

Notice of Meeting and Meeting Agenda Planning and Protective Services Committee

Wednesday, June 21, 2023

9:30 AM

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

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. [23-427](#) Minutes of the February 15, 2023 Planning and Protective Services Committee Meeting

Recommendation: That the minutes of the Planning and Protective Services Committee meeting of February 15, 2023 be adopted as circulated.

Attachments: [Minutes - February 15, 2023](#)

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 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.

5.1. [23-446](#) Delegation - Jane Welton; Representing Greater Victoria Acting Together: Re: Agenda Item 6.2. Update on Foodlands Access Service

6. Committee Business

- 6.1.** [23-417](#) Union of BC Municipalities Complete Communities Program - Growth and Mobility Study
- Recommendation:** The Planning and Protective Services Committee recommends to the Capital Regional District Board:
That the CRD Board support a grant application to the Union of BC Municipalities Complete Communities Program to prepare a CRD regional growth and mobility study, and direct staff to provide for overall grant management, including apply for, receive, and manage the grant funding.
- Attachments:** [Staff Report: UBCM Complete Communities Pgm–Growth & Mobility Study](#)
- 6.2.** [23-418](#) Update on Foodlands Access Service
- Recommendation:** There is no recommendation. This report is for information only.
- Attachments:** [Staff Report: Update on Foodlands Access Service](#)
- 6.3.** [23-321](#) Previous Minutes of Other CRD Committees and Commissions for Information
- Recommendation:** There is no recommendation. The following minutes are for information only:
a) Development and Planning Advisory Committee minutes - March 13, 2023
b) Development and Planning Advisory Committee minutes - May 29, 2023
c) Local Government Emergency Program Advisory Commission - September 29, 2022
d) Local Government Emergency Program Advisory Commission - December 1, 2022
e) Local Government Emergency Program Advisory Commission - March 16, 2023
- Attachments:** [Minutes: Development & Planning Advisory Cttee - Mar 13, 2023](#)
[Minutes: Development & Planning Advisory Cttee - May 29, 2023](#)
[Minutes: Lcl Gvt Emerg'y Prog'm Advisory Commiss - Sep 29, 2022](#)
[Minutes: Lcl Gvt Emerg'y Prog'm Advisory Commiss - Dec 1, 2022](#)
[Minutes: Lcl Gvt Emerg'y Prog'm Advisory Commiss - Mar 16, 2023](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is October 18, 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

Wednesday, February 15, 2023

9:30 AM

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

PRESENT

Directors: Z. de Vries (Chair), K. Williams (Vice Chair), B. Desjardins, M. Little, C. McNeil-Smith (EP), D. Thompson (9:32 am), A. Wickheim, C. Plant (Board Chair, ex officio) (EP)

Staff: L. Hutcheson, Acting Chief Administrative Officer (for T. Robbins); I. Jesney, Acting General Manager, Integrated Water Services; K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; D. Elliott, Senior Manager, Regional Housing; E. Sinclair, Senior Manager, Regional and Strategic Planning; S. Orr, Senior Committee Clerk, T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director R. Windsor

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

1. Territorial Acknowledgement

Director Williams provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Desjardins, **SECONDED** by Director Little,
That the agenda for the February 15, 2023 Planning and Protective Services
Committee meeting be approved.
CARRIED

3. Adoption of Minutes

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

MOVED by Director Williams, **SECONDED** by Director Desjardins,
That the minutes of the Planning and Protective Services Committee meeting of
May 18, 2022 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair de Vries noted that he is looking forward to the work to be done by this committee.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

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

K. Lorette presented Item 6.1. for information.

Discussion ensued on consolidation of fire services.

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

K. Lorette presented Item 6.2. for information.

Discussion ensued on the following:

- reduced core housing need due to the pandemic
- preserving farmland and supporting young farmers within the region

Motion Arising

**MOVED by Director McNeil-Smith, SECONDED by Director Thompson,
The Planning and Protective Services Committee recommends to the CRD Board:
That the Regional Growth Strategy Report be sent annually to the Mayors and
Council in the Capital region.**

CARRIED

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

K. Lorette spoke to Item 6.3.

MOVED by Director Little, SECONDED by Director Williams,

**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.**

CARRIED

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

These minutes were received for information:

- 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

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 Thompson, **SECONDED** by Director Desjardins,
That the February 15, 2023 Planning and Protective Services Committee meeting
be adjourned at 9:59 am.
CARRIED

CHAIR

RECORDER



Making a difference...together

REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, JUNE 21, 2023

SUBJECT **Union of BC Municipalities Complete Communities Program – Growth and Mobility Study**

ISSUE SUMMARY

To seek a Capital Regional District (CRD) Board resolution for a grant application to the Union of BC Municipalities (UBCM) Complete Communities program.

BACKGROUND

The BC Ministry of Housing and UBCM has announced a \$10 million Complete Communities Program to support communities to undertake studies that will inform land use decision-making. The Complete Communities Program Guide identifies four lenses by which to assess community completeness: housing, transportation, daily needs, and infrastructure. To be eligible for funding, applicants must select a minimum of three of the four lenses. Regional Districts are eligible for a \$150,000 grant. Applications must include a Board resolution indicating support for the proposed project and willingness to provide grant management.

The proposed CRD project is a growth and mobility study. The project will consist of a geographic information system (GIS) focused study of the opportunities and impacts for increasing levels of development in proximity to transit, active transportation and walkable communities. The study will be based on existing data sources such as municipal Official Community Plans (OCPs), local area plans, transit routes, biking infrastructure, and walkable communities. CRD Regional and Strategic Planning will lead the study, with technical input from the Regional Housing and Climate Action Program divisions.

The project deliverable is a regional-scale GIS map that synthesizes land use and transportation information. The study will help identify optimal locations for density increases adjacent to transit, active transportation, and walkable neighbourhoods. The study will also help to better understand the regional impacts of policy decisions and provide a network perspective of growth in neighbouring communities. The CRD and all local governments will benefit greatly from improved mapping as the region does not currently have such a resource.

Regional and Strategic Planning would manage the application on behalf of other CRD departments. The grant program has two intake deadlines: June 16, 2023 and January 12, 2024. The earlier intake deadline is preferred. UBCM allows resolutions to follow the grant submission deadline, in recognition of timing constraints.

ALTERNATIVES

Alternative 1

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

That the CRD Board support a grant application to the Union of BC Municipalities Complete Communities Program to prepare a CRD regional growth and mobility study, and direct staff to provide for overall grant management, including apply for, receive, and manage the grant funding.

Alternative 2

That staff be directed to not apply to the Union of BC Municipalities Complete Communities Program.

