

## Notice of Meeting and Meeting Agenda Planning and Protective Services Committee

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Wednesday, February 15, 2023

9:30 AM

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

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Z. de Vries (Chair), K. Williams (Vice Chair), B. Desjardins, M. Little, C. McNeil-Smith, D. Thompson, A. Wickheim, R. Windsor, C. Plant (Board Chair, ex officio)

The Capital Regional District strives to be a place where inclusion is paramount and all people are treated with dignity. We pledge to make our meetings a place where all feel welcome and respected.

### 1. Territorial Acknowledgement

### 2. Approval of Agenda

### 3. Adoption of Minutes

#### 3.1. [22-447](#) Minutes of the May 18, 2022 Planning and Protective Services Committee Meeting

**Recommendation:** That the minutes of the Planning and Protective Services Committee meeting of May 18, 2022 be adopted as circulated.

**Attachments:** [Minutes - May 18, 2022](#)

### 4. Chair's Remarks

### 5. Presentations/Delegations

*The public are welcome to attend CRD Board meetings in-person.*

*Delegations will have the option to participate electronically. Please complete the online application at [www.crd.bc.ca/address](http://www.crd.bc.ca/address) no later than 4:30 pm two days before the meeting and staff will respond with details.*

*Alternatively, you may email your comments on an agenda item to the CRD Board at [crdboard@crd.bc.ca](mailto:crdboard@crd.bc.ca).*

### 6. Committee Business

#### 6.1. [23-031](#) 2023 Planning and Protective Services Committee Terms of Reference

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:** [Staff Report: 2023 PPSC Terms of Reference](#)  
[Appendix A: 2023 PPSC Terms of Reference](#)

6.2. [23-134](#) Regional Growth Strategy Indicators Report

**Recommendation:** There is no recommendation. This report is for information only.

**Attachments:** [Staff Report: Regional Growth Strategy Indicators Report](#)  
[Appendix A: 2022 RGS Indicators Report](#)

6.3. [23-137](#) Central Saanich Regional Context Statement

**Recommendation:** The Planning and Protective Services Committee recommends to the Capital Regional District Board:  
That the District of Central Saanich regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the Local Government Act.

**Attachments:** [Staff Report: Central Saanich Regional Context Statement](#)  
[Appendix A: Central Saanich Reg'l Context Statement Referral](#)  
[Appendix B: Regional Context Statement Evaluation](#)

6.4. [23-027](#) Previous Minutes of Other CRD Committees and Commissions for Information

**Recommendation:** There is no recommendation. The following minutes are for information only:  
a) Development Planning Advisory Committee minutes - June 20, 2022  
b) Development Planning Advisory Committee minutes - October 3, 2022  
c) Development Planning Advisory Committee minutes of January 16, 2023  
d) Local Government Emergency Program Advisory Commission - March 11, 2021  
e) Local Government Emergency Program Advisory Commission - June 17, 2021  
f) Local Government Emergency Program Advisory Commission - September 16, 2021  
g) Local Government Emergency Program Advisory Commission - December 2, 2021  
h) Local Government Emergency Program Advisory Commission - March 10, 2022  
i) Local Government Emergency Program Advisory Commission - June 2, 2022  
j) Regional Food and Agriculture Task Force minutes - April 29, 2022

**Attachments:** [Minutes: Development Planning Advisory Cttee - Jun 20, 2022](#)  
[Minutes: Development Planning Advisory Cttee - Oct 3, 2022](#)  
[Minutes: Development Planning Advisory Cttee - Jan 16, 2023](#)  
[Minutes: Local Gvt Emerg Prg Advisory Commission - Mar 11, 2021](#)  
[Minutes: Local Gvt Emerg Prg Advisory Commission - Jun 17, 2021](#)  
[Minutes: Local Gvt Emerg Prg Advisory Commission - Sep 16, 2021](#)  
[Minutes: Local Gvt Emerg Prg Advisory Commission - Dec 2, 2021](#)  
[Minutes: Local Gvt Emerg Prg Advisory Commission - Mar 10, 2022](#)  
[Minutes: Local Gvt Emerg Prg Advisory Commission - Jun 2, 2022](#)  
[Minutes: Reg'l Food & Agriculture Task Force - Apr 29, 2022](#)

7. Notice(s) of Motion

8. New Business

## 9. Adjournment

The next meeting is April 19, 2023.

To ensure quorum, please advise Tamara Pillipow (tpillipow@crd.bc.ca) if you or your alternate cannot attend.

## Meeting Minutes

### Planning and Protective Services Committee

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Wednesday, May 18, 2022

9:30 AM

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

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#### PRESENT

Directors: R. Martin (Acting Chair), F. Haynes (EP), M. Hicks (EP), J. Loveday (9:32 am) (EP), R. Mersereau (EP), K. Murdoch, M. Tait (EP), K. Williams (9:32 am) (EP)

Staff: K. Lorette, General Manager, Planning and Protective Services; E. Sinclair, Senior Manager, Regional and Strategic Planning; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director(s) C. McNeil-Smith, C. Plant, R. Windsor

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

#### 1. Territorial Acknowledgement

Director Murdoch provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Murdoch, **SECONDED** by Director Hicks,  
That the agenda for the May 18, 2022 Planning & Protective Services Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

3.1. [22-297](#) Minutes of the March 16, 2022 Planning and Protective Services Committee Meeting

**MOVED** by Director Murdoch, **SECONDED** by Director Hicks,  
That the minutes of the Planning and Protective Services Committee meeting of March 16, 2022 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. [22-329](#) Sooke Regional Context Statement

K. Lorette spoke to Item 6.1.

**MOVED by Director Hicks, SECONDED by Director Williams,  
The Planning and Protective Services Committee recommends to the Capital  
Regional District Board:  
That the District of Sooke regional context statement be considered in relation to  
the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in  
accordance with the requirements of section 448 of the Local Government Act.  
CARRIED**

## 7. Notice(s) of Motion

There were no notice(s) of motion.

## 8. New Business

There was no new business.

## 9. Adjournment

**MOVED by Director Murdoch, SECONDED by Director Hicks,  
That the May 18, 2022 Planning and Protective Services Committee meeting be  
adjourned at 9:35 am.  
CARRIED**

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CHAIR

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RECORDER



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**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 15, 2023**

**SUBJECT    2023 Planning and Protective Services Committee Terms of Reference**

**ISSUE SUMMARY**

This report is to provide the 2023 Planning and Protective Services Committee Terms of Reference for the Committee’s review.

**BACKGROUND**

Under the *Local Government Act* and the Capital Regional District (CRD) Board Procedures Bylaw, the CRD Board Chair has the authority to establish standing committees and appoint members to provide advice and recommendations to the Board.

On December 14, 2022, the Regional Board approved the 2023 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the Committees and members.

This year there were no changes to the defined purpose of the Committee’s TOR, attached as Appendix A.

The TOR are being provided for review by the Committee. Any proposed revisions to the TOR will require ratification by the Board.

**CONCLUSION**

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Michael Barnes, MPP, Acting General Manager, Planning & Protective Services
Concurrence:	Larisa Hutcheson, P. Eng., Acting Chief Administrative Officer

**ATTACHMENT**

Appendix A: 2023 Planning and Protective Services Committee Terms of Reference

# Terms of Reference



## 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, and emergency management matters.

The Committee's official name is to be:

Planning and Protective Services Committee

### 1.0 PURPOSE

- a) The mandate of the Committee includes overseeing, providing advice and/or making recommendations to the Board regarding the following functions:
  - i. Regional Growth Strategy
  - ii. Protective services – including 911, fire dispatch and hazmat
  - iii. Emergency Preparedness
- b) The following committees will report through the Planning and Protective Services Committee:
  - i. Development & Planning Advisory Committee
  - ii. Local Government Emergency Program Advisory Commission
  - iii. Regional Emergency Program Advisory Commission
  - iv. Regional Food and Agriculture Task Force
  - v. Any other advisory body established by the Committee

### 2.0 ESTABLISHMENT AND AUTHORITY

- a) The Committee will make recommendations to the Board for consideration; and
- b) The Board Chair will appoint the Committee Chair, Vice Chair and Committee members annually.

### 3.0 COMPOSITION

- a) Committee members will be appointed CRD Board Members;
- b) All Board members are permitted to participate in standing committee meetings, but not vote, in accordance with the CRD Board Procedures Bylaw; and

- c) First Nation members are permitted to participate in standing committee meetings at their pleasure, in accordance with the CRD Procedures Bylaw, where the Nation has an interest in matters being considered by the committee.

#### **4.0 PROCEDURES**

- a) The Committee shall meet on a bi-monthly basis, except August and December, and have special meetings as required;
- b) 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 through the Notice of Motion process;
- c) 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
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

#### **5.0 RESOURCES AND SUPPORT**

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

*Approved by CRD Board December 14, 2022*





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**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE  
MEETING OF WEDNESDAY, FEBRUARY 15, 2023**

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**SUBJECT**     Regional Growth Strategy Indicators Report

**ISSUE SUMMARY**

To receive the Regional Growth Strategy (RGS) Indicators Report.

**BACKGROUND**

The *Local Government Act (LGA)* section 452 sets out requirements for regional districts with adopted regional growth strategies. Specifically, a regional district must:

- a) Establish a program to monitor RGS implementation and the progress made towards its objectives and actions; and
- b) Prepare an annual report on that implementation and progress.

The RGS Indicators Report was developed in 2019 to support consistent annual reporting and meet legislative requirements. The report consists of 20 indicators that measure progress towards achieving RGS targets and objectives. Each indicator includes a description of what is being measured, why it is important and a discussion of trends. Over time, the indicators will help identify progress being made toward RGS implementation or alert the region to a need for change if progress is not being seen.

Criteria for selection of indicators included: relevance, data availability, accuracy, cost, and effort. While many indicators use data that is available annually, some indicators rely on Census data that is only available every five years.

This report is based on data available for the 2021 reporting year (January 2021 – December 2021). In this reporting year, 15 of the 20 indicators were updated with new data. Additional indicators will be updated in the next release when data is available from the Origin and Destination Study and custom 2021 Census tabulations. Please see Appendix A for the report and detailed information about the new data.

It should be noted that several of the indicators are likely experiencing ongoing impacts due to the COVID-19 pandemic. Changes in year-to-year performance do not always equate to a long-term trend. It may take several years of data collection to reliably identify a trend.

Following receipt by the Board, the information will be posted on the Capital Regional District's (CRD) website.

**IMPLICATIONS**

*Environmental & Climate Implications*

Several RGS indicators are directly related to climate action. Updated within this reporting cycle, the number of net new dwelling units in areas where more than 45% walk/bike/bus to work (1.1a) has the potential for making the largest impact towards meeting our greenhouse gas (GHG) reduction goals. Land use decisions are key to developing compact complete communities that

support taking more trips by walk/bike/bus. In relation to the supplemental chart associated with indicator 1.1a, the objective would be to direct growth to areas meeting the target and, through infrastructure investment, increase the number of areas meeting the target.

Note that updated 2022 community GHG emissions data will be available for 2023.

### *Regional Growth Strategy Implications*

Achieving RGS objectives requires collaborative partnerships between local, regional and provincial levels of government, each with specific jurisdictional authorities. The RGS indicators show how we are doing as a region rather than the performance of a specific CRD service. The region's growth management approach, policies and targets are to be reevaluated every five years during the RGS update process if progress toward RGS implementation is not being seen. The five-year milestone is 2026.

Managing and Balancing Growth, Housing and Community, and Environment and Infrastructure are RGS policy areas where the indicators suggest a need to closely watch for progress against RGS objectives.

1. From a growth management perspective, the region has not expanded the growth area since RGS adoption in 2018 (1.1b) and has built 4.9% of new dwelling units outside of the growth boundary in the past 10 years (1.2a). The supplemental chart for 1.2a showing the distribution of net new dwellings outside the growth area illustrates the effects of different growth management policies among local governments. Regionally, only 20% of growth has been located in areas with greater than 45% active transportation in the past five years (1.1a). This would suggest that focusing new dwellings within the growth boundary alone is not sufficient to create compact complete communities.
2. From a housing affordability perspective, the region is making steady progress to increase the supply of affordable housing, adding 3, 289 units between 2016 and 2021 (3.2d), 668 of which were added between March 2020 to March 2021. However, low rental vacancy rates at all levels of the price spectrum indicate a market that is difficult for renters (3.2c). Low vacancy rates are compounded by average rent increases that have continued to outpace inflation (3.2b). Core Housing Need (3.2a) has been reduced in the region. However, this must be understood in the context that the income measure used to calculate core housing need was from 2020, in which the percentage of Canadians living with low income saw the most significant decline in a five-year period since 1976. This was driven mainly by higher government transfers, especially pandemic-related benefits. These benefits primarily benefitted the working-age population, with the Canada Child Benefit helping parents and children (*The Daily, Statistics Canada, July 13, 2022*).
3. From an environment and infrastructure perspective solid waste disposal (2.2a), while performing well compared to the provincial average, recent years' data has shown that the region was unable to meet the provincial 2020 target. Following years of decline, economic activity has resulted in a sustained increase in per capita solid waste disposal. It is hoped that planning policy as well as tip fee changes in 2023 will have a positive impact on decreasing our per capita waste disposal numbers.

### *Alignment with Board & Corporate Priorities*

Annual indicator reporting addresses the Planning and Development Community Need, from the 2019-2022 CRD Corporate Plan, specifically initiative 11a-3, Report on & Advance RGS Implementation/Indicators. A planning process is currently underway to identify Board priorities and an updated Corporate Plan for the 2022-2026 Board term.

*Service Delivery Implications*

The legislation stipulates that all services undertaken by a regional district after the Board has adopted a regional growth strategy must be consistent with its RGS. Through 2022, the CRD approved a new service-level strategy that will guide action on a number of indicators. The interim Regional Parks and Trails Strategic Plan 2022-2032 was adopted by the CRD Board on July 13, 2022 for one year while engagement with First Nations continues.

Any additional adjustments to service levels in support of achieving RGS objectives can be considered through the CRD's established service planning and budgetary processes. Based on current data, there are no items requiring adjustment.

**CONCLUSION**

The RGS Indicators Report monitors the region's progress towards the targets outlined in the RGS and is updated annually. For this reporting year, 15 of the 20 indicators were updated with new data. The RGS Indicator Report will be posted on the CRD website.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional and Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Glenn Harris, Ph.D., RP.Bio., Acting General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT**

Appendix A: 2022 RGS Indicators Report

# Regional Growth Strategy Indicators Report 2022



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# RGS INDICATORS – AT A GLANCE

## Managing and Balancing Growth

Number of net new dwelling units in areas where more than 45% walk/bike/bus to work



Hectares added to the Urban Containment Policy Area (UCPA) Growth Boundary



Percentage of net new dwellings built outside the UCPA



## Environment and Infrastructure

Percentage of Sea-to-Sea Green/Blue Belt acquired



Percentage of the Regional Trail Network completed



Compliance with Source Control Bylaw



Number of stormwater discharges with a high public health concern



Waste stream: solid waste disposal



Average residential water consumption



Net new dwelling units in East Sooke and Otter Point Official Community Plan (OCP) areas



## Housing and Community

Create safe and complete communities



Reduce core housing need



Average rent for two-bedroom apartment



Vacancy rate by rental price quartiles



Increase supply of affordable housing



## Transportation

Percentage of total trips made by walking, cycling and transit in the Growth Management Planning Area (GMPA) *(update pending)*



## Economic Development

Jobs to population ratio *(update pending)*



## Food Systems

Hectares of farmland in the GMPA *(update pending)*



Average age of farmer



## Climate Action

Community Greenhouse Gas (GHG) emissions *(update pending)*





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## The Regional Growth Strategy (RGS)

The 2018 Regional Growth Strategy (RGS) is a framework developed by municipalities and the regional district to address how communities will work together to enhance regional quality of life and social well-being over the next 20 years.

The provincial government created the growth strategy legislation to “promote human settlement that is socially, economically and environmentally healthy and that makes efficient use of public facilities and services, land and other resources.”

The RGS also includes policies, actions and targets for the reduction of greenhouse gas emissions. The strategy was developed with significant public and stakeholder involvement and responds to the regional vision of a livable community that stewards the environment and natural resources with care.

## The RGS Indicator Report

A robust monitoring program helps the region measure progress towards achieving RGS goals and objectives.

Wherever possible, indicators were selected such that data would be available on an annual basis. However, for many of the indicators, information is only available through census data and will therefore only be updated every five years.

## Data updated for 2022

This report is based on data available for the 2021 reporting year (January 2021 to December 2021). In this reporting year, 15 of the 20 indicators were updated with new data. It should be noted that some census indicators rely on custom tabulations that will be available in 2023. As well, several of the indicators experienced impacts due to the COVID-19 pandemic.

## How to use this report

For each indicator, four key questions are answered:

- What is being measured?
- Why is the indicator important?
- What is the target/desired trend?
- How are we doing?

Indicator performance is described relative to a goal or baseline year. However, it is important to note that changes in year-to-year performance do not always equate to a long-term trend.

While performance in any given year may be positive or negative, it may take many years of data to reliably identify a clear trend. Where possible, trend lines are included in the graphs to help illustrate indicator trends.

The RGS indicators evaluated in this report are shown in the following table.

## 2038 Targets by priority area and objective

PRIORITY AREA	OBJECTIVE	TARGETS BY 2038
1.0 Managing and Balancing Growth	1.1 Keep Urban Settlement Compact 1.2 Protect the Integrity of Rural Communities	<ul style="list-style-type: none"> <li>Accommodate a minimum of 95% of the region's new dwelling units within the Urban Containment Policy Area.</li> </ul>
2.0 Environment and Infrastructure	2.1 Protect, Conserve and Manage Ecosystem Health	<ul style="list-style-type: none"> <li>Acquire 100% of the Sea-to-Sea Green/Blue Belt.</li> <li>Complete 100% of the Regional Trail Network.</li> <li>Reduce contaminants to fresh and marine water bodies.</li> </ul>
	2.2 Deliver Services Consistent with RGS Objectives	<ul style="list-style-type: none"> <li>Prepare long-term capital plans for Capital Regional District utilities and major infrastructure improvements that take into consideration the conservation of land, water and energy resources and the impacts of climate change and natural hazards.</li> </ul>
3.0 Housing and Community	3.1 Create Safe and Complete Communities	<ul style="list-style-type: none"> <li>Municipal targets for the number of people living in complete communities to be identified by municipalities in Regional Context Statements.</li> </ul>
	3.2 Improve Housing Affordability	<ul style="list-style-type: none"> <li>Increase the supply of more affordable housing.</li> <li>Reduce the number of people in core housing need.</li> <li>Reduce the number of people who are homeless.</li> </ul>
4.0 Transportation	4.1 Improve Multi-Modal Connectivity and Mobility	<ul style="list-style-type: none"> <li>Achieve a transportation system that sees 45% of all trips made by walking, cycling and transit.*</li> </ul>
5.0 Economic Development	5.1 Realize the Region's Economic Potential	<ul style="list-style-type: none"> <li>Achieve a jobs/population ratio of:               <ul style="list-style-type: none"> <li>0.60 in Core Area</li> <li>0.53 in Saanich Peninsula</li> <li>0.36 in West Shore</li> </ul> </li> </ul>
6.0 Food Systems	6.1 Foster a Resilient Food and Agriculture System	<ul style="list-style-type: none"> <li>Increase the amount of land in crop production for food by 5,000 hectares to enhance local food security.</li> <li>Municipal targets to increase the amount of land in crop production for food and to encourage agricultural land to be identified by municipalities in Regional Context Statements.</li> </ul>
7.0 Climate Action	7.1 Significantly reduce community based greenhouse gas emissions	<ul style="list-style-type: none"> <li>Reduce community greenhouse gas emissions by 33% (from 2007 levels) by 2020, and by 61% by 2038.</li> </ul>

\*Updated to reflect increase in transit mode share target.

**1.1a** Number of net new dwelling units in areas where more than 45% walk/bike/bus to work



**What is being measured?**

This indicator tracks new dwelling units created in census Dissemination Areas (DA) where at least 45% of trips involve active transportation (walking, biking or taking transit).

**Why is this indicator important?**

The Regional Growth Strategy aims to keep urban settlement compact and directs new growth to be located where it can be efficiently serviced by transit and active transportation.

**Target/Desired Trend**

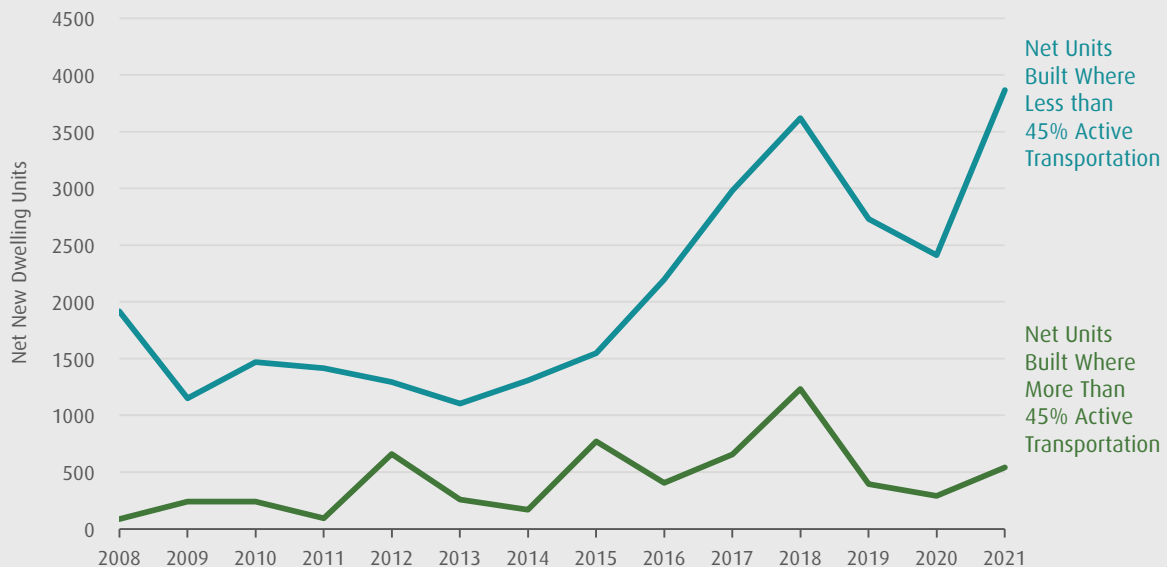
Place growth in areas conducive to walking, cycling and transit.

**How are we doing?**

Currently, we are not meeting the desired trend.

In the Growth Management Planning Area between 2012-2015, we saw as much as 26% of growth in net new dwelling units in areas with greater than 45% active transportation. In the period of 2016-2021, 17% of growth in net new dwelling units was in high active transportation areas.

BC Transit has increased its mode share target from 12% to 15%. Our target has been adjust to reflect this change from 42% to 45%.



