



Notice of Meeting and Meeting Agenda Electoral Areas Committee

Wednesday, September 9, 2026

10:00 AM

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

Hearing Session

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. Hearing Under Section 57 of the Community Charter Regarding Notices Against Title

This hearing is being convened pursuant to section 57 of the Community Charter. The Electoral Areas Committee has been delegated the power of the Regional Board to consider a recommendation of the Building Inspector to file a notice on land title of properties that contravene building safety standards and applicable building regulations.

Anyone who considers their interest in property will be affected by a notice on title shall be provided an opportunity to speak before the Committee. Speakers should focus their remarks on the issue under consideration and to address all comments to the Committee Chair.

Once the property owner has been heard, the committee shall determine whether to confirm the recommendation of the Building Inspector, to file a notice against title of the subject property.

During the course of this hearing, this committee is sitting as a quasi-judicial body and in that capacity should only consider the facts brought before it by the Building Inspector and the affected property owners. In making a decision, committee members should refrain from considering facts that are extraneous to the hearing process.

3. Approval of Agenda

4. Adoption of Minutes

- 4.1. [26-0994](#) Minutes from the Hearing Session of the December 11, 2024 Electoral Areas Committee Meeting

Recommendation: That the minutes of the Hearing Session of the Electoral Areas Committee meeting of December 11, 2024 be adopted as circulated.

Attachments: [Minutes - December 11, 2024](#)

5. Comments by Property Owners on the Recommended Notices on Title**6. Properties to be Considered for Filing Notice against Land Title and Comments by Building Inspector or Designated Municipal Officer
- Salt Spring Island [1]**

- 6.1.** [26-0924](#) File Notice on the Land Title of 331 Mountain Park Drive, Lot 4, Section 12, Range 3 West, North Salt Spring Island, Cowichan District, Plan 18964, PID 003-705-081, File NT000427

Recommendation: That the Corporate Officer file a notice in the Victoria Land Title office stating that a Resolution has been made under Section 57 of the Community Charter relating to land legally described as: Lot 4, Section 12, Range 3 West, North Salt Spring Island, Cowichan District, Plan 18964, PID 003-705-081 or any subdivision of said lands as may be affected by the contravention(s).

Attachments: [Staff Report: 331 Mountain Park Drive, Salt Spring Island](#)
 [Appendix A: History](#)
 [Appendix B: Photos](#)

7. Adjournment

Meeting Minutes

Electoral Areas Committee

Wednesday, December 11, 2024

11:00 AM

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

Hearing Session

PRESENT

Directors: P. Brent (Chair), G. Holman (Vice Chair), A. Wickheim, C. McNeil-Smith (Board Chair, ex-officio)

Staff: N. Chan, Chief Financial Officer; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; S. Carby, Senior Manager, Protective Services; S. Henderson, Senior Manager, Real Estate and Southern Gulf Islands Administration; C. Gray, Manager, Building Inspection; J. Starke, Manager, Service Delivery, Southern Gulf Islands Electoral Area; M. Taylor, Manager, Building Inspection; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Guest: Director M. Little

The meeting was called to order at 11:02 am.

1. Territorial Acknowledgement

Director Wickheim provided a Territorial Acknowledgement.

2. Hearing Under Section 57 of the Community Charter Regarding Notices Against Title

This hearing is being convened pursuant to section 57 of the Community Charter. The Electoral Areas Committee has been delegated the power of the Regional Board to consider a recommendation of the Building Inspector to file a notice on land title of properties that contravene building safety standards and applicable building regulations.

Anyone who considers their interest in property will be affected by a notice on title shall be provided an opportunity to speak before the Committee. Speakers should focus their remarks on the issue under consideration and to address all comments to the Committee Chair.

Once the property owner has been heard, the committee shall determine whether to confirm the recommendation of the Building Inspector, to file a notice against title of the subject property.

During the course of this hearing, this committee is sitting as a quasi-judicial body and in that capacity should only consider the facts brought before it by the Building Inspector and the affected property owners. In making a decision, committee members should refrain from considering facts that are extraneous to the hearing process.

3. Approval of Agenda

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the agenda for the Hearing Session of the December 11, 2024 Electoral
Areas Committee meeting be approved.

CARRIED

4. Adoption of Minutes

- 4.1. [24-1166](#) Minutes from the Hearing Session of the September 11, 2024 Electoral
Areas Committee Meeting

MOVED by Director Holman, **SECONDED** by Director McNeil-Smith,
That the minutes of the Hearing Session of the Electoral Areas Committee
meeting of September 11, 2024 be adopted as circulated.

