

## Meeting Minutes

### Electoral Area Services Committee

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Wednesday, October 18, 2017

2:00 PM

6th Floor Boardroom  
625 Fisgard St.  
Victoria, BC V8W 1R7

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#### PRESENT

Directors: M. Hicks (Chair), D. Martin (for W. McIntyre (Vice Chair)), D. Howe  
Staff: K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; K. Campbell, Senior Manager, Salt Spring Island Administration; K. Morley, Acting Senior Manager Corporate Services; S. Carby, Senior Manager, Protective Services; R. Gutierrez, Manager, Building Inspection; J. Klassen, Manager, Service Delivery, Southern Gulf Islands Electoral Area; I. Lawrence, Manager Local Area Planning, Juan de Fuca; E. Gorman, Acting Corporate Officer; P. Perna, Committee Clerk (Recorder)

The meeting was called to order at 2:06 pm.

#### 1. Approval of Agenda

**MOVED by Director Howe, SECONDED by Alternate Director Martin,  
That the agenda for the October 18, 2017 Electoral Area Services Committee  
meeting be approved as amended to move items 5.3 and 5.4. after item 3.  
CARRIED**

#### 2. Adoption of Minutes

- 2.1. [17-753](#) Minutes of the September 20, 2017 Electoral Area Services Committee Meeting

**MOVED by Director Howe, SECONDED by Alternate Director Martin,  
That the minutes of the September 20, 2017 Electoral Area Services Committee  
meeting be adopted as circulated.  
CARRIED**

#### 3. Chair's Remarks - None.

#### 5. Committee Business

- 5.3. [17-645](#) Feasibility Study Reserve Fund

N. Chan provided background on the Feasibility Reserve Fund.

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

That the Feasibility Study Reserve Fund be discontinued and the proceeds be distributed back to the Electoral Areas.

**CARRIED**

5.4. [17-709](#) Community Works Fund Applications

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

That the following Community Works Fund applications be approved:

1. Mayne Island Early Childhood Society, Child Care Facility at Mayne Island School: \$41,750
2. Pender Island Parks and Recreation Service, Gardom Pond Dam Decommissioning \$100,000
3. Salt Spring Island (SSI) Parks and Recreation Service, SSI Bike Park: \$33,000

**CARRIED**

#### 4. Presentations/Delegations

4.1. [17-759](#) Presentation: Casey Edge, Victoria Residential Builders Association

Director Howe left the meeting at 2:12 pm.

C. Edge spoke to a presentation on housing affordability and efficiencies, building and construction costs, and building codes.

#### 5. Committee Business, Continued

5.2. [17-726](#) Implications of the Building Act, Building Regulations, and BC Energy Step Code for the Capital Regional District

By consensus, the Committee moved Item 5.2. to follow the presentation.

K. Lorette provided an overview of the report and summarized changes to the new Building Act.

Discussion ensued on the following:

- the concern for areas with no fire protection services
- the effect on the Electoral Areas when the building code is amended
- the lack of affordable housing for younger working people

**MOVED** by Director Hicks, **SECONDED** by Alternate Director Martin,  
That the Electoral Area Services Committee recommends to the Capital Regional District Board:

That staff update the building bylaw to reflect language contained in the Municipal Insurance Association document in order to address risk managements perspectives.

**CARRIED**

5.1. [17-721](#) 2018 Service Plans Review Process

K. Lorette provided an overview of the Service Plans Review Process.

Discussion ensued on the following:

- the amount of revenue and total number of building permits and inspections issued for each individual Electoral Area
- increased coordination with Salt Spring Island Administration, the Salt Spring Island Director, and Island's Trust
- cost and budget allocations for fire equipment

**MOVED by Alternate Director Martin, SECONDED by Director Hicks,  
That the Electoral Area Services Committee recommends to the Capital Regional District Board:  
That the attached service plans be approved as presented.  
CARRIED**

**5.5. [17-694](#) Salt Spring Island Parks and Trails Naming Convention Policy**

K. Campbell provided an overview of the report.

**MOVED by Alternate Director Martin, SECONDED by Director Hicks,  
That the Salt Spring Island Parks and Recreation Commission recommends to the Electoral Area Service Committee that the Capital Regional District Board approve the attached SSI Community Parks and Community Trails Naming Convention Policy.  
CARRIED**

**6. New Business - None.**

**7. Adjournment**

**MOVED by Alternate Director Martin, SECONDED by Director Hicks,  
That the October 18, 2017 Electoral Area Services Committee meeting be adjourned at 3:08 pm.  
CARRIED**

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Chair

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Recorder