

**Staff Report to the Regional Planning Committee  
Meeting of Wednesday, October 19, 2005**

**SUBJECT:**

RPS Department Services To Member Municipalities

**PURPOSE/PROBLEM:**

Member municipalities of the CRD are often unaware of the information and services provided to them, either free or on a cost-shared basis, by Regional Planning Services.

**HISTORY/BACKGROUND:**

September 21, 2005	Regional Planning Committee requests clarification of services provided by Regional Planning Services to member municipalities
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Regional Planning Services provides support for planning and development in the Capital Region with information, research and strategic advice. The core service – the information service – has been in place since the early 1980’s following the revocation of the previous regional planning legislation. Regional Information Services (as it was then known) had a mandate to provide information and analysis related to tracking regional growth and development trends, and providing this information to the board, member municipalities and the broader community. Part of the mandate also included providing information useful for economic development to the business community. Transportation and regional growth management was added as a function of the department in 1995.

Although of benefit to the general public and business, Regional Planning’s core clients are its member municipalities where data and analysis is provided either free or through cost-sharing arrangements to directly support the work of municipal planning, engineering and emergency services. Attachment ‘A - *Products and Services Provided to Municipalities*’ list some of the major services provided to our member municipalities. Attachment ‘B – *List of Products*’ provides a listing of products and services offered. Cost items are offered to municipal members for free.

**ALTERNATIVES**

N/A

**FINANCIAL IMPLICATIONS**

N/A

**GROWTH MANAGEMENT IMPLICATIONS**

N/A

**SUMMARY/CONCLUSIONS**

The CRD member municipalities make use of a variety of data, reports, advice and analysis from Regional Planning Services to support their land-use and transportation planning processes. The products and service are often provided free of charge or through cost-sharing arrangements.

**RECOMMENDATION(S):**

That the report be received for information.

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Report Writer

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Mark Hornell, MCIP  
Director, Regional Planning Services  
Concurrence

**COMMENTS:**

**Attachment A**
**Products and Services Provided to Municipalities**

<b>Product or Service</b>	<b>Example</b>
Transportation Origin-Destination Survey Data – made available to municipalities and their consultants at no additional charge	<ul style="list-style-type: none"> <li>• All member municipalities make use of this data for their transportation planning either directly or through consultants they hire</li> </ul>
Transportation modelling and consulting services	<ul style="list-style-type: none"> <li>• Provide traffic impact assessments on development projects</li> <li>• Assist in developing local transportation models</li> </ul>
Traffic counts	<ul style="list-style-type: none"> <li>• Provided directly to member municipalities and their consultants</li> </ul>
Historical construction trends	<ul style="list-style-type: none"> <li>• Regional Planning collects construction data from all member municipalities and provides historical reports on development activity</li> </ul>
Census Canada (population statistics)	<ul style="list-style-type: none"> <li>• purchased by Regional Planning and made available to all member municipalities including emergency services at no additional cost</li> <li>• Census tract profiles for each member municipal</li> </ul>
Regional digital base-mapping	<ul style="list-style-type: none"> <li>• mapping layers to support Regional Growth Strategy and Official Community Plan development</li> </ul>
Participate in local planning exercises	<ul style="list-style-type: none"> <li>• Provide staff time and input into local planning and research initiatives</li> <li>• Input for the Victoria Urban Development Agreement</li> <li>• Participate in the Saanich Urban Forest Stewardship Initiative</li> <li>• Review OCP and zoning bylaw updates</li> </ul>
Cycling Research	<ul style="list-style-type: none"> <li>• Route planning</li> <li>• Use surveys</li> </ul>
Special Projects	<ul style="list-style-type: none"> <li>• Staff time and cost-sharing on custom order census data for local projects that align with regional growth strategy objectives</li> <li>• In 2005 RPS partnered with Victoria to purchase custom census data for the downtown plan update</li> <li>• undertook a research project looking at land use trends in downtown Victoria, as input to the Downtown Plan update</li> </ul>