

Notice of Meeting and Meeting Agenda Planning and Protective Services Committee

Wednesday, January 24, 2018

9:30 AM

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

K. Williams (Chair), N. Jensen (Vice Chair), M. Alto, A. Finall, C. Plant, J. Ranns, L. Seaton,
R. Windsor, S. Price (Board Chair, ex-officio)

1. Approval of Agenda

2. Adoption of Minutes

- 2.1. [18-010](#) Minutes of the October 11, 2017 Planning and Protective Services Committee Meeting

Recommendation: That the minutes of the October 11, 2017 Planning and Protective Services Committee meeting be adopted as circulated.

Attachments: [Minutes](#)

3. Chair's Remarks

4. Presentations/Delegations

- 4.1. [18-046](#) Delegation: James Anderson, Re: Item 5.2. Regional Food Land Access Improvement Feasibility Study and Business Case Terms of Reference - Issue of Land Bank

Attachments: [Delegation: James Anderson](#)

5. Committee Business

- 5.1. [18-040](#) 2018 Board Standing and Select Committees - Terms of Reference (Planning and Protective Services)

Recommendation: That the Terms of Reference for the 2018 Planning and Protective Services Committee as attached in Appendix A be approved.

Attachments: [Staff Report: 2018 Terms of Reference PPSC](#)
[Appendix A: 2018 Terms of Reference PPSC](#)

- 5.2. [18-033](#) Regional Food Land Access Improvement Feasibility Study and Business Case Terms of Reference

Recommendation: That the Terms of Reference for the Regional Food Land Access Improvement Feasibility Study and Business Case Terms of Reference be approved, and that staff be directed to issue a request for proposals.

Attachments: [Staff Report: Reg'l Food Land Access Improvement Feasibility Study-ToR](#)
[Appendix A - Reg'l Food Land Access Improvement Feasibility Study-ToR](#)

5.3. [17-861](#) Previous Minutes of Other Committees and Commissions for Information

Recommendation: That the following minutes be received for information:
1. Regional Emergency Coordinators Advisory Commission, February 2 and May 18, 2017
2. Regional Food and Agriculture Task Force, July 27 and October 25, 2017

Attachments: [Minutes: REPAC February 2, 2017](#)
[Minutes: REPAC May 18, 2017](#)
[Minutes: RFATF July 27, 2017](#)
[Minutes: RFATF October 25, 2017](#)

6. New Business

7. Adjournment

Next Meeting: March 28, 2018

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, October 11, 2017

9:30 AM

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

PRESENT:

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

Staff: K. Lorette, General Manager, Planning and Protective Services; S. Bagh, Senior Manager, Regional Strategic Planning; S. Carby, Senior Manager, Protective Services; M. Barnes, Manager, Health and Capital Planning Strategies; B. Reems, Corporate Officer; P. Perna, Committee Clerk (Recorder)

REGRETS: Directors Ranns and Windsor

The meeting was called to order at 9:30 am.

1. Approval of Agenda

MOVED by Director Atwell, **SECONDED** by Director Williams,
That the agenda for the October 11, 2017 Planning and Protective Services Committee meeting be approved as amended to include New Business Item 6.1. Clarification of the Capital Regional District Regional Growth Strategy Position - Verbal Report.
CARRIED

2. Adoption of Minutes

- 2.1. [17-736](#) Minutes of the September 6, 2017 Planning and Protective Services Committee Meeting

MOVED by Director Seaton, **SECONDED** by Director Atwell,
That the minutes of the September 6, 2017 Planning and Protective Services Committee meeting be adopted as circulated.
CARRIED

3. Chair's Remarks- None.

4. Presentations/Delegations - None.

5. Committee Business

- 5.1. [17-713](#) 2018 Service Plans Review Process

K. Lorette provided an overview of the report and each service.

Discussion ensued on the following:

- Island Health exploring partnership with the Capital Regional District for a Community Health Network Coordinator on the Southern Gulf Islands
- the role of the Capital Regional District in regional planning of health facilities
- animal control enforcement, patrols and contracts
- Provincial assistance for a farming infrastructure research project
- importance of food production and food strategies

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

**That the Capital Regional District Board Chair write a letter to the Minister of
Agriculture to see if they have a grant program or if they are willing to partner
with the Capital Regional District on issues that impact farming on Vancouver
Island and in the region.**

CARRIED

**MOVED by Board Chair Desjardins, SECONDED by Director Brice,
That the Service Plan for Farming Infrastructure Research Project in 2018 be
decreased to \$25,000 and the project be subject to approval of a request from the
Minister of Agriculture for a matching contribution.**

CARRIED

**MOVED by Director Brownoff, SECONDED by Board Chair Desjardins,
That the 2018 Service Plan be approved subject to the Community Health
Network Coordinator position only being carried forward with the approval of
grant funding from Vancouver Island Health Authority towards a Regional
Coordinator position.**

CARRIED

**MOVED by Director Atwell, SECONDED by Director Williams,
That the Planning and Protective Services Committee recommend to the Capital
Regional District Board:**

That the attached services plans be approved as amended.

