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

Present: Directors: M. Hicks (Chair), W. McIntyre (Vice Chair), D. Howe
Staff: R. Lapham, Chief Administrative Officer; D. Lokken, General Manager, Corporate Services; M. Misesk-Evans, Acting General Manager, Planning and Protective Services; R. Gutierrez, Manager, Building Inspection; N. More, Committee Clerk (recorder)

Also Present: J. Starke, Island Planner, Salt Spring Island Local Trust Committee, Islands Trust; D. Marlor, Director, Local Planning Services, Islands Trust

The meeting was called to order at 1:53 p.m.

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the agenda be approved with the addition of the supplementary agenda and the Proclamation of the Day of the Honey Bee under New Business.

CARRIED

2. Adoption of Minutes

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the minutes of the February 20, 2013, meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks: There were none.

4. Presentations/Delegations

- 1) Justine Starke, Islands Trust, Salt Spring Island Local Trust Committee, re agenda item 5: spoke in favour of Capital Regional District (CRD) support of secondary suites on Salt Spring Island and addressed information within the staff report and correspondence from the Chair of the Salt Spring Island Local Trust Committee dated 28 January 2013. She provided a map of the secondary suites pilot area and a copy of her speaking notes, which are filed at Legislative Services.

The Committee discussed the pilot program on Salt Spring Island, affordable housing and water conservation, incentives, and implications of bylaw amendments. As well, it was noted that grants-in-aid cannot be applied to individuals. Staff was encouraged to find an innovative way to support the concept of secondary suites.

J. Starke was invited to remain at the table and take part in the discussion of item 5.

5. Capital Regional District Support for New Secondary Suites Bylaw on Salt Spring Island

M. Misek-Evans spoke to the report and noted that the pilot program takes place outside of any CRD water services area. The Committee discussed the building inspection costs, tax sharing, the limits of the Islands Trust jurisdiction, the discounted permit fee for unfinished areas, and that a fee change would apply to a class within all of the Electoral Areas.

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That staff be directed to meet with the Islands Trust Local Trust Committee to discuss their resolution and report back to the Electoral Area Services Committee on the outcome from the meeting.

CARRIED

6. 2013 Electoral Areas Only Budget Update

D. Lokken spoke to the report. The Committee discussed communicating budget information to constituents, and requested to consult with staff on ways to do it.

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the report *2013 Electoral Areas Only Budget Update* be received for information.

CARRIED

7. Construction of Willis Point Fire Apparatus Building Award of Contract 12-1751

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That it be recommended to the Capital Regional District Board:
That Contract 12-1751, Construction of the Willis Point fire apparatus building, be awarded to Brenton Construction Corp. in the amount of \$162,845 (plus tax).

CARRIED

8. Grants-in-Aid

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

- 1) Juan de Fuca Grants-in-Aid as approved by Director Hicks
 - a. Shirley Farmers Market \$ 500
- 2) Salt Spring Island Grants-in-Aid as approved by Wayne McIntyre
 - a. Salt Sprint Island Agriculture Alliance \$ 3,500
- 3) Southern Gulf Islands Grants-In-Aid as approved by Director Howe
 - a. Mayne Island Conservancy Society \$ 2,650
 - b. Mayne Island Conservancy Society \$ 3,000
 - c. Mayne Island Integrated Water Systems \$ 1,500
 - d. Pender Community Transitions Society \$ 5,000

CARRIED

9. New Business:

a) Fees and Charges Update for Utilities Within the Three Electoral Areas

MOVED by Director McIntyre, **SECONDED** by Director Howe,

- 1) That Bylaw No. 3891, cited as "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 1, 2013" be introduced and read a first and second time, read a third time and adopted.
- 2) That Bylaw No. 3892, cited as "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 1, 2013" be introduced and read a first and second time, read a third time and adopted.

CARRIED

b) Proclamation of the Day of the Honey Bee

MOVED by Director, **SECONDED** by Director,

That it be recommended to the Capital Regional District Board:

That, on behalf of the citizenry of the three Electoral Areas of the Capital Regional District, it be resolved to proclaim May 29, 2013, as the fourth annual "Day of the Honey Bee."

CARRIED

10. Motion to Close the Meeting

MOVED by Director Howe, **SECONDED** by Director McIntyre,

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 2:45 p.m.

The Committee rose from the closed session at 3:05 p.m. without report.

11. Adjournment

MOVED by Director Howe, **SECONDED** by Director McIntyre,

That the meeting be adjourned at 3:05 p.m.

CARRIED

CHAIR

COMMITTEE CLERK