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**Minutes of a Meeting of the Electoral Area Services Committee
Held November 21, 2012 in the Board Room, 625 Fisgard St., Victoria, BC**

Present: Directors: M. Hicks (Chair), W. McIntyre (Vice Chair), D. Howe)
Also: D. Masselink, Alternate Director, Southern Gulf Islands Electoral Area
Staff: R. Lapham, General Manager, Planning and Protective Services; D. Lokken, General Manager, Corporate Services; T. Robbins, Acting General Manager, Integrated Water Services; D. Brown, Manager, Building Inspection; D. Costin, Manager, Revenue Services; J. Klassen, Manager, Local Area Planning; T. Whiting, Senior Manager, Protective Services and S. Norton, Deputy Corporate Officer (recorder)

The meeting was called to order at 1:45 pm.

1. Approval of Agenda

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the following be added to the agenda:

- Item 5 – Replacement report
 - Item 7 – Supplementary report
 - Item 9 – (a) Salt Spring Community Economic Development Strategy, (b) Electronic Participation at Electoral Area Commissions, (c) Next Meeting; and
- That the agenda be approved as amended.

CARRIED

2. Adoption of Minutes

MOVED by Director McIntyre, **SECONDED** by Alternate Director Howe,
That the minutes of the October 17, 2012, meeting be adopted as previously circulated.

CARRIED

3. Presentations/Delegations: There were none.

4. Leak Adjustment Terms and Conditions for Water and Sewer Services in the Electoral Areas

Speaking to the report, staff provided the basis for the policy and how it would be implemented.

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That it be recommended to the Capital Regional District Board:

- 1) That Bylaw No. 3847, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012" be introduced and read a first and second time, read a third time, and adopted; and,
- 2) That Bylaw No. 3864, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012" be introduced and read a first and second time, read a third time, and adopted.

CARRIED

5. Establishment of a Capacity Purchase Charge for the Fulford Water Service Area

D. Lokken explained the rationale for establishing the charge for new parcels connecting to the recently upgraded service.

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That it be recommended to the Capital Regional District Board:
That Bylaw No. 3868, "Fulford Water Service Capacity Purchase Charge Bylaw, No. 1,
2012", be introduced and read a first and second time, read a third time, and adopted.

CARRIED

D. Costin left the meeting.

6. Development of a Cycling and Pedestrian Trail Plan for the Southern Gulf Islands

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That it be recommended to the Capital Regional District Board:
That the CRD Board authorize the development of a cycling and pedestrian trail plan for
the Southern Gulf Islands (SGI) with a funding contribution of \$60,000 from the SGI portion
of the Gas Tax Community Works Fund

CARRIED

7. Grants-in-Aid

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That it be recommended to the Capital Regional District Board:
That the following grants-in-aid applications be approved for payment:

- 1) Juan de Fuca Electoral Area as approved by Director Hicks
 - a. Juan de Fuca Marine Rescue Society \$1,000
 - b. RCL #4 Sooke Seniors Society \$ 500
 - c. Juan de Fuca Salmon Restoration Society \$3,000
- 2) Salt Spring Island Grants-in-Aid as approved by Director McIntyre
 - a. Copper Kettle Community Partnership \$1,500
- 3) Southern Gulf Islands Grants-in-Aid as approved by Director Howe
 - a. Pender Island Restorative Justice Program \$1,500

CARRIED

8. Division Plans Review

R. Lapham reviewed the division plans and responded to questions.
There was discussion regarding the process for establishing a transit/transportation service
for the Southern Gulf Islands.

Directors commended staff on the plans.

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the report be received for information.

CARRIED

D. Brown left the meeting.

9. New Business

(a) Salt Spring Community Economic Development Strategy

Director McIntyre reported on open houses that have been held or will be held as part of the process for the development of the strategy.

He also noted that the Governor-General has been invited to the opening of the new library on December 14.

(b) Electronic Participation at Electoral Area Commissions

Director Hicks advised that he would like to address the issue of electronic participation of members at local commissions in the Board Procedures Bylaw. He noted that there has been a problem with quorum for the small local commissions because of member work hours or absence from the area for work or vacation. D. Lokken reviewed the current practice: meetings to take place in a location that the public may attend, there must be a quorum in attendance at that location, and one member may participate electronically (by telephone conference call or internet) but is not entitled to vote.

The following points were raised regarding what is to be achieved by a bylaw amendment:

- Only one member at a meeting to participate electronically.
- The member participating electronically could make up the quorum and would be able to vote.
- There would still be the requirement for the commission meeting to take place in a location that the public may attend.

MOVED by Director Hicks, **SECONDED** by Director Howe,
That staff prepare a report on amending the Board Procedures Bylaw to allow for electronic participation by a member of a Commission at Commission meetings only.

CARRIED

(c) Next Meeting

There was discussion regarding items that will need to go to the December or January Board meetings. It was decided that there would be no need to schedule a Committee meeting in December and that such items could go directly to the Board in December or January. The next Committee meeting would be in January 2013.

10. Pending List – No change.

11. Adjournment

MOVED by Director McIntyre, **SECONDED** by Director McIntyre Howe,
That the meeting be adjourned at 3:15pm.

CARRIED

CHAIR