

Notice of Meeting and Meeting Agenda Planning and Protective Services Committee

Wednesday, May 24, 2017

11:30 AM

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

A. Finall (Chair), G. Young (Vice Chair), R. Atwell, S. Brice, J. Brownoff, D. Murdock, J. Ranns,
L. Seaton, K. Williams, R. Windsor, B. Desjardins (Board Chair, ex-officio),

1. Approval of Agenda

2. Adoption of Minutes

- 2.1. [17-445](#) Minutes of the March 22, 2017 Planning and Protective Services Committee Meeting

Recommendation: That the minutes of the March 22, 2017 Planning and Protective Services Committee meeting be adopted as circulated.

Attachments: [Minutes](#)

3. Chair's Remarks

4. Presentations/Delegations

- 4.1. [17-429](#) Vancouver Island Health Authority Update

Attachments: [Presentation: Vancouver Island Health Authority Update](#)

5. Committee Business

- 5.1. [17-389](#) Bylaw to Amend Ticket Information Authorization Bylaw No. 1857

Recommendation: That the Planning and Protective Services Committee recommends to the Capital Regional District Board:

- a) That Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017 be read a first and second time;
- b) That Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017 be read a third time; and
- c) That Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017 be adopted.

Attachments: [Staff Report: Bylaw Amend Ticket Info Authorization Bylaw #1857](#)
[Appendix A: Draft Ticket Info Auth Bylaw 1990, Amend #60, 2017](#)

- 5.2. [17-223](#) Community Energy and Emissions Inventory (Referred by the Environmental Services Committee for Information)

Recommendation: That the Environmental Services Committee recommend to the Capital Regional District Board:

1. That the Board Chair write a letter to the Premier requesting that the on-road transportation sector be included in future Community Energy and Emissions Inventories;
2. That this staff report be referred to the CRD Planning and Protective Services Committee, the CRD Transportation Committee and municipal councils for information; and
3. That the removal of the on-road transportation activities from the Community Energy and Emissions Inventory be brought to the UBCM through the following motion:
On-road transportation sector required in the Community Energy and Emissions Inventory

Whereas the on-road transportation sector is a critical component of the Provincial Community Energy and Emissions Inventory (CEEI);
And whereas this sector has been removed from CEEI for all communities outside the lower mainland;
Therefore be it resolved that the provincial government include the on-road transportation sector in future CEEI.

Attachments: [Staff Report: Community Energy and Emissions Inventory](#)

5.3. [17-366](#) Previous Minutes of Other Committees and Commissions for Information

Recommendation: That the following minutes be received for information:

1. Development Planning Advisory Committee, April 3, 2017
2. Local Government Emergency Program Advisory Commission, February 16 and March 16, 2017
3. Regional Food and Agriculture Task Force, February 28, 2017

Attachments: [Minutes: DPAC April 3, 2017](#)
 [Minutes: LGEPAC February 16, 2017](#)
 [Minutes: LGEPAC March 16, 2017](#)
 [Minutes: RFATF February 28, 2017](#)

6. New Business

7. Adjournment

Next Meeting: July 26, 2017

To ensure quorum, please advise Pat Perna (pperna@crd.bc.ca) if you or your alternate CANNOT attend.

Meeting Minutes

Planning and Protective Services Committee

Wednesday, March 22, 2017

11:00 AM

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

PRESENT:

Directors: A. Finall (Chair), G. Young (Vice Chair), R. Atwell, J. Brownoff, F. Haynes, J. Ranns, L. Seaton, L. Wergeland (for S. Brice), K. Williams, R. Windsor (11:04), B. Desjardins (Board Chair)
Staff: K. Lorette, General Manager, Planning and Protective Services; S. Bagh, Senior Manager, Regional Strategic Planning; B. Reems, Corporate Officer; P. Perna, Committee Clerk (Recorder)

The meeting was called to order at 11:00 am.

1. Approval of Agenda

**MOVED by Director Brownoff, SECONDED by Alternate Director Haynes,
That the agenda for the March 22, 2017 Planning and Protective Services
Committee meeting be approved as circulated.
CARRIED**

2. Adoption of Minutes

- 2.1. [17-96](#) Minutes of November 23, 2016, Planning, Transportation and Protective Services Committee

**MOVED by Director Brownoff, SECONDED by Alternate Director Haynes,
That the Minutes of the November 23, 2016, meeting of the Planning,
Transportation and Protective Services Committee be adopted.
CARRIED**

3. Chair's Remarks

The Chair remarked on the passing of Director Vic Derman and of his visionary, inspirational and caring contribution to this organization and the region.

4. Presentations/Delegations

- 4.1. [17-251](#) Delegation: James Anderson, Re: Item 5.3.: Farmland Trust/Agricultural Land Bank Progress Report

Mr. Anderson spoke in support of the recommendation as outlined in the Food and Agriculture Strategy with one reservation regarding the regional role to establish and fund a Farmland Trust. He also spoke of concerns on the discussion paper, "Safeguarding Food Security through a Regional Farmland Trust".

5. Committee Business

- 5.1. [17-95](#) 2017 Board Standing and Select Committees - Terms of Reference (Planning and Protective Services Committee)
- K. Lorette provided an overview of the changes in the Terms of Reference advising that the following need to be re-added:
- Under Preamble: health and related matters
 - Under Purpose: Community Health Planning Regulations and Enforcement
- MOVED by Director Windsor, SECONDED by Director Brownoff,
That the Planning and Protective Services Committee recommend to the Capital Regional District Board:
That the terms of reference for the 2017 Planning and Protective Services Committee as attached in Appendix A be approved, as amended to put back health related matters under the preamble and community health planning regulations and enforcement under purpose.
CARRIED**
- 5.2. [17-214](#) Investment Agriculture Foundation Grant Application for Agricultural Land Use Inventory and Agricultural Water Demand Model
- K. Lorette provided an overview of the report.
- Discussion ensued on the following:
- how the information will be gathered
 - determining the amount of water used and the land use
- Director Windsor left the meeting at 11:32 and did not return for the final vote on the recommendation.
- The committee continued discussing the following:
- climate change impacts
 - the Ministry of Agriculture's lead and approach with municipalities for support
 - type of land and forested land included in the inventory
- MOVED by Director Windsor, SECONDED by Director Brownoff,
That the Planning and Protective Services Committee recommends to the Capital Regional District Board:
That the Board support an application to the Investment Agriculture Foundation in partnership with the Ministry of Agriculture and local governments to fund a regional Agricultural Land Use Inventory and Agricultural Water Demand Model.
DEFEATED
OPPOSED: Directors Atwell, Ranns, Seaton, Chair Desjardins, and Alternate Director Wergeland**
- 5.3. [17-215](#) Farmland Trust/Agricultural Land Bank Progress Report
- K. Lorette provided an overview of the report.
- Discussion ensued on buying and maintaining land, the use of land tenures, and competition with local farmers.

MOVED by Director Brownoff, **SECONDED** by Alternate Director Haynes,
That the Planning and Protective Services Committee recommends to the Capital
Regional District Board:

That the Regional Food and Agriculture Task Force progress report be received
and that the Task Force be requested to continue to explore what would be
involved with implementing a farmland trust/agricultural land bank and report
back with recommendations for the Planning and Protective Services
Committee's consideration.

MOVED by Director Young, **SECONDED** by Alternate Director Haynes,
That the main motion be amended to delete the words: "to explore what would
be involved with implementing a farmland trust/agricultural land bank" and
replace them with "to examine a range of options for assisting agriculture in the
region together with the potential costs" and report back with recommendations
for the Planning and Protective Services Committee's consideration.

