

Meeting Minutes

Electoral Areas Committee

Wednesday, December 14, 2022

10:05 AM

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

PRESENT

Directors: P. Brent (Chair), G. Holman (Vice-Chair), A. Wickheim, C. Plant (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; I. Jesney, Acting General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; C. Vrael, Fire Services Coordinator, Protective Services; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

The meeting was called to order at 10:12 am.

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

2. Approval of Agenda

MOVED by Director Plant, **SECONDED** by Director Holman,
That the agenda for the December 14, 2022 Electoral Areas Committee meeting
be approved as amended with the addition of New Business Items 8.1. Tiny
Homes and 8.2. Limited Occupancy Terms.
CARRIED

3. Adoption of Minutes

3.1. [22-680](#) Minutes of the October 12, 2022, and November 23, 2022, Electoral Areas Committee Meetings

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the minutes of the Electoral Areas Committee meetings of October 12, 2022,
and November 23, 2022, be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Brent spoke about the challenges and opportunities ahead.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [22-673](#) Saturna Island Fire Protection Society (SIFPS) - Medical Patient Transportation

K. Morley spoke to Item 6.1.

Chair Brent disclosed a potential conflict of interest on the matter of medical patient transportation as he is an ambulance driver. Chair Brent noted he would recuse himself from future discussion related to compensation or requisition.

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

1. That Bylaw No. 4534, "Saturna Island Fire Protection and Emergency Response Local Service Contribution Establishment Bylaw No. 1, 1993, Amendment Bylaw No. 3, 2022", be introduced and read a first, second, and third time;
 2. That elector approval be obtained by the Electoral Area director consenting on behalf; and
 3. That Bylaw No. 4534 be referred to the Inspector of Municipalities for approval.
- CARRIED**

6.2. [22-669](#) Salt Spring Island Local Community Commission - Implementation

K. Morley spoke to Item 6.2.

Discussion ensued on the following:

- differentiation between Bylaw 4508 that is focused on the degree of authority and Bylaw 4507 that is focused on defining the commission, its composition, and election and by-election processes
- edits made in Bylaw 4508 were purely editorial with no intention to change the level of delegation
- remuneration for commissioners
- current island-wide commissions consolidation into the LCC

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

1. That Bylaw No. 4507, "Salt Spring Island Local Community Commission Bylaw No. 1", be adopted;
 2. That staff proceed with the planning and establishment of a local community commission election with a target date of May 27, 2023, and associated bylaw amendments to dissolve certain commissions which will be assumed by the Salt Spring Island Local Community Commission.
- CARRIED**

6.3. [22-607](#) Bylaw Nos. 4524 and 4525: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

N. Chan spoke to Item 6.3.

Discussion ensued on the Wilderness Mountain budget as it will have a 0% increase in 2023, following a 7%, 5%, 2% and 2% in subsequent years of 2024 - 2027 with the budget being reviewed on an annual basis.

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

1. That Bylaw No. 4524, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 11, 2022", be introduced and read a first, second, and third time.
2. That Bylaw No. 4524 be adopted.
3. That Bylaw No. 4525, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 16, 2022", be introduced and read a first, second, and third time.
4. That Bylaw No. 4525 be adopted.

CARRIED

OPPOSED: Wickheim

6.4. [22-645](#) Electoral Areas "Fire Regulation Bylaw No. 2", Bylaw No. 4489

J. Reimer spoke to Item 6.4.

Discussion ensued on the following:

- clarification on delegated authority
- provincial regulation changes
- open burning regulations

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

1. That Bylaw No. 4489, "Fire Regulation Bylaw No. 2, 2022", be introduced and read a first, second, and third time;
2. That Bylaw No. 4489 be adopted.
3. That Bylaw No. 4499, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 74, 2022", be introduced and read a first, second, and third time;
4. That Bylaw No. 4499 be adopted.
5. That Bylaw No. 4523, "Capital Regional District Fire Protection Services Fees and Charges Bylaw No. 2, 2022", be introduced and read a first, second, and third time;
6. That Bylaw No. 4523 be adopted.

CARRIED

6.5. [22-646](#) British Columbia Structure Firefighter Minimum Training Standards

J. Reimer spoke to Item 6.5.

Discussion ensued on the volunteer retention with training demands.

**MOVED by Director Brent, SECONDED by Director Wickheim,
The Electoral Areas Committee recommends to the Capital Regional District
(CRD) Board:**

To direct CRD staff to proceed with Electoral Area fire service consultation to determine requirements to comply with British Columbia Structure Firefighter Minimum Training Standards, implement an appropriate training program no later than Q1 2024, and adjust the future fire service budgets accordingly.

CARRIED

6.6. [22-647](#) Community Resiliency Initiative Grant: 2023 FireSmart Community Funding & Supports

Director Plant left the meeting at 10:45 am.

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

That the Board support an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding & Supports program and direct staff to provide overall grant management.

CARRIED

6.7. [22-648](#) Community Emergency Preparedness Fund Grant: Volunteer & Composite Fire Department Training & Equipment

Director Plant returned to the meeting at 10:47 am.

J. Reimer spoke to Item 6.7.

Discussion ensued on the overall grant request figure and allocation of funding requests.

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

That the Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for the Fire Department Training and Equipment program and direct staff to provide overall grant management.

CARRIED

6.8. [22-657](#) Magic Lake Estates SCADA Communication Upgrades

I. Jesney spoke to Item 6.8.

MOVED by Director Brent, **SECONDED** by Director Holman,
The Magic Lake Estates Water and Sewer Committee recommends the Electoral Areas Committee recommends to the Capital Regional District Board:
That the provisionally approved Magic Lake Estates Water Service 2023-2027 Capital Plan and Budget be amended to include a new Capital Project for 2023 to complete communication improvements at all Magic Lake Estates Water sites with a budget of \$90,000 to be funded from the Water Service Capital Reserve Fund.

CARRIED

6.9. [22-634](#) Previous Minutes of Other CRD Committees and Commissions for Information

This Informational Report was received for information:

- a) Mayne Island Parks and Recreation Commission minutes of September 8, 2022
- b) Mayne Island Parks and Recreation Commission minutes of October 13, 2022
- c) Southern Gulf Islands Harbours Commission minutes of May 27, 2022

7. Notice(s) of Motion**7.1.** [22-676](#) Motion with Notice: Electoral Area Director Remuneration (Director Holman)

N. Chan provided a brief outline on Item 7.1.

MOVED by Director Holman, **SECONDED** by Director Brent,
That the Electoral Area Director remuneration be maintained at 2022 levels for 2023 and that the Committee request staff report back with the necessary policy changes for the Board's consideration.

CARRIED

7.2. [22-677](#) Motion with Notice: Sooke Basin Aquaculture Proposal (Director Wickheim)

MOVED by Director Wickheim, **SECONDED** by Director Plant,
That the CRD Board refer its concerns regarding the potentially invasive seaweed aquaculture in Sooke Basin to appropriate provincial and federal agencies and request the updating and enforcement of regulations for such species as soon as possible.

CARRIED

8. New Business**8.1.** [23-005](#) Tiny Homes

K. Lorette provided a brief explanation regarding Item 8.1.

8.2. 23-006 Limited Occupancy Terms

K. Lorette provided a brief explanation to Item 8.2.

9. Adjournment

MOVED by Director Plant, **SECONDED** by Director Holman,
That the December 14, 2022 Electoral Areas Committee meeting be adjourned at
11:33 am.
CARRIED

CHAIR

RECORDER