

Meeting Minutes
Electoral Area Services Committee

Wednesday, October 21, 2015

1:30 PM

Room 107

PRESENT:

DIRECTORS: M Hicks (Chair), W. McIntyre (Vice-Chair), D. Howe, N. Jensen (Board Chair, ex-officio)

STAFF: R. Lapham, Chief Administrative Officer (2:00 p.m.); K. Lorette, General Manager, Planning and Protective Services; D. Lokken, General Manager, Finance and Technology (1:42 p.m.); R. Sharma, Senior Manager, Financial Services; R. Lachance, Manager, Financial Planning and Analysis; T. Robbins, General Manager, IWS Administration (2:28 p.m.); S. Carby, Senior Manager, Protective Services; R. Gutierrez, Manager, Building Inspection; S. Henderson, Manager, Real Estate; K. Campbell, Senior Manager, Salt Spring Island Administration; Keith Wahlstrom, Engineer, Salt Spring Island Electoral Area; J. Klassen, Manager, Local Area Planning; P. Dayton, Senior Financial Analyst; P. Perna, Committee Clerk (Recorder)

1. Approval of Agenda

MOVED by Director McIntyre, SECONDED by Director Howe,
That the Agenda for the October 21, 2015 Electoral Area Services Committee be approved as amended with the addition of the Supplementary Agenda Item 5.6 Burgoyne Bay Septage Facility Project - Action Plan and the addition of Emergency Services Requisition with Item 5.4.
CARRIED

2. Adoption of Minutes

2.1. 15-1131 Minutes of the September 16, 2015 Electoral Area Services Committee meeting

MOVED by Director Howe, SECONDED by Director McIntyre,
That the minutes of the September 16, 2015 Electoral Area Services Committee meeting be adopted as circulated.
CARRIED

3. Chair's Remarks

None.

4. Presentations/Delegations

None.

5. Committee Business

5.1. 15-1142 Building Conversion Strata Application ST-04-11 for Lot 11, Section 128, Sooke District, Plan VIP58851

J. Klassen provided an overview of the report. She noted that, by bylaw, this item is to be considered by the Electoral Area Services Committee rather than the Land Use Committee.

By consensus of the Electoral Area Services Committee, it was requested that staff look into the bylaw and whether it can be amended so approvals for these items go through the Land Use Committee rather than the Electoral Area Services Committee.

MOVED by Director Hicks, SECONDED by Director McIntyre,
That the Electoral Area Services Committee recommends to the CRD Board:
1. That Building Conversion Strata ST-04-11 for Lot 11, Section 128, Sooke District, Plan VIP58851 to obtain individual title for three dwellings as shown on the Island Land Surveying Ltd. plan dated November 18, 2014 (Appendix B) be given tentative approval and that final approval be subject to:
a. A structural engineer's report addressing the life expectancy and condition of the buildings at 5351 and 5353 Mt. Matheson Road to the satisfaction of the Chief Building Inspector; and
b. Final certificate of occupancy for 5347 Mt. Matheson Road.
CARRIED

5.2. 15-1127 Grants-in-Aid

MOVED by Director Howe, SECONDED by Director McIntyre,
That the Electoral Area Services Committee recommends to the Capital Regional District Board:
That payments be made for the following grant-in-aid applications:
1) Southern Gulf Islands Grants-in-Aid as approved by Director Howe
*** Lions Club of Galiano \$2,000**
*** Mayne Island Conservancy Society \$2,000**
CARRIED

5.3. 15-1128 Grant Opportunity: New Building Canada - Small Communities Fund (SCF)

R. Sharma provided an overview of the report.

MOVED by Director McIntyre, SECONDED by Director Howe,
That the Electoral Area Services Committee recommends to the Capital Regional District Board:
1) That the previous applications submitted for the Juan de Fuca and Southern Gulf Islands electoral areas be re-submitted; and
2) That staff re-assess and bring forward recommendations for the Salt Spring Island Electoral Area with respect to the best projects for the CRD to submit for Round 2 of the New Building Canada - Small Communities Fund.
CARRIED

5.4. 15-1129 Service Plans Review Process

K. Lorette provided an overview of the report and spoke to a PowerPoint Presentation.

The Committee discussed the following:

- * decrease in building inspections
- * cost for obtaining addresses
- * increase in the Emergency Plan and wages for the Emergency Coordinator and Deputy Coordinator positions for Salt Spring Island
- * increase in wages to \$20,000 for the Juan de Fuca Emergency Coordinator

K. Campbell spoke to the Service Plans for Salt Spring Island.

MOVED by Director Hicks, **SECONDED** by Director Howe,
That the Electoral Area Services Committee approve the attached service plans as amended with the addition of the \$29,000 for the Salt Spring Island Deputy Emergency Coordinator and the addition of an increase to \$20,000 for the Juan de Fuca Emergency Coordinator.
CARRIED

5.5. 15-1113 Electoral Areas - 2016 Budget Review

R. Sharma spoke to the budget process and the items in the 2016 Electoral Area-only budgets.

MOVED by Director Hicks, **SECONDED** by Director Howe,
That the service requisition for the Electoral Area Emergency Planning Coordination be based on converted assessment value rather than shared between the Electoral Areas.
CARRIED

MOVED by Director Howe, **SECONDED** by Director Hicks,
That the 2016 Electoral Area-only budgets be preliminary approved as amended.
CARRIED

Director Howe left the meeting at 3:20 p.m.

5.4. 15-1129 Service Plans Review Process

The Committee discussed the wages for the Emergency Coordinator and Deputy Coordinator positions and agreed that further discussion was required.

MOVED by Director McIntyre, **SECONDED** by Director Hicks,
That the original motion under Item 5.4 as follows:
"That the Electoral Area Services Committee approve the attached service plans as amended with the addition of the \$29,000 for the Salt Spring Island Deputy Emergency Coordinator and the addition of an increase to \$20,000 for the Juan de Fuca Emergency Coordinator";
be reconsidered and amended to delete in its entirety, the following:
"with the addition of the \$29,000 for the Salt Spring Island Deputy Emergency Coordinator";
and that the main motion read as follows:
That the Electoral Area Services Committee approve the attached service plans as amended with the removal of the Salt Spring Island Emergency Coordinator and Deputy Emergency Coordinator increases from the budget pending further review and with the addition of an increase to \$20,000 for the Juan de Fuca

Emergency Coordinator.
CARRIED

5.6. 15-1159 Burgoyne Bay Septage Facility Project - Action Plan

K. Wahlstrom provided an overview of the report.

**MOVED by Director McIntyre, SECONDED by Director Hicks,
That the Staff Report regarding Burgoyne Bay Septage Facility Project - Action
Plan be deferred for further review.
CARRIED**

6. New Business

None.

7. Adjournment

**MOVED by Director McIntyre, SECONDED by Director Hicks,
That the October 21, 2015 Electoral Area Services Committee meeting be
adjourned at 3:38 p.m.
CARRIED**

Next Meeting: November 18, 2015 12:00 p.m.

Chair

Recorder