CARRIED

OPPOSED: Directors Finall and Williams

MOVED by Director Young, **SECONDED** by Alternate Director Haynes,
That the Planning and Protective Services Committee recommends to the Capital
Regional District Board:

That the Regional Food and Agriculture Task Force progress report be received
and that the Task Force be requested to continue to examine a range of options
for assisting agriculture in the region together with the potential costs and report
back with recommendations for the Planning and Protective Services
Committee's consideration.

CARRIED

5.4. [17-206](#)

Notice of Motion: Discussion Paper on the Regional Farmland Trust

Director Williams advised that this discussion paper provides information on
how to work with farmers and the need for being self-sustainable with less
importing.

Director Windsor returned at 12:20 pm.

MOVED by Alternate Director Haynes, **SECONDED** by Director Atwell,
That the Planning and Protective Services Committee refer the attached
Discussion Paper on the Regional Farmland Trust to the Regional Food &
Agricultural Task Force, to inform the development of recommendations for the
Committee and Board's consideration.

MOVED by Windsor, **SECONDED** by Director Seaton,
That question be called on main motion.

CARRIED

Question was called on the motion

MOVED by Alternate Director Haynes, **SECONDED** by Director Atwell,
That the Planning and Protective Services Committee refer the attached
Discussion Paper on the Regional Farmland Trust to the Regional Food &
Agricultural Task Force, to inform the development of recommendations for the
Committee and Board's consideration.

CARRIED

OPPOSED: Directors Young, Windsor, Ranns, and Seaton

5.5. [17-237](#)

Consideration of 2003 Regional Growth Strategy Consistency:
Amendments to the Otter Point Official Community Plan

K. Lorette provided an overview of the amendments.

MOVED by Director Windsor, **SECONDED** by Director Seaton,
That the Planning and Protective Services Committee recommend to the Capital
Regional District Board:
That the Board review the proposed Bylaw No. 4104, "Otter Point Official
Community Plan Bylaw No.1, 2014, Amendment Bylaw No.1, 2016" as it relates to
the 2003 Regional Growth Strategy and deem the proposed Bylaw No. 4104
consistent with the 2003 RGS.
CARRIED

5.6. [17-205](#)

Previous Minutes of Other Committees and Commissions for Information

MOVED by Director Windsor, **SECONDED** by Director Seaton,
That the following minutes be received for information:
1. Local Government Emergency Program Advisory Commission, October 27,
November 17 and December 15, 2016, and January 19, 2017
2. Regional Emergency Coordinators Advisory Commission, September 15, 2016
CARRIED

6. New Business - None.

7. Adjournment

MOVED by Director Windsor, **SECONDED** by Director Brownoff,
That the March 22, 2017 Planning and Protective Services Committee meeting be
adjourned at 12:24 pm.
CARRIED

Chair

Recorder



2017 Island Health Report to CRD Board
Richard Stanwick, Chief Medical Health Officer





Education and Awareness Campaign

Attendance at events has continued in order to educate people on the expanded Bylaw. Events and locations have included:

- Rock The Shores
- Beer Festival
- Pride
- Rifflandia
- Buccaneer Days
- Oak Bay Tea Party
- Car Free YYJ
- Flamenco Festival
- LGBTQ2 Aboriginal Youth Festival
- Sporting Events
- Recreation Centres and Hospitals



Total outreach based on events attended to date: **98, 624 people**

Updated Products Ordered

Developed new promotional products to distribute at events to promote the bylaw:



Evaluation Project Concluded - Smoking Related Litter

- Between March 2015 and April 2016, 12 parks were observed at least seven times.
- Litter audits were completed for Beacon Hill Park, Cadboro-Gyro Park and Memorial Park at three time points (one baseline in March 2015 and two follow-ups, one in June 2015 and the other in September 2015).
- All parks showed an overall decrease in the number of cigarette butts and other cigarette related garbage per km² and in the change in proportion of cigarette garbage relative to general trash.





Evaluation Project Concluded

Table 5. Beacon Hill Park Litter Audit Results

Park Name	Total General Litter Count	Total Cigarette Butts	Other Cigarette Related Garbage	Proportion of Cigarette Butt garbage	Proportion of Combined Cigarette Related Garbage	Change in proportion of cigarette garbage
Beacon Hill Park - baseline	520	159	17	23%	25%	--
	141/km ²	43/km ²	5/km ²			
Beacon Hill Park – follow-up #1	152	47	10	24%	27%	↔ No change
	41/km ²	13/km ²	3/km ²			
Beacon Hill Park – follow-up #2	221	14	1	6%	6%	↓ 76% decrease
	60/km ²	4/km ²	0.3/km ²			





Evaluation Project Concluded

Table 3. Memorial Park Litter Audit Results

Park Name	Total General Litter Count	Total Cigarette Butts	Other Cigarette Related Garbage	Proportion of Cigarette Butt garbage	Proportion of Combined Cigarette Related Garbage	Change in proportion of cigarette garbage
Memorial Park - baseline	194	179	2	48%	48%	--
	24/km ²	22/km ²	0.2/km ²			
Memorial Park – follow-up #1	140	25	15	15%	22%	↓ 54% decrease
	17/km ²	3/km ²	2/km ²			
Memorial Park – follow-up #2	106	41	0	28%	28%	↓ 42% decrease
	13/km ²	5/km ²	0/km ²			



Evaluation Project Concluded – Smoking Rates



- During the months of March and April 2015, an overall rate of 17.3 smokers per 1,000 park users was observed
- The combined rate from May 2015 to April 2016 was 7.0 smokers per 1,000 park users.
- While numbers at individual parks were small, baseline observations showed that Vic West Skate Park, Veterans Memorial Parkway, Memorial Park, Elk Lake Regional Park and Topaz Park had the highest crude smoking rates at baseline and all showed a decline in observed smoking rates during follow-up months.

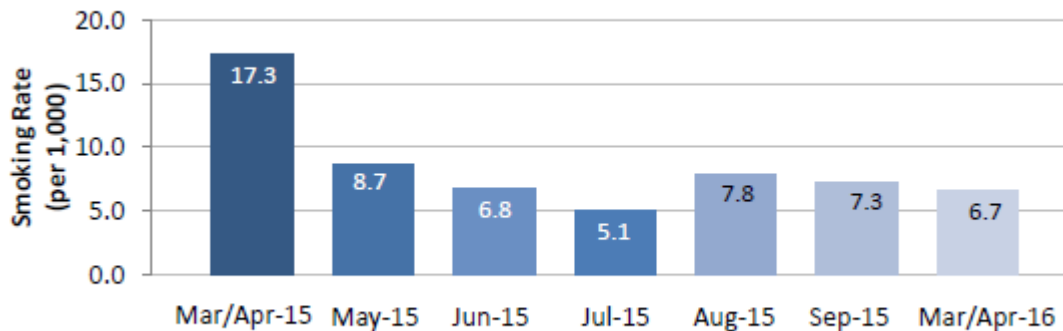


Evaluation Project Concluded

Results

When examining the smoking rates over time, there did not appear to be a linear trend – in other words, the smoking rate did not decrease gradually from month to month. Instead, there was a marked decrease between April and May of 2015, after which the rate remained relatively stable.

Figure 1. Observed crude smoke rates per 1,000 people over time





Evaluation Project Concluded

Comparison of Mar/Apr 2015 with Mar/Apr 2016, without adjustment for other factors, indicated a significant decline in the smoking rate.

Table 2. Before and after smoking rates comparing baseline (Mar/Apr 2015) and follow-up (Mar/Apr 2016), adjusting for observation time

	Baseline (Mar/Apr 2015)	Follow-up (Mar/Apr 2016)
Number of people observed	1649	1211
Number of smokers observed	30	8
Time per set	390 min	353 min
Rate	2.8 smokers per 1,000 persons per hour of observations	1.1 smokers per 1,000 persons per hour of observation

Accomplishments 2016/2017

Total Clean Air Bylaw inspections: 5700

Clean Air Bylaw Inspections included extensive signage distribution throughout the region, including the Gulf Islands.

