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SALT SPRING ISLAND TRANSPORTATION COMMISSION
Notice of **Special Meeting on Monday, July 25, 2022 at 10:00 am**
SALT SPRING ISLAND LIBRARY MEETING ROOM, 129 MCPHILLIPS AVENUE

Gary Holman
Myna Lee Johnstone

Gayle Baker
Maxine Leichter

Aubrey Smith (r)
Peter Meyer

Gary Lehman
Luke Campbell

(r) Regrets

Zoom Link:

<https://us06web.zoom.us/j/88402740672?pwd=UDE5ZUd6TmhnZVVVTc0VBR3B6ZGtMUT09>

AGENDA

- 1. **Territorial Acknowledgement / Call Meeting to Order**
- 2. **Approval of Agenda** **1**
- 3. **Adoption of Special Minutes of June 21, 2022** **2-5**
- 4. **New Business**
 - 4.1 **Speed Reader Boards** **6-7**

That the Salt Spring Island Transportation Commission recommends to the Capital Regional District Board that the Salt Spring Island Transportation Service 2022 Capital Plan be amended to include a project for the acquisition and installation of five (5) speed reader boards with the total project budget of \$57,475, funded from ICBC Grant (\$21,200) and Capital Reserve Fund (\$36,275).
- 5. **Next Meeting: Monday, September 26, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**
- 6. **Adjournment**

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



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**Minutes of the Special Meeting of the Salt Spring Island Transportation Commission
Held June 21, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips
Avenue, BC**

DRAFT

Director: Gary Holman

Commissioners: Gayle Baker, Myna Lee Johnstone, Gary Lehman, Aubrey Smith, Peter Meyer, and Maxine Leichter

Staff: Karla Campbell, SSI Senior Manager, Dean Olafson, Manager Engineering, Salt Spring Island Administration, and Shayla Burnham, Recording Secretary

Regrets: Luke Campbell

1. Territorial Acknowledgement / Call Meeting to Order

A Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 1:01 pm.

2. Approval of Agenda

MOVED by Commissioner Smith, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission approve the agenda of June 21, 2022 as amended by considering Commissioner Smith's conversation guide handout while reviewing the Commission priorities.

CARRIED

3. New Business

3.1 Capital Budget Planning 2023-2027

2022 Capital Plan Update

• **Merchant Mews**

- Staff met with Ministry of Transportation and Infrastructure, and Island Pathways.
- Contract with Island Pathways forthcoming.

• **Ganges Active Transportation Study**

- Contract awarded to Watt Consulting Group.
- Ganges Village Planning Task Force will not be meeting for the unforeseen future and the Commission requested staff remove Jenny McClean's ongoing delegation request from future meetings.
- Staff to provide the Terms of Reference to the Commission.

Commissioner Johnstone entered the meeting at 1:07 p.m.

• **Safety Concerns at Lower Ganges Road and Booth Canal Road Intersection to Central Pathway**

- Staff report forthcoming.
- Further discussion occurred under 2023-2027 Capital Plan Development.

- **South Rainbow Road Pathway Design and Construction**

- Project Charter forthcoming.
- The Commission asked staff for details regarding parking along South Rainbow Road and staff confirmed that these details will be outlined in the staff report.
- Cross walks included in the length of the pathway.

- **Swanson Road Pathway Design and Construction**

- Draft Project Charter forthcoming.
- The Commission asked if Island Pathways would complete the project and staff could not confirm this.

- **Bus Shelters**

West Horel:

- Survey complete.
- Potential culvert and ditch filling may be required and the Commission expressed concerns related to potential costs associated.
- Staff confirmed funding allocated in 2022.

Mobrae Avenue:

- Staff meeting with Donald McLennan, Island Bus Shelters and StrongPrint3D, on June 22, 2022 and will provide the Commission with an update at the June 27, 2022 meeting.
- The Commission discussed a potential future policy for companies involved in the construction of future bus shelters.

