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**SALT SPRING ISLAND TRANSPORTATION COMMISSION**  
Notice of Meeting on **Monday, March 21, 2022 at 1:00 pm**  
**SALT SPRING ISLAND LIBRARY MEETING ROOM, 129 MCPHILLIPS AVENUE**

Gary Holman                      Gayle Baker                      Aubrey Smith                      Gary Lehman  
Myna Lee Johnstone              Maxine Leichter                      Peter Meyer

**(r) Regrets**

**Zoom Link:**

<https://us06web.zoom.us/j/89786094067?pwd=Q1hRa2NhNFQvNGEyMlFhbnhZd0x2QT09>

**AGENDA**

- 1. Territorial Acknowledgement / Call Meeting to Order
- 2. Approval of Agenda **1-2**
- 3. Adoption of Minutes of February 22, 2022 (Special) **3-4**  
Adoption of Minutes of February 28, 2022 (Regular) **5-9**
- 4. Items Arising from the Minutes
- 5. Delegation/Presentations
  - 5.1 Alan Brooke re: Extension of BC Transit Route 7 Cusheon Lake to Beddis Beach **10**
  - 5.2 Jennifer McClean re: Ganges Village Planning Task Force Update **11**
- 6. Report of the Director and Commissioners
- 7. Outstanding Business
  - 7.1 Project Updates
    - 7.1.1 Booth Canal Safety Concerns
    - 7.1.2 Bus Shelter
    - 7.1.3 Enhanced Maintenance and Resurrection of Existing Pathways
    - 7.1.4 Speed Reader Boards
    - 7.1.5 North Ganges Transportation Plan Surplus Update
    - 7.1.6 Fulford-Ganges Hill to Cranberry Road Restoration Project Update
- 8. New Business
  - 8.1 Merchant Mews **12-13**  
  
That the Salt Spring Island Transportation Commission recommend reallocating \$20,000 (22-04) set aside for the Merchant Mews construction towards engineering and design costs.

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

**8.2 2022 Budget Day and Service Plan**

14

**8.3 Overnight Parking in Ganges**

**8.4 Transportation Commission Reports to Salt Spring Exchange and Driftwood**

**8.5 Identification of Which Delegation Concerns Should Generate Commission Advocacy or Action**

- Nomi Lyonns re: Cusheon Lake Road
- Debbi Toole re: North End Road

**8.6 Graffiti Issues Along the Booth Canal Pathway**

**8.7 Salish Sea Working Group Update**

**8.8 Bus Shelter Access**

**9. Advocacy Priorities**

**a. Discussion of Process Including Follow Through Responsibility**

**b. Progress on Recommended Safety Priorities From November 29, 2021 Meeting**

1. Five Speed Reader Boards:
  - a. Lower Ganges approaching Baker Road from the north
  - b. Lower Ganges approaching the harbour from Country Grocer (nearing new NGTP)
  - c. Fulford-Ganges entering Ganges Village from the south
  - d. North End approaching the beach from the south
  - e. Cusheon Lake Road approaching the beach from the north
2. Fulford-Ganges Hill Safety Concerns
3. 30 km/hr Ganges speed limit
4. Next steps, including funding

**c. Safety Options for Narrow, Curvy, Dark, Often Wet Roads**

**10. Correspondence - None**

**11. Agenda Items for Next Meeting**

**12. Next Meeting: Monday, April 25, 2022**

**13. Adjournment**



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**Minutes of the Special Meeting of the Salt Spring Island Transportation Commission  
Held February 22, 2022 at 9:00 am.**

**\*\* Electronic Meeting via Zoom\*\***

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**DRAFT**

**Commissioners:** Gayle Baker, Aubrey Smith, Peter Meyer, and Maxine Leichter

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

**Regrets:** Director Gary Holman, Myna Lee Johnstone, and Gary Lehman

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

A Territorial Acknowledgement was provided by Commissioner Baker and the meeting was called to order at 9:03 am.