The Island Health Clean Air Bylaw website, where the signage template is provided, was accessed 2,060 times from April 2016 to March, 2017 and continues to be the most viewed page of the Island Health Tobacco website.



Complaints

As of March 2017, 84 complaints have been received, 33 were substantiated.
4 complaint investigations are still in process.

Substantiated complaints occurred in:

- **Public Parks:** 11
- **Public Squares:** 3
- **Transit Stops:** 10
- **Pubs/Restaurants:** 10
- **Grocery stores/markets:** 10
- **Various Businesses:** 28
- **Condos/Apartment Buildings:** 9
- **School:** 1
- **Recreation Centre:** 1
- **Out of Mandate:** 1

No violation tickets were issued, using a progressive enforcement model, an education approach was used to achieve compliance. 2 verbal warnings and a written warning were issued.

Complaints

Noncompliance with the bylaw included:

Smoking in a Park: 1

Public Space: 3

School Yard: 1

Inside a Building : 2

7 metre buffer zone: 9

Bus Stop: 3

Signage: 21 [School Yard, Business, Bus Stop]

Food or Beverage Area: 1

2016/2017

Idling/Tanning/Tattoo Bylaws

Providing inspection, complaint follow-up and investigations by Environmental Health Officers:

Tattoo Premise Routine Inspections: 24

Tattoo Premise Complaints: 0

Idling complaints: 12

Tanning complaints: 0



Enforcement 2017/2018

Enforcement activities continue using a progressive enforcement approach.

- Education
- Signage
- Rotation of physical presence and monitoring by Island Health Enforcement Officers.
- Issuing of verbal and written warnings.
- Ticketing

Island Health has issued warnings for non-compliance. Warnings are issued via inspection report. Ticketing will be utilized for ongoing non-compliance or a first time offences where warranted.

The assistance of CRD Bylaw Enforcement Officers will be requested where appropriate.

Provincial Legislation Amended 2016

- New laws around the sale, display, promotion and use of tobacco and vapour products **came into effect on September 1, 2016.**
- All retailers and users of these products must adjust their practices to meet the requirements of the new *Tobacco and Vapour Products Control Act* and the Tobacco and Vapour Products Control Regulation, including:
 - Prohibited use in the 6 metre no smoking zone [doors, windows and air intakes.
 - Use not permitted in places that may be considered public or workplaces include stores, offices, and entrances to condominiums/apartment buildings, work vehicles (e.g. delivery vans), public transit, taxis, cafes, casinos and pubs/bars.
- The CRD Clean Air Bylaw is now not in sync with provincial requirements, making it confusing for residents to understand and comply with applicable rules.

Moving Forward 2017/18

- Island Health looks forward continuing in this role with the CRD
- Recommend expanding definitions within the Clean Air Bylaw to the following:

“burning” means to produce smoke, vapour or other substances that can be inhaled;

“smoke” or “smoking” includes burning a cigarette or cigar, or burning any substance using a pipe, hookah pipe, lighted smoking device or electronic smoking device.



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Clean
Air. 



**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, MAY 24, 2017**

SUBJECT **Bylaw to Amend Ticket Information Authorization Bylaw No. 1857**

ISSUE

A bylaw to amend Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990", is required to enforce Clean Air Bylaw No. 3962 through ticketing.

BACKGROUND

On September 10, 2014 the Capital Regional District (CRD) Board adopted Clean Air Bylaw No. 3962. Enforcement began on April 1, 2015 and is contracted to the Vancouver Island Health Authority (Island Health) Tobacco Control Program. Since that time Tobacco Enforcement Officers (TEOs) with Island Health have been working to educate the public and raise awareness of the Clean Air Bylaw. CRD Bylaw Enforcement Officers also assist with enforcement of public health bylaws when needed.

Overall, compliance with the Clean Air Bylaw has been high. Evaluation conducted by Island Health found a reduction in the number of observed smokers in parks, and cigarette-related garbage, when comparing March/April 2015 with March/April 2016. The majority of non-compliance challenges, as indicated by number of complaints received, have been related to the posting of signage and the 7 metre smoke-free buffer zone.

Island Health utilizes a progressive approach to enforcement. Over the past year they have focussed on education and awareness, as well as issuing a small number of verbal and written warnings. However, in order to further enforce the Clean Air Bylaw in areas where education and awareness have not been sufficient TEOs and CRD Bylaw Enforcement Officers require the ability to ticket under Bylaw No. 1857, "Capital Regional District Ticket Information Authorization Bylaw, 1990". An amendment to Bylaw No. 1857 would reference Clean Air Bylaw No. 3962 and include a list of offences consistent with the smoke-free spaces in the region. Fines associated with each offence would be consistent with the provincial *Tobacco and Vapour Products Control Act*.

A draft bylaw to amend Bylaw No. 1857 is attached in Appendix A and cited as "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017".

ALTERNATIVES

That the Planning and Protective Services Committee recommends to the Capital Regional District Board:

1. a) That Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017 be read a first and second time.
b) That Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017 be read a third time; and
c) That Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017 be adopted.
2. That the report be referred back to staff for further review based on Committee direction.

IMPLICATIONS

Social Implications

Voluntary compliance with the Clean Air Bylaw has been high; however, at times disincentives are needed as well. Where education and awareness are insufficient tickets can be issued by Island Health TEOs or CRD Bylaw Enforcement Officers under the authority granted to them through the proposed bylaw to amend CRD Ticket Information Authorization Bylaw No. 1857 (Appendix A).

Financial Implications

Revenue collected through ticketing and fines goes to CRD Bylaw and Animal Care to offset the cost of processing, administration and dispute resolution.

CONCLUSION

The primary method for enforcement of the Clean Air Bylaw has been education and awareness; however, at times it may be necessary for Island Health TEOs or CRD Bylaw Enforcement Officers to further enforce the bylaw by issuing tickets. An amendment bylaw to CRD Ticket Information Authorization Bylaw No. 1857 is required to grant this authority.

RECOMMENDATIONS

That the Planning and Protective Services Committee recommends to the Capital Regional District Board:

- a) That Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017 be read a first and second time;
- b) That Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017 be read a third time; and
- c) That Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017 be adopted.

Submitted by:	Shannon Clarke, MPH, Healthy Communities Planner, Health and Capital Planning Strategies
Concurrence:	Michael Barnes, MPP, Manager, Health and Capital Planning Strategies
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager, Planning and Protective Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

SC/tt

Attachments: Appendix A – Draft Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4169**

**A BYLAW TO AMEND BYLAW NO. 1857, CAPITAL REGIONAL DISTRICT
TICKET INFORMATION AUTHORIZATION BYLAW, 1990**

The Board of the Capital Regional District in open meeting assembled enacts as follows:

1. Bylaw No. 1857, Capital Regional District Ticket Information Authorization Bylaw, 1990, is amended as follows:
 - (a) Sections 3 and 4 of the Capital Regional District Ticket Information Authorization Bylaw, 1990 are amended by deleting the words "Schedules 2 to 35" wherever they appear and substituting "Schedules 2 to 37".
 - (b) Schedule "1" to Bylaw No. 1857 is amended in section 15 by replacing that section as follows:

<p>"15. Capital Regional District Clean Air Bylaw No. 1, 2014</p>	<p>Environmental Health Officer Public Health Educator Tobacco Enforcement Officer Bylaw Enforcement Officer"</p>
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 - (c) by replacing Schedule "16" with the schedule attached as Appendix 1 to this Bylaw.
2. This Bylaw may be cited for all purposes as "Capital Regional District Ticket Information Authorization Bylaw 1990, Amendment Bylaw No. 60, 2017".

