

Meeting Minutes

Electoral Areas Committee

Wednesday, February 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; D. Elliott, Acting General Manager, Housing, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carey, Senior Manager, Legal & Risk Management; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; I. Lawrence, Senior Manager, Local Area Planning, Juan de Fuca; D. Ovington, Acting Senior Manager, Salt Spring Island Administration; C. Anderson, Manager, Electoral Area Fire and Emergency Programs; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Lagoa, Deputy Corporate Officer; M. MacDonald, Legislative Services Coordinator; T. Pillipow, 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 McNeil-Smith, **SECONDED** by Director Holman,
That Director Little be permitted to participate (without vote) in the 2025 sessions
of the Electoral Areas Committee.

CARRIED

MOVED by Director McNeil-Smith, **SECONDED** by Director Holman,
That the agenda for the February 12, 2025 Electoral Areas Committee meeting be
approved as amended with the addition of the following items:

- 8.1. Regional Districts Legislative Review
- 8.2. Electoral Area Budgets

CARRIED

3. Adoption of Minutes

3.1. [25-0082](#) Minutes of the December 11, 2024 Electoral Areas Committee Meeting

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the minutes of the Electoral Areas Committee meeting December 11, 2024
be adopted as circulated.

CARRIED

4. Chair's Remarks

Chair Brent noted how fortunate we are to live in the Capital Regional District, and acknowledged that as we make decisions at this committee we need to recognize those who are struggling to secure housing.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [25-0032](#) 2025 Electoral Areas Committee Terms of Reference

K. Morley presented Item 6.1. for information.

Discussion ensued regarding amending the Terms of Reference once the Electoral Areas Services General Manager is in place.

6.2. [25-0091](#) Union of British Columbia Municipalities Emergency Support Services Equipment and Training Grant 2025 - Motion of Support

C. Anderson spoke to Item 6.2.

Discussion ensued regarding:

- a summary of the grant fund allocations
- the funding source for the purchase of reception centre emergency equipment
- the recruitment of emergency responders

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

1. That the Capital Regional District Board support an application to the Union of British Columbia Municipalities Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant for 2025; and
2. That Edward Robbins, Chief Administrative Officer, or their duly authorized delegate, be authorized to apply for, negotiate, and execute agreements with the Union of British Columbia Municipalities and receive funds through the Community Emergency Preparedness for Emergency Support Services Equipment and Training Grant and do all things incidental to finalize such agreements and deliver the program.

CARRIED

- 6.3. [24-1376](#) Bylaw No. 4654: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025 and Bylaw No. 4656: Water Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025

S. Carey spoke to Item 6.3.

Discussion ensued regarding the previous mechanism used to address infractions.

MOVED by Director Holman, SECONDED by Director Wickheim,

1. That Bylaw No. 4654, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 82, 2025", be introduced and read a first, second, and third time;

2. That Bylaw No. 4654 be adopted;

3. That Bylaw No. 4656, "Water Regulations Bylaw, 1990, Amendment Bylaw No. 1, 2025", be introduced and read a first, second, and third time; and

4. That Bylaw No. 4656 be adopted.

CARRIED

- 6.4. [25-0080](#) Bylaw No. 4435: Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025 and Bylaw No. 4672: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 83, 2025

I. Lawrence spoke to Item 6.4.

The committee thanked staff for their dedicated work.

MOVED by Director Wickheim, SECONDED by Director Holman,

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

1. That Bylaw No. 4435, "Juan de Fuca Soil Removal or Deposit Bylaw No. 2, 2025" be introduced and read a first, second, and third time;

2. That Bylaw No. 4435 be forwarded to the Ministry of Environment and Parks for Ministerial approval prior to adoption;

3. That Bylaw No. 4672, "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 83, 2025" be introduced and read a first, second, and third time; and

4. That Bylaw No. 4672 be returned with Bylaw No. 4435 for adoption.

CARRIED

6.5. [25-0031](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of November 27, 2024
- b) Mayne Island Parks and Recreation Commission minutes of November 14, 2024
- c) Mayne Island Parks and Recreation Commission minutes of December 12, 2024
- d) North Galiano Fire Protection and Emergency Response Service Commission minutes of January 21, 2024
- e) North Galiano Fire Protection and Emergency Response Service Commission minutes of March 17, 2024
- f) North Galiano Fire Protection and Emergency Response Service Commission minutes of May 17, 2024
- g) North Galiano Fire Protection and Emergency Response Service Commission minutes of June 21, 2024
- h) North Galiano Fire Protection and Emergency Response Service Commission minutes of October 20, 2024
- i) Otter Point Volunteer Fire Department Annual General Meeting minutes of November 13, 2024
- j) Pender Island Parks and Recreation Commission minutes of December 2, 2024
- k) Saturna Island Parks and Recreation Commission minutes of October 20, 2024
- l) Saturna Island Parks and Recreation Commission minutes of November 6, 2024
- m) Willis Point Fire Protection and Recreation Facilities Commission minutes of November 3, 2024
- n) Willis Point Fire Protection and Recreation Facilities Commission minutes of November 26, 2024

7. Notice(s) of Motion

7.1. [24-1353](#) Motion with Notice: Speed Limits in Electoral Areas (Director Wickheim)

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

Whereas Incorporated areas have the ability to set speed limits to reflect local conditions and hazards, and that Electoral Areas have similar conditions and hazards in select spots,

Therefore we seek the Capital Regional District Board to advocate to the Province (Ministry of Transportation and Transit) to engage with the Electoral Areas to establish speed limits and road hazard signage in their rural areas.

CARRIED

7.2. [25-0162](#) Notice of Motion: BC Ferries Advisory Committees (Director Holman)

Director Holman provided the following notice of motion for consideration at the next meeting of the Electoral Areas Committee:

"That the CRD Board urge BC Ferries to reinstate Ferry Advisory Committees or similar engagement opportunities for Salt Spring and the Southern Gulf Islands."

8. New Business

8.1. [25-0163](#) Regional Districts Legislative Review

Staff provided an update on advocacy work to the Province to support a review of the *Local Government Act*. Committee members were advised of an open invitation to senior leadership and elected officials to join a 3 hour zoom session scheduled for February 28, 2025.

8.2. [25-0164](#) Electoral Areas Budgets

N. Chan provided clarification on the process for finalizing Electoral Areas budgets and next steps.

9. Adjournment

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the February 12, 2025 Electoral Areas Committee meeting be adjourned at 10:31 am.
CARRIED

CHAIR

RECORDER