



Notice of Meeting and Meeting Agenda Planning and Protective Services Committee

Wednesday, March 26, 2025

1:30 PM

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

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

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

1. Territorial Acknowledgement

2. Approval of Agenda

3. Adoption of Minutes

3.1. [25-0353](#) Minutes of the October 16, 2024 Planning and Protective Services Committee Meeting

Recommendation: That the minutes of the Planning and Protective Services Committee meeting of October 16, 2024 be adopted as circulated.

Attachments: [Minutes - October 16, 2024](#)

4. Chair's Remarks

5. Presentations/Delegations

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

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

Alternatively, you may email your comments on an agenda item to the CRD Board at crdboard@crd.bc.ca.

6. Committee Business

6.1. [25-0064](#) 2025 Planning and Protective Services Committee Terms of Reference

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

Attachments: [Staff Report: 2025 Planning and Protective Services ToR](#)
[Appendix A: 2025 PPSC ToR - Approved Jan 8, 2025](#)
[Appendix B: 2025 PPSC ToR - Redlined](#)

6.2. [25-0235](#) Regional Growth Strategy Indicators Report

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

Attachments: [Staff Report: Regional Growth Strategies Indicators Report](#)
[Appendix A: 2024 RGS Indicators Report](#)

6.3. [25-0248](#) Capital Regional District Emergency Hazmat Team Service Review Implementation Plan

Recommendation: The Planning and Protective Services Committee recommends to the Capital Regional District Board:
That the 2025-2027 Capital Regional District Emergency Hazmat Team Service Review Implementation Plan be approved.

Attachments: [Staff Report: CRD Emerg Hazmat Team Service Review Implement'n Plan](#)
[Appendix A: Recommendations - Emerg Hazmat Team Service Review](#)

6.4. [25-0095](#) Previous Minutes of Other CRD Committees and Commissions for Information

Recommendation: There is no recommendation. The following minutes are for information only:
a) Development and Planning Advisory Committee minutes of October 28, 2024
b) Local Government Emergency Program Advisory Commission minutes of October 3, 2024
c) Local Government Emergency Program Advisory Commission minutes of November 28, 2024

Attachments: [Minutes: Development & Planning Advisory Cttee - Oct 28, 2024](#)
[Minutes: Local Gvt Emerg Prg Advisory Commiss - Oct 3, 2024](#)
[Minutes: Local Gvt Emerg Prg Advisory Commiss - Nov 28, 2024](#)

7. Notice(s) of Motion

7.1. [24-1024](#) Motion with Notice: Peninsula and Area Agricultural Commission
(Director Windsor)

Recommendation: [At the October 16, 2024 Planning and Protective Services Committee meeting, the motion was amended to add the following words ", and that staff report back to the Planning and Protective Services Committee."
The item was postponed until the Alternative Approval Process for the Foodlands Access Service was completed. Bylaw No. 4602, "Foodlands Access Service Establishment Bylaw No. 1, 2024" was adopted by the Board on February 12, 2025.
The motion, as amended, now reads as:]

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

THEREFORE BE IT RESOLVED that the Capital Regional District explores assuming responsibility of the Peninsula and Area Agricultural Commission as a regional committee, and that staff report back to the Planning and Protective Services Committee.

Attachments: [Memo: Notice of Motion](#)

8. New Business

9. Adjournment

The next meeting is May 28, 2025.

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

Meeting Minutes

Planning and Protective Services Committee

Wednesday, October 16, 2024

9:30 AM

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

PRESENT

Directors: Z. de Vries (Chair), K. Williams (Vice Chair), B. Desjardins (EP), M. Little, C. McNeil-Smith, D. Thompson, A. Wickheim (9:31 am) (EP), R. Windsor, C. Plant (Board Chair, ex officio) (9:35 am) (EP)

Staff: T. Robbins, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; P. Klassen, Senior Manager, Regional Planning; N. Brotman, Research Planner, Regional Planning; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

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

1. Territorial Acknowledgement

Director Little provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director McNeil-Smith, **SECONDED** by Director Williams,
That the agenda for the October 16, 2024 Planning and Protective Services
Committee meeting be approved.
CARRIED

3. Adoption of Minutes

3.1. [24-992](#) Minutes of the July 17, 2024 Planning and Protective Services Committee Meeting

Director Wickheim joined the meeting electronically at 9:31 am.

MOVED by Director Williams, **SECONDED** by Director McNeil-Smith,
That the minutes of the Planning and Protective Services Committee meeting of
July 17, 2024 be adopted as circulated.
CARRIED

4. Chair's Remarks

Chair de Vries provided an update on the grant awarded to the Capital Regional District by the Union of British Columbia Municipalities (UBCM) for a Growth and Mobility Study. UBCM has provided an extension for this grant to August 2025. A Request for Proposals has been issued for consulting services required to complete this work, and staff will review submissions with the intent to award the work in November 2025.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

- 6.1. [24-1015](#) Shirley-Jordan River Official Community Plan Amendment and Rezoning Application RZ000284

K. Lorette spoke to Item 6.1.

Director Plant joined the meeting electronically at 9:35 am.

MOVED by Director Wickheim, **SECONDED** by Director Williams,

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

That proposed Bylaw No. 4598, "Shirley-Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 2, 2024" and Bylaw No. 4599, "Juan de Fuca Land Use Bylaw, 1992, Amendment No. 162, 2024" be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and be accepted in accordance with the requirements of section 445 of the Local Government Act.

CARRIED

- 6.2. [24-792](#) Previous Minutes of Other CRD Committees and Commissions for Information

The following minutes were received for information:

- a) Development and Planning Advisory Committee minutes of June 24, 2024
- b) Local Government Emergency Program Advisory Commission minutes of June 6, 2024
- c) Local Government Emergency Program Advisory Commission minutes of August 1, 2024

7. Notice(s) of Motion

7.1. [24-1024](#) Motion with Notice: Peninsula and Area Agricultural Commission (Director Windsor)

Discussion ensued regarding:

- the status of the Regional Food and Agriculture Task Force
- the potential role of an advisory committee under the new Foodlands Access Service

MOVED by Director Windsor, **SECONDED** by Director Williams,
The Planning and Protective Services Committee recommends to the Capital
Regional District Board:

THEREFORE BE IT RESOLVED that the Capital Regional District explores
assuming responsibility of the Peninsula and Area Agricultural Commission as a
regional committee, and that staff report back to the Planning and Protective
Services Committee.

MOVED by Director Plant, **SECONDED** by Director Desjardins,
That the item be postponed until after the Alternative Approval Process for the
Foodlands Access Service is completed.

CARRIED

Opposed: Williams, Windsor

8. New Business

There was no new business.

9. Adjournment

MOVED by Director Little, **SECONDED** by Director Thompson,
That the October 16, 2024 Planning and Protective Services Committee be
adjourned at 9:50 am.

CARRIED

CHAIR

RECORDER

**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, MARCH 26, 2025**

SUBJECT **2025 Planning and Protective Services Committee Terms of Reference**

ISSUE SUMMARY

To provide the 2025 Planning and Protective Services Committee Terms of Reference for information.

BACKGROUND

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

On January 8, 2025 the CRD Board approved the 2025 Terms of Reference for standing committees. Terms of Reference (TOR) serve to clarify the mandate, responsibilities and procedures of standing committees and provide a point of reference and guidance for the committees and members.

The Planning and Protective Services Committee TOR was updated to remove the overly prescriptive timing for the schedule of committee meetings by removing the words “except August and December”. In addition, the General Manager title has been updated to reflect recent changes with CRD Evolves.

The approved 2025 Planning and Protective Services Committee TOR is attached as Appendix A, and a redlined copy is attached as Appendix B.

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

CONCLUSION

Terms of Reference serve to clarify the mandate, responsibilities and procedures of committees and provide a point of reference and guidance for the committees and their members. Any future revisions to the TOR will require ratification by the Board.

RECOMMENDATION

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

Submitted by:	Marlene Lagoa, MPA, Manager, Legislative Services & Deputy Corporate Officer
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning & Protective Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer

Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer
--------------	---

ATTACHMENT(S)

Appendix A: 2025 Planning and Protective Services Committee Terms of Reference - Approved

Appendix B: 2025 Planning and Protective Services Committee Terms of Reference - Redlined

Terms of Reference

The logo for the Capital Regional District (CRD) is located in the top right corner of the header banner. It consists of the letters "CRD" in a stylized, bold, sans-serif font, positioned above a series of three curved, overlapping lines that suggest a landscape or water.

PLANNING AND PROTECTIVE SERVICES COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Planning and Protective Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to planning, protective services, and emergency management matters.

The Committee's official name is to be:

Planning and Protective Services Committee

1.0 PURPOSE

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

2.0 ESTABLISHMENT AND AUTHORITY

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

3.0 COMPOSITION

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

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

4.0 PROCEDURES

- a) The Committee shall meet on a bi-monthly basis and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

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

Approved by CRD Board January 8, 2025

Terms of Reference



PLANNING AND PROTECTIVE SERVICES COMMITTEE

PREAMBLE

The Capital Regional District (CRD) Planning and Protective Services Committee is a standing committee established by the CRD Board and will oversee and make recommendations to the Board regarding matters related to planning, protective services, and emergency management matters.

The Committee's official name is to be:

Planning and Protective Services Committee

1.0 PURPOSE

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

2.0 ESTABLISHMENT AND AUTHORITY

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

3.0 COMPOSITION

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

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

4.0 PROCEDURES

- a) The Committee shall meet on a bi-monthly basis, ~~except August and December~~, and have special meetings as required;
- b) The agenda will be finalized in consultation between staff and the Committee Chair and any Committee member may make a request to the Chair to place a matter on the agenda through the Notice of Motion process;
- c) With the approval of the Committee Chair and the Board Chair, Committee matters of an urgent or time sensitive nature may be forwarded directly to the Board for consideration; and
- d) A quorum is a majority of the Committee membership and is required to conduct Committee business.

5.0 RESOURCES AND SUPPORT

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

Approved by CRD Board _____

**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, MARCH 26, 2025**

SUBJECT **Regional Growth Strategy Indicators Report**

ISSUE SUMMARY

To receive the 2024 Regional Growth Strategy (RGS) Indicators Report.

BACKGROUND

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

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

The RGS Indicators Report was developed in 2019 to support consistent annual reporting and meet legislative requirements. The report consists of 19 indicators that measure progress towards achieving RGS targets and objectives. Each indicator includes a description of what is being measured, why it is important and a discussion of trends. Criteria for selection of indicators included: relevance, data availability, accuracy, cost, and effort. While many indicators use data that is available annually, some rely on Census data that is only available every five years. Changes in year-to-year performance do not always equate to a long-term trend. It may take several years of data collection to reliably identify a trend.

This report is based on data available for the 2023 reporting year (January–December 2023). In this reporting year, 13 of the 19 indicators were updated with new data. Of the six indicators not updated, four are reliant on Census data and the next Census will be conducted in 2026, one is based on the Origin Destination Household Travel Survey data that will be conducted again in 2027, and one is based on Climate Action work that will be completed in 2025.

This year, four indicators have seen changes to their performance meter (*see Appendix A, page 1*). Waste stream: solid waste disposal (2.2a) and vacancy rate by rental price quartiles (3.2c) have improved. The number of stormwater discharges with a high public health concern (2.1d) and average residential water consumption (2.2b) have worsened.

Additionally, for this report, indicator 3.1a, “Create Safe and Complete Communities,” was removed. This indicator was intended to track the percentage of the region living in complete communities as identified through Regional Context Statements. However, these statements did not contain sufficient quantitative information to develop a meaningful indicator. Refinements to indicators, including a measure of safe and complete communities, will be reevaluated within a future update to the RGS.

Please see Appendix A for the report and detailed information about the new data.

The report will be posted on the Capital Regional District’s (CRD) website. A copy of the report will be sent to municipal councils and the Juan de Fuca Electoral Area Director.

IMPLICATIONS

Alignment with Board & Corporate Priorities

Annual indicator reporting addresses the Planning Community Need in the 2023-2026 CRD Corporate Plan. Initiative 8a-2 is to assess the need for an update to the Regional Growth Strategy. Annual monitoring contributes to this initiative by identifying progress being made toward RGS implementation and alerting the region to a need for change if progress is not being seen. Additionally, the indicators provide insight on progress on other Board priority areas such as transportation, housing and climate action.

Alignment with Existing Plans & Strategies

In addition to the RGS, indicators are updated as needed to align with a variety of guiding documents, including the Regional Transportation Plan, Parks and Trails Strategic Plan and the Regional Water Supply Strategic Plan.

This year, indicator 1.1a was revised to align more closely with BC Transit's 10-Year Vision. BC Transit has reduced its target for total trips made by transit from 15% to 12% by 2038. This has resulted in the adjustment of the overall target for combined active transportation and transit mode share from 45% to 42%. Additionally, indicator 2.2a was revised to align with the CRD's Solid Waste Management Plan. This Plan outlines a goal of surpassing the provincial per capita waste disposal target and aspiring to achieve a disposal rate of 125 kg/capita/year.

Intergovernmental Implications

The Development and Planning Advisory Committee (DPAC) reviewed the draft indicator report. Following receipt by the CRD Board, copies will be forwarded to municipal councils.

Regional Growth Strategy Implications

Achieving RGS objectives requires collaborative partnerships between local, regional and provincial levels of government, each with specific jurisdictional authorities. The RGS indicators reveal how we are doing as a region rather than the performance of a specific CRD service. The region's growth management approach, policies and targets are to be reevaluated every five years to help the CRD Board in its consideration of the need to update the RGS. The upcoming five-year milestone is in 2026. Staff is currently undertaking studies that will inform the need for and scope of a potential RGS update in 2026.

There are several RGS policy areas where the indicators suggest a need to closely watch for progress.

1. From a growth management and transportation perspective, only 16% of growth occurs in areas meeting the mode share target of 42% for active transportation and transit in the past five years (1.1a). When looking at the supplemental map to indicator 1.1a, we can see that the areas with 25%-41% walk/bike/bus mode share are mostly adjacent to areas meeting or exceeding the target of 42%.

The two most efficient means to improve this indicator are to direct proportionally more development into areas already meeting the target and improving infrastructure and transit service in areas nearing the target (currently in the 25%-41% category). Significant and concerted investment in infrastructure and transit service is needed to increase walking, cycling and transit use in areas where the walk/bike/bus mode share is below 25%.

This indicator will be monitored for change as the result of the introduction of Bill 44 Small-Scale Multi-Unit Housing and Bill 47 Transit-Oriented Areas. It is hoped these bills will lead to

more development in areas with high levels of active transportation and transit.

2. From a housing affordability perspective, the region is making steady progress to increase the supply of affordable housing, adding 2,711 units between 2020 and 2023 (3.2d), 490 of which were added between March 2022 to March 2023. Despite modest improvements over 2022, rental vacancy rates at all levels of the price spectrum indicate a market that is difficult for renters (3.2c). Low vacancy rates are compounded by average rent increases that have continued to outpace inflation (3.2b). The most efficient means to improve this indicator is to continue to deliver more affordable housing.
3. From an environment and infrastructure perspective, solid waste disposal (2.2a) has performed well compared to the provincial average. Nevertheless, recent years' data has shown that the region was unable to meet the provincial 2020 target. In 2023 the CRD Board approved significant Hartland Landfill policy changes including banning of wood waste along with other construction and demolition materials, and adjustment of the tipping fee schedule. These changes were implemented 2024 and are anticipated to reduce our per capita waste disposal numbers.

Service Delivery Implications

The legislation stipulates that all related services undertaken by a regional district after the Board has adopted a regional growth strategy must be consistent with its RGS. Any adjustments to service levels in support of achieving RGS objectives can be considered through the CRD's established service planning and budgetary processes. Based on current data, no items require adjustment.

CONCLUSION

The RGS Indicators Report monitors the region's annual progress towards the targets outlined in the RGS. For this reporting year, 13 of the 19 indicators were updated with new data. The RGS Indicator Report will be posted on the CRD website and forwarded to municipal councils.

RECOMMENDATION

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

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

ATTACHMENT

Appendix A: 2024 RGS Indicators Report

Regional Growth Strategy Indicators Report 2024



Making a difference...together

This page is intentionally blank.

The Regional Growth Strategy (RGS)

The Regional Growth Strategy (RGS) is a framework developed by municipalities and the regional district to address how communities will work together to enhance regional quality of life and social well-being. It is a requirement of provincial legislation.

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

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

The RGS Indicator Report

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

Wherever possible, indicators with data available on an annual basis were selected. However, for some indicators, information is only available through census data which is updated every five years.

How to use this report

For each indicator, four key questions are answered:

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

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

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

Data updated for 2024

This report is based on data available for the 2023 reporting year (January to December 2023). In this reporting year, 13 of the 19 indicators were updated with new data.

This year, four indicators have seen changes to their performance meter (*see page 1*). Waste stream: solid waste disposal (2.2a) and vacancy rate by rental price quartiles (3.2c) have improved. The number of stormwater discharges with a high public health concern (2.1d) and average residential water consumption (2.2b) have worsened.

For this reporting year, the former indicator 3.1a, “Create Safe and Complete Communities”, was removed. This indicator was intended to track the percentage of the region living in complete communities as identified through Regional Context Statements. However, these statements did not contain sufficient quantitative information to develop a meaningful indicator.

This page is intentionally blank.

CONTENTS

Preface

At A Glance 1

1.0 Managing and Balancing Growth

- 1.1a Number of net new dwelling units in areas where more than 42% walk/bike/bus to work 2
- 1.1b Hectares added to the Urban Containment Policy Area (UCPA) growth boundary 4
- 1.2a Percentage of net new dwellings built outside the Urban Containment Policy Area (UCPA) 5
- 1.2b Net new dwelling units in East Sooke and Otter Point Official Community Plan (OCP) areas 7

2.0 Environment and Infrastructure

- 2.1a Total Regional Park land acquired 8
- 2.1b Percentage of the Regional Trail Network completed 9
- 2.1c Compliance with Source Control Bylaw 10
- 2.1d Number of stormwater discharges with a high public health concern 11
- 2.2a Waste stream: solid waste disposal 12
- 2.2b Average residential water consumption 13

3.0 Housing and Community

- 3.2a Reduce core housing need 14
- 3.2b Average rent for a two-bedroom apartment 15
- 3.2c Vacancy rate by rental price quartiles 16
- 3.2d Increase supply of affordable housing 17

4.0 Transportation

- 4.1a Percentage of total trips made by walking, cycling and transit in the Growth Management Planning Area (GMPA) 18

5.0 Economic Development

- 5.1a Jobs to population ratio 20

6.0 Food Systems

- 6.1a Farm operating revenues in the Growth Management Planning Area (GMPA) 21
- 6.1b Average age of farmer 22

7.0 Climate Action

- 7.1a Community greenhouse gas (GHG) emissions 23

This page is intentionally blank.

RGS INDICATORS – AT A GLANCE

1.0 Managing and Balancing Growth

1.1 Keep Urban Settlement Compact

1.1a Number of net new dwelling units in areas where more than 42% walk/bike/bus to work



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



1.2 Protect the Integrity of Rural Communities

1.2a Percentage of net new dwellings built outside the UCPA



1.2b Net new dwelling units in East Sooke and Otter Point Official Community Plan (OCP) areas



2.0 Environment and Infrastructure

2.1 Protect, Conserve and Manage Ecosystem Health

2.1a Total Regional Park land acquired



2.1b Percentage of the Regional Trail Network completed



2.1c Compliance with Source Control Bylaw



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



2.2 Deliver Services Consistent with RGS Objectives

2.2a Waste stream: solid waste disposal*



2.2b Average residential water consumption*



*indicates previous years performance rating

3.0 Housing and Community

3.2 Improve Housing Affordability

3.2a Reduce core housing need



3.2b Average rent for two-bedroom apartment



3.2c Vacancy rate by rental price quartiles*



3.2d Increase supply of affordable housing



4.0 Transportation

4.1 Improve Multi-Modal Connectivity and Mobility

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



5.0 Economic Development

5.1 Realize the Region's Economic Potential

5.1a Jobs to population ratio



6.0 Food Systems

6.1 Foster a Resilient Food and Agriculture System

6.1a Farm operating revenues in the GMPA



6.1b Average age of farmer



7.0 Climate Action

7.1 Significantly reduce community based greenhouse gas (GHG) emissions

7.1a Community GHG emissions



1.1a Number of net new dwelling units in areas where more than 42% walk/bike/bus to work



What is being measured?

This indicator tracks new dwelling units created in census Dissemination Areas where at least 42% of trips involve active transportation (walking, biking or taking transit).

Why is this indicator important?

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

Target/Desired Trend

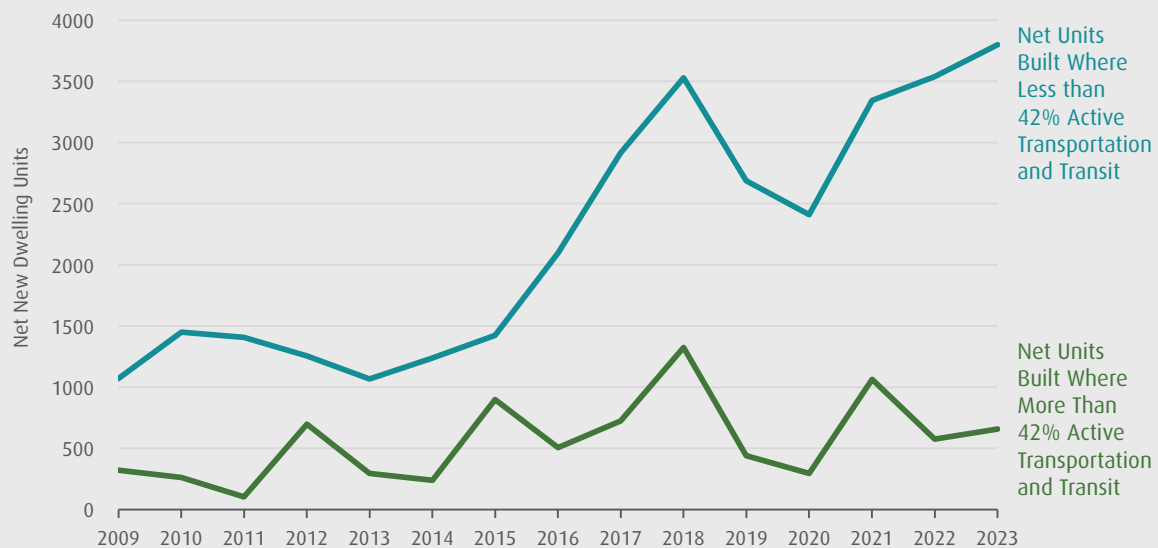
Place growth in areas conducive to walking, cycling and transit.

How are we doing?

Currently, we are not meeting the desired trend.

In the Growth Management Planning Area between 2012-2015, we saw as much as 30% of growth in net new dwelling units in areas with greater than 42% active transportation. In the last five years, 16% of growth in net new dwelling units was in areas with high active transportation.

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



Source: CRD Building Permit Database and Statistics Canada Census of Population 2021

Areas with more than 42% walk/bike/bus to work

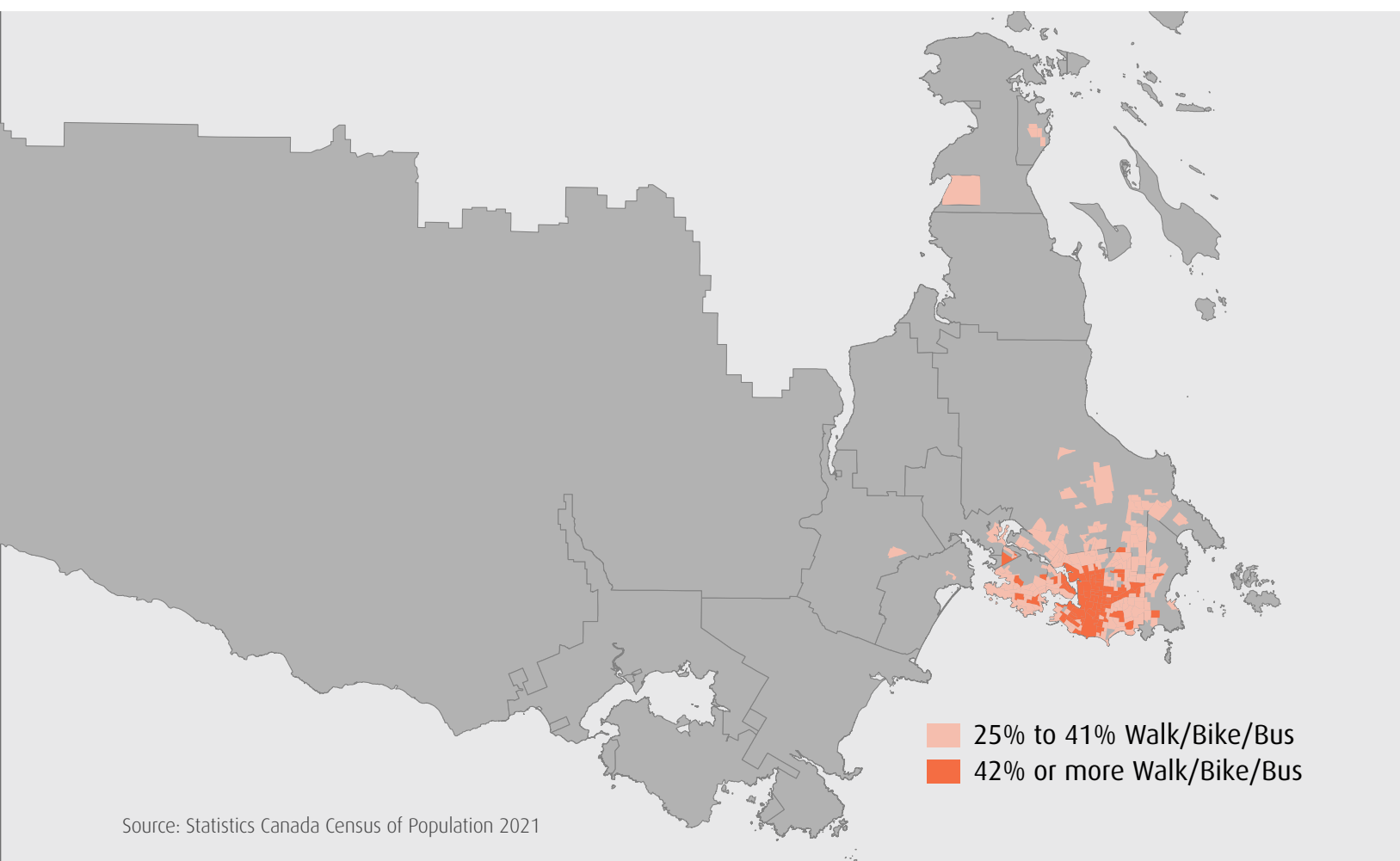
What does the map indicate?

This map shows census Dissemination Areas where more than 42% of residents walk, bike and bus to work, meeting the Regional Growth Strategy mode share target.

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

Also provided for reference are the areas with between 25% to 41% walk/bike/bus to show locations that could meet the Regional Growth Strategy goal if further action was taken.

New growth in these areas is desirable as infrastructure and services are already in place to support high levels of active transportation and transit. As the region develops, the desired trend is to see more areas meeting the 42% target.



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



What is being measured?

This indicator measures the net change in the land area of the UCPA. The UCPA is intended to hold a land supply that will accommodate the region's population and employment growth.

Why is this indicator important?

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

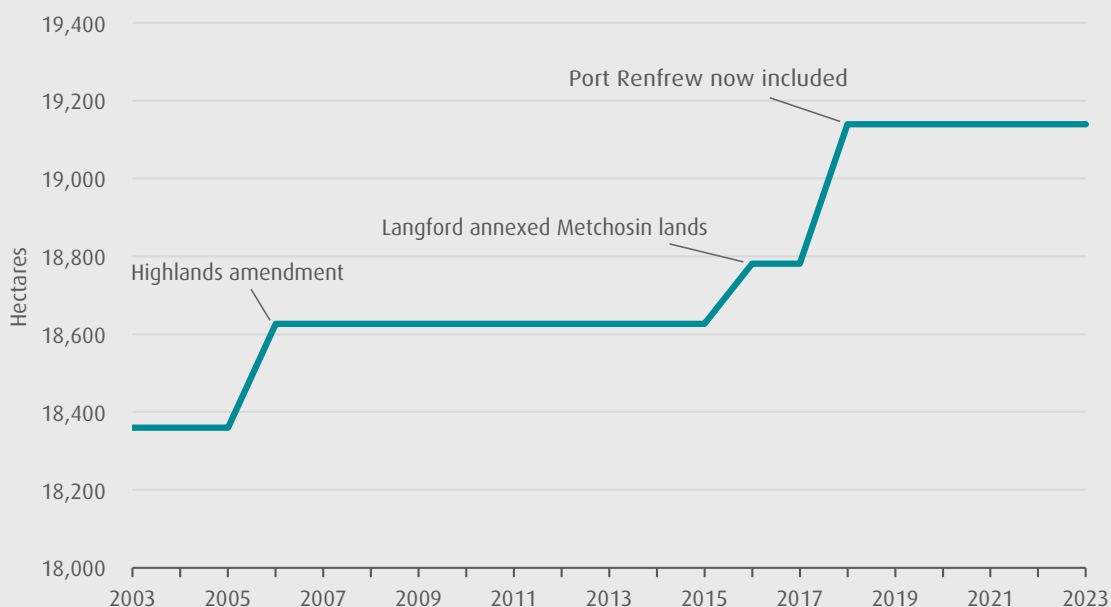
Target/Desired Trend

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

How are we doing?

We are meeting the desired trend.

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



Source: CRD Regional Planning

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



What is being measured?

This indicator measures the annual share of net new dwelling units located outside the UCPA.

Why is this indicator important?

