

Meeting Minutes

Electoral Areas Committee

Wednesday, October 8, 2025

10:00 AM

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

PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), C. McNeil-Smith (Board Chair, ex-officio)

Staff: T. Robbins, Chief Administrative Officer; N. Chan, Chief Financial Officer/General Manager, Finance and Technology; S. Henderson, General Manager, Electoral Area Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, Corporate Officer/General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; D. Ovington, Senior Manager, SSI Administration; J. Starke, Senior Manager, SGI Administration; C. Anderson, Manager, Emergency Programs; C. Vrabel, Manager, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Phillipow, Committee Clerk (Recorder)

Guest: Director M. Little

Regrets: Director A. Wickheim

The meeting was called to order at 10:00 am.

1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Holman, SECONDED by Director McNeil-Smith,
That the agenda for the Electoral Areas Committee meeting of October 8, 2025 be
approved as amended, with the addition of the following item:**

8.1. Tiny Homes on Wheels Verbal Update

CARRIED

3. Adoption of Minutes

3.1. [25-0922](#) Minutes of the Electoral Areas Committee Meeting of July 9, 2025

**MOVED by Director Holman, SECONDED by Director McNeil-Smith,
That the minutes of the Electoral Areas Committee meeting of July 9, 2025 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. [25-0898](#) Bylaw No. 4712: Tax Exemption (Permissive) Bylaw, 2025

N. Chan spoke to Item 6.1.

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

1. That Bylaw No. 4712, "Tax Exemption (Permissive) Bylaw, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4712 be adopted.

CARRIED

6.2. [25-1018](#) Bylaws No. 4370 and 4373: Maliview Sewer Service Wastewater System Renewal and Upgrades

D. Ovington spoke to Item 6.2.

Discussion ensued regarding the additional financial commitment from the Community Works 2026 budget.

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

1. That the attached Certification of Results of Petition for Borrowing - Maliview Estates Sewerage System be received.
2. That third reading of Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2020" be rescinded.
3. That Bylaw No. 4370 be amended, as shown in Schedule B, as follows:
 - a. Under Whereas Clause A, by inserting the word "No. 1" between the words "Bylaw" and ", 1991";
 - b. By replacing Whereas Clause B in its entirety with the following:
"The Maliview wastewater system requires capital renewal and upgrades, which will involve the planning, study, project administration, equipment purchases, design and construction of a new Moving Bed Biofilm Reactor (MBBR) system and renewal and integration of existing systems facilities, for the collection, conveyance, treatment and disposal of wastewater, including establishment of the required Inflow and Infiltration (I&I) Program";
 - c. Under Whereas Clause C, by replacing the words "Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)" with the words "Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)";
 - d. By replacing Whereas Clause E in its entirety with the following:
"Pursuant to sections 347 and 407 of the Local Government Act, participating area approval is required for this borrowing and shall be obtained by a petition of the property owners in the Maliview Estates Sewerage Local Service area under section 408 of the Local Government Act; and";
 - e. Under Section 1 (a) by replacing the words "Two Million Two Hundred and Ten Thousand Dollars (\$2,210,000)" with the words "Two Million Five Hundred and Ten Thousand Dollars (\$2,510,000)";
 - f. Under Section 2, by replacing the words "20 years" with "30 years"; and
 - g. Under Section 3, by replacing the word "2020" with "2025", so that the Bylaw may be cited as the "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025."
4. That Bylaw No. 4370, "Maliview Sewer System Loan Authorization Bylaw No. 1, 2025" be read a third time as amended.
5. That third reading of Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2020" be rescinded.
6. That Bylaw No. 4373 be amended, as shown in Schedule D, as follows:
 - a. Under Section 1 (b), in regards to 4 (a), by replacing the words "Two Hundred and Fifty Thousand Dollars (\$250,000)" with the words "Two Hundred and Eleven Thousand Six Hundred and Thirty-One Dollars (\$211,631)";
 - b. Under Section 1 (b), in regards to 4 (b), by replacing the words "\$5.466 per One Thousand Dollars" with the words "\$3.1250 per One Thousand Dollars"; and
 - c. Under Section 2, by replacing the word "2020" with "2025", so that the Bylaw may be cited as the "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025".

