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**Minutes of the Regular Meeting of the Salt Spring Island Local Community Commission  
Held Tuesday, July 18, 2023 at the Salt Spring Island Multi-Space (SIMS)  
124 Rainbow Rd, Salt Spring Island, BC V8K 2K3**

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**Present:**       **Director:** Gary Holman (Vice Chair)  
                  **Commission Members:** Earl Rook (Chair), Gayle Baker, Ben Corno and  
                  Brian Webster  
                  **Staff:** Ted Robbins, Chief Administrative Officer, Karla Campbell, Senior Manager,  
                  Salt Spring Island Administration, Dan Ovington, Parks and Recreation Manager,  
                  Dean Olafson, Engineering Manager, Salt Spring Island, John Hicks, Senior  
                  Transportation Planner, Emily Sinclair, Senior Manager, Regional and Strategic  
                  Planning, and Shayla Burnham, Recording Secretary

These minutes follow the order of the agenda although the sequence may have varied.

**1. Call to Order**

The meeting was called to order at 9:01am by Commissioner Rook.

**2. Territorial Acknowledgement**

A Territorial Acknowledgement was provided by Commissioner Rook.

**3. Approval of Agenda**

**MOVED** by Commissioner Rook, **SECONDED** by Commissioner Corno,  
That the Salt Spring Island Local Community Commission approve the amended agenda  
of July 18, 2023 by renumbering Item 7.1 to 7.7 and, further reorder the remaining  
agenda items numerically. Lastly, to add Item 9.2 Next Meeting.

**CARRIED**

**4. Adoption of Minutes**

**4.1 Minutes of June 20, 2023 Salt Spring Island Local Community Commission Meeting**

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Baker,  
That the minutes of the June 20, 2023 meeting be adopted as amended by updating  
Item 4. "elected as Chair" to "nominated as Chair" and, Item 5. "elected as Vice  
Chair" to "nominated as Vice Chair". Lastly, by updating Item 10.2. from "an agenda  
item to reassess the composition of the terms of reference" to "an agenda item to  
reassess the terms of reference."

**CARRIED**

**5. Chair and Commissioners Remarks**

**Commissioner Webster** briefly reported:

- Attended the Housing Inter-agency Meeting convened by Salt Spring Solutions on June 23, 2023 at Hastings House.

**Commissioner Baker** briefly reported:

- Lookout Housing + Health Society, Elizabeth May, Ministry of Transportation and Infrastructure (MoTI) and EMCON to participate in upcoming ASK Salt Spring meetings.

**6. Presentations/Delegations**

**6.1. A. Scaglione re: Funding for the Salt Spring Island Abattoir**

- Expressed the need for local food production on island and stated that travel is both costly and harmful to animals.
- Salt Spring Island Abattoir is requesting funding assistance from the CRD.
- The Commission requested a written proposal be presented to the Commission for consideration at a future meeting.

**6.2. Robin Williams re: SSI Fire Protection District (SSIFPD) Representation on the Ganges Harbour Walk Steering Committee**

- Circulated a letter addressed to the Commission on behalf of SSIFPD reiterating their interests.

**6.3. D. Courtney re: Patrons of BC Ferries Routes 6, 4, and 9**

**MOVED** by Director Holman, **SECONDED** by Commissioner Corno,  
That the Salt Spring Island Local Community Commission accept David Courtney's late delegation request regarding Patrons of BC Ferries Routes 6, 4 and 9.

**CARRIED**

- Presented a new format for the BC Ferries Advisory Committee as a new sub-committee to the Salt Spring Island Local Community Commission for consideration.

**7. Commission Business**

**7.1. Merchant Mews Pathway Design – Additional Funding**

**MOVED** by Director Holman, **SECONDED** by Commissioner Webster,  
That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the Salt Spring Island Transportation Service 2023 Capital Plan be amended to increase the budget for the Merchant Mews project by \$16,400 funded from the Capital Reserve Fund.

**CARRIED**

**7.2. Portlock Park Site Master Plan**

- A covered electric bike lock-up charging station was requested.
- Wheelchair accessible pathways requested.