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

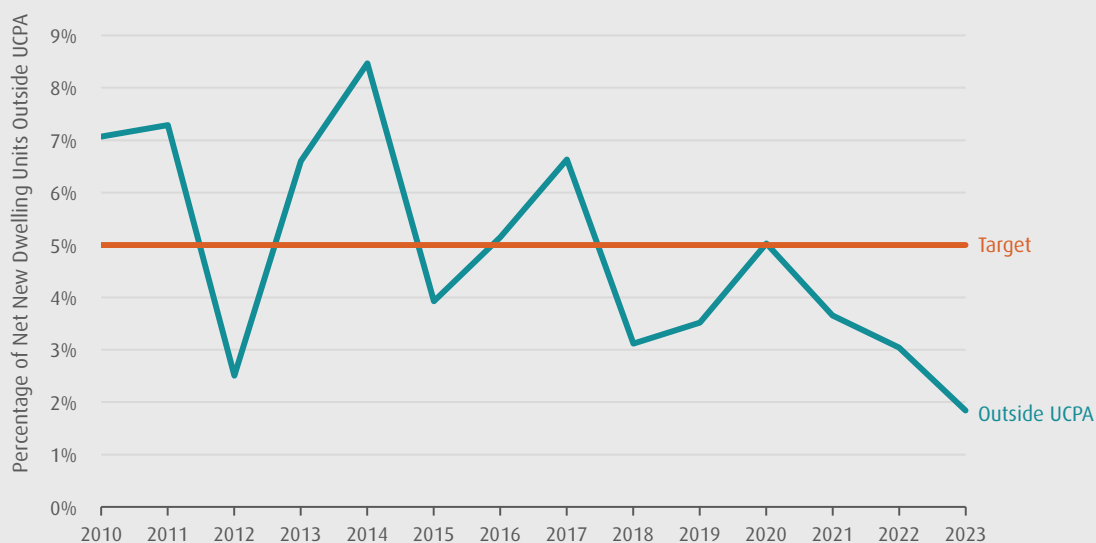
Target/Desired Trend

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

How are we doing?

We have exceeded the target.

In the past 10 years, the average percentage growth outside the UCPA has been 4.4%.



Source: CRD Building Permit Database

Net new dwellings built outside the UCPA, by location

What does the graph indicate?

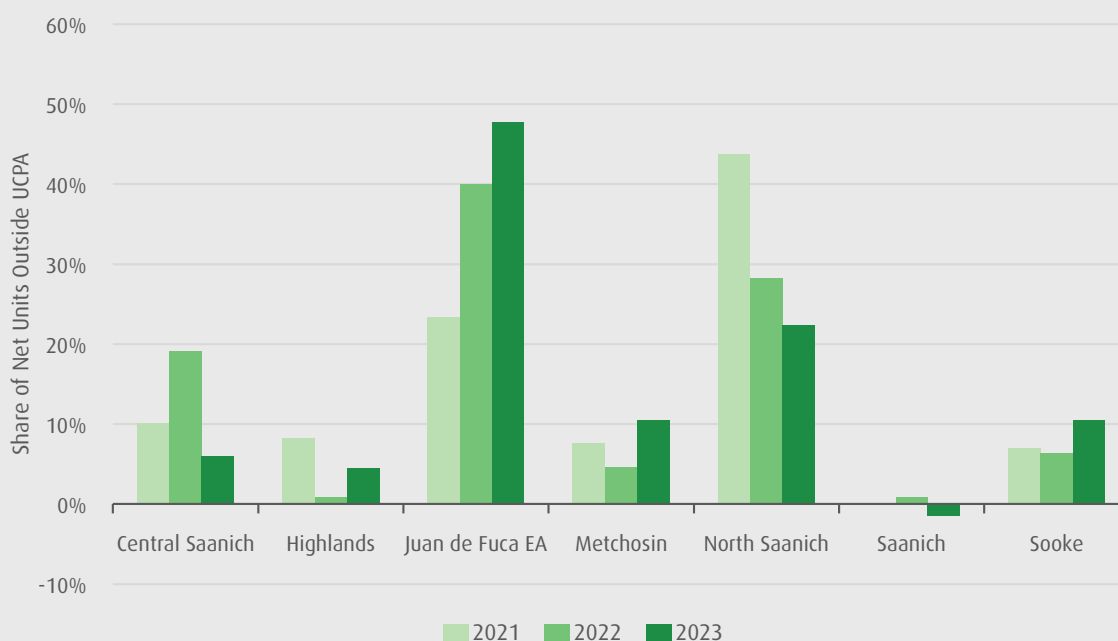
This graph shows the distribution of net new dwellings built outside the UCPA.

Only local governments that have land outside the growth boundary are included. Together these units make up the percentage of new units built outside the growth area.

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

Local governments with land outside the growth boundary help achieve this goal through land use policy and decision making that avoids the creation of future urban areas.

Monitoring the distribution of net new dwelling units built outside the growth area provides insight on the performance of local government growth management policies.



Source: CRD Building Permit Database

1.2b Net new dwelling units in East Sooke and Otter Point Official Community Plan (OCP) areas



What is being measured?

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

Why is this indicator important?

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

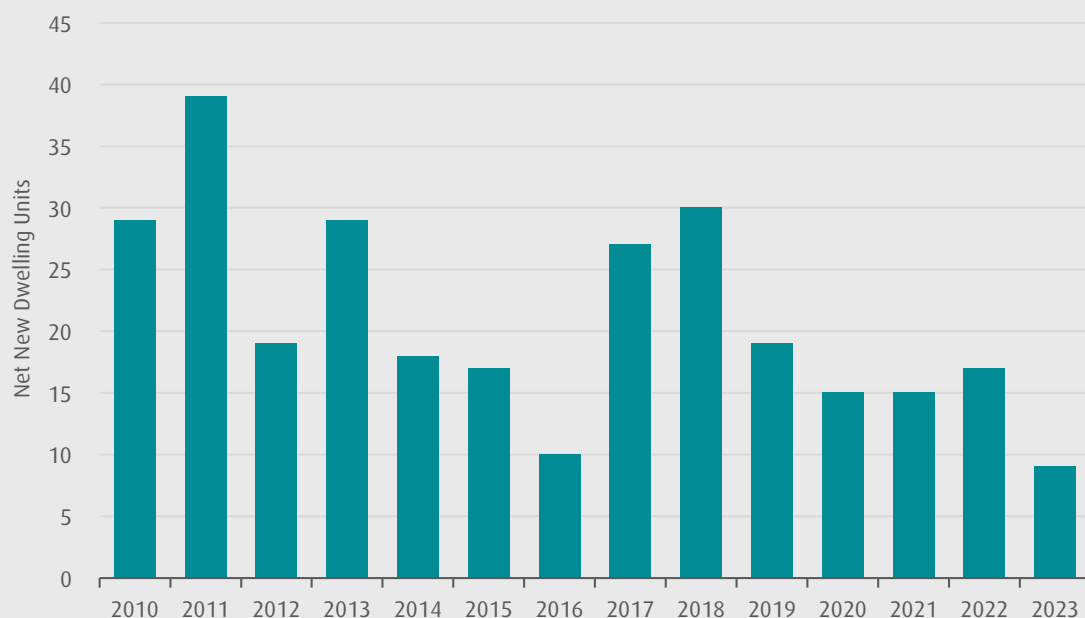
Target/Desired Trend

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

How are we doing?

We are meeting the target.

As of 2023 there are 1,691 dwelling units in East Sooke and Otter Point, with an increase of nine units from 2022. There has been minimal expansion, with an average of 18 net new units per year over the past 10 years.



Source: CRD Building Permit Database

2.1a Total Regional Park land acquired



What is being measured?

This indicator tracks land protected as a Regional Park. Additionally, it shows the types of park land use and the distribution of land for conservation areas, wilderness areas and natural recreation areas. There is currently no land in conservancy areas as protection of natural and cultural features is a new area.

In previous indicator reports, the measure was the percentage of land acquired for the 1997 Sea-to-Sea Green/Blue Belt Strategy, which was largely completed by land acquisitions during 2000-2010.

With the new Regional Parks and Trails Strategic Plan 2022-2032, measuring the total amount of CRD park land is a better indicator of progress.

Why is this indicator important?

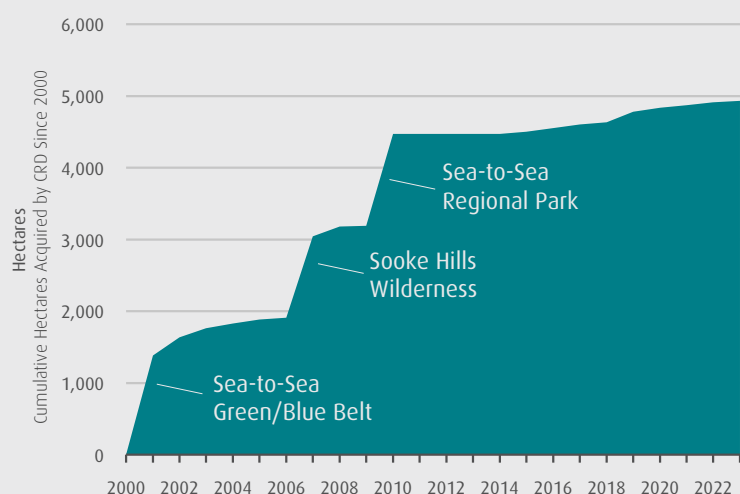
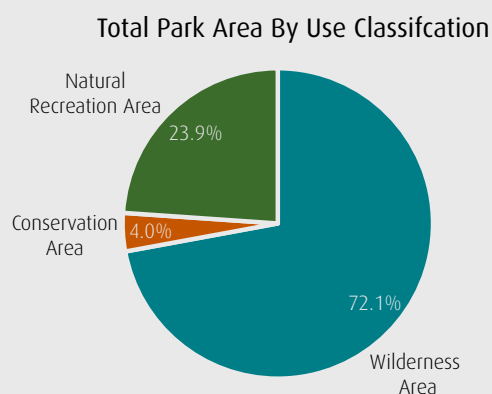
The Regional Growth Strategy aims to protect, conserve and manage ecosystem health. This indicator is important to show growth of CRD parks and the different types of functions they perform including water catchment, natural recreation and habitat conservation.

Target/Desired Trend

Continue to acquire park land.

How are we doing?

We are making steady progress acquiring regional park land according to CRD's Regional Parks Land Acquisition Strategy and the Regional Parks and Trails Strategic Plan 2022-2032.



Source: CRD Regional Parks

2.1b Percentage of the Regional Trail Network completed**What is being measured?**

This indicator measures the percentage of the Proposed Regional Trail Network (Galloping Goose, Lochside and E&N) that has been completed at the end of 2023.

The Regional Growth Strategy (RGS) targets is drawn from the 2022-2032 Regional Parks and Trails Strategic Plan.

Why is this indicator important?

The RGS aims to protect, conserve and manage ecosystem health, and it also strives to improve multi-modal transportation connectivity. The Regional Trail Network represents an integrated trail, active transportation corridor and linear park system linking urban areas to rural green space which helps further both of these goals.

Target/Desired Trend

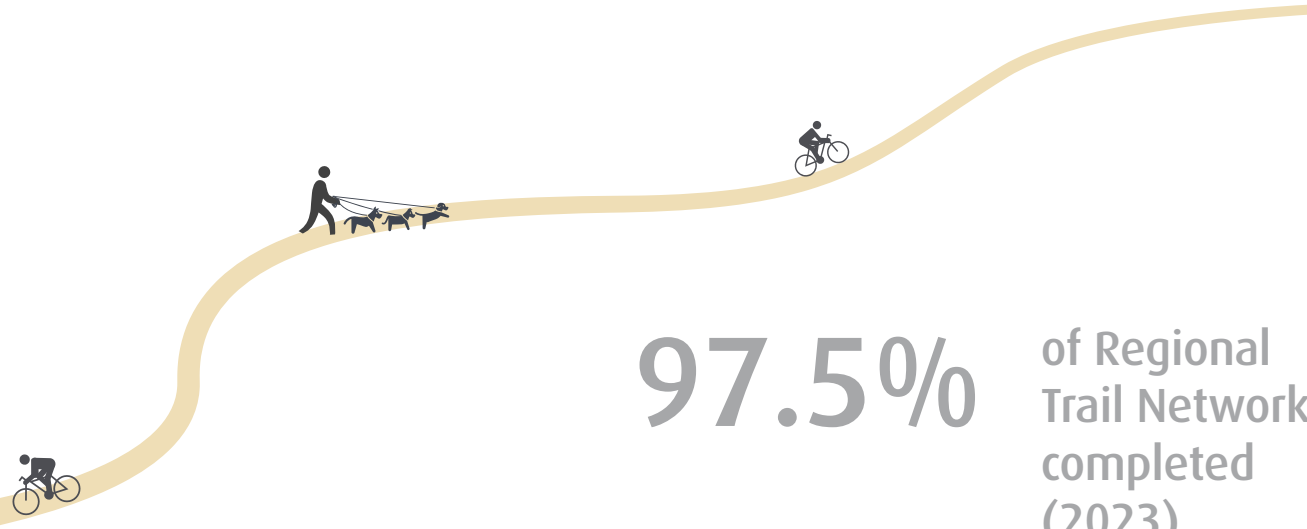
Complete 100% of the Regional Trail Network as identified in the 2022-2032 Regional Parks and Trails Strategic Plan.

How are we doing?

We are making good progress towards the target.

In 2023, 1.3 km of connector sections were added to the E&N, bringing the total to 97.5% of the proposed 100 kilometres of the Regional Trail Network have been completed.

In August of 2023, the CRD Board approved the Regional Trestles Renewal, Trails Widening and Lighting Project. Work is underway on critical below-deck repairs to the Selkirk Trestle, with detailed design planned for 2025 and construction on the remainder of the project corridor set to begin in 2026.



97.5% of Regional Trail Network completed (2023)

Source: CRD Regional Parks

2.1c Compliance with Source Control Bylaw



What is being measured?

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

Why is this indicator important?

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

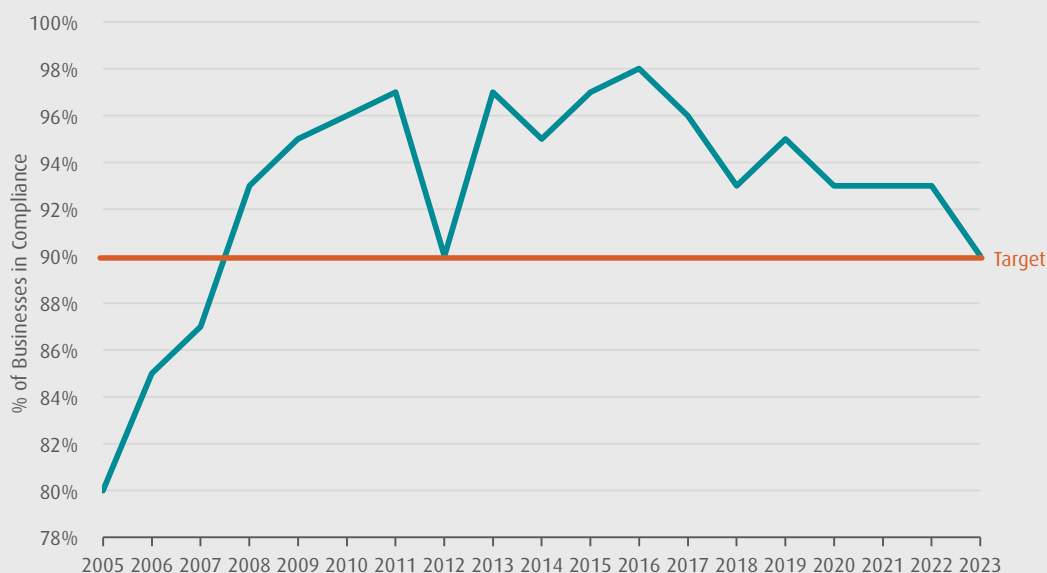
Target/Desired Trend

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

How are we doing?

Though this indicator has dropped by 3% from 2022 to 2023, the rate is at our target of 90%.

We continue to observe high levels of compliance, successfully meeting our goal. Since 2020, inspection rates have steadily increased — rising by 18% between 2020 and 2022, followed by an additional 11% increase between 2022 and 2023. This heightened inspection coverage may have contributed to a slight decline in overall compliance.



Source: CRD Environmental Protection

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



What is being measured?

