparations on the remediation and I'm hopeful that we can accomplish this work by the end of September. Please be aware that the availability of gravel and asphalt to SSI may pose some challenges in delivering this project quickly.

**Ryan Evanoff**  
**Operations Manager – Southern Vancouver Island**  
**Vancouver Island District**  
Ph: 250-952-5575



Ministry of  
Transportation  
and Infrastructure



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**REPORT TO SALT SPRING ISLAND TRANSIT TRANSPORTATION COMMISSION  
MEETING OF MONDAY, SEPTEMBER 26, 2016**

Item 6.1

**SUBJECT 2017-2021 SALT SPRING ISLAND TRANSIT AND TRANSPORTATION  
OPERATING AND CAPITAL BUDGETS**

**ISSUE**

This report provides the estimated actual for the 2016 budget and a synopsis of the 2017 - 2021 budget, highlighting significant operational and capital expenditures, and revenues.

**BACKGROUND**

**1. TRANSIT**

(a) 2016 Transit Revenue and Operating Expenditures:

The estimated to actual transit revenue is projected to be under budget (\$3,960) based on the 2016/2017 Annual Operating Agreement (AOA). As of August 31, 2016 revenues have reached \$125,675 or 62% of the projected annual revenue for the year. Compared to the last year (August 31, 2015) transit revenue had reached \$133,394 or 70% of the projected annual revenue.

The local obligation is under budget (\$7,610) as it was based on BC Transit's (BCT) annual operating agreement provided to the CRD in October 2015. Internal CRD allocations were reduced in 2016 (\$5,740). As a result the 2016 transfer to capital reserves is projected to increase to \$19,380 .

In 2015 BCT announced a budget change whereby any annual operating savings realized in the system will carry forward to offset anticipated cost increases to maintain service levels in future years. As of March 2016 BCT transferred \$12,130 to an SSI Transit reserve which will be held to adjust base level operating costs (not for capital costs such as lease fees). BCT provides their three year budget estimates in October to the local government and it is at this time where BCT may demonstrate how these reserve funds will apply in defining service levels for the 2017/2018 AOA.

(b) 2016 Transit Reserves:

Capital Reserve: With the anticipated 2016 increase transfer to capital reserves the projected year-end balance will be **\$31,780**.

Internal Reserve: 2016 year-end balance is **\$266,228**.

Capital Expenditures: There were no capital expenditures in 2016.

(c) 2017 – 2021 Transit Revenue and Operating Budget

The three year transit budgets projects the local government share of operating costs to increase to \$387,450 in 2017/2018 (11.4%) and \$433,310 in 2018/2019 (11.84%) before leveling off to annual 2% increases in 2019. The cost escalation is driven by two factors: (1) service expansion in 2017 (\$44,190) to increase the Saturday service (starting April 2017) and improved winter service (starting October 2017); and (2) BCT is in the planning

stages of implementing a standardized leasing fee (SLF) model to address volatility in lease fees (i.e. new bus purchases, major repair work, etc.). Lease fees will be established for a three-year term and only be subject to change due to inflation or if there is a change in a bus classification (i.e. heavy duty to medium duty). The lease fee will include the capital costs of a bus and repairing/replacing its major components, and a risk factor calculation to guarantee the lease fee over a three year term from vehicle write-offs, defects or unplanned price increases in labour, parts, and foreign exchange. The **preliminary** estimates for the new SLF result in reduced leasing fees of approximately \$5,245, however, with the introduction of an additional bus in 2017 the impact is projected to be an additional \$9,125. Final SLF figures will be provided in October.

Fare revenue is projected to remain stable during the three year AOA.

In order to keep the requisition increase at 0% the entire requisition (\$245,000) is being recommended to fund the operating budget, however a \$40,710 transfer from Transit Internal Reserve (TIR) is required to off-set the expanded service in 2017 and \$12,190 in 2018. The impact of the cost per average household is \$26.26 in 2017 and \$36.64 in 2018 -2021.

The other option would be to increase the requisition by 5% per year and use the internal reserve account to balance the operating as shown in the scenario below; however, this would deplete the TIR and in 2021 as the requisition increases to \$252,170 beyond the maximum allowable limit (\$245,000) thus requiring the Commission to consider seeking electorate consent to increase the annual requisition or reduce service levels.

|                   | 2017      | 2018      | 2019      | 2020      | 2021      |
|-------------------|-----------|-----------|-----------|-----------|-----------|
| Operating Revenue | \$419,670 | \$458,880 | \$467,870 | \$477,040 | \$486,390 |
| Transfer          | \$203,350 | \$201,690 | \$205,710 | \$209,810 | \$213,990 |
| Requisition       | \$40,710  | \$72,800  | \$68,550  | \$63,940  | \$20,230  |
|                   | \$175,610 | \$184,390 | \$193,610 | \$203,290 | \$252,170 |
| % increase        | 0.0%      | 5.0%      | 5.0%      | 5.0%      | 5.0%      |
| Av. cost/home     | \$26.26   | \$27.57   | \$28.95   | \$30.40   | \$37.71   |

| TIR               | 2017       | 2018       | 2019       | 2020     | 2021       |
|-------------------|------------|------------|------------|----------|------------|
| Beginning Balance | \$266,228  | \$225,518  | \$152,718  | \$84,168 | \$20,228   |
| Tsf. to Operating | (\$40,710) | (\$72,800) | (\$68,550) | (63,940) | (\$20,230) |
| Ending Balance    | \$225,518  | \$152,718  | \$84,168   | \$20,228 | (\$2)      |

(d) Transit Reserves and 2017 – 2021 Capital Plan:

The 2017 \$15,580 the planned transfer to reserves will be allocated to off-set the cost of procuring new bus shelters and in subsequent years transfers to reserves will be \$9,000 annually. BCT has a bus shelter program for shelters ranging from \$8,000 to \$15,000 depending on the number of users and function and does not include shipping, installation, taxes, and site alterations. Local governments are eligible for provincial funding to offset the cost of a shelter (53.3% local government share); however the shelter purchased under this program remain a BCT asset and the local government is responsible for all maintenance and repairs. Local governments also have the option to purchase shelters outright. In November 2015 the Commission provided direction to proceed with a process to procure artistic designed bus shelters within the parameters of fiscal impact, project complexity and timing, site limitations, and CRD procurement policy.



The 2017 – 2021 capital plan objective is to procure additional bus shelters over the next five years at an estimated cost of \$12,000 per bus shelter. However, the reserve balance does provide a reasonable balance should the procurement costs be more than anticipated.

**2. TRANSPORTATION**

(a) 2016 Transportation

The transportation operating and revenue budget is estimated to be within budget.

The 2016 total transportation reserve balance is estimated to be **\$703,132**.

(b) 2016 Capital Projects

i. The following projects were completed and remaining funds (\$36,703) returned to pathway reserves (see 'Reserve Schedule'):

|                                  |                        |
|----------------------------------|------------------------|
| Leisure Lane to Churchill        | \$ 2,318               |
| Harbours End                     | 4,174                  |
| Rainbow Road West                | <u>30,210</u>          |
| <b>Total Transfer to Reserve</b> | <b><u>\$36,703</u></b> |

ii. North Ganges Transportation Plan project fund (CX.066.2019/2020):

|                                       |                         |
|---------------------------------------|-------------------------|
| Transfer from Reserve to Project Fund | \$935,280               |
| Expenditures                          | <u>3,233</u>            |
| <b>Total Balance</b>                  | <b><u>\$932,047</u></b> |

(c) 2017 - 2021 Transportation Operating Budget

The operating expenses have been reduced by eliminating the auxiliary wages for pathway maintenance. A maintenance operating reserve has been established for this purpose. In the 2017 \$20,000 has been added to the operating budget to commission a parking study.

(d) 2017 – 2021 Reserve Funds and Five Year Capital Budget:

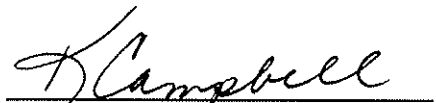
The 2017-2021 projected reserve fund balances are as follows:

|              | 2017           | 2018           | 2019          | 2020           | 2021           |
|--------------|----------------|----------------|---------------|----------------|----------------|
| Maintenance  | 3,000          | 6,060          | 9,180         | 12,360         | 15,600         |
| Pathways     | 43,420         | 38,420         | 43,420        | 78,420         | 113,420        |
| Sidewalks    | 25,800         | 25,800         | 25,800        | 25,800         | 25,800         |
| NGVTMP       | 659,861        | 463,401        | 16,942        | 16,942         | 16,942         |
| <b>Total</b> | <b>732,082</b> | <b>533,682</b> | <b>95,342</b> | <b>133,522</b> | <b>171,762</b> |

The planned five year capital projects are outlined in 'Capital Budget Form 2017 and Forecast 2018 – 2012' (attached).

