



## REGIONAL SERVICES COMMITTEE

WEDNESDAY, NOVEMBER 25, 2009

IMMEDIATELY FOLLOWING SPECIAL BOARD MEETING AT 6:00 PM  
BOARD ROOM  
175 INGRAM STREET

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AGENDA		PAGES
<u>Please Bring Your Previously Distributed Budget Book</u>		
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2.	<u>ADOPTION OF MINUTES:</u>	
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3.	<u>BUSINESS ARISING FROM THE MINUTES:</u>	
4.	<u>DELEGATIONS:</u>	
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	4D2 Bev Thompson, Volunteer Coordinator, Representing the Cowichan Intercultural Society Re: Creating Our Stories about Our Home	8-10
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5.	<b>2010 BUDGET REVIEW:</b>	
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	Function 100 – General Government	
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Function 150 – Municipalities—MFA Debt  
Function 199 – Parks, Recreation and Culture/Facilities  
Function 200 – Administration Office

5. **REPORTS:**

SSR1 Staff Report from Acting General Manager, Public Safety 12-14  
Re: Antenna Site Agreement – Mt. Bruce, Saltspring Island

6. **CORRESPONDENCE:**

6C1 Director Ian Morrison Verbal  
Re: Regional Tourism  
(*Referred from Regional Services Committee Meeting of Sep. 23, 2009*)

6. **ADJOURNMENT:**

**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  
Sharon Moss, Manager, Finance  
Jacob Ellis, Manager, Corporate Planning  
Kate McIntosh, Manager, Human Resources  
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, October 28, 2009 at 6:05 pm.

**PRESENT:** Chair P. Kent  
Directors K. Cossey <at 6:07 pm>, M. Dorey,  
L. Duncan, G. Giles <to 8:27 pm>, B. Harrison,  
D. Haywood, R. Hutchins <at 6:13 pm>,  
L. Iannidinardo, K. Kuhn, T. McGonigle, I. Morrison,  
M. Marcotte, G. Seymour, and T. Walker

## ALSO

**PRESENT:** Warren Jones, Administrator  
Mark Kueber, General Manager, Corporate Services  
Tom Anderson, General Manager, Planning and  
Development  
Brian Dennison, General Manager, Engineering and  
Environment  
Sharon Moss, Manager, Finance  
Geoff Millar, Manager, Economic Development  
Kate Miller, Manager, Regional Environmental Policy  
Jacob Ellis, Manager, Corporate Planning  
Kathleen Harrison, A/Manager, Corporate Secretariat  
Dominique Beesley, Recording Secretary

## APPROVAL OF AGENDA

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

6:07 pm

Director Cossey joined the meeting at 6:07 pm.

## ADOPTION OF MINUTES 2M1

**It was moved and seconded that the minutes of the Regular meeting of Regional Services Committee held September 23, 2009 be adopted.**

**MOTION CARRIED**

## BUSINESS ARISING FROM THE MINUTES

Director Morrison noted that he received a telephone inquiry regarding Item NB2, Page 3 of the minutes, and requested the Administrator to verify the origin of the caller.

## DELEGATIONS

4D1

Theresa Gerritsen representing Safer Futures and the CVRD Community Safety Advisory Committee provided a presentation on activities of the Committee which, she said, include:

- the *Cowichan Region Safety Lens, Community Safety Bulletin, and Making the Links: A Tool Kit for Engaging Local Neighbourhoods* documents;
- a safe needle disposal strategy toolkit;
- implementing a designated domestic violence court;
- working with the citizens' advisory on parole release; and
- the ongoing creation of strategies to address issues of safety.

6:13 pm

Director Hutchins joined the meeting at 6:13 pm.

4D2

Gary Rolston representing Cowichan Valley Agricultural Study provided a presentation on the draft Cowichan Valley Agricultural Plan and responded to questions from the Committee.

