



Notice of Meeting and Meeting Agenda Electoral Area Services Committee

Wednesday, January 10, 2018

10:05 AM

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

1. Approval of Agenda

2. Adoption of Minutes

2.1. [18-007](#) Minutes of the November 15, 2017 Electoral Area Services Committee Meeting

Recommendation: That the minutes of the November 15, 2017 Electoral Area Services Committee meeting be adopted as circulated.

Attachments: [Minutes](#)

3. Chair's Remarks

4. Presentations/Delegations

5. Committee Business

5.1. [18-025](#) Building Permits Issued and Completed in 2017 by Electoral Area with Construction Value

Recommendation: That the Building Permits Issued and Completed in 2017 by Electoral Area with Construction Value staff report be receive for information only.
(NWA)

Attachments: [Staff Report: Building Permits Issued & Completed in 2017](#)

5.2. [18-015](#) BC Rural Dividend Program - Proposed Application

Recommendation: That the Capital Regional District Board authorize the submission of an application to the BC Rural Dividend Program for the Salt Spring Island Feasibility Study to Research Shared Business Services Models and that the Board support this project through its duration.
(NWA)

Attachments: [Staff Report: BC Rural Dividend Application 4th Intake](#)

5.3. [17-914](#) Previous Minutes of Other CRD Committees and Commissions, for information

Recommendation: That the minutes from the Southern Gulf Islands Emergency Program Advisory Commission meeting held on September 20, 2017 be received for information.

Attachments: [Minutes: SGI Emergency Pgm Advisory Commission-Sept 20, 2017](#)

6. New Business

7. Adjournment

Next Meeting: February 14, 2018

Meeting Minutes

Electoral Area Services Committee

Wednesday, November 15, 2017

2:05 PM

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

PRESENT:

Directors: M. Hicks (Chair), W. McIntyre (Vice Chair), D. Howe, S. Price (Board Chair, ex-officio)
Staff: K. Lorette, General Manager, Planning and Protective Services; N. Chan, Chief Financial Officer;
E. Gorman, Acting Corporate Officer; P. Perna, Committee Clerk (Recorder)

The meeting was called to order at 2:08 pm.

1. Approval of Agenda

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the agenda for the November 15, 2017 Electoral Area Services Committee
meeting be approved as circulated.
CARRIED

2. Adoption of Minutes

- 2.1. [17-858](#) Minutes of the October 18, 2017 Electoral Area Services Committee Meeting

MOVED by Director Howe, **SECONDED** by Director McIntyre,
That the minutes of the October 18, 2017 Electoral Area Services Committee
meeting be adopted as circulated.
CARRIED

- 2.2. [17-859](#) Minutes of the November 1, 2017 Special Electoral Area Services Committee Meeting

MOVED by Director McIntyre, **SECONDED** by Director Howe,
That the minutes of the November 1, 2017 Special Electoral Area Services
Committee meeting be adopted as circulated.
CARRIED

3. Chair's Remarks

The Chair welcomed newly elected Board Chair, Steve Price to the Electoral Area Services Committee.

4. Presentations/Delegations - None.

5. Committee Business

- 5.1. [17-789](#) Age-Friendly Communities Program: Grant Application
- N. Chan provided an overview of the report.
- Discussion ensued on the clarification of age-Friendly.
- MOVED by Director Howe, SECONDED by Director McIntyre,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the Capital Regional District Board authorize the submission of an application to the UBCM Age-Friendly Communities grant Program for the North Pender Community Bus project and that the Board support this project.
CARRIED**
- 5.2. [17-773](#) Bylaw 4214: Capital Reserve Fund for the Salt Spring Island Community Transit Service
- N. Chan provided an overview of the report.
- MOVED by Director McIntyre, SECONDED by Director Howe,
That the Electoral Area Services Committee recommend to the CRD Board:
That Bylaw No. 4214, "Salt Spring Island Community Transit Service Capital Reserve Fund Bylaw No. 1, 2017" be introduced and read a first and second time, read a third time, and adopted.
CARRIED**
- 5.3. [17-771](#) Community Works Fund Applications
- MOVED by Director Howe, SECONDED by Director McIntyre,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the following Community Works Fund applications be approved:
1. Southern Gulf Islands (SGI) Administration, SGI Corporate Asset Management Plan: \$60,000
2. Saturna Island Lions Club, Saturna Lions Community Shuttle Program Bus Purchase: \$25,000
CARRIED**
- 5.4. [17-772](#) Community Works Fund - Financial Summary and Process Update
- N. Chan provided an overview of the report.
- Discussion ensued on the following:
- providing clarification to Emergency Services on Community Works Funds versus Capital Funds for a specific service
 - clarification of the Community Works Fund Agreement being 2014-2024
 - the notification process for available grants
 - grants available for designated-as-rural communities
- MOVED by Director Howe, SECONDED by Director McIntyre,
That the Electoral Area Services recommend to the Capital Regional District Board:
That this report be received for information.
CARRIED**

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

That the Capital Regional District Board Chair write a letter to the Premier in support of the Electoral Areas of Juan de Fuca, Salt Spring Island and the Southern Gulf Islands being designated as rural areas.

