



Notice of Meeting and Meeting Agenda Salt Spring Island Local Community Commission

Thursday, October 8, 2026

5:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

[MS Teams Meeting Streaming Link](#)

E. Rook (Chair), G. Holman (Vice Chair), G. Baker, B. Corno, B. Webster

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [26-1041](#) Minutes of September 10-17, 2026 Salt Spring Island Local Community Commission

Recommendation: That the minutes of the following meetings be adopted as circulated:
- September 10, 2026
- September 17, 2026

Attachments: [Minutes: September 10, 2026](#)
[Minutes: September 17, 2026](#)

4. Senior Manager Report

5. Presentations/Delegations

Delegations will have the option to participate electronically. Please complete the online application for "Addressing the Salt Spring Island Local Community Commission" on our website and staff will respond with details. Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

Alternatively, you may email your comments on an agenda item to the Salt Spring Island Local Community Commission (LCC) at saltspring@crd.bc.ca.

6. Commission Business

6.1. [26-1042](#) Financial Plan Amendment to the SSI Parks and Recreation Service

Recommendation: That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the 1.45X Salt Spring Island Parks and Recreation Service 2026 Capital Plan be amended to increase the budget for Hydrofield Ballfield Construction Project (20-10) by \$60,500 from \$800,000 to \$860,500 funded by \$60,500 of Capital Reserve Funding in 2026.

Attachments: [Staff Report: Financial Plan Amendment to the SSI Parks and Recreation Service](#)

6.2. [26-1058](#) Financial Plan Amendment to the SSI Community Transit Service 2026 Capital Plan

Recommendation: That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the 1.238A Salt Spring Island Community Transit Service 2026 Capital Plan be amended to:

- 1.To increase the total budget for the Mobrae Bus Shelter project (18-01) in 2026 by \$20,325 from \$66,875 to \$87,200, funded by \$11,125 Betterment Grants awarded in 2026 and \$9,200 of Capital on Hand; and
- 2.To close the Horel Bus Shelter Project (22-01) and remove it from 2026 Capital Plan, and the remainder of funds be returned to their respective funding sources; and
- 3.To replace \$35,000 of grants funding with Capital Reserve funding for the Bus Shelter Program (26-01) in 2026 with no change to the total project budget of \$185,000.

Attachments: [Staff Report: Financial Plan Amendment to the SSI Community Transit Service](#)

7. Motion to Close Meeting

7.1. [26-1054](#) Motion to Close Meeting

- Recommendation:**
- 1.That the meeting be closed for Land Acquisition/Disposition in accordance with Section 90(1)(e) of the Community Charter. [1 Item]
 - 2.That such disclosures could reasonably be expected to harm the interests of the Regional District. [1 Item]

8. Adjournment

Nexting Meeting:

-Thursday, November 19th, 2026 at 9:00AM in the Salt Spring Island Multi Space (SIMS) Boardroom, 124 Rainbow Road, Salt Spring Island, BC V8K 2V5

Meeting Minutes - Draft

Salt Spring Island Local Community Commission

Thursday, September 10, 2026

5:00 PM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

PRESENT

COMMISSIONERS: E. Rook (Chair), G. Holman (Director), G. Baker, B. Corno, B. Webster

STAFF: S. Henderson, General Manager, Electoral Area Services; K. Bittorf, Manager SSI Parks and Recreation, SSI Administration; M. Cossette, Clerk, SSI Administration (Recorder)

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

The meeting was called to order at 5:02pm.

1. Territorial Acknowledgement

Commissioner Rook provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Commissioner Webster, **SECONDED** by Director Holman,
That agenda for the September 10, 2026, meeting of the Local Community
Commission be approved as presented.

CARRIED

3. Adoption of Minutes

3.1. Minutes of June 11, 2026 Salt Spring Island Local Community Commission

MOVED by Commissioner Corno, **SECONDED** by Commissioner Webster,
That the minutes of the June 11, 2026, meeting be adopted as circulated.

CARRIED

4. Chair, Director, and Commissioner Reports

Commissioner Webster spoke regarding:

- Synthetic ice skating rink
- 40th anniversary of the Salt Spring Visitor Information Center

Commissioner Baker spoke regarding:

- Salt Spring Island Foundation Grant In Aid Meeting
- Boat Owners Action Team

Director Holman spoke regarding:

- Dog-related concerns at Stowel Lake Beach and referral to bylaw staff
- Biosolids processing at Heartland
- Regional Housing Affordability Strategy

Commissioner Rook spoke regarding:

- Fire Hall dedication
- Southern Gulf Island forum meeting
- Local Community Commission term

5. Senior Manager Report

K. Bittorf spoke regarding the former Ganges Fire Hall consultation Requests for Proposal.

6. Presentations/Delegations

6.1. Presentations

There were no presentations.