## STAFF REPORTS

5SR1

Staff Report from the Manager, Economic Development dated October 28, 2009, regarding the Cowichan Region Area Agricultural Plan, was considered:

It was the consensus of the Committee that more information regarding the hiring of an Agricultural Development Officer and the formation of an Agricultural Development Committee, including the proposed terms of reference, membership, and reporting hierarchy, was needed.

**It was moved and seconded that the Staff Report from the Manager, Economic Development dated October 28, 2009, regarding the Cowichan Region Area Agricultural Plan, be referred to the Administrator for further clarification.**

**MOTION CARRIED**

5SR2

Staff Report from the Manager, Finance dated October 16, 2009, regarding Municipal Insurance Association Liability Insurance, was considered:

**It was moved and seconded that staff provide an update on Westcoast Landfill Diversion Corporation at a future Closed Session meeting.**

**MOTION CARRIED**

**It was moved and seconded that the Staff Report from the Manager, Economic Development dated October 28, 2009, regarding the Cowichan Region Area Agricultural Plan, be**

received and filed.

**MOTION CARRIED**

**5SR3** Staff Report from the General Manager, Engineering & Environment dated October 21, 2009, regarding Utility Takeover Policy, was received.

**5SR4** Staff Report from the Manager, Regional Environmental Policy dated October 20, 2009, regarding the Cowichan Valley Regional District Environment Commission membership, was considered:

**It was moved and seconded that it be recommended to the Board that the following appointments to the Environment Commission be approved:**

**Appointed for a term to expire December 31, 2010:**

**Chris Wood;  
Peter Keber;  
Rodger Hunter; and  
Roger Wiles.**

**MOTION CARRIED**

**5SR5** Staff Report from the Manager, Regional Environmental Policy dated October 20, 2009, re: status of the Chinook fisheries, was received.

**RESOLVE INTO  
CLOSED  
SESSION  
8:19 pm** **It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, Subsection (1) (l) Regional Objectives.**

**MOTION CARRIED**

**RISE FROM  
CLOSED  
SESSION  
8:37 pm** **It was moved and seconded that the Committee rise without report and return to the Regular portion of the meeting.**

**MOTION CARRIED**

**5SR6** Staff Report from the Manager, Corporate Planning dated October 21, 2009, regarding corporate strategic planning, was received.

**ADJOURNMENT  
8:37 pm** **It was moved and seconded that the meeting adjourn.**

**MOTION CARRIED**

The meeting adjourned at 8:37 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:\*

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.



Administrative Services

REQUEST TO APPEAR AS A DELEGATION

(Submit completed form to Corporate Secretariat Division – Fax 250.746.2513)

REQUEST TO ADDRESS: ☐ CVRD BOARD

☒ Regional Services COMMITTEE

at the meeting of November 25, 2009 at 6:00 - pm

APPLICANT NAME Bev Thompson & CHRISTINE FAGAN

REPRESENTING: COWICHAN INTERCULTURAL SOCIETY  
(name of organization if applicable)

AS: Volunteer Co-ordinator  
(capacity/office)

NUMBER ATTENDING: 2

Applicant mailing address: 101-255 INGRAM ST. DUNCAN, BC.

Applicant Telephone: 250-748-3112 Fax: 250-748-1335

Applicant email: bev.cis@telus.net

PRESENTATION TOPIC and NATURE OF REQUEST:

Creating our stories about our home.

(If more space is required, please attach an additional page to this form)

Bev Thompson  
Signature

Nov. 12, 2009  
Date

Cowichan Valley Regional District, 175 Ingram Street, Duncan BC V9L 1N8  
Please address inquiries to the Corporate Secretariat Division at 250.746.2508.





Cowichan  
**INTERCULTURAL**  
Society

"Activating Our Stories—Creating Our Home"

ART ART ART ART ART ART ART ART ART DIALOGUE DIALOGUE LEARN ART  
ART ART EXPLORE ART ART ART ART LAUGH LAUGH LAUGH ART ART ART  
DIALOGUE LEARN ART ART ART SHARE LAUGH SHARE ART ART ART  
DIALOGUE ART ART ART CRY ARTS ARTS ART REFLECTION ART ART HEART  
ART INSPIRATION ART ART DIALOGUE ART ART ART ART ACTION ART ART  
ART DIALOGUE ART COMMUNITY

How do you ...

