



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

**Recommendation:** That the minutes of the Electoral Areas Committee meeting of December 10, 2025 be adopted as circulated.

**Attachments:** [Minutes: December 10, 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.     [26-0023](#)     2026 Electoral Areas Committee Terms of Reference
- Recommendation:**   There is no recommendation. This report is for information only.
- Attachments:**     [Staff Report: 2026 Electoral Areas Committee ToR](#)  
                              [Appendix A: 2026 Electoral Areas Committee ToR – Redlined \(Draft\)](#)
- 6.2.     [26-0004](#)     Bylaw No. 4713, Building Regulation Bylaw No. 5, 2010, Amendment  
                              Bylaw No. 7, 2025
- Recommendation:**   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  
                              (NWA)  
                              2. That Bylaw No. 4713 be adopted.  
                              (NWA, 2/3 on adoption)
- Attachments:**     [Staff Report: Bylaw No. 4713, Bldg Regul Bylaw No. 5, 2010, Amend Bylaw](#)  
                              [Appendix A: Amendment Bylaw No. 4713](#)  
                              [Appendix B: Bylaw No. 3741 Consolidated \(Redlined\)](#)  
                              [Appendix C: Bylaw No. 3741 Consolidated \(Clean\)](#)
- 6.3.     [25-1346](#)     Bylaw No. 4678: Lyall Harbour/Boot Cove Water Loan Authorization  
                              Bylaw No. 1, 2025
- Recommendation:**   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.  
                              (NWA)  
                              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.  
                              (WA)  
                              3. That Bylaw No. 4678 be submitted to the Inspector of Municipalities for approval.  
                              (NWA)
- Attachments:**     [Staff Report: Bylaw No. 4678 Lyall Harbour/Boot Cove Water Loan Auth. Bylaw](#)  
                              [Appendix A: Bylaw 4678](#)  
                              [Appendix B: Certified Petition Results](#)
- 6.4.     [26-0025](#)     Previous Minutes of Other CRD Committees and Commissions for  
                              Information
- Recommendation:**   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
- Attachments:**     [Minutes: Mayne Island Parks & Rec Commission - November 13, 2025](#)  
                              [Minutes: Otter Pt. Fire Prot'n & Emerg Resp Svc. Comm - November 12, 2025](#)

## 7. Motion with Notice

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

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

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.

(NWA)

## 8. New Business

## 9. Adjournment

The next meeting is February 11, 2026.

To ensure quorum, please advise Jessica Dorman ([jdorman@crd.bc.ca](mailto:jdorman@crd.bc.ca)) if you or your alternate cannot attend.