

Meeting Minutes

Electoral Area Services Committee

Wednesday, October 19, 2016

2:05 PM

Room 107

PRESENT:

Directors: M. Hicks (Chair), W. McIntyre (Vice Chair), D. Howe

Staff: R. Lapham, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; N. Chan, Chief Financial Officer; K. Campbell, Senior Manager, Salt Spring Island Administration; J. Klassen, Manager, Service Delivery, Southern Gulf Islands Electoral Area;

I. Lawrence, Manager Local Area Planning, Juan de Fuca; D. Ovington, Manager, Salt Spring Island Recreation; R. Gutierrez, Manager, Building Inspection; S. Carby, Senior Manager, Protective Services;

P. Perna, Committee Clerk (Recorder)

The meeting was called to order at 2:12 pm.

1. Approval of Agenda

MOVED by Director Howe, SECONDED by Director McIntyre,

That the agenda for the October 19, 2016 Electoral Area Services Committee meeting be approved as amended to add an additional attachment to Item 5.5 and to add New Business Item 6.1. Trail Widths.

CARRIED

2. Adoption of Minutes

- 2.1. [16-1011](#) Minutes of the September 21, 2016 Electoral Area Services Committee Meeting

That the minutes of the September 21, 2016 Electoral Area Services Committee meeting be adopted as circulated.

3. Chair's Remarks - None

4. Presentations/Delegations - None

5. Committee Business

- 5.1. [16-982](#) Proposed Amendments to the Management of Dormant Building Inspection Files Policy

R. Gutierrez provided an overview of the report and made reference to the appendices.

MOVED by Director Howe, SECONDED by Director McIntyre,

That the Electoral Area Services Committee recommends to the Capital Regional District Board:

That amendments to the existing Management of Dormant Building Inspection Files policy to reflect a new 15-year limitation pursuant to the Limitation Act, SBC 2012 be approved.

CARRIED

5.2. [16-968](#)

Award of Contract - Supply of Pumps, Tanks and Receiving Station for Burgoyne Bay Septage Facility

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the Electoral Area Services Committee recommend that the Capital Regional District Board award a contract for the Supply of Pumps, Tanks, and Receiving Station for the Burgoyne Bay Septage Facility to Waste 'n Watertech Ltd. in the amount of \$489,105.00 plus GST, based on the evaluation of submissions from RFP No. 2016-186; and that staff be authorized to issue Change Orders, if required, up to 5% of the total contract value.

CARRIED

5.3. [16-974](#)

Community Works Fund (CWF) Allocation: Highland Water and Sewer (Maliview) Utility Infrastructure Renewal

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 \$195,000 from the Salt Spring Island Electoral Area portion of the Capital Regional District's Federal Gas Tax Community Works Fund (CWF) be authorized to replace the land portion of the Maliview Sewer outfall and to complete initial repairs to the gravity sewer collection system. Further, staff continue to monitor grant programs and if programs become available that support these projects that staff bring forward the grant for consideration.

CARRIED

5.4. [16-973](#)

Salt Spring Island Liquid Waste Disposal 2017 Operating and Capital Budget

K. Campbell provided an overview of the report.

MOVED Director McIntyre, **SECONDED** by Director Howe,
That the Electoral Services Committee recommend to the Capital Regional District Board:
1. Approve the 2017 operating and capital budget for the Salt Spring Island Liquid Waste Disposal Local Service as presented; and
2. Approve the 2017 Parcel Tax Rate of \$55.11 and the tipping fee of \$0.41 per imperial gallon for both septage and sewage sludge; and
3. Balance the 2016 actual revenue and expense on the 2016 transfer by equally dispersing remaining funds between the capital reserve fund and the maintenance reserve fund.

CARRIED

5.5. [16-991](#)

2017 Service Plans Review Process

K. Lorette spoke to a handout that was provided to the September 7, 2016 Finance Committee meeting. He provided an overview of the report and each division manager provided an overview of the service plans for their division.

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

That the Electoral Area Services Committee recommends to the Capital Regional District Board:

That the attached service plans be approved as presented, and direct staff to prepare the 2017 Financial Plan in accordance with the approved service plan.
CARRIED

5.6. [16-1014](#) Island Corridor Foundation Review

R. Lapham provided an overview of the report.

MOVED by Director Hicks, SECONDED by Director Howe,
That the Electoral Area Services Committee provide the following comment on the Island Corridor Foundation (ICF) review report and the ICF response report to the CRD Board:

"Get the train running"
CARRIED

6. New Business

New business included discussion on Trail Widths.

Chair Hicks advised that trail widths were discussed at the Regional Parks Committee meeting earlier today and he confirmed that the Regional Trails Management Plan is negotiable when considering trail widths.

7. Adjournment

MOVED by Director Howe, SECONDED by Director McIntyre,
That the October 19, 2016 Electoral Area Services Committee meeting be adjourned at 3:36 pm.
CARRIED

Chair

Recorder