READ A FIRST TIME THIS	DAY OF	2017
READ A SECOND TIME THIS	DAY OF	2017
READ A THIRD TIME THIS	DAY OF	2017
ADOPTED THIS	DAY OF	2017

CHAIR

CORPORATE OFFICER

SCHEDULE 16 TO BYLAW NO. 1857

CAPITAL REGIONAL DISTRICT CLEAN AIR BYLAW NO. 1, 2014

WORDS OR EXPRESSIONS DESIGNATING OFFENCE	SECTION	FINE
1. Smoking in a park	2. (1)(a)	\$100.00
2. Smoking in a designated public space	2. (1)(b)	\$100.00
3. Smoking in a school yard	2. (1)(c)	\$100.00
4. Smoking in a building	2. (1)(d)	\$100.00
5. Smoking in a business place [food or beverage]	2. (1)(e)	\$100.00
6. Smoking in a vehicle	2. (1)(f)	\$100.00
7. Smoking in 7m buffer zone of doorway, window or air intake	2. (1)(g)	\$100.00
8. Smoking in 7m buffer zone of a bus stop	2. (1)(h)	\$100.00
9. Permitting smoking in a building	2. (2)(a)	\$100.00
10. Permitting smoking in a business place [food or beverage]	2. (2)(b)	\$500.00
11. Permitting smoking in a vehicle	2. (2)(c)	\$500.00
12. Failing to display sign in the prescribed form	3. (1), 3. (2) and 4. (1)	\$300.00
13. Removing or defacing a sign	4. (3)	\$500.00

**REPORT TO ENVIRONMENTAL SERVICES COMMITTEE
MEETING OF WEDNESDAY, MARCH 22, 2017**

SUBJECT **Community Energy and Emissions Inventory**

ISSUE

To update the Environmental Services Committee (ESC) on the 2012 Community Energy and Emission Inventory.

BACKGROUND

The provincial Community Energy and Emissions Inventory (CEEI) provides a framework for reporting energy, greenhouse gas emissions (GHGe) and supporting indicators at a community-wide scale across BC. The inventory was the first of its kind in North America and supports local governments in meeting their BC Climate Action Charter commitments to develop strategies and take actions to:

- measure and report on their community's GHGe profile; and
- create complete, compact, more energy efficient rural and urban communities.

The inventories provide local governments and climate action partners with accurate and consistent community level energy and emissions information. This standardized approach helps to ensure that local governments are working within the same parameters to achieve their GHGe reduction targets.

The 2007 and 2010 CEEI reports provided information on energy and GHGe for community-scale activities related to three primary sectors: on-road transportation, buildings and solid waste. The Province of BC indicated that inventories would be released every two years.

On June 13, 2016, the Capital Regional District (CRD) Board Chair wrote Premier Clark to request provincial climate action leadership and support for local governments in their response to climate change. The letter referenced local governments' need for timely resources and ongoing support from the Province to build resilient and healthy communities. Cited as a barrier to local governments' success were the provincial delays in releasing the 2012 and 2014 CEEI.

In late 2016, the Province provided the CRD Climate Action Program with draft 2012 CEEI data for quality assurance and quality control purposes. On January 26, 2017, the Province released the 2012 CEEI reports, along with updates to the 2007 and 2010 CEEI reports. A significant change was made from previous versions; the Province withheld the on-road transportation sector from the 2007-2012 CEEI reports for communities outside of the lower mainland. The draft reports included the on-road transportation sector but this information is no longer available to local governments.

The Province decided to withhold the on-road transportation data based on an aging (2007) and limited sample size of real odometer readings in regional districts outside of Metro Vancouver and the Fraser Valley. In the 2007-2010 reports, the on-road transportation sector also used commuting distance as a supporting indicator, but these data were no longer available for 2012. However, the Province can acquire on-road transportation data through avenues such as ICBC and fuel sales.

Currently, the Province is working to fulfill a commitment from the Climate Leadership Plan to refresh the *BC Climate Action Charter*. As part of this process, the CRD Chief Administrative Officer, Robert Lapham, sits on one of three Joint Provincial-UBCM Green Communities Committee (GCC) Working Groups, specifically on Low Carbon Land Use. This working group is currently looking at practical actions and strategies for recommendation to the GCC to accelerate land use that is more compact, complete, connected and centred, and results in significant GHG reductions and other co-benefits. Discussions have included the importance of timely CEEI and the need for, and the improvement of, on-road transportation data.

ALTERNATIVES

That the Environmental Services Committee recommend to the CRD Board:

Alternative 1

1. That the Board Chair write a letter to the Premier requesting that the on-road transportation sector be included in future Community Energy and Emissions Inventories;
2. That this staff report be referred to the CRD Planning and Protective Services Committee, the CRD Transportation Committee and municipal councils for information; and
3. That the removal of the on-road transportation activities from the Community Energy and Emissions Inventory be brought to the UBCM through the following motion:

On-road transportation sector required in the Community Energy and Emissions Inventory

Whereas the on-road transportation sector is a critical component of the Provincial Community Energy and Emissions Inventory (CEEI);

And whereas this sector has been removed from the CEEI for all communities outside the lower mainland;

Therefore be it resolved that the provincial government include the on-road transportation sector in future CEEI.

Alternative 2

That this report be referred back to staff for further review.

CLIMATE CHANGE IMPLICATIONS

Half of BC's GHGe are under the direct or indirect control or influence of local governments. The primary source of the community-based emissions in the capital region are from personal vehicle use. The removal of the on-road transportation sector from the inventories significantly impacts local governments' ability to track progress on reducing GHG emissions.

ECONOMIC IMPLICATIONS

The capital region is impacted by global, national and provincial GHGe. The resulting global warming has a direct impact on the climate change associated costs shouldered by local governments.

The inventory is a critical tool for local governments to measure their progress in meeting their *BC Climate Action Charter*, Regional Growth Strategy and Official Community Plan commitments. The data provided for on-road transportation activities in the 2007-2010 CEEI reports was used by planners from all tiers of government and climate action partners to target reductions in personal vehicle use, therefore, contributing to the reduction of GHGe. Reductions in GHGe will result in reduced impacts, and associated costs, of climate change.

FINANCIAL IMPLICATIONS

The Province's decision to no longer provide these on-road transportation data has financial implications for the CRD. If the CRD were to conduct a community energy and emissions inventory for the capital region, the cost of analysis would be approximately \$40,000.

A CRD-led inventory would rely on the Journey to Work census data and the CRD Origin Destination Household Travel Survey. The survey would need to be customized to meet the inventory data collection requirements and this customization would be approximately \$25,000. Due to the timing of census data and the survey, a CRD-led inventory would only be available every five years compared to the Province's intention of every two years. There will also no longer be an opportunity to compare and learn from other jurisdictions.

INTERGOVERNMENTAL IMPLICATIONS

Under Bill 27, municipalities and electoral areas within the capital region include, or are working to include, GHGe reduction targets in their official community plans. As signatories to the BC Climate Action Charter, the CRD and regional local governments also have a commitment to measure and report on community GHGe profiles. The Province committed to and included on-road transportation activities in the 2007 and 2010 CEEI and provided the foundation upon which local governments built their GHGe reduction targets.

Standardized data on the emissions from on-road transportation activities is required for the region's local governments to meet their commitments and report on their successes.

REGIONAL GROWTH STRATEGY IMPLICATIONS

The draft Regional Growth Strategy includes a target to reduce GHGe by 61%, from 2007 levels, by 2038. The *Local Government Act* requires that RGS include targets for the reduction of GHGe. On-road transportation activities are the primary source of emissions for the region. Receiving on-road GHGe transportation data is critical to measuring the region's success towards achieving this target. Without this data, the CRD cannot measure the targets in a meaningful way.

