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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held October 25, 2021, Salt Spring Island Library, 129 McPhillips Avenue,  
Salt Spring Island, BC V8K 2T6**

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**Present:** **Director:** Gary Holman  
**Commissioner Members:** Gayle Baker, Peter Meyer, Aubrey Smith, Maxine Leichter, and Myna Lee Johnstone  
**Staff:** Dean Olafson, SSI Manager Engineering, and Shayla Burnham, Recording Secretary  
**Regrets:** Gary Lehman, and Mitchell Sherrin

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

**1. Territorial Acknowledgement / Call Meeting to Order**

Territorial Acknowledgement was provided by Commissioner Smith and the meeting was called to order at 9:02 am.

**2. Approval of Agenda**

**MOVED** by Director Holman **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission agenda of October 25, 2021 be approved as amended with the inclusion of the Amendment to the Agenda (1) and, the Amendment to the Agenda (2) and, by adding item 7.1 Overnight Parking in Down Town Ganges and item 7.2 Road Safety Hazards. Furthermore, separating item 6.1.5 2022-2026 Transit and Transportation Capital Plan to become item 6.1.1 2022-2026 Transit Capital Plan and item 6.1.2 2022-2026 Transportation Capital Plan, moving all other topics in item 6.1 Project Updates to follow in numerical order.

**CARRIED**

**3. Delegations/Presentations**

**3.1 Myrna Moore (BC Transit Senior Manager, Government Relations), Levi Megenbir (Transit Senior Transit Planner Work Lead), Tristan Ford (Transit Planner), and Shirley Bunyan (BC Transit) re: SSI Transit Future Service Plan**

- 12 and under free ridership on Salt Spring Island is being supplemented by the province and BC Transit staff confirmed there is no loss in revenue.
- It was confirmed that BC Transit is keeping track of ridership; ridership is continuing to grow.
- Fare review for Salt Spring Island to be completed in the near future.
- It was noted that local businesses are interested in selling bus tickets as an alternative to riders paying with cash. Request that the Salt Spring Mercantile and Rock Salt Restaurant & Café be contacted to request the sale of bus tickets.
- BC Transit increased the bus fare by 25 cents around four years ago and BC Transit staff to forward this information to the Commission.

**3.2 Jennifer McClean (Ganges Village Task Force) re: Necessary Improvements to Transportation in Ganges**

- Ganges Village Task Force meetings are open to the public.
- Important to build relationships between organizations.

**4. Adoption of Minutes of September 27, 2021**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission minutes of September 27, 2021 be approved as amended by updating item 6.1 ICBC Road Safety Assistance for SSI, third bullet, to read; "Future road safety concerns to be compiled and prioritized by the Commission at their October 2021 meeting." Also, to update item 7.1 2022 Transportation Operating Budget and Capital Expenditure Plan, fifth bullet, to replace the word "board" with "district" and, add a sixth bullet to read "Concern expressed regarding lack of consideration of previously approved Commission Priorities." Lastly, update item 7.3 Active Transportation Network Grant Program Application, first bullet to read "Staff to bring to the Commission the draft Request for Proposals (RFP) for hiring a consultant for this project."

**CARRIED**  
**Commissioner Johnstone Opposed**

Commission requested that an action list of items discussed in previous meetings be added to future agendas for discussion.

**5. Report of the Director and Commissioners**

**Director Holman** briefly reported:

- Provisional budget process approval on October 27, 2021 and Final Budget approval in March 2022.

**Commissioner Leichter** briefly reported:

- Created a past and present delegations list, which is a working document that was provided to the Commission at the table.

**Commissioner Smith** briefly reported:

- Created a Road Safety Hazards list for ICBC and the CRD, which is a working document that was provided to the Commission at the table.

**Chair Baker** briefly reported:

- Created a recommendations summary list, which is a working document that was provided to the Commission at the table.
- The Commission to start setting timelines for their recommendations made.
- The Commission requested staff provide updates when recommendations have been completed.

**Commissioner Johnstone** briefly reported:

- To add item 7.3 Transportation Commission Reports to Salt Spring Exchange and Gulf Islands Driftwood.

6. Outstanding Business

6.1 Project Updates

6.1.1 2022-2026 Transit Capital Plan

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2022-2026 Transit Capital Plan for the Salt Spring Island Community Transportation Service as amended by adding an additional bus shelter project to year 2022.

**CARRIED**

6.1.2 2022-2026 Transportation Capital Plan

- Swanson's Road moved from 2026 to 2022 for the design and 2023 for the construction.
- Change Lakeside Road to Lakeview Crescent.
- Concern raised regarding the barriers along Lower Ganges Road from Baker Road south.
- Request for confirmation from MoTI on moving or removing some or all of the barriers along Lower Ganges Road north of Baker Road.
- It was noted that the projects within the capital plan are placeholders.
- Noted that that project items 23-01 Pathway Detailed Design and Permitting Program and 23-02 Construction Program for Pathway Network may not proceed.
- Given the current circumstances, it was noted that a step-by-step measured approach will be taken on the major capital changes to the Booth Canal Pathway.

**MOVED** by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request that before proceeding with project 22-08 Relocating the Concrete Barriers, staff brief the Commission on the conversation with Ministry of Transportation, regarding their requirements and appropriate approach for the barriers along Lower Ganges Road from Booth Canal Road north towards Baker Road.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission recommend completing the low cost no cost measures recommended by the Commission for the Baker Road area intersection and continue discussions with the Commission before initiating design work on the retaining wall.