- **Speed Boards into Ganges**

- Staff report forthcoming.
- The Commission requested speed boards be included in the Capital Plan.
- Potential ICBC funding discussed.
- Five possible speed board locations include Cusheon Lake Road, North End Road, Lower Ganges Road north of the Baker Road intersection, Lower Ganges Road near Country Grocer, and Fulford- Ganges Road near Embe Bakery.

- **Review of Delegation Requests**

- Chair Baker provided the Commission with a brief update regarding the safety study for North End Road scheduled for summer 2022 and further stated that the Ministry of Transportation and Infrastructure (MoTI) will also try to complete an additional safety study along Cusheon Lake Road at the same time.
- Chair Baker to report back to the Commission if/when she receives further information.

2023-2027 Capital Plan Development

(a) Transportation Capital Plan

Lower Ganges Road – Barrier and Retaining Wall Modifications

- The Commission expressed support for potential future vegetation to be added to the existing retaining wall along Lower Ganges Road.

MOVED by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission amend Capital Plan Project Number 22-07 Lower Ganges Road – Barrier and Retaining Wall Modifications and Project Number 22-09 Lower Ganges Road – Barrier and Retaining Wall Modifications by requesting staff to consider the removal of one or more concrete blocks at the south end of the retaining wall to improve the site line.

CARRIED

Commissioner Lehman Opposed

Commissioner Meyer Opposed

MOVED by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission update Capital Plan Project Number 22-08 Lower Ganges Road – Barrier and Retaining Wall Medications to state: “Remove and/or relocate concrete barriers along Lower Ganges Road.”

CARRIED

MOVED by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission request staff to move Capital Plan Project Number 23-01 Pathway Detailed Design and Permitting Program from 2023 to 2024 and further move Capital Plan Project Number 23-02 from 2024 to 2025.

CARRIED

Pathway Detailed Design and Permitting Program

- The Commission expressed support in completing full project designs.

MOVED by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission request staff to include designs for the Harbour Side of Lower Ganges Road from Upper Ganges Road to the end of the existing sidewalk at Rotarty Park on Lower Ganges Road south into the Capital Plan for 2023.

CARRIED

Speed boards

MOVED by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission request staff to include speed boards into the Capital Plan for 2023.

CARRIED

Other

- Ganges Area Plan staff report will be brought to the Commission for comments.
- Director Holman updated the Commission on future planning discussions regarding the Fulford-Ganges Hill near the entrance to the BC Ferries Fulford Harbour Terminal and noted the importance of staff involvement.
- A suggestion was made for MoTI to continue resurfacing from Ganges to Vesuvius with the possibility of assisting in completion of the Salish Sea Trail and staff, Director Holman and Chair Baker to meet separately for further discussion.
- The Commission requested that Fulford-Ganges Hill Pedestrian Pathway be included as a topic for discussion at the Monday, June 27, 2022 Regular meeting for potential inclusion into the Capital Plan.

(b) Transit Capital Plan

- Staff updated the Commission on a future feasibility assessment for electric buses to be included on the Salt Spring Island Park and Recreation Kanaka Road property. Staff further confirmed existing water hook up and close proximity to BC Hydro.

MOVED by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission support a feasibility assessment for electric buses on the Parks and Recreation property located at 210 Kanaka Road.

CARRIED

4. **Next Meeting: Monday, June 27, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**

5. **Adjournment**

MOVED by Commissioner Meyer, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission adjourn the meeting at 3:28 p.m.

CHAIR

SENIOR MANAGER



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**REPORT TO SSI TRANSPORTATION COMMISSION
MEETING OF MONDAY, JULY 25, 2022**

ISSUE SPEED READER BOARDS

BACKGROUND

During the special meeting of the Transportation Commission on June 21st, 2022, the Commission recommended funding for the acquisition and installation of speed reader boards (SRB) in the Five Year Capital Plan. Staff have included an estimated amount in the 2023 – 2027 Capital Plan with the funds therefore becoming available in March of 2023. At the Transportation Commission meeting on June 27th, 2022, the Commission made speed reader boards their top priority.