**RECOMMENDATION**

That the Salt Spring Island Transit and Transportation Commission recommend the Capital Regional District Board approve the 2017 Operating and Capital budgets for the Salt Spring Island Transit and Transportation as presented; and balance the 2016 revenue and expenditures on the 2016 transfer to reserves.

  
Karla Campbell, Senior Manager  
Salt Spring Island Electoral Area

- Attachments: 2017 Budget: SSI Community Transit and Transportation
- 2017 Transit Budget Summary
  - SSI Transit Reserves Summary Schedule 2017-2021 Financial Plan
  - 2017 Transportation Budget Summary
  - SSI Transportation Reserves Summary Schedule 2017-2021 Financial Plan
  - Reserve Schedule
  - Schedule G - 2017-2021 Capital Budget

# **CAPITAL REGIONAL DISTRICT**

## **2017 Budget**

### **SSI Community Transit & Transportation**

#### **Committee Review**

Compiled and Presented by CRD Finance

October 2016

**Service:** 1.238 SSI Community Transit & Transportation Commission: SSI Community Transit & Transportation  
1.238A Community Transit (SSI)  
1.238B Community Transportation (SSI)

**SERVICE DESCRIPTION:**

Established by Bylaw #3438 the Salt Spring Island Transit and Transportation Service provides a public transportation system on Salt Spring Island, carries out transportation studies, provides for the construction, installation, maintenance and regulation of sidewalks and bicycle paths, parking facilities, pedestrian and safety and traffic calming facilities and implements transportation demand management programs.

**PARTICIPATION:**

The Electoral Area of Salt Spring Island

**MAXIMUM LEVY:**

Transit - \$245,000 or \$0.076 per \$1,000 of actual assessments.

Transportation - \$396,250 or \$0.1346 per \$1,000 of actual assessments.

**COMMISSION:**

Salt Spring Island Community Transit and Transportation Commission.

**FUNDING:**

The transit service is funded by Transit Fare Revenue and requisition. The transportation service is funded by requisition.

SSI Transit Internal Reserve  
GL 290270

|                                 | <u>2016</u> | <u>2017</u> | <u>2018</u> | <u>2019</u> | <u>2020</u> | <u>2021</u> |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>Beginning Balance</b>        | 266,228     | 266,228     | 225,518     | 213,328     | 196,168     | 173,938     |
| <b>Transfer from Ops Budget</b> | -           | -           | -           | -           | -           | -           |
| <b>Expenditures</b>             |             |             |             |             |             |             |
| To balance operating            | -           | (40,710)    | (12,190)    | (17,160)    | (22,230)    | (27,400)    |
| <b>Interest Income</b>          |             |             |             |             |             |             |
| <b>Ending Balance</b>           | 266,228     | 225,518     | 213,328     | 196,168     | 173,938     | 146,538     |

**To fund service expansions & bus leasing costs**

**Reserve Schedule**

**Reserve Fund: 1.238 SSI Transit Capital Reserve Fund**

**Reserve Cash Flow**

|   | Estimate<br>2016 | Budget        |               |               |               |               |
|---|------------------|---------------|---------------|---------------|---------------|---------------|
|   |                  | 2017          | 2018          | 2019          | 2020          | 2021          |
| <b>Beginning Balance</b>                            | -                | 31,780        | 35,360        | 32,360        | 29,360        | 26,360        |
| <b>Transfer from ERF</b>                            | 12,400           | -             | -             | -             | -             | -             |
| <b>Transfer from Ops budget<br/>Interest Income</b> | 19,380           | 15,580        | 9,000         | 9,000         | 9,000         | 9,000         |
| <b>Transfer to General Capital Fund</b>             |                  | (12,000)      | (12,000)      | (12,000)      | (12,000)      | (12,000)      |
| <b>Ending Balance \$</b>                            | <b>31,780</b>    | <b>35,360</b> | <b>32,360</b> | <b>29,360</b> | <b>26,360</b> | <b>23,360</b> |

**Assumptions/Background:**

Should be transferred to a Capital Reserve Fund for future bus shelter replacements

|  | 2016<br>BOARD<br>BUDGET | 2016<br>ESTIMATED<br>ACTUAL | BUDGET REQUEST         |                 |                  |                  | FUTURE PROJECTIONS |                  |                  |                  |
|--|-------------------------|-----------------------------|------------------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
|  |                         |                             | 2017<br>CORE<br>BUDGET | 2017<br>ONGOING | 2017<br>ONE-TIME | 2017<br>TOTAL    | 2018               | 2019             | 2020             | 2021             |
| <b>SALT SPRING ISLAND COMMUNITY TRANSIT</b>      |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| <u>OPERATING COSTS:</u>                          |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Gross Municipal Obligation                       | 347,810                 | 340,200                     | 343,260                | 44,190          | -                | 387,450          | 433,310            | 441,980          | 450,820          | 459,840          |
| Allocations                                      | 20,720                  | 14,980                      | 15,650                 | -               | -                | 15,650           | 15,570             | 15,880           | 16,200           | 16,520           |
| Other Operating Expenses                         | 920                     | 960                         | 990                    | -               | -                | 990              | 1,000              | 1,010            | 1,020            | 1,030            |
| <b>TOTAL OPERATING COSTS</b>                     | <b>369,450</b>          | <b>356,140</b>              | <b>359,900</b>         | <b>44,190</b>   | <b>-</b>         | <b>404,090</b>   | <b>449,880</b>     | <b>458,870</b>   | <b>468,040</b>   | <b>477,390</b>   |
| *Percentage increase over prior year             |                         |                             |                        |                 |                  | 9.4%             | 11.3%              | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVES</u>                        |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Transfer to Equipment Replacement Fund           | -                       | -                           | -                      | -               | -                | -                | -                  | -                | -                | -                |
| Transfer to Capital Reserve Fund                 | 10,030                  | 19,380                      | 15,580                 | -               | -                | 15,580           | 9,000              | 9,000            | 9,000            | 9,000            |
| Transfer to Internal Reserve                     | -                       | -                           | -                      | -               | -                | -                | -                  | -                | -                | -                |
| <b>TOTAL CAPITAL / RESERVES</b>                  | <b>10,030</b>           | <b>19,380</b>               | <b>15,580</b>          | <b>-</b>        | <b>-</b>         | <b>15,580</b>    | <b>9,000</b>       | <b>9,000</b>     | <b>9,000</b>     | <b>9,000</b>     |
| <b>TOTAL COSTS</b>                               | <b>379,480</b>          | <b>375,520</b>              | <b>375,480</b>         | <b>44,190</b>   | <b>-</b>         | <b>419,670</b>   | <b>458,880</b>     | <b>467,870</b>   | <b>477,040</b>   | <b>486,390</b>   |
| <b>OPERATING COSTS</b>                           | <b>379,480</b>          | <b>375,520</b>              | <b>375,480</b>         | <b>44,190</b>   | <b>-</b>         | <b>419,670</b>   | <b>458,880</b>     | <b>467,870</b>   | <b>477,040</b>   | <b>486,390</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                 |                         |                             |                        |                 |                  |                  |                    |                  |                  |                  |
| Transit Pass Revenue                             | (203,220)               | (199,260)                   | (199,260)              | (3,480)         | -                | (202,740)        | (201,080)          | (205,100)        | (209,200)        | (213,380)        |
| Other Income                                     | (500)                   | (500)                       | (500)                  | -               | -                | (500)            | (500)              | (500)            | (500)            | (500)            |
| Grants in Lieu of Taxes                          | (150)                   | (150)                       | (110)                  | -               | -                | (110)            | (110)              | (110)            | (110)            | (110)            |
| Transfer from Internal Reserve                   | -                       | -                           | -                      | (40,710)        | -                | (40,710)         | (12,190)           | (17,160)         | (22,230)         | (27,400)         |
| <b>TOTAL REVENUE</b>                             | <b>(203,870)</b>        | <b>(199,910)</b>            | <b>(199,870)</b>       | <b>(44,190)</b> | <b>-</b>         | <b>(244,060)</b> | <b>(213,880)</b>   | <b>(222,870)</b> | <b>(232,040)</b> | <b>(241,390)</b> |
| <b>REQUISITION</b>                               | <b>(175,610)</b>        | <b>(175,610)</b>            | <b>(175,610)</b>       | <b>-</b>        | <b>-</b>         | <b>(175,610)</b> | <b>(245,000)</b>   | <b>(245,000)</b> | <b>(245,000)</b> | <b>(245,000)</b> |
| *Percentage increase over prior year requisition |                         |                             |                        |                 |                  | 0.0%             | 38.5%              | 0.0%             | 0.0%             | 0.0%             |