IMPLICATIONS

Environmental & Climate Implications

This project will support the Climate Action Program to explore future opportunities to analyze the greenhouse gas (GHG) impacts of potential growth scenarios.

As well, local government partners could use data from the study to inform decisions about zoning densification in areas that are well supported by transit and active transportation infrastructure. Directing growth to areas with a diversity of existing transportation options will help improve mode share and minimize GHG produced from travel.

Intergovernmental Implications

All information collected and the mapping produced will be shared with First Nations in the CRD to support their community planning and development initiatives.

The Development and Planning Advisory Committee (DPAC) was consulted on the project concept, and there was a strong indication of support. Most indicated they would provide letters of support for the grant application.

Regional Growth Strategy Implications

The study will directly address six Regional Growth Strategy (RGS) objectives, including:

- 1.1 Keep Urban Settlement Compact
- 2.2 Manage Regional Infrastructure Services Sustainably
- 3.1 Create Safe and Complete Communities
- 3.2 Improve Housing Affordability
- 4.1 Improve Multi-Modal Connectivity and Mobility
- 7.1 Significantly Reduce Community-Based Greenhouse Gas Emissions

The proposed GIS mapping supports planning analysis for RGS monitoring and implementation. The mapping will refine the detail associated with existing growth nodes and corridor maps and allow for property level analysis. This will support better land use analysis and assist in identifying preferred areas for density increase, region-wide. Local governments and partner agencies such as BC Transit will also benefit by being able to examine cross municipal impacts of policy decisions and better understand the cumulative impacts of growth planning on surrounding communities.

Social Implications

This project will provide information and mapping tools that will contribute to regional and planning analysis. Better information leads to better decisions. The decisions made as a result of the information collected in this study may benefit livability, public health and improved community connections to people and places, but the study itself will not have direct social implications.

Financial Implications

The estimated cost for the study is \$150,000. As the Complete Communities Program provides up to \$150,000 for regional governments in base funding, this grant will entirely cover the costs for the proposed project. If successful, additional CRD resources are not anticipated.

Service Delivery Implications

Regional Strategic Planning will be responsible for overall grant management, with subject matter expertise contributions from Regional Housing and the Climate Action Program. The work forms part of core service delivery.

The proposed project has a potential for multiple benefits for the CRD from a service delivery perspective. For Regional and Strategic Planning and local government partner planning departments, the comprehensive GIS study and map development advances RGS monitoring and implementation. For Regional Housing, the mapping will support property assessments and prioritization for land acquisition in the development of new affordable housing. For the Climate Action Program, it will support better understanding of efficient infrastructure development and potential GHG impacts of growing communities.

Staff will consider a phased delivery approach should the CRD not be a successful applicant to the Complete Communities Program.

Alignment with Board & Corporate Priorities

The CRD Board has identified transportation, housing and climate action as priorities for its 2023-2026 term. Initiative 8a-1 in the Corporate Plan is to explore changes to growth management approaches and identify implementation actions. The proposed study supports delivery of this initiative, with consideration of the Board's priorities.

Alignment with Existing Plans & Strategies

The proposed study will help implement the RGS, the Regional Transportation Plan, the Regional Housing Affordability Strategy, and the Climate Action Strategy.

CONCLUSION

CRD staff are seeking approval to pursue a UBCM Complete Communities grant to conduct a growth and mobility study. This GIS focused study will provide the CRD, local governments and agency partners with a new tool to support regional planning analysis. The study advances CRD Board priorities and supports implementation of CRD plans and strategies.

RECOMMENDATION

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

That the CRD Board support a grant application to the Union of BC Municipalities Complete Communities Program to prepare a CRD regional growth and mobility study, and direct staff to provide for overall grant management, including apply for, receive, and manage the grant funding.

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



Making a difference...together

REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, JUNE 21, 2023

SUBJECT **Update on Foodlands Access Service**

ISSUE SUMMARY

To provide an update on the proposed Foodlands Access Service.

BACKGROUND

On April 13, 2022, the Capital Regional District (CRD) Board directed staff to proceed with the next phase of work to consider establishing a regional Foodlands Access Service by identifying the operational requirements, service participants and funding strategy needed to establish a service.

The proposed service objective is to support new and young farmers by providing affordable access to productive farmland. A Foodlands Access Program would deliver the proposed service through two delivery streams:

- **Stream #1 – Surplus Land Conversion:** Convert surplus publicly owned land to agricultural use and offer affordable leases to new and young farmers. A qualified non-profit operator (NPO) would provide farm site management and offer incubator services. Incubator services include new farmer education and support for matters such as production and marketing. The CRD would secure surplus properties, manage leases, provide capital investments to bring land into production and provide program oversight.
- **Stream #2 – Grants:** Provide a granting function to support agricultural lease agreements. The granting function would leverage an existing land matching initiative offered by Young Agrarians that connects landowners with new farmers.

The proposed program is based on a 2022 business case by Kwantlen Polytechnic University (KPU). The business case examined the costs and potential operating models to convert three properties to agricultural use. The business case recommended a new farmer incubator model, delivered by an NPO, as the most cost-effective option.

The CRD needs new service and funding authorities to deliver this work. Specifically, the new service must be able to hold and manage land through lease agreements, enter into contracts with service providers, administer grants and raise and spend funds to pay for operating and capital expenses. The decision-point for new service establishment is to approve these general authorities and set a requisition limit that caps how much money the service can raise. Staff would develop detailed program direction at the operational level and seek Board approval through the annual service and financial planning process.

Phased Implementation: Trial Site at Bear Hill Regional Park

Staff propose to phase the implementation of the Foodlands Access Program. A trial phase would help manage start-up risks associated with investments needed to bring land into production and build program delivery capacity. Lessons learned from the trial phase would inform future decisions about program expansion to other sites and the level of capital investment needed to bring land into production. This would allow the CRD to phase in costs and prudently manage the operational impacts associated with a new service.

The preferred trial site is the eastern portion of Bear Hill Regional Park, which is in the Agricultural Land Reserve (ALR). The site has existing agricultural assets, land use designations that permit farming, and is estimated to have the lowest overall costs to bring the land into food production. The proposed program could be facilitated through a license agreement in accordance with the Regional Parks Bylaw.

The proposed farm concept is to create 10 to 15 farmer plots of 0.25 to 0.5 acres each. The CRD would undertake capital investments at the site to support farming efforts and an agriculture NPO would provide farm site management and farmer incubator programs. At the end of the five-year trial phase, the program will have proven experience running a farm site and have the capacity needed to convert additional sites to productive agricultural use.