Source: CRD Building Permit Database and Statistics Canada Census of Population 2016

## Supplemental map of areas with more than 45% walk/bike/bus to work

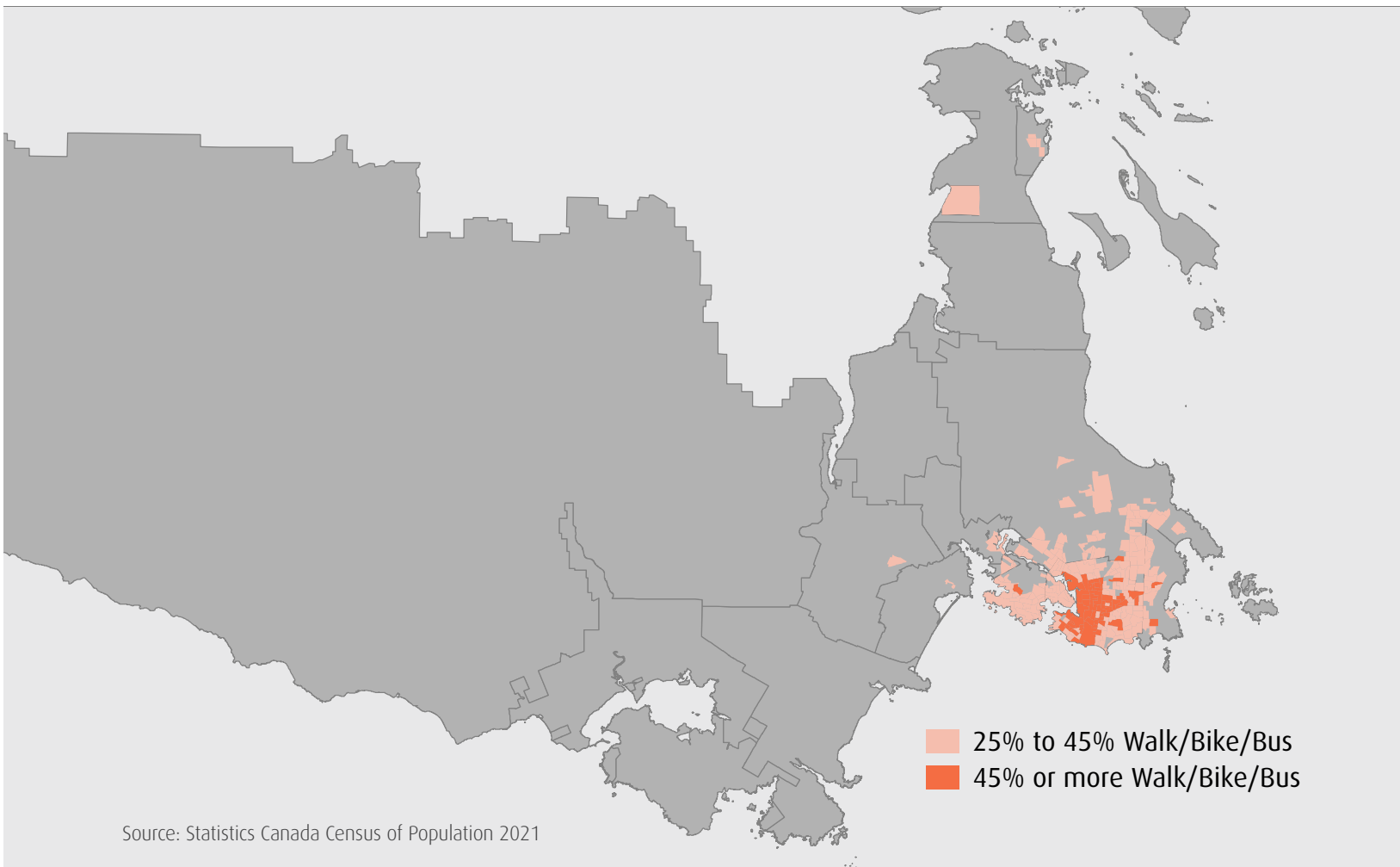
### What does the map indicate?

This map shows census dissemination areas where more than 45% of residents walk, bike and bus to work, meeting the Regional Growth Strategy mode share target.

These areas are mostly located in the region's core in Victoria, and portions of Esquimalt, Oak Bay and Saanich.

Also provided for reference are the areas with between 25% to 45% walk/bike/bus to show locations that could meet the Regional Transportation Plan goal if further action was taken.

As noted in Indicator 1.1(a), new growth in these areas is desirable as infrastructure and services are already in place to support high levels of active travel and transit. As the region develops, the desired trend is to see more areas meeting the target.



**1.1b Hectares added to the Urban Containment Policy Area (UCPA) growth boundary**



**What is being measured?**

This indicator measures the net change in the land area of the Urban Containment Policy Area (UCPA). The UCPA is intended to hold a land supply that will accommodate the region’s population and employment growth.

**Why is this indicator important?**

This indicator aligns with the Regional Growth Strategy (RGS) objective to keep urban settlement compact. The RGS includes a policy that generally permits amendment to the UCPA only as an outcome of a comprehensive 5-year review of the RGS.

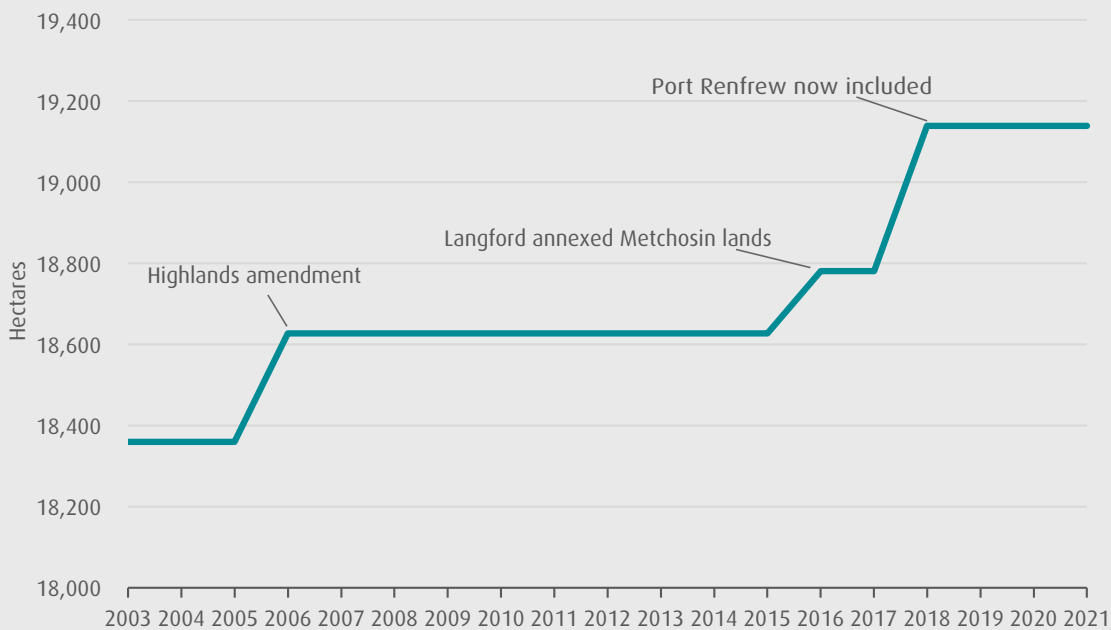
**Target/Desired Trend**

Minimize change to the UCPA from the date of adoption of the 2018 RGS.

**How are we doing?**

We are meeting the desired trend.

Since the March 2018 adoption of the RGS, there have been no changes to the UCPA.



Source: CRD Regional Planning

**1.2a** Percentage of net new dwellings built outside the Urban Containment Policy Area (UCPA)



**What is being measured?**

This indicator measures the annual share of net new dwelling units located outside the Urban Containment Policy Area (UCPA).

**Why is this indicator important?**

The Regional Growth Strategy (RGS) aims to keep urban settlement compact and protect the integrity of rural communities.

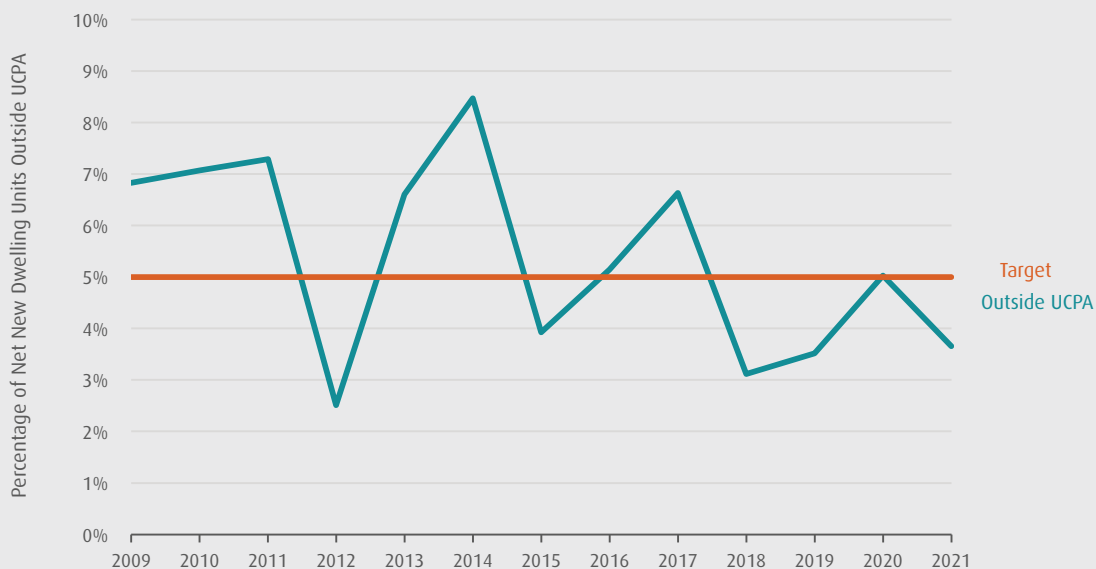
**Target/Desired Trend**

Accommodate a maximum of 5% of the region’s net new dwelling units outside the UCPA (for a minimum 95% of net new dwelling units within the UCPA, as per RGS target).

**How are we doing?**

We met the target this year.

In the past 10 years the average percentage growth outside the UCPA has been 4.9%.



Source: CRD Building Permit Database

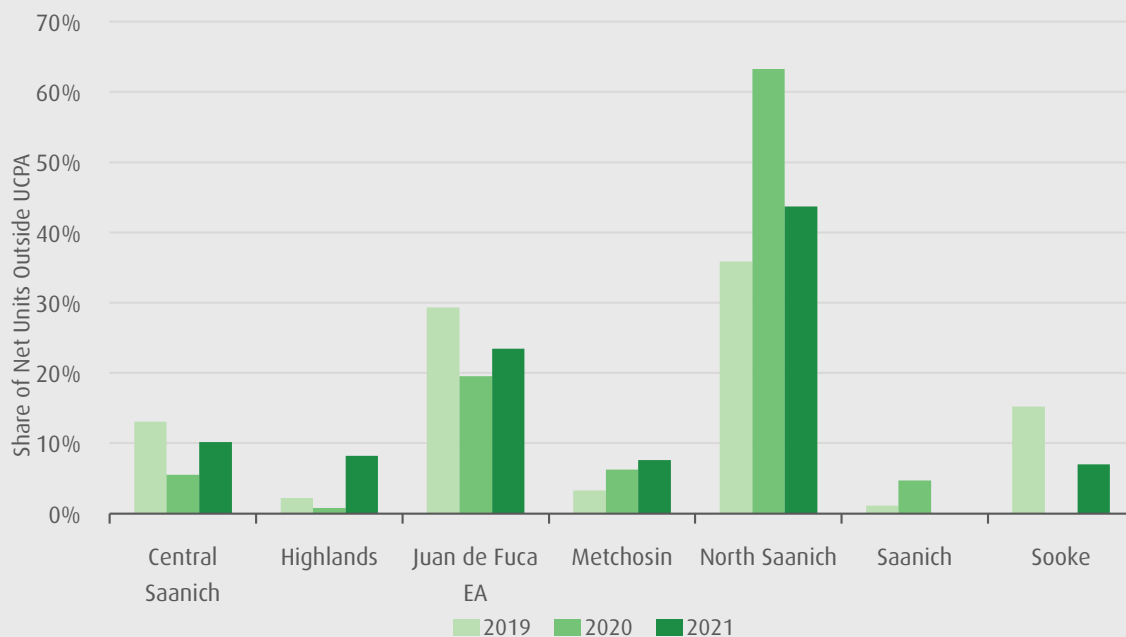
## Supplemental graph showing the location of net new dwellings built outside the Urban Containment Policy Area (UCPA)

### What does the graph indicate?

This graph shows the distribution of net new dwellings built outside the Urban Containment Policy Area (UCPA). Only local governments that have land outside the growth boundary are included. Together these units make up the percentage of new units built outside the growth area.

As noted in Indicator 1.2(a), the Regional Growth Strategy aims to keep urban settlement compact and protect the integrity of rural communities.

Local governments with land outside the growth boundary help achieve this goal through land use policy and decision making that avoids the creation of future urban areas. Monitoring the distribution of net new dwelling units built outside the growth area provides insight on the performance of local government growth management policies.



Source: CRD Building Permit Database

**2.1a** Percentage of Sea-to-Sea Green/Blue Belt acquired



**What is being measured?**

This indicator tracks the percentage of land within the regional Sea-to-Sea Green/Blue Belt that has been protected. Acquisition of additional land required to meet the target is to be undertaken by Capital Regional District and/or other levels of government.

The Regional Growth Strategy (RGS) targets refer to the 2012-2021 Regional Parks Strategic Plan and the 1997 Sea-to-Sea Green/Blue Belt Strategy, which has been superseded by the new interim Regional Parks and Trails Strategic Plan 2022-2032.

**Why is this indicator important?**

The RGS aims to protect, conserve and manage ecosystem health.

The protection of the Sea-to-Sea Green/Blue Belt will provide a continuous connected greenbelt network from Tod Inlet to the Sooke Basin.

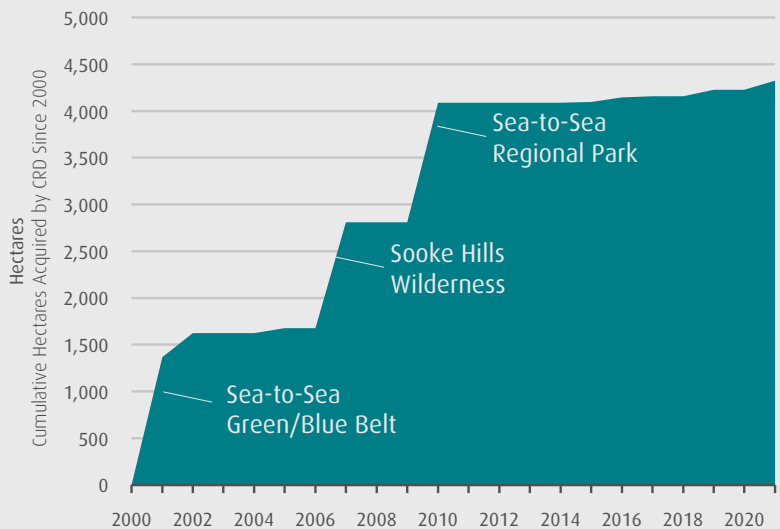
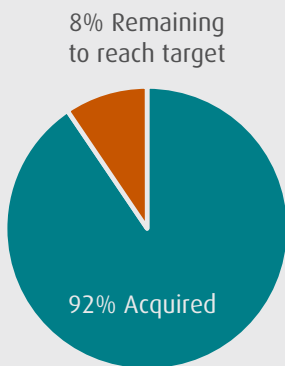
**Target/Desired Trend**

Acquire 100% of the Sea-to-Sea Green/Blue Belt.

**How are we doing?**

As of December 2021, 92% of the proposed 11,310 hectares has been acquired.

As the Sea-to-Sea Green/Blue Belt acquisition is almost complete, a revised indicator for expanding the regional parks system will be reported in 2023.



Source: CRD Regional Parks



### 2.1b Percentage of the Regional Trail Network completed



#### What is being measured?

This indicator measures the percentage of the Regional Trail Network that has been completed at the end of 2021. The Regional Growth Strategy (RGS) targets refer to the 2012-2021 Regional Parks Strategic Plan and the 1997 Sea-to-Sea Green/Blue Belt Strategy, which the new interim Regional Parks and Trails Strategic Plan 2022-2032 supersedes.

#### Why is this indicator important?

The RGS aims to protect, conserve and manage ecosystem health. The Regional Trail Network represents an integrated trail and linear park system linking urban areas to rural green space and was a key element of the Regional Green/Blue Spaces Strategy.

#### Target/Desired Trend

Complete 100% of the Regional Trail Network as identified in the 2012-2021 CRD Regional Parks Strategic Plan.

#### How are we doing?

We are making progress towards the target with an increase of 1,000m in 2021 (total length now 185,837m).

As of December 2021, 48% of the proposed 390 kilometres of the Regional Trail Network has been completed.



**48%** of Regional Trail Network completed (2021)

Source: CRD Regional Parks

### 2.1c Compliance with Source Control Bylaw



#### What is being measured?

This indicator measures the percentage of businesses in compliance with Source Control Bylaw standards. This pollution prevention initiative aims to reduce the amount of contaminants that industries, businesses, institutions and households discharge into the region's sanitary sewer systems.

#### Why is this indicator important?

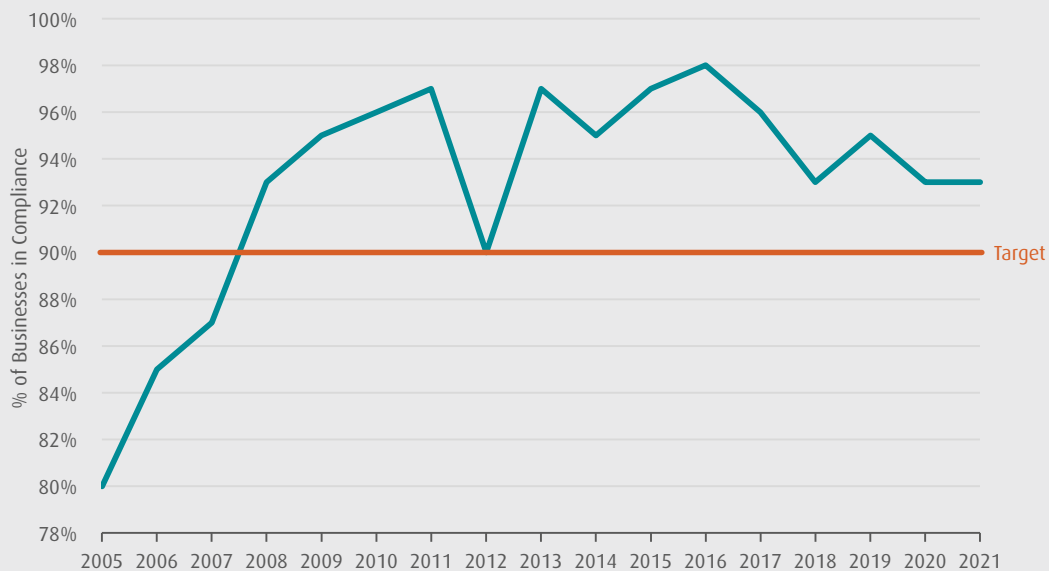
The Regional Growth Strategy aims to protect, conserve and manage ecosystem health. A high level of compliance reduces contaminants in fresh and marine regional waterways.

#### Target/Desired Trend

Maintain compliance of the standards established in the Source Control Bylaw at a rate of 90% or above.

#### How are we doing?

We are seeing consistently high levels of compliance.



NOTE: Prior to 2014, the indicator tracked proper waste treatment. The new measure, overall compliance, is a stricter standard indicating proper waste treatment facilities that are fully functioning.

Source: CRD Environmental Protection

### 2.1d Number of stormwater discharges with a high public health concern



#### What is being measured?

This indicator monitors the number of stormwater discharges with high public health concern.

#### Why is this indicator important?

The Regional Growth Strategy aims to protect, conserve and manage ecosystem health.

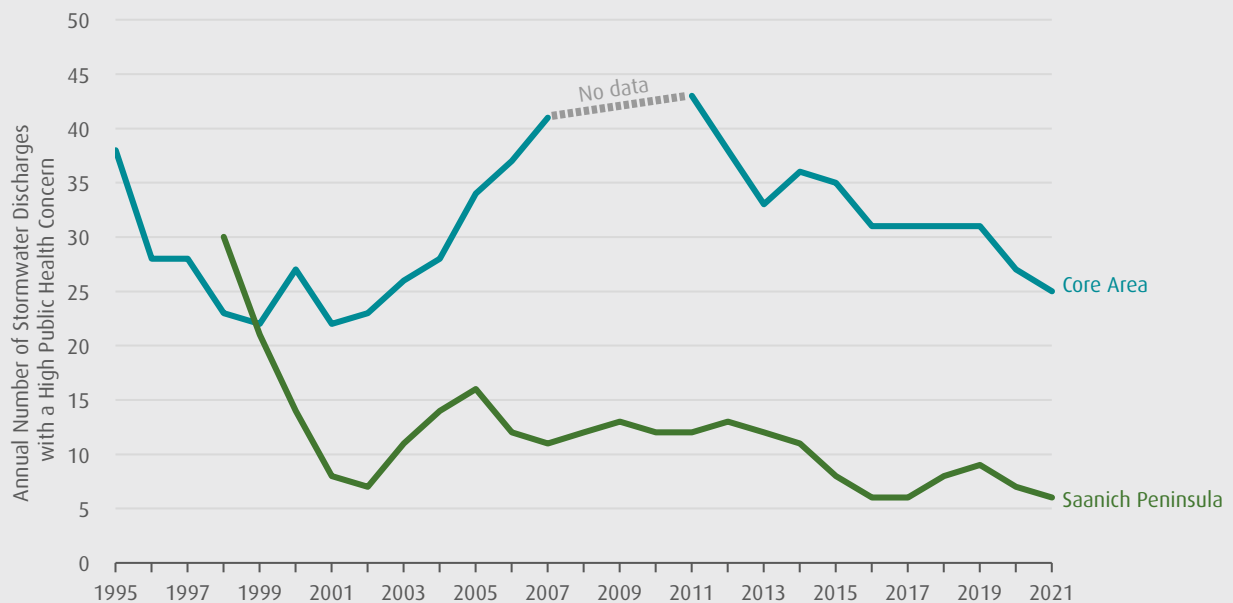
#### Target/Desired Trend

Reduced bacterial contamination to fresh and marine water bodies.

#### How are we doing?

We are meeting the desired trend.

The overall number of stormwater discharges with high public health concerns has decreased in the Core Area since 2012 and on the Saanich Peninsula since 2005. However, there were still 25 discharges in the Core Area and six in the Saanich Peninsula in 2021.



Source: CRD Environmental Protection

**2.2a Waste stream: solid waste disposal**



**What is being measured?**

This indicator measures the per capita amount of solid waste disposed of annually from both residential and non-residential sources.

**Why is this indicator important?**

The Regional Growth Strategy aims to minimize the consumption of renewable and non-renewable resources through efficient use and responsible management.

**Target/Desired Trend**

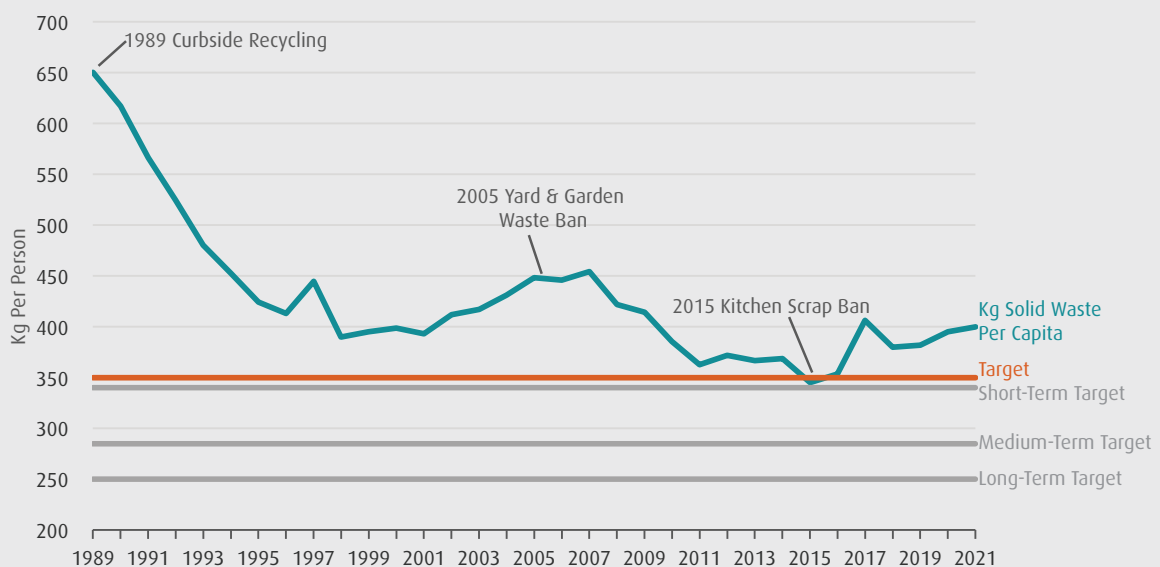
The BC government has set a 2020 solid waste disposal target rate of 350 kg/person per year which is the current target. In 2022, the target will be from the Capital Regional District Solid Waste Management Plan.