STRATEGIC PRIORITIES IMPLICATIONS

The removal of on-road transportation activities from the CEEI relates to four strategic priorities identified in the Board's 2015-2018 CRD Strategic Plan:

1. Advocate to senior levels of government for programs and regulations to reduce emissions and/or prepare for climate change.
2. Pursue strategic partnerships to help achieve community mitigation and adaptation targets.
3. Enable the CRD, local governments and other agencies to advance active transportation infrastructure and programming (including active and safe routes to school).
4. Advocate to senior levels of government to support major multi-modal transportation projects which encourage economic development.

CONCLUSION

The CEEI inventories provide all tiers of government and climate action partners with accurate and consistent community level energy and emissions information. On-road transportation activities are the primary source of emissions for the region. The removal of on-road GHGe transportation data will significantly decrease the effectiveness of reducing community-scale GHGe and will impact the effectiveness of governments' ability to quantify its progress toward achieving GHGe targets, including the CRD and partner local governments.

RECOMMENDATIONS

That the Environmental Services Committee recommend to the Capital Regional District Board:

1. That the Board Chair write a letter to the Premier requesting that the on-road transportation sector be included in future Community Energy and Emissions Inventories;
2. That this staff report be referred to the CRD Planning and Protective Services Committee, the CRD Transportation Committee and municipal councils for information; and
3. That the removal of the on-road transportation activities from the Community Energy and Emissions Inventory be brought to the UBCM through the following motion:

On-road transportation sector required in the Community Energy and Emissions Inventory

Whereas the on-road transportation sector is a critical component of the Provincial Community Energy and Emissions Inventory (CEEI);

And whereas this sector has been removed from CEEI for all communities outside the lower mainland;

Therefore be it resolved that the provincial government include the on-road transportation sector in future CEEI.

Submitted by:	Glenn Harris, Ph.D., R.P.Bio., Senior Manager, Environmental Protection
Concurrence:	Larisa Hutcheson, P.Eng., General Manager, Parks & Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

AB:cam

MEETING NOTES Development Planning Advisory Committee (DPAC)

Regional Growth Strategy – Dispute Resolution

Monday, April 3, 2017

11 am – 1:30 pm

CRD Headquarters, 625 Fisgard St, Victoria BC, CRD Commons

Attendees:

Accepting		
City of Langford	Matthew Baldwin (regrets)	Director of Planning
District of Metchosin	Sherry Hurst	Planner
District of Oak Bay	Deborah Jensen	Manager of Planning
Town of Sidney	Alison Verhagen	Manager of Planning
District of Sooke	Robert Howat (regrets)	Director of Development Services
	Katherine Lesyshen (regrets)	Planner
City of Victoria	Jonathan Tinney (regrets)	Director of Sustainable Planning and Community Development
	Robert Batallas	Senior Planner
Rejecting		
District of Central Saanich	Bruce Greig	Director of Planning & Building Services
City of Colwood	Iain Bourhill	Director of Planning
Township of Esquimalt	Bill Brown	Director of Development Services
District of the Highlands	Laura Beckett	Municipal Planner
District of North Saanich	Anne Berry	Director of Planning and Community Services
	Coralie Breen	Senior Planner – Policy and Engagement
District of Saanich	Sharon Hvozanski	Director of Planning
	Cameron Scott	Manager of Community Planning
Town of View Royal	Lindsay Chase (regrets)	Director of Development Services
	Jeff Chow	Planner
Capital Regional District (CRD)		
Capital Regional District	Signe Bagh	Senior Manager, Regional and Strategic Planning
	Emily Sinclair	Planner
	Kate Berniaz	Research Planner (notes)
	Kevin Lorette	General Manager, Planning and Protective Services
Juan de Fuca Electoral Area	Iain Lawrence	Manager, Local Area Planning (JdF EA)
Ministry of Community, Sport and Cultural Development (MCSCD)		
Ministry of Community, Sport and Cultural Development (MCSCD)	Lee Nicol	Director, Planning and Land Use
	Kris Nichols	Manager, Regional Growth Strategies
	Eric Nicholls	Manager, Regional Growth Strategies

Background

All local governments must accept a Regional Growth Strategy (RGS) before it can be adopted as bylaw. Local governments rejecting the RGS must specify which provision(s) they reject and the reason(s) for the rejection. Should any municipality reject the RGS, the Minister of Community, Sport and Cultural Development must direct a process to reach acceptance.

On December 2, 2016, the CRD Board referred the RGS for municipal acceptance. The referral period ended on February 2, 2017.

The 2016 RGS will require dispute resolution in order to reach acceptance. 7 municipalities rejected the RGS (Central Saanich, Colwood, Esquimalt, Highlands, North Saanich, Saanich and View Royal). 6 municipalities accepted the RGS (Langford, Oak Bay, Sidney, Sooke and Victoria; Metchosin is deemed to have accepted the RGS as council did not consider the matter).

Meeting Objectives

1. Review legislative requirements related to RGS dispute resolution.
2. Answer process-related questions on RGS dispute resolution.
3. Prepare a draft dispute resolution process. Please note that this objective relates only to the CRD and rejecting municipalities.

Pre-Meeting Preparation

DPAC planners have been kept informed of the RGS process through regular e-mail updates. Links to the agendas, staff reports and meeting minutes for relevant committee and Board meetings are provided as part of these updates. Relevant meetings since the last DPAC meeting in July 7, 2017 are as follows:

- July 13, 2016 [Board](#) staff report and minutes
- September 14, 2016 [Board](#) staff report and minutes
- October 12, 2016 [Board](#) staff report and minutes
- November 23, 2016 [Board](#) staff report and minutes
- February 22, 2017 [Board](#) staff report and minutes

To facilitate the preparation of a draft dispute resolution process (Objective 3), CRD staff sought qualifications, estimated costs and a proposed dispute resolution approach from facilitation/ mediation firms on a provincial list of qualified service providers. The submissions and the request for qualifications were circulated to staff from municipalities who rejected the RGS.

Meeting Notes

The meeting was undertaken in two parts.

Part 1: Legislation Review

Representatives from the Ministry of Community, Sport and Cultural Development provided an overview of the legislation and answered questions about the non-binding dispute resolution process. A letter from the Minister of Community, Sport and Cultural Development directing a non-binding dispute resolution process was sent to the CRD Board Chair and copied to all local government mayors and the Juan de Fuca Electoral Area Director. CRD staff distributed a copy of the letter to all those in attendance. All DPAC representatives participated in the first part of the meeting.

Questions related to the following matters:

- **Process:** requirements for information sharing and disclosure, whether a re-referral is necessary following the completion of the non-binding process, what it means to “start” the process by June 14, 2017, implications if agreement to a non-binding dispute resolution process cannot be reached
- **Roles / Responsibilities:** what is the CRD’s role in coordinating the non-binding process, provincial assistance in resolving the dispute, Minister’s role during the election period, how the perspectives of accepting municipalities would be taken into consideration during non-binding dispute resolution
- **Additional Information:** how is the list of facilitators and arbitrators compiled, past RGS dispute resolution processes

Representatives from accepting municipalities left the meeting.