CARRIED

5.5. [17-710](#) Grants-in-Aid

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

That the following grant-in-aid applications be approved:

1. Island Arts Centre Society - ArtSpring: \$3,000.00
2. South Pender Historical Society: \$1,600.00
3. Moving Around Pender (For payment in January 2018): \$3,836.00
4. Moving Around Pender (For payment in January 2018): \$4,907.72

CARRIED

6. New Business - None.

7. Adjournment

MOVED by Director Howe, SECONDED by Director McIntyre,
That the November 15, 2017 Electoral Area Services Committee meeting be adjourned at 2:37 pm.

CARRIED

Chair

Recorder



**REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 10, 2018**

SUBJECT **Building Permits Issued and Completed in 2017 by Electoral Area with Construction Value**

ISSUE

The purpose of this staff report is to provide the number of building permits issued and completed in 2017 with construction value by each electoral area.

BACKGROUND

The Building Inspection Division ensures the health, safety, fire and structural integrity of buildings and structures by confirming that they meet the requirements of the BC Building Code, CRD Building Bylaw, *Local Government Act* and all other relevant bylaws and regulations.

Building Inspection is responsible for overseeing the construction, alteration, repair or demolition of buildings and structures within the Capital Regional District's three electoral areas (Juan de Fuca, Salt Spring Island and the Southern Gulf Islands).

The building permit statistics provided in this report are over a three year period to present a more accurate account of the number of building permits issued and completed for a specific year. Building permits are valid for a two year period and, therefore, permits may take up to two years to reach a completed status and may not be reflected in the same year they are issued.

IMPLICATIONS

The following table summarizes the number of building permits issued for each electoral area.

Electoral Area	2015			2016			2017		
	# Permits Issued	Value	# Permits Completed	# Permits Issued	Value	# Permits Completed	# Permits Issued	Value	# Permits Completed
Juan de Fuca	216	\$253,797	216	223	\$209,597	219	283	\$326,156	185
Salt Spring Island	310	\$259,392	101	350	\$324,503	259	351	\$364,389	257
Southern Gulf Islands	272	\$189,697	220	270	\$278,949	193	280	\$239,042	183
Total	798	\$702,886	537	843	\$813,050	671	914	\$929,587	625
Percentage of Completed Permits Issued by Year	67.3%			79.6%			68.4%		

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Building Permits Issued and Completed in 2017 by Electoral Area with Construction Value 2

The percentage number indicates the number of permits completed during each yearly period. As building permits are valid for two years, this means a permit issued in 2015 could complete in 2015 or in 2016 or even take as long as 2017 to complete.

CONCLUSION

Building permits are valid for a two year period therefore, in order to provide a more accurate account of the number of building permits issued and completed in 2017 for the three electoral areas, the statistical data is provided over a three year period.

RECOMMENDATION

That the *Building Permits Issued and Completed in 2017 by Electoral Area with Construction Value* staff report be receive for information only.

Submitted by:	Robert Gutierrez, RBO, Chief Building Inspector
Concurrence:	Shawn Carby, CD, BSc, MAL, Acting General Manager Planning and Protective Services

RG:jv



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**REPORT TO ELECTORAL AREA SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 10, 2018**

SUBJECT **BC Rural Dividend Program – Proposed Application**

ISSUE

Capital Regional District (CRD) Board endorsement is required for applications to the BC Rural Dividend Program by the deadline of January 31, 2018.

BACKGROUND

The BC Rural Dividend Program, administered by the B.C. Ministry of Forests, Lands, Natural Resource Operation and Rural Development, provides \$25 million a year, to assist rural communities with a population of 25,000 or less to reinvigorate and diversify their local economies. It was developed to recognize both the contribution rural communities have made to B.C.'s economy, as well as the unique challenges they face to diversify beyond natural resources.

As noted in the BC Rural Dividend Program Guide, the Electoral Areas within the CRD are eligible to apply for funding.

The Program includes four project categories:

- Community capacity building;
- Workforce development;
- Community and economic development; and
- Business sector development.

Funding is available through three funding streams:

1. Project Development funding at 100% share to a maximum of \$10,000;
2. Single Applicant initiatives funding at 80% share to a maximum of \$100,000;
3. Partnership initiatives at 60% share to a maximum of \$500,000.

