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**Minutes of a Meeting of the Electoral Area Services Committee  
Held Wednesday, July 17, 2013, in Room 651, 625 Fisgard St., Victoria, BC**

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**Present: Directors:** W. McIntyre (Chair), D. Howe, W. Vowles (for M. Hicks)  
**Staff:** M. Misek-Evans, General Manager, Planning and Protective Services;  
R. Gutierrez, Manager, Building Inspection; S. Santarossa, Corporate Officer;  
R. Sharma, Senior Manager, Finance Services; R. Smith, Senior Manager,  
Environmental Resource Management; S. Asdal (Recorder)

The meeting was called to order at 1:35 pm.

**1. Approval of Agenda**

**MOVED** by Director Howe, **SECONDED** by Alternate Director Vowles,  
That the agenda be approved with the addition of the supplementary agenda and the  
addition of "Meeting of Electoral Area Directors, CAO and Board Chair" under New  
Business.

**CARRIED**

**2. Adoption of Minutes**

**MOVED** by Alternate Director Vowles, **SECONDED** by Director Howe,  
That the minutes of the June 19, 2013, meeting be adopted as previously circulated.

**CARRIED**

**3. Chair's Remarks**

The Chair commented on the recent meeting between the Electoral Area Directors, the  
Board Chair and the CAO and noted follow-up will occur related to the items discussed.

**4. Presentations/Delegations:** There were none.

**5. Recycling Depot Funding for Electoral Areas (Verbal)**

R. Smith spoke to the subject highlighting the following points:

- The Province is requiring that funding of residential recycling (printed paper and packaging) shift from local government to producers and consumers of recyclable material
- In response, producers have formed Multi Material BC (MMBC) as a stewardship organization to fulfill the provincial requirements
- MMBC's proposed funding model will cover over 90 per cent of the total cost associated with the CRD's collection of residential printed paper and packaging (blue box and depots)
- The depot portion of the funding only covers 25 to 50 per cent of the operating costs of recycling depots in the Electoral Areas (which may be reconsidered in response to concerns from depot operators)

- Staff will be recommending to the Environmental Services Committee to accept MMBC's incentives and for the CRD to fully fund blue box and depot collections until the end of the CRD's contract in May 2015

The Committee discussed the following points:

- MMBC's funding offer is based on a standard model of urban depots rather than rural which have substantially higher hauling costs
- The CRD's mandate of residential recycling and the need for a commercial recycling program
- Restrictions regarding revenue generation
- Zoning requirements of land used for depots
- The need for Electoral Area (EA) directors that are not members of the Environmental Services Committee (ESC) to be notified about items to be considered

**6. Community Works Fund – Shirley/Jordan River Official Community Plan Update and East Sooke Official Community Plan Update**

**MOVED** by Director Howe, **SECONDED** by Alternate Director Vowles,  
That it be recommended to the Capital Regional District Board:

That a contribution of \$150,000 be authorized from the Juan de Fuca Electoral Area Community Works Fund for the Shirley/Jordan River Official Community Plan and the East Sooke Official Community Plan updates.

**CARRIED**

**7. Community Works Fund Allocation – Southern Gulf Islands (SGI) Local Food System and Agriculture Strategy**

M. Misek-Evans spoke to the report and advised that Regional Planning will administer the project, providing overview and alignment with the Regional Sustainability Strategy Food Systems Sub-strategy as well as project management for the request for proposal and consultant selection process.

The Committee discussed the budget allocation for the strategic priorities of the Southern Gulf Islands Community Economic Development Commission.

**MOVED** by Director Howe, **SECONDED** by Alternate Director Vowles,  
That it be recommended to the Capital Regional District Board:

That a contribution of \$66,000 be authorized from the Southern Gulf Islands' (SGI) portion of the Gas Tax Community Works Fund to prepare a Southern Gulf Islands Local Food System and Agriculture Strategy by September 30, 2014.