Part 2: Draft Dispute Resolution

CRD staff and staff from municipalities who rejected the RGS discussed the request for qualification submissions from two dispute resolution service providers. A preferred service provider was not identified based on the submissions. The following matters were discussed:

- **Request for Proposal:** Participants agreed that submissions from additional service providers were needed before selecting a mediator/facilitator and a dispute resolution process. Additional submissions should be sought by a request for proposal process.
- **Disclosure:** Participants agreed that neutrality is of critical importance to the dispute resolution process. Participants agreed that one service provider may not be perceived as neutral and for this reason chose not to further consider their eligibility for this assignment. Participants requested that all potential service providers disclose past or current work or voluntary commitments with the CRD and any local municipality.
- **Qualifications:** Participants requested that proponents demonstrate experience resolving planning disputes in British Columbia and possess knowledge of the *Local Government Act*.
- **Timing:** Participants noted that many municipal councils do not meet regularly through July and August and requested that timing of the dispute resolution process take such into consideration.
- **Past RGS Disputes:** Participants expressed an interest in following-up with jurisdictions who have successfully resolved RGS disputes for information about the process.
- **Resolution:** Participants expressed concern that the optional participation of accepting parties in non-binding dispute resolution, as provided by section 439 of the *Local Government Act*, may lead to a stalemate when the RGS is re-referred.

Next Steps

1. CRD staff will issue a request for proposal for RGS dispute resolution services that addresses the matters discussed above.
2. CRD staff and staff from municipalities who rejected the RGS will meet to review the submissions and identify whether agreement can be reached, at a staff level, on a preferred mediator/facilitator and dispute resolution process.
3. Agree, by council resolution (seven *rejecting* municipalities) and by CRD Board resolution, to a mediator/facilitator and a non-binding dispute resolution process.
4. Identify, by council resolution (six *accepting* municipalities), if any accepting municipalities wish to participate in non-binding dispute resolution.

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, February 16, 2017 at 9:30 a.m.
CRD – 625 Fisgard Street – #107 (9:30 -12:00)

Present:	Geoff Amy	Colwood
	Dave Cockle	Oak Bay
	Peter Ensor	CRD (<i>Acting Chair for items #1 & #2</i>)
	Ian Foss	EMBC
	Jeri Grant	Juan de Fuca Electoral Area
	Laurel Hanley	Salt Spring Island Emergency Program
	Mike Harman	Sidney
	Darren Hughes	Oak Bay
	Sara Jansen	Esquimalt
	Troy Mollin	View Royal
	Tanya Patterson	Victoria
	Cindy Patton	CRD (<i>Recording Secretary</i>)
	John Robertson	Central Saanich
	Brittany Schina	EMBC/REMP
	Maegan Thompson	Saanich (<i>Vice Chair</i>)
	John Trelford	North Saanich

Guest: Brent Reems Senior Manager, CRD Legislative & Information Services

1. **Welcome and Introductions:** P. Ensor called the meeting to order at 9:31 a.m. Welcome and introductions were made around the room.

2. **Approval of agenda:**

It was **Moved** by D. Cockle and **Seconded** by S. Jansen that agenda Item# 5, Election of Vice-Chair for 2017, be moved up to item #3 on the agenda.

Motion Carried

Quake Cottage was added to the agenda under New Business.

It was **Moved** by S. Jansen and **Seconded** by M. Thompson that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

3. **Election of Vice-Chair for 2017:** Brent Reems, CRD Legislative & Information Services Senior Manager provided an overview of Bylaw 3828 – CRD Board Procedurals Bylaw. Quorum for this Commission is majority, not ½ of the members. Therefore 9 members present would be considered quorum. Each Municipality, the three Electoral Areas and the Commission Chair get 1 vote.

It is recommended that each Commission member appoint an alternate(s) that can sit in for them in their absence and would be able to vote on behalf of their municipality. In the absence of the Vice-Chair, an alternate can sit in for that municipality but they do not assume the Vice-Chair role. Phone-in voting, only 1 vote would count regardless of how many members called in, hence the recommendation to appoint an alternate that can physically attend the meeting.

Action item: Generate a list of Commission alternate representatives that will be updated yearly.

Action item: Circulate Bylaw 3828 to the members.

Brent Reems did a call for Vice-Chair nominations. Maegan Thompson was the only nomination and was therefore declared Vice-Chair by acclamation.

Maegan Thompson chaired the remainder of the meeting.

4. Approval of minutes from previous meeting:

It was **Moved** by J. Grant and **Seconded** by T. Patterson that the minutes from the **January 19, 2017** meeting of the LG EPAC be approved as circulated.

Motion Carried

5. Presentations:

- a. **LGEPAC/REMP Planning Session report:** February 20 is the next scheduled meeting for the REMP Steering Committee, at which time the draft Strategic Priorities will hopefully be approved.

Action Item: D. Cockle to share REMP updated PowerPoint presentation.

- b. **Overview of First Nations Emergency Planning Workshop:** An overview was provided of the January 31 meeting. At that meeting First Nations indicated one of their main concerns was tsunamis. There is movement toward First Nations having their own Advisory Committee. There was also discussion about getting a First Nations representative on the REMP Committee. Invitations to participate in LGEPAC meetings and listen to subject matter experts should also be extended. It was noted that the LGEPAC could really assist with moving this forward. A CRD rep and a Songhees rep will be sending out letters to the meeting participants asking "what did they think?" as well as asking them to identify primary and secondary contacts for their Bands.

6. Business arising from previous minutes: The group discussed the action items

Action Item: Brittany to follow up the survey from EMBC logistics group.

Action Item: At the next scheduled LGEPAC meeting – ask members if any of them would want to attend the Mid-Island Emergency Manager's meeting in May.

Action Item: Upload editable LGEPAC – Regional Contact List onto collaborative SharePoint site.

7. Other Agency Minutes: Received five sets of 2016 Mid-Island Emergency Coordinators & Managers (MIECM) minutes which were included in the agenda package. Question was asked "have those minutes been uploaded to the collaborative SharePoint site?"

Action Item: Ensure that the Mid-Island Emergency Coordinators & Managers meeting minutes are uploaded to the SharePoint site.

8. Working Groups Updates:

- a. **REPAC:** There may be changes to the bylaw based on REMP activity. It was noted that there will be an all-day meeting May 18, REPAC meeting in the morning and LGEPAC in the afternoon.

It was **Moved** by D. Cockle and **Seconded** by G. Amy that the Term of Reference for the REPAC Working Group be approved.

Motion Carried

- b. **Public Information Working Group:** In the process of trying to disseminate the remaining 2nd Edition Workbooks. Any comments/suggestions for the new edition should be directed to a working group member. Amendments will be proposed to the group for approval/acceptance. CRD Corporate Communications is aware of the coming amendments. Ideally aiming to have the new workbook ready for Emergency Preparedness Week in May.

It was **Moved** by D. Cockle and **Seconded** by J. Grant that the Term of Reference for the Public Information Working Group be approved.

Motion Carried

c. REMP Working Group:

It was **Moved** by D. Cockle and **Seconded** by M. Harman that the Term of Reference for the REMP Working Group be approved.

Motion Carried

d. Evacuation Working Group:

It was **Moved** by D. Cockle and **Seconded** by G. Amy that the Term of Reference for the Evacuation Working Group be approved as amended.

Motion Carried

9. Old Business:

- a. **Regional Directory contact list:** will be uploaded to SharePoint
- b. **Regional Resource Directory:** Still waiting for input from Commission members
- c. **REPAC contact list:** has been updated from Feb 2 meeting info

Action Item: Upload editable LGEPAC/Regional Directory/REPAC contact lists onto SharePoint site.

- d. **Printing order for Prepare Yourself Workbooks:** Hoping to have order numbers collated by March 20-24.

10. New Business:

- a. **Quake Cottage:** D. Cockle currently waiting for an answer/update in regards to the potential timeframes.