...get people to participate in the first place?

...hear from everybody to assess community need?

...build a welcoming and inclusive community where COLLECTIVE responsibility  
is STRONG?

Funded by WelcomeBC, this project teaches leaders, community stakeholders,  
and artists in the Cowichan Region how to use *arts-based dialogue* to get to the  
heART of the matter.

Come participate in this amazing opportunity.

You will:

- receive training in a new toolkit from Americans for the Arts. This approach will empower leaders and artists to add another level to community engagement.
- receive funding to collaborate on an arts-based event in one of 11 communities of the Cowichan Region.

The Dialogue:

- serves as a framework for community engagement through the act of conversation and story telling
- creates empathy through hearing first-hand accounts
- nurtures relationships
- inspires thought
- motivates action for social involvement

The Arts:

- stimulates reflection with a multi-sensory approach
- transcends communication barriers
- engages a broader cross-section of our diverse community
- is FUN and not just another meeting!

Training is provided for 2 ½ days in January, all expenses paid. Registration is mandatory. Space is limited to a maximum of 30 participants so please register now. For more information or to register, contact:

*Bev Thompson at [bev.cis@telus.net](mailto:bev.cis@telus.net) or 250-748-3112 or  
drop in to 101-255 Ingram St. in Duncan*



## Activating Our Stories—Creating Our Home

Name:

Address:

E-mail:

Phone:

Can you attend training in The Arts and Civic Engagement Toolkit from 5pm Thursday, January 21 to 5pm Saturday January 23, 2010?

Are you able to commit to monthly meetings for two hours throughout this year-long project?

How did you hear about the Creating Our Home project?

What medium of the arts do you work in? (Poetry, dance, visual art, movement, theatre, spoken word, sculpture, storytelling, weaving, quilting, fibre arts, musician, pottery ...etc)

Why are you interested?

*Space is limited to a maximum of 30 participants. Successful applicants will receive an honorarium at the end of this project. Registration deadline: January 6. For more information or to register, please contact Bev Thompson at [bev.cis@telus.net](mailto:bev.cis@telus.net) or 250-748-3112 or drop in to Cowichan Intercultural Society at: 101-255 Ingram St. Duncan*



WelcomeBC

4D3

## Request to Appear as a Delegation

## Meeting Information

Request to Address:\*

☐ CVRD Board☒ Committee

If Committee, specify the Committee here:\*

Regional Services

Meeting Date:\*

11/25/2009

Meeting Time:\*

6:00

## Applicant Information

Applicant Name:

Rodger Hunter

Representing:

Cowichan Basin Water Advisory Council

(Name of organization if applicable)

As:

Coordinator

(Capacity / Office)

Number Attending:

1

## Applicant Contact Information

Applicant Mailing Address:

3961 Riverside Road

Applicant City:

Duncan

Applicant Telephone:

250-701-0143

Applicant Fax:

Applicant Email:

visavis@uniserve.com

## Presentation Topic and Nature of Request:

Update Committee on the Status of the Cowichan Water Basin Management Plan and present summary proposed governance document for Cowichan Basin Water Advisory Council for approval.

\* indicates required fields.



5SR1

## STAFF REPORT

### REGIONAL SERVICES COMMITTEE MEETING OF NOVEMBER 25, 2009

**DATE:** November 18, 2009 **FILE NO:**

**FROM:** Sybille Sanderson, Acting General Manager, Public Safety

**SUBJECT:** Antenna Site Agreement – Mt. Bruce, Saltspring Island

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**Recommendation:**

That the Chair and Corporate Secretary be authorized to sign the renewal agreement for the use of the Mt. Bruce CI911 Antenna Site.

