

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, April 12, 2023

11:00 AM

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

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#### 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; K. Campbell, Senior Manager, Salt Spring Island Administration; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

The meeting was called to order at 11:00 am.

#### 1. Territorial Acknowledgement

Chair Brent provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by Director Plant, SECONDED by Director Wickheim,  
That the agenda for the April 12, 2023 Electoral Areas Committee meeting be  
approved  
CARRIED**

#### 3. Adoption of Minutes

- 3.1. [23-153](#) Minutes of the March 8, 2023 and March 13, 2023 Electoral Areas Committee Meetings

**MOVED by Director Plant, SECONDED by Director Holman,  
That the minutes of the Electoral Areas Committee meetings of March 8, 2023 and  
March 13, 2023 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. [23-148](#) 2022 Community Works Fund Annual Report**

N. Chan presented Item 6.1. for information.

Discussion ensued on the following:

- spending and prioritization of funding
- outstanding and carrying of balances
- program constraints
- sunset clause on newer programs
- assets versus liabilities
- federal gas tax program renewal

**6.2. [23-149](#) 2022 Grants-in-Aid Annual Report**

N. Chan presented Item 6.2. for information.

Discussion ensued on the appreciation of community groups.

**6.3. [23-254](#) Basis of Apportionment of Non-Application Based Grants and Services**

N. Chan presented Item 6.3. for information.

Discussion ensued on the following:

- apportionment on the basis of assessment and population
- non-application based grants apportionment
- cost apportioning services
- service establishing bylaws

6.4. [23-297](#) Salt Spring Island Local Community Commission - Bylaw Changes and Implementation Update (Bylaws No. 4508, 4542, 4543, and 4544)

K. Morley spoke to Item 6.4.

Discussion ensued on the clarification of amendments and the future adoption of Bylaw No. 4508.

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

1. That third reading of Bylaw No. 4508, "Salt Spring Island Local Community Commission Delegation Bylaw No. 1, 2022", be rescinded;
2. That Bylaw No. 4508 be amended at second reading as presented in Appendix A;
3. That Bylaw No. 4508 as amended be read a third time.
4. That Bylaw No. 4542, "Salt Spring Island Local Community Commission Transition Bylaw No. 1, 2023" be read a first, second, and third time;
5. That Bylaw No. 4542 be adopted;
6. That Bylaw No. 4543, "Juan de Fuca and Salt Spring Island Parks and Recreation Advisory Commissions Bylaw No. 1, 2011, Amendment Bylaw No. 2, 2023", be read a first, second, and third time;
7. That Bylaw No. 4543 be adopted;
8. That Bylaw No. 4544, "Salt Spring Island Water, Sewer and Liquid Waste Disposal Commissions Bylaw No. 1, 2010, Amendment Bylaw No. 2, 2023", be read a first, second, and third time;
9. That Bylaw No. 4544 be adopted;
10. That the membership of the Ganges Harbour Walk Steering Committee be amended to remove the members from the Salt Spring Island Parks and Recreation Commission and the Salt Spring Island Transportation Commission, replaced with one member representing the SSI LCC, selected from its number, and such further consequential changes as outlined in Appendix H be adopted.

**CARRIED**

6.5. [23-247](#) Award of Contract 2022-846 Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades

I. Jesney spoke to Item 6.5.

Discussion ensued on the disclosure of public tenders.

**MOVED by Director Brent, SECONDED by Director Plant,  
The Magic Lake Estates Water and Sewer Committee recommends that the Electoral Areas Committee recommend to the Capital Regional District Board:**

1. That Contact 2022-846, Magic Lake Estates Wastewater Pump Station and Treatment Plant Upgrades, be awarded to Coast Utility Contracting Ltd., in the amount of \$6,577,550 plus GST; and
2. That staff be authorized to issue Change Orders for the project as required, up to total aggregate amount of \$361,284 from the Project Contingency.

**CARRIED**

6.6. [23-235](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Lyall Harbour Boot Cove Water Local Service Committee minutes of November 22, 2022
- b) Magic Lake Estates Water and Sewer Committee minutes of January 10, 2023
- c) Mayne Island Parks and Recreation Commission minutes of February 9, 2023
- d) Pender Island Parks and Recreation Commission minutes of January 9, 2023
- e) Port Renfrew Utility Services Committee minutes of November 21, 2022
- f) Skana Water Service Committee minutes of November 22, 2022
- g) Surfside Park Estates Water Service Committee minutes of November 24, 2022

7. Notice(s) of Motion

7.1. [23-256](#) Motion with Notice: Growing Communities Grant Apportionment (Director Holman)

Director Holman spoke to Item 7.1.

Discussion ensued on the advancement of the recommendation and the meaning of equitably.

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

**That the Growing Communities Grant be apportioned directly to Electoral Areas based on the same formula that the grant was provided to the CRD.**

**MOVED by Director Holman, SECONDED by Director Brent,  
That the main motion be amended to add "equitably" after "apportioned" and strike everything after "Electoral Areas".**

**CARRIED**

The question was called on the main motion as amended.

**The Electoral Areas Committee recommends to the Capital Regional District Board:**

**That the Growing Communities Grant be apportioned equitably directly to the Electoral Areas.**

**CARRIED**

**7.2. 23-304** Notice of Motion: Equitable Grant Funding Discussion with Minister (Director Plant)

Director Plant spoke to Item 7.2.

**MOVED** by Director Plant, **SECONDED** by Director Brent,  
That same-day consideration be given for the notice of motion.  
**CARRIED**

**MOVED** by Director Plant, **SECONDED** by Director Brent,  
The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the Board Chair and CAO discuss equitable grant funding with the Minister of Municipal Affairs as it relates to grants given to municipalities/electoral areas within regional districts.  
**CARRIED**

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director Plant, **SECONDED** by Director Holman,  
That the April 12, 2022 Electoral Areas Committee meeting be adjourned at 11:48 am.  
**CARRIED**

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CHAIR

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RECORDER