

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, September 11, 2024

11:00 AM

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

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#### Hearing Session

#### PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Carey, Senior Manager, Legal & Risk Management; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; D. Ovington, Acting Senior Manager, Salt Spring Island Administration; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; M. Lagoa, Deputy Corporate Officer; M. Williamson, Committee Clerk, Salt Spring Island Administration; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little (Board Vice Chair)

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

#### 1. Territorial Acknowledgement

Chair Brent provided a Territorial Acknowledgement.

#### 2. Hearing Under Section 57 of the Community Charter Regarding Notices Against Title

This hearing is being convened pursuant to section 57 of the Community Charter. The Electoral Areas Committee has been delegated the power of the Regional Board to consider a recommendation of the Building Inspector to file a notice on land title of properties that contravene building safety standards and applicable building regulations.

Anyone who considers their interest in property will be affected by a notice on title shall be provided an opportunity to speak before the Committee. Speakers should focus their remarks on the issue under consideration and to address all comments to the Committee Chair.

Once the property owner has been heard, the committee shall determine whether to confirm the recommendation of the Building Inspector, to file a notice against title of the subject property.

During the course of this hearing, this committee is sitting as a quasi-judicial body and in that capacity should only consider the facts brought before it by the Building Inspector and the affected property owners. In making a decision, committee members should refrain from considering facts that are extraneous to the hearing process.

### 3. Approval of Agenda

**MOVED** by Director Holman, **SECONDED** by Director Wickheim,  
That the agenda for the Hearing Session of the September 11, 2024 Electoral  
Areas Committee meeting be approved.

**CARRIED**

### 4. Adoption of Minutes

- 4.1. [24-821](#) Minutes of the Hearing Session of the April 10, 2024 Electoral Areas  
Committee Meeting

**MOVED** by Director Holman, **SECONDED** by Director Brent,  
That the minutes of the Hearing Session of the Electoral Areas Committee  
meeting of April 10, 2024 be adopted as circulated.

**CARRIED**

### 5. Comments by Property Owners on the Recommended Notices on Title

There were no comments by property owners.

### 6. Properties to be Considered for Filing Notice against Land Title and Comments by the Building Inspector or Designated Municipal Officer - Salt Spring Island [1]

- 6.1. [24-789](#) File Notice on the Land Title of 197 Monteith Road, Lot 3, Section 10,  
Range 3 West, North Salt Spring Island, Cowichan District, Plan 42322,  
Except Part in Plan 44623, PID 001-519-034, File NT000402

K. Lorette spoke to Item 6.1.

Discussion ensued regarding the impact to staff workload should a summary of  
hours spent on each file be provided for each property.

**MOVED** by Director Holman, **SECONDED** by Director Plant,  
That the Corporate Officer file a Notice in the Victoria Land Title office stating  
that a Resolution has been made under Section 57 of the Community Charter  
relating to land legally described as: Lot 3, Section 10, Range 3 West, North Salt  
Spring Island, Cowichan District, Plan 42322, Except Part in Plan 44623, PID  
001-519-034 or any subdivision of said lands as may be affected by the  
contravention(s).

**CARRIED**

### 7. Adjournment

**MOVED** by Director Plant, **SECONDED** by Director Holman,  
That the Hearing Session of the September 11, 2024 Electoral Areas Committee  
meeting be adjourned at 11:08 am.

**CARRIED**

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CHAIR

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RECORDER