**Purpose:**

To obtain Board authorization to execute the agreement for the Mt. Bruce Repeater Site at Saltspring Island between the CVRD and Cercomm Electronics Ltd.

**Financial Implications:**

N/A as the rate will remain as it has been for the last five years.

**Background:**

The Mt. Bruce repeater site has been rented for the past five years from Cercomm Electronics Ltd. at a rate of \$2400 per year plus applicable taxes. The company has offered to renew the agreement with the same rates and conditions applying for the period of 1 Nov 2009 to 31 Oct 2014.

I have reviewed the proposal and support its approval.

Submitted by,

Sybille Sanderson  
Acting General Manager, Public Safety

/bw

Attachments: Antenna Site Agreement between CERCOMM Electronics Ltd and the CVRD

## ANTENNA SITE AGREEMENT

THIS AGREEMENT made the 1st day of November, 2009

### BETWEEN

CERCOMM ELECTONICS LTD.  
2540 Bowen Road  
Nanaimo, BC V9T 3L3

### AND

COWICHAN VALLEY REGIONAL DISTRICT  
175 Ingram Street  
Duncan BC V9L 1N8

### SITE:

Mt. Bruce, Saltspring Island BC  
South Saltspring License #105220 part of the NW ¼ of section 50 containing .221 HA

### EQUIPMENT:

ONE—VHF RADIO REPEATER

### MONTHLY/YEARLY RENTAL:

\$200.00 per month, plus GST and PST

OR

\$2400 per year, plus GST and PST

PLUS \$200 for property taxes to be billed in June of every year of agreement plus appreciable taxes.

INCLUDES: Use of site  
Hydro  
Back up Power—diesel generator

There are no extra costs unless there is a substantial increase in Property Taxes or Hydro

### TERM:

Term of 5 years with the option to renew


Site access will be 24 hours, 7 days a week; CVRD will have own keys for the site. A call must be place to CERCOMM when entering site to acknowledge authorized people are on site. (CVRD's present contractor, Radio Works, does this at present)


### CONDITIONS:

1. Site is rented on basis of non-interference to other systems
2. Customer shall not add or change equipment or modify equipment from original concept except with written permission from Cercomm Electronics Ltd.
3. Customer shall supply proof of insurance; bodily injury and property damage.
4. Customer shall carry insurance on its own goods
5. Increase in land costs, hydro increases, and increases in taxes, will be passed on to end user (Customer)
6. GST and PST are extra if applicable

IN WITNESS WHEREOF the parties hereto have executed this agreement as follows:

CERCOMM ELECTRONICS LTD.  
**SITE OWNER**

  
\_\_\_\_\_)  
)  
)  
)  
)  
SULO V. POYSTILA

  
\_\_\_\_\_)  
)  
)  
)  
)  
WITNESS

The Corporate Seal of the  
COWICHAN VALLEY REGIONAL DISTRICT  
**USER**  
as hereto affixed in the presence of

\_\_\_\_\_)  
)  
)  
)  
)  
CHAIR

\_\_\_\_\_)  
)  
)  
)  
)  
CORPORATE SECRETARY

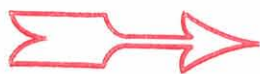
\_\_\_\_\_

**NEW BUSINESS****NB1**

Staff Report from the Manager, Economic Development dated September 22, 2009, re: Economic Development Division budget status report, was received as information.

**NB2*****Regional Tourism***

Director Morrison said that he was concerned over Regional tourism and Economic Development and their relationship to the potential loss of the Tourism Information Centre in the Town of Lake Cowichan. He noted that he had attended the last Economic Development meeting and that he would like to have a full discussion with all the partners involved in Regional tourism.



Director Morrison requested that a discussion regarding Regional tourism and Economic Development be placed on the next Regional Services Committee agenda.

**ADJOURNMENT**  
**7:26 p.m.****It was moved and seconded that the meeting adjourn.****MOTION CARRIED**

The meeting adjourned at 7:26 p.m.

\_\_\_\_\_  
Chairperson\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_