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PLANNING, TRANSPORTATION AND PROTECTIVE SERVICES COMMITTEE

Notice of Meeting on **Wednesday, April 23, 2014, at 1:30 pm**

Board Room, 6th Floor, 625 Fisgard Street, Victoria, BC

B. Desjardins (Chair)	L. Wergeland (Vice Chair)	L. Cross	T. Daly
V. Derman	D. Fortin	C. Hamilton	G. Hill
W. Milne	J. Ranns	L. Seaton	A. Bryson (Board Chair, ex officio)

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of March 26, 2014 (under separate cover)
3. Chair's Remarks
4. Presentations/Delegations
 - Presentation: *The Natural City*, by Vic Derman
5. 2014 Minor Capital Projects – Capital Borrowing Bylaw 161, 2014 (PPS/HCPS 2014-01)
6. Royal Jubilee Hospital – Microbiology Lab Redesign Project Major Project Funding Request (PPS/HCPS 2014-02)
7. Regional Growth Strategy (RGS) Consistency of Proposed Juan de Fuca Electoral Area Land Use Regulations for Medical Marihuana Production Facilities (PPS/RSP 2014-08)
8. Local Government Emergency Program Advisory Commission Minutes of May 16, June 20, July 18, August 15, September 19, October 24, November 21 and December 19, 2013, and January 16 and February 20, 2014
9. Development Planning Advisory Committee Meeting Notes of January 29, September 24 and November 18, 2013, and January 28, 2014
10. Development Planning Advisory Committee, Intergovernmental Advisory Committee and Sustainability Resource Team Meeting Notes of May 23, 2013
11. New Business
12. Adjournment

Next Meeting: May 28, 2014

To ensure quorum, please advise Nancy More at 250-360-3024 if you or your alternate cannot attend.

**REPORT TO PLANNING, TRANSPORTATION AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, APRIL 23, 2014**

SUBJECT 2014 Minor Capital Projects – Capital Borrowing Bylaw 161, 2014

ISSUE

To approve Capital Expenditure and Borrowing Bylaw No. 161, 2014 authorizing the Capital Regional Hospital District's (CRHD) 2014 expenditures toward the Island Health Authority's minor capital projects.

BACKGROUND

The CRHD shares the cost (40%) with the Ministry of Health (60%) of Island Health's minor capital projects valued between \$100,000 and \$2,000,000. These projects involve additions and improvements to existing healthcare facilities such as replacement of aging or failed building systems or components, renovations or upgrades to accommodate changes in service delivery, and responding to technology changes.

The 2014-2023 Board approved CRHD Capital Plan and 2014 operating budget allocates \$3.75M toward minor capital projects. This amount (\$3.75M) represents an annual minor capital funding ceiling imposed by CRHD in 2011, reduced from an annual average of \$5M in prior years. The CRHD Capital Plan also transitions from debt servicing to expensing all minor capital commitments by 2016, based on the schedule in Table 1. According to this schedule, a capital borrowing bylaw is required to authorize the \$1.75M debt service contribution for 2014.

Table 1

Schedule to Transition Minor Capital Expenditures from Debt Servicing to Expensing

Fiscal Year	Debt*	Expense*	Total Contribution*
2013	\$1.75	\$2.0	\$3.75
2014	\$1.75	\$2.0	\$3.75
2015	\$0.75	\$3.0	\$3.75
2016		\$3.75	\$3.75

*Millions

Following detailed discussions with Island Health's capital planning staff, the attached list of new and previously approved projects (Appendix A) is recommended for approval. The 2014 cash flow for previously committed projects is \$1,297,165 and for new projects is \$2,452,835.

ALTERNATIVES

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

Alternative 1:

1. That the recommended 2014 minor capital projects listed in Appendix A totalling \$3.75M be approved based on \$2.0M expensed from the 2014 requisition; and,
2. That CRD Bylaw No. 379, “Capital Regional Hospital District Capital Bylaw No. 161, 2014” to borrow \$1,750,000 with a financing term of five years be introduced and read a first and second time, read a third time and adopted.

Alternative 2:

1. That the 2014 funding of \$2,452,835 for new minor capital projects not be approved and that \$1,297,165M be expensed from the 2014 requisition for the previously approved 2014 minor capital projects.

FINANCIAL IMPLICATIONS

Alternative 1: This Alternative would allow Island Health to undertake needed new improvements to healthcare facilities in the region, leverage new Ministry of Health capital funding, and continue CRHD funding previously approved projects. This funding reflects approval of the current year cash flow for 2014 minor capital projects. A future cash flow commitment of \$3,633,419 has been established in the Capital Plan to address completion of the new projects. Table 2 illustrates the financial implications of approving CRHD Bylaw 161.

TABLE 2: Borrowing Implications			
CRHD Share	Borrowing Term	Annual charge against 2014 assessed residential value (\$505,233)	Annual charge per \$100,000 of assessed residential value
\$1,750,000	5 years ¹	\$2.08	\$0.41

¹Based on 3.5% interest rate

Alternative 2: This Alternative would continue the CRHD funding for previously approved projects but would not provide funding to Island Health to undertake additional projects. The CRHD would be unable to leverage 60% funding from the Ministry of Health.

CONCLUSION

Minor capital projects are critical to Island Health maintaining the quality and functional capacity of its healthcare facilities in the region. The CRHD 2014 operating budget accommodates \$3.75M in cash flow for the CRHD's obligation to minor capital projects already underway, as well as to undertake new priority projects identified by Island Health. This \$3.75M represents an annual minor capital funding ceiling imposed by the CRHD in 2011, reduced from an average of \$5M annually in previous years.

RECOMMENDATION:

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

1. That the recommended 2014 minor capital projects listed in Appendix A totalling \$3.75M be approved based on \$2.0M expensed from the 2014 requisition; and,
2. That CRD Bylaw No. 379, "Capital Regional Hospital District Capital Bylaw No. 161, 2014" to borrow \$1,750,000 with a financing term of five years be introduced and read a first and second time, read a third time and adopted.



Rajat Sharma, B.Eng., MBA, CMA
Acting Senior Manager
Health and Capital Planning Strategies



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence

RS:cln

Attachment: 2

APPENDIX A

List of 2014 VIHA Minor Capital Projects (Valued between \$100,000 and \$2M)

PREVIOUSLY APPROVED PROJECTS

Facility Name	Project Description	Total Cost	CRHD Share	CRHD 2014 Cash Flow
QACCH	Ledger House Patient Safety and Suicide	\$990,000	\$396,000	\$56,000
RJH	Renal Head Wall Systems Improvement	\$900,000	\$360,000	\$180,000
RJH	Upgrade Medical Gas Alarm Panels (D&T)	\$344,177	\$137,671	\$49,670
VGH	Expansion of Stroke Rapid Assessment Unit to create a more efficient and functional outpatient clinic space	\$900,000	\$360,000	\$180,000
VGH	Pediatric Safety Redevelopment	\$770,494	\$308,198	\$228,198
Aberdeen	Pharmacy Unit Dose Hub System (Medical Safety)	\$500,000	\$200,000	\$60,000
SPH	Utility Room (5) Upgrades	\$440,000	\$176,000	\$83,492
VGH	Negative Pressure Room	\$286,814	\$114,726	\$27,805
RJH	Redevelop Kenning Wing 2nd Floor	\$1,000,000	\$400,000	\$312,000
Glengarry	Elevator Upgrade	\$700,000	\$280,000	\$120,000
Projects cash flowed from 2013/14 & previously approved		\$6,831,485	\$2,732,594	\$1,297,166

2014 NEW PROJECTS

Facility Name	Project Description	Total Cost	CRHD Share	CRHD 2014 Cash Flow
RJH	Expansion to ICU Bed Capacity	\$1,255,875	\$502,350	\$150,000
RJH	Integration of Addiction Stabilization Beds	\$1,043,000	\$417,200	\$125,160
VGH	5N Safety/Accessibility	\$408,000	\$163,200	\$81,600
GRH	Residential Care Safety Improvement	\$150,000	\$60,000	\$30,000
EMP	Asbestos Abatement	\$1,500,000	\$600,000	\$40,000
RJH	Steam Boiler Replacement #2	\$1,200,000	\$480,000	\$320,000
LMH	Roof Replacement	\$1,187,208	\$474,883	\$189,132
RJH	Chillers 1 & 2 Refurbishment	\$300,000	\$120,000	\$60,000

2014 NEW PROJECTS (Continued)

Facility Name	Project Description	Total Cost	CRHD Share	CRHD 2014 Cash Flow
GRH	Patient Care Area Improvement	\$750,000	\$300,000	\$120,000
GAMP	Patient Care Area Improvement	\$750,000	\$300,000	\$120,000
VGH	Asbestos Flooring Replacement	\$520,200	\$208,080	\$104,040
GAMP	Fall Protection Upgrade	\$135,000	\$54,000	\$54,000
LMH	Repair Building Fabric and Finishes	\$150,000	\$60,000	\$30,000
QACCH	Roofing Renewal of all QACCH Building	\$1,400,000	\$560,000	\$156,534
LMH	Hazardous Material Remediation	\$200,000	\$80,000	\$40,000
GRH	Heating Boiler Replacement	\$765,000	\$306,000	\$61,200
RJH	Exterior Fabric Upgrade	\$250,000	\$100,000	\$100,000
GRH	Roof Replacement	\$275,000	\$110,000	\$22,000
LMH	Energy Optimization Upgrades	\$100,000	\$40,000	\$40,000
RJH	D&T Nurse Call Replacement	\$400,000	\$160,000	\$80,000
GRH	Greenhouse Gas Reduction Measures	\$800,000	\$320,000	\$120,000
RJH	Biomed Space Expansion	\$888,000	\$355,200	\$171,969
GAMP	Alternate Fuel Supply	\$650,000	\$260,000	\$104,000
LMH	Fire Suppression Installation	\$1,000,000	\$400,000	\$133,200
Total for New Projects		\$16,412,728	\$6,565,091	\$2,452,835
Total for all 2014 Minor Capital Projects		\$23,244,213	\$9,297,685	\$3,750,000

APPENDIX B

CAPITAL REGIONAL HOSPITAL DISTRICT BYLAW NO. 379

CAPITAL EXPENDITURE & BORROWING BYLAW
BYLAW NO. 161, 2014

WHEREAS the Board of the **Capital Regional Hospital District** proposes to borrow and expend money for the capital expenditures described in Schedule 'A' attached hereto and forming an integral part of this bylaw;

And whereas those capital expenditures have received the approval required under Section 23 of the Hospital District Act;

Now therefore the Board of the **Capital Regional Hospital District** enacts the following capital expenditure and borrowing bylaw as required by Sections 32 and 33 of the HOSPITAL DISTRICT ACT.

1. The Board hereby authorizes and approves the borrowing and expenditure of money necessary to complete the capital expenditures as described in Schedule 'A' attached.
2. The Board authorizes and approves the borrowing of a net sum not exceeding **\$1,750,000** upon the credit of the District by the issuance and sale of securities in a form and a manner agreed to by the Municipal Finance Authority of British Columbia. The term of the securities and the repayment of the principal and interest shall be over a term not to exceed five years.
3. To meet the payments of principal and interest during the term of the securities, there shall be included in the estimates of the Regional Hospital District each year, the respective amounts of principal and interest falling due in that year.
4. The Board hereby delegates the necessary authority to the Treasurer of the Capital Regional Hospital District to settle the terms and conditions of the borrowing and to undertake such temporary borrowing as is necessary to provide funding in advance of the receipt of funds from the Municipal Finance Authority of British Columbia.
5. This bylaw may be cited for all intents and purposes as the **Capital Regional Hospital District Capital Bylaw No. 161, 2014**.

READ A FIRST TIME THIS	DAY OF	, 20XX.
READ A SECOND TIME THIS	DAY OF	, 20XX.
READ A THIRD TIME THIS	DAY OF	, 20XX.
ADOPTED THIS	DAY OF	, 20XX.

Chairperson

Corporate Officer

SCHEDULE "A"

Bylaw No. 379

CAPITAL REGIONAL HOSPITAL DISTRICT

CAPITAL EXPENDITURE

BYLAW NO 161, 2014

Name of Facility	Project or Equipment Description	Project Number	Amount covered by CRHD Bylaw	Amount covered by CRHD Requisition	Amount covered by Province (60%)	Total 2014 Minor Capital Projects Cashflow
Vancouver Island Health Authority (South)	Funding for 2014 Minor Capital Projects	C161-14-XX	\$1,750,000	\$ 2,000,000	\$5,625,000	\$9,375,000
Total:			\$1,750,000	\$ 2,000,000	\$ 5,625,000	\$ 9,375,000

**REPORT TO PLANNING TRANSPORTATION AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, APRIL 23, 2014**

**SUBJECT ROYAL JUBILEE HOSPITAL – MICROBIOLOGY LAB REDESIGN PROJECT
MAJOR PROJECT FUNDING REQUEST**

ISSUE

Adoption of a Capital Expenditure and Borrowing Bylaw is required to proceed with the redesign and automation of the Microbiology Lab at the Royal Jubilee Hospital.

BACKGROUND

On February 14, 2014, Island Health, through a letter to the CRHD, requested cost-sharing for the Royal Jubilee Hospital Microbiology Total Lab Automation (TLA) project, thereby submitting a new project for consideration on the 2014 CRHD Capital Plan.

At its March 26 meeting, the Capital Regional Hospital District (CRHD) Board approved an amendment to the 2014-2023 CRHD Capital Plan to accommodate the addition of the TLA project as a major capital priority.

The TLA is part of a laboratory reform initiative to consolidate laboratory services across Vancouver Island based on recommendations that followed discussions between stakeholder groups including the BC Medical Association and the Ministry of Health. Forecasted staffing shortages in the microbiology workforce combined with advances in microbiology lab automation and enhanced patient safety and quality of care, are the main drivers of this initiative. Studies have shown that lab automation has demonstrated optimized workflow with shorter turnaround times increasing the volume of tests completed.¹

ALTERNATIVES

In order for the TLA project to proceed, the CRHD Board must adopt a Bylaw authorizing the Hospital District's capital contribution. The following alternatives are proposed:

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

Alternative 1:

1. That CRHD funding in the amount of \$1.29M be approved for the Royal Jubilee Hospital Total Lab Automation Project at 30% of the total project cost of \$4.3M; and,
2. That CRD Bylaw No. 380, "Capital Regional Hospital District Capital Bylaw No. 162, 2014" (for a maximum of \$1.29M for the Royal Jubilee Hospital Total Lab Automation Project) be introduced and read a first and second time, read a third time and adopted.

Alternative 2:

That CRD Bylaw No. 380, "Capital Regional Hospital District Capital Bylaw No. 162, 2014" authorizing the Hospital District's capital contribution to the Royal Jubilee Hospital Total Lab Automation project not be adopted.

¹ Bourbeau, Paul P. and Ledebor, Nathan A. Automation in Clinical Microbiology. *Journal of Clinical Microbiology*. June 2013; Vol. 51, no. 6: 1658-1665.

FINANCIAL IMPLICATIONS

The revisions to the 2014-2023 CRHD Capital Plan in March provided the capacity to accommodate this project with no overall effect to the capital plan. Scope changes to the RJH Eric Martin Pavilion Asbestos Abatement project and revisions to cash flow for the VGH Endoscopy and Maternity Clinic projects provide room for this project without affecting the CRHD/Island Health cost shared total amounts and cash flow. The TLA has been identified as a high priority project by Island Health. The estimated cost of CRHD's share and annual charges are summarized in Table 1:

Table 1: TLA Budget Implications

Alternative	Net Cost	CRHD Share	Annual charge against 2014 assessed residential value (\$)	Annual charge per \$100,000 assessed residential value
1	\$4,300,000	\$1,290,000	\$1.54	\$.31

The Island Health Authority is ready to proceed with this project and Ministry funding is in place. Approval of this bylaw enables Island Health to leverage matching provincial dollars and commence construction on this project.

CONCLUSION

Increasing costs and volume of tests, staff shortages and the need for enhanced patient safety and care quality support the need to optimize the microbiology workflow through improved lab efficiencies. The redesign of the RJH Microbiology Lab to automate and standardize collection processes will establish these efficiencies in laboratory services generating more rapid turnaround times for microbiology assessments for residents of the Capital Region.

The revisions to the CRHD 2014-2023 Capital Plan approved by the CRHD Board on March 26, 2014, accommodate this project in the Plan with no impact to the 2014 CRHD Budget or 2014 requisition.

RECOMMENDATION

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

1. That CRHD funding in the amount of \$1.29M be approved for the Royal Jubilee Hospital Total Lab Automation Project at 30% of the total project cost of \$4.3M; and,
2. That CRD Bylaw No. 380, "Capital Regional Hospital District Capital Bylaw No. 162, 2014" (for a maximum of \$1.29M for the Royal Jubilee Hospital Total Lab Automation Project) be introduced and read a first and second time, read a third time and adopted.