This plan identifies three new targets: short-term (three years) 340 kg/person, medium-term (five years) 285 kg/person and long-term (10+ years) 250 kg/person.

**How are we doing?**

Currently, we are not meeting the target.

However, we are at less than the provincial average of 499 kg/person (2020). Following years of decline, recent economic activity has resulted in a sustained increase in per capita solid waste disposal. It is hoped that planning policy as well as tipping fee changes in 2023 will have a positive impact on decreasing our per capita waste disposal numbers.



Source: CRD Environmental Resource Management

### 2.2b Average residential water consumption



#### What is being measured?

This indicator measures the average daily consumption of potable water per capita for residential uses.

#### Why is this indicator important?

The Regional Growth Strategy aims to minimize the consumption of renewable and non-renewable resources through efficient use and responsible management.

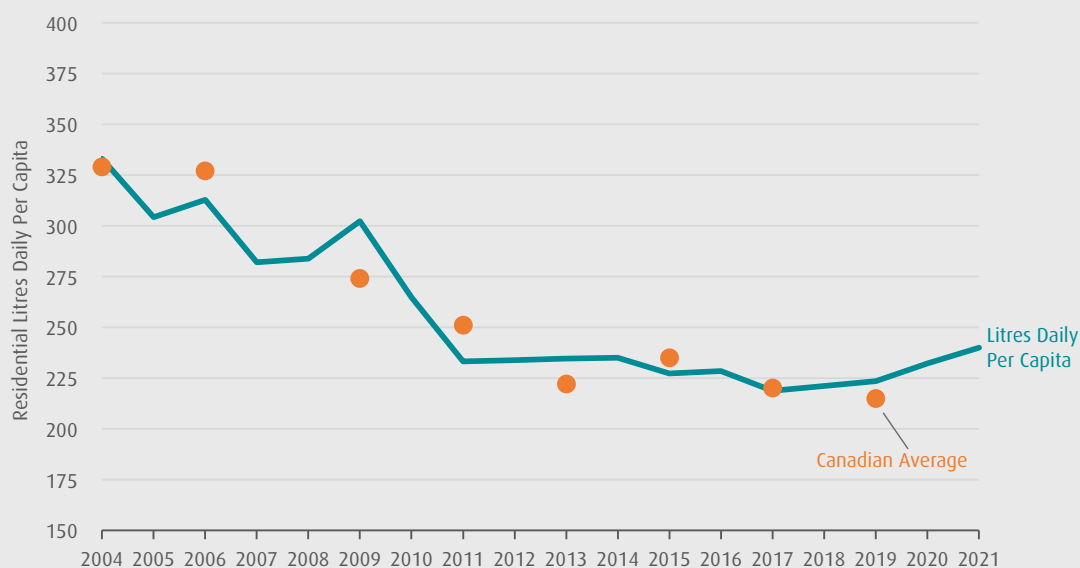
#### Target/Desired Trend

Decrease per capita consumption of potable water.

#### How are we doing?

Following a sizable reduction in per capita water consumption in the region, rates have stabilized around the Canadian average.

It is expected that the increase in water consumption observed in 2021 is attributable to changed residential water consumption patterns during the COVID-19 pandemic as people spent significantly more time at home due to office, business and facility closures. It is anticipated that average Canadian residential water use increased 10-20% during the pandemic.



Source: CRD Integrated Water Services, 2004-2009 Environment Canada Municipal Water and Wastewater Survey  
2011-2019 Statistics Canada Survey of Drinking Water Plants

### 2.2c Net new dwelling units in East Sooke and Otter Point Official Community Plan (OCP) areas



#### What is being measured?

This indicator measures annual net new dwelling units located in the East Sooke and Otter Point Official Community Plan (OCP) areas of the Juan de Fuca Electoral Area.

#### Why is this indicator important?

The Regional Growth Strategy allows for the possible provision of water servicing in East Sooke and Otter Point, and specifies the total number of existing and new units permitted within their OCPs.

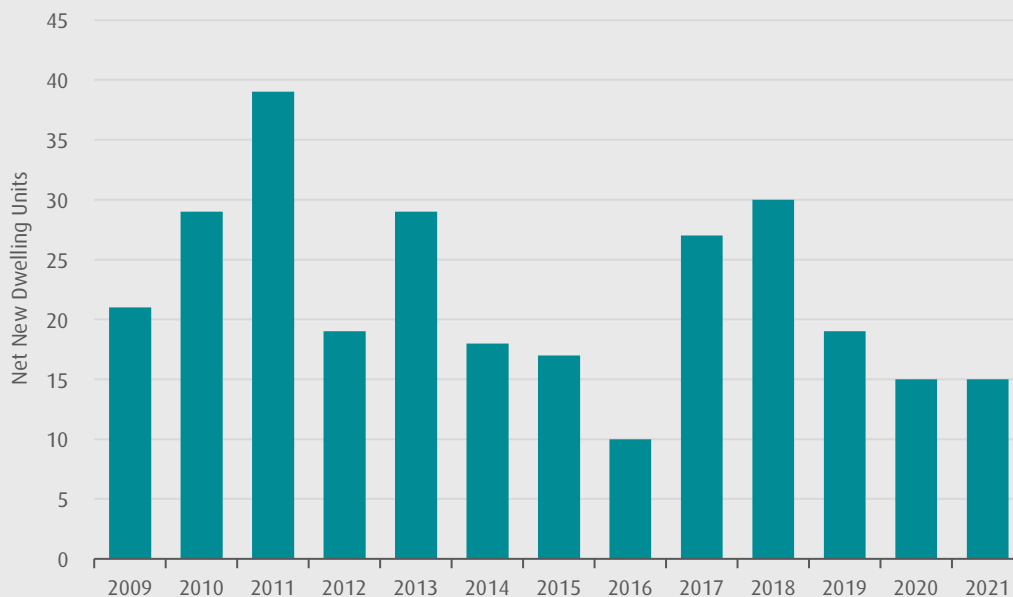
#### Target/Desired Trend

The total number of units in East Sooke and Otter Point is not to exceed 3,384 units. This includes both existing and new units.

#### How are we doing?

We are meeting the target.

As of 2021 there are 1,666 dwelling units in East Sooke and Otter Point. There has been minimal expansion, with an average of 20 net new units per year over the past 10 years.



Source: CRD Building Permit Database

**3.1a Create safe and complete communities****What is being measured?**

This indicator measures the number of people living in complete communities identified by municipalities in their Official Community Plans (OCP).

**Why is this indicator important?**

The Regional Growth Strategy supports the development of complete communities that allow residents to undertake many daily activities close to home.

**Target/Desired Trend**

Increase the number of people living in complete communities.

**How are we doing?**

Achieving the desired trend will be different for each municipality as measures of community completeness are context-specific. Trends would be best reported through OCP monitoring.



### 3.2a Reduce core housing need



#### What is being measured?

This indicator measures the percentage of households in core housing need.

A household in core housing need falls below at least one of the housing standards: adequacy (property does not require major repairs); affordability; or suitability (number of bedrooms match household size) *and* it would have to spend 30% or more of its total before-tax income to pay the median rent for housing that is acceptable (meets all three standards).

#### Why is this indicator important?

The Regional Growth Strategy aims to improve housing affordability.

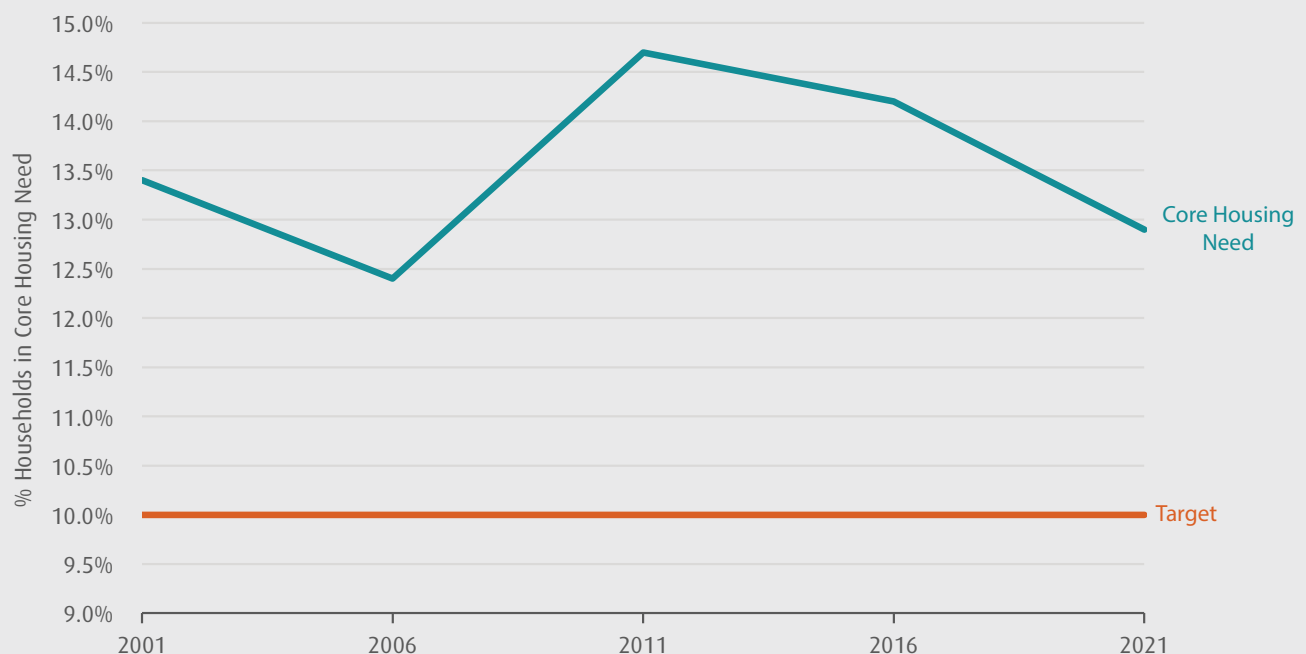
#### Target/Desired Trend

Reduce percentage of households in core housing need to 10%.

#### How are we doing?

The income measure used to calculate core housing need was from 2020. The percentage of Canadians living with low income saw the most significant decline in a five-year period since 1976. This was driven mainly by higher government transfers, especially pandemic-related benefits. These benefits primarily benefitted the working-age population, with the Canada Child Benefit helping parents and children (The Daily, Statistics Canada, July 13, 2022).

We are far from our target.



Source: Statistics Canada, Census of Population, 2001, 2006, 2016 and 2021 and National Household Survey, 2011



### 3.2b Average rent for two-bedroom apartment



#### What is being measured?

This indicator measures the average cost of two-bedroom rental housing in the Victoria Census Metropolitan Area.

#### Why is this indicator important?

The Regional Growth Strategy aims to improve housing affordability.

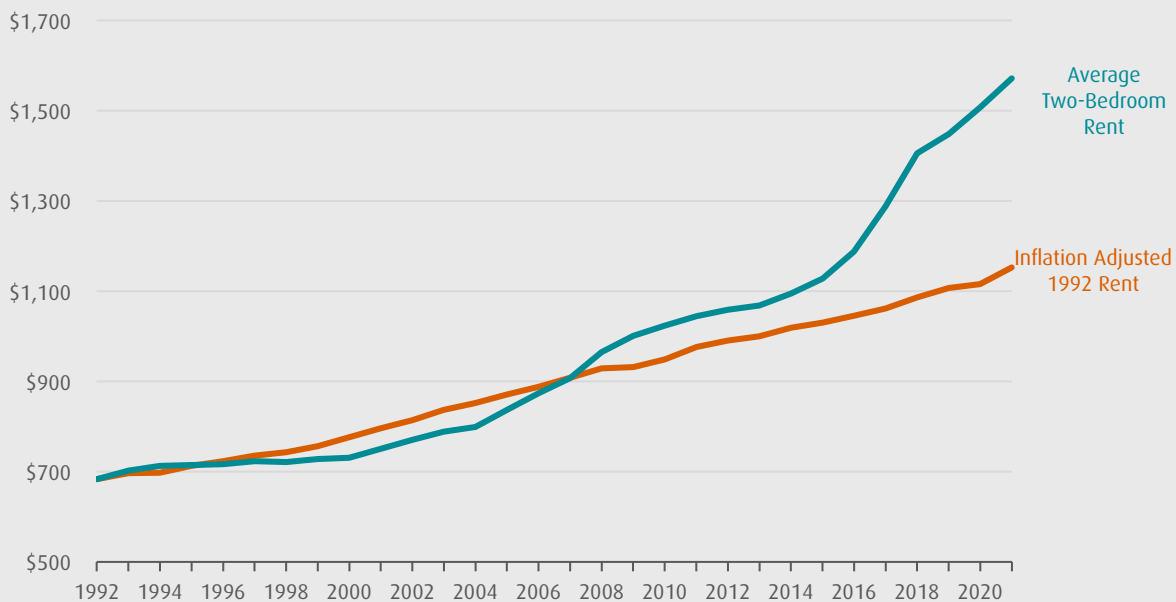
#### Target/Desired Trend

There is no target for the average cost of rental housing, however, cost increases at or below the level of inflation are preferable.

#### How are we doing?

We are currently not meeting the target.

The price of a two-bedroom rental has outpaced inflation since 2008.



Source: Canada Mortgage and Housing Corporation Rental Market Survey

**3.2c** Vacancy rate by rental price quartiles



**What is being measured?**

This indicator measures the rental vacancy rate by rental price quartiles in the Victoria Census Metropolitan Area over time.

**Why is this indicator important?**

The Regional Growth Strategy aims to improve housing affordability in the region. The rental vacancy rate by rental price quartiles is an indicator of housing supply and housing affordability in the region.

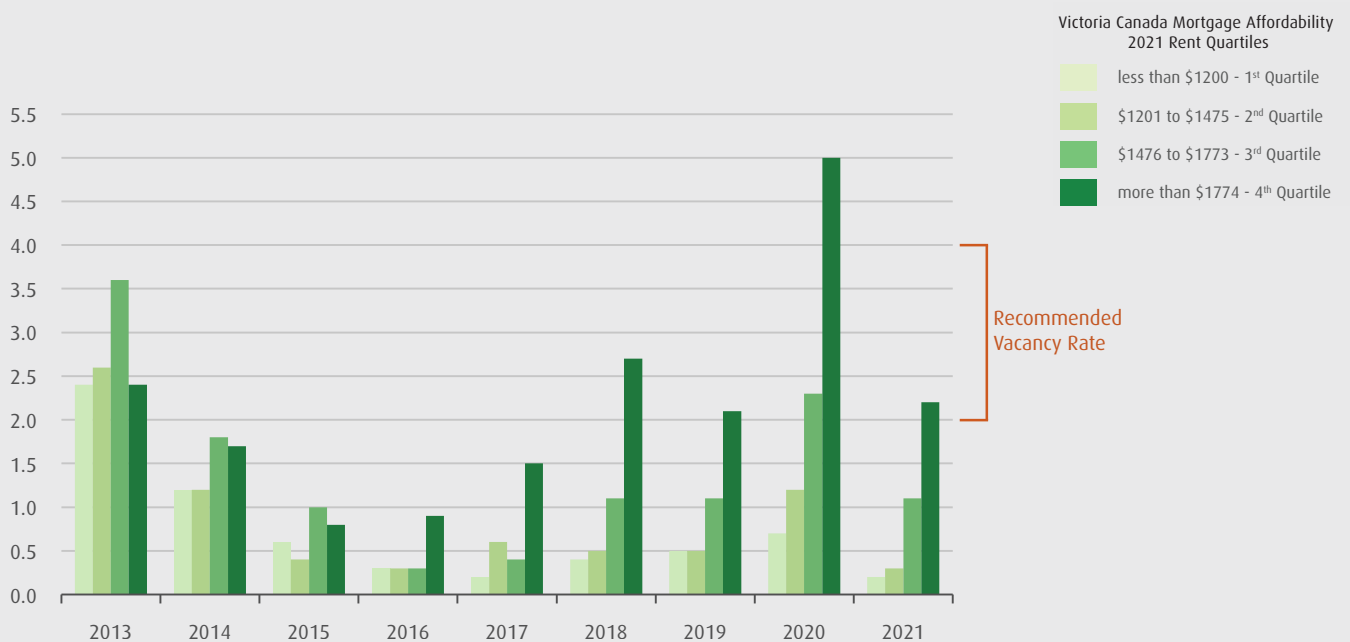
**Target/Desired Trend**

Higher vacancy rates across all prices are preferable. Recommended vacancy rates range between 2-4%.

**How are we doing?**

We are currently not meeting the desired trend.

There has been a general trend of very low vacancy rates in the region, especially at the lower price quartiles. Data from the past four years shows a marginal increase in vacancies, most significantly in units renting for more than \$1,475.



Source: Canada Mortgage and Housing Corporation Rental Market Survey

### 3.2d Increase supply of affordable housing



#### What is being measured?

This indicator measures the cumulative number of subsidized housing units in the Growth Management Planning Area (GMPA) that have a financial relationship with BC Housing. The units include emergency shelters, housing for the homeless, transitional and supported housing and assisted living, independent social housing and rent assistance in the private market.

#### Why is this indicator important?

The Regional Growth Strategy aims to increase the supply of affordable housing and to reduce the number of people who are experiencing homelessness.

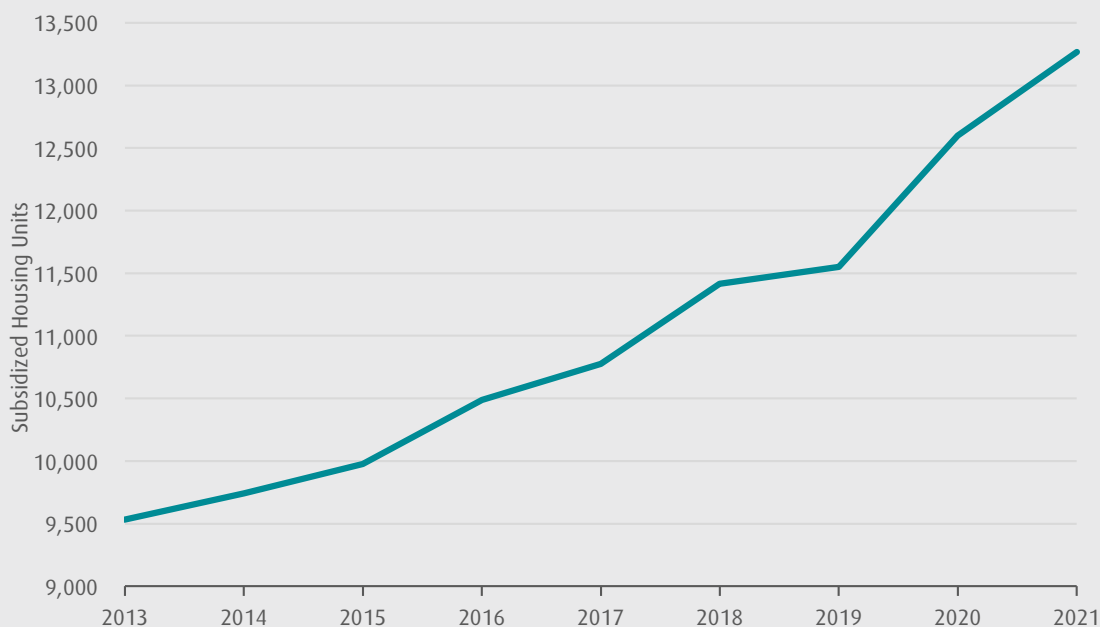
#### Target/Desired Trend

Increase the cumulative number of subsidized housing units that have a financial relationship with BC Housing.

#### How are we doing?

Progress is being made toward the target.

As of March 31, 2021 there were 13,265 subsidized housing units in the GMPA, representing an increase of 668 units in this reporting period.



Source: BC Housing's Research & Corporate Planning Department Unit Count Report March 2019, 2020, 2021

**4.1a** Percentage of total trips made by walking, cycling and transit in the Growth Management Planning Area (GMPA)



**What is being measured?**

This indicator measures the percentage of total trips made by cycling, walking and transit in the Growth Management Planning Area.

**Why is this indicator important?**

The Regional Growth Strategy aims to improve multi-modal connectivity and mobility. Mode share percentages provide the necessary data to track transportation choices over time.

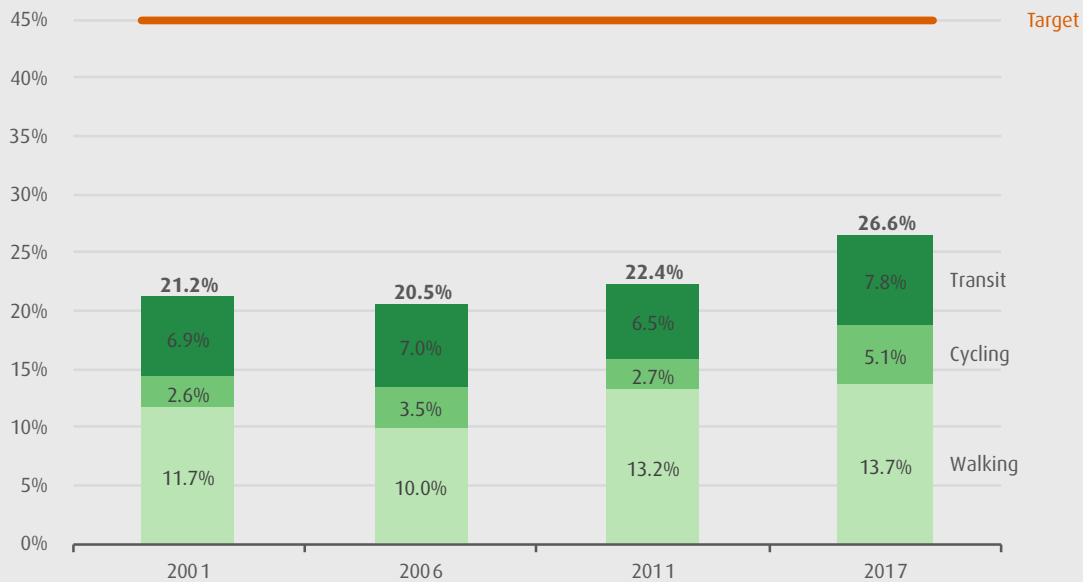
**Target/Desired Trend**

Achieve a transportation system that sees 45% of all trips made by walking, cycling and transit by 2038.

**How are we doing?**

Progress is being made toward the target.

The past three Origin Destination Household Travel Surveys show steady increases in active transportation and transit mode share over the past decade.



Source: CRD Origin Destination Survey 2001, 2006, 2011, 2017

**5.1a Jobs to population ratio**



**What is being measured?**

This indicator measures the ratio of employment to population in each Capital Regional District sub-region.

**Why is this indicator important?**

The Regional Growth Strategy aims to realize the region’s economic potential. A balanced distribution of employment and jobs indicates economic opportunities spread across the region.

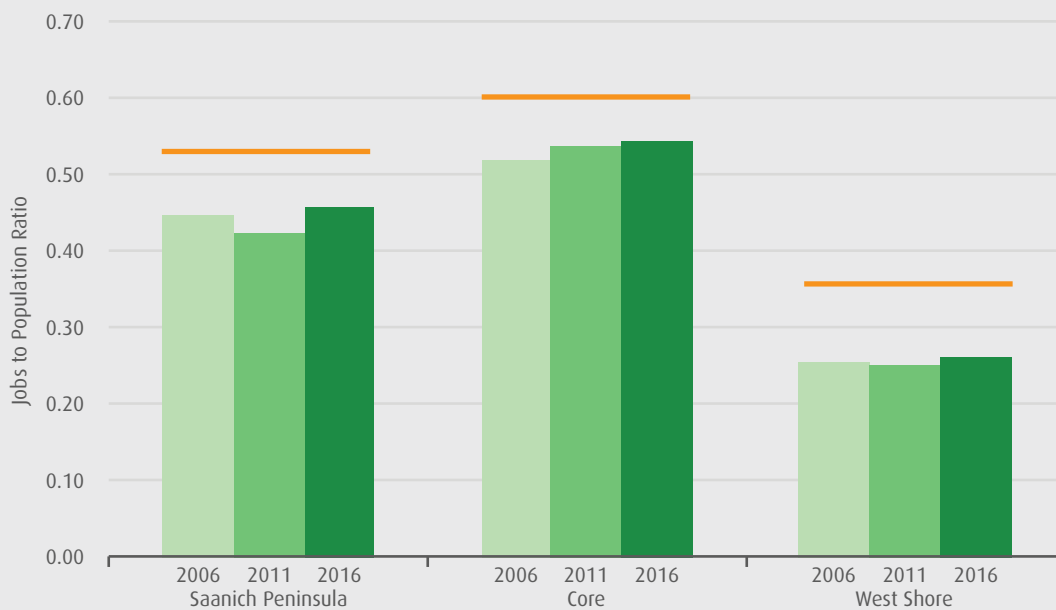
**Target/Desired Trend**

Achieve a jobs to population ratio of:

- 0.60 in the Core Area
- 0.53 in the Saanich Peninsula
- 0.36 in the West Shore

**How are we doing?**

All three sub-regions have made minor progress towards their targets. This indicator will be updated in 2023 when data is available.



Source: Statistics Canada, Census of population, 2006, 2011, 2016, Place of Residence and Place of Work Tables

### 6.1a Hectares of farmland in the Growth Management Planning Area (GMPA)



#### What is being measured?

This indicator measures hectares of farmland in the Growth Management Planning Area.

#### Why is this indicator important?

The Regional Growth Strategy (RGS) aims to foster a resilient food and agricultural system.

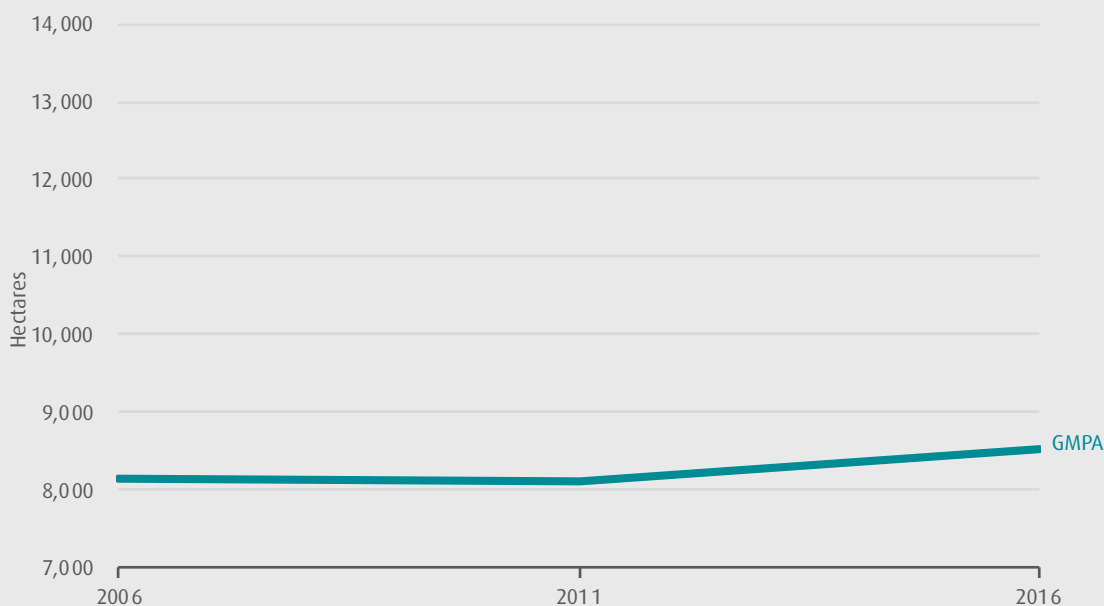
#### Target/Desired Trend

Increase the amount of land in food crop production by 5,000 hectares by 2038.

#### How are we doing?

Food systems were a new RGS objective, added in 2018. Data from the 2021 census will be the first opportunity to measure progress toward this target following adoption of this new RGS objective.

The most recent statistics from 2016 show there has been a slight increase in land being used for farming. This indicator will be updated in 2023 when data is available.



Source: Statistics Canada, custom tabulation of Census of Agriculture 2006, 2011, 2016

### 6.1b Average age of farmer



#### What is being measured?

This indicator measures the average age of farm operators.

#### Why is this indicator important?

The Regional Growth Strategy aims to foster a resilient food and agricultural system. A higher average age of farmers represents a warning sign for the future of food production in the region.

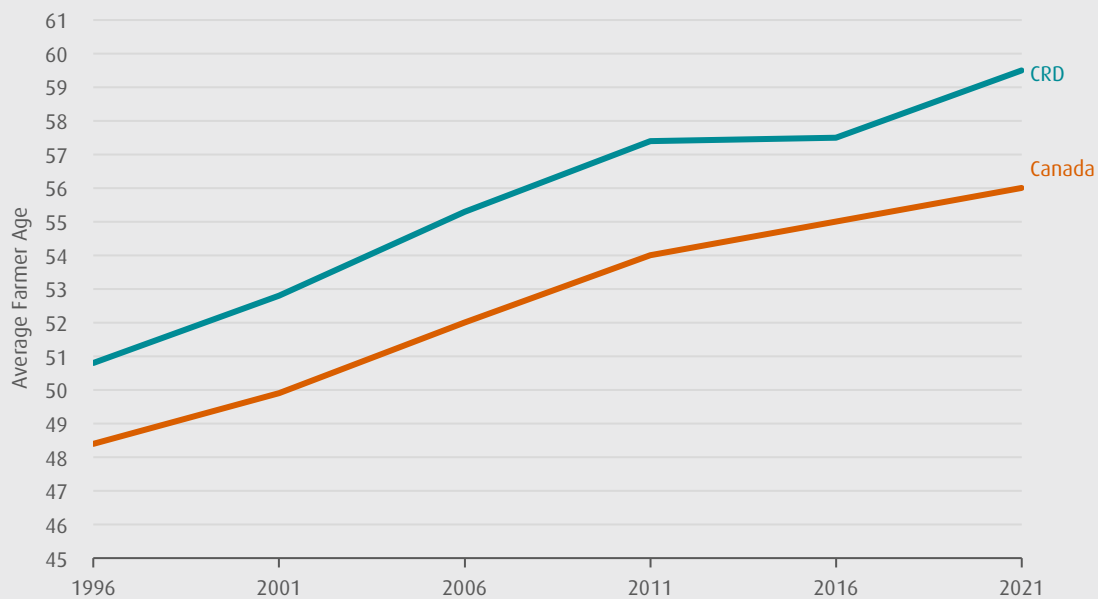
#### Target/Desired Trend

A lower average age of farmers is desirable.

#### How are we doing?

Progress toward this target remains static.

The average age of farmers in the region remains higher than the Canadian average.



Source: Statistics Canada, Census of Agriculture 1996, 2001, 2006, 2011, 2016, 2021

**7.1a** Community Greenhouse Gas (GHG) emissions



**What is being measured?**

Community Greenhouse Gas (GHG) emissions.

**Why is this indicator important?**

The Regional Growth Strategy aims to significantly reduce community GHG emissions.

**Target/Desired Trend**

Decrease community GHG emissions by 33% from 2007 levels by 2020 and 61% by 2038.

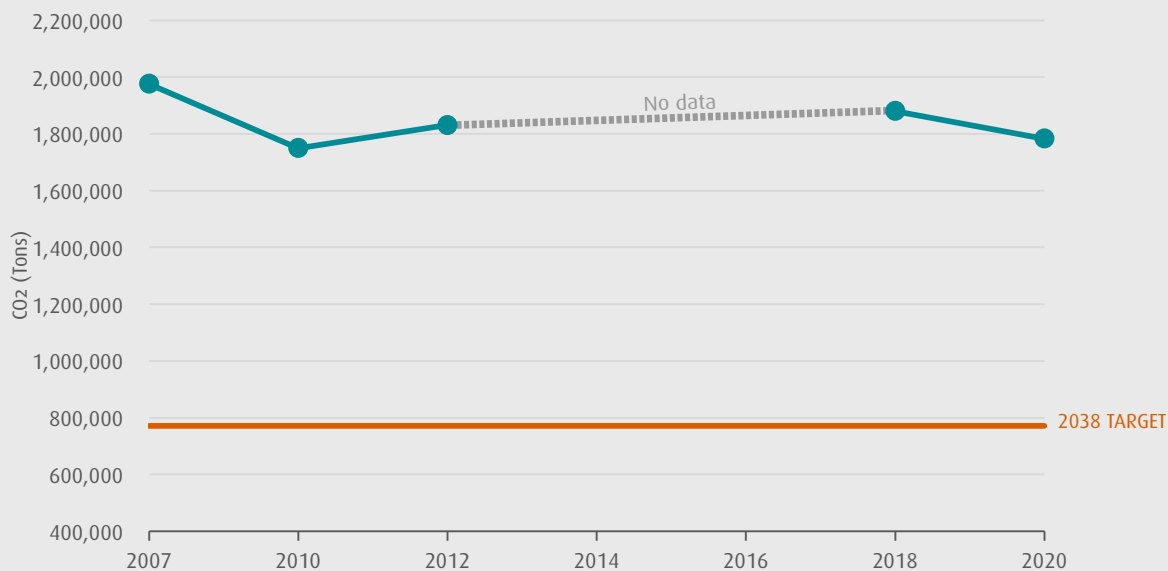
**How are we doing?**

In 2020, the Capital Regional District's (CRD) annual GHG emissions totalled approximately 1.8 million tonnes, which represents a 9.8% decline from the 2007 base year GHG emissions, and a 5% decline from 2018.

The decline in emission in 2020 over 2018 are largely associated with changes in transportation patterns associated with the COVID-19 pandemic.

On a per capita basis there has been a decline of 23% between 2007 and 2020, which speaks to the efforts by the CRD, local and senior governments to reduce energy consumption and GHG emissions.

However, the current trend suggests that we will not meet the target by 2038 unless greater effort is taken. This indicator will be updated when data is available.



Source: CRD 2020 Greenhouse Gas Protocol BASIC+ Community Greenhouse Gas Emissions Inventory Report





CRD

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## REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 15, 2023

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**SUBJECT**     **Central Saanich Regional Context Statement**

### **ISSUE SUMMARY**

To review the District of Central Saanich regional context statement (RCS) in relation to the Capital Regional District's (CRD) Regional Growth Strategy (RGS) Bylaw (Bylaw No. 4017).

### **BACKGROUND**

On March 14, 2018 the CRD Board adopted the RGS (Bylaw No. 4017). On April 14, 2021 the CRD Board amended the RGS with updated population projections (Bylaw No. 4328).

A RCS, adopted within a local government's Official Community Plan (OCP), relates OCP provisions to the RGS. Per section 446 of the *Local Government Act* (the *Act*), an OCP in a local government to which an RGS applies must include an accepted RCS. The *Act* stipulates that upon receipt of a proposed RCS, the CRD Board must respond by resolution within 120 days to the municipal council to indicate whether or not it accepts the RCS. The Board is deemed to have accepted the RCS if it does not respond within the 120-day period.

On April 11, 2018, the CRD Board approved a framework to guide the evaluation of regional context statements.

On January 27, 2023, the District of Central Saanich submitted a RCS for Board acceptance (see Appendix A). The RCS was prepared to reflect the content of a new 2023 Central Saanich OCP in relation to the 2018 RGS. The CRD Board has until May 27, 2023, to review and respond to the Central Saanich RCS. The CRD Board approved Central Saanich's previous RCS on August 14, 2019.

Regional and Strategic Planning staff have evaluated the Central Saanich RCS in accordance with the Board-approved "Regional Context Statement Framework". This framework identifies three criteria against which staff should evaluate an RCS:

- 1) **All relevant content is included:** The RCS addresses all RGS content relevant to the OCP. Content that is not applicable in the context of the OCP should be identified as "not applicable".
- 2) **Clearly articulates relevant content:** The RCS provides a sufficient level of detail to convey how the specific OCP content relates to the RGS.
- 3) **Plan to be consistent over time:** The RCS identifies how the OCP will become consistent with the RGS over time, if content is not immediately consistent.

Appendix B presents a summary of the evaluation.

### **ALTERNATIVES**

#### *Alternative 1*

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

That the District of Central Saanich regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

### *Alternative 2*

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

That the District of Central Saanich regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and not be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

### *Alternative 3*

That the Central Saanich regional context statement report be referred back to staff for additional information based on Planning and Protective Services Committee direction.

## **IMPLICATIONS**

### *Intergovernmental Implications*

Board acceptance of the RCS is a key RGS implementation tool as the context statement relates a local government's OCP to the RGS. The OCP provides policies that guide decisions related to land use, infrastructure, mobility, housing, parks and other content under the authority of a local government. Central Saanich has submitted a proposed RCS to fulfill its statutory obligation to have an accepted RCS that demonstrates the relationship of its new OCP to the RGS. An accepted RCS is necessary in order for Central Saanich to adopt its new OCP.

### *Regional Growth Strategy Implications*

Central Saanich's proposed RCS demonstrates a strong relationship to the RGS that will work toward achieving the RGS vision and objectives, based on staff's analysis against the RCS evaluation criteria. The RCS fully captures all relevant OCP content (*criteria #1*) and generally identifies how the OCP relates to the RGS (*criteria #2*). The RCS notes policy areas where the OCP will become consistent with the RGS over time as additional planning work is undertaken (*criteria #3*).

As outlined in Appendix B, the RCS addresses population projections and the vision and objectives for growth management, environment and infrastructure, housing and community, transportation, economic development, food systems and climate action. Central Saanich will direct the majority of future growth into its four urban residential neighbourhoods, which is consistent with the RGS Urban Containment Policy Area. These areas are aligned with the RGS growth management plan described in RGS Maps 3a and 3b. Commercial growth is directed to pedestrian oriented commercial centres in Saanichton and Brentwood Bay. Commercial and industrial growth are supported in the Keating Business Park.

Central Saanich elected to pursue a narrative approach that does not include comprehensive and specific policy references in all parts of the RCS, which is noted in Appendix B. The RCS Framework recommends that an RCS be as specific as possible in terms of clearly articulating all relevant content. Without such policy references, the RCS has less substantive content than recommended.

### *Environmental & Climate Implications*

The CRD Climate Action Strategy identifies sustainable land use, planning and preparedness as an important goal area to reduce greenhouse gas (GHG) emissions. RGS implementation, including the approval of RCSs that will help reduce community-based GHG emissions, is a key action. As shown in Appendix B, the Central Saanich RCS demonstrates a strong relationship to the RGS by prioritizing compact development, supporting climate adaptive agriculture, protection of rural lands and natural areas, adopting energy efficiency for building performance and municipal infrastructure, transportation policies that support transit and active transportation

options, adopting policies focused on reducing carbon emissions by 2030 and eliminating emissions by 2050, increasing renewable energy use, and integrating climate action and adaptation into local government decision-making.

*Alignment with Board & Corporate Priorities*

Reviewing RCSs for consistency addresses the Planning and Development Community Need from the 2019-2022 CRD Corporate Plan, specifically initiative 11a-2. A planning process is currently underway to identify Board priorities and an updated Corporate Plan for the 2022-2026 Board term. The RCS review is an on-going initiative, which is part of Regional and Strategic Planning core service delivery.

*Alignment with Existing Plans & Strategies*

Central Saanich’s RCS is aligned with existing CRD plans and strategies that detail and enact the seven primary objectives of the RGS.

**CONCLUSION**

Provincial legislation requires that a municipal OCP contain an accepted RCS. Board acceptance of the RCS is a key tool for RGS implementation. Staff have reviewed Central Saanich’s proposed RCS in accordance with the Board-approved evaluation framework. Central Saanich’s RCS demonstrates a strong relationship to the RGS and will work toward achieving RGS vision and objectives.

**RECOMMENDATION**

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

That the District of Central Saanich regional context statement be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 448 of the *Local Government Act*.

Submitted by:	Emily Sinclair, MCIP, RPP, Senior Manager, Regional & Strategic Planning
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Planning & Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

- Appendix A: Central Saanich Regional Context Statement Referral
- Appendix B: Regional Context Statement Evaluation



January 27, 2023

Capital Regional District  
Attention: Emily Sinclair  
625 Fisgard Street,  
Victoria, BC V8W 1R7

Dear Ms. Sinclair,

**Re: Official Community Plan – Context Statement Referral**

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On January 6, 2023, the Council of the District of Central Saanich endorsed the following motion:

*That Bylaw No. 2100 (OCP) be referred to the Capital Regional District for approval of the Regional Context Statement.*

Should you have any questions with respect to the above, please do not hesitate to contact the undersigned at 250.544.4202.

Sincerely,



Emilie Gorman  
Director of Corporate Services/Corporate Officer

cc:

Christine Culham, Chief Administrative Officer, District of Central Saanich  
Jarret Matanowitsch, Director of Planning & Building Services, District of Central Saanich

# Schedule B: Regional Context Statement

## Introduction

Through its emphasis on carefully managed growth, mobility and transportation systems for all, protecting and enhancing natural ecosystems, and support for agriculture and food security, this Official Community Plan (OCP) supports the Regional Growth Strategy (RGS) vision for the region and for Central Saanich. The OCP also meets the RGS vision specifically for Central Saanich.

## Context

The District of Central Saanich was incorporated as a municipality in 1950. Central Saanich separated from the Municipality of Saanich to protect its rural heritage. The creation of the Agricultural Land Reserve in 1973 assisted in maintaining the rural and small-town character of the municipality. 61% of the District is designated ALR.

Central Saanich has five main areas for urban settlement (residential, commercial and/or industrial): Brentwood Bay, Saanichton, Tanner Ridge, Turgoose, and the Keating Business District. Most of the development in these areas occurred prior to 1990. At this time, there are few developable tracts of land left in the District. New residential development is usually in the form of residential infill and densification by subdivision and/or rezoning. There is significant light industrial/business land that may be developed when the Butler Brothers' gravel extraction operation is completed. While the existence of the Agricultural Land Reserve essentially limits urban sprawl within the District, policies in the OCP support growth that is consistent with the RGS.

# Strategic Directions

## Managing and Balancing Growth

### Keep Urban Settlement Compact

*Schedule F – Land Use Plan* designates four urban residential neighbourhoods (Brentwood Bay, Saanichton, Tanner Ridge, and Turgoose) which serve as the District’s urban containment boundaries. The residential areas are consistent with the growth management plan described by Maps 3a and 3b of the RGS.

Section 4.1 of the OCP sets out policies which state that the major portion of residential and commercial growth is to be within the Urban Containment Boundary (i.e., policies 4.1.1, 4.1.3 – 4.1.8). It is recognized that more intensive land use and higher overall densities may be needed in the urban areas to avoid putting development pressure on rural land outside of the Urban Containment Boundary. The District has a number of policies (i.e., policies 4.1.17 - 4.1.21) to allow increased densities and a wider variety of housing options, consistent with the RGS 2038 target to accommodate most new dwelling units within the Urban Containment Policy Area.

Currently, the only potential future expansion of the Urban Containment Boundary that the District may explore is to the rural properties

north of the gravel extraction pit (as per policy 4.4.28). No other changes are being contemplated at this time.

### Protect the Integrity of Rural Communities

A key objective of the OCP is the preservation of agricultural and rural land. Sixty-one percent of the land base in the District is in the Agricultural Land Reserve as set out in *Appendix A, Map 2*; consistent with the RGS.

OCP policies (sec. 4.2, 4.3) support the sustainability and economic viability of the District’s agricultural and rural lands as an integral part of rural character on the Saanich Peninsula. Sections 4.2 and 4.3 include detailed policies for protection of agricultural land and operations and environmental stewardship in support of the rural community. These policies are consistent with the Rural/Rural Residential Policy Area policies of the RGS.





## ***Environment and Infrastructure***

### **Protect, Conserve and Manage Ecosystem Health**

The OCP supports the principles of sustainability defined in the RGS and the protection of the Capital Green Lands Policy Area identified on Map 3a of the RGS. The District recognizes the importance of maintaining ecosystem health and supporting the ongoing ability of natural systems to sustain life (sec. 4.6).

The OCP (sec. 4.6) sets out policies regarding the protection of ecologically significant areas, the preservation of water quality and quantity and regulating development in environmentally sensitive areas. This is consistent with the objectives identified in the Green and Blue Spaces Vision in the RGS.

The District also encourages sustainable practices and encourages covenants to protect sensitive areas (policy 4.6.7). Specifically, the OCP states in Section 4.6 that the District will take a leadership role in educating people about the value of protecting land and water resources of ecological significance and will facilitate partnerships among the public, private, not-for-profit sectors and First Nations communities, for the conservation and stewardship of these resources.

The OCP places equal importance on Blue Spaces protection. Saanich Inlet is considered to be an important and sensitive

ecosystem, highly valued for its aesthetic, cultural, spiritual and environmental attributes. Similarly, Haro Straight has regionally significant parks, beaches, and coastal dune ecosystems. In the OCP (i.e., policy 4.6.22) the District has resolved to minimize impacts on shoreline and marine environments through zoning and the shoreline development permit process. Additionally, the District will cooperate with the CRD, Province and Federal authorities, and WSÁNEĆ Nations to protect and conserve sensitive land and water environments in Central Saanich (sec. 4.6).

### **Manage Regional Infrastructure Services Sustainably**

The OCP supports the sustainable management of regional infrastructure. Section 4.10 sets out policies related to long-term infrastructure management that are consistent with the RGS. The OCP does not generally support the extension of water or other services outside of Urban Containment Boundary established by the RGS (i.e., policy 4.10.11). Notwithstanding the above, in accordance with RGS policy 2.2.4, where water service is extended to service agriculture, water service may be provided to residential units on lands within the Agricultural Land Reserve; however, such water service is not intended to allow for future subdivision or an increase in permitted residential density. Further, several policies (i.e., policies 4.10.2, 4.10.14, 4.10.22,

4.10.24, 4.10.26) work towards the RGS 2038 target of major infrastructure improvements accounting for environmental conservation and climate change impacts.

The OCP also suggests that municipal infrastructure should be upgraded as required to ensure the capacity of the Saanich Peninsula Treatment Plant is not exceeded. The OCP further suggests that gradual, low impact growth is supported provided it is at a rate which does not place an undue burden on the existing utility infrastructure and community services. Further to this, Section 4.10 states that generally water and sanitary services will be only available in areas within the Urban Containment Boundary (i.e., policy 4.10.7).