6.2. Delegations

6.2.1. Delegation: Jesse Giddings, Salt Spring Island Healthy Living Re: Item 7.3. Sponsorship Proposal and Approval of Rink Board Advertising Guidelines

J. Giddings spoke to agenda item 7.1.

7. Commission Business

7.1. Sponsorship Proposal and Approval of Rink Board Advertising Guidelines

**MOVED by Commissioner Corno, SECONDED by Commissioner Webster,
That the rules of the Capital Regional District Board Procedures Bylaw be
suspended to allow Jesse Giddings to speak regarding agenda item 7.1.
CARRIED**

Discussion ensued regarding the acquisition and the nature of the funding for
the synthetic ice-skating rink.

**MOVED by Commissioner Webster, SECONDED by Commissioner Baker,
That the Salt Spring Island Local Community Commission refer to staff for more
information on the funding structure as it relates to the Portlock Park advertising.
CARRIED
OPPOSED Corno**

7.2. 2026 SSI LCC Strategic Plan Progress Report

This report was received for information.

Discussion ensued regarding the progress of different initiatives in the Strategic
Plan Progress Report.

7.3. Salt Spring Island Transit - Free Transit Fares Guidelines

**MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission approve the Salt
Spring Island Free Transit Fare Guidelines as presented in Appendix D.
CARRIED**

8. Notice(s) of Motion

8.1. Motion with Notice: Art Group Access to Affordable Venues (B. Webster)

Discussion ensued regarding hosting a workshop on options for local arts
organizations.

**MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission direct staff to report
back on options for the LCC to support Salt Spring Island arts groups in getting
more affordable access to non-profit arts venues on the island, including
Artspring, Mahon Hall and other community halls and facilities.
CARRIED**

**MOVED by Director Holman, SECONDED by Commissioner Corno,
That the Salt Spring Island Local Community Commission amend the agenda to
move consideration of Agenda Item 8.5. before Agenda Item 8.2.
CARRIED**

8.5. Motion with Notice: SSI Community Arts Workshop (B. Corno)

**MOVED by Commissioner Webster, SECONDED by Commissioner Corno,
That staff report back on the applications of developing a community arts
priority-setting workshop.**

Commissioner Corno amended the motion.

"That staff report back on the implications of developing a community arts
priority-setting workshop."

The question was called on the motion as amended.

**That staff report back on the implications of developing a community arts
priority-setting workshop.**

CARRIED

8.2. Motion with Notice: LCC Strategic Plan Amendment (G. Holman)

MOVED by Director Holman

**That the newly elected Salt Spring Island Local Community Commission consider
prioritizing strategic plan initiatives and projects based on consideration of broad
community need, taxpayer willingness and ability to pay, and if applicable,
funding participation by user groups.**

FAILED

8.3. Motion with Notice: 2027 Provisional Budget Summary to Media (G.
Holman)

MOVED by Director Holman, SECONDED by Commissioner Corno,

**That the LCC submit a summary of the 2027 provisional budget to the Driftwood
and SS Exchange as soon as possible in September.**

CARRIED

8.4. Motion with Notice: Seaview Intersection Crosswalk Safety (B. Corno)

MOVED by Commissioner Corno, SECONDED by Commissioner Webster,

**That staff communicate with MOTT regarding concerns with the safety of
pedestrians using the Fulford-Ganges Road and Seaview Drive crosswalk and
request that temporary measures be implemented to improve pedestrian safety,
in advance of any long-term solutions.**

CARRIED

9. Adjournment

MOVED by Director Holman, SECONDED by Commissioner Corno,

**That the Salt Spring Island Local Community Commission adjourn the meeting at
7:01pm.**

CARRIED

CHAIR

SENIOR MANAGER

Meeting Minutes - Draft

Salt Spring Island Local Community Commission

Thursday, September 17, 2026

9:00 AM

SIMS Boardroom
124 Rainbow Road
Salt Spring Island BC

PRESENT

COMMISSIONERS: E. Rook (EP), G. Holman (Director), B. Corno, G. Baker, B. Webster,

STAFF: S. Henderson, General Manager, Electoral Area Services; D. Ovington, Senior Manager, SSI Administration; J. Starke, Senior Manager, SGI Administration; K. Bittorf, Manager, SSI Parks and Recreation; C. Hopp, Manager, SSI Engineering; O. Penner, Asset and Grant Analyst, Financial Services (EP); M. Williamson, Committee Clerk, SSI Administration (Recorder)

GUESTS: V. Vople, Urban Matters (EP); C. Wilkinson, Urban Matters;

EP- Electronic Participation

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

The meeting was called to order at 09:00 am.