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Attachments:

1. Appendix A – Approved 2014-2023 CRHD Capital Plan
2. CRD Bylaw No. 380, 'Capital Regional Hospital District Capital Bylaw 162, 2014'

SUMMARY	Project Total	Remaining Balance	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
VIHA SHAREABLE PROJECTS												
Acute Hospitals Major Capital Projects	148,871,040	148,871,040	4,029,000	4,719,540	12,867,300	22,067,700	25,117,500	39,270,000	10,200,000	10,200,000	10,200,000	10,200,000
Residential Care Replacement Projects - Mt. View & Others	185,071,261	125,522,583	22,080,965	26,919,035	25,522,583	-	2,550,000	10,200,000	25,500,000	12,750,000	-	-
Minor Capital Projects 2010-2012	32,426,057	18,015,000	10,300,000	5,377,500	2,337,500	-	-	-	-	-	-	-
Outstanding Balance remaining - debt financing												
Minor Capital Projects - 2013 CRHD Approved 3 year cashflow	9,375,000	4,375,000	-	4,375,000	-	-	-	-	-	-	-	-
Minor Capital Projects - 2014 VIHA Requested 3 year cashflow	9,375,000	9,375,000	5,000,000	4,375,000	-	-	-	-	-	-	-	-
Minor Capital Projects - CRHD Anticipated 2015-2023	84,375,000	84,375,000	-	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000
TOTAL ESTIMATED VALUE OF PROJECTS	469,493,358	390,533,623	41,409,965	55,141,075	50,102,383	31,442,700	37,042,500	58,845,000	45,075,000	32,325,000	19,575,000	19,575,000

CRHD \$ SHARE - TOTAL ESTIMATED ANNUAL CAPITAL CASH FLOW												
CRHD Section 20(3) Grants - 100% CRHD Share (0% incl/yr) - cash requisition	30,750,000	30,750,000	3,075,000	3,075,000	3,075,000	3,075,000	3,075,000	3,075,000	3,075,000	3,075,000	3,075,000	3,075,000
Non-Traditional Projects Grants - 100% CRHD Share (0% incl/yr) - cash requisition	10,000,000	10,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Acute Hospitals Major Capital Projects - 30% CRHD Share unapproved projects - debt financing	44,661,312	44,661,312	1,208,700	1,415,862	3,860,190	6,620,310	7,535,250	11,781,000	3,060,000	3,060,000	3,060,000	3,060,000
Residential Care Replacement Projects - 30% CRHD Share MV&Other - debt financing	55,372,800	37,574,800	6,600,000	8,046,100	7,628,700	-	765,000	3,060,000	7,650,000	3,825,000	-	-
Minor Capital Projects 2010-2012 - 40% CRHD Share - debt financing	12,970,423	7,206,000	4,120,000	2,151,000	935,000	-	-	-	-	-	-	-
Minor Capital Projects 2013 VIHA Requested - 40% CRHD Share - 2M converted to cash requisition & 1.75M debt financing	3,750,000	1,750,000	-	1,750,000	-	-	-	-	-	-	-	-
Minor Capital Projects 2014 VIHA Requested - 40% CRHD Share - 2M converted to cash requisition & 1.75M debt financing	3,750,000	3,750,000	2,000,000	1,750,000	-	-	-	-	-	-	-	-
Minor Capital Projects 2015-2023 Anticipated - 40% CRHD Share - 2015: 3M converted to cash balance debt financing	33,750,000	33,750,000	-	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000
CRHD Total Estimated Annual Capital Cash Flow	195,004,535	169,442,112	18,003,700	22,937,962	20,248,890	14,445,310	16,125,250	22,666,000	18,535,000	14,710,000	10,885,000	10,885,000

General Notes:

- 1) Cash flow figures represent anticipated maximum requirements if all listed projects proceed as shown
- 2) Projections are based primarily on the most recent information from VIHA
- 3) 2013-2016 Minor Capital annual 3.75M converted to cash requisition instead of debt financing
- 4) Definitions of Project Status -
 - a) VIHA Approved: projects that VIHA will request for CRHD Capital Bylaws in 2013
 - b) VIHA Planned: projects VIHA intends to develop in 2-3 years subject to further service and/or facilities planning
 - c) CRHD Anticipated: projects CRHD has indentified as a priority in the 4-10 year range

ACUTE AND REHAB HOSPITALS	Project Status	CBL#	Debt Term	Project Total	Remaining Balance	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
ROYAL JUBILEE HOSPITAL															
Major projects															
Asbestos Abatement - EMP - Phase 3	VIHA Planned	Revised	10	4,271,200	4,271,200	-	-	771,200	3,500,000						
Microbiology Lab Redesign	VIHA Approved	162 Pending	5	4,300,000	4,300,000	2,779,000	1,521,000								
Multidisciplinary Pain Clinic	VIHA Planned		5	2,500,000	2,500,000	-	125,000	1,750,000	625,000						
Hybrid Operating Room	VIHA Planned		5	3,800,000	3,800,000	-	400,000	2,000,000	1,400,000						
Energy Centre	VIHA Planned		15	26,000,000	26,000,000	-	-	1,300,000	10,400,000	7,800,000	6,500,000				
Routine Capital Investment project(s)	CRHD Anticipated		15	25,000,000	25,000,000	-	-	-	-	-	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Royal Jubilee Hospital Total				65,871,200	65,871,200	2,779,000	2,046,000	5,821,200	15,925,000	7,800,000	11,500,000	5,000,000	5,000,000	5,000,000	5,000,000
VICTORIA GENERAL HOSPITAL															
Major projects															
Endoscopy Unit Renovation	VIHA Approved	Revised	5	2,200,000	2,200,000	-	1,771,200	428,800							
Maternity Clinic Relocation Ambulatory Clinics	VIHA Approved	Revised	5	2,000,000	2,000,000	-	200,000	1,800,000							
Admitting Desk & Area Redesign	VIHA Planned		5	2,200,000	2,200,000	-	200,000	1,600,000	400,000						
Child Youth & Family Services Redevelopment	VIHA Planned		15	40,000,000	40,000,000	-	-	-	2,000,000	16,000,000	22,000,000				
Routine Capital Investment project(s)	CRHD Anticipated		15	25,000,000	25,000,000	-	-	-	-	-	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Victoria General Hospital Total				71,400,000	71,400,000	-	2,171,200	3,828,800	2,400,000	16,000,000	27,000,000	5,000,000	5,000,000	5,000,000	5,000,000
SAANICH PENINSULA HOSPITAL															
Major projects															
Post Anesthetic Recovery Room Reno	VIHA Approved	159	5	1,452,000	1,452,000	1,250,000	202,000								
Central Sterilization Room Upgrade	VIHA Planned		5	3,300,000	3,300,000	-	-	165,000	2,310,000	825,000					
Saanich Peninsula Hospital Total				4,752,000	4,752,000	1,250,000	202,000	165,000	2,310,000	825,000	-	-	-	-	-
LADY MINTO HOSPITAL															
Major projects															
Emergency, Lab, Diagnostic Imaging Reno	VIHA Planned		5	4,000,000	4,000,000	-	200,000	2,800,000	1,000,000						
Lady Minto Hospital Total				4,000,000	4,000,000	-	200,000	2,800,000	1,000,000	-	-	-	-	-	-
QUEEN ALEXANDRA HOSPITAL															
Major projects															
Queen Alexandra Hospital Total															
-															
VIHA - SOUTH ISLAND INITIATIVES															
Major projects															
VIHA South Area Initiatives															
-															
Acute & Rehab Hospitals Sub -Total				146,023,200	146,023,200	4,029,000	4,619,200	12,615,000	21,635,000	24,625,000	38,500,000	10,000,000	10,000,000	10,000,000	10,000,000
Inflation (2%) excluding approved/pending Capital Bylaws				2,847,840	2,847,840	-	100,340	252,300	432,700	492,500	770,000	200,000	200,000	200,000	200,000
Acute Hospitals Major Capital Projects Annual Capital Cash Flow				148,871,040	148,871,040	4,029,000	4,719,540	12,867,300	22,067,700	25,117,500	39,270,000	10,200,000	10,200,000	10,200,000	10,200,000
CRHD Share 30% Unapproved Acute & Rehab Cost				44,661,312	44,661,312	1,208,700	1,415,862	3,860,190	6,620,310	7,535,250	11,781,000	3,060,000	3,060,000	3,060,000	3,060,000

						2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
OTHER CAPITAL PROJECTS	Project Status	CBL#	Debt Term	Project Total	Remaining Balance											
CRD Projects																
Mt. View Residential Care Replacement 260 beds	CRHD Approved	154	15	60,548,678	Completed debt borrowing in 2013	-	-	-	-	-	-	-	-	-	-	
Other Residential Care Replacement 320 beds	CRHD Approved	154	15	74,522,583	74,522,583	22,080,965	26,919,035	25,522,583	-	-	-	-	-	-	-	
Residential Care Upgrade & Replacement Projects Phase 3	VIHA Planned		15	50,000,000	50,000,000	-	-	-	-	2,500,000	10,000,000	25,000,000	12,500,000	-	-	
Other Capital Projects Sub-total				185,071,261	124,522,583	22,080,965	26,919,035	25,522,583	-	2,500,000	10,000,000	25,000,000	12,500,000	-	-	
Inflation (2%) excluding approved Capital Bylaws					1,000,000	-	-	-	-	50,000	200,000	500,000	250,000	-	-	
Other Capital Projects Annual Capital Cash Flow					125,522,583	22,080,965	26,919,035	25,522,583	-	2,550,000	10,200,000	25,500,000	12,750,000	-	-	
CRHD 30% share Other Capital Projects Total					55,372,800	22,274,800	6,600,000	8,046,100	7,628,700	-	765,000	3,060,000	7,650,000	3,825,000	-	-
MINOR CAPITAL PROJECTS																
Various VIHA Hospitals																
Minor Capital Projects 2010 - 40% CRHD Share	CRHD Approved	152	10	11,109,999	5,000,000	5,000,000	-	-	-	-	-	-	-	-	-	
Minor Capital Projects 2011 - 40% CRHD Share	CRHD Approved	156	10	11,941,058	6,077,500	3,000,000	3,077,500	-	-	-	-	-	-	-	-	
Minor Capital Projects 2012 - 40% CRHD Share	CRHD Approved	157	10	9,375,000	6,937,500	2,300,000	2,300,000	2,337,500	-	-	-	-	-	-	-	
Minor Capital Projects 2013 - 40% CRHD Share (2M converted to cash & 1.75M debt financing)	CRHD Approved	Cash&156	5	9,375,000	4,375,000	-	4,375,000	-	-	-	-	-	-	-	-	
Minor Capital Projects 2014 - 40% CRHD Share (2M converted to cash & 1.75M debt financing)	CRHD Anticipated	Cash&CBL	5	9,375,000	9,375,000	5,000,000	4,375,000	-	-	-	-	-	-	-	-	
Minor Capital Projects 2015-2023 40% CRHD Share (results in 2015: 3M & 2016-2023: 3.75M converted to cash)	CRHD Anticipated		N/A	84,375,000	84,375,000	-	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	
MCP Projects Sub-total					116,140,000	15,300,000	23,502,500	11,712,500	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	
Inflation (0%) excluding approved Capital Bylaws					-	-	-	-	-	-	-	-	-	-	-	
MCP Projects Annual Capital Cash Flow					116,140,000	15,300,000	23,502,500	11,712,500	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	9,375,000	
CRHD 40% share of MCP Projects Total					46,456,000	6,120,000	9,401,000	4,685,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	

SCHEDULE "A"

Bylaw No. 380

CAPITAL REGIONAL HOSPITAL DISTRICT

CAPITAL EXPENDITURE

CAPITAL BYLAW NO 162, 2014

Name of Facility	Project or Equipment Description	Project Number	Amount covered by CRHD Bylaw	Amount covered by VIHA (70%)	Other Share (Specify) (___%)	Total Project or Equipment Cost
Royal Jubilee Hospital	Microbiology Lab Redesign Project	C162-14-01	\$1,290,000	\$3,010,000	\$	\$4,300,000
Total:			\$1,290,000	\$3,010,000	\$	\$4,300,000



**REPORT TO PLANNING TRANSPORTATION AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, APRIL 23, 2014**

**SUBJECT REGIONAL GROWTH STRATEGY (RGS) CONSISTENCY OF PROPOSED
JUAN DE FUCA ELECTORAL AREA LAND USE REGULATIONS FOR
MEDICAL MARIHUANA PRODUCTION FACILITIES**

ISSUE

This report responds to a request from the Juan de Fuca Electoral Area (Jdf EA) for the Capital Regional District (CRD) to consider a zoning bylaw change to allow for intensive agriculture - medical marihuana cultivation on Agricultural Land Reserve (ALR) lands in the Agricultural Zone of the Land Use Bylaw 3602 applying to Rural Resource Lands.

BACKGROUND

Changes to Health Canada's *Medical Marihuana for Medical Purposes Regulations* initiated amendments to the JdF EA zoning bylaws. The zoning bylaw amendments define and regulate medical marihuana production facilities as intensive agriculture on lands within the ALR in the JdF EA.

At the February 12, 2014 CRD Board meeting the CRD Board (Voting Block A) referred proposed Bylaw No. 3926, to amend the Rural Resource Lands Land Use Bylaw No. 3602 to the full CRD Board for a determination of consistency with the RGS in accordance with Juan de Fuca Development Procedure Bylaw No 3110. This report considers the extent to which the zoning amendments are consistent with the current RGS.

ALTERNATIVES

That the Planning Transportation and Protective Services Committee recommend to the CRD Board:

1. That the proposed Bylaw No. 3926, to amend the Rural Resource Lands Land Use Bylaw No. 3602 be reviewed as it relates to the RGS and deemed consistent with the RGS.
2. That the proposed Bylaw No. 3926, to amend the Rural Resource Lands Land Use Bylaw No. 3602 be referred back to staff for further review.

IMPLICATIONS

The RGS land use designation for the properties that will be affected by the Juan de Fuca Rural Resource Lands Land Use Bylaw change is "Renewable Resource Lands". This designation includes lands within the ALR. The Agricultural Land Commission considers the growing of medical marihuana consistent with the definition of 'farm use' in the *Agricultural Land Commission Act*. Consequently, licensed medical marihuana production is permitted on land within the ALR. Therefore, the proposed Bylaw No. 3926 to amend the Rural Resource Lands Land Use Bylaw No. 3602 to provide for licensed medical marihuana production on ALR land is consistent with the current RGS.

SUMMARY

At the February 12, 2014 CRD Board meeting, the CRD Board (Voting Block A) requested that the proposed JdF EA Bylaw No. 3926, to amend the Rural Resource Lands Land Use Bylaw No. 3602 be reviewed for consistency with the current RGS. This review has been undertaken and it has been determined that the bylaw is consistent in its current form.

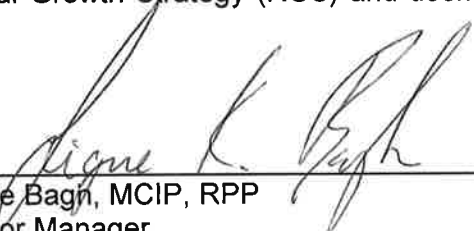
RECOMMENDATION

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

1. That the proposed Bylaw No. 3926, to amend the Rural Resource Lands Land Use Bylaw No. 3602 be reviewed as it relates to the Regional Growth Strategy (RGS) and deemed consistent with the RGS.




Jeff Weightman, MCIP, RPP
Planner
Regional and Strategic Planning



Signe Bagn, MCIP, RPP
Senior Manager,
Regional and Strategic Planning
Concurrence



Travis Whiting
Acting General Manager,
Planning and Protective Services
Concurrence



Robert Lapham, MCIP, RPP
Chief Administrative Officer
Concurrence



LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, May 16, 2013 at 10:15 a.m.
DND Fire Hall, 1300 Block, Esquimalt Road at Sturdee Street

Present: Stephanie Dunlop, District of Metchosin
Ian Elliott, Capital Regional District
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca EA
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recorder)
Rob Johns, City of Victoria
Alexis Kraig, City of Victoria
Elaine McCandless, Town of Sidney
Troy Mollin, Town of View Royal
Brigitte Prochaska, Southern Gulf Islands Electoral Area
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
Maegan Thompson, Township of Esquimalt
John Trelford, District of North Saanich
Jim Tweedhope, Town of Sidney
Travis Whiting, Capital Regional District

Regrets: Geoff Amy, City of Colwood
Clare Fletcher, Emergency Management British Columbia (EMBC)
Brett Mikkelsen, Town of Sidney
John Robertson, District of Central Saanich

T. Whiting called the meeting to order at 10:15 am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting.
- 2) **Approval of agenda:** The item of "Business Continuity" was added to the agenda under "New Business."

It was **Moved** by T. Mollin and **Seconded** by J. Trelford that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

- 3) **Approval of previous meeting minutes (April 18, 2013):**

It was **Moved** B. Henson and **Seconded** by M. Thompson that the minutes from the April 18, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 4) **MIECM Minutes**

It was **Moved** M. Thompson and **Seconded** by J. Grant that the minutes of the Mid-Island Emergency Coordinators & Managers Commission (MIECM) be received as distributed.

Motion Carried

- 5) **Old Business:**

5a) Tsunami Modelling and Public Information/Messaging: An update was provided. The Tsunami Modelling Report was tabled at the April 24 meeting of the Planning, Transportation, and Protective Services (PTPS) Committee, and will be on the agenda of the May 22 PTPS meeting.