Next Steps

On June 28, 2023, staff will seek conditional approval for use of the Bear Hill site from the CRD Regional Parks Committee. The portion of the site under consideration is not currently in use as a public park and the park management plan does not contemplate expansion of park use to the site. Staff must also confirm NPO availability through a request for qualifications process. These are operational decision points for the service. The proposed service would need to be re-scoped if these operational requirements cannot be met.

Staff will next draft the service establishment bylaw, canvas local governments and electoral areas for interest in service participation and finalize the funding approach. Once these matters are confirmed, staff will seek direction from the Board to initiate the service establishment process.

Timing is anticipated as follows:

- Q2 2023**
 - Seek CRD Regional Parks Committee conditional approval for use of the Bear Hill site for agriculture.
- Ongoing**
 - Engage First Nations on use of Bear Hill site and participation in the proposed Foodlands Access Program.
- Q3 2023**
 - Confirm availability of farm site NPO.
 - Seek input from agricultural stakeholders and local government staff.
 - Prepare draft service establishment bylaw.
- Q4 2023**
 - Present draft service establishment bylaw to CRD Board.
 - Canvas local governments for interest in participating in service.
 - Seek Regional Parks Committee approval for use of the Bear Hill site.
- Q1-Q2 2024**
 - Finalize service establishment bylaw and deliver service establishment bylaw process.
- 2024-2025**
 - Develop detailed operational requirements and activate Bear Hill site for agriculture and initiate grant program.

IMPLICATIONS

Alignment with Board & Corporate Priorities

CRD Corporate Plan initiative 8b-1 is to consider establishment of a new Foodlands Access Service. Work to date advances delivery of this initiative.

Alignment with Existing Plans & Strategies

Development of a new Foodlands Access Service responds to direction from the CRD Food and Agriculture Strategy (2016) and the Regional Growth Strategy (RGS). Initial service design has been informed by the CRD Regional Foodlands Access Program Feasibility Study (2019) and the KPU Foodlands Trust Business Case (2022).

Financial Implications

Financial implications will be addressed through the service establishment process. There will be two financial implications to consider. The first implication is the requisition limit for the new service. The requisition limit identifies the maximum amount of money that can be raised by requisition for the service. Depending on service aspirations, the requisition limit may be set higher than the cost of initial service delivery to allow the program to be phased over time. The decision about requisition limit is made through the service establishment process.

The second implication is the annual cost to deliver the service. The proposed trial program would seek to test service delivery and allow for decisions about program expansion to be made in the future. Decisions about operating costs are made through the annual service and financial planning processes.

A key financial assumption is that purchasing agricultural parcels would be cost prohibitive. Instead, the service would seek to use a mechanism such as a lease agreement to secure surplus public land that could be converted to farming. This would allow the service to prioritize spending on land improvements to bring the land into production.

First Nations Reconciliation

Through the service establishment process, First Nations will be engaged to determine interest in program participation. This includes any engagement with respect to Regional Parks land, as First Nations have expressed an interest in being more involved with CRD Regional Parks during the land acquisition and disposition process.

Intergovernmental Implications

Staff will canvas the region's 13 local governments and three electoral areas for interest in program participation in Q4 2023. Knowing the number of interested service participants helps prepare the service funding strategy and scope the service establishment approval process.

Regional Growth Strategy Implications

The proposed service supports implementation of RGS objective 6.1, which is focused on fostering a resilient food and agriculture system. It strives to protect the region's food and farmlands, enhances local food security, expands food system economic opportunities, and provides opportunities to new and young farmers to gain access to productive agricultural lands.

Service Delivery Implications

The proposed Foodlands Access Program would be a new CRD service, introducing a new service level to the Regional and Strategic Planning Division. A key service delivery assumption is that farm site management and incubator farm programming is provided by a qualified NPO. The CRD does not have agricultural specialists who can manage a farm site and offer incubator programming to new and young farmers.

CONCLUSION

The CRD Board directed staff to consider establishing a Foodlands Access Service. The purpose of the service is to support new and young farmers by providing affordable access to productive farmland. Staff are preparing a Foodlands Access Program to confirm operational requirements, identify interested participants and develop a funding strategy. Should all requirements be met, the CRD Board will be able to consider establishing a new service in Q1 2024.

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:	Larisa Hutcheson, P. Eng., General Manager, Parks & Environmental Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer



Making a difference...together

Development and Planning Advisory Committee (DPAC) – Meeting Notes

Held Monday, March 13, 2023 at Esquimalt Gorge Park Pavilion

PRESENT: Staff: E. Sinclair, Senior Manager, Regional and Strategic Planning; D. Elliott, Senior Manager, Regional Housing; N. Kawata, Manager, Housing and Initiatives & Programs, Regional Housing; I. Lawrence, Manager, Juan de Fuca Electoral Area Planning; J. Douillard, Research Planner, Regional and Strategic Planning; N. Brotman, Research Planner, Regional and Strategic Planning; C. MacKenzie, Administrative Clerk, 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; S. Holmes-Saltzman, District of Saanich; A. Hudson, City of Victoria; K. Lesyshen, District of Metchosin; J. Matanowitsch, District of Central Saanich; C. Newcomb, Town of Sidney; M. Pawlow, District of Sooke; S. Scory, Town of View Royal.

REGRETS: L. Stohmann, City of Langford.

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). B. Brown provided a Territorial Acknowledgement.

2. Responding to Shared Challenges: Housing and Development

N. Brotman, Research Planner at Capital Regional District (CRD) Regional and Strategic Planning (RSP), presented survey results identifying shared challenges facing local governments to take action on housing affordability.

Members of the DPAC were asked to share challenges they face, propose potential solutions, and agree as a group about common challenges related to housing and development that could benefit from a regional approach.

The identified challenges fit into two categories: areas of Provincial responsibility for which a policy white paper will be developed to advocate for change; and areas of local government responsibility where the CRD and/or municipalities are able to take direct, coordinated action.

DPAC members supported all points raised for further policy direction and discussion. Next steps are to develop a white paper, with input from DPAC members. DPAC members interested in providing detailed input to support the development of the policy white paper will form a working group coordinated by the CRD. Any interested members should confirm participation by end of March.

For the issues best addressed at a regional level, RSP staff will explore potential policy recommendations and develop a work plan for how best to address the issues. All work will be developed collaboratively, with input from the DPAC.

3. Regional Housing – Priorities, Partnerships, and Data

D. Elliott and N. Kawata, CRD, Regional Housing, provided a general update on the Regional Housing First Program.

Regional Housing First is nearing completion of its current funding program and CRD is planning for next steps. The goal is to better understand current market dynamics, population needs, and the regional context to inform the development of a new housing program. The focus of this work is to make decisions about where and what to build next. Key considerations include: what types of buildings, where to build, for whom are the housing units intended, and what does affordability look like. To do this, Regional Housing will be looking for partnerships with developers and local governments.