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the Salt Spring Island Local Community Commission recommends that the three amended Landscape Conceptual designs developed by LADR Landscape Architects dated June 23, 2023 be used for further community consultation.

**CARRIED**

**MOVED** by Commissioner Webster, **SECONDED** by Commissioner Rook,  
That the Salt Spring Island Local Community Commission accept a late delegation request from the Salt Spring Island Pickleball Association regarding placement of pickleball courts.

**CARRIED**

**7.3. Project Reporting Dashboard**

There is no recommendation. This is for information only.

**7.4. Salt Spring Island Community Transit – Quarter 2 Sales 2023**

There is no recommendation. This is for information only.

**7.5. 2024 Grants-in-Aid Application and Distribution of Funds**

**MOVED** by Director Holman, **SECONDED** by Commissioner Corno,  
That the Salt Spring Island Local Community Commission recommends that the Grant-in-Aid process in 2024 include two intake periods and deadlines to be determined by staff for Salt Spring Island Grant-in-Aid applications.

**CARRIED**

**MOVED** by Commissioner Corno, **SECONDED** by Commissioner Baker,  
That the Salt Spring Island Local Community Commission request staff advertise the Grant-in-Aid process through the Salt Spring Exchange and the Gulf Islands Driftwood news paper.

**CARRIED**

**7.6. Grants-in-Aid – Copper Kettle**

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That the Salt Spring Island Local Community Commission approve a grant-in-aid to Copper Kettle in the amount of \$5,000.00.

**CARRIED**

**7.7. Active Transportation Network Plan**

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker,  
That the Salt Spring Island Local Community Commission request Chair Rook and Vice Chair Director Holman to submit a letter to the Ministry of Transportation and Infrastructure requesting the speed limit zones located within the Ganges Active Transportation Network Plan be lowered to 30km/h and further request the Capital Regional District (CRD) Board, through the CRD Board Chair, to make a similar recommendation.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Corno,  
That the Salt Spring Island Local Community Commission receive the Active Transportation Network Plan for information.

**CARRIED**

**7.8. Mobrae Bus Shelter**

**MOVED** by Director Holman, **SECONDED** by Commissioner Corno,  
That the Salt Spring Island Local Community Commission request staff to apply to BC Transit for a bus shelter for Mobrae Avenue.

**CARRIED**

**7.9. Additional and Evening Meetings**

- Staff report forthcoming.
- Regular scheduled meetings on Tuesdays noted as inconvenient for the Gulf Island Driftwood publishing dates with a request for Regular meetings to be scheduled on Thursdays.

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the Salt Spring Island Local Community Commission direct staff to schedule a Regular meeting on Tuesday, August 22, 2023 at 9:00am and to schedule a Town Hall on August 31, 2023.

**CARRIED**

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the Salt Spring Island Local Community Commission request Commissioner Baker to attend the agenda setting meeting with staff and Vice Chair Director Holman in the absence of Chair Rook.

**CARRIED**

**7.10. Discussion on Services**

- Deferred to the Tuesday, August 22, 2023 Regular meeting.

**7.11. Project Updates**

- To be added as a standing item to every Regular meeting agenda.

**7.12. Strategic Planning/Priority Setting.**

- Deferred to the Tuesday, August 22, 2023 Regular meeting.

**7.13. Ganges Harbour Walk Steering Committee Terms of Reference**

- A list of corrections for the Ganges Harbour Walk Steering Committee Terms of Reference was provided to staff for updating.

**MOVED** by Commissioner Corno, **SECONDED** by Director Holman,  
That the Salt Spring Island Local Community Commission (LCC) increase the  
Ganges Harbour Walk Steering Committee terms of reference to include three  
members at large nominated by the LCC.

**CARRIED**

- The Commission requested staff to re-advertise for three members at large.

**8. Notice(s) of Motion**

Commissioner Corno proposed the following Notice of Motion:

**MOVED** by Commissioner Corno, **SECONDED** by Director Holman,  
That the Salt Spring Island Local Community Commission adopts the following  
commitment to open government:

The Salt Spring Island Local Community Commission will work on an ongoing basis to be  
accessible, transparent, accountable and open to community advice and guidance.

