



REGIONAL SERVICES COMMITTEE SPECIAL MEETING

THURSDAY, FEBRUARY 12, 2009

4:00 PM - CVRD BOARD ROOM - 175 INGRAM STREET

	AGENDA	PAGES
1.	<u>APPROVAL OF AGENDA:</u>	1-2
2.	<u>2009 BUDGET:</u>	
	<u>CORRESPONDENCE:</u>	
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	<u>STAFF REPORTS:</u>	
2SR1	Memorandum from General Manager of Corporate Services Re: 2009 Regional District Budget	17-26
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3.	<u>ADJOURNMENT:</u>	

The next Regional Services Committee meeting is scheduled for Wednesday, February 25, 2009, at 6:00 p.m. in the Board Room, 175 Ingram Street, Duncan, BC. There is a Special Regional Services Committee meeting on Thursday, February 26, 2009 at 4:00 p.m.

Distribution:

Director P. Kent, Chair
Director T. Walker, Vice-Chair
Director K. Cossey
Director M. Dorey
Director L. Duncan
Director G. Giles

Director G. Seymour
Director B. Harrison
Director D. Haywood
Director R. Hutchins
Director L. Iannidinardo
Director K. Kuhn

**REGIONAL SERVICES COMMITTEE
MEETING AGENDA**

- 2 -

FEBRUARY 12, 2009

Director M. Marcotte
Director T. McGonigle

Director I. Morrison

As Well As:

Warren Jones, Administrator
Joe Barry, Corporate Secretary

Mark Kueber, Manager of Corporate Services

Agenda Cover Only:

Tom Anderson, Manager, Planning & Development Department
Brian Dennison, Manager, Engineering & Environmental Services Department
Bob McDonald, Manager, Recycling & Waste Management Division
Geoff Millar, Manager, Economic Development Division
Brian Farquhar, Manager, Parks & Trails Division
Kate Miller, Manager, Regional Environmental Policy Division
Dan Derby, Manager, Protective Services

REGIONAL GRANT IN AID APPLICATIONS

2009

Dec 18/08



hand delivered with
Apr 30/08 audited stmts

December 17, 2008

Gerry Giles, Chair
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Dear Chair and Board Members,

Re: 2009 Regional Grant In Aid – Cowichan Sportsplex

Please find enclosed a Regional Grant-in-Aid Application from the Chesterfield Sports Society for 2009.

The Society requests an opportunity to make a presentation of this budget in January 2009 and to answer any questions that may arise.

On behalf of our Board of Directors and all the people who enjoy the Cowichan Sportsplex, we thank the CVRD Directors for their support of this valuable community project.

Sincerely,

C. Brandon, Exec. Director

 Don McClintock,
President

COWICHAN
SPORTSPLEX

6847 Chesterfield Avenue
Duncan, BC V9L 3M3
Tel 250 746 5666
Fax 250 746 5682
sportsplex@telus.net



...the heart of a healthy community...

