

## Meeting Minutes

### Electoral Areas Committee

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Wednesday, January 14, 2026

10:00 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. McNeil-Smith (Board Chair, ex-officio) (10:04 am)

Staff: T. Robbins, Chief Administrative Officer; S. Henderson, General Manager, Electoral Area Services; V. Somosan, Senior Manager/ Deputy CFO, Financial Services; A. Orr, Senior Manager, Corporate Communications; D. Ovington, Senior Manager, SSI Administration; J. Starke. Senior Manager, SGI Administration; C. Gray, Manager, Building Inspection; M. Lagoa, Deputy Corporate Officer; J. Dorman, Committee Clerk (Recorder)

Guest: Director M. Little (EP)

The meeting was called to order at 10:01 am.

#### 1. Territorial Acknowledgement

Director Holman provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED by Director Brent, SECONDED by Director Wickheim,  
That Director Little be permitted to participate (without vote) in the 2026 sessions  
of the Electoral Areas Committee.  
CARRIED**

**MOVED by Director Brent, SECONDED by Director Wickheim,  
That the agenda for the Electoral Areas Committee meeting of January 14, 2026  
be approved.  
CARRIED**

#### 3. Adoption of Minutes

3.1. [26-0079](#) Minutes of the Electoral Areas Committee meeting of December 10, 2025

**MOVED by Director Holman, SECONDED by Director Wickheim,  
That the minutes of the Electoral Areas Committee meeting of December 10, 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. [26-0023](#) 2026 Electoral Areas Committee Terms of Reference

M. Lagoa presented Item 6.1. for information.

##### 6.2. [26-0004](#) Bylaw No. 4713, Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025

C. Gray spoke to Item 6.2.

**Director McNeil-Smith joined the meeting in person at 10:04 am.**

Discussion ensued on the following:

- affordable versus attainable housing
- market conditions, agreements and funding programs
- Freedom of Information (FOI) request and permit fees
- FAQ and communications about FOI requests
- building permit fee variation and how to distinguish fees
- permitting fees from surrounding jurisdictions

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

1. That Bylaw No. 4713, "Building Regulation Bylaw No. 5, 2010, Amendment Bylaw No. 7, 2025" be introduced read a first, second and third time; and
2. That Bylaw No. 4713 be adopted.

**CARRIED**

##### 6.3. [25-1346](#) Bylaw No. 4678: Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025

J. Starke spoke to Item 6.3.

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

1. That the attached Certification of Results of Petition for Borrowing - Lyall Harbour/Boot Cove Water Service be received.
2. That Bylaw No. 4678, "Lyall Harbour/Boot Cove Water Loan Authorization Bylaw No. 1, 2025" be introduced and read a first, second, and third time.
3. That Bylaw No. 4678 be submitted to the Inspector of Municipalities for approval.

**CARRIED**

6.4. [26-0025](#) Previous Minutes of Other CRD Committees and Commissions for Information

**There is no recommendation. The following minutes are for information only:**  
a) Mayne Island Parks and Recreation Commission minutes of November 13, 2025  
b) Otter Point Fire Protection and Emergency Response Service Commission minutes of November 12, 2025

## 7. Motion with Notice

7.1. [26-0007](#) Motion with Notice: Communicating Building Permit Fee and Processing Changes (Director Holman)

G. Holman spoke to Item 7.1.

Discussion ensued on the timeframe for a report back and ensuring new directors are informed.

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

**That the building permit fee and processing changes be reviewed by staff and a  
report provided to the Electoral Areas Committee after a year.**

**CARRIED**

## 8. New Business

There was no new business.

## 9. Adjournment

**MOVED by Director Holman, SECONDED by Director Wickheim,  
That the Electoral Areas Committee meeting of January 14, 2026 be adjourned at  
10:27 am.  
CARRIED**

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CHAIR

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RECORDER