**Accessibility**

We will be accessible to our community by:

- Holding meetings at times and locations that make them as accessible to community members as possible,
- Making information available to the community in advance on what topics we will be discussing, where and when, and
- Exploring the feasibility of making our meetings – and recordings of them – available via video.

**Transparency and Accountability**

We will work actively to be transparent and accountable to our community by:

- Minimizing the use of closed meetings, as guided by the relevant Provincial legislation,
- Sharing information widely on the priorities we identify,
- Reporting to the community on a regular basis about our progress, and
- Holding a reporting and accountability session at least once yearly to report to the community on our activities and receive feedback on how we are doing.

**Community Advice and Guidance**

We commit to welcoming and considering public advice and guidance. We invite Salt Spring residents to provide this by:

- Sending us e-mails or letters,
- Speaking as a delegation at an LCC meeting,

Inviting LCC members to attend community meetings and other gatherings.

**CARRIED**

Commissioner Webster proposed the following Notice of Motion:

That the Salt Spring Island Local Community Commission recognizes housing for working people and their families as Salt Spring Island's most pressing economic sustainability issue and commits to immediately undertaking the following measures:

- Write to the Province to urgently request inclusion of Salt Spring Island in the Speculation and Vacancy Tax
- Reserve any unspent 2023 economic development service funds so the Commission can assess its priorities in this area, including possible use in addressing Salt Spring Island housing issues
- Invite representatives of the SSI Local Trust Committee, North Salt Spring Waterworks District, Salt Spring Island Housing Council, Chamber of Commerce and Salt Spring Solutions to attend a September 2023 Commission meeting to discuss housing priorities and work toward identifying an appropriate Salt Spring Island lead agency on housing
- Meet with representatives of Capital Region Housing Corporation to discuss how that agency can enhance its role in providing affordable housing on Salt Spring Island and,
- Assess whether there are additional measures the Commission might take to encourage an increased supply of affordable housing, including housing for working people and their families.

Commissioner Webster proposed the following Notice of Motion:

That all services under the purview of the Salt Spring Island Local Community Commission (LCC) be branded as "Salt Spring Island LCC Services" and the following steps be taken to implement this new branding:

- Conduct a community logo/wordmark design contest for Salt Spring Island LCC Services during fall 2023
- Open the contest to all Salt Spring residents and particularly encourage youth submissions
- Assemble a selection of LCC service-related prizes for the contest (such as a swim pass, a transit pass and other items) in addition to a modest cash award
- Invite a small group of local art teachers, commercial artists and/or graphic designers plus a staff member to serve as ad hoc contest judges/advisors, tasked with selecting from the contest entries a shortlist of three logos/wordmarks for the consideration of the commission
- Ask the judges/advisors to rate the entries using six criteria:
  - Appropriateness to our community
  - Graphic quality
  - Distinctiveness
  - Versatility
  - Memorableness
  - Timelessness
- The Commission shall assess the three shortlisted logo/wordmarks at an LCC meeting using the same criteria, and
- Roll out the selected logo/wordmark over time as new signs, documents and other materials are needed.

**9. Correspondence**

**9.1. Capital Regional District Board Engagement on Transportation Governance**

- Staff to forward the Transportation Governance Engagement Workbook to the Commission to complete on or before August 11, 2023. Staff to further compile the responses to bring forward at the August 22, 2023 Regular meeting.

**CARRIED**

**10. Motion to Close the Meeting**

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90 (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

**CARRIED**

The Commission left the Regular meeting at 2:14pm.

The Commission returned to the Regular meeting at 2:17pm.

**MOVED** by Commissioner Webster, **SECONDED** by Director Holman,  
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, 90 (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;

**CARRIED**

The Commission left the Regular meeting at 2:21pm.

The Commission returned to the Regular meeting at 2:42pm.

**11. Rise and Report – none**

**12. Adjournment**

**MOVED** by Chair Rook, that the meeting adjourn at 2:44pm.

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**CHAIR**

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**SENIOR MANAGER**