

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, June 12, 2024

11:00 AM

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

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#### PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. Plant (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; L. Jones, General Manager, Parks, Recreation & Environmental Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; C. Anderson, Manager, Electoral Area Fire and Emergency Programs; N. Elliott, Manager, Climate Action Programs, Parks & Environmental Services; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

Guest: Director M. Little

The meeting was called to order at 11:01 am.

#### 1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Holman, **SECONDED** by Director Wickheim,  
That the agenda for the June 12, 2024 Electoral Areas Committee meeting be approved as amended to add Building Inspection under New Business.  
**CARRIED**

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,  
That Director Little be permitted to participate (without vote) in the remaining 2024 sessions of the Electoral Areas Committee.  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [24-535](#) Minutes of the May 8, 2024 Electoral Areas Committee Meeting

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,  
That the minutes of the Electoral Areas Committee meeting of May 8, 2024 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

#### 5. Presentations/Delegations

There were no presentations or delegations.

#### 6. Committee Business

**6.1.**     [24-245](#)     Climate Projections for the Capital Region

N. Elliott presented Item 6.1. for information

Discussion ensued on climate action projections for the electoral areas and wind measures.

**6.2.**     [24-244](#)     Extreme Heat Vulnerability Mapping and Information Portal Project

N. Elliott presented Item 6.2. for information.

**6.3.**     [24-525](#)     Community Resiliency Initiative Grant: 2024 FireSmart Community Funding & Supports

C. Anderson spoke to Item 6.3.

Discussion ensued on the following:  
- fund amount and eligibility of funding  
- current emergency programs  
- public education and engagement

**MOVED by Director Holman, SECONDED by Director Brent,  
The Electoral Areas Committee recommends to the Capital Regional District Board:**

**That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the 2024 FireSmart Community Funding and Supports. Staff are directed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed projects.**

**CARRIED**

**6.4.**     [24-526](#)     Appointment of Officers

Discussion ensued on the following:

- employee classification (auxiliary versus regular) and work schedule
- request for service and availability of resounding officers
- shift pattern identification and call response

**MOVED by Director Wickheim, SECONDED by Director Brent,  
The Electoral Areas Committee recommends 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, Gray Wardle, Rachele Norris-Jones, Levi Holland, and Michael Riggs  
be appointed as Bylaw Enforcement Officers.**

**CARRIED**

**6.5.**     [24-524](#)     Previous Minutes of Other CRD Committees and Commissions for  
Information

The following minutes were received for information:

- a) Mayne Island Parks and Recreation Commission minutes of April 11, 2024
- b) Pender Island Parks and Recreation Commission minutes of April 8, 2024
- c) Southern Gulf Islands Electoral Area Community Economic Sustainability  
Commission minutes of January 16, 2024
- d) Southern Gulf Islands Electoral Area Community Economic Sustainability  
Commission minutes of February 6, 2024
- e) Willis Point Fire Protection and Recreation Facilities Commission minutes of  
April 23, 2024

**7. Notice(s) of Motion**

There were no notice(s) of motion.

**8. New Business****8.1. Building Inspection**

Director Holman advised the committee of a couple situations regarding building  
inspection and building code requirements.

**9. Adjournment**

**MOVED by Director Holman, SECONDED by Director Wickheim,  
That the June 12, 2024 Electoral Areas Committee meeting be adjourned at 11:41  
am.**

**CARRIED**

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CHAIR

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RECORDER