

Meeting Minutes

Electoral Areas Committee

Wednesday, April 10, 2024

11:05 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; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; R. Smith, Senior Manager, Environmental Resource Management; C. Anderson, Manager, Emergency Programs; M. Groulx, Manager, Bylaw Enforcement and Animal Care; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; M. Taylor, Manager, Building Inspection; L. Xu, Manager, Local Services & Corporate Grants, Financial Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

The meeting was called to order at 11:39 am.

1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

2. Approval of Agenda

**MOVED by Director Brent, SECONDED by Director Holman,
That the agenda for the April 10, 2024 Electoral Areas Committee meeting be approved with the following amendments:
- that Director Little be permitted to participate (without vote) in the April 10, 2024 session of Electoral Areas Committee
- that Building Code be discussed under New Business
CARRIED**

3. Adoption of Minutes

3.1. [24-315](#) Minutes of the March 13, 2024 Electoral Areas Committee Meeting

**MOVED by Director Holman, SECONDED by Director Brent,
That the minutes of the Electoral Areas Committee meeting of March 13, 2024 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. [24-335](#) Union of British Columbia Municipalities Grant for Disaster Risk Reduction - Climate Adaptation 2024 - Motion of Support

C. Anderson spoke to Item 6.1.

Discussion ensued regarding consideration of using these funds for something other than signage.

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

That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for the 2024 Disaster Risk Reduction - Climate Adaptation grant and direct staff to provide overall grant management.

CARRIED

- 6.2. [24-297](#) 2023 Electoral Areas Grants-In-Aid Annual Report

N. Chan presented Item 6.2. for information.

- 6.3. [24-296](#) 2023 Community Works Fund Annual Report

N. Chan presented Item 6.3. for information.

- 6.4. [24-346](#) Community Works Fund - Disbursement Process

N. Chan spoke to Item 6.4.

Discussion ensued regarding the current disbursement practice.

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

That the disbursement process for the Community Works Fund, as described in this report, be implemented for future third party projects.

CARRIED

6.5. [24-343](#) Household Hazardous Waste Pickup in Electoral Areas - Follow-up

R. Smith presented Item 6.5. for information.

Discussion ensued regarding the cost of implementing Household Hazardous Waste collection events.

6.6. [24-370](#) Port Renfrew Refuse Disposal - Local Service: 2024 Initiatives Update

R. Smith spoke to Item 6.6.

Discussion ensued regarding:

- improving the performance of the commercial sector
- consideration of a bylaw outlining commercial material recycling requirements

**MOVED by Director Wickheim, SECONDED by Director Holman,
The Port Renfrew Utility Services Committee recommends that the Electoral
Areas Committee recommend to the Capital Regional District Board:**

That staff be directed to:

- 1. Continue implementing site upgrades with funding from the Growing Communities Fund.**
- 2. Work with the business sector on alternative solutions for commercial packaging and printed products.**
- 3. Continue to transition the depot from caretaker managed, to a site operator model for late 2024; and**
- 4. Continue discussions for long-term waste management in Port Renfrew with the Pacheedaht First Nation and the broader community.**

CARRIED

6.7. [24-345](#) Board Chair Voting Rights on Standing Committees

K. Morley presented Item 6.7. for information.

6.8. [24-333](#) 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 January 4, 2024
- b) Mayne Island Parks and Recreation Commission minutes of February 8, 2024
- c) Pender Island Parks and Recreation Commission minutes of January 29, 2024
- d) Saturna Island Parks and Recreation Commission minutes of January 8, 2024
- e) Saturna Island Parks and Recreation Commission minutes of February 12, 2024
- f) Willis Point Fire Protection and Recreation Facilities Commission minutes of February 27, 2024

7. Notice(s) of Motion

There were no notices of motion.

8. New Business

Director Holman informed the committee members that he will bring a Notice of Motion to the May 8, 2024 Electoral Areas Committee meeting regarding the Building Code as it relates to rooming/boarding houses.

9. Motion to Close the Meeting

9.1. [24-341](#) Motion to Close the Meeting

**MOVED by Director Brent, SECONDED by Director Plant,
That the meeting be closed for Litigation Update in accordance with Section
90(1)(g) of the Community Charter.
CARRIED**

The Electoral Areas Committee went into Closed Session at 12:19 pm.

The Electoral Areas Committee rose from Closed Session at 12:41 pm without report.

10. Adjournment

**MOVED by Director Plant, SECONDED by Director Brent,
That the Electoral Areas Committee meeting be adjourned at 12:41 pm.
CARRIED**

CHAIR

RECORDER