



REGIONAL SERVICES COMMITTEE

Wednesday, March 25, 2009

Immediately following the Special Board meeting at 6:00 p.m.

CVRD Board Room – 175 Ingram Street

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The next Regional Services Committee meeting is scheduled for Wednesday, April 22, 2009, at 6:00 p.m., in the Board Room, 175 Ingram Street, Duncan, BC.

DISTRIBUTION:

Regional Services Committee

Director P. Kent, Chair

Director T. Walker, Vice-Chair

Director K. Cossey

Director M. Dorey

Director L. Duncan

Director G. Giles

Director B. Harrison

Director D. Haywood

Director R. Hutchins

Director L. Iannidinardo

Director K. Kuhn

Director M. Marcotte

Director T. McGonigle

Director I. Morrison

Director G. Seymour

Cowichan Valley Regional District

Warren Jones, Administrator

Joe Barry, Corporate Secretary

Mark Kueber, General Manager, Corporate Services

(Agenda Cover Only):

Ron Austen, General Manager, Parks, Recreation & Culture

Tom Anderson, General Manager, Planning & Development

Brian Dennison, General Manager, Engineering & Environmental Services

Dan Derby, General Manager, Public Safety

Jacob Ellis, Manager, Corporate Planning

Kate McIntosh, Human Resources Manager

Bob McDonald, Manager, Recycling & Waste Management

Geoff Millar, Manager, Economic Development

Brian Farquhar, Manager, Parks & Trails

Kate Miller, Manager, Regional Environmental Policy

Minutes of the Regular meeting of the Regional Services Committee held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, February 25, 2009 at 5:12 pm.

PRESENT: Vice-Chair T. Walker
 Directors K. Cossey, M. Dorey, L. Duncan,
 G. Giles, B. Harrison, L. Iannidinardo, K. Kuhn,
 M. Marcotte, T. McGonigle, I. Morrison and
 G. Seymour
 Alternate Directors S. Arnett, R. Cadorette,
 R. Hartmann

ABSENT: Directors P. Kent, R. Hutchins and D. Haywood

ALSO

PRESENT: Warren Jones, Administrator
 Kathleen Harrison, Deputy Corporate Secretary
 Mark Kueber, General Manager, Corporate Services
 Ron Austen, General Manager, Parks, Recreation &
 Culture
 Brian Dennison, General Manager, Engineering &
 Environmental Services
 Dan Derby, General Manager, Public Safety
 Kate Miller, Manager, Regional Environmental Policy
 Jacob Ellis, Manager, Corporate Planning
 Sharon Moss, Manager, Finance
 Geoff Millar, Manager, Economic Development
 Dominique Beesley, Recording Secretary

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended with the addition of Item No. 5SR2.1 – Staff Report from the General Manager, Public Safety, and that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

2M1

It was moved and seconded that the minutes of the January 28, 2009 Regular Regional Services Committee meeting be adopted.

MOTION CARRIED

2M2

It was moved and seconded that the minutes of the February 12, 2009 Special Regional Services Committee meeting be adopted.

MOTION CARRIED

DELEGATIONS

4D1 Valerie Nicol, Board Chair, Social Planning Cowichan, provided a presentation on the role of Social Planning Cowichan in the community and a 2009 work plan.

Valerie Nicol was joined by Laura Stark, Accountant, Social Planning Cowichan, who responded to questions from the Committee.

4D2 Ronnie Phipps, representing the BC Coalition for Health Promotion (BCCHP), provided a presentation on health promotion initiatives in the Cowichan Valley.

Ronnie Phipps was joined by Tom Shandel who provided an overview of the documentary he was filming on behalf of the BCCHP.

FINANCE**STAFF REPORTS**

5SR1 Staff Report from the Manager, Finance dated February 17, 2009, re: Cowichan Valley Regional District Audit, was considered:

It was moved and seconded that it be recommended to the Board that the Chairperson and Corporate Secretary be authorized to sign the Engagement Letter with the Auditors for the 2008 Audit.

MOTION CARRIED

5SR2 Staff Report from the General Manager, Corporate Services dated February 18, 2009, re: permissive tax exemption, was considered:

It was moved and seconded that it be recommended to the Board that the CVRD provide tax exemption to the Capital Regional District for 2009 for parcel #4-765-11914.200.