ACTION ITEM for S. Jansen: To coordinate tsunami brochure order and provide pricing for local governments in the CRD.

ACTION ITEM for S. Jansen: To follow up with EMBC regarding updates to tsunami notification protocols, to determine whether an exercise will take place to test the updated process, and arrange for T. Moore to attend the June LG EPAC meeting

ACTION ITEM for LG EPAC members: To provide any feedback on the tsunami modelling project to T. Whiting.

5b) Regional Emergency Communications: A draft Emergency Communications Plan for Tsunami Alerts in the Capital Region was circulated and a tabletop exercise took place to discuss the plan.

ACTION ITEM for LG EPAC members: To send any feedback on the plan to S. Jansen.

ACTION ITEM for S. Jansen: To coordinate Regional Emergency Communications working group meeting to make amendments to the plan.

A draft regional telecommunications survey was presented to the group and the final version will be circulated to members in early June.

ACTION ITEM for S. Jansen: To coordinate Regional Telecommunications working group meeting to finalize survey.

ACTION ITEM for LG EPAC members: To complete the survey and submit to S. Jansen by June 14.

5c) REPAC: B. Henson provided an update on recent correspondence with the Integrated Partnership for Regional Emergency Management in Metro Vancouver (IPREM). Quarterly meetings will take place to share information and ensure collaboration opportunities are realized between the Metro Vancouver and CRD regional groups. Heather Lyle, the IPREM project manager, will present at the August REPAC meeting.

ACTION ITEM for S. Jansen: To confirm presentation from Heather Lyle for the August REPAC meeting.

The Ministry of Transportation and Infrastructure (MoTI) and Western Canadian Marine Response Corporation (WCMRC) are on the agenda to present at the May REPAC meeting. B. Henson will be requesting that working groups create an action plan with timelines on project deliverables from the six working groups.

The exercise working group for the REPAC will collaborate with the LG EPAC working group to draft a regional exercise for the November meeting of the REPAC. S. Jansen will draft the final exercise with feedback from the LG EPAC and REPAC exercise working groups.

ACTION ITEM for S. Jansen: To schedule LG EPAC working group meeting to draft four regional scenarios to present to the LG EPAC for selection at the June LG EPAC meeting.

A SharePoint site for the REPAC has been created and contains a private folder for LG EPAC items. This will enable LG EPAC members to log in to one site and have access to both LG EPAC and REPAC documents.

ACTION ITEM for S. Jansen: To circulate SharePoint login instructions to the LG EPAC as soon as the site is complete.

5d) Media Workshop: T. Whiting is working with CRD Corporate Communications to coordinate a media workshop in June to discuss considerations and recommended procedures during an emergency.

ACTION ITEM for R. Johns and T. Whiting: To follow up with their respective Corporate Communications

departments on progress and report back to the LG EPAC.

6) New Business:

6a) Regional Sustainability Strategy: T. Whiting provided an overview on the Regional Sustainability Strategy (RSS) being undertaken by the CRD. A draft emergency management policy has been developed in relation to the strategy and a workshop is taking place Thursday, May 23 at the Cedar Hill Golf Course. Those who would like to attend are encouraged to contact their local government planning department for information.

ACTION ITEM for S. Jansen T. Whiting: To circulate the RSS emergency management policy and agenda package for the upcoming workshop to the LG EPAC.

6b) Legal Duty to Accommodate: There was discussion regarding a brochure entitled "Creating Safe Communities: Local Governments' Legal Duty to Accommodate People with Disabilities in Emergency Response" that was distributed by the BC Coalition of People with Disabilities to local government emergency programs. There were concerns around the legalities of "duty to accommodate" and to what extent EOC's, reception centres, and emergency programs are able to accommodate people with disabilities, implications to local government, and the role of other Provincial agencies / PREOC in compliance with this duty. Common understanding of the meaning of "duty to accommodate" is necessary.

ACTION ITEM for S. Jansen: To follow up with EMBC and arrange to have questions addressed at the June LG EPAC meeting.

6c) Business Continuity: M. Thompson is planning to deliver business continuity workshops and asked LG EPAC members to share any existing training, presentations, materials or plans they may have.

ACTION ITEM for LG EPAC members: To forward any materials related to business continuity to M. Thompson.

6d) Roundtable: Updates were given.

7) Adjournment: The meeting adjourned at 11:55 AM.

Next Meeting, Thursday, June 20, 2013 at 9:30 am Room 107, CRD



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, June 20, 2013 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Geoff Amy, City of Colwood
Dave Cockle, District of Oak Bay
Stephanie Dunlop, District of Metchosin
Ian Elliott, Capital Regional District
Clare Fletcher, Emergency Management British Columbia (EMBC)
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca EA
Sue Hallett, Capital Regional District
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recorder)
Alexis Kraig, City of Victoria
Ralph Mohrmann, EMBC
Troy Mollin, Town of View Royal
Teron Moore, EMBC
Brigitte Prochaska, Southern Gulf Islands Electoral Area
John Robertson, District of Central Saanich
Steve Sorensen, District of Sooke
Maegan Thompson, Township of Esquimalt
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

Regrets: Rob Johns, City of Victoria
Brett Mikkelsen, Town of Sidney

T. Whiting called the meeting to order at 9:32 am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting.
- 2) **Approval of agenda:** The item of "ShakeOut Tsunami Working Group" was added to the agenda under "New Business."

It was **Moved** by J. Trelford and **Seconded** by D. Cockle that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

- 3) **Approval of previous meeting minutes (May 16, 2013):**

It was **Moved** by S. Dunlop and **Seconded** by M. Thompson that the minutes from the April 18, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 4) **MIECM Minutes**

It was **Moved** by J. Grant and **Seconded** by T. Mollin that the minutes of the Mid-Island Emergency Coordinators & Managers Commission (MIECM) be received as distributed.

Motion Carried

- 5) **First Nations Relationships and Emergency Planning:** Discussion took place regarding successes and challenges in First Nations relationships and emergency management. It was agreed that a survey would be drafted and circulated so the information can be compiled to share best practices.

ACTION ITEM for S. Hallett and T. Whiting: To create and circulate a survey to the LG EPAC membership regarding existing emergency management plans and agreements in place with First Nations in the CRD.

ACTION ITEM for LG EPAC: To complete the survey once it is circulated.

ACTION ITEM for C. Fletcher: To contact J. Drew from the Regional District of Nanaimo to obtain copies of First Nations emergency management agreements for circulation to the LG EPAC.

6) Old Business:

6a) Tsunami Modelling Update: An update was provided. The Tsunami Modelling Report was tabled at the May 22 meeting of the Planning, Transportation, and Protective Services (PTPS) Committee, and will be on the agenda of the June 26 PTPS meeting.

ACTION ITEM for S. Jansen: To coordinate tsunami brochure order and provide pricing for local governments in the CRD.

ACTION ITEM for LG EPAC members: To provide any feedback on the tsunami modelling project to T. Whiting.

6b) Regional Emergency Communications: The draft Emergency Communications Plan for Tsunami Alerts in the Capital Region has been tabled contingent on the updated tsunami notification process from EMBC.

i) EMBC Tsunami Notification Process Update: T. Moore provided an update on the EMBC tsunami notification process.

ACTION ITEM for LG EPAC members: To send any feedback on the updated plan to T. Moore.

ii) EMBC roles and responsibilities for media communications during an emergency: C. Fletcher provided an update on roles and responsibilities. Local government is responsible for media monitoring and correcting misinformation, however, the PREOC may be contacted if local EOCs require assistance.

ACTION ITEM for C. Fletcher: To clarify the roles responsibilities of the Public Information Officer in the PREOC and the ECC.

6c) REPAC: The Ministry of Transportation and Infrastructure (MoTI) and Western Canadian Marine Response Corporation (WCMRC) presented at the May 30 REPAC meeting. The six working groups created an action plan with timelines on project deliverables for 2013.

A SharePoint site for the REPAC has been created and contains a private folder for LG EPAC items. This will enable LG EPAC members to log in to one site and have access to both LG EPAC and REPAC documents. All LG EPAC documents will now be available on the SharePoint site.

6d) Media Workshop: T. Whiting and R. Johns met with their respective Corporate Communications representatives. The group is considering circulating a survey to media regarding their business continuity plans during an emergency, or to coordinate a workshop for media with presentations from media representatives from other recent events.

6e) Regional Sustainability Strategy (RSS): T. Whiting provided an update of the RSS strategy and will continue to circulate information to the group.

6f) Legal Duty to Accommodate: C. Fletcher provided an update on the pamphlet that was circulated to EPCs regarding legal duty to accommodate those with disabilities. She was told that it was an educational tool and has suggestions as to what "might" be done, and no consultation was made with emergency management stakeholders.

ACTION ITEM for C. Fletcher: To circulate the email response regarding the pamphlet to the LG EPAC.

7) New Business:

7a) Greater Vancouver Regional Emergency Planning Committee (REPC) Information Sharing: B. Henson provided an overview of a presentation to the REPC regarding the LG EPAC and REPAC. The REPAC is interested in potential collaboration and has requested to receive the LG EPAC and REPAC minutes, and that the Chairs of each group attend one meeting per year of their respective counterparts.

It was **Moved** by D. Cockle and **Seconded** by G. Amy that the LG EPAC share minutes with the REPC and the Chair of the Commission attend one REPC meeting per year.

Motion Carried

B. Henson provided an update on a quarterly conference call with IPREM and DRRs.

ACTION ITEM for S. Jansen: To post the IPREM organizational diagram on the SharePoint site.

7b) Emergency Responsibilities in Regional Parks: T. Whiting will follow, pending a discussion with Regional Parks staff

7c) Medical Planning: S. Dunlop inquired if the group had any plans in place for smaller local governments without hospitals in their jurisdiction during an emergency.

ACTION ITEM for I. Elliott: To forward relevant information to S. dunlop.

7d) LG EPAC Meeting Location: It was suggested that the LG EPAC meeting location rotate so member have the opportunity to tour other local government EOCs.

7e) July Meeting: The group will have a July meeting.

7f) ShakeOut Tsunami Working Group: ShakeOut is focusing on tsunami messaging for 2013 and has suggested changes to the CRD FAQs. The working group will meet to discuss changes.

ACTION ITEM for S. Jansen: To schedule a meeting with the tsunami public messaging working group and to update document with changes for discussion.

7g) Roundtable: Updates were given.

8) Adjournment: The meeting adjourned at 12:01 PM.

Next Meeting, Thursday, July 18, 2013 at 9:30 am Room 107, CRD



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LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, July 18, 2013 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Ian Elliott, Capital Regional District
Clare Fletcher, Emergency Management British Columbia (EMBC)
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca EA
Brock Henson, District of Saanich
Rob Johns, City of Victoria
Troy Mollin, Town of View Royal
Brigitte Prochaska, Southern Gulf Islands Electoral Area
Tom Pearce, District of Oak Bay
Geoff Spriggs, District of Langford
Dave Ward, Township of Esquimalt
Travis Whiting, Capital Regional District (Recording Secretary)

T. Whiting called the meeting to order at 9:30am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting.
- 2) **Approval of agenda:**

It was **Moved** by J. Grant and **Seconded** by T. Mollin that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 3) **Approval of previous meeting minutes (June 20, 2013):**

It was **Moved** by E. Grant and **Seconded** by J. Grant that the minutes from the June 20, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 4) **MIECM Minutes: (none forwarded)**
- 5) **Old Business:**

5a) Tsunami Modelling Update:

- Report was received by the CRD Board at the July 10, 2013 meeting
- Pamphlets – maps to be finalized, sent to printer, and proofs circulated
- FAQs – discussions around the Shake Out BC wording vs. LGEPAC wording, FAQs to be recirculated once updated by working group.

5b) Regional Emergency Communications:

- Tabled to August meeting

5c) BCERMS:

- All documents from the BCERMS working group will be posted to the SharePoint
- Update given on BCERMS Response Working Group
 - Timeline is a draft will be completed by March 2014
 - Goal is to have all working groups complete by March 2014 to begin process of putting all the sections together

5d) **REPAC:** Ian will circulate draft fall exercise prior to the August meeting for discussion by the group.

5e) **Regional Sustainability Strategy (RSS):**

- discussion on the role of emergency management in the RSS
- looked at Metro RGS for example
- discussion on the RSS working group draft and consultants recommendations

It was **Moved** by R. Johns and **Seconded** by B. Henson that a request be made that Emergency Management be represented, through the LGEPAC, in the RSS process.

Motion Carried

The RSS will be further discussed at the August meeting, but two key concepts were captured for further discussion so far regarding the RSS:

- That an Emergency Management lens be considered in corporate decisions
- That Climate Change be considered in all Emergency Plans

6) **Roundtable**

7) **Adjournment:** The meeting adjourned at 12:01 PM on motion by J. Grant, seconded by B. Henson

Next Meeting, Thursday, August 15, 2013 at 9:30 am Room 107, CRD



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, August 15, 2013 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Geoff Amy, City of Colwood
Ian Elliott, Capital Regional District
Clare Fletcher, Emergency Management British Columbia (EMBC)
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca EA
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recording Secretary)
Rob Johns, City of Victoria
Brigitte Prochaska, Southern Gulf Islands Electoral Area
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
Maegan Thompson, District of Esquimalt

Regrets: Stephanie Dunlop, District of Metchosin
Troy Mollin, Town of View Royal
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

I. Elliott called the meeting to order at 9:34 am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting.
- 2) **Approval of agenda:** "E-Team Exercise" was added to the agenda under "Old Business," and "IPREM ConOps Update," and "Draft REPAC Exercises" were added to "New Business."

It was **Moved** by G. Amy and **Seconded** by J. Grant that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

- 3) **Approval of previous meeting minutes (July 18, 2013):**

It was **Moved** by J. Grant and **Seconded** by B. Henson that the minutes from the July 18, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 4) **MIECM Minutes:** Minutes were discussed.

It was **Moved** M. Thompson and **Seconded** by J. Grant that the minutes of the Mid-Island Emergency Coordinators & Managers Commission (MIECM) be received as distributed.

Motion Carried

- 5) **Old Business:**

5a) Tsunami Modelling Report:

- i. Pamphlets – maps to be finalized, sent to printer, and proofs circulated

ACTION ITEM for S. Jansen: Circulate the pricing for printing of tsunami brochures with maps to the LG EPAC membership.

ii. FAQs – updates have been made as per the working group and updated versions have been posted to the CRD website and the LG EPAC SharePoint site.

5b) Regional Emergency Communications: Updates have been made to EMBC's tsunami notification protocol and clarification has been provided as to the role of the PREOC in media monitoring during an emergency and can be incorporated into the plan.

ACTION ITEM for S. Jansen: To coordinate a meeting of the Regional Emergency Communications Working Group to complete the Plan for presentation to the LG EPAC at the September meeting.

5c) BCERMS: The BCERMS group has recognized that the Four Pillar Matrix is a continuum, there are relationships between the pillars, and that primary content or themes may be contained in more than one category.

ACTION ITEM for S. Jansen: To follow up with EMBC to ensure that BCERMS documents may be shared and posted on the LG EPAC SharePoint site, and to verify the timeframe for completion of a draft document is March 2014.

5d) REPAC: This month's REPAC meeting taking place on August 22 will contain a presentation on ShakeOut by Teron Moore of EMBC.

5e) Regional Sustainability Strategy (RSS): The motion from the previous meeting was relayed to the RSS team and they will advise on how the LG EPAC will be involved in the process. The RSS team has offered to attend an upcoming LG EPAC meeting, and the LG EPAC would like to use this time to develop a framework on how to be involved in the RSS as it progresses.

ACTION ITEM for LG EPAC Membership: To review the two draft policy statements on emergency management for the RSS and provide feedback and expectations to T. Whiting.

ACTION ITEM for S. Jansen: To arrange for a member of the RSS team to attend the September LG EPAC meeting.

5f) LG EPAC Meeting Location: G. Amy volunteered to host the October meeting and M. Thompson volunteered to host the November meeting.

5g) E-Team Exercise: I. Elliott suggested the LG EPAC engage in an E-Team exercise in anticipation of the winter storm season.

ACTION ITEM for S. Jansen: To create and send an E-Team exercise to the LG EPAC membership and arrange for data sharing of the exercise with EMBC.

6) New Business:

6a) EMBC Provincial Training and Exercises Calendar: EMBC maintains a Provincial training and exercises calendar for reference by the emergency management community.

ACTION ITEM for LG EPAC Membership: To send any training and exercise events in their area to Shannon.Krilow@gov.bc.ca.

6b) Proposed Communications Roundtable Meeting: A communications roundtable meeting has been proposed for late September or early October. The membership is in support of the roundtable, which I. Elliott is arranging. G. Spriggs will potentially host in Langford.

ACTION ITEM for G. Spriggs: To follow up on potential dates for the communications roundtable.

ACTION ITEM for S. Jansen: To add the Communications Roundtable meeting to the REPAC agenda and follow

up with G. Spriggs regarding potential dates for the event.

6c) Evacuspots: G. Amy passed along information on practical public art used as evacuation gathering point markers in New Orleans: <http://evacuspots.evacuteer.org/>.

