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**Minutes of a Meeting of the Electoral Area Services Committee
Held October 16, 2013, in Room 488, 625 Fisgard St., Victoria, BC**

Present: **Directors:** M. Hicks (Chair), P. Lake (for W. McIntyre), S. Olsen (for D. Howe)
Staff: R. Lapham, Chief Administrative Officer; M. Rachwalski, Acting General Manager, Planning and Protective Services; T. Whiting, Acting General Manager, Planning and Protective Services; D. Brown, Chief Bylaw Officer, Bylaw Enforcement and Animal Care; K. Campbell, Senior Manager, Salt Spring Island Administration; R. Gutierrez, Manager, Building Inspection; J. Klassen, Manager, Local Area Planning; S. Santarossa, Corporate Officer; J. Hicks, Senior Transportation Planner, S. Asdal (Recorder)

The meeting was called to order at 1:33 pm.

1. Approval of Agenda

MOVED by Alternate Director Olsen, **SECONDED** by Alternate Director Lake,
That the agenda be approved with the addition of "Brochure - Septic Tank Care" under New Business.

CARRIED

2. Adoption of Minutes

MOVED by Director Hicks, **SECONDED** by Alternate Director Olsen,
That the minutes of the September 4, 2013, meeting be adopted as previously circulated.

CARRIED

3. Presentations/Delegations: There were none.

4. Electoral Area Engagement on the Regional Transportation Plan

J. Hicks spoke to the report and the Committee discussed the public engagement process.

MOVED by Director Alternate Olsen, **SECONDED** by Alternate Director Lake,
That the report be received for information.

CARRIED

5. Request for Residential Water Connection

J. Klassen provided an overview of the report.

MOVED by Director Hicks, **SECONDED** by Alternate Director Lake,
That it be recommended to the Capital Regional District Board:
That subject to approval by the Juan de Fuca Water Distribution Commission, that a residential service connection be provided to 6124 East Sooke Road to address a pressing health concern with the existing well, in accordance with RGS servicing policy.

CARRIED

6. Salt Spring Island Rod and Gun Club – Noise Bylaw (Verbal Update)

T. Whiting reported that court action has concluded and the CRD Noise Bylaw was upheld. Director McIntyre and T. Whiting are meeting with the SSIRGC to discuss compliance with the bylaw. The CRD will continue to monitor and enforce any contravention with the bylaw.

R. Lapham entered the meeting at 1:45 pm.

7. Service Plans Update

R. Lapham provided an overview of the service plan process.

Salt Spring Island Electoral Area Administration

K. Campbell spoke to the service plan. The Committee discussed the role of commissioners and service levels.

MOVED by Alternate Director Lake, **SECONDED** by Alternate Director Olsen,
That the service plan be approved.

CARRIED

Building Inspection

R. Gutierrez spoke to the service plan. The Committee discussed inspection practices in First Nations communities.

MOVED by Alternate Director Lake, **SECONDED** by Alternate Director Olsen,
That the service plan be approved.

CARRIED

M. Rachwalski entered the meeting at 2:01 pm.

Bylaw and Animal Care Services

D. Brown spoke to the service plan.

MOVED by Alternate Director Lake, **SECONDED** by Alternate Director Olsen,
That the service plan be approved.

CARRIED

D. Brown left the meeting at 2:23 pm.

Juan de Fuca Community Planning

J. Klassen spoke to the service plan. The Committee discussed the drafting of zoning bylaws and Infolinx requirements for archival files.

MOVED by Director Hicks, **SECONDED** by Alternate Director Olsen,
That the service plan be approved.

CARRIED

Protective Services

T. Whiting spoke to the service plan.

The Committee discussed neighbourhood emergency management programs on the southern gulf islands.

MOVED by Director Hicks, **SECONDED** by Alternate Director Olsen,
That the service plan be approved.

CARRIED

Salt Spring Island Transit and Transportation

R. Lapham spoke to the service plan.

The Committee discussed the service expansion, levy increase and bus stop development.

MOVED by Alternate Director Lake, **SECONDED** by Alternate Director Olsen,
That the service plan be approved.

CARRIED

8. Grants-in-aid

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

- 1) Salt Spring Island Grant-in-Aid as approved by Director McIntyre
 - a. Red Cross – SSI Health Equipment Loan Program \$ 2,730
 - b. SWOVA Community Development & Research Society \$ 2,500
- 2) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
 - c. International Institute for Child Rights and Development \$ 4,800
 - d. FELÁNET Centre for Innovation and Peace \$ 4,200

9. New Business:

a) Brochure - Septic Tank Care

The Committee discussed the importance of source control and the need for the CRD brochure regarding septic tank care that was previously available on the Southern Gulf Islands to be distributed again. Staff to follow up.

10. Motion to Close the Meeting

MOVED by Alternate Director Olsen, **SECONDED** by Alternate Director Lake,
That the Committee close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(f) law enforcement, if the regional district 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 2:55 pm.
The Committee rose from the closed session at 3:09 pm without report.

11. Adjournment

MOVED by Alternate Director Lake, **SECONDED** by Alternate Director Olsen,
That the meeting be adjourned at 3:09 pm.

CARRIED

CHAIR

RECORDER