It is anticipated that there will be a new proposal for the acquisition fund in Q4 2023.

4. Population Projections Methodology, Regional Growth Strategy (RGS) and Regional Context Statement (RCS)

CRD staff provided a general update about anticipated timing and scale for consideration of an RGS update. Further discussion on this topic will be held at the next DPAC meeting as more information becomes available.

In discussing data needs for both the RGS and a new housing acquisition program, there was a conversation about municipal building permit data and the implementation of digital systems. A number of municipalities indicated they are currently scoping systems with eApply and Tempest. There is significant benefit to ensuring that data is collected and reported in a consistent manner.

5. Central Saanich Tree Bylaw Court Decision

J. Matanowitsch talked to the members about the Supreme Court of British Columbia's decision released on the matter *McHattie v. Central Saanich (District)*, 2023 BCSC 175, from February 6, 2023, which has implications for Tree Protection Bylaws on agricultural zoned properties and potentially for residential properties.

Members indicated they would look into this decision and potential implications, and the topic may be discussed again at future DPAC meetings.

6. Adjournment



Making a difference...together

Development and Planning Advisory Committee (DPAC) – Meeting Notes

Held Monday, May 29, 2023 via MS Teams

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; N. Brotman, Research Planner, Regional and Strategic Planning, C. MacKenzie, Administrative Clerk, Regional and Strategic Planning.

Also present: L. Beckett, District of Highlands; A. Boel, District of Oak Bay; J. Davidson, Township of Esquimalt; B. Goble, City of Colwood; Y. Hernandez, City of Colwood; K. Hoese, City of Victoria; J. Matanowitsch, District of Central Saanich; Felice Mazzone, District of North Saanich; L. Stohmann, City of Langford; S. Scory, Town of View Royal; A. Verhagen, Town of Sidney; A. Walker, District of Saanich.

REGRETS: D. Elliott, Senior Manager, Regional Housing; M. Pawlow, District of Sooke; K. Lesyshen, District of Metchosin.

The meeting was called to order at 1:00 pm.

1. Welcome and Introductions

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

2. Union of BC Municipalities (UBCM) Complete Communities Growth and Mobility Study

N. Brotman, Research Planner at Capital Regional District (CRD) Regional and Strategic Planning (RSP), discussed the BC Ministry of Housing and UBCM Complete Communities Grant. The grant is to support communities in undertaking studies that will inform land use decision-making. CRD Regional and Strategic Planning are proposing a regionally-focused growth and mobility study. Per the grant program, a CRD Board resolution supporting the grant application is required. RSP will present a proposal to the CRD Board for a grant application to conduct a study with technical input from the Regional Housing and Climate Action Program divisions, as well as local governments.

The proposed project is a growth and mobility study. The project will consist of a geographic information system (GIS) focused study of the opportunities and impacts for increasing levels of development in proximity to transit and active transportation. The study will be based on existing data sources such as municipal Official Community Plans (OCPs), local area plans, transit routes, biking infrastructure, and walkable communities.

The group discussed the proposed project and the potential benefits for the regional district and local governments. The region does not currently have a baseline GIS map to support land use and transportation analysis. This project will fill that gap.

Members of the DPAC support the proposed project and will consider providing a letter of support. The CRD will provide a template letter for consideration. CRD staff will complete the grant application by the June 16, 2023, deadline.

3. Adjournment

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: September 29, 2022, 1-3 PM

Metchosin, BC

Present:	Shawn Carby	CRD (Chair)
	Alison Roberts	REMP (coordinator & recording secretary)
	Ruth Fernandes	REMP
	Chris Aubrey	Langford
	Jenny Reid	Langford
	Frank McDonald	Oak Bay
	Eileen Grant	Oak Bay
	Erin Stockill	Saanich
	Jeri Grant	JDF EA
	Jonathon Reimer	CRD
	Stephanie Dunlop	Metchosin
	Kulpreet Munde	Esquimalt
	Bryan Erwin	Colwood
	Meghan Wylie	Victoria
	Troy Mollin	View Royal
	John Wakefield	SSI EA
	Corey Anderson	EMBC
	Samantha Watkins	EMBC

1. Welcome and Traditional Acknowledgment

S. Carby called the meeting to order at 13:07

2. Approval of Agenda

Revisions required to the date and location.

It was **Moved** Jeri Grant and **Seconded** by Chris Aubrey

MOTION CARRIED

3. Business Arising from Previous Meetings

Business Item	Notes	Sept 29, 2022 LGEPAC Discussion Notes
DMAA	Shawn Carby to re-send 2017-18 documents for review.	S. Carby emailed members of LGEPAC the 2017/2018 DMAA Documents on 29/09/2022.
Heat Alert Templates	Tanya to provide Vic Alert final templates with regional partners as a general resource	M. Wylie advised LGEPAC, the City of Victoria will follow up with Vic Alert templates in advance of Spring 2023

PSLV Insurance	Lisa/Tanya/Eileen to coordinate future discussions with EMBC/LGEPAC re: PSLV Volunteers insurance coverage for community events w/o task number.	E. Grant spoke about insurance protection gaps for public education volunteers. Not covered under PSLV coverage without a task number. Public education does not fall under a training task number. LGEPAC member discussed protection gaps for volunteers over 65 years. Municipal Insurance Policy is limited to volunteers working under the direction of a municipal employees (up to age 85). Some programs have volunteers over 85.
----------------	--	---

ACTION: EMBC Re: Insurance for municipal emergency management volunteer coverage. COREY TO explore VIC –wide forum.

4. Approval of minutes:

Meeting Minutes from the Q2 LGEPAC Meeting were approved.

It was **Moved** Eileen Grant and **Seconded** by Frank McDonald

MOTION CARRIED

5. EMBC Updates:

Corey Anderson advised LGEPAC member, Ryan Wainwright, has accepted a new opportunity; Corey is the current acting Senior Regional Manager.

6. REMP Updates:

REMP staff shared updated REMP project selection guidelines are available. Policy Group convened on September 20th, ratifying business plan and budget and requested increased First Nations engagement by the partnership. Starting in 2023 and moving forward, the REMP Policy Group will meet during the first quarter.

Alison Roberts provided an update regarding the REMP Strategic planning Process, advising the results of the community visits informed the Strategic Planning sessions. Interested LGEPAC members may request the Community Visits Reports, Situation Analysis Report and Strategic Planning Notes from REMP.

7. LGEPAC Updates:

a) Governance Review Follow Up

Eileen Grant described the documents that were distributed with the Q3 LGEPAC meeting invite.