|  | 2016 BOARD BUDGET | 2016 ESTIMATED ACTUAL | BUDGET REQUEST   |              |               | FUTURE PROJECTIONS |          |          |                  |                  |                  |                  |                  |
|--|-------------------|-----------------------|------------------|--------------|---------------|--------------------|----------|----------|------------------|------------------|------------------|------------------|------------------|
|  |                   |                       | 2017 CORE BUDGET | 2017 ONGOING | 2017 ONE-TIME | 2017 TOTAL         | 2018     | 2019     | 2020             | 2021             |                  |                  |                  |
| <b>SALT SPRING ISLAND COMMUNITY TRANSPORTATION</b> |                   |                       |                  |              |               |                    |          |          |                  |                  |                  |                  |                  |
| <u>OPERATING COSTS:</u>                            |                   |                       |                  |              |               |                    |          |          |                  |                  |                  |                  |                  |
| Contract for Services - Admin Support              | 500               | -                     | -                | -            | -             | -                  | -        | -        | -                | -                | -                | -                | -                |
| Consulting   | -                 | -                     | -                | -            | -             | -                  | -        | -        | -                | -                | -                | -                | -                |
| Auxiliary Wages                                    | 9,130             | 14,620                | 20,000           | -            | -             | -                  | -        | -        | -                | -                | -                | -                | -                |
| Allocations  | 74,530            | 74,530                | 72,730           | -            | -             | -                  | -        | -        | -                | -                | -                | -                | -                |
| Other Operating Expenses                           | 6,370             | 1,360                 | 1,660            | -            | -             | -                  | -        | -        | -                | -                | -                | -                | -                |
| <b>TOTAL OPERATING COSTS</b>                       | <b>90,530</b>     | <b>90,530</b>         | <b>94,390</b>    | <b>-</b>     | <b>-</b>      | <b>94,390</b>      | <b>-</b> | <b>-</b> | <b>94,390</b>    | <b>75,870</b>    | <b>77,370</b>    | <b>78,900</b>    | <b>80,470</b>    |
| *Percentage increase over prior year               |                   |                       |                  |              |               |                    |          |          |                  | -19.6%           | 2.0%             | 2.0%             | 2.0%             |
| <u>CAPITAL / RESERVE</u>                           |                   |                       |                  |              |               |                    |          |          |                  |                  |                  |                  |                  |
| Transfer to Capital Reserve Fund                   | 306,200           | 306,200               | 299,340          | -            | -             | 299,340            | -        | -        | 299,340          | 317,800          | 66,240           | 64,650           | 63,020           |
| Transfer to Maintenance Reserve Fund               | -                 | -                     | 3,000            | -            | -             | 3,000              | -        | -        | 3,000            | 3,060            | 3,120            | 3,180            | 3,240            |
| <b>TOTAL CAPITAL / RESERVES</b>                    | <b>306,200</b>    | <b>306,200</b>        | <b>302,340</b>   | <b>-</b>     | <b>-</b>      | <b>302,340</b>     | <b>-</b> | <b>-</b> | <b>302,340</b>   | <b>320,860</b>   | <b>69,360</b>    | <b>67,830</b>    | <b>66,260</b>    |
| <b>TOTAL COSTS</b>                                 | <b>396,730</b>    | <b>396,730</b>        | <b>396,730</b>   | <b>-</b>     | <b>-</b>      | <b>396,730</b>     | <b>-</b> | <b>-</b> | <b>396,730</b>   | <b>396,730</b>   | <b>146,730</b>   | <b>146,730</b>   | <b>146,730</b>   |
| <b>OPERATING COSTS</b>                             | <b>396,730</b>    | <b>396,730</b>        | <b>396,730</b>   | <b>-</b>     | <b>-</b>      | <b>396,730</b>     | <b>-</b> | <b>-</b> | <b>396,730</b>   | <b>396,730</b>   | <b>146,730</b>   | <b>146,730</b>   | <b>146,730</b>   |
| <u>FUNDING SOURCES (REVENUE)</u>                   |                   |                       |                  |              |               |                    |          |          |                  |                  |                  |                  |                  |
| Other Income                                       | (150)             | (150)                 | (150)            | -            | -             | (150)              | -        | -        | (150)            | (150)            | (150)            | (150)            | (150)            |
| Grants in Lieu of Taxes                            | (330)             | (330)                 | (330)            | -            | -             | (330)              | -        | -        | (330)            | (330)            | (330)            | (330)            | (330)            |
| <b>TOTAL REVENUE</b>                               | <b>(480)</b>      | <b>(480)</b>          | <b>(480)</b>     | <b>-</b>     | <b>-</b>      | <b>(480)</b>       | <b>-</b> | <b>-</b> | <b>(480)</b>     | <b>(480)</b>     | <b>(480)</b>     | <b>(480)</b>     | <b>(480)</b>     |
| <b>REQUISITION</b>                                 | <b>(396,250)</b>  | <b>(396,250)</b>      | <b>(396,250)</b> | <b>-</b>     | <b>-</b>      | <b>(396,250)</b>   | <b>-</b> | <b>-</b> | <b>(396,250)</b> | <b>(396,250)</b> | <b>(146,250)</b> | <b>(146,250)</b> | <b>(146,250)</b> |
| *Percentage increase over prior year requisition   |                   |                       |                  |              |               |                    |          |          |                  | 0.0%             | -63.1%           | 0.0%             | 0.0%             |



**Reserve Schedule**

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**Reserve Fund: Capital Reserve Fund - Bylaw 3943**

For Pathway and Bike Lane infrastructure

**Reserve Cash Flow**

| Fund: 1086 Fund Center: 102142     | Estimate      | Budget        |               |               |               |                |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|----------------|
|                                    | 2016          | 2017          | 2018          | 2019          | 2020          | 2021           |
| Beginning Balance                  | (7,257)       | 69,670        | 43,420        | 38,420        | 43,420        | 78,420         |
| Transfer from Ops Budget           | 38,750        | 38,750        | 35,000        | 35,000        | 35,000        | 35,000         |
| Contributions from Island Pathways |               |               |               |               |               |                |
| Expenditures                       | 36,703        | (65,000)      | (40,000)      | (30,000)      | -             | -              |
| Interest Income                    | 1,475         |               |               |               |               |                |
| <b>Ending Balance \$</b>           | <b>69,670</b> | <b>43,420</b> | <b>38,420</b> | <b>43,420</b> | <b>78,420</b> | <b>113,420</b> |

Fund balance should allow for CRD to participate in partnership with Island Pathways on planned projects

**Reserve Cash Flow**

| Fund: 1086 Fund Center: 102147 | Estimate      | Budget        |               |               |               |               |
|--------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
|                                | 2016          | 2017          | 2018          | 2019          | 2020          | 2021          |
| Beginning Balance              | 25,800        | 25,800        | 25,800        | 25,800        | 25,800        | 25,800        |
| Transfer from Ops Budget       | -             | -             | -             | -             | -             | -             |
| <b>Ending Balance \$</b>       | <b>25,800</b> | <b>25,800</b> | <b>25,800</b> | <b>25,800</b> | <b>25,800</b> | <b>25,800</b> |

Funds received from property owners for sidewalks in front of their properties

**Reserve Cash Flow**

| Fund: 1086 Fund Center: 102148   | Estimate       | Budget         |                |               |               |               |
|----------------------------------|----------------|----------------|----------------|---------------|---------------|---------------|
|                                  | 2016           | 2017           | 2018           | 2019          | 2020          | 2021          |
| Beginning Balance                | 597,662        | 607,662        | 659,861        | 463,401       | 16,942        | 16,942        |
| Transfer from Ops Budget         | 250,000        | 250,000        | 250,000        | -             | -             | -             |
| Transfer from Capital            | 10,000         | -              | -              | -             | -             | -             |
| Transfer to General Capital Fund | (250,000)      | (197,801)      | (446,460)      | (446,460)     |               |               |
| <b>Ending Balance \$</b>         | <b>607,662</b> | <b>659,861</b> | <b>463,401</b> | <b>16,942</b> | <b>16,942</b> | <b>16,942</b> |

\$250,000 per year transferred from requisition in accordance with Bylaw 3956 (four years 2015-2018)

**Reserve Schedule**

**Reserve Fund: Maintenance Reserve Fund**

For non-recurring repairs and maintenance on paths and trails

**Reserve Cash Flow**

|                          | Estimate<br>2016 | Budget       |              |              |               |               |
|--------------------------|------------------|--------------|--------------|--------------|---------------|---------------|
|                          |                  | 2017         | 2018         | 2019         | 2020          | 2021          |
| Beginning Balance        | -                | -            | 3,000        | 6,060        | 9,180         | 12,360        |
| Transfer from Ops Budget | -                | 3,000        | 3,060        | 3,120        | 3,180         | 3,240         |
| <b>Ending Balance \$</b> | <b>-</b>         | <b>3,000</b> | <b>6,060</b> | <b>9,180</b> | <b>12,360</b> | <b>15,600</b> |



**Service: 1.238 SSI Transit and Transportation**

|       |  |             |
|-------|--|-------------|
| 16-01 | <ul style="list-style-type: none"> <li>- Development of a multi-use pathway on the North side of Rainbow Road from Lower Ganges Rd to SSI Rec Centre.</li> <li>- Development of active transportation networks on Lower Ganges Rd to Rainbow Rd</li> <li>- Pedestrian intersection improvements at Hereford &amp; Purvis on L Ganges Rd</li> <li>- Active transportation improvements along Fulford-Ganges Hill into Ganges Village</li> </ul> | \$2,026,000 |
| 17-01 | Atkins Road pathway, in collaboration with Island Pathways   | \$65,000    |
| 17-02 | Bus shelters for Transit service   | \$12,000    |
| 18-01 | Other pathway projects in collaboration with Island Pathways   | \$40,000    |
| 18-02 | Bus shelters for Transit service   | \$12,000    |
| 19-01 | Other pathway projects in collaboration with Island Pathways   | \$30,000    |
| 19-02 | Bus shelters for Transit service   | \$12,000    |
| 20-01 | Bus shelters for Transit service   | \$12,000    |
| 21-21 | Bus shelters for Transit service   | \$12,000    |



## Media Release

For Immediate Release

September 21, 2016

### Promoting Active School Travel Across the Capital Region

Victoria, BC- The Capital Regional District (CRD) Active and Safe Routes to School (ASRTS) project will encourage students and families across the region to use more active transportation for their commutes to school. Throughout the 2016-17 school year, the program will facilitate school travel planning and foster collaborative solutions to improve student health, road safety and traffic congestion.

The ASRTS project is a community-based initiative working collaboratively to address infrastructure, behaviour, enforcement and education needs on school grounds and in surrounding neighbourhoods. ASRTS is one of more than a dozen initiatives under the CRD's People Power Program designed to increase the use of active transportation in the region.

Twenty schools are participating in a comprehensive school travel planning process encouraging students and families to walk, bike, bus or roll to school more often. Eight additional schools are in an introductory program focused on active transportation special events and data collection. All four school districts in the region are represented in the program.

"We are pleased to see the demand for school travel planning among elementary, middle and high schools across the region," says CRD Board Chair, Barbara Desjardins. "The Regional Transportation Plan identified school-based programs as a priority action that would help shift travel choices towards more active transportation. The program is a proven way to increase traffic safety and efficiency and improve the health of students and the surrounding school communities."

Each school is supported by a travel planning facilitator throughout the 15-month school travel planning process which engages students, teachers, parents, school boards, municipal transportation planners and engineers, public health and local law enforcement agencies to address traffic and transportation challenges. Outcomes include mapping the best routes, identifying issues, and developing action plans and school-based encouragement activities such as park & walk stations, bike skills courses, skateboard repair workshops and walk-to-school days. The goal is to raise awareness of the issues and establish practical solutions to make travel in and around schools more efficient, safe and welcoming for all modes of travel.

"Encouraging children and youth to use active transportation helps to create long-term healthy habits," says Sandra Richardson, CEO of the Victoria Foundation. "The 2015 Vital Signs report indicated there is a

need for more affordable and accessible opportunities for recreation, particularly for children and youth. Active transportation provides an opportunity for students to integrate physical fitness into everyday life and helps to foster a culture of sustainability within the school community.”

The Real Estate Foundation of BC has also recognized that improving policies and enhancing the built environment supports active modes of travel. “Schools serve as important hubs in every community across British Columbia. We are pleased to see partners in the capital region collaborating on tangible ways to increase the use of cycling, walking and public transit,” says Jack Wong, CEO, REFBC. “The Active and Safe Routes to School Project presents an opportunity for many local governments in the capital region to assess the infrastructure gap around schools as well as provide research and information to assist decision makers in supporting more sustainable built environments.”

The CRD is grateful to the Victoria Foundation, the Real Estate Foundation BC and the CRD Traffic Safety Commission for funding support. For more information about the ASRTS program and participating schools, visit: [www.crd.bc.ca/peoplepower](http://www.crd.bc.ca/peoplepower)

*Celebrating 50 years! The CRD delivers regional, sub-regional and local services to 13 municipalities and three electoral areas on southern Vancouver Island and the Gulf Islands. Governed by a 24 member Board of Directors, the CRD works collaboratively with First Nations and all levels of government to enable sustainable growth, enhance community well-being, and develop cost-effective infrastructure while continuing to provide core services to residents throughout the region.*

-30-

**For media inquiries, please contact:**

Andy Orr, Senior Manager  
CRD Corporate Communications  
Tel: 250.360.3229  
Cell: 250.216.5492



**From:** Sarah C. Webb  
**Sent:** Thursday, August 04, 2016 1:00 PM  
**To:** Robin Williams  
**Cc:** Karla Campbell <kcampbell@crd.bc.ca>; John Hicks <jhicks@crd.bc.ca>; Keith Wahlstrom <kwahlstrom@crd.bc.ca>  
**Subject:** Salt Spring - ASRTS - 2016/2017

Dear Robin,

**I am pleased let you know that Gulf Island Secondary School has been selected and confirmed participation in the regional *Active & Safe Routes to School Program*.**

This email contains important information about the process and timing for the program. We are excited to work with the SSI Transportation Commission and applicable CRD staff on this project.

**BACKGROUND:**

Active & Safe Routes to School (ASRTS) is a proven way to support improved transportation safety and efficiency and increase the number of students who use active modes. ASRTS uses a coordinated and systematic approach over a fifteen month period to collect data, identify opportunities for infrastructure improvements on the school ground and in the surrounding community, develop a best routes map, and engage school communities in educational and encouragement programs.

Both the Pedestrian & Cycling Master Plan (2011) and Regional Transportation Plan (2014) identified the implementation of Active & Safe Routes to School programs as priority actions to assist in achieving mode share targets. In 2015, the CRD Board identified one of its Strategic Priorities as "Enable the CRD, local governments and other agencies to advance active transportation infrastructure and programming (including Active & Safe Routes to School)".

ASRTS directly supports the transportation goals identified in the SSI Official Community Plan, the PCMP: SSI Edition, as well as supports climate action, community health and civic engagement objectives.

**2016/2017 REGIONAL ASRTS PROGRAM:**

The CRD has selected **HASTe BC** as the delivery partner for this program. HASTe has significant experience successfully planning and delivering Active & Safe Routes to School programs in communities across BC including Squamish, Surrey, North Vancouver and Vernon and Comox.

Omar Bhimji is the project manager who will ensure that the program is completed on time and that all deliverables are met. The program will formally start in September 2016 and be completed in December 2017.

Twenty (20) schools representing participants from nine (9) municipalities and two (2) electoral areas and all four (4) school districts were selected for the full ASRTS program. An additional eight (8) schools across the region have been identified for one-time special event and educational support in 2017 to encourage active travel.

#### HOW IT WILL WORK:

Each participating school will have a dedicated *School Travel Planning Facilitator*. This person will guide the process at each location and act as the primary liaison and support for the initiative. We recognize that CRD staff and the Transportation Commission have an established relationship with School District 64 and school administration. The Facilitator will be the “worker bee” to help move the school through the process.

