

## Meeting Minutes

### Planning and Protective Services Committee

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Wednesday, January 24, 2018

9:30 AM

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

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**PRESENT:**

Directors: K. Williams (Chair), N. Jensen (Vice Chair), M. Alto, A. Finall (9:32), C. Plant, B. Gramigna (for J. Ranns), L. Seaton, S. Price (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; J. Weightman, Planner, Regional and Strategic Planning; E. Gorman, Deputy Corporate Officer; P. Perna, Committee Clerk (Recorder)

**REGRETS:** Director R. Windsor

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

#### 1. Approval of Agenda

**MOVED by Alternate Director Gramigna, SECONDED by Director Plant,  
That the agenda for the January 24, 2018 Planning and Protective Services  
Committee meeting be approved as amended to add New Business Item 6.1.  
Regional Emergency Notification System.  
CARRIED**

#### 2. Adoption of Minutes

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

**MOVED by Director Seaton, SECONDED by Director Plant,  
That the minutes of the October 11, 2017 Planning and Protective Services  
Committee meeting be adopted as circulated.  
CARRIED**

#### 3. Chair's Remarks

The Chair remarked on the following work that will take place in 2018:

- the Regional Growth Strategy: adoption, implementation, and moving on to reviewing the Official Community Plans for the Juan de Fuca Electoral Area
- reviewing the work identified in the Regional Food and Agricultural Strategy
- the outcome of the feasibility analysis of options for a regional fire dispatch model
- working with Island Health to implement a community health network for the Capital Region

#### 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

Mr. Anderson spoke in favour of the Regional Food Land Access Improvement Feasibility Study and Business Case Terms of Reference under Item 5.2. on the agenda.

#### 5. Committee Business

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

K. Lorette provided an overview of the staff report.

Discussion ensued on Fire Dispatch reporting on their meetings through this committee.

**MOVED by Director Plant, SECONDED by Director Seaton,  
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.**

**MOVED by Director Plant, SECONDED by Director Finall,  
That the Terms of Reference for the 2018 Planning and Protective Services Committee as attached in Appendix A be amended to change the bullets to numerical or alphabetical, and amending the first bullet under 4.0 Procedures from "shall meet on a monthly basis," to "shall meet on a bi-monthly basis".  
CARRIED**

**MOVED by Director Plant, SECONDED by Director Seaton,  
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 as amended to change the bullets to numerical or alphabetical, and amending the first bullet under 4.0 Procedures from "shall meet on a monthly basis," to "shall meet on a bi-monthly basis".  
CARRIED**

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

K. Lorette provided an overview of the report and the Terms of Reference.

Discussion ensued on the following:

- the need to be concerned with the production of food
- implementation of the feasibility study without land acquisition
- utilization of publicly owned or donated lands

**MOVED** by Director Plant, **SECONDED** by Director Finall,  
That the Planning and Protective Services Recommend to the Capital Regional  
District Board:  
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.  
**CARRIED**

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

Discussion ensued on how the Regional Emergency Planning Advisory  
Commission operates and how they will operate in the future.

**MOVED** by Director Plant, **SECONDED** by Director Finall,  
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  
**CARRIED**

**6. New Business**

**6.1.**     [18-058](#)     Regional Emergency Notification System - Discussion

Discussion ensued on options for a Regional Emergency Notification System  
and what is expected from the upcoming debriefing session.

**MOVED** by Director Plant, **SECONDED** by Director Finall,  
That the Planning and Protective Services Committee recommend to the Capital  
Regional District Board:  
That staff be directed to bring back a report on opportunities for a regional  
emergency notification system.

**MOVED** by Director Jensen, **SECONDED** by Board Chair Price,  
That the main motion be amended to add after "...a report", "as soon as  
practicable on the recent tsunami incident and resulting debrief, and include  
options...".  
**CARRIED**  
**OPPOSED:** Directors Finall and Plant

**MOVED** by Director Jensen, **SECONDED** by Board Chair Price,  
That the Planning and Protective Services Committee recommend to the Capital  
Regional District Board:  
That staff be directed to bring back a report as soon as practicable on the recent  
tsunami incident and resulting debrief, and include information on options for  
exploring a regional emergency notification system.  
**CARRIED**

**7. Adjournment**

**MOVED** by Director Seaton, **SECONDED** by Director Finall,  
That the January 24, 2018 Planning and Protective Services Committee meeting  
be adjourned at 10:10 am.  
**CARRIED**

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Chair

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Recorder