CARRIED

OPPOSED: Director Young

5.2. [17-706](#) Previous Minutes of Other Committees and Commissions for Information

**MOVED by Director Brownoff, SECONDED by Director Williams,
That the following minutes be received for information:**

1. Local Government Emergency Program Advisory Commission, June 15, 2017

CARRIED

6. New Business

**6.1. 17-744 Clarification of the Capital Regional District Regional Growth Strategy
Position and Process - Verbal Report**

K. Lorette provided an update on the Regional Growth Strategy (RGS)
non-binding dispute resolution process as follows:

- mediators have been engaged and have circulated their pre-mediation report to all of the participants

- the contents of the pre-mediation report
- working to confirm dates for the in-person sessions
- the purpose of the mediation sessions
- requirement for approving the RGS document and the process if the document is not approved
- challenges holding the October meeting dates

**MOVED by Director Brice, SECONDED by Board Chair Desjardins,
That the Planning and Protective Services Committee recommend to the Capital
Regional District Board:**

**That the Clarification of the Capital Regional District Regional Growth Strategy
Position and Process – Verbal Report from the General Manager, Planning and
Protective Services, be received for information.**

CARRIED

7. Adjournment

**MOVED by Director Seaton, SECONDED by Director Brownoff,
That the October 11, 2017 Planning and Protective Services Committee meeting
be adjourned at 10:51 am.**

CARRIED

Chair

Recorder

Legserv

Subject: FW: Addressing the Board - Submission

Sent: Saturday, January 20, 2018 1:01 PM
To: Legserv <Legserv@crd.bc.ca>
Subject: Addressing the Board - Submission

.....

Your name::
james anderson

I represent::
self

Municipality/Electoral Area in which you reside::
Saanich

I wish to address::
Planning and Protective Services Committee

Meeting Date::
Jan 24, 2018, 9:30am

Agenda Item::
5.2

My reason(s) for appearing (is/are) and the substance of my presentation is as follows::
issue of land bank

I will have a PowerPoint or video presentation and will submit it at least 24 hours in advance of the meeting.:
Yes

The meeting and my presentation will be webstreamed live via the CRD website and recorded.:
I understand.

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

SUBJECT **2018 BOARD STANDING AND SELECT COMMITTEES – TERMS OF REFERENCE**

ISSUE

To establish the terms of reference for the 2018 Board Standing and Select Committees.

BACKGROUND

Terms of reference (TOR) serve to clarify the mandate, responsibilities and procedures governing committees and provide a point of reference and guidance for the committees and their members. This year, the TOR are being considered by each committee and will be forwarded to the Board for approval.

Under the *Local Government Act* and the CRD Board Procedures Bylaw, the CRD Board Chair has the authority to establish Standing Committees and appoint members. The CRD Board has the authority to establish Select Committees and the authority to establish Advisory Committees to provide advice and recommendations to the Board or a Board Standing Committee.

The 2018 committee structure remains largely the same as in 2017, and therefore there are no governance changes requiring amendments to the TOR.

ALTERNATIVES

Alternative 1:

That the Planning and Protective Services Committee recommend that the 2018 Terms of Reference, as attached in Appendix A, be approved.

Alternative 2:

That the terms of reference be referred back to staff for further review.

IMPLICATIONS

The TOR that have been developed for each committee identify the mandate or purpose of the committee, its establishment and authority, composition, procedures and staff resources. Committees are generally structured around specific service areas. Where applicable, other committees that report through each of the committees have been identified. The 2018 committee structure is largely unchanged from 2017 and therefore no major governance amendments to the TOR are anticipated.

Next Steps

Following the confirmation by each Committee of their TOR and approval by the CRD Board, the TOR will be posted to the website.

RECOMMENDATION

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

That the Terms of Reference for the 2018 Planning and Protective Services Committee, as attached in Appendix A, be approved.

Submitted by:	Kristen Morley, J.D., General Manager, Corporate Services
Concurrence:	Robert Lapham, Chief Administrative Officer, RPP, MCIP

Attachments: Appendix A – 2018 Terms of Reference

Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header banner. It consists of the letters 'CRD' in a stylized, white, sans-serif font, set against a dark grey background that features a wavy, horizontal line pattern.

PLANNING AND PROTECTIVE SERVICES COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Planning and Protective Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to planning, protective services, emergency management and health related matters.

The Committee's official name is to be:

Planning and Protective Services Committee

1.0 PURPOSE

The mandate of the Committee includes overseeing and making recommendations to the Board regarding the following functions:

- Regional planning
- Regional Growth Strategy
- Protective services – including 911, fire dispatch and hazmat
- Emergency Preparedness
- Community health planning, regulations and enforcement

The Committee may also consider matters directly referred by the CRD Roundtable on the Environment (RTE);

The Committee may also make recommendations to the Board to:

- enable others and advocate for supportive agricultural programs and policies by provincial and federal governments;
- work with partners to find a solution to the lack of abattoirs, and other related farming infrastructure, in the region or on the island; and
- advocate to senior levels of government for age-friendly programs and policies.

The following committees will report through the Planning & Protective Services Committee:

- Development & Planning Advisory Committee
- Local Government Emergency Program Advisory Commission
- Regional Emergency Program Advisory Commission
- Regional Food and Agriculture Task Force

2.0 ESTABLISHMENT AND AUTHORITY

- The committee will make recommendations to the Board for consideration; and

- The Board Chair will appoint the Committee Chair, Vice Chair and committee members.

3.0 COMPOSITION

- The Chair, Vice Chair and members are appointed annually by the Chair of the Board.
- All Board members are permitted to participate in standing committee meetings, but not vote, where an item of local significance is on the agenda (Board resolution Nov. 12, 2014).

4.0 PROCEDURES

- The committee shall meet on a monthly basis, except August and December, and have special meetings as required;
- The agenda will be finalized in consultation between staff and the Committee Chair and any committee member may make a request to the Chair to place a matter on the agenda;
- With the approval of the Committee Chair and the Board Chair, committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- A quorum is a majority of the committee membership and is required to conduct committee business.

5.0 RESOURCES AND SUPPORT

- The General Manager of the Planning and Protective Services Department will act as a liaison to the committee; and
- Minutes and agendas are prepared and distributed by the Legislative & Information Services Department.

Approved by the Planning and Protective Services Committee on _____, 2018
Approved by the CRD Board on _____, 2018



**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, JANUARY 24, 2018**

SUBJECT **Regional Food Land Access Improvement Feasibility Study and Business Case Terms of Reference**

ISSUE

To consider the draft Terms of Reference for the Regional Food Land Access Improvement Feasibility Study and Business Case and obtain direction regarding next steps.

BACKGROUND

At the December 14, 2016 meeting, the Capital Regional District (CRD) Board approved the Regional Food and Agriculture Strategy (RFAS) and appointed the Regional Food and Agriculture Task Force (RFATF).

On April 12, 2017, the CRD Board directed the RFATF to “continue to examine a range of options for assisting agriculture in the region together with the potential costs and report back for the Planning and Protective Services Committee’s decision.”

During summer 2017, the RFATF examined options for assisting agriculture in the region and in September 2017 recommended to the Planning and Protective Services Committee that pursuit of a Regional Food and Farmland Trust would have the greatest impact and that the concept be further advanced in 2018. Letters of support were conveyed from several municipalities and stakeholder groups. On September 13, 2017, the Board supported funding a 2018 feasibility study/business case. The Board has since adopted a Provisional Budget which provides the necessary funding.

Development of a regional agricultural land banking solution was identified as a 2015-2018 Board Priority. This report introduces a draft Terms of Reference (Appendix A) for the Regional Food Land Access Improvement Feasibility Study and Business Case for the Committee’s consideration and direction.

DISCUSSION

The purpose of the feasibility study/business case is to identify and assess options for increasing food production, by enhancing access to farmland as a community asset for the public good. In response to prior Board direction, the proposed scope of work for the feasibility study/business case will identify approaches to increasing access to farmland and food production. A cost-benefit analysis will compare and contrast potential approaches. Operating models will be identified for all cost-effective and timely approaches. The consultant will be asked to recommend an approach, operating model, partnerships, funding and to suggest a timeline to implement. The focus of the study would be to deliver recommendations that are:

- Cost-effective – actions/approach will have low or reasonable financial implications
- Timely – actions/approach will quickly result in greater access or improvements to farming
- Implementable without land acquisition – actions/approaches should not consider the immediate purchase of lands, rather utilization of existing publicly owned lands, donated lands, land linking opportunities and other options that do not incur purchase costs

As drafted, the Terms of Reference call for the following deliverables:

- A draft written report responding to the identified scope of work.
- A presentation of the draft feasibility study to the RFTAF.
- A revised written report responding to RFTAF and staff input.
- A presentation of the revised written report to the Planning and Protective Services Committee to summarize key findings and answer questions.
- A final written report reflecting any direction from the Planning and Protective Services Committee.

Subject to approval, staff anticipate posting a proposal call by the middle of February. The anticipated project start would be early April to accommodate proposal submission and evaluation time. Project completion is targeted for year-end 2018.

The RFATF provided input into the development of the Terms of Reference and supports the proposed approach.

ALTERNATIVES

Alternative 1

That the Terms of Reference for the Regional Food Land Access Improvement Feasibility Study and Business Case Terms of Reference be approved, and that staff be directed to issue a request for proposals.

Alternative 2

That the Regional Food Land Access Improvement Feasibility Study and Business Case Terms of Reference be referred back to staff with Committee direction.

IMPLICATIONS

Consultation Implications

The successful consultant or consulting group will be expected to seek input from stakeholders such as local farmers, local farm groups, municipal staff, CRD staff, local First Nations, Ministry of Agriculture staff, and educational institutions. The RFATF membership have offered to be a conduit for stakeholder input to save consultant time/costs. The consultants would be responsible for analysing and reporting out on the feedback.

Staff Implications

Project oversight will be provided by Regional and Strategic Planning staff.

CONCLUSION

The Board has approved 2018 funding for a Regional Food Land Access Improvement Feasibility Study and Business Case in 2018. Draft Terms of Reference intended to respond to comments and suggestions from previous Committee and Board meetings have been developed in consultation with the RFATF. With Committee approval, staff would proceed to initiate a request for proposals, with the intent of completing the work by year- end 2018.

RECOMMENDATION

That the Terms of Reference for the Regional Food Land Access Improvement Feasibility Study and Business Case Terms of Reference be approved, and that staff be directed to issue a request for proposals.

Submitted by:	Jeff Weightman, MCIP, RPP, PMP, Planner, Regional Strategic Planning
Concurrence:	Signe Bagh, MCIP, RPP, Senior Manager, Regional Strategic Planning
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning & Protective Services

JW/SB

Attachment: Appendix A - Regional Food Land Access Improvement Feasibility Study and Business Case Terms of Reference)

Appendix A - Regional Food Land Access Improvement Feasibility Study and Business Case

Terms of Reference

January 2018

Background

On December 14, 2016 the Capital Regional District (CRD) Board approved the Regional Food and Agriculture Strategy and appointed the Regional Food and Agriculture Task Force (RFATF). On April 12, 2017 the CRD Board directed the Task Force 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”.

A Regional Food and Farmland Trust relates to the Board’s Strategic Priority of Agricultural Land and Food Security, specifically the following action: Develop a regional agricultural land banking solution. A food and farmlands trust also aligns with the Board’s strategic priority to build stronger relationships with First Nations. The RFAS recommendation 9 is to increase access to agricultural and food lands in order to protect and steward existing farmland. The RFAS recommendation 8 is to support Aboriginal food and agriculture –related activities, projects and events and note that 95% ¹ of the land based Indigenous food system in southern Vancouver Island is no longer accessible.

The Province of BC through the Agricultural Land Commission manages the Agricultural Land Reserve which is an assembled collection of protected land for the purpose of long term (permanent) agricultural use. Ministry of Agriculture staff are represented on the RFATF and will be a major stakeholder in the development of the feasibility strategy/business case.

On September 13, 2017 the Board, supported 2018 funding of a feasibility strategy/business case. The Committee and Board discussion referenced a food and farmland trust in addition to other initiatives that could assist agriculture in the region.

Objective

To provide the CRD Planning and Protective Services Committee and CRD Board with information to support a decision on whether the CRD should expand its role in assisting agriculture, and if so, how that could best be accomplished.

Purpose

The purpose of the feasibility study/business case is to identify and assess options for increasing food production, by enhancing access to farmland as a community asset for the public good.

¹ Bryce and Corntassle, 2012

Assumptions:

This study has been scoped with the intent of coming up with recommendations that are:

- Cost-effective – actions/approach will have low or reasonable financial implications
- Timely – actions/approach will quickly result in greater access or improvements to farming
- Implementable without land acquisition – actions/approaches should not consider the purchase of lands, rather utilization of existing publicly owned lands, donated lands, land linking opportunities and other options that do not incur purchase costs

Scope

The feasibility study will:

1. Identify alternative approaches to a Regional Food and Farmland Trust (RFFLT) (e.g., land linking services, etc.) that could increase food production through access to farmland (addressing tenure and affordability) and maintain/enhance farmland productivity (based on land/soil evaluation criteria) in the Capital Regional District in a cost-effectively and in a timely manner (approx. 5 years).
2. Examine and evaluate whether a RFFLT could, in the Capital Regional District, cost-effectively and in a timely manner (approx. 5 years) increase access to publically owned farmland (addressing tenure and affordability) in the region and maintain/enhance farmland productivity (subject to the availability, condition and suitability of farmland). Identify ways to include First Nations in improving Indigenous food production as part of a food and farmlands trust. There is an opportunity to work with interested First Nations in restoring traditional food practices as well as integrating Indigenous food production into local food farming practices.
3. Compare any cost-effective and timely approaches identified in #1 and #2 above and identify key differences in both benefits and costs.
 - a. Evaluation should include assessment of the potential impact of each approach on the region's food and agriculture sector (i.e., competitiveness, sustainable practices and farm growth enabled by tenure security, support for new entrants, employment, and ancillary benefits²).
4. Identify potential operating models for all cost-effective and timely approaches (both those covered in #1 and #2 above) and identify costs and benefits associated with each *operating model*.
5. Recommend an approach and operating model and identify the expertise, capacity, partnerships, funding and timeline required to implement (business case).

² *Soil studies, test crops, knowledge sharing, demonstration sites for sustainable farming practices) and CRD residents (i.e., more habitat that supports biodiversity, on-farm community involvement and volunteer programs, more local food, public workshops and hands-on educational opportunities, and partnerships with food banks).

Consultant Requirements/Qualifications

Those undertaking this work must have: previous experience developing feasibility strategies and business cases; knowledge and experience in agricultural economics, agrology and farm related finance; experience in identifying operating structures or delivery mechanisms (e.g., government v. non-profit, etc.); experience or knowledge of food and farmland trust models; local knowledge; understanding and knowledge of local First Nations and concerns around access to traditional foods and medicines, as well as non-traditional healthful and affordable food sources.

Deliverables

- A draft written report responding to the identified scope of work.
- A presentation of the draft feasibility study to the RFTAF.
- A revised written report responding to RFTAF and staff input.
- A presentation of the revised written report to the Planning and Protective Services Committee to summarize key findings and answer questions.
- A final written report reflecting any direction from the Planning and Protective Services Committee.

Budget and Sources of Funding

\$30,000 from the CRD Regional Information operating budget (subject to 2018 budget approval).

Timeline/Milestones

The feasibility strategy process will be initiated in early 2018 and presented to the Planning and Protective Services Committee by November 2018.

Project Organization

Regional Planning Services will provide project direction with input and review from the RFATF.

Resources

A list of background documentation, examples and research completed to date will be made available.

Stakeholders

In addition to the above-referenced reports, it is expected that the consultant also seek out input from CRD staff, municipal staff, local First Nations, local farmers seeking land, established local farmers, new entrants/farmers, Ministry of Agriculture, Peninsula and Area Agriculture Commission, local government agriculture advisory committees, Foodlands Co-op (farmfolk/city folk), Land Acquisition Trust, CRFair, CRD residents, farmer groups, educational institutions, and other agencies with agricultural infrastructure (e.g., Federal Centre for Plant Health in North Saanich), landowners looking to donate their lands and ensure ongoing agricultural production. The Regional Food and Agricultural Task Force could be used as a conduit for information/input/feedback between stakeholders and the consultant. The consultant would be responsible for providing the information to be disseminated and for analyzing/synthesizing and reporting out on feedback provided.

**Capital Regional District
REGIONAL EMERGENCY COORDINATORS
ADVISORY COMMISSION (RECAC)**

** Operating under Regional Emergency Planning Advisory Commission (REPAC) **
Minutes of the RECAC Meeting held Feb 02, 2017 at 9:30 am
CRD Boardroom, 625 Fisgard St., Victoria, BC

PRESENT:

Amanda Wirth-Pothier	Joint Task Force (Pacific) Department of National Defence
Al-Nashir Charania	Greater Victoria Harbour Authority (GVHA)
Blair McDonald	Township of Esquimalt
Brian Slous	Salvation Army
Brittany Schina	Regional Emergency Management Partnership
Chris Spargo	Victoria PD
Courtney Cote	BC Coroner Service
Dave Baldwin	Joint Task Force (Pacific) Department of National Defence
Eileen Grant	District of Oak Bay
Elizabeth Scambler	EMBC
Gary Carleton	Canadian Red Cross
Gerry Delorme	HEMBC
Gord Horth	CREST
Greg Clackson	BC Ferries
Greg Kitchen	School District 61
Ian Elliott	Capital Regional District– <i>Recording Secretary</i>
Ian Foss	EMBC
Jenny Reid	Capital Regional District
Jeri Grant	Juan de Fuca Electoral Area
Jesse Ferguson	HEMBC
Jim Henly	Victoria PD
Jim LaMorte	Smart Risk Control
Jim Simpson	WorkSafeBC
Jowett Wong	City of Victoria
Mike Crowe	Songhees Nation
Mike Garraway	Victoria Airport Authority
Paul Weismiller	BC Ambulance
Rob Johns	University of Victoria
Rob Syverson	Central Saanich FD
Robert Thomas	Esquimalt Nation
Sam Rosindell	Western Stevedoring
Sara Jansen	Township of Esquimalt, <i>REPAC Vice-Chair & Meeting Chair</i>
Steven Anderson	BC Transit
Tina Rogers	Ministry of Transportation and Infrastructure
Troy Mollin	Township of View Royal
Todd McVey	Mainroad Contracting

1. Welcome and Introduction

REPAC Acting-Chair S. Jansen called the meeting to order at 9:34 am and introductions were made.

2. Approval of Agenda:

It was **Moved** by J. Grant and **Seconded** by T. Mollin that the agenda be approved as circulated.

Motion Carried

3. Approval of previous meeting minutes:

It was **Moved** by M. Thompson and **Seconded** by I. Foss that the minutes of September 15th, 2016 REPAC meeting be approved as circulated.

Motion Carried

4. Presentation:

- a. Red Cross Presentation, Fort McMurray Recovery Efforts G. Carleton

5. Networking Break

6. New Business

- a. ShakeOut BC 2016 Final Report: B. Schina
- Presentation on the 2016 campaign and opportunities to volunteer for 2017
- b. Emergency Preparedness Week (May 7-13th):
- Westshore Annual Participation Fair and Display on May 7 at the Westshore Parks and Recreation Centre. Anyone interested in participating contact T. Mollin
 - CREST will be working with approximately twenty of its partners on a preparedness campaign
 - Recommendation that the membership re-promote the "Get Your Kit Together" video series via twitter etc.
 - The 3rd Edition of the Prepare Yourself Workbook should be available for roll-out during Emergency Preparedness Week.
- c. Regional Emergency Management Partnership (REMP) Update
- D. Cockle and M. Thompson presented on the initiative to date and discussed the upcoming Steering Committee Meeting on Feb 20.
- d. REPAC Moving Forward
- S. Jansen led a discussion with the membership on the possible future structure of the REPAC to ensure that the member's time was most efficiently used and that each meeting had educational and informative material. There was a recommendation that the meeting frequency be

amended to 2-3 times per year instead of the 4 meetings per year as specified in the current bylaw.

Motion: It was **Moved** by E. Grant and **Seconded** by J. Grant: “That a staff review of the bylaw take place for pertinence and relevance with respect to the current program needs, with the report to be presented at the next regular meeting”

Motion Carried

7. Roundtable Discussion

8. Next Meeting:

Meeting Date and Location: The next meeting will take place on May 18, 2017

Location: CRD Boardroom. ****NOTE** Afternoon Meeting 1:00 pm start.**

9. Adjournment: Meeting adjourned at 11:53 am.

**Capital Regional District
REGIONAL EMERGENCY COORDINATORS
ADVISORY COMMISSION (RECAC)**

**** Operating under Regional Emergency Planning Advisory Commission (REPAC) **
Minutes of the RECAC Meeting held May 18, 2017 at 1:00 pm
CRD Boardroom, 625 Fisgard St., Victoria, BC**

PRESENT:

Brigitte Prochaska	Southern Gulf Islands	<i>(Chair)</i>
Chris Spargo	Victoria PD	<i>(Vice Chair)</i>
Sara Jansen	Township of Esquimalt	<i>(Vice-Chair)</i>
Al-Nashir Charania	Greater Victoria Harbour Authority	
Brian Slous	Salvation Army	
Brittany Schina	Regional Emergency Management Partnership	
Christine Johnson	Health Emergency Management BC	
Clarence Lai	EMBC Regional Partnerships	
Dan Atkinson	City of Victoria	
Dave Boudewyn	Island Equipment Owners	
Dale Green	CRD Environmental Protection	
Darren Hughes	District of Oak Bay	
Dave Cockle	District of Oak Bay	
Eileen Grant	District of Oak Bay	
Greg Kitchen	School District 61	
Ian Elliott	Capital Regional District	<i>(Recording Secretary)</i>
Ian Foss	EMBC	
Jenny Reid	Capital Regional District	
Jeri Grant	Juan de Fuca Electoral Area	
Jim Smith	CFB Esquimalt	
Kevin Hartley	Industry Canada (ISED) Emergency Telecoms	
Lisa Benini	Benini Consulting	
Maegan Thompson	District of Saanich	
Mike Crowe	Songhees Nation	
Mike Garraway	Victoria Airport Authority	
Paul Weismiller	BC Ambulance	
Rob Ingraham	CRD OH&S	
Tanya Patterson	City of Victoria	
Troy Mollin	Township of View Royal	

1. Welcome and Introduction

REPAC Chair B. Prochaska called the meeting to order at 1:00 pm and introductions were made.

2. Approval of Agenda:

It was **Moved** by J. Grant and **Seconded** by I. Foss that the agenda be approved as circulated.

Motion Carried

3. Approval of previous meeting minutes:

It was **Moved** by S. Jansen and **Seconded** by M. Thompson that the minutes of February 2, 2017 REPAC meeting be approved as circulated.

Motion Carried

4. Presentation:

- a. Received Staff Report: Discussion on organizational options for future REPAC meetings were discussed.
 1. Status Quo, continue not fully conforming to bylaw 3566, but meeting spirit of the bylaw.
 2. Maintain bylaw 3566 and conform to all provisions.
 3. Modify existing bylaw to 2 meetings per year.
 4. Continue existing bylaw with 4 meetings per year (as already described in the bylaw). Define as 2 plenary, 2 working group in TOR.
 5. Modify/Repeal existing bylaw to change to Committee status.
 6. Change to a new Committee of LGEPAC reflected in a new LGEPAC TOR.
 7. Change to a new Committee of LGEPAC also linked to REMP in a new LGEPAC TOR.
 8. No formal structure, just 2 mini-conferences per year as a general invitation.
- b. S. Jansen led the discussion on consideration of options 1-8, as well as possible linkage to the new Regional Emergency Management Partnership (REMP).
- c. Resolved by consensus of the Membership that a “mini-conference” format worked best for the 2 general meetings, a half day afternoon session being preferred, with the remaining 2 meetings being working group sessions in alignment with REMP planning priorities.
- d. Resolved by consensus of the Membership that the format should be reviewed in late 2017 or early 2018 to identify any needed adjustments and compare with REMP Workplan (eg. Working Groups/Subject Matter experts supporting REMP Projects).

5. Presentations:

Lisa Benini of Benini Consulting gave a comprehensive presentation on the recently adopted national standard CSA Z1600, outlining elements of preparedness and business continuity. The presentation was followed by a question and answer session.

6. Networking Break

7. New Business

- a. Regional Emergency Management Partnership (REMP) Update
 - D. Cockle, M. Thompson and Brittany Schina presented on the initiative to date and discussed the workplan developments, organizational structure, working groups etc. followed by a question and answer session.

8. Field Presentation: The City of Victoria Unmanned Aerial Vehicle Team (UAV) presented a flight demonstration for the membership in Centennial Square. The membership were very impressed with the technology and thanked the Team for a very comprehensive presentation.

9. Next Meeting:

Meeting Date and Location: The next meeting will take place on September 07, 2017

Location: CRD Boardroom. 0900 networking, 0930-1200 hrs, regular meeting.

10. Adjournment: Boardroom Meeting adjourned at 3:44 pm., UAV demonstration concluded at 4:30 pm.

MINUTES OF A MEETING

Regional Food and Agriculture Task Force

Thursday July 27, 2017

9:00 AM –10:30 PM

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

ATTENDEES:

Bruce Greig
Derek Masselink (via telephone)
Director Finall
Erich Nahser-Ringer
Gerard Leblanc
Jane Evans
Rob Buchan
Rudi Wallace
Virginie Lavallee-Picard

CRD STAFF: Jeff Weightman, Kaeley Jeffery

REGRETS: Bernadette Greene, Bob Maxwell, Fiona Deveraux, Linda Geggie,

Robin Tunnicliffe, Signe Bagh, Terry Michell

FACILITATION

The meeting was facilitated by Virginie Lavallee-Picard, calling it to order at 9:05 am.

1.0 WELCOME

CRD staff Jeff Weightman welcomed participants.

2.0 CHAIR Lavallee-Picard's COMMENTS

3.0 APPROVAL OF AGENDA

The agenda was approved

4.0 APPROVAL OF THE MAY 26, 2017 MINUTES

The minutes were approved

5.0 UPDATES ON OLD BUSINESS

a. Resend address of shard SharePoint site

Completed – Please advise Jeff of difficulties accessing the site. Kaeley to resolve.

b. Regional Food and Farmland Trust Research

Research was successful and a lot of useful information was obtained. Currently in review to determine whether there is enough to move forward as well as to produce a summary of findings.

c. Update report to Planning and Protective Services Committee

Jeff to complete prior to the next meeting in September.

6.0 PROJECT LEAD REPORTS

First Nations: A grant has been received to revitalize Indigenous foods and acquire resources. Currently trying to obtain a truck. A letter will be written to Home Depot and another grant has been identified through the Mustard Seed to assist with funding.

Food and Farmland Trust: Focus is on research. Quality information has been obtained. Summary to be produced.

Wildlife – A carnivore awareness group is being started in Sooke to reduce predators.

7.0 REGIONAL FOOD AND FARMLAND TRUST RESEARCH REVIEW

Research was successful and useful information has been obtained. Currently in review to determine whether there is enough to move forward at this point. A summary of findings will be produced.

8.0 NATIONAL FOOD POLICY COUNCIL INPUT OPPORTUNITY

Determined the best approach is to write a letter. An input table will be created and available on the collaboration website to highlight recommendations.

An online survey on food policy is on the federal government's Food Policy webpage. The survey deadline has been extended until August 31. It would be very beneficial to spread the word.

<https://www.canada.ca/en/campaign/food-policy/have-your-say.html>

9.0 NEW BUSINESS

Tours of the Mustard Seed Viewfield road warehouse can be arranged if anyone is interested.

11.0 NEXT MEETING

To be determined. Will occur following the Planning and Protective Services meeting in early September.

ACTION 1: (Jeff)

Choose a date to view Mustard Seed Warehouse and advise others.

ACTION 2: (All)

Notify others of online survey on the Federal Government's Food Policy website.

<https://www.canada.ca/en/campaign/food-policy/have-your-say.html>

ACTION 3: (Erich)

Inquire about Mustard Seed Foundation grant as potential funding source for truck.

MINUTES OF A MEETING

Regional Food and Agriculture Task Force

Wednesday October 25, 2017

10:00 AM –12:00 PM

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

ATTENDEES:

Bruce Greig

Bernadette Greene

Director Finall

Erich Kelch

Fiona Deveraux

Gerard Leblanc

Jane Evans

Fiona Deveraux

Linda Geggie

Rob Buchan

Robin Tunnicliffe

Virginie Lavallee-Picard

CRD STAFF: Jeff Weightman, Kaeley Jeffery

REGRETS: Bob Maxwell, Terry Michell; Rudi Wallace

FACILITATION

The meeting was chaired by Virginie Lavallee-Picard, calling it to order at 10:08 am.

1.0 WELCOME

CRD staff Jeff Weightman welcomed participants.

2.0 Director Finall COMMENTS

A recent tour of Haliburton Farms made it clear that there is currently not enough being done for farms and there is risk of losing farming capacity. It may be beneficial to have them present at a Board Meeting and/or to planners within the region so they can see the importance of farming and agriculture.

3.0 APPROVAL OF AGENDA

The agenda was approved by consensus

4.0 APPROVAL OF THE JULY 27, 2017 MINUTES

The minutes were approved by consensus

5.0 UPDATES ON OLD BUSINESS

a. Update on RFFLT feasibility study process

Process was approved by the Board during the September meeting. Next step is to have Terms of Reference set out by 2018 to begin the request for approval process.

It is noted that the Board has concerns regarding a trust being the finite answer so it is recommended to keep an open mind and explore a range of options to improve food and agriculture. When addressing the Board it is good to keep wording open.

b. Update on National Food Policy recommendations

The report has been drafted and is currently with the GM for final editing and will be sent to the November 22 committee meeting for approval. There is still time for input and small changes if necessary.

c. Update on CRD Board Priorities – agricultural infrastructure needs/abattoir

The Board considers the lack of abattoir on the island important enough to make it a strategic priority to further look in to.

It will cost \$50 000 to study. We will invest \$25 000 and look to the Ministry of Agriculture to match \$25,000.

Lack of barns on the island, and barns being used for storage rather than for agriculture purposes was also brought up and considered for further study.

6.0 PROJECT LEAD REPORTS

Soils/drainage: Soils need more organic matter. This is currently a challenge due to competition from commercial farms making it difficult to get it at low cost. Drainage is currently a problem but all municipalities appear serious to solve it. Central Saanich has made some headway with Maber flats. Still need a drainage management plan.

Agricultural extension officers have been used in the past. It may be beneficial to bring them back.

First Nations: There will be a food partnership program pairing up children with elders in Spring 2018. They will prepare and cook food for a community meal.

A beach is still in the process of being selected for the shellfish initiative. Recently urchins and crabs harvested with black insides were reported. Dumping spots are still currently approved at some spots in the Salish Sea.

An ethnobotany trail will be developed to create a living, breathing ecosystem. It will be volunteer run.

Mary Hayes Health Centre acquired a brush cutter and it is possible to partner up with them to apply for the tractor/truck.

Economic Development: Long term initiative dependent on higher priorities. It may be beneficial to gather statistics and report on them annually to identify gaps as well as have a food metrics round table.

City Folk Farm Folk is another funding option to support some work, though they appear to only fund the start-up phase by providing farmers a rebate at the end of the start-up phase.

Indoor Market: A location for an indoor, all year, farmers market is still being sought.

Wildlife: An education program for 2018 is being planned training people on farms how to addle Canada Geese eggs.

7.0 REGIONAL FOOD AND FARMLAND TRUST TERMS OF REFERENCE INPUT

Discussion ensued around the Regional Food and Farmland Trust Terms of Reference where input was provided on the drafted Terms of Reference.

8.0 NEW BUSINESS

It was discussed how subscription services may be beneficial to farmers.

Hoyne, a local company purchases subscription boxes for their staff during summer months. The CRA allows tax deductions for up to \$500 for staff gifts which they use to write off these gifts. This could be highly beneficial to both employers and farmers as they have more funds at the beginning of farming season.

The Good Food Summit is being held at Songhees Wellness Centre in Esquimalt occurring November 16 and 17.

9.0 NEXT MEETING

To be determined. Will occur sometime at the end of November.

ACTION 1: (Jeff)

Complete Terms of Reference

ACTION 2: (All)

Consider attending Good Food Summit

<https://www.eventbrite.ca/e/good-food-summit-2017-tickets-37018918582>