1. Territorial Acknowledgement

Commissioner Rook provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Commissioner Webster, SECONDED by Commissioner Baker,
That a late delegation, M. Leichter, SSI Resident, be permitted to speak.
CARRIED**

**MOVED by Commissioner Corno, SECONDED by Commissioner Baker,
That agenda for the September 17, 2026, meeting of the Salt Spring Island Local
Community Commission be approved as amended by the addition of Agenda
Item 6.2.3. Delegation: Maxine Leichter, SSI Resident Re: Item 7.2. Salt Spring
Island Integrated Housing Strategy
CARRIED**

3. Adoption of Minutes

3.1. Minutes of August 13-20, 2026 Salt Spring Island Local Community Commission

**MOVED by Commissioner Webster, SECONDED by Director Holman,
That the minutes of the following meeting be adopted as circulated:**

- August 13, 2026

- August 20, 2026

CARRIED

4. Chair, Director, and Commissioner Reports

Commissioner Baker spoke regarding Salt Spring Island Local Community Commission Term.

Director Holman spoke regarding:

-Composter bylaw update

-Primary Care Network recruitment of care providers

-Federal ferry subsidy advocacy

-Proposed RV park on Beddis Road

5. Senior Manager Report

There was no senior manager report.

6. Presentations/Delegations

6.1. Presentations

There were no presentations.

6.2. Delegations

6.2.1. Delegation: David Norget, Salt Spring Health Advancement Network (SSHAN) Re: Item 7.1. Grants-in-Aid Applications - Summer 2026 Intake

D. Norget spoke to Agenda Item 7.1.

6.2.2. Delegation: Tim Hiltz, Salt Spring Island Foundation Re: Item 7.1. Grants-in-Aid Applications - Summer 2026 Intake

T. Hiltz spoke to Agenda Item 7.1.

6.2.3. Delegation: Maxine Leichter, SSI Resident Re: Item 7.2. Salt Spring Island Integrated Housing Strategy

M. Leichter spoke to Agenda Item 7.2.

7. Commission Business

7.1. Grants-in-Aid Applications - Summer 2026 Intake

MOVED by Director Holman, **SECONDED** by Commissioner Baker,
That the rules of the Capital Regional District Board Procedures Bylaw be
suspended to allow Tim Hiltz and David Norget to speak regarding agenda item
7.1.
CARRIED

MOVED by Commissioner Corno, **SECONDED** by Commissioner Baker,
That application for Groundworks Art & Community for the amount of \$3,250 be
denied and the Appendix B be amended to remove the application.
CARRIED

Commissioner Baker declared a personal conflict and reused herself from the
meeting room at 9:44am.

A discussion ensued regarding the grant in aid application for Salt Spring Island
Mental Health Initiative: Core Program Support and Expansion

Commissioner Baker returned to the meeting room at 9:48am.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Baker,
That the application for Salt Spring Holistic Health Foundation for the amount of
\$5,000 be denied and the Appendix B be amended to remove the application.
CARRIED

Commissioner Baker declared a personal conflict and reused herself from
meeting room at 10:06am.

MOVED by Commissioner Webster, **SECONDED** by Commissioner Corno,
That the Salt Spring Island Local Community Commission approves the
recommended decisions in Appendix B with specific directions on amendments
in the amount of \$24,995.
CARRIED

Commissioner Baker returned to the meeting room at 10:07am.

7.2. Salt Spring Island Integrated Housing Strategy

Discussion ensued regarding the Draft Integrated Housing Strategy Action Plan.

**MOVED by Commissioner Webster, SECONDED by Commissioner Baker,
That the meeting be extended past the 3-hour scheduled time.
CARRIED**

The Commission recessed at 12:05 pm.

