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**Minutes of a Meeting of the Electoral Area Services Committee  
Held Wednesday, November 20, 2013, in Room 333, 625 Fisgard St., Victoria, BC**

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**Present: Directors:** M. Hicks (Chair, 1:43), W. McIntyre (Vice Chair), 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; K. Campbell, Senior Manager, Salt Spring Island Administration; R. Sharma, Senior Manager, Financial Services; M. Walton, Senior Manager, Regional Parks; D. Brown, Chief Bylaw Officer, Bylaw Enforcement and Animal Care; R. Gutierrez, Manager, Building Inspection; J. Klassen, Manager, Local Area Planning; Brian MacDonald, Manager, Financial Planning and Treasury; P. Dayton, Senior Financial Analyst, Financial Services; S. Webb, Planner, Regional Planning; S. Santarossa, Corporate Officer; S. Asdal (Recorder)

The meeting was called to order at 1:32 pm.

**1. Approval of Agenda**

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

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That the minutes of the October 16, 2013, meeting be adopted as previously circulated.

**CARRIED**

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

**4. Salt Spring Island Cycling Master Plan**

S. Webb provided an overview of the Plan. The Committee discussed including an additional focus on pedestrian related benefits and information and renaming the document accordingly.

**MOVED** by Director McIntyre, **SECONDED** by Director Howe,  
That, consistent with highlighting pedestrian related benefits and information, the Salt Spring Island Cycling Master Plan be amended to include the word "Pedestrian" in the title; and

That it be recommended to the Capital Regional District Board:  
That the Salt Spring Island Pedestrian and Cycling Master Plan be accepted and taken into account in preparation of the Regional Transportation Plan.

**CARRIED**

**5. Community Works Fund Allocation: Trail Access Between Roche Cove/Mount Matheson Lake Regional Park and Mount Matheson Estates**

R. Lapham introduced the report.

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That it be recommended to the Capital Regional District Board:  
That a contribution of \$20,000 be authorized from the Juan de Fuca Electoral Area portion of the Gas Tax Community Works Fund for development of a neighborhood access trail between Roche Cove/Mount Matheson Lake Regional Park and Mount Matheson Estates.  
**CARRIED**

**6. Grants-in-Aid**

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

- 1) Southern Gulf Islands Grant-in-Aid as approved by Director Howe
  - a. Pender Island Conservancy Association \$ 700

**7. Salt Spring Island Governance Study - Verbal Update**

Director McIntyre reported that the Study is expected to be finalized by November 29. Once complete, the Governance Study Committee will make a recommendation to the Minister of Community, Sport and Cultural Development about the findings and whether further financial review is required regarding the cost of potentially incorporating. Extensive community outreach was carried out with survey results indicating the top three concerns are jobs/economy, water and wastewater infrastructure and governance.

**8. Meeting with Minister Oakes – Verbal Update**

Director McIntyre advised that he met with Minister Oakes, Ministry of Community, Sport and Cultural Development regarding rural designation of Electoral Areas, the Salt Spring Island Governance Study and the Union of British Columbia Municipalities Small Water Systems Working Group.

Chair Hicks arrived at 1:43 pm and assumed the Chair.

**9. Budget Reviews**

R. Sharma spoke to the budget review process highlighting that the 2014 budget, the second year of the three year planning cycle, focuses on key changes from the previous year.

### **Joint Services**

R. Lapham provided an overview of the Joint Services budget. The Committee discussed cost allocations for each Electoral Area in regards to elections and referendums.

### **Juan de Fuca Electoral Area**

The Committee discussion included the following topics:

- grants-in-aid requisition increase
- community planning requisition increases for advisory planning commission elections and staff adjustments
- Juan de Fuca Electoral Area office meeting room facilitation and cost servicing for building operating costs

### **Salt Spring Island Electoral Area**

R. Lapham provided an overview of the Salt Spring Island Electoral Area budget. The Committee discussion included the following topics:

- Salt Spring Island Transit and Transportation requisition and expanded service revenue
- building numbering and allocation costs for each Electoral Area
- funding model for Salt Spring Island Search and Rescue
- requisition for Salt Spring Island Parks & Recreation swimming pool and reallocation of Parks and Recreation funding to supplement requisition
- Capital Region Emergency Service Telecommunications (CREST) and radio costs
- Beddis Water capital improvements and requisition increase to carry debt servicing charge

### **Southern Gulf Islands Electoral Area**

R. Lapham provided an overview of the Southern Gulf Islands Electoral Area budget. The Committee discussion included the following topics:

- maintaining the grants-in-aid and economic development requisitions at the same amount as the previous year
- mortgage on Galiano Community Use Building and interest earned on reserve surplus funds
- Southern Gulf Islands Small Craft Harbour facilities requisition and contract services expenditures
- staff to follow up to confirm whether Saturna Island Fire agreement has been signed

**MOVED** by Director Howe, **SECONDED** by Director McIntyre,  
That preliminary approval be given to the 2014 Electoral Area only budgets.

**CARRIED**

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

11. **Adjournment**

**MOVED** by Director Howe, **SECONDED** by Chair Hicks,  
That the meeting be adjourned at 3:34 pm.

**CARRIED**

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CHAIR

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RECORDER