MOTION CARRIED

5SR2.1 Staff Report from the General Manager, Public Safety dated February 19, 2009, re: disposal via donation of Cowichan search and rescue (SAR) 1989 Ford bus to the Salt Spring Emergency Program, was considered:

It was moved and seconded that it be recommended to the Board that the CVRD Asset Disposal Policy be waived and that the Regional District donate the Cowichan SAR 1989 Ford Bus to the CRD Salt Spring Emergency Program for use by amateur radio,

emergency program and search and rescue personnel as a radio communications link during emergency events.

MOTION CARRIED

5SR3

Staff Report from the General Manager, Corporate Services dated February 18, 2009, re: 2009 Budget, was considered for information.

The General Manager, Corporate Services, reviewed the 2009 budgeting process undertaken to date and advised the Committee that decisions were still required in the areas of: the 2009 core Budget; Regional Grant-In-Aid applications; new services approved during 2008 by the Board; staff recommendations to the draft 2009 Budget; and items that were deferred by the Committee such as Directors' remuneration.

It was moved and seconded that the 2009 Regional Grant in Aid request submitted by Social Planning Cowichan be considered at the same time as the new services approved by the Board during 2008, as listed on page 42 of the Agenda.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2009 Regional Grant in Aid request from the Chesterfield Sports Society dated December 17, 2008 for the Cowichan Sportsplex be approved for \$80,000. and be included in the 2009 Budget.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2009 Regional Grant in Aid request from O.U.R. Ecovillage/O.U.R. Community Association dated September 1, 2008 for \$20,000. be included in the 2009 Budget.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the 2009 Regional Grant in Aid request for the Olympic Torch Relay project be approved for \$20,000. and be included in the 2009 Budget.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that funding in the amount of \$75,000. for the South Cowichan Water Plan Study Function be included in the 2009 Budget.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that funding in the amount of \$27,500. for the Safer Futures Function be included in the 2009 Budget.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that funding in the amount of \$50,000. for the Social Planning Cowichan Function be included in the 2009 Budget.

MOTION CARRIED

7:27 pm

It was the consensus of the Committee to recess at 7:27 pm.

7:42 pm

The meeting reconvened at 7:42 pm.

Function 100 – General Government

It was moved and seconded that information on the growth management/strategic planning process be provided to members of the Regional Services Committee.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that funding in the amount of \$100,000. for a new Communications/First Nations Manager, under Function 100 – General Government, be included in the 2009 Budget.

MOTION DEFEATED

Function 205 – Emergency Planning

8:45 pm

Director G. Seymour and Alternate Director S. Arnett left the meeting at 8:45 p.m.

It was moved and seconded that it be recommended to the Board that funding in the amount of \$25,000. for SAR Base of Operations, under Function 205 – Emergency Planning, be included in the 2009 Budget.

MOTION CARRIED

Function 520 – Solid Waste

8:51 pm

Director G. Seymour and Alternate Director S. Arnett returned to the meeting at 8:51 pm.

It was moved and seconded that it be recommended to the Board that funding in the amount of \$60,750. for Bings Creek Staff Wages and Benefits, under Function 520 – Solid Waste, be included in the 2009 Budget.

MOTION DEFEATED

Function 472 – Senior Centre Grant

It was moved and seconded that it be recommended to the Board that the Town of Lake Cowichan's contribution to Function 472 – Senior Centre Grant be increased from \$4,500. to \$5,500. and that this amendment be included in the 2009 Budget.

MOTION CARRIED

Function 113 – Grants-in-Aid Area C

It was moved and seconded that it be recommended to the Board that the requisition, under Function 113 – Grants-in-Aid Area C, be increased from \$9,994. to \$10,994. and that this amendment be included in the 2009 Budget.

MOTION CARRIED

Function 282 – South End Parks

It was moved and seconded that it be recommended to the Board that under Function 282 – South End Parks: Transfer/General Capital Fund be reduced by \$10,000.; an Expenditure be created for the Cowichan Cenotaph in the amount of \$10,000.; and that these amendments be included in the 2009 Budget.

MOTION CARRIED

Function 115 – Grants-in-Aid – Area E

It was moved and seconded that it be recommended to the Board that the requisition under Function 115 – Grants-in-Aid Area E, be reduced to \$0. and that this amendment be included in the 2009 Budget.