The Commission reconvened at 12:45 pm

**MOVED by Director Holman, SECONDED by Commissioner Baker,
That the Salt Spring Island Local Community Commission:**

- 1) Endorse the Salt Spring Island Integrated Housing Strategy in Appendix A as amended with direction, as a community framework to guide collaboration among governments, future public consultation, housing providers, community organizations, infrastructure providers, First Nations, funding agencies, and other partners involved in housing on Salt Spring Island;**
- 2) Confirm its support for advancing those actions identified for the Local Community Commission that are consistent with its service mandates, delegated authority, approved work plans, and annual budget processes; and**
- 3) Direct staff to consider opportunities to support implementation of the Strategy through the Salt Spring Island Economic Development Service, advocacy initiatives, partnership development, grant programs, and future work planning, as appropriate.**

CARRIED

OPPOSED Webster

7.3. Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information only:

- a) Ganges Harbourwalk Project Steering Committee draft minutes of August 6, 2026

8. Notice(s) of Motion

There were no notice(s) of motion.

9. Motion to Close Meeting

9.1. Motion to Close Meeting

MOVED by Director Holman, **SECONDED** by Commissioner Corno,

1. That the meeting be closed for Proposed Service and Contract Negotiations in accordance with Section 90(1)(k) of the Community Charter. [1 Item]
2. That the meeting be closed for Land Acquisition/Disposition in accordance with Section 90(1)(e) of the Community Charter. [2 Items]
3. That such disclosures could reasonably be expected to harm the interests of the Regional District. [3 Items]

CARRIED

The Salt Spring Island Local Community Commission moved to the closed session at 1:44pm.

The Salt Spring Island Local Community Commission rose from its closed session at 2:42pm without report.

10. Adjournment

MOVED by Commissioner Corno, **SECONDED** by Commissioner Baker,

That the Salt Spring Island Local Community Commission adjourn the meeting at 2:43pm.

CARRIED

CHAIR

SENIOR MANAGER

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, OCTOBER 08, 2026**

SUBJECT **Financial Plan Amendment to the SSI Parks and Recreation Service**

ISSUE

The purpose of this report is to obtain approval to amend the 1.45X Salt Spring Island Parks and Recreation 2026 Capital Plan to provide additional funding to the Hydrofield Ballfield Construction Project (project 20-10).

BACKGROUND

The 2019 Salt Spring Island Parks and Recreation Strategic Plan has identified “Providing a diverse mix of outdoor athletic facilities” as a top priority and recommends “Partner with School District 64 to upgrade and utilize existing play fields and to develop additional sport fields”.

The “hydrofield” is owned and maintained by School District 64 (SD64) as athletic fields, used by school students, organized community sports groups and general public. The current field is situated on portions of three legal lots between Salt Spring Elementary School and Gulf Islands Secondary School. The property is also occupied by the SD64 Maintenance yard and school bus depot on Rainbow Road.

Construction bids were received through the tender process from five proponents. Coastal Wolf construction was chosen through the evaluation process considering technical competence and process received through the bidding process, as well as overall project cost.

Through this phase of project construction, the ball diamond has been fully completed as of September 2026 except for final outfield seeding.

Throughout the construction of the ball field, there were additional charges incurred through requested changes to improve design/field performance, as well as required changes due to sub-surface bearing/stability. These changes and remaining funds required to complete the project including outfield seeding are resulting in the project having a deficit of approximately \$60,500. While this project has come in overbudget, some capital projects in 2026 have come in under budget including the Portlock Maintenance Shed Replacement Project (24-05). Unspent funds in capital projects are returned to the capital reserve fund once the project has been completed and closed out.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the 1.45X Salt Spring Island Parks and Recreation Service 2026 Capital Plan be amended to increase the budget for Hydrofield Ballfield Construction Project (20-10) by \$60,500 from \$800,000 to \$860,500 funded by \$60,500 of Capital Reserve Funding in 2026.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The total approved budget for the Hydrofield Ballfield Upgrade Project (20-10) was \$800,000. Additional unforeseen costs to the project require additional funding of approximately \$60,500 to be funded by Capital Reserve Fund (CRF).

The Portlock Maintenance Shop Project (24-05) is substantially completed and has come in under budget by approximately \$75,000. With the project now close to completion, this surplus funding will be returned to the SSI Parks and Recreation Capital Reserve Fund.

There is sufficient funding in CRF to fund the amendment of \$60,500. Table 1 below summarizes the projected CRF balance with the amendment of 60,500 for project (20-10) and return surplus of \$75,000 from completed project (24-05).

