

## Meeting Minutes

### Planning and Protective Services Committee

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Wednesday, October 18, 2023

9:30 AM

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

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#### PRESENT

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

Staff: T. Robbins, Chief Administrative Officer; K. Lorette, General Manager, Planning and Protective Services; S. Carby, Senior Manager, Protective Services; E. Sinclair, Senior Manager, Regional and Strategic Planning; C. Vrabel, Coordinator, Fire Services; M. Lagoa, Deputy Corporate Officer; T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

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

#### 1. Territorial Acknowledgement

Director Williams provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director McNeil-Smith, **SECONDED** by Director Little,  
That the agenda for the October 18, 2023 Planning and Protective Services  
Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

3.1. [23-752](#) Minutes of the June 21, 2023 Planning and Protective Services Committee Meeting

**MOVED** by Director Little, **SECONDED** by Director Williams,  
That the minutes of the Planning and Protective Services Committee meeting of  
June 21, 2023 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. [23-694](#) Service Planning 2024 - Planning Community Need Summary

K. Lorette introduced staff in attendance and spoke to Item 6.1.

Discussion ensued regarding:

- clarification of the incremental costs of the Foodlands Access Service
- the process to introducing new regional services

**MOVED by Director Windsor, SECONDED by Director Thompson,  
The Planning and Protective Services Committee recommends the Committee of  
the Whole recommend to the Capital Regional District Board:  
That Appendix A, Community Need Summary - Planning, be approved as  
presented and form the basis of the Provisional 2024-2028 Financial Plan.  
CARRIED**

### 6.2. [23-695](#) Service Planning 2024 - Safety & Emergency Management Community Need Summary

K. Lorette spoke to Item 6.2.

Discussion ensued regarding:

- scheduling an emergency planning tabletop exercise
- emergency communications capabilities of fire departments within the electoral areas
- potential impact to bylaw enforcement and animal care service levels resulting from Saanich switching to the CRD animal care service

**MOVED by Director Williams, SECONDED by Director Thompson,  
The Planning and Protective Services Committee recommends the Committee of  
the Whole recommend to the Capital Regional District Board:  
That Appendix A, Community Need Summary - Safety & Emergency  
Management, be approved as presented and form the basis of the Provisional  
2024-2028 Financial Plan.  
CARRIED**

6.3. [23-696](#) Canvas Local Governments for Participants in the Foodlands Access Service

K. Lorette spoke to Item 6.3.

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

**That staff be directed to canvas local governments for interest in participation in  
a new Foodlands Access Service, receive feedback about the proposed service  
and draft a service establishment bylaw based on input.**

**Discussion ensued regarding:**

- potential equipment costs to meet the needs of the program
- revised numbers in the provisional budget
- clarification of the BC Land Matching Program
- the engagement process with the agricultural community thus far

**MOVED by Director Plant, SECONDED by Director Windsor,  
That the main motion be amended to include the wording ", and that additional  
cost apportionment be a part of the package and available to municipalities and  
electoral areas based on full regional participation"**

**CARRIED**

Discussion ensued regarding the preferred method to establish this service.

The question was called on the main motion as amended:

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

**That staff be directed to canvas local governments for interest in participation in  
a new Foodlands Access Service, receive feedback about the proposed service  
and draft a service establishment bylaw based on input, and that additional cost  
apportionment be a part of the package and available to municipalities and  
electoral areas based on full regional participation.**

**CARRIED**

**Motion Arising:**

**MOVED by Director Plant, SECONDED by Director Desjardins,  
That farmer's market producers and conveners be informed of the CRD's work  
towards a Foodlands Access Service.**

**CARRIED**

## 7. Notice(s) of Motion

7.1. [23-810](#) Motion with Notice: Regional Growth Strategy Update (Director de Vries)

Director de Vries provided the following Notice of Motion for consideration at the November 8, 2023 meeting of the Capital Regional District Board:

"That staff report back on the timing and implications of the work required to consider an update to the Regional Growth Strategy in 2026."

**8. New Business**

There was no new business.

**9. Adjournment**

**MOVED** by Director Plant, **SECONDED** by Director Thompson,  
That the October 18, 2023 Planning and Protective Services Committee meeting  
be adjourned at 10:47 am.  
**CARRIED**

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CHAIR

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RECORDER