



Notice of Meeting and Meeting Agenda Planning and Protective Services Committee

Wednesday, February 25, 2026

1:30 PM

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

Z. de Vries (Chair), D. Thompson (Vice Chair), P. Jones, M. Little, L. Szpak, 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. [26-0208](#) Minutes of the Planning and Protective Services Committee meetings of May 28, 2025 and September 17, 2025

Recommendation: That the minutes of the Planning and Protective Services Committee meetings of May 28, 2025 and September 17, 2025 be adopted as circulated.

Attachments: [Minutes: May 28, 2025](#)
[Minutes: September 17, 2025](#)

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. [26-0108](#) 2026 Planning and Protective Services Committee Terms of Reference

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

Attachments: [Staff Report: 2026 PPSC Committee ToR](#)
[Appendix A: 2026 PPSC Committee ToR \(Approved\)](#)
[Appendix B: 2026 PPSC Committee ToR \(Redlined\)](#)

6.2. [26-0118](#) Regional Growth Strategy Indicators Report

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

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

6.3. [26-0119](#) Consideration of Regional Growth Strategy Consistency: Zoning Bylaw & Official Community Plan Amendment Application for Lot A, District Lot 87, Renfrew District, Plan VIP85195; PID: 027-547-680

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

That proposed Bylaw No. 4705, "Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025"; and proposed Bylaw No. 4706, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025" 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.

Attachments: [Staff Report: Consideration of RGS Consistency: Zoning Bylaw & OCP](#)
[Appendix A: Report to the JdF Land Use Committee - Feb 17, 2026](#)

6.4. [26-0164](#) 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 20, 2025
 - b) Local Government Emergency Program Advisory Commission minutes of January 23, 2025
 - c) Local Government Emergency Program Advisory Commission minutes of March 27, 2025
 - d) Local Government Emergency Program Advisory Commission minutes of May 22, 2025
 - e) Local Government Emergency Program Advisory Commission minutes of July 24, 2025
 - f) Local Government Emergency Program Advisory Commission minutes of September 18, 2025
 - g) Regional Emergency Coordinators Advisory Commission minutes of May 2, 2024
 - h) Regional Emergency Coordinators Advisory Commission minutes of September 5, 2024
 - i) Regional Emergency Coordinators Advisory Commission minutes of November 7, 2024
 - j) Regional Emergency Coordinators Advisory Commission minutes of February 6, 2025
 - k) Regional Emergency Coordinators Advisory Commission minutes of May 15, 2025
 - l) Regional Emergency Coordinators Advisory Commission minutes of August 14, 2025

- Attachments:**
- [Minutes: Development & Planning Advisory Cttee - Oct 20, 2025](#)
 - [Minutes: Local Gvt Emerg Prgm Advisory Commiss - Jan 23, 2025](#)
 - [Minutes: Local Gvt Emerg Prgm Advisory Commiss - Mar 27, 2025](#)
 - [Minutes: Local Gvt Emerg Prgm Advisory Commiss - May 22, 2025](#)
 - [Minutes: Local Gvt Emerg Prgm Advisory Commiss - Jul 24, 2025](#)
 - [Minutes: Local Gvt Emerg Prgm Advisory Commiss - Sep 18, 2025](#)
 - [Minutes: Reg'l Emerg Coordinators Advisory Commiss - May 2, 2024](#)
 - [Minutes: Reg'l Emerg Coordinators Advisory Commiss - Sep 5, 2024](#)
 - [Minutes: Reg'l Emerg Coordinators Advisory Commiss - Nov 7, 2024](#)
 - [Minutes: Reg'l Emerg Coordinators Advisory Commiss - Feb 6, 2025](#)
 - [Minutes: Reg'l Emerg Coordinators Advisory Commiss - May 15, 2025](#)
 - [Minutes: Reg'l Emerg Coordinators Advisory Commiss - Aug 14, 2025](#)

7. Notice(s) of Motion

8. New Business

9. Adjournment

The next meeting is April 22, 2026.

Meeting Minutes

Planning and Protective Services Committee

Wednesday, May 28, 2025

1:30 PM

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

PRESENT

Directors: Z. de Vries (Chair), D. Thompson (Vice Chair), P. Jones, M. Little, M. Wagner (for C. Harder), A. Wickheim (EP), K. Williams, C. McNeil-Smith (Board Chair, ex officio) (EP)

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

EP - Electronic Participation

Regrets: Directors C. Harder, R. Windsor

The meeting was called to order at 1:33 pm.

1. Territorial Acknowledgement

Director Thompson provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Thompson, **SECONDED** by Director Little,
That the agenda for the Planning and Protective Services Committee meeting of
May 28, 2025 be approved.
CARRIED

3. Adoption of Minutes

3.1. [25-0588](#) Minutes of the Planning and Protective Services Committee Meeting of
March 26, 2025

MOVED by Director Little, **SECONDED** by Director Williams,
That the minutes of the Planning and Protective Services Committee meeting of
March 26, 2025 be adopted as circulated.
CARRIED

4. Chair's Remarks

There were no Chair's remarks.

5. Presentations/Delegations

There were no presentations or delegations.

6. Committee Business

6.1. [25-0561](#) Regional Emergency Management Partnership - 2024 Annual Report

K. Lorette presented Item 6.1. for information.

6.2. [25-0562](#) Regional Context Statement Alignment Review - District of Highlands

K. Lorette spoke to Item 6.2.

Discussion ensued regarding clarification on the review and evaluation process, and the regenerative development classification.

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

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

6.3. [25-0563](#) Regional Context Statement Alignment Review - City of Victoria

K. Lorette spoke to Item 6.3.

Discussion ensued regarding what would prompt a review of a regional context statement.

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

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

6.4. [25-0564](#) Regional Context Statement Alignment Review - City of Langford

K Lorette spoke to Item 6.4.

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

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

7. Notice(s) of Motion

There were no notice(s) of motion.

8. New Business

There was no new business.

9. Adjournment

**MOVED by Director Thompson, SECONDED by Director Little,
That the Planning and Protective Services Committee meeting of May 28, 2025 be
adjourned at 1:55 pm.
CARRIED**

CHAIR

RECORDER

Meeting Minutes

Planning and Protective Services Committee

Wednesday, September 17, 2025

11:30 AM

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

Special Meeting

PRESENT:

Directors: Z. de Vries (Chair), D. Thompson (Vice Chair), P. Jones, M. Little, L. Szpak, A. Wickheim, K. Williams, C. McNeil-Smith (Board Chair, ex officio)

Staff: T. Robbins, Chief Administrative Officer; P. Klassen, Acting General Manager, Housing, Planning and Protective Services; S. Carby, Senior Manager, Protective Services; S. Carey, Senior Manager, Legal & Risk Management; C. Henderson, Senior Administrative Officer, Bylaw and Animal Care Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

Regrets: Director R. Windsor

The meeting was called to order at 11:30 am.

1. Territorial Acknowledgement

Director Williams provided a Territorial Acknowledgement.

2. Approval of Agenda

MOVED by Director Szpak, **SECONDED** by Director Little,
That the agenda for the Planning and Protective Services Committee meeting of
September 17, 2025 be approved.

CARRIED

3. Presentations/Delegations

There were no presentations or delegations.

4. Special Meeting Matters

4.1. [25-0942](#) Bylaw Notice Enforcement and Adjudication System

S. Carby spoke to Item 4.1.

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

1. That Bylaw No. 4683, "Bylaw Notice Enforcement Bylaw No. 1, 2025" be introduced and read a first, second, and third time; and
2. That Bylaw No. 4683 be adopted.
3. That Bylaw No. 4703, "Capital Regional District Ticket Information Authorization Bylaw, 1990, Amendment Bylaw No. 87, 2025" be introduced and read a first, second, and third time; and
4. That Bylaw No. 4703 be adopted.
5. That the Screening Officer Bylaw Notice Policy, as attached hereto as Appendix D, be adopted.

CARRIED

4.2. [25-0941](#) Regional Context Statement Alignment Review - District of North Saanich

P. Klassen spoke to Item 4.2.

Discussion ensued regarding:

- the potential impact that erosion of the urban containment policy area could have in the region
- that CRD staff have been provided with outside counsel's legal opinion and are working within their authority of the *Local Government Act*
- options available to seek alignment between the RGS and the Regional Context Statement (RCS)
- confirmation that the Board may vote to allow a municipality's legal counsel be present at an in camera meeting
- clarification of CRD staff engagement with North Saanich staff regarding this misalignment
- the statutory timeline to accept the RCS

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

1. That the District of North Saanich Regional Context Statement be considered in relation to the 2018 Regional Growth Strategy (RGS) (Bylaw No. 4017) in accordance with the requirements of section 448 of the Local Government Act and not be accepted due to inconsistency with the growth management concept plan of the RGS and related policies; and
2. That the matter be referred to the District of North Saanich for direction on how to proceed.

CARRIED

Opposed: Jones, Little, Wickheim

Motion Arising:

MOVED by Director Thompson, **SECONDED** by Director McNeil-Smith,
Prior to the CRD Board's consideration of the District of North Saanich's Regional
Context Statement, that staff report back through the CRD Board in Closed
Session with the legal opinion that was used to inform the staff recommendation
on this matter.

CARRIED

5. Adjournment

MOVED by Director Thompson, **SECONDED** by Director Little,
That the Planning and Protective Services Committee meeting of September 17,
2025 be adjourned at 12:46 pm.

CARRIED

CHAIR

RECORDER



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**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 25, 2026**

SUBJECT 2026 Planning and Protective Services Committee Terms of Reference

ISSUE SUMMARY

To provide the 2026 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 14, 2026, the CRD Board approved the 2026 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.

For 2026, all standing committees TOR were revised under section 3.0 Composition to include additional details on First Nation members voting rights on standing committees.

The approved 2026 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 committee and its 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 and Protective Services
Concurrence:	Kristen Morley, J.D., Corporate Officer & General Manager, Corporate Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT(S)

Appendix A: 2026 Planning and Protective Services Committee Terms of Reference - Approved
Appendix B: 2026 Planning and Protective Services Committee Terms of Reference - Redlined

Terms of Reference

CRD

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, where the Nation has an interest in matters being considered by the committee, in accordance with the CRD Procedures Bylaw section 33:
 - i. First Nation Members are permitted to abstain from voting on an item, provided that they declare their abstention prior to the vote being called on the item.
 - ii. When an abstention from voting on an item is declared by a First Nation Member, it shall be noted in the minutes and the total number of votes on the item shall not include those First Nation Members who have abstained from voting.

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 will act as liaison to the committee; and
- b) Minutes and agendas are prepared and distributed by the Corporate Services Department.

Approved by CRD Board January 14, 2026

Terms of Reference

CRD

PLANNING AND PROTECTIVE SERVICES COMMITTEE

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- 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;
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- 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 _____



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REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE MEETING OF WEDNESDAY, FEBRUARY 25, 2026

SUBJECT Regional Growth Strategy Indicators Report

ISSUE SUMMARY

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

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 2024 reporting year (January–December 2024). In this reporting year, 14 of the 19 indicators were updated with new data. Of the indicators not updated this year, four are reliant on Census data (next conducted in 2026), and one is based on the Origin Destination Household Travel Survey (next conducted in 2027).

This year, three indicators have seen changes to their performance meter (see Appendix A, page 1). Waste stream: solid waste disposal (2.2a), Average residential water consumption (2.2b), and Increase supply of affordable housing (3.2d) have each improved.

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 into 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.

Intergovernmental Implications

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 are 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 indicators suggest a need to closely watch for progress.

1. From a growth management and transportation perspective, 2024 saw a drop in the number of net new dwelling units in areas with greater than 42% active transportation use.

In total, 4,990 new dwellings were completed in 2024. Of these, 90% (4,478 total) were in areas that do not meet the 42% active transportation use threshold, while 10% (512 total) were in areas that meet the target. This is compared to 2023, in which 4,456 new dwellings were completed, of which 85% were in areas that do not meet the 42% active transportation use threshold, while 15% were in areas that do meet that target. This ongoing trend emphasizes the amount of new growth occurring outside of the core area.

It should be noted that areas meeting the 42% active transportation target are updated based on Census data every five years, while dwelling counts are updated yearly.

2. From a housing affordability perspective, the region is making steady progress to increase the supply of affordable housing. Between March 31, 2023, and March 31, 2024, the region added 960 subsidized housing units in the Growth Metropolitan Policy Area (GMPA) for a total of 15,222 units. This is a significant increase from the 490 units completed in the previous reporting period.
3. Housing vacancy rates are exhibiting variable conditions, suggesting that the rental market is entering a state of adjustment. The vacancy rate is measured by grouping rental units into four equal rental rate quartiles, illustrating vacancy by price range. In the lowest quartile, vacancy dropped to 0.2% (2024) from 0.7% (2023). In the second lowest quartile, vacancy dropped to 0.7% (2024) from 2.5% (2023). Meanwhile, in the third quartile, vacancy rose to 3.1% (2024) from 1.1% (2023) and in the highest quartile, vacancy rose to 6.6% (2024) from 1.8% (2023).

It should be noted that this data is from a point-in-time count conducted in October 2024 by the Canadian Mortgage and Housing Corporation (CMHC). Current conditions are likely reflecting outcomes related to recent housing legislation and new housing supply (which rents at higher rates). Additionally, the impact of policy changes by the federal government for international students and overall immigration numbers will be reflected in future reporting years.

4. From an environment and infrastructure perspective, in 2024 the percentage of businesses in compliance with the Source Control Bylaw increased to 93% which exceeds the target of 90% compliance.

The solid waste disposal rate decreased from 382 kg/capita in 2023 to 338 kg/capita in 2024, surpassing the 350 kg/capita goal. This is significantly lower than the provincial average of 479 kg/capita (2022).

The average residential water consumption has decreased from 231.1 litres daily per capita (2023) to 213.5 litres daily per capita (2024). This is now below the 2021 Canadian average consumption rate.

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, 14 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 Planning and Transportation
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: RGS Indicators Report for 2024

Regional Growth Strategy Indicators Report for 2024



Making a difference...together

Prepared by Regional Planning and Transportation
February 2026

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The Regional Growth Strategy (RGS)

The 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:

1. What is being measured?
2. Why is the indicator important?
3. What is the target/desired trend?
4. 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 2024 reporting year (January to December 2024). In this reporting year, 14 of the 19 indicators were updated with new data.

This year, three indicators have seen positive changes to their performance metre (*see page 1*):

1. Waste stream: solid waste disposal (2.2a)
2. Average residential water consumption (2.2b)
3. Increase supply of affordable housing (3.2d)

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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*



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



 * indicates previous years performance rating
** indicates no new data for this year

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 (RGS) 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 in 2024, a total of 4,990 new dwellings were completed in the region. Of these, 90% (4,478 total) were in areas that do not meet the 42% active transportation target, while 10% (512 total) were in areas that meet the target. The proportion of new dwellings in areas meeting the 42% target has steadily declined over the last five years.

It should be noted that areas meeting the 42% target are updated based on census data every five years and additional areas may be added based on the upcoming 2026 census.



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

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

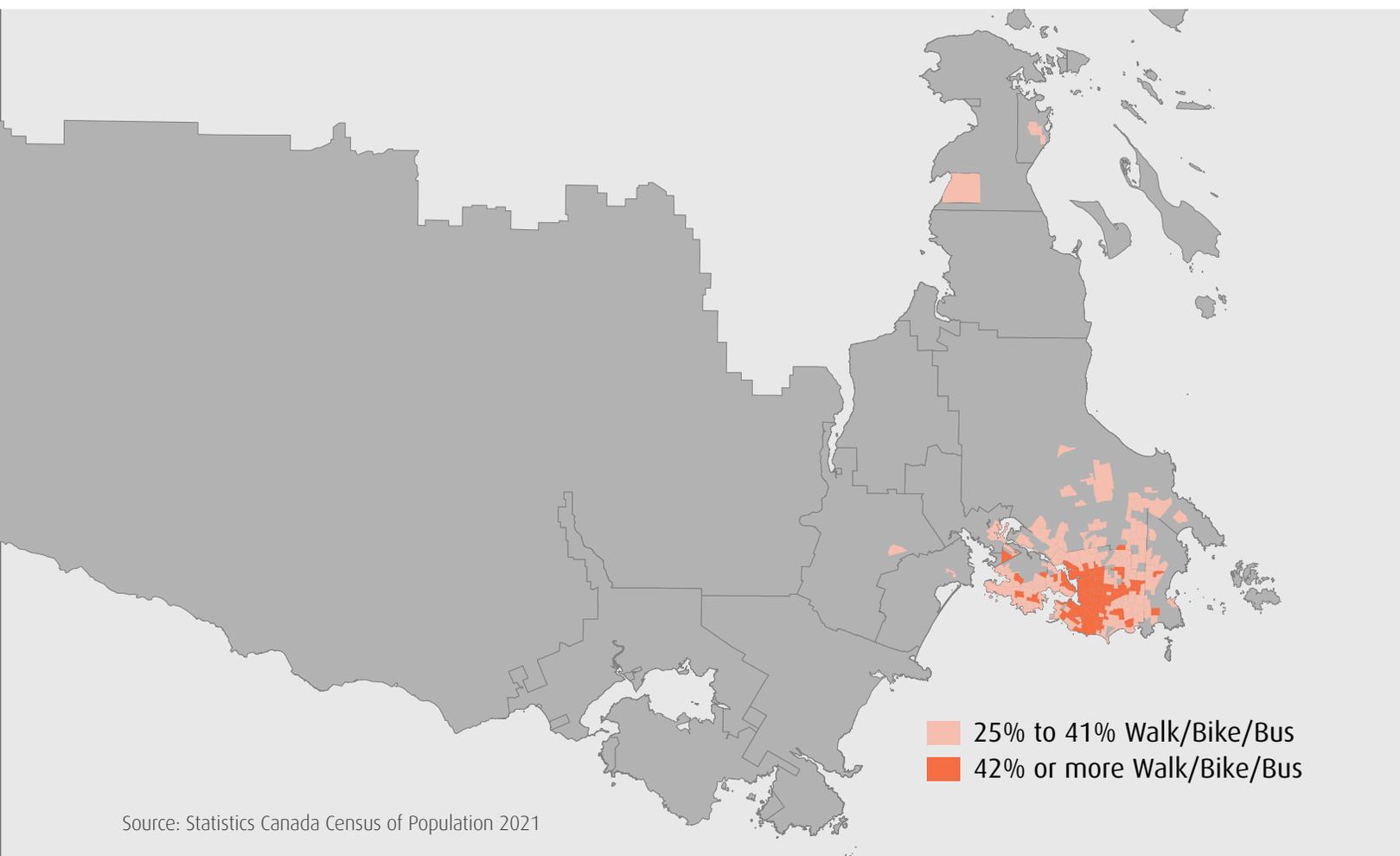
What does the map indicate?

This map shows census Dissemination Areas where more than 42% of residents walk, bike and bus to work, meeting the RGS 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 RGS 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.

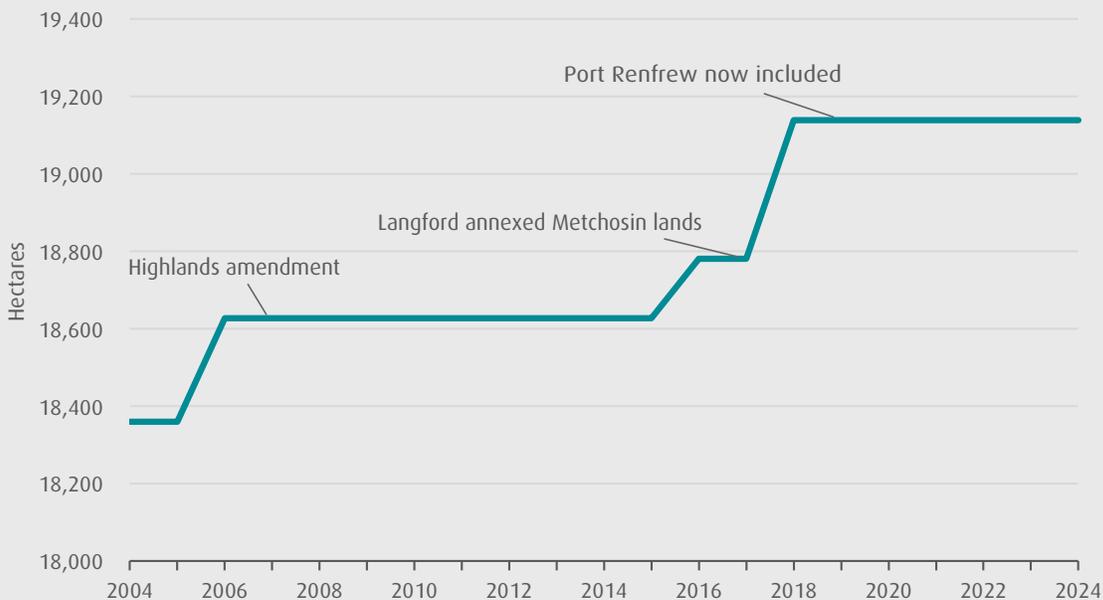
Target/Desired Trend

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.

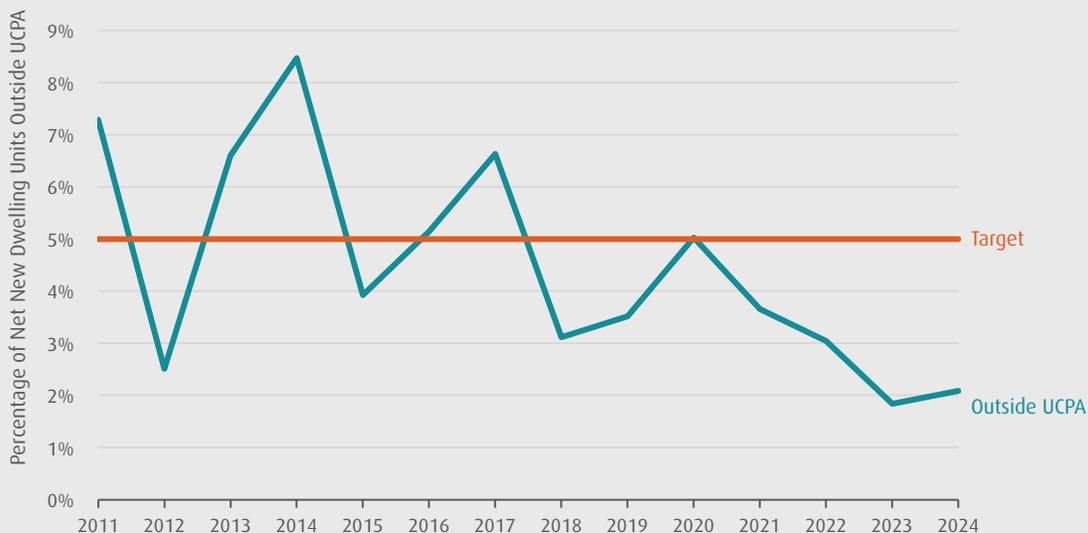
Target/Desired Trend

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 3.8%. After a notable reduction between 2020-2023, 2024 has seen a small increase to 2.1% from the 2023 low of 1.8%. This continues to be well under the 5% target.



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.

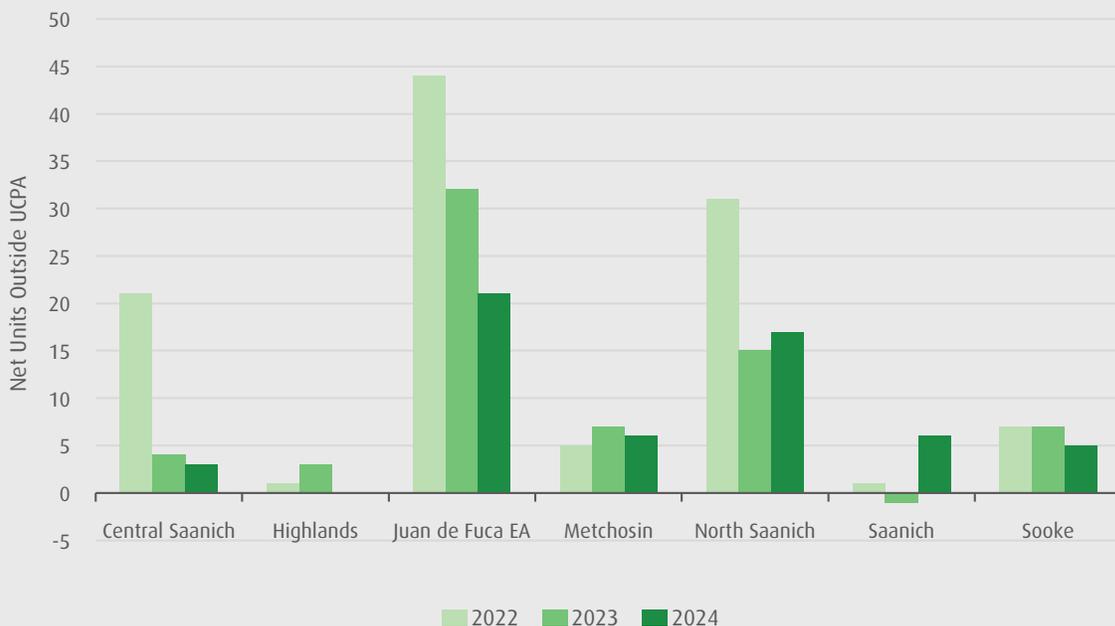
Only local governments that have land outside the growth boundary are included. Together these units make up the percentage of new units built outside the growth area.

The RGS 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.

In previous RGS Indicator Reports, this distribution was reported as percentage of the regional total by local government. This year, the numbers of new units are provided to more directly represent the scale of growth by local government.



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 2024 there are 1,702 dwelling units in East Sooke and Otter Point, with an increase of 11 units from 2023. There has been minimal expansion, with an average of 17 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 measures the total area of land within the Regional Parks system. It also presents the proportion of Regional Parks classified as Conservation Area, Wilderness Area, Conservancy Area, or Natural Recreation Area. At present, no land is designated as a Conservancy Area, as this classification was recently introduced in the Capital Regional District (CRD) Regional Parks and Trails Strategic Plan 2022–2032.

Why is this indicator important?

The RGS aims to protect, conserve, and manage ecosystem health. This indicator is important for demonstrating the growth of the Regional Parks system and for assessing how parkland is allocated

among different park classifications to meet regional priorities. Together, these measures help evaluate progress toward long-term conservation objectives and support informed decision-making related to land protection, recreation planning, and ecosystem management.

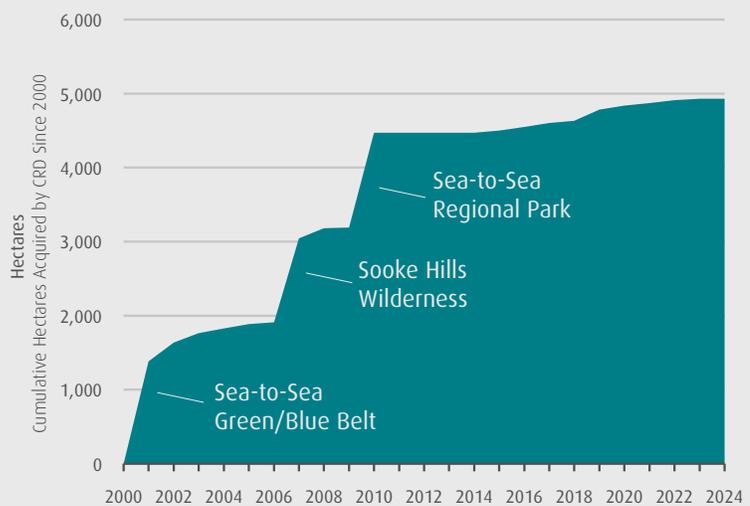
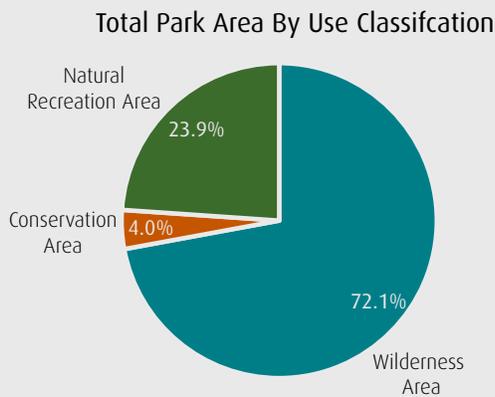
Target/Desired Trend

Continue to acquire park land.

How are we doing?

No new park land was acquired in 2024.

CRD Regional Parks continues to evaluate and acquire land for regional parks through its Land Acquisition Program, which is guided by its Strategic Plan and Land Acquisition Strategy.



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 by the end of 2023.

The Regional Growth Strategy (RGS) target 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 2024, no new sections were added, however 97.5% of the proposed 100 kilometres of the Regional Trail Network has been completed.

In August of 2023, the Capital Regional District Board approved the Regional Trestles Renewal, Trails Widening and Lighting Project. Work is complete on critical below-deck repairs to the Selkirk Trestle, with construction on the rest of the project corridor set to begin in 2026.

97.5% of Regional Trail Network completed (2024)

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 and to manage regional infrastructure services sustainably. A high level of compliance is the first step in wastewater treatment, reduces contaminants in marine regional waters and is a cost-effective way to manage regional infrastructure.

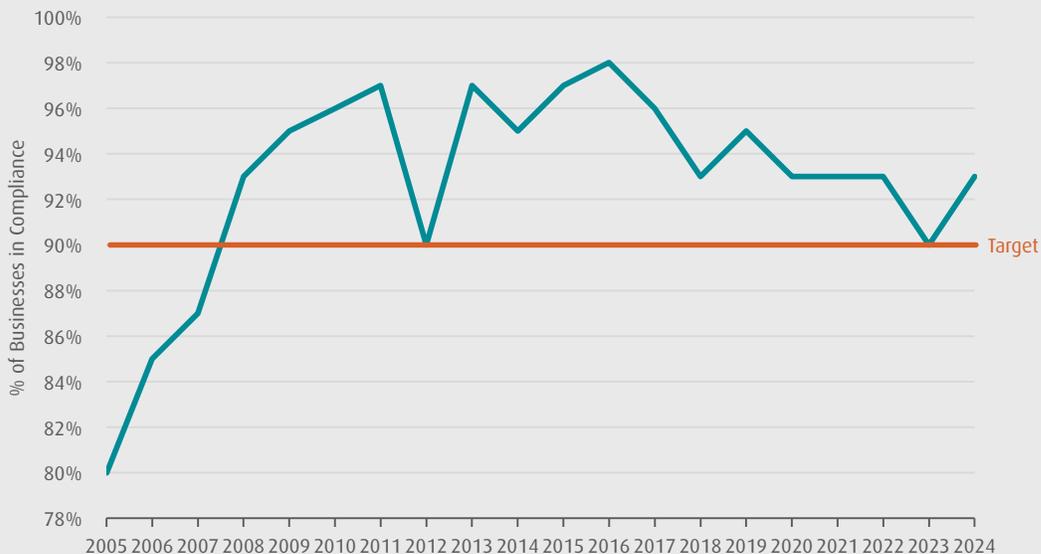
Target/Desired Trend

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

How are we doing?