**CARRIED**

**8. Community Works Fund Allocation – Juan de Fuca Administration Building**

The Committee discussed the sustainable technologies to be incorporated in the building's construction to reduce energy and water consumption.

**MOVED** by Alternate Director Vowles, **SECONDED** by Director Howe,  
That it be recommended to the Capital Regional District Board:

- 1) That a contribution of \$200,000 be authorized from the JDF portion of the Gas Tax Community Works Fund for implementing innovative technologies that support environmental sustainability of the new Juan de Fuca Electoral Area Administration Building; and
- 2) That the Juan de Fuca Electoral Area Administration Building budget be amended to include this sub-project.

**CARRIED**

**9. Juan de Fuca Electoral Area Community Parks and Recreation Facilities Service Establishment Bylaw**

**MOVED** by Alternate Director Vowles, **SECONDED** by Director Howe,  
That it be recommended to the Capital Regional District Board:

That Bylaw No. 3767 cited as the “Juan de Fuca Electoral Area Community Parks and Recreation Facilities Service Establishment Bylaw No. 1, 2013” be introduced and read a first and second time and read a third time.

**CARRIED**

**10. Transit Service for Southern Gulf Islands**

M. Misek Evans spoke to the report highlighting that staff met with BC Transit and Southern Gulf Islands representatives including the Electoral Area Director. Interest was expressed in pursuing a pre-feasibility study to better inform a decision to move forward with establishing the feasibility of a local transit service.

The Committee discussed the following points:

- Community engagement at the pre-feasibility stage
- Current transit service supplied by volunteers on Mayne Island and the transit needs of Pender Island and Galiano Island

**MOVED** by Director Howe, **SECONDED** by Alternate Director Vowles,  
That it be recommended to the Capital Regional District Board:

That staff be directed to enter into a Memorandum of Understanding with BC Transit to conduct a pre-feasibility study for local transit options on the Southern Gulf Islands.

**CARRIED**

**11. Grants-in-Aid**

**MOVED** by Alternate Director Vowles, **SECONDED** by Director Howe,  
That it be recommended to the Capital Regional District Board:

That payment for the following grants-in-aid be approved:

- 1) Salt Spring Island Grants-in-Aid as approved by Director McIntyre
  - a. Copper Kettle Community Partnership \$ 1,584
  - b. IFI Foundation \$ 4,000

**CARRIED**

**12. New Business**

**a) Meeting of Electoral Area Directors, Board Chair and CAO**

The Committee discussed the following points:

- The need for the Electoral Areas (EA's) to be defined as rural, which was discussed at the meeting with the Board Chair and the CAO
- Without the definition, the EA Directors are unable to access funding programs which are available to only those areas defined as rural
- Submitting a resolution to the upcoming UBCM Convention regarding rural designation

**b) Project Initiation and Implementation**

The Committee discussed the need for a process to be established regarding the submission of initiatives and projects and implementation follow through.

**MOVED** by Director Howe, **SECONDED** by Alternate Director Vowles,

- 1) That the Electoral Area Directors identify issues and possible solutions to work more effectively with local and provincial resources; and
- 2) That the Electoral Area Directors meet with the Executive Leadership Team to present and discuss the recommendations.

**CARRIED**

- 13.** Motion to close the meeting in accordance with the Community Charter Part 4, Division 3, Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

**MOVED** by Director Howe, **SECONDED** by Alternate Director Vowles,

That the Committee close the meeting in accordance with the *Community Charter* Part 4, Division 3, Section 90(1)(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.

**CARRIED**

The Committee moved to the closed session at 2:45 pm.

The Committee rose from the closed session at 2:50 pm without report.

**14. Adjournment**

**MOVED** by Director Howe, **SECONDED** by Alternate Director Vowles,  
That the meeting be adjourned at 2:50 pm.

**CARRIED**

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CHAIR

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RECORDER