www.cowichansportsplex.com

COWICHAN SPORTSPLEX - Operating Budget

	Proposed May 1, 2006 to April 30, 2007	Actual (rounded off) May 1, 2006 to April 30, 2007	Proposed (revised) May 1, 2007 to April 30, 2008	Actual (rounded off) May 1, 2007 to April 30, 2008	Proposed May 1, 2008 to April 30, 2009	Proposed May 1, 2009 to April 30, 2010	Proposed May 1, 2010 to April 30, 2011
REVENUES							
Advertising Fence Signs	\$ 6,350.00	\$ 5,103.00	\$ 8,100.00	\$ 6,116.10	\$ 6,350.00	\$ 6,350.00	\$ 6,350.00
Concession	\$ 6,000.00	\$ 5,143.00	\$ 5,000.00	\$ 5,143.00	\$ 16,000.00	\$ 6,000.00	\$ 6,000.00
Donations to Operating	\$ 50,000.00	\$ 47,687.00	\$ 15,500.00	\$ 47,687.00	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00
Donations In-Kind	\$ 27,000.00	\$ 21,385.00	\$ 36,000.00	\$ 20,633.95	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
Fundraising	\$ 31,800.00	\$ 21,873.00	\$ 45,000.00	\$ 16,320.00	\$ 41,000.00	\$ 50,000.00	\$ 55,000.00
Membership Dues	\$ 4,630.00	\$ 4,467.00	\$ 4,500.00	\$ 3,915.00	\$ 7,286.00	\$ 7,286.00	\$ 7,286.00
Miscellaneous	\$ 2,600.00	\$ 4,739.00	\$ 2,652.00	\$ 4,739.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
Rental Fees	\$ 80,300.00	\$ 62,845.00	\$ 63,240.00	\$ 65,073.11	\$ 85,000.00	\$ 60,000.00	\$ 60,000.00
Rental Fees from Local Government	\$ 32,000.00	\$ 32,000.00	\$ 43,000.00	\$ 35,000.00	\$ 43,000.00	\$ 43,000.00	\$ 43,000.00
Operating Grants (CYRD)					\$ 100,000.00	\$ 110,000.00	\$ 120,000.00
Total Operating Revenue	\$ 240,680.00	\$ 216,985.00	\$ 222,992.00	\$ 233,520.00	\$ 352,736.00	\$ 336,736.00	\$ 351,736.00
EXPENDITURES							
Maintenance & Operations							
Field aeration / seeding / topdressing	\$ 11,000.00	\$ 9,615.00	\$ 11,220.00	\$ 9,615.00	\$ 6,200.00	\$ 6,324.00	\$ 6,450.00
Fertilizer, Weeds, Disease, Seed, Lime, Sand	\$ 10,000.00	\$ 6,896.00	\$ 9,000.00	\$ 6,896.00	\$ 9,180.00	\$ 9,363.60	\$ 9,550.87
Waste Disposal					\$ 1,500.00	\$ 1,530.00	\$ 1,560.60
Field Marking	\$ 500.00	\$ 1,040.00	\$ 1,200.00	\$ 770.00	\$ 1,224.00	\$ 1,248.48	\$ 1,273.45
Irrigation		\$ 1,763.00	\$ 2,040.00	\$ 2,040.00	\$ 2,830.80	\$ 2,887.42	\$ 2,164.86
Project Materials & Equipment	\$ 4,000.00	\$ 1,210.00	\$ 1,500.00	\$ 1,210.00	\$ 7,000.00	\$ 7,140.00	\$ 7,282.80
Equipment Supplies/Service/Repairs	\$ 3,000.00	\$ 2,861.00	\$ 3,060.00	\$ 2,861.00	\$ 5,000.00	\$ 5,100.00	\$ 5,202.00
Miscellaneous Supplies & Tools	\$ 4,000.00	\$ 4,730.00	\$ 4,080.00	\$ 4,730.00	\$ 4,200.00	\$ 4,284.00	\$ 4,369.68
Fuel	\$ 3,000.00	\$ 2,452.00	\$ 3,060.00	\$ 2,452.00	\$ 4,984.00	\$ 5,083.68	\$ 5,185.35
Operating Utilities In-kind	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00	\$ 27,000.00
Wages & Benefits	\$ 58,822.00	\$ 56,526.00	\$ 81,922.00	\$ 67,670.00	\$ 97,438.00	\$ 100,000.00	\$ 110,000.00
Professional Development & Training	\$ 800.00	\$ 133.00	\$ 815.00	\$ 133.00	\$ 2,200.00	\$ 2,244.00	\$ 2,268.88
Contingency	\$ 1,000.00	\$ 342.00	\$ 1,000.00	\$ 342.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Total Maintenance & Operations	\$ 125,122.00	\$ 116,440.00	\$ 146,897.00	\$ 123,210.00	\$ 178,756.80	\$ 182,205.18	\$ 192,328.50
Administration							
Advertising & Promotion	\$ 1,630.00	\$ 458.00	\$ 1,000.00	\$ 458.00	\$ 1,510.00	\$ 1,540.20	\$ 1,571.00
Office & Miscellaneous	\$ 10,400.00	\$ 6,457.00	\$ 10,400.00	\$ 6,457.00	\$ 12,050.00	\$ 12,281.00	\$ 12,536.82
Office Utilities	\$ 2,380.00	\$ 3,632.00	\$ 2,407.00	\$ 3,632.00	\$ 2,455.14	\$ 2,504.24	\$ 2,554.33
Insurance & Licences	\$ 7,200.00	\$ 7,157.00	\$ 8,038.00	\$ 7,157.00	\$ 8,198.76	\$ 8,362.74	\$ 8,529.99
Accounting & Legal	\$ 6,000.00	\$ 95,980.00	\$ 20,103.00	\$ 20,103.00	\$ 20,505.06	\$ 20,915.16	\$ 21,333.46
Security	\$ 500.00	\$ 529.00	\$ 1,100.00	\$ 529.00	\$ 1,122.00	\$ 1,144.44	\$ 1,167.33
Wages & Benefits	\$ 89,947.00	\$ 94,032.00	\$ 94,952.00	\$ 94,032.00	\$ 93,806.00	\$ 94,520.00	\$ 96,400.00
Contingency	\$ 2,000.00		\$ 2,000.00		\$ 2,040.00	\$ 2,080.00	\$ 2,120.00
Total Administration	\$ 120,037.00	\$ 150,240.00	\$ 140,006.00	\$ 127,155.00	\$ 141,888.96	\$ 143,357.78	\$ 146,212.93
Contingencies							
Replacement contingency	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00
Transfer to Capital Replacement Contingency	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Last year deficits/surplus	\$ -	\$ -	\$ -	\$ -	\$ 8,441.00	\$ 10,731.00	\$ 1,904.00
Total Expenditures from Operating Revenue	\$ 263,159.00	\$ 266,680.00	\$ 306,897.00	\$ 245,055.00	\$ 328,645.76	\$ 336,583.96	\$ 359,541.43
NET Revenue/Deficit from Operating	\$ (22,479.00)	\$ (69,700.00)	\$ (83,905.00)	\$ (8,234.00)	\$ 10,731.24	\$ 1,904.04	\$ (4,901.43)



December 22, 2008

Mark Kueber
Treasurer
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8
Phone: 250.746.2571
Fax: 250.746.2581

Dear Mr. Kueber:

Please find enclosed the 2009 Regional Grant-in-Aid application for Social Planning Cowichan.