CARRIED

5. Comments by Property Owners on the Recommended Notices on Title

There were no comments by property owners.

6. Properties to be Considered for Filing Notice against Land Title and Comments by the Building Inspector or Designated Municipal Officer - Salt Spring Island [1]

- 6.1. [24-1086](#) File Notice on the Land Title of 1002 Fulford-Ganges Road, Lot A, Section
86, South Salt Spring Island, Cowichan District Plan 32206 Except Plan
EPP70937, PID 001-082-604, File VF000748

M. Taylor spoke to Item 6.1.

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the Corporate Officer file a notice in the Victoria Land Title office stating
that a Resolution has been made under Section 57 of the Community Charter
relating to land legally described as: Lot A, Section 86, South Salt Spring Island,
Cowichan District Plan 32206 Except Plan EPP70937, PID 001-082-604 or any
subdivision of said lands as may be affected by the contravention(s).

CARRIED

7. Adjournment

MOVED by Director Holman, **SECONDED** by Director Wickheim,
That the Hearing Session of the September 11, 2024 Electoral Areas Committee
meeting be adjourned at 11:11 am.

CARRIED

CHAIR

RECORDER

**REPORT TO ELECTORAL AREAS COMMITTEE
MEETING OF WEDNESDAY, SEPTEMBER 9, 2026**

SUBJECT **File Notice on the Land Title of 331 Mountain Park Drive, Lot 4, Section 12, Range 3 West, North Salt Spring Island, Cowichan District, Plan 18964, PID 003-705-081, File NT000427**

ISSUE SUMMARY

The purpose of this staff report is to recommend that a notice be placed on the land title of the property described above as a result on non-compliance with Capital Regional District (CRD) bylaws or other regulations.

BACKGROUND

Since January 12, 2024, CRD Building Inspection staff have attempted to persuade the owner to comply with Bylaw No. 3741, "*Building Regulation Bylaw No. 5, 2010*" (see Appendix A).

A Stop Work Order was posted January 12, 2024, following alterations to the lower level of a Single-Family Dwelling (SFD) and the addition of a deck without permits or approvals. Letters and email were sent to the owner with no response. To date, a building permit application has not been received.

The owner has been advised of the outstanding issues and requirements for compliance with the BC Building Code. The owner of the property violated the following sections of the Bylaw:

2.1.2 Permits Required

Every person shall apply for and obtain a Permit before commencing excavation, blasting, construction, repairing, altering, moving, demolition or deconstruction a building or structure.

3.1.1 Work Without Permits

No person shall commence or continue any construction, alteration, reconstruction, demolition, removal or relocation of any building or structure or other work related to construction, for which a Permit is required under this Bylaw unless a Building Official has issued a valid and subsisting Permit for the work.

3.1.8 Work Contrary to Requirements

No person shall do any work or carry out any construction contrary to a provision or requirement of this Bylaw, the Building Code or any other applicable enactment.

4.1.1 Stop Work Notice

A Building Official may order the cessation of any work that is proceeding in contravention of the Building Code or this Bylaw by posting a Stop Work Notice.

Photos of the property are attached as Appendix B.

ALTERNATIVES

Alternative 1

That the Corporate Officer file a notice in the Victoria Land Title office stating that a Resolution has been made under Section 57 of the *Community Charter* relating to land legally described as: Lot 4, Section 12, Range 3 West, North Salt Spring Island, Cowichan District, Plan 18964, PID 003-705-081 or any subdivision of said lands as may be affected by the contravention(s).

Alternative 2

That a notice not be filed and staff be directed to take no further action.

IMPLICATIONS

Financial Implications

The cost of the process to file notice on land title is included in the annual Building Inspection budget. In the event that the notice can be removed, there will be a \$500 removal fee charged to the owner.

Legal Implications

If a notice is not filed on the land title, the liability of the CRD is potentially increased and possible future owners may not be advised of non-compliance with the Building Code and may be exposed to potential loss. If CRD Bylaw Services is unable to achieve compliance, staff may bring forward a recommendation to proceed with legal action as required.

CONCLUSION

The Chief Building Inspector recommends placing notice on the land title to notify potential buyers of building deficiencies, the concerns of the CRD Building Inspector, and to reduce the liability of the CRD. Due to work carried out prior to inspection, it may be necessary to have the notice remain on title in perpetuity, as complete inspection of the work may not be possible.