11. Roundtable:

- a. **Victoria:**
 - i. HRVA currently being done

- ii. Working on debris removal plan (including source separation before shipment to landfill)
- iii. Seismic Vulnerability Assessment was presented to Council

Action Item: T. Patterson to circulate a copy of the Seismic Vulnerability Assessment to LGEPAC members

Action Item: T. Patterson to provide an update on the HRVA that is being completed

b. Salt Spring Island:

- i. Continue to conduct many community based activities (Neighbourhood Program and Neighbourhood Damage Assessments)

c. Central Saanich:

- i. New Fire Chief (Chris Vrabel), who intends on attending the LGEPAC meetings

d. CRD:

- i. I. Elliott was hoping to get a paragraph of activities from each working group
- ii. Langford is hosting an EOC Essentials course
- iii. P. Ensor created a Mission Statement for our Communications Centres (amateur), as well as creating position descriptions for Emergency Radio Coordinator (ERCs/DERCs) and Deputy Emergency Radio Coordinators.

e. Oak Bay:

- i. HRVA is on the list of things to do

f. Colwood:

- i. 10th Annual Emergency Preparedness Fair being held May 7, which will have live demos

g. Sidney:

- i. Staff are currently getting EOC training, then they will get scenario based training

h. North Saanich:

- i. Jim LaMorte is assisting with creating a training plan for staff
- ii. Getting a new EOC

i. EMBC:

- i. 2017 Training calendar has been published
- ii. EMBC does support the Disaster Mutual Aid and it doesn't preclude reimbursement

j. Saanich:

- i. EOC Training occurring 1st week in April
- ii. Working on the corporate initiative – Crisis Communications Plan (name still being decided)
- iii. Implementing a volunteer management database software called Better Impact

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, March 16, 2017 at 9:30 a.m.
CRD – 625 Fisgard Street – #107

Present: Shawn Carby Capital Regional District (CRD) (*Chair*)
Peter Ensor CRD
Jeri Grant Juan de Fuca Electoral Area
Eileen Grant Oak Bay
Mike Harman Sidney
Sara Jansen Esquimalt
Tanya Patterson Victoria
Jenny Reid CRD (*Recording Secretary*)
John Robertson Central Saanich
Geoff Spriggs City of Langford
Maegan Thompson Saanich (*Vice Chair*)
Chris Vrabel Central Saanich

Phone: Elizabeth Zook Salt Spring Island Emergency Program
Brigitte Prochaska Southern Gulf Islands Emergency Program

Guest: Gerry Delorme Health Emergency Management BC (HEMBC)

Regrets: Geoff Amy City of Colwood
Brittany Schina EMBC
Ian Foss EMBC
Stephanie Dunlop Metchosin

1. **Welcome and Introductions:** S. Carby called the meeting to order at 9:33 a.m. Welcome and introductions were made around the room.

2. **Approval of agenda:**

ERMS on Prepare Yourself Website was added to the agenda under New Business.

It was **Moved** by E. Grant and **Seconded** by M. Harman that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

3. **Approval of minutes from previous meeting:**

It was **Moved** by M. Thompson and **Seconded** by S. Jansen that the minutes from the **February 16th, 2017** meeting of the LG EPAC be approved as circulated.

Motion Carried

4. **Presentations:**

- a. G. Delorme presented on the roles, organization, and priorities of HEMBC, including overviews on their EOC, hospital, and community priorities.

Action Item: S. Carby to send G. Delorme the CRD radio training schedule

5. **Business arising from previous minutes:** Review of previous action items

Action Item: P. Ensor to follow up with EMBC logistics on Water Supply Distribution Survey

Action Item: J. Reid to email members and ask any of them would want to attend the Mid-Island Emergency Manager's meeting on May 17th 2017

Action Item: S. Carby to investigate feasibility of updating the Regional Emergency Contact List

6. **Other Agency Minutes:** No other agency minutes

7. **Working Groups Updates:**

a. **REPAC:** Waiting on more information on the procedures for the dissolution of REPAC to be discussed further next meeting

b. **Public Education Working Group:** Two options presented for editing the Prepare Yourself Workbook 3rd Edition; Option A: May Rollout with only text edits for an estimated cost of \$2,250-3,150; or Option B: June/July Rollout with a comprehensive update to content and design for an estimated cost of \$7,650-9,450.

It was **Moved** by E. Grant and **Seconded** by J. Grant that the Public Education Working Group proceed with Option A to update the Prepare Yourself Workbook with the associated deadlines and LGEPAC to allocate from the budget up to \$3,500 for these edits.

Motion Carried

M. Thompson reviewed some of the more significant changes to the 3rd Edition. All feedback on edits must be received as soon as possible as deadline for edits to CRD Corporate Communications is March 24th. M. Thompson also expressed that she would like to step down as chair from this working group.

Action Item: J. Reid to distribute edits to the members

Action Item: J. Reid/I. Elliott to reach out to any LG EPAC members who have not placed orders for Workbooks

Action Item: I. Elliott to reach out to First Nations to inquire about possibly ordering Workbooks

c. **REMP Working Group:** Steering Committee met on Feb 20th and reviewed the REMP Terms of Reference and Strategic Plan and approved it to move forward to the Policy Group. Policy group will be meeting today. As well, REMP staff and LG EPAC representatives met to begin development of the Work Plan. S. Carby also advised that the CRD will be putting up informational material on REMP on the website.

Action Item: S. Carby to bring the 2016 budget to the next LG EPAC meeting

Action Item: Confirm the REMP Terms of Reference and Strategic Plan have been distributed to the members

d. **Evacuation Working Group:** Making good progress on a series of documents and will hopefully present these at the next meeting following approval of working group members

8. **Old Business:**

a. **LG EPAC Annual Report Review**

Action Item: Distribute report to membership for review and provide any feedback by April 7th.

- b. **Printing order for Prepare Yourself Workbooks:** Please submit any final orders to J. Reid
- c. **Quake Cottage:** Quake Cottage will be potentially available between June 12th-August 31st and again between October 7th-31st. IBC will sponsor ShakeZone events bringing the operating costs down to \$1500 a day. M. Thompson will liaise with D. Cockle and the Public Education Working Group to coordinate and request preferred dates, as well investigate potential collaborative partners for funding.

9. New Business:

- a. **Refugee Preparedness –** M. Thompson: Saanich has received many inquiries for preparedness materials in Arabic. Other municipalities expressed that they have as well. Saanich is planning on having a voice-over translation done for their NEPP program videos. At this time, the Public Education Working Group does not have the capacity to take on further projects, but would appreciate continued updates on this project. Any members are welcome to contact M. Thompson for more information or potential collaboration opportunities.
- b. **ERMS on Prepare Yourself Website-** J. Reid inquired about the potential to use Prepare Yourself Website to host the self-registration link for the Electoral Area Mass Notification System. The membership was concerned that there may be unexpected consequences and presented alternative options.

10. Roundtable:

Action Item: E. Grant to distribute contact information for potential students from the University of Victoria

Action Item: P. Ensor to distribute break-down of Province's recent investment in emergency preparedness

It was **Moved** by S. Jansen and **Seconded** by T. Patterson that the meeting be adjourned at 12:05.

Motion Carried



Making a difference...together

MINUTES OF A MEETING

Regional Food and Agriculture Task Force

Tuesday February 28, 2017

1:00 PM –4:00 PM

Room 488 – Capital Regional District 625 Fisgard St., Victoria, BC

ATTENDEES:

Bernadette Greene
Bob Maxwell
Bruce Greig
Derek Masselink
Director Finall
Fiona Deveraux
Gerard Leblanc
Jane Evans
Linda Geggie
Rob Buchan
Robin Tunnicliffe
Rudi Wallace
Virginie Lavallee-Picard

CRD STAFF: Signe Bagh, Jeff Weightman, Sue Hallatt, Brent Reems, Lyn Coles

REGRETS: Terry Michell

PRE-MEETING PREPARATION

Participants received the following documents in a binder at the meeting:

- Meeting Agenda
- Task Force Terms of Reference
- Regional Food and Agriculture Strategy (RFAS)
- Saanich Land Bank Referral
- Land Use Inventory Grant Application

FACILITATION

The meeting was facilitated by Jeff Weightman, who called it to order at 1:00 pm.

