

Meeting Minutes

Electoral Area Services Committee

Wednesday, September 21, 2016

2:00 PM

Room 107

PRESENT:

Directors: M. Hicks (Chair), W. McIntyre (Vice Chair), D. Howe
Staff: K. Lorette, General Manager, Planning and Protective Services; N. Chan, Chief Financial Officer;
L. Hutcheson, General Manager, Parks and Environmental Services; T. Robbins, General Manager,
Integrated Water Services; S. Bagh, Senior Manager, Regional Strategic Planning; S. Carby, Senior
Manager, Protective Services; K. Campbell, Senior Manager, Salt Spring Island Administration;
N. Moore, Manager, Risk and Insurance; J. Klassen, Manager, Service Delivery, Southern Gulf Islands
Electoral Area; I. Lawrence, Manager Local Area Planning, Juan de Fuca; S. Henderson, Manager, Real
Estate; A. Bains, Manager, Information Services; C. Boyte, Fire Chief, Pender Island; P. Perna,
Committee Clerk (Recorder)

The meeting was called to order at 2:00 pm.

1. Approval of Agenda

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the agenda for the September 21, 2016 Electoral Area Services Committee
meeting be approved as amended to include the supplementary agenda and
New Business items 6.1. and 6.2.
CARRIED

2. Adoption of Minutes

2.1. [16-871](#) Minutes of the July 20, 2016 Electoral Area Services Committee Meeting

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the minutes of the July 20, 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. [16-900](#) Community Works Fund (CWF) Request - Magic Lake Estates Emergency Access Project

K. Lorette 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 Board:
That the contribution of \$50,000 for the Lively Peak Trail/Emergency Access be reallocated for the Magic Lakes Estates Emergency Access project.
CARRIED**

- 5.2. [16-890](#) Community Works Fund (CWF) Request - Housing Needs Assessment for the Southern Gulf Islands

**MOVED by Director Howe, SECONDED by Director McIntyre,
The Electoral Area Services Committee recommend to the Capital Regional District Board:
That a contribution of \$40,000 from the Southern Gulf Islands Electoral Area Community Works Fund for a housing needs assessment for the Southern Gulf Islands be authorized.
CARRIED**

- 5.3. [16-894](#) Community Works Fund Allocation: Ganges Boardwalk and Pecks Cove Park Infrastructure

**MOVED by Director McIntyre, SECONDED by Director Howe,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That a contribution of \$150,000 from the Salt Spring Island Electoral Area portion of the Capital Regional District's Federal Gas Tax Community Works Fund (CWF) be authorized to develop an infrastructure plan for renewal of the Ganges Boardwalk structures and Pecks Cove Park.
CARRIED**

- 5.4. [16-901](#) Building Conversion Strata Application ST-04-11 for Lot 11, Section 128, Sooke District, Plan VIP58851

I. Lawrence provided an overview of the report.

**MOVED by Director Hicks, SECONDED by Director Howe,
That the Electoral Area Services Committee recommends to the CRD Board:
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 August 17, 2016, be given final approval.
CARRIED**

- 5.5. [16-920](#) Willis Point Fire Protection, Emergency Response and Recreation Service Area

S. Carby provided an overview of the report.

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

That Bylaw No. 4125, cited as "Willis Point Fire Protection, Emergency Response and Recreation Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 4, 2016" be introduced and read a first and second time, and read a third time.
CARRIED

5.6. [16-914](#)

Grants-in-Aid

MOVED by Director Howe, **SECONDED** by Director McIntyre,
The Electoral Area Services Committee recommend that the Capital Regional District Board approve the following grant-in-aid applications:
Port Renfrew Chamber of Commerce (JDF): \$1,575.00
Moving About Pender (SGI): \$4,907.72
Mayne Island Integrated Water Systems Society (SGI): \$1,000.00
CARRIED

5.7. [16-921](#)

Verbal Update on Request for Approval to Commence Remedial Action to Remove Hazardous Structures at 277 Laura Point Road

K. Lorette advised that earlier this year a report went to the Board to commence remedial action. To date, the owner has worked with the Chief Building Inspector and is now compliant; therefore, remedial action is no longer required.

5.8. [16-945](#)

Gardom Pond Dam

L. Hutcheson provided an overview of the report and clarification on the water licences.

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

1. That a financial plan be prepared to remediate the dam, which would include:
 - (a) Completing the required works to update the dam to provincial standards including construction of a spill-way;
 - (b) Establishing a cost sharing formula whereby 1/6 of the costs would be apportioned to the 5 private water licence holders and 4/6 to the Pender Island Parks and Recreation Service, which would seek elector approval from residents within the entire service area to borrow this share of the funds;
 - (c) Confirming the approval of the Southern Gulf Islands Electoral Area Director to support funding of the remaining 1/6 of the capital project from the Electoral Area Community Works Fund, and;
 - (d) Estimating any required annual maintenance cost for the pond area.
2. That a loan authorization bylaw be prepared for the purpose of completing the capital works listed in 1. above; and
3. That a meeting with the water licence holders be held to propose this option and request their approval to proceed as listed above.

CARRIED

6. New Business

6.1. Update on Salt Spring Island Governance Review

Electoral Area Director McIntyre provided an update and background of the Salt Spring Island governance review and advised they are in the second phase.

6.2. Change in Contact Number for Bylaw and Animal Control Concern

S. Carby provided details on why the phone number change occurred.

7. Motion to Close the Meeting

7.1. [16-942](#) Motion to Close the Meeting

**MOVED by Director Howe, SECONDED by Director McIntyre,
That the meeting be closed in accordance with the Community Charter, Part 4,
Division 3, 90(1)(e) the acquisition, disposition or expropriation of land or
improvements, if the board considers that disclosure could reasonably be
expected to harm the interests of the regional district.
CARRIED**

The Committee moved to the closed session at 2:43 pm.
The Committee rose from the closed session at 2:57 pm with the open portion of the closed report as item 6.3.

6.3. Water Service Extensions to Anderson Cove in the Juan de Fuca Electoral Area

**MOVED by Director Hicks, SECONDED by Director Howe,
That the Electoral Area Services Committee recommend to the Capital Regional
District Board:
That the Capital Regional District Board permit the extension of water service
within the Anderson Cove portion of the Juan de Fuca Water Supply Area (Bylaw
2537) and Water Distribution Service Area (Bylaw 2538) and is deemed to be in
accordance with Action 1.1(5) of the 2003 Regional Growth Strategy.
CARRIED**

8. Adjournment

**MOVED by Director McIntyre, SECONDED by Director Howe,
That the September 21, 2016 Electoral Area Services Committee meeting be
adjourned at 2:59 pm.
CARRIED**

Chair

Recorder