**2. Approval of Agenda**

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve the agenda of February 22, 2022 as presented.

**CARRIED**

**3. New Business**

**3.1 Fulford-Ganges Repaving Options**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission recommends to the Ministry of Transportation the following options for the Fulford Ganges hill repaving project:

1. Splitting the bike lanes evenly on the uphill and downhill sides is the wisest allocation of the available space.
2. To address the safety concerns arising from narrower-than-desired lanes, place top priority on safety concerns, and, at a minimum, implement the following inexpensive safety improvements and address the safety concerns of the various intersections along the route, especially Seaview and Drake Roads.

**a. Reduce Speed Limits and Add Traffic Calming Measures:**

- i. Traffic calming measures to encourage 50 km/h between Cranberry and Embe, in preparation for the future consideration of a 30 km/h Ganges speed limit in the downtown core of Ganges village;
- ii. Given the high usage nearest Ganges, and anticipated increased usage of Drake Road due to affordable housing projects, explore traffic calming measures, such as rumble strips, thermoplastic linage, and cat eyes.

b. **Cautionary Signage and Painting:**

- i. Explore painting options for striping, lanes, and shoulder markings that will increase awareness that this is a slower, multi-modal roadway.
- ii. Install appropriate signage that explicitly states that it is a slower, multi-modal roadway and that vehicles must slow for cyclists, pedestrians, wheelchairs, etc.
- iii. Install simple speed reader boards when speed limits change.

c. **Refuges:**

- i. Install at least two refuges (selecting appropriate spots within adequate MoTI right of way) on each side of Ganges Hill to allow safe respite from the heavy traffic along this route. This may require a barrier installed to stop parking by Saturday Market visitors.
- ii. The downhill, northbound refuges would allow pedestrians, cyclists, etc., to take a break from the fast-moving downhill traffic.
- iii. The uphill, southbound refuges would create a safe rest spot for those having trouble powering themselves up the steep hill.
- iv. Also, consider providing a safe pullout for our bus and vehicles stopping for rideshares along the hill south of Drake Road.

**CARRIED**

4. **Next Meeting: Monday, February 28, 2022 at the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island, BC**

5. **Adjournment**

**MOVED** by Commissioner Leichter, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission meeting be adjourned at 9:17 am.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**



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## Minutes of the Regular Meeting of the Salt Spring Island Transportation Commission Held February 28, 2022

**\*\* Electronic Meeting via Zoom\*\***

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### **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, SSI Manager of Engineering, and Shayla Burnham, Recording Secretary

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

A Territorial Acknowledgement was provided by Commissioner Meyer and the meeting was called to order at 1:00 pm.

### **2. Approval of Agenda**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission approve the agenda of February 28, 2022 as amended by adding item 9.1.6 North Ganges Transportation Plan Surplus Update and adding item 9.1.7 Booth to Central Pathway Cost Update. Lastly, update item 10.4 Advocacy Priorities to item 11. Advocacy Priorities, moving the remaining items down numerically.

**CARRIED**

### **3. Adoption of Minutes of January 24, 2022**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission approve the minutes of January 24, 2022 as amended by updating item 6.1, Option 1, to "Wider shoulders on one side of the road" and "Minimum shoulders on the other side of the road". Updating item 6.1, bullet 16, to "The Commission asked if MoTI considered micro grooving and MoTI confirmed they had not." And, by adding item 6.1, bullet 17, "The Commission asked if MoTI considered rumble strips and MoTI noted they are not typically applied in residential areas due to noise concerns." Updating item 6.1, bullet 22, to "MoTI requested Commission feedback as soon as possible." Updating item 8.1.1, second bullet, to "MoTI to wait for a staff request to decide on the barriers." Lastly, updating item 8.1.5, first bullet, to "The Commission noted that the insurance issues for Mobrae Avenue had been dealt with and staff to contact the bus shelter group for an update" and, "Staff walked the West Horel location several weeks ago and a survey is forthcoming."