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

Why is this indicator important?

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

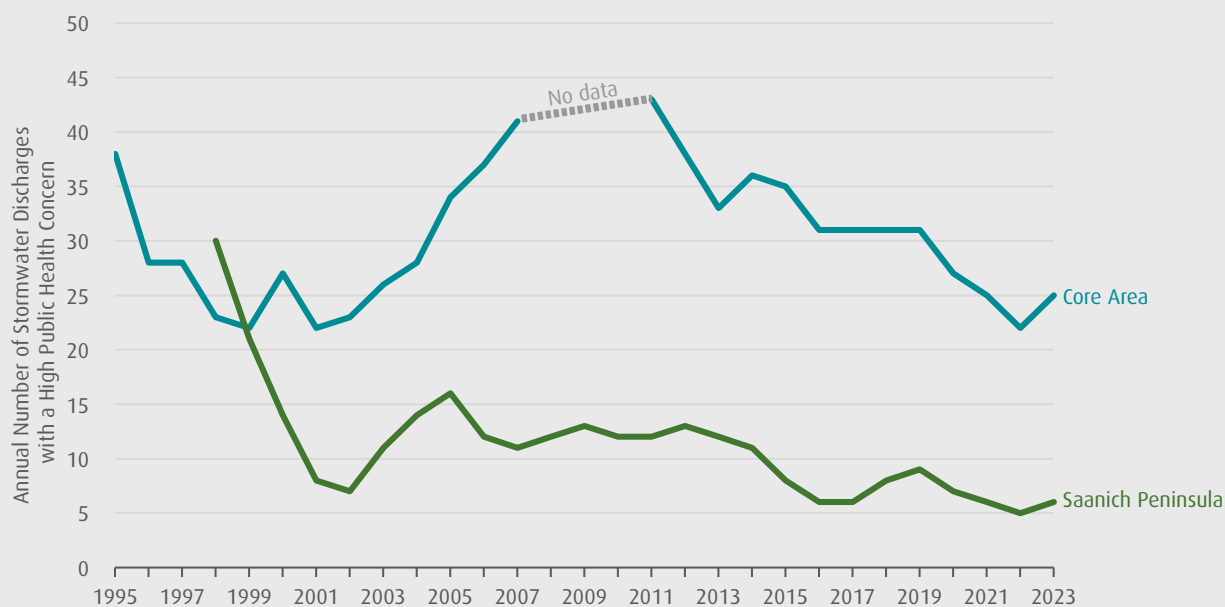
Target/Desired Trend

Reduced bacterial contamination to fresh and marine water bodies.

How are we doing?

The overall number of stormwater discharges with high public health concerns slightly increased from 2022 to 2023 in both the Core Area and the Saanich Peninsula. This marks its first increase in the Core Area since 2014 and on the Saanich Peninsula since 2019.

There were 25 discharges in the Core Area and six in the Saanich Peninsula in 2023.



Source: CRD Environmental Protection

2.2a Waste stream: solid waste disposal



What is being measured?

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

Why is this indicator important?

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

Target/Desired Trend

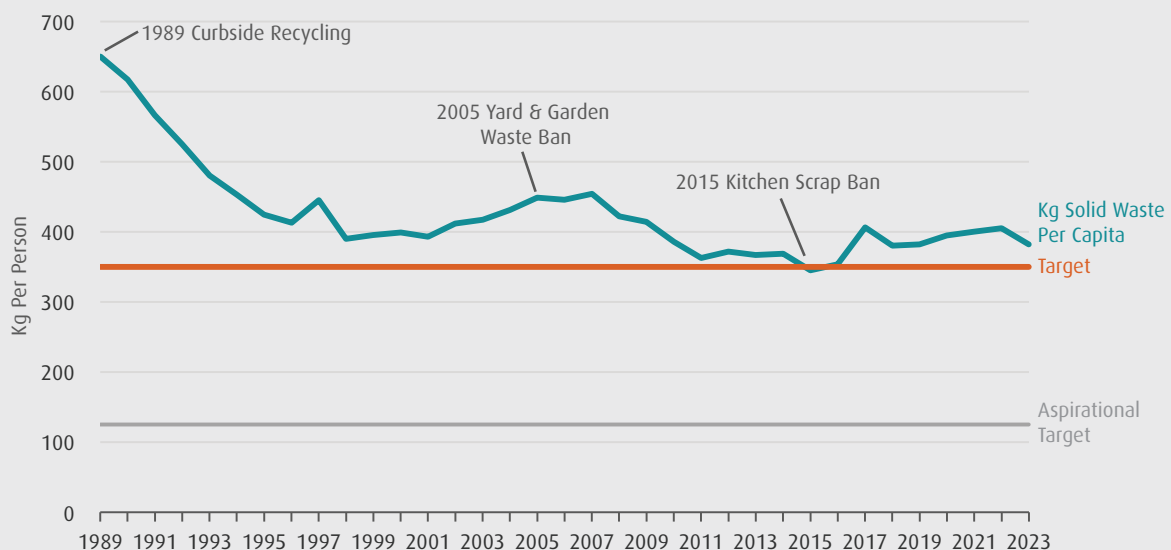
The Province's guidelines for solid waste management planning require plans to have long-term goals to be achieved as an outcome of the plan.

One of the CRD's Solid Waste Management Plan goals is to surpass the provincial per capita waste disposal target (350 kg/capita/year) and aspire to achieve a disposal rate of 125 kg/capita/year.

How are we doing?

Currently we are trending towards our goal. In 2023, the solid waste disposal rate decreased from 405 kg/capita to 382 kg/capita, bringing us closer to the 350 kg/capita goal, but not surpassing it.

We are significantly lower than the provincial average of 479 kg/person (2022). In 2023, the CRD Board approved significant Hartland Landfill policy changes. These changes were implemented in 2024 and are anticipated to reduce our per capita waste disposal numbers.



Source: CRD Environmental Resource Management

2.2b Average residential water consumption



What is being measured?

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

Why is this indicator important?

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

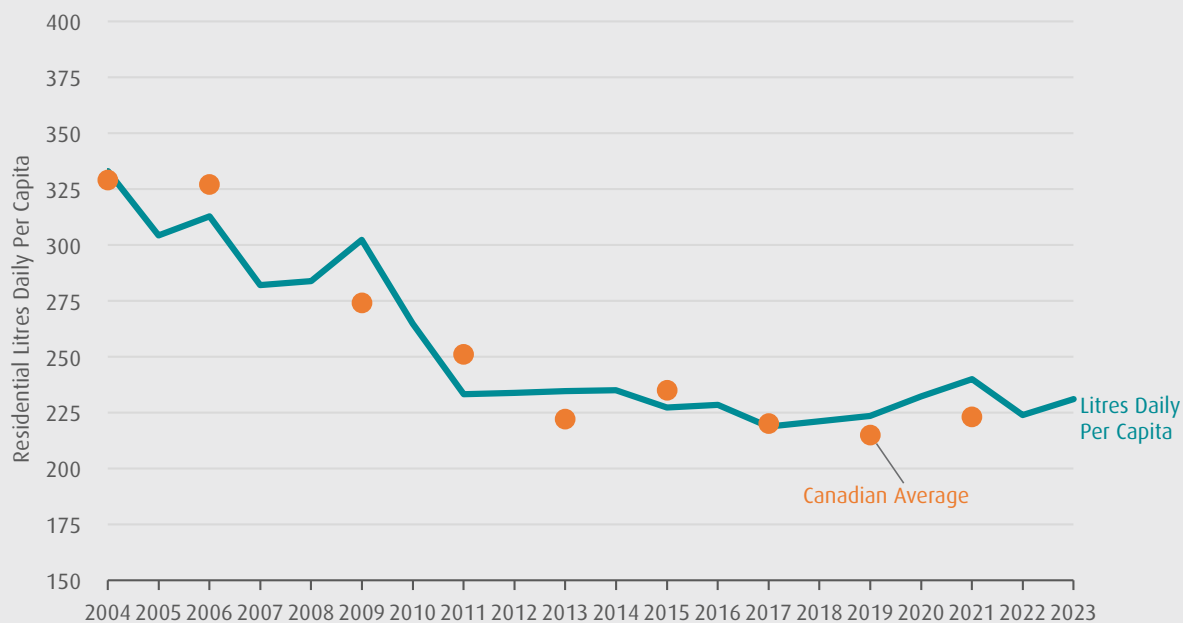
Target/Desired Trend

Decrease per capita consumption of potable water.

How are we doing?

Following a sizable reduction in per capita water consumption between 1995 to 2010 as a result of greater conservation and the introduction of efficient plumbing fixtures and appliances, rates have stabilized in the last 10 years around the Canadian average.

The average residential water consumption has increased from 2022 to 2023 by 7.2 litres daily per capita to a total of 231.1 litres daily per capita.



Source: CRD Integrated Water Services, 2004-2023 Environment Canada Municipal Water and Wastewater Survey
2011-2019 Statistics Canada Survey of Drinking Water Plants

3.2a Reduce core housing need



What is being measured?

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

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

Why is this indicator important?

The Regional Growth Strategy aims to improve housing affordability.

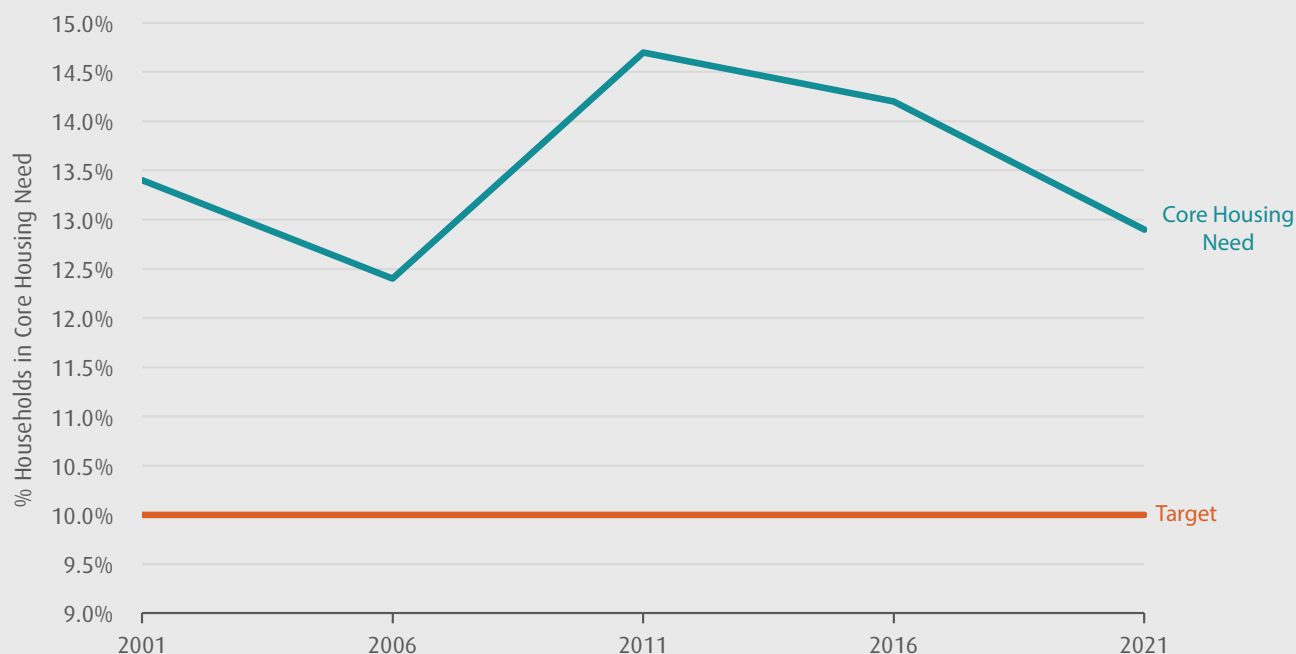
Target/Desired Trend

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

How are we doing?

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

We are far from our target.



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

3.2b Average rent for two-bedroom apartment



What is being measured?

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

Why is this indicator important?

The Regional Growth Strategy aims to improve housing affordability.

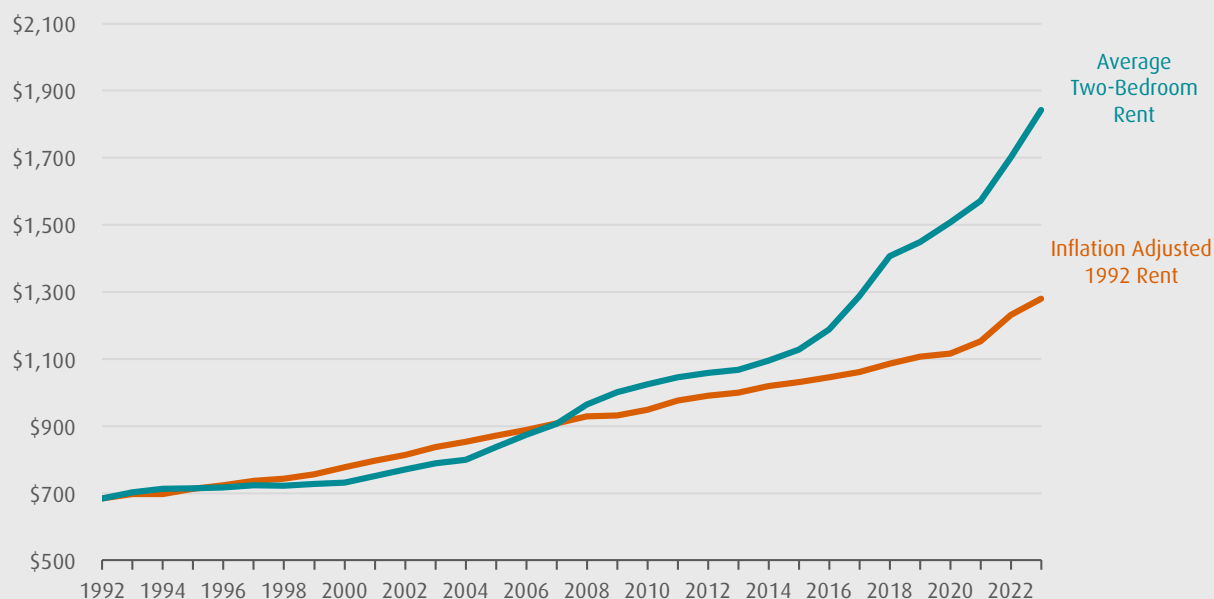
Target/Desired Trend

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

How are we doing?

We are currently not meeting the target.

The price of a two-bedroom rental has outpaced inflation since 2008. As of 2023, the average rent for a two-bedroom apartment in the Victoria CMA is \$1842, while the inflation adjusted rent would be \$1279.



Source: Canada Mortgage and Housing Corporation Rental Market Survey

3.2c Vacancy rate by rental price quartiles



What is being measured?

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

Why is this indicator important?

