

Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, January 14, 2026

10:00 AM

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

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 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.

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) if you or your alternate cannot attend.