7. That Bylaw No. 4373, "Maliview Estates Sewerage Local Service Establishment Bylaw No. 1, 1991, Amendment Bylaw No. 1, 2025" be read a third time as amended.

8. That participating area approval to Bylaw No. 4373 be provided by the Electoral Area Director consenting on behalf.

9. That Bylaw No. 4370 and Bylaw No. 4373 be forwarded to the Inspector of Municipalities for approval.

CARRIED

6.3. [25-0995](#)

Recovery Planning Update: Post-Disaster Household & Needs Assessment Data Collection Project

C. Anderson presented Item 6.3. for information.

Discussion ensued regarding:

- funding sources for this work
- the types of data being collected from households
- maintaining open communication lines during and after an event
- increased responsibility of staff due to the new provincial regulations

6.4. [25-0996](#)

Bylaw No. 4714: Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025

C. Vrabel spoke to Item 6.4.

Discussion ensued regarding the approval process to have the additional properties included in the service.

MOVED by Director Holman, SECONDED by Director McNeil-Smith, The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That Bylaw No. 4714, "Malahat Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1999, Amendment Bylaw No. 2, 2025", be introduced and read a first, second, and a third time;
2. That participating area approval to Bylaw No. 4714 be provided by the Electoral Area Director consenting on behalf; and
3. That Bylaw No. 4714 be referred to the Inspector of Municipalities for approval.

CARRIED

6.5. [25-1014](#)

Process to Establish a Sister Island Relationship Between Salt Spring Island and Orcas Island

S. Henderson presented Item 6.5. for information.

Discussion ensued regarding:

- next steps
- bringing this report to the SSI Local Community Commission

6.6. [25-0884](#)

Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of May 28, 2025
- b) East Sooke Fire Protection and Emergency Response Service Commission minutes of June 25, 2025
- c) Galiano Island Parks and Recreation Commission minutes of July 10, 2025
- d) Galiano Island Parks and Recreation Commission minutes of August 7, 2025
- e) Mayne Island Parks and Recreation Commission minutes of June 12, 2025
- f) Mayne Island Parks and Recreation Commission minutes of July 10, 2025
- g) North Galiano Fire Protection and Emergency Response Service Commission minutes of June 15, 2025
- h) Otter Point Fire Protection and Emergency Response Service Commission minutes of March 12, 2025
- i) Otter Point Fire Protection and Emergency Response Service Commission minutes of April 9, 2025
- j) Otter Point Fire Protection and Emergency Response Service Commission minutes of May 7, 2025
- k) Otter Point Fire Protection and Emergency Response Service Commission minutes of June 11, 2025
- l) Otter Point Fire Protection and Emergency Response Service Commission minutes of July 9, 2025
- m) Pender Island Parks and Recreation Commission minutes of June 9, 2025
- n) Pender Island Parks and Recreation Commission minutes of July 28, 2025
- o) Saturna Island Parks and Recreation Commission minutes of May 19, 2025
- p) Saturna Island Parks and Recreation Commission minutes of June 23, 2025
- q) Shirley Fire Protection and Emergency Response Service Commission minutes of February 24, 2025
- r) Shirley Fire Protection and Emergency Response Service Commission minutes of March 25, 2025
- s) Shirley Fire Protection and Emergency Response Service Commission minutes of April 28, 2025
- t) Shirley Fire Protection and Emergency Response Service Commission minutes of May 26, 2025
- u) Shirley Fire Protection and Emergency Response Service Commission minutes of June 30, 2025
- v) Shirley Fire Protection and Emergency Response Service Commission minutes of July 28, 2025
- w) Willis Point Fire Protection and Recreation Facilities Commission minutes of June 26, 2025

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. 25-1100 Tiny Homes on Wheels Verbal Update

Director Brent provided a verbal update on the Tiny Homes on Wheels Committee panel discussion that took place the Union of BC Municipalities convention.

Discussion ensued regarding building code regulations, permits and zoning.

9. Adjournment

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the Electoral Areas Committee meeting of October 8, 2025 be adjourned at
10:31 am.
CARRIED

CHAIR

RECORDER