6d) IPREM ConOps Update: The concept and framework of the CopOps document has been endorsed, and Vancouver and Surrey have recently joined the working group. The group is planning an exercise to test the concept in late fall. IPREM is willing to present the ConOps to the LG EPAC in late fall following the exercise.

IPREM is looking into the potential of securing a guest speaker that has been involved in a major emergency to relay their experiences and present to elected official on roles and responsibilities during a disaster. IPREM will keep the LG EPAC informed on the progress for opportunities to attend or host a similar event in the CRD.

6e) Draft REPAC Exercises: I. Elliott has completed two draft exercises that will be circulated to the group for comment and review, with final draft versions presented to the REPAC at the fall/winter meeting.

ACTION ITEM for S. Jansen: To circulate the draft exercises to the LG EPAC membership for review.

7) **Roundtable:** Updates were given.

8) **Adjournment:** The meeting adjourned at 11:17 PM on motion by G. Amy.

Next Meeting, Thursday, September 19, 2013 at 9:30 am Room 107, CRD



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LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, September 19, 2013 at 1:30 p.m.
CRD – 625 Fisgard Street – Room #107

Present: Geoff Amy, City of Colwood
Ian Elliott, Capital Regional District
Jeri Grant, Juan de Fuca EA
Brock Henson, District of Saanich
Ryan Hobbs, District of Highlands
Sara Jansen, Capital Regional District (Recording Secretary)
Rob Johns, City of Victoria
Alexis Kraig, City of Victoria
Ralph Mohrmann, Emergency Management British Columbia (EMBC)
Tom Pearse, District of Oak Bay
Brigitte Prochaska, Southern Gulf Islands Electoral Area
Travis Whiting, Capital Regional District

Regrets: Stephanie Dunlop, District of Metchosin
Troy Mollin, Town of View Royal
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
Maegan Thompson, District of Esquimalt
John Trelford, District of North Saanich

T. Whiting called the meeting to order at 1:36 pm.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting. Ryan Hobbs was introduced as the emergency program coordinator for the District of Highlands.
- 2) **Approval of agenda:** "Capital Region Emergency Radio Coordinators Committee" was added to the agenda under "New Business."

It was **Moved** by J. Grant and **Seconded** by A. Kraig that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

- 3) **Approval of previous meeting minutes (August 15, 2013):**

It was **Moved** by G. Amy and **Seconded** by J. Grant that the minutes from the August 15, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 4) **MIECM Minutes:** No minutes were available to discuss.

- 5) **Old Business:**

5a) Regional Sustainability Strategy (RSS): The RSS team will be hosting workshops with key stakeholders, including the LG EPAC, in the 12 policy areas outlined in the document. The timeframe for the workshops has not been finalized, but are aiming for late fall. All workshop findings will be circulated to stakeholders for feedback.

ACTION ITEM for S. Jansen: Re-circulate the 12 policies in the RSS for input from the LG EPAC.

ACTION ITEM for LG EPAC Members: Send any feedback on the policy to S. Jansen.

5b) Tsunami Modelling Report:

- i. Pamphlets – maps have been finalized, proofs are ready for review prior to printing.

ACTION ITEM for S. Jansen: Circulate proofs for approval.

5c) Regional Emergency Communications: The draft plan was discussed and a table top exercise will be conducted at the next meeting to test the plan.

ACTION ITEM for S. Jansen: To draft and circulate a table top tsunami exercise to membership.

ACTION ITEM for LG EPAC members: Send any feedback on the draft document to S. Jansen.

ACTION ITEM for LG EPAC members: Those members opting to participate in the tsunami notification process and communications plan will email S. Jansen one phone number for the initial notification phone call through OneCall Now, and two phone numbers for the follow up conference call.

5d) BCERMS: The BCERMS group is ensuring that terms are clearly defined in the document and information developed by the working groups is available to LG EPAC members for comment.

ACTION ITEM for S. Jansen and A. Kraig: To ensure LG EPAC members have access to the documents via EMBC or LG EPAC SharePoint site and communicate information to the group.

5e) REPAC: The next meeting date of the Commission will be December 14 due to conflicts with Emergency Preparedness week. A table top exercise will be conducted during the first meeting of the New Year.

ACTION ITEM for LG EPAC Membership: To help determine objectives for REPAC exercise.

ACTION ITEM for S. Jansen: To develop exercise scenarios for November LG EPAC meeting.

5f) LG EPAC Meeting Location: G. Amy volunteered to host the October meeting which will be moved to October 24 to accommodate schedules associated with ShakeOut BC drill occurring October 17.

6) New Business:

6a) JIBC Continuing Education Units (CEU): G. Amy provided the group with information on CEU credits that are now available through JIBC for water works, public works, and waste water management professionals that are necessary for certified individuals to maintain their certification. Please see attached documents for details on courses.

6b) Proposed Communications Roundtable Meeting: A one hour communications roundtable meeting take place following the next REPAC meeting. The focus will be on InReach satellite technology.

ACTION ITEM for I. Elliott: To coordinate meeting.

6c) South Island Pet Team Funding Request: This team has requested funding from emergency management in the CRD to provide assistance for the pets of displaced residents. There was a discussion that there are several organizations providing this service in the Region and it may be of benefit to coordinate efforts.

ACTION ITEM for R. Mohrmann: To follow up with Bob Kennedy of EMBC and report to group.

6d) Capital Region Emergency Radio Coordinators Committee (CRERCC): In order to be aware of the activity of the CRERCC, and of other regional groups such as ESS, the minutes from these groups will be

circulated to the membership for review.

- 7) **Roundtable:** Updates were given.
- 8) **Adjournment:** The meeting adjourned at 2:49 PM on motion by B. Henson.

Next Meeting, Thursday, October 24, 2013 at 9:30 am Colwood Fire Hall



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, October 24, 2013 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Ian Elliott, Capital Regional District
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca EA
Ryan Hobbs, District of Highlands
Sara Jansen, Capital Regional District (Recording Secretary)
Rob Johns, City of Victoria
Brett Mikkelsen, Town of Sidney
Troy Mollin, Town of View Royal
John Robertson, District of Central Saanich
Maegan Thompson, District of Esquimalt

Regrets: Geoff Amy, City of Colwood
Stephanie Dunlop, District of Metchosin
Clare Fletcher, Emergency Management British Columbia (EMBC)
Brock Henson, District of Saanich
Alexis Kraig, City of Victoria
Brigitte Prochaska, Southern Gulf Islands Electoral Area
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

Guests: Liane Brooks, Capital Regional District
Sue Hallatt, Capital Regional District
Susan Palmer, Capital Regional District

I. Elliott called the meeting to order at 9:36 am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting and introductions were made.
- 2) **Approval of agenda:** "Recent Email" was added to the agenda under "New Business."

It was **Moved** by J. Grant and **Seconded** by M. Thompson that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

- 3) **Approval of previous meeting minutes (September 19, 2013):**

It was **Moved** by J. Grant and **Seconded** by R. Johns that the minutes from the September 19, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 4) **MIECM Minutes:** Minutes were discussed. The LG EPAC would like look into potential collaboration between the two groups as similar topics are being discussed.

ACTION ITEM for S. Jansen: Contact the mid-island group to gauge interest in potential collaboration and request to add as an agenda item to the next MIECM meeting.

It was **Moved** J. Grant and **Seconded** by R. Johns that the minutes of the Mid-Island Emergency Coordinators &

Managers Commission (MIECM) be received as distributed.

Motion Carried

5) Old Business:

5a) Regional Sustainability Strategy (RSS): The RSS team will facilitate a workshop in early November with the LG EPAC to develop the emergency management policy area in the RSS.

ACTION ITEM for S. Jansen: Schedule a meeting date and time for the workshop.

ACTION ITEM for LG EPAC Members: Review the two draft policies prior to the workshop.

5b) Tsunami Modelling Report:

i. Pamphlets – are available for pick up.

5c) Regional Emergency Communications: A table top was conducted to walk through the regional communications process for tsunami. A functional exercise will be conducted by the CRD at a later time to determine how long it will take to receive notifications. The plan may require an additional redundancy and this will be determined following the CRD functional exercise. Once complete, implementation will be determined by local programs.

ACTION ITEM for LG EPAC members: Those members that choose to participate in the tsunami notification process should email S. Jansen one phone number that will be added to the CRD emergency contact list for an initial notification, and two phone numbers for the follow up conference call.

5d) BCERMS: A draft document is expected for spring of 2014. LG EPAC members can log in to the BCERMS SharePoint site to comment on documents being developed, and can get in touch with A. Kraig or S. Jansen if they have difficulty accessing the site.

5e) REPAC: The next meeting date of the Commission will be December 12 due to conflicts with Emergency Preparedness week. A draft table top exercise was presented and changes were made. The draft exercise will be discussed at the next REPAC meeting.

5f) South Island Pet Team Funding Request: Members of the LG EPAC meet with the South Island Pet Team and will update the rest of the membership if there are new developments.

5f) LG EPAC Meeting Location: G. Amy will host the November 21 LG EPAC meeting in Colwood at 3300 Wishart Road.

6) New Business:

6a) Recent Email: A number of members have received a similar email regarding emergency planning for sewage treatment. T. Whiting will follow up with EPCs.

7) Roundtable: Updates were given.

8) Adjournment: The meeting adjourned at 11:54 PM on motion by R. Johns.

Next Meeting, Thursday, November 21, 2013 at 9:30 am Colwood Fire Hall, 3300 Wishart Road



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, November 21, 2013 at 9:30 a.m.
Colwood Municipal Hall, 3300 Wishart Road

Present: Geoff Amy, City of Colwood
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca EA
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recording Secretary)
Brett Mikkelsen, Town of Sidney
Troy Mollin, Town of View Royal
Tom Pearse, District of Oak Bay
Steve Sorensen, District of Sooke
David Tomaz, Emergency Management BC (EMBC)
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

Regrets: Stephanie Dunlop, District of Metchosin
Ian Elliott, Capital Regional District
Clare Fletcher, Emergency Management British Columbia (EMBC)
Rob Johns, City of Victoria
Alexis Kraig, City of Victoria
Brigitte Prochaska, Southern Gulf Islands Electoral Area
John Robertson, District of Central Saanich
Geoff Spriggs, City of Langford
Maegan Thompson, District of Esquimalt

T. Whiting called the meeting to order at 9:35 am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting and David Tomaz was introduced as the EMBC representative.
- 2) **Approval of agenda:** "Region Wide Database of EOC Trained Staff," "Emergency Preparedness Booklet," and "EMBC Update" were added to the agenda under "New Business."

It was **Moved** by J. Grant and **Seconded** by T. Mollin that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

- 3) **Approval of previous meeting minutes (October 24, 2013):** It was noted that G. Amy's name appeared in the minutes and was not present at the meeting, and that the date for the next REPAC meeting needed to be changed to December 12 instead of December 14.

It was **Moved** by G. Amy and **Seconded** by J. Grant that the minutes from the September 19, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

- 4) **MIECM Minutes:** No minutes were available to discuss.
- 5) **Old Business:**

5a) Regional Sustainability Strategy (RSS): A workshop took place on November 19 with participants from the LG EPAC membership. The workshop solicited input on how emergency management may affect

or impact the other 11 policy areas, and potential solutions to issues in the region. Notes will be collated and sent to the membership so those that were unable to attend have an opportunity to provide feedback. The information will be used to draft a policy for Emergencies and Natural Disasters in the RSS. The LG EPAC will have an opportunity for feedback once the draft policy has been completed.

5b) BCERMS: The Governance working group will have a draft of the guiding principles completed in December for review. The Response working group is developing the Response Structure, Incident Command, and Command and Management sections of the Response Pillar content, and expect a draft to be completed in December. An overall draft BCERMS / BCEMS document is expected for spring of 2014. LG EPAC members can log in to the BCERMS SharePoint site to comment on documents being developed.

ACTION ITEM for S. Jansen: To recirculate information on BCERMS SharePoint site and provide the LG EPAC with EMBC contact information for access.

5c) REPAC: The next meeting date of the Commission will be December 12 at the Esquimalt Council Chambers. Elections will take place at the February meeting and a selection committee will be formed at during the December REPAC meeting. The group will be advised that work plan development will take place during the February meeting.

5d) LG EPAC Meeting Location: The December meeting will be held at the CRD.

6) New Business:

6a) PrepareYourself.ca: The CRD has moved to a new software program and the PrepareYourself.ca website will be transitioned. The site will have a similar look and feel, but it offers the opportunity to review content and reorganize the site if necessary. The public information working group will meet to discuss the website review. This will be discussed at the December meeting along with the 2014 work plan.

ACTION ITEM for S. Jansen: To organize a meeting of the public information working group to review the PrepareYourself.ca website.

6b) 2014 Work Plan: The LG EPAC will consider projects for 2014 during the December meeting.

ACTION ITEM for S. Jansen: To provide a summary of existing working groups and projects to the LG EPAC for discussion at the December meeting.

ACTION ITEM for LG EPAC membership: To send 2014 project ideas to S. Jansen.

6c) Region Wide Database of EOC Trained Staff: The group discussed the possibility of maintaining a regional database of EOC trained staff. This will be added to the 2014 project list for discussion at the December LG EPAC meeting.

6d) Emergency Preparedness Booklet: B. Henson asked the group about the possibility of bulk printing for emergency preparedness booklets. The group discussed creating a common work book specific to the Capital Region, and B. Henson is willing to share what Saanich has completed currently. This item will be added to the 2014 project list for discussion at the December LG EPAC meeting.

6e) EMBC Update: EMBC is in the process of scheduling ESS and emergency management training courses for 2014, and there will be an opportunity for the membership to provide feedback.

7) Roundtable: Updates were given.

8) Adjournment: The meeting adjourned at 11:01 PM on motion by J. Trelford

Next Meeting, Thursday, December 19, 2013 at 9:30 am, Room 107 at the CRD



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, December 19, 2013 at 9:30 a.m.
CRD – 625 Fisgard Street – Room #107

Present: Geoff Amy, City of Colwood
Ian Elliott, Capital Regional District
Eileen Grant, District of Oak Bay5
Jeri Grant, Juan de Fuca EA
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recording Secretary)
Alexis Kraig, City of Victoria
Maegan Thompson, District of Esquimalt
John Trelford, District of North Saanich
Travis Whiting, Capital Regional District

Regrets: Clare Fletcher, Emergency Management British Columbia (EMBC)
Rob Johns, City of Victoria
Troy Mollin, Town of View Royal
Brigitte Prochaska, Southern Gulf Islands Electoral Area

T. Whiting called the meeting to order at 9:36 am.

1) **Welcome and Introductions:** Everyone was welcomed to the meeting.

2) **Approval of agenda:**

It was **Moved** by J. Trelford and **Seconded** by G. Amy that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

3) **Approval of previous meeting minutes (November 21, 2013):**

It was **Moved** by J. Grant and **Seconded** by A. Kraig that the minutes from the November 21, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

4) **MIECM Minutes:**

It was **Moved** E. Grant and **Seconded** by I. Elliott that the minutes of the Mid-Island Emergency Coordinators & Managers Commission (MIECM) be received as distributed.

Motion Carried

5) **Old Business:**

5a) Regional Sustainability Strategy (RSS): The policy template has been completed and circulated to LG EPAC membership.

ACTION ITEM for Membership: To send any feedback on the policy template to S. Jansen.

5b) BCERMS: The BCERMS working groups have been meeting regularly and the Response pillar will have a draft document for circulation in January. The province will be taking a leadership role in the development of the overall document, and a draft should be completed in the spring.

5c) REPAC: The next meeting date of the Commission will be February 6, 2014 at the CRD. Elections will

take place during this meeting and a selection committee was formed during the December REPAC meeting consisting of M. Thompson and S. Jansen. A work plan will be developed at the February meeting following an exercise.

6) New Business:

6a) 2014 LG EPAC Work Plan: The group went over existing working groups and projects and determined that the following will be undertaken in 2014:

- Tsunami emergency communications exercise (March)
- Endorse and implement LG EPAC exercise plan
- Review of the REPAC terms of reference and creation of new bylaw to replace RECAC bylaw
- E-team – T. Whiting will arrange a demonstration of the MASAS map viewer and S. Jansen will provide an overview of the custom E-Team map viewer.
- The public information group will create a work plan for the year, including updating the PrepareYourself.ca website, a media plan, follow up on media workshop, and incorporate Emergency Preparedness Week and ShakeOut BC activities to ensure a coordinated approach
- The regional telecommunications group will complete an overview document that contains EOC contact information for the Region as well as recommendation for best practices in EOCs
- The group will use the emergency preparedness template provided by B. Henson to create a regional emergency preparedness booklet for use by all local governments

ACTION ITEM for S. Jansen: To provide a summary of existing working groups and projects, confirm membership of working groups, and distribute to the LG EPAC for discussion at the January meeting.

6b) 2014 Recommendations to REPAC work plan: All existing working groups will continue into 2014 with the exception of the social media group which will have their project finished in February 2014. The public messaging group will focus on emergency preparedness week and ShakeOut BC and collaborate with the LG EPAC public messaging working group. A separate group may be formed to create an emergency preparedness booklet for vulnerable populations. Additional projects may arise from the table top exercise.

6c) EMBC Sponsored Training Courses: A list of potential training courses has been circulated to the group.

