

Meeting Minutes
Electoral Area Services Committee

Wednesday, March 16, 2016

2:05 PM

Room 107

PRESENT:

Directors: M. Hicks (Chair), W. McIntyre (Vice-Chair), D. Howe, B. Desjardins (Board Chair, ex-officio)
Staff: K. Lorette, General Manager, Planning and Protective Services; D. Lokken, General Manager, Finance and Technology; R. Sharma, Senior Manager, Financial Services; K. Campbell, Senior Manager, Salt Spring Island Administration; S. Carby, Senior Manager, Protective Services; R. Gutierrez, Manager, Building Inspection; A. Bains, Manager, Information Services; P. Perna, Committee Clerk (Recorder)

The meeting was called to order at 2:09 pm.

1. Approval of Agenda

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the agenda for the March 16, 2016 Electoral Area Services Committee meeting be approved as amended to include the Supplementary Agenda.
CARRIED

2. Adoption of Minutes

2.1. [16-425](#) Minutes of the February 17, 2016 Electoral Area Services Committee Meeting

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the Minutes of the February 17, 2016 Electoral Area Services Committee meeting be adopted as circulated.
CARRIED

3. Chair's Remarks

None.

4. Presentations/Delegations

None.

5. Committee Business

5.1. [16-405](#) Bylaw and Animal Care Services Office (212 - 2780 Veterans Memorial Parkway) Lease Renewal

S. Carby provided an overview of the report.

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the Electoral Area Services Committee recommend to the Capital Regional District (CRD) Board:

That a lease agreement be renewed between First Capital Asset Management ULC and the CRD for lease premises known as Unit 212, Millstream Centre, 2780 Veterans Memorial Parkway in the City of Langford for a term of five years, commencing October 1, 2016 at an annual basic rent of \$17 per square foot plus common area charges.

CARRIED

5.2. [16-404](#) Animal Shelter (5401 Pat Bay Highway) Lease Renewal

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the Electoral Area Services Committee recommend to the Capital Regional District (CRD) Board:

That the lease on the CRD Animal Shelter located at 5401 Patricia Bay Highway be renewed for five years commencing October 1, 2016 and ending September 30, 2021 with first option to purchase (registered with Land Titles Branch) should the property be put up for sale.

CARRIED

5.3. [16-401](#) Request for Transfer of Location - Liquor Primary Licence #172365 - The Renfrew Pub - 17310 Parkinson Road

K. Lorette provided an overview of the report.

MOVED by Director Hicks, **SECONDED** by Director Howe,
That the Electoral Area Services Committee recommends to the Capital Regional District (CRD) Board that:

A resolution be provided to the Liquor Control and Licensing Branch (LCLB) indicating that the CRD Board opts out of the LCLB review process with regards to the application for a transfer of location of Liquor Primary Licence #172365 with an Off-premise Sales endorsement from 17293 Parkinson Road to 17310 Parkinson Road, to add a Family Food Service endorsement, and to increase the hours of operation of licence #172365 to match those allowed under licence #123412.

CARRIED

5.4. [16-426](#) Grants-In-Aid

MOVED by Director Hicks, **SECONDED** by Director McIntyre,
The Electoral Area Services Committee recommends to the Capital Regional District Board that payment be made for the following grant-in-aid application:
Otter Point and Shirley Residents and Ratepayers Association: \$600.

A project to assess sustainability of water resources in Otter Point, Shirley and Jordan River.

CARRIED

5.5. [16-383](#) Previous Minutes of Other CRD Committees and Commissions, for Information

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the minutes from the Southern Gulf Islands Emergency Program Advisory Commission meeting held on November 18, 2015 be received for information.

CARRIED

5.6. [16-433](#) Salt Spring Island Administration Lease

K. Campbell provided an overview of the report.

Discussion ensued on what other units in other areas charge per square foot for lease agreements compared to those on Salt Spring Island.

**MOVED by Director McIntyre, SECONDED by Director Howe,
That the Electoral Area Services Committee recommend to the Capital Regional District (CRD) Board:**

1a. That staff be directed to enter into a lease with 347599 BC Ltd. (Gulf Pacific Property Management Ltd.) for Units 6, 7A, and 7B at 121 McPhillips Avenue with the following terms:

i. Annual Basic Rent in respect of Units 6, 7A and 7B (1,856 sq.ft.) of \$41,017.60 for annual minimum rent plus taxes, insurance and common area maintenance commencing July 1, 2016 and terminating June 30, 2021;

ii. Tenant will be responsible for any utilities and other services used or consumed by the Tenant; and further;

1b. Approval of funding up to a maximum of \$120,000 from the Office Facilities Capital reserve fund for leasehold improvements and the funds to be repaid over a five (5) year period.

CARRIED

6. New Business

None.

7. Adjournment

**MOVED by Director Howe, SECONDED by Director McIntyre,
That the March 16, 2016 Electoral Area Services Committee meeting be adjourned at 2:30 pm.**

CARRIED

Chair

Recorder