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**Minutes of a Meeting of the Electoral Area Services Committee
Held Wednesday, July 16, 2014, in the Room 107, 625 Fisgard St., Victoria, BC**

Present: **Directors:** W. McIntyre (Chair), D. Howe, W. Vowles (for M. Hicks)
Staff: K. Lorette, General Manager, Planning, Transportation and Protective Services; K. Campbell, Senior Manager, Salt Spring Island Administration; R. Gutierrez, Manager, Building Inspection; R. Sharma, Senior Manager, Financial Services; S. Norton, Deputy Corporate Officer, B. Parnell, Committee Clerk (recorder)
Absent: M. Hicks

The meeting was called to order at 1:55 p.m.

1. Approval of Agenda

MOVED by Director Howe, **SECONDED** by Alternate Director Vowles,
That the agenda be approved as amended to include Electoral Area Websites and Southern Gulf Islands Transportation under New Business

CARRIED

2. Adoption of Minutes

MOVED by Director Howe, **SECONDED** by Alternate Director Vowles,
That the minutes of the June 18, 2014, meeting be adopted as previously circulated.

CARRIED

3. Presentations/Delegations. There were none

4. Renewed Federal Gas Tax Agreement 2014-2024

R. Sharma distributed a slide presentation overview of the Federal Gas Tax Agreement (FGTA) and spoke to the item. He advised that not all of the details have been released by the Union of B.C. Municipalities (UBCM). In response to questions, R. Sharma provided further information regarding:

- Eligibility of privately-owned infrastructure for public use and benefit
- Investment must be incremental and not replace or displace existing sources of funding
- Need for defensible reporting in place for UBCM audit requests
- Whether funding will continue after five years.

Discussion ensued regarding the degree of control by Electoral Area Directors over the grant applications and the suspension of the review and approval of Community Works Fund requests until the administration procedures were in place, as per recommendation 4 of the staff report. There was consensus not to wait for the procedures.

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

- 1) That the Board enter into the 2014-2024 Community Works Fund Agreement (CWF Agreement) with the Union of BC Municipalities;
- 2) That the funds received through the CWF Agreement be allocated to the Electoral Areas on a population basis using the most recent census data;
- 3) That CRD Staff be directed to prepare, in collaboration with Electoral Area Directors, a framework for updating the CRD gas tax funding administration procedure; and that the procedure be recommended to the Board for approval at the October 8, 2014 Board meeting.

CARRIED

5. Bylaw 3955: Contribution Service Establishment for the Galiano Health Care Centre

R. Sharma spoke to this item. In response to a question regarding the delay in bringing this new service forward, R. Sharma advised that it had to be demonstrated that this was a contribution to the operating costs of the centre and was not in conflict with the authority of the hospital district.

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

- 1) That Bylaw No. 3955, "Galiano Health Centre Contribution Service Establishment Bylaw No. 1, 2014" be introduced and read a first and second time, and read a third time; and
- 2) That CRD staff be directed to implement the elector approval process under Section 801.2 of the Local Government Act in concurrence with the 2014 BC Civic Election.

CARRIED

6. Grants-in-Aid

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

That payments be made for the following grants-in-aid:

Juan de Fuca Grant-in-Aid as approved by Director Hicks
Rotary Club of Sooke \$1,500

CARRIED

7. New Business:

- a) Electoral Area Websites

The Committee discussed concerns raised by the local Commissions and others regarding the CRD website and the different requirements of the Electoral Areas compared to the information on the website for the corporate side of the Capital Regional District. K. Lorette advised the issue will be brought to the Website Steering Committee and a meeting will be arranged between Corporate Communications, the Electoral Area Directors and K. Campbell to discuss expectations.

b) Southern Gulf Islands Transportation

The Committee sought advice on how to fund a study to pull information together regarding the logistics of travelling to, from and between the Southern Gulf Islands including transportation links on the islands and how to make the information available to the general public. K. Lorette suggested starting with the Social Finance Model for economic development on the Southern Gulf Islands to leverage the work going forward on this item.

8. Adjournment

MOVED by Director Howe, **SECONDED** by Alternate Director Vowles,
That the meeting be adjourned at 2:54 p.m.

CARRIED

CHAIR

RECORDER