

Meeting Minutes

Electoral Areas Committee

Wednesday, July 9, 2025

10:00 AM

6th Floor Boardroom
625 Figgard 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; K. Morley, Corporate Officer/General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Carey, Senior Manager, Legal & Risk Management; D. Ovington, Senior Manager, SSI Administration; C. Gray, Manager, Building Inspection (EP); N. Tokgoz, Manager, Water Distribution, Engineering and Planning (EP); C. Vrabel, Manager, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

EP - Electronic Participation

The meeting was called to order at 10:00 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 for the Electoral Areas Committee meeting of July 9, 2025 be approved.
CARRIED

3. Adoption of Minutes

3.1. [25-0820](#) Minutes of the Electoral Areas Committee Meeting of June 11, 2025

MOVED by Director Wickheim, **SECONDED** by Director McNeil-Smith,
That the minutes of the Electoral Areas Committee meeting of June 11, 2025 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair Brent noted that we are now providing digital building permits and thanked the manager of building inspections for his work.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [25-0637](#) Parcel Tax Annual Process Update

N. Chan presented Item 6.1. for information.

Discussion ensued confirming that no new service areas have been established in the last year.

6.2. [25-0777](#) Bylaw No. 4510: Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025

C. Vrabel spoke to Item 6.2.

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

1. That Bylaw No. 4510, "Port Renfrew Fire Protection and Emergency Response Service Establishment Bylaw No. 1, 1989, Amendment Bylaw No. 4, 2025", be introduced and read a first, second, and a third time; and

2. That participating area approval to Bylaw No. 4510 be provided by the Electoral Area Director consenting on behalf; and

3. That Bylaw No. 4510 be referred to the Inspector of Municipalities for approval.

CARRIED

6.3. [25-0783](#) Fire Safety Act - Designation of Fire Safety Inspectors and Fire Investigators

C. Vrabel spoke to Item 6.3.

Discussion ensued regarding the history on this file and the impact to the transition period due to training opportunities offered by the Province.

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

That the persons or class of persons identified in Appendix A be confirmed as fire safety inspectors and fire investigators for the electoral areas within the Capital Regional District.

CARRIED

6.4. [25-0802](#) New Fire Safety Act Service

C. Vrabel spoke to Item 6.4.

Discussion ensued regarding:

- clarification of the process to establish policies and guidelines for the service
- cost recovery options

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

- 1. That the Capital Regional District operate a service for fire inspection and fire investigation in the electoral areas pursuant to s. 338(2)(j) of the Local Government Act, to meet the requirements of the Fire Safety Act;**
- 2. That staff prepare a draft 2026 budget for a new Fire Safety Act service;**
- 3. That staff consider options for cost recovery for fire inspections and fire investigations; and**
- 4. That staff prepare a policy describing inspection procedures and service delivery levels.**

CARRIED

6.5. [25-0479](#) Bylaw Notice Enforcement Update

S. Carby presented Item 6.5. for information.

Discussion ensued regarding proposed cost savings as a result of efficiencies outlined in the update.

Director Holman left the meeting at 10:30 am.

6.6. [25-0797](#) Appointment of Officers - Bylaw Enforcement

S. Carby spoke to Item 6.6.

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

That for the purpose of Section 233 of the Local Government Act and Section 28(3) of the Offence Act, and in accordance with Capital Regional District Bylaw No. 2681, Madisyn Johnson be appointed as a Bylaw Enforcement Officer.

CARRIED

6.7. [25-0718](#) Surfside Park Estates Water Service 2025-2029 Capital Plan Amendment

N. Tokgoz spoke to Item 6.7.

**MOVED by Director Brent, SECONDED by Director McNeil-Smith,
That the Surfside Park Estates Water Service Committee recommends that the
Electoral Areas Committee recommends to the Capital Regional District Board:
That the Surfside Park Estates Water 2025 - 2029 Capital Plan be amended to:
1. Increase the 2025 project budget for the Replacement of Ultraviolet (UV)
Equipment at the Surfside Water Treatment Plant (WTP) (25-02) by \$7,500 from
\$7,500 to \$15,000, funded from Capital Reserve Fund.
2. Defer \$7,500 of project budget for the Source Water Surveillance project
(24-02), funded from Capital Reserve Fund, from 2025 to 2026.
CARRIED**

**6.8. [25-0738](#) Request for Modifications to Covenant CA9549685 by Port Renfrew
Management Ltd**

N. Tokgoz spoke to Item 6.8.

Discussion ensued regarding clarification of the system capacity.

**MOVED by Director Wickheim, SECONDED by Director McNeil-Smith,
The Port Renfrew Utility Services Committee recommends that the Electoral
Areas Committee recommends to the Capital Regional District Board:
That Port Renfrew Management Ltd.'s request for amendments to the existing
covenant CA9549685, as noted in the letter addressed to the Port Renfrew Utility
Services Committee and dated April 11, 2025, be approved.
CARRIED**

**6.9. [25-0808](#) Previous Minutes of Other CRD Committees and Commissions for
Information**

The following minutes were received for information only:

- a) Lyall Harbour/Boot Cove Water Local Service Committee minutes of February 26, 2025
- b) Magic Lake Estates Water and Sewer Committee minutes of February 11, 2025
- c) Mayne Island Parks and Recreation Commission minutes of May 8, 2025
- d) North Galiano Fire Protection and Emergency Response Service Commission minutes of March 16, 2025
- e) North Galiano Fire Protection and Emergency Response Service Commission minutes of April 13, 2025
- f) North Galiano Fire Protection and Emergency Response Service Commission minutes of May 18, 2025
- g) Pender Island Parks and Recreation Commission minutes of May 12, 2025
- h) Port Renfrew Utility Services Committee minutes of February 18, 2025
- i) Sticks Allison Water Local Service Committee minutes of February 26, 2025
- j) Surfside Park Estates Water Service Committee minutes of March 6, 2025
- k) Wilderness Mountain Water Service Commission minutes of February 18, 2025

7. Notice(s) of Motion

- 7.1. [25-0745](#) Motion with Notice: Sister Island Relationship between Salt Spring Island and Orcas Island (Director Holman)

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

That staff provide a brief report on the process necessary for Salt Spring Island to establish a sister island relationship with Orcas Island in Washington State.

CARRIED

8. New Business

There was no new business.

9. Adjournment

MOVED by Director McNeil-Smith, **SECONDED** by Director Brent,
That the Electoral Areas Committee meeting of July 9, 2025 be adjourned at 10:42 am.

CARRIED

CHAIR

RECORDER