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

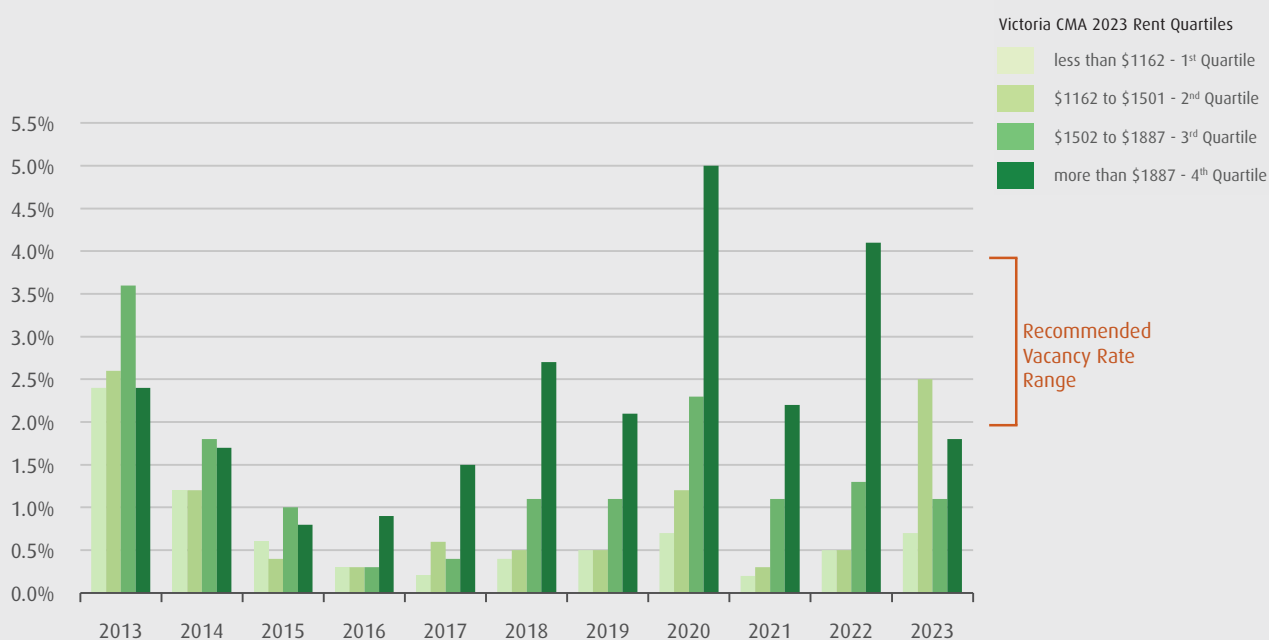
Target/Desired Trend

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

How are we doing?

We are currently not meeting the desired trend. There has been a general trend of very low vacancy rates in the region, especially at the lower price quartiles.

However, there have been improvements this year. Data from 2023 indicates that the vacancy rate for Quartile 2, 2.5%, falls within recommended range for the first time since 2013, albeit at the low end. Quartile 1 has shown a modest improvement for three consecutive years.



Source: Canada Mortgage and Housing Corporation Rental Market Survey

3.2d Increase supply of affordable housing



What is being measured?

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

Why is this indicator important?

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

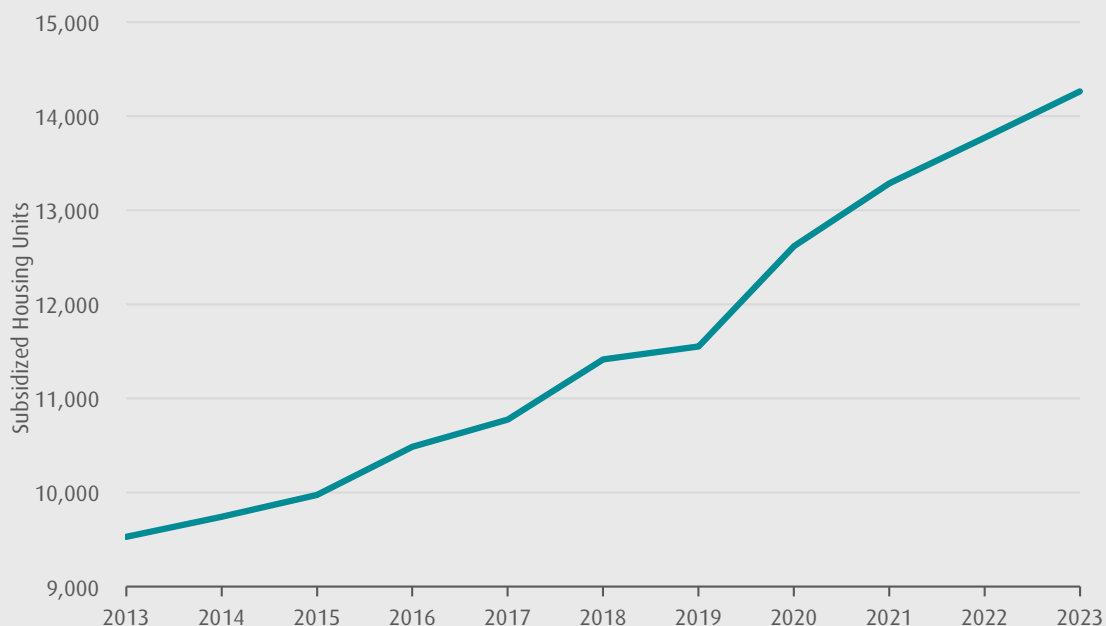
Target/Desired Trend

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

How are we doing?

Progress continues to trend in a positive direction. As of March 31, 2023 there were 14,262 subsidized housing units in the GMPA, representing an increase of 490 units in this reporting period.

At the same time, despite these gains, a continued increase in the supply of affordable housing is required to meet the needs of the region



Source: BC Housing's Research & Corporate Planning Department Unit Count Report March 2019, 2020, 2021, 2022, 2023

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



What is being measured?

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

Why is this indicator important?

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

Target/Desired Trend

Achieve a transportation system that sees 42% of all trips made by walking, cycling and transit by 2038.

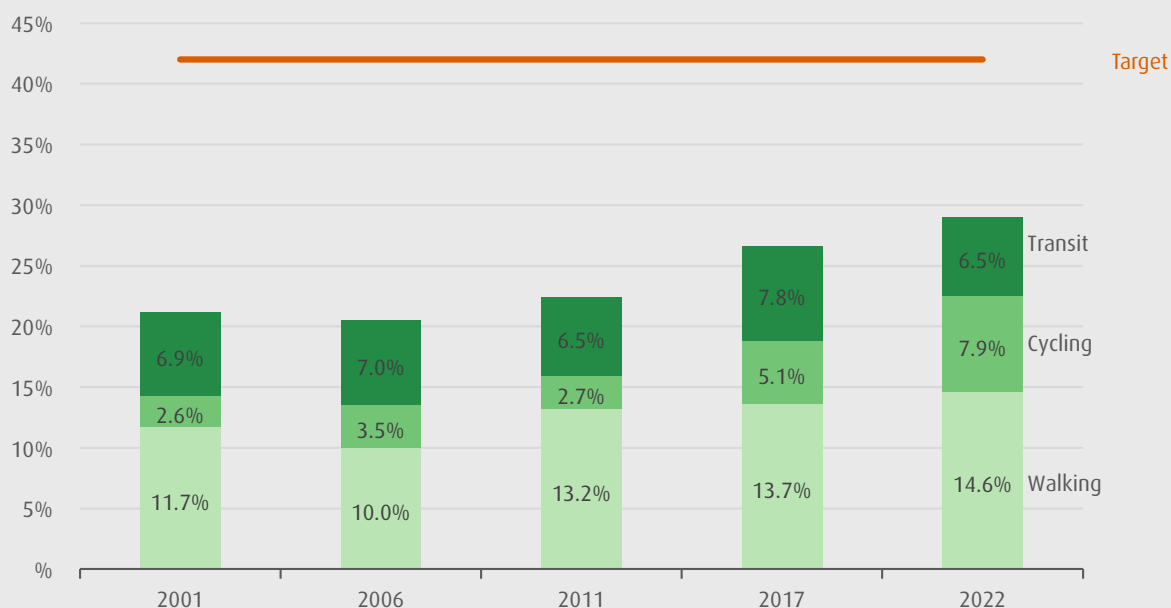
This target has been revised from 45% to 42% of all trips to align with BC Transit's revised 12% mode share target from 15%.

How are we doing?

Progress is being made toward the target.

The overall active transportation mode share has increased due to a sizeable increase in cycling trips and a steady increase in walking.

There is no data update for this year, as the Origin Destination Household Travel Survey will not be updated until 2027.



Source: CRD Origin Destination Survey 2001, 2006, 2011, 2017, 2022

Percentage of total trips made by walking, cycling, and transit in the GMPA

What does the graph indicate?

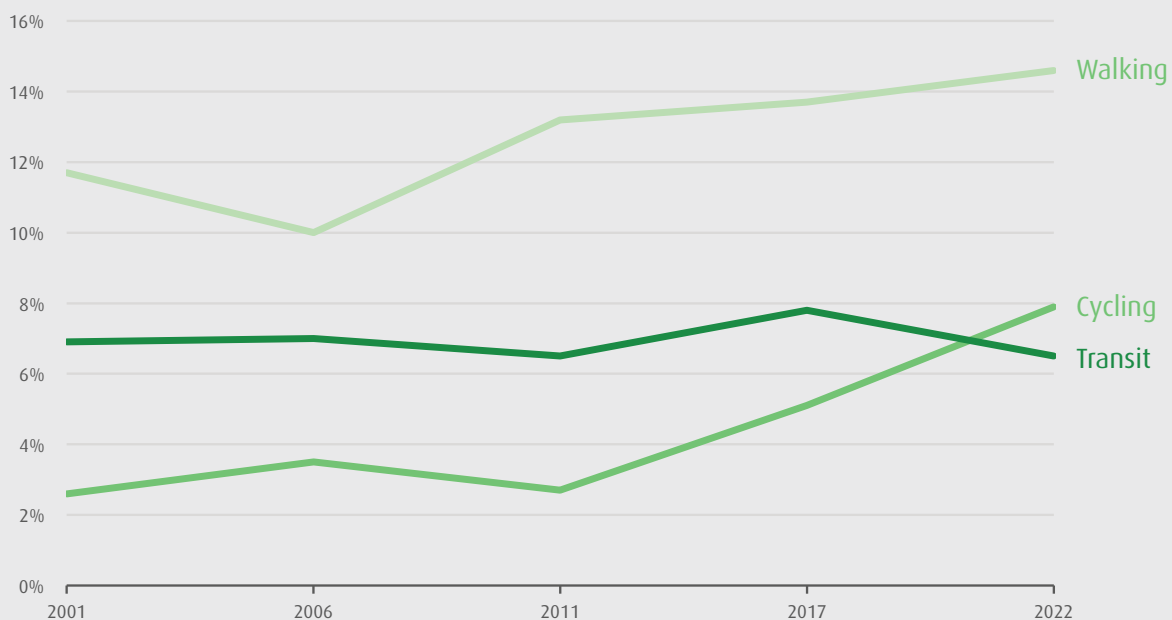
This line graph is another way to visualize the information presented in the stacked bar chart.

Rather than depicting the combined total of each mode, this graph depicts the individual contributions of walking, cycling, and transit towards achieving our goal.

The GMPA's walking and cycling mode shares have improved significantly over time. Cycling has increased threefold since 2001, particularly accelerating between 2011 and 2022.

Walking mode share has also seen a positive trend over time and has increased by 46% since 2006.

Transit mode share has remained largely static the past 20 years. It should be noted that the latest survey was conducted in 2022 and the pandemic impacted ridership. We will be closely monitoring the transit mode share in the 2027 Origin Destination Household Travel Survey.



Source: CRD Origin Destination Survey 2001, 2006, 2011, 2017, 2022

5.1a Jobs to population ratio



What is being measured?

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

Why is this indicator important?

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

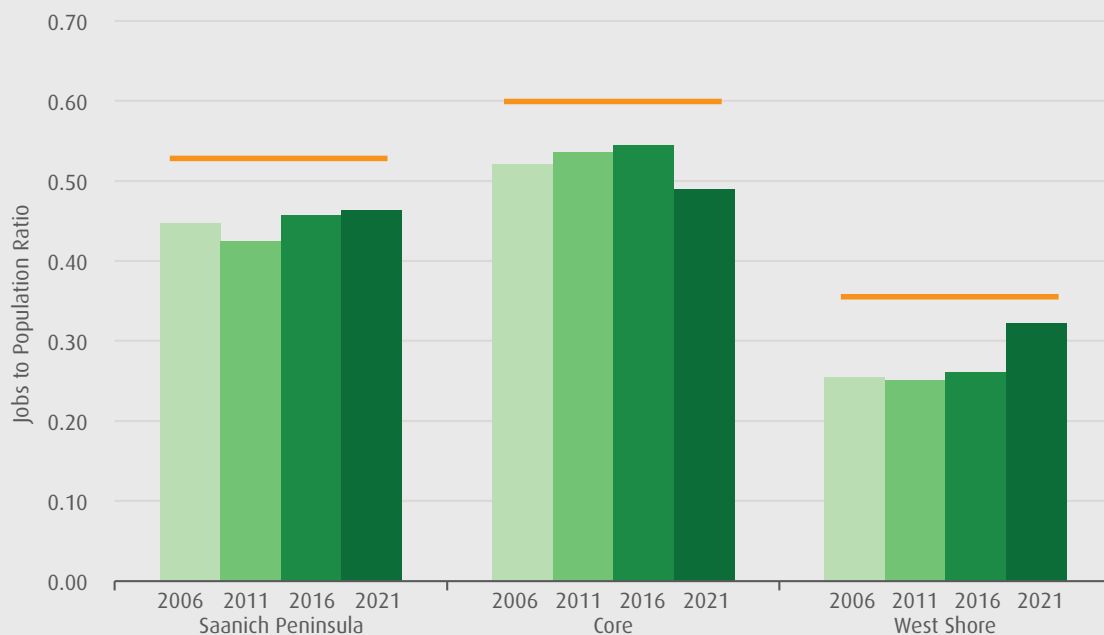
Target/Desired Trend

Achieve a jobs to population ratio of:

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

How are we doing?

Data from the 2021 census show a pattern of employment shifting from the core, which has historically maintained the highest job to population ratio to the West Shore which has had the lowest ratio. This trend may be influenced by the shift to working from home brought about due to the COVID-19 pandemic. There is no data update this year as the next Census will be conducted in 2026.



Source: Statistics Canada, Census of population, 2006, 2011, 2016, 2021, Place of Residence and Place of Work Tables

6.1a Farm operating revenues in the Growth Management Planning Area (GMPA)



What is being measured?

Incorporated farms and communal farming organizations with total farm operating revenues equal to or greater than \$25,000, as well as unincorporated farms with total farm operating revenues of \$10,000 and over. As of 2020, a farm is defined as an operation that produces at least one agricultural product and reports revenue and expenses to the Canada Revenue Agency. Prior to 2020, a farm was defined based on its intention to sell agricultural commodities.

Why is this indicator important?

The Regional Growth Strategy (RGS) aims to foster a resilient food and agricultural system. Tracking operating revenues is a way to report on the productivity of the region's farms.