#### WHAT IS REQUIRED OR EXPECTED FROM MUNICIPAL STAFF:

As the host community we will ask you to:

- **Help us collect relevant background information and data and identify any transportation or land-use issues of relevance to Gulf Island Secondary.** We are gathering preliminary background information and generating base maps for your review. *The initial background information and base map will be sent to you for review and consideration in the next three weeks – anything you can add is greatly appreciated.*
- **Participate on the Project Advisory Committee.** The Advisory Committee will be made up of school administration, district staff, students, parents and teachers as well as yourself and anyone else from the Commission who you would like included. I will discuss with Karla who she would like to have participate – and have included a copy of this note to her, Keith and John. We are also waiting to hear back from Island Trust as to which planner they would like to be connected to this project. *The Project Advisory Committee will be set up by October 30, 2016.*
- **Review the School Travel Profile.** Using information and data collected from students and their families in the fall of 2016, we will create a customized school travel profile. *The school travel profile will be completed before January 7, 2017.*
- **Attend and participate in the community walk-about event.** Each school will have two walk-about events involving staff, students, parents, law enforcement partners and other agencies like BC Transit, Island Pathways or ICBC. One of the events is focused on the school grounds; the other on the surrounding neighborhood and roadways. The focus of the events are to identify challenge areas, safety issues, or concerns related to safe active travel. The walk-about may identify behavior or regulatory issues or infrastructure limitations. It may also identify issues with public transit or water taxi service. The goal of the walk-about is to inform potential actions which can encourage more students and their families to use active travel. *The Community Walk-About event will take place between January 2017 and mid-March 2017.*
- **Contribute to the development of the School Travel Action Plan.** This is likely the most critical component of the ASRTS project from the Commission’s perspective. The Action Plan is generated from ideas and suggestions identified at the walk-about events. It is essentially a “short-list” of actions for the School District, the commission, external partners, and the school community to collectively undertake over time to support increased use of active travel. Actions may refer to educational needs, enforcement issues, or infrastructure improvements. The Commission or its partners may already have some ideas or plans for improvements around the school. The Action Plan will only identify those activities which you feel comfortable with and are willing to take on. We want to manage expectations while at the same time advance investments over time which support active travel. *We will work with yourself and other partners to generate the School Action Plan by April 15, 2017.*



- **Review and provide input on the Best Routes Map generated for each participating school in your community.** Each school will received a customized best route map with resources, information, and ideas. The map can also be used to convey safety information or key messages from the municipality and other partners. Each school will get a printed and digital version of the map. *The Best Routes Map will be available for review in May 2017.*

The ASRTS program also includes resourced educational and encouragement activities at each school throughout 2017, bicycle skills courses for students, and prizes and incentives. There is no obligation or requirement for the Commission to participate in these activities unless you so desire. The program will wrap up with additional data collection in October 2017 and be formally completed by December 30, 2017.

We are about to launch an informational webpage on the CRD website and will be announcing the program participants in September 2016. I will send you these links to inform your own communications. It is important to us that Salt Spring is featured as a leader in this exciting program.

#### SUMMARY

The 2016/2017 Active & Safe Routes to School Program has been made possible through the generosity of funding partners including the Real Estate Foundation of BC, The Victoria Foundation and the CRD Traffic Safety Commission. Our goal is to support schools, communities and school districts in achieving environmental, health and safety objectives by encouraging and supporting increased use of active transportation.

Please let me know if you there is anyone else from the Commission you would like included for formal project correspondence. *I will be making a virtual introduction to Omar and your School Travel Planning Facilitator at HASTe in the next two weeks.*

I am available at any time to answer any questions you have and look forward to working with you.

Kind regards,  
Sarah

**Sarah Webb**  
Active Transportation Program Manager  
Capital Regional District  
[www.crd.bc.ca](http://www.crd.bc.ca)  
250-360-3240

**REPORT TO CAPITAL REGIONAL DISTRICT BOARD  
MEETING OF WEDNESDAY, SEPTEMBER 14, 2016**

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**SUBJECT    EMAIL EXCHANGES BETWEEN CRD DIRECTORS**

**ISSUE**

To provide information to the CRD Board about the legislative provisions that relate to email exchanges between Directors.

**BACKGROUND**

At its meeting of August 10, 2016, the CRD Board passed a resolution directing staff to provide the Board with the provisions of the *Local Government Act* ("LGA") that relate to email exchanges between Directors.

**LGA and Community Charter**

There are no provisions of the *LGA* that deal directly with Directors' use of email.

While the *LGA* remains the main source of authority for regional districts, provisions of the *Community Charter* also apply to regional districts and consistent rules apply to officials in municipalities and regional districts. There are also no provisions of the *Community Charter* that deal directly with Directors' use of email. Although email is not dealt with directly in the legislation, there are provisions that impact use of email by elected officials.

The *Community Charter* and *Local Government Act* both contain divisions that relate to board process (the relevant sections are set out at Appendix A). These sections build from the same fundamental starting point: the business of local government bodies must be conducted in open meetings that have been advertised in advance to the public (s. 89 of the *Community Charter* and s. 225 of the *LGA*). The provisions are intended to promote transparency and accountability in decision-making and build public trust in the process. Members of the public are provided with advance notice of meeting dates and agenda content and are able to attend meetings to follow the discussion and even request to speak to items in accordance with procedural rules.

In the context of email or electronic communication, the issue is whether an email exchange (or other instant messaging exchange) constitutes a "meeting" that must be advertised and open to the public. The term "meeting" is not defined in the legislation. Court decisions have commented on the definition of "meeting" and have established criteria or factors to consider in determining whether a gathering or other exchange between elected officials is actually a "meeting." These criteria are discussed and summarized in a report on open meetings published by the Office of the Ombudsperson, attached as Appendix B (pgs. 8 – 10). In relation to electronic meetings, the Ombudsperson report notes the following (pg. 11):

If members of a local government are, through electronic communications, advancing matters within their jurisdiction, all of the rules about open meetings apply. For example, the content of instant messaging and group emails between local government members, whether the emails are sent from or to public or private accounts, may unwittingly transition from topics that do not need to be discussed in an open meeting to matters that must be discussed in an open meeting. Local governments need to be conscious that all meetings

of council members, not simply those that take place in an official setting, are subject to the open meeting requirements.

Although the application of the definition of “meeting” to a given set of facts may be debatable and subject to different interpretations, Directors should be aware of these principles and apply common sense to avoid using email to materially advance the business of the Board.

*Freedom of Information and Protection of Privacy Act (“FIPPA”)*

*FIPPA* applies to all records under the custody or control of the CRD. Under *FIPPA*, members of the public may request access to records held by the CRD, including work-related emails sent to or received from the CRD email accounts and the personal email accounts of elected officials.

**CONCLUSION**

Although the legislation governing local governments in BC does not directly address email communications between elected officials, it does establish several fundamental principles that impact communication between Directors outside of the formal meeting setting. CRD Directors should be aware that the rules that apply to formal CRD meetings – such as the open meeting provisions and meeting notice requirements – also apply to email exchanges that could be considered meetings, owing to the scope and nature of the exchange. Directors should also be aware that CRD-related email correspondence is governed by *FIPPA* and subject to disclosure through the CRD records management and freedom of information request process.

**RECOMMENDATION(S)**

That the Capital Regional District Board receive this report for information.

|               |   |
|---------------|---|
| Submitted by: | Brent Reems, MA, LLB, Senior Manager Legislative & Information Services |
| Concurrence:  | Robert Lapham, MCIP, RPP, Chief Administrative Officer                  |

BR

Attachments: Appendix A (*Community Charter, Part 4, Division 3 and Local Government Act, Part 6, Division 5*)  
Appendix B (*Open Meetings: Best Practices Guide for Local Governments*)

## **Appendix A**

### **Community Charter**

#### **Part 4, Division 3 – Open Meetings**

##### **General rule that meetings must be open to the public**

89 (1) A meeting of a council must be open to the public, except as provided in this Division.

(2) A council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

##### **Meetings that may or must be closed to the public**

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(c) labour relations or other employee relations;

(d) the security of the property of the municipality;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(g) litigation or potential litigation affecting the municipality;

(h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* ;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

(o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(a) a request under the *Freedom of Information and Protection of Privacy Act* , if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;

(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

(c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 [*Ombudsperson to notify authority*] of that Act;

(d) a matter that, under another enactment, is such that the public must be excluded from the meeting;

(e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the *Auditor General for Local Government Act* .

(3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

### **Other persons attending closed meetings**

91 (1) If all or part of a meeting is closed to the public, the council may allow one or more municipal officers and employees to attend or exclude them from attending, as it considers appropriate.

(2) If all or part of a meeting is closed to the public, the council may allow a person other than municipal officers and employees to attend,

(a) in the case of a meeting that must be closed under section 90 (2), if the council considers this necessary and the person

(i) already has knowledge of the confidential information, or

(ii) is a lawyer attending to provide legal advice in relation to the matter, and

(b) in other cases, if the council considers this necessary.