1.0 WELCOME

CRD staff Jeff Weightman and Signe Bagh welcomed participants and Director Finall provided some opening comments.

2.0 INTRODUCTIONS

All present introduced themselves. Jeff commented that Rudi and Gerard were alternates and cannot vote until they are appointed to the Task Force; Jeff and Signe are staff liaisons and not Committee members and are therefore also not eligible to vote.

3.0 ADMINISTRATION

Brent Reems, Senior Manager Legislative & Information Services, provided an explanation of the connection between the Task Force and CRD.

The Task Force is an advisory body which may provide advice, bring forth news and make motions to pass resolutions to recommend to the standing/planning committee to the Board.

Brent also addressed the following areas: FOI, conflict of interest, and communications with the media.

1:25 pm - Brent left the meeting.

Jeff reviewed the agenda and meeting objectives:

The agenda was accepted with a revision to move 3 c) Nominations for Task Force Chair, to later in the meeting.

4.0 OVERVIEW OF THE REGIONAL FOOD AND AGRICULTURE STRATEGY (RFAS)

Using a Power Point presentation, Derek explained the Food and Agriculture Strategy. This was followed with an overview by Jeff, commenting that Food and Climate were the top topics of interest in early RGS discussions and that led to the initiation of a Food and Agriculture Sub-Strategy.

A table-top discussion activity featuring 5 small breakout groups was held. Participants were asked to discuss the recommendations, identify when they thought each should be acted upon, and report back to the group.

Recommendation #1. Support regional cross-sector relationships, including a Food and Agriculture Task Force.

Priority 2017

Recommendation #2. Improve the CRD's capacity to address regional food and agriculture issues.

Priority 2017.

- limited to census data collection now
- start benchmarking; value will be immediate in 2017
- IAF grant for ALUI will be helpful in setting benchmarking base

Priority 2018.

- Additional funding would be needed if an agrologist is to be hired (would need to be approved at annual budget considerations . . . would require building a compelling case). Should include consideration of following:
 - What staff now have roles?
 - What is staff knowledge?
 - What is missing?
 - What can be prioritized? Status, opportunities, actions
 - How can CRD staff be educated as to the impact their roles can have on agriculture?
 - How can the CRD work with allies and other experts?
 - Can CRD hire an experienced agrologist or instead use volunteers, seek funding, etc

Recommendation #3. Support regional organic matter recycling approaches that benefit food and agriculture.

Priority 2018

- Part of broader conversation that is needed
- Invite someone in in 2017 to get more information on how task force can facilitate

Recommendation #4. Address chronic drainage issues across the region.

Priority 2018

- More background information is needed to understand connections between drainage and irrigation

Recommendation #5. Continue to consider approaches to effectively address existing and emerging regional wildlife and invasive species issues.

Ongoing

- Invite staff to provide information on program details

Recommendation #6. Maintain cost of and improve access to irrigation water for food and agricultural operations.

Priority 2018 (unless raised earlier by Integrated Water Services)

- Indigenous want better water rate; bring rate and access issues to Board all at once
- Surface water, ground water, wells, integration is important
- Concern with delay; what is Island tipping point of water availability? Ben Parfit, a water expert at UVIC could be consulted

Recommendation #7. Encourage a place-based regional food culture by building relationships between Aboriginal and non-aboriginal communities.

Priority 2017

- As per initiatives undertaken by CRD Aboriginal Initiatives Division

Recommendation #8. Support Aboriginal food and agriculture-related activities, projects and events.

Priority 2017

- Foster greater cross-pollination between FAS and CRD Aboriginal Initiatives Division
- Prepare for any 2018 budget submissions (First Nations operated abattoir?)

Recommendation #9. Support the establishment of a regional food and farmland trust.

Priority 2017

- Build on the energy and leadership that has emerged
- North Saanich and Central Saanich have prioritized this

Recommendation #10. Support regional economic development strategies for food and agriculture.

Priority 2018

- Need to first build relationships

With respect to prioritization of all ten recommendations, it was suggested that the Task Force also take into consideration level of passion/capacity of the group, how the items connect to each other and the level of impact. Task Force members indicated a desire to achieve a lot and that an approach might be to start on as many projects as possible so that if any run into roadblocks, progress will still be made. The possibility of setting up subgroups to work on individual recommendations was discussed.

ACTION 1:

Task Force members to identify to Jeff (by marking up their worksheets) if there are particular recommendations that they have a burning desire to work on. This can be indicated by placing names next to the identified actions. Jeff to report back at the next meeting on the results of this invitation.

2:30 pm - Rob Buchan left the meeting.

3:15 pm - Director Finall left the meeting.

5.0 DISCUSSION re: RECOMMENDATIONS TO PLANNING AND PROTECTIVE SERVICES COMMITTEE

a) RFAS Implementation

- Virginie shared information on a contractor's donation to the City of Victoria of 150 fruit trees for Canada's 150th Anniversary. Victoria anticipates that there will be more trees than can be planted in the public realm within Victoria. Participants discussed distribution: community gardens, schools, neighborhood communities.
- Contractor would like to know plans by end of April
- Jeff suggested that Task Force members speak to their contacts and let Virginie know if they are aware of opportunities for planting trees in public spaces.
- Sue suggested this is an opportunity to raise the Task Force profile:
 - send the information out to our networks
 - Corporate Communications can do thank you's
 - further discussion/planning to take place

Action 2:

Task Force members to speak to their contacts and advise Virginie of interest in donated Canada 150 trees

Action 3:

Jeff to coordinate with Virginie and CRD Corporate Communications re: profiling of donation and involvement of FAS Task Force

b) Regional ALUI/AWDM

Jeff reported that the CRD in partnership with the Ministry of Agriculture has an opportunity to apply for an Investment Agriculture Foundation grant to collect regional

food and agriculture data consistent with the recommendations of the Regional Food and Agriculture Strategy.

Jeff suggested wording for a motion from the Task Force to support the grant application.

Sue Hallatt made a motion to appoint Bob Maxwell as interim Chair to facilitate a vote on the motion. Motion approved.

The following motion was passed with all in favour: “ That Bob Maxwell be appointed as the interim chair of the task force until a new chair is appointed “

Action 4:

Jeff to advance report to the Planning and Protective Services Committee recommending support of the IAF grant and to apply for the grant if approved by the Board.

c) Land Bank

Jeff advised there was a Board motion directing correspondence referral received from the District of Saanich be referred to the Regional Food and Agricultural Task Force requesting a progress report from the Planning and Protective Services Committee by April 2017.

Bob Maxwell made a motion that there is a role for the CRD role in regional land bank or farmland trust process and that the task force would like more time to provide recommendations on specific details.

The motion was passed with all in favour.

The Task Force indicated a desire to continue to be involved in discussions relating to this topic.

Action 5:

Jeff to prepare a report to the Planning and Protective Services Committee to advise of the Task Force motion.

6. 0 SELECTION OF TASK FORCE CHAIR

Sue Hallatt made a motion to nominate Virginie Lavallee-Picard to Task Force Chair for a three month position. She accepted nomination and was acclaimed.

Action 6:

Virginie and Jeff to coordinate on the agenda for the April meeting and to include on that agenda the election of a Task Force Vice Chair.

NEXT STEPS

Jeff and Signe thanked all attendees for their participation and input.

Next meeting to be scheduled for the first week of April after canvassing members through a doodle poll.

4:00 PM ADJOURNMENT