MOTION CARRIED

Function 111 – Grants-in-Aid Area A

It was moved and seconded that it be recommended to the Board that the requisition, under Function 111 - Grants-in-Aid Area A, be increased by \$3,500. and that this amendment be included in the 2009 Budget.

MOTION CARRIED

Function 355 – Malahat Fire Protection

It was moved and seconded that it be recommended to the Board that under Function 355 – Fire Protection Malahat: Donations – Firemans Fund be increased to \$15,000.; Transfer/Reserve Fund be reduced by \$12,500.; and that these amendments be included in the 2009 Budget.

MOTION CARRIED

9:20 pm

It was the consensus of the Committee to recess at 9:20 pm.

9:30 pm

The meeting reconvened at 9:30 pm.

Function 285 – Regional Parkland Acquisition

It was moved and seconded that it be recommended to the Board that the requisition for Function 285 – Regional Parkland Acquisition be reduced from \$500,000. to \$300,000. and that this amendment be included in the 2009 Budget.

MOTION CARRIED

ADJOURNMENT

It was moved and seconded that the meeting adjourn.

MOTION CARRIED

10:10 pm

The meeting adjourned at 10:10 pm.

Chairperson

Recording Secretary

Dated: _____

4D1**Request to Appear as a Delegation****Meeting Information**

Request to Address:*

☐ CVRD Board☒ Committee

If Committee, specify the Committee here:*

Regional Services CommitteeMeeting Date:* 03/25/2009Meeting Time:* 6:00 pm**Applicant Information**Applicant Name: Rick JefferyRepresenting: Coast Forest Products Association

(Name of organization if applicable)

As: representing BC's coastal forest industry

(Capacity / Office)

Number Attending: 1**Applicant Contact Information**Applicant Mailing Address: Suite 1200 - 1090 West Pender StreetApplicant City: VancouverApplicant Telephone: 604-891-1237Applicant Fax: 604-682-8641Applicant Email: heather@coastforest.org**Presentation Topic and Nature of Request:**

Mr. Jeffery will provide an overview of the status of the coastal forest industry, the work being done with government and stakeholders on various initiatives to position the coastal industry favourably in future, and how this relates to your communities and regional district. Ideally (and time permitting), the presentation will consist of a 20 minute talk, with a question & answer period to follow. We feel a presentation of this nature is valuable in facilitating a dialogue between community leaders and industry.

Contact: Heather Mink (Exec. Assitant to Mr. Jeffery)

4D2You are here: [Home](#) > Forms**Request to Appear as a Delegation****Meeting Information**

Request to Address:*

☐ CVRD Board☒ Committee

If Committee, specify the Committee here:*

Meeting Date:*

Meeting Time:*

Applicant Information

Applicant Name:

Representing:

(Name of organization if applicable)

As:

(Capacity / Office)

Number Attending:

Applicant Contact Information

Applicant Mailing Address:

Applicant City:

Applicant Telephone:

Applicant Fax:

Applicant Email:

Presentation Topic and Nature of Request:

* indicates required fields.



STAFF REPORT

**REGIONAL SERVICES COMMITTEE MEETING
OF MARCH 25, 2009**

DATE: March 17, 2009
FROM: Jacob Ellis, Manager, Corporate Planning
SUBJECT: Corporate Strategic Planning

Recommendation:

For information.

Background:

In 2008, the CVRD Board approved moving forward with the development of a corporate strategic plan. The Board provided funding in the 2008 budget to enable a public survey to be conducted and a limited amount of printing and external facilitation to occur. The plan will largely be developed and coordinated through the office of the Manager, Corporate Planning.

Strategic planning is a coordinated effort to shape and guide an organization. Developing a strategic plan will assist the CVRD Board and Staff to figure out where we are, where we want to go, how to get there. Moreover, a strategic plan will help establish corporate priorities, guide funding decisions, and provide long-term direction for the Regional District. The practical result will be to help ensure that organizational funding decisions and work priorities are consistent with the Regional District's key goals and objectives.

By developing and implementing a strategic plan, the CVRD will benefit from improved decision-making and enhanced organizational effectiveness. Ultimately, perhaps the biggest benefit a strategic plan will bring to the CVRD is getting the organization into the habit of focusing attention on what has been deemed truly important by the community and Board.