Thank you for your attention to this matter.

Yours truly,

Valerie Nicol, Chair
Social Planning Cowichan



CVRD

**FINANCIAL SERVICES
POLICIES and PROCEDURES**

REGIONAL GRANT IN AID APPLICATION

Name of Organization: Social Planning Cowichan

Name of Contact Person: Michelle Nowzek, Executive Assistant

Mailing Address: 135 Third St. Duncan, BC **Postal Code:** V9L 1R9

Telephone No.: 250.746.1004 ext.250 **Fax No:** 250.746.8819

Description of Event/Project:

The purpose of this Grant-in-Aid is to provide core funding to Social Planning Cowichan for eight months for salary, benefits, rent and utilities, and operating expenses.

Objectives and Work Plan

This money will allow Social Planning Cowichan to continue to pay for the employment of an Executive Assistant, and Project Managers, as required, and to continue its work on topical issues in the community such as Visions 2020, social health of the region, affordable housing, child care, implications of regional growth – especially of our ageing population, and building strong cross-cultural relations.

The Board, with assistance by the Executive Assistant, will work with the community on identifying priority projects for 2009, and will spearhead these projects to their completion. (See attached for a detailed work plan)

Is the Event/Project already provided in the community by another organization?

Yes _____ No x

If yes, provide details: _____

Who will benefit from the Event/Project: The whole of the CVRD

Total cost of the Event/Project: Approx. \$249,200.00

Will you receive other sources of funding? Yes x No _____

Please describe other sources of funding and amounts as requested or expected:

Service Canada JCP (\$65,000), Understanding the Early Years (\$2,500), Children First (\$2,500), BC Healthy Communities (\$2,500), & Service Canada Summer (\$8,960)

Indicate the volunteer labour and/or in-kind donations to be contributed to the Event/Project:

Approx. 1964 Volunteer labour hrs (approx. value \$37,740), in-kind contributions include sharing of information and resources with many local business, non-profit, and service agencies (approx. value \$50,000 to \$75,000 per year)

Grant in Aid applied for: \$50,000

Note: All applications must be received by the Regional District on or before January 1st of each year to be considered in the current year. Please attach documentation as required by CVRD policy, and any additional documentation supporting your Event/Project.

Social Planning Cowichan – Work Plan 2009

1. Continue to address issues of affordable housing in the Cowichan Region through the Affordable Housing Directorate as recommended in the *Inadequate Shelter in the Cowichan Valley Report*. The primary objective of which is to increase safe, quality, affordable housing in the Cowichan Region and develop a regional housing strategy. Activities will involve the completion of a meta-analysis of the Cowichan Valley housing research developed by local agencies and governments to aid in the ongoing process of strategic planning. The Directorate will continue to research best practices and share the information with local government and the larger community.
2. Continue to address the issues of childcare in the Cowichan Region through the Regional Child Care Task Force that was created as a result of the recommendations found in Social Planning Cowichan's publication *Child Care in the Cowichan Valley Region*. The primary objectives of the Regional Child Care Task Force are to act as a regional advisory body to gather and monitor community information on child care and early childhood development, and to identify and discuss possible areas for action and collaboration. The Regional Task Force will promote awareness of early childhood development and childcare issues in the community and beyond. Activities include developing early childhood education in Duncan (Vancouver Island University) and implementing a local childcare strategy which includes a plan for staff retention, recruitment, and further training opportunities.
3. As one of the organization's early goals, Social Planning Cowichan published the 2006 Status of the Community. Social Planning Cowichan's groundbreaking Status of the Community report, which identified 65 quality of life indicators in 10 focus areas, gave citizens of the Cowichan Valley a better understanding of current social issues. Following the principles of the Earth Charter, the report made recommendations based on Anielski's Genuine Wealth model. The report identified trends in each of the indicators, and also identified gaps, current initiatives and priorities. Social Planning Cowichan is now revising the Status of the Community report, to incorporate the feedback received from the community regarding the first report. With the community pressures such as income inequality, lack of affordable housing, and economic slowdown, among other concerns, we feel this is very timely. It is expected that the second Status of the Community report will be published in September of 2009.
4. Continue working on initiatives related to community implications and planning for regional growth, especially the aging population. This summer the organization produced the report *Implications of Regional Growth in Cowichan – Part One*. The report is the first in a planned series that will look at growth projections and impact

on the ten determinants of social health for each of our geographical communities in the region.

