

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, October 13, 2021

11:05 AM

6th Floor Boardroom  
625 Fisgard St.  
Victoria, BC V8W 1R7

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#### PRESENT

Directors: M. Hicks (Chair), G. Holman (Vice-Chair), B. Brent (for D. Howe), C. Plant (Board Chair, ex-officio)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; R. Lachance, Senior Manager, Financial Services; D. Ovington, Manager, Salt Spring Island Recreation; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Finance Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Director D. Howe

The meeting was called to order at 11:03 am.

#### 1. Territorial Acknowledgement

Chair Hicks provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by Alternate Director Brent, SECONDED by Director Holman,  
That the agenda for the October 13, 2021 Electoral Areas Committee meeting be  
approved.  
CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [21-780](#) Minutes of September 8, 2021 Electoral Areas Committee Meeting

**MOVED by Alternate Director Brent, SECONDED by Director Holman,  
That the minutes of the Electoral Areas Committee meeting of September 8, 2021  
be adopted as circulated.  
CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [21-774](#) 2022 Service Planning - Electoral Areas

Staff spoke to Item 6.1.

Discussion ensued on the following:

- the rise in, and forecast of Freedom of Information requests
- requesting a review of the Freedom of Information regulation and reconsideration of the exemptions for charge of service from the office of the Privacy Commissioner
- a status update of the Connected Coast project

**MOVED by Alternate Director Brent, SECONDED by Director Holman, The Electoral Areas Committee recommends the Committee of the Whole recommend to the Capital Regional District Board: That Appendix A, Community Need Summary - Electoral Areas be approved as presented and form the basis of the 2022-2026 Financial Plan. CARRIED**

### 6.2. [21-651](#) 2022 Preliminary Electoral Area Budget Review

N. Chan spoke to Item 6.2.

Discussion ensued on the following:

- funds set aside for a local community commission on Salt Spring Island
- annual reporting per electoral area on the distribution of building inspection requisitions
- future plans for the recent bequest to the CRD animal control service
- provisions for unforeseen costs due to the transition of the Fire Dispatch system
- the final budget in March will differ from provisional by updating assessment values and folios not available until the new year by BC assessments

**MOVED by Director Holman, SECONDED by Alternate Director Brent, The Electoral Areas Committee recommends to the Capital Regional District Board:**

1. That the 2022 Electoral Area Services Budgets be given provisional approval as presented, and
2. That the new initiatives identified in Appendix D for January 1, 2022, implementation be approved for expenditure.

**CARRIED**

**6.3.**     [21-652](#)     Bylaw No. 4455: Tax Exemption (Permissive) Bylaw, 2021

N. Chan spoke to Item 6.3.

Discussion ensued on BC Assessment's requirements for tax exemptions.

**MOVED** by Director Holman, **SECONDED** by Alternate Director Brent,  
**The Electoral Areas Committee recommends to the Capital Regional District Board:**

1. That Bylaw No. 4455, "Tax Exemption (Permissive) Bylaw, 2021" be introduced and read a first, second and third time;
2. That Bylaw No. 4455 be adopted.

**CARRIED**

**6.4.**     [21-693](#)     Appointment of Officers

**MOVED** by Director Plant, **SECONDED** by Director Hicks,  
**That the Electoral Areas Committee recommends to the Capital Regional District Board:**

**That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Mark Groulx be appointed as Chief Bylaw Officer.**

**CARRIED**

**6.5.**     [21-757](#)     Expansion of Willis Point Fire Protection, Emergency Response and Recreation Facilities Local Service Area (Bylaw No. 1951)

Staff recommended that the motion be amended to replace the wording "referred to the Inspector of Municipalities for approval", with the word "adopted" in bullet three.

**MOVED** by Director Hicks, **SECONDED** by Alternate Director Brent,  
**That The Electoral Areas Committee recommends to the Capital Regional District Board:**

1. That the attached Certificate of Results of the petition to expand the service area boundary for the Willis Point Fire Protection, Emergency Response and Recreation Service be received;
2. That Bylaw No. 4458, "Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 5, 2021" be read a first, second, and third time; and
3. That Bylaw No. 4458 be adopted.

**CARRIED**

6.6. [21-761](#) Bylaw No. 4444, “Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021.

J. Starke spoke to Item 6.6.

**MOVED by Alternate Director Brent, SECONDED by Director Holman, The Electoral Areas Committee recommends to the Capital Regional District Board:**

**1. That Bylaw No. 4444, “Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021” be introduced and read a first, second, and third time.**

**2. That Bylaw No. 4444, “Southern Gulf Islands Community Economic Sustainability Commission Bylaw No. 1, 2012, Amendment Bylaw No. 2, 2021” be adopted.**

**CARRIED**

6.7. [21-710](#) Previous Minutes of Other CRD Committees and Commissions for Information

**MOVED by Director Plant, SECONDED by Director Holman, That the following minutes be received for information:**

**a) Magic Lake Estates Water and Sewer Committee minutes - July 13, 2021**

**b) Mayne Island Parks and Recreation Commission minutes - August 12, 2021**

**CARRIED**

**7. Notice(s) of Motion**

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by Alternate Director Brent, SECONDED by Director Holman, That the October 13, 2021 Electoral Areas Committee meeting be adjourned at 12:01 pm.**

**CARRIED**

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CHAIR

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RECORDER