- #1) LGEPAC Governance Review Project: Final Report – EAG September 2022
- #2) Governance Recommendations (a summary of pages 4 and 6 in the final report)

E. Grant described the scope of the Governance Review Working Group, advising it was limited to LGEPAC (and excluded REMP, as peripheral to LGEPAC). The Working Group members have included: K. Munde (Esquimalt), J. Riemer (CRD), E. Grant (Oak Bay), and B. Schina (EMBC – advisory role).

E. Grant shared that the working group undertook a Document Review (Part 1 – including CRD bylaws and REMP TORs) starting in June 2021 and consulted with all members of LGEPAC (part 2). Themes that emerged included: meeting frequency, roles and responsibilities, oversight, bylaws, TORs, and project initiation, management, and deliverables. Recommendations (Part 3) were opened to LGEPAC members for discussion.

Questions from LGPEAC members included the following:

LGEPAC Question	Governance Review Working Group Response
<p>What would a 3-year LGEPAC workplan look like?</p>	<p>K. Munde advised it was a hoped a three-year LGEPAC workplan will be projects that REMP takes on, on behalf of LGEPAC.</p> <p>E. Grant and K. Munde shared they were hoping for stronger self-organization for small projects to avoid passing work to REMP Staff, placing working on the LGEPAC table.</p>
<p>Impact of the EPA and regulations timelines? What is the potential impact on the LGEPAC body of work?</p>	<p>E. Grant noted the Working Group has considered how the EPA might influence CRD bylaws.</p>
<p>Is REMP within scope of the Governance Review?</p> <p>Context: Verbal update at this meeting noted that REMP was excluded from the governance review; the report (page 1 under project background) states:</p> <p><i>“The scope of that review includes the Regional Emergency Management Partnership (REMP), the Local Government Emergency Program Advisory Commission (LGEPAC), the Regional Emergency Coordinators Advisory Commission (RECAC), also operating as the Regional Emergency Planning Advisory Commission (REPAC), and any related commissions, committees and working groups, including the Public Education Working Group.”</i></p>	<p>E. Grant confirmed REMP was not within scope of the Governance Review.</p>

Additional discussion between LGEPAC members occurred about what the goals of the meeting were including whether it would be an exploratory discussion? Or would LGEPAC members be deciding?

E. Grant requested that the report be accepted as presented and members vote on Recommendation #7 during the Q3 LGEAPC Meeting.

Recommendation #7. Interim Support: apply for REMP project management support for the implementation of the approved recommendations to be known as the LGEPAC Renewal Plan using the proposed recommendations as the project outline. Note: Recommendations #1-6 were not discussed.

Members who spoke noted preferences for engaging in an exploratory discussion, a desire to be strategic in updated bylaws to avoid unintended voids; a desire to work with an incoming council to inform departmental workplans. Others noted although quorum had been met, many communities were not in attendance.

E. Grant offered to share an updated Draft Terms of Reference at-a-later date and shared the Governance Review Working Group desires to update the CRD Emergency Management bylaws in the next year.

MOTION moved by Eileen Grant: Accept the LGEPAC Government Review Report as presented and Adopt Recommendation #7

MOTION as **AMENDED** from the floor: Receive the LGEPAC Government Review Report as presented for review.

It was **Moved** Eileen Grant and **Seconded** by Kulpreet Munde

Motion passed unanimously

MOTION CARRIED

E. Grant inquired about REMP budgeting processes and deadline in which to bring a project proposal forward to REMP. Shawn noted a draft 2023 budget has already been brought forward by Brittany; the CRD's budget is provisional and changes are possible up until February 2023.

Additional discussion occurred regarding LGEPAC voting practices and the role of proxies, and how voting is possible during hybrid and/or virtual meetings.

ACTION: Governance Review to be brought forward at the Q4 LGEAPC Meeting in December for future discussion.

ACTION: Shawn Carby will seek input from the CRD Corporate Officer regarding the Procedural bylaw, which was adapted during COVID-19.

b) ESSD Update

Kulpreet Munde shared that a tabletop exercise is underway through multiple session with a Goldstream scenario. The ERA 2.0 updates have been well-received.

Shawn Carby spoke about an upcoming Sooke Reservoir Dam Breach exercise, with opportunity for regional evacuation considerations (scenario: 1000 residents displaced, Highway 14 cut off). Shawn invited LGEPAC members to participate in an Advanced Planning Unit

ACTION: Shawn to bring share the Dam scenario with Kulpreet

ACTION: LGEPAC members with interest in participating in an Advanced Planning Unit during the CRD's upcoming Dam Breach Exercise contact Shawn Carby directly.

c) Public Education Working Group

Erin Stockill provided an update on behalf the Public Education Working Group Chair. Many communities pooled funding to purchase a shared preparedness ad in the Times Colonist, lowering the purchase price (the ad was cost-effective and demonstrates regional collaboration).

The PEWG is developing a calendar of shared/regional events – for the upcoming three years. The Public Education Working Group will put forward a project proposal to REMP for support with

the redesign of the Prepare Yourself Workbook, The scope will include design work in 2023, workbook updates, with printing planned for 2024.

LGEAPAC members interested in participating on the Public Education Working Group, should reach out to Geoff Pendra.

d) Sub-regional rotation of an EP Fair

Members of the Public Education Working Group determined at the last PEWG meeting that the fair was too big and could not provide the required support.

ACTION: Defer to the Q4 LGEAPC Meeting.

8. CRECC Update

No updated provided. Members in attendance discussed whether this should continue to be a standing agenda item.

ACTION: Shawn Carby to revisit the establishing documents and determine whether it historically reported to LGEAPAC.

9. Emergency Program Training Opportunities

S. Dunlop requested quick reference training calendar for the region. The LGEAPAC members were invited to use the calendar in the LGEAPAC SharePoint site. Another suggestion, noting few members utilize LGEAPAC SharePoint, that members share their training schedule in advance to be distributed as part of future LGEAPAC agendas.

ACTION: Training & Exercises to become a Standing Agenda Item moving forward.

ACTION: LGEAPAC to forward training schedules in advance of future LGEAPAC meetings for inclusion at the bottom of LGEAPAC

ACTION: Upcoming Grant Submission Deadlines to become a Standing Agenda Item moving forward

ACTION: Members to forward potential submissions for UBCM training in 2023 to Eileen Grant to compile a summary for the region.

10. Roundtable Updates

Communities spoke about upcoming grant applications, upcoming training and exercises, strategic planning, HRVAs, renewal of Master Fire Plans and Public Safety Building capital investments, seasonal readiness and Shakeout BC.

