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**Minutes of a Meeting of the Electoral Area Services Committee
Held Wednesday, October 15, 2014, in Room 107, 625 Fisgard St., Victoria, BC**

Present: **Directors:** M. Hicks (Chair), W. McIntyre (Vice Chair), D. Howe
Staff: R. Lapham, Chief Administrative Officer (1:56); K. Lorette, General Manager, Planning, Transportation & Protective Services; D. Lokken; General Manager, Finance & Technology Services; T. Robbins, General Manager, Integrated Water Services (2:55); T. Whiting, Senior Manager, Protective Services; K. Campbell, Senior Manager, Salt Spring Island Administration; R. Gutierrez, Manager, Building Inspection; J. Klassen, Manager, Local Area Planning; R. Sharma, Senior Manager, Financial Services (2:05); R. Lachance, Manager, Financial Planning & Analysis; P. Dayton, Senior Financial Advisor; P. Sparanese, Manager, Infrastructure Engineering & Operations (2:55); D. Vanmoerkerke, Committee Clerk (recorder)

The meeting was called to order at 1:36 pm.

1. Approval of Agenda

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the agenda be approved as amended to include the supplementary agenda.

CARRIED

2. Adoption of Minutes

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the minutes of the September 17, 2014, meeting be adopted as previously circulated.

CARRIED

3. Presentations/Delegations: There were none.

4. Southern Gulf Islands Transportation Update

K. Lorette provided an overview of the report. Director Howe briefly reported on meetings with Gulf Island Water Taxi and a First Nations ferry service.

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the Electoral Area Services Committee receive the BC Transit Southern Gulf Islands Service Discussion Document for information.

CARRIED

5. UBCM Grant: Age-Friendly Community Project for Mayne Island Seniors

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That it be recommend to the Capital Regional District Board:
That an application to the UBCM 2015 Age-Friendly Community Grant program for a new community project, whereby the Mayne Island Assisted Living Society will organize recreational outings for groups of seniors using the local community bus, be endorsed.

CARRIED

6. Community Works Fund (CWF) Allocation: Installation of Fire Suppression Infrastructure for the Shirley Fire Protection and Emergency Response Service

D. Lokken advised that the proposal fits within the expenditure envelop for community works funding. Director Hicks pointed out that the pressurized fire hydrant will service the Shirley fire service area and not just the Kirby Creek Acres development.

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That it be recommended to the Capital Regional District Board:
That a contribution of \$15,000 to the Shirley Fire Protection and Emergency Response Service from the Juan de Fuca Electoral Area portion of the Capital Regional District's Federal Gas Tax Community Works Fund (CWF) be authorized for installation of fire suppression infrastructure.

CARRIED

7. Community Works Fund (CWF) Allocation: Mayne Island Regional Trail Demonstration Project

Director Howe explained how the *Experience the Southern Gulf Islands* initiative, Southern Gulf Islands (SGI) Economic Development Commission and Regional Parks staff are working together with community involvement to develop an inter-island trail system, starting with Mayne Island. Discussion followed on benefits of developing a route linking SGI and Salt Spring Island (SSI).

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That it be recommended to the Capital Regional District Board:
That a contribution of \$60,000 from the Southern Gulf Islands Electoral Area portion of the Capital Regional District's Federal Gas Tax Community Works Fund (CWF) be authorized for the Mayne Island Regional Trail Demonstration capital project.

CARRIED

8. Bylaw No. 3994: Pender Islands Fire Protection and Emergency Response Services Establishment Bylaw Amendment to Increase the Maximum Allowable Requisition

D. Lokken spoke to the report and explained the parameters for increasing the maximum allowable requisition. After discussing the impact of downward fluctuations in property value assessments on the maximum allowable requisition, staff will undertake a review in this calendar year of affected services and bylaws, and report back to the committee.

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That it be recommended to the Capital Regional District Board:
That Bylaw No. 3994, "Pender Islands Fire Protection and Emergency Response Services Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 4, 2014" be introduced and read a first and second time, read a third time and adopted.

