

Meeting Minutes

Electoral Area Services Committee

Wednesday, September 5, 2018

10:00 AM

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

Special Meeting

PRESENT:

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

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; T. Robbins, General Manager, Integrated Water Services; K. Morley, General Manager, Corporate Services; R. Lachance, Senior Manager, Financial Services; A. Donaldson, Manager, Financial Planning and Performance; I. Lawrence, Manager Local Area Planning, Juan de Fuca; R. Gutierrez, Manager, Building Inspection; D. Ovington, Manager, Salt Spring Island Recreation; C. Davidson, Manager of Engineering, Salt Spring Island; P. Dayton, Senior Financial Analyst; C. Lowe, Environmental Science Officer, Environmental Protection; E. Gorman, Deputy Corporate Officer; P. Perna, Committee Clerk (Recorder)

The meeting was called to order at 10:00 am.

1. Approval of Agenda

MOVED by Director Hicks, **SECONDED** by Director Howe,
That the agenda for the September 5, 2018 Electoral Area Services Committee meeting be approved as amended to move items 3.9 and 3.10 after item 3.1.
CARRIED

2. Presentations/Delegations

- 2.1. [18-471](#) Delegation: Carole Eyles, Fulford Water District Commission Re: Agenda Item 3.4. Transfer from Capital Reserve to Fulford Water Main Replacement Project

Carole Eyles spoke to a handout provided to the committee, which is on file in the Legislative and Corporate Services Department. Ms. Eyles spoke against the Fulford Water Main Replacement Project.

- 2.2. [18-472](#) Delegation: Francine Carlin, SSI-CEDC - SGI-CESC Re: Agenda Item 3.3. Salt Spring Island and Southern Gulf Islands Electoral Areas Municipal and Regional District Tax Application and Destination Management and Marketing Organization Funding

Francine Carlin spoke to a handout provided to the committee, which is on file in the Legislative and Corporate Services Department. The following members were present and spoke in favour of the Salt Spring Island and Southern Gulf Islands Electoral Areas Municipal and Regional District Tax Application and Destination Management and Marketing Organization Funding:

- Francine Carlin, Chair, SSI CEDC, Co-Lead MRDT-DMMO Working Group
- Randy Cunningham, SSI-CEDC Commissioner, Former Tourism Property Owner-Operator
- Ben McConchie, SGI-CESC Commissioner, Pender Island Educator
- Brian Crumblehulme, SGI-CESC Commissioner, Islands Trustee, Former Owner-Operator, Mayne Island
- Jeremy Milson, Owner Operator, Salt Spring Inn, SSI Chamber Vice-President
- Chris Hall, Poet's Cove Resort and Marina, General Manager, Pender Island

**MOVED by Director Hicks, SECONDED by Director Howe,
That the delegation's time to speak be extended to eight minutes.
CARRIED**

3. Committee Business

- 3.1. [18-436](#) Appointment of Officers

**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 233 of the Local Government Act and Section 28(3) of the Offence Act and in accordance with Capital Regional District Bylaw No. 2681, Gordon Hodson and Alana Kemble, be appointed as Assistant Bylaw Officers.

CARRIED

- 3.9. [18-454](#) 2019 Service Plans Review Process

R. Lapham spoke to the Service Plans Review Process.

**MOVED by Director Hicks, SECONDED by Director Howe,
That the Electoral Area Services Committee receive the 2019 Service Plans for information.**

CARRIED

**MOVED by Director Hicks, SECONDED by Director Howe,
That the Electoral Area Services Committee approved moving items 3.3 and 3.4 after item 3.9.**

CARRIED

- 3.3. [18-462](#) Salt Spring Island and Southern Gulf Islands Electoral Areas Municipal and Regional District Tax Application and Destination Management and Marketing Organization Funding

Discussion ensued on the following:

- the regulations on short term vacation properties
- economic activities for young families when the main tourism season ends

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

1. That the CRD support the imposition of an accommodation tax within the Salt Spring Island and Southern Gulf Islands Electoral Areas by the new Destination Management and Marketing Organization, and provide a letter of support; and
2. That an incremental amount of \$20,000 each be added to the ongoing final budgets of the Salt Spring Island and Southern Gulf Islands Economic Development services in order to provide funding to the Destination Management and Marketing Organization.

