

Meeting Minutes

Electoral Areas Committee

Wednesday, June 10, 2026

10:00 AM

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

PRESENT

P. Brent (Chair), G. Holman (Vice Chair), J. Grant (for A. Wickheim) (EP), C. McNeil-Smith (Board Chair, ex-officio)

STAFF: T. Robbins, Chief Administrative Officer; S. Henderson, General Manager, Electoral Area Services; K. Lorette, General Manager, Housing, Planning and Protective Services; V. Somosan, Acting Chief Financial Officer; S. Carby, Senior Manager, Protective Services; I. Lawrence, Senior Manager, Juan de Fuca Administration; D. Ovington, Senior Manager, Salt Spring Island Administration; R. Smith, Senior Manager, Environmental Resource Management; J. Starke, Senior Manager, Southern Gulf Islands Administration; C. Vrabel, Manager, Fire Services; A. Chambers, Administrative Officer, Electoral Area Services; M. Miklea, Deputy Corporate Officer/Manager, Legislative Services; J. Ives, Committee Clerk (Recorder)

Regrets: Director Wickheim

EP - Electronic Participation

Guest: Director M. Little

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 McNeil-Smith,
That the agenda for the Electoral Areas Committee meeting of June 10, 2026 be
approved.
CARRIED

3. Adoption of Minutes

3.1. [26-0709](#) Minutes of the Electoral Areas Committee Meeting of May 13, 2026

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the minutes of the Electoral Areas Committee meeting of May 13, 2026 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. [26-0576](#) Bylaw No. 4752 - Beddis Water Service Loan Authorization Bylaw for Water Treatment Plant Capital Upgrades
- MOVED** by Director Holman, **SECONDED** by Chair Brent,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That the attached Certification of Results of Petition for Borrowing - Beddis Water Treatment Plant be received;
 2. That Bylaw No. 4752, "Beddis Water Service Loan Authorization Bylaw No. 1, 2026" be introduced and read a first, second and third time; and
 3. That Bylaw No. 4752 be forwarded to the Inspector of Municipalities for approval.
- CARRIED**
- 6.2. [26-0668](#) Appointment of Officers - Bylaw Enforcement
- Discussion ensued regarding the use of new Bylaw Enforcement Officers in park patrols across the electoral areas.
- MOVED** by Chair Brent, **SECONDED** by Director Holman,
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, Benjamin Bryson, Christian Audy, Emma Winder and Kyle Berard be appointed as a Bylaw Enforcement Officer.
- CARRIED**
- 6.3. [26-0669](#) Bylaw No. 4763 - A Bylaw to Amend the Fire Services Operational, Fire Prevention and Administrative Bylaw
- MOVED** by Chair Brent, **SECONDED** by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4763, "Capital Regional District Fire Services Operational, Fire Prevention and Administrative Bylaw No.1, 2026, Amendment Bylaw No. 1", be introduced and read a first, second, and a third time; and
 2. That Bylaw No. 4763 be adopted.
- CARRIED**

- 6.4. [26-0670](#) Bylaw No. 4758 - A Bylaw to Amend Fire Regulation Bylaw (Bylaw No. 4489)
- MOVED** by Chair Brent, **SECONDED** by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4758, "Fire Regulation Bylaw No. 2, 2022, Amendment Bylaw No. 1, 2026," be introduced and read a first, second, and third time; and
 2. That Bylaw No. 4758 be adopted.
- CARRIED**
- 6.5. [26-0671](#) Bylaw Nos. 4755 and 4756 - Proposed Amendments to Bylaw No. 1857 "Capital Regional District Ticket Information Authorization Bylaw, 1990" and Bylaw No. 4683 "Bylaw Notice Enforcement Bylaw No. 1, 2025" - Fire Services
- Discussion ensued confirming the applicability of Bylaw Nos. 4755 and 4756 to Salt Spring Island.
- MOVED** by Director Brent, **SECONDED** by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4755, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 88, 2026", be introduced and read a first, second, and third time;
 2. That Bylaw No. 4755 be adopted;
 3. That Bylaw No. 4756, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 2, 2026", be introduced and read a first, second, and third time; and
 4. That Bylaw No. 4756 be adopted.
- CARRIED**
- 6.6. [26-0672](#) Bylaw Nos. 4759 and 4760 - Proposed Amendments to Bylaw No. 1857 "Capital Regional District Ticket Information Authorization Bylaw, 1990" and Bylaw No. 4683 "Bylaw Notice Enforcement Bylaw No. 1, 2025" - Fire Services
- MOVED** by Chair Brent, **SECONDED** by Director Holman,
The Electoral Areas Committee recommends to the Capital Regional District Board:
1. That Bylaw No. 4759, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 89, 2026", be introduced and read a first, second, and third time;
 2. That Bylaw No. 4759 be adopted;
 3. That Bylaw No. 4760, "Bylaw Notice Enforcement Bylaw No. 1, 2025, Amendment Bylaw No. 3, 2026", be introduced and read a first, second, and third time; and
 4. That Bylaw No. 4760 be adopted.
- CARRIED**

6.7. [26-0586](#) Electoral Areas Grants-In-Aid Guidelines Update

V. Somosan spoke to Item 6.7.

Discussion ensued regarding:

- Salt Spring Island Local Community Commission will have an opportunity to review the report
- confirmation that financial reconciliation can extend beyond the one year deadline for project completion

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

- 1. That the revised Electoral Areas Grants-In-Aid Program Guidelines be approved;**
- 2. That staff be directed to implement the revised guidelines; and**
- 3. That this report be referred to the Salt Spring Island Local Community Commission for information.**

CARRIED

6.8. [26-0342](#) Wrap-Up Activities of the Wildlife Attractants Working Group

R. Smith presented Item 6.8. for information.

6.9. [26-0574](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information only:

- a) East Sooke Fire Protection and Emergency Response Service Commission minutes of January 28, 2026**
- b) East Sooke Fire Protection and Emergency Response Service Commission minutes of February 25, 2026**
- c) East Sooke Fire Protection and Emergency Response Service Commission minutes of March 25, 2026**
- d) Galiano Island Fire Protection and Emergency Response Service Commission minutes of January 22, 2026**
- e) Galiano Island Parks and Recreation Commission minutes of April 2, 2026**
- f) Mayne Island Parks and Recreation Commission minutes of April 9, 2026**
- g) Shirley Fire Protection and Emergency Response Commission minutes of February 23, 2026**
- h) Shirley Fire Protection and Emergency Response Commission minutes of March 30, 2026**

7. Notice(s) of Motion

7.1. [26-0599](#) Motion with Notice: Governance and Services Study for Magic Lake Estates (Director Brent)

P. Brent spoke to Item 7.1.

Discussion ensued regarding:

- the governance implications of incorporating part of an island
- the importance of good governance and of governance reviews

MOVED by Chair Brent, SECONDED by Director Holman,

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

That the CRD Board request funding from the Province to complete a Governance and Services Study for the Magic Lakes Estates on North Pender Island that would provide the technical and financial details of the current system and would inform consideration of structural changes in governance, which could include changing electoral area boundaries, or incorporation as a standalone municipality.

CARRIED

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Holman, SECONDED by Director McNeil-Smith,

That the Electoral Areas Committee meeting of June 10, 2026 be adjourned at 10:18 am.

CARRIED

CHAIR

RECORDER