Following best practices, infrastructure capacity assessment, upgrades, and replacement schedules typically come after the OCP with Master Plan updates. Central Saanich will be undertaking the Water, Sewer, Transportation, Storm, and Parks Master Plans updates starting in 2023. Upon completion of the Master Plan updates, the District's Development Cost Charge schedule and bylaw will be updated to ensure that development is funding capacity upgrades when required.



## ***Housing and Community***

### **Create Safe and Complete Communities**

Section 4.1 of the OCP indicates support for continued stable growth at an average of approximately 1%, which is consistent with the RGS targets. Much of this growth is planned to take place within the four urban residential neighbourhoods (Brentwood Bay, Saanichton, Tanner Ridge, and Turgoose). The OCP establishes a framework for growth in these areas that is consistent with the “Complete Community Criteria” as set out in the RGS. These policies support a wide variety of housing opportunities, types and tenures; with particular consideration for increased residential density with multi-unit developments and supportive/care housing within the urban containment boundary. A priority is placed on reducing dependence on private vehicles, increasing opportunities for public transit, and locating development in proximity to commercial activity and services.

### **Improve Housing Affordability**

A key objective identified in the OCP is to support the development of diverse housing types to accommodate the various housing needs of existing as well as future residents, and to meet the changing needs of the various age groups of residents (sec. 4.1). Proposals for multi-unit rental housing, rental housing for seniors, affordable housing, housing for First Nations or WSÁNEĆ communities, fully accessible and adaptable

housing, work force housing, supportive housing and multi-level care facilities are encouraged through development approval processes (policy 4.1.10). The District encourages alternative housing tenures (i.e., co-housing, non-profit and cooperative housing), the retention of rental housing and transitional housing (policies 4.1.11, 4.1.12). The OCP discourages the conversion of rental housing to strata ownership (policy 4.1.13). Secondary suites are also currently permitted in agricultural, rural, and most residential zones. Together, these policies work to address housing gaps in Central Saanich and to meet the RGS 2038 targets of increasing affordable housing supply and reducing the number of people in core housing need.

## ***Transportation***

### **Improve Multi-Modal Connectivity and Mobility**

The OCP supports a comprehensive local and regional transportation system which is consistent with the multi-modal transportation network set out in the Regional Transportation Plan. Section 4.9 states that priority is placed on reducing dependence on the use of private vehicles over time and that there is support for increased and improved access to transit services including improved accessibility and amenity provision to increase ridership (i.e., policies 4.9.19 – 4.9.23). The OCP supports alternative modes of transportation including

cycling and walking through the development process and through municipal investment and partnerships (i.e., policies 4.9.11 – 4.9.18). Policies that promote public transit and active modes of transportation work towards the RGS 2038 target of achieving a transportation system that sees 42% of all trips made by walking, cycling and transit.

## ***Economic Development***

### **Realize the Region’s Economic Potential**

The OCP’s fundamental principles guide decision making regarding a sustainable economy. Sections 4.4 defines policies regarding economic development in Central Saanich, including growth and management of the community’s economic sectors: commercial, tourism, recreation, light industrial, aggregate extraction, home based employment, and agriculture. Agriculture will play an increasingly important role in the food supply for the entire region (sec. 4.2 and 4.4). Section 4.2 sets out policies that support the conservation and management of Renewable Resource Lands Policy Area as identified on Map 3a of the RGS. There is continuing support for the well-established, pedestrian oriented commercial centres in Saanichton and Brentwood Bay, as well as support for the commercial and industrial activities in the Keating Business Park. These principles and policies are consistent with the RGS.



## ***Food Systems***

### **Foster a Resilient Food and Agriculture System**

A key objective of the OCP is to ensure the sustainability and economic viability of the District’s agricultural community as an integral part of farming and food production on the Saanich Peninsula and the protection of agricultural land (sec. 4.2). OCP policies are consistent with the RGS and the Regional Food and Agriculture Strategy including detailed policies for protection of agricultural land, support for drainage, stormwater management and irrigation projects that improve farm productivity; buffering of agricultural uses from residential development, farm product marketing and development of new crops. In keeping with Local Government Act Section 447 (1) (b) to bring the OCP into consistency with the RGS, consideration will be given to including a target for increasing the amount of land in food production when the OCP is reviewed in the future.

## ***Climate Action***

### **Significantly Reduce Community-Based Greenhouse Gas Emissions**

Policies throughout the OCP support the reduction of greenhouse gas emissions and encourage resource conservation consistent with the RGS. This includes policy statements supporting compact development (sec. 4.1, 4.4, 4.7), climate adaptive agriculture, parks and open space (sec. 4.2, 4.5), protection of rural lands and natural areas (sec. 4.3 and 4.6), energy efficiency for building performance and municipal infrastructure (sec 4.1, 4.7 and 4.10) and transportation policies supporting ongoing development of alternatives to the use of private automobiles (sec. 4.9 and 4.7). Section 4.7 outlines additional strong climate action policies that focus on reducing emissions by 2030 and eliminating emissions by 2050, increasing renewable energy use, and integrating climate action and adaptation into local government decision-making.

## REGIONAL CONTEXT STATEMENT EVALUATION

The Regional Context Statement (RCS) has been reviewed in accordance with the evaluation framework approved by the CRD Board on April 11, 2018. The evaluation framework relies on the three criteria shown below.

1. **All relevant content is included:** The regional context statement addresses all Regional Growth Strategy (RGS) content relevant to the Official Community Plan (OCP). Content that is not applicable in the context of the OCP should be identified as “not applicable”.

***Example:** The regional context statement contains headers, sections, a table or other such format that clearly identifies each applicable RGS objective. Should an objective not apply, such as if a municipality contains no identified food or farmlands, the context statement would note that the objective does not apply.*







2. **Clearly articulates relevant content:** The regional context statement provides a sufficient level of detail to convey how the specific OCP content relates to the RGS.

***Example:** The regional context statement provides content specificity such that it is clear what the Board is accepting. An example is: “RGS Objective X is implemented by building in “...” location, at a range of “...” densities and proximate to “...” services.” A context statement with content as follows: “RGS Objective X is implemented with OCP policies A, B and C” would not be sufficiently specific.*

3. **Plan to be consistent over time:** The regional context statement identifies how the OCP will become consistent with the RGS over time, if content is not immediately consistent.

***Example:** A regional context statement identifies that a municipality will undertake a population projection to determine how to align with the RGS population projections over time.*

**Table 1. Regional Context Statement Evaluation Framework**

		<b>Relationship to Legislative Requirement</b> For CRD* Board consideration		
<b>LGA</b>	<b>RCS Content</b>	All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
429(2)(a)	Identify how the OCP relates to the RGS vision on p. 1 of the RGS.			N/A
	The RCS relates to the vision and seven topic areas from the RGS.		Identifies how the objectives and policies are to be implemented.	
429(2)(b)	Identify how the OCP relates to the projections provided in Table 1 of the RGS.			N/A
	The RCS identifies how the OCP relates to population projections in RGS Table 1.		The RCS is aligned with RGS growth targets of approximately 1% per year.	
<b>Managing and Balancing Growth</b> (Objectives 1.1 & 1.2)				
429(2)(c) and (d); 429(3)	Identify how the OCP relates to the RGS.			N/A
	The RCS identifies how the OCP aligns with RGS objectives for managing and balancing growth.		The RCS identifies four urban areas which make up the District's urban containment boundary and are consistent with Maps 3a and 3b of the RGS. This is where increased densities and a wider variety of housing types will be allowed.	
			The RCS provides policies to protect the integrity of rural and agricultural lands.	

**Legend:** Regional Context Statement Evaluation



Strong alignment with evaluation criteria; recommend approval



Moderate alignment with evaluation criteria; recommend approval



Weak alignment with evaluation criteria; do not recommend approval

**Relationship to Legislative Requirement**  
For CRD Board consideration

**LGA**

**RCS Content**

All relevant content is included

Clearly articulates relevant content

Plan to be consistent over time

**Environment and Infrastructure** (Objective 2.1 & 2.2)



The RCS identifies how the OCP aligns with RGS objectives for environmental protection, sustainability, and the efficient delivery of infrastructure.



The RCS supports RGS principles for sustainability and protection of Capital Green Lands Policy Area lands.

The RCS notes OCP policies on protection of ecologically significant areas and preservation of water quality in accordance with zoning and shoreline development permit process.

The RCS supports the RGS objective of focusing efficient and sustainable delivery of infrastructure within the Urban Containment Boundary. As well, consideration has been given to addressing potential climate change impacts through infrastructure improvements.



The RCS acknowledges that water, sewer, transportation, stormwater, and parks master plans will be updated over time and brought into conformity with OCP and RGS policies.

**Housing and Community** (Objectives 3.1 & 3.2)



The RCS identifies how the OCP aligns with RGS objectives for housing and complete communities.



The RCS supports a framework for growth that is consistent with the “Complete Community Criteria” set out in the RGS. This includes supporting a variety of housing types, diverse transportation options, and walkable communities, however does not provide specific policy references to demonstrate alignment with the RGS.

N/A

**Legend:** Regional Context Statement Evaluation



Strong alignment with evaluation criteria; recommend approval





Moderate alignment with evaluation criteria; recommend approval



Weak alignment with evaluation criteria; do not recommend approval


**Relationship to Legislative Requirement**  
For CRD Board consideration

LGA	RCS Content	All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
<b>Transportation</b> (Objective 4.1)				
	The RCS identifies how the OCP aligns with RGS objectives for transportation.		<p>The RCS references OCP policies that support the Regional Transportation Plan.</p> <p>The RCS states that priority is placed on reducing dependence on private vehicles over time and improving access to transit and active transit modes.</p> <p>The RCS is aligned with the RGS goal of achieving a system by 2038 where 45% of all trips are made by walking, cycling, and transit.</p>	The RCS notes that the Transportation Master Plan and District's road design standards will be updated to include the Active Transportation Plan.
<b>Economic Development</b> (Objective 5.1)				
	The RCS identifies how the OCP aligns with RGS objectives for economic development.		<p>The RCS references OCP objectives that align with RGS policies on maintaining an adequate supply of employment and industrial lands in diverse range of sectors.</p> <p>The RCS continues to support the development of pedestrian oriented commercial centres.</p> <p>The RCS aligns with RGS policies on the conservation and management of Renewable Resource Lands Policy Area.</p>	N/A

**Legend:** Regional Context Statement Evaluation

 Strong alignment with evaluation criteria; recommend approval

 Moderate alignment with evaluation criteria; recommend approval

 Weak alignment with evaluation criteria; do not recommend approval



**Relationship to Legislative Requirement**  
For CRD Board consideration

LGA	RCS Content	All relevant content is included	Clearly articulates relevant content	Plan to be consistent over time
<b>Food and Agricultural Systems (Objective 6.1)</b>				
				N/A
	The RCS identifies how the OCP aligns with RGS objectives for food and agricultural systems.		The RCS aligns with the RGS objective for fostering a resilient food and agriculture system.  The RCS indicates a strong focus on the sustainability and economic viability of agriculture in the community.  The RCS refers to a wide range of OCP policies that support agricultural activity in the District, however does not provide specific policy references to demonstrate alignment with the RGS.	
<b>Climate Action (Objective 7.1)</b>				
				N/A
	The RCS identifies how the OCP aligns with RGS objectives for climate action.		The RCS aligns with the RGS objective and policies of reducing community-based greenhouse gas emissions.  The RCS identifies OCP policies that address the reduction of greenhouse gasses through: compact development; climate adaptive agriculture; parks and open space; protection of rural lands and natural areas; energy efficient buildings and infrastructure; and transportation.	

**Legend:** Regional Context Statement Evaluation

Strong alignment with evaluation criteria; recommend approval

Moderate alignment with evaluation criteria; recommend approval

Weak alignment with evaluation criteria; do not recommend approval

<b>Acronym*</b>	
CRD	Capital Regional District
<i>LGA</i>	<i>Local Government Act</i>
OCP	Official Community Plan
RCS	Regional Context Statement
RGS	Regional Growth Strategy

**Legend:** Regional Context Statement Evaluation



Strong alignment with evaluation criteria; recommend approval



Moderate alignment with evaluation criteria; recommend approval



Weak alignment with evaluation criteria; do not recommend approval





Making a difference...together

## **Notes of a Development Planning Advisory Committee (DPAC) Held Monday, June 20, 2022 as a MS Teams Meeting**

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**PRESENT:** **Staff:** E. Sinclair, Senior Manager, Regional and Strategic Planning; I. Lawrence, Manager, Juan de Fuca Electoral Area Planning; J. Douillard, Research Planner, Regional and Strategic Planning; C. MacKenzie (recorder).

**Also present:** B. Brown, Township of Esquimalt; I. Bourhill, City of Colwood; L. Chase, Town of View Royal, K. Hoese, City of Victoria; C. Newcomb, Town of Sidney; M. Pawlow, District of Sooke; D. Sametz, City of Langford; C. Scott, District of Saanich.

**ABSENT:** D. Elliott, Senior Manager, Regional Housing; L. Beckett, District of Highlands; B. Green, District of North Saanich; S. Hurst, District of Metchosin; R. Malli, District of Oak Bay; J. Matanowitsch, District of Central Saanich; L. Stohmann, City of Langford.

The meeting was called to order at 2:06 pm.

### **1. Approval of Agenda**

The Development Planning Advisory Committee (DPAC) members approved the agenda.

### **2. Welcome and Introductions**

E. Sinclair welcomed members of the DPAC and provided a Territorial Acknowledgement.

### **3. Regional Housing Advisory Committee (RHAC) Data Request**

#### **a) Presentation on Regional Growth Strategy (RGS) indicator monitoring data analysis**

J. Douillard, Capital Regional District's Research Planner introduced himself and provided updates on regional growth and transportation indicators. At the request of the Regional Housing Advisory Committee (RHAC), DPAC reviewed more detailed spatial data on the relationship between the frequent transit network and recent net new dwelling units. Additional information was provided on the relationship of population density, the number of children to both the frequent transit network and places meeting the RGS's active transportation goals.

#### **b) Discussion about key findings**

DPAC members discussed the key findings and requested clarification on BC Transit's definition of Frequent Transit Network (FTN). Group members have seen different networks presented.

The DPAC members indicated that more detailed data analysis products are helpful for informing municipal planning projects and for providing contextual information to council.

#### **Actions:**

- 1) Confirm FTN definition with BC Transit (CRD).
- 2) Investigate data availability related to the number of private vehicles in the household, see if any differences in proximity factor (CRD).
- 3) Consider options for making data analysis products available to DPAC and RHAC (CRD).

#### **4. Capital Regional District (CRD) Update**

##### **a) Update on CRD Transportation Working Group meetings date**

E. Sinclair provided an update on the May 9, 2022 CRD Transportation Working Group meeting and key projects for that group. Members were informed about the ongoing ready step roll active travel planning. The Transportation Working Group will be undertaking a mapping project over the summer which aims to update the regional cycling network, focusing on validating the future network currently shown in the Pedestrian Cycling Master Plan (PCMP). The objective for this work is to retire the PCMP as municipal and provincial plans now supersede that document.

The Transportation Working Group is also working on consistency of trail crossings on municipal roads. It is anticipated that updates to municipal bylaws will be needed to support a consistent crossing experience and CRD staff are supporting that work.

##### **b) Update on anticipated Board direction for 2022-2026 term, including industrial land and inventory next steps**

E. Sinclair noted that the five-year consideration of the need for a Regional Growth Strategy (RGS) amendment will occur next term. This will require consideration of a number of inputs, including recently updated Official Community Plans (OCPs) and other studies. The group discussed whether there is interest in a regional industrial land inventory. There was general agreement that a study could be useful to provide regional context to more detailed local work that has either already been completed or is underway. The group noted that scope definition is needed.

#### **5. 2022 Project Roundtable**

Municipalities are undertaking projects related to various topics including: bylaw enforcement and amendment, climate action planning and programs and strategic OCPs updates, infill, affordable housing programs, local area planning, land value, parking studies, active transportation planning, missing middle initiative and childcare strategy.

Several municipalities hired building inspectors and planners.

#### **6. Adjournment**

Next meeting: Monday, September 19 (9 am to 12 pm)



Making a difference...together

**Notes of a Development Planning Advisory Committee (DPAC)  
Held Monday, October 3, 2022 at Royal Roads University – Blue Heron Room**

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**PRESENT:** **Staff:** E. Sinclair, Senior Manager, Regional and Strategic Planning; I. Lawrence, Manager, Juan de Fuca Electoral Area Planning; J. Douillard, Research Planner, Regional and Strategic Planning; Noah Brotman, Research Planner, Regional and Strategic Planning.

**Also present:** L. Becket, District of Highlands; A. Boel, District of Oak Bay; I. Bourhill, City of Colwood; B. Brown, Township of Esquimalt; Jeff Chow, Town of View Royal; R. Howard, City of Victoria; K. Lesyshen, District of Metchosin; C. Newcomb, Town of Sidney; L. Stohmann, City of Langford;

**ABSENT:** B. Green, District of North Saanich; D. Elliott, CRD Regional Housing, J. Matanowitsch, District of Central Saanich; M. Pawlow, District of Sooke

The meeting was called to order at 9:00 am.

**1. Welcome and Introductions**

E. Sinclair welcomed members of the DPAC. I. Bourhill provided a Territorial Acknowledgement.

**2. Presentation by Danica Straith, Director of Community Learning Partnerships at Royal Roads University.**

Introduced with the Community Learning Partnership program and shared information about the successful partnerships with Colwood and Langford, inviting other municipalities to reach out about partnership opportunities.

**3. Approval of Agenda**

The Development Planning Advisory Committee (DPAC) members approved the agenda.

**4. Presentation on Step Code Implementation and Carbon Pollution Standards**

M. Greeno, CRD Environmental Protection, updated on Step Code Implementation, noting that in December of 2022 we are going toward what is effectively Step 3 of the BC Energy Step Code for Part 9 buildings and Step 2 for Part 3 buildings. It was also noted that most of the CRD municipalities have already adopted Step Code into their Building Bylaw.

An explanation was provided of the Carbon Pollution Standard which seeks to lower the carbon intensity of energy used in buildings. With the addition of Carbon Pollutions Standards, the Step Code will be designed to address carbon and efficiency at the same time. There are four stages: measure only; medium carbon; low carbon; zero carbon ready. As of 2022 the Province intends to implement 'measure only', with the goal of reaching the 'zero carbon' standard by 2030.

Most of the municipalities currently have a plan for zero carbon by around 2050. Victoria and Saanich have received direction from council to prepare amendments to their building bylaws such that:

- all part 9 permits after July 1, 2023 must be built to the low carbon standard and that permits after Jan 1, 2025 be built to the zero carbon ready standard,
- all part 3 permits after July 1, 2024 must be built to the low carbon standard and that permits after July 1, 2025 be built to the zero carbon ready standard.

The standards are to be defined by the Provincial Building Code. Victoria, Saanich, and Central Saanich have integrated a Climate Action Group into their consultation framework and held discussions with industry. Colwood has also done development industry consultations and plans to take the approach of offering options for developers, where Part 9 buildings can opt for either residential step 5, or step 3 with a low carbon energy system. Colwood defining low carbon as “3kg of CO<sub>2</sub>e per square metre per year.” This is close to what is expected to be defined as the low carbon standard in the 2022 update to the BC Building Code.

#### **5. Presentation on upcoming Census Data Releases, the status of the Origin/Destination Survey, and an update on the Pedestrian and Cycling Master Plan**

J. Douillard, CRD Regional and Strategic Planning, presented the upcoming Statscan release schedule and highlighted key data points that will be of interest to the municipalities. Additional information was provided on the custom tabulations the CRD will be ordering from Statscan that will be made available to all municipalities. We will begin contacting municipalities to confirm local area boundaries for the purposes of custom data orders.

The Origin/Destination survey is currently underway and will provide detailed information on travel patterns within the CRD. The data collected will go beyond that from the Census as it looks at all travel and not just home/work commuting. It was noted that the data shared will be generalized information due to privacy protection concerns. Municipalities will be able to request specific output tables and custom extractions.

An update was provided on the Pedestrian and Cycling Master Plan and how the CRD is seeking to define All-Ages and Abilities (AAA) infrastructure in the regional cycling network. It was noted that AAA doesn't currently have a defined standard but that is something the CRD is seeking to identify and will be discussed at the Transportation Working Group meeting on Oct. 17, 2022. An attendee asked if the Pedestrian and Cycling Master Plan will be directly using the information from completed municipal transportation plans. J. Douillard confirmed that this was the case, though communities in the middle of the process will not have that information integrated until formal approval of their plan. An attendee noted that one of their current challenges is in working with BC Transit to provide service to new developments so that new residents have transit options as soon as they move in. Coordinating this has been challenging as BC Transit is not accustomed to working directly with municipalities.

#### **6. Roundtable: Key Successes Achieved Over This Term**

Attendees were asked to highlight some of the key successes from their municipalities that have been achieved over this term. Notable achievements from the conversation include:

- Sharing experiences in completing OCP updates and how to ensure a smooth process.
- Refining public engagement processes by involving the community at the right point in the process where they will be most interested to provide comment.
- The use of community surveys to identify priorities for OCP updates. Provided an effective means of justifying policy focus areas to Council.
- Discussion of the implementation of garden suites in various municipalities.

- Development of village and corridor local area plans.
- Discussion of pre-zoning for corridors and up-zoning for development nodes.
- Approaches for improved working relationships with First Nations for development projects and engagement processes.

### **Roundtable: Looking Forward to the Next Term**

A discussion was held to identify key issues that the municipalities anticipate they will be dealing over the next term.

- Discussion of the CRD Strategic Planning approach with the Board and how the CRD identifies regional projects, data gathering, and collective efforts that would be helpful to as many municipalities as possible.
- Many municipalities are anticipating significant leadership change in Councils and Mayors. Reviewing and updating policy directions will be a significant area of interest.
- Several municipalities have OCP updates either currently under way or soon to be started that are expected to be completed in the next term.
- Integrating new approaches for OCP reviews such as digital 3D GIS modeling as a means of better understanding the implications of specific policy decisions.
- Adoption and implementation of Step Codes into the municipal building code.
- West Shore communities are particularly interested to further regional transportation initiatives such as the rapid bus program from BC Transit.
- Updating zoning bylaws.
- Developing an urban forest strategy.
- Developing an attainable housing plan.
- Improving working relations with First Nations groups and how best to integrate their development work into the planning process.

## **7. Adjournment**



Making a difference...together

## **Notes of a Development and Planning Advisory Committee (DPAC) Held Monday, January 16, 2023 at Highlands Community Hall**

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**PRESENT:** **Staff:** E. Sinclair, Senior Manager, Regional and Strategic Planning; Don Elliott, Senior Manager, Regional Housing; I. Lawrence, Manager, Juan de Fuca Electoral Area Planning; J. Douillard, Research Planner, Regional and Strategic Planning; Noah Brotman, Research Planner, Regional and Strategic Planning.

**Also present:** L. Beckett, District of Highlands; A. Boel, District of Oak Bay; I. Bourhill, City of Colwood; B. Brown, Township of Esquimalt; A. Hudson, City of Victoria; C. Newcomb, Town of Sidney; C. Scott, District of Saanich; L. Stohmann, City of Langford; L. Taylor, Town of View Royal; A. Walker, District of Saanich.

**ABSENT:** B. Green, District of North Saanich; K. Lesyshen, District of Metchosin, J. Matanowitsch, District of Central Saanich; M. Pawlow, District of Sooke.

The meeting was called to order at 1:30 pm.

### **1. Welcome and Introductions**

E. Sinclair welcomed members of the Development and Planning Advisory Committee (DPAC). L. Beckett provided a Territorial Acknowledgement.

### **2. Approval of Agenda**

The DPAC members approved the agenda

### **3. Information on Key CRD Projects**

J. Douillard, Capital Regional District (CRD) Regional and Strategic Planning, presented a draft of the Regional Growth Strategy Indicators Report and highlighted key data and findings that will be of interest the municipalities. The indicators report will be presented to the CRD's Planning and Protective Services Committee on February 15, 2023.