11. Adjournment

It was **Moved** Erin Stockill and **Seconded** by Stephanie Dunlop

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: December 01, 2022

Location: Town of Sidney Public Safety Building

Present:

Shawn Carby	CRD (Chair)
Alison Roberts	REMP (coordinator & recording secretary)
Ruth Fernandes	REMP
Brittany Schina	EMBC
Jane O'Higgins Wilson	CRD
Jeri Grant	Juan de Fuca EA
Brigitte Prochaska	SGI EA
John Wakefield	SSI EA
Jolette Holland	CRD
Jonathan Reimer	CRD
Mike Harmon	Sidney
Eileen Grant	Oak Bay
Roger Stewart	Oak Bay
Frank M	Oak Bay
Troy Mollin	View Royal
Alyse Allen	North Saanich
Lisa Bamfield	Central Saanich
Erin Stockill	Saanich
Brock Henson	Saanich
Kulpreet Munde	Esquimalt

Conference Call: Scott Abrahamson Colwood (Exited 10:49 am)

1. Welcome and Traditional Acknowledgment

Shawn Carby started the meeting at 10:03 am with a territorial acknowledgement, followed by a roundtable of introduction advising the Quorum had been met.

2. Approval of Agenda

It was **Moved** J. O'Higgins Wilson and **Seconded** by Mike Harmon

MOTION CARRIED

3. Business Arising from Previous Meetings

Action Item from Sept 29, 2022	Accountable	Q4 LGEPAC Update
VIC-wide forum exploration re: Volunteer Gap Insurance Coverage	Corey Anderson	VIC PREOC not in attendance; deferred to a future meeting. LGEPAC members confirmed

		they have been in discussion with EMBC PREOC including Town of Sidney and District of Oak Bay.
Review of procedural bylaw re: voting procedures (in-person/virtual)	S. Carby	S. Carby advised that “if a person can be seen and heard, their vote stands regardless of the TORs”
CRD Dam Exercise Scenario to be shared with K. Munde (for ESSD’s)	S. Carby	Pending Action Item
Review establishing documents to determine if CRECC reports to LGEPAC	S. Carby	Shawn did not find any CRECC establishing documents – Shawn did find a 2010 - LGEPAC Summary stating LGEPAC motion passed that CRECC accepted as a sub-committee of LGEPAC. No further discussion.

ACTION: Shawn Carby to share the Dam Scenario with K. Munde

4. Approval of minutes:

Meeting Minutes from the Q3 LGEPAC Meeting

- 1. John Wakefield 2. Jane O’Higgins-Wilson 3. All in favour; no opposed

It was **Moved** John Wakefield and **Seconded** by Jane O’Higgins Wilson

MOTION CARRIED

5. EMBC Updates:

No updates were available.

6. REMP Updates:

Strategic Plan: The partnership, in collaboration with the Steering Committee have put together a draft 5-year strategic plan, which will be shared via the LGEPAC rep at the Dec 5th business planning meeting

Business Plan: Our second engagement session is Dec 5th

Steering Committee: Scheduled for Dec 12th; Several items will be coming forward for decision: 2023-2027 Strategic Plan, 2023 Business Plan, 2023-2027 Financial Plan.

Reminder to RSVP for the Regional Forum by December 2nd

7. LGEPAC Updates:
a) BC Hydro Engagement

Chief Dunlop was not in attendance, however Alison advised that it was added to the agenda to discuss stronger engagement with CI operators.

Shawn asked whether communities have seasonal readiness discussion with CI operators and whether BC Hydro and others should be invited to future LGEPAC meetings. SGI and SSI Electoral areas sharing they meet with BC Hydro. Eileen Grant shared that the LGEPAC and REPAC/RECAC bylaws have provisions regarding CI engagement. Frank McDonald asked about the scope of the information LGEPAC is requesting from BC Hydro as response agencies have strong working relationships and operational procedures with BC Hydro.

ACTION: Defer to a future LGEAPC Meeting.

ACTION: Shawn advised he would work with REMP regarding future LGEPAC-BC Hydro engagement.

b) Governance Review Working Group

Eileen Grant shared with LGEPAC that she has spoken with several people since the Q3 LGEPAC. She advised that the GRWG looked at governance from a leadership perspective, rather than a policy or process perspective.

Eileen Advised that there are processes in place to amend and change CRD bylaws, noting changing CRD bylaws is a complex process that may require approvals from CAOs or councils across the region, and the CRD Board.

Eileen provided an overview of the seven recommendations that were previously put forward:

Summarized from [LGEPC Governance Review Project Final Report – pages 4 and 6 \(redistributed to LGEPAC members on November 29, 2022.](#)

1. **Bylaw No. 3531:** Revise the Bylaw’s content to enable the LGEPAC to accomplish its stated mandate
2. **Bylaw No. 3566:** Rescind Bylaw No. 3566 and incorporate its intention into Bylaw 3531
3. **Review Bylaw No. 3530**
4. **Rescind and Revise TORs** for all groups and positions linked to the LGEPAC
5. **Develop processes** to establish new ways of working with REMP and other in the region
6. **LGEPAC administration** – including a three-year work plan
7. **REMP project management support for “LGEPAC Renewal Plan”**

Eileen clarified that a three-year work plan was intended to have intentional agendas, citing the Disaster Mutual Aid Agreement as an example in which a schedule is required to move it forward; that the TORs need to define the purpose and structure of LGEPAC more clearly. The GRWG proposes that the implementation of these recommendations become a REMP project.

MOTION: Accept the seven recommendations as presented on the Sept 29 document in whole

It was **Moved** Kulpreet Munde and **Seconded** by Lisa Bamfield

Members discussed decision-making options including whether to vote on each recommendation or how to reach consensus and procedural requirements regarding the motion.

Brock provided background context regarding the evolution of the CRDs EM bylaws from the RECC to 2006 when RECAC and LGEPAC bylaws were introduced. Brittany advised LGEPAC members that REMP projects may be proposed, and the support requested of REMP should be scoped out prior to it being brought forward to the REMP Steering Committee. Concerns were shared regarding local emergency programs ability and capacity to lead LGPEAC work along with voting considerations (noting many LGEPAC members are delegates).

Kulpreet advised the intent of the motion was to request support in asking REMP to take over the work of the GRWG.

MOTION WITHDRAWN

It was **Moved** Kulpreet Munde and **Seconded** by Lisa Bamfield

ACTION: Eileen Grant to provide a 5-minute project pitch during the 2nd REMP Business Planning Session on Monday December 5th.

c) ESSD Update

Kulpreet advised the ESSDs will explore gaps the CRDs damn breach exercise brought up.