(3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

### **Requirements before meeting is closed**

- 92 Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,
- (a) the fact that the meeting or part is to be closed, and
  - (b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.

### **Application of rules to other bodies**

- 93 In addition to its application to council meetings, this Division and section 133 [*expulsion from meetings*] also applies to meetings of the following:
- (a) council committees;
  - (b) a municipal commission established under section 143;
  - (c) a parcel tax roll review panel established under section 204;
  - (d) a board of variance established under Division 15 of Part 14 of the *Local Government Act* ;
  - (e) an advisory body established by a council;
  - (f) a body that under this or another Act may exercise the powers of a municipality or council;
  - (g) a body prescribed by regulation.

## **Local Government Act**

### **Part 6, Division 5 — Board Proceedings**

#### **Regular and special board meetings**

219 (1) A board must meet

(a) regularly in accordance with its bylaw under section 225  
*[procedure bylaws]*, and

(b) as it decides and as provided in this Act.

(2) A special board meeting is a board meeting other than a statutory,  
regular or adjourned meeting.

#### **Calling of special board meetings**

220 (1) The corporate officer must call a special meeting

(a) on request of the chair, or

(b) on request of any 2 directors.

(2) The corporate officer must call a special meeting by notice that

(a) states the general purpose and the date, hour and place of  
the meeting, and

(b) is mailed at least 5 days before the date of the meeting to  
each director at the address given by the director to the  
corporate officer for that purpose.

(3) The notice of any special meeting referred to in subsection (2) may be  
waived by a unanimous vote.

(4) In the case of an emergency, notice of a special meeting

(a) may be given, with the consent of the chair and 2  
directors, less than 5 days before the date of the meeting, and

(b) need not be given in writing.

#### **Electronic meetings and participation by members**



221 (1) If permitted under subsection (3), a board meeting or a board committee meeting may be conducted by means of electronic or other communications facilities.

(2) Members of the board who are participating under this section in a meeting conducted in accordance with subsection (1) are deemed to be present at the meeting.

(3) The Lieutenant Governor in Council may make regulations permitting meetings under subsection (1) and prescribing conditions, limits and requirements respecting such meetings.

### **Regulations establishing special rules for dealing with urgent issues**

222 (1) The minister may, by regulation applicable to one or more regional districts, make provision for obtaining and counting votes of the directors on urgent issues and adopting resolutions and bylaws on those issues without the necessity of holding a board meeting.

(2) Regulations under subsection (1) may establish rules respecting the following:

(a) mechanisms for submitting urgent issues to the directors;

(b) the manner in which votes will be submitted by the directors;

(c) the counting of votes and subsequent ratification by the board of the resolutions and bylaws.

(3) A board member participating in a vote under subsection (1) is deemed to be present at a board meeting and a resolution or bylaw adopted under that subsection is deemed to have been adopted at a board meeting.

### **Minutes of board meetings and committee meetings**

223 (1) Minutes of board meetings must be

(a) legibly recorded,

(b) certified as correct by the designated regional district officer, and

(c) signed by the chair or other member presiding at the meeting or at the next meeting at which they are adopted.

(2) Minutes of a board committee meeting must be

(a) legibly recorded, and

(b) signed by the chair or other member presiding at the meeting.

### **Meetings and hearings outside regional district**

224 (1) If authorized under subsection (2), the following meetings, hearings and other proceedings may be held, and all powers, duties and functions may be exercised in relation to those proceedings, outside the boundaries of the regional district:

(a) board meetings;

(b) board committee meetings;

(c) other public meetings conducted by or on behalf of the board or a board committee;

(d) board hearings that are required by law or authorized by an enactment;

(e) board proceedings in which a person is entitled under this Act to make representations to the board.

(2) A board may do either or both of the following:

(a) by bylaw, provide that meetings, hearings or other proceedings referred to in subsection (1) may be held outside the boundaries of the regional district;

(b) by resolution in a specific case, allow a meeting, hearing or other proceeding to be held outside the boundaries of the regional district.

### **Procedure bylaws**

225 (1) A board must, by bylaw, do the following:

(a) establish the general procedures to be followed by the board and by board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;

(b) provide for advance public notice respecting the date, time and place of board and board committee meetings and establish the procedures for giving that notice;

(c) identify places that are to be public notice posting places for the purposes of the application of section 94 [*requirements for public notice*] of the *Community Charter* to the regional district.

(2) A procedure bylaw must not be amended unless notice of the proposed amendment is mailed to each director, at the address given by the director to the corporate officer for that purpose, at least 5 days before the meeting at which the amendment is to be introduced.

# OPEN MEETINGS:

BEST PRACTICES GUIDE FOR  
LOCAL GOVERNMENTS



**ombudsperson**  
B.C.'s Independent Voice For Fairness

Special Report No. 34 | 10/02/2011/2012  
to the Legislative Assembly of British Columbia



Making a difference...together

**SALT SPRING ISLAND TRANSPORTATION COMMISSION**  
 Meeting on **Monday, September 26, 2016 at 4:30 PM**

**APPENDIX A**

**Correspondence/information Summary**

| Date               | Communication  | Subject                           | From                             |
|--------------------|----------------|-----------------------------------|----------------------------------|
| August 15, 2016    | Email          | Beddis Road-Speed Bumps           | N Hamilton/B. Bolton             |
| August 15, 2016    | Email          | Beddis Road-Speed Bumps           | A. Black                         |
| Sept 6, 2016       | Email          | Beddis Road-Speed Bumps           | N. Hamilton/B. Bolton/R. Evanoff |
|                    | Statement      | Beddis Road-Speed Bumps           |                                  |
| September 19, 2016 | Media Release  | BC Transit-Schedule Changes       | BC Transit                       |
| Jan-July 2016      | Summary Report | BC Transit Monthly Revenue Report | CRD Finance Dept.                |
|                    |                |                                   |                                  |
|                    |                |                                   |                                  |
|                    |                |                                   |                                  |
|                    |                |                                   |                                  |
|                    |                |                                   |                                  |
|                    |                |                                   |                                  |
|                    |                |                                   |                                  |
|                    |                |                                   |                                  |

**Tracey Shaver**

---

**From:** Keith Wahlstrom  
**Sent:** Monday, August 15, 2016 3:40 PM  
**To:** ---  
**Cc:** Tracey Shaver  
**Subject:** RE: Contact Us - Submission

**Nancy**

Your email was forwarded to me. I will forward it to the Ministry of Transportation and Infrastructure as the road and related issue is within their mandate.

I will also ask it be added to the agenda of the next Transportation Commission as correspondence received.

**Keith Wahlstrom, P.Eng**  
Manager, Engineering  
Salt Spring Island Electoral Area



Making a difference...together

Capital Regional District  
Salt Spring Island Electoral Area  
145 Vesuvius Bay Road  
Salt Spring Island, BC V8K 1K3  
Phone 250.537.4448 Mobile 250.538.8336  
email [kwahlstrom@crd.bc.ca](mailto:kwahlstrom@crd.bc.ca)

---

**From:** \_\_\_\_\_  
**Sent:** Friday, August 12, 2016 1:59:38 PM (UTC-08:00) Pacific Time (US & Canada)  
**To:** SSI Transportation Commission  
**Subject:** Contact Us - Submission

The following message was received through the form at '<https://www.crd.bc.ca/contact-us?r=ssi-transportation-commission>'. Neither the name nor the e-mail address can be confirmed as accurate.

.....

**Your Name:**  
Nancy Hamilton

**Your Email Address:**

**Message:**  
we wish to protest the installation ,by a private citizen, the speed bumps on Beddis Road.

This will affect emergency response time, especially because a CRD beach park is involved! We sincerely hope that timing never becomes an issue in the loss of life. This is a school bus route and a major access used by many many islanders every day. Please assure us that this issue will be resolved in an expeditious manner! We are very concerned!!