5. Social Planning Cowichan worked closely with the North American Indigenous Games (NAIG) and has been identified as the lead organization to continue on with its social legacy of building strong cross cultural relationships and harmony post games. This cross-cultural relations initiative focuses on celebrating multiculturalism in the Cowichan Region. Work on this initiative has included the successful coordinating and funding of the *Walk of the Nations* event held October 5th, 2008 in our community. To date, we have conducted interviews with key leaders; both Aboriginal and non-Aboriginal. Social Planning Cowichan has created a list of key community leaders to sit on the newly formed Cultural Connections Council, which will be convened in the New Year. Once initial meetings have been held, under Social Planning Cowichan's direction the Cultural Connections Council will begin its goal of creating a strategic plan around building stronger cross-cultural relations in the Cowichan Valley.
6. Social Planning Cowichan will continue its partnership with the *Active Communities Team* to work to identify and address barriers related to access to physical activity for those people with low incomes between the ages of 35-54, who may also face other challenges.
7. Seek funding for projects related to SPC strategic goals: affordable housing, childcare/early childhood development, ten determinants of health, cross cultural relationships, everybody active and the implications of senior's growth in the Region.
8. Develop a Social Planning Cowichan 2010 strategic plan with goals, implementation outline, timelines and budget by November 2011.
9. Publish an Annual report by January 10th, 2011.
10. Continue to be responsive to community concerns and to build networking and collaboration in the community through attending and organizing community meetings.

Cowichan Social Planning Society
Balance Sheet
As of October 31, 2008

ASSETS

Current Assets

Chequing/Savings

1100 · General Operators - 1798016

1104 · Gaming - BC 150

1150 · Petty Cash

Total Chequing/Savings

Accounts Receivable

1200 · Accounts Receivable

Total Accounts Receivable

Other Current Assets

1210 · GST Receivable

1260 · Prepaid Expense

Total Other Current Assets

Total Current Assets

TOTAL ASSETS

\$	25,117
	10,000
	200
	35,317
	-
	-
	379
	1,108
	1,487
	36,804
\$	36,804

LIABILITIES & NET ASSETS

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable

Total Accounts Payable

Other Current Liabilities

2320 - Deferred Revenue

Total Other Current Liabilities

Total Current Liabilities

Total Liabilities

Net Assets

Unrestricted Net Assets

Current Year Unrestricted Net Assets

Total Net Assets

\$	1,850
	1,850
	3,289
	5,139
	5,139
\$	5,139
	16,971
	14,694
\$	31,665
\$	36,804

Cowichan Social Planning Society
Revenue Expense by Class
April 2008 through October 2008

Revenue	General Operations	Building Cultural Relations	Implication of Regional Growth	Housing Research	Every Body Active	Affordable Housing	Status of the Community	Child Care Project	TOTAL
4100 - Municipal - CVRD	41,250	-	-	-	-	-	-	-	41,250
4130 - Federal - HRDC Revenue	-	-	3,972	2,245	-	2,418	-	-	8,634
4101 - Provincial Grant Funds	-	6,711	-	-	1,500	-	-	-	8,211
4140 - Bank Interest	65	-	-	-	-	-	-	-	65
4170 - Program Fees	-	-	431	243	-	262	-	-	936
4150 - Misc. Revenue	1,774	4,589	-	-	-	-	-	695	7,058
Total Revenue	\$ 43,089	\$ 11,300	\$ 4,402	\$ 2,488	\$ 1,500	\$ 2,680	\$ -	\$ 695	\$ 66,154

Expense	General Operations	Building Cultural Relations	Implication of Regional Growth	Housing Research	Every Body Active	Affordable Housing	Status of the Community	Child Care Project	TOTAL
6020 - Administrative Fees	\$ 585	-	-	-	-	-	-	-	\$ 585
6025 - Advertising & Promotion	-	\$ 2,513	-	-	-	-	-	-	2,513
6120 - Bank Charges, Fees, Pen	26	-	-	-	-	-	-	-	26
6170 - Equipment Rental	-	1,461	-	-	-	-	-	-	1,461
6175 - GST Expense	137	75	-	-	-	-	-	-	212
6190 - Wages & Benefits	10,828	3,749	5,357	2,975	-	3,244	928	-	27,080
6180 - Insurance	375	325	-	-	-	-	-	-	700
6230 -License & Permits	-	325	-	-	-	-	-	-	325
6240 - Miscellaneous	570	552	-	-	-	-	-	-	1,122
6250 - Postage and Delivery	170	-	-	-	-	-	-	-	170
6260 - Printing and Communicati	1,006	100	2,363	-	-	-	-	234	3,703
6270 - Professional Fees	1,566	1,077	210	-	-	500	-	-	3,354
6290 - Rent	4,550	-	-	-	-	-	-	-	4,550
6340 - Telephone	43	-	-	-	-	-	-	-	43
6353 - Travel / Lodging	1,385	200	-	-	75	321	-	107	2,088
6360 - Meetings Expense	73	-	-	-	-	-	-	-	73
6400 - Computer Equipment	2,498	-	-	-	-	-	-	-	2,498
6770 - Supplies	876	50	-	-	-	-	-	30	956
Total Expense	\$ 24,689	\$ 10,427	\$ 7,930	\$ 2,975	\$ 75	\$ 4,065	\$ 928	\$ 371	\$ 51,460
Revenue over (under) expense	\$ 18,400	\$ 873	\$ (3,528)	\$ (486)	\$ 1,425	\$ (1,385)	\$ (928)	\$ 324	\$ 14,694