Table 1: SSI Parks and Recreation Capital Reserve Fund Projected Balance

2026 Beginning Balance	<u>\$563,768</u>
- Planned Transfer from Ops Budget	148,000
- 2026 Planned Expenditures	(389,500)
- CRF return from project 24-05 surplus	75,000
- CRF required for project 20-10 completion	(60,500)
2026 Projected Ending Balance	<u>\$336,768</u>

CONCLUSION

The Hydrofield Ballfield Upgrade Project (20-10) has incurred a funding shortfall of \$60,500 due to unforeseen site conditions and project improvements. The Portlock Park Maintenance Shed Replacement Project (24-05) has come in under budget by approximately \$75,000 with this funding being returned to reserves leaving sufficient funding available within the SSI Parks and Recreation Capital Reserve Fund to address the deficit.

RECOMMENDATION

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the 1.45X Salt Spring Island Parks and Recreation Service 2026 Capital Plan be amended to increase the budget for Hydrofield Ballfield Construction Project (20-10) by \$60,500 from \$800,000 to \$860,500 funded by \$60,500 of Capital Reserve Funding in 2026.

Submitted by:	Dan Ovington, Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**REPORT TO SALT SPRING ISLAND LOCAL COMMUNITY COMMISSION
MEETING OF THURSDAY, OCTOBER 08, 2026**

SUBJECT **Financial Plan Amendment to the SSI Community Transit Service 2026
Capital Plan**

ISSUE

The purpose of this report is to obtain approval to amend the 1.238A Salt Spring Island Community Transit 2026 Capital Plan to increase the Mobrae Bus Shelter Project (18-01) total budget, to close the Horel Bus Shelter project (22-01) and return any remaining funds to the respective funding sources and to replace part of the grant funding with Capital Reserve funding for Bus Shelter Program Project (26-01) in 2026.

BACKGROUND

Bus shelter locations were identified as priorities at Mobrae Drive at Vesuvius Road and on Fulford-Ganges Road at Cusheon Lake Road. Design of these bus shelters began in 2020 and were provided to Ministry of Transportation and Transit (MOTT) for License of Occupation permits. The construction was initiated with the gravel pads installed by Emcon, the MOTT road contractor.

Bus shelters have been recommended by the Transportation Commission for many years and more recently by the LCC. The locations were chosen through these recommendations and have been in the planning and consultation stage for some time.

Construction bids for the concrete pad were received through the tender process in 2025. Plewman Construction was chosen through the bid evaluation process considering technical competence, methodology, as well as overall project cost.

The pad construction was followed by bus shelter procurement from the BC Transit approved supplier and installation. The Mobrae bus shelter has been fully completed as of March 31, 2026.

Throughout this bus shelter project, there were additional charges incurred through requested changes to improve design, as well as required changes due to supplier designs. These changes and extended timelines require additional budget of \$20,325 to be funded by Betterment Grant (\$11,125) and capital on hand interest earnings (\$9,200) from the service's capital project fund.

The Horel Bus Shelter has not yet been constructed, although the site survey was completed in 2024. The project has \$40,000 in confirmed funding, consisting of \$35,000 from Capital Reserve funding and \$5,000 in CWF grant funding. No Betterment Grant funding has been allocated to the project. With current construction costs estimated at approximately \$75,000, the available funding is insufficient to proceed. As a result, the Horel Bus Shelter project will be closed with remaining funding to be returned to the respective sources and will be reconsidered through a future bus shelter program when funding becomes available.

The downtown Ganges bus shelter at the Visitors Centre has been prioritized and will be advanced with the Bus Shelter Program Project (26-01). This shelter is a more complex project due to archaeological considerations. The 2026 budget included \$175,000 of grant funding of which \$100,000 was received from Transit Minor Betterments. Allocation of \$35,000 from Capital Reserves and \$40,000 CWF into the project addresses the grant shortfall. Cost estimates are in progress for the archaeological portion of the project.

The bus shelter program project will continue to fund the design and construction of a bus shelter annually.

