

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, September 11, 2024

11:05 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; 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 11:08 am.

#### 1. Territorial Acknowledgement

A Territorial Acknowledgement was provided in the preceding meeting.

#### 2. Approval of Agenda

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

**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [24-817](#) Minutes of the July 10, 2024 Electoral Areas Committee Meeting

**MOVED** by Director Plant, **SECONDED** by Director Wickheim,  
That the minutes of the Electoral Areas Committee meeting of July 10, 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. [24-762](#) Bylaw No. 4590, 4591, 4594 and 4595 - Electoral Area Economic Development Services

S. Carey spoke to Item 6.1.

Discussion ensued regarding clarification of the definition and restrictions of "promotion" within the bylaw.

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

1. Bylaw No. 4590, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 1, 2024", be read a first, second, and third time;
2. Bylaw No. 4591, "Economic Development Commission Establishing Bylaw No. 1, 1990, Amending Bylaw No. 2, 2024", be read a first, second, and third time;
3. Bylaw No. 4594, "Economic Development Service Establishing Bylaw (Southern Gulf Islands) No. 1, 2024", be read a first, second, and third time;
4. Bylaw No. 4595, "Economic Development Service Establishing Bylaw (Juan de Fuca) No. 1, 2024", be read a first, second, and third time;
5. That participating approval for Bylaws No. 4590, 4591, 4594, and 4595, be provided to the respective Electoral Area Directors for consent on behalf of electors;
6. That Bylaws No. 4590, 4591, 4594, and 4595 be forwarded to the Inspector of Municipalities for approval.

**CARRIED**

### 6.2. [24-790](#) Community Resiliency Initiative Grant - 2024 FireSmart Community Funding & Supports

S. Carby presented Item 6.2. for information.

Discussion ensued regarding the allocation of funding.

### 6.3. [24-839](#) Establishment of Electoral Area Services Department

T. Robbins spoke to Item 6.3.

Discussion ensued regarding:

- clarification of the cost recovery for staff salaries
- the potential impact to the provisional budget
- the benefits to establishing this department

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

1. That the CAO be directed to establish a new department for Electoral Area Services under the CRD organizational structure, create a new General Manager position to oversee the new department, and reflect these changes in the 2025

provisional budget and service plans; and

2. That staff be directed to bring back proposed amendments to CRD Bylaw No. 3343 (Officers', General Managers' and Management Staff's Bylaw No. 1, 2006), Schedule A, to incorporate this General Manager position.

**CARRIED**

**6.4.**     [24-744](#)     Previous Minutes of Other CRD Committees and Commissions for Information

Director Plant left the meeting at 11:48 am

The following minutes were received for information only:

- a) Galiano Island Parks and Recreation Commission minutes of June 6, 2024
- b) Galiano Island Parks and Recreation Commission minutes of July 4, 2024
- c) Mayne Island Parks and Recreation Commission minutes of June 13, 2024
- d) Mayne Island Parks and Recreation Commission minutes of July 11, 2024
- e) Saturna Island Parks and Recreation Commission minutes of April 8, 2024
- f) Saturna Island Parks and Recreation Commission minutes of May 12, 2024
- g) Saturna Island Parks and Recreation Commission minutes of June 10, 2024

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

**7.1.**     [24-875](#)     Notice of Motion: SSI Electoral Area Director and Local Community Commissioners Remuneration (Director Holman)

Director Holman provided the following Notice of Motion for consideration at the next meeting of the Electoral Areas Committee:

"WHEREAS the newly-established Salt Spring Island Local Community Commission (LCC) has now assumed responsibility for the administration of most local Salt Spring services that were formerly the sole responsibility of the local CRD Director,

THEREFORE be it resolved that the remuneration for the Salt Spring Island CRD Director and LCC Commissioners be revised to better reflect the shift in responsibilities, by reducing the Director's annual remuneration by \$10,000 per year and increasing LCC Commissioner annual remuneration by \$2,500 per year, starting in 2025."

**7.2.**     [24-876](#)     Notice of Motion: Advocacy to Province for Rural Housing Stream (Director Brent)

Director Brent provided the following Notice of Motion for consideration at the next meeting of the Electoral Areas Committee:

"WHEREAS housing needs are critical in rural communities and coastal islands, and rural housing projects which have applied for BC Housing support have not received it;

THEREFORE the CRD Board resolves to send a letter to the Premier and Minister of Housing calling on the Province to consider creating a rural housing stream and supports to facilitate construction of projects suited with the unique

constraints of rural housing."

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED by Director Holman, SECONDED by Director Brent,  
That the September 11, 2024 Electoral Areas Committee meeting be adjourned at  
11:52 am.  
CARRIED**

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CHAIR

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RECORDER