

Meeting Minutes

Electoral Area Services Committee

Wednesday, January 18, 2017

2:00 PM

Room 107

PRESENT:

Directors: M. Hicks (Chair), W. McIntyre (Vice Chair), D. Howe, B. Desjardins (Board Chair, ex-officio)
Staff: R. Lapham, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; N. Chan, Chief Financial Officer; C. Nielson, Senior Manager, Human Resources; C. Culham, Senior Manager, Regional Housing; S. Carby, Senior Manager, Protective Services; K. Campbell, Senior Manager, Salt Spring Island Administration; A. Bains, Manager, Information Services; E. Gorman, Deputy Corporate Officer; P. Perna, Committee Clerk (Recorder)

The meeting was called to order at 2:00 p.m.

1. Approval of Agenda

**MOVED by Director Howe, SECONDED by Director McIntyre,
That the agenda for the January 28, 2017 Electoral Area Services Committee meeting be adopted as amended to include New Business Item 6.1. Verbal Report - Salt Spring Island Rural Business Accelerator Project.
CARRIED**

2. Adoption of Minutes

2.1. [17-25](#) Minutes of the November 2, 2016, Special Electoral Area Services Committee Meeting

2.2. [17-24](#) Minutes of the November 16, 2016, Electoral Area Services Committee Meeting

**MOVED by Director McIntyre, SECONDED by Director Howe,
That the Minutes of the November 2, 2016 Special Electoral Area Services Committee meeting and the Minutes of the November 16, 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. [17-48](#) 2017 Board Standing and Select Committees - Terms of Reference (Electoral Area Services Committee)

**MOVED by Director Howe, SECONDED by Director McIntyre,
That the terms of reference for the 2017 Electoral Area Services Committee as
attached in Appendix A be approved.
CARRIED**

5.2. [17-11](#) Appointment of Officers

Discussion ensued on the following:

- approval process through the Electoral Area Services Committee since they will be working in the electoral areas
- required yearly to make appointments of the officers for the year
- the powers granted through designation
- pool of officers to cover various areas

On the motion, Director Howe declared a conflict of interest and recused himself from the meeting at 2:09 p.m.

Voting on the recommendation was made and carried and Director Howe returned to the meeting at 2:10 p.m.

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

**That for the purpose of Section 200 of the Local Government Act and Section
28(3) of the Offence Act and in accordance with Capital Regional District Bylaw
No. 2681, Donald Peden, Shane MacDonald and Lori Horne be appointed as
Assistant Bylaw Officers.**

CARRIED

**5.3. [17-10](#) Community Works Fund Request - Water Alternative Feasibility Study-
Drake Road Housing Development**

C. Culham provided an overview of the report.

Discussion ensued on the following:

- affordable housing being an issue on Salt Spring Island
- North Salt Spring Water's past commitments
- ways to identify the water supply options for the Development

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

**That a contribution of \$30,000 from the Salt Spring Island Community Works Fund
for a Water Alternative Feasibility Study- Drake Road Housing Development on
Salt Spring Island be authorized.**

CARRIED

5.4. [17-50](#) Community Works Fund Request - Mayne Reading Centre Renovation Project

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

That a contribution of \$4,000 from the Southern Gulf Islands Electoral Area Community Works Fund to the Southern Gulf Islands Public Library Committee for disbursement Mayne Reading Centre Society be authorized.

CARRIED

5.5. [17-39](#) Ganges Wastewater Infrastructure Renewal Project - Progress Report Update

Discussion ensued on the following:

- use of reclaimed water
- the membrane bioreactor (MBR) process will provide a very high quality effluent that can be used for irrigation if necessary

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the Ganges Sewer Local Services Commission:

- 1) direct staff to proceed with upgrades to the Ganges Wastewater Treatment Plant with a membrane bioreactor (MBR) process;
- 2) direct staff to proceed with the sludge handling options analysis based on the sludge produced from a MBR treatment process and present the options to the Commission for their consideration; and
- 3) recommend to the Electoral Area Services Committee to recommend to the CRD Board that staff be authorized to issue a Request for Proposal (RFP) to pre-purchase major equipment for Ganges WWTP upgrades and issue an Invitation to Tender (ITT) for the installation of equipment and associated works when the design is completed.

CARRIED

5.6. [17-8](#) Grants-in-Aid

MOVED by Director Howe, **SECONDED** by Director McIntyre,
The Electoral Area Services Committee recommends that the Capital Regional District Board approve the following grant-in-aid applications:

- \$2,334 - John Muir Elementary School Parent Advisory Council (JDF)
- \$2,333 - Saseenos Elementary School Parent Advisory Council (JDF)
- \$2,333 - Sooke Elementary School Parent Advisory Council (JDF)
- \$1,500 - Sheringham Point Lighthouse Preservation Society (JDF)
- \$3,000 - Heartwood Folk School Society (SGI)
- \$1,285 - Heartwood Folk School Society (SGI)
- \$3,500 - Pender Island Recreation and Agricultural Hall Association (SGI)
- \$2,000 - Ptarmigan Music and Theatre Society (SGI)
- \$2,610 - Salish Sea Marine Rescue Society (SGI)
- \$4,000 - Saturna Island Marine Research and Education Society (SGI)
- \$3,500 - South Pender Historical Society
- \$1,000 - Sooke Lions Club (JDF)
- \$3,300 - Salt Spring Island Historical Society (SSI)

CARRIED

5.7. [17-51](#) Method of Remuneration for Electoral Area Alternate Directors Attending Local and Sub-Regional Commission Meetings

R. Lapham provided an overview for the policy change.

Discussion ensued on the following:

- demands of certain commissions requiring more attendance
- where the funding comes from for attending commission meetings
- current policy, which is to pay alternates for attending on behalf of a director only for Capital Regional District business
- new policy, which will allow for alternates to be paid to attend the local commission meetings
- amount of travel involving overnight stays for the Southern Gulf Island Alternate Director
- amending the policy to include all of the Electoral Areas rather than just the Southern Gulf Islands
- charging to the electoral area services administration budget or the local commission budget

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

That the Board Remuneration Policy be amended to provide that the Alternate Director from the Electoral Areas be eligible to receive a per meeting payment of \$100 to attend Local and Sub-Regional Commission meetings in the place of the Director.

CARRIED

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

That the compensation for the Electoral Area Services Commission meetings be funded from the Electoral Area Services general administration budget.

CARRIED

5.8. [17-13](#) 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 meetings held on May 18 and September 21, 2016, be received for information.**

CARRIED

6. New Business

6.1. Salt Spring Island Rural Business Accelerator Project

Electoral Area Director McIntyre advised that under the rural areas funding, Salt Spring Island was approved for a grant of \$75,000 for the Salt Spring Island Rural Business Accelerator Project. He provided an overview of the project as follows:

- it is a business mentoring program
- provides tools to help people with how-to questions
- first targeting the food and beverage businesses

**MOVED by Director McIntyre, SECONDED by Director Howe,
That the verbal update on the Salt Spring Island Business Accelerator Project be
received for information.
CARRIED**

7. Adjournment

**MOVED by Director Howe, SECONDED by Director McIntyre,
That the January 18, 2016 Electoral Area Services Committee meeting be
adjourned at 2:52 p.m.
CARRIED**

Chair

Recorder