Eileen advised she is hosting an ESS workshop and Exercise on March 4th for ESS members across the region, at the Gorge Community Centre. It will include Just-in-Time Training for the ERA tool followed by an afternoon exercise. No registration fee is anticipated.

i. Group Lodging Bulk Buy

Chief Dunlop wished to explore a potential bulk buy of group lodging supplies (cots and blankets)

ACTION: Eileen to follow up with Chief Dunlop

Returned to Agenda Item #5. EMBC Update

Brittany Schina read a written update by EMBC. Advising EMBC is in conversation regarding the PSLV insurance coverage. In 2023 JIBC will offer six in community training opportunities. EMBC, HEMBC and BC Housing are working on a cold weather response strategy and the new premier will announce a new cabinet on December 7th potential impacts to EMBC are not known.

Discussion re: cold weather response: Sooke and Victoria have registered EWR plans, Saanich notes that the Victoria Native Friendship may operate a shelter.

d) Public Education Working Group

Erin provided a written update: Group purchase – times colonist – 2023 advertising program under development – to benefit from cost-sharing. Developing a three-year calendar of events to help emergency programs budget. The Chair will submit a REMP project proposal for redesign of the workbook including info updates, reducing literacy barriers.

ACTION: LGEPAC members wishing to join the PEWG can contact Geoff

e) Sub-regional EP Fair Rotation

Troy advised that the EP Fair was paused due to the pandemic, advising there was between 40 and 50 response agencies/vendors in the past. Troy proposed that the event could be hosted across the region. View Royal will coordinate in 2023 and asked if any LGEPAC members wished to sit on the View Royal Organization Committee.

Members noted the three-year calendar of events allows for the strategic hosting of the EP fair across the region.

ACTION: Tory to present the proposal to the PEWG at a future meeting

8. CRECC Update

The inter-municipal net schedule has been set for 2023. There will be no inter-municipal net over the Christmas break; View Royal and Colwood radio teams with merge pending View Royal Council approval.

9. Upcoming Grant Submission Deadlines

Erin advised that ESS grant deadline in January 27, 2023. Alison shared the Government of Canada released a National Adaptation Strategy, and the action plan commits new federal funding to programs such as NDMP, DMAF and the Green Municipal Fund.

<https://www.canada.ca/content/dam/eccc/documents/pdf/climate-change/climate-plan/national-adaptation-strategy/GCAAP-Report-EN.pdf>

10. EM Training & Exercises: upcoming opportunities

Eileen submitted a regional training application with many requested for EOC essentials, as well as Info Officer and Operations.

11. Roundtable Updates

Emergency programs provided roundtable updates with some communities concluding HRVAs or Community Risk Assessments, training and submitting grant applications.

Discussion included EM training for new elected officials across the region.

ACTION: Reach out to Kulpreet Munde for 20-minute EMBC video and EMBC slide deck

ACTION: Reach out to Shawn Carby for the Elected Official Handbook for the CRD Board

12. Adjournment

Meeting was adjourned at 12:04 pm.

It was **Moved** by Kulpreet Munde and **Seconded** by Frank McDonald

MOTION CARRIED

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: March 16, 2023

Location: Hybrid

PRESENT:

In-Person at View Royal Public Safety Building	Virtual: Zoom
Shawn Carby, CRD (Chair)	Dean Ford, Highlands
Alison Roberts, REMP	Lisa Banfield, Central Saanich
Ruth Fernandes, REMP	Jeri Grant, Juan de Fuca EA
Lynn C. Wilson, CRD (Recording Secretary)	Alyse Allen, North Saanich
Alison Poste, CRD	John Wakefield, SGI EA
Troy Mollin, View Royal	Ted Ruiten, Sooke
Scott Abrahamson, Colwood	Wayne Kennedy, Sooke
Jane O'Higgins Wilson, CRD	Tanya Seal-Jones, Victoria
Jenny Reid, Langford	Brigitte Prochaska, SGI EA
Jonathon Reimer, CRD	Kulpreet Munde, Esquimalt
Erin Stockill, Saanich	Richard Elliot, Pauquachin (joined at 1:34 pm)
Geoff Pendrel, Victoria	Brittany Schina, EMCR
Corey Anderson, EMCR	Christine BCEA (joined at 1:42 pm)
Roger Stewart, Oak Bay	Armel Castellan, ECCC (left at 2 pm)
Frank Macdonald, Oak Bay	Matt Loney, ECCC (left at 2 pm)
Teron Moore, BCEA	Devon Telford, ECCC (left at 2 pm)
Dustin Griffiths, Island Health	
Shaun O'Mara, Island Health	

1. Roundtable Introductions

Shawn Carby began the meeting at 13:15 with a roundtable of introductions of both in-person and virtual meeting participants. Shawn advised that Quorum had been met.

2. Traditional Acknowledgment

Shawn Carby completed a territorial acknowledgement.

3. Approval of Agenda

It was **Moved** S. Carby and **Seconded** by T. Mollin

MOTION CARRIED

4. Invited Presentations

- a) **Matt Loney, Environment and Climate Change Canada, *ECCC Storm Surge Events & Alert Systems: project overview and infrastructure data***

Matt Loney and Devon Trelford provided an overview of ECCC's Predicting and Alerting for Coastal Flooding Initiative (PACF) and requested data from local authorities to support forecasting consequences related to coastal flooding.

Local Emergency Program Resource: stormsurge.ca

ACTION: Shawn Carby to follow up with CRD GIS and ECCC regarding the sharing of the CRD Coastal Flood Study.

ACTION: Per Corey Anderson, EMCR will distribute information on behalf of ECCC to VIC communities regarding ECCC's request for data acquisition of infrastructure.

ACTION: Alison Roberts to distribute ECCC PowerPoint slide deck to members of LGEPAC for sharing within local authority.

- b) **Christine Butkus & Teron Moore, BC Earthquake Alliance, *Public Education Priorities and Local Government Support***

Guest speakers provided updates regarding the work the BCEA, and new initiatives beyond BC Shakeout to help build seismic and tsunami safety. Shakeout BC has been expanded to a week, due to barriers to participation due to date and time. In 2023, BCEA will increase emphasis on tsunami preparedness messaging, and will be engaged in Emergency Preparedness Week education. Will increase awareness regarding drop, cover, hold on adaptations for people with disabilities. Will promote "Ask an Expert" earlier in 2023. BCEA requests support in promoting registrations and amplifying BCEA messaging and help build awareness about Shake Cottage and other education and outreach initiatives.

ACTION: Alison Roberts to distribute the BCEA PowerPoint slide deck to members of LGEPAC.

5. Island Health Meet and Greet

Shaun O'Mara and Dustin Griffiths from Island Health introduced themselves to EM practitioners. Island Health facilities are located in every jurisdiction on Vancouver Island and seeking to engage community partners and municipalities across the phases of EM. Island Health is currently undertaking HRVAs in order to inform investment decisions in mitigation and training. Island Health participated in the CRDs dam breach exercise in December 2022, with focus on displacement of downstream care homes.