Salt Spring Island Electoral Area was successful in obtaining a \$72,080 grant through the BC Rural Dividend Program's first intake in 2016, to run a Rural Accelerator program, through the Salt Spring Island Community Economic Development Commission (SSICEDC). When completed at the end of March 2018, the Accelerator project will have provided hands on training to approximately 20 local entrepreneurs and connected them with local mentors as they worked through their business growth plans. Resources have been developed that can be used for future mentorship programs.

On November 9, 2017, the BC Rural Dividend program announced applications for the fourth intake would be accepted from November 15 to December 15, 2017. All applicants must submit a Board resolution endorsing their application. Due to the timing of the application intake period, the Program will accept resolutions from applicants until January 31, 2018.

The proposed application, submitted by Salt Spring Island Electoral Area, is for Project Development funding (\$9,489), under the Community and Economic Development category. Funding would allow the SSICEDC to undertake a feasibility study to research the potential for

shared business services models to support Salt Spring Island craft, artisan, lifestyle and non-perishable item producers in growing and scaling their operations. Outcomes of the assessment will include:

- an analysis of shared service business models, including economic forecasting for these models
- ways that a Salt Spring Island ‘brand’ could be leveraged to support the export of locally produced goods
- ideas of how businesses could have greater access to marketing and sales resources; a distribution hub for exporting goods; administrative and information technology services; and training resources.

This study will provide the preliminary work that could lead to a future Rural Dividend Program grant application to develop the preferred shared services model and build the Salt Spring Island brand.

Through the Project Development funding stream, applicants can apply for 100% of the total project cost. Project oversight would be provided by the Senior Manager, Salt Spring Island Administration working in collaboration with the Salt Spring Island Community Economic Development Commission.

ALTERNATIVES

That the Capital Regional District Board endorse the following resolution in support of an application to the BC Rural Dividend Program:

Alternative 1

That the Capital Regional District Board authorize the submission of an application to the BC Rural Dividend Program for the Salt Spring Island Feasibility Study to Research Shared Business Services Models and that the Board support this project through its duration.

Alternative 2

That the issue be referred back to staff for more information and reconsideration for a subsequent BC Rural Dividend Program application intake.

IMPLICATIONS

The total project cost is \$14,869, including \$5,000 in-kind contribution of volunteer hours by SSICEDC members. Matching funding is not required, as through the Project Development funding stream, applicants can apply for up to 100% of the total project cost.

Project oversight would be provided by the Senior Manager, Salt Spring Island Administration working in collaboration with the Salt Spring Island Community Economic Development Commission.

The feasibility study will deliver options for the development of shared business service models. This study could lead to a future Rural Dividend Program grant application.

CONCLUSION

The fourth intake for the BC Rural Dividend Program was announced on November 9, with

applications being accepted from November 15 – December 15, 2017.

A Project Development application for \$9,489 is proposed for the Feasibility Study to Research Shared Business Services Models in the Salt Spring Island Electoral Area.

Authorization is sought from the CRD Board to submit an application to the BC Rural Dividend Program for the Salt Spring Island Feasibility Study to Research Shared Business Services Models.

RECOMMENDATION

That the Capital Regional District Board authorize the submission of an application to the BC Rural Dividend Program for the Salt Spring Island Feasibility Study to Research Shared Business Services Models and that the Board support this project through its duration.

Submitted by:	Karla Campbell, Senior Manager SSI Electoral Area
Concurrence:	Rianna Lachance, BCom, CPA, CA, Acting Chief Financial Officer
Concurrence:	Larisa Hutcheson, P.Eng., Acting Chief Administrative Officer



**CAPITAL REGIONAL DISTRICT
SOUTHERN GULF ISLANDS
EMERGENCY PROGRAM ADVISORY COMMISSION**

**Minutes from September 20, 2017 at 0900
Shoal Centre, 10030 Resthaven Drive, Sidney BC**

Present: C. Boyte, Chair, Pender Island; R. Weeks, Vice-Chair, Mayne Island; J. Wiznuk, Saturna Island; D. Rees-Thomas, Saturna Island; S. Luttmner, S. Galiano; R. Pettit, N. Galiano; D. Munroe, Pender Island; Gaire MacLean, Sidney Island

Staff: P. Ensor, Manager, Fire and Emergency Programs; I. Elliott, Recording Secretary; P. Haugh, Deputy Emergency Program Coordinator

1. **Call to Order:** C. Boyte called the meeting to order at 09:00

2. **Welcome and introductions:** were made around the room

3. **Approval of agenda:**

The following were added to the agenda under Other Business:

- a. Salish Sea Exercise
- b. Facilities Agreement Renewal Process

It was **Moved** by R. Weeks and **Seconded** by D. Rees-Thomas that the agenda of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended.

