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**ELECTORAL AREA SERVICES COMMITTEE**

**Held Wednesday, April 6, 2011**

**Executive Meeting Room, 6<sup>th</sup> Floor, 625 Fisgard Street, Victoria, BC**

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**Present:** Directors: Ken Hancock (Chair), Mike Hicks (Vice Chair) & Garth Hendren.  
Staff: Robert Gutierrez, Bob Lapham, Diana Lokken, Sonia Santarossa, Rosemary Frederiksen (recorder),

*The meeting commenced at 1:45 p.m.*

**1. Approval of Agenda**

**MOVED** by Director Hicks, **SECONDED** by Director Hendren,  
That the agenda be approved with the addition of a draft building regulation bylaw added to item #4.

**CARRIED**

**2. Adoption of Minutes of March 2, 2011**

**MOVED** by Director Hendren, **SECONDED** by Director Hicks,  
That the minutes of the March 2, 2011 meeting be adopted as previously circulated.

**CARRIED**

**3. Presentations/Delegations - None**

**4. Design and Installation of Water Collection Systems (Potable Water Systems)  
Capital Regional District Policy**

A draft Building Regulation Bylaw amendment was circulated for consideration.

Staff was directed to amend Section 6 of the draft bylaw to read as follows:  
“(b) the portion of the Building Permit fee associated with the water catchment system shall be reduced by 10%.”

**MOVED** by Director Hendren, **SECONDED** by Director Hicks,  
That it be recommended to the Board that Bylaw No. 3780, cited as “Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 1, 2011” be introduced and read a first and second time, and read a third time.

**CARRIED**

**5. Addition of Community Recreation Facilities Operation and Maintenance to the Port Renfrew Fire Protection and Emergency Response Service**

**MOVED** by Director Hicks, **SECONDED** by Director Hendren,  
That it be recommended to the Board that Bylaw No. 3764, “Port Renfrew Fire Protection, Emergency Response and Community Recreation Facilities Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 5, 2011” be introduced and read a first and second time, and read a third time.

**CARRIED**

**6. Fees and Charges Bylaw for Utilities and Liquid Waste Disposal within the Salt Spring Island (SSI) Electoral Area**

**MOVED** by Director Hendren, **SECONDED** by Director Hicks,  
That it be recommended to the Board that Bylaw No. 3777, cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2010, Amendment Bylaw No. 1, 2011" be introduced and read a first and second time, read a third time, and adopted.

**CARRIED**

**7. Fees and Charges Bylaw for Utilities and Street Lighting within the Southern Gulf Islands (SGI) and Juan de Fuca (JdF) Electoral Area**

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

- 1) That Bylaw No. 3778, cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2011" be introduced and read a first and second time, read a third time, and adopted; and
- 2) That Bylaw No. 3779, cited as "Port Renfrew Water and Sewer Local Service Area Fees and Charges Bylaw No. 1, 1990, Amendment Bylaw No. 18, 2011" be introduced and read a first and second time, read a third time, and adopted.

**CARRIED**

**8. Grants-in-aid**

**MOVED** by Director Hicks, **SECONDED** by Director Hendren,  
That the following grants-in-aid applications be endorsed and forwarded to the CRD Board for approval of payment:

- 1) Juan de Fuca Electoral Area Grants-in-Aid as approved by Mike Hicks
  - a. Sooke Canada Day Society \$1,000
- 2) Salt Spring Island Grants-in-Aid as approved by Director Hendren
  - a. Central Community Hall Society \$4,000
  - b. Copper Kettle \$2,000
  - c. Salt Spring Island Sailing Club \$3,500

**CARRIED**

**9. False Alarm Bylaw**

A report from staff on this issue was added to the Pending List.

## 10. Mail-in Ballot

S. Santarossa gave an oral report on this issue.

**MOVED** by Director Hendren, **SECONDED** by Director Hicks,  
That staff report back to the next Electoral Area Services Committee outlining the process as well as the costs of providing mail-in ballots for the Salt Spring Island Electoral Area.

**CARRIED**  
**Hancock OPPOSED**

## 11. New Business – none

## 12. Pending List

### a) Remuneration

D. Lokken will report back to the Electoral Area Services Committee regarding remuneration for electoral area directors following the next Finance Committee meeting.

**MOVED** by Director Hicks, **SECONDED** by Director Hendren,  
That staff report back at the next meeting regarding an increase to electoral area director remuneration, in the amount of \$40,000, effective 2012.

**CARRIED**  
**Hancock OPPOSED**

### b) False Alarms

R. Lapham to report back regarding false alarms.

## 13. Motion to Move *In Camera*

**MOVED** by Director Hendren, **SECONDED** by Director Hicks,  
That the committee move *In Camera* and Close the Meeting in Accordance with the Community Charter Part 4, Division 3, Section 90(1)(g) litigation or potential litigation affecting the municipality.

The Committee moved *in camera* at 3:13 p.m. and rose and reported at 3:30 p.m.

## 14. Rise and Report

### **Otter Point Recreation Cooperative Association Floodplain, Building Permits and Zoning Issues**

- 1) That staff be directed to not enforce existing bylaw violations with respect to Lot 1, Section 31, Otter District, Plan VIP 34791 owned by the Otter Point Recreational Cooperative Association and bring forward a proposed notice to be registered against title, stating that building regulations have been contravened,

subject to the notice and other procedural requirements of *Community Charter* section 57.

- 2) That the Otter Point Recreation Cooperative Association be informed that no further construction can occur on the existing property that would further contravene the CRD Zoning and Building bylaw regulations. Notwithstanding that repairs to existing structures that do not involve structural alterations according to the Building bylaw do not require a building permit and may be undertaken at the risk of the owner.
- 3) That staff be requested to establish a baseline documentation of the site, in photographic or narrative form or both, from which to determine if future violations of the CRD's bylaws have occurred and bring forward violations for immediate consideration of legal action subsequent to issuance of a legal demand letter.

#### **15. Adjournment**

The meeting was adjourned at 3:31 p.m.

#### **Next Meeting**

The next meeting will be held Wednesday, May 4, 2011 at 1:30 p.m.

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CHAIR