ACTION: Alison Roberts to send Island Health Contract Info for Shaun and Dustin to LGEPAC.

6. Business Arising from Previous Meetings

Action Item from LGEPAC 2022 Q4 Meeting	Accountable	Q1 LGEPAC Update
CRD Dam Exercise Scenario to be shared with K. Munde (for ESSD's) – Carry over action item from September 29, 2022,	S. Carby	Completed
BC Hydro Engagement deferred to a future LGEPAC Meeting - S. Carby to explore LGEPAC-BC Hydro Engagement with REMP	S. Dunlop S. Carby	Not actioned, carry over to a future date.
E. Grant to provide a 5-minute project pitch during the 2 nd REMP Business Planning Session on Monday December 5 th re: Governance Review Working Group	E. Grant	Completed – an LGEPAC TOR review discussion added to the Q1 Meeting agenda
E. Grant to follow up with Chief Dunlop regarding the potential bulk buy of group lodging supplies	E. Grant	No further action required
LGEPAC members wishing to join the PEWG contact Geoff	LGEPAC	No longer applicable
Tory to present to the PEWG at a future meeting regarding a sub-regional EP Fair Rotation	T. Mollin	No longer applicable as PEWG is not currently active. Central Saanich will attend next EP Fair Coordination Meeting noting PEMO may host in 2024; Troy will share information with LGEPAC as required.
LGEPAC members contact K. Munde re: EMBC video and slide deck for elected official training	LGEPAC	Voluntary
LGEPAC members contact S. Carby for the Elected Official Handbook for the CRD Board	LGEPAC	Voluntary

7. Other Agency Minutes

None Shared.

8. EMCR Update

Corey Anderson shared with LGEPAC that Elected Officials materials are being updated; advised that the EPA has been renamed to EDMA, the Emergency and Disaster Management Act. Corey shared the Response Claims process is undergoing changes, the PREOC will approve EAFs and issue task numbers, while claims processes will be centralized outside of the regional office (like DFA), this change is expected to streamline response costs reimbursement.

The Competition for the EMCR Senior Regional Manager is still in process.

Corey advised about the potential for drought conditions in the fall – EMCR is working with KPMG

regarding logistics regarding bulk water delivery. Shawn (CRD) described capacity challenges to truck potable water within the region. Frank (Oak Bay) flagged that fire suppression systems are attached to the potable water system.

ACTION: LGEPAC members may request the CRDs Drought Response Plan and Drought After Action Reviews

9. REMP Update

Brittany Schina advised that both herself and Ruth will be leaving for parental leave in April. Candidates have accepted offers for both vacancies and a staff announcement will be forthcoming. The REMP Policy Group meet in Q1 to ratify the REMP 2023-2027 Strategic Plan. The Steering Committee will discuss updates to the TORs on March 31st to reflect the new EMCR Ministry.

Alison provided an update regarding LGEPAC nominations for the REMP Steering Committee representative. Four LGEPAC members were nominated, three turned down the opportunity due to limited capacity. One LGEPAC member was nominated as the alternate.

Erin Stockill (Saanich) and Lisa Banfield were acclaimed to the roles of LGEPAC REMP Steering Committee Representative and Alternate, respectively. No vote was required.

Shawn Carby **MOTIONED** that the elected REMP Steering Committee LGEPAC representative, assume the role of the LGEPAC vice chair.

The Motion was seconded by Frank McDonald, nobody expressed opposition.

MOTION CARRIED unanimously.

10. LGEPAC Working Group Updates

a) Public Education Working Group

Geoff Pendrel advised that the PEWG is currently without a chair; local emergency programs are working with Royal Roads Disaster and Emergency Management students to explore modernization of existing public education materials.

Discuss occurred regarding the nomination of a new LGEPAC-PEWG Chair. The nomination of a chair was deferred for future discussion until RRU engagement results are available, and a project or public education is identified.

ACTION: LGEPAC nomination for a PEWG chair deferred until a regional project is identified.

b) CRD Website Modernization & Prepare Yourself

Alison Roberts advised LGEPAC that CRD is modernizing its CRD website which may have future implications to the PrepareYourself Webpage. City of Victoria is also currently modernizing its web presence.

11. ESSD Update

Kulpreet Munde advised there was an ESSD workshop on March 4, 2023 and spoke about feedback, and in person training between ESS teams and need for cross jurisdictional training.

12. LGEPAC Terms of Reference Review

Alison Roberts reminded members of LGEPAC how this agenda item came to be added to the Q1 Agenda which stemmed from the Governance Review Working Group's previous discussions and recommendations to LGEPAC. During the December 5, 2022, REMP 2023 Business Planning Session, E. Grant pitched that REMP staff provide project management support for implementation of the recommendations proposed by a Governance Review Working Group (E. Grant, K. Munde, J. Reimer, and B. Schina) at the Q4 LGEPAC meeting. No projects regarding Governance moved forward on the REMP 2023 Business Plan. Participants supported a review of the LGEPAC beginning at the Q1 2023 LGEPAC meeting.

Alison Roberts facilitated a short post-it note activity, in which participants in person and online were asked to identify the first and second more important obstacles facing LGEPAC from their perspective. The purpose of this exercise was to identify 'sticking' points and provide direction to support updates to the LGEPAC Terms of Reference at future meetings.

Three types of obstacles provided included:

1. **Purpose/Outcomes** (examples include unclear purpose, unclear collective goals)
2. **Processes** (examples include unclear decision-making processes, unproductive meetings, unchecked assumptions around who is doing what, when, how, undefined roles and responsibilities, unclear process for contribution)
3. **Relationships** (examples include feeling unheard, disrespected, differing working/communication styles, differing performance expectations, broken trust, lack of transparency or hidden agenda, lack of engagement/avoidance, power struggles etc.)

The table below summarizes the results of the post-it note activity, in which the obstacles identified by members of LGEPAC are equally shared across the three types of obstacles presented.

	#1) PURPOSE and OUTCOMES	#2) PROCESSES	#3) RELATIONSHIPS
Primary	4	7	6
Secondary	8	4	4
	12	11	10

ACTION: Defer further discussions regarding TORs to a future LGEAPC Meeting.

13. Upcoming Grant Submissions

Applications open for streams under UMBC CEPF.

14. Emergency Management Training and Exercises

None discussed.

15. New Business

None.

16. Emergency Program Roundtable

Attendees shared emergency program updates.

17. Adjournment

Erin Stockill adjourned the meeting at 15:45.