

## Meeting Minutes

### Electoral Areas Committee

---

Wednesday, May 8, 2024

9:15 AM

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

---

#### PRESENT

Directors: P. Brent (Chair) (9:45 am), G. Holman (Vice Chair), A. Wickheim

Staff: T. Robbins, Chief Administrative Officer; 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, Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Areas; C. Vrabel, Manager, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Phillipow, Committee Clerk (Recorder)

Guest: Director M. Little

Regrets: Director C. Plant

The meeting was called to order at 9:20 am by Vice Chair Holman.

#### 1. Territorial Acknowledgement

Director Wickheim provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,  
That the agenda for the May 8, 2024 Electoral Areas Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

##### 3.1. [24-454](#) Minutes of the April 10, 2024 Electoral Areas Committee Meeting

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,  
That the minutes of the Electoral Areas Committee meeting of April 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. [24-150](#) Bylaw No. 4592 to Expand Otter Point Fire Protection and Emergency Response Local Service Area Boundary (Bylaw No. 2042)

C. Vrabel spoke to Item 6.1.

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

1. That the attached Certificate of Results of the petitions to expand the service area boundary for the Otter Point Fire Protection and Emergency Response Service be received;
2. That Bylaw No. 4592, "Otter Point Fire Protection and Emergency Response Local Service Establishment Bylaw No. 1, 1992, Amendment Bylaw No. 8, 2024", be read a first, second, and third time; and
3. That elector approval be obtained by Electoral Area Director consent on behalf.

**CARRIED**

- 6.2. [24-334](#) Fire Services Governance Review Report - 2024 - 2027 Implementation Plan and Draft Bylaw 4608 to Amend Bylaw 3654 for Fire Commissions

C. Vrabel spoke to Item 6.2.

**MOVED** by Director Holman, **SECONDED** by Director Wickheim,  
That Director Little be permitted to participate (without vote) in the May 8, 2024 meeting of the Electoral Areas Committee.

**CARRIED**

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,

1. That the 2024-2027 Fire Services Governance Review Implementation plan be approved; and
2. That Bylaw No. 4608, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 2, 2024" be given first, second and third reading; and
3. That Bylaw No. 4608 be adopted.

**CARRIED**

**Motion Arising:**

**MOVED** by Director Wickheim, **SECONDED** by Director Holman,  
That staff review the implementation plan, consult with the commissions, and report back to the Electoral Areas Committee in two years.

**CARRIED**

**6.3.**     [24-450](#)     Governance Study of Magic Lake Estates, North Pender Island

J. Starke presented Item 6.3. for information.

Discussion ensued regarding anticipated next steps as a result of this study.

**6.4.**     [24-237](#)     Request for Inclusion of Property in the Ganges Sewer Service Area

T. Robbins spoke to Item 6.4.

Discussion ensued regarding:

- the property owner's grant-in-aid application
- the estimated infrastructure costs
- the cost of transporting the liquid waste for further treatment

**Director Brent joined the meeting at 9:45 am.**

**MOVED by Director Holman, SECONDED by Director Wickheim,  
The Ganges Sewer Local Services Commission recommends the Electoral Area  
Committee recommend to the Capital Regional District Board:**

- 1. To expand the boundary of the Ganges Sewer Local Service Area to include 105 Kilner Road;**
- 2. The Applicant agrees to pay for all costs to include the property into the service area, and also pays the capacity purchase charge;**
- 3. The Applicant agrees to pay all engineering, administration, permit fees, and construction costs associated with the extension of the sewer and connection to the existing sewer and the property;**
- 4. That Bylaw 4601, "Salt Spring Island Ganges Sewerage Local Service Establishment Bylaw, 1991, Amendment Bylaw No. 14, 2024, be introduced and read a first, second and third time.**

**CARRIED**

**6.5.**     [24-414](#)     Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Galiano Island Parks and Recreation Commission minutes of April 4, 2024
- b) Magic Lake Estates Water and Sewer Committee minutes of February 13, 2024
- c) Mayne Island Parks and Recreation Commission minutes of March 14, 2024
- d) Pender Island Parks and Recreation Commission minutes of March 4, 2024
- e) Saturna Island Parks and Recreation Commission minutes of March 11, 2024
- f) Sticks Allison Water Local Service Committee minutes of November 7, 2023
- g) Willis Point Fire Protection and Recreation Facilities Commission minutes of March 26, 2024

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

There were no notice(s) of motion.

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director Brent, **SECONDED** by Director Wickheim,  
That the May 8, 2024 Electoral Areas Committee meeting be adjourned at 9:47  
am.

**CARRIED**

---

CHAIR

---

RECORDER