The strategic planning process is generally comprised of the following steps:

1. Initiate and agree on a strategic planning process.
2. Identify organizational mandates.
3. Clarify organizational vision, mission and values.
4. Identify organizational strengths, weaknesses opportunities, and threats.
5. Identify the strategic issues and priorities facing the organization.
6. Formulate strategies to manage the issues.
7. Establish performance measures where appropriate and practical.

8. Develop an implementation strategy.
9. Review and adopt the strategic plan.
10. Communicate the plan.
11. Monitor results and revise strategies as necessary.

One of the first steps of the strategic planning process here will be to undertake a public consultation survey of the CVRD to better understand the top priorities, concerns and wishes of our residents.

Timeline

May – Conduct public survey

June – Present results of survey to Board; Board strategic planning retreat, Senior Staff meetings

July – Departmental strategic planning exercises

August – Divisional strategic planning exercises

September – Senior Staff review and refinement of Departmental and Divisional Staff input

October – Board update; final report production and presentation to Board.

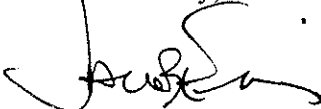
Financial Implications:

Funding needed to carry out the planning, consultation and production of a strategic plan is expected to be very modest. The total estimated cost for a public consultation survey, printing and facilitation is approximately \$19,000. These funds will be paid from the general government consulting fees budget and were previously approved in the 2008 budget. It should be acknowledged that while some funding is required, the resource most needed to undertake a strategic planning process is the attention and commitment of the plan's stakeholders.

Interdepartmental/Agency Implications:

Board involvement is critical to the development and implementation of a meaningful, effective corporate strategic plan. Interdepartmental collaboration will also be a central aspect of developing and implementing the plan. As such, in addition to receiving important public input, staff throughout the organization will be invited to participate in the process. Prior to implementation, the final plan will be presented to the Board for approval, adoption and endorsement.

Submitted by,



Jacob Ellis,
Manager, Corporate Planning



STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING OF MARCH 25, 2009

DATE: March 17, 2009
FROM: Warren Jones, Administrator
SUBJECT: Regional Recreation Update

Recommendation:

For information

Purpose:

To provide an update to the Board on the status of the Regional Recreation review.

Background:

On January 28, 2009, a report on Regional Recreation was presented to the Board. At that time, a commitment was made to bring the issue back to the Board in two months to report on the feedback received from Directors & Municipal Councils, and to provide an additional opportunity to receive feedback on the desired direction of the Board regarding this report.

Discussion:

Over the last two months since the regional recreation presentation was made to the Board, there has been considerable discussion regarding the Regional Recreation Report, and the possibility of moving forward.

Since the January 28, Regional Services meeting, presentations have been made to the Town of Lake Cowichan, City of Duncan and Municipality of North Cowichan. The town of Ladysmith will also have a presentation made on April 6.

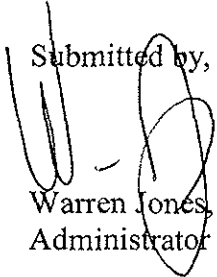
Beyond the municipal areas, an interest has been expressed by Electoral Areas A, B, C and D to move forward with exploring the terms and process of creating a Sub-Regional Funding Area made up of A, B, and C. Area D is also investigating the terms and process of becoming a full funding partner in the "Cowichan-East Recreation Area."

The feedback received from potential participants to date indicates that the Sub-Regional Funding model continues to appear to be the preferred model to continue exploring.

Key issues that continue to be raised by various areas include the possibility of phasing in costs to minimize tax impacts, determining the method to seek public approval, how the new sub-regional funding areas will be governed, the option for a sub-regional area to include additional smaller sized facilities, the elimination of the two tier fee system at the Cowichan Aquatic Centre, the process for public consultation and education and the overall impact of the sub-regional model to individual areas.

In response to the interest by Areas A, B, C & D to look at ways to move forward based on the yellow model, at the April 22 Regional Services Meeting, a report will be presented which will focus on providing answers to key issues that have been raised. Additionally, more information on the impact and ramifications of a Sub-Regional funding model to each of the four sub-regions and individual funding areas will be provided.

Submitted by,



Warren Jones
Administrator