Compliance with the Source Control Bylaw increased to 93% in 2024 from 90% in 2023, exceeding the 90% target.

We continue to observe high levels of compliance, successfully meeting our goal. In 2022, the program increased inspections of food services facilities which contributed to a slight decline in compliance the following year. Non-compliance issues were then resolved leading to a rebound in 2024.



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 municipal and other jurisdictions stormwater discharges with high public health concern.

Why is this indicator important?

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

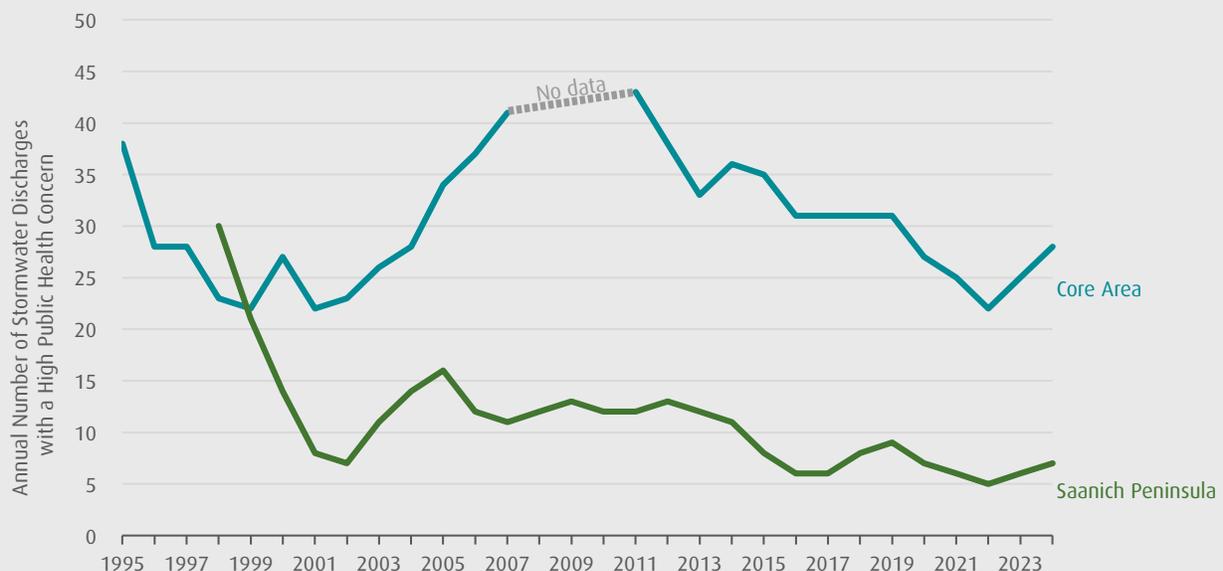
Target/Desired Trend

Monitor and work with municipalities to reduce 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 2023 to 2024 in both the Core Area and the Saanich Peninsula. This marks the second consecutive year of increases. Prior to 2023, there had not been an increase in the Core Area since 2014 and on the Saanich Peninsula since 2019.

There were 28 discharges in the Core Area and six in the Saanich Peninsula in 2024.



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.

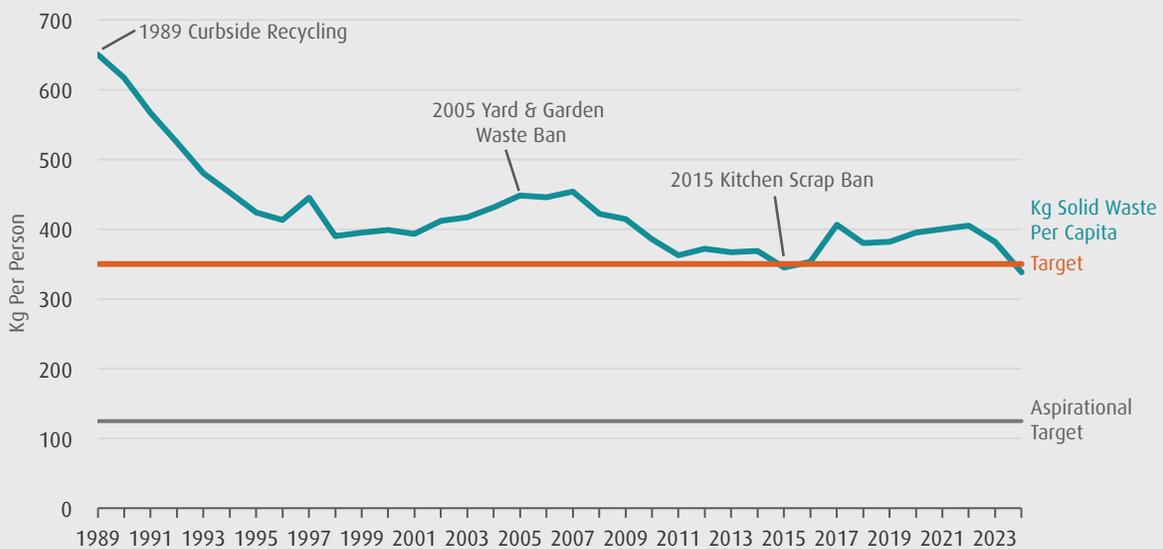
One of the CRD’s Solid Waste Management Plan goals is to surpass the provincial per capita waste disposal target (350 kg/capita/year) and aspire to achieve a disposal rate of 125 kg/capita/year.

How are we doing?

Currently, we are on target.

The solid waste disposal rate decreased from 382 kg/capita to 338 kg/capita, surpassing the 350 kg/capita goal.

In 2024, material bans on wood (clean and treated) and asphalt shingles were implemented contributing to the significant decrease in the per capita waste. We anticipate further reduction in 2025 as the adoption of the material bans expands and materials are more effectively separated.



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.

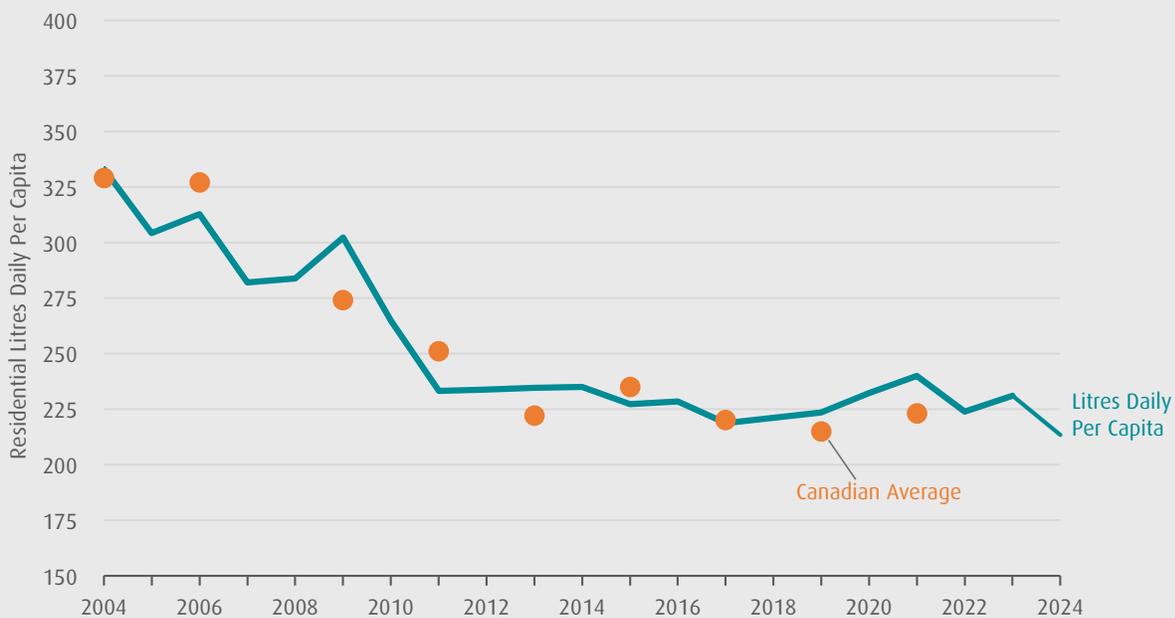
Target/Desired Trend

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 15 years, and meet the Canadian average.

The average residential water consumption has decreased from 2023 to 2024 by 17.6 litres daily per capita to a total of 216.5 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.

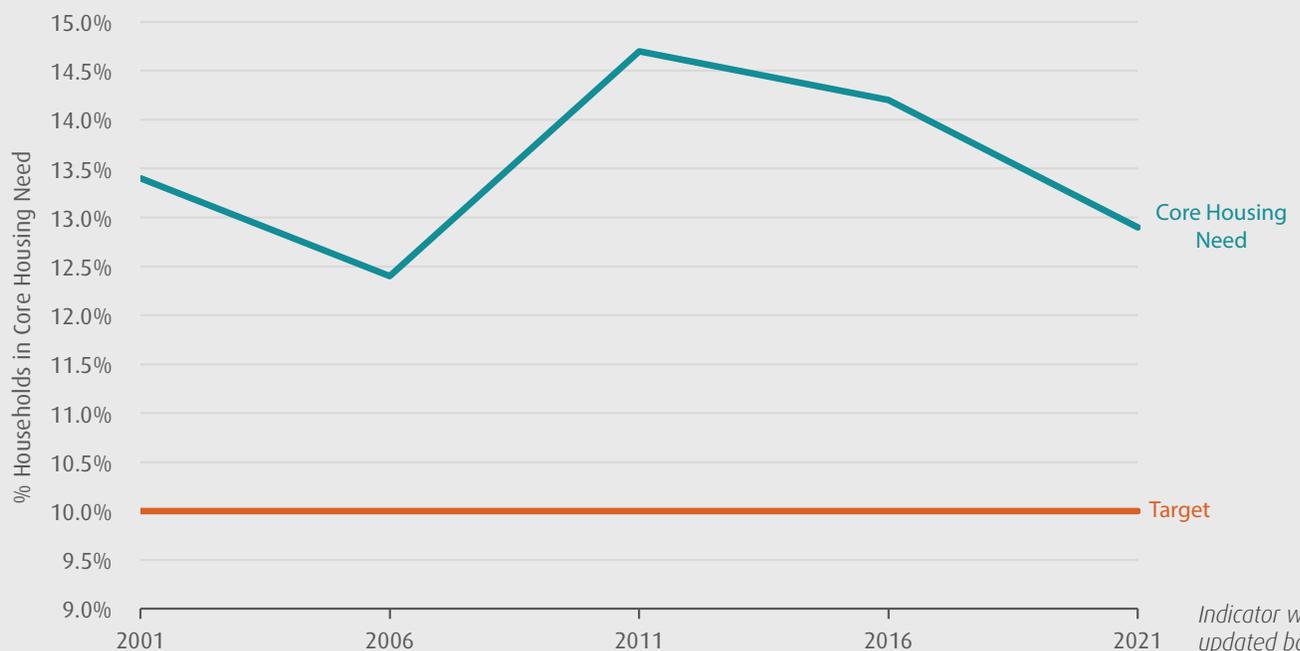
Target/Desired Trend

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

How are we doing?

We are not meeting the target.

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 benefited the working-age population, with the Canada Child Benefit helping parents and children (The Daily, Statistics Canada, July 13, 2022).



Indicator will next be updated based on 2026 Census data

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

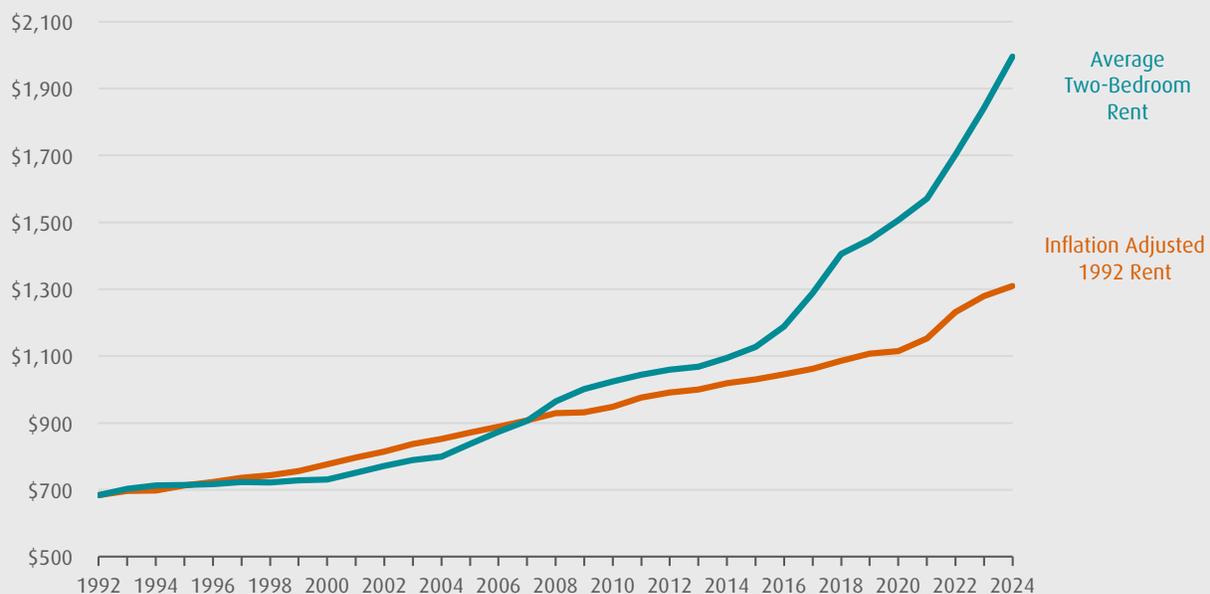
There is no target for the average cost of rental housing, however, cost increases at or below the level of inflation are preferable.

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 2024, the average rent for a two-bedroom apartment in the Victoria CMA is \$1995, while the inflation adjusted rent would be \$1310.

Since this data reporting year, market conditions have changed and average rents are anticipated to improve relative to inflation in the 2025 reporting year.



Source: Canada Mortgage and Housing Corporation Rental Market Survey

3.2c Vacancy rate by rental price quartiles



What is being measured?

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

Why is this indicator important?

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

Target/Desired Trend

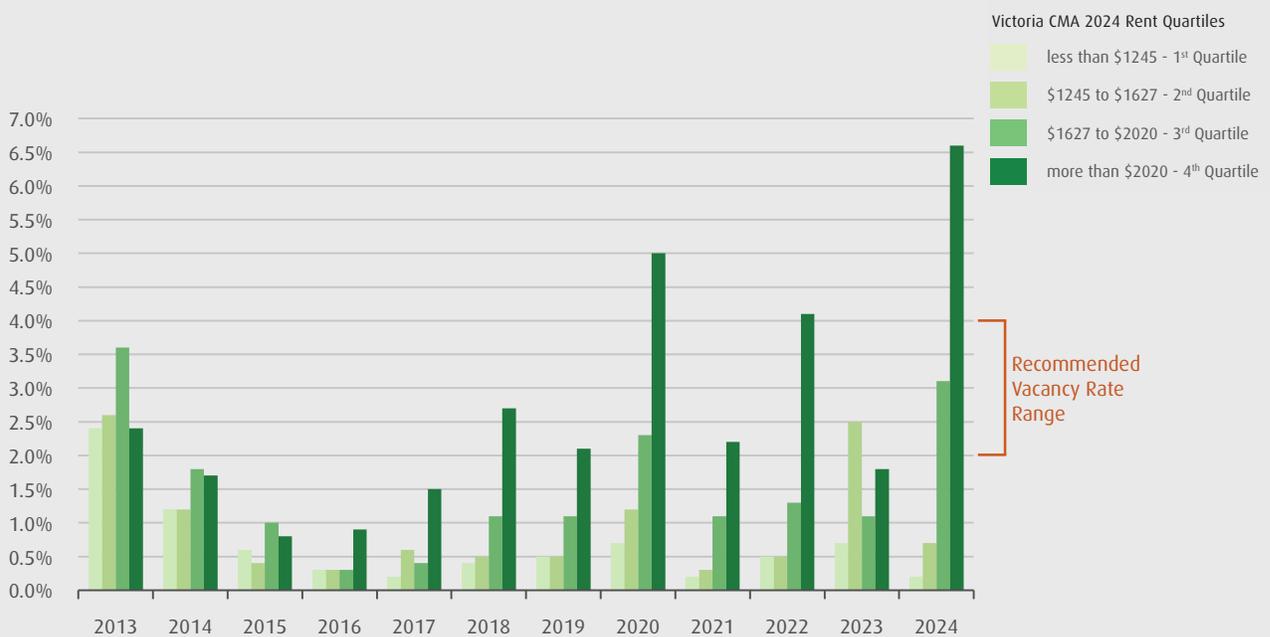
Higher vacancy rates across all prices are preferable. Recommended vacancy rates range between 2-4%.

How are we doing?

We are currently not meeting the desired trend.

The vacancy rate for the bottom two quartiles has dropped, with quartile 1 down to 0.2% from 0.7%, and quartile 2 to 0.7% from 2.5%. Meanwhile, quartile 3 rose to 3.1% from 1.1%, and quartile 4 rose to 6.6% from 1.8%.

Current conditions are likely reflecting outcomes related to recent housing legislation and increases to new housing supply, which rent at higher rates. With this CMHC data being from October 2024, the impact of recent policy changes by the federal government for international students and overall immigration will be reflected in future reporting 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.

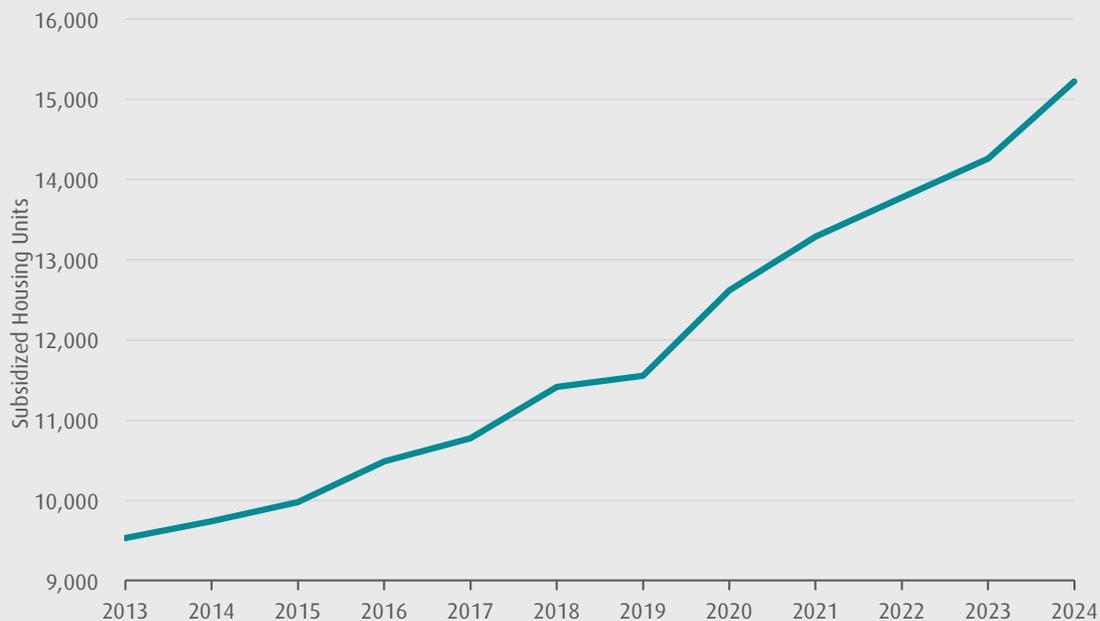
Target/Desired Trend

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, 2025 there were 15,222 subsidized housing units in the GMPA, representing an increase of 960 units in this reporting period. This is up from 490 new units previously reported for 2023-2024.

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 (GMPA).

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.

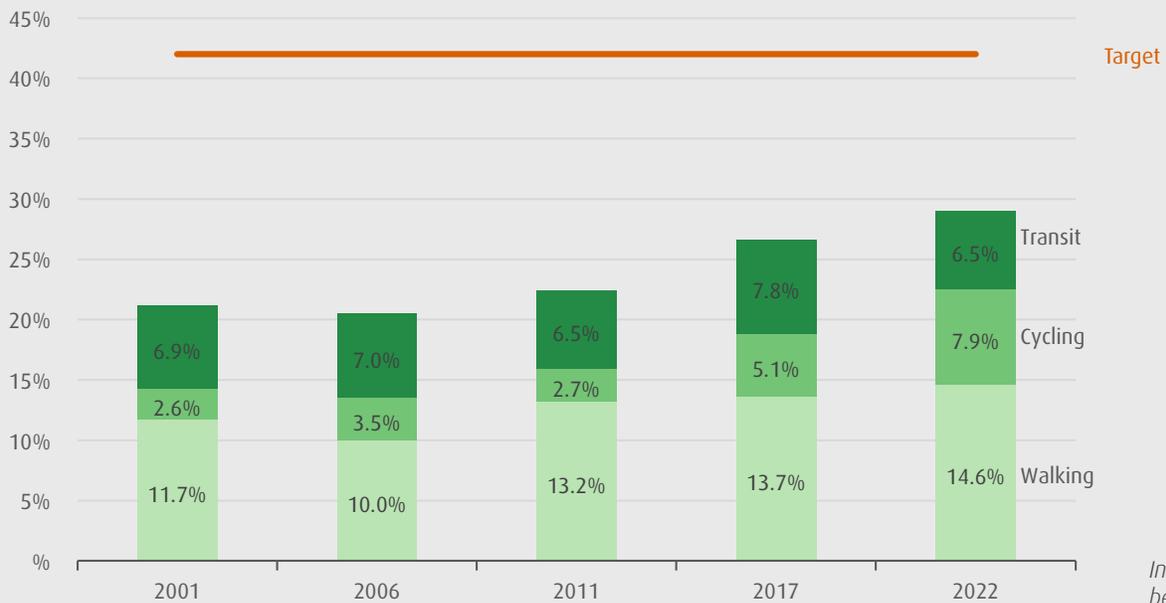
This target has been revised from 45% to 42% of all trips to align with BC Transit's revised 12% mode share target from 15%.

How are we doing?

Progress is being made toward the target.

The overall active transportation mode share has increased due to a sizable 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.



Indicator will next be updated based on 2027 CRD Origin Destination Survey

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.

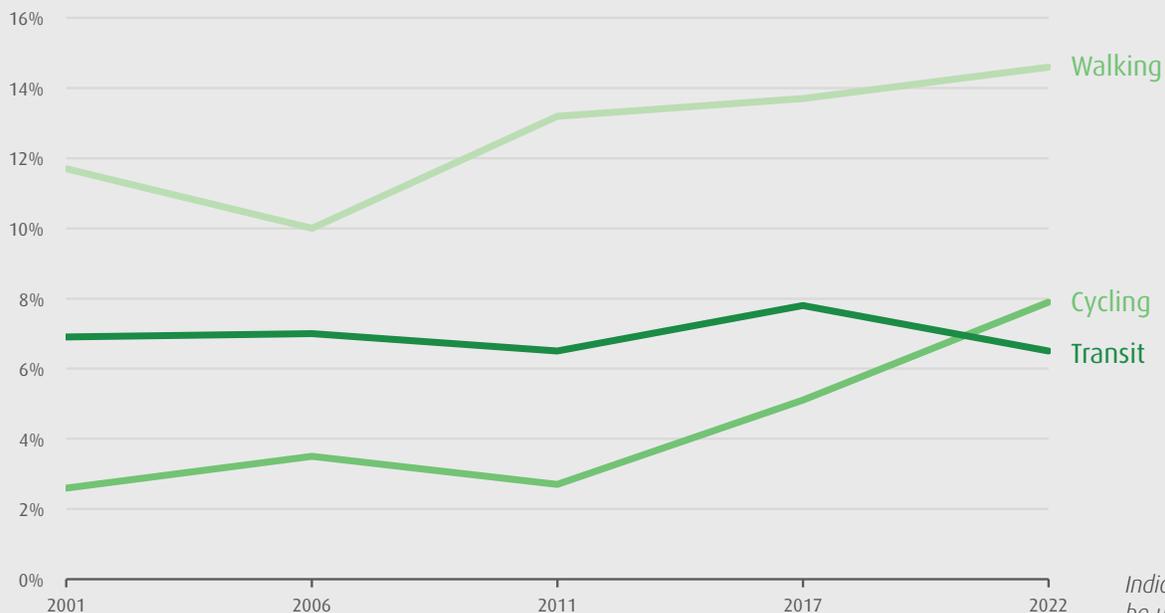
Rather than depicting the combined total of each mode, this graph depicts the individual contributions of walking, cycling, and transit towards achieving our goal.

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.

The introduction of rapid bus service between the West Shore and Core in 2023 has also had positive impacts.



Indicator will next be updated based on 2027 CRD Origin Destination 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 Area, which has historically maintained the highest jobs to population ratio, compared to the West Shore which has had the lowest ratio. This trend may be influenced by the shift to working from home brought about by the COVID-19 pandemic. There is no data update this year as the next Census will be conducted in 2026.



Indicator will next be updated based on 2026 Census data

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?

This indicator measures the total operating revenues for farms in the region.

This includes 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.

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.

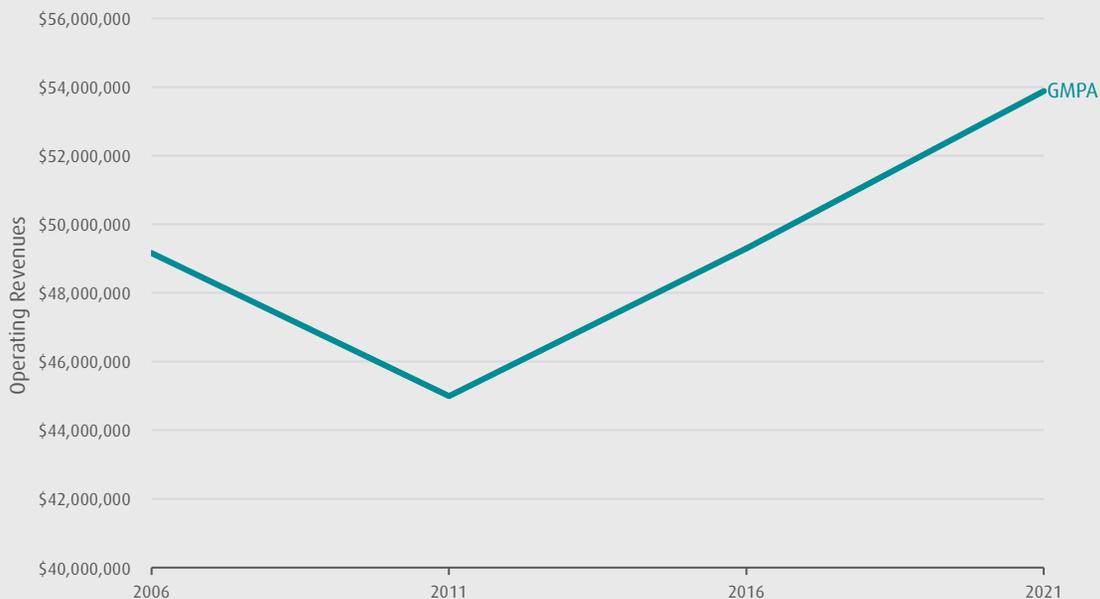
Target/Desired Trend

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 Growth Management Planning Area (GMPA), however the 2021 census data wasn't available for our region due to poor data quality.

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

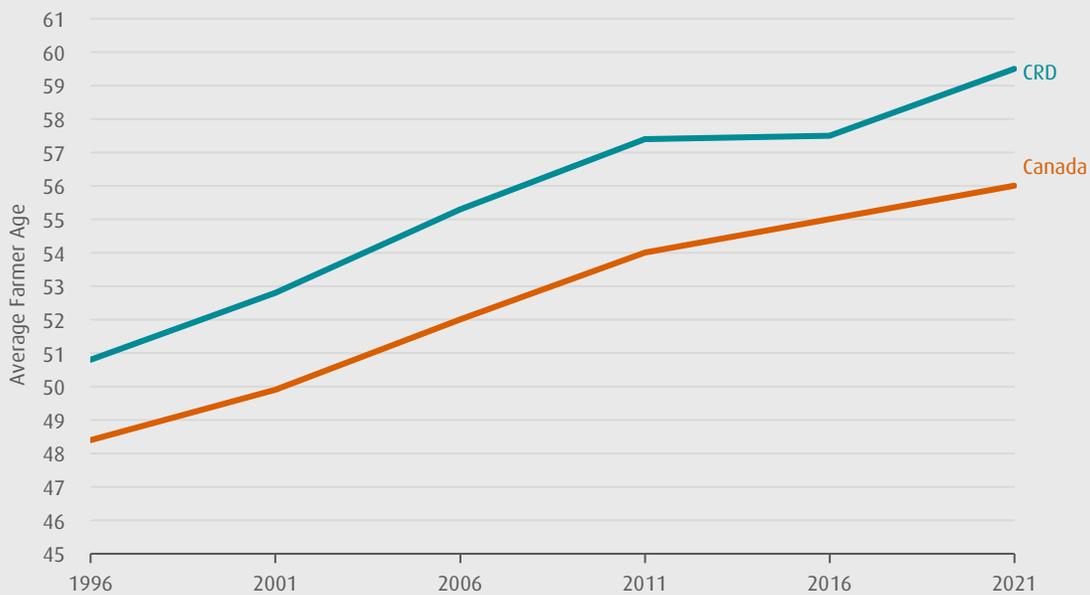
A lower average age of farmers is desirable.

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.



Indicator will next be updated based on 2026 Census data

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

7.1a Community greenhouse gas (GHG) emissions



What is being measured?

This indicator measures community GHG emissions.

This GHG inventory represents the best available information. Following the BASIC+ Global Protocol for Community-Scale GHG emissions, 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

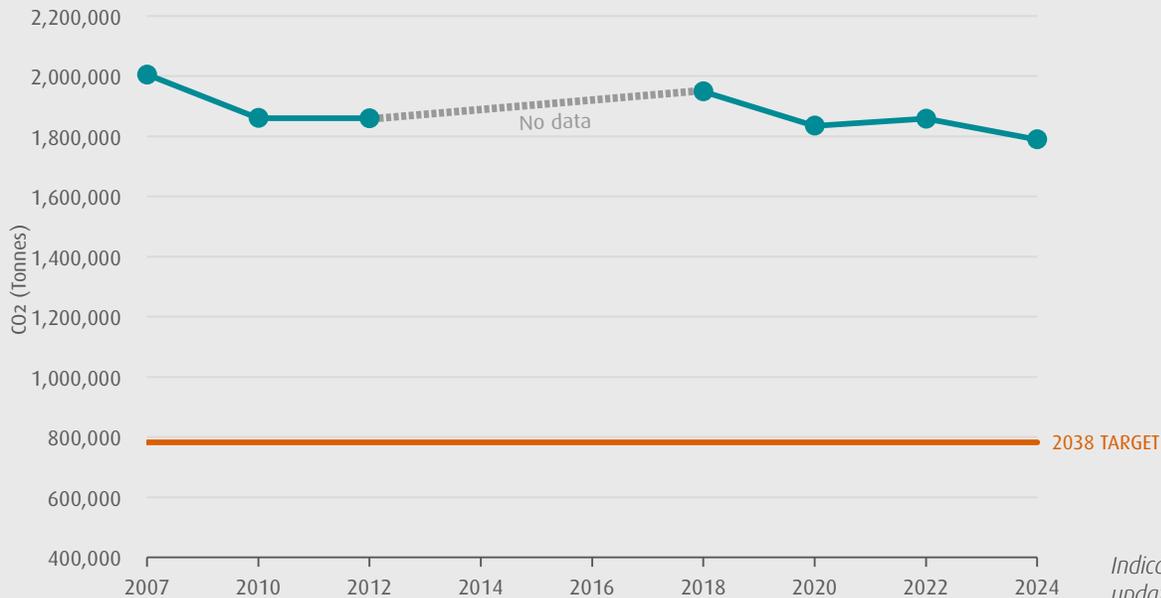
Decrease community GHG emissions by 33% from 2007 levels by 2020 and 61% by 2038.

How are we doing?

In 2024, the Capital Regional District's (CRD) annual GHG emissions totalled approximately 1.79 million tonnes, which represents 1% decrease from 2022 and a 10.7% decrease from the 2007 base year GHG emissions.

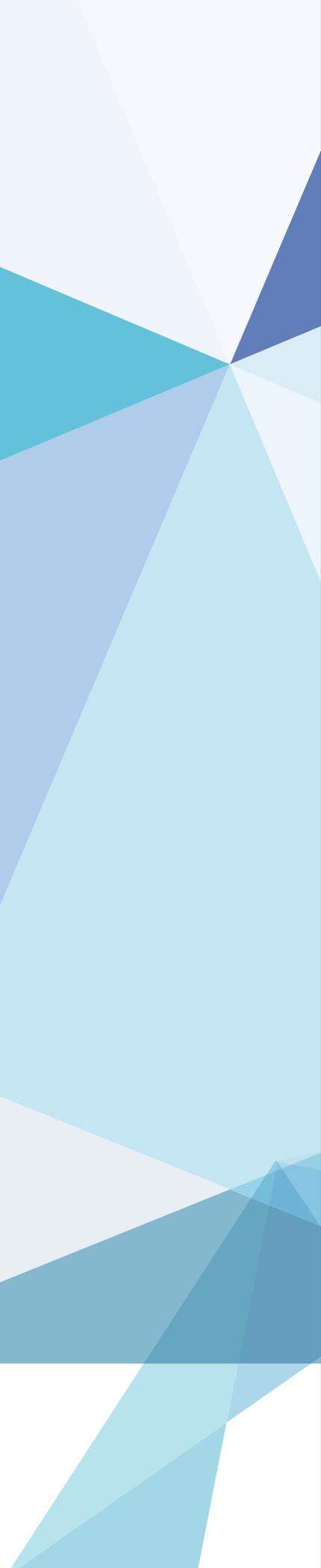
This reflects a positive trend in that GHG emissions have reduced despite continued population growth in the region. However, the current trend suggests that we will not meet the target by 2038.

On a per capita basis there has been a decline of 30.7% between 2007 and 2024. This speaks to the efforts the CRD, local, provincial and federal governments have made to reduce energy consumption and GHG emissions.



Indicator will next be updated based on 2026 Census data

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



CRD

Making a difference...together



Making a difference...together

**REPORT TO PLANNING AND PROTECTIVE SERVICES COMMITTEE
MEETING OF WEDNESDAY, FEBRUARY 25, 2026**

SUBJECT **Consideration of Regional Growth Strategy Consistency: Zoning Bylaw & Official Community Plan Amendment Application for Lot A, District Lot 87, Renfrew District, Plan VIP85195; PID: 027-547-680**

ISSUE SUMMARY

To consider whether the proposed Official Community Plan (OCP) and Zoning Bylaw amendments are consistent with the 2018 Regional Growth Strategy (RGS).

BACKGROUND

Section 445 of the *Local Government Act (LGA)* requires that all bylaws adopted by a regional district board after the board has adopted a RGS be consistent with the RGS. Since the proposal includes an amendment to the Shirley - Jordan River OCP and the Juan de Fuca Land Use Bylaw, a determination of consistency with the RGS must be made prior to first reading.

The landowner has applied to redesignate portions of the subject property from the Coastal Uplands (CU) to the Commercial (CO) and Pacific Acreage (PA) land use designations of the Shirley – Jordan River OCP, and to rezone the property from Forestry (AF) to a new Commercial Rural Market (C-2) Zone and the Rural Residential 3 (RR-3) Zone.

The 4.0 ha subject property is located at 9730 West Coast Road in Shirley, on the northwest corner of the intersection of West Coast Road and Kirby Creek Road. The property is zoned AF under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 (Bylaw 2040), and designated CU in the Shirley - Jordan River OCP, Bylaw No. 4001 (OCP). The property is within the Shirley Fire Protection Service Area, and no Development Permit Areas (DPAs) are identified by the OCP.

An application has been submitted to rezone a 0.5 ha portion of the property from the AF zone to a new C-2 zone, and the remaining 3.5 ha to the RR-3 zone.

The landowner plans to reside on the RR-3 zoned portion, while operating a country market on the C-2 zoned portion. The proponent intends that the market focus mainly on food and beverage retail complimented by agricultural activities and seasonal uses such as hosting food trucks and small community events consistent with the scale of the market. The proposal was supplemented by a comprehensive land use analysis that includes a conceptual illustration of the market and a preliminary groundwater assessment.

The proposed C-2 and RR-3 zone boundary is intended to serve as the future property line for a potential subdivision application that would create two separate parcels. The application also includes an OCP amendment to redesignate the property from CU, which primarily supports low-impact recreation/tourism, rural residential, and agricultural uses. The application proposes that the 0.5 ha C-2 zoned area be designated CO and the 3.5 ha RR-3 zoned area be designated PA.

Additional information is provided in the February 17, 2026 staff report to the Juan de Fuca Land Use Committee and is attached for reference as Appendix A of this report.

ALTERNATIVES

Alternative 1

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

That proposed Bylaw No. 4705, “Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025”; and proposed Bylaw No. 4706, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025” 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*.

Alternative 2

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

That proposed Bylaw No. 4705, “Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025”; and proposed Bylaw No. 4706, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025” be considered in relation to the 2018 Regional Growth Strategy (Bylaw No. 4017) and not be accepted in accordance with the requirements of section 445 of the *Local Government Act*.

Alternative 3

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

IMPLICATIONS

Alignment with Board & Corporate Priorities

Capital Regional District (CRD) Corporate priority 8a is focused on managed growth, keeping approved plans current and monitoring for effectiveness. In the Juan de Fuca Electoral Area, this includes reviewing referrals of proposed OCP amendments and assessing RGS consistency. This is an important part of ensuring ongoing effectiveness of growth management in the region.

Alignment with Existing Plans & Strategies

CRD staff are of the opinion that the proposed OCP amendment is consistent with the direction provided by the RGS, and that this application does not alter the Shirley - Jordan River OCP’s work towards the overall goals and objectives expressed by the community’s long-term collective vision. The amendment does not impact the OCP’s alignment with the RGS.

The OCP and the Active Transportation Network Plan (ATNP) for the Juan de Fuca identifies an interest in the development of a network of local trails, particularly along West Coast Road. This network should connect residential areas with commercial nodes local, regional, and provincial parks and trails, and other community-based amenities. The Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommended that a public trail be established via a statutory right-of-way adjacent to West Coast Road. Staff have recommended that, prior to adoption, the landowner register a statutory right-of-way in favour of the CRD for a public trail along the property boundary shared by West Coast Road.

Environmental Implications

As part of the proposal, the proponent provided a preliminary groundwater assessment which suggests that a future 2-lot subdivision would meet potable water requirements; however, as a contingency, should challenges arise in meeting this requirement these could be addressed by accessing a well on the neighbouring lot through a registered easement. Furthermore, the groundwater assessment indicated that the proposed land use activities would not result in significant impacts to neighbouring wells, noted that a provincial water licence and permit will be required for future commercial uses, and recommended further testing to ensure long-term groundwater sustainability.

First Nations Implications

The subject property is located within the asserted traditional territory of the Pacheedaht and T'Sou-ke First Nations. Each Nation was invited to participate in an application review process with staff and the applicant to better inform consideration of the proposal. Pacheedaht First Nation had no comment regarding the proposed rezoning. T'Sou-ke First Nation requested the opportunity to be onsite during any excavation and noted that existing chance-find procedures are inadequate. The Nation also requested that appropriate protection measures be in place to prevent erosion and the spread of invasive plant species.

Regional Growth Strategy Implications

Section 445 of the LGA requires that all bylaws adopted by a regional district board after the board has adopted a RGS be consistent with the RGS. Since the proposal includes an amendment to the OCP, the bylaw will be considered by the Planning and Protective Services Committee and the CRD Board for determination of consistency with the RGS prior to first reading.

CRD Regional Planning staff have reviewed the proposed zoning bylaw and OCP amendments and believe that they are consistent with the 2018 RGS.

The RGS designates the subject property as Rural/Rural Residential, which includes lands used for rural and rural residential purposes. While not intended to become future urban areas requiring extensive services, commercial uses serving the local community by providing employment opportunities in a rural context can be supported if impacts to the local community and environment are minimal.

RGS Objective 1.1 – Managing and Balancing Growth, provides a description of regional land use designations including that of the Rural/Rural Residential Policy Area that applies for the property in question. This definition states that: *“Commercial uses are local serving and such uses and other employment opportunities result in minimal impact on the surrounding community and to the environment. Low-impact tourism uses complement rural character.”*

The application aligns with this definition of rural commercial uses as it will be primarily serving the local community while providing employment opportunities. While not intended to become future urban areas requiring extensive services, commercial uses serving the local community by providing employment opportunities in a rural context can be supported if impacts to the local community and environment are minimal.

RGS Objective 1.2 – Protect the Integrity of Rural Communities, seeks to avoid the creation of future urban areas through development that complement rural form, density, and character. The application proposes onsite well and septic systems, which support a rural scale of development rather than an urban scale seen in neighbouring incorporated communities where community level services are available. The proposed rural servicing will require permitting and licensing at the time of development.

RGS Objective 5.1 – Realize the Region’s Economic Potential, includes the economic development consideration to: “[Find] ways to expand and diversify the economy of formerly resource-dependent communities in Sooke and the Juan de Fuca Electoral Area, such as through low-impact recreation and tourism.” The proposed land use aligns with this objective.

RGS Objective 6.1 – Foster a Resilient Food and Agriculture System, aligns with the proposed country market use as it will *enable food production, processing, and distribution that will foster a place-based food economy that increases local food security* (Policy 2).

Service Delivery Implications

Implications for CRD services are not expected as the land is not located within community water or sewer local service areas.

Social Implications

Should the proposal proceed, a public hearing pursuant to Part 14, Division 3 of the *LGA* will be required subsequent to the amendment passing second reading by the CRD Board. Property owners within 500 m of the subject property will be sent notice of the proposed bylaw amendment and a public hearing will be advertised in the local paper and on the CRD website.

CONCLUSION

The purpose of Bylaw No. 4705 is to amend the Shirley - Jordan River Official Community Plan by redesignating a 0.5 ha portion of the subject property from Coastal Uplands (CU) to Commercial (CO), and a 3.5 ha portion from CU to the Pacific Acreage (PA) to support the concurrent rezoning of the property from Forestry (AF) to a new Commercial Rural Market (C-2) zone and Rural Residential 3 (RR-3) under Bylaw No. 4706. The proposed bylaws are consistent with the Regional Growth Strategy.

RECOMMENDATION

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

That proposed Bylaw No. 4705, “Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025”; and proposed Bylaw No. 4706, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025” 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*.

Planning and Protective Services Committee – February 25, 2026
Consideration of Regional Growth Strategy Consistency: Zoning Bylaw & Official
Community Plan Amendment Application for Lot A, District Lot 87, Renfrew District, Plan
VIP85195; PID: 027-547-680 **5**

Submitted by:	Patrick Klassen, RPP, MCIP, Senior Manager, Regional Planning and Transportation
Concurrence:	Kevin Lorette, P. Eng., MBA, General Manager, Housing, Planning and Protective Services
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng, BSc, General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENT

Appendix A: Report to the Juan de Fuca Land Use Committee – February 17, 2026



Making a difference...together

**REPORT TO THE JUAN DE FUCA LAND USE COMMITTEE
MEETING OF TUESDAY, FEBRUARY 17, 2026**

SUBJECT **Zoning Bylaw & Official Community Plan Amendment Application for Lot A, District Lot 87, Renfrew District, Plan VIP85195; PID: 027-547-680**

ISSUE SUMMARY

The landowner has applied to redesignate portions of the subject property from the Coastal Uplands (CU) to the Commercial (CO) and Pacific Acreage (PA) land use designations of the Shirley – Jordan River Official Community Plan (OCP), and to rezone the property from Forestry (AF) to a new Commercial Rural Market (C-2) Zone and the Rural Residential 3 (RR-3) Zone.

BACKGROUND

The 4.0 ha subject property is located at 9730 West Coast Road in Shirley, on the northwest corner of the intersection of West Coast Road and Kirby Creek Road (Appendix A). The property is zoned Forestry (AF) (Appendix B) under the Juan de Fuca Land Use Bylaw, 1992, Bylaw No. 2040 (Bylaw 2040), and designated Coastal Uplands (CU) in the Shirley-Jordan River Official Community Plan, Bylaw No. 4001 (OCP). The property is within the Shirley Fire Protection Service Area, and no Development Permit Areas (DPAs) are identified by the OCP.

An application has been submitted to rezone a 0.5 ha portion of the property from the AF zone to a new Commercial Rural Market (C-2) zone (Appendix C), and the remaining 3.5 ha to the Rural Residential 3 (RR-3) zone (Appendix D).

The landowner plans to reside on the RR-3 zoned portion, while operating a country market on the C-2 zoned portion. The proponent intends that the market focus mainly on food and beverage retail complimented by agricultural activities and seasonal uses such as hosting food trucks and small community events consistent with the scale of the market. The proposal was supplemented by a comprehensive land use analysis that includes a conceptual illustration of the market and a preliminary groundwater assessment (Appendix E).

The proposed C-2 and RR-3 zone boundary is intended to serve as the future property line for a potential subdivision application that would create two separate parcels (Appendix F). The application also includes an OCP amendment to redesignate the property from CU, which primarily supports low-impact recreation/tourism, rural residential, and agricultural uses. The application proposes that the 0.5 ha C-2 zoned area be designated Commercial (CO) and the 3.5 ha RR-3 zoned area be designated Pacific Acreage (PA).

At its meeting of September 16, 2025, the Juan de Fuca Land Use Committee (LUC) recommended referral of proposed Bylaw No. 4705 and 4706 to the Shirley-Jordan River Advisory Planning Commission and to appropriate CRD departments, First Nations and agencies. Comments have been received and are included in Appendix F.

ALTERNATIVES

Alternative 1

The Land Use Committee recommends to the Capital Regional District Board:

1. That the referral of proposed Bylaw No. 4705, "Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025"; and proposed Bylaw No. 4706, "Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025"; to the Shirley-Jordan River Advisory Planning Commission; paa?ciid?atx (Pacheedaht) First Nation; T'Sou-ke First Nation; CRD departments; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch; Ministry of Forests – Water Protection Section; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Transit; RCMP; and Sooke School District # 62 be approved and comments be received;
2. That proposed Bylaw No. 4705 be read a first and second time;
3. That proposed Bylaw No. 4706 be read a first and second time;
4. That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director of the

Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4705 and Bylaw No. 4706;

5. That prior to the adoption of proposed Bylaw No. 4706, the landowner provides an amenity contribution in the form of a statutory right-of-way adjacent to West Coast Road in favour of the Capital Regional District for the purpose of establishing a public trail; and that staff be directed to ensure that all conditions are satisfied towards completion and registration.

Alternative 2

That proposed Bylaw Nos. 4705 and 4706 not proceed.

IMPLICATIONS

Legislative Implications

The APCs were established to make recommendations to the Land Use Committee on land use planning matters referred to them related to Part 14 of the *Local Government Act (LGA)*. The Shirley-Jordan River APC considered the application at its meeting on December 2, 2025.

Should the proposal proceed, a public hearing pursuant to Part 14, Division 3 of the *LGA* will be required subsequent to the amendment passing second reading by the CRD Board. Property owners within 500 m of the subject property will be sent notice of the proposed bylaw amendment and a public hearing will be advertised in the local paper and on the CRD website.

Regional Growth Strategy Implications

The Regional Growth Strategy (RGS) designates the subject property as Rural/Rural Residential, which includes lands used for rural and rural residential purpose. While not intended to become future urban areas requiring extensive services, commercial uses serving the local community by providing employment opportunities in a rural context can be supported if impacts to the local community and environment are minimal.

Section 445 of the *LGA* requires that all bylaws adopted by a regional district board after the board has adopted a RGS be consistent with the RGS. Since the proposal includes an amendment to the OCP, the bylaw will be considered by the Planning and Protective Services Committee and the CRD Board for determination of consistency with the RGS prior to first reading.

First Nations Implications

The subject property is located within the asserted traditional territory of the Pacheedaht and T'Sou-ke First Nations. Each Nation was invited to participate in an application review process with staff and the applicant to better inform consideration of the proposal.

Pacheedaht First Nation had no comment regarding the proposed rezoning.

T'Sou-ke First Nation requested the opportunity to be onsite during any excavation and noted that existing chance-find procedures are inadequate. The Nation also requested that appropriate protection measures be in place to prevent erosion and the spread of invasive plant species.

Referral Comments

Referrals were sent to 12 agencies and CRD departments, and to the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission and the Shirley-Jordan River APC. Comments received are summarized below and included in Appendix I.

BC Hydro advised that they had no objection in principle to the proposed rezoning, but that a statutory right-of-way might be required as part of the future 2-lot subdivision.

District of Sooke responded to advise that they had no concerns as their interests are not impacted.

Ministry of Transportation & Transit commented that the roads bordering the subject property are under the jurisdiction of the Ministry and that a Commercial Access Permit will be required. The preferred access to the commercial area is from Kirby Creek Road. They further advised that the proposed bylaws will not require Ministry approval in accordance with Section 52 of the *Transportation Act* (approval of land use bylaws within 800 m of a controlled access highway).

CRD Building Inspection commented that buildings should be constructed in accordance with the BC Building Code and that public washroom facilities should be provided.

CRD First Nations Relations noted that while there are no registered archaeological sites on or immediately adjacent to the property, there is no record of any assessments having been conducted for the property. A Provincial *Heritage Conservation Act* permit is not required prior to development. However, there could be significant delays in acquiring a permit if archaeological deposits, features, or materials are identified during development.

The Juan de Fuca Electoral Area Parks and Recreation Advisory Commission reviewed the application at its meeting on November 25, 2025, and provided the following recommendation by resolution:

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Guenard that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that the Commission's interests are affected by the proposal (RZ000289) and that the Commission supports the zoning and OCP amendment application subject to advancing the Active Transportation Plan's objectives by establishing a statutory right-of-way along West Coast Road.

A Public Information Meeting was held in the community and the Shirley-Jordan River APC considered the application on December 2, 2025, with approximately 12 members of the public in attendance. The APC passed the following motion with respect to Bylaw Nos. 4705 and 4706:

MOVED by Melody Kimmel, **SECONDED** by Fiona McDannold that having considered the proposed bylaws, the Shirley-Jordan River Advisory Planning Commission supports Zoning and Official Community Plan Amendment Application RZ000289 for Lot A, District Lot 87, Renfrew District, Plan VIP85195, as presented.

Official Community Plan Context and Policy Implications

The OCP provides a contextual and policy framework to guide land use decisions for Shirley. Over time, Shirley has established a modest collection of commercial, industrial, rural residential, and recreational uses with intermittent entrepreneurial activities (home based businesses) along the Highway 14 corridor with a recognizable central area localized around the fire and community halls. While a central area for Shirley is not formally acknowledged by the OCP, the subject property is adjacent to an existing commercial use on Highway 14 and is within 300 meters of the community hall.

The Coastal Uplands (CU) land use designation supports forestry on Private Managed Forest Land (PMFL) and low-impact tourism and recreation, as well as residential and agriculture uses on lands that are no longer PMFL. The CU designation also stipulates an average parcel size of 4.0 hectares, which precludes the proponent's interest in the land uses outlined in the proposed C-2 and RR-3 zones on two separate parcels.

The proponent's land use analysis recognizes that the proposed C-2 zoning is more appropriately aligned with the Commercial (CO) land use designation, and that the RR-3 zoning corresponds more closely with the Pacific Acreage (PA) designation. The CO designation supports commercial parcels in the range of 0.4 ha and small-scale commercial uses, such as those permitted by the proposed C-2 zone. Civic and institutional facilities, tourism and recreation, silviculture, community parks, and light industrial activities are also permitted by the C-2 zone. The PA designation supports residential parcels in the range of 2.0 hectares, agricultural uses, and small-scale neighborhood commercial activities aligned with the proposed RR-3 zone.

The bylaw amendments are generally aligned with nearby permitted neighbourhood commercial uses; however, the proposed zone regulations incorporate more restrictive provisions in consideration of potential impacts to the underlying aquifer. In particular, the proposal specifically prohibits activities associated with potential hazardous spills and contamination, such as gas stations and bulk fuel sales. The proponent's preliminary groundwater assessment estimated a total water demand of less than 6,400 litres/day, which is comprised of less than 5,000 L/day for commercial uses and approximately 1,400 L/day for the residential use. This assessment does not anticipate significant impacts to neighbouring wells, but recommends further testing to confirm the long-term sustainability of the groundwater supply prior to pursuing an annual water licence and permit application through the Province.

The OCP and the Active Transportation Network Plan (ATNP) for the Juan de Fuca identifies an interest in the development of a network of local trails, particularly along West Coast Road. This network should connect residential areas with commercial nodes local, regional, and provincial parks and trails, and other community-based amenities. The ATNP also works towards OCP policies that support reducing motor vehicle trips necessary for purchasing food and other goods by allowing for the consideration of neighbourhood commercial uses and farm gate sales. The Juan de Fuca Electoral Area Parks and Recreation Advisory Commission recommended that a public trail be established via a statutory right-of-way adjacent to West Coast Road.

Land Use Analysis

The subject property is zoned Forestry (AF) under the Juan de Fuca Land Use Bylaw, which requires a minimum parcel size of 4.0 ha and permits silviculture and one-family dwellings. Uses accessory to silviculture—offices, mechanical shops, fuel storage, and storage buildings—are also allowed. The AF zone permits a maximum building height of 11.0 m, lot coverage of 10%, and setbacks of 15.0 m from all property lines.

The application proposes to split-zone the 4.0 ha parcel by rezoning 0.5 ha to a new Commercial Rural Market (C-2) zone and the remaining 3.5 ha to Rural Residential 3 (RR-3). The proposed C-2/RR-3 boundary would also serve as a potential property line for a subdivision that would create two separate parcels.

The proposed C-2 zone specifies a minimum parcel size of 0.4 ha and permits civic uses, country markets, convenience stores, food and beverage processing, greenhouses and plant nurseries, horticulture, restaurants, and retail stores. It excludes gas bars, gas stations, bulk fuel sales, auto repair, carwashes, and any use requiring a permit under the *Environmental Management Act*. Accessory uses may include residential, screened storage yards, picnic areas, lounges, and outdoor event spaces. The zone specifies a 30% lot coverage, maximum floor area of 1,000 m², building height of 6.0 m, and setbacks of 7.5 m from roads, 3.0 m from shared parcel lines, and 9.0 m from residential or rural zones.

The RR-3 zone proposed for the 3.5 ha portion reduces the minimum parcel size to 2.0 ha and permits one- or two-family dwellings, agriculture, farm buildings, animal hospitals and veterinary clinics. Accessory uses include home-based businesses and either a secondary suite or detached accessory suite. The zone increases lot coverage to 15%, reduces maximum height to 9.0 m, and specifies a front setback of 7.5 m, side and flanking setbacks of 6.0 m, and a rear setback of 10.0 m.

As previously noted, to address the proposed lot sizes, the application includes an OCP amendment to change the land use designation from Coastal Upland (CU) to Commercial (CO) and Pacific Acreage (PA). The CO designation supports the proposed commercial uses and lot size of the C-2 zone, while the PA designation supports the rural residential uses and 2.0 ha lot size of the RR-3 zone.

The proposal is supported by a comprehensive land use analysis, including a conceptual illustration of the proposed market, and a preliminary groundwater assessment. Information from the groundwater assessment suggests that a future 2-lot subdivision would meet potable water requirements; however, potential challenges in meeting this requirement could be addressed by accessing a well on the neighbouring lot through a registered easement. Furthermore, the groundwater assessment indicated that the proposed land use activities would not result in significant impacts to neighbouring wells, noted that a provincial water licence and permit will be required for future commercial uses, and recommended further testing to ensure long-term groundwater sustainability.

Staff are of the opinion that the proposed zoning amendments are in keeping with the direction provided by the OCP, and that the proposed OCP amendments are consistent with the other policies of the Plan. Staff recommend that the referral comments be received, that proposed Bylaw Nos. 4705 and 4706 be read a first and second time, that a public hearing be held with respect to the bylaws, and that prior to adoption, the landowner register a statutory right-of-way in favour of the CRD for a public trail along the property boundary shared by West Coast Road.

CONCLUSION

The purpose of Bylaw No. 4705 is to amend the Shirley-Jordan River Official Community Plan by redesignating a 0.5 ha portion of the subject property from Coastal Uplands (CU) to Commercial (CO), and a 3.5 ha portion from CU to the Pacific Acreage (PA) to support the concurrent rezoning of the property from Forestry (AF) to a new Commercial Rural Market (C-2) zone and Rural Residential 3 (RR-3) under Bylaw No. 4706. Based on the information provided and the referral comments received, staff recommend approval of the referral and receipt of referral comments, that Bylaw No. 4705 and 4706 be read a first and second time, that a Public Hearing with respect to the Bylaws be held, and that the landowner provide a community amenity contribution in the form of a statutory right-of-way for a public trail along West Coast Road.

RECOMMENDATION

The Land Use Committee recommends to the Capital Regional District Board:

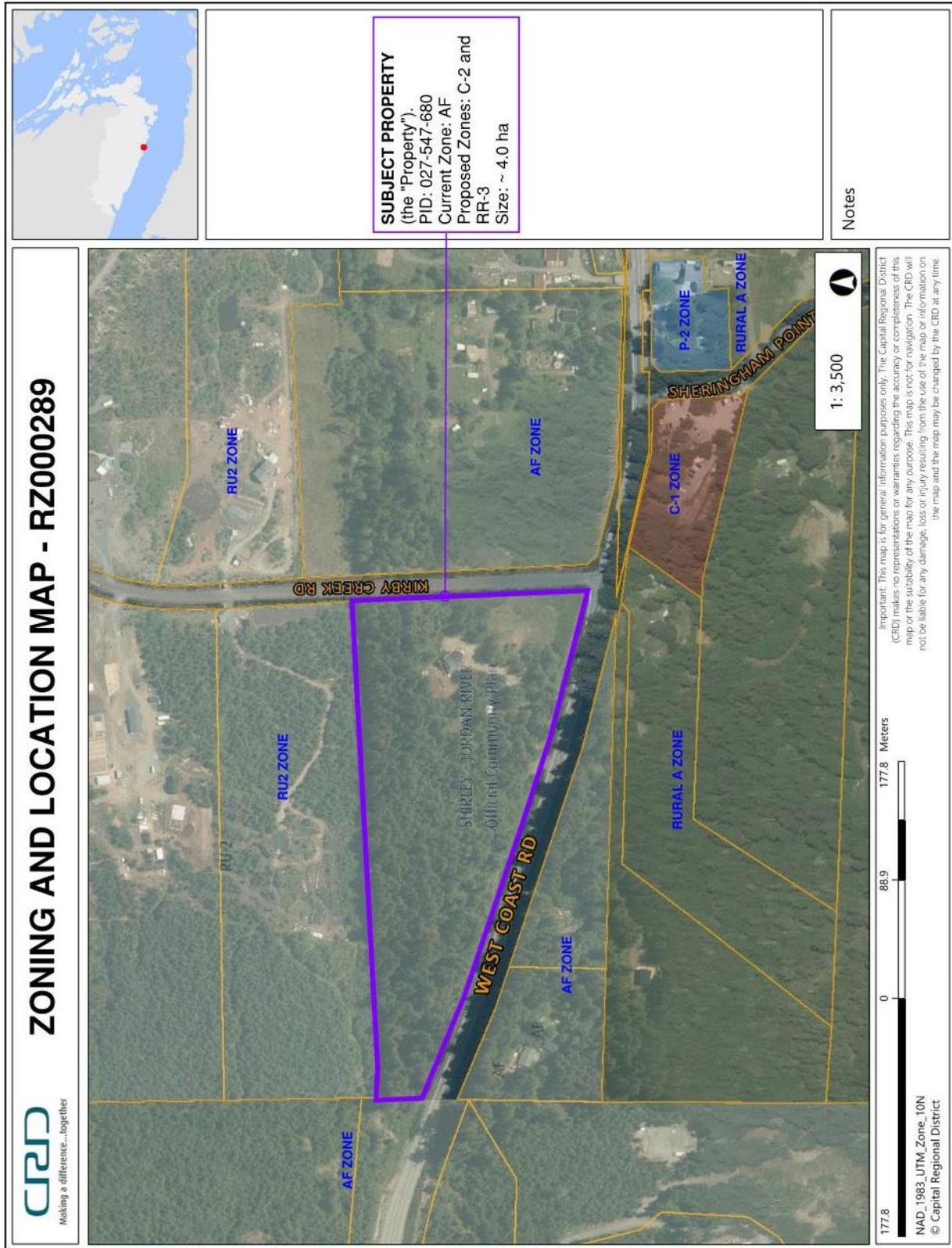
1. That the referral of proposed Bylaw No. 4705, “Shirley - Jordan River Official Community Plan Bylaw No. 5, 2018, Amendment Bylaw No. 3, 2025”; and proposed Bylaw No. 4706, “Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025”; to the Shirley-Jordan River Advisory Planning Commission; paaʔčiidʔatx (Pacheedaht) First Nation; T’Sou-ke First Nation; CRD departments; BC Hydro; BC Parks; District of Sooke; Island Health; Ministry of Forests – Archaeology Branch; Ministry of Forests – Water Protection Section; Ministry of Land, Water and Resource Stewardship; Ministry of Transportation & Transit; RCMP; and Sooke School District # 62 be approved and comments be received;
2. That proposed Bylaw No. 4705 be read a first and second time;
3. That proposed Bylaw No. 4706 be read a first and second time;
4. That in accordance with the provisions of Section 469 of the *Local Government Act*, the Director of the Juan de Fuca Electoral Area, or Alternate Director, be delegated authority to hold a Public Hearing with respect to Bylaw No. 4705 and Bylaw No. 4706;
5. That prior to the adoption of proposed Bylaw No. 4706, the landowner provides an amenity contribution in the form of a statutory right-of-way adjacent to West Coast Road in favour of the Capital Regional District for the purpose of establishing a public trail; and that staff be directed to ensure that all conditions are satisfied towards completion and registration.

Submitted by:	Iain Lawrence, RPP, MCIP, Senior Manager, Juan de Fuca Administration
Concurrence:	Stephen Henderson, MBA, P.G.Dip.Eng., B.Sc., General Manager, Electoral Area Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

ATTACHMENTS

- Appendix A: Location and Zoning Map
- Appendix B: Current Forestry (AF) Zone
- Appendix C: Proposed Commercial Rural Market (C-2) Zone
- Appendix D: Proposed Rural Residential 3 (RR-3) Zone
- Appendix E: Proponent’s Land Use Analysis
- Appendix F: Plan of Proposed Zoning and OCP Land Use Designation Locations and Boundary
- Appendix G: Proposed Bylaw No. 4705
- Appendix H: Proposed Bylaw No. 4706
- Appendix I: Referral Comments

Appendix A: Location, Zoning, and DPA Map



Appendix B: Forestry (AF) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

3.0 FORESTRY ZONE - AF

3.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the Forestry AF Zone:

- (a) Silviculture except within 300m of a highway;
- (b) Offices, mechanical shops, fuel storage, and storage buildings accessory to mining or silviculture;
- (c) One-family dwelling;
- (d) Home Based Business Categories One, Two and Three; *Bylaw 3705*
- (e) Two Boarders or lodgers;
- (f) Secondary Suite pursuant to Part 1, Subsection 4.19; *Bylaw 3849*
- (g) Detached Accessory Suite pursuant to Part 1, Subsection 4.20: *Bylaw 3849*
- (h) Portable sawmill accessory to a principal residential use on That Part of Lot 87, Renfrew District, Lying to the East of a Boundary Parallel to the Easterly Boundary of Said Lot and Extending From a Point on the Northerly Boundary of Said Lot Distant 10 Chains from the North East Corner of Said Lot and to the South of the Northerly Boundary of Plan 109 RW, Except Part in Plan 16260, PID: 006-452-230. *Bylaw 4407*

3.02 Minimum Parcel Size for Subdivision Purposes

The minimum lot size is 4ha;

3.03 Density

- a) One one-family dwelling per lot;
- b) One secondary suite or one detached accessory suite per lot;
- c) The maximum area devoted to an accessory portable sawmill use shall be 0.5 ha. *Bylaws 3849 4407*

3.04 Height

Maximum height shall be 11 m.

3.05 Lot Coverage

Maximum lot coverage shall be 10 percent.

3.06 Maximum Size of for Residential Buildings

Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral. *Bylaw 3705*

- (i) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418 m², whichever is less;
- (ii) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

- 3.07 Yard Requirements**
- a) The front, side, rear and flanking yards for an accessory portable sawmill use shall be a minimum of 30 m;
 - b) For all other buildings and structures, the front, side, rear and flanking yards shall be a minimum of 15 m.
- Bylaws 3849, 4407*
- 3.08 Screening**
- a) A vegetative screen, consisting of coniferous vegetation native to the region that is not less than 2 m high and 5 m deep and spaced no less than 2 m apart, or a solid fence, at least 2.5 m in height, shall be located and maintained around the perimeter of the portable sawmill operation.
- Bylaw 4407*
- 3.09 Portable Sawmill**
- a) Persons employed at a portable sawmill operation are limited to persons normally resident in the dwelling unit to which it is incidental plus up to three non-resident employees;
 - b) A portable sawmill shall operate between the hours of 9 am and 3 pm, Monday to Friday, excluding statutory holidays;
 - c) In addition to the hours specified in paragraph 3.09(b), sales from a portable sawmill shall be permitted on Saturdays between the hours of 9 am and 5 pm, excluding statutory holidays;
 - d) Notwithstanding Part 1, Section 4.01(2)(c), the maximum total floor area of buildings and structures devoted to an accessory portable sawmill use shall be 60 m²;
 - e) Portable sawmill and related operations shall not create noise that exceeds a level of 55 dB when measured at the property line.
- Bylaw 4407*

Appendix C: Proposed Commercial Rural Market (C-2) Zone

18.0 COMMERCIAL RURAL MARKET – C-2

18.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the C-2 Zone:

- (a) Civic Uses;
- (b) Country market;
- (c) Convenience store;
- (d) Food and beverage processing;
- (e) Greenhouses and plant nurseries;
- (f) Horticulture;
- (g) Restaurant;
- (h) Retail Store, excluding gas bars, gas stations, bulk fuel sales, auto repair, carwash, or any use for which a permit is required under the *Environmental Management Act or Regulation*.

18.02 Permitted Accessory Uses

In addition to the uses permitted by Section 18.01 of Part 2 of this Bylaw, the following accessory uses in conjunction with a permitted Principal Use and no others shall be permitted in the C-2 Zone:

- (a) Buildings or structures;
- (b) Office;
- (c) Residential;
- (d) Storage Yard, Screened.

18.03 Subdivision Provisions

- (a) The minimum lot size for subdivision purposes is 0.4 ha.
- (b) The minimum frontage required for subdivision purposes is 16.0 m.

18.04 Density Provisions

One dwelling unit per parcel in conjunction with a principal use.

18.05 Maximum size of Principal Buildings

In accordance with Section 18.09 (a) and (b) of Part 2 of this Bylaw the maximum total combined interior floor area of Principal Use buildings and structures is 1,000 m²; except for the interior floor area dedicated to Greenhouses, plant nurseries, and horticulture Principal Uses.

18.06 Height

All principal buildings and structures must not exceed a height of 6.0 m.

18.07 Lot Coverage

The maximum lot coverage must not exceed 30%.

18.08 Setback Requirements

All principal and accessory buildings and structures must meet the following yard requirements:

- (a) Principal buildings and structures are required to be:
 - (i) A minimum of 7.5 m from the lot line of a street or public highway;
 - (ii) A minimum of 3.0 m from any other lot line; and
 - (iii) Notwithstanding Part 2 Section 18.07 (a) (ii) above; a minimum of 9.0 m is required from the lot lines of parcels in Residential, Rural Residential, or Multiple Family Residential zones.
- (b) Accessory buildings and structures are required to be:
 - (i) A minimum of 7.5 m from the lot line of a street or public highway; and
 - (ii) A minimum of 3.0 m from a lot line of a parcel.
- (c) All parking spaces are required to be:
 - (i) A minimum of 3.0 m from a lot line.

18.09 Definitions

(a) For the purpose of the Commercial Rural Market Zone – C-2, the following definitions apply:

INTERIOR FLOOR AREA means the interior area of a building or structure, measured from the inside surface of the exterior walls and includes the floor area occupied by any interior walls. For structures that are unenclosed and or partially enclosed and or missing one or more exterior walls, the interior floor area is measured from a perimeter established by connecting the center points of outermost supporting columns and includes the area occupied by any walls and or structures within that perimeter.

TOTAL COMBINED MAXIMUM INTERIOR FLOOR AREA means the sum total of all interior floor areas specified in Section 18.09 (a) of Part 2 of this Bylaw.

Appendix D: Rural Residential 3 (RR-3) Zone

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

7.0 RURAL RESIDENTIAL 3 ZONE - RR-3

7.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others are permitted in the Rural Residential 3 RR-3 Zone:

- (a) One-family dwelling;
- (b) Two-family dwelling;
- (c) Home Based Business Categories One, Two and Three; *Bylaw 3705*
- (d) Agriculture;
- (e) Two Boarders or Lodgers;
- (f) Farm buildings on farms;
- (g) Veterinary Clinics and Animal Hospitals;
- (h) Secondary suite pursuant to Part 1, Subsection 4.19; *Bylaw 2674*
- (i) Detached Accessory Suites pursuant to Part 1, Subsection 4.20. *Bylaw 3605*

7.02 Minimum Lot Size for Subdivision Purposes

- (a) Minimum lot size shall be 2 ha;
- (b) Notwithstanding Section 7.02(a) of Part 2 of this Bylaw, when the area of the original lot being subdivided is 60ha or more, then lot averaging may be permitted with an average lot size of 2ha and a minimum lot size of 1ha;
- (c) Notwithstanding Sections 7.02(a) and (b) of Part 2 of this Bylaw, lot sizes for subdivision purposes shall be 1ha average and .5 ha minimum for Part Lot 3, Sec. 51, Plan 39570 Except Plan 41935 as shown shaded on Plan No. 29 described in Bylaw 2437. *Bylaw 2437*

7.03 Number of Residential Buildings

One one-family dwelling or one two-family dwelling is permitted per lot.

7.04 Height

Maximum height shall be 9m.

7.05 Lot Coverage

Maximum lot coverage shall be 15 percent.

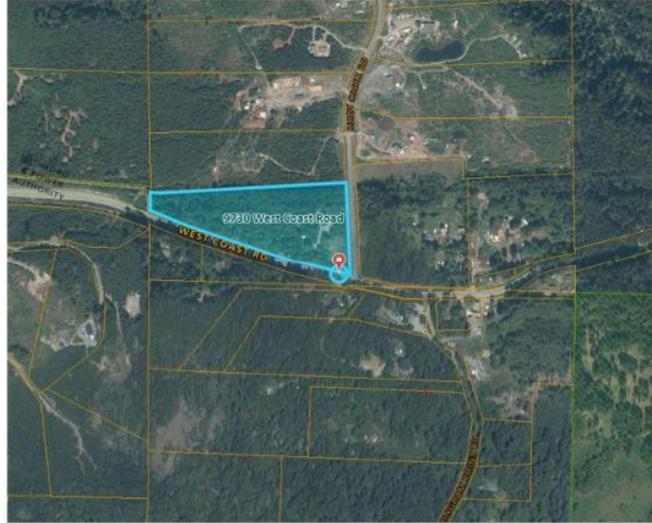
7.06 Maximum Size of Residential Buildings

- Provided applicants having either met the *Sewerage System Regulation* (e.g., a filing) or acceptance by VIHA via referral: *Bylaw 3705*
- (a) On lots of less than 1ha in area, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45 or a Total Floor Area of 418m², whichever is less;
 - (b) On lots of 1ha or more in size, residential buildings and structures shall not exceed a Floor Area Ratio of 0.45.

Schedule "A" of Capital Regional District Bylaw No. 2040
Juan de Fuca Land Use Bylaw

- 7.07 **Yard Requirements**
- (a) Front yards shall be a minimum of 7.5m;
 - (b) Side yards shall be a minimum of 6m; except that for lots of greater than 1ha in size and where residential uses exceed a Total Floor Area of 418m², minimum side yards shall be 15m each side;
 - (c) Flanking yards shall be a minimum of 6m CTS;
 - (d) Rear yards shall be a minimum of 10m.
- 7.08 **Yard Requirements for Buildings and Structures for Livestock or Keeping of Animals**
- (a) Front yards shall be a minimum of 90m;
 - (b) Side, flanking and rear yards shall be a minimum of 30m each.
- 7.09 **Yard Requirements - Other Farm Buildings**
- (a) Front yards shall be a minimum of 30m;
 - (b) Side, Flanking and Rear yards shall be a minimum of 15m.

Appendix E: Proponent's Land Use Analysis



9730 West Coast Road

REZONING AND OCP AMENDMENT
APPLICATION

July 10, 2025

PROJECT SUMMARY

This is a comprehensive application package for a Rezoning and Official Community Plan Amendment for 9730 West Coast Road. This property consists of 10 acres (4ha) and currently contains a dwelling and some small accessory structures. The intention is to provide appropriate zoning to enable a small-scale, market-style grocer on the corner of Kirby Creek Road and West Coast Road. The basis of this application is to amend the Zoning and the OCP Land Use designation to enable the proposed use. Alignment with the Regional Growth Strategy is demonstrated.

SITE SUMMARY

The property at 9730 West Coast Road is 40,992m² (10.1 acres or 4ha) in size, is located in the heart of Shirley village, and is well-positioned for a neighbourhood commercial venture that serves the community on the corner of West Coast Road and Kirby Creek Road. The parcel contains 400m of frontage along West Coast Road and 175m on Kirby Creek Road.

The property is relatively flat, sloping gently to the northeast toward Kirby Creek Road. The property is zoned Forestry (AF). Surrounding properties include the Shirley Community Hall zoned P-2 Community Facility, Shirley Delicious C-1 Neighbourhood Commercial, a number of Rural A Zoned properties and several AF Forestry parcels.

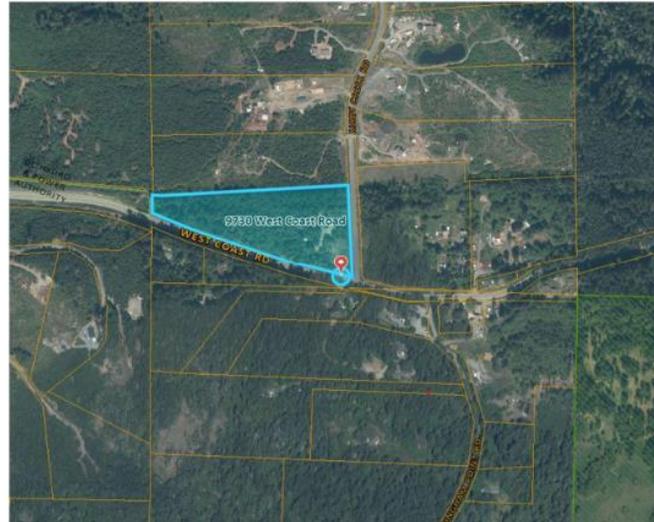


Figure 1: Property location

PROPOSAL

The vision for this site is to create a small-scale market-style grocer in the heart of Shirley that will serve locals, support tourism in the region, and create a micro economy for local producers to market their produce and other provisions. Conceptual drawings have been attached to this report (Attachment 1), reflecting the vision and the community's character. The primary vehicle access to the commercial area is via Kirby Creek Road. Final designs for the building and site layout will be determined at Development Permit.

Zoning

The current AF Forestry zone applies to 9730 West Coast Road, which is outlined in CRD Bylaw No. 2040. Permitted uses include Silviculture (except within 300m of a highway), offices, mechanical shops, fuel storage and storage accessory to mining or silviculture, one-family dwelling, Home Based Business (Cat 1, 2, and 3), boarders and lodgers, secondary suite. This zone requires a minimum lot size of 4ha (10acres). Setbacks for all structures must be 15m from a property line. The current zone permits a minimum parcel size of 4ha, making the parcel un-subdividable.

The application is to create a split zoned property by amending the zoning on approximately 4800m² (0.48ha) to a neighbourhood commercial zone and amend the remainder to rural residential. (Attachment 2)

Proposed Neighbourhood Commercial Zone

Fewer proposed uses are outlined when compared with other typical neighbourhood commercial uses and includes a horticultural/greenhouse element to complement the food store/market. The rationale for this zone is a specific zone that supports the country market store, as well as some complimentary accessory uses on the site. Some uses may only occur at special events or seasonally (food truck), while other uses, such as greenhouses, can support ongoing local food production onsite year-round.

The proposed land uses exclude automobile-oriented uses such as gas station, bulk fuel sales, auto repair and carwash.

The following zone is in alignment with the aspirations of the Shirley-Jordan River Official Community Plan.

Principal Uses:

- Retail Store, excluding gas bars, gas stations or bulk fuel sales, auto repair or car wash, or any use for which a permit is required under the Environmental Management Act or Regulation;
- Food and Beverage Processing;
- Country Market;
- Food Truck;
- Greenhouses and Plant Nursery;

- Horticulture;
- Civic uses;
- Licensed establishment;

Accessory Uses:

- Residential;
- Office
- Buildings or structures accessory to the above uses pursuant to Part 1, Subsection 4.01.

With the following parameters for site development:

Minimum parcel size: **4000m² (0.4ha)**

Setbacks – 7.5m from front and flanking, 3m from side and rear

Height: 9m

Lot coverage: 30%

Minimum frontage: 16m

Residential dwelling: 1

Parking: parking spaces shall be a minimum of 3.0m from any lot line.

Remainder Zone – Proposed Rural Residential Zoning

The remainder of the parcel: The intent is to apply an appropriate zone to the remainder of the site so that the neighbourhood commercial area will have the potential to be subdivided from the rural residential component of the site in the future. The applicant lives on the property and may require flexibility to subdivide off the commercial part of the property in the future. The intent of this application is: no change to residential potential on the remainder; it would remain residential dwelling plus a suite. Rural Residential₃ Zone (RR-3) is an available Zone that would support the intended use with a 5acre (2ha) minimum parcel size. In addition, the owner may wish to conduct agricultural uses on the remainder land, including a greenhouse. The RR-3 zone permits the intended uses for the remainder.

OCP AMENDMENT RATIONALE

Current OCP

The current OCP designation is 'Coastal Uplands', which supports 10 acre properties, primarily used for forestry and some low-impact recreation and tourism. Commercial is not a supported use.

Purpose of the Coastal Uplands Land Use:

- Lands in this designation consist primarily of parcels enrolled in the Privately Managed Forest Lands (PMFL) program or zoned for forestry uses. If lands are

removed from PMFL program, then land uses such as low-impact recreation and low-impact tourism are supported.

- Community parks, single family residential, and agriculture are also supported in this designation.

OCP Amendment Proposal

An OCP amendment is necessary to achieve alignment between the zoning and the Shirley-Jordan River Official Community Plan (Bylaw 4001). It is proposed that the parcel be split designated Commercial/Pacific Acreage. The proposed designation accurately reflects the zoning, supports rural residential uses, agriculture, and enables small-scale neighbourhood commercial, commercial tourism, parks and civic land uses. NOTE: While Pacific Acreage supports neighbourhood commercial intent, it does not provide the flexibility of creating parcels less than 2ha in size. It is proposed to split designate to Commercial/Pacific Acreage, rather than full Pacific Acreage designation, to enable a future subdivision of the commercial site.

405 Pacific Acreage Land Use Designation

The intent of the Pacific Acreage Land Use Designation is to support rural residential uses. Suites and Duplexes are acceptable forms of development to increase the affordability of housing and offer rental accommodation. Agriculture, home based businesses, small-scale neighbourhood commercial activities, small scale tourism activities, community parks and civic buildings are also supported. Tourism commercial uses such as small destination resorts are supported in this designation.

404 Commercial Land Use Designation

The intent of the Commercial Land Use Designation is to support small-scale neighbourhood commercial and light industrial uses. Civic, institutional, tourism, recreation, silviculture and community park uses are also supported. The Commercial Land Use Designation applies to lands that provide potential for local services in support of development of the local economy. Except where lands may be restricted with respect to residential and overnight habitation uses due to the risk of flooding, an average density of one parcel per 0.4ha within a plan of subdivision is supported.

Other Applicable OCP Policies

Local Economy

Section 385 Local Economy

Shirley Community Hall, Fire Hall, Pioneer Park and a nearby restaurant are the commercial and civic nucleus of this community. Residents are interested in the expansion of the weekly

country market held at Pioneer Park as it offers a venue for local residents to sell their produce, home-cooking and crafts. Establishment of small businesses in the existing commercial area of Shirley is supported, provided that they serve local needs and do not jeopardize the viability of existing businesses. There is strong opposition to the introduction of commercial activities such as motels, gas stations, drive-through restaurants and strip malls, especially as they might jeopardize the rural character of the Plan area or have a negative impact on the environment. Page 73

483 Objectives for Development and Local Economy

B. Support a range of economic activities at a scale appropriate to the size of the community and its rural nature.

E. Recognize that Shirley and Jordan River are predominantly rural areas where resource-based activities such as forest management and timber harvesting occur.

Analysis: This proposal aligns with Shirley's vision of rural character, and providing economic activities at an appropriate scale.

Climate Change Adaptation and GHG reduction

392 Reducing the Number of Vehicle Trips

One of the key ways the residents of Shirley and Jordan River can contribute towards reducing GHGs is through reducing the number of vehicle trips. Home based businesses reduce the need to commute. The use of transit, carpooling and alternative means of transportation, such as cycling and walking, all reduce dependency on cars. Delivery of medical and community outreach programs at a venue in Shirley or Jordan River would see the service providers making one or two round trips to the Plan area instead of multiple trips outside the community by residents travelling elsewhere to access the services. Increased recreational and social opportunities for youth within the Plan area would reduce the need for parents to take their children to and from activities in Sooke. Support for neighbourhood commercial uses and farm gate sales can reduce the amount of travel necessary to purchase food and other goods. Installation of Electric Vehicle infrastructure is supported.

Analysis: Encouraging businesses and services in keeping with rural character and scale can lead to reduction in the number of vehicle trips for residents. Enabling strategic and appropriately scaled economic development will help support goals related to creating complete communities. The services provided by this proposal have the potential to strongly support climate change mitigation and ghg reduction due to increased access to local residents of goods, particularly grocery and produce, required for daily needs.

OTHER CRD POLICIES

Amenities

This proposal does not result in an increase in population, therefore amenity contributions would not be applicable. Amenities are typically tied to an increase in population to offset the provision of community amenities to serve future and existing residents.

CRD Juan De Fuca Elecoral Area Active Transportation Network Plan

The Active transportation Plan was reviewed to determine potential linkages in the vicinity of the proposed rezoning application. Exhibit 4.6 does not specify any required upgrades to meet the Plan's intent.

CRD Regional Food & Agriculture Strategy (2016)

This Strategy identifies the CRD's role in food and agriculture along with recommendations, actions and resourcing requirements. The following policy/action/desired outcome is identified in this plan and lends policy support for this rezoning application.

Action 10 – Support regional economic development strategies for food and agriculture, and specifically section ii. Support strategic business development initiatives for the region's food and agriculture sector including agri-tourism. Desired outcomes include 'increased economic viability for the food and agriculture sector'.

Regional Context Statement Alignment – please see Attachment 3 for full analysis

NATURAL ENVIRONMENT

This property is not within 30 m of a known watercourse/waterbody so the Riparian Areas Protection Regulation will not apply to this property.

COMMUNITY ENGAGEMENT

An Open House was held at the Shirley Community Hall on June 23, 2025. The community was invited to view the conceptual plan, ask questions of the proponent and provide feedback on the concept.

Feedback was supportive of the proposed rezoning and market grocer concept. Community members welcomed the emphasis on local food, sustainability, and reducing trips for daily needs. The noted concerns related to potential traffic, parking and

environmental impact. These will be addressed in the next phase of the planning process (Development Permit).

In addition, the applicant has reached out to the Archaeology Branch, and confirmed no known archaeological sites are present. The T'Sou-ke and Pacheedaht Nations have been notified of the proposal, and meetings to provide more information will be arranged with those who request them.

A summary of the community feedback to-date and the open house materials presented at the open house has been provided (Attachment 4).

INFRASTRUCTURE

It is proposed septic will accommodate any wastewater associated with any future development. The details of this and onsite drainage will be considered as part of the development permit application.

The water service will be of a rural standard and will be provided with a well. There are no anticipated concerns with the provision of water as part of this proposal. The hydrogeology report dated July 7, 2025 (Attachment 5) ascertains that, based on available data, including the driller estimated yield of the registered well on the property and the water quality results provided, there is a high probability of developing adequate water quantity and quality to supply the proposed market and the existing residence from one or more new or existing wells completed on the property.

Any new or existing groundwater well that is used to supply the market will need to be licensed in accordance with the *Water Sustainability Act*, which requires non-domestic water users to apply for a water license and pay an application fee and annual water rental fees. Approval may need to be obtained from the Island Health Authority.

FIRE AND EMERGENCY SERVICING

No impact on fire and emergency servicing is anticipated because of the proposed amendments. The fire department is situated in proximity to the property, and there are already commercial and home based business activities in the area that are served by the local fire department for fire protection.

TRAFFIC

No significant traffic impact is anticipated as a result of the proposed amendments due to the parcel having frontage along both Kirby Creek Road and West Coast Road. The owner

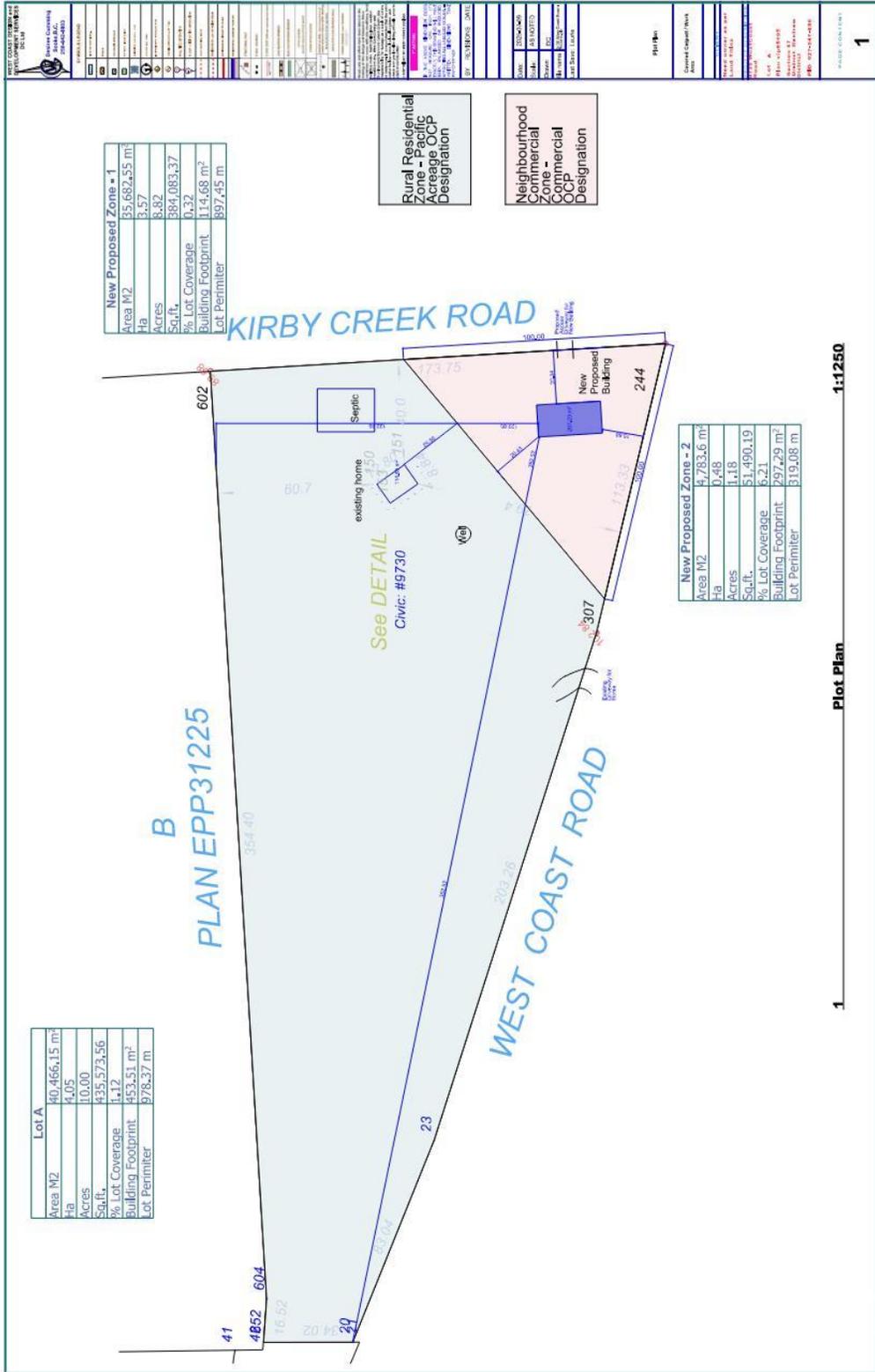
intends to utilize Kirby Creek Road as the main point of access for commercial activities, where vehicles can obtain access to the highway at an existing intersection. Parking configuration will meet bylaws.

ATTACHMENTS:

1. Conceptual drawings – vision and conceptual siting
2. Zoning/OCP Amendment proposal (site plan)
3. Regional Context Statement Alignment
4. Engagement Summary and Open House Panels – June 23, 2025
5. Hydrogeology Letter – Dated July 7, 2025
- ~~6. Current Certificate of Title~~ Staff Annotation: Certificate of Title has been excluded from staff report



Attachment 2



Outside Urban Containment Policy (pg 13)

Rural/Rural Residential Policy Area – this application supports and is in alignment with the Regional Growth Strategy. The area is rural, with rural servicing requirements. The commercial uses proposed are local serving and complement the rural character, including retail, food and beverage processing, country market, food truck, greenhouses and plant nursery, civic uses and liquor license establishment. These are typical 'neighbourhood commercial' uses. Any building proposal on this parcel will require the rigor of a development permit evaluation for Commercial development. The proposed minimum parcel size is larger than other commercial zones within the Plan Area, typically zoned C-2, which permits more intensive commercial uses than those being requested.

Protect the Integrity of Rural Communities (Pg 22-24)

Rural and rural-residential communities offer a choice of rural lifestyles and outdoor recreation opportunities that complement the surrounding working landscapes and preserve ecological diversity. This proposal does not include further residential expansion but strengthens the rural qualities of the community by creating an opportunity for a neighbourhood commercial for the residents of Shirley.

This property will reflect west coast character and the current and historical resource-based economy of the region. Overall site drainage will enhance natural systems as the site is developed. Detailed drainage plans will be submitted as part of any future building application.

5.1 Realize the Region's Economic Potential

Finding ways to expand and diversify the economy of formerly resource-dependent communities in Sooke and the Juan de Fuca Electoral Area, such as through low impact recreation and tourism.

Analysis: The proposed rezoning and OCP amendment enable neighbourhood commercial activities on a portion of the property. The intent is to create a market-style grocer, bringing access to daily needs to residents while also supporting regional tourism. The proposed changes will strengthen the regional and local economy by creating a rural 'micro economy' within the area. There is potential for the creation of local employment and a place to market local products. This project will strengthen food security of the region by providing another avenue for local producers to market their products, and it will strengthen the fabric of the area's rural, west coast tourism industry. Permitting this designation adds resiliency by providing live-work for a resident of the community.

Attachment 4

June 23, 2025

Engagement Summary

Project: Proposed Market-Style Grocer at 9730 West Coast Road
Application: Rezoning proposal
Date of Open House: June 23, 2025
Location: Shirley Community Hall
Number of Attendees: 22
Number of Comment Forms Submitted: 7

1. Summary of Support

Level of Support	Number of Responses	Comments
		“Support growth for Shirley”
		“Full support for fresh local produce and grocery items in our community. I love canning and food preservation and would love access to produce by the case.”
Support	7	“this small but growing community needs a market.”
		“I think this will be good for the community. The location is great, supporting local is great.”
		“There’s is a need, it fills a gap, it solves problems, it’s about community, local food, supporting our neighbours, it’s a no brainer.”
Neutral / No Opinion	0	
Oppose	0	

2. Positive Themes Identified

Theme	Frequency	Comments
Access to local produce and goods	6	
Support for local producers	7	
Less driving for daily needs	6	
New local services/products	5	
Other	1	“Possible job opportunities for our young people.”

Attachment 4

June 23, 2025

3. Key Concerns and Suggestions

Concern / Suggestion	Frequency	Notes or Details
Traffic and highway safety	1	Impact to highway safety
Parking	1	Parking would be the one concern – overflow on Kirby Creek Road
Natural Environment	1	General concern for the natural environment
None	5	

4. Suggestions for vendors, products or features:

-Cases of seasonal produce for canning/processing, basic groceries, competitive prices, and local meats

-Tomatoes, canning fruit, staples (dairy, bread etc.)

5. Conclusion

Feedback was predominantly supportive of the proposed rezoning and market grocer concept. Community members welcomed the emphasis on local food, sustainability, and reducing trips for daily needs. The noted concerns related to traffic, parking and environmental impact can be mitigated with site design. These will be addressed in the next phase of the planning process.

Additional: Two letters of support were received via email from residents

Attachment 4

WELCOME!

WHY ARE WE HERE?

We are here today to share our vision for a new market-style grocer in Shirley—a vibrant, community-centered store that supports local agriculture and provides fresh, healthy food to our rural region.



THIS MARKET WILL

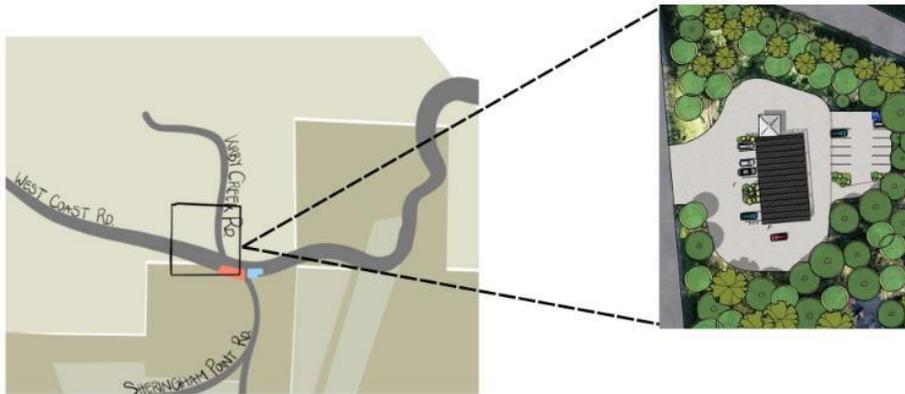
- 1 Support local farmers and producers**
- 2 Increase access to fresh, local food**
- 3 Strengthen the local economy**
- 4 Create a welcoming space for residents and visitors**



Attachment 4

THE PROPOSAL

To rezone a portion of the property at 9730 West Coast Road, and construct 3,200 ft² open, market-style grocer building that will serve as the heart of this local food hub.



PROJECT HIGHLIGHTS

THIS SPACE WILL FUNCTION AS A HYBRID BETWEEN A TRADITIONAL GROCER AND A FARMERS' MARKET— OPERATING YEAR-ROUND, WITH ROTATING SEASONAL ITEMS FROM LOCAL FARMS.

- 1 Support local farmers and producers**
- 2 Increase access to fresh, local food**
- 3 Strengthen the local economy**
- 4 Create a welcoming space for residents and visitors**

Attachment 4

OUR APPROACH

LOCAL AGRICULTURE GROWN HERE. SOLD HERE.

A key feature of the market is our commitment to local sourcing. Farmers and food producers from the region will have opportunities to supply the store cooperatively.

HOW IT WORKS



**FARMERS CAN SELL
DIRECTLY TO THE
STORE THROUGH
FLEXIBLE
PURCHASING
AGREEMENTS**

**REVENUE-SHARING MODELS
MAY BE AVAILABLE**



**EMPHASIS ON SEASONAL,
STAPLES, AND SUSTAINABLE
PRACTICES**

Attachment 4

WHY THIS PROJECT MATTERS

WE AIM TO BE MORE THAN A STORE—THIS IS A COMMUNITY RESOURCE DESIGNED WITH LOCAL VALUES IN MIND.

ECONOMIC

- Job creation (retail, logistics, admin)
- Income opportunities for farmers and producers



SOCIAL

- Reliable access to fresh, nutritious food
- A gathering place fostering community connections



ENVIRONMENTAL

- Lower transportation emissions
- Support for regenerative and organic farming

WHY REZONING?

THE PROJECT REQUIRES REZONING APPROX. 1-1.5ACRES FROM AF TO NEIGHBOURHOOD COMMERCIAL ZONE TO ACCOMMODATE THE PROPOSED USE.



WE ARE COMMITTED TO

- 1 Preserving rural character and natural features
- 2 Designing with minimal environmental impact
- 3 Collaborating with local planning staff to meet all zoning and development guidelines



YOUR FEEDBACK IS IMPORTANT AS WE MOVE THROUGH THIS PROCESS TOGETHER.

Attachment 4

GET INVOLVED

HELP SHAPE THE FUTURE OF LOCAL FOOD

We want this project to reflect the needs, hopes, and priorities of the community

WAYS TO PARTICIPATE

- 1** Fill out a comment form
- 2** Join our email list for updates
- 3** Attend future public meetings
- 4** Share your ideas for products, vendors, or services you'd like to see





July 7, 2025

FILE: 25-070-01VC

██████████
9730 West Coast Road
Shirley, BC V9Z 1G4

Re: 9730 West Coast Road, Shirley, BC – Groundwater Supply Feasibility Investigation

Dear Mr. ██████████

As requested, Western Water Associates Ltd. provides this preliminary groundwater supply feasibility investigation for a planned development at 9730 West Coast Road in Shirley, BC. The scope of our work was outlined in an email dated June 18, 2025. Authorization to proceed with the work was given in an email sent on the same day.

1. BACKGROUND

The owner of a property at 9730 West Coast Road in Shirley, BC within the Capital Regional District (CRD) is interested in rezoning to use part of it as a grocery market. There is currently a residential house on the east portion of the property and the remainder is undeveloped.

In a May 28, 2025 email provided to the property owner's planner from the CRD, they indicated that an opinion letter is required from a qualified professional for the bylaw amendment to rezone that considers:

- How water will be supplied to future development in the proposed zone (such as a commercial well).
- Whether that water supply has adequate quantity and quality to meet those future development needs, or what needs to happen for the water supply to be adequate.
- (If anticipated), potential impacts to neighbouring water supplies (wells), and how those potential impacts can be mitigated.

Western Water was retained by the property owner to investigate the potential of developing a groundwater source on the property to supply the proposed market. The purpose of the investigation is to address the CRD requirements for rezoning of the property.

The groundwater demand for the development is yet to be determined however, based on our initial discussions with the property owner, we understand that the market will have no irrigation demands and will be staffed by the two residents of the property. Therefore, additional demands are expected to be minimal and include the water needed for operations (spraying produce, washing, cleaning) and a public washroom. The water demand for the washroom can be approximated from the average flow of 1,700 L/day for a 'shopping centre toilet room' listed in the Ministry of Health's 2014 Sewerage System Standard Practice Manual (MOH, 2014). The additional

July 7, 2025

9730 W Coast Rd GW Supply Feas Investigation 2

25-070-01VC

demand for spraying produce, washing and cleaning is not known, however as it is considered unlikely to exceed 3,000 L/day, a preliminary water demand of <5,000 L/day (3.5 L/min) is anticipated for the market.

In addition to the groundwater demand for the commercial market, the onsite groundwater supply must also be sufficient to service the existing residence. According to the CRD's Bylaw No. 2040 (which applies to new subdivisions), where there is no community water system to which a parcel can connect, a source of potable water producing a flow rate of 1,400 L/day is needed.

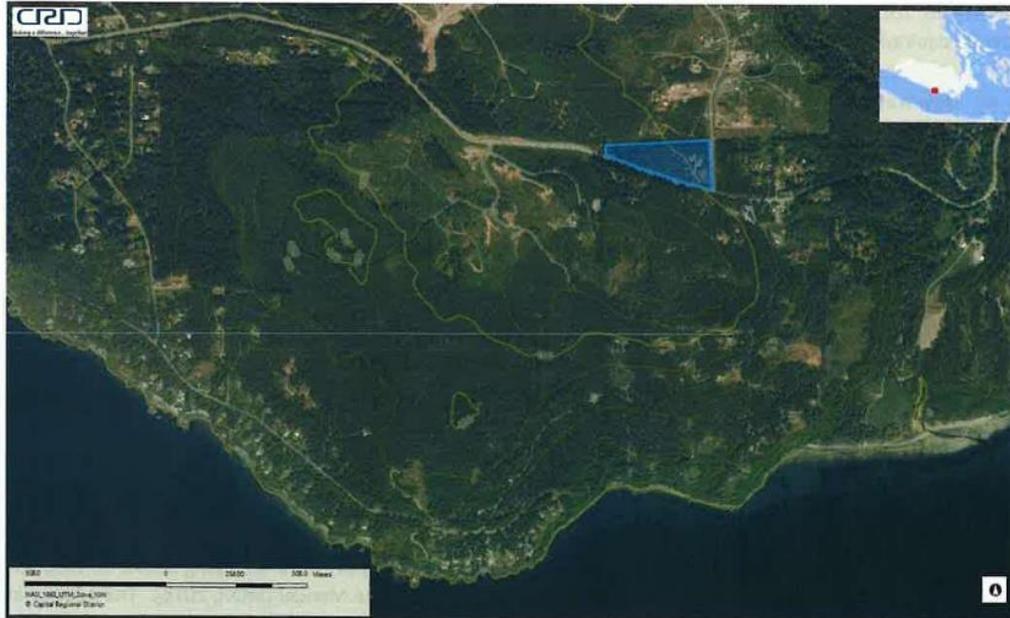
This letter provides the results of a desktop groundwater supply feasibility study for the property.

2. SETTING

2.1 Physiography, Climate, and Surrounding Land Use

Figure 1 (below) shows the property location and surrounding area. The property is at the northwest corner of the intersection of Highway 14 (West Coast Road) and Kirby Creek Road in Shirley, BC within the Juan de Fuca Electoral Area of the CRD. It is roughly 1 km inland on the west coast of Vancouver Island and approximately 11 km southeast of Jordan River. Topography on the property slopes at an average grade of ~8% to the east, with elevations ranging from approximately 121 metres above sea level (m asl) at the western boundary to 91 m asl at the east (Kirby Creek Road).

Figure 1. Property location



July 7, 2025
9730 W Coast Rd GW Supply Feas Investigation 3

Attachment 5

25-070-01VC

The property is approximately 4 hectares in area. There is currently a residential house on the east portion of the property and the remainder is undeveloped. It is surrounded by rural-residential properties that are similar in size. The properties in the area are serviced by individual supply wells and sewerage systems.

Based on Environment Canada climate normals between 1991 and 2020 for the Victoria Airport Station (composite data from stations with climate IDs of 1018620 and 1018621), located approximately 50 km to the northeast of the property, the average annual temperature and precipitation for the region are 10.3° C and 901 mm, respectively. Climate in the area is typical of the west coast of Vancouver Island, with high amounts of precipitation (96% as rain) occurring mainly in the fall and winter (between roughly October and March in a typical year).

Past climate trends, however, are not necessarily indicative of future climate. Climate change is an ongoing process, and among the forecasted outcomes for the region is warming temperatures across seasons in addition to longer, drier summers and wetter winters with more precipitation falling as rain at lower elevations. There is also a predicted overall hydrologic transition from snowmelt-dominant mountainous watersheds to rainfall-dominant, increasing the need for water conservation and storage (PCIC, 2013). In the vicinity of the property, annual precipitation is forecast to potentially increase, but with a potentially longer lasting and warmer dry season.

2.2 Geology

The surficial geology in the area of the property is mapped as glaciofluvial sand and gravel with lesser amounts of till (Blyth and Rutter, 1993). From historical records of drilling on the property, which is described in further detail in Section 3, there is up to 15 m of till overlying bedrock.

The bedrock in the area is mapped by the Geological Survey of Canada (GSC) as Eocene-age Metchosin Volcanics composed mainly of basaltic lava and Tertiary-age conglomerate, sandstone and shale from the Sooke Formation (Muller, 1983). Structural geology mapping by Muller (1977) has the closest significant faults being a northwest-southeast trending fault and a northeast-southwest trending fault located roughly 1 km north and 1 km east of the property, respectively.

2.3 Hydrogeology

According to the Ministry of Environment and Parks (ENV) Water Resources Atlas (WRA), Sooke-Metchosin Aquifer 606 underlies the property (ENV, 2025a). It is a fractured bedrock aquifer within the Metchosin Igneous Complex (primarily Metchosin Volcanics and Sooke Gabbro). The aquifer is 538 km² in size and extends from Jordan River in the west to Esquimalt Lagoon in the east (ENV, 2004a). It is bounded by the Leech River Fault to the north and the coast to the south. It is mapped as having a high vulnerability, a low productivity and a median well yield of 11,000 L/day based on approximately 1,500 wells correlated to the aquifer (ENV, 2025a).

The property is also very close to Muir Creek Aquifer 449, the southwestern extent of which is mapped just to the northeast (ENV, 2025a). Aquifer 449 is comprised of fractured bedrock of the Sooke Formation. It is 28 km² in size and its footprint roughly follows some of the tributaries of Muir Creek near the coast (ENV, 2004b). It is interpreted by the Province as having a low vulnerability, a moderate productivity and a median well yield of 66,000 L/day based on 64 correlated wells (ENV, 2025a).

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Groundwater in these types of bedrock aquifers is typically stored and transmitted through fractures in the bulk rock. Where the fracture network is intersected by water supply wells, it may be capable of supplying usable quantities of water and moderately higher yielding wells may be attainable by targeting zones of higher permeability (faults, dykes, joints, or geological contacts). Recharge to these aquifers is likely from direct infiltration of precipitation and any overlying water bodies where confining layers are thin or absent.

Both Aquifer 606 and Aquifer 449 have notations from the Province indicating possible water shortages and saline intrusion issues. According to ENV (2004a, 2004b), there are no water use conflicts reported for either aquifer.

According to the Province's Groundwater Observation Network database (ENV, 2025b) there is one active observation well (OW 443) completed in Aquifer 606. This well is located on Phillips Road which is near the Sooke River and approximately 15 km east of the property. From data collected since 2018, seasonal water level fluctuations in OW 443 are on the order of 10 to 15 m. The water levels are highest in late winter/early spring and are lowest in late summer/early fall. Based on the limited time period since monitoring of the well began, summer static water levels appear to have declined from between 10 and 15 m depth from 2018 to 2020 to between 20 and 30 m depth from 2021 to 2025 (up to May). The cause of the water level decline in OW 443 over this relatively brief time period is not known, however it may be related to short term climate variability and/or increased groundwater development nearby.

In coastal aquifers, a salinity gradient exists where seawater and freshwater mix at the coastal margin. The position and geometry of the gradient is partly controlled by groundwater levels near the coast. Groundwater pumping from wells close to the coastal margin lower freshwater levels, potentially causing the seawater and freshwater interface to move landward, which could lead to increased salinity in groundwater supply wells. According to mapping done in a recent study for the Province, the risk of sea water intrusion in the bedrock aquifers at the property is considered moderately low (WWAL, 2021).

2.4 Surface Water

There are no mapped surface water bodies on the property. The closest is an unnamed drainage that originates approximately 200 m north of the property and connects to Kirby Creek at a location 1 km to the east. Kirby Creek drains to Orveas Bay at a location roughly 1 km southeast of the property. There are no water allocation restrictions from the Province on Kirby Creek or its tributaries.

3. SURVEY OF EXISTING WELLS AND WATER RIGHTS

3.1 Well Survey

To further assess the groundwater supply potential for the property, we looked at drilling information for registered wells on and within a ~1 km radius of the property from the Province's GWELLS database (ENV, 2025c). The locations of the wells by tag number (WTN) are shown in Figure 2 below, with well information in Table 1, attached.

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Figure 2. Registered wells near property



According to the database, there are 52 wells within the defined area. Table 2, below, provides a summary of depth and yield info for the 48 wells for which sufficient information was available. As well yields in the database come from drillers' interpretations, often through methods such as air lifting with the drill rig, an estimate using this methodology is considered approximate and not necessarily indicative of the long-term well yields.

Table 2. Summary of information for registered wells within 1 km of the property from GWELLS database

Material	Number of Wells	Average Depth		Yield Range		Average Yield		Percent at <5 L/min	Percent at >5 L/min
		(m)	(feet)	(L/min)	(USgpm)	(L/min)	(USgpm)		
Overburden	9	24	78	8 - 114	2 - 30	33	8.7	0	100
Bedrock	39	156	513	0 - 57	0 - 15	6.8	1.8	63	37

The majority of wells in the area (75%) were completed in bedrock, with 17% completed in unconsolidated/overburden deposits and 8% completed in an unknown material. The average yield of all the wells in the area with this information (47 total) was 11 L/min (16,000 L/day or 3 USgpm). Where an aquifer was present, higher yielding wells (33 L/min or 47,000 L/day average) were found in unconsolidated materials compared to those in bedrock which had an average yield of 6.8 L/min (9,800 L/day).

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There is one well on the property that is registered with the Province. It has WTN 96137 and well identification plate number (WPID) 20200. It was drilled on May 4, 2008 by D. A. Smithson & Sons Ltd. According to the driller's log, the well was completed in bedrock to a depth of 152 metres (500 feet). The driller's estimated yield of the well was 8 L/min (11,000 L/day or 2 USgpm). The well is inferred by the Province to be completed in Aquifer 606. The closest neighbouring registered well (WTN 108984) is on the adjacent property to the north, approximately 200 m from WTN 96137. It was drilled in 2014 and completed in sand and gravel at a depth of 17 m (55 feet) with a driller estimated yield of 38 L/min (55,000 L/day or 10 USgpm).

According to the WRA there was also another well drilled on the property (WTN 95078) that was unsuccessful at finding a usable water supply in the overburden deposits to a depth of 8.5 m (28 feet). Following drilling, the well was decommissioned by the driller by backfilling it with bentonite and cutting the casing off below ground level.

3.2 Water Rights Survey

According to the WRA, there are four current water licences within 1 km of the property as summarized in Table 3 below (ENV, 2025a).

Table 3. Existing water licences within 1 km of property

Licence Number	Priority Date	Use Purpose	Source	Quantity (m ³ /day)
C114412	May 17, 1999	Domestic	Watts Spring	4.54609
C043284	May 18, 1974	Domestic	Hohert Spring	2.27305
C025228	May 19, 1959	Domestic	Kirby Creek	9.09218
502283	Dec 27, 2019	Well Drill/Transprt Mgmt	Kirby Creek	12

All of the licence sources are surface water from Watts Spring (with the point of diversion located roughly 800 m south of the property), Hohert Spring (300 m to the east of the property), and Kirby Creek.

4. SITE VISIT

A site visit of the property was undertaken by Chad Petersmeyer, P.Geo. of Western Water on June 26, 2025 to observe the existing supply well, topography and site conditions. The property owner, Mr. Phil Lafreniere, was present at the time of the site visit. Access to the property was via a gravel driveway off West Coast Road just west of Kirby Creek Road.

The majority of the property was forested and undeveloped at the time of the site visit. The driveway ran east and then northwest to the residence situated near the eastern end of the property. According to Mr. Lafreniere, the existing disposal field for the sewerage system was located adjacent to the residence on the northeast side, which was estimated to be roughly 50 m from the supply well. There was also an unused structure near the southeast corner of the property that Mr. Lafreniere intends to incorporate into the proposed market.

The existing supply well (Photo 1, below) was located southeast of the residence. The well was capped, the casing was observed to extend ~1 m (3 ft) above the ground surface and it was equipped with a pitless adaptor. The well had identification plate with WPID 20200 affixed to it.

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Adjacent to the well was a shed that housed a pressure tank and below ground cistern for water storage. According to Mr. Lafreniere, the groundwater supply from the well is untreated.

Photo 1. Existing Supply Well WTN 96137



Mr. Lafreniere also took Mr. Petersmeyer to view an old, unregistered dug well near the southeast corner of the property. The dimensions of the well were not measured at the time but were estimated to be approximately 2 m x 2 m in area and 6 m in depth with a water table that was approximately 2 m below ground. The well was cased at the surface with concrete that was formed in place and the base of the well appeared to be in open bedrock.

5. GROUNDWATER QUALITY ASSESSMENT

Analytical results of a water quality sample collected by others from the existing supply well on the property (WTN 96137) on September 16, 2024 were provided to us by the property owner. The sample was analyzed M.B. Labs Ltd. in Sidney, BC for general potability parameters. The analytical results are attached with select parameters summarized in Table 4 on the following page.

The quality of the water from the well was assessed by comparing the sample results to the Guidelines for Canadian Drinking Water Quality (Health Canada, 2025). The Guidelines have health-based Maximum Acceptable Concentrations (MAC) criteria and also Aesthetic Objectives (AO), which address parameters that may affect the taste, odour and/or colour of water. Exceedances of AOs do not signify that a water source is not potable but can indicate that treatment may be desired to address consumer preferences.

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All analyzed parameters from the sample of WTN 96137 were below the respective AOs and MACs of the Guidelines at the time tested.

Table 4. Water quality summary for select parameters for WTN 96137

Date Samples Collected	Sep 16, 2024		
Parameter	Units		GCDWQ
pH (lab)	pH units	8.96	AO = 7.0-10.5
General Parameters and Nutrients			
Total Dissolved Solids	mg/L	122	AO ≤ 500
Total Hardness, CaCO ₃	mg/L	152	-
Ions and Metals (Total)			
Aluminum	mg/L	0.016	MAC = 2.9, OG < 0.1
Antimony	mg/L	<0.000500	MAC = 0.006
Arsenic	mg/L	0.00141	MAC = 0.010
Barium	mg/L	0.010	MAC = 2.0
Boron	mg/L	0.053	MAC = 5
Cadmium	mg/L	<0.000010	MAC = 0.007
Calcium	mg/L	41.5	-
Chromium	mg/L	<0.003	MAC = 0.05
Cobalt	mg/L	<0.005	-
Copper	mg/L	0.014	MAC = 2, AO < 1
Iron	mg/L	<0.010	AO ≤ 0.1
Lead	mg/L	<0.000500	MAC = 0.005
Magnesium	mg/L	11.8	-
Manganese	mg/L	<0.004	MAC = 0.12; AO < 0.02
Mercury	mg/L	<0.000010	MAC = 0.001
Molybdenum	mg/L	<0.005	-
Nickel	mg/L	<0.004	-
Potassium	mg/L	0.690	-
Selenium	mg/L	<0.000500	MAC = 0.05
Silicon	mg/L	13.1	-
Silver	mg/L	<0.010	-
Sodium	mg/L	44.3	AO ≤ 200
Strontium	mg/L	0.370	MAC = 7.0
Vanadium	mg/L	<0.010	-
Zinc	mg/L	0.084	AO ≤ 5.0
Microbiological			
Total Coliforms	CFU/100mL	0	MAC = none detectable
<i>E. coli</i>	CFU/100mL	0	MAC = none detectable

Notes:

MAC = Maximum Allowable Concentration; AO = Aesthetic Objective; OG = Operational Guideline, for water treatment plants.

Results in bold and underlined exceeded one or more guideline value.

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6. CONCLUSIONS AND RECOMMENDATIONS

A desktop groundwater supply feasibility assessment was carried out for the property at 9730 West Coast Road in Shirley, BC for the potential to supply a proposed a community grocery market. The purpose of the assessment was to address the requirements of the CRD for rezoning the property for this use.

It is intended that the market will be supplied with groundwater. The preliminary estimated water demand for the market is <5,000 L/day and the minimum amount of water needed to supply the existing residence is 1,400 L/day based on the CRD's requirements for new subdivisions.

Based on available data, including the driller estimated yield of the registered well on the property (WTN 96137/WPID 20200) and water quality results provided to us, we are of the opinion that there is a high probability of developing adequate water quantity and quality to supply the proposed market and existing residence from one or more new or existing wells completed on the property.

Potential significant impacts to neighbouring water supplies from use of groundwater for the proposed development are not expected based on the low quantity of water to be used, the distance from the nearest neighbouring wells and the absence of reported water use conflicts for the aquifers in the area.

Any new or existing groundwater well that is used to supply the market will need to be licensed in accordance with the *Water Sustainability Act*, which requires non-domestic water users to apply for a water licence and pay an application fee and annual water rental fees. An application would need to be made and then approved by the Province prior to using a new well for supply. As part of the licensing process, we anticipate the Province will require a Level 1 or Level 2 Technical Assessment in accordance with the 'Guidance for Technical Assessment Requirements in Support of an Application for Groundwater Use in British Columbia' (Todd et al., 2020). A Level 1 assessment only requires a driller's estimate of yield, however due to the Province's water allocation notations for Aquifer 606 (Possible Water Shortage and/or Saline Intrusion Issues), we recommend any proposed supply well be test pumped with the data assessed by a Professional Hydrogeologist to estimate long-term yield. Test pumping and assessment will also provide operating parameters for the well and improve confidence in the long-term sustainability of the groundwater supply. Any supply well and associated water system for the market that is used for potable purposes will also require approval from Island Health Authority.

7. CLOSURE

We trust this letter provides the information you require. If you have any questions, please contact us.

Western Water Associates Ltd.
(EGBC Permit to Practice number 1001419)


Chad Petersmeyer, M.Sc., P. Geo.
Senior Hydrogeologist



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Attachment 5

Table 1. Details of registered wells within 1 km of the property

WTN	Depth (m)	Depth (feet)	Bedrock Depth (m)	Bedrock Depth (feet)	Yield (L/min)	Yield (USgpm)	Aquifer Type
92648	6.1	20	--	--	--	--	Unknown
108986	83.8	275	20	67	8	2	Bedrock
43762	68.6	225	0.6	2	0	0	Bedrock
129136	162	530	45.7	150	6.62	1.75	Bedrock
95753	207	680	4.9	16	8	2	Bedrock
65101	152	500	0.6	2	4	1	Bedrock
65098	166	545	2.0	6.5	0.9	0.25	Bedrock
109031	159	521	40.5	133	15	4	Bedrock
100384	107	350	0.9	3	4	1	Bedrock
90919	5.2	17	--	--	114	30	Unconsolidated
93690	6.1	20	--	--	--	--	Unknown
93689	6.1	20	--	--	--	--	Unknown
125684	193	633	4.3	14	0.473	0.125	Bedrock
125648	103	338	4.3	14	2	0.5	Bedrock
46882	172	565	3.7	12	2	0.5	Bedrock
125644	304.8	1000	2	6	0.473	0.125	Bedrock
125668	244	802	2	7	--	--	Bedrock
125647	110	360	4.0	13	5.7	1.5	Bedrock
125642	177	580	3.7	12	0.473	0.125	Bedrock
125685	189	620	10.5	34.5	4	1	Bedrock
125645	244	800	1	4	4	1	Bedrock
95078	8.5	28	--	--	--	--	Unknown
96137	152	500	15	50	8	2	Bedrock
108984	17	55	--	--	38	10	Unconsolidated
108876	16.6	54.5	--	--	38	10	Unconsolidated
125687	188.5	618.5	1	4	6.62	1.75	Bedrock
108622	29	95	--	--	15	4	Unconsolidated
108626	104	340	33.8	111	2.8	0.75	Bedrock
108985	256	840	28	92	0.95	0.25	Bedrock
108877	195	640	35.1	115	30	8	Bedrock
108875	39.0	128	--	--	38	10	Unconsolidated
108987	116	380	31.7	104	15	4	Bedrock
108988	29	94	--	--	8	2	Unconsolidated
108627	20	66	--	--	15	4	Unconsolidated
114009	207	680	30.5	100	0.4	0.1	Bedrock
65110	68.6	225	20	67	5.7	1.5	Bedrock
47457	152	500	0.3	1	2	0.5	Bedrock
65103	134	440	4.3	14	0	0	Bedrock
65104	105	345	3	9	0.1	0.03	Bedrock
125689	213	700	4.6	15	0.473	0.125	Bedrock
65105	18	60	15	50	4	1	Bedrock
125676	79	260	5.8	19	57	15	Bedrock
125678	140	460	3	9	6.62	1.75	Bedrock
125677	46.9	154	5.8	19	4	1	Bedrock
125643	256	840	2	5	17	4.5	Bedrock
125669	244	800	3	9	2.8	0.75	Bedrock
125688	186	610	1	3	0.473	0.125	Bedrock
125671	201	660	2	8	2.8	0.75	Bedrock
125683	128	420	4.0	13	1.2	0.33	Bedrock
125675	61.0	200	2	8	23	6	Bedrock
108989	23	77	--	--	19	5	Unconsolidated
122998	36.0	118	--	--	13	3.5	Unconsolidated

B.C. Aquifer - Duncan S# - P/U
*A
5420 Trans Canada Hwy
Duncan, BC
V9L 6W4
TEL: (250) 748-4041
Email: info@bcaquifer.ca

17Sep24 8:44a
Source: FWS
Type of Sample: Water
No. of Samples: 1

W182888

Attachment 5

Arrival temp.: 4.0C
Sampler: [REDACTED]

Site Code	Date	Time	CFU/100 ml		CFU/100 ml		CFU/100 mL
			TC	T-NC	FC	F-NC	E.coli
1 9730 West Coast Rd.	16Sep24	10:00	0	0	0	0	0

TC = total coliform bacteria
FC = fecal coliform bacteria (aka thermotolerant coliforms)
NC = non-coliform bacteria
CFU/100 ml = colony forming units per 100 milli-litres

Results may be adversely affected if samples are submitted to the laboratory more than 24 to 30 hours after collection.

E. coli = Escherichia coli, FDA/BAM 9th ed, Oct 2020
Bergey's Manual of Systematic Bacteriology vol 1, AOAC 1984; J.Clin.Micro., J.Intern.System.Bact.

Comments:

For Interpretation of Results:

Total or Fecal Coliforms present greater than 0 CFU/100mL (0 CFU/mL):
IF Coliform numbers exceed safe limits for drinking water-
water is not suitable for drinking without treatment.

Total Non-coliform bacteria (=Lactose Fermentors) equal to or greater than
200 CFU/100mL (2.0 CFU/mL):
IF the number of organisms present exceed recommended guidelines for
drinking water; treatment is strongly recommended.

- See following page for chemistry results -


W. Riggs
Sr. Microbiologist

M.B. LABS LTD
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E: info@mblabs.com

W: www.mblabs.com

EMAILED
SEP 18 2024
4/6/24

B.C. Aquifer - Duncan S# - P/U
*A
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Duncan, BC
V9L 6W4
TEL: (250) 748-4041
Email: info@bcaquifer.ca

17Sep24 8:44a
Source: FWS
Type of Sample: Water
No. of Samples: 1
Arrival temp.: 4.0C
Sampler: [REDACTED]

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Sample: 9730 West Coast Rd. 16Sep24 10:00

ELEMENTS	SAMPLE	UNITS	Maximum Limits In Drinking Water*	
1) Aluminium	Al	0.016	mg/L	no limit listed
2) Antimony	Sb	<0.500	ug/L	6.00 ug/L
3) Arsenic	As	1.41	ug/L	10.0 ug/L
4) Barium	Ba	0.010	mg/L	2.00 mg/L
5) Beryllium	Be	<0.003	mg/L	no limit listed
6) Boron	B	0.053	mg/L	5.00 mg/L
7) Cadmium	Cd	<0.010	ug/L	7.00 ug/L
8) Calcium	Ca	41.5	mg/L	200 mg/L
9) Chromium	Cr	<0.003	mg/L	0.050 mg/L
10) Cobalt	Co	<0.005	mg/L	no limit listed
11) Copper	Cu	0.014	mg/L	1.00 mg/L
12) Gold	Au	<0.040	mg/L	no limit listed
13) Iron	Fe	<0.010	mg/L	0.300 mg/L
14) Lanthanum	La	<0.020	mg/L	no limit listed
15) Lead	Pb	<0.500	ug/L	5.00 ug/L
16) Magnesium	Mg	11.8	mg/L	50.0 mg/L
17) Manganese	Mn	<0.004	mg/L	0.120 MAC 0.020 AO
18) Mercury	Hg	<0.010	ug/L	1.00 ug/L
19) Molybdenum	Mo	<0.005	mg/L	no limit listed
20) Nickel	Ni	<0.004	mg/L	no limit listed
21) Phosphorus	P	<0.010	mg/L	no limit listed
22) Potassium	K	0.690	mg/L	no limit listed
23) Scandium	Sc	<0.050	mg/L	no limit listed
24) Selenium	Se	<0.500	ug/L	5.0 ug/L
25) Silicon	Si	13.1	mg/L	no limit listed
26) Silver	Ag	<0.010	mg/L	no limit listed
27) Sodium	Na	44.3	mg/L	200 mg/L
28) Strontium	Sr	0.370	mg/L	no limit listed
29) Tin	Sn	<0.020	mg/L	no limit listed
30) Titanium	Ti	<0.010	mg/L	no limit listed
31) Tungsten	W	<0.050	mg/L	no limit listed
32) Vanadium	V	<0.010	mg/L	no limit listed
33) Zinc	Zn	0.084	mg/L	5.00 mg/L
Hardness (mg/L CaCO ₃)		152	mg/L	150-300 mg/L = hard
pH		8.96	units	7.0 to 10.5

* As per Canadian or B.C. Health Act Safe Drinking Water Regulation BC Reg 230/92, & 390 Sch 120, 2001. Task Force of the Canadian Council of Resource and Environment Ministers - Guidelines for Canadian Drinking Water Quality, 2020.

Comments:

pH: extremes in pH can lead to corrosion (too low <6.5) or incrustation (too high >8.5) of pipes & plumbing fixtures. Water with low pH allows metals to dissolve into water; water with high pH reduces disinfection efficacy, increases THM & scale formations.

R. Bilodeau
Analytical Chemist

H. Hartmann
Sr. Analytical Chemist

M.B. LABS LTD
T: 250 656-1334

E: info@mblabs.com

W: www.mblabs.com

12/6

[Handwritten mark]

B.C. Aquifer - Duncan S# - P/U
*A
5420 Trans Canada Hwy
Duncan, BC
V9L 6W4
TEL: (250) 748-4041
Email: info@bcaquifer.ca

17Sep24 8:44a
Source: FWS
Type of Sample: Water
No. of Samples: 1
Arrival temp.: 4.0C
Sampler: [REDACTED]

W182888 pg3

Attachment 5

<u>SAMPLE</u>	<u>DATE</u>	<u>TIME</u>	<u>T&L</u> <u>(mg/L)</u>	<u>TDS</u> <u>(mg/L)</u>
9730 West Coast Rd.	16Sep24	10:00	ND	122
Lab Blank			ND	ND
So			0.070	0.010
REF. VALUE			1.00	200
STD ± 2SD			1.04 ± 0.055	191 ± 14.0

SD = standard deviation; REF VALUE = primary or secondary reference material
STD = secondary standard calibrated to primary standard reference material
So = standard deviation at zero analyte concentration; method detection limit
is generally considered to be 3x So value
ND = none detected n/a = not applicable

R. Bilodeau
Analytical Chemist



H. Hartmann
Sr. Analytical Chemist

M.B. LABS LTD
T: 250 656-1334

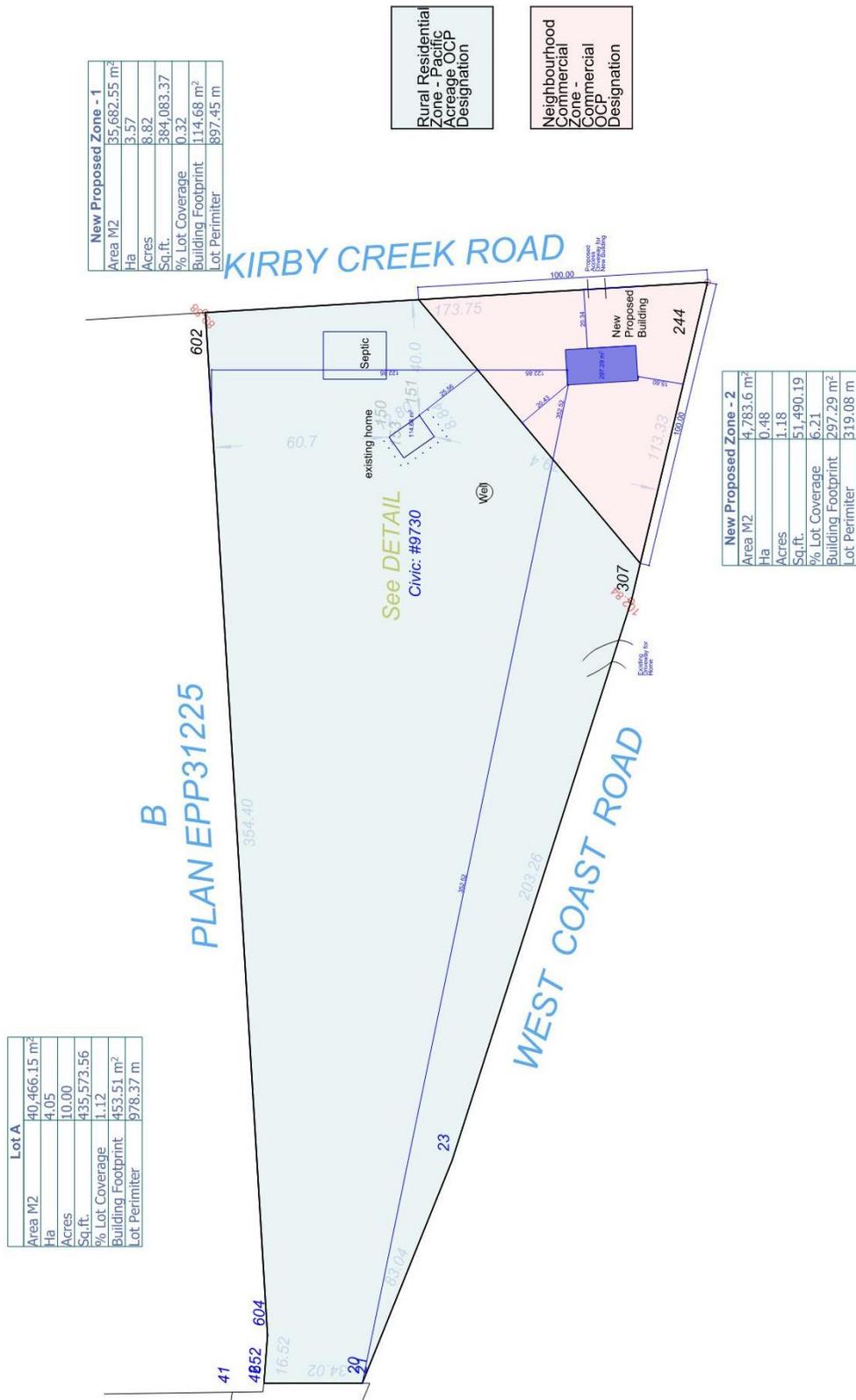
E: info@mblabs.com

W: www.mblabs.com

13



Appendix F: Plan of Proposed Zoning and OCP Land Use Designation Locations and Boundary



**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4705**

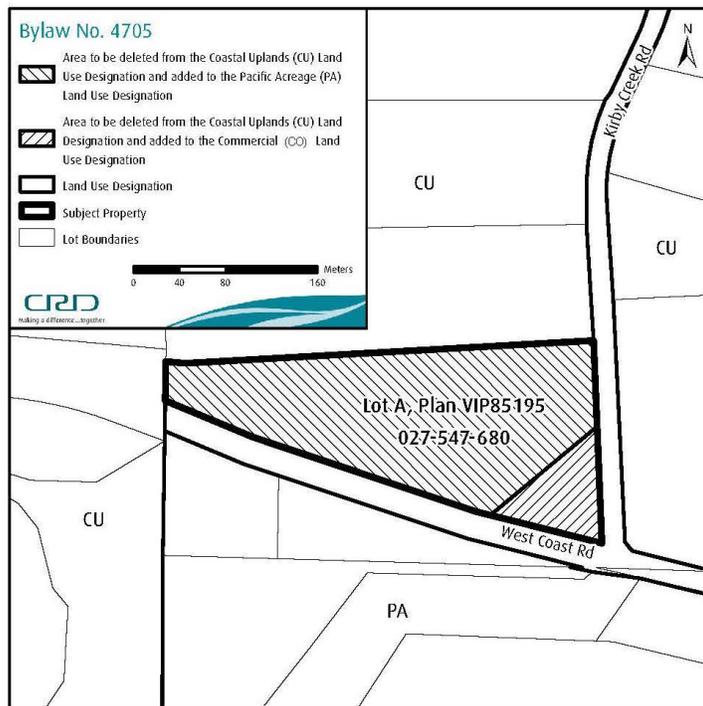
**A BYLAW TO AMEND BYLAW NO. 4001, THE "SHIRLEY-JORDAN RIVER OFFICIAL COMMUNITY
PLAN, BYLAW NO. 5, 2018"**

1. Bylaw No. 4705 being the "Shirley- Jordan River Official Community Plan, Bylaw No. 5, 2018" is hereby amended:

A. SCHEDULE A – LAND USE DESIGNATIONS

- (a) By deleting Lot A, District Lot 87, Renfrew District, Plan VIP85195 from the Coastal Uplands Land Use Designation and adding said lot to the Commercial and Pacific Acreage Land Use Designations as shown on Plan No. 1.

Plan No. 1 of Bylaw 4705, an amendment to Bylaw No. 4001



**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4706**

A BYLAW TO AMEND BYLAW NO. 2040, THE "JUAN DE FUCA LAND USE BYLAW, 1992"

The Capital Regional District Board, in open meeting assembled, enacts as follows:

1. Bylaw No. 2040 being the "Juan de Fuca Land Use Bylaw, 1992" is hereby amended as follows:

A. SCHEDULE A, PART 1, SECTION 3.07

(a) By replacing the words "C-2 Village Commercial" with "C-2 Commercial Rural Market".

B. SCHEDULE A, PART 2 - ZONING DISTRICTS

(a) By deleting the section 18.0 Village Commercial Zone – C-2 and replacing it with the new 18.0 Commercial Rural Market Zone – C-2 as follows:

18.0 COMMERCIAL RURAL MARKET – C-2

18.01 Permitted Uses

In addition to the uses permitted by Section 4.15 of Part 1 of this Bylaw, the following uses and no others shall be permitted in the C-2 Zone:

- (a) Civic Uses;
- (b) Country market;
- (c) Convenience store;
- (d) Food and beverage processing;
- (e) Greenhouses and plant nurseries;
- (f) Horticulture;
- (g) Restaurant;
- (h) Retail Store, excluding gas bars, gas stations, bulk fuel sales, auto repair, carwash, or any use for which a permit is required under the *Environmental Management Act or Regulation*.

18.02 Permitted Accessory Uses

In addition to the uses permitted by Section 18.01 of Part 2 of this Bylaw, the following accessory uses in conjunction with a permitted Principal Use and no others shall be permitted in the C-2 Zone:

- (a) Buildings or structures;
- (b) Office;
- (c) Residential;
- (d) Storage Yard, Screened.

18.03 Subdivision Provisions

- (a) The minimum lot size for subdivision purposes is 0.4 ha.
- (b) The minimum frontage required for subdivision purposes is 16.0 m.

18.04 Density Provisions

One dwelling unit per parcel in conjunction with a principal use.

CRD Bylaw No. 4706

2

18.05 Maximum size of Principal Buildings

In accordance with Section 18.09 (a) and (b) of Part 2 of this Bylaw the maximum total combined interior floor area of Principal Use buildings and structures is 1,000 m²; except for the interior floor area dedicated to Greenhouses, plant nurseries, and horticulture Principal Uses.

18.06 Height

All principal buildings and structures must not exceed a height of 6.0 m.

18.07 Lot Coverage

The maximum lot coverage must not exceed 30%.

18.08 Setback Requirements

All principal and accessory buildings and structures must meet the following yard requirements:

(a) Principal buildings and structures are required to be:

- (i) A minimum of 7.5 m from the lot line of a street or public highway;
- (ii) A minimum of 3.0 m from any other lot line; and
- (iii) Notwithstanding Part 2 Section 18.07 (a) (ii) above; a minimum of 9.0 m is required from the lot lines of parcels in Residential, Rural Residential, or Multiple Family Residential zones.

(b) Accessory buildings and structures are required to be:

- (i) A minimum of 7.5 m from the lot line of a street or public highway; and
- (ii) A minimum of 3.0 m from a lot line of a parcel.

(c) All parking spaces are required to be:

- (i) A minimum of 3.0 m from a lot line.

18.09 Definitions

(a) For the purpose of the Commercial Rural Market Zone – C-2, the following definitions apply:

INTERIOR FLOOR AREA means the interior area of a building or structure, measured from the inside surface of the exterior walls and includes the floor area occupied by any interior walls. For structures that are unenclosed and or partially enclosed and or missing one or more exterior walls, the interior floor area is measured from a perimeter established by connecting the center points of outermost supporting columns and includes the area occupied by any walls and or structures within that perimeter.

TOTAL COMBINED MAXIMUM INTERIOR FLOOR AREA means the sum total of all interior floor areas specified in Section 18.09 (a) of Part 2 of this Bylaw.

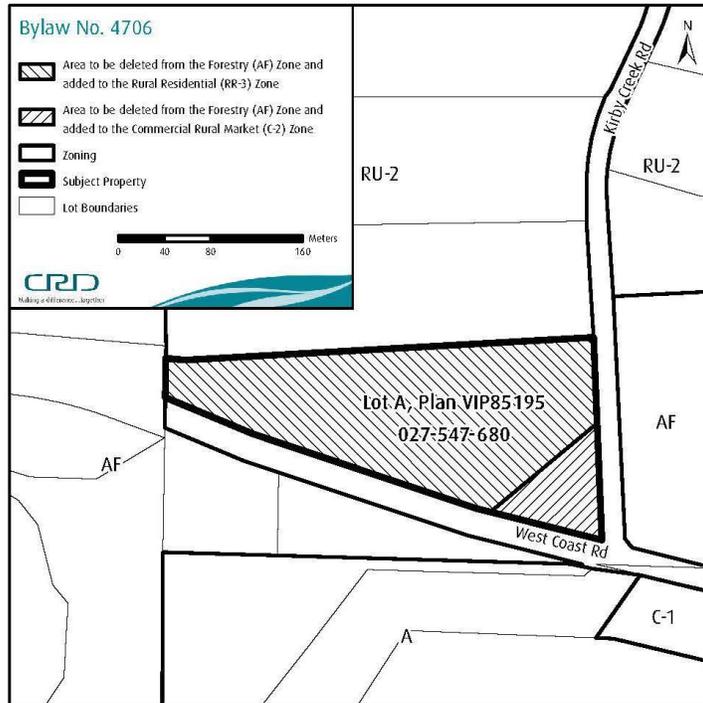
B. SCHEDULE B, Map No. 3 – SHIRLEY JORDAN RIVER ZONING

- (a) By deleting Lot A, District Lot 87, Renfrew District, Plan VIP85195 from the Forestry Zone – AF and those portions to the Commercial Rural Market Zone – C-2 and the Rural Residential 3 zone – RR-3 respectively, as shown on Plan No. 1.

CRD Bylaw No. 4706

3

Plan No. 1 of Bylaw No. 4706, an amendment to Bylaw No. 2040



2. This Bylaw may be cited as ""Juan de Fuca Land Use Bylaw, 1992, Amendment Bylaw No. 168, 2025".

READ A FIRST TIME THIS _____ day of _____, 202X.

READ A SECOND TIME THIS _____ day of _____, 202X.

READ A THIRD TIME THIS _____ day of _____, 202X.

ADOPTED THIS _____ day of _____, 202X.

 CHAIR

 CORPORATE OFFICER

Appendix I: Referral Comments



PO Box 307, Sooke B.C., V9Z 1G1
Ph.: 250 642-3957 Fax: 250 642-7808

22 September 2025

RE: OCP and Zoning Amendment Application RZ000289 - CRD Referral (Shirley)

File: RZ000289

Dear Wendy Miller,

Thank you for providing the opportunity to review the application. T'Sou-ke Nation has the below comments which need to be addressed to ensure consultation is meaningful.

- Will there be a different referral just for the development permit sent to T'Sou-ke Nation?
- T'Sou-ke Nation will need to be apprised of any archaeological finds when construction starts on this property.
- There should also be opportunity for the guardians to be onsite when excavation is undertaken. Please notify T'Sou-ke Nation when construction begins.
- There is a possibility that undetermined archaeological resources may be uncovered.
- The lot needs some kind of archaeological survey completed if below ground excavation is being contemplated or trees are felled. Chance find procedures are not good enough.
- T'Sou-ke Nation recommends that the District of Sooke start requiring archaeology assessments the same that they require geotechnical assessments.
- During construction, there needs to be sediment and erosion controls in place to prevent sediment reaching water courses on the property.
- All contractor vehicles should be clean before arriving on site to prevent the spread of invasive plants.
- Any spill reports or environmental incident reports should be provided to T'Sou-ke Nation within 10 days of occurrence.
- Standards and guidelines for handling concrete need to be employed on site.

Should you have any comments or questions following this review please correspond with the Lands Governance Director at landsmanager@tsoukenation.com or at 250-642-3957 ext. 227.

Sincerely,

Bonnie Hill

Bonnie Hill
Lands Governance Director, T'Sou-ke First Nation
250-642-3957; landsmanager@tsoukenation.com

Cc:

Michelle Thut, Administrator, T'Sou-ke First Nation

From: [Mann, Elaine](#)
To: [Wendy Miller](#)
Cc: [Design, SVI](#)
Subject: OCP and Zoning Amendment Application RZ000289 - CRD Referral (Shirley)
Date: Monday, October 06, 2025 3:31:29 PM

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

Good afternoon, Wendy

Thank you for your email. BC Hydro has no objection in principle to the proposed rezoning application at 9730 West Coast Road, Shirley, BC.

Based upon the proposed location of the proposed commercial lot, a Statutory Right of Way may be required. Prior to the commencement of the 2-lot subdivision, please have the owner contact Design.SVI@bchydro.com.

The following comments are for the property owner's information:

1. For new construction, BC Hydro wishes to ensure that building permits do not get issued that allow for encroachment of buildings into the safety clearance zones required around existing bare utility conductors, including those utility works installed within road allowance adjacent to the property.
2. It is the responsibility of the Architect and Electrical Engineer of Record (EEOR) to ensure compliance with the Canadian Electrical Code (CEC), Canadian Safety Association (CSA) and WorkSafeBC (WSBC). The CEC, CSA and WSBC stipulate minimum clearances of powerlines and equipment from buildings for safety and safe working clearances (Limits of Approach).
3. For any new electrical connections please call BC Hydro's Electric Service Coordination Centre at 1-877-520-1355.

Regards,

Elaine Mann (She/Her) | Property Coordinator,
Property Rights Services
BC Hydro
Nanaimo, 2nd Floor
T 250-755-7169
E elaine.mann@bchydro.com

From: [Lauren Mattiussi](#)
To: [Wendy Miller](#)
Cc: [Jayden Riley](#)
Subject: OCP and Zoning Amendment Application R2000289 - CRD Referral (Shirley)
Date: Monday, September 22, 2025 12:19:57 PM
Attachments: [image002.png](#)
[REFERRAL-FORM-AGENCIES-R2000289.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 Afternoon Wendy,

I've attached the referral response from the District. We have no concerns as our interests are not impacted. Thank you for letting us review.

Best,
Lauren

Lauren Mattiussi, RPP, MCIP

Senior Planner



District of Sooke

2205 Otter Point Road, Sooke, BC V9Z 1J2

Phone: 250-642-1626

From: [Mikes, Anya TT:EX](#)
To: [Wendy Miller](#)
Subject: eDAS #2025-05586 - General Referral - MOTT Comments
Date: Friday, January 09, 2026 12:11:12 PM
Attachments: [image001.png](#)

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

Good afternoon,

The Ministry of Transportation and Transit (MoTT) has received and reviewed your referral dated December 12, 2025, to rezone 9730 West Coast Road from the Coastal Uplands (CU) to the Commercial (CO) and Pacific Acreage (PA) land use designations and to change the zone from Forestry (AF) to a new Commercial Rural Market (C-2) Zone and the Rural Residential 3 (RR-3) Zone.

The property does not fall within Section 52 of the Transportation Act and will not require Ministry of Transportation and Transit formal approval.

The Ministry has the following comments regarding the referral:

- The roads bordering this property are under Ministry of Transportation and Transit jurisdiction. This development will require an *Access, Commercial* permit from the Ministry to authorize connection of an appropriately constructed driveway access.
- The Ministry strongly prefers that access be taken from **Kirby Creek Road** to utilize the existing intersection. MoTT reserves the right to deny a commercial access permit to Highway 14.
- The access offset from the intersection must conform to the [Planning and Designing Access to Developments](#) manual and all other applicable design standards.

Thank you for the opportunity to comment.

Please let me know if you have any questions or comments.

Anya Mikes

Development Services Officer
Highways & Regional Services Division
Ministry of Transportation & Transit
Saanich Area Office
Suite 240- 4460 Chatterton Way
Victoria, BC V8X 5J2
(236)-478-0833

From: [Calvin P. Gray](#)
To: [Wendy Miller](#)
Cc: [Brenda Chapman](#)
Subject: RE: OCP and Zoning Amendment Application RZ000289 - LUC Referral (Shirley)
Date: Thursday, September 18, 2025 11:09:32 AM

Hi Wendy

Thanks for the information.

The only comments at this time are:

1. Building should be construction in accordance with BC Building Code
2. Public washrooms should be provided

Calvin Gray, P.Eng.

Manager and Chief Building Inspector

Capital Regional District

T: 250.360.3230

From: [Shauna Huculak](#)
To: [Wendy Miller](#); [Caitlyn Vernon](#)
Cc: [Sandra Allen](#)
Subject: Re: OCP and Zoning Amendment Application RZ000289 - LUC Referral (Shirley)
Date: Thursday, October 30, 2025 10:26:30 AM

Hi Wendy,

Pls see below regarding OCP and Zoning Amendment Application RZ000289.

A search of the *Remote Access to Archaeological Data* (RAAD) managed by the BC Archaeology Branch (Ministry of Forests) was conducted on 30-Oct-2025. The search indicates that the property is not located within or immediately adjacent to a registered *Heritage Conservation Act* (HCA) protected archaeological site. However, there is no record of an archaeological assessment having occurred on the property. A search of RAAD also indicates that there is no provincial archaeological overview assessment model available for the property. This is not an indicator of low archaeological potential.

Given that there is no registered archaeological site on the property, a Provincial *Heritage Conservation Act* permit is not required to undertake the work. However, a Provincial *Heritage Conservation Act* permit will be required if archaeological deposits, features or materials are exposed and/or encountered during land-altering activities that includes tree felling. Unpermitted damage or alteration of a protected archaeological site is a contravention of the *Heritage Conservation Act* and requires that land-altering activities be halted until the contravention has been investigated and permit requirements have been established. This can result in significant project delays and potential costs.

All archaeological sites, whether on Provincial Crown or private land (including land under water) that are known or suspected to predate AD 1846, are automatically protected under the HCA (S.13) this includes culturally modified trees. Certain sites, including human burials and rock art sites with heritage value, are automatically protected regardless of their age. Shipwrecks and plane wrecks greater than two years of age are also protected under the HCA. The *Heritage Conservation Act* does not distinguish between those archaeological sites which are "intact," (i.e., those sites which are in a pristine, or undisturbed state) and those which are "disturbed" (i.e., those sites which have been subject to alteration, permitted or otherwise). All archaeological sites, regardless of condition, are protected by the HCA, as described above. *Heritage Conservation Act*-protected archaeological sites or objects cannot be disturbed or altered without a permit issued by the Archaeology Branch (Ministry of Forests).

If you require any further information, pls let me know.

[shauna huculak, M.A., RPCA](#) (they/them)

Manager, Archaeology
Capital Regional District

Juan de Fuca Electoral Area Parks and Recreation Advisory Commission
November 25, 2025

3

b) **Zoning and Official Community Plan Amendment Application RZ000289 - Lot A, District Lot 87, Renfrew District, Plan VIP85195 (9730 West Coast Road)**

Jessica Boquist spoke to the application to zone a 0.5 ha portion of the subject property to a new Commercial Rural Market (C-2) zone, and to zone the remaining 3.5 ha portion to the Rural Residential 3 (RR-3) zone.

The subject property, site plan and transportation gaps identified by the Active Transportation Plan were highlighted. Official Community Plan policies supporting statutory rights-of-way to support road safety and the development of an off-street network linking neighbourhoods, community focal parks and commercial nodes were outlined.

It was confirmed that the Chair and the Shirley representative visited the site. Site visit observations included:

- the public has established an informal path on the opposite side of the highway barrier that runs beside the subject property to avoid walking along Highway 14
- establishment of a statutory right-of-way would provide future opportunity to provide a safe walking route to French Beach and to the commercial node near French Beach
- posted speed limit along Highway 14 in the subject area is 80 km/h

Commission comments included:

- safety is a paramount consideration
- establishment of a statutory right-of-way along the subject property would encourage highway crossing
- establishment of a statutory right-of-way along the subject property would provide a safe off-street trail
- residential density is located to the south of the highway
- proposed market would also see vehicle visitations

Staff confirmed that the applicant was present.

The applicant responded to a question from the Commission stating that eighteen parking stalls are being considered at this time.

Staff responded to a question from the Commission advising that an active transportation corridor on the north side of the highway is currently being considered under two development applications in the Sandcut Beach area.

MOVED by Commissioner Jorna, **SECONDED** by Commissioner Guenard that the Juan de Fuca Electoral Area Parks and Recreation Advisory Commission state to the Juan de Fuca Land Use Committee that the Commission's interests are affected by the proposal (RZ000289) and that the Commission supports the zoning and OCP amendment application subject to advancing the Active Transportation Plan's objectives by establishing a statutory right-of-way along West Coast Road.

CARRIED



Making a difference...together

Minutes of a Public Information Meeting
Held December 2, 2025, at the Shirley Community Hall, 2795 Sheringham Point Road,
Shirley, BC

SUBJECT: Zoning and Official Community Plan Amendment Application RZ000289 - Lot A, District Lot 87, Renfrew District, Plan VIP85195 (9730 West Coast Road)

PRESENT: Director Al Wickheim
Shirley-Jordan River Advisory Planning Commission Members: Emily Anderson, Vivi Curutchet, Melody Kimmel, Fiona McDannold
Staff: Iain Lawrence, Senior Manager, Juan de Fuca Administration; Darren Lucas, Planner; Wendy Miller, Recorder

PUBLIC: 16

The meeting was called to order at 6:31 pm.

Director Wickheim welcomed everyone to the meeting and provided a Territorial Acknowledgement.

Darren Lucas introduced the proposal considered by the Juan de Fuca Land Use Committee (LUC) at its meeting of September 18, 2025, to amend the Shirley-Jordan River Official Community Plan, Bylaw No. 4001, by redesignating a 0.5 ha portion of the subject property from Coastal Uplands (CU) to Commercial (CO), and the remaining 3.5 ha portion from CU to Pacific Acreage (PA) and to amend the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, by rezoning a 0.5 ha portion of the subject property from the Forestry (AF) zone to a new Commercial Rural Market (C-2) zone, and the remaining 3.5 ha portion from the AF zone to the Rural Residential 3 (RR-3) zone.

It was advised that a meeting of the Shirley-Jordan River Advisory Planning Commission will follow the close of the public information meeting. It was further advised that the applicant and application representatives were present to speak to the proposal.

Applicant comments included:

- has longstanding experience in the grocery business
- focus of the market proposal is to provide both local residents and tourists with a venue to purchase produce and staples
- intention is for the market to operate year-round, seven days a week
- sale items would focus on local/island grown/made products
- labelling would highlight where sale items were sourced

In response to questions from members of the public, the applicant advised that:

- access to the market would be from Kirby Creek Road
- eighteen parking stalls are being considered at this time
- events would be in keeping with the market use, such as milestone celebrations
- liquor manufacturing is not proposed
- commercial water use would be limited
- a commercial water licence is required for market use
- a septic field, as regulated by Island Health, is planned for the market use

PPSS-35010459-3623

**Public Information Meeting Minutes
December 2, 2025**

2

- residential farm gate sales are not anticipated to be impacted as the market business would be interested in obtaining surplus farm products from local farmers
- staffing complement is expected to be small

A member of the public stated support for installing early roadside signage east of the subject property to promote the market and help reduce highway traffic speed, as drivers tend to slow to read signage.

Adjournment

The meeting adjourned at 6:56 pm.

Shirley-Jordan River Advisory Planning Commission Meeting Minutes
December 2, 2025

2

5. Zoning and Official Community Plan Amendment Application

a) RZ000289 - Lot A, District Lot 87, Renfrew District, Plan VIP85195 (9730 West Coast Road)

The APC considered the proposal to amend the Shirley-Jordan River Official Community Plan, Bylaw No. 4001, by redesignating a 0.5 ha portion of the subject property from Coastal Uplands (CU) to Commercial (CO), and the remaining 3.5 ha portion from CU to Pacific Acreage (PA) and to amend the Juan de Fuca Land Use Bylaw, Bylaw No. 2040, by rezoning a 0.5 ha portion of the subject property from the Forestry (AF) zone to a new Commercial Rural Market (C-2) zone, and the remaining 3.5 ha portion ha from the AF zone to the Rural Residential 3 (RR-3) zone.

APC discussion ensued regarding the comments heard at the preceding public information meeting, as well as the Food and Beverage Processing use and the Country Market use proposed by the C-2 zone. The APC agreed that competition with the Shirley Sunday Market is anticipated to be minimal.

Staff responded to a question from the APC advising that the provincial Liquor and Cannabis Licensing Branch regulates liquor licence and permit applications and directs which application types require local government approval and public engagement.

The applicant responded to questions from the APC advising that the RR-3 zone is requested to support the rural residential uses proposed on the remaining 3.5 ha portion of the property. It was further advised that ingress/egress to/from the C-2 portion of the property would be from Kirby Creek Road.

MOVED by Melody Kimmel, **SECONDED** by Fiona McDannold that having considered the proposed bylaws, the Shirley-Jordan River Advisory Planning Commission supports Zoning and Official Community Plan Amendment Application RZ000289 for Lot A, District Lot 87, Renfrew District, Plan VIP85195, as presented.

CARRIED

6. Adjournment

The meeting adjourned at 7:17 pm.

Chair



Making a difference...together

Notes of DPAC Meeting Held Tuesday, October 20, 2025, via Microsoft Teams

PRESENT:

N. Brotman, Research Planner; J. Douillard, Senior Transportation Planner; Patrick Klassen, Senior Manager; J. Proctor, Manager of Housing Planning Policy and Programs, K. Mullin, Administrative Clerk, Regional Planning (recorder). L. Beckett, District of the Highlands; B. Brown, Township of Esquimalt; M. Storzer, District of North Saanich, A. Boel, District of Oak Bay; D. Lucas, Juan de Fuca Planning; C. Newcomb, Town of Sidney; L. Taylor, Town of View Royal; K. Clark, District of Central Saanich; C. Scott, District of Saanich; C. Purvis, District of Saanich; L. Chase, District of Saanich; P. Hartling, District of Saanich.

REGRETS:

R. Soward, City of Victoria; A. Hudson, City of Victoria; F. Mazzoni, District of North Saanich; I. Lawrence, CRD; J. Matanowitsch, District of Central Saanich; J. Riley, District of Sooke; K. Hoese, City of Victoria; K. Lorette, CRD; L. Stohman, City of Langford, S. Scory, Town of View Royal; Y. Hernandez, City of Colwood.

The meeting was called to order at 1:11pm.

1. Introduction

N. Brotman provided introduction and Territorial Acknowledgement.

N. Brotman provided an overview of agenda and introduced consultants from Licker Geospatial Consulting.

2. CRD Growth and Mobility Study – Workshop

N. Brotman provided background that the CRD Board directed staff to report back in Q2 2026 to determine if an update to the Regional Growth Strategy would be needed. The CRD is undertaking three studies to inform this guidance.

Consultants from Licker Geospatial Consulting created a webtool interface that is comprised of the planning datasets across the Capital Region to support municipalities' internal coordination and support decision-making. A preview of the webtool interface was provided showing members the varying layers and display options.

Consultants mentioned that the hope is that it can support information sharing and give each other easier access to each others' data.

A high level overview was provided of the analyses completed and DPAC members discussed the findings and offered suggestion for how to refine and optimize the results.

Members mentioned that potential future opportunities with the webtool could be:

- Collect data on real point to point travel (where people are travelling to and from for employment).

- CRD should investigate ways employment and alignment with current transit routes can be displayed into webtool.
- Discussion of whether this data could be publicly shared. There were mixed responses and CRD staff will follow up with additional conversations with DPAC members to better understand the sensitivities around the data and how it is presented.

Members are welcome to use the application on their own time and provide feedback to N. Brotman or Licker Geospatial directly.

3. Break was held from 2:32-2:42pm.

4. Regional Housing Affordability Strategy

J. Proctor noted that RHAS engagement to date has included workshops with non-profit and sector representatives, local governments, provincial and federal partners, and individuals with lived experience of homelessness. To date, more than 80 participants from across the region have contributed through these sessions, representing a broad range of geographic areas and perspectives. Future engagement will likely consist of a targeted survey.

Members were then asked, *“what are the most pressing housing issues in your community?”*

Members shared the following:

- Increased cost of housing
- Lack of housing diversity
- Policy and zoning restrictions
- Unclear understanding of what “affordable housing” is by members of public
- Lack of affordable senior housing

J. Proctor then sought feedback from members on current and past CRD Housing initiatives.

Members shared the following:

- In Central Saanich, the CRD was an advocate for multi scale housing projects from entry level to affordable housing which was a huge benefit to the community.
- CRD is supporting a few development projects and funding applications in Saanich and is considered a key stakeholder.
- Planners agreed that the Regional Housing First Program was successful for leveraging funding from provincial and federal streams. The capital grant is significant and provides the ability for density funding.

Members were then asked, *“what specific actions could the CRD take to improve housing affordability across the region?”*

Members mentioned the following:

- CRD could take on the larger advocacy and communications role for housing projects in the region.
- CRD can bring in wider conversations with municipalities to bring to Province for stronger advocacy and support.
- CRD can work with municipalities to form greater alignment with topics surrounding housing affordability.
- CRD can investigate subsidizing retrofits for CRD residents.

5. Next Steps

Members are encouraged to reach out to N. Brotman and J. Proctor for any additional feedback and thoughts from discussions.

6. Adjournment

The working group meeting was adjourned at 3:50pm.

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: January 23, 2025

Location: Metchosin Fire Department Training Facility, 4495 Happy Valley Road

PRESENT:

In-Person Langford Fire Hall #1	Virtual: Teams
Shawn Carby, CRD (Chair)	John Wakefield, SSI
Erin Stockill, Saanich	Alyse Allan North Saanich
Tanya Seal-Jones Victoria	Dean Ford, Highlands
Geoff Pendrel, Victoria	Lisa Banfield, Central Saanich
Metchosin	Scott Abrahamson, Colwood
Jollette Schenk, CRD	Chris Aubrey, Langford
Jenny Reid, Langford	Troy Mollin, View Royal
Alesha Hayes, REMP	Corey Anderson, CRD
Jollette Schenk, Oak Bay	Troy Mollin, View Royal
Jeri Grant, JDF	Samantha Weber, EMCR
	Brigitte Prochaska, Southern Gulf Islands

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

The agenda was adopted as presented.

CARRIED

4. Approval of LGEPAC Minutes 2024/5

The minutes from the November 28, 2024, meeting were adopted as presented.

CARRIED

5. Invited Presentations

a. Recovery and Resilience Framework – CRD

Rachelle Carey presented the CRD’s Recovery and Resilience Framework.

- Alignment with the Emergency Disaster Management Act (EDMA).
- Development of an interim concept for recovery operations and a regional resilience framework.
- A three-step surge model for recovery indicators inspired by global disaster recovery practices like Christchurch's earthquake response.

Key points discussed:

- There is a need for stakeholder collaboration during the drafting phase.
- Establishing a regional risk register to address EDMA requirements while respecting local governance dynamics.

Action Item: Feedback on the draft framework will be gathered before submission to CRD leadership.

6. Action Items arising from the previous meeting:

Action Item	Reporting	Outcome / Update
a. Connect Rocket Testing	A.Hayes	<ul style="list-style-type: none">• Provided instructions for self-testing Connect Rocket functionality.• Shared options for alternative communication tools such as Alertable and Outlook distribution lists.

7. Other Agency Minutes – None.

8. Working/Advisory Group Updates

a. REMP Update – Alesha Hayes

- Outcomes from the December Climate Forum, emphasizing climate projections in emergency management plans.
- Progress on a regional communication framework project.

b. Water and Fuel Resources Working Group - Tanya Seal-Jones and Scott Abrahamson

- T. Seal-Jones introduced a Lower Mainland guideline as a model for inventorying water resources, including wells, breweries, desalination units, and bottled water suppliers.
- S. Abrahamson shared insights into fuel storage needs for emergency services during disruptions.

Recommendations:

- Rename the working group to "Critical Resources Working Group" to encompass broader resource planning needs beyond water and fuel.
- Formalize working group membership and establish regular meetings.
- T. Seal-Jones to share the Lower Mainland regional water resource inventory guideline with LGEPAC members for reference.

c. Mass Care – Troy Mollin

- E. Stockill spoke on behalf of T. Mollin regarding the JIBC Mass Care project, which is nearing completion. Definitions for "Mass Care" and "Humanitarian Assistance" have been finalized as part of the project.

Action Items:

- The finalized definitions will be emailed to the group.
- T. Mollin to request an executive summary of JIBC's Mass Care research from Darren Blackburn for presentation at a future meeting.

d. Indigenous Engagement Requirement (IER) – Corey Anderson

- Discussion C. Anderson reported progress on pooled funding for Indigenous engagement activities, including finalizing invoices and letters to contractors as part of the Indigenous Engagement Requirements Funding Program under EDMA guidelines.

Action Items:

- C. Anderson to finalize and send invoices to participating communities.
- Draft letters to contractors for engagement activities to be completed and sent out.
- C. Anderson will follow up with communities that have not yet confirmed their participation in the Indigenous Engagement Requirements Funding Program.

9. New Business

a. Venue Planning for 2025 Meetings

- Members volunteered venues for upcoming meetings.
- Action Item:
 - A. Hayes to finalize venues for remaining LGEPAC meetings in 2025.

b. Regional Emergency Preparedness Fair

- Action Item:
 - Erin Stockill to send formal invitations and details about the fair by early February.

10. Roundtable Emergency Program Discussions

- **Colwood** – Addressing GIS data issues related to Next Gen 911 compatibility; collaborating with CRD GIS team to resolve challenges effectively.
- **Central Saanich** – Nothing to report
- **Esquimalt** – Nothing to report

- **Highlands** – Nothing to report; exploring options to host future LGEPAC meetings at council chambers if technical requirements can be met.
- **Juan de Fuca** – Last public education event focused on storm preparations; concerns raised about power outages during extreme weather events.
- **Langford** - Focused on ESS modernization efforts; progress being made on filling program gaps and enhancing capacity; reviewing potential partnership opportunities for emergency response improvements regionally; addressing staffing challenges in ESS activations during extreme weather events through internal recruitment strategies.]
- **North Saanich** - focusing on reviewing existing plans to align with EDMA requirements later this year; collaborating with health authorities on warming center planning where applicable.
- **Oak Bay** – Updated foundational documents; new emergency management bylaw passed; developing a three-year training plan including elected official training sessions; establishing an Emergency Management Planning Committee mid-year 2025 to enhance governance structure and strategic planning processes further.
- **Saanich** - Hosted scribe training attended by regional participants; coordinating Regional Emergency Preparedness Fair scheduled for May 4th at UVic; recruiting an Emergency Program Specialist position posted until January 28th; managing multiple ESS activations due to apartment fires late last year; modernizing operational workflows for efficiency improvements moving forward.
- **Salt Spring Island** – Successfully tested level one response guidelines during a structure fire; hosted scribe training with multiple agencies attending; evaluating social media strategy due to low engagement on Twitter; considering alternative platforms like Facebook or Instagram for better outreach effectiveness; J. Wakefield to share scribe training references with interested municipalities.
- **Southern Gulf Islands** – Featured in *Aqua Magazine* with a cover story highlighting volunteerism efforts in emergency programs; working on an extreme weather plan based on shared templates from Victoria's program; applying for disaster-safe water supply funding under Disaster Resilience Innovation Fund grant opportunities; B.Nicholson thanked T. Seal-Jones for sharing resources on extreme weather response planning efforts.
- **Sidney** – Nothing to report
- **Sooke** – Nothing to report
- **Victoria** – Conducted a functional EOC exercise in November involving field activities such as rapid damage assessments and public evacuations; modernizing EOC forms in Microsoft Teams for streamlined operations during emergencies; successfully tested water desalinization equipment during exercise scenarios.
- **CRD** – Announced logistics (February 10) and finance (February 11) EOC courses, making them available regionally if space permits; introduced Peter Dalton as the new Corporate Emergency Coordinator starting January 7, 2025, bringing extensive experience from BC Energy

Commission.

11. Adjournment

Motion to adjourn approved by consensus.

CARRIED

The meeting was adjourned at 15:40

Next LGEPAC meeting: March 27, 2025

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: March 27, 2025

Location: Victoria Fire Department EOC, 1025 Johnson Street and MS Teams

PRESENT:

In-Person	Virtual: Teams
Shawn Carby, CRD (Chair)	John Wakefield, SSI
Erin Stockill, Saanich	Alyse Allan North Saanich
Tanya Seal-Jones Victoria	Dean Ford, Highlands
Geoff Pendrel, Victoria	Lisa Banfield, Central Saanich
Jollette Schenk, Oak Bay	Scott Abrahamson, Colwood
Alesha Hayes, REMP	Chris Aubrey, Langford
Jeri Grant, JDF	Corey Anderson, CRD
Ruth Fernandes, REMP	Brigitte Prochaska, Southern Gulf Islands
Samantha Watkins, EMCR	Kulpreet Munde, Esquimalt
Susanne Weber, EMCR	Jenny Reid, Langford
Troy Mollin, View Royal	

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

The agenda was adopted as presented.

CARRIED

4. Approval of LGEPAC Minutes 2024/5

The minutes from the January 23, 2025, meeting were adopted as presented.

CARRIED

5. Invited Presentations

a. EMCR's Coordination Call During an Emergency Response – Suzanne Weber

S. Weber delivered a presentation on EMCR’s coordination call process during emergency responses. Key highlights included:

- Types of Calls: Information calls; wildfire multi-agency recommendation calls; coordination calls tailored to specific emergencies.
- Coordination Calls: Organized within 15 to 20 minutes following a major event to ensure rapid situational awareness and communication between impacted communities and agencies.
- Purpose: Calls are designed to facilitate information sharing and foster collaboration during crises.
- Frequency: Adjusted based on the evolving needs of the emergency situation.

LGEPAC members appreciated the clarity provided on EMCR’s processes and discussed opportunities for alignment with local emergency programs. There was a discussion on The Old Man Lake Fire call process, and it was noted that although calls were requested to continue they did not. S. Weber committed to ensuring calls would be held as requested by communities.

6. Action Items arising from the previous meeting:

Action Item	Reporting	Outcome / Update
a. Connect Rocket Testing	A.Hayes	<ul style="list-style-type: none">• Connect Rocket tested with C. Anderson• Action - updated instructions to be shared with LGEPAC

7. Other Agency Minutes – None.

8. EMCR Updates – None.

9. REMP Update – R. Fernandes and A. Hayes

A detailed update on Regional Emergency Management Partnership (REMP) activities was provided:

- Exercise Clear Signal is scheduled for April 3rd; participants are encouraged to confirm attendance.
- Teams Channel for LGEPAC has been established to streamline communication and document sharing among members in an emergency response.
- ESS Survey Map is being updated to enhance Emergency Support Services (ESS) coordination.
- REMP Policy Group meeting is scheduled for April 14th; agenda items include regional emergency preparedness priorities.

- Communication Plan for Tsunami Alerts Updates: A. Hayes requested endorsement for updates to the regional tsunami alert communication plan. LGEPAC supported making the updates with a revised plan to be shared with them for review.
- Communication Framework: Advisory group update included:
 - Focus on enhancing situational awareness and information sharing among LGEPAC members.
 - Proposed using Connect Rocket for initial alerts and Microsoft Teams for file sharing.
 - Agreed to test communication processes during Exercise Clear Signal and refine based on findings.

a. Mass Care – T. Mollin

- Waiting on the executive summary of JIBC’s Mass Care research from Darren Blackburn for presentation at a future meeting.

b. Critical Resources - T. Seal-Jones

- Desire to identify critical resources, including water and fuel.
- Action Item: Invite LGEPAC members to join the working group.

c. Indigenous Engagement Requirement (IER) – Corey Anderson

- RFP done and drafted; in the CRD procurement process, then to BC Bid

10. New Business

a. Recovery Guide for Local Authorities and First Nations

Discussion focused on reviewing the draft Recovery Guide developed by EMCR:

- Members agreed to schedule a dedicated meeting between April 8–11 to provide feedback on the guide's content and usability.
- Action Item: Erin Stockill to coordinate scheduling and circulate materials in advance.

b. Election of LGEPAC Vice Chair and REMP Steering Committee Representative

Elections were held for key roles within LGEPAC:

- Vice Chair: Erin Stockill was elected as Vice Chair.
- REMP Steering Committee Representative: Erin Stockill was re-elected.
- Alternate REMP Steering Committee Representative: L. Banfield was elected as Alternate Representative.

11. Roundtable Emergency Program Discussions

- **Colwood** – Feedback received from CFB Esquimalt nuclear exercise; internal dam exercise planned; participating in high-ground hike with View Royal (April 17th).
- **Central Saanich** – Nothing to report

- **Esquimalt** – Pender Island workshop for volunteers will cover basics on reception centres, monthly coffee chat with your fellow EM colleagues.
- **Highlands** – Expanding use of Alertable system for notifications to increase subscriber numbers.
- **Juan de Fuca** - Nothing to report
- **Langford** - Nothing to report
- **North Saanich** - EOC training scheduled for April 23rd and May 13th; potential availability for LGEPAC members.
- **Oak Bay** - Updated Municipal Emergency Response Plan received by Council; training delivered to elected officials; first planning committee meeting scheduled under new bylaw.
- **Saanich** - Increased public interest after seismic event; planned virtual preparedness session; scheduled ESS training; launched grade 4 school preparedness program.
- **Salt Spring Island** - Organizing tsunami preparedness hike (April 13th), volunteer fair (April 26th), and emergency preparedness fair (May 10th).
- **Southern Gulf Islands** – Nothing to report
- **Sidney** – Nothing to report
- **Sooke** – The Amateur radio coordinators have left. Should the radios be removed? There is a possible opportunity to join the JDF team.
- **Victoria** – completed an after-action review for warming centre operations; inconsistencies in ministry funding were identified, and monthly Alertable practice sessions were conducted.
- **View Royal** – Tsunami planning is underway; the ESS grant is approved; the dam emergency plan is under review.
- **CRD** – investing in training and exercising. Question: should we create a spreadsheet to track training? JDF is having a couple of hikes to high ground, supporting one in Sooke, and evacuation exercises in the summer.

12. Adjournment

Motion to adjourn approved by consensus.

CARRIED

The meeting was adjourned at 16:00

Next LGEPAC meeting: May 22, 2025

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: May 22, 2025

Location: Saanich Fire Department

PRESENT:

Shawn Carby, CRD (Chair)	Josh Pettigrew, Colwood
Erin Stockill, Saanich	Jenny Reid, Langford
Geoff Pendrel, Victoria	Corey Anderson, CRD
Jollette Schenk, Oak Bay	Jennifer Carvil, CRD
Jeri Grant, JDF	Kulpreet Munde, Esquimalt
Ryland Bennett, Sooke	Ruth Fernandes, EMCR
John Wakefield, Salt Spring	
Dean Ford, Highlands	Peter Dalton, CRD (presenter)
Lisa Banfield, Central Saanich	Sudha Krishna, CRD (presenter)

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

The agenda was adopted as presented. Ryland B provided a motion and it was seconded by Lisa B.

4. Approval of LGEPAC Minutes 2025/3

Revisions to the minutes from the March 27, 2025, were made to remove Jollette's name as it appeared twice. Minutes were adopted as presented. Geoff P provided a motion and it was seconded by Lisa B.

5. Invited Presentations

a. Emergency Management Training

Peter D. shared that they are looking at boosting emergency management training to build in higher level capacity courses for longer duration events. Additional training courses could include training for finance, logistics, operations, and planning. There is also discussion around updating training for elected officials introduction to emergency management.

Action Item	Reporting	Outcome / Update
a. Share training and tracking metric tool b. Share position guides and quick start guide material	P. Dalton	

b. Social Media

Sudha K. highlighted the CRD’s board decision to deactivate their Twitter account in April. Other public sector entities have done the same. Sudha K. presented on what to do when you deactivate your account but don’t close it. The CRD conducted a regional residence survey – respondents showed an overwhelming support for SMS or email communications, especially during emergency related events.

Action Item	Reporting	Outcome / Update
a. Share staff report and analysis of twitter	S. Krishna	

6. Other Agency Minutes – None.

7. EMCR Updates

Ruth F. provided an update on the Disaster Resilience Innovation Funding (DRIF) program and announced the upcoming deadlines for submission in June 2025.

8. REMP Update

Ruth F. provided an update on the REMP Policy Group meeting that took place in April 2025. Ruth F. also highlighted that roughly 20K is available in a provincial grant. LGEPAC members agreed that funds should be used to procure a consultant to complete the emergency management communications plan.

Action Item	Reporting	Outcome / Update
a. Share IPREM's documents on communication work to date	R. Fernandes	

9. Working Groups

a. Critical Resources

There is a desire to identify fuel resources needed . There was discussion around how EMCR will identify if there is enough fuel. There were suggestions to look at what other areas are currently doing.

b. Indigenous Engagement Requirement (IER)

Letter for Nations is currently being reviewed with CRD's FN engagement team and will then be sent out. There is a new process for RFPs, the general manager will need to approve first.

c. Recovery Concept of Operations

Presented and approved by the emergency management committee. Met with Parks and Dams – Saanich, Langford and View Royal. Currently conducting training and will look to integrate the recovery ConOps into the corporate emergency plan.

10. Presentation Ideas

Presentation ideas included one from FNESS on the IER engagement. Participants identified more time for roundtable and discussion items.

11. Roundtable Emergency Program Discussions

- Salt Spring Island – Emergency Program Fair scheduled for May 10th, Evacuation exercise for June 10th
- Colwood – Dam exercise scheduled for June 23rd
- Sooke – Drone program, emergency management plan presented to council
- Central Saanich – Reflective address signs put on every house in Tsartlip Community and phase 1 is complete for Tsawout with phase 2 being completed by the end of September. All district staff have completed intro to EOC and intro to Emergency Management training. Approved for EOC grant for 2025 and we are completing the BC housing for rapid damage

- assessment with a number of public works staff and engineering techs.
- Victoria – teaching training for rapid damage assessments, testing and exercising desalination units, misting stations next week, group lodging exercise next week and EOC training underway
 - Oak Bay – 10 new volunteers, public preparedness presentations underway, seven volunteers receiving ERVA training, EOC grant to create a new EOC in the firehall for level 1 or 2 responses
 - Southern Guld Islands – evacuation workshops, promoting dashboards, and two upcoming exercises
 - Saanich – Emergency Program fair had low attendance but was advertised well

b. Adjournment

Erin S provided a motion and it was seconded by Lisa B.

CARRIED

The meeting was adjourned at 16:00

Next LGEPAC meeting: July 24, 2025

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: July 24, 2025

Location: JDF #3-7450 Butler Rd Sooke (Otter Point)

PRESENT:

In person: Corey Anderson, CRD Geoff Pendrel, Victoria Jane O'Higgins-Wilson, REMP Jennifer Carvil, CRD Jeri Grant, JDF John Wakefield, Salt Spring Jollette Schenk, Oak Bay Ryland Bennett, Sooke Steve Sorensen, North Saanich Susanne Weber, EMCR	Online: Erin Stockill, Saanich (Chair) Alyse Allen, North Saanich Brigitte Prochaska, SGI Caroline Merner, IPREM (presenter) Dustin Griffiths, HEMBC (presenter) John Wakefield, SSI Kulpreet Munde, Esquimalt Lisa Banfield, Central Saanich Ruth Fernandes, EMCR Stephanie Dunlop, Metchosin Troy Mollin, View Royal

1. Welcome and Territorial Acknowledgement

E. Stockill began the meeting at 14:00. A Territorial Acknowledgement was made by J. Grant. Quorum was met.

2. Round Table Introductions

A roundtable of introductions was made.

3. Approval of Agenda

The agenda was adopted as presented. L. Banfield provided a motion, and it was seconded by J. Grant.

4. Approval of LGEPAC Minutes 2025/4

Revisions to the minutes from the May 22, 2025, were made to revise Central Saanich's description under the roundtable emergency program part. Minutes were approved. R. Bennett provided a motion, seconded by J. Wakefield.

5. Invited Presentations

a. IPREM: Regional Disaster Communication Strategy

C. Merner provided an overview of IPREM and the purpose of the Regional Disaster Communications Strategy work. As part of the strategy, C. Merner highlighted the objectives, the scope and the strategy components, focusing on the Playbook specifically.

Action Item	Reporting	Outcome / Update
a. Share PPT	C. Merner	Completed

b. HEMBC: Supporting Reception Centres and Tracking of Resources

D. Griffiths provided an update on the Health Navigators program, which deploys medical professionals to Emergency Operations Centers (EOCs) to assist with healthcare needs—such as managing prescriptions and addressing pre-existing medical conditions that may worsen during evacuations. There was significant interest among attendees in participating in the program and integrating Health Navigators into their own EOCs. There was also discussion of HEMBC’s new capability of identifying persons requiring additional assistance during an event.

Action Item	Reporting	Outcome / Update
a. Share HEMBC Duty Number	D. Griffiths	Completed

C. City of Victoria: Extreme Heat Plan

G. Pendrel shared the City of Victoria’s updated Heat Response Plan, which includes: a communication plan, online resources, public education, cooling resources and health check and cooling kits. The benefits of this new approach are more aligned with recent evidence-based research, require less staff time, reduce costs and increase collaboration among service providers.

Action Item	Reporting	Outcome / Update
a. Share PPT	G. Pendrel	Completed
b. Share Heat templates	G. Pendrel	Completed
c. Share items and cost of each kit	G. Pendrel	Completed

D. Tsunami Communications Plan

The Emergency Communications Plan for Tsunami Alerts is to assist local Emergency Programs in sharing awareness of the hazard, increasing situational awareness of relevant actions taken, and supporting consistent and clear public messaging. G. Pendrel highlighted the revisions made to the Plan to date and how the new document is aligned with the Tsunami Alert definitions and the Prepare Yourself Guide.

Action Item	Reporting	Outcome / Update
a. Share PPT	G. Pendrel	Completed
b. Test Connect	REMP	Added to Sept 18 th Agenda

Rocket at next LGE PAC meeting		
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6. Other Agency Minutes – None.

7. EMCR Updates

S. Weber highlighted that Samantha Wilbur will be leaving EMCR. She also highlighted the current hiring freeze.

8. REMP Update

J. O’Higgins-Wilson provided LGE PAC members with CRD EOC Essentials training, shared that REMP will be conducting business planning sessions for the 2026 Business Plan and solicited feedback for the Communications Plan. Group discussion favored expanding the existing tsunami plan to other hazards and adding hazard specific templates. There was consensus that REMP staff will initiate the work and subsequently engage the Communications Advisory Group for review and refinement.

Action Item	Reporting	Outcome / Update
a. Share IPREM’s documents on communication work to date	R. Fernandes	Completed via presentation

9. Working Groups

a. Regional Mass Care

Will be removed as a topic for discussion now and will be revisited later.

b. Critical Resources

Will be looking at compiling how much fuel is intended to be used during an event.

c. Indigenous Engagement Requirements (IER)

The RFP closes on August 25th.

10. New Business

Currently there are no regional ESS meetings. Discussion amongst the group on the need for a mechanism for ESS collaboration.

11. Roundtable Emergency Program Discussions

- Saanich: Interested in a mechanism for regional ESS meetings.
- Juan de Fuca – Exercise with mutual aid partners occurring, doing public education in September.
- Electoral Areas – Three wildfires in the Juan de Fuca area, all EOCs are

using the same EMCR task number for the season.

- CRD – Dashboard went live.
- North Saanich – First Nations Agreements meetings taking place.
- Sooke – Currently finishing a procurement process for a new risk assessment.
- Victoria – No update (updated during presentations)
- View Royal – Purchased ESS van; level 1 calls – three municipalities working together.
- Salt Spring Island – No update
- Central Saanich – No update
- Oak Bay – No update
- Metchosin – No update
- Esquimalt – No update
- Saanich – No update

b. Adjournment

L. Banfield provided a motion, and it was seconded by G. Pendrel.

CARRIED

The meeting was adjourned at 16:04

Next LGEPAC meeting: September 18, 2025

LOCAL GOVERNMENT EMERGENCY PROGRAM ADVISORY COMMISSION

Minutes of Meeting: 18 September 2025

Location: Windsor Pavilion, 2451 Windsor Road, Oak Bay

PRESENT:

In person: Erin Stockill, Saanich (Chair) Kulpreet Munde, Esquimalt Tanya Seal-Jones, Victoria Jennifer Carvill, CRD Jolette Schenk, Oak Bay Ryland Bennett, Sooke Susanne Weber, EMCR Corey Anderson, CRD Jane O'Higgins-Wilson, REMP	Online: Jeri Grant, JDF Geoff Pendrel, Victoria Lee Archibald, Langford Chris Aubrey, Langford Brigitte Prochaska, SGI John Wakefield, SSI Lisa Banfield, Central Saanich Josh Pettigrew, Colwood Steven Clarke, Colwood Ruth Fernandes, EMCR

1. Welcome and Territorial Acknowledgement

E. Stockill began the meeting at 14:10. A Territorial Acknowledgement was made, and Quorum was met.

2. Round Table Introductions

A roundtable of introductions was made.

3. Approval of Agenda

The agenda was adopted as presented. L. Banfield provided a motion, and it was seconded by J. Wakefield.

4. Approval of LGEPAC Minutes of July 2025

The minutes of July 24, 2025, were approved as presented. J. Grant provided a motion, seconded by C. Aubrey.

5. Action Items

Action Item	Reporting	Outcome / Update
a. Share position guides and quick start materials from CRD materials	R. Fernandes	Pending
b. Resource sharing from July	R. Fernandes	Completed

meeting, including PowerPoints, HEMBC Contact and City of Victoria's heat templates.		
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6. Presentation - Disaster Response Transportation Playbook

Lee Archibald presented on the DRT Playbook, which is a standardized operational guide for using public and private transit during emergency events. He also introduced the DRT Common Operating Picture which provides real-time information on hazards, evacuation alerts and orders, and the availability and location of transportation resources.

7. Discussions

a. Regional ESS Meetings

Discussion of the desire for regional ESS meeting and the possibility of amalgamating Level 1 teams.