Topics covered included: residential unit growth in areas of high active transportation commuting; waste diversion from landfill; core housing need; average rent increase; vacancy rates; and the average age of farmers in the region.

Attendees asked clarifying questions on some of the slides and discussed factors that may have contributed to data from the 2021 Statistics Canada census. Regional Strategic Planning (RSP) will circulate a draft of the indicators report prior to presentation to the committee.

**4. Discussion about the status Official Community Plan (OCP) updates**

Many local governments are updating their Official Community Plans (OCP). In a round table format, the group shared their recent experiences with undertaking OCP reviews and updates. Attendees were asked to share about the following aspects of their process:

- Scope, process, status.
- Scale of consultation and cost.
- Main topics/issues covered.
- Lessons learned.

**5. Regional response to new Provincial housing priorities**

The group discussed new Provincial direction on housing, including housing and population targets, possible benefits and penalties, and how the CRD can best support local governments in these efforts.

**6. Preliminary scope for Regional Growth Strategy (RGS) update**

CRD staff provided a general update about anticipated timing and scale of an RGS update. Per legislation, the Board must consider the need for an RGS update by 2026. Further discussion on this topic will be held at the next DPAC meeting as more information becomes available.

**7. Adjournment**

## Local Government Emergency Program Advisory Commission

**DATE:** March 11, 2021  
**TIME:** 9:30 am  
**PLACE:** Virtual MS Teams

### AGENDA

1. Welcome and territorial acknowledgement S. Carby
2. Approval of agenda S. Carby
3. Invited Presentation(s) J. Reimer
  - a. Dr. Ryan Reynolds & Alexa Tanner (Ph.D Candidate), *Tsunami Research and Risk Communication*
4. Approval of minutes from previous meetings S. Carby
5. Business arising from previous minutes S. Carby
6. LGEPAC/REPAC Working Group Updates S. Carby
  - a. Regional Amateur Radio Communications J. Reimer
  - b. Public Education Working Group 3<sup>rd</sup> Tsunami T. Patterson/S. Hunn
7. Other Agency minutes S. Carby
8. New Business S. Carby
9. EMBC Updates/Presentation C. Anderson
10. REMP Updates/Discussion Staff
  - a. Staff Announcement
  - b. March Steering Committee Meeting
  - c. Cross-Jurisdictional Evacuation Project
  - d. Extreme Heat/Extreme Temperature Project
11. Roundtable S. Carby
12. Adjournment S. Carby



# LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting Held Thursday, June 17, 2021 at 09:30 AM

Virtual: Microsoft Teams

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<b>Present:</b>	Shawn Carby	CRD (Chair)
	Alison Roberts	REMP (coordinator & recording secretary)
	Corey Anderson	EMBC
	Blair McDonald	Esquimalt
	Charles Nash	Salt Spring Island E.A
	Eileen Grant	Oak Bay
	Erin Stockill	Saanich
	Ruth Fernandes	REMP
	Jaya Bremer	Langford
	Kulpreet Munde	Esquimalt
	Mike Harman	Sidney
	Olympia Koziatek	Victoria
	Matt Barney	Sooke
	Troy Mollin	View Royal
	Stephani Dunlop	Metchosin
	Bill Seymour	CRD

## 1. Welcome and Traditional Acknowledgment:

S. Carby called the meeting to order at 09:32.

## 2. Approval of agenda:

No additions or changes were noted.

It was **Moved** by C. Nash and **Seconded** by E. Grant

**MOTION CARRIED**

## 3. Invited Presentations:

None.

## 4. Approval of minutes:

Meeting Minutes from previous the March 11, LGEPAC Meeting were shared. No changes were noted.

It was **Moved** by M. Harmon and **Seconded** by E. Stockill

**MOTION CARRIED**

## 5. Business Arising from Previous Minutes

None.

## **6. LGEPAC/REPAC Working Group Updates:**

### **a. Regional Amateur Radio Communications**

J. Reimer was not able to attend, this agenda item was deferred to a future date.

### **b. Public Education Working Group**

#### **i. Governance/TOR**

E. Grant requested an update to the terms of reference for LGEPAC and the Public Education Working Group.

**ACTION: REMP Staff will support LGEPAC members in compiling feedback regarding changes to TORs. Any comments or feedback to be returned to A. Roberts by August 2021.**

#### **ii. Regional “Safe Zone/Safe High Ground” Map**

S. Hunn provided an update on behalf of the Public Education Working Group, and verbal update regarding the responses received to an exploratory survey shared with EPC's on June 9<sup>th</sup> exploring interest in further work on a regional public education map for felt earthquake events.

All 16 noted support for a regional public education map, and 15 were supportive of the safe zone/high ground mapping.

**ACTION: S. Hunn will compile the survey results and share the LGEPAC members.**

Additional discussion occurred regarding boundaries, and roles and responsibilities, as well as oversight of regional initiatives.

## **7. Other Agency Minutes**

None.

Discussion occurred about including CRECC meeting minutes in future LGEPAC meeting updates. No other agencies have provided meeting minutes to be distributed as far back as May 2019.

Further discussion occurred regarding the importance of reviewing governance as well as coordination with other commissions, working groups or sub-committees. Including all the bylaws pertaining to LGEPAC – 3530, 3531, 3566, 3828 and the bylaw governing RECC.

**ACTION: T. Mollin to follow up requesting quarterly updates from CRECC be shared with the chair of LGEPAC as well as the Terms of Reference.**

**ACTION: Compile all of the associated terms or reference for review of working groups, committees and more. REMP Staff were directed to collate and compile.**

## **8. New Business**

Nothing brought forward.

## **9. EMBC Updates**

C. Anderson reminded members about upcoming changes to policy 5.13. based on the information provided by ADM Maley's email on June 16, 2021 advising that Policy 5.13 would be rescinded. First Nations expenditures will continue to eligible under ISC programming.

## **10. REMP Updates**

### **a. REMP Staff Updates**

S. Carby advised the C. Lai has accepted a role with the City of Vancouver. EMBC is in the process of permanently filling the vacancy and in the meantime, C. McClintock is providing support to REMP Staff.

### **b. Project Updates**

#### **i. Cross-Jurisdictional Evacuation Project**

R. Fernandez provided a project update

#### **ii. COVID-19 RAAR Recommendations Action Plan**

R. Fernandez advised that an action plan will brought forward to the REMP Steering Committee on July 5, 2021.

#### **i. Extreme Heat**

A. Roberts discussed the extreme heat workshop, and surveyed LGEPAC Members whether they were supportive of further work on developing a HARS for the region. The "raise hand" function was used. The following indicated their support for the next steps proposed: Langford, Oak Bay, EMBC, SSI EA, Saanich, Victoria, Sooke, Metchosin, Sidney, Esquimalt and View Royal (10 responses total, 11 agencies were present, excluding REMP).

#### **ii. Tsunami**

A. Roberts provided an overview of the preliminary results of the Tsunami Forum. A report is underway and will process solutions for next steps, and will likely include information about the current legislative context to help set the foundation for exploring roles and responsibilities, from the local government act, the EPA and its associated regulations and the BC FOIPA.

A request was made to LGEPAC members to share any public education-related data and metrics to help guide future work in order to better understand "information-seeking" behavior of the general public.

The main theme emerging from the workshop was related to communication and public education. Possible solutions were discussed including the development of holding messages, project charters to guide the public education mapping project (such as pilot communities, sub-regional maps and more to balance the needs of those who wish to participate in the map, and respect the autonomy of any who may choose not to participate).

Discussion about regional communications and processes followed. As did the importance of multi-sector engagement. Questions were raised about criteria to delineate the roles of REMP and LGEPAC, and the processes for escalating decision-making and when. It was discussed whether a neutral 3<sup>rd</sup> party could support an evaluation and provide advice into the governance and operating environment of REMP and LGEPAC within the regional systems. S. Carby noted the role of REMP was to support decision-making. It was noted by Oak Bay, Victoria and Esquimalt that resolving the decision-making and reporting lines and structures of REMP and LGEPAC is foundational to moving regional work forward.

### **c. Steering Committee and Policy Group Meetings**

Staff advised that the Q2 Steering Committee meeting would take place on July 5<sup>th</sup> followed by a meeting of the Policy Group on July 6<sup>th</sup>.

## **11. Roundtable Updates**

Emergency Programs provided a roundtable update many noted the shift in operations as the BC restart plan progresses.

CRD spoke about a transition from ERMS to PEASI.

Langford noted that they would be undertaking a mass promotion encouraging sign up for public alerting, inviting other communities to take part too.

**Meeting adjourned.** 10:40 am

It was **Moved** by E. Grant and **Seconded** by M. Harmon

**MOTION CARRIED**

# LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting Held Thursday, September 16, 2021 at 09:30 AM

Virtual: Microsoft Teams

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<b>Present:</b>	Shawn Carby	CRD (Chair)
	Alison Roberts	REMP (coordinator & recording secretary)
	Alexandria Organ	CRD Electoral Areas
	Blair McDonald	Esquimalt
	Brittany Schina	EMBC, Partnerships
	Brock Henson	Saanich
	Charles Nash	SSI EA
	Chris Aubrey	Langford
	Corey Anderson	EMBC VIC PREOC
	Eileen Grant	Oak Bay
	Erin Stockill	Saanich
	Ruth Fernandes	REMP
	Frank McDonald	Saanich
	Greg Chow	Colwood
	Jaya Bremer	Langford
	Jeri Grant	JDF EA
	Jonathan Reimer	CRD Electoral Areas
	Kyle Van Delft	Pacheedaht Nation
	Lisa Bamfield	Central Saanich
	Mike Harmon	Sidney
	Tanya Patterson	Victoria
	Troy Mollin	View Royal

## 1. Welcome and Traditional Acknowledgment:

S. Carby called the meeting to order at 09:30.

## 2. Approval of agenda:

No additions or changes were noted.

It was **Moved** by J. Grant and **Seconded** by T. Patterson

**MOTION CARRIED**

## 3. Approval of minutes:

Meeting Minutes from previous LGEPAC meeting were reviewed. No changes were noted.

It was **Moved** by M. Harmon and **Seconded** by E. Stockill

**MOTION CARRIED**

## 4. Recognition – Deputy Chief McDonald

B. Henson of District of Saanich recognized the career of Deputy Chief Frank McDonald, who will

be retiring this fall. F. McDonald has worked within Emergency Management for the past 15 years.

## **5. Heat Wave & Meeting Coordination:**

M. Harmon raised the subject of meeting coordination between emergency programs across the region to support situational awareness across events (tsunami alerts, heat and cold, atmospheric river etc.). Noting a desire for a robust coordination plan, that respects capacities and roles of different entities, as some have 24-7 responsibility while others are only available M-F workdays.

Discussion from LGEPAC members included:

- Identification of trigger points and parameters about activating a regional coordination plan (T. Patterson)
- T. Mollins identified a desire to include external agencies beyond emergency programs.
- Solutions identified included:
  - o “Road Map” (M. Harmon)
  - o Adapting the Tsunami Communications Plan for all-hazards (T. Patterson)
  - o ID people who will arrange a coordination call (M. Harmon)
  - o “Cheat Sheet: regarding how to communicate as a region
  - o “Processes” to arrange a coordination call (E. Grant)
  - o Leveraging the 24-7 CRD Duty Officer to support
  - o Establish expectations about how to communicate as a region, including EMBC Coordination vs. local EM program coordination.

S. Carby reminded that any local authority could initiate a conference call at any time, and C. Anderson reminded that local authorities could contact the ECC or the regional duty manager to request an EMBC coordination call.

**MOTION:** Volunteers (1 rep from LGEPAC, 1 rep from REMP, and 1 rep from EMBC) to develop an interim guidelines

Discussion – included support for some analysis, building out some trigger points, and a convening process. This motion was deferred and identified as roundtable F following the Governance Agenda Item.

### **ACTION ITEM:**

B. Henson (Saanich) to share a 2011 letter from EMBC regarding regional coordination with LGEPAC members for review.

### **ACTION ITEM:**

CRD Staff identify/summarize the coordination call options available to the region.

### **ACTION ITEMS:**

T. Patterson (Victoria) will share the results of an inquiry into BC Housing regarding upcoming cold weather season and the extreme weather plan and its trigger points.

## **6. Business Arising from Previous Minutes:**

### **a) Public Education Working Group Terms of Reference**

E. Grant advised this topic would be rolled up into the Agenda Item #7 (Governance). No further discussion.

### **b) Public Education Working Group Chair Vacancy**

T. Patterson identified this as a new item and noted with the departure of S. Hunn, there is currently no chair for the Public Education Working Group.

#### **ACTION ITEM:**

Forward a note to LGEPAC members requesting an expression of interest for a Public Education Working Group Chair.

## **7. Governance:**

S. Carby provided an overview of the CRD bylaws with the support of power point slides to support a common understanding prior to engaging in the governance discussion.

#### **Bylaw #3531 – Local Government Emergency Program Advisory Commission**

**Purpose:**

Increase communication and cooperation among local government emergency programs with the purpose of strengthening capacity for responding to a multi-jurisdictional emergency event

**Authority:**

Advisory only

**Advises:**

REMP, Planning and Protective Services Committee (PPSC), REPAC, Local Authority Emergency Programs

**Budget:**

N/A

#### **Bylaw #3530 - Regional Service for Emergency Program Support**

**Purpose:**

The Service is to provide an information and resource management system to coordinate with local emergency programs in support of local authorities and strengthen the capacity to manage a multi-jurisdictional emergency event or regional disaster.

**Authority:**

REMP Steering Committee has the authority to direct the allocation of associated budget as established through the REMP MOU

**Budget:**

50/50 contribution between CRD (requisition) and EMBC supported by in-kind support

## Bylaw #3566 - Regional Emergency Coordinators Advisory Committee aka REPAC

**Purpose:**

to increase communication and cooperation for emergency preparedness/response within the region among all organizations involved in emergency management and/or planning

**Authority:**

Advisory only

**Advises:**

LGE PAC, Planning and Protective Services Committee (PPSC), REMP, Local Authority Emergency Programs

**Budget:**

N/A

T. Patterson with the support of B. Schina to provide a REMP 101, partnership overview.



# REMP 101

## Voluntary, inter-governmental entity



- 50/50 partnership between the BC Government and the Capital Regional District on behalf of the 13 municipalities and 3 electoral areas in the Region.



- **Support staff report to a Steering Committee** equally made up of senior level decision-makers from the BC government and local government, who report to a Policy Group.



- Staff work is project focused



**Legislative Context:** REMP does not have authority to coordinate emergency management for the collective region. Local governments are each responsible to develop and implement their own emergency management plans as outlined in the *Emergency Program Act*



**No emergency response role** \*\*\* planning only

[Adhere to BCEMS](#)



Responsibilities (Source: REMP M.O.U)



<b>Policy Group</b>	Leads the <b>strategic direction</b> of REMP, determines work priorities of the partnership, ratify annual work and business plan, liaise with elected officials re: regulatory or legislative changes.
<b>Steering Committee</b>	<b>Consensus-based decision-making</b> on priorities, resources and policy recommendations, develop a multi-year strategic plan to guide progress, liaise with senior officials, action recommendations from the policy group. ( <b>DIRECTS the REMP budget and staff time</b> )
<b>Support Team</b>	<b>Project Management</b> – leads and manages multiple, complex projects, develops work plans, budget, timelines; <b>Reporting and Communication</b> – including annual report; <b>Procurement and Financials</b> – prepare contract, evaluate proposals, financial tracking; <b>Steering Committee</b> – develop and coordinate agendas, briefing materials, decision notes and presentations; <b>Other</b> - facilitation and engagement, represent REMP on committees, build relationships etc.; REMP Staff attend and contribute to LGEPAC (per Steering Committee, 2017)

LGEPAC	<p><b>Purpose:</b> Provide updates/<b>share information</b> re: local emergency programs and plans; 1 representative nominated by their peers sits on the REMP Steering Committee.</p> <p><b>Process from LGEPAC to REMP:</b> LGEPAC may discuss regional projects and initiatives, any proposals can be brought to the REMP Steering Committee for direction or approval (project proposal)</p>
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**Project Selection:**

Most projects to-date were identified by the inaugural **REMP Strategic Plan** (2017-2019, later extended to 2022) through engagement sessions with CAO’s and EPC’s in 2017.

*Establish REMP Governance/Capabilities , Measuring Public Preparedness, HRVA, Concept of Operations*

**Emerging Projects (2020-2022)**

- Projects Requested (*LGEPAC Member - Cross-jurisdictional Evacuation Project*)
- Projects Identified by internally by REMP Steering Committee/Staff (*Tsunami Forum #1*)
- Opportunities (*COVID-19 Regional After Action Review, 2021 Heat Regional After Action Review*)
- Workshop Findings (*Tsunami Forum #2, Tsunami Education Initiatives*)
- Implementation of the REMP Strategic Plan (*Regional Heat Alerts/Response Planning*)

3



**Opportunities:**

**Partnership Evolution:**

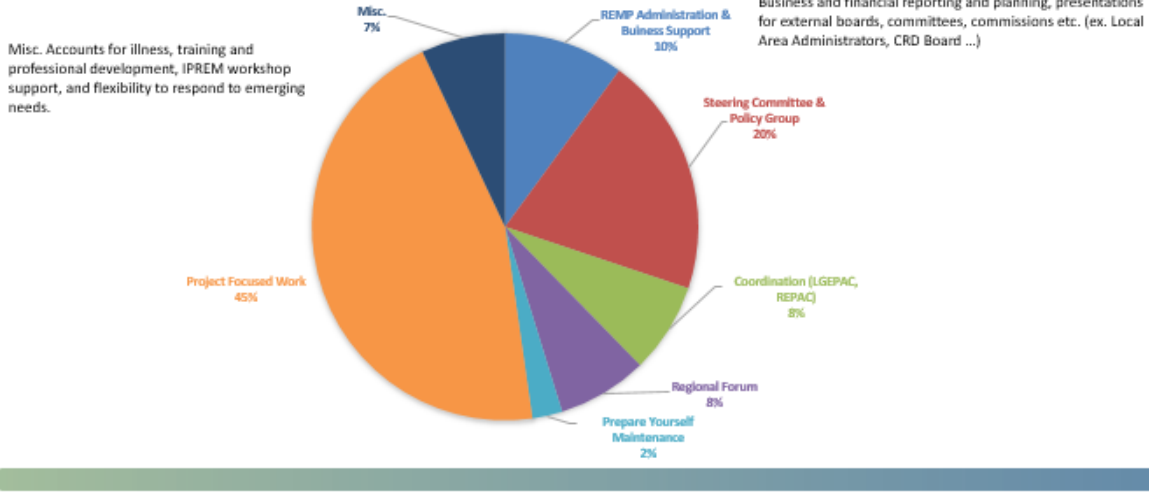
<b>3.1 Define REMP Decision-making and implementation process</b>	<b>Key Activities:</b> REMP to re-confirm its strategic direction to guide regional emergency management in the Capital region.	<b>KPI's:</b> <ul style="list-style-type: none"> <li>Undertake a program review of the first 5-years of REMP</li> <li>Complete an evaluation of the governance system(s) within the region.</li> <li>Draft a new REMP Strategic Plan</li> </ul>
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Source: 2022 REMP Business Plan (approved by REMP Steering Committee July 5, 2021)

**Horizon Scanning:**

- Modernization of the Emergency Program Act legislation (Shift towards Disaster Risk Management vs. Disaster Response Management)
  - Adoption of the Sendai Framework for DRR (federally and provincially)
  - Canada: Towards a Resilient 2023
  - Increase focus on **whole-of-society** disaster prevention and mitigation activities

**Overview of Staff Commitments/Time Allocations**



B. Schina provided additional context and history regarding the founding of REMP and how REMP has evolved over time, as has LGEPAC (example, in the past LGEPAC meet monthly, and now meets quarterly). Staff time is a priority in order to deliver quality project work. B. Schina noted the partnership is open to be adaptable into the future with opportunity for to evolve further with a new strategic planning process to be delivered in 2022.

Question: J. Reimer asked how REMP’s effectiveness is being measured? Noting the projects occur over a period of years, and that the region is under-performing in terms of coordination in emergencies, and the Concept of Operations has focused on senior level coordination.

Answer: B. Schina advised that REMP is not part of a legislative structure and adheres to BCEMS; and success is measured on strict project management principles through the business planning process, with reports occurring quarterly to the REMP Steering Committee. She noted the Concept of Operations can be adapted to the operational level. There were no regional emergencies within the first four years of REMP, and the observations of 2020 and 2021 have provided learning opportunities to move forward.

Additional discussion including that the REMP LGEPAC representative share information back to the LGEPAC members following Steering Committee meetings.

E. Grant provided an overview of observations made when reviewing a number of bylaws, MOU’s and Terms of References.

Early observations included: Committee names that are misaligned, gaps with respect to “pathways” to determine which group(s) are responsible “when ‘X’ happens. E. Grant offered the following definition of governance”

“Governance deals with the structures and processes by which an organization is directed,

controlled and held to account” - Source: *Public Sector Governance: A guide to the principles of good governance* (Office of the Auditor General of British Columbia).

An open discussion followed amongst LGEPAC members:

- S. Carby noted the RECC, RECAC and REPAC is not currently in compliance with the bylaw, and supported an assessment of its relevance in the current operating environment – and either change it, or rescind it.
- B. Henson provided history and context about RECC (becoming two commissions: LGEPAC and REPAC), and
- B. Henson also spoke about the contentious history of bylaw 3530 which was created a funding mechanism for E Teams (which is why it includes a reference to Information Systems), he noted that a mediator was required. The bylaw has not been changed to reflect the support provided by REMP for regional coordination which is greater than indicated by the bylaw.
- B. Schina advised that 3530 is the mechanism for funding the staff position(s), and that the provincial matching doubles the investment in the region. Funding collected for REMP is exclusive for REMP and reporting occurs via annual reporting. B. Henson shared that Saanich was pleased in 2015-16 when the provincial matching because it doubled the resources and funding.
- E. Grant noted a desire for a “Pathway Map”
- J. Reimer and J. Bremer noted that governance and bureaucracy create challenging working environments.
- J. Reimer noted disappointment in the state of regional coordination, and a desire for robust response plans that are regional in nature.
- B. Schina noted future projects could include a response plan the coordinates communications between EOCs, and advised that any work completed at a regional scale, requires that local governments would still need to incorporate them in local standard operating procedures.
- B. Henson agreed that there are gaps with respect to regional planning, and there are challenges with implementation across LGEAPC, REMP and REPAC as these are comprised of the same group of people – and create duplication at times. REMP is the only one that incorporates other levels including CAO’s and elected officials into its structure though.
- Some potential conflicts raised by T. Patterson included duplication of efforts as a program and governance review has been identified in REMP’s 2022 business plan. E. Grant responded that LGEPAC would continue working through the documentation, bring recommendations forward to LGEAPC and determine how to move forward and approach REMP in the future.
- 

**ACTION ITEM:**

Requested that any written feedback regarding governance be forwarded to E. Grant.

**ACTION ITEM:**

Volunteers interested in participating on an LGEPAC sub-committee contact E. Grant directly.

## **8. Roundtable Updates**

### **a) LGEPAC Regional Amateur Radio Communications**

J. Reimer discussed the CRD-owned radio repeaters for EA's that are of regional interest and a need to discuss a long-term asset management plan. The next steps will be to form a committee of experts who work with radio equipment and determine how to maintain into the future with minimal resources and staff time.

### **b) CRECC updates**

T. Mollins provided an update noting there is an EMBC communications exercise planned for the fall; amateur radio operators will support the Tour de Victoria bike event with fall; and they are exploring opportunities to offer HAM radio courses.