ACTION ITEM for Membership: To email their top 5 course priorities, an estimate of the number of people expected to attend from that particular local government, and whether the local government can host the course, to S. Jansen by January 13, 2014.

6d) REPAC Membership: M. Thompson received a request from the general public regarding REPAC membership. The terms of reference state that membership is for representatives of an invited organization directly involved in emergency management.

7) Roundtable:

7a) LG EPAC Meeting Location: The next LG EPAC meeting will take place in Oak Bay.

8) Adjournment: The meeting adjourned at 11:56 PM on motion by M. Thompson.

Next Meeting: Thursday, January 16, 2014 at 9:30 am, Oak Bay Municipal Hall, 2167 Oak Bay Ave, Council Chambers.



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, January 16, 2014 at 9:30 a.m.
Oak Bay Council Chambers, 2167 Oak Bay Avenue

Present: Ian Elliott, Capital Regional District
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca Electoral Area (EA)
Brock Henson, District of Saanich
Sara Jansen, Capital Regional District (Recording Secretary)
Rob Johns, City of Victoria
Blair McDonald, Township of Esquimalt
Brett Mikkelsen, Town of Sidney
Troy Mollin, Town of View Royal
John Robertson, District of Central Saanich
Steve Sorensen, District of Sooke
Maegan Thompson, District of Esquimalt
David Tomaz, Emergency Management British Columbia (EMBC)
John Trelford, District of North Saanich

Regrets: Stephanie Dunlop, District of Metchosin
Clare Fletcher, EMBC
Alexis Kraig, City of Victoria
Travis Whiting, Capital Regional District

I. Elliott called the meeting to order at 9:34 am.

1) **Welcome and Introductions:** Everyone was welcomed to the meeting. E. Grant from the District of Oak Bay was thanked for hosting the LG EPAC. Blair McDonald was introduced as the new Community Safety Services for the Township of Esquimalt.

2) **Approval of agenda:**

It was **Moved** by M. Thompson and **Seconded** by J. Grant that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

3) **Approval of previous meeting minutes (December 21, 2013):**

It was **Moved** by J. Grant and **Seconded** by T. Mollin that the minutes from the December 21, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

4) **MIECM Minutes:** No minutes were available to discuss. The LG EPAC agreed to invite the MIECM to attend their meeting and will send an attendee to meetings in Duncan when available.

ACTION ITEM for S. Jansen: To obtain the MIECM meeting schedules and agendas to circulate to the LG EPAC, and inquire with the MIECM for conference call attendance from the LG EPAC. LG EPAC membership attendance for the MIECM will be a standing agenda item and discussed prior to MIECM meetings.

5) **Old Business:**

5a) **Regional Sustainability Strategy (RSS):** A first draft of a policy for Emergencies and Natural

Disasters has been completed. The LG EPAC had an opportunity to review the policy and provide feedback prior to the RSS team providing an overview to the Planning, Transportation, and Protective Services Committee in February.

ACTION ITEM for S. Jansen: Incorporate feedback into draft policy for the RSS team and distribute updated RSS timeline to LG EPAC.

5b) BCERMS: The BCERMS working groups have been meeting regularly and a draft Response framework has been developed and will be for circulated by the end of January. A draft Guiding Principles document has been created and will be circulated to the rest of the BCERMS working groups for comment.

ACTION ITEM for S. Jansen: Follow up with EMBC for updated timeline of BCERMS project and obtain access to the BCERMS SharePoint site for B. McDonald.

5c) 2014 LG EPAC Work Plan: The group went over working groups and projects determined during the December meeting and confirmed membership and projects for 2014. It was noted that the March LG EPAC meeting falls during spring break and is the deadline for several project tasks. The meeting may be changed to ensure adequate attendance and will be addressed at the February meeting.

ACTION ITEM for S. Jansen: Schedule meetings for working groups and send Saanich's Emergency Preparedness Workbook to those in the regional workbook working group.

5d) REPAC: The next meeting date of the Commission is on February 6, 2014 at the CRD. Elections will take place during this meeting. A work plan will be developed at the February meeting following an exercise.

ACTION ITEM for LG EPAC Membership: Send election nominations to the REPAC election committee of S. Jansen or M. Thompson.

It was **Moved** by M. Thompson and **Seconded** by R. Johns that E. Grant be appointed as the LG EPAC Vice-Chair representative of the REPAC.

Motion Carried

5e) LG EPAC Exercise Plan: The three year LG EPAC exercise plan was discussed.

It was **Moved** by E. Grant and **Seconded** by S. Sorensen that LG EPAC three year exercise plan be endorsed and implemented.

Motion Carried

6) New Business:

6a) Tsunami Workshop: D. Tomaz informed the group that EMBC will be providing tsunami workshops for CRD residents in the month of March. A workshop has been confirmed in Sooke. LG EPAC members would like to have two additional evening workshops in the Region. C. Fletcher is the lead contact for workshop information but local governments need to promote workshops to residents.

ACTION ITEM for D. Tomaz and S. Jansen: To follow up with EMBC as to availability of EMBC staff to provide additional workshops and arrange for workshop dates and locations.

6b) Victoria Home Design and Renovation Show: The theme of the 2014 show is Earthquake preparedness. R. Johns inquired whether the LG EPAC would like to have a booth at the show. All members agreed it would be a benefit and would try to find volunteers for the weekend.

ACTION ITEM for R. Johns: To follow up with ShakeOut BC committee for possibility of sponsorship of table and to reserve a table at the show if still available.

6c) Tsartlip Tsunami Awareness Planning Session: S. Jansen received a request from Marc D'Aquino of the First Nations Emergency Services to inform and invite LG EPAC members to a planning session with

First Nations regarding tsunami and emergency preparedness information. Members would like to attend and are willing to present if required.

ACTION ITEM for S. Jansen: To confirm workshop details with M. D'Aquino and circulate information to membership.

7) Roundtable:

7a) LG EPAC Meeting Location: The next LG EPAC meeting will take place in Central Saanich.

ACTION ITEM for M. Thompson and S. Jansen: To circulate Esquimalt volunteer intake package to membership.

8) Adjournment: The meeting adjourned at 11:56 PM on motion by M. Thompson.

Next Meeting: Thursday, February 20, 2014 at 9:30 am, 1512 Keating Cross Rd, Central Saanich.



Making a difference...together

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION
Minutes of Meeting Held Thursday, February 20, 2014 at 9:30 a.m.
Oak Bay Council Chambers, 2167 Oak Bay Avenue

Present: Geoff Amy, City of Colwood
Steve Cooley, City of Langford
Clare Fletcher, Emergency Management British Columbia (EMBC)
Eileen Grant, District of Oak Bay
Jeri Grant, Juan de Fuca Electoral Area
Brock Henson, District of Saanich
Ryan Hobbs, District of Highlands (via teleconference)
Sara Jansen, Capital Regional District (Recording Secretary)
Rob Johns, City of Victoria
Brett Mikkelsen, Town of Sidney
Troy Mollin, Town of View Royal
Tom Pearse, District of Oak Bay
John Robertson, District of Central Saanich
Steve Sorensen, District of Sooke
Geoff Spriggs, City of Langford
Maegan Thompson, District of Esquimalt
Travis Whiting, Capital Regional District

Guest: Dwight Ince, Canadian Forces Base (CFB) Esquimalt

Regrets: Stephanie Dunlop, District of Metchosin
Ian Elliott, Capital Regional District
Alexis Kraig, City of Victoria
John Trelford, District of North Saanich

T. Whiting called the meeting to order at 9:40 am.

- 1) **Welcome and Introductions:** Everyone was welcomed to the meeting. J. Robertson from the District of Central Saanich was thanked for hosting the LG EPAC. Introductions were made around the table.
- 2) **Approval of agenda:** Dwight Ince was in attendance as a guest to speak to the tsunami sirens that will be installed on the CFB. "Tsunami Siren Update" Was added as item number 5 on the agenda.

It was **Moved** by J. Grant and **Seconded** by E. Grant that the agenda of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as amended.

Motion Carried

- 3) **Approval of previous meeting minutes (January 16, 2013):**

It was **Moved** by G. Amy and **Seconded** by J. Grant that the minutes from the January 16, 2013 meeting of the Local Government Emergency Program Advisory Commission (LG EPAC) be approved as distributed.

Motion Carried

- 4) **Other Agency Minutes:** The MIECM and REPC minutes were discussed.

It was **Moved** by M. Thompson and **Seconded** by E. Grant that the minutes from the MIECM and REPC be received as distributed.

Motion Carried

ACTION ITEM for S. Jansen: To circulate the MIECM agenda prior to the March 19 meeting to determine LG EPAC attendance.

- 5) **Tsunami Siren Update:** D. Ince provided an update on tsunami siren installation at CFB Esquimalt. Due to cost, the project will be completed in phases. They are issuing a Request for Proposal and will have at least one phase in place for 2014. An information campaign will explain the guidelines for use so local communities can determine their own processes if the sirens are activated. CFB will not know how far the sound will travel until installation but have completed modelling that will provide an indication.

As part of their information strategy, the Public Affairs Offices will consult with local governments, then other emergency management stakeholder, and the media.

CFB used the CRD tsunami modelling report to create their evacuation zones and decided to use a 5m line across the area for ease of messaging.

ACTION ITEM for S. Jansen: To circulate the CFB Esquimalt evacuation zones to the LG EPAC.

6) **Old Business:**

6a) **Regional Sustainability Strategy (RSS):** An update was provided on the RSS. There will be opportunity for additional LG EPAC input into the RSS.

6b) **BCERMS Update:** The BCERMS working groups have been meeting regularly. The draft Response pillar content is on schedule to be completed for circulation by the end of March. A draft Guiding Principles document has been created and will be circulated to the rest of the BCERMS working groups for comment.

As discussed at previous LG EPAC meetings, the Commission may provide input into the BCERMS process by obtaining a BCeID to access the BCERMS SharePoint sites through A. Kraig or S. Jansen. Any feedback on the documents will be relayed through working group members of A. Kraig, S. Jansen, B. Mikkelsen or C. Fletcher to the BCERMS group.

6c) **REPAC:** Elections took place during the February meeting. B. Henson will remain the Chair, with T. Henderson of Camosun College as a Vice-Chair and E. Grant as the appointed Vice-Chair through the LG EPAC.

The Commission confirmed five working groups for 2014:

1. Regional Post Disaster Transportation
2. Situational Awareness
3. Emergency Public Information
4. Educational facilities
5. Community Disaster Recovery

G. Horth will present on Capital Region Emergency Service Telecommunications (CREST) at the next meeting, and a Provincial representative will provide an update on developments in the Lower Mainland.

6d) **Regional Emergency Preparedness Workbook:** A draft table of contents has been developed by the working group. The table of contents will be organized to coincide with the layout of PrepareYourself.ca to ensure consistent messaging and branding. A draft document will be available for review prior to the March LG EPAC meeting. The project is on track for release during Emergency Preparedness week in May.

6e) **Regional Telecommunications Plan:** S. Jansen is in the process of compiling EOC communication mode surveys. A draft of this document will be available for the March LG EPAC meeting.

6f) **2014 Public Information Plan:** A summary of the 2014 public information plan for the LG EPAC was presented. The campaign will launch in May in conjunction with emergency preparedness week and the release of the emergency preparedness workbook. The focus of 2014 will be 26 weeks/tips to emergency preparedness with the culmination of the campaign during ShakeOut BC in October. Each week participating local governments will use social media and websites to promote one tip and residents can

sign up for weekly tip reminders and win prizes for participation. A social media guide will be created for local governments with standard messaging for each week of the campaign. A draft communications plan will be presented during the March LG EPAC meeting.

6g) EMBC Tsunami Workshops: EMBC will be conducting three tsunami workshops in March:

1. March 11, 2014 7:00pm – 9:00pm, Windsor Park Pavilion, Oak Bay
2. March 19, 2014 7:00pm – 9:00pm, Central Saanich Fire Hall
3. March 20, 2014 7:00pm – 9:00pm, 3 – 7450 Butler Road, Sooke

It is the responsibility of local authorities to promote the workshops to residents. Local authorities that do not have a workshop in their area are encouraged to invite their communities to attend other sessions.

6h) Tsartlip Tsunami Awareness Planning Session Invitation: The date of the session has been changed to March 17, 2014, 8:30 – 4:30, #3 Boat Ramp Road, Brentwood Bay, BC. Those local authorities that would like to attend can contact Marc D'Aquino directly: md'aquino@FNESS.bc.ca. Priority will be given to those local authorities adjacent to First Nations land.

6i) Victoria Home Design and Renovations Show: R. Johns provided an update on the show. The booth has been fully staffed and he will arrange set up and take down.

ACTION ITEM for LG EPAC membership: To send workshop and event items to S. Jansen prior to Thursday, February 27, 2014 and to provide any community-specific promotional materials to R. Johns for use at the booth.

ACTION ITEM for S. Jansen: To collate workshop and event items into a hand out for distribution at the show.

7) New Business:

7a) Coordinated Rapid Damage Assessment (RDA) Course (BC Housing): Two half-day RDA Assessment courses are being offered through BC Housing: the first would consist of the standard RDA course, and the second is designed to assist those communities writing RDA plans. The audience would be a combination of building and emergency management representatives. R. Johns inquired whether the group was interested in attending these courses if he coordinated delivery for April. All local governments at the table are interested in attending.

ACTION ITEM for R. Johns: To confirm cost, and potentials dates and locations for the course.

ACTION ITEM for LG EPAC: To send estimated course attendance numbers to S. Jansen.

7b) Emergency Notification Systems (Regional): There was discussion on mass notifications systems and there was in interest to investigate the possibility of a regional emergency mass notification system or service. A working group was formed consisting of R. Johns, S. Jansen, M. Thompson, B. Henson, J. Grant, and G. Amy.

It was **Moved** by R. Johns and **Seconded** by E. Grant that a working group be formed to explore the idea of a mass notification system for the Capital Region.

Motion Carried

7c) March LG EPAC Meeting – Date Change: The membership will still meet on March 20, 2013.

8) Roundtable:

8a) LG EPAC Meeting Location: The next meeting will take place at the CRD, 625 Fisgard Street

9) Adjournment: The meeting adjourned at 11:10 AM on motion by M. Thompson.

Next Meeting: Thursday, March 20, 2014 at 9:30 am, CRD, 625 Fisgard Street, Room 107



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Development Planning Advisory Committee (DPAC)

MEETING NOTES

RSS – Servicing Policy & Draft Settlement Hierarchy

Monday, July 29, 2013
8:30 am – 4:00 pm

City of Victoria Ante Chamber

1 Centennial Square, Victoria, BC

DPAC Members Present		CRD Staff and Consultants Present	
Bill Brown	Township of Esquimalt	Corey Burger	CRD – Regional Planning
Bruce Greig	District of Central Saanich	James van Hemert	Golder & Associates
Cameron Scott	District of Saanich	Jeff Weightman	CRD – Regional Planning
Corey Newcomb	Town of Sidney	June Klassen	CRD - Juan de Fuca Planning
Deb Day	City of Victoria	Malcolm MacPhail	CRD – Regional Planning
Heike Schmidt	Ministry Community, Sport & Culture	Marg Misk - Evans	CRD – Senior Manager Regional Planning
Kristina Bouris	City of Victoria	Maureen Mendoza	CRD – Regional Planning
Laura Beckett	District of Highlands	Susan Palmer	CRD – Regional Planning
Lindsay Chase	Town of View Royal		
Mark Brodrick	District of North Saanich		
Mark Hornell	City of Victoria		
Matthew Baldwin	City of Langford		
Robert Batallas	City of Victoria		
Roy Thomassen	District of Oak Bay		
Sharon Hvozdanski	District of Saanich		
Tara Johnson	District of Sooke		

1.0 WELCOME AND PURPOSE OF THE WORKSHOP

Marg Misek-Evans welcomed the DPAC members and outlined the purpose of the session and the workshop process. The current workshop is the first of two intended to discuss a range of topics related to the RSS growth management, transportation and employment lands strategic areas. The focus for the day was on growth containment, servicing, and the settlement hierarchy. Discussions encompassed proposed approaches, mapping, targets and indicators. Susan Palmer provided a brief overview of the proposed approaches to growth containment and servicing, as well as a proposed settlement hierarchy. James van Hemert provided an overview of the proposed approach to identifying indicators and targets.

Participants participated at one of three tables where detailed discussions were held. The groups also convened as a whole during the course of the workshop to share findings and discussions. The following notes provide an overview of key points made during the small table discussions as well as when the group convened as a whole.

2.0 SERVICING

Maps were introduced showing the extent of existing water and sewer servicing as well as the servicing policy boundaries from each municipality. Attendees were asked to discuss the proposed approaches to servicing as well as other issues surrounding water and sewer servicing in the region.