RECOMMENDATION

That the Corporate Officer file a notice in the Victoria Land Title office stating that a Resolution has been made under Section 57 of the *Community Charter* relating to land legally described as: Lot 4, Section 12, Range 3 West, North Salt Spring Island, Cowichan District, Plan 18964, PID 003-705-081 or any subdivision of said lands as may be affected by the contravention(s).

Submitted by:	Calvin Gray, P. Eng., Manager and Chief Building Inspector, Building Inspection
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services

ATTACHMENTS

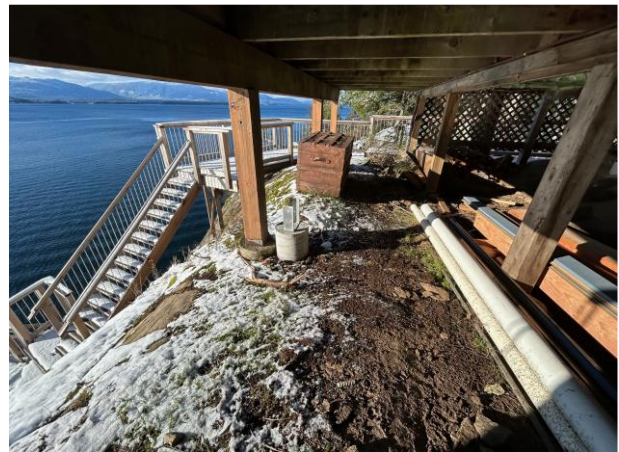
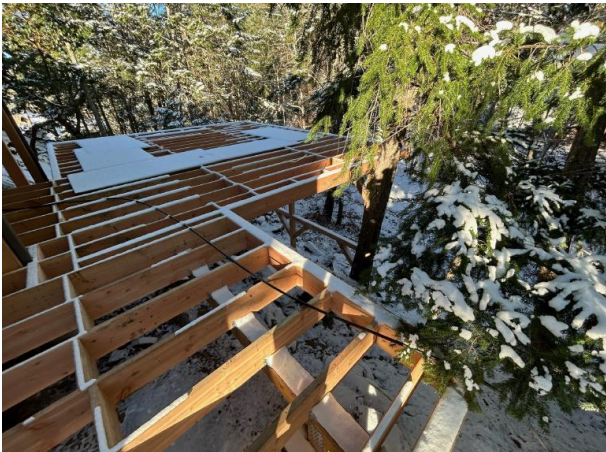
Appendix A: History
Appendix B: Photos

APPENDIX A
HISTORY

Jan 12, 2024	Building Inspector observed construction of interior alterations of the Single Family Dwelling (SFD) and construction of a deck. Stop Work Order (SWO) posted. Photos taken. Email to the owner included Islands Trust Plan Review form, Building Permit Application and Checklist.
Jan 23, 2024	Letter sent to the owner by registered mail referenced the SWO posted on January 12, 2024 and advised a building permit application must be submitted by February 29, 2024. Canada Post tracking confirmed the letter was delivered. File referred to Islands Trust Bylaw Enforcement.
May 1, 2024	Email from Islands Trust advised that a Plan Review form had not been received.
May 13, 2024	Letter sent to the owner by registered mail referenced the letter of January 23, 2024, and advised that a building permit application had not been received and the next step would be to register a notice on title then refer the file for further action. Canada Post tracking confirmed the letter was delivered.
Jun 25, 2024	Email from Islands Trust advised that a Plan Review form had not been received.
Jun 26, 2024	Letter sent to the owner by registered mail referenced the letters of January 23 and May 13, 2024, and advised that a building permit application had not been received and the next step would be to register a notice on title then refer the file for further action. Canada Post tracking confirmed the letter was delivered.
Aug 12, 2024	Email from Islands Trust advised that a Plan Review form had not been received.
Aug 15, 2024	A building permit application, nor a response from the owner was received. The Building Inspector recommended registration of a notice on title.
Aug 28, 2026	The Chief Building Inspector authorized an invitation letter and staff report be prepared for committee.
May 25, 2026	Site visit conducted by the Building Inspector revealed that the deck addition and interior renovations appeared to be complete. The Building Inspector was unable to access the interior of the SFD. Photos of the exterior taken.
Jul 30, 2026	The Chief Building Inspector attempted to contact the owner by phone and email but was unsuccessful.

APPENDIX B
PHOTOS

January 12, 2024



May 25, 2026