CARRIED

9. Grants-in-Aid

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

Southern Gulf Islands Grant-in-Aid as approved by Director Howe

- Heartwood Folk School Society \$2000

CARRIED

10. Electoral Areas – 2015 Budget Review

Staff provided an overview of the 2015 budget for electoral area services. The CRD is going into year three of its three-year budget cycle. In 2015, the next multi-year budget will be put together for subsequent years with many changes expected. During discussion, the following points were raised:

Joint Services

- as requested, Legislative & Information Services staff will consider training local staff in the Juan de Fuca Electoral Area to undertake the process for newly elected commission members normally performed by the corporate secretary
- staff was commended for converting the voters list from a PDF format to Excel
- under service 1.104, Association of Vancouver Island Municipalities (AVIM) should read Association of Vancouver Island and Coastal Communities (AVICC)
- staff is developing a more efficient model to combine bylaw services and animal care
- staff is reviewing bylaws relating to domesticated animals and will report back with recommendations
- under service 1.320, staff will maintain the 2015 requisition for legal fees to build up a reserve for legal issues associated with the noise control bylaw
- under 1.322, the estimated actual for 2014 should be below what is shown due to staff anticipating lower legal costs
- staff clarified the purpose of service 1.369 to support volunteer fire departments, including changes in legislation due to the Kelowna fire (SSI is not a participant in the service)

R. Sharma advised that individual budgets for each electoral area have been reviewed with the respective director. Changes from those meetings have been incorporated into the budgets. Utility budgets were reviewed with the understanding that they have not all been reviewed by the respective committees and commissions and are subject to change. During discussion, the following points were made:

Juan de Fuca Electoral Area

- since Director Hicks does not anticipate establishing an Economic Development Commission within the next four years, staff will come back with options for the funding allocation to this service
- in accordance with legislation, each electoral area must be part of the feasibility study service
- Port Renfrew disposal costs will be adjusted accordingly to reflect a tentative deal that has been made to transport kitchen scraps to Cobble Hill for composting at a cost of \$13,000 that would be shared with Pacheedaht First Nation
- staff will review Commission direction regarding requisitions for the SEAPARC pool and recreation facility

Salt Spring Island Electoral Area

- staff will provide Director McIntyre with a briefing note on the breakdown of the core increase at this point, extra items and their total cost
- the CRD has received the annual operating agreement from BC Transit and the actual estimates are within \$3,000 of what staff expected
- staff will confirm whether the 2% increase in the operating cost for SSI Arts is required and, if not, it will be cut back
- staff will deliver a strategic asset management plan to the Ganges Sewer Local Services Committee to address some of the challenges with its wastewater system and recommend borrowing up to \$4 Million to do various wastewater facility upgrades and, if approved, implementation will start in 2016

Southern Gulf Islands

- staff will advise Director Howe of the amount left in the \$5 Million water infrastructure grant for Magic Lake Water System

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That it be recommended to the Capital Regional District Board:
That the 2015 Electoral Area-only budget be given preliminary approval.

CARRIED

R. Lapham advised that the recommendation will get rolled in with the overall Board approval at the end of the month. After year-end figures are all in, staff will report back on any major variations to 2014 Estimated Actuals.

11. New Business

a) **Community Works Fund (CWF) Allocation: Lyall Harbour Boot Cove Water System – Capital Works**

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

That a contribution of 50 percent of the project costs to a maximum contribution of \$112,000 from the Southern Gulf Islands Electoral Area portion of the Capital Regional District's Federal Gas Tax Community Works Fund (CWF) be authorized for the Lyall Harbour Boot Cove Water System infrastructure renewal projects relating to Money Lake #1 Dam and water system improvements.

CARRIED

b) **Motion to Close the Meeting**

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

That the Committee close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and Section 90 (1)(c) labour relations and other employee relations.

CARRIED

The Committee moved to the closed session at 3:20 pm.

The Committee rose from the closed session at 3:42 pm without report. All members of the Committee were present.

12. Adjournment

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the meeting be adjourned at 3:42 pm.

CARRIED

CHAIR

RECORDER