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**Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission  
Held September 27, 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, and Maxine Leichter  
**Staff:** Karla Campbell, Salt Spring Island (SSI) Senior Manager, Dean Olafson, SSI Manager Engineering, and Shayla Burnham, Recording Secretary  
**Regrets:** Gary Lehman, Mitchell Sherrin and Myna Lee Johnstone  
**Electronic Participation:** Lia Xu, Finance Services Manager, and Jake Roder, Ministry of Transportation and Infrastructure, Area Roads Manager  
**Other:** three members of the public

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

Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 9:01 am.

**2. Approval of Agenda**

**MOVED** by Director Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission agenda of September 27, 2021 be approved as amended by adding item 6.4 Project Updates subsection 1. Bus Shelter subsection 2. North Ganges Transportation Plan, and subsection 3. Merchant Mews.

**CARRIED**

**3. Adoption of Minutes of July 26, 2021**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission minutes of July 26, 2021 be adopted as amended by requesting staff to circulate the Safety Report from the Baker Road and Booth Canal Road walkabout to the commission, and updating item 7.1 Salt Spring Island Transit Future Service Plan, bullet number seven, by removing the word “planning”.

**CARRIED**

**4. Delegations/Presentations - None**

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

**Director Holman** briefly reported:

- Provisional budget approval October 2021.
- Final budget approval early 2022.

**Chair Baker** briefly reported:

- Pathway completion celebration at Portlock Park on Wednesday, September 29.
- Commissioner Leichter to distribute list of recent delegations.
- Commissioner Smith to compile list of road issues.
- Commissioner Baker to compile list of recommendations.
- Commissioner Baker to work with staff on potential grant stacking possibilities.

**Commissioner Meyer** briefly report:

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request meeting minutes be distributed to commissioners one week following the Transportation Commission meeting.

**CARRIED**

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request the agenda package be distributed to commissioners at least four working days before the meeting.

**CARRIED**

## 6. Outstanding Business

### 6.1 ICBC Road Safety Assistance For Salt Spring Island

- Jake Roder, Ministry of Transportation and Infrastructure (MoTI) Area Roads Manager, expressed concern regarding costs associated with an additional signage and road safety report and clarified that the MoTI has identified current road safety concerns on SSI.
- Commissioner Baker to contact Paul de Leur, ICBC, for confirmation on potential benefits of an additional signage and road safety report.
- Future road safety concerns to be compiled and prioritized by the Commission at their October 2021 meeting.

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend working with the Ministry of Transportation and Infrastructure on road safety issues and signage and seek ICBC funding to support costs associated with the study.

**CARRIED**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission confirm with ICBC on whether the road safety issues and signage study could be completed without negatively impacting funding for road safety markings and signage.

**CARRIED**

- Jake Roder to follow up regarding SSI speed limit concerns.

### 6.2 Salt Spring Island Tree Removal Guideline

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommend that the Salt Spring Island Tree Removal Guideline be amended as follows and brought back to the commission for final approval:

1. ITEM 1. GUIDELINE

This guideline applies to the removal of trees that are dangerous or that would be comprised during construction, **and then become dangerous**, or are in the path of a planned project on Capital Regional District (CRD) salt Spring Island (SSI) Land.

2. ITEM 5. TREE REMOVAL

A. Tree health has declined beyond repair as confirmed by proper arboricultural methods **and represents an immediate risk.**

3. ITEM 6. PROCEDURE

C. Include any trees **considered or** planned for removal **before or** during construction on design documents for review **and approval** by sponsor commission or committee prior **to any action being taken.**

G. When a tree needs to be removed, a new tree will be planted elsewhere on CRD SSI park land.

4. ITEM 7. DEFINITIONS

*Tree* – a self-supporting, perennial, woody plant that has a trunk or stem and a root system; the trees under this policy have a minimum stem diameter of **15** centimeters or more.

**CARRIED**

**6.3 Electric Vehicle Charger Installation at Country Grocer**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission recommend not pursuing the installation of Direct Current Fast Chargers at Country Grocer at this time.