Social Planning Cowichan

Budget April 1 -- December 31, 2008

REVENUES		Budget	Actual YTD	Difference
CVRD	\$6875.00/ mth x 8 mths	55,000.00	41,250.00	13,750.00
HRDC	summer student	8,634.00	8,634.00	0.00
Everybody Active Seed Grant			1,500.00	-1,500.00
BC 150 Grant			6,711.00	-6,711.00
Misc. Revenue			2,469.00	-2,469.00
Program Fees			936.00	-936.00
CCC	NAIG Social Legacy Funds		4,589.00	-4,589.00
Bank Interest		-	65.00	-65.00
Total Revenues		63,634.00	66,154.00	-2,520.00
EXPENDITURES				
EA Wages & Ben	\$22/hr x 31 wks x 20 hrs/wk	13,640.00	10,828.00	2,812.00
Research Asst.	\$10/hr x 31 wks x 20 hrs/wk	6,200.00	3,749.00	2,451.00
Student Wages	Housing & Status Research	7,147.00	7,147.00	0.00
Student Wages	Implications of Regional Gro	5,357.00	5,357.00	0.00
Equipment Renta Walk of the Nations			1,461.00	-1,461.00
Rent	9 mth @ \$650/mth	5,850.00	4,550.00	1,300.00
Bookkeeping	\$15 hrs/mth x \$28/hr	3,780.00	3,354.00	426.00
Printing & Communications		6,000.00	3,703.00	2,297.00
Admin. Fees		1,500.00	585.00	915.00
Phone	\$20/mth x 9 mths	400.00	43.00	357.00
Insurance	special events and office	1,000.00	700.00	300.00
Computer Equipment		2,760.00	2,498.00	262.00
Advertising & Promo.		3,000.00	2,513.00	487.00
Office Supplies		1,200.00	956.00	244.00
Meeting Expenses		200.00	73.00	127.00
Bank Charges		100.00	26.00	74.00
GST Expense		500.00	212.00	288.00
License & Permit Walk of the Nations			325.00	-325.00
Postage & Delivery		500.00	170.00	330.00
Misc.		1,500.00	1,122.00	378.00
Travel/Lodging		3,000.00	2,088.00	912.00
Total Expenses		63,634.00	51,460.00	12,174.00
NET		-	14,694.00	-14,694.00



FINANCIAL SERVICES
POLICIES and PROCEDURES

C.V.R.D.
RECEIVED

JAN 06 2009

Title: REGIONAL GRANTS-IN-AID GUIDELINES (Cont'd.)

Classification: Finance – Grants to Organizations

Approval Date: Oct. 13, 1999

Effective Date: January 1, 2009

REGIONAL GRANT IN AID APPLICATION

Name of Organization: Island Grains

Name of Contact Person: Heather Walker or Brock McLeod

Mailing Address: 4715 Bench Rd, Duncan Postal Code: V9L 6L7

Telephone No. 250-597-3276

Fax No: _____

Description of Event/Project: Island Grains is a series of workshops to teach members how to grow their own grains (eg. wheat, oats, barley)

Is the Event/Project already provided in the community by another organization?

Yes _____ No X

If yes, provide details: No one is doing anything like this, to our knowledge.

Who will benefit from the Event/Project: Members, local agricultural, organics, community

Total cost of the Event/Project:

\$ 3,000

Will you receive other sources of funding? Yes _____ No _____

We have applied but nothing has been granted to date.

Please describe other sources of funding and amounts as requested or expected:

Island Agri - Food Initiative Fund \$ 3,000 requested

Indicate the volunteer labour and/or in-kind donations to be contributed to the Event/Project:

Makaria Farm is donating land (for members' plots), time, irrigation and organization/administrative efforts (covered by membership fee) \$ 3,000

Note: All applications must be received by the Regional District on or before January 1st of each year to be considered in the current year. Please attach documentation as required by CVRD policy, and any additional documentation supporting your Event/Project.

Please see attached letter.



Financial Services
Cowichan Valley Regional District

January 1, 2009

RE: Regional Grant-in-Aid

We have launched a new project for 2009 to teach Islanders how to grow their own grains, and would appreciate the support of the CVRD.

Grains such as wheat, oats, and barley are not difficult to grow on a small-scale here on the Islands, but the knowledge and practice of growing grains has become lost over the generations. Growing grains for human consumption was a common practice on the Islands until World War II, but the massive tracts of land required for large-scale production are expensive and as a result we now rely on grains from the prairie provinces and outside of Canada to supply this crucial component of our diet.

Our Island Grains project offers the opportunity for interested individuals, families and groups to regain this lost knowledge of how to grow grains. Each membership entitles the participants to attend events and workshops throughout the 2009 grain-growing season: there will be at least four such gatherings, to address the planning, sowing, tending and harvest stages. Each membership also includes a 200 sq.ft. "starter plot" on our organic farm for the participants to sow, tend, and harvest their own grains.

We charge a minimal fee for membership in our Island Grains project, at \$65 per family/couple, to ensure Island Grains is accessible. The \$65/membership fee covers the cost of preparing the starter plots, installing irrigation, and purchasing a bulk supply of organic grain seed.

