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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held Monday, February 27, 2023 at the Salt Spring Island Multi Space (SIMS)  
Boardroom, 124 Rainbow Road, SSI, BC**

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**Director:** Gary Holman (via Zoom)

**Commissioners:** Gayle Baker, Myna Lee Johnstone, Peter Meyer, Aubrey Smith, and Maxine Leichter (via Zoom)

**Staff:** Karla Campbell, SSI Senior Manager, Dean Olafson, SSI Engineering Manager, and Shayla Burnham, Recording Secretary

**Regrets:** Gary Lehman and Luke Campbell

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

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

A Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 1:16 pm.

**2. Approval of Agenda**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve the February 27, 2023 agenda as amended by adding item 7.1.5 “Kanaka Road Request for Proposal Regarding Bus Storage and Electrification” and, item 7.1.6 “Harbour Walk and Harbourside Request for Proposal”. Furthermore, by adding item 4 “Matters Arising from the Minutes” and, item 8 “Items for the Next Agenda”.

**CARRIED**

**3. Adoption of Regular Minutes of January 30, 2023**

**MOVED** by Commission Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission adopt the regular minutes of January 30, 2023 as amended by updating item 8.1.1 Safety Concerns at Lower Ganges Booth Canal to Central Pathway, bullet number two, to read “Staff confirmed that the outstanding safety concerns were Project Number 22-06 and 22-08 in the Capital Plan and that recommendations were not currently underway.”

**CARRIED**

**4. Matters Arising from the Minutes**

- Booth Canal Safety Concerns
  - Staff reiterated that designs meet the Ministry of Transportation and Infrastructure (MoTI) specifications.
  - MoTI considering the request for a speed reader board within the area of discussion.
  - A suggestion was made for increased road sweeping.
  - Staff confirmed that the outstanding safety concerns were Project Number 22-06 and 22-08 in the Capital Plan and that recommendations were not currently underway.

5. **Delegations/Presentations – None**

6. **Report of the Director, Chair and Commissioners**

**Director Holman** briefly reported:

- Final CRD budget to be approved March 15, 2023 with an overall 5.6% increase in requisition. Presenting the budget at the next ASK Salt Spring meeting on March 10, 2023.
- Ministry of Transportation and Infrastructure Urban Systems Safety Study for Major Roads nearing completion.
- Salt Spring Island Ferry Advisory Committee Meeting and Public Meeting scheduled for tomorrow, Tuesday, February 28, 2023.
- 500 million in additional funding for BC Ferries announced by MoTI and the BC Premier to assist with keeping ridership fares down.
- Expansion in ferry services provides an opportunity to increase transit services.

**Chair Baker** briefly reported:

- New signage and an increase in RCMP presence along Cusheon Lake Road assisting with traffic calming and speed limit enforcement.
- Attended the most recent Ganges Active Transportation Study Workshop and circulated an email to the Commission for information.

7. **Outstanding Business**

7.1 **Project Updates**

7.1.1 **Merchant Mews Active Transportation Grant Update**

- Active Transportation Grant denied due to the engineering designs submitted by Island Pathways not meeting MoTI standards.
- Staff confirmed engineering designs need to be redone and resubmitted to meet MoTI standards in order to complete the pathway.

7.1.2 **Mobrae and West Horel Bus Shelters**

- Mobrae Bus Shelter
  - Ongoing since April 2022.
  - Administration costs first budgeted at \$2,000 and now over budget totalling \$12,300.
  - Project management costs first budgeted at \$5,000 and now over budget totalling \$6,600.
  - No contract signed.
  - The Commission requested Mobrae Bus Shelter be added to the March 27, 2023 meeting agenda for further discussion.
- West Horel Bus Shelter
  - BC Transit and MoTI preference is to apply for the Transit Minor Betterments Program.
  - Staff suggest applying for the Transit Minor Betterments Program for the 2023/24 fiscal year to allow for sufficient time to complete the project.

- Director Holman requested staff work with MoTI on the two proposed bus shelter locations at Cusheon Lake and Bullock Lake.

**MOVED** by Commission Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend staff apply for the Ministry of Transportation and Infrastructure Transit Minor Betterments Program for the 2023/24 fiscal year.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Baker, that the Salt Spring Island Transportation Commission request Director Holman to pursue BC Transit regarding eligibility for their bus shelter program.

**CARRIED**

### **7.1.3 ArtSpring Upper Parking Lot – Request for the Saturday Market**

- Rainbow Recreation Centre parking lot available for Saturday Market users.
- Director Holman to work with staff on further pursuing the ArtSpring Upper Parking Lot for Saturday Market users.

### **7.1.4 BC Ferries – Fulford Summer Service Change**

- Discussion occurred under item 6. Report of the Director, Chair and Commissioners.
- Seth Wright, Manager, Government Relations, BC Transit, attending the March 27, 2023 meeting as a delegate.

### **7.1.5 Kanaka Road Request for Proposal Regarding Bus Storage and Electrification**

- The quarterly Project Tracker was circulated to the Commission on January 24, 2023 with no further updates.

### **7.1.6 Harbourwalk and Harbourside Request for Proposal**

- The quarterly Project Tracker was circulated to the Commission on January 24, 2023.
- Staff currently working on Request for Proposal.

## **8. New Business**

### **8.1 Report to Salt Spring Island Local Community Commission (LCC) – Draft Discussion**

- Commissioner Baker circulated a draft of the Report to Salt Spring Island Local Community Commission (LCC) for review.

Commissioner Leichter left the meeting via Zoom at 3:03pm.

- **Strategic Direction**
  - No discussion.
- **Pathway Maintenance**
  - No discussion.
- **Parking**
  - No discussion.
- **Bike Lanes**
  - No discussion.
- **Booth Canal Pathway Concerns**
  - The Commission requested accompanying photos be added to the report as appendices.
- **Road Safety/Traffic Calming**
  - No discussion.
- **Buses**
  - Commissioner Smith to circulate a “headings” guideline to the Commission to use when updating their sections of the report.
  - Commissioner Johnstone to update “Buses” and “Bus Shelters” to follow Commissioner Smith’s headings guideline for review at the March 27, 2023 meeting.
- **Bus Shelters**
  - Discussion occurred under “Buses”.
- **Advocacy**
  - No discussion.

**9. Next Meeting: Monday, March 27, 2023 in the Salt Spring Island Multi Space (SIMS) Boardroom, 112 Rainbow Road, Salt Spring Island, BC**

**10. Agenda Items for Next Meeting**

- ArtSpring Upper Parking Lot – Request for the Saturday Market
- Mobrae Bus Shelter

**11. Adjournment**

The meeting adjourned at 3:19 p.m.

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**CHAIR**

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**SENIOR MANAGER**