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**Minutes of a Meeting of the Electoral Area Services Committee
Held Wednesday, February 2, 2011
Executive Meeting Room, 6th Floor, 625 Fisgard Street, Victoria, BC**

Present: Directors: Ken Hancock (Chair), Mike Hicks (Vice Chair) and Garth Hendren.
Staff: Robert Gutierrez, Diana Lokken and Lucille Barfield (Recorder).

GENERAL BUSINESS

The meeting commenced at 1:30 p.m.

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by Director Hendren, that the agenda be approved with the addition of the following items under New Business:

- a) Ministry of Tourism, Trade and Investment correspondence on Lighthouses
- b) Mail-in Ballots
- c) UBCM Resolution
- d) Willis Point Fire Department

CARRIED

2. Adoption of Minutes

MOVED by Director Hicks, **SECONDED** by Director Hendren, that the minutes of the January 5, 2011 meeting be adopted as previously circulated.

CARRIED

3. Presentations/Delegations – None.

4. Verbal Update on Public Consultation on Building Regulation Bylaw 3741

Mr. Gutierrez reviewed the proposed draft bylaw that was distributed at the meeting along with a summary of feedback and comments to date. Conditional Certificate of Occupancy was discussed at length and the Committee requested that this item be reinstated. Other changes in the proposed bylaw included:

- a) New definition for "Excavation", and add "requiring a permit" to "- - rock or fill for the purposes of construction *requiring a permit.*"
- b) New definition requested for "Wetland".
- c) Item 2.1.2(1)(a) – remove "grading and tree removal" to read "site excavation or blasting;"
- d) Item 2.3.7(3) – recommend changing the Permit fee reduction from 5% to 10% and the maximum reduction from \$500 to \$1,000.
- e) Item 2.5.2(2) re. discontinuation of work – Mr. Gutierrez was asked to clarify changing to six months.

Mr. Gutierrez reported attendance at the information sessions was 189 for Juan de Fuca, 15 for Salt Spring Island, 3 for Pender Island and 6 for Galiano Island.

5. Fernwood Dock Requisition Increase and Management Commission Membership Criteria Amendment

MOVED by Director Hendren, **SECONDED** by Director Hicks, that it be recommended to the CRD Board:

- a) That Bylaw No. 3761 cited as "Small Craft Harbour Facilities (Salt Spring Island) Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 1, 2011" be introduced and read a first and a second time, and read a third time; and
- b) That Bylaw No. 3762 cited as "Fernwood Dock Management Commission Bylaw, 2002, Amendment Bylaw No. 1, 2011" be introduced and read a first and a second time, read a third time, and adopted.

CARRIED**6. Grants-in-aid**

MOVED by Director Hicks, **SECONDED** by Director Hendren, that it be recommended to the CRD Board that the following grants-in-aid applications be approved for payment:

- 1) Southern Gulf Islands Electoral Area Grants-in-Aid, as approved by Director Hancock:
 - The Galiano Club \$ 5,000.00
 - Village Bay Improvement Association 3,500.00
 - North Galiano Community Association 5,277.12
- 2) Juan de Fuca Electoral Area Grants-in-Aid, as approved by Director Hicks:
 - John Muir Elementary School Parent Advisory Council \$ 2,000.00
 - Saseenos Elementary School Parent Advisory Council 2,000.00
 - Sooke Elementary School Parent Advisory Council 2,000.00

CARRIED**7. Preparation for CRD and Islands Trust Joint Meeting**

Directors Hancock and Hendren will contact Islands Trust for a meeting date and Mr. Lapham will canvas the CRD attendees. The Directors are to submit agenda items to Mr. Lapham.

8. New Business

- a) Lighthouses – Ms. Lokken will reply to the Ministry's letter of 28 January 2011 regarding decommissioning lighthouses, saying the CRD does want more information on this issue, including the San Juan Point lighthouse and clarification on the status of Sheringham Point lighthouse. Ms. Lokken will report back to the Committee.

- b) Mail-In Ballots – Director Hendren proposed mail-in ballots be used for the next municipal election, throughout the three electoral areas. He has met with the school board and will meet with Islands Trust in two weeks, as their support would be needed. Concerns were raised and no action was taken.
- c) UBCM Resolution – Incorporation of Salt Spring Island was discussed; statistical data gathered will be circulated to the EAS Committee then go to the Board.

MOVED by Director Hendren, **SECONDED** by Director Hancock, that the Ministry of Community, Sport and Cultural Development be requested to fund a governance review process for Salt Spring Island.

CARRIED¹

Director Hancock opposed.

- d) Willis Point Fire Department – Director Hicks reported on a fine last summer for burning out of fire season that will be going to court, and Ms. Lokken confirmed that the court costs will come out of the Juan de Fuca Electoral Area's Administration budget.

9. Pending List

Item 2 – Ms. Lokken said the Directors can agree on what they want and bring their requests to the Board Chair via herself.

Item 3 – Agreed that the consultation process would close off by February 28, 2011. Mr. Gutierrez to report back at the next Committee meeting.

Item 4 – Mr. Whiting will bring a report to the March Committee meeting.

Add "Lighthouses" – Ms. Lokken to reply to the Ministry requesting more information.

File Notices Item 6 – Closed

Item 7 – Awaiting the engineering report.

10. Adjournment

MOVED by Director Hendren, **SECONDED** by Director Hicks, that the meeting be adjourned at 3:35 p.m.

CARRIED

11. Next Meeting: Wednesday, March 2, 2011 @ 1:30 pm

CHAIR

¹ This motion was rescinded at the 2 March 2011 meeting.