In order to attract and compensate our guest speakers for their time and travel costs, we would like to offer reasonable honorariums: \$500 each seems to be the going rate. We would sincerely appreciate assistance from the CVRD in this regard. Most of our speakers are Islanders (e.g. Dan Jason of Salt Spring Seeds, Mike Doehnel from Saanich, Bruce Stewart of Cowichan Bay), so the funds would stay in our Island economy. While public attendance at some events may help cover these costs, we would rather have the option to control the audience size and/or consider offering free public admission. Support from the CVRD in the amount of \$3,000 would allow us this freedom, covering the cost of six guest speakers.

While Makaria Farm is a "for profit" business, Island Grains is not a money-making project. Any funds provided by the CVRD would be paid directly to our speakers, whose time and knowledge benefit the entire Island community. We have already applied to the Island Agri-Foods Initiative for funding, and may not need any additional grants: however, we won't learn the outcome of that application until February or later. If the CVRD is not able to provide the full \$3,000 a smaller amount would also go a long way.

We would very much appreciate your support. Please let us know if you would like any further information. Thank you for your time.

Sincerely,

Brock McLeod & Heather Walker
Makaria Farm, 4715 Bench Rd., Duncan, B.C., V9L 6L7 (Cowichan Station)
250-597-3276
info@islandgrains.com
www.islandgrains.com



CVRD

FINANCIAL SERVICES
POLICIES and PROCEDURES

Title: Regional Grants-in-Aid Guideline (Cont'd.)

Classification: Finance – Grants to Organizations

Approval Date: Oct. 13, 1999

Revision Date: November 12, 2008

REGIONAL GRANT IN AID APPLICATION

Name of Organization: O.V.R. ECOVILLAGE

Name of Contact Person: BRANDY GALLACHER

Mailing Address: Box 530, SHANNIGAN LAKE, BC Postal Code: V0R 2W0

Telephone No. (250) 743-3067 Fax No: (250) 743-3019

Description of Event/Project: ECO-AG EDUCATIONAL TOURISM

Is the Event/Project already provided in the community by another organization?

Yes ☒ No ☐

If yes, provide details: SERVICE CANADA (JCP) + VANCITY CREDIT UNION (MARKET STUDY)

Who will benefit from the Event/Project THE COWICHAN VALLEY + 100'S OF VISITORS.

Total cost of the Event/Project: \$ \$95,000.00

Will you receive other sources of funding? Yes ☒ No ☐

Please describe other sources of funding and amounts as requested or expected:

VANCITY \$10K SERVICE CANADA \$55,000 \$ _____

Indicate the volunteer labour and/or in-kind donations to be contributed to the Event/Project:

OVER 100 VOLUNTEERS + OVER \$10K IN LOCAL BUSINESSES MATERIAL DONATIONS

Grant in Aid applied for: \$ 20,000.00

Note: All applications must be received by the Regional District on or before January 1st of each year to be considered in the current year. Please attach documentation as required by CVRD policy, and any additional documentation supporting your Event/Project.

**O.U.R. ECOVILLAGE/O.U.R. COMMUNITY
ASSOCIATION**

Box 530
Shawnigan Lake, BC V0R 2W0
(250)743-3067 phone & (250)743-3019 fax
www.ourecoVillage.org

The innovative
sustainable
village
demonstration site

September 1, 2008

Cowichan Valley Regional District
175 Ingram Street,
Duncan, B.C. V9L 1N8
Tel: (250) 746-2500 Fax: (250) 746-2513

ATTENTION: Administrative Services - Board Support - Grants-In-Aid

RE: REGIONAL GRANT IN AID – Eco/Ag Educational Tourism Project

Attached please find the outline of a project which we are embarking on with a variety of stakeholder groups, VanCity, Service Canada, and related partners. The objective of this project is to enhance the capacity and education framework for 'food security' and 'Eco-Ag Educational Tourism' within the Cowichan Valley. With four years of funded research & networking within the education, food security/food production & farming communities, OUR ECOVILLAGE is now ready to platform this important contribution to the Cowichan Valley.

In brief – OUR COMMUNITY ASSOCIATION (registered Non-Profit Society S41542), the operating Non-Profit which is housed at OUR ECOVILLAGE (working both on and off-site) is requesting the CVRD Grant-In-Aid fund to **contribute \$20,000** towards a partnership in the development of this project. Already we have VanCity, Service Canada, The Cowichan Valley Food Security Action Plan, local food producers/retailers/culinary professionals, and community partners invested in the development of an educational curriculum, demonstration gardens, and onsite service facility which will service the myriad of individuals and organizations who have requested this type of resource. OUR ECOVILLAGE has requests for approximately 10 month in advance for groups who wish to access this type of service and facilities and yet can not find anything of this unique nature on the islands locally. In the last year alone there has been over 7500 visitors to OUR ECOVILLAGE.

**MEMORANDUM****DATE:** February 4, 2009**FILE NO:****TO:** CVRD Board of Directors**FROM:** Mark Kueber, General Manager of Corporate Services**SUBJECT:** 2009 Draft Budget

Please find attached the draft 2009 budget that is being recommended by Management.