**CARRIED**

### **4. Items Arising from the Minutes**

- No update on the BC Transit bus repairs.
- Snow removal staff report forthcoming.
- Commissioner Baker to contact MoTI regarding road sweeping.

**5. Delegations/Presentations**

**5.1 Jennifer McClean re: Ganges Village Planning Task Force Update**

- Working with First Nations and Climate Action Planning.
- Task Force expanding by the end of March 2022.
- Positive outreach with community groups.
- Minutes from monthly task force meetings are available on the Islands Trust website.

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

**Director Holman** briefly reported:

- Article published in the Driftwood regarding the proposed Local Community Commission. Proposal to voters in the October 2022 election.

**Chair Baker** briefly reported:

- Salt Spring Island Chamber of Commerce adding a mural to the bus shelter beside the Visitors Centre through their Ganges Vibrancy Plan.
- The Commission requested Graffiti issues along the Booth Canal Pathway be added to the March 21, 2022 meeting for discussion.

**7. Active Transportation Study Update and Next Steps**

- Staff requested the Commission determine their suggested geographic scope of Ganges and preferred level of public and stake holder engagement.
- The Commission expressed support in reductions to speed limits and cross walk improvements including appropriate upgrades for the visually impaired.
- The Commission requested that the Request for Proposal (RFP) include consultation with the Commission around specific active transportation recommendations.

The Salt Spring Island Transportation Commission requested the map include:

- The area up to Beddis Road
- Drake Road (*to accommodate affordable housing projects*)
- Seaview Avenue and Moat Park
- The area around Moby's Pub, Merchant Mews and Hastings House (but not to extend past)
- The area up to and around Lady Minto Hospital
- Brinkworthy

**MOVED** by Commissioner Meyer, **SECONDED** by Commissioner Smith, that the Salt Spring Island Transportation Commission request approval be given for staff to advance the Request for Proposals to secure a contract to draft the SSI Active Transportation Network Plan with a focus on an active transportation in Ganges Village.

**CARRIED**

**Commissioner Leichter opposed**

**MOVED** by Commissioner Smith, **SECONDED** by Commissioner Meyer, that the Salt Spring Island Transportation Commission request limiting consultation to stakeholders followed by at least one public meeting and additional public surveys.

**CARRIED**

**8. Salish Sea Working Group Update – deferred**

**9. Outstanding Business**

**9.1 Project Updates**

**9.1.1 Fulford-Ganges Repaving**

- MoTI project not CRD project.

**9.1.2 Bus Shelter**

- The Commission asked if insurance from the Mobrae Avenue bus shelter group had been received and staff confirmed it had not.
- Staff met with MoTI on February 16, 2022 at the West Horel site to discuss challenges associated with the ditch.
- Following the approval of the Capital Plan in mid-March, staff will schedule a survey for the West Horel site in April 2022.

**9.1.3 Merchant Mews**

- Staff meeting with First Nations on March 3, 2022 to discuss the project.
- Island Pathways provided staff with an Archeological Assessment.
- Meeting with Island Pathways to discuss reimbursement details.
- MoTI removed debris that was on site.

**9.1.4 Progress on Alternative Vesuvius Bay Road Signage**

- MoTI project not CRD project.

**9.1.5 Inexpensive Speed Reader Boards**

- Staff report forthcoming.

**9.1.6 North Ganges Transportation Plan Surplus Update**

- Staff to confirm leftover funding and return to the Commission with an update at the March 21, 2022 meeting.

**9.1.7 Booth to Central Pathway Cost Update**

- Staff report regarding cost forthcoming.

## 10. New Business

### 10.1 Overnight Parking in Ganges

- Abandoned vehicles, towing and storage concerns ongoing.
- Ganges planning consultant to consider parking management.
- The Commission to forward license plates of abandoned vehicles to staff and staff to forward the information on to MoTI.
- Director Holman to return to the Commission with an update regarding parking concerns following discussions with MoTI and RCMP.
- The Commission requested Overnight Parking in Ganges be added to the March 21, 2022 meeting for further discussion.