- **ACTION ITEM:** EPCs to check in with ESSDs to discuss having rotating regional meeting quarterly.
- **ACTION ITEM:** Sooke to host first regional ESS meeting before the end of 2025.

b. Regional Tsunami After Action Review (AAR)

There was general discussion of outcomes of the AAR and potential next steps. Identified gaps in the AAR were alerting, zones, and how information flows to local government. There was discussion of taking the AAR to REMP Steering Committee to address areas of regional concern. EMCR RRO Susanne Weber offered to carry it forward to EMCR Response Operations.

MOTION: That the Kamchatka AAR be carried forward to REMP Steering Committee by the LGEPAC Representative and the concern be carried forward by regional response staff to response operations.

MOVED: T. Seal-Jones

SECONDED: R. Bennett

APPROVED BY CONSENSUS

8. Other Agency Minutes

9. EMCR Update

S. Weber discussed the ongoing BCGEU strike. There may be periods when there will be no coverage for regional managers which may have unintended consequence. Staffing levels are critical. She could not provide an update on Local Government Emergency and Disaster Management Act (EDMA) Regulations.

10. REMP

a. Project Updates

J. O'Higgins-Wilson discussed the next steps in REMP Business Planning, to include a review of the draft plan and report. The next REMP projects to be completed are the Communications Plan, which will go to a contractor for completion and a Fall Forum on tsunami risk and communication. There will be Advisory Groups formed to support both.

b. Connect Rocket Testing

The system test was done by J. Schenk, Oak Bay. There was some delay and a new process to improve the flow was suggested. Discussion of the option of using the polling function and the App to allow for texting.

- **ACTION ITEM:** REMP Staff to amend the Communications Plan to add further instructions for the host to start the call.

11. Working Groups

a. Critical Resources

This work has moved to an internal process at the City of Victoria.

- **ACTION ITEM.** G Pendrel will share the plans to LGEPAC members.

b. Indigenous Engagement Requirements (IER)

C. Anderson reported that the Working Group had 24 submissions for the Request for Proposals (RFP). The WG has narrowed it down to 6-8 applications. No timeline on final decision.

12. New Business

N/A

13. Roundtable Emergency Program Discussions

- Sooke – Nothing to report.
- Oak Bay – Nothing to report
- Esquimalt – The Esquimalt Emergency Program is quietly rebranding as the Emergency and Resilience Program
- CRD EAs – Scribe training will be available through the CRD
- Victoria – Nothing to report
- CRD EPM – The CRD is working on a Post-Disaster Needs Assessment Tool
- Langford – An Emergency Management Specialist position will be filled soon
- Central Saanich – Nothing to report
- Colwood – Nothing to report
- JDF – Reminder to register for ShakeOut
- SSI – Nothing to report

- SGI – Nothing to report
- Saanich - Active with EOC training and exercising
- EMCR – There will be a Radio Comms exercise at the end of October with scope for municipal participation

a. Adjournment

R. Bennet provided a motion, seconded by J. Schenk.

CARRIED

The meeting was adjourned at 15:59

Next LGEPAC meeting: November 20, 2025



Making a difference...together

REGIONAL EMERGENCY COORDINATORS ADVISORY COMMISSION

Minutes of the meeting held on **Thursday, May 02, 2024, from 1:00 pm to 4:00 pm**
University Club, 3800 Finnerty Road, University of Victoria

Attendees:

Shawn Carby – CRD (Acting Chair)
Erin Stockill – Saanich (Chair)
Bruce Clark – Greater Victoria Harbour
Authority (Vice-chair)
Corey Anderson – CRD (Vice-chair)
Jane O'Higgins-Wilson – REMP
(Coordinator)
Robert White – REMP (Recording)
Thomas Hansen – EMCR
Samantha Wilbur – EMCR
Samantha Dovell – EMCR
Danielle Talevski – EMCR
Geoff Pendrel – Victoria
Jacob Tilson – Oak Bay
Jeri Grant – Juan de Fuca Electoral Area
Jollette Schenck – CRD
Troy Mullin – View Royal
Kulpreet Munde – Esquimalt
Rob Johns – University of Victoria
Lisa Banfield – Central Saanich
John Wakefield – Salt Spring Island
Bridgette Prochaska – Southern Gulf
Islands
Tara Laycock – BC Hydro
Dustin Griffiths – Health Emergency
Management BC

Wendy Watt – IEOA
Jules Hamilton – Saanich Police
Melodie Hutmacher – Camosun College
Stephen Adam – RCMSAR
Ed Helm – RCMSAR
Lee Archibald – BC Transit
Jessica Bascom - WCMRC
Patrick Davies - WCMRC
Trevor Leary - Saanich School District
#63
Josh Pettigrew – Colwood
Rene Sheir - Victoria International Airport
Ted Ruiter – Sooke
Mike Garraway – Aviation Safety Victoria
Airport
Micheal Dussault – St Johns Ambulance
Jason Jewkes – Oak Bay police
Gordon Rees – ONC
Peter Ellis – ONC
Jason Boyd – BC Ferries
Wayne Hirlehey – Public Safety Canada
TM Sandaluk- FortisBC
Matt Cawsey -, Saanich Police

1. Territorial Acknowledgement

The chair began the meeting at 13:09 and made a territorial acknowledgment. Quorum was met and introductions followed.

2. Approval of Agenda

Motion: To approve agenda with amendment to item 5C.

Moved by J. Grant **Seconded by** J. Pettigrew

CARRIED

3. Adoption of Minutes from the meeting of November 30, 2017

The chair suggested that the minutes be a recognition of the minutes of activities at the time.

Motion: To adopt minutes from the meeting of November 30, 2017

Moved by M. Cawsey **Seconded by:** M. Hutmacher

CARRIED

4. Chair Remarks

Acting Chair S. Carby made opening remarks discussing the purpose of the group and the opportunity to coordinate between organizations.

5. Presentations:

a. Commission historical review

R. Johns provided a historical review of the RECAC including the Regional Emergency Coordinator Commission (RECC) being in place initially in the 1990s, the establishment of Local Government Emergency Program Advisory Commission (LGEPAC), and RECAC in the 2000s. RECAC's aim was initially to bring organizations together and engage organizations not at the local government level. R. Johns also shared some thoughts on the value of having the group meet including building relationships, discussing opportunities to share resources, building understanding, and awareness of planning efforts ongoing in the region.

b. CRD Commission review

J. O'Higgins-Wilson provided an overview of CRD commissions including that there are over 75 committees and commissions in the CRD underpinned by bylaws, and there are both advisory and administrative commissions. RECAC is an advisory commission bound to bylaw 3566 and acts in some ways as a committee. It was also noted that the RECAC Chair will create the agenda moving forward with direction from members (within the bounds of the RECAC bylaw) and that CRD staff assist with Commission guidelines.

c. Emergency Management and Disaster Act Overview

T Hansen provided an overview of the Emergency and Disaster Management Act, including changes to states of local emergencies and emergency orders, requirements of engaging with Indigenous governing bodies, the introduction of recovery periods, and compliance and enforcement requirements. It was also noted that local authority regulations would come into force in 2025 and critical infrastructure regulations would come later.

The representative from Fortis noted that they are not hearing much information about critical infrastructure regulations

Action: T. Hansen to engage within EMCR to determine the timelines for regulation to come into effect for Critical Infrastructure

6. Committee Business

a. Nominations and Elections

i. Nominations for chair

Nominations for chair consisted of E. Stockill, C. Anderson, and R. Johns.

The Chair called for further nominations for chair and no further nominations were brought forward.

R. Johns declined to stand for chair whereas E. Stockill and C. Anderson confirmed their willingness to stand for chair.

Each nominee provided an overview of themselves and their work experience.

A secret ballot vote took place and E. Stockill was confirmed as the chair

ii. Nomination for Vice Chair

Nominations for vice chair are J. Tilson and Bruce Clark

J. Tilson and B. Clark were both willing to stand for Vice-Chair

The chair called for further nominations for vice-chair and C. Anderson was added as a nomination for Vice-Chair.

C. Anderson confirmed his willingness to stand for Vice-Chair.

Each nominee provided an overview of themselves including their work experience.

A secret ballot vote took place and B. Clark and C. Anderson were confirmed as Vice-Chairs

iii. Motion to destroy vote ballots

Motion: To destroy the ballots from the votes for chair and vice chair

Moved by S. Carby

CARRIED

b. Meeting Schedule 2024

- i. A proposed meeting schedule for the remainder of 2024 consisted of the first Thursday in August and November
-

Motion: RECAC will meet in the first Thursday in September and November 2024

Moved by G. Pendrel **Seconded by** B. Clark

CARRIED

The next meetings of RECAC to be scheduled in person for September 5th and November 7th, 2024.

7. BREAK (30 minutes)

- a. A roughly 20-minute break occurred between items 6a and 6b

8. New Business

- a. Break-out groups for agenda items and future direction

Break-out groups were established to determine agenda items that could be part of future RECAC meetings and to develop one significant goal for RECAC. Groups reported as follows:

Group 1

- Agenda items:
 - Windows into other industries including EOC visits and presentations from other organizations
 - Consistent policy and messaging on alerting including possibly establishing a public alerting working group
 - Suggestion of having other jurisdictions involved with RECAC such as Washington state and the Cowichan Valley Regional District
- Goal: A big exercise that ties in everyone in the region

Group 2

- Agenda items:
 - Clarify responsibilities amongst organizations in the region
 - Outline communication structures, challenges, and deconfliction
 - Presentations from other organizations including what resources are available, mobilization processes, what does a bad day look like in an emergency
 - Facilitated vision session for RECAC
- Goal: Tabletop exercise within the region

Group 3

- Agenda items:
 - Seasonal hazard preparation
 - Sharing information on current and ongoing projects
 - Training and exercises including the sharing lessons learned
 - Having a shared portal for information sharing
- Goal: Full-scale exercise for regional partners

Group 4

- Agenda items:
 - Multi-agency radio communications
 - Presentation on the history of RECAC working groups
 - Common Operating Picture
 - Collaboration on public education
 - Presentations on seasonal hazard preparedness
- Goal: Full-scale exercise for partners in the region

Group 5

- Agenda items:
 - Technologies
 - Leveraging expertise of representatives involved in RECAC
 - Common exercise objectives in alignment to hazard preparation
- Goal: Improve First Nation participation, understand capacity issues, and share the impacts of EDMA application

Group 6

- Agenda items:
 - Tabletop exercise building to a larger exercise
 - Focus on groups outside of local governments including specialty entities such as non-government organizations
 - Bridging opportunities and events
- Goal: Having a list of contacts and list of capabilities amongst organizations.
- Also noted was the possible development of a South Island Emergency Program number such as a BC one-call number.

b. Group discussion and agenda setting

Captured in the report out in item 8a.

9. Adjournment

Motion: To adjourn the meeting

Moved by J. Pettigrew

CARRIED

Meeting adjourned at 15:40

Next Meeting: September 5th, 2024, in person

MINUTES APPROVED AUG 6th, 2024



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REGIONAL EMERGENCY COORDINATORS ADVISORY COMMISSION

Minutes of the meeting held on **Thursday, September 5, 2024, from 2:00 pm to 4:00 pm**
Location: Saanich Emergency Program EOC, 760 Vernon Ave, Saanich

Attendees:

Erin Stockill – Saanich (Chair)	Wendy Watt – IEOA
Bruce Clark – Greater Victoria Harbour Authority (Vice-chair)	Jules Hamilton – Saanich Police
Jane O’Higgins-Wilson – REMP (Coordinator)	Melodie Hutmacher – Camosun College
Thomas Hansen – EMCR	Lee Archibald – BC Transit
Geoff Pendrel – Victoria	Gordon Rees – Ocean Networks Canada
Jacob Tilson – Oak Bay	Lindsay Harkness – Public Safety Canada
Jollette Schenck – CRD	Sean Ratz – JTFF RLO
Tara Laycock – BC Hydro	Fred Godwin- JTFF RLO
Dustin Griffiths – Health Emergency Management BC	Rachel Middleton – JTFF RLO
Micheal Dussault – St Johns Ambulance	Scott Snow – Victoria Airport Fire
Martin Wong - St Johns Ambulance	Ryland Bennett - Sooke
Alyse Allen – North Saanich	
Dan Hogarth – Telus	
Nathan Webb – Canadian Coast Guard	
JJ Brickett – Canadian Coast Guard	

1. Territorial Acknowledgement

The chair began the meeting at 14:02 and made a territorial acknowledgment. Quorum was met.

2. Round table introductions

3. Approval of Agenda

The agenda was approved by consensus.

4. Adoption of Minutes from the meeting of May 2, 2024

The minutes of the last meeting were approved by consensus.

5. Presentations:

a. BC Transit Emergency Program and Disaster Response Transportation (DRT)

L. Archibald presented on DRT, which is the process of a bus, or buses utilized in an emergency for the movement of evacuees from a location of danger to one of safety. The program is in a soft launch now and is still in development, but

it is available to local authorities now. The presentation and further resources will be provided to commission members.

b. REMP Exercise Strait Flush

J. O'Higgins-Wilson provided an overview of REMP's regional exercise from June 2024. Exercise Strait Flush was a functional Emergency Operations Centre (EOC) exercise framed around a low-impact tsunami advisory event impacting the capital region and had seven local authority emergency programs participate. The exercise was a success but also highlighted some areas for improvement in communication resources and pre-established protocols.

6. Networking Break

7. Old Business: Nil

8. New Business

a. Regional Exercise Advisory/Working Group

Discussion related to regional exercising and the potential for a regional exercise working group. The following members volunteered to participate:

- Lee Archibald
- Melodie Hutmacher
- Michael Dussault
- Jollette Schenk
- Dustin Griffiths
- JJ Brickett for CCG Continuous Improvement Team
- Erin Stockill
- Chairing – Geoff Pendrel

b. Communications Project Scoping

Brief discussion related to the desire for a regional communications project. This item will be moved forward to further meetings to develop a project scope.

c. SME Presentation Proposals and Suggestions

The members were asked to suggest or volunteer for future REPAC/RECAC expert presentations, suggested were:

- EMCR Broadcast Intrusive Alerting Specialist
 - BC Ferries (to be paired with a presentation with the CCG Rescue Centre)
 - Multijurisdictional Emergency Management Organizations from EMCR
 - Telus
 - Ministry of Citizens' Services – Emergency Communications
 - Island Equipment Operators Association
-

9. Roundtable Discussion

- a. Chair Stockill brought forward a request that the group discuss the possibility of offering online participation. Group discussion followed.

Motion: That meetings remain in person for the next year.

Moved by R. Bennett, **Seconded by:** J. Tilson

CARRIED

- b. Greater Victoria Harbour Authority – B. Clark reported that the GVHA will be doing exercising with their leadership team in October/November and welcomes observers.
- c. Victoria Airport - S. Snow reported that they will be holding an exercise in October and have an observer spot available.
- d. BC Hydro – T. Laycock reported that they are working through the after action from the 2024 fire season. The building assessment program is being reviewed and they are interested in any well-developed assessment processes from partners.
- e. Victoria – G. Pendrel reported on a full day EOC exercise the program will be doing on November 29th, It will be an earthquake scenario and partners are welcome.
- f. St Johns Ambulance – M. Dussault reported that SJA would be happy to support exercises, this is a good time of year for them to do so.

10. Adjournment

The meeting adjourned at 15:55.

Next Meeting: November 7th, 2024, in person



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REGIONAL EMERGENCY COORDINATORS ADVISORY COMMISSION

Minutes of the meeting held on **Thursday, November 7, 2024, from 2:00 pm to 4:00 pm**
Location: Victoria General Hospital 1 Hospital Way, View Royal

Attendees:

Erin Stockill – Saanich (Chair)	Colton Dom – Canadian Coast Guard
Ruth Fernandes – Regional Emergency Management Partnership	James Fothergill-Brown – Pauquachin First Nation
Alesha Hayes – Regional Emergency Management Partnership	Martin Wong – St. John’s Ambulance
Shawn Carby – Capital Regional District	Danielle Talevski – British Columbia Ministry of Emergency Management and Climate Readiness
Corey Anderson – Capital Regional District	Lyle Smith – Salvation Army
Jollette Schenk – Capital Regional District	Ryland Bennett – Sooke
Pedro Bilbao – BC Hydro	Jonathan Mailman – Canadian Armed Forces Joint Task Force Pacific
Dustin Griffiths – Health Emergency Management BC	Patrick Davies – Western Canada Marine Response Corporation
Matt Causey – Saanich Police Department	Tim Walshaw – British Columbia Legislature
Scott Snow – Victoria Airport Fire	Trapper Edison – Island Health
Jeri Grant – Juan de Fuca	Lisa Banfield – Central Saanich
Brigitte Prochaska – Southern Gulf Islands	Geoff Pendrel – Victoria
John Wakefield – Salt Spring Island	
Lindsay Harkness – Public Safety Canada	
Rob Johns – University of Victoria	
Troy Mollin – View Royal	

1. Territorial Acknowledgement

The chair began the meeting at 14:08 and made a territorial acknowledgment. Quorum was met.

2. Round table introductions

3. Approval of Agenda

The agenda was approved as presented by consensus.

4. Adoption of Minutes from the meeting of September 5, 2024

The minutes of the last meeting were approved by consensus.

5. Presentations:

a. Island Health Primary Care EOC

D. Griffiths presented on primary care disaster planning, including a case study on the 2011 Christchurch earthquake, highlighting:

- Significant impacts to hospital occupancy.
- Collaboration with NRCan to model smaller earthquake scenarios.
- Focus on spreading the burden of care across available resources.
- Expected large numbers of non-critical and critical fatalities.
- Establishment of a Primary Care Emergency Operations Center (PC EOC) to coordinate private physicians with Island Health.
- Acknowledged limitations in providing services such as water and sanitation.
- Current Resources include three hospitals managing 170-220 patients per day.
- Challenges include staffing, structural issues, and facility readiness.
- Field Hospitals: DAX units (40-bed mobile hospitals) have been identified as a potential solution and suitable locations for deployment need to be determined.

Discussion:

- Island Health can onboard private physicians within 24 hours for those without prior relationships.
- Discussion on potential sites for field hospital deployment.

b. Extreme Weather Preparedness Funding

D. Talevski presented on BC Housing's Extreme Weather Response Program:

- First point of contact for local authorities supporting vulnerable populations.
- Warming center eligibility based on local temperature thresholds; communities may set their own thresholds.

Discussion:

- Cold weather plans are not mandatory but recommended.
- Transportation availability between hospitals and warming centers needs clarification.

c. Seasonal Weather Impacts Discussion

C. Anderson initiated a discussion with the group on challenges related to extreme winter weather scenarios and their implications for emergency response.

- Discussed challenges posed by extreme cold and atmospheric rivers, including increased sheltering in hospitals.
-

- Emphasized the necessity for transportation solutions to facilitate movement from hospitals to warming centers during severe weather events.
- Highlighted the lack of established protocols for addressing risks associated with extreme rain, though life safety concerns may warrant emergency support eligibility.
- Addressed operational aspects of warming centers, including staffing requirements and security measures, particularly when shelters are at capacity.

6. Networking Break

7. Old Business: Nil

8. New Business

a. Presentation Suggestions & Proposals

- CFB Esquimalt Center Reception Centre Test (after December).
- Coast Guard presentation on the Salish Sea 2025 exercise.

b. Proposed Meeting Schedule for 2025

- Proposed dates: February 6, May 15, August 14, November 6.

9. Roundtable Discussion

The roundtable discussion included:

- Positive feedback expressed on networking opportunities
- Interest in shared exercise calendars
- Request for a shared contact list
- Desire for increased representation from Nations

10. Adjournment

The meeting adjourned at 15:55.

Next Meeting: February 6, 2025, in person



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REGIONAL EMERGENCY COORDINATORS ADVISORY COMMISSION

Minutes of the meeting held on **Thursday, February 6, 2025, from 2:00 pm to 4:00 pm**
Location: The Salvation Army, 525 Johnson Street, Victoria

Attendees:

Erin Stockill – Saanich (Chair)
Corey Anderson – Capital Regional District
(Vice-Chair)
Bruce Clark – Greater Victoria Harbour
Authority (Vice-Chair)
Alesha Hayes – Regional Emergency
Management Partnership
Samantha Watkins – British Columbia Ministry
of Emergency Management
Shannon Sargent – Integrated Partnership for
Regional Emergency Management
James Fothergill-Brown – Pauquachin First
Nation
Tim Walshaw – British Columbia Legislature

Martin Wong – St. John's Ambulance
Michael Dussault – St. John's
Ambulance
Jollette Schenk – District of Oak Bay
Tara Laycock – BC Hydro
Ryland Bennet – District of Sooke
Suzanne Weber – British Columbia
Ministry of Emergency Management
Danielle Talevski – British Columbia
Ministry of Emergency Management
Lindsay Harkness – Public Safety
Canada

1. Territorial Acknowledgement

The chair began the meeting at 14:01 and made a territorial acknowledgment. Quorum was met.

2. Round table introductions

3. Approval of Agenda

The agenda was approved as presented by consensus.

4. Adoption of Minutes from the meeting of November 7, 2024

The minutes of the last meeting were approved by consensus.

5. Presentations:

a. Salvation Army Overview

J. Hopkins provided a comprehensive presentation on the organization's history and services, emphasizing their recovery-oriented approach and emergency disaster services (EDS). Key points included:

- Historical Context:
 - Operating in Victoria for over 140 years, the Salvation Army began with food distribution programs in the late 19th century, evolving into a multifaceted organization addressing housing and addiction recovery.
 - Significant milestones include opening the Harbor Light Treatment Center in 1956 and consolidating services under one roof at their current location in 1982.
- Core Programs:
 - *Housing and Support Services:*
 - Emergency Shelter: 53 beds for individuals in immediate need of housing, partnered with BC Housing.
 - Transitional Housing: 40 rooms for long-term stays, primarily serving seniors facing housing insecurity.
 - Emergency Weather Response (EWR): Provides shelter for up to 30 guests during cold months, often exceeding capacity during extreme weather events.
 - *Addiction Treatment:*
 - The only affordable long-term treatment program in downtown Victoria, serving individuals from correctional facilities or the streets. Programs include therapy, yoga, and community reintegration activities.
 - A success rate of 79% among participants who complete the program.
 - *Correctional and Justice Programs:*
 - A 50-bed halfway house for individuals transitioning from correctional facilities, offering outreach services and reintegration support for high-risk offenders.
- Emergency Disaster Services (EDS):
 - Originating during the Halifax Explosion in 1917, EDS focuses on mitigation, preparedness, response, and recovery. Services include:
 - Mobile food services using a specialized van to deliver meals to first responders and affected individuals.
 - Emotional and spiritual care through trained chaplains and counselors.
 - Donations management via local churches to store and distribute resources during disasters.

b. St. John Ambulance Overview

M. Wong and M. Dussault presented on St. John Ambulance's contributions to community health and emergency response:

- Historical Background:
 - St. John Ambulance traces its roots back over a millennium to the Knights Hospitaller in Jerusalem. In Canada since the 1880s, it has grown into a vital provider of first aid training and community health services.
-

- Core Operations:
 - *First Aid Training*: Offers courses ranging from basic first aid to advanced medical responder certifications for volunteers assisting at public events like marathons and festivals.
 - *Therapy Dog Program*: Provides emotional support at long-term care facilities and airports (e.g., YVR).
 - *Public Event Coverage*: Volunteers provide medical support at sporting events (e.g., TC10K), cultural gatherings (e.g., Canada Day), and music festivals.
 - *Disaster Response*: Volunteers are deployed during emergencies such as wildfires or mass casualty incidents to provide immediate medical care on-site while coordinating with other agencies for higher-level interventions.
- Volunteer Challenges: Recruitment has been slow post-COVID-19 due to difficulties in attracting new volunteers and retaining experienced ones. It typically takes eight months to train volunteers to operate independently at events or emergencies confidently.
- Funding Model: As a non-profit organization, St. John Ambulance relies on donations from event coverage to sustain its operations. They offer services at significantly lower costs than private ambulance providers to ensure accessibility for community events.

6. Networking Break

7. Old Business: Nil

8. New Business

- b. Presentation Suggestions & Proposals
 - Members were encouraged to submit ideas for future presentations.

9. Roundtable Discussion

The roundtable discussion included:

- Paquachin First Nation (James Fatheringill-Brown): Advocated for streamlined Firesmart processes to address invasive species threatening homes; highlighted challenges in rebuilding trust among W̱SÁNEĆ Nations.
- Victoria Harbour Authority (Bruce Clark): Conducted ICS-100 training for staff; planned a March tabletop exercise; addressed security vulnerabilities following a recent breach.
- Legislative Assembly Emergency Program (Tim Walsh): Raised concerns about reliance on American-made MREs amidst geopolitical tensions; sought alternative satellite internet providers due to potential risks with Starlink.
- Regional Emergency Management Partnership S.Watkins: Develop an annual report highlighting regional initiatives;
- plan an exercise focused on cross-agency coordination.

10. Adjournment

The meeting adjourned at 15:55.

Next Meeting: May 15, 2025, in person



Making a difference...together

REGIONAL EMERGENCY COORDINATORS ADVISORY COMMISSION

Minutes of the meeting held on **Thursday, May 15, 2025, from 2:00 pm to 4:00 pm**

Location: Victoria Fire Department

Attendees:

Erin Stockill – Saanich (Chair)	Michael Dussault – St. John’s Ambulance
Corey Anderson – Capital Regional District (Vice-Chair)	Brandy Gladsen -Canadian Coast Guard
Jules Hamilton – Saanich Police	Shelby Kimmett – Canadian Coast Guard
Carolyn Sadowsky – Saanich Police	Lee Archibald – BC Transit
Andy Stuart – Saanich Police	John Wakefield – Salt Spring Islands
Dustin Griffiths – Island Health	Brigitte Prochaska – Southern Gulf Islands
Melodie Hutmacher – Camosun College	Jollette Schenk – District of Oak Bay
Erin Moore – Camosun College	Geoff Pendrel – City of Victoria
Trevor Fourmeaux – Camosun College	Tanya Seal-Jones – City of Victoria
Tim Walshaw – Legislature of BC	Jeri Grant – Juan de Fuca Electoral Area
Jesse Kettles – CFB Esquimalt	Jennifer Carvil – Capital Regional District
Robert Shirley – 39 Sve Bn	Doug Clarke – City of Victoria
Travis Field - Ministry of Emergency Management and Climate Readiness	Patrick Davies – Western Canada Marine Response Corporation
Suzanne Weber - Ministry of Emergency Management and Climate Readiness	Colton Dom – Canadian Coast Guard
Danielle Talevski –Ministry of Emergency Management and Climate Readiness	Wendy Watt – Island Equipment Owners Association
Ruth Fernandes - Ministry of Emergency Management and Climate Readiness	
Seungjae CDavis – CAF/JTFP	
Harry Godwin – CAF/JTFP	

1. Territorial Acknowledgement

The chair began the meeting at 13:59. Geoff P provided a territorial acknowledgment.

2. Round table introductions

3. Approval of Agenda

The agenda was approved as presented by consensus.

4. Adoption of Minutes from the meeting of February 6, 2025

Melodie Hutmacher to be added to the minutes. The minutes of the last meeting were approved by consensus.

5. Regional Winter Storm Exercise

Geoff P led the regional winter storm exercise.

6. Adjournment

The meeting adjourned at 16:00.

Next Meeting: August 14, 2025, in person



Making a difference...together

REGIONAL EMERGENCY COORDINATORS ADVISORY COMMISSION

Minutes of the meeting held on **Thursday, August 14, 2025, from 2:00 pm to 4:00 pm**

Location: Saanich Fire Department

Attendees:

Erin Stockill – Saanich (Chair)
Corey Anderson – Capital Regional District
(Vice-Chair)
Bruce Clark – Greater Victoria Harbour
Authority
Jocelyn Gardner - Western Canada Marine
Response Corporation
Michael Dussault – St. John’s Ambulance
Tara Laycock – BC Hydro
Rachel Middleton – Joint Task Forces Pacific
David Pickett – Joint Task Forces Pacific
James Beasley – 39 Service Battalion
Lindsay Harkness – Public Safety Canada
Ruth Fernandes - Ministry of Emergency
Management and Climate Readiness
Jane O’Higgins-Wilson – Regional Emergency
Management Partnership

Lisa Banfield – Central Saanich
Jollette Schenk – District of Oak Bay
Geoff Pendrel – City of Victoria
Tanya Seal-Jones – City of Victoria
Kulpreet Munde – Township of
Esquimalt
Jennifer Carvil – Capital Regional
District
Bhar Sihota – Union of BC
Municipalities
Steve Roddick – Union of BC
Municipalities

1. Territorial Acknowledgement

The chair began the meeting at 1400 and provided a territorial acknowledgment.

2. Round table introductions

3. Approval of Agenda

The agenda was approved as presented by consensus.

4. Adoption of Minutes from the meeting of May 15, 2025

K. Munde provided a motion to approve the minutes, and it was seconded by T. Laycock.

5. Invited Presentations

Union of BC Municipalities (UBCM) Emergency and Disaster Management Act (EDMA)

B. Sihota provided a presentation on Local Government’s input into EDMA Regulations and highlighted the Local Government Advisory Committee composition, the areas of discussion and the key themes.

S. Roddick highlighted an analysis conducted by UBCM/UBC Scholar to evaluate completed risk assessments and examine the capacity and costs needed to meet EDMA requirements.

Western Canada Marine Response Corporation (WCMRC)

J. Gardner presented on WCMRC's mandate, the geographic area of response, marine spill response enhancements, funding, and the roles and responsibilities of different agencies involved. J. Gardner highlighted the oil spill response that happened on the West Coast, as well as the tabletop exercises that are conducted.

6. Working Group Updates

G. Pendrel provided a summary of the 2025 tabletop exercise on an extreme snowfall event. G. Pendrel highlighted the objectives, the exercise overview, what went well, opportunities for improvement, and key takeaways.

7. New Business

None identified.

8. Roundtable Discussion

Canadian Armed Forces (J. Beasley): Mentioned that tactical could be added to future exercises.

BC Hydro (T. Laycock): Quite wildfire season, overhauling rapid damage assessment program – there is potential for a future presentation, working on a cyber security playbook.

Canadian Coast Guard: Introducing the Western Regional Plan – pending approval.

St. John's Ambulance: Active with fires up island, looking into how to deal with mass crowds.

City of Victoria (G. Pendrel and T. Seal-Jones): Highlighted a recent ESS event with an apartment fire, reception center and group lodging were opened. Looking into another grant for misting stations. Heat health check kits were distributed.

Capital Regional District (C. Anderson): NRCan four-year grant – looking at what we can do region wide to decrease wildfire risk.

District of Saanich (E. Stockill): Dr. John Cassidy will be speaking on September 18th, 2025. Saanich will be hosting an open house event on September 13, 2025.

9. Adjournment

Meeting adjourned at 16:00. K. Munde motioned, and it was seconded by B. Clark.

Next Meeting: November 6, 2025 in person