You will find in your package 4 documents:

1. Budget booklet.

Due to the concerns on the economy, staff was requested to take out all items that they were proposing for the 2009 year that were not part of the core budget from 2008. This resulted in over \$2 million being taken out of the first 2009 draft budget.

The Budget booklet right now is that trimmed down budget.

2. New Services Requested by the Board. (Not included in Budget Booklet)

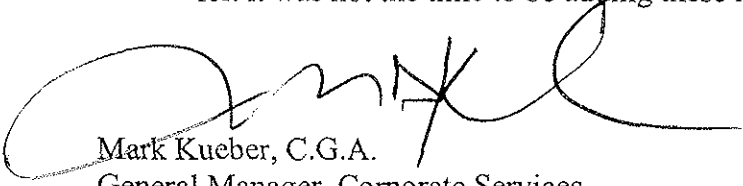
The Board requested a number of new services for 2009; these items have not been included in the core budget. I have listed the new services, the dollar amount requested as well as a print out showing participants, their share of the total and the tax impact on a \$100,000 assessed residential property.

3. Staff Recommended Additions (Not included in Budget Booklet)

Senior management reviewed the initial 2009 budget that was prepared in the fall of 2008. Of the 2 million that was not part of the core service expenditures we are recommending \$430,750. be added to the proposed 2009 budget. The enclosed list shows the recommended services, the expenditure level and the tax impact. Please note they are all Regionally funded expenditures.

4. Not Recommended (Not included in Budget Booklet)

The fourth list consists of all the items that were originally planned for however due to the concern of the Directors and the state of the economy, the senior management team felt it was not the time to be adding these items to the budget.



Mark Kueber, C.G.A.

General Manager, Corporate Services

MK:tk

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**New Services approved
during 2008 by the Regional Board**

Southend Water Study	100,000
Kinsol Trestle Maintenance	45,000
Safer Futures	40,000
Social Planning	50,000
Parkland Acquisition	<u>215,000</u>
Total	<u><u>450,000</u></u>

Please note these items were not part of the 2008 Core budget and have not been included in the draft 2009 budget booklet.

Your direction is required.

SOUTH END WATER STUDY

TOTAL REQUISITION

100,000

STATUTORY LIMITATION:

\$100,000 PER ANNUM

BASIS OF APPORTIONMENT:

ASSESSMENTS TAXABLE FOR HOSPITAL PURPOSES FOR ALL AREAS

PARTICIPATING AREAS:	NET TAXABLE VALUE	FIGURES USED FOR APPORTIONMENT	MEMBERS SHARE	TOTAL
ELECTORAL AREA A	815,948,602	89,542,524	22,538	22,538
ELECTORAL AREA B	1,464,708,565	157,517,238	39,648	39,648
ELECTORAL AREA C	881,555,358	95,414,425	24,016	24,016
ELECTORAL AREA D	483,541,320	54,815,351	13,797	13,797
TOTAL		397,289,538	100,000	100,000

19

RESIDENTIAL TAX RATE:

(PER \$1000 OF NET TAXABLE ASSESSMENT*)

0.0252

COST PER \$100,000 HOUSEHOLD

2.52

KINSOL TRESTLE (283)

TOTAL REQUISITION

45,000

STATUTORY LIMITATION:

GREATER OF \$100,000 OR

0.00828 /1000 OF NET TAXABLE VALUE

102,269

BASIS OF APPORTIONMENT:

ASSESSMENTS TAXABLE FOR HOSPITAL PURPOSES FOR ALL AREAS

20

PARTICIPATING AREAS:	NET TAXABLE VALUE	FIGURES USED FOR APPORTIONMENT	MEMBERS SHARE	TOTAL
CITY OF DUNCAN	583,106,023	77,102,445	2,381	2,381
DISTRICT OF NORTH COWICHAN	4,147,465,746	500,495,278	15,455	15,455
TOWN OF LADYSMITH	1,052,780,449	118,681,857	3,665	3,665
TOWN OF LAKE COWICHAN	375,261,252	41,002,372	1,266	1,266
ELECTORAL AREA A	815,948,602	89,542,524	2,765	2,765
ELECTORAL AREA B	1,464,708,565	157,517,238	4,864	4,864
ELECTORAL AREA C	881,555,358	95,414,425	2,946	2,946
ELECTORAL AREA D	483,541,320	54,815,351	1,693	1,693
ELECTORAL AREA E	521,818,158	66,212,550	2,045	2,045
ELECTORAL AREA F	455,914,360	71,312,642	2,202	2,202
ELECTORAL AREA G	602,339,077	68,796,646	2,124	2,124
ELECTORAL AREA H	466,468,074	51,500,573	1,590	1,590
ELECTORAL AREA I	500,440,087	64,895,945	2,004	2,004
TOTAL	12,351,347,071	1,457,289,846	45,000	0 45,000

RESIDENTIAL TAX RATE:
(PER \$1000 OF NET TAXABLE VALUE)

0.0031

COST PER \$100,000 HOUSEHOLD
0.31

SAFER FUTURES

TOTAL REQUISITION

40,000

STATUTORY LIMITATION:

