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**Minutes of a Meeting of the Electoral Area Services Committee  
Held May 16, 2012 in Room 651, 625 Fisgard St., Victoria, BC**

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**Present:** **Directors:** M. Hicks (Chair), W. McIntyre (Vice Chair)  
**Staff:** R. Lapham, General Manager, Planning and Protective Services; D. Lokken,  
General Manager, Corporate Services; R. Gutierrez, Manager, Building Inspection;  
H. Raines (recorder)

**Absent:** **Directors:** D. Howe

The meeting was called to order at 2:06 pm.

**1. Approval of Agenda**

**MOVED** by Director McIntyre, **SECONDED** by Director Hicks,  
That the agenda be approved as circulated.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by Director McIntyre, **SECONDED** by Director Hicks,  
That the minutes of the April 18, 2012 meeting be adopted as previously circulated.

**CARRIED**

**3. Presentations/Delegations - none**

**4. Wilderness Mountain Water Treatment Plant – Juan de Fuca (JDF) Electoral Area**

Director Hicks spoke to the report.

**MOVED** by Director Hicks, **SECONDED** by Director McIntyre,  
That the Electoral Area Services Committee recommend to the CRD Board:  
That the CRD Board authorize a contribution of \$30,000 from the JDF portion of the  
Community Works Fund to the Wilderness Mountain Water Treatment Plant construction  
project.

**CARRIED**

**5. Grants in Aid**

Director Hicks spoke to the report.

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

Juan de Fuca Grants-in-Aid as approved by Director Hicks

a.	Juan de Fuca Rural Publication Society	\$2,000
b.	Navy League of Canada	\$ 500
c.	Sooke Canada Day Society	\$1,000
d.	Sooke Fine Arts Society	\$2,000

**CARRIED**

**6. Amendments to the Southern Gulf Islands (SGI) Harbour Commission Regulation Bylaw No. 2844**

D. Lokken spoke to the report.

**MOVED** by Director Hicks, **SECONDED** by Director McIntyre,  
That the Electoral Area Services Committee recommend to the Board:  
That Bylaw No. 3814 cited as, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 7, 2012" be introduced and read a first and second time, and read a third time.

**CARRIED**

**7. Economic Development Activities in the Electoral Areas**

Director McIntyre spoke about the issue and requested a standard contract form for follow up with the Request for Proposal when the economic development study has been issued. Staff to provide the form.

Discussion on economic development studies, the grant process and contracts ensued. Staff was requested to provide a letter outlining what is allowable under the economic development function.

**8. New Business**

**Salt Spring Island Annual Operating Agreement**

It was noted that the following recommendation from the Salt Spring Island Transportation Commission requires Board approval.

**MOVED** by Director McIntyre, **SECONDED** by Director Hicks,  
That the Electoral Area Services Committee recommends to the Capital Regional District Board:

That the 2012 to 2013 Annual Operating Agreement for SSI Transit service be approved as revised to incorporate an increase in fares as outlined in the SSI Transit Fare Analysis report.

**CARRIED**

**9. Pending List**

1. Selection of Fire Dispatch Provided for CRD Contract: A report has been prepared for the Planning, Transportation and Protective Services Committee. Staff will provide a final analysis of how an agreement will be framed. This item can be removed from the list.
2. File notice: The lawyer has been negotiating with the owner of the land, and an agreement should be ready to be executed within a month. This item can be removed from the list.

**10. New Business (continued)**

**Building Inspection Contracts**

Currently, Building Inspection contracts their services to other users, including First Nations. The CRD needs to ensure that the services are covered, but also that the CRD is not liable. It is currently a successful model and staff will structure the process to ensure the Committee is kept informed on a regular basis. There is a charge-out rate that covers administrative costs, front and back end charges. Fees are considered revenue to services.

**11. Adjournment**

**MOVED** by Director McIntyre, **SECONDED** by Director Hicks,  
That the meeting be adjourned at 2:42 pm.

**CARRIED**

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**CHAIR**