

## **Meeting Minutes**

### **Electoral Areas Committee**

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**Wednesday, December 10, 2025**

**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)

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

Guest: Director M. Little

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

#### **1. Territorial Acknowledgement**

Director Little provided a Territorial Acknowledgement.

#### **2. Approval of Agenda**

**MOVED by Director Holman, SECONDED by Director Wickheim,  
That the agenda of the Electoral Areas Committee meeting of December 10, 2025  
be approved.  
CARRIED**

#### **3. Adoption of Minutes**

- 3.1.     [25-1330](#)**     Minutes of the Electoral Areas Committee meetings of October 29, 2025 and November 12, 2025

**MOVED by Director Wickheim, SECONDED by Director Holman,  
That the minutes of the Electoral Areas Committee meetings of October 29, 2025  
and November 12, 2025 be adopted as circulated.  
CARRIED**

#### **4. Chair's Remarks**

There were no Chair's remarks.

#### **5. Presentations/Delegations**

- 5.1. [25-1343](#) Delegation - Danielle Pepin; Representing Sticks Allison Water Local Service Committee: Re: Agenda Item 6.1. Bylaw Nos. 4735 and 4736: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

The delegation did not speak.

## 6. Committee Business

- 6.1. [25-1219](#) Bylaw Nos. 4735 and 4736: Fees and Charges Bylaw Amendments for Utilities within the Three Electoral Areas

N. Chan 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 Bylaw No. 4735, "Salt Spring Island Liquid Waste, Sewer, and Water Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 19, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4735 be adopted.
3. That Bylaw No. 4736, "Southern Gulf Islands and Juan de Fuca Electoral Areas Utilities and Street Lighting Fees and Charges Bylaw No. 1, 2012, Amendment Bylaw No. 14, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4736 be adopted.

**CARRIED**

**6.2.     [25-1247](#)**

Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information only:

- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of September 24, 2025
- b) Lyall Harbour Boot Cove Water Local Service Committee minutes of June 10, 2025
- c) Magic Lake Estates Water and Sewer Committee minutes of June 5, 2025
- d) Mayne Island Parks and Recreation Commission minutes of October 9, 2025
- e) North Galiano Fire Protection and Emergency Response Service Commission & North Galiano Fire Protection Society minutes of November 17, 2024
- f) Otter Point Fire Protection and Emergency Response Service Commission minutes of November 13, 2024
- g) Otter Point Fire Protection and Emergency Response Service Commission minutes of October 8, 2025
- h) Port Renfrew Fire Protection and Emergency Response Commission minutes of October 16, 2025
- i) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of May 20, 2025
- j) Southern Gulf Islands Electoral Area Community Economic Sustainability Commission minutes of July 15, 2025
- k) Sticks Allison Water Local Service Committee minutes of June 17, 2025
- l) Willis Point Fire Protection and Recreation Facilities Commission minutes of September 2, 2025
- m) Willis Point Fire Protection and Recreation Facilities Commission minutes of October 21, 2025
- n) Willis Point Fire Protection and Recreation Facilities Commission minutes of October 26, 2025

**7. Notice(s) of Motion****7.1.     26-0003**

Notice of Motion: Communicating Building Permit Fee and Processing Changes (Director Holman)

Director Holman proposed the following Notice of Motion for consideration at the next meeting:

- "1. That staff prepare communications materials e.g. an FAQ providing public information on the revised building permit fee structure and processing/approval arrangements; and
- 2. That the building permit fee and processing changes be reviewed by staff and a report provided to the Electoral Areas Committee before the end of the term."

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director McNeil-Smith, **SECONDED** by Director Holman,  
That the Electoral Areas Committee meeting of December 10, 2025 be adjourned  
at 10:07 am.

**CARRIED**

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CHAIR

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RECORDER