Common Themes

- There was strong agreement that any new servicing should be done on a user-pay based system. Several attendees asked for better information regarding the costs of existing servicing and how costs have been allocated historically.
 - Concern was also expressed that hidden subsidies could exist without a clear understanding of the full costs of providing water service to rural areas.
 - If full costs are allocated to new developments, such developments may be uneconomical to build.
- Many participants maintained that water servicing was a useful growth management tool and that allowing further provision of water services in areas outside the RUCSPA would be counterproductive.
 - As water expansion outside the RUCSPA is largely into rural lands, several attendees asked about developing a definition for rural, including minimum lot size.
 - Attendees also asked about sizes of existing rural zoned lots.
 - One challenge noted was that existing zoning might already allow for smaller lots than proposed in a rural definition and that down zoning would be difficult.
- Several attendees noted that it was important for all municipalities to define an urban containment boundary or otherwise define a RUCSPA within their boundaries.
- Many attendees asked for additional information regarding installation of water service, specifically asking which areas outside of the RUCSPA have been serviced after the RGS was adopted in 2003.
- Several attendees were concerned about the terminology of “water as a right”, noting that what was being discussed was water servicing, not availability of potable water.
- Suggested criteria or conditions that should be required (in addition to the existing requirements re public health, fire suppression or environmental protection) when considering whether an area should be provided with water included:

- proof that existing water supplies were non potable
- establishment of growth caps in rural areas to be serviced in order to prevent additional development.
- It was noted that VIHA can override servicing limits imposed by the RGS/RSS or local bylaws and require the provision of water and/or sewer service if there are health concerns.

Table 1 Specific Comments

- Attendees discussed establishing minimum densities in greenfield and infill or brownfield areas.
- Achieving density targets requires analysis of existing densities to determine where targets are already being met, as well as future capacity and servicing needs.
- The group noted that BC Transit has an important role to play regarding density and mode share targets and that there was a need to keep them engaged in the process.
- Regarding the terminology of “water as a right”, attendees noted that the Canadian Institute of Planners’ adherence to United Nations resolutions regarding the human right to access to water may make this language problematic.

Table 2 Additional Comments

- Attendees noted that the existing private Kemp Lake Water District might join CRD Water as their existing water supply no longer meets new provincial regulations and this may set a precedent for other private water providers in the CRD located with the Juan de Fuca Electoral Area.
- Highlands is just now adding water and sewer service within the Highlands Servicing Boundary.
- The group noted that what was being discussed was water service, not water, and thus the terminology of “water as a right” was problematic.
- The group asked about debt servicing costs for existing infrastructure and how these sunk costs were allocated, asking for additional information to be brought forward at the next DPAC meeting.
- As many rural parts of the region are near existing water pipes, an attendee noted that residents near these existing pipes were asking for water service.
- An attendee noted that while Metchosin currently has low growth policies, it would likely seek growth as their population and infrastructure ages to remain financially viable.
- The group discussed a potential servicing policy involving the following elements:
 - User pay for water infrastructure, ongoing operating costs and sunk costs.
 - Shared costs for watershed acquisition and protection as well as trunk water mains
 - Avoid including ALR lands within the RUCSPA
 - Agricultural water supply should continue to be subsidized
 - An amendment process would need to be developed including the nature of triggers for specific types of amendments
 - Demonstrate that water is non-potable before service is provided
 - Better define fire suppression and health reasons better before allowing water servicing
 - Rural areas (Juan de Fuca settlement areas, Metchosin, Sooke outside of Community Growth Area , Central Saanich outside of the RUCSPA, North Saanich outside of a potential future Urban Containment Boundary) should be subject to:

- A user pay principle
- A requirement that water service must be contiguous
- A cap on growth in the Regional Context Statement and OCP
- Urban Areas (Victoria, Esquimalt, Oak Bay, Langford, Colwood, Saanich inside RUCSPA) should be subject to:
 - a user pay principle
 - A requirement that water service must be contiguous

Table 3 Additional Comments

- One attendee felt that no sewer servicing should be allowed without water services.
- The importance of providing water on a subsidized basis to agricultural lands was identified as a key factor in supporting the economic competitiveness of local agriculture and also supporting the RSS food security goals.
 - The possibility of using non-potable water, either raw or grey, for agricultural irrigation purposes was raised, possibly using a dual-pipe system
- The delivery of water in bulk makes regional restriction difficult.
- One attendee felt that changes to servicing boundaries be a minor amendment that would not require the agreement of all municipalities.
- Concern was raised that the RSS would limit rural development.
- One attendee felt that removing limitations to the provision of water services was acceptable as zoning and OCP bylaws can be used to manage the nature of location of growth in a municipality.
- One attendee asked about “off-grid” water servicing in rural areas and if this sort of development was being encouraged.

3.0 SETTLEMENT HIERARCHY

Maps were introducing showing the draft Settlement Hierarchy, the existing OCP defined centres and the Draft Regional Transportation Plan mobility hubs. Attendees were asked to discuss the draft hierarchy including the geography of each specific centre, as well the targets set for the various levels of centres.

Common Themes & Large Group Discussion

- Different views were expressed regarding a preferred approach to the settlement hierarchy. Some expressed the view that the proposed settlement hierarchy trended too far into local servicing areas, while others believed the hierarchy should be expanded to capture smaller centres and nodes.
 - Those that preferred an expanded settlement hierarchy suggested that the smaller neighbourhood nodes had a significant influence on travel behaviour and thus lower GHG emissions, as they facilitate active travel modes and less automobile driving.
 - Those that preferred a reduced hierarchy felt that the proposed hierarchy would facilitate the dispersal of development and growth and thus reduce the ability to reach mode share or climate change goals.
- Questions were asked regarding the appropriateness of the land use and density targets recommended in the Draft Regional Transportation Plan (RTP) for the Capital Region context. It was noted that the recommended targets reflect the level of development required to support the proposed levels of transit service and have been borne out in

many areas, not just large metropolitan areas. It was noted that Kitchener, Ontario's downtown was cited as an example in the Draft RTP.

- Further information was requested regarding BC Transit's density targets and how they aligned with the proposed targets.
- An attendee expressed concern regarding the projections noting that they do not accurately capture existing and future trends in their municipality. One attendee felt that the market would be the strongest determinant of growth patterns and that market forces would override policy.
- Attendees asked about market forces regarding the choice of single vs multi-family housing, as well it was noted that demographics for the region are changing and that may affect both housing and transportation choices.
- Several attendees noted that the Regional District is not currently a significant funder, so lacks funding as a tool to help shape growth
 - Questions were asked about future Federal gas tax disbursements and how those might be linked to performance targets
- A question was asked about involvement of First Nations in the RSS, especially given recent development proposals by several First Nations.
- A question was asked about the RTP Regional Multi-Modal Network (RMN) and how it interacted with the existing Victoria Regional Rapid Transit Project and BC Transit's Transit Future plan including the Frequent Transit Network (FTN). CRD Staff noted that the RMN is explicitly built on the FTN and Rapid Transit network as well as other existing regional plans such as TravelChoices and the Pedestrian and Cycling Master Plan.
- One attendee noted that 2/3 of the regional population is within 8km of the Metropolitan Centre and that maybe the focus should be on cycling instead of rail-transit.

Table 1 – Additional Notes

- A request was made to reduce the View Royal Urban Centre to only encompass the Town Centre as identified in the OCP.
- The group discussed two new potential types of Centres: Urban Village Centre and Neighbourhood Node which might have some of the following:
 - Characteristics of the new categories include:
 - Provide , goods, services and amenities that serve the local population
 - walkable and accessible by car and bicycle
 - predominantly residential
 - typically have a historic basis
 - may include cultural or other community services and amenities
 - non-residential development is focused on an intersection.
 - These new categories can contribute to increasing community health and wellbeing as well as place-making
 - One of the features of these areas are that they connect well with larger centres especially through transit. (e.g. Gordon Head loop) ;
 - Examples of Urban Villages Centres or Urban Neighbourhood Nodes included Cook Street Village, the intersection of Fairfield & St. Charles, Quadra & Tolmie
 - Rural nodes (such as in Metchosin) – the role small concentrations of local goods and services play in rural areas was felt to be significant from a regional perspective, especially with regard to facilitating shorter vehicle trips to access daily or convenience goods and services.
 - The group noted that these areas should have growth restrictions to manage rural development;

- A request was made to reduce the boundaries of the proposed Sidney Urban Centre to only include the Downtown Commercial area as identified in the OCP.
- Attendees noted the importance that schools play in making communities whole and that schools should be included in the list of services for all centres, especially smaller centres

Table 2 – Additional Notes

- There was concern discussed that the large number of centres would dissipate development throughout the region
 - Several attendees felt that the hierarchy should be contracted to just include the major centres and metropolitan centre
- The group discussed dropping Westhills as a Centre as it did not fit with the existing hierarchy
- Although Royal Oak does not have strong growth, the group discussed keeping it as a centre to recognize its place in the transportation network
- In the discussions about types of centres, the group discussed reclassifying Shelbourne to an Urban Centre (from Major Centre), removing Saanich's Feltham Village from the Centre and to align policies with the draft Shelbourne Action Plan (Fall 2013)
- In discussions around the Metropolitan Centre, the group thought that it should be expanded to include all of the Uptown/Mayfair Major Centre
- The group discussed reclassifying Sooke to an Urban Centre from a Rural Centre
- There was a discussion of including corridors such as Fort St as "bridges" between Centres
- The group noted that many centres have already met or nearly met their targets and proposed a policy where centres that have already met targets would be priorities for future transit investment

Table 3 – Additional Notes

- A request was made to expand the boundaries of the proposed Major Centre for Langford to include portions further west
- The group discussed the distinctions between rural and urban areas, noting that a continuum or a transect approach may be most appropriate
- One data gap was noted regarding job growth and whether or not those jobs were merely those that had moved within the region or had actually been created or attracted to the region
- An attendee noted that the Travel Choices' targets had never been tested and felt that investment should flow to places that meet targets
- There was a request for each community to do a land capacity analysis based on zoning with additional complete community aspects such as proximity of capacity to rapid/frequent transit network, park/open space etc.



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Development Planning Advisory Committee (DPAC)

MEETING NOTES

RSS – Employment Lands, Servicing Policy & Draft Settlement Hierarchy

Tuesday, Sept 24, 2013

Kinsmen Fieldhouse, Juan de Fuca Recreation Centre

DPAC Members Present		CRD Staff and Consultants Present	
Bill Brown	Township of Esquimalt	Corey Burger	CRD – Regional Planning
Brent Mueller	Ministry of Community, Sport & Cultural Development	Iain Lawrence	CRD – Juan de Fuca Planning
Bruce Greig	District of Central Saanich	James van Hemert	Golder & Associates
Cameron Scott	District of Saanich	Jeff Weightman	CRD – Regional Planning
Corey Newcomb	Town of Sidney	June Klassen	CRD - Juan de Fuca Planning
Deb Day	City of Victoria	Malcolm MacPhail	CRD – Regional Planning
Gerald LeBlanc	District of Sooke	Marg Misk - Evans	CRD – Senior Manager Regional Planning
Heike Schmidt	Ministry of Community, Sport & Cultural Development	Sue Hallatt	CRD – Regional Planning
Iain Bourhill	City of Colwood	Susan Palmer	CRD – Regional Planning
Ivo van de Kamp	City of Colwood		
Jarret Matanowitsch	District of Saanich		
Kristina Bouris	City of Victoria		
Laura Beckett	District of Highlands		
Lindsay Chase	Town of View Royal		
Matthew Baldwin	City of Langford		
Rob Buchan	District of North Saanich		
Robert Batallas	City of Victoria		
Sherry Hurst	District of Metchosin		



1.0 WELCOME AND PURPOSE OF THE WORKSHOP

Susan Palmer welcomed the attendees and provided an overview of the revised agenda. This workshop is the second of two DPAC workshops related to the RSS the growth management and employment lands Regional Sustainability Strategy (RSS) strategic areas. The focus for the day includes discussion of policy approaches for employment lands and continuation of discussion from the July 29th, 2013 workshop on options for the settlement typology, provision of water services outside of the RUCSPA, and rural-urban distinctions.

Participants participated at one of three tables where detailed discussions were held. The groups also convened as a whole during the course of the workshop to share findings and discussions. The following notes provide an overview of key points made during the small table discussions as well as when the group convened as a whole.

2.0 EMPLOYMENT LANDS

Susan Palmer gave an overview of the purpose of the employment lands policy area and criteria for selecting the proposed employment lands. This included a review of each official community plans (OCP). Proposed categories were based on a review of other regional growth strategies (RGS), including the Metro Van RGS. Attendees were asked to discuss the proposed employment land categories, designations, and mapping in small groups and then reconvened as a whole to share views.

Common Themes

Attendees indicated that the level of mapping detail should be appropriate at the regional scale.

Three principals were identified regarding policies for and identification of employment lands:

- Protection of the land base for critical infrastructure and facilities
- Contribute to flexible and resilient responses to changing needs
- Locate jobs where they can be supported with transportation options, lead to reduced GHG emissions and are close to affordable housing
- Marine-based industrial locations such as the shipyards should be recognized and protected as critical employment lands due to their unique location requirements, the lack of alternative locations and the pressure that is being brought to bear to convert some of them to other uses. Gateway facilities such as ferry terminals and airports were also noted as have similar characteristics. Difficult to locate regional facilities, such as landfills and penitentiaries were also identified as important to consider in identifying regional employment lands.
- Potential criteria for identifying employment lands could include the difficulty of re-locating significant industries such as those noted above and employment density.
- Transportation linkages and connections with employment lands were identified as important considerations in designating employment lands. It was noted that the proposed map has taken this into consideration. However, further integration of employment lands with the Regional Transportation Plan's draft Regional Multi-Modal Network was noted as important, especially with respect to access to public transit. Attendees noted that population growth in West Shore communities is faster than employment growing leading to strains on the current regional transportation system.



- Interest was expressed in having the CRD undertake an industrial land capacity analysis. Attendees were concerned that without a stronger information base it is difficult to determine how much industrial land is needed in the region to meet current and future requirements.
- It was generally agreed that large institutions such as hospitals and post-secondary institutions should be recognized as regionally significant.
- Questions arose regarding the difference between employment lands and urban centres identified in the proposed settlement typology. For example, it was noted that the two major hospitals, Royal Jubilee and Victoria General, have been included within a proposed centre and also function as major regional employers.

Table 1 – Additional Notes

- The view was expressed by the majority of Table 1 participants that the RSS has a role to play in protecting industrial lands in a manner similar to the Agricultural Land Reserve. It was noted that losing industrial lands is not an option and lands are needed for locating industry in response to changes in the economy.
 - A minority view held that all employment lands should not be classified according to type and new industrial lands can be established when their current location becomes unworkable with neighbouring land uses.
- Several industrial and institutional-type employment lands were identified for inclusion on the map: Vancouver Island Technology Park, Esquimalt industrial park, Victoria's marine-industrial lands around the inner harbour, hospitals and prisons.
- The airport industrial lands were generally considered to have limited potential due to lack of infrastructure. It was noted that airport "gateway" uses should be considered in a different category from the airport "industrial" uses.
- A request was made for a heat map to show the relationships between transportation, employment lands, and industrial hotspots.
- It was questioned if there is a critical amount of industrial land base that is needed to support the economy.
- It was noted that if preservation of employment lands is important, then the employment lands policies should also be supported elsewhere in the RSS.

Table 2 – Additional Notes

- Attendees discussed how employment lands might be included in a Regional Context Statement
- Concern was expressed that the identification of employment lands may put some municipalities at an advantage relative to others. However, it was also noted that in the context of the plan's timeframe, any potential competitive advantage would be momentary.
- It was noted that the employment lands identified on the map not only captures a snapshot in time of current lands, but also helps identify lands that will maintain the industrial land base in the region.
- Concern was expressed that proposed categories may be too specific and they should be broad enough to accommodate the evolution of economic activity over time. For example, office space per employee has decreased over time and there is a growing trend for manufacturing to move back to North America.



- It was noted that industrial development was being outbid by residential developers, during periods of strong economic growth, making it challenging to maintain or add new industrial lands.
- Attendees discussed taking a different focus for employment lands based on ensuring there was enough land in the region to support for the level of employment needed
- Attendees discussed a proposed approach to employment lands which involved having critical employment lands identified in OCPs rather than the RSS. This approach is more flexible because it is easier to amend OCPs than the RSS.
- It was noted that 40% of jobs are local serving (service sector) with the balance being regional or global serving. The majority of the local serving jobs are typically located in residential areas meaning that approximately 60% of jobs would locate within employment lands or an urban centre.
- One of the challenges with achieving potential transportation benefits associated with locating jobs and housing in close proximity is the significant number of two job households.

Table 3 – Additional Notes

- When discussing the various DND lands located throughout the region, attendees noted that they were relatively under-serviced with infrastructure and housing. Salaries for workers tend to be relatively low resulting in many of these workers living in the West Shore to access less expensive housing.
 - Attendees also noted that some DND lands do not provide significant employment, specifically mentioning William Head being used mainly for military exercises and Albert Head as the site of a Federal Penitentiary.
- Attendees discussed expanding the employment lands categories to include employment lands that would accommodate future employment growth
- Some attendees suggested additional areas that should be identified, such as the industrial lands near the harbour, or Bchart Gardens
- The view was expressed that retail development is not important regionally but is primarily of local significance
- Attendees noted that most of areas that contain office development are not identified as Employment Lands and consideration should be given to protecting the land base for office uses Examples include the Provincial government office lands in downtown and James Bay covered by the Victoria Accord.
- Attendees discussed whether agricultural lands should be included, especially as some industrial-scale farms such as greenhouses provide high levels of employment.
- It was noted that the potential impact that development of First Nations lands should be considered.