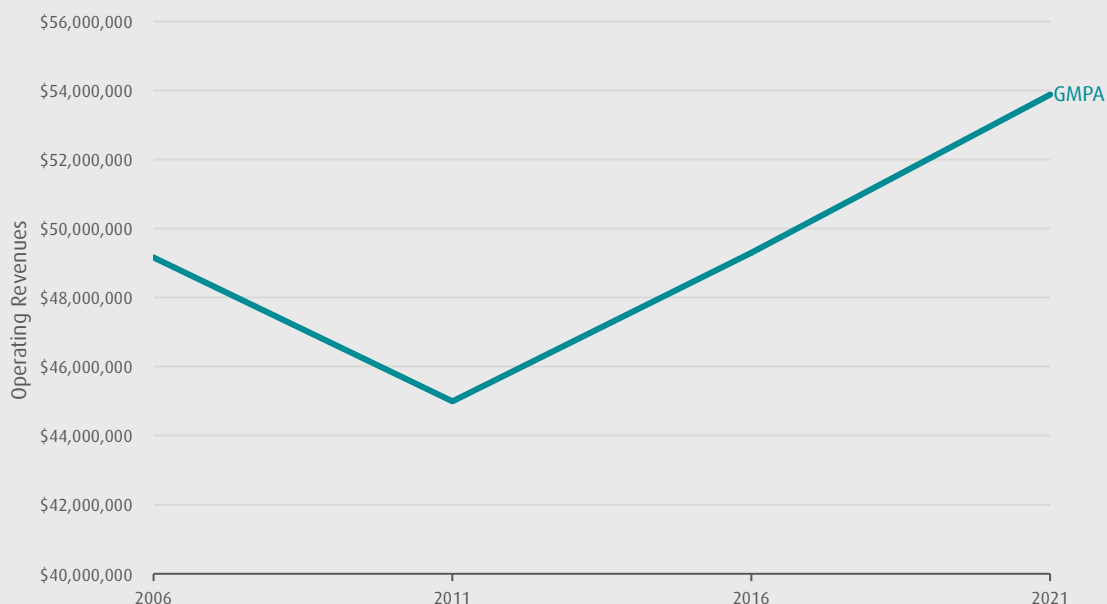
Target/Desired Trend

Increase the operating revenues.

How are we doing?

Food systems were added to the RGS in 2018. This indicator initially tracked hectares of farmland in the GMPA, however the 2021 census data wasn't available for our region due to poor data quality.

This new indicator on operating revenues from the Census of Agriculture is derived from administrative records. Caution should be used when comparing data from 2021 with prior years as operating revenues and expenses use an updated definition and different sources than previous Censuses of Agriculture. There is no data update this year as the next Census will be conducted in 2026.



Source: Statistics Canada, custom tabulation of Census of Agriculture 2006, 2011, 2016, 2021

6.1b Average age of farmer



What is being measured?

This indicator measures the average age of farm operators.

Why is this indicator important?

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

Target/Desired Trend

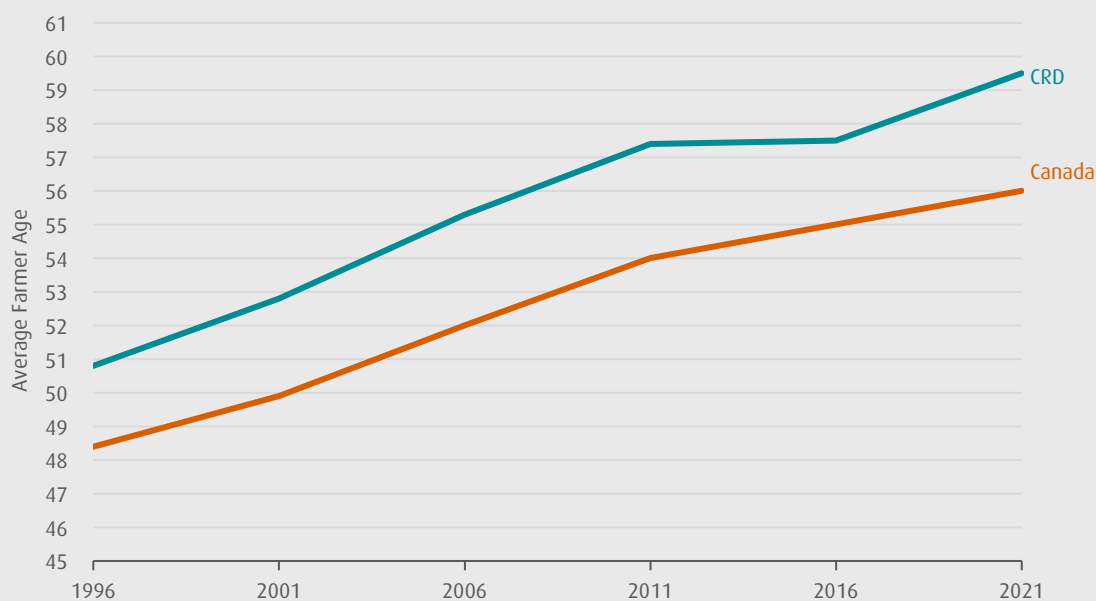
A lower average age of farmers is desirable.

How are we doing?

Progress toward this target remains static. The average age of farmers in the region remains higher than the Canadian average.

In February 2025, the Regional Foodlands Access Service was established with the goal of supporting new and young farmers entering the field.

There is no data update this year as the next Census will be conducted in 2026.



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

7.1a Community greenhouse gas (GHG) emissions



What is being measured?

Community GHG emissions.

This GHG inventory represents the best available information. Following the BASIC+ Global Protocol for Community-Scale GHG emissions (GPC), the scope of emissions includes: stationary energy (e.g., buildings, construction, energy industry), transportation, waste, industrial process and product use, agriculture, forestry and other land use.

Why is this indicator important?

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

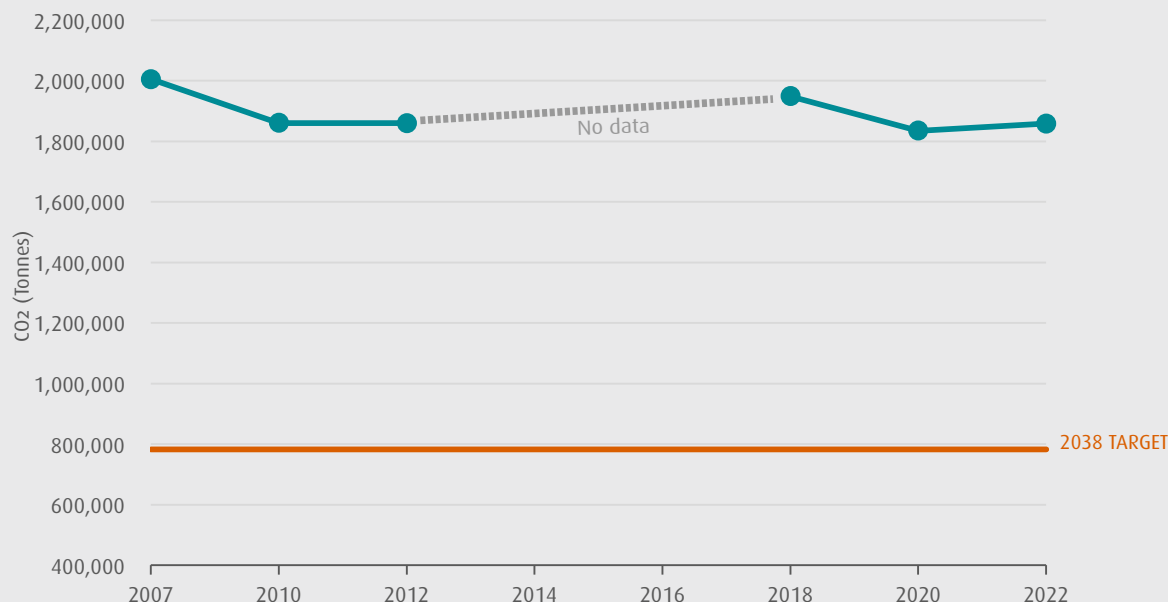
Target/Desired Trend

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

How are we doing?

In 2022, the Capital Regional District's (CRD) annual GHG emissions totalled approximately 1.86 million tonnes, which represents a 7% decline from the 2007 base year GHG emissions, and a 1% increase from 2020.

Together, building and transportation-related carbon pollution continue to be the largest sources of the region's carbon pollution, (approximately 75%) in 2022. On a per capita basis there has been a decline of 25% between 2007 and 2022. This speaks to the efforts the CRD, local, provincial and federal governments have made to reduce energy consumption and GHG emissions. However, the current trend suggests that we will not meet the target by 2038 unless greater effort is made. CRD Climate Action is conducting an update in 2025.



Source: CRD 2022 Greenhouse Gas Protocol BASIC+ Community Greenhouse Gas Emissions Inventory Report



**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, MARCH 26, 2025**

SUBJECT Capital Regional District Emergency Hazmat Team Service Review
Implementation Plan

ISSUE SUMMARY

Report to the Planning and Protective Services Committee on the implementation plan in response to the recommendations of the Capital Regional District (CRD) Emergency Hazmat Team (EHT) 2024 Service Review report.

BACKGROUND

The CRD provides for the administration and operation of the regional EHT in partnership with the region's 25 fire departments. Each of these 25 fire departments have a seat on the EHT Advisory Committee that acts as a conduit for information sharing and coordination between the CRD and the member municipal fire services.

The existing EHT service delivery model is unique in Canada whereby 14 fire departments contribute personnel to the team composition. In addition, there are 11 fire departments that do not have members on the team but receive the response services offered by the CRD. The dynamics of the fire service throughout the region and provincially have changed considerably since the EHT inception in 2008, thus requiring a review of the existing model and service delivery approach. CRD undertook a Request for Proposal (RFP) process and retained Emergency Management Group to facilitate the review and report.

In 2008, the CRD entered a contractual relationship with the District of Central Saanich to organize team training, house operational response equipment, and coordinate day-to-day response operations.

In June 2023, the CRD was served notice by Central Saanich of their intention to not renew the service agreement upon its expiry in February 2024. Central Saanich citing that to continue as a service provider the value of the agreement needed to increase by more than 150% for them to maintain interest as a service contractor to the CRD.

In the Fall of 2023, a service review was commissioned by the CRD for a third party to collect, organize, analyze, interpret, and share relevant information to improve the structure and governance of the EHT program. The purpose of the review was to enhance success through the development of insight and intelligence about the program.

In December 2023, the District of Central Saanich agreed to extend the service agreement to the end of 2024 enabling the CRD the opportunity to receive the recommendations from the service review and conduct a competitive procurement process to find a new service provider.

The recommendations provided by the consultant were based upon an extensive consultation process with the EHT stakeholders.

Planning and Protective Services Committee – March 26, 2025

Capital Regional District Emergency Hazmat Team Service Review Implementation Plan 2

On January 17, 2024 the Planning and Protective Services Committee directed staff to distribute the report and to engage interest holders and to report back to the Committee with an implementation plan.

On May 24, 2024 an RFP was distributed to CRD EHT stakeholders. The RFP closed June 28, 2024 the District of Saanich was the sole respondent submitting an expression of interest.

The CRD has since negotiated a new service agreement with the District of Saanich. Saanich has agreed with the CRD to provide hazardous materials responses to the Service Area based on an improved service delivery model as recommended by the 2023 Service Review.

A nuance to the Saanich agreement is they currently do not have space to store the CRD Hazmat Equipment. This is due to Saanich re-developing their Fire Station #2 at Royal Oak which should be complete by the end of 2026.

In the interim, staff negotiated a separate Memorandum of Understanding (MOU) with Canadian Forces Base (CFB) Esquimalt to house and respond the Hazmat Equipment for a term of two years. The MOU is a no fee “in kind” agreement for service after CFB Esquimalt expressed an interest in learning how they might become a participant in the service. Once the MOU expires at the end of 2026 CFB Esquimalt wishes to continue as a participant in the service.

For purposes of the implementation plan when considering options for the EHT service delivery model, it is critical to weigh the advantages and disadvantages of each option. The sustainability and success of the EHT must be considered in the context that services delivered are effective, efficient, and meet local expectations for emergency Hazmat operations.

Primary consideration has been given toward:

- Ensuring efficacy and efficiency of Hazmat response to incidents regionally.
- Clearly defining and articulating roles and responsibilities of the EHT.
- Scheduled training and curriculum that provides team members with knowledge, skills, and abilities to confidently and safely conduct response operations at the Technician Level.
- Communicating training expectations and requirements, ensuring accountability for required competencies and Job Performance Requirements per NFPA 472.
- Enhancing the roles and responsibilities of regional fire service leaders through the EHT Advisory Committee.
- Open and transparent relationships fostered between the CRD and fire department stakeholders.
- Consensus for the fire department stakeholder agreement and support for the chosen service delivery model.
- All Hazmat equipment and apparatus maintained in a state of readiness.
- Identifying, communicating, and adherence to all health and safety requirements.
- Implementing the recommendations through a future focused lens.

The service review identified 36 recommendations, as noted in Appendix A, designed to ensure CRD EHT can meet and sustain regulatory compliance while minimizing the liability and risk to the firefighters, public and the CRD. In addition, there are four supplemental recommendations intended to move the service forward into the future.

Planning and Protective Services Committee – March 26, 2025
Capital Regional District Emergency Hazmat Team Service Review Implementation Plan 3

The following is a summary of the implementation plan for the service review recommendations:

Year	Recommendation Topic	Number	Notes
2025	Team recruitment strategy	1	Not started
	Separate Team Coordinator from Contractor	2	Complete
	Focus Response Capacity within the CRD	3	Complete
	Response Data – Team Performance (turn out times)	4, 12, 22	Not started
	RFP Process – New Service Provider	7	Complete
	Ensure Saanich and Surrey fire dispatch center processes and protocols are consistent.	10	Not started
	Create committee for the Review of Operational Guidelines. Adopt the latest training standards	13 - 21, 23, 26	Underway
	Enhance Skills Maintenance Training Programs	25, 27 - 29	Not started
	Enhanced collaboration between CRD and its contractors	31, 32	Not started
	Review CRD EHT Asset Management Plan including funding of Equipment Replacement Reserves	33 - 35	Not started
	Form Working Group to address recommendations in the report	36	Underway
2026	Feasibility – 3 rd Party Specialist for Team Technical Support and Site Mitigation	5	Not started
	Feasibility – Leverage use of on-duty personnel for initial responses	6	Not started
	Establish system of team availability and activation processes and protocols.	8	Not started
	Find solution to notify and activate off duty personnel.	9	Not started
	Engage other agencies and NGO's toward incorporating into the team. Consider increase service level to become a Chemical, Biological, Radiological, Nuclear, and Explosives Team (CBRNE)	30	Not started
2027	Review existing and conduct new Hazard Risk Vulnerability Assessments in each community	11, 24	Not started

Supplemental Recommendations – These are additional recommendations provided to the CRD with the goal of moving the delivery of the services into the future with a strategic focus:

2024	Hazmat Advisory Committee	Completed
2025	Rapid Assessment Team	Completed
	Communications	Completed
	Staffing	Underway

ALTERNATIVES

Alternative 1

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

That the 2025-2027 Capital Regional District Emergency Hazmat Team Service Review Implementation Plan be approved.

Planning and Protective Services Committee – March 26, 2025
Capital Regional District Emergency Hazmat Team Service Review Implementation Plan 4

Alternative 2

That this report be referred back to staff for additional information based on Planning and Protective Services Committee direction.

IMPLICATIONS

Financial Implications

The value of the agreement with the District of Saanich is up to \$180,000 (2025) annually and is fully funded within the 2025 Financial Plan. With the exception of the operating guideline review project all other items in the implementation plan will be completed through staff time. The operating guideline review project will be funded from operating reserves and is also included in the 2025 Financial Plan.

Service Delivery Implications

The transition to Saanich as the primary service provider will result in enhanced service delivery without interruption and is in-line with the recommendations in the service review report. The notable service delivery enhancements from Saanich include:

1. Immediate response by a Rapid Assessment Team
2. Supervisory services through a Saanich Chief Fire Officer.

CONCLUSION

This service review of the EHT highlights strengths, current challenges, and opportunities, and provides several prioritized recommendations for moving the program forward. The implementation plan reflects the recommendations and will leverage the experience and expertise of engaged fire and emergency services leaders within the region. Many aspects of the plan rely heavily on the support of the CRD EHT Advisory Committee. The implementation of the recommendations will be completed through a future-focused lens, one of several critical elements necessary to meet the future needs of the EHT.