### 10.2 Transportation Commission Reports to Salt Spring Exchange and Driftwood

- Communication with media through Electoral Area Director.

### 10.3 Process of Addressing Delegation Concerns

**MOVED** by Commissioner Smith, **SECONDED** by Commissioner Leichter, that the Salt Spring Island Transportation Commission recommends that the following procedure be adopted in order to respond to correspondence and delegations in a timely manner.

1. The commission receives and puts on record any correspondence and delegation presentations. These to be added to the next agenda.
2. The commission will confirm in writing:  
"The Salt Spring Island Transportation Commission thanks you for your (correspondence or delegation) at the (insert date) meeting. We will consider your input at our next meeting. You are welcome to attend and listen to our discussion."
3. At the next meeting following the presentation, the commission will discuss each item and decide what action should be taken. A commissioner will be authorized to send an email to each correspondent or delegation to confirm the Commission's proposals.

**CARRIED**

## 11. Advocacy Priorities

11.1.1 Discussion of Process Including Follow Through Responsibility – deferred

11.2.2 Progress on Recommended Safety Priorities From November 29, 2021 Meeting – deferred

## 12. Correspondence

### 12.1 Nomi Lyonss re: Cusheon Lake Road Safety Concerns Follow Up

Received for information.

## 13. Next Meeting: Monday, March 21, 2022 in the Salt Spring Island Library Meeting Room, 129 McPhillips Avenue, Salt Spring Island



14. **Agenda Items for Next Meeting** – deferred

15. **Adjournment**

**MOVED** by Commissioner Baker, **SECONDED** by Commissioner Smith that the Salt Spring Island Transportation Commission meeting be adjourned at 3:23 pm.

**CARRIED**

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**CHAIR**

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**SENIOR MANAGER**



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**RULES GOVERNING THE HEARING OF INDIVIDUALS OR DELEGATIONS  
BY THE CAPITAL REGIONAL DISTRICT COMMISSIONS**

- Under the CRD Procedural Bylaw, the Commission may, by *resolution*; allow an individual or a delegation to address the meeting on the subject of an agenda item, provided written application has been received by the Salt Spring Island Administration Office no later than 4:30pm two (2) calendar days prior to the meeting.
- If you miss this deadline, you may still submit this form; however such requests will require *unanimous* approval of the Commissions at the intended meeting.
- Each address should be limited to five (5) minutes unless a longer period is agreed to by unanimous vote.
- Each delegation should provide the number of copies of their written submission, as determined by the Salt Spring Administration Staff.

Submit form to Salt Spring Island Administration

E-mail: [saltspring@crd.bc.ca](mailto:saltspring@crd.bc.ca)

Fax: (250) 537-4456

Capital Regional District, 108 121 McPhillips Ave, Salt Spring Island, BC V8K 1K3

I wish to address the:

- Parks and Recreation Commission     Transportation Commission  
 Community Economic Development Commission

AT THE MEETING OF MARCH 21, \_\_\_\_\_, 2022 at \_\_\_\_\_ AM/PM  
ON AGENDA ITEM \_\_\_\_\_

NAME ALAN BROOKE

ADDRESS \_\_\_\_\_

SST, \_\_\_\_\_

I REPRESENT SELF  
(Name of Organization if applicable)

AS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ city/Position) FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

My reason(s) for appearing is (are) and the substance of my presentation is as follows:

EXTENSION OF ROUTE 7: CUSHION LAKE DOWN  
TO BEDDIS BEACH.

(If more space is required, please attach an additional page to this form.)

March 14, 22  
Date

\_\_\_\_\_  
Signature

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**RULES GOVERNING THE HEARING OF INDIVIDUALS OR DELEGATIONS  
BY THE CAPITAL REGIONAL DISTRICT COMMISSIONS**

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- Each delegation should provide the number of copies of their written submission, as determined by the Salt Spring Administration Staff.