### **c) EMBC Updates**

C. Anderson advised that the updated timeline for the modernization of the EPA would be extended to the fall of 2022.

### **d) REMP Updates**

R. Fernandes provided an update on the COVID-19 Regional After Action Review and identified that REMP and IPREM were exploring what future engagement might entail to capture lessons learned from restart, and waves 3 and 4. 8 members indicated support for a short survey (E. Grant, T. Mollin, J. Grant, C. Nash, C. Anderson, K. Van Delft, and T. Patterson). There was no support for further virtual engagement sessions.

R. Fernandes provided an update about the Cross- Jurisdictional evacuation project.

A. Roberts provided a preliminary analysis of the results from the REMP RAAR for Extreme Heat.

- Only three people used resources shared by SMEs at the May 6<sup>th</sup> workshop;
- 50% of the respondents identified heat a local hazard, while 100% reported being involved in the regional HRVA process;
- The most commonly cited departments engaged in heat response included senior leadership (CAOs), Communications and Parks and recreation.
- The most common response activities during the heat dome were internal health and safety messaging, and general heat safety messaging externally,
- All organizations who responded were in the process or were planning to update local emergency response plans as a result of the event;
- Most agreed that their organization was more prepared after each subsequent event;
- There was a spectrum of response regarding improvements in cross-jurisdictional coordination between local authorities between the first, second and third event – (varying between disagree – neutral – agree – and strongly agree).
- There was also a spectrum of responses regarding the questions of the Concept of Operations with responses ranging from Not Important at All to Very Important; some barriers identified to operationalizing it included – lack of understanding, low buy-in, time briefing CAO's takes time away from response, and there are not identified trigger points.

### **e) Emergency Program Updates**

Emergency Programs provided a roundtable update many noted preparations for the upcoming hazard season, reviewing the heat events, preparing public sessions and neighbourhood preparedness programming. Those who were deployed to other parts of the province to support with wildfire response noted they are willing to share their experience about mass evacuations and convergent volunteers.

**f) Emergency Program Coordination Call Guideline Development**

This conversation was revisited, and LGEPAC members would work towards an interim plan for the upcoming hazard season.

**Meeting adjourned.** 11:57 am

It was **Moved** by T. Paterson and **Seconded** by F. MacDonald

**MOTION CARRIED**

# LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting Held Thursday, December 2, 2021 at 09:30 AM

Virtual: Microsoft Teams

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<b>Present:</b>	Shawn Carby	CRD (Chair)
	Alison Roberts	REMP (coordinator & recording secretary)
	Paul Wechselberger	CRD Electoral Areas
	Kulpreet Munde	Esquimalt
	Sam Watkins	EMBC, Partnerships ( <i>Acting</i> )
	Charles Nash	SSI EA
	Chris Aubrey	Langford
	Eileen Grant	Oak Bay
	Erin Stockill	Saanich
	Ruth Fernandes	REMP
	Jaya Bremer	Langford
	Jeri Grant	JDF EA
	Jonathan Reimer	CRD Electoral Areas
	Lisa Bamfield	Central Saanich
	Mike Harmon	Sidney
	Matt Barney	Sooke
	Troy Mollin	View Royal
	Dean Ford	Highlands
	Tamara Pillipow	CRD Legislative Services (Observer)

## 1. Welcome and Traditional Acknowledgment:

S. Carby called the meeting to order at 09:30 and acknowledge the traditional lands of the Lekwungen People.

## 2. Approval of agenda:

No additions or changes were noted.

It was **Moved** by J. Grant and **Seconded** by E. Stockill

**MOTION CARRIED**

## 3. Approval of minutes:

Meeting Minutes from previous LGEPAC meeting were reviewed. No changes were noted.

It was **Moved** by E. Grant and **Seconded** by C. Nash

**MOTION CARRIED**

## 4. Business Arising from Previous Meeting

Action	Accountable	December 2, 2021 Update
Interim Guidelines for local Emergency Program Coordination Calls	None identified at September 16, 2021 Meeting	Two winter weather planning meetings took place. (REMP, EMBC, Langford, Sidney, Sooke, Victoria)
Identify/summarize coordination call options available to the region	CRD Staff	S. Carby reminded LGEPAC participants that the CRD has a 24-7 Duty Officer that can be utilized to coordinate calls between emergency programs via TEAMS or Connect Rocket.
2011 Letter from EMBC to District of Saanich regarding regional coordination.	B. Henson	Carry Forward Item; E. Stockill will follow up.
Victoria to share information from BC Housing's extreme weather plan and its trigger points.	T. Patterson	Carry Forward Item
Expression of Interest PEWG Chair	S. Carby	A single nomination was put forward for the Chair of the PEWG. Geoff Pendrel was advised on October 12 <sup>th</sup> by email.
Governance Feedback	E. Grant	E. Grant advised that 7 written responses were received. Feedback has not yet been shared.
EOI for volunteers of a LGEPAC governance sub-committee	E. Grant	1 person has volunteered to date, J. Reimer.

## 5. LGEPAC Update re: Proactive Winter Weather Planning and Regional Coordination Meetings

- C. Aubrey discussed the two meetings held on October 6<sup>th</sup> and November 3<sup>rd</sup> and noted there are differences across jurisdictions with respect to vulnerable populations.
- These were coordinated by REMP and included: REMP, EMBC, and Sidney, Langford, Victoria and Sooke emergency program staff.
- [Meeting Notes are available for LGEPAC](#) to view on SharePoint.
- EMBC offered to pilot – sub-regional coordination calls with the capital region.
- There is limited personnel available in the region to staff emergency shelters; J. Bremer noted that there have been job posting recently in an effort build capacity.
- The ZIM Kingston was referenced as a positive example of EMBC proactively supporting regional coordination with resources and including Subject Matter Experts.

## 6. Local Emergency Program Trigger Points (EOC Activation and Response Escalation)

- C. Aubrey expressed interest in local emergency programs (and other agencies) sharing their emergency plan trigger points and escalation processes for hazards and the desire for regional consistency, the example provided was the potential for different organizations to activate their responses and EOC escalation to different triggers (5°C vs. 3°C)



- S. Carby, J. Grant and C. Nash spoke about EOC activations in response to drought and atmospheric rivers, and impacts on rural vs. core municipalities.
- J. Reimer, E. Grant and K. Munde agreed there continues to be a lack of PROCESS between regional partners with respect to regional coordination.
- E. Grant spoke about the importance of efficiency and productivity, and inclusion noting that Indigenous communities are excluded from LGEPAC.
- Some potential solutions identified included:
  - Scheduling a special LGEPAC meeting dedicated to triggers
  - Stand up a LGEPAC Sub-committee for extreme weather to report back to LGEPAC
  - Standing up a Strategic Extreme Weather Committee – to identify triggers and define a policy or process for coordination calls (supported by Saanich, Langford, Esquimalt, Oak Bay). A.Roberts noted additional information about heat workshop results under Agenda Item #8.
  - REMP leading a comparative analysis of trigger points, regionally (C. Aubrey)

AGREEMENT – for an Interim process in which Emergency Programs would advise the LGEPAC members by email when an EOC is activated and for what purposes. This is voluntary.

NO FURTHER ACTIONS OR NEXT STEPS WERE IDENTIFIED

## 7. EMBC Update

None, VIC PREOC not available for this meeting.

## 8. REMP Updates

REMP Staff provided updates on the Q3 Steering Committee and Annual Policy Group meetings, as well as the upcoming Q4 Steering Committee Meeting. Project updates were also provided.

- The Q3 Steering Committee was a joint IPREM-REMP meeting. E. Grant participated as an observer and LGEPAC Alternate, and made reference to engagement fatigue as an EM practitioner.
- The Policy Group meet – Minister Farnworth and CRD Board Chair Plant; Ratification of the Strategic Plan and the Business Plan and Budget. Discussion included Broadcast Intrusive Alerting, and the future of REMP which the policy group notes reconciliation, Sendai and collaborative problem-solving.
- Evacuation Project has changed direction of the past year, upcoming engagement is planned for early 2022 through a series of 4 workshops.
- COVID-19 RAAR, REMP was monitoring the implementation of the 10 recommendations, and planning for a follow up survey.
- Preliminary workshop findings of the October Extreme Heat workshop were shared, a demonstration of the Metro Vancouver Climate Vulnerability Map was provided along with a demonstration of the GEOBC Heat Response Portal for EPC awareness.
- The results of a desktop analysis of the existing Tsunami Risk Communication was presented, revealing opportunities for improvement with respect to the state of regional

consistency with regards to tsunami risk communication and education.

- Sooke, JDF and CRD shared their experience and observations about the November 29<sup>th</sup> Tsunami Engagement Session.
- The Q4 Steering Committee will take place on December 9<sup>th</sup> with Parliamentary Secretary Rice in attendance. Staff will provide project updates, and decisions will include approvals of the 2022 Budget and a revised 2022 Work Plan.

## 9. LGEPAC Amateur Radio Communications

No updates provided by J. Reimer at this time.

## 10. CRECC Updates

T. Mollin provided an update and advised an interface the Canadian Red Cross is being explored.

## 11. Roundtable Updates

Communities spoke about vaccinations policies for staff, volunteers and contractors:

- Saanich (staff, volunteers, contractors via ATESTATION approach) deadline Jan 10<sup>th</sup>  
**ACTION: E. STOCKILL to forward policy to S. Carby**
- Oak Bay policy currently under-development
- Central Saanich has policy.
- CRD (policy for staff, and volunteers required to work alongside staff).

Communities spoke about impacts of the recent atmospheric rivers:

- Sooke experienced infrastructure damage, going through DFA at this time; Strong cross-departmental uptake for the Jan 29<sup>th</sup> Tsunami Focus Groups due to an internally hosted information session.
- Highlands cleaning up
- SSI EOC Level 1, and a “pineapple express” debrief underway
- JDF EOC Level 1, continue to support displaced residents with ESS (extension to Dec 15<sup>th</sup>); significant flooding in Port Renfrew
- Langford – approx. 50 homes were flooded, experienced power failures and stood up an EOC, continue to support 1 resident via ESSi
- Central Saanich currently at EOC level 1 for recovery; supporting WASENC Nations due to flooding; Activated ESS when 236 cars (~400 people) were stranded in Brentwood Bay due to Malahat closure – ESS provided comfort kits, blankets to help people shelter in vehicles, opened a warming center; SAR provided water to those stranded. L. Bamfield spoke about coordination between Central Saanich, WASENC Nations, the federal government, and EMBC as well as Rapid Damage Assessments and flood assessor; 1 family has been displaced with ESS extension to Dec 15<sup>th</sup>

Many spoke about volunteer recognition:

- Saanich, Oak Bay

Some made reference to HRVA's that are planned or underway:

- Highlands completing an in-house HRVA with the EMBC HRVA assessment tool
- Saanich HRVA underway with Jim Lamort
- View Royal in early stages of an HRVA with Logic League (expected completion fall 2022)

EM staff across the region have supported with local and provincial flood response.

- Erin – completed a 5 day deployment
- Geoff will be deployed along with members of ESS team

Other:

- Resumption of in-person activities included public education (Saanich, Oak Bay, Langford, JDF)
- View Royal UBCM grant purchases are nearing completion
- Exercises (Saanich - ERA exercise with Rec Centre Staff); EA function exercise planned for Q2 2022
- SSI EA – EM program move December 9-10<sup>th</sup>
- Staffing Announcements:
  - Paul Wechselberger accepted a position as CRD EA EM Program Coordinator;
  - J. Bremer announced acceptance of a new role with EMBC Recovery; Chief Aubrey recognized Jaya's work in building the Langford emergency program
  - CRD interviewing for vacancy of Emergency Mgmt. Assistant
  - CRD is renewing contracts with EA Coordinators (must be a resident of the EA's)
- View Royal undertaking Disaster Assessment Planning for catastrophic events
- Public Education –Tsunami and Fire Smart (Langford UBCM grant – offer pending for a fire smart coordinator to support education and assessments.
- JIBC Training (Langford – EOC Training)

Moving Forward, K. Munde suggested inclusion of ESSD Committee Updates be add to the LGEPAC agenda.

## 12. Adjournment

**Meeting adjourned.** 11:09 am

It was **Moved** by C. Nash and **Seconded** by L. Banfield **MOTION CARRIED**

# LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting Held Thursday, March 10, 2021 at 10:00 AM

Virtual: Microsoft Teams

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<b>Present:</b>	Shawn Carby	CRD (Chair)
	Alison Roberts	REMP (coordinator & recording secretary)
	Kulpreet Munde	Esquimalt
	Eileen Grant	Oak Bay
	Erin Stockill	Saanich
	Jeri Grant	JDF EA
	Jonathan Reimer	CRD Electoral Areas
	Lisa Bamfield	Central Saanich
	Mike Harmon	Sidney
	Troy Mollin	View Royal
	Brigitte Prochaska	Southern Gulf Islands Electoral Area
	John Wakefield	Salt Spring Island Electoral Area
	Stephanie Dunlop	Metchosin
	Ted Ruitter	Sooke
	Troy Mollin	View Royal
	Jenny Reid	Langford
	Frank McDonald	Oak Bay
	Chris Aubrey	Langford
	Lisa Bamfield	Central Saanich
	Kyle Van Delft	Pacheedaht Nation
	Richard Elliott	WSANEC Nations
	Brittany Schina	EMBC, Strategic Partnerships
	Elizabeth Scrambler	EMBC Planning (guest presenter)
	Noah Snell	EMBC Planning (guest presenter)

## 1. Welcome, Traditional Acknowledgment and Introductions:

S. Carby called the meeting to order at 10:00 and acknowledge the traditional lands of the Lekwungen People.

## 2. Approval of agenda:

No additions or changes were noted.

It was **Moved** by J. Grant and **Seconded** by E. Stockill

**MOTION CARRIED**

## 3. Invited Presentations:

### a) EMBC Earthquake Immediate Response Plan

Elizabeth Scrambler and Noah Snell of EMBC provided an update regarding the forthcoming 2022 Update to the BC Earthquake Immediate Response Plan (IRP). The eIRP was created in 2015 and has not been updated since. The IRP is provincial level coordination plan rather than an operational plan. NRCAN has developed two earthquake scenarios. The presentation was followed by a discussion about potential local government engagement surrounding six focus areas.

Focus Topics
1. Impacts and GBA+
2. Local Authority Assumptions and Response Actions
3. Logistics
4. Situational Awareness
5. Mass Care/ Volunteer Coordination
6. Strategic Communications

In MS Teams Chat, Esquimalt's K. Munde noted interest in topics 1, 2, 4, 5

**ACTION:** Distribution of the PowerPoint slides to LGEPAC Members (Alison)

**ACTION:** EPCs are asked to contact EMBC Planning to identify the focus topics they are most interested in examining further. EPC's can email their expression of interest to [noah.snell@gov.bc.ca](mailto:noah.snell@gov.bc.ca)

### **b) REMP Regional Concept of Operations Overview**

Brittany Schina (EMBC/REMP) provided an overview of the history of the Concept of Operations, Models and Frameworks explored. The gaps it seeks to address, possible uses, and provided an overview of the Regional Concept of Operations Exercise in 2019 with CAOs.

A follow up exercise is planned for 2022 that will engage both the EPCs and CAOs as part of the project.

J. Reimer asked about the expectations of the role of CAO compared to the EOC director and whether a complementary process is necessary for EOC to EOC communication. B. Schina noted that in some cases the EOC director may be the CAO, and the con ops attempts to resolve gaps in regional decision-making requiring CAO direction. EMBC has also expressed a willingness to support sub-regional coordination calls for the South Island communities through its regular operational role.

Brittany inquired whether the information provided was useful for LGEPAC members. CRD, Saanich and Sooke shared the presentation was helpful.

**ACTION: Distribution of the PowerPoint slides to LGEPAC Members (Alison)**

**4. Business Arising from previous meetings**

Action Item	Context	Status
2011 from EMBC to the District of Saanich regarding Regional Coordination	Carry forward item from September 2021; E. Stockhill and B. Henson to action.  <a href="#">2011 LGEPAC Minutes</a>	No longer Available (shared by T. Whiting – 2011); See meeting minutes (2011)
BC Housing Extreme Weather Plans and Trigger Points	Carry forward item from September 2021; T. Patterson to share with LGEPAC members	TBC
Governance Feedback	Carry forward item from June 2021; E. Grant requested written feedback regarding CRD bylaws, REMP MOU and Term of References be forwarded to her in order to bring recommendations forward to LGEPAC.	Feedback Attached
Local Vaccinations Policies	E. Stockill to forward Saanich’s vaccination policy to S. Carby (CRD)	Complete
ESSD Committee Standing LGEPAC Agenda Item	K. Munde requested the inclusion of ESSD Committee be Updates be a Standing Agenda Item.	Complete

Tanya Patterson was unavailable, REMP Staff noted that BC Housing may be engaged in the near future as part of the heat project.

**5. Approval of minutes:**

Meeting Minutes from previous LGEPAC meeting were reviewed. E. Grant noted a discrepancy in language used between the meeting minutes EMBC letter (communication vs. coordination)

It was **Moved** by E. Grant and **Seconded** by C. Nash

**MOTION CARRIED pending change of language on action item from communication to coordination**

**6. EMBC Updates**

EMBC Staff sent their regrets, no updated provided.

## **7. REMP Updates**

### **a) REMP Steering Committee Q1 Meeting**

Alison Roberts provided an overview of agenda at the upcoming REMP Steering Committee meeting included invited presentations and project decisions.

### **b) 2021 Annual Report Highlights**

Alison Roberts provided highlights of REMP regional engagement, staff changes and projects through 2021.

### **c) REMP Strategic Planning**

Brittany Schina provided an overview of the forthcoming strategic planning process including REMP staff engaging 1:1 with communities.

### **d) Cross Jurisdictional Evacuation Project**

Eileen Grant provided an update of the evacuation workshops noting a report was forthcoming.

### **e) Interactive Tsunami Map**

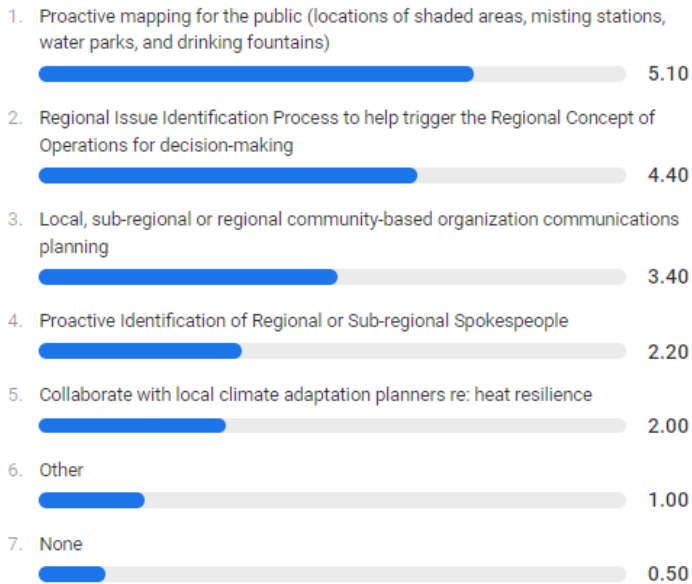
Alison Roberts provided an overview of the Interactive Tsunami Map for Public Education, noting the engagement completed to date has been to scope the deliverables, technical considerations, as well as forthcoming anticipated challenging including data governance, map/project lifecycle considerations. Alison showcased the second iteration of the tsunami brochure template in development for local government use. The Project Advisory Team will meet next week, and the template is nearing completion.

**ACTION: Communities uncertain about who has their local hazard area or safe area shape files are asked to follow up with Alison, to help facilitate the data exchange process between either CRD and City of Victoria.**

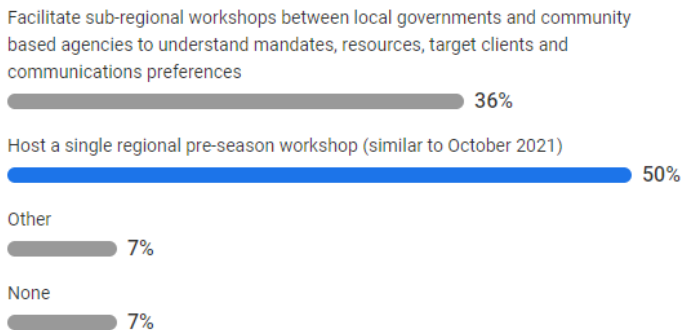
### **f) Extreme Heat**

Alison Roberts provided an overview of provincial initiatives currently underway that may support/conflict with the Regional Heat Project. The results of the provincial initiatives underway are not expected until June 2022 and beyond. Alison provided some regional planning assumptions for the LGEPAC members for 2022 season, and provided a sli.do poll to garner input into potential next steps that would be supportive of the region.

**Rank your top three planning priorities for 2022 Heat Season** 10 



**Describe how REMP can best support LGEPAC members in advance of the upcoming heat season?** 14 



With regards to other, J. Reimer noted a desire to develop an interim regional response plan. In response, Alison shared that a regional response plan was unlikely under such short timelines, but did alternate solutions such as a communication flowchart, which could support local EM heat response planning.



**With regards to the implementation of a Regional Heat Alert Response System, how do you prefer to proceed**

12

Implement a Regional HARS in 2023 informed by the anticipated two-tier provincial HARS system



Pivot and focus on planning and relationship building with community-based organizations



Other



None



### **g) COVID-19**

Alison Roberts provided an update on Ruth Fernandes' behalf. The COVID-19 survey received only two response from the capital region, staff have noted declining engagement over the past two years of the project. Alison shared a sli.do poll to gather input into LGEPAC's preferences for the future of the COVID-19 Project.

**COVID-19 Next Steps: Which of the following option best reflects your communities' interest and capacity**

12

Option 1: Remove COVID-19 from the REMP 2022 Workplan and dedicate staff resources to other projects (i.e. evacuation)



Option 2: Revise the COVID-19 deliverable of Interim Report #3 to a research-based, best practices and lessons learned report (i.e. no further local emergency program engagement)



Option 3: Other



## **8. LGEPAC Updates**

### **a) ESSD Update**

Kulpreet provided an overview of the ESSD/NGO Committee, and advised LGEPAC members that volunteers have been supporting provincial responses over the past few years. Kulpreet is the current chair and hopes to shift towards new regional projects that incorporate the modern ERI too. Assessing supplier agreements at a regional scale is underway to ensure that multiple communities avoid reaching out to the same suppliers. Anyone concerned with FOIP and privacy of personal contact information of suppliers are invited to share, but provide a local

government contact in place of the supplier.

**ACTION: EPCs are asked to share supplier agreements with Kulpreet by March 17<sup>th</sup>**

### **b) Public Education Working Group**

Geoff Pendrel (Chair of PEWG) provided an update about the PEWG, noting that it was inactive since spring 2021. The current membership (CRD, Saanich, Oak Bay, Victoria, and Esquimalt) has met twice since January. An early task of the PEWG was to take an inventory of Prepare Yourself Workbooks in the region, and they do not anticipate a need to place an order in 2022.

Upcoming tasks:

- Development a list of recommended resource to ensure consistency where people are directed for preparedness information (priority is the regional prepare yourself website)
- Seeking to develop a longer-term strategy for education and increase its effectiveness

**ACTION: EPCs interested in participating on the PEWG are asked to reach out directly to Geoff**

### **c) Governance Review Follow Up**

Eileen Grant provided an overview of the intention of the governance review – to understand whether the documents and bylaws governing regional EM are still applicable and current. Eileen received seven written submissions.

Eileen noted that recommendations for changes will be brought back to the LGEPAC in the future. CRD noted that bylaw changes are determined by the CRD board and its sub-committees and there are processes in place to bring agenda items forward to the board, including direction and support from legal and leg services.