RECOMMENDATION

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

That the 2025-2027 Capital Regional District Emergency Hazmat Team Service Review Implementation Plan be approved.

Submitted by:	Shawn Carby, CD, BHSc, MAL, Senior Manager, Protective Services
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Recommendations - Emergency Hazardous Materials Team Service Review

SERVICE REVIEW RECOMMENDATIONS

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
Section 1 Capital Regional District & EHT Overview				
1	The CRD work with the EHT Advisory Committee to identify a recruitment strategy for the EHT.	13-24 months	Committee Time	Ensuring that the EHT staffing is at full capacity improves the team response model and overall effectiveness.
2	The CRD consider separating the Team Coordinator from the Contractor to schedule training, recruitment, administrator duties and maintaining training and response records for the EHT.	0-12 months	CRD to determine annual salary	Decreasing the administrative responsibility from the Contractor and revising the Team Coordinator position external to the Contractor will increase records keeping for the CRD.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
Section 2 Response Capacity				
3	The CRD EHT should focus efforts on response capacity within the CRD, and not look to provide services outside this geographic area.	0-12 months	CRD Staff Time	The capacity does not currently exist, and the systems are not in place for this model to be effective.
4	The CRD should look to incorporate a fulsome approach to data analysis for the CRD EHT. This data should include Dispatch Time, Turn Out Time, overall Response Time, and Incident on-scene time. This will require careful data collection, attention to detail, access to statistical programs and skills in result interpretation.	0-12 months	CRD Staff Time	This recommendation applies what is industry best-practice for fire & emergency services to this specific service delivery area.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
Section 2 Response Capacity				
5	The CRD should assess the feasibility of entering a relationship with a 3 rd -party contractor to support any future CRD EHT model. This 3 rd -party contractor could provide specialized technical support remotely, and/or become the designated and recommended incident mitigation service provider. This would allow the CRD EHT to transition site mitigation and clean up, thereby transitioning regional firefighting resources back into service sooner.	0-12 months	CRD/ Advisory Committee Time	This model is based on, yet differs slightly from, the model being used between Nanaimo Fire Rescue and NES.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
6	The CRD should assess the feasibility of leveraging the on-duty firefighting personnel in the Region for initial response. Given the number of personnel required for a Rapid Assessment Team, and the remainder needed for a base-level Technician-Level hazardous materials response, the deployment model could be transitioned to a layered one, with on-duty firefighting staff deploying initially and then requesting off-duty personnel as/when the need requires.	0-12 months	CRD/ Advisory Committee Time	This model incorporates elements used in Vancouver and Surrey, where HazMat Team members at assigned fire stations comprise the initial deployment. Once assessments are complete, additional resources can be requested. This provides a level of certainty with who is coming, how many are responding, and anticipated response times.
7	The CRD should look to engage through RFP process, a fire department in the region interested and able to provide the CRD with an effective EHT. Administrative and operational oversight would be streamlined in this process, allowing the CRD to provide a strategic lens to the support it provides.	13-24 months	RFP to Determine	This model mirrors the relationship in-place on the North Shore of Metro Vancouver, whereby one fire department provides hazardous materials incident response for all three municipalities. It is believed there are fire departments in the CRD with the capacity to provide this service.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
8	Establish an agreed-upon approach that is consistent and clearly communicated across the region regarding team member availability and activation processes and protocols.	0-12 months	CRD/ Advisory Committee Time	To reduce the complexity of deploying the EHT to incidents
9	Research and identify a communications solution to ensure any team member notification or activation is widespread and available to all team members	13-24 months	CRD/ Advisory Committee Time	Technology solutions exist to support this and can also support a dashboard that conveys member availability and response times.
10	Ensure processes and protocols for the dispatching of resources is consistent and clear between both Saanich and Surrey dispatch centers.	13-24 months	CRD/ Advisory Committee Time	To reduce the complexity of deploying the EHT to incidents.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
Section 3 Administrative Practices				
11	The CRD should review recent HRVA's conducted for the region and/or specific municipalities to ensure the level of service delivery being provided aligns with the hazard and risks identified.	13-24 months	CRD/ Participating Fire Depts Time	It is an accepted premise that the completion of an HRVA assists communities to make risk-based choices that thereby address local vulnerabilities, mitigate hazards, respond to and recover from hazard impacts. Aligning the delivery of hazardous materials incident response to a regional HRVA is a best-practice.
12	The CRD and EHT Advisory Committee should identify which data to collect, and interpret related to the delivery of hazardous materials incident response in the CRD.	0-12 months	CRD/ Advisory Committee Time	The collection of detailed enables informed decision-making and contributes to continuous improvement in the management of the EHT.
Section 4 Policies, Directives and Operational Guidelines				
13	The CRD to create a working committee with the HazMat Advisory Committee to review the OGs and complete within a 12-month period. The CRD should also develop a Terms of Reference (TOR) for this committee.	0-12 Months	Working Group Time	This ensures that the OGs are current, relevant. The TOR will provide details such as committee members, meeting schedules, etc.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
14	Operational Guideline 1-004. It is suggested that “Feminine Sanitary Napkins” be added to page 7 of the check list in proximity to the coveralls, helmets, and radio vests.	0-12 months	Working Group Time	The responder does not have to remove their hand from the suite to wipe the moisture.
Section 4 Policies, Directives and Operational Guidelines				
15	NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications (2017) and NFPA 472 Standard for Competence of Responders to Hazardous Materials/ Weapons of Mass Destruction Incidents (2018) be incorporated into the training and operations of the CRD EHT.	0-12 months	Working Group Time	Adopting the latest NFPA standards in EHT emergency response operations and operational guidelines ensures compliance to industry standards
16	Operational Guideline 3-001 be revised to clarify the qualifications of the Incident Commander versus the HazMat sector commander.	0-12 months	Working Group Time	The scene IC should have the in-depth knowledge to make informed decisions.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
17	Revise OG 4-004 Incident Response to read, ““The CRD EHT Incident Action Plan (IAP) should undergo thorough discussion, review and approval by the Incident Commander before implementation. This requirement ensures that the IAP aligns with established protocols and is consistent with the overall incident, contributing to the effective and safe management of hazardous materials incidents.”	0-12 months	Working Group Time	As per NFPA 1561, the IC shall be responsible for developing and/or approving an incident action plan.
18	Revise OG 4-004 Incident Response org chart be revised to include two (2) doffers in the warm zone, one (1) doffer in the cold zone and one (1) EHT member in the warm zone to verify the effectiveness of the decon process.	0-12 months	Working Group Time	Based on industry best practices.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
19	Revise OG 4-005 Decontamination Procedures to having civilians remove clothing.	0-12 months	Working Group Time	Industry best practices dictates that the more clothing removed the better, and unless a person is soaked in a penetrating product there is no reason to disrobe completely.
20	Revise OG 4-005 Decontamination Procedures to include the use of a Level 'C' TYVEK suit for patient transfer to BCAS.	0-12 months	Working Group Time	Based upon industry practices.
21	Revise OG 4-007 Personal Protective Equipment to include two (2) twelve inches of ChemTape as part of the Level 'A' and 'B' inventory.	0-12 months	Working Group Time	If the wearer of a Level 'A' or 'B' suit suffers a tear an immediate repair can be made.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
Section 5 Response Trends and Response Types				
22	The CRD should regularly analyze the call volume and call types and work with the EHT Advisory Committee to identify trends.	0-36 months	CRD/Advisory Committee Time	Conducting this annual review will improve the state of readiness and overall effectiveness of the CRD EHT.
Section 6 Training				
23	NFPA 1072 (2017) edition and NFPA 472 (2018) edition be adopted and incorporated into the training and operations of the CRD EHT.	0-12 months	CRD Staff Time	Using the latest NFPA standards benefits the CRD and EHT as described in the report.
24	Each community participating in the CRD EHT program conduct a community risk assessment relating to HazMat concerns. These assessments will be used to form the basis for specific training.	13-24 months	Participating Fire Depts Time	The identification of potential hazards will help keep responders safe.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
25	Training in Level A & B suits be incorporated into the “Open Learning” sessions as well as combined with DECON training in the “Skills Maintenance Training.”	0-12 months	CRD/Advisory Committee Time	Regular training ensures responders are able to don, doff and use this specialized equipment.
26	The responsibility of decontamination procedures should be assigned to the fire service requesting support.	0-12 months	CRD/Advisory Committee Time	The initial responding FD will be first on scene and can initiate decontamination procedures promptly.
27	The development and delivery of training specifically for chemical properties and behavior be delivered into the “Open Learning” as well as reinforced at the “Skills Maintenance Training” sessions.	13-24 months	CRD/Advisory Committee Time	Understanding chemical properties for HazMat is essential for accurately assessing the risks.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
28	Additional training be provided two (2) times a year over a three-five day period and developed with input from EHT members and derived from Post Incident Action Reports. The first two-three days focused on skills with the remaining two days focused on scenario based learning.	13-24 months	CRD Time	Skills and competency are essential for the specialized skills required at the technical level.
29	Training should be developed and delivered by team members with a 5:1 student/instructor ratio.	0-12 months	CRD to determine costs for extra instructors	More focus on skills during the training can occur.
30	The CRD engage other agencies such as EMS, Police and NGOs to ensure open and transparent communication and work the possibility of incorporating them into the team, which in time could see the team become a CBRNE team.	13-24 months	CRD Staff Time	Engagement and involvement of other agencies often requires expertise from various disciplines.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
Section 7 Service Agreements & Service Liability				
There are no recommendations for this section.				
Section 8 Finance				
31	Meetings between the CRD and the Contractor to review the annual budget increase for the operational budget. Adjustments should not only meet but exceed inflation rates and account for the notable escalation in equipment costs.	0-12 months	CRD/ Contractor Time	This approach will strengthen the financial resilience of the CRD and enable it to sustain optimal operational effectiveness.
32	Schedule meetings with the CRD Contractor to identify the real costs for the SCBA and Command Vehicle replacement scheduled for 2027.	0-12 months	CRD/ Contractor Time	Engagement in this process is vital to ensure the alignment of CRD five (5) strategies with organizational objectives and to proactively address the escalating costs of equipment and assets.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
33	That the CRD EHT implement an AMP for all hazardous materials response equipment. This should identify projected replacement dates and cost cycles for all hard and soft equipment and consumables. The AMP should be overseen by incorporating the Asset Manager role into the current Team Coordinator role, or other roles as deemed appropriate.	0-12 months	CRD Staff Time	Implementing an Asset Management Plan with a clear structure and oversight helps ensure the availability, safety, and efficiency of hazardous materials response equipment within the CRD EHT
34	A Capital Expenditure Reserve be established with annual contributions. This will ensure the equipment required to support a robust hazardous materials response is funded and available. The amount for the annual contribution should be derived following an assessment of current equipment, lifespan, and expected replacement dates.	0-12 months	CRD Staff Time	It aligns with best practices in emergency response asset management programs.

Rec #	Recommendation	Suggested Timeline	Estimated Cost	Rationale
35	Fire apparatus (vehicles) required to support the CRD EHT need to be a key aspect of the recommended asset management plan.	0-12 months	CRD Staff Time	When planned for, and properly funded over time, the acquisition of these significant purchases will be more manageable and financially sustainable.
Section 9 Surveys				
36	The CRD form a working group to address recommendations in this report.	0-12 months	CRD/Working Committee Time	A working group will ensure the CRD has an effective EHT and recommendations and resolutions are discussed for the improved efficiency of the EHT.

Supplemental EHT Service Delivery Recommendations

The additional recommendations are provided with the overall goal of moving the delivery of emergency HazMat response within the CRD forward into the future with a strategic focus.

1. **HazMat Advisory Committee:** An opportunity exists to leverage regional stakeholder interest, experience, and expertise to ensure a sustainable hazardous materials capacity in the region. Engagement of key fire service leaders through the formation of sub-committees and/or working groups collaboratively with CRD leadership would bring significant value. Utilizing the sub-committee/working group structure allows more time to focus on specific projects, investigate new areas of work and involve local expertise.
2. **Rapid Assessment Team:** To align with industry best practices, the service delivery model for the EHT should be restructured to facilitate deployment of a RAT to all HazMat incidents. The EHT-RAT should consist of one chief officer and four Technicians able to respond within 30 minutes of notification. This would enhance incident management, resourcing, and mitigation. This approach to be included within whichever option the CRD pursues.
3. **Communications:** The transition to a different service delivery model must be communicated to all CRD fire departments and their municipal governments. Ongoing and regularly scheduled communications and engagement with all stakeholders will serve the EHT well. Over-communication in the realm of emergency services is often a must.
4. **Staffing:** Revise the minimum staffing for the deployed EHT to eight trained HazMat Technicians. This represents the true minimum staffing to cover required positions to perform a standard, 2 in/ 2 out entry. The EHT-RAT would comprise the initial element of this staffing model, which when deployed would only require the addition of four more Technicians. Positions required by regulation or implied responsibilities are:
 - a. 1- HazMat Group Supervisor/ Team Leader/ HazMat Officer
 - b. 1- Assistant Safety Officer HazMat
 - c. 1- Technical Reference/ Science Officer
 - d. 1- Entry Team Leader
 - e. 2- Entry personnel
 - f. 2- Back up personnel



Making a difference...together

Development and Planning Advisory Committee (DPAC) – Meeting Notes

Held Monday, October 28, 2024 at View Royal Town Hall

PRESENT: Staff: P. Klassen, Senior Manager, Regional Planning; J. Douillard, Research Planner, Regional Planning; N. Brotman, Research Planner, Regional Planning, D. Pagani, Administrative Clerk, Regional Planning.

Also present: M. Blakely, City of Colwood; H. Blue, District of Sooke; J. Davison, Township of Esquimalt; C. Friesen, District of Saanich; A. Hudson, City of Victoria; T. Johnson, District of Metchosin; J. Matanowitsch, District of Central Saanich; C. Newcomb, Town of Sidney; S. Scory, Town of View Royal; L. Stohmann, City of Langford; M. Storzer, District of North Saanich; L. Taylor, Town of View Royal.

Presenters: C. Roesler, Ministry of Agriculture and Food; J. Weightman, Ministry of Agriculture and Food.

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

1. Welcome and Introductions

N. Brotman welcomed members of the Development and Planning Advisory Committee (DPAC) and gave an agenda overview. L. Taylor provided a Territorial Acknowledgement.

2. Agricultural Land Use Inventory (Presenter: Ministry of Agriculture and Food)

J. Weightman introduced the Agricultural Land Use Inventory (ALUI) project, providing an overview of its history and objectives as a data source. C. Roesler presented further information, including the role of imagery, the “windshield survey” methodology, the focus on observable data, timeline, cost and deliverables.

- **Action:** N. Brotman to provide members with access to the 2018 ALUI website, which will serve as the baseline for the new research.

3. Updates on Regional Service Establishment

CRD staff provided an update on the establishment of two new services.

First, N. Brotman updated members on the Regional Foodlands Access Service, providing an overview of the timeline, next steps and the selection of the first site (Bear Hill Regional Park). P. Klassen provided additional information on the model and the potential opportunities for local land management. Members asked questions about the possibility of non-local government lands being included, as well as opportunities to reach out to landowners.

- **Action:** Members encouraged to inform CRD staff about how the Regional Foodlands Access Service can help support local governments.