Staff have investigated and located a supplier of solar powered speed reader boards complete with battery backup which are far less costly than options considered in previously. Staff have made preliminary enquiries with Emcon Services Inc., the Ministry of Transportation and Infrastructure (MoTI), and who are willing to install the mounting posts for the speed reader boards. CRD staff will need to apply for a permit from MoTI to locate and install the speed reader boards on MoTI right of way locations. The Commission has identified five (5) locations for the boards which are:

- Cusheon Lake Road
- North End Road
- Lower Ganges Road at Baker Road
- Lower Ganges Road near Country Grocer
- Fulford – Ganges Road near Embe Bakery

In general, ICBC supports speed reader boards on the approach to communities where speed is identified as problematic. The locations are to be assessed by MoTI and the CRD to determine if speed reader boards are warranted. Staff submitted a grant application to ICBC in the amount of \$2,500 per board, which upon analysis, ICBC increased to \$4,240 per board, and this amount is reflected in the section below. ICBC has expressed acceptance and verbal/e-mail approval of the grant application.

When considering speed reader boards, specifications are governed by the MoTI Traffic & Electrical Manual, Section 410.2. Speed reader boards are typically used at speed transition zones such as where traffic speed is reduced from 70 to 50. Justification for a speed board must be provided for each proposed location. Justification could be in the form of data from a speed camera, accident reports or visual observation. If approved by MoTI, MoTI coordinates the installation of the speed reader boards.

FINANCIAL IMPLICATIONS

PROJECT COST	Amount
Five (5) Sierzega Model GR33CL Speed Reader Boards c/w Solar Panel and Battery Backup @ \$7,000 each	\$35,000
Installation material including galvanized metal posts and foundations	\$5,000
Installation labour	\$5,000
Programming of Speed Reader Boards	\$2,500

Contingency at 10%	\$4,750
CRD Project Management and Administration at 10%	\$5,225
TOTAL PROJECT COST	\$57,475
PROJECT FUNDING	Amount
ICBC Grant @ \$4,240 per SRB	\$21,200
Capital Reserve Fund (CRF)	\$36,275
TOTAL PROJECT FUNDING	\$57,475

ALTERNATIVES

Alternative 1

That the Salt Spring Island Transportation Commission recommends to the Capital Regional District Board that the Salt Spring Island Transportation Service 2022 Capital Plan be amended to include a project for the acquisition and installation of five (5) speed reader boards with the total project budget of \$57,475, funded from ICBC Grant (\$21,200) and Capital Reserve Fund (\$36,275).

Alternative 2

That the Salt Spring Island Transportation Commission refer back to staff for additional information.

CONCLUSION

The balance in the Transportation Commission Capital Reserve Fund (\$288,960) has sufficient funds available to acquire and install five (5) speed reader boards at the locations identified by the Transportation Commission. Traffic speed and its reduction has been identified as a top priority by the Transportation Commission and these SRBs will ameliorate the situation and positively contribute to traffic calming in and around Ganges and surrounding areas.

RECOMMENDATION

That the Salt Spring Island Transportation Commission recommends to the Capital Regional District Board that the Salt Spring Island Transportation Service 2022 Capital Plan be amended to include a project for the acquisition and installation of five (5) speed reader boards with the total project budget of \$57,475, funded from ICBC Grant (\$21,200) and Capital Reserve Fund (\$36,275).

Submitted by:	Dean Olafson, P. Eng., MBA, Engineering Manager, Salt Spring Electoral Area
Submitted by:	Karla Campbell, BPA, MBA, Senior Manager, Salt Spring Electoral Area
Submitted by:	Lia Xu, Manager, Finance Services, Planning and Local Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer