

Meeting Minutes

Electoral Areas Committee

Wednesday, April 9, 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; A. Fraser, General Manager, Infrastructure Water Services; K. Lorette, General Manager, Housing, Planning and Protective Services; K. Morley, General Manager, Corporate Services; G. Harris, Senior Manager, Environmental Protection; S. Henderson, Senior Manager, Real Estate and SGI Administration; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; D. Green, Senior Supervisor, Regional Source Control and ICI Regulatory Programs; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

The meeting was called to order at 9:58 am.

1. Territorial Acknowledgement

Director Wickheim 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 April 9, 2025 be approved with the addition of the following item:

8.1. Harbours and Waterways Management Verbal Update

CARRIED

3. Adoption of Minutes

3.1. [25-0376](#) Minutes of the March 12, 2025 Electoral Areas Committee Meeting

MOVED by Director Wickheim, **SECONDED** by Director Holman,
That the minutes of the Electoral Areas Committee meeting of March 12, 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. [25-0328](#) 2024 Community Works Fund Annual Report

N. Chan presented Item 6.1. for information.

6.2. [25-0329](#) 2024 Electoral Areas Grants-In-Aid Annual Report

N. Chan presented Item 6.2. for information.

Discussion ensued regarding:

- the status of the additional criteria being implemented by the Salt Spring Island Local Community Commission
- that staff report back to the committee on the Grants-In-Aid for electoral areas being revised to an establishing bylaw framework as opposed to Letters Patent
- allocation of surplus funds

6.3. [25-0405](#) Bylaw No. 4671: CRD Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025 and Bylaw No. 4673: CRD Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025

A. Fraser spoke to Item 6.3.

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

1. That Bylaw No. 4671, "Capital Regional District Electoral Areas Water Conservation Bylaw No. 1, 2023, Amendment Bylaw No. 1, 2025", be introduced and read a first, second and third time; and
2. That Bylaw No. 4671 be adopted.
3. That Bylaw No. 4673, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 84, 2025", be introduced and read a first, second and third time; and
4. That Bylaw No. 4673 be adopted.

CARRIED

6.4. [25-0389](#) Letter from Ben Geselbracht, AVICC President; re: Feedback Requested - Reforming the Local Government Act - A Roadmap

K. Morley presented Item 6.4 for information.

Discussion ensued regarding:

- staff hosting an electronic meeting to review the survey with the electoral area directors and the Board Chair
- the timing of providing this feedback to the province
- identifying land use issues in the survey response

6.5. [25-0375](#)

Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Beddis Water Service Commission minutes of April 6, 2023
- b) Beddis Water Service Commission minutes of June 5, 2023
- c) Beddis Water Service Commission minutes of October 16, 2023
- d) Cedar Lane Water Service Commission minutes of June 5, 2023
- e) Cedar Lane Water Service Commission minutes of October 17, 2023
- f) Cedars of Tuam Water Service Commission minutes of June 13, 2023
- g) Cedars of Tuam Water Service Commission minutes of October 30, 2023
- h) Galiano Island Parks and Recreation Commission minutes of February 6, 2025
- i) Mayne Island Parks and Recreation Commission minutes of February 13, 2025
- j) Otter Point Fire Protection and Emergency Response Service Commission minutes of January 10, 2024
- k) Otter Point Fire Protection and Emergency Response Service Commission minutes of February 14, 2024
- l) Otter Point Fire Protection and Emergency Response Service Commission minutes of March 20, 2024
- m) Otter Point Fire Protection and Emergency Response Service Commission minutes of April 10, 2024
- n) Otter Point Fire Protection and Emergency Response Service Commission minutes of May 15, 2024
- o) Otter Point Fire Protection and Emergency Response Service Commission minutes of June 12, 2024
- p) Otter Point Fire Protection and Emergency Response Service Commission minutes of July 10, 2024
- q) Otter Point Fire Protection and Emergency Response Service Commission minutes of September 11, 2024
- r) Otter Point Fire Protection and Emergency Response Service Commission minutes of October 9, 2024
- s) Otter Point Fire Protection and Emergency Response Service Commission minutes of December 11, 2024
- t) Otter Point Fire Protection and Emergency Response Service Commission minutes of January 8, 2025
- u) Otter Point Fire Protection and Emergency Response Service Commission minutes of February 12, 2025
- v) Pender Island Parks and Recreation Commission minutes of February 10, 2025
- w) Port Renfrew Fire Protection and Emergency Response Commission minutes of September 12, 2024
- x) Shirley Fire Protection and Emergency Response Commission minutes of September 30, 2024
- y) Shirley Fire Protection and Emergency Response Commission minutes of October 28, 2024
- z) Shirley Fire Protection and Emergency Response Commission minutes of December 30, 2024
- aa) Willis Point Fire Protection and Recreation Facilities Commission minutes of February 25, 2025

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

8.1. [25-0464](#) 8.1. Harbours and Waterways Management Verbal Update

G. Harris provided the following updates on Item 8.1.:

- that a draft report resulting from the Saanich Peninsula Harbours and Waters Service workshop be presented to the Environmental Services Committee
- future consideration of expanding the Core Area Harbours Service to a Regional Harbours Service

Discussion ensued regarding:

- the SSI Local Community Commission plans to hold a workshop with key stakeholders to address local concerns
- shared concerns within the Southern Gulf Islands and Tsehum Harbour

9. Adjournment

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the Electoral Areas Committee meeting of April 9, 2025 be adjourned at
10:38 am.
CARRIED

CHAIR

RECORDER