ALTERNATIVES

Alternative 1

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the 1.238A Salt Spring Island Community Transit Service 2026 Capital Plan be amended to:

1. To increase the total budget for the Mobrae Bus Shelter project (18-01) in 2026 by \$20,325 from \$66,875 to \$87,200, funded by \$11,125 Betterment Grants awarded in 2026 and \$9,200 of Capital on Hand; and
2. To close the Horel Bus Shelter Project (22-01) and remove it from 2026 Capital Plan, and the remainder of funds be returned to their respective funding sources; and
3. To replace \$35,000 of grants funding with Capital Reserve funding for the Bus Shelter Program (26-01) in 2026 with no change to the total project budget of \$185,000.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The total approved budget for the Mobrae Bus Shelter Project (18-01) was \$66,875. Unforeseen costs and extended timelines require additional budget of \$20,235 to be funded by Betterment Grant (\$11,125) and the capital on hand being interest earnings (\$9,200) from the service's capital project fund.

The Horel Bus Shelter does not have sufficient budget to be constructed. Therefore, it is proposed to be closed and removed from the 2026 capital plan. Any remaining funds will be returned back to their respective funding sources.

Finally, additional Capital Reserve and CWF funding is required to replace unrealized grant funding for the 2026 bus shelter program which is proposed to be at the Visitors Centre.

Tables below demonstrate a summary of funding requirements, budget amendments and funding returns for the three projects stated above.

Table 1: Mobrae Bus Shelter project

Mobrae Bus Shelter Project (18-01)	
Total Approved Project Budget in 2026	\$66,875
Total Spending to Complete	(\$87,200)
Additional Budget Required – (2026 Capital Plan Amendment)	<u>(\$20,325)</u>
Additional Funding Sources	
Capital on Hand	\$9,200
Betterment Grant Funding	\$11,125

Table 2: Horel Bus Shelter project

Horel Bus Shelter Project (22-01)	
Total Funding in place	\$40,000
Spending to Date	(\$4,717)
Remaining	<u>\$35,283</u>
Remaining Funds Return to Respective Sources	
Capital Reserve	\$30,283
CWF Grant	\$5,000

Table 3: Bus Shelter Program with proposed reserve transfer

Bus Shelter Program (26-01) – 2026	Grants	CRF	Total
Total Approved Project Budget in 2026	\$175,000	\$10,000	\$185,000
Total Funding in Place	\$100,000	\$10,000	\$110,000
Funding Shortfall	\$75,000		\$75,000
Funding Proposal to Address the Shortfall:			
CWF Grant	\$40,000		\$40,000
Capital Reserve		\$35,000	\$35,000
Total	<u>\$40,000</u>	<u>\$35,000</u>	<u>\$75,000</u>

Table 4 below shows the proposed balance for the service's Capital Reserve Fund in 2026. The Capital Reserve Fund appears to have sufficient balance to allow these amendments.

Table 4: SSI Transit Capital Reserve Fund Projected Balance

2026 Estimated Ending Balance	<u>\$23,917</u>
- Remaining funds from closing Horel project	\$30,283
- Additional Funding Required for 2026 Bus Shelter Program	(\$35,000)
2026 Projected Ending Balance	<u>\$19,000</u>

CONCLUSION

The proposed amendments will align project budgets with current project requirements by addressing additional unforeseen costs for the Mobrae Bus Shelter Project (18-01), closing the Horel Bus Shelter Project (22-01) due to insufficient funding to proceed, and providing additional funding for the Visitor Centre Bus Shelter Program (26-01) to replace grant funding that was not received. These changes will support effective management of the bus shelter program and help ensure available capital funding is directed toward deliverable and priority transit infrastructure projects.

RECOMMENDATION

That the Salt Spring Island Local Community Commission recommends to the Capital Regional District Board that the 1.238A Salt Spring Island Community Transit Service 2026 Capital Plan be amended to:

1. To increase the total budget for the Mobrae Bus Shelter project (18-01) in 2026 by \$20,325 from \$66,875 to \$87,200, funded by \$11,125 Betterment Grants awarded in 2026 and \$9,200 of Capital on Hand; and
2. To close the Horel Bus Shelter Project (22-01) and remove it from 2026 Capital Plan, and the remainder of funds be returned to their respective funding sources; and
3. To replace \$35,000 of grants funding with Capital Reserve funding for the Bus Shelter Program (26-01) in 2026 with no change to the total project budget of \$185,000.

Submitted by:	Carolyn Hopp, P.Eng., Manager Engineering, Salt Spring Electoral Area
Concurrence:	Dan Ovington, BBA, Senior Manager, Salt Spring Island Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer & General Manager, Finance & Technology
Concurrence:	Ted Robbins, B.Sc., C.Tech., Chief Administrative Officer