**From:** Bev Bolton [<mailto:>]  
**Sent:** Sunday, August 14, 2016 5:29 PM  
**To:** Keith Wahlstrom <[kwahlstrom@crd.bc.ca](mailto:kwahlstrom@crd.bc.ca)>; [ssiinfo@islandstrust.bc.ca](mailto:ssiinfo@islandstrust.bc.ca)  
**Cc:** Brian Swanson <>;  
**Subject:** Fwd: Action required on the illegal signage and speed bumps installed at 900 Beddis Road

**Subject: Action required on the illegal signage and speed bumps installed at 900 Beddis Road**

I find it totally unacceptable that Swanson and Laucks of Laughing Apple / The Laucks Foundation Research Station at 900 Beddis Road is trying to claim part of Beddis Road as a private road. In our 25 years here, it has always been the highways contractor that has improved, plowed, and sanded the road there. We have never seen ANY maintenance done by Swanson/Laucks. They have been working at closing that road from the time they bought the property. They have, no doubt, been enjoying very low farm taxes while we pay high taxes that include keeping public roads like Beddis Road in good condition for the timely and safe deliverance of school buses, residents, tourists to Beddis Beach and, most importantly, emergency services like fire, ambulances, and RCMP. Please move quickly to remove the illegal speed bumps and signage. See attached.

Bev Bolton  
Miles Ave

This message is intended only for the use of the individual or entity named above, and may contain information that is privileged, confidential or exempt from disclosure under applicable law. If you are not the intended recipient or their employee or agent responsible for receiving the message on their behalf your receipt of this message is in error and not meant to waive privilege in this message. Please notify us immediately, and delete the message and any attachments without reading the attachments. Any dissemination, distribution or copying of this communication by anyone other than the intended recipient is strictly prohibited. Thank you. Please consider the environment before printing this email.

## Tracey Shaver

---

**From:** Keith Wahlstrom  
**Sent:** Monday, August 15, 2016 3:58 PM  
**To:** Travis Tormala (Travis.Tormala@gov.bc.ca)  
**Cc:** Tracey Shaver  
**Subject:** FW: beddis infractions

Travis

Please see attached note regarding Beddis Road

Keith Wahlstrom, P.Eng  
Manager, Engineering  
Salt Spring Island Electoral Area

Capital Regional District  
Salt Spring Island Electoral Area  
145 Vesuvius Bay Road  
Salt Spring Island, BC V8K 1K3  
Phone 250.537.4448 Mobile 250.538.8336  
email kwahlstrom@crd.bc.ca

-----Original Message-----

From: directorssi  
Sent: Monday, August 15, 2016 3:55 PM  
To: Arthur Black ·  
Cc: Keith Wahlstrom <kwahlstrom@crd.bc.ca>  
Subject: Re: beddis infractions

Arthur thank you for your comments . They will be added to a number we have received and the ministry has been advised.i plan to follow up personally.

Regards

Wayne McIntyre

Sent from my iPhone

> On Aug 15, 2016, at 1:48 PM, Arthur Black · wrote:  
>  
> Dear Directors:  
>  
> Brian Swanson's civic benevolence is underwhelming. The



> self-appointed traffic czar of Beddis Road contends that the new  
> 'speed humps' (unsanctioned and therefore illegal) are merely his  
> attempt to make the road safe for walkers and cyclists.  
>  
> Would they be the same road users he was worried about when he  
> spend a few thousand dollars to construct a traffic turnaround at the  
> edge of his property two years ago? Apparently, sanity intervened  
> before he could install a -- who knows? Tollbooth? Minefield?  
> Trumpian wall? -- across Beddis Road.  
>  
> Point of clarification: Mister Swanson does NOT own that stretch  
> of Beddis Road. If you don't believe me, contact Travis Tormala, the  
> person in charge at the Department of Highways. Mister Tormala states  
> unequivocally that all of Beddis is Ministry road and that the  
> Driftwood erred last week in identifying the Laughing Apple stretch as  
> "not under the Ministry".  
>  
> My guess is that Mister Swanson's long game is to winkle some  
> expropriation money out of the government. His short game would  
> appear to be playing Let's Pretend Traffic Management and  
> inconveniencing his neighbours. Someone get this man a hobby.  
>  
> Arthur Black  
>

## Tracey Shaver

---

**From:** Keith Wahlstrom  
**Sent:** Tuesday, September 06, 2016 10:11 AM  
**To:** Karla Campbell  
**Cc:** Tracey Shaver  
**Subject:** FW: Further Private Signage

Karla

This is a continuation of several emails. I will forward several more.

A couple will be emails will be on the next Transportation agenda correspondence received.

Keith

**From:** Nancy [mailto:  
**Sent:** Friday, September 02, 2016 1:31 PM  
**To:** Bev Bolton  
**Cc:** Ryan.Evanoff@gov.bc.ca; travis.tormala@gov.bc.ca; todd.stone@leg.bc.ca; ageorge@saltspringfire.com; saltspring@rcmp-grc.gc.ca; directorssi <directorssi@crd.bc.ca>; Keith Wahlstrom <kwahlstrom@crd.bc.ca>; lhalstead@sd64.bc.ca; SSI Emergency Coordinator <SSIEPC@crd.bc.ca>; ssiinfo@islandstrust.bc.ca; chamber@saltspringchamber.com; gary.holman.MLA@leg.bc.ca; elizabeth.may@parl.gc.ca; info@islandpathways.ca  
**Subject:** Re: Further Private Signage

I have also requested clarity from MOTI as to the possibility of the Cusheon Lake Rd and Beddis Rd intersection being usurped by the property owners as private. The 900 Beddis Rd parcel also includes this important intersection. The ministry maps show it inside or outside depending on which map they choose to view! Utter confusion and more importantly, 90 residents only non private ( at this time) access to services!  
Please! Please! Please! Deal with this issue in a more timely manner than has been so far exercised. We deserve better from the Minister!  
Thank you

Nancy M.Hamilton  
1 Wildwood Drive  
SSI

On Sep 2, 2016, at 1:04 PM, Bev Bolton > wrote:

Hello concerned neighbours (in blind copy)

In answer to a concerned neighbour, find attached a reply from Ryan Evanoff, the Operations Manager for Southern Vancouver Island and the Southern Gulf Islands. Despite assurances from a few different reasonably high up sources at the Ministry of Transport that ALL of Beddis Road IS a public road, we get this disappointing and frustrating news that the MOT is only now moving towards serious legal action and feel they have a strong case. I hope this is true. Swanson and Laucks' "Private Road" and "Maintained by Owner" signs will continue to cause insult, confusion, and concern for islanders,

tourists, and cyclists. Island Pathway's directional sign for a quiet cycle route to Ganges via that route has been removed by persons unknown. I feel we should continue to use all of Beddis Road, including the 4 humps section along 900 Beddis Road to maintain our right to do so. It would be very unfair to and unsafe for the residents along narrow Cusheon Lake Road and to families visiting Cusheon Lake to divert all the traffic their way.

The school buses, full of children without seat belts, will shortly make 4 passes per day over the humped road. According to Ryan Evanoff and our deputy fire chief, the fire department and the RCMP are not concerned about the extra time it would take to get to the roughly 99 properties and the CRD's public Beddis Beach that lie beyond the intersection of Beddis and Cusheon Lake Roads. The MOT didn't even get a response from the ambulance service. So I guess many of us are feeling abandoned out here.

If you feel so inclined, forward this to other concerned people. Write or phone or email to the Minister of Transportation Todd Stone or Ryan Evanoff to prompt them to get this in front of a Supreme Court judge as quickly as possible. Approach any agencies, businesses, charitable groups that are negatively impacted by Brian Swanson and Mary Laucks' signs and road humps. It would be very helpful if Brian Swanson would publicly express why they / Laughing Apple Farm/ the Laucks Foundation Research Station so strongly need that stretch of road to be their private road and to vow that they will not further obstruct the road or close it off to the public. This and taking down the offensive-to-many "Private Road" and "Maintained by Owner" signs while this matter gets settled legally would go a long way towards calming the many concerned people.

INACTION in this case will cause the practice of claiming private ownership of long-used roadways to proliferate across this island.

Thanks for listening and for your support.

Bev Bolton  
Sent from my iPad

Begin forwarded message

On Sep 1, 2016, at 2:05 PM, Evanoff, Ryan TRAN:EX <[Ryan.Evanoff@gov.bc.ca](mailto:Ryan.Evanoff@gov.bc.ca)> wrote:

Hello Nancy,  
I am responding to your email on behalf of Travis Tormala, who was successful on applying to a role in a different Ministry (effective end of day tomorrow). I am the operations manager for Southern Vancouver Island and the Southern Gulf Islands, feel free to contact myself directly should have any future concerns regarding the roads on Salt Spring Island or this current Beddis Road issue in particular.

Public roads and public road dedications on Salt Spring Island, which have been formally established by legal survey, gazette notice, crown grant deletion, or BC Supreme Court Ruling, are under the management of the Ministry of Transportation and any works on/in those spaces would require approval from the Ministry.

