

## Meeting Minutes

### Electoral Areas Committee

---

Wednesday, November 8, 2023

11:00 AM

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

---

#### PRESENT

Directors: G. Holman (Vice Chair), R. Fenton (for P. Brent), A. Wickheim (EP) (11:13 am), C. Plant (Board Chair, ex-officio)

Staff: K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Henderson, Senior Manager, Real Estate; I. Lawrence, Senior Manager Local Area Planning, Juan de Fuca; J. Reimer, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director P. Brent

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

#### 1. Territorial Acknowledgement

Acting Chair Holman provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Plant, **SECONDED** by Alternate Director Fenton,  
That the agenda for the November 8, 2023 Electoral Areas Committee meeting be approved as amended to add Drake Road Update under new business.  
**CARRIED**

#### 3. Adoption of Minutes

3.1. [23-838](#) Minutes of the October 11, 2023 and October 23, 2023 Electoral Areas Committee Meetings

**MOVED** by Alternate Director Fenton, **SECONDED** by Director Plant,  
That the minutes of the Electoral Areas Committee meetings of October 11, 2023 and October 23, 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. [23-804](#) Appointment of Officers**

K. Lorette spoke to Item 6.1.

**MOVED by Alternate Director Fenton, SECONDED by Director Plant,  
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, Michael Simard and Dania Vivash, be appointed as Assistant Bylaw  
Enforcement Officers.  
CARRIED**

**6.2. [23-828](#) Community Emergency Preparedness Fund Grant: Volunteer & Composite  
Fire Department Training & Equipment 2023 Application**

J. Reimer spoke to Item 6.2.

**MOVED by Alternate Director Fenton, SECONDED by Director Plant,  
The Electoral Areas Committee recommends to the Capital Regional District  
Board:  
That staff be instructed to apply for, negotiate, and if successful, enter into an  
agreement, and do all such things necessary for accepting grant funds and  
overseeing grant management for the proposed project.  
CARRIED**

**6.3.**     [23-829](#)     British Columbia Active Transportation Network Planning Grant Application  
- Active Transportation Network Plan for Juan de Fuca

I. Lawrence spoke to Item 6.3.

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

- 1) That an application to the British Columbia Active Transportation Network Planning Grant Program for the purpose of developing an Active Transportation Network Plan for the Juan de Fuca Electoral Area, be supported;
- 2) That the funding provided through the British Columbia Active Transportation Network Planning Grant Program will be matched by an equal amount from the Juan de Fuca Electoral Area Parks and Recreation service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting the British Columbia Active Transportation Network Planning Grant funds and overseeing grant management for the proposed project.

**CARRIED**

**6.4.**     [23-818](#)     British Columbia Active Transportation Infrastructure Grant Application -  
Schooner Way School Trail for Southern Gulf Islands

S. Henderson spoke to Item 6.4.

Discussion ensued regarding whether multiple grant applications from one community constitutes a conflict.

**Director Wickheim joined the meeting at 11:13 am.**

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

- 1) That an application to the British Columbia Active Transportation Infrastructure Grant Program for the purpose of constructing the shovel-ready, priority Schooner Way School Trail on North Pender Island be supported;
- 2) That the funding provided through the British Columbia Active Transportation Infrastructure Grant Program will be matched by an equal or greater amount from the Southern Gulf Islands Electoral Area, Pender Island Parks and Recreation service; and
- 3) That staff be instructed to apply for, negotiate, and if successful, enter into an agreement and do all such things necessary for accepting the British Columbia Active Transportation Infrastructure Grant funds and oversee grant management for the proposed project.

**CARRIED**

**6.5.**     [23-851](#)     Salt Spring Island Candidate Disqualification (Elections BC)

K. Morley presented Item 6.5. for information.

Discussion ensued regarding potential recourse for the individual through Elections BC.

- 6.6. [23-800](#) Previous Minutes of Other CRD Committees and Commissions for Information
- The following minutes were received for information:
- a) Galiano Island Parks and Recreation Commission minutes of September 7, 2023
  - b) Mayne Island Parks and Recreation Commission minutes of September 14, 2023
  - c) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of August 29, 2023
  - d) Willis Point Fire Protection and Recreation Facilities Commission minutes of September 26, 2023

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

There were no notice(s) of motion.

**8. New Business**

- 8.1. Drake Road Status Update
- Staff provided a verbal update on the status of the Drake Road property.
- 8.2. Trailers as Living Accommodation on North Pender Island
- Alternate Director Fenton advised staff of a situation regarding the proposed use of trailers as living accommodation on North Pender Island.
- 8.3. Staff Appreciation: J. Reimer
- Director Holman thanked J. Reimer for his service to the electoral areas and wished him well in his future endeavors.
- MOVED by Director Plant, SECONDED by Alternate Director Fenton,  
The Electoral Areas Committee recommends to the Capital Regional District Board as part of the consent agenda of the December 2023 Board meeting:  
That the Capital Regional District Board thank J. Reimer for his service to the electoral areas and Capital Regional District.  
CARRIED**

**9. Adjournment**

**MOVED by Alternate Director Fenton, SECONDED by Director Plant,  
That the November 8, 2023 Electoral Areas Committee be adjourned at 12:00 pm.  
CARRIED**

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDER