



## Notice of Meeting and Meeting Agenda Electoral Areas Committee

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Wednesday, July 9, 2025

10:00 AM

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

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

Guest: Director M. Little

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [25-0820](#) Minutes of the Electoral Areas Committee Meeting of June 11, 2025

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of June 11, 2025 be adopted as circulated.

**Attachments:** [Minutes - June 11, 2025](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

*The public are welcome to attend CRD meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.ca/address](http://www.crd.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

**6.1.**      [25-0637](#)      Parcel Tax Annual Process Update

**Recommendation:**    There is no recommendation. This report is for information only.

**Attachments:**        [Staff Report: Parcel Tax Annual Process Update](#)  
                                 [Appendix A: Parcel Tax Agenda - March 12, 2025](#)  
                                 [Appendix B: Parcel Tax Minutes - March 13, 2024](#)  
                                 [Appendix C: Saanich 2025 Parcel Tax Meeting Notice](#)

**6.2.**      [25-0777](#)      Bylaw No. 4510: Port Renfrew Fire Protection and Emergency  
Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw  
No. 4, 2025

**Recommendation:**    The Electoral Areas Committee recommends to the Capital Regional District Board:  
1. That Bylaw No. 4510, "Port Renfrew Fire Protection and Emergency Response  
Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025", be  
introduced and read a first, second, and a third time; and  
(NWA)  
2. That participating area approval to Bylaw No. 4510 be provided by the Electoral Area  
Director consenting on behalf; and  
3. That Bylaw No. 4510 be referred to the Inspector of Municipalities for approval.  
(NWA)

**Attachments:**        [Staff Report: Bylaw No. 4510: Pt. Renfrew Fire Prot. and ERS Est. BL](#)  
                                 [Appendix A: Map of Proposed Service Area Extension](#)  
                                 [Appendix B: Bylaw No. 4510](#)

**6.3.**      [25-0783](#)      Fire Safety Act - Designation of Fire Safety Inspectors and Fire  
Investigators

**Recommendation:**    The Electoral Areas Committee recommends to the Capital Regional District Board:  
That the persons or class of persons identified in Appendix A be confirmed as fire  
safety inspectors and fire investigators for the electoral areas within the Capital  
Regional District.  
(NWA)

**Attachments:**        [Staff Report: FSA - Designation of Fire Safety Inspectors/Investigators](#)  
                                 [Appendix A: Designation of Fire Inspectors & Investigators for the CRD](#)

**6.4.      [25-0802](#)      New Fire Safety Act Service**

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:

1. That the Capital Regional District operate a service for fire inspection and fire investigation in the electoral areas pursuant to s. 338(2)(j) of the Local Government Act, to meet the requirements of the Fire Safety Act;
2. That staff prepare a draft 2026 budget for a new Fire Safety Act service;
3. That staff consider options for cost recovery for fire inspections and fire investigations; and
4. That staff prepare a policy describing inspection procedures and service delivery levels.

(WP - Electoral Areas only JDF, SGI, SSI)

**Attachments:**      [Staff Report: New Fire Safety Act Service](#)  
                         [Appendix A: FSA-Reg'l District Fire Inspec & Invest Procedures](#)  
                         [Appendix B: Fire Safety Act: Q & As \(Revised: April 15, 2025\)](#)

**6.5.      [25-0479](#)      Bylaw Notice Enforcement Update**

**Recommendation:** There is no recommendation. This report is provided for information only.

**Attachments:**      [Staff Report: Bylaw Notice Enforcement Bylaw No. 1, 2025](#)  
                         [Appendix A: Staff Report to PPSC – July 17, 2024](#)  
                         [Appendix B: Order of the Lieutenant Governor in Council](#)  
                         [Appendix C: Draft Bylaw Notice Enforcement Bylaw](#)  
                         [Appendix D: Screening Officer Bylaw Notice Policy](#)

**6.6.      [25-0797](#)      Appointment of Officers - Bylaw Enforcement**

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board: That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681, Madisyn Johnson be appointed as a Bylaw Enforcement Officer.

(NWA)

**Attachments:**      [Staff Report: Appointment of Officers - Bylaw Enforcement](#)

**6.7.      [25-0718](#)      Surfside Park Estates Water Service 2025-2029 Capital Plan Amendment**

**Recommendation:** That the Surfside Park Estates Water Service Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board: That the Surfside Park Estates Water 2025 - 2029 Capital Plan be amended to:

1. Increase the 2025 project budget for the Replacement of Ultraviolet (UV) Equipment at the Surfside Water Treatment Plant (WTP) (25-02) by \$7,500 from \$7,500 to \$15,000, funded from Capital Reserve Fund.
2. Defer \$7,500 of project budget for the Source Water Surveillance project (24-02), funded from Capital Reserve Fund, from 2025 to 2026.

(NWA)

**Attachments:**      [Staff Report: SPEWS 2025-2029 Capital Plan Amendment](#)  
                         [Appendix A: Revised 2025 Capital Plan](#)

**6.8.      [25-0738](#)      Request for Modifications to Covenant CA9549685 by Port Renfrew Management Ltd**

**Recommendation:** The Port Renfrew Utility Services Committee recommends that the Electoral Areas Committee recommends to the Capital Regional District Board:  
That Port Renfrew Management Ltd.'s request for amendments to the existing covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility Services Committee and dated April 11, 2025, be approved.  
(NWA)

**Attachments:**      [Staff Report: Request for Modifications to Covenant CA9549685](#)  
                         [Appendix A: Water Works Extension Agreement](#)  
                         [Appendix B: Covenant CA9549685](#)  
                         [Appendix C: Port Renfrew Water Service Area Boundary and Covenant Area](#)  
                         [Appendix D: Request to Amend Covenant CA9549685](#)

**6.9.      [25-0808](#)      Previous Minutes of Other CRD Committees and Commissions for Information**

**Recommendation:** There is no recommendation. The following minutes are for information only:  
a) Lyall Harbour/Boot Cove Water Local Service Committee minutes of February 26, 2025  
b) Magic Lake Estates Water and Sewer Committee minutes of February 11, 2025  
c) Mayne Island Parks and Recreation Commission minutes of May 8, 2025  
d) North Galiano Fire Protection and Emergency Response Service Commission minutes of March 16, 2025  
e) North Galiano Fire Protection and Emergency Response Service Commission minutes of April 13, 2025  
f) North Galiano Fire Protection and Emergency Response Service Commission minutes of May 18, 2025  
g) Pender Island Parks and Recreation Commission minutes of May 12, 2025  
h) Port Renfrew Utility Services Committee minutes of February 18, 2025  
i) Sticks Allison Water Local Service Committee minutes of February 26, 2025  
j) Surfside Park Estates Water Service Committee minutes of March 6, 2025  
k) Wilderness Mountain Water Service Commission minutes of February 18, 2025

**Attachments:**      [Minutes: Lyall Hrbr/Boot Cove Water Local Svc Cttee - Feb 26/25](#)  
                         [Minutes: Magic Lake Estates Water & Sewer Cttee - Feb 11/25](#)  
                         [Minutes: Mayne Island Parks & Rec Commiss - May 8/25](#)  
                         [Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - Mar 16/25](#)  
                         [Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - Apr 13/25](#)  
                         [Minutes: N. Galiano Fire Prot'n & Emerg Resp Svc Commiss - May 18/25](#)  
                         [Minutes: Pender Island Parks & Rec Commiss - May 12/25](#)  
                         [Minutes: Port Renfrew Utility Services Cttee - Feb 18/25](#)  
                         [Minutes: Stick Allison Water Local Service Cttee - Feb 26/25](#)  
                         [Minutes: Surfside Park Estates Water Service Cttee - Mar 6/25](#)  
                         [Minutes: Wilderness Mtn Water Service Commiss - Feb 18/25](#)

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

- 7.1.        [25-0745](#)        Motion with Notice: Sister Island Relationship between Salt Spring Island and Orcas Island (Director Holman)

**Recommendation:** The Electoral Areas Committee recommends to the Capital Regional District Board:  
That staff provide a brief report on the process necessary for Salt Spring Island to establish a sister island relationship with Orcas Island in Washington State.  
(NWA)

**8. New Business****9. Adjournment**

The next meeting is September 10, 2025.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.