2.0 SETTLEMENT TYPOLOGY

In response to issues and concerns raised at the July 29th, 2013 DPAC meeting, two options for a settlement typology were put forward for discussion. Attendees discussed options in small groups and reconvened to share perspectives with the group as a whole.



Common Themes

- Most attendees felt that Option 1, which recognized Victoria's Metropolitan Centre as the highest density population and employment area in the region, was the appropriate choice, with attendees citing various reasons including existing urban density, requirement for the region to have a strong core, and recognition of the historical and cultural centre of the region.
 - Some attendees expressed concern that Option 1 may imply limitations for West Shore municipalities in realizing their long-term aspirations and goals to build centres that would ultimately be as dense as the Metropolitan Centre is now. It was noted that the RSS should indicate that all municipalities play important roles in the region and to acknowledge how they are mutually supportive.
 - There was also consensus that the provincial capital status of Victoria should be acknowledged
- Most attendees expressed the view that the RSS needs to reflect individual municipalities OCP's aspirations and goals in a regional context, although opinions differed as to how this might be accomplished.
- Discussion occurred regarding the nature of multi-nodal networks and whether each node should have similar land use densities and mixes or if some should be denser than others.
- There is support for focusing on settlement typology and function rather than an hierarchical approach
- Attendees noted that the two different options have different implications for transit service levels. Option 2 would result in a more dispersed growth pattern than Option 1 and therefore higher levels of transit service would be less cost-effective to provide.
- The question was raised if there will be sufficient growth for all of the centres to achieve their targets

Table 1 – Additional Notes

- Attendees discussed the differences between the two options relative to any new 2038 projections
- Concern was expressed that Westhills has been designated as an Urban Centre".
 - It was noted that Westhills is planned to be a mixed use community, accommodating substantial growth and that the commercial component has yet to be built-out
- Some attendees felt the same methodology for applying the typology should be used across the region, especially as some of the areas may be seen as aspirational and targets may be difficult to achieve.
- An attendee noted that Sooke does not currently have enough employment within its boundary to support the existing settlement. It does, however, serve as a commercial hub for surrounding rural areas.
- Attendees discussed a definition for Rural Settlement that reflects the idea that those areas have historic roots as distinct communities and that residents want to maintain a rural lifestyle in proximity to urban services.
- There was some agreement that for consistency, the Rural Settlement designation should also be considered in Metchosin and Highlands. One solution is to have two



underlying designations: Urban Settlement and Rural Settlement. Another solution is to place Rural Settlements on a separate map.

- Attendees felt that the Central Saanich Future Urban Growth Area should be changed from Future Urban Growth to Rural Centre
- It was agreed that the map needs to show the difference between existing infrastructure and forecasted infrastructure, especially with regard to transportation infrastructure
- There was a suggestion that specific geographies be mapped for monitoring purposes and that policy areas be identified in a general way so that the boundaries of the settlement typologies are not related to individual parcels.

Table 2 – Additional Notes

- Support was expressed by different participants for each of the two settlement typologies proposed. Those who supported Option 2 considered that it better captured aspirations and did not imply limitations for West Shore growth and investment opportunities. After considerable discussion, support for Option 1 was expressed by all table participants provided it was clarified that there is no intention to limit the growth aspirations of West Shore communities
- Regarding the RSS reflecting the OCP aspirations, attendees differed on how that might be realized. Some attendees felt that the RSS should not limit the aspirations of a municipality.

Table 3 – Additional Notes

- Some attendees thought the targets for the Metropolitan Centre were too high. It was noted that the targets are based on Ontario and Translink policies and guidelines and are relate to the levels of density and land use mix required to support different levels of transit service (local, frequent and rapid) For example in the Kitchener/Waterloo region, a target of 200 persons + jobs was identified for downtown Kitchener, the same as has been identified for the Metropolitan Centre.
- Attendees noted that the RGS target for 90% of regional population growth to be within the RUCSPA has been exceeded.
- Attendees felt that the region should build on the RGS to set more precise and meaningful targets in the RSS
- Some attendees noted that it is challenging for the regional government to set land use targets without a direct role in zoning.
- Caution was expressed that density targets not be prescriptive.
- A request was made for an additional map that would illustrate where the greatest change is anticipated (e.g. West Shore and the Douglas Corridor). This would complement the map showing density targets by typology.
- It was noted that achieving regional transportation targets requires clearly defined areas of growth and development.

3.0 RURAL LOT SIZES, GROWTH MANAGEMENT & WATER SERVICING

Iain Lawrence provided an overview of materials prepared in support of the discussion on water servicing and growth management in rural areas. Rob Buchan provided the



results of a study conducted regarding the costs of rural sprawl including environmental impacts. Attendees engaged in discussion in small groups and then re-convened as a whole to share perspectives.

Common Themes

- Attendees differed on whether water servicing should continue to be used as a growth management tool. It was noted that water services already extend beyond the RUCSPA in many areas.
 - Several attendees noted that most of the existing water servicing beyond the RUCSPA predates the RGS such as Metchosin and Central Saanich
 - Several attendees from rural municipalities noted that it is difficult to turn down requests for water servicing in areas with existing water lines.
 - Several attendees also noted that there also continues to be demand to provide new services in rural areas that are not adjacent to existing water services. For example, many of the newly-serviced areas, such as in Metchosin or Central Saanich, are in areas where small lot subdivisions predate the RGS
- Rural lot size minimums and growth caps were discussed as alternative and/or as additional growth management tools
 - Some attendees noted that subdivision in a rural context is usually an incremental process that can result in negative outcomes that only become evident over a long period of time.
 - Attendees from rural communities expressed support for limiting rural residential growth with more effective policies, such as growth caps, rather than using water servicing as a growth management tool
- Private water systems were discussed. It was noted that provincial policy discourages new improvement districts so there is little likelihood of new districts being created.

Table 1 – Additional Notes

- Some attendees felt that water servicing and the provision of infrastructure in general should be used to control growth and prevent rural sprawl. They also consider that the current RGS policy is working and that does not need to be changed. It was noted that proof of a sufficient water supply is a requirement for development approvals.
- A comment was made that there may be a need for different servicing policies that are appropriate for urban and rural settlement areas.

Table 2 – Additional Notes

- An attendee noted that Central Saanich caps growth for lands within the ALR by prohibiting further subdivision.
- Attendees identified a need for more clear distinctions between rural, suburban and urban land uses, noting that lack of clarity poses a challenges when discussing potential options
 - The pressure to subdivide large rural lots into smaller parcels in order to provide revenue for property owners was noted as a challenge for growth management.



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- The potential to rely on access to sanitary sewer services as the major growth management tool was discussed, noting that septic systems require significant amounts of land
- Attendees discussed a number of growth management policy options, including establishing minimum rural lot sizes that would prevent further subdivision.
- One challenge occurs when there are conflicts between zoning bylaws and OCP policy. In such cases, it is the approving officer who determines which bylaw prevails.

Table 3 – Additional Notes

- Some attendees felt that water servicing can and should be used as a tool to define development boundaries.
- Conditions for any water service in rural areas should include user pay principle that reflects the full sunk costs of pipes and water protection
- Some hold the view that rural land use policies are not CRD's business; definitions don't work and shouldn't be applied
- It would be more helpful for the region to identify what it supports in rural areas such as natural areas, agriculture, working landscapes, recreation etc.

4.0 CLOSING

The CRD team agreed to undertake the following:

- Explore ways to determine if there is an optimal amount of industrial needed in the region to support a strong economy
- Further develop policy options that would allow extension of water services beyond RUCSPA boundaries and provide adequate safeguards to prevent rural sprawl. In particular, to assess a policy option that provides flexibility for local governments to develop OCP policy that will address the objective (limiting rural residential growth) in a way that is appropriate for their specific context.



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Development Planning Advisory Committee (DPAC)

MEETING NOTES

RSS – Water Servicing Policy

Web-Conference - Monday, November 18, 2013

CRD Staff and Consultants Present	
Corey Burger	CRD – Regional Planning
Jeff Weightman	CRD – Regional Planning
Liane Brooks	CRD – Regional Planning
Susan Palmer	CRD – Regional Planning

DPAC Members Present	
Bill Brown	Township of Esquimalt
	Ministry of Community, Sport & Cultural Development
Brent Meuller	District of Central Saanich
Bruce Greig	Town of Sidney
Corey Newcomb	Ministry of Community, Sport & Cultural Development
Heike Schmidt	District of Highlands
Laura Beckett	Town of View Royal
Lindsay Chase	District of North Saanich
Mark Brodrick	City of Victoria
Robert Batallas	District of Metchosin
Sherry Hurst	

1. Introduction & Review of Rural Growth Options

Susan Palmer introduced the agenda and gave an update on the RSS process and the historical context for water servicing, both before and after the adoption of the RGS in 2003. She discussed various factors that would support different policy approaches, including discussion of policies from other regions as well as current OCP policies from CRD municipalities.

Susan introduced five options for consideration and the pros and cons of each. She shared recent information received from CRD Integrated Water Services' General Manager Ted Robbins, who advised that fire suppression should no longer be considered an exception because other effective fire suppression options are available.

2. Roundtable and Discussion of Options

Attendees discussed the various options and the historical context for each, starting with Option 5. Several attendees noted that many of existing rural and agricultural lots in the region are already smaller than 1 HA, some of which were created decades before the RGS. Attendees also discussed consistency across the region, noting that the RSS process should create greater consistency than the RGS had. Asking about connecting existing parcels under 1 HA to water services should a regional minimum lot size be created, Susan indicated that Option 5 as proposed would allow connections to existing non-conforming lots. Attendees noted that the inventory of lots with subdivision potential under existing zoning regulations, may be a big challenge, especially as the opportunity to exercise the right to subdivide is valued by land owners. It would be difficult to downzone these properties.

Attendees discussed the Highlands, noting that the municipality defined a RUCSPA after the RGS process and that they do not allow sewer or water service outside of the RUCSPA. Further to the discussion of smaller lots, attendees noted Metchosin has a large number of 1 and 2 acre (0.4 and 0.8 HA) lots, most of which are already subdivided and serviced. The municipality is not permitting new areas with small lots to be created. Discussion occurred regarding the challenge of constraining future water servicing extensions in areas where servicing already exists or is close by. There was general agreement that creating greater consistency in municipal approaches to rural growth management is important to achieve.

Attendees discussed the challenge of servicing lots with water and not sewer, especially due to the health regulations regarding septic fields and the potential to spur future development. Concern was expressed regarding the implications of further demands for water for the sustainability of the water supply, particularly in light of potential climate change impacts. The need to amend servicing bylaws to be consistent with RSS policies was identified. It was noted that the CRD Integrated Water Service is aware of the need to align servicing bylaws with RSS policy.

Susan noted that the existing RUCSPA was designed to contain growth, which it has done well, but the RSS must shift to focusing growth within growth containment boundaries and reduce pressure on rural areas. Susan advised both Sooke and the Juan de Fuca Electoral Area have expressed a strong desire to have water servicing. It was noted that the region is well supplied with water, especially as conservation measures have been a priority for some time.

One of the Ministry of Community Sport and Cultural Development representatives noted that past RUCSPA discussions were challenging during the RGS drafting process. They also noted that Metro Vancouver had chosen to only constrain sanitary sewer service. Susan advised that the Regional District of Nanaimo has also banned independent sewer service plants and that consideration should be given to not allowing communal independent sewer systems future RSS policy.

An attendee reiterated that they do not support the use of potable water for agricultural uses. It was noted that revisiting or stating the intent or purpose of the RUCSPA and the Growth Containment Boundary would be helpful in future discussions.

Support was expressed for Option 3 which includes Rural Centres and Rural Settlement Areas within the Growth Containment Boundaries. The challenge of making clear distinctions between urban and rural were noted, especially in a region which has so much suburban and ex-urban development. Concern was expressed that it may be difficult to establish a consistent approach to defining boundaries for Rural Centres and Rural Settlement Areas given the diversity of contexts in the region. . It was noted that regardless of which option is chosen, there are likely to be ways to avoid fully implementing them at the municipal level. . For example, the Bear Mountain development has zoning that allows water servicing outside of the RUCSPA.

Discussing the option of defining geographic servicing areas, some attendees were uncomfortable with this approach, although one attendee noted that a defined border would hopefully limit future requests. Attendees noted that servicing is also a municipal responsibility and that councils often look for flexibility with servicing, something that might not be possible with geographically-defined constraints on servicing.

It was suggested that if a minimum lot size is established in the RSS, it should be consistent with health regulations for lots with on-site servicing (septic fields and wells)

3. Closing & Next Steps

Susan asked attendees about supporting Option 5 moving forward and several attendees expressed concern and said that changes to the RUCSPA policy would likely require input from their respective councils. One of the MCSCD representatives asked about hosting a further workshop on the topic to help refine a preferred policy option. Susan closed by indicating that there would be further work on the issue before a proposed policy was developed.



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Development Planning Advisory Committee (DPAC)

MEETING NOTES

REGIONAL SUSTAINABILITY STRATEGY (RSS)

Tuesday, January 28, 2014
8:30 am – 4:30 pm

Victoria City Hall-Ante-Chamber, 1 Centennial Square, Victoria BC

DPAC Members Present	
Bill Brown	Township of Esquimalt
	Ministry of Community, Sport & Cultural Development
Brent Mueller	District of Central Saanich
Bruce Greig	District of Saanich
Cameron Scott	Town of Sidney
Corey Newcomb	City of Victoria
Deb Day	District of Sooke
Gerard LeBlanc	Ministry of Community, Sport & Cultural Development
Heike Schmidt	City of Colwood
Ivo van der Kamp	District of Saanich
Jarret Matanowitsch	City of Victoria
Kristina Bouris	City of Langford
Leanne Taylor	Town of View Royal
Lindsay Chase	
Mark Broderick	District of North Saanich
Robert Batallas	City of Victoria
Sharon Hvozdzanski	District of Saanich

CRD Staff and Consultants Present	
Corey Burger	CRD - Regional & Strategic Planning
John Hicks	CRD - Regional & Strategic Planning
Paula Steele	CRD - Regional & Strategic Planning
Signe Bagh	CRD - Regional & Strategic Planning
Shannon Clarke	CRD - Health & Capital Planning
Sophie Wood	CRD - Regional & Strategic Planning
James van Hemert	Golder & Associates – Consultant
Linda Allen	City Spaces – Consultant



AGENDA

1.0 COMPLETION OF PRE-MEETING QUESTIONS

Prior to the meeting, participants were sent an excel spreadsheet listing the goals, policies and actions for Growth Management, Transportation and Mobility and Employment Lands strategic areas. They were asked to note their level of support for each line item by indicating Yes or No; explanatory comments could also be included. A large printout of the Yes/No column indicated feedback received prior to the workshop (seven respondents) and was used for other DPAC members to provide feedback on the day of the workshop (four participants). Workshop topics were based on items that were not fully supported; discussion focused on generating suggestions that would garner a broader base of support for key areas of concern.

2.0 WELCOME AND PROCESS SCHEDULE

Signe Bagh and Susan Palmer welcomed the attendees and provided an update on intended next steps for the RSS work plan:

- A working draft of all twelve strategic areas will be available for internal review by the CRD staff in February/March
- a process update and overview of key policy directions will be provided to the Planning and Protective Services Committee at their February meeting
- a full-day workshop with IAC/DPAC/SRT will be held in April to review and provide input on a working draft of the entire RSS.
- the RSS Draft will be presented to the PT&PSC in June, 2014. Some concern was expressed that this timing is problematic due to the election cycle.

3.0 WORLD CAFE

An overview of the world café process was provided. The process allows each participant to take part in small group discussions by topic area and to provide input on each of the topics under discussion by rotating from table to table. Facilitators provided a summary of the feedback, relevant policies and actions and glossary terms. Participants had 30 minutes to brainstorm solutions for the following challenges: (Note: Significant issues were not identified for the Transportation strategic area)

1. **Settlement Typology:**
How can the mapping and typologies be improved to better illustrate the intention of the RSS?
2. **Employment Lands:** How could the employment and industrial lands be defined and presented on maps and in the text so that they properly reflect the intention of the RSS? What is their relationship to growth centers?
3. **Rural Growth Management:** How can the regional approach to growth management in rural areas be improved/clarified?



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4.0 LUNCH

During lunch, the facilitators and scribes distilled the table notes into a concise list of suggestions for each topic area. After a review of the new inputs on the boards and the results of the group discussions, the workshop facilitators determined that a second round of world café on new issues was not required in the afternoon session because an appropriate level of time had been allotted to this discussion and no new issues had arisen.

5.0 Dotmocracy Voting

Individuals were asked to show their level of support or non-support for each of the suggestions recorded by the scribes using green or red dots (Appendix One). In a large group format, further clarification was requested from those participants who indicated non-support or qualified support for a policy or action.

6.0 Closing Words

In closing, it was noted that the day had resulted in a good collaborative process and that the suggestions identified would help to inform revisions to the Growth Management, Employment Lands and Transportation and Mobility sections in the working draft. Participants completed an event evaluation form and were invited to use the remainder of the workshop time to provide individual feedback to the Regional Strategic and Planning staff by email. Results of the event evaluation form are in Appendix 2.