The section of Beddis Road claimed as private property by the owners of 900 Beddis Road has not been established as crown land by previous survey, gazette notice, or right-of-way plan although the ministry has historically maintained and upgraded Beddis Road, investing public money to provide a connector road within Salt Spring Island. The owners of 900 Beddis Road have claimed that the Province did not originally construct Beddis Road or provide adequate maintenance, since its creation, to warrant the road being established as public. As this section of Beddis Road has not previously been declared a Section 42 road by a BC Supreme Court Judge (under Section 42 of the Transportation Act) the land over which the roadway resides is therefore legally deemed to be private property at this time.

As stated previously, publically and in written communications to the property owners, the Ministry objects to the installation of the speedbumps and has requested they be removed. However, as stated above, with the road not residing within crown land under our management the Ministry's authority is extremely limited and we are currently exploring legal options in the matter. Unfortunately legal matters such as this take time, to ensure that all appropriate steps and considerations are taken.

The Ministry of Transportation wants all of Beddis Road to be public, and wants to continue the maintenance which has been provided since the establishment of Beddis Road. Ministry staff have attempted to negotiate with the current owners of 900 Beddis Road on several occasions but are now undertaking legal proceedings.

Please feel free to pass this response on to whomever you feel relevant, and as stated above please feel free to contact myself directly should you have any follow up comments, questions, or concerns.

Thank you for your time,

**Ryan Evanoff**  
**Operations Manager – Southern Vancouver Island**  
**Vancouver Island District**  
Ph: 250-952-5575  
<image001.jpg>

---Original Message---

As there seems to be no end to the speed bumps, and because it has taken two years to even acknowledge the private road signs, I believe strongly that the next step is to follow suit and begin placing private road signs on as many roads as we can. Our understanding is that the section already marked private is in fact, public. The signs have been allowed to exist for the past two years without any repercussions or legal action taken by MoTI so we must assume we can mark any public road as private. I suggest we begin by marking the roads here, blocking public access to the beach area. We should also place them just beyond the two existing signs on Beddis so that traffic is hindered completely. Perhaps more can be placed at all the roads serving the

ferries as well as the village. I firmly believe we would be within our legal rights to do this. It would seem plausible that Cusheon Creek road could benefit as well since speed bumps were not allowed there and the traffic has increased since the installation of bumps on Beddis Road. If anyone is interested in pursuing our rights, please let me know and as soon as possible we can begin a work party to get the signs up. I am sure many other islanders will join us in this endeavour to keep the public confused and ensure further inaction from MoTI. After all it's Salt Spring and we pay taxes!

Nancy

**Please be advised that I cannot support the installation of illegal and unauthorized speed bumps and signage at 900 Beddis Road.**

The Transportation Act, Section 42, states that if public money is spent on a traveled road that is not a highway, the traveled road is deemed and declared to be a highway (meaning public road). Under Section 42, there is no way a person can install speed bumps or perform work within a road right of way without approval.

The inhabitants on Cusheon Lake Road, a smaller alternative feeder route to Lower Ganges Road were turned down when they applied to install speed bumps. Now they are receiving additional unwanted traffic because of this situation. Obstructions to emergency vehicles cannot be tolerated. Saanich stopped installing speed bumps in quiet residential areas because it slowed down the fire trucks

Many other properties have farm and garden property on both sides of Beddis and other Salt Spring roads and have not placed private signage and restrictive surfaces.

The actions of Swanson and Laucks slows down emergency vehicles during our peak tourist and fire hazard season. School buses will also be negatively affected next month. We demand that Ministry of Transport order the immediate removal of illegal signs and speed bumps.

***More importantly, I don't believe Swanson and Laucks have the legal or moral authority to make those kind of changes to what is clearly a public road.***

**MEDIA ADVISORY**

September 19, 2016

Customer Information: 250-538-4282

Website: [www.bctransit.com/salt-spring-island](http://www.bctransit.com/salt-spring-island)

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**FALL SERVICE RETURNS ON SALT SPRING ISLAND**

**SALT SPRING ISLAND** – Fall service changes will take effect on Salt Spring Island starting Sunday, September 25, 2016.

These changes adjust for the usual changes in seasonal demand and to align with BC Ferries schedules.

The summer route **#9 Ruckle Park** summer route will be suspended for the season and return next summer.

For more information about Salt Spring Island Transit, including routes, schedules and fares, please visit <http://bctransit.com/salt-spring-island/home>.

General inquiries can be directed to the automated number at 250-538-4282. All other customer service information can be found at 250-537-6758. New Rider's Guides can be picked up onboard buses.

Media Contact:

**Jonathon Dyck**, Communications Manager

[Media@BCTransit.com](mailto:Media@BCTransit.com)

250-995-5720

**Salt Spring Island Community Transit**  
Monthly Revenue Report

|                                  | Jan-2016        | Feb-2016         | Mar-2016         | Apr-2016         | May-2016         | Jun-2016         | Jul-2016         | Aug-2016       | Sep-2016       | Oct-2016       | Nov-2016       | Dec-2016       | Total YTD         |
|----------------------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|----------------|----------------|----------------|----------------|-------------------|
| <b>Total Vendor Sales</b>        |                 |                  |                  |                  |                  |                  |                  |                |                |                |                |                |                   |
| Monthly Passes - Adult           | \$ 450          | \$ 500           | \$ 550           | \$ 350           | \$ 600           | \$ 550           | \$ 650           | \$ -           | \$ -           | \$ -           | \$ -           | \$ -           | \$ 3,650          |
| - Concession                     | 440             | 280              | 360              | 400              | 520              | 360              | 440              | -              | -              | -              | -              | -              | 2,800             |
| Day Passes                       | 25              | 70               | 130              | 75               | 450              | 20               | 625              | -              | -              | -              | -              | -              | 1,395             |
| Ticket Sheets *                  | 2,005           | 2,167            | 2,957            | 1,195            | 2,997            | 3,139            | 1,478            | -              | -              | -              | -              | -              | 15,937            |
| <b>Prepaid Fare Tickets</b>      |                 |                  |                  |                  |                  |                  |                  |                |                |                |                |                |                   |
| Collected from fareboxes *       | 1,998           | 2,394            | 2,338            | 2,687            | 2,241            | 2,669            | 2,808            |                |                |                |                |                | 17,134            |
| <b>Farebox Cash Proceeds</b>     | 7,568           | 8,577            | 7,624            | 10,472           | 14,310           | 11,081           | 12,946           |                |                |                |                |                | 72,579            |
| <b>BC Bus Pass Program Grant</b> | (1,818)         | 1,843            | -                | 3,526            | 1,675            | 1,776            | 1,770            |                |                |                |                |                | 8,772             |
| <b>Monthly Revenue</b>           | <b>\$ 8,663</b> | <b>\$ 13,664</b> | <b>\$ 11,002</b> | <b>\$ 17,510</b> | <b>\$ 19,796</b> | <b>\$ 16,456</b> | <b>\$ 19,239</b> | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ 106,329</b> |
| <b>Cumulative Totals</b>         |                 |                  |                  |                  |                  |                  |                  |                |                |                |                |                |                   |
| YTD Revenue                      | 8,663           | 22,327           | 33,329           | 50,838           | 70,635           | 87,091           | 106,329          | 106,329        | 106,329        | 106,329        | 106,329        | 106,329        | 106,329           |
| Unearned Revenue *               | 7               | (221)            | 398              | (1,094)          | (338)            | 133              | (1,197)          | (1,197)        | (1,197)        | (1,197)        | (1,197)        | (1,197)        | (1,197)           |
| Less 2% Commission               | (58)            | (119)            | (199)            | (239)            | (330)            | (412)            | (476)            | (476)          | (476)          | (476)          | (476)          | (476)          | (476)             |
| Other Adjustments                | -               | -                | -                | -                | -                | -                | -                | -              | -              | -              | -              | -              | -                 |
| <b>Reconciliation to GL</b>      | <b>8,612</b>    | <b>21,988</b>    | <b>33,528</b>    | <b>49,506</b>    | <b>69,967</b>    | <b>86,812</b>    | <b>104,657</b>   | <b>104,657</b> | <b>104,657</b> | <b>104,657</b> | <b>104,657</b> | <b>104,657</b> | <b>104,657</b>    |

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

|                            | Jan    | Feb    | Mar    | Apr    | May    | Jun    | Jul    | Aug    | Sep    | Oct    | Nov    | Dec    | Total   |
|----------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| <b>Revenue Comparisons</b> |        |        |        |        |        |        |        |        |        |        |        |        |         |
| 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 | 188,566 |
| 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  | 5,983  | 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  |