CARRIED

- 3.4. [18-463](#) Transfer from Capital Reserve to Fulford Water Main Replacement Project

C. Davidson provided an overview of the report.

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

1. That the Capital Regional District proceed now with the work, subject to the conditions being dry enough so that direction to address the fish concerns are not necessary. If the conditions require the permitting and a procedure to protect the fish, defer the project until the next dry season. This will require retendering using the same design. The expected incremental cost of retendering would be minimal.
2. That a Community Works Fund application for \$50,000 will be made as a project contribution primarily to protect some of the funds that are available for any contingencies for the Commission.

CARRIED

3.10. [18-455](#) 2019 Preliminary Electoral Area Budget Review

N. Chan provided an overview of the report.

Discussion ensued on the Tsunami early warning system budget allocations and changes to the Salt Spring Island Arts Budget.

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

1. That the 2019 Service Plans specific to the Electoral Area Services be approved as presented; and
2. That the 2019 Electoral Area Services Budgets be given provisional approval as presented; and
3. That the new initiatives identified in Appendix 5 for January 1, 2019, implementation be approved for expenditure; and
4. That the Staff Establishment Chart as attached in Appendix 6 be approved.

**MOVED by Director Howe, SECONDED by Director Hicks,
That the main motion be amended to amend the Salt Spring Islands Arts budget to increase the 2019 arts requisition for Artspring by \$2,710 and reduce the Grants-in-Aid by the same amount; and reducing the requisition from 2% to 1.5% for the 2020-2023 budget.**

CARRIED

The question was called on the main motion as amended.

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

That the following be recommended for approval by the Capital Regional District Board with Special Meeting Item 3.3:

1. The 2019 Service Plans specific to the Electoral Area Services.
2. The 2019 Electoral Area Services Budgets, as amended to increase the 2019 arts requisition for Artspring by \$2,710 and reduce the Grants-in-Aid by the same amount; and reducing the requisition from 2% to 1.5% for the 2020-2023 budget.
3. The Electoral Area Services new initiatives for January 1, 2019 implementation, as identified in Appendix 5.
4. The Electoral Area Services Staff Establishment Chart amendments, as attached in Appendix 6.

CARRIED

3.2. [18-464](#) Salt Spring Island Sheep Kill Compensation Claim - North End Road

S. Carby provided an overview of the report.

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

1. That payment be approved to Sandy Robley, Sunset Farm in the amount of \$2,043.75, which is 75% of the decrease in market value of the total losses.
2. That staff be directed to bring forward bylaw amendments to eliminate future compensation claims following any claims that are currently in process.

CARRIED

- 3.5. [18-457](#) Wastewater and Marine Environment Program - Gulf Islands and Port Renfrew - 2017 Annual Report
- C. Lowe provided an overview of the report.
- MOVED by Director Howe, SECONDED by Director Hicks,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the Gulf Islands and Port Renfrew Wastewater and Marine Environment Program 2017 Annual Report be approved and forwarded to the BC Ministry of Environment.
CARRIED**
- 3.6. [18-456](#) Community Works Fund Outcomes Report
- MOVED by Director Howe, SECONDED by Director Hicks,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the Community Works Fund Outcomes report be received for information.
CARRIED**
- 3.7. [18-450](#) Grants-in-Aid
- MOVED by Director Howe, SECONDED by Director Hicks,
That the Electoral Area Services Committee recommend to the Capital Regional District Board:
That the following grant-in-aid applications be approved:
1. Galiano Conservancy Association: \$5,000
2. Galiano Museum Society: \$2,500
3. Three on the Tree Productions Society: \$1,500
4. Scouts Canada - Camp Barnard: \$500
CARRIED**
- 3.8. [18-458](#) Budget Amendment - East Sooke Fire Department Purchases
- MOVED by Director Hicks, SECONDED by Director Howe,
That the Electoral Area Services Committee recommends to the Capital Regional District Board:
That the East Sooke Fire Department budget be amended to incorporate the costs of the unbudgeted 2018 purchase of \$156,300.01 for the Self-Contained Breathing Apparatus and draw the funds from the capital reserve and amend the department's capital budget accordingly.
CARRIED**
- 3.11. [18-449](#) Previous Minutes of Other Committees and Commissions for Information
- MOVED by Director Hicks, SECONDED by Director Howe,
That the following minutes be received for information:
1. Salt Spring Island Parks and Recreation Commission Minutes - May 14, 2018
2. Salt Spring Island Transportation Commission Minutes - May 14, 2018
CARRIED**

4. Adjournment

MOVED by Director Howe, **SECONDED** by Director Hicks,
That the September 5, 2018 Electoral Area Services Committee meeting be
adjourned at 11:11 am.
CARRIED

Chair

Recorder