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**Minutes of a Meeting of the Electoral Area Services Committee  
Held February 20, 2013, in the Board Room, 625 Fisgard St., Victoria, BC**

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**Present:** **Directors:** M. Hicks (Chair), W. McIntyre (Vice Chair), Alternate Director D. Masselink (for D. Howe), A. Bryson (Board Chair, ex officio)  
**Staff:** R. Lapham, Chief Administrative Officer; L. Hutcheson, General Manager, Parks and Environmental Services; D. Lokken, General Manager, Corporate Services (recorder); M. Misek-Evans, Acting General Manager, Planning and Protective Services; T. Robbins, Acting General Manager, Integrated Water Services; R. Sharma, Senior Manager, Finance Services; Don Brown, Manager, Bylaw and Animal Care; B. MacDonald, Manager, Financial Planning and Treasury

The meeting was called to order at 1:58 p.m.

**1. Approval of Agenda**

It was requested that Item 8, "Consolidated Southern Gulf Islands (SGI) and Juan de Fuca (JdF) Utilities Commission Bylaw", be removed from the agenda.

**MOVED** by Director Masselink, **SECONDED** by Director McIntyre,  
That the agenda be approved as amended.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by Alternate Director Masselink, **SECONDED** by Director McIntyre,  
That the minutes of the November 21, 2012, meeting be adopted as previously circulated.

**CARRIED**

**3. Chair's Remarks:** There were none

**4. Presentations/Delegations:** There were none.

**5. 2013 Electoral Area Services Committee Terms of Reference**

The Committee discussed the Terms of Reference as presented.

**MOVED** by Director McIntyre, **SECONDED** by Alternate Director Masselink,  
That the 2013 Electoral Area Services Committee terms of reference as attached in Appendix A be approved.

**CARRIED**

**6. 2013 Budget Review**

The Committee reviewed the shared Electoral area budgets.

**MOVED** by Alternate Director Masselink, **SECONDED** by Director McIntyre,  
That the Capital Regional District 2013 shared services Electoral Area budgets 1.103,  
1.104, 1.313 (with an adjustment to 2014 and 2015 revenue if Bylaw 1465 is approved later  
in the agenda), 1.318, 1.320, 1.322, 1.323, 1.369 and 1.372 be approved in principle.

**CARRIED**

The Committee discussed the Electoral area Utility Services budgets

**MOVED** by Alternate Director Masselink, **SECONDED** by Director McIntyre,  
That the Capital Regional District 2013 Electoral Area utility budgets be approved in  
Principle, subject to final adjustments recommended by the respective Local Service  
Committees.

**CARRIED**

The Committee received the previously distributed individual Electoral Area Services  
budgets and discussed the potential for adjustments as a result of further discussions with  
staff.

**MOVED** by Director McIntyre, **SECONDED** by Alternate Director Masselink,  
That the remainder of the Capital Regional District 2013 individual Electoral Area budgets  
be approved in Principle, subject to final adjustments recommended by the respective  
Electoral Area Director.

**CARRIED**

**7. Proposed Amendments to Bylaw No. 1465 “Animal Regulation and Impounding  
Bylaw No. 1, 1986”**

The committee discussed the proposed amendments to the bylaw

**MOVED** by Alternate Director Masselink, **SECONDED** by Director McIntyre,  
That the Electoral Area Services Committee recommends to the Board:

- 1) That Bylaw No. 1465 “Animal Regulation and Bylaw No. 1, 1986, Amendment Bylaw  
No. 9, 2013”, be introduced and read for a first time;
- 2) That Bylaw No. 1465 “Animal Regulation and Bylaw No. 1, 1986, Amendment Bylaw  
No. 9, 2013”, be read a second time; and
- 3) That Bylaw No. 1465 “Animal Regulation and Bylaw No. 1, 1986, Amendment Bylaw  
No. 9, 2013”, be read a third time.

**CARRIED**

**8. Consolidated Southern Gulf Islands (SGI) and Juan de Fuca (JdF) Utilities  
Commission Bylaw**

This item was removed from the agenda.

9. Grants-in-Aid

**MOVED** by Alternate Director Masselink, **SECONDED** by Director McIntyre,  
That the Electoral Area Services Committee recommend to the Capital Regional District Board:

That payment of the following grants-in-aid be approved:

- 1) Juan de Fuca Grants-in-Aid as approved by Director Hicks
  - a. Willis Point Community Association \$ 3,000
- 2) Southern Gulf Islands Grants-In-Aid as approved by Director Howe
  - a. MAP – Moving About Pender \$ 2,332.50

**CARRIED**

10. **New Business:** There was no new business.

11. **Motion to Close the Meeting**

**MOVED** by Director McIntyre, **SECONDED** by Alternate Director Masselink,  
That the Committee close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

**CARRIED**

The Committee moved to the closed session at 3:02 p.m.

The Committee rose from the closed session at 3:30 p.m. without report.

12. **Adjournment**

**MOVED** by Alternate Director Masselink, **SECONDED** by Director McIntyre,  
That the meeting be adjourned at 3:30 pm.

**CARRIED**

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CHAIR

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COMMITTEE CLERK