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Appendix A: DPAC Jan 28, 2014 Workshop World Café Results

Strategic Area	Suggestions	Dotmocracy Results Dot colours signify the following: Green - support Red - non-support Yellow – qualified support
Settlement Typology	<ol style="list-style-type: none"> 1. Make clear unique characteristics (guidelines) in Metro and Major Centres. <ul style="list-style-type: none"> • Move common parts to another area that applies to all Metro/Major/Urban Centres • Metro Core unique would thus be transportation (inter and intra-regional, ferries) and public sphere (Legislative, harbour, etc.) 2. Split out jobs and people target and identify jobs:people ration for each type as in Metro (2.5:1), Major (1.5:1) or Urban (1.2:1) 3. Make distinct different types of rural; split rural/rural residential into: <ul style="list-style-type: none"> • Rural (no growth/ limited or no servicing) • Rural Settlement (growth expected, serviced) 4. Identify smaller nodes of regional significance (i.e. Cordova Bay/ Cadboro Bay) 5. Rename Rural Centers to Rural Villages 6. Include built form typology characteristics in Settlement Typology (Urban Centres would have a range of built forms, potentially illustrated by a transect model) 	<p>10 green dots; 0 red</p> <p>7 green dots; 0 red</p> <p>1 green dot; 0 red</p> <p>4 green dots; 0 red 5 green dots; 3 red</p> <p>5 green dots; 1 red</p> <p>2 green dots; 6 red</p> <p>9 green dots; 1 red</p>
Rural Growth Management	<ol style="list-style-type: none"> 1. Define “Rural” without reference to “Rural Residential” 2. Acknowledge existing rural residential areas in text, but not on maps or in policies. Clear statement: “No more rural residential settlements.” 3. For Rural Settlement Areas, clarify that it is not a growth area, but a clustering of density. 4. Definition of ‘rural’: <ul style="list-style-type: none"> • Emphasize working landscape function • De-emphasize residential • Refer to cultural structures and landscape 	<p>11 green dots</p> <p>6 green dots; 0 red</p> <p>7 green dots; 0 red</p> <p>9 green dots; 0 red</p> <p>3 green dots; 5 red;</p>



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Strategic Area	Suggestions	Dotmocracy Results Dot colours signify the following: Green - support Red - non-support Yellow - qualified support
	5. Water services only extended if...specific growth containment policies in place. 6. Action for Provincial Government <ul style="list-style-type: none"> • Policies and actions consistent with RSS (i.e. water improvement districts) 7. No extension of water services beyond growth containment boundaries. 8. Acknowledge function of Rural Resource Lands in Juan de Fuca.	1 yellow (request for clarification) ¹ 8 green dots 9 green dots; 2 red ² 6 green dots; 2 yellow (request for clarification)
Employment Lands	1. Clearer definition and breakdown of EL categories is required. 2. EL map should include growth centers 3. Clarification of regional role in “regulatory” process is required. 4. Identifying and mapping existing servicing infrastructure in EL (water, fibre optics). 5. Identify what “regulatory” barriers are/ means. 6. Manifest actions 1.1 and 1.2 as baseline map with projections before confirming Action 1.3. 7. Policies in Goal 5 too specific and prescriptive (energy efficiency and resource recovery) 8. Preserving EL for water based industry – integrity of working harbour.	10 green dots; 0 red 10 green dots; 0 red 3 green dots; 4 red 7 green dots; 1 red 5 green dots; 4 yellow 7 green dots; 1 yellow 7 green dots; 1 yellow 8 green dots

¹ In previous workshops Metchosin indicated support for extending water services beyond growth containment boundaries and maintain a low growth policy in their OCP. Highlands indicated that containment of water servicing within growth containment boundaries is effective for their municipality but is supportive of an objectives-based approach for allowing water extensions beyond growth containment boundaries in response to the unique circumstances of each municipality.

² ibid



Appendix B: Event Evaluation Results

Workshop Evaluation: DPAC Meeting – 2014-01-28

The evaluation responses for the workshop are summarized below. **10 people responded.** Some people chose “Med/High” by putting checkmarks between the two, or circling both items. For ease of reporting back, this was translated as “Med” so the responses are skewed slightly lower than actually recorded.

- How effective were the pre-meeting questions as a method of providing input?
Low-2/10 Med-4/10 High-4/10
- How satisfied are you with today's session, generally?
Low-1/10 Med-7/10 High-3/10
- How effective was today's format at collecting the feedback you hoped to share?
Low-1/10 Med-7/10 High-3/10
- How effective was today's format at giving you opportunity to hear feedback from others?
Low-1/10 Med-5/10 High-4/10
- What did you like best about the process?
 - Fast pace & small groups
 - Quite efficient
 - Groups were great – nice representation
 - Fast, effective
 - Discussions
 - General discussion was of some interest
- What suggestions do you have for improving the process?
 - None
 - Just keep moving forward.
 - Refer documents to municipalities for thorough review.
 - Reduce overlap/ repetition with pre-meeting questions
 - Perhaps more forethought with working related to municipal roles (autonomy, detail) re: regional roles.
 - Provide us the draft policies with sufficient time to respond. Forced policy development/review based on time restrictions due to a faulty process is of little value to CRD & participants.
- Is there anything else you would like to add?
 - Looking forward to reading the full draft...great job!
 - Just keep moving forward.

Thank you for your feedback.



**Development Planning Advisory Committee (DPAC)
Intergovernmental Advisory Committee (IAC)
Sustainability Resource Team (SRT)**

MEETING NOTES

REGIONAL SUSTAINABILITY STRATEGY (RSS)

**Thursday, May 23, 2013
8:30 am – 4:30 pm**

Cedar Hill Golf Course – Banquet Room - 1400 Derby Rd, Victoria BC

IAC Members Present	
Alison Fox	Ministry of Agriculture
Bill Brown	Township of Esquimalt
Brent Mueller	Ministry of Community, Sport & Cultural Development
Bruce Greig	District of Central Saanich
Bryan Melynk	Ministry of Health
Dale Anderson	Ministry of Energy, Mines & Petroleum Resources
Eileen Grant	District of Oak Bay – Emergency Program Coordinator
Eric Kaye	Ministry of Energy, Mines & Natural Gas
Heike Schmidt	Ministry of Community, Sport & Cultural Development
Iain Bourhill	City of Colwood
Jarret Matanowitsch	District of Saanich
Jon Burbee	CFB - Esquimalt

Larianna Brown	Ministry of Forests, Lands and Natural Resources
Laura Beckett	District of Highlands
Lindsay Chase	Town of View Royal
Luke Mari	Ministry of Citizens Services & Open Government Development
Manika Albert	Community Social Planning Council
Mark Brodrick	District of North Saanich
Mark Hornell	City of Victoria
Matthew Baldwin	City of Langford
Richard Stanwick (DR)	VIHA
Rob Buchan	District of North Saanich
Rob Kline	Ministry of Agriculture
Roger Cheetham	Provincial Agriculture Commission



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Roy Thomassen	District of Oak Bay
Sherry Hurst	District of Metchosin
Steve Young	City of Victoria
Ted Sheldon	Ministry of

	Environment Ministry
Willow Minaker	Ministry of Environment

CRD/SRT Staff and Consultants Present	
Corey Burger	CRD – Regional Planning
Glenn Harris	CRD – Environmental Protection
Henry Kamphof	CRD – Housing Secretariat
James van Hemert	Golder & Associates
Janine de la Salle	Golder & Associates
Jeff Weightman	CRD – Regional Planning
Jeremy Murphy	Sustainability Solutions Group
June Klassen	CRD - Juan de Fuca Community Planning
Lynn Wilson	CRD – Regional Parks
Marg Misek - Evans	CRD – Regional Planning
Maureen Mendoza	CRD – Regional Planning
Maurice Rachwalski	CRD – Health & Capital Planning
Nikki Elliott	CRD – Environmental Protection
Robert Barrs	Golder & Associates
Russ Smith	CRD – Environmental Resource Management
Sarah C Webb	CRD – Environmental Protection
Travis Whiting	CRD – Protective Services

1.0 WELCOME AND PROCESS SCHEDULE

Marg Misek-Evans welcomed the attendees and provided an update on the process since the last IAC meeting. The formation of the Nature Needs Working Group to support RSS policy directions was put forward, followed by a call for volunteers.

It was noted that the RSS will highlight climate action as the overarching lens. Goals, policies and actions for the following strategic areas will be addressed during the workshop:

- Energy
- Housing
- Emergency Management and Natural Hazards
- Food Systems and Agriculture

Breakout groups were formed to discuss issues arising from feedback received from the online survey completed by IAC and DPAC members prior to the workshop.



2.0 PRESENTATION: THE RSS THROUGH A CLIMATE LENS

Sarah C. Webb (CRD Environmental Protection) and Jeremy Murphy (Sustainability Solutions Group - SSG), gave an overview of the Climate Action Sub-Strategy (Attachment 1, page 4). The sub-strategy comprised two major parts:

- To integrate mitigation and adaptation goals, policies and actions into the 12 RSS strategic areas
- Develop a Climate Action Blueprint to guide actions over the next decade, including Salt Spring Island and the Southern Gulf Islands.

Key issues and challenges the region faces include population and demographics, land use and mobility, economic development, affordable housing and community health. It was noted that all municipalities and the CRD have taken action to address climate change including becoming signatories to the Climate Action Charter. Suggested strategies to consider in addressing the impacts of climate change include:

- Concentrate growth in regional centres;
- Reduce single occupancy vehicle traffic;
- Promote district energy
- Protect farmland and agriculture.

Overall, the direct link between targeting both people and systems was emphasized in order to create enabling strategies that support climate change mitigation and adaptation. There was also an emphasis on evaluating existing policies and strategies.

Questions and Comments:

Clarification was sought regarding the inputs and methodologies used to calculate the differences between the CRD's 2007 and 2010 GHG emissions statistics compared to BC's overall statistics. It was noted that the regional modelling is using the same data and methodology as the provincial modelling, and that 2012 data will be available in 2014. Other participants wanted to highlight the connection between transportation and land use in considering climate change adaptation strategies and give consideration to urban densification and rural protection of agricultural and resource lands. Another comment acknowledged the role of climate change in creating new public health concerns that could potentially affect the quality of life of CRD communities, particularly seniors. Overall, participants recognized the importance of communicating philosophical shifts regarding climate change and how RSS engagement should develop key messages directed to citizen values in order to recognize the value of climate change mitigation and adaptation actions in their everyday lives.

3.0 PRESENTATION: EXPLORING BEST CLIMATE ACTION PRACTICES FROM AROUND THE WORLD

A brief overview of the results of the pre-workshop survey questions on climate change was presented (Attachment 1, page 8).

Key points were:

- Actions to target GHG emissions and Active Transportation
- Carbon targets for large emitters



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1. Actions to target climate change vulnerabilities:
 - Improving building standards
 - Policies focusing on food and water security

2. "Quick Wins"
 - Incentives for energy efficient households, businesses and institutions;
 - Conduct sea level rise assessments.

Jeremy Murphy (SSG) and Sarah Webb (CRD) led a participatory exercise that highlighted six international best practices to reduce GHG emissions and prepare for climate change impacts. Workshop participants were organized into eight small groups where they discussed how each of the examples could be applied in the Capital Region, including what roles various levels of government could play and what adaptation actions may be needed. The following best practices were considered:

1. Embed the climate change lens in all major expenditures for the region;
2. Ensure climate action considers and addresses social impacts;
3. Take a leadership role on climate adaptation;
4. Identify and emphasize the green economy benefits of climate action;
5. Implement a comprehensive electric vehicle deployment strategy;
6. Establish district energy targets and support implementation.

Feedback sheets were provided so that individuals could indicate whether or not they felt proposed recommendations were appropriate and applicable in the Capital Region. If yes, participants were invited to identify which agencies should be involved and/or what might be required take direct action. If not, participants could suggest how the best practice could be modified to work in the context of the Capital Region.

Input provided on the feedback sheets will be summarized and used to inform RSS policy development.

Questions and Comments:

One of the workshop participants put forward the concern that the "best practices" were more characteristic of "best principles", rather than best practices. It was noted that some participants would like evaluated examples, and suggested that "emerging practices" may be a more suitable description for the exercise. Another participant noted that while the social impact of policies is well understood, the climate impact of specific policies is less well understood.

4.0 OVERVIEW PRESENTATIONS: ENERGY AND HOUSING POLICY

Henry Kamphof, CRD Housing Secretariat, presented an overview of the region's housing affordability and homelessness strategies and highlights of the pre-workshop survey results. (Attachment 1, page 9). Homelessness initiatives emphasize a "housing first" strategy.

Rob Barrs (Golder & Associates) presented key points regarding energy including:

- Electricity rates are steadily increasing and likely to continue to do so; however there is an abundant supply of natural gas.



- BC’s major utilities focus on demand-side management, something not all utilities chose to do.
- The Building Code has strong support for energy efficiency; however, research shows there is a low level of compliance.
- The demand for and possibility of district energy was highlighted, noting several examples from around the world.

Questions from the audience focused on composting and energy recovery from waste, as well as establishing lateral support between agricultural policies and energy policies.

12:00 - 1pm - Lunch Break

5.0 BREAKOUT SESSIONs

Rob Barrs introduced the format for the two afternoon breakout sessions, where attendees were asked to review draft goals, policies and actions from the four strategic areas. The first session focused on Energy and Housing and the second on Emergency Management & Natural Hazards and Food Systems & Agriculture. Attendees chose one of the two topic groups from each session to participate in. Discussion initially focused on the policies that had the highest level of concern in the survey results and attendees were asked to give comments on potential changes. At the end of each session, attendees were asked to indicate their level of support for the revised policy directions using colour-coded cards according to the following table:

Green	I agree with the proposal
Yellow	I have a question that must be answered before I make a decision
Blue	I am neutral or have some slight reservation
Orange	I have a serious reservation but will not block consensus
Red	Block: I am against the proposal and feel it would be bad for the group

6.0 OVERVIEW PRESENTATIONS AND BREAKOUT SESSIONS: EMERGENCY MANAGEMENT AND FOOD

James van Hermert (Golder & Associates) gave a presentation on the risks and vulnerabilities facing the CRD specific to emergency management and highlights of the pre-workshop survey results (Attachment 1). Increased vulnerability from natural hazards due to climate change impacts (e.g. Sea Level Rise, flooding, wildfires, etc) was emphasized.

Janine de la Salle (Golder & Associates) presented on emerging Agriculture and Food systems policies and results of the pre-workshop survey (Attachment 1, page 17). Highlights included

- Current policies from OCPs and Agricultural Area Plans
- Challenges facing food production including decreasing income and lack of affordable land
- Suggestions from the pre-workshop survey including greenbelts and connecting schools with local food production

7.0 REPORT BACK



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Breakout session facilitators summarized the discussion for each group noting major areas of discussion and concern. The following key points were noted:

Energy - There was overall acceptance of the policy directions – as revised. Participants felt that renewable energy should have a higher priority. There was concern regarding jurisdictional authority and the need to improve coordination of the public and private sectors regarding the development of renewable energy systems.

Housing - There was support for local governments taking an active role in regional housing issues; however participants felt that more detail must be added to the policy and therefore most were neutral or indicated support with some reservation. Concerns centered on specific housing targets and how the policy would be holistic and integrated, given land use and transportation policy. Feedback indicated the need to distinguish between rural, suburban, and urban housing needs and how CRD policy would address each of these categories. Lastly, there was discussion regarding the level of agreement between existing municipal OCPs and any proposed statements regarding housing in the Regional Context Statements.

Emergency Management – Participants stressed the importance of putting climate change in context, particularly in relation to worsening natural hazards over time. There was general agreement that the language should be stronger and more direct. Further, participants felt that this policy area should involve more direct recovery actions. A suggestion to form a working group around emergency management specific to the RSS was made.

Food – The question of whether or not food should be a strategic area in the RSS was posed. Participants wanted clarification on the definitions of urban agriculture and local food procurement. Discussion centred on whether or not food security was seen as a poverty reduction strategy or strictly meant to foster food accessibility.

8.0 THEME INTEGRATION

The day closed by addressing overall integration issues between strategic areas and actions. It was noted that participants felt that representing linkages between strategic areas and policies should be more explicit. For example, energy efficiency and affordability, or housing and land use, or climate change and transportation. One participant suggested the creation of a matrix of connectivity between goals and themes, while another participant highlighted the efficacy of storytelling to place emphasis on the multiple benefits to society – including an increase to quality of life - when adapting sustainability strategies. It was also suggested that “critical pathways” be made explicit in actions. For example, “If you do x... then you get y” or “You don’t get z if you don’t do xy first.” Lastly, several participants suggested revised wording for specific actions, specifically regarding areas that propose specific actions municipalities would be responsible for.

9.0

It was noted that the day had resulted in a good collaborative process and progress was made in further defining the draft policies in the four strategic areas. While some participants felt additional time was needed in the breakout sessions, they were assured that they would have more opportunities to provide feedback.



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10.0 NEXT MEETING

Rob Barrs closed out the meeting stating that the next IAC/DPAC meeting would cover transportation and land use and would likely fall in the later part of June 2013.