Submit form to Salt Spring Island Administration

E-mail:

Fax: (260) 537-4466

Capital Regional District, 108 121 McPhillips Ave, Salt Spring Island, BC V8K 1K3

I wish to address the:

- Parks and Recreation Commission     Transportation Commission  
 Community Economic Development Commission

AT THE MEETING OF on-going monthly update \_\_\_\_\_ 2021 as 1-3 AM/PM  
 ON AGENDA ITEM necessary improvements to transportation  
 in Ganges  
 Jennifer McClean



I REPRESENT Ganges Village Task Force  
(Name of Organization if applicable)

AS a commissioner  
(Position)

TELEPHONE [REDACTED] FAX

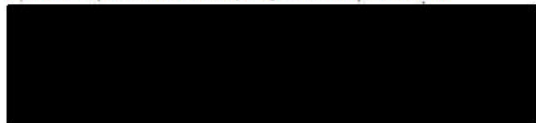
E-MAIL [REDACTED]

My reason(s) for appearing is (are) and the substance of my presentation is as follows:

I wish to give an update to the SSITC on discussions ongoing in the Ganges Village Task Force and to open the communication to on how active transportation contributes

(If more space is required, please attach an additional page to this form.)

Oct. 14, 2021  
Date





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**REPORT TO THE SALT SPRING ISLAND TRANSPORTATION COMMISSION  
MEETING OF MONDAY, MARCH 21<sup>st</sup>, 2022**

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**SUBJECT     **MERCHANT MEWS PATHWAY PROJECT – ADDITIONAL FUNDING****

**ISSUE**

To consider reallocating funding in the five year financial plan to the Merchant Mews pathway engineering and design costs.

**BACKGROUND**

During discussions with Island Pathways concerning the Merchant Mews Pathway Project, Island Pathways committed in writing that they would undertake, at no charge to the CRD, the engineering and design for the pathway and provide the CRD with a “shovel ready” project for its construction. During the preparation of the 2022 – 2026 Capital Plan last September, staff proposed \$20,000 to be allocated for this work but the Commission removed it from the final draft following Island Pathway’s commitment to provide the design for no charge. As a result, there are no funds in the 2022 – 2026 approved Capital Plan for the design of the Merchant Mews Pathway.

During preliminary work on the design, Island Pathways came to understand that this short pathway had many, if not all, of the elements of a much larger pathway project including professional engineering, a geotechnical assessment, surveying, an archeological investigation and report, an arborist report, a riparian area report, First Nations consultation as well as professional drafting services. All of these elements and their attendant costs exceeded what Island Pathways had budgeted and what their fundraising efforts could support.

Further discussions took place in February 2022 between staff and Island Pathways to determine the funds required to proceed. During a review of the design budget for the project it was agreed that Island Pathways would retain responsibility for the provision of several of the elements of the pathway and the CRD would seek approval to allocate \$20,000 set aside in the Capital Plan for construction to fund the balance. This resulted in Island Pathways retaining funding responsibility for approximately \$5,000 of the project and the CRD assuming responsibility for approximately \$20,000.

The 2022 Capital Plan includes the project budget (22-04) at \$20,000 for the construction of the pathway. This funding can be reallocated to the engineering and design costs. A future financial plan amendment may be required upon completion of detailed engineering designs and estimates are provided for the construction.

It should be noted that it is not prudent to amend the financial plan as this instrument is set by bylaw and sets goals, priorities, and strategies to coordinate the CRD resources towards program activities. The budget is a key outcome of the organizations planning process, and translates goals and objectives into actions. This is a tool where staff plan to allocate their capacity resources across the services provided by the CRD. Amending the financial plan has significant time and cost implications on the delivery and expectations for project outcomes. Amendments are a tool for unforeseen emergency expenditure not contemplated in the financial plan, a local government may make an expenditure for the emergency but must, as soon as practicable,

amend the financial plan to include the expenditure and the funding source for the expenditure. It is not meant to be a tool for a lack of planning the work.