The current Working group is comprised of Eileen and Kulpreet (co-leads) as well as Tanya, Jonathan and Brittany.

**ACTION: EPCs interested in participating on the governance WG are asked to reach out directly to Eileen**

## **9. CRECC Updates**

T. Mollin provided an update, CRECC was active during the recent Tsunami warning. A new repeater is on Pender Island, improving communications on the North Peninsula and the Gulf Islands, The CRECC Website has been updated:

[CRERCCbc \(google.com\)](https://www.google.com)

Virtual Zoom meetings will continue due to high turnout. Volunteers will increase participation in public events (TC 10 KM and Marathon, Swift Sure) to exercise equipment and capabilities.

**ACTION: Anyone interested in a March HAM Course email Troy directly.**

## 10. Roundtable Updates

EPCs in attendance provided roundtable updates: many communities are focused on FireSmart initiatives, resuming in person training, exercises and public education.

Staff announcements: Frank McDonald will be interim Fire Chief and EPC as Darren Hughes transitions to retirement (Oak Bay); District of Central Saanich has a new Deputy, Stacey Lee

Anticipated joint training or exercising opportunities: Jonathon noted that 1<sup>st</sup> responder evacuation door-to-door training is planned and may include messages and best practices – he noted training may be extended to others. HAM radio operators course is upcoming in April – please reach out to Stephanie Dunlop (Metchosin). The CRD plans to hold a dam breach

**ACTION:** View Royal requests that EP Fair discussion be added to a future LGEPAC agenda to explore rotating the host across the three sub-regions.

**ACTION:** EPCs interested in an April HAM radio operator course should contact Chief Dunlop directly.

## 11. Adjournment

**Meeting adjourned.** 12:26 pm

It was **Moved** by E. Stockill and **Seconded** by L. Banfield     **MOTION CARRIED**

# LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

## Minutes of Meeting

### Virtual: Microsoft Teams

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<b>Present:</b>	Shawn Carby	CRD (Chair)
	Alison Roberts	REMP (coordinator & recording secretary)
	Chris Aubrey	Langford
	Eileen Grant	Oak Bay
	Erin Stockill	Saanich
	Jeri Grant	JDF EA
	Jonathon Reimer	CRD
	Kulpreet Munde	Esquimalt
	Matt Barney	Sooke
	Mike Harmen	Sidney
	Paul Wechselberger	CRD
	Scott Abrahamson	Colwood
	Tanya Patterson	Victoria
	Troy Mollin	View Royal
	Daniel Grey	Victoria
	John Wakefield	SSI EA
	Brigitte Prochaska	SGI EA
	Lisa Bamfield	Central Saanich
	Corey Anderson	EMBC
	Darren Blackburn	JIBC (Invited Presenter)
	Evan Kirkwood	PEASI (Invited Presenter)
	James Weeks	BC Transit
	Brittany Schina	EMBC (arrived at 10:50 am)

### 1. Welcome and Traditional Acknowledgment

S. Carby called the meeting to order at 10:00 and acknowledge the traditional lands of the Lekwungen People.

### 2. Roundtable Introductions

### 3. Approval of agenda:

No additions or changes were noted at this time.

It was **Moved** Jeri Grant and **Seconded** by Tanya Patterson

**MOTION CARRIED**

Not Shawn Carby added Disaster Mutual Aid Agreement to the agenda near the end of the meeting.

#### 4. Invited Presentations:

##### a) JIBC Research and Mass Care Framework

D. Blackburn provided an overview of a three year research partnership between JIBC and EMBC with the support of NSERC funding. JIBC is looking to engage emergency management practitioners to build an understanding of how mass care is perceived in ESS. Interviews and focus groups will help applied researchers understand what mass care is in the context of ESS, differences between mass care and ESS, roles and responsibilities.

Four project aims: define mass care, differentiate mass care and ESS, and identify elements of mass care, functions, responsibilities and structures. The major outputs include literature review, case studies specific to the Canadian context and a conceptual framework.

Engagement opportunities are available for all phases: Phase I (Data Collection) present time → Phase 2 (draft conceptual framework) → Phase 3 Finalize (Winter 2024)

Darren shared some initial themes emerging through early interviews:

#### INITIAL THEMES

- Differences of opinion around term mass care
- “Think big, then bigger, then bigger still”
- Difficult to determine when mass care starts and ends

**Slide deck previously shared within the outlook invite.**

**ACTION: EPCs can contact Darren to participate in interviews, workshops, and webinars email [dblackburn@jibc.ca](mailto:dblackburn@jibc.ca)**

##### b) BC Transit

James Weeks: BC Transit – Corporate Investigator/Emergency Management, shared information about the role of BC Transit during the 2021 fire and flood evacuations. Describes assets available through BC Transit to support local response, process to request support etc.

Additional discussion: exercises, transit limitations on roadways (GVW considerations), support to Island Health and role in mass casualty incidents.

**EPC’s please provide a breakdown of physical requirements and # people requiring transportation; to ensure appropriate equipment is provided (i.e. buses can support 4 wheelchairs at most).**

**ACTION: EPCs can contact James Weeks re: participation in local/regional exercises ([jweeks@bctransit.com](mailto:jweeks@bctransit.com); 250-893-7994)**

**ACTION: EPCs can contact T Comm to support EOC/ESS**

**ACTION: Forward BC Transit PowerPoint Presentation**

**c) PEASI Alertable Templates for Extreme Heat**

Evan Kirkwood discussed its work with the City of Victoria to develop a template for heat response responses – intend to public and supplement ECCC alerts and warnings with community specific actions. It is currently under-development and will be distributed by the City of Victoria regardless of alerting system used. The template is under the weather category – Health and Safety. Tanya advised that messaging will align with messaging of the Provincial HEAT Committee.

+ Municipal Services

+ Utility Outages

- Weather

- Cold**  
Use this template for cold alerts.
- Heat**  
Use this template for heat alerts.
- Heat Safety**  
Use this template for additional safety alerts for Heat Warning and Extreme Heat Emergency events.
- Severe Weather**  
Use this template for any severe weather event.
- Winter Storm**  
Use this template for any winter weather events.

+ Law Enforcement

+ Transportation

+ Environmental

+ Other

+ Information

### New Alert - Heat Safety

Level ?

Advisory

Language ?

English

Event ?


Heat Safety

Headline ?

(71/160)

Public Emergency Alerting Services Inc: Heat Safety Alert alertable.ca

Description ?

**B** U *I*     

A heat warning is in effect for Public Emergency Alerting Services Inc. You can take steps to reduce your risk of heat-related illness.  
Make sure to drink more fluids than normal, especially water, regardless of your activity level, and do not wait until you are thirsty to have a drink. Public Emergency Alerting Services Inc operates drinking water fountains, find them using this map to stay hydrated during the hot weather:  
##insert map link##  
In addition, cooling centres are open from ##insert times##, located at ##insert locations##.

### New Alert - Heat Safety

Level ?

Critical

Language ?

English

Event ?

Heat Emergency

Headline ?

(71/160)

Public Emergency Alerting Services Inc: Heat Safety Alert alertable.ca

Description ?

**B** U *I*     

A heat warning is in effect for Public Emergency Alerting Services Inc. You can take steps to reduce your risk of heat-related illness.  
Make sure to drink more fluids than normal, especially water, regardless of your activity level, and do not wait until you are thirsty to have a drink. Public Emergency Alerting Services Inc operates drinking water fountains, find them using this map to stay hydrated during the hot weather:  
##insert map link##  
In addition, cooling centres are open from ##insert times##, located at ##insert locations##.

Description ?

**B U I** [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons] [List Icons]

A heat warning is in effect for Public Emergency Alerting Services Inc. You can take steps to reduce your risk of heat-related illness.

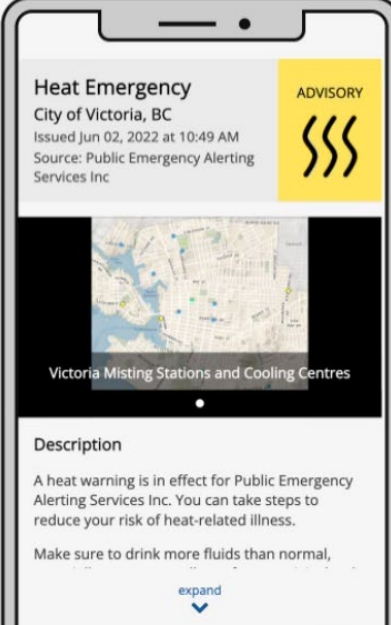
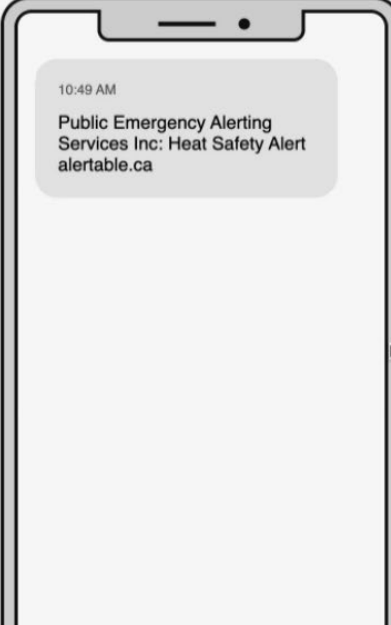
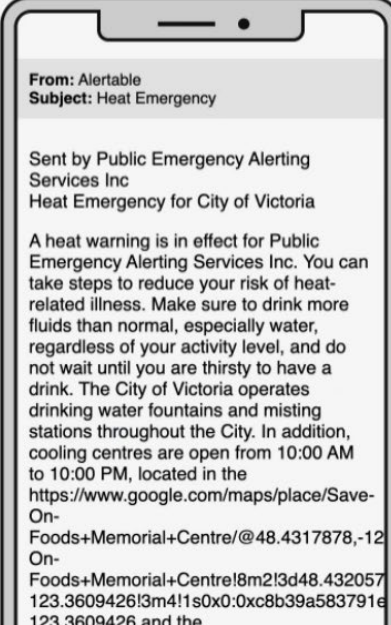
Make sure to drink more fluids than normal, especially water, regardless of your activity level, and do not wait until you are thirsty to have a drink.

The City of Victoria operates drinking water fountains and misting stations throughout the City.

In addition, cooling centres are open from 10:00 AM to 10:00 PM, located in the [Save On Foods Memorial Centre at 1925 Blanshard Street](#) and the [Cook Street Activity Centre at 380 Cook Street](#).

Find all cooling resources in Victoria using this map: [Drinking Fountains, Misting Stations and Cooling Centres in Victoria](#)

Drinking Fountains, Misting St...

Mobile App	Text Message	Email
 <p><b>Heat Emergency</b> City of Victoria, BC Issued Jun 02, 2022 at 10:49 AM Source: Public Emergency Alerting Services Inc</p> <p>ADVISORY</p> <p>Victoria Misting Stations and Cooling Centres</p> <p>Description</p> <p>A heat warning is in effect for Public Emergency Alerting Services Inc. You can take steps to reduce your risk of heat-related illness.</p> <p>Make sure to drink more fluids than normal,</p> <p>expand</p>	 <p>10:49 AM</p> <p>Public Emergency Alerting Services Inc: Heat Safety Alert alertable.ca</p>	 <p><b>From:</b> Alertable <b>Subject:</b> Heat Emergency</p> <p>Sent by Public Emergency Alerting Services Inc Heat Emergency for City of Victoria</p> <p>A heat warning is in effect for Public Emergency Alerting Services Inc. You can take steps to reduce your risk of heat-related illness. Make sure to drink more fluids than normal, especially water, regardless of your activity level, and do not wait until you are thirsty to have a drink. The City of Victoria operates drinking water fountains and misting stations throughout the City. In addition, cooling centres are open from 10:00 AM to 10:00 PM, located in the <a href="https://www.google.com/maps/place/Save-On-Foods+Memorial+Centre/@48.4317878,-123.3609426,13m411s0x0:0xc8b39a583791e123.3609426">https://www.google.com/maps/place/Save-On-Foods+Memorial+Centre/@48.4317878,-123.3609426,13m411s0x0:0xc8b39a583791e123.3609426</a> and the</p>

Tanya Patterson advised that PEASI will be involved in a City of Victoria Heat Exercise. In addition PEASI has added Tsunami Hazard layers to Vic-Alerts.



**Alertable** SIGN UP

**Victoria Misting Stations and Cooling Centres**

**Description**

A heat warning is in effect for Public Emergency Alerting Services Inc. You can take steps to reduce your risk of heat-related illness.

Make sure to drink more fluids than normal, especially water, regardless of your activity level, and do not wait until you are thirsty to have a drink.

**Affected Areas (1)**

- City of Victoria

**Instructions**

Check for updates

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**ACTION – Provide Evan with additional feedback regarding the template [evan@peasi.com](mailto:evan@peasi.com) or [customer.service@peasi.com](mailto:customer.service@peasi.com)**

**ACTION – Tanya will provide final template with regional partners as a general resource.**

## 5. Business Arising from previous meetings

Action Item	Context	Status
BC Housing Extreme Weather Plans and Trigger Points	Carry forward item from September 2021; T. Patterson to share with LGEPAC members	TBC

Tanya Patterson share that BC Housing does not have funding for heat and no trigger points ID's for heat; only for extreme cold – BCH has cooling areas for client. BCH will support their own sites. Extreme Weather Response Plan Coordinator will be filled by local government staff.

Action Item	Context	Status
eIRP slide deck distribution	LGEPAC Follow Up	Complete (emailed March 11 <sup>th</sup> )
eIRP expression of interest	EPCs are asked to contact EMBC Planning to identify the focus topics they are most interested in examining further. EPC's can email	Complete (at discretion of EPCs)

	their expression of interest to <a href="mailto:noah.snell@gov.bc.ca">noah.snell@gov.bc.ca</a>	
REMP Con Ops slide deck distribution	LGEPAC Follow Up	Complete (attached)
AE 2021 Tsunami and Safe Zone Data Set	Communities uncertain about who has their local hazard area or safe area shape files are asked to follow up with Alison, to help facilitate the data exchange process between either CRD and City of Victoria.	Complete (at discretion of EPCs)
Supplier Agreement (ESSD Regional Project)	EPCs are asked to share supplier agreements with Kulpreet by March 17 <sup>th</sup>	Complete at discretion of EPCs
PEWG call for new members	EPCs interested in participating on the PEWG are asked to reach out directly to Geoff ; Email: <a href="mailto:Geoff.Pendrel@saanich.ca">Geoff.Pendrel@saanich.ca</a>	Complete (at discretion of EPCs)
Governance Working Group Membership	ACTION: EPCs interested in participating on the governance WG are asked to reach out directly to Eileen Email: <a href="mailto:egrant@oakbay.ca">egrant@oakbay.ca</a>	Complete (at discretion of EPCs)
CRECC HAM Training	ACTION: Anyone interested in a March HAM Course email Troy directly. Email: <a href="mailto:tmollin@viewroyal.ca">tmollin@viewroyal.ca</a>	Complete (at discretion of EPCs)
Sub-regional rotation of EP Fair	ACTION: View Royal requests that EP Fair discussion be added to a future LGEPAC agenda to explore rotating the host across the three sub-regions.	Pending
HAM Radio Training	ACTION: EPCs interested in an April HAM radio operator course should contact Chief Dunlop directly. Email: <a href="mailto:firechief@metchosinfire.ca">firechief@metchosinfire.ca</a>	Complete (at discretion of EPCs)

Troy recommended that LGEPAC members begin planning for 2023 EP week beginning in November noting that EP Fair includes Vendors from Total Prepare and more, NGOs, Red Cross Salvation Army, EMBC Shake out and tsunami displays/ emergency response agencies. Opportunity may exist to advertise this as a regional event. Observations from past years (pre-pandemic) is that back to back weekend events – saw decreased engagement for the subsequent events.

**ACTION: Revisit at the Q3 LGEPAC Agenda. – Logistics, layout, advertising support needed.**

## 6. EMBC Updates

Corey Anderson advised the Financial Guidelines – delayed; 2005 (2008 revised) are the guiding document; new criteria for extreme weather shelters.

## **7. REMP Updates**

- a) REMP Steering Committee Q2 Meeting**
- b) Community Visits/Strategic Planning**
- c) 2023 Annual Business Plan**

Alison Roberts and Brittany Schina provided an overview of the next Steering Committee Agenda, preliminary finding of the 15 community visits completed to date, with 4 additional visits planned in June. Shawn Carby advised that time did not permit LGEPAC member to provide input into the Annual Business Plan and requested that REMP schedule a meeting in the future.

Shawn Carby advised that he'd like to see Disaster Mutual Aid Agreement added to the REMP Workplan to support priority #2. Jonathon Reimer expressed interest in regional discussion related to EOC to EOC Communication and ESS Coordination. Eileen Grant shared a desire for further consultation re: the annual business plan. Tanya Patterson recommended that REMP provide an opportunity to collect written feedback.

**ACTION: REMP Staff to distribute slide deck with summary of Draft Annual Business Plan.**

**ACTION: REMP staff to determine Business Planning Engagement**

## **8. LGEPAC Updates**

### **a) Governance Review Working Group**

Eileen Grant advised that the Working Group membership includes Kulpreet, Eileen, Jonathon and Brittany and recently met with original member of LGEPAC who authored original bylaws. Working group is exploring five areas, leadership, work objectives, frequency of meetings and internal and external communications. Final report coming in the future.

### **b) ESSD Update**

Kulpreet Munde shared region is gearing up for roll out ERA 2.0 New version – updates include pre-populated vendor options, more levels of users will be available depending on ESS role. ESSDs will meet in the evening of June 2.

### **c) Public Education Working Group**

Geoff Pendrel shared that the PEWG has meet twice. April and May are busy months (EP, Tsunami Week, and volunteer appreciation week) many programs are returning to in person activities. PEWG is tracking workbook inventory, and at this time there is no need for regional re-ordering. PEWG members are creating a framework for long-term planning to occur In three year cycles to be updated on an annual basis.

**ACTION: LGEPAC members contact Geoff if workbooks are required**

**ACTION: LGEPAC members wishing to participate in the July Meeting (agenda includes review of workbooks and revisions) contact Geoff.**

#### **d) Amateur Radio Working Group**

Materials were provided pre-LGEPAC and uploaded to the Outlook invite. Jonathon provided an overview and a PowerPoint presentation,

#### **9. CRECC Updates**

Troy Mollin discussed new repeaters, strengths of local groups and that there is strong weekly participation if inter-municipal nets.

#### **10. Emergency Program Training Opportunities**

Scott was not available, as Colwood had a call out.

**ACTION: Defer item to the next LGEPAC meeting.**

#### **11. DMAA \*\* Addition by Shawn Carby**

Shawn Carby shared he has been in contact with a number of local governments in the region, who wish to move forward on the DMAA which was pursued by LGEPAC in 2017-18 to update the 2000 DMAA, which currently excludes CRD and the electoral areas. Shawn shared that 4-5 entities are interested to re-establish and operationalize sharing of personnel and equipment and secondary to the REMP con Ops. Shawn discussed the City of Victoria request to share bylaw officers during COVID-19. Oak Bay, Langford and Saanich shared interested in re-establishing

**ACTION: Shawn Carby to re-send 2017-18 documents for review.**

#### **12. Roundtable Updates**

Emergency programs shared local information:

EMBC	ERA Tool network outage TDB (tentative: June 3-7)
SJI EA	EOC training upcoming
Langford	Rebuilding ESS capacity, Amateur radio repeaters, new space in the station, Jenny reviewing EM plan and sub-planning (tsunami, evacuation and heat concurrently), working sub-regionally on initiatives
Eileen	New Fire Chief = Frank McDonald
Saanich	Mayor and Council – Joint Report with planning re: extreme heat; volunteer recognition bbq in June, Internal strategic planning (3-year). Public Safety Committee – looking for recommendations re: tsunami public education (Elevation) ERA 2.0; recent exercise with Rec Centre (Victoria and Oak Bay participated)
JDF EA	Comms participated in the Swift Sure; Tsunami Siren tested in Port Renfrew and Jordan River; will be tested first Wed of every month, Fire Smart chipping, hosting

	first aid in Metchosin for other ESS volunteers
SSI EA	June 25 <sup>th</sup> POD Leaders; engagement survey shared with 300+ volunteers, referendum for fire hall.
CRD	Jonathon – Community WF planning, training for first responders who lead evacuations (online) open to all first responder groups/ informed by past LGEPAC standardization.
Central Saanich	ERA 2.0 PEMO volunteer appreciation BBQ hosted by N. Saanich. Insurance for volunteers (SAR, ESS) PSLV not covered for Heat and community events /**** Corporate Services manager could be covered under municipal insurance BC. EOC grant – (Troy UBCM – has not approved at this time) Sub-regional heat application
Sooke	ERA training – complete and EOC training for staff, heat planning
Sidney	UBCM re: EOC grants, supporting ESS team with ERA training
View Royal	HRVA ongoing, awaiting EPA changes, Heat planning with other Westshore municipalities

**ACTION: Lisa/Tanya/Eileen to coordinate future discussions with EMBC re: PSLV Volunteers.**

**13. Adjournment**

**Meeting adjourned. 12:15 pm**

It was **Moved** by John Wakefield and **Seconded** by Erin Stockill **MOTION CARRIED**



Making a difference...together

## **Notes of a Meeting of the Regional Food and Agriculture Task Force Held April 29, 2022 as a MS Teams Meeting**

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**PRESENT: Staff:** E. Sinclair, Senior Manager, Regional and Strategic Planning; N. Elliott, Manager Climate Action Programs, Parks & Environmental Services, Claire MacKenzie, Administrative Clerk, Regional and Strategic Planning.

**Also present:** B. Clark, Senior Consultant, Green Economy at Delphi; L. Geggie, CR-FAIR; V. Lavallee-Picard, Program Officer, Farmers for Climate Solutions; C. McNeil-Smith, Mayor of the Town of Sidney; I. Van Der Kamp, Planner, Central Saanich.

**ABSENT:** P. Lachetti, Food Security Planner, Saanich; G. Leblanc, member; J. Lussier, Regional Team Lead, Ministry of Agriculture, Food and Fisheries; B. Maxwell, Fieldstone Farm; T. Michell, Michell's Farm; D. Pepper, Regional Agrologist, Ministry of Agriculture; R. Tunnicliffe, Sea Bluff Farm.

The meeting was called to order at 10:30 am.

### **1. Welcome and Introductions**

N. Elliott welcomed the Regional Food and Agriculture Task Force (RFATF) members and provided a Territorial Acknowledgment.

### **2. Approval of the agenda**

The RFATF members approved the agenda.

### **3. Presentation and discussion: Food Systems in the Capital Regional District (CRD) by Regional Food Policy Council**

B. Clark provided a presentation containing a summary of research findings conducted as a partnership between the Good Food Network (i.e., Capital Region Food and Agriculture Initiative Roundtable), the Delphi Group, and the Youth Employment and Skills Strategy program on the current state of the food system on southern Vancouver Island, specifically within the CRD. This included an overview of food policy council governance models, partnership and findings that could be enacted to strengthen our food systems across the region.

The group discussed municipal interest in advancing food policy, and the role a food policy council could play in the region. The group provided feedback about information gaps, roles, municipal engagement process, and next steps.

### **4. Foodlands Access Program**

E. Sinclair confirmed that the Board directed staff to advance next phases of advancing the Regional Foodland Access program immediately. This will include discussions with municipal partners on land access availability and associated land use agreements. CRD will work with its legal and financial services division and municipal staff to advance this next phase of work.

## **5. Roundtable Updates**

Members provided updates to the Task Force. L. Geggie is working in collaboration with P. Lachetti on a policy endeavor related to land access.

The District of Metchosin is implementing an agricultural forum and is looking for suggestions to find support and funds.

## **6. Adjournment**

The RFATF meeting was adjourned at 11:30 am.