**CARRIED**

**6.4 Project Updates**

**1. Bus Shelter**

- StrongPrint3D Construction Inc. insurance issues delaying contract completion with CRD.

**2. North Ganges Transportation Plan**

- Open project.
- Retaining wall complete, paving to be completed soon.
- Possible funds remaining.

### 3. Merchant Mews

- Scope of work to be determined and to be put out to tender.

**MOVED** by Commissioner Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission request staff present the scope of work for Merchant Mews to Island Pathways to determine if they can complete the project at no or very little cost before putting the project out to tender.

**CARRIED**

## 7. New Business

### 7.1 2022 Transportation Operating Budget and Capital Expenditure Plan

- Update “2020” to “2021” and “6.3%” to “0.5%” on page 22 of the agenda under the “Implications” header.
- Island Pathways expressed Swansons Road Pathway Project high on list of priorities.

**MOVED** by Commissioner Holman, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission move the Swansons Road Pathway Project design work into the 2022 year.

**CARRIED**

- Commissioner Smith provided a “new proposed budget” handout to the commission and pathway priorities were discussed.
- A site visit with the schoolboard was requested by the commission to discuss pathway projects.
- Commissioner Baker to communicate with the school district.
- Concern expressed regarding lack of consideration of previously approved Commission Priorities.

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommends that the Electoral Area Services Committee approve the 2022 Salt Spring Island Community Transportation operating and capital budget as presented and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfers to the capital reserve funds, in principal, subject to further commission review for the final Capital Regional District (CRD) budget before March of 2022.

**CARRIED**

**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 2021 operating and capital budget and the five year financial plan for the Salt Spring Island Community Transportation Service as presented, in principal, subject to further commission review for the final Capital Regional District (CRD) budget before March of 2022.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee recommend that the Capital Regional District Board amend the Salt Spring Community Transportation Capital Plan be amended to include additional funding of \$42,765 for the Booth Canal to Vesuvius Bay Road Pathway project be funded from the Capital Reserve Fund.

**CARRIED**

- Staff to provide the commission with an update from the Ministry of Transportation and Infrastructure (MoTI) regarding the commission's request to remove or move some or all of the curbs and remove or move the retaining wall on the Booth Canal to Vesuvius Bay Road Pathway.
- Transportation Capital Plan to be include in the October 25, 2021 agenda.

## **7.2 2022 Transit Operating Budget and Capital Expenditure Plan**

- Commissioner Leichter expressed concern regarding the Saturday morning Long Harbour bus route schedule and will contact BC Transit to confirm.
- Ridership is returning to Salt Spring Island but there is still uncertainty due to Covid-19 impacts.
- Covid-19 relief funding provided consistency of service.

**MOVED** by Director Holman, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommend including a bus shelter project into the 2022 capital plan.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that the Electoral Area Services Committee approve the 2022 Salt Spring Island Community Transit Service operating and capital budget as amended and recommend that the 2021 actual surplus or deficit be balanced on the 2021 transfers to the capital reserve funds.

**CARRIED**

**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 operating and capital budget and the five year financial plan for the Salt Spring Island Community Transit Service as amended.

**CARRIED**

**MOVED** by Director Holman, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission recommend that the Capital Regional District confirm its intent to commit to the expansion and budget outlined in the August 19, 2021 3 Year Transit Expansion Initiatives – 2022/23 to 2024/25 for additional weekend evening trip on Long Harbour route; and reallocation of Route 6 Connector resources to improve Route 3 and 5, increase AM and PM service span (reallocation of service hours).

**CARRIED**

### 7.3 BC Active Transportation Network Planning Grant Program Application

- Staff to bring to the Commission the draft Request for Proposals (RFP) for hiring a consultant for this project.

8. **Correspondence** - None

9. **Next Meeting**

Monday, October 25, 2021 SSI Public Library, 129 McPhillips Avenue, Salt Spring Island, BC at 9:00 a.m.

10. **Adjournment**

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission meeting adjourn at 11:59 a.m.

**CARRIED**



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**CHAIR**



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**SENIOR MANAGER**