**ALTERNATIVES**

*Alternative 1*

That the Salt Spring Island Transportation Commission recommend reallocating \$20,000 (22-04) set aside for the Merchant Mews construction towards engineering and design costs.

*Alternative 2*

That the Salt Spring Island Transportation Commission refer the report to staff for more information.

**IMPLICATIONS**

*Alternative 1*

Acceptance of this report recommendation will allow the Merchant Mews Pathway project to proceed. A future financial plan amendment may be required upon receiving construction cost estimates.

*Alternative 2*

A request for further information will further delay the project and risk missing the seasonal time window for ideal construction conditions.

**CONCLUSION**

The Merchant Mews pathway is an important addition to the pathway network in and around the Ganges area on Salt Spring Island. Design and construction of additional pathways has been planned such that one pathway is completed each calendar year. Delay of the design of this pathway will interrupt this schedule and result in the deferral of not only this pathway, but also pathways in subsequent years given resource constraints to fund and execute these projects.

**RECOMMENDATION**

That the Salt Spring Island Transportation Commission recommend reallocating \$20,000 (22-04) set aside for the Merchant Mews construction towards engineering and design costs.

Submitted by:	Dean Olafson, P. Eng., MBA, Manager of Engineering, Salt Spring Island Electoral Area
Concurrence:	Lia Xu, Manager, Financial Services
Concurrence:	Karla Campbell, BPA, Senior Manager, Salt Spring Island Electoral Area

DO/do

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## 2022 Budget Day and Service Plan

*Sent on behalf of Chris Fudge, Director of Government Relations*

As you may be aware, the Province of British Columbia tabled its 2022/23 Budget yesterday. The budget will allow BC Transit and our partners to continue to provide safe and reliable service, and demonstrates that public transit remains a priority in our communities.

Throughout two years of the pandemic, the Province, BC Transit and our partners have worked closely to maintain essential service levels and contribute to the ongoing economic recovery of our province. At the same time, we have seen increased cost pressures related to inflation, fuel and contract costs. The Provincial budget confirms our commitment to ensuring that sustainable, convenient and reliable transit services are available for those who choose them.

The \$140.9 million operating grant that we are receiving from the Province will enable BC Transit to maintain essential service levels for 2022/23, and it is expected that capacity within most systems can accommodate additional growth in the absence of service expansions. BC Transit will work with local government partners to increase ridership in transit systems across the province through the optimization of existing services. This may include reallocating existing service hours to high ridership growth areas, responding to changing mobility patterns, vehicle right-sizing and increasing customer satisfaction through improved on-time performance and technology enhancements.

The commitment from the Province for public transit continues to be very high and is a priority in British Columbia. Public transit is the more sustainable transportation option, and supports the provincial CleanBC initiative to reduce greenhouse gas emissions and the impacts of climate change.

BC Transit continues to make significant progress on innovative projects that will both increase ridership and improve customer satisfaction. This includes:

- continuing to advance our Low Carbon Fleet Program
- expanding the number of systems using Smart Bus technology
- advancements in electronic fare collection
- improvements to operations and maintenance facilities and exchanges

We will continue to work with the Province and our local government partners to meet public transit demands in the communities we serve in British Columbia outside of the lower mainland. That work is demonstrated with the soon to launch Nanaimo-Cowichan Express intercommunity route and the extension of the Fraser Valley Express to Lougheed Station. Both of those will be implemented in late March.

BC Transit receives confirmation on its provincial funding on an annual basis. We will be monitoring ridership, demand, and expansion requests over the coming months and will be working closely with the Province to establish future funding requirements.

Should you wish for more information, BC Transit's 2022/23 – 2024/25 Service Plan is [available here](#). You may also reach out to your Government Relations Manager.

Thank you again for your commitment to making transit your best transportation solution as we work together to deliver solutions our customers can rely on.