

Meeting Minutes

Electoral Areas Committee

Wednesday, November 12, 2025

10:00 AM

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

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/General Manager, Finance and Technology; S. Henderson, General Manager, Electoral Area Services; K. Lorette, General Manager, Housing, Planning and Protective 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; J. Dorman, Committee Clerk (Recorder)

Guest: Director M. Little

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

1. Territorial Acknowledgement

Vice Chair Holman provided a Territorial Acknowledgement.

2. Approval of Agenda

**MOVED by Director Wickheim, SECONDED by Director Holman,
That the agenda of the Electoral Areas Committee meeting of November 12, 2025
be approved.
CARRIED**

3. Adoption of Minutes

3.1. [25-1203](#) Minutes of the Electoral Areas Committee Meeting of October 8, 2025

**MOVED by Director Holman, SECONDED by Director Wickheim,
That the minutes of the Electoral Area Committee meeting of October 8, 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. [25-0992](#) Bylaw No. 4709: Southern Gulf Islands Small Craft Harbours Regulation Amendment

S. Henderson spoke to Item 6.1.

Discussion ensued on the payment time frames, nighttime arrivals and Fernwood dock recreational usages.

MOVED by Director Brent, **SECONDED** by Director Holman,
The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4709, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 10, 2025", be introduced and read a first, second, and third time.

2. That Bylaw No. 4709 be adopted.

CARRIED

6.2. [25-1134](#) Bylaw No. 4718: Delegation of Salt Spring Island Grant-in-Aid Approval to Salt Spring Island Local Community Commission

S. Henderson spoke to Item 6.2.

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

1. That Bylaw No. 4718, "Capital Regional District Delegation Bylaw No. 1, 2017, Amendment Bylaw No. 6, 2025", be introduced and read a first, second, and third time;

2. That Bylaw No. 4718 be adopted.

CARRIED

6.3. [25-1195](#) Bylaw No. 4721 to Amend Bylaw No. 3654 - Fire Commissions

C. Vrabel spoke to Item 6.3.

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

1. That Bylaw No. 4721, "Fire Protection and Emergency Response Service Commissions Bylaw, 2010, Amendment Bylaw No. 3, 2025" be introduced and read a first, second and third time; and

2. That Bylaw No. 4721 be adopted.

CARRIED

6.4. [25-1158](#) Community Resiliency Initiative Grant: 2026 FireSmart Community Funding and Supports

C. Anderson spoke to Item 6.4.

Discussion ensued on the following:

- grant allocation apportionment, service delivery, and yearly retention
- principles of FireSmart and neighbourhood programs
- residential and agriculture rebates

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

That an application to the Union of British Columbia Municipalities Community Resiliency Initiative Fund for the FireSmart Community Funding and Supports program be supported and that staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all such things necessary for accepting grant funds and overseeing grant management for the proposed project.

CARRIED

6.5. [25-1183](#) UBCM Community Emergency Preparedness Fund Grant: Volunteer and Composite Fire Departments Equipment and Training - 2025 Application

C. Vrabel spoke to Item 6.5.

Discussion ensued on the following:

- the service demands on volunteer programs
- procurement of equipment and training deliverables
- fire chief involvement and collaboration

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

That staff be instructed to apply for, negotiate, and if successful, enter into an agreement, and do all things necessary for accepting grant funds and overseeing grant management for CRD volunteer fire departments.

CARRIED

6.6. [25-1116](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) North Galiano Fire Protection and Emergency Response Service Commission minutes of July 13, 2025
- b) Otter Point Fire Protection and Emergency Response Service Commission minutes of August 13, 2025
- c) Port Renfrew Utility Services Committee minutes of June 24, 2025
- d) Skana Water Service Committee minutes of March 4, 2025
- e) Skana Water Service Committee minutes of June 13, 2025
- f) Surfside Park Estates Water Service Committee minutes of June 26, 2025
- g) Wilderness Mountain Water Service Commission minutes of June 24, 2025

7. Notice(s) of Motion

There were no notice(s) of motion.

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 November 12, 2025 be adjourned
at 10:37 am.
CARRIED

CHAIR

RECORDER