**CARRIED**

**Commissioner Leichter Opposed**

- Project number 22-12 Construction Program for Pathway Network, for the construction of an asphalt sidewalk along the south side of

Rainbow Road from Lower Ganges Road, was previously deferred however, the Commission requested that the project be included back into the Capital Plan.

- The Commission asked if it was possible to have the Harbour side of Lower Ganges included within the Rainbow Road project number 22-12 and staff confirmed they will return to the Commission with an update on this request.

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that Project 22-12, Construction of an asphalt sidewalk along south side of Rainbow Road from Lower Ganges Road be added to the five year capital plan; and if possible combine the Harbour side of Lower Ganges road with Project 22-12; and further that,

The Electoral Area Services Committee recommend that the Capital Regional District Board approve the 2022-2026 Transportation five year capital plan for the Salt Spring Island Community Transportation Service as amended.

**CARRIED**

#### **6.1.3 Fulford Ganges Repaving**

- Ministry of Transportation and Infrastructure (MoTI) to bring forward a design at the November 2021 meeting.

#### **6.1.4 Booth Canal Safety Concern Solutions**

- Staff confirmed that MoTI does not install or endorse parabolic mirrors.
- MoTI does not have jurisdiction of hydro poles.
- A hand-drawn diagram of issues related to the Booth Canal safety concerns was presented to the Commission with some suggested solutions. Staff confirmed that accredited, professional civil and/or transportation engineers at both the Ministry of Transportation and Infrastructure and Stantec had reviewed and approved the designs and drawings.
- Staff confirmed that engineering designs and the MoTI specifications and designs have been met.
- It was noted speed enforcement within the area is important.
- Safety suggestions were circulated prior to the meeting and included but were not limited to; a parabolic mirror, signage for a hidden intersection for southbound traffic, slower illuminated speed limit signs and, permanent or temporary speed boards.
- Suggested that aesthetics of the block wall such as natural stones or plant covering vegetation be considered.

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission recommends staff begin with the low cost no cost measures listed, before seeking capital expenditures on the pathway:

1. MoTI has applied a white painted STOP line at the intersection of Baker Road and Lower Ganges Road. The line is painted on the Lower Ganges Road side of the crosswalk in order to allow motorists improved sight lines. Typically the line is painted before the crosswalk.
2. MoTI has installed "T Intersection" icon warning signs on Lower Ganges Road both north and south of the intersection of Lower Ganges Road and Baker Road.
3. Investigate with MoTI the possibility of installing two parabolic mirrors on the golf course side of Lower Ganges Road at the intersection of Baker Road to aid motorists in extending their sight lines. The SSI Area Manager for MoTI has been contacted to determine if this would be allowed. Typically these mirrors are used in parking garages, parking lots and lane ways and not on public roads comparable in size to Lower Ganges Road at the posted travel speed.
4. Contact the local RCMP to discuss the possibility of increased speed enforcement along Lower Ganges Road to lower travel speeds. Note that CRD staff observed photo radar enforcement on the weekend of October 2nd for north bound traffic just south of the Baker Road intersection.
5. Consider the installation of signs along the pathway both north and south of Baker Road warning pedestrians and cyclists of the intersection ahead. Note that it is incumbent upon motorists to yield the right-of-way to any pedestrian in a crosswalk at an intersection.
6. At the intersection of Baker Road and Lower Ganges Road have CRD Parks personnel check and if necessary remove and shrubbery or vegetation that may be interfering with the sight lines of motorists at the intersection. This has already been completed by CRD staff.

**CARRIED**  
**Commissioner Leichter Opposed**

**MOVED** by Commissioner Smith, **SECONDED** by Commissioner Meyer that the Salt Spring Island Transportation Commission recommend setting up a working group to figure out the solution for South Baker Road which will include CRD staff, Ministry of Transportation and Infrastructure staff and the Salt Spring Island Transportation Commission members.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission request staff contact ICBC regarding funding for the safety concerns related to the Booth Canal Pathway.

**CARRIED**

- Staff have identified a low cost solution for moveable speed boards.

- Possible ICBC funding opportunities for mobile speed boards.
- Questions were raised regarding who would be responsible for relocating the speed boards and the Commission agreed to discuss this within the South Baker Road Solutions working group.

#### 6.1.5 Bus Shelter

##### 2022-2026 Transit Capital Plan

- An update was provided to the Commission during new item 6.1.1 2022-2026 Transit Capital Plan.
- Staff confirmed the contractor does not have liability insurance.

#### 6.1.6 Merchant Mews

- Staff confirmed a draft scope of work will be provided to Island Pathways within a week following the meeting.
- Staff to utilize the Volunteer Agreement with Island Pathways.

#### 6.1.7 ICBC Road Safety Assistance for Salt Spring Island – deferred until November 29, 2021

#### 6.1.8 Salt Spring Island Tree Removal Guideline

**MOVED** by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission recommend that the Salt Spring Island Tree Removal Guideline be adopted as presented.

**CARRIED**

### 7. New Business

#### 7.1 Overnight Parking in Down Town Ganges – deferred

- The Commission acknowledged the overnight parking concerns in Ganges and requested that the item be added to the November 29, 2021 meeting agenda.

#### 7.2 Road Safety Hazards – deferred

#### 7.3 Transportation Commission Reports to Salt Spring Exchange and Gulf Islands Driftwood – deferred

### 8. Correspondence – None

### 9. Next Meeting

Monday, November 29, 2021 SSI Public Library, 129 McPhillips Avenue, Salt Spring Island, BC at 9:00 a.m.

10. **Adjournment**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission meeting adjourn at 12:08 p.m.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**