Second, N. Brotman updated members on the Regional Transportation Service, referencing the timeline, next steps and the opportunities to support local projects of regional significance. J. Douillard and P. Klassen provided further details on this service, including the initial objectives (updating the Regional Transportation Plan) and the impact on Regional Trails. Members enquired about the potential for using this service to leverage funds, the types of projects that might qualify as “local projects of regional significance” and the level of detail that

will be required in terms of classification, cost estimates. CRD staff indicated they are still in the process of developing decision criteria.

4. Housing Needs Reports

Members provided updates on their respective Housing Needs Reports, with discussion encompassing timelines, challenges and solutions. Most are taking an addendum approach, with a few opting instead for a full update. Some have already been approved by their local government councils, and others still in progress. Several noted the intersections between this work and their Official Community Plan (OCP) updates. Additionally, looking forward to future updates, members expressed interest in joint procurement for a consultant team to provide support for more fulsome updates as that approach worked well previously.

5. Growth and Mobility Study

N. Brotman provided an overview of the Growth and Mobility Study, which will be aimed at bringing together the collective data held individually by local governments. Phase one will be the collection of data and creation of a simple database with the combined information, and phase two will involve using this information to undertake analysis about growth and transportation trends.

- **Action:** N. Brotman to contact members with a complete data request list by the end of December.

Members discussed issues of development, employment and transit, as well as the potential role this collective inventory could play in the future.

6. Roundtable Discussion

Members shared highlights and challenges of past, present and future projects and initiatives, including OCP updates, protecting employment lands, utilizing underused municipal properties and developing corridors and transit-oriented areas.

- **Action:** P. Klassen to provide M. Blakely with contact information of City of Surrey staff who worked on a similar proximity analysis project.

7. Adjournment

Meeting adjourned at 3:47 pm.

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: October 3, 2024

Location: Langford Fire Hall #1 & MS Teams

PRESENT:

In-Person Langford Fire Hall #1	Virtual: Teams
Shawn Carby, CRD (Chair)	John Wakefield, SSI
Alesha Hayes, REMP	Alyse Allan North Saanich
Ruth Fernandes, REMP	Tanya Seal-Jones Victoria
Erin Stockill, Saanich	Jeri Grant, JDF
Corey Anderson, CRD	Dean Ford, Highlands
Jacob Tilson, Oak Bay	Lisa Banfield, Central Saanich
Chris Aubrey, Langford	Geoff Pendrel, Victoria
Troy Mollin, View Royal	Scott Abrahamson, Colwood
Dustin Griffiths, Island Health	Kulpreet Munde, Esquimalt

1. Welcome and Territorial Acknowledgement

S. Carby began the meeting at 14:10. A Territorial Acknowledgement was made. Quorum was met.

2. Round Table Introductions

A roundtable of introductions was made.

3. Approval of Agenda

The agenda was approved by consensus.

CARRIED

4. Approval of LGEPAC Minutes 2024/8

The minutes of 01 August 2024 meeting were approved, with the dates of the Nuclear Exercise changed to 4 and 5 December 2024.

CARRIED

5. Invited Presentations

5a. Health GIS Software platform, Island Health Emergency Management

Dustin Griffiths from Island Health presented on their GIS software and emergency management tool IHAR (Inter and Intra Health Authority Relocation), an evacuation decision support tool.

Key points:

- Over 4500 community health clients in Greater Victoria
- Triage system for areas of responsibility during incidents
- 72-hour evacuation timeline for high-risk clients
- Coordination with local emergency programs
- Deployable alternate care sites available
- Health will provide services to reception centers as needed
- Island Health uses Starlink satellite system

Action Item	Reporting	Outcome / Update
Share presentation slide deck.		Completed
Share the on-call number and contact (to be in list)		Completed

5b. Website Redesign Project

Alesha Hayes from the Regional Emergency Management Partnership presented the status of the PrepareYourself.ca content in preparation for the new microsite being developed as part of the CRD's website redesign project. She also brought up that the X (Twitter) feed can no longer be displayed on the site due to changes on the X platform.

Due to low usage, the last post was a repost on July 15, 2024. Also, during an incident, communication will be broadcast over CRD, partner local government, and emergency channels. Given the usage of the X account, with only 1,597 followers, she requested the group consider deleting it.

Key points:

- PrepareYourself.ca content update is 1/3 complete and will be fully complete in November 2024.
- Content changes are aligning the website with the 2024 updates to the Prepare Yourself Guide to Emergency Preparedness in the Capital Region.
- Some webpages are being consolidated according to user experience best practices.
- PrepareYourself.ca X (Twitter) account is not used and is recommended to be deactivated.

Action Item	Reporting	Outcome / Update
Delete PrepareYourself.ca X (Twitter) Account	A. Hayes	In process

MOTION: That PrepareYourself.ca X (Twitter) account should be deactivated.

Moved by J. Wakefield, **Seconded** by T. Stockill

CARRIED

6. Action Items arising from the previous meeting:

Action Item	Reporting	Outcome / Update
Nuclear Exercise	T. Mollin	- Exercise has changed to Dec 2 and 3 - Seeking participation
Connect Rocket	R. Fernandes	Will send out a request for contact numbers to update the Connect Rocket system

7. Other Agency Minutes – None.

8. Working/Advisory Group Updates

a. REMP Update – Ruth Fernandes

- Group consensus on updating the ESS Resource Map; updates to occur yearly in May
- Survey results discussed
- Mass Care Working Group:
 - Project will need scoping
 - Potential participants: Erin, Geoff, Troy and someone from the CRD
 - The working group will provide an update at the next LGEPAC meeting
- Water and Fuel Working Group:
 - Project will need scoping
 - Potential participants: Tanya, Geoff, someone from the CRD
 - The working group will provide an update at the next LGEPAC meeting
 - ACTION: CRD to share a copy of the water supply chain committee
- Standing agenda items:

- Regional Mass Care
- Water and Fuel Resources
- HRVA requires a climate lens - CRD received a grant for climate-focused risk assessment
 - ACTION: CRD to share a copy of the DRR-CA Risk Assessment Application

b. IER Funding Working Group Update – Corey Anderson

- Engagement letter feedback due October 18, 2024
- Proposed an agreement between members to pool funds for Indigenous engagement/reconciliation
- Phases of the project include: .5) Cultural safety training, 1) Contractor engages FN/LG and generates the report, 2) Actions reviewed and prioritized, 3) actions implemented
- The planned sequence of events for contractor acquisition is as follows: RFP language, participation agreement with municipal partners, CRD invoices municipal partners, and CRD posts the RFP
- Contractor to be hired
- Report due January 2025

9. New Business

- c. Discussion on reduction of ESS level training, and the need for more training opportunities. E. Stockill, Saanich to circulate letter.**

10. Roundtable Emergency Program Discussions

- **Colwood** – Nothing to report
- **Central Saanich** – Nothing to report
- **Esquimalt** – Functional exercise planned - all willing to participate
- **Highlands** - Opting out of first due, moving to Alertable
- **Juan de Fuca** – Encouraging participation in Shakeout
- **Langford** - ESS team refresh and FireSmart initiatives
- **North Saanich** - Nothing to report
- **Saanich** - Saanich EOC renovations and successful ESS exercise
- **Salt Spring Island C**
- **Southern Gulf Islands** – Nothing to report
- **Oak Bay** – Considering opt-out model for Alertable
- **Salt Spring Island** – Hospital Emergency ward open
- **Sidney** - Nothing to report
- **Sooke** – Nothing to report
- **Victoria** – Upcoming Training Exercise
- **CRD** – Nothing to report

An emergency preparedness trade show is proposed for the next meeting.

11.Adjournment

Motion to adjourn approved by consensus.

CARRIED

The meeting was adjourned at 16:21

Next LGEPAC meeting: November 28, 2024

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: November 28, 2024

Location: Sooke Firehall 2225 Otter Point Road & MS Teams

PRESENT:

In-Person Langford Fire Hall #1	Virtual: Teams
Shawn Carby, CRD (Chair)	John Wakefield, SSI
Erin Stockill (Saanich)	Alyse Allan North Saanich
Danielle Talevski (EMCR)	Tanya Seal-Jones Victoria
Jim Scott (EMCR)	Dean Ford, Highlands
Jolette Schenk, CRD	Lisa Banfield, Central Saanich
Jenny Reid, Langford	Geoff Pendrel, Victoria
Alesha Hayes, REMP	Scott Abrahamson, Colwood
Corey Anderson, CRD	Chris Aubrey, Langford
Jacob Tilson, Oak Bay	Troy Mollin, View Royal
Jonathan Reimer (CRD)	Frank Macdonald (Oak Bay)
Troy Mollin, View Royal	
Jeri Grant, JDF	

1. Welcome and Territorial Acknowledgement

S. Carby began the meeting at 14:00. A Territorial Acknowledgement was made. Quorum was met.

2. Round Table Introductions

A roundtable of introductions was made.

3. Approval of Agenda

4. The agenda was adopted and amended to include changes to Working/Advisory Group updates due to representative availability.

CARRIED

5. Approval of LGEPAC Minutes 2024/5

The minutes of October 3, 2024, meeting were adopted as presented.

CARRIED

6. Invited Presentations

a. Climate Risk Assessment – CRD

Jonathan Reimer presented on the Climate Risk Assessment.

Key points:

- The project aims to conduct a comprehensive survey of climate-related hazards affecting CRD's critical infrastructure and electoral areas.
- It will integrate traditional knowledge with Western science to inform mitigation, response, and adaptation planning.
- The assessment will provide a foundation for all municipalities to meet EDMA requirements for climate risk assessments.
- CRD infrastructure is ubiquitous across the region, making this assessment relevant to all municipal partners.
- The project will consolidate existing data on various risks (e.g., extreme heat and wildfires) into a usable format for emergency management.

7. Action Items arising from the previous meeting:

Action Item	Reporting	Outcome / Update
a. Nuclear Exercise	T. Mollin	• Final planning meeting held in October; preparations are complete. • Reception Centre will be open during the exercise on Tuesday. • Joint EOC with Colwood. • Volunteers needed to act as displaced persons; approximately 10 more volunteers are required. • The exercise will highlight communication gaps between DND, Health Canada, and municipalities. • Evaluation by Stephanie Dunlop (Metchosin) and REMP members will occur post-exercise. • Focuses on information management and managing public expectations.
b. Connect Rocket Testing Update	A. Hayes	• Members are updated in the system with both email addresses and phone numbers except ~ four people. • System configured to send notifications via phone call, text, and email. • Test conducted on Tuesday at 9 AM with E. Stockill; received a phone call, text message, and email successfully. • Follow-up actions: A. Hayes will distribute test and alert codes.

8. Other Agency Minutes – None.

9. Working/Advisory Group Updates

a. REMP Update – Alesha Hayes

- Developing a regional communication framework for coordinated response and recovery efforts.
 - Seeking participants for an Advisory Group to guide the project.
 - Currently, the advisory group has four members, and they are looking for more representation.
 - Planning an advisory group scoping activity in early January.
 - Aiming to test the framework at the regional exercise in early March.
- Regional Climate Forum scheduled Monday at the University of Victoria.
- Expecting about 23 participants.
- Some participants are unable to attend due to changes in nuclear exercise dates.

b. IER – Corey Anderson

- Discussion on pooling funds for Indigenous engagement activities. The following motions were presented and passed:
 - a. First Motion: Direct the CRD to invoice participating members for engagement activities in alignment with the Capital Region Partnership Engagement Project Memorandum of Understanding. CARRIED
 - b. Second Motion: Contingent upon the first motion passing, direct the CRD to use pooled funds to prepare a Request for Proposals (RFP) for a contractor to facilitate respectful Indigenous engagement and develop a report outlining potential collaboration actions and next steps. CARRIED
 - c. Third Motion: Contingent upon the first motion passing, direct the CRD to distribute the Project Kick-Off Letter to Nations on a date to be determined. CARRIED

10. New Business

a. Communication Framework Advisory Group

- Topic covered during REMP Update.

11. Roundtable Emergency Program Discussions

- **Colwood** – Nothing to report
- **Central Saanich** – Nothing to report
- **Esquimalt** – Not in attendance
- **Highlands** - Nothing to report
- **Juan de Fuca** – Last public education event on storm preparations; concerns about power outages.

- **Langford** - Nothing to report
- **North Saanich** - Nothing to report
- **Oak Bay** – Recognizing J. Tilson
- **Saanich** - Sending off EP Specialist
- **Salt Spring Island** – Seasonal readiness, neighbourhood programs with 86 participants
- **Southern Gulf Islands** – Nothing to report
- **Sidney** - Nothing to report
- **Sooke** – Nothing to report
- **Victoria** – Nothing to report
- **CRD** – Nothing to report

12. Adjournment

Motion to adjourn approved by consensus.

CARRIED

The meeting was adjourned at 15:28

Next LGEPAC meeting: January 23, 2025

From: [Pamela Martin](#)
To: [Kristen Morley](#); [CRDBoard](#)
Cc: [Emilie Gorman](#)
Subject: Letter to CRD re PAAC
Date: Thursday, September 19, 2024 11:48:40 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[Ltr to CRD re PAAC - September 19, 2024.pdf](#)

CRD IT SECURITY WARNING: This Email is from an EXTERNAL source. Ensure you trust this sender before clicking on any links or attachments.

Good morning,

Please find attached a letter for the CRD Board.

Thank you,

Pamela Martin (she/her)
Deputy Corporate Officer
District of Central Saanich
250.544.4246 | [CentralSaanich.ca](https://www.centralsaanich.ca)



We gratefully acknowledge that the ancestral land on which we work are within the traditional territories of the W̱SÁNEĆ peoples: W̱JOŁŁP (Tsartlip), BOŖÉĆEN (Pauquachin), S̱ÁUTW̱ (Tsawout), W̱SIŖEM (Tseycum) and MÁLEXEŁ (Malahat) Nations.

"The information contained in this transmission may contain privileged and confidential information of the District of Central Saanich. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you."



The Corporation of the
District of Central Saanich

September 19, 2024

0400-60/2024

Capital Regional District Board
c/o Kristen Morley
Corporate Officer/General Manager, Corporate Services
625 Fisgard Street
Victoria, BC V8W 2S6

Via email: kmorley@crd.bc.ca, crdboard@crd.bc.ca

Re: Peninsula and Area Agricultural Commission

At the Council meeting of September 9, 2024, the District of Central Saanich requested a notice of motion regarding the Peninsula and Area Agricultural Commission be submitted by myself, Director Windsor, to the Board.

Please consider this letter as filing the following notice of motion for the next Capital Regional District Board agenda for consideration.

WHEREAS the Peninsula and Area Agricultural Commission is an advisory committee for the municipalities of Central Saanich, Metchosin, North Saanich, and Saanich, for matters involving agriculture;

WHEREAS the Capital Regional District (CRD) is working on addressing the decline of productive farmland in the CRD through the establishment of the regional Foodlands Access Service,

WHEREAS agriculture is a regional issue, and the Peninsula and Area Agricultural Commission could serve as an advisory Committee to the CRD Planning and Protective Services Committee, which will be the standing committee reporting to the CRD Board for the Foodlands Access Service;

THEREFORE BE IT RESOLVED that the Capital Regional District explores looking at assuming responsibility of the Peninsula and Area Agricultural Commission as a regional committee.

Should you have any questions and or concerns please do not hesitate to contact Emilie Gorman, Director of Corporate Services/Corporate Officer at emilie.gorman@csaanich.ca or 250.544.4202.

Sincerely,

Director Ryan Windsor