Motion Carried

4. **Approval of previous meeting minutes:**

It was **Moved** by J. Wiznuk and **Seconded** by R. Pettit that the minutes from the **May 15th, 2017** meeting of the Southern Gulf Islands Emergency Program Advisory Commission be approved as amended (item 4, change May to March).

Motion Carried

5. **Business arising from past minutes:**

a. **CWPP:**

- i. CWPP follow-up on funding criteria, info from Legislative Services, discussion of the Strategic Wildfire Prevention Initiative and access to UBCM Grant Funding took place, including the topics of process, matching funding and referral to the CWPP Working Group to validate and support qualifying proposals (see item 6).
- ii. SGI Wildfire Prevention Program – Swartz Bay – project report and request for grant funds release. C. Boyte gave a report on another successful Public Safety initiative which ran for 10 weeks, for a total cost of \$27,000. As another fire season (one of the worst in BC history) has passed with no major fires in the SGI, the value of this



prevention program continues to be very positive. In-kind contributions were received from Pender Island Fire Protection Society of \$7,100 and BC Ferries of \$1,700 (waived ferry fare for Fire Engine that was used as the display centerpiece)

It was **Moved** by J. Wiznuk and **Seconded** by R. Pettit that Commission funds earmarked to support this initiative be released to Pender Island Fire Protection Society.

Motion Carried

- iii. Lively Peak Proposal – Magic Lake Second Exit, discussion of the continued progress of this Project.

It was **Moved** by Gaire MacLean, **Seconded** by Don Monroe, that the Commission re-affirms its support for the Lively Peak Project and will contribute up to \$12.5K from Reserves.

Motion Carried

b. Other:

- i. First Nations Engagement update: It is recommended that each Island Emergency Program make outreach to their local First Nations to let them know about the programs available in their area.
- ii. Casualty Collection Units (CCU) – Discussion continuing with HEMBC.
- iii. Establishing bylaw and EPC reporting structure – Distributed reporting structure organizational chart to the group to review and discussion ensued regarding participation in strategic and operational planning, budget development etc. More information will be brought to Commissioners at the next meeting regarding a potential annual timetable to ensure enough time for complete consultation before plans and budgets need to be filed.

Action Item: Commissioners to consider process and bring back ideas for improvement to the next meeting.

Action Item: Add “Area” to EPC box in the flow chart to differentiate from the Island EPCs and a dotted line to Emergency Coordinating Committee.

- iv. North Galiano Community Association Funding Request update – More information will come to C. Boyte and P. Ensor by letter for more consideration.
- v. Kenwood Radio Mag-mounts, Area EPC will handle re-imburement for these items.
- vi. Fireboat Proposal, C. Boyte will forward the proposal to staff.

6. CWPP Working Group: Next meeting will be the afternoon of Nov 15, 2017 and will include a review of WG membership and process to move projects forward.

7. Director’s report: No report



8. **Chair's report:** Continuing to field emails, phone calls and attend CERT meetings.
9. **Finance reports:** Circulated reports were received
10. **CRD Protective Services report:** P. Ensor gave an overview of the Auditors General's Emergency program Review for the CRD currently underway focusing on: core services, support services, communications (radio and other modalities) integration with Municipal and First Nations partners, overall capacity, Business Continuity, resources, etc. Also included is a review of the governance structure and bylaws related to emergency management.

Western Amateur Radio Association (WARA) will be starting its fall/winter radio operator certification class soon with an enrolment of 33 students, hosted by the CRD in the new training/presentation centre.

Community Emergency Preparedness Fund: the province and UBCM have announced new funding to support communities in their preparedness efforts, more information to follow as we attempt to create an application for all EAs.

Commission appointments should be reviewed to see about additional extensions for long service members (as per governing bylaw).

Action Item: P. Ensor to contact D. Howe

Action Item: provide latest ENS Stats to Commissioners at next meeting.

11. **Area Coordinator/Emergency Support Services:** Area reports were distributed and received

Action Item: P. Haugh to provide a consolidated report summary of HRVA review activity to date

12. **Correspondence:** None

13. New Business:

- a. 2018 draft workplan received for review and action at the November meeting.
- b. 2018 draft budget received for review and action at the November meeting
- c. General discussion on review process and method of getting drafts to Commissioners in advance of fall meetings.

Action Item: Provide a timeline analysis and process at the next meeting, eg. The 2019 workplan and budget discussion should be undertaken in early 2018 so that it has been considered and developed well before the June submission deadline for preliminary filing with CRD Finance.

14. Other Business:

Meeting Adjourned at 12:22 hrs.

Next meeting: 0900 hrs Wednesday, November 15, 2017 at the Shoal Activity Centre, Sidney.