NONE

BASIS OF APPORTIONMENT:

ASSESSMENTS TAXABLE FOR HOSPITAL PURPOSES FOR ALL AREAS

PARTICIPATING AREAS:	FIGURES USED FOR APPORTIONMENT	MEMBERS SHARE		TOTAL
CITY OF DUNCAN	77,102,445	2,510		2,510
DISTRICT OF NORTH COWICHAN	500,495,278	16,295		16,295
TOWN OF LADYSMITH	118,681,857	3,864		3,864
ELECTORAL AREA A	89,542,524	2,915		2,915
ELECTORAL AREA B	157,517,238	5,128		5,128
ELECTORAL AREA C	95,414,425	3,106		3,106
ELECTORAL AREA D	54,815,351	1,785		1,785
ELECTORAL AREA E	66,212,550	2,156		2,156
ELECTORAL AREA G	68,796,646	2,240		2,240
TOTAL	1,228,578,314	40,000	0	40,000

RESIDENTIAL TAX RATE:
(PER \$1000 OF NET TAXABLE VALUE)

0.0033

COST PER \$100,000 HOUSEHOLD

0.33

SOCIAL PLANNING (494) TOTAL REQUISITION 50,000

STATUTORY LIMITATION: NONE

BASIS OF APPORTIONMENT: ASSESSMENTS TAXABLE FOR HOSPITAL PURPOSES FOR ALL AREAS

PARTICIPATING AREAS:	FIGURES USED FOR APPORTIONMENT	MEMBERS SHARE		TOTAL
CITY OF DUNCAN	77,102,445	3,138		3,138
DISTRICT OF NORTH COWICHAN	500,495,278	20,369		20,369
TOWN OF LADYSMITH	118,681,857	4,830		4,830
ELECTORAL AREA A	89,542,524	3,644		3,644
ELECTORAL AREA B	157,517,238	6,411		6,411
ELECTORAL AREA C	95,414,425	3,883		3,883
ELECTORAL AREA D	54,815,351	2,231		2,231
ELECTORAL AREA E	66,212,550	2,695		2,695
ELECTORAL AREA G	68,796,646	2,800		2,800
TOTAL	1,228,578,314	50,000	0	50,000

RESIDENTIAL TAX RATE: 0.0041 COST PER \$100,000 HOUSEHOLD
(PER \$1000 OF NET TAXABLE VALUE) 0.41

REGIONAL PARKLAND ACQUISITION (285) TOTAL REQUISITION 215,000

STATUTORY LIMITATION: NONE

BASIS OF APPORTIONMENT: LIMITATION IS FOR BOTH REGIONAL AND SUB REGIONAL PARKS
ASSESSMENTS TAXABLE FOR HOSPITAL PURPOSES FOR ALL AREAS

PARTICIPATING AREAS:		NET TAXABLE VALUE	FIGURES USED FOR APPORTIONMENT	MEMBERS SHARE	TOTAL
CITY OF DUNCAN		583,106,023	77,102,445	16,770	16,770
DISTRICT OF NORTH COWICHAN		4,147,465,746	500,495,278	108,860	108,860
TOWN OF LADYSMITH		1,052,780,449	118,681,857	25,814	25,814
TOWN OF LAKE COWICHAN		375,261,252	41,002,372	8,918	8,918
23	ELECTORAL AREA A	815,948,602	89,542,524	19,476	19,476
	ELECTORAL AREA B	1,464,708,565	157,517,238	34,261	34,261
	ELECTORAL AREA C	881,555,358	95,414,425	20,753	20,753
	ELECTORAL AREA D	483,541,320	54,815,351	11,923	11,923
	ELECTORAL AREA E	521,818,158	66,212,550	14,401	14,401
	ELECTORAL AREA F	455,914,360	71,312,642	15,511	15,511
	ELECTORAL AREA G	602,339,077	68,796,646	14,964	14,964
	ELECTORAL AREA H	466,468,074	51,500,573	11,202	11,202
	ELECTORAL AREA I	500,440,087	64,895,945	14,115	14,115
TOTAL		12,351,347,071	1,457,289,846	316,966	0 316,966
RESIDENTIAL TAX RATE: (PER \$1000 OF NET TAXABLE VALUE)			0.0148	COST PER \$100,000 HOUSEHOLD 1.48	

Staff Recommended Additions to the draft 2009 Budget

		Cost per \$100,000 Assessed Value	
100	General Government		
	Growth Management	80,000	0.56
	Cowichan Sportsplex	80,000	0.56
	New Communications/First Nations Manager	100,000	0.70
		<u>260,000</u>	<u>1.82</u>
205	Emergency Planning		
	SAR Base of Operations	25,000	0.18
	New Emergency Planning Manager	85,000	0.60
		<u>110,000</u>	<u>0.78</u>
520	Solid Waste		
	Bings Creek Staff Wages & Benefits	60,750	0.43
	Total	<u>430,750</u>	<u>3.03</u>

Reduction from 2008 Budget

325	Planning	
	Short Range Planner - Wages & Benefits (RFT)	<u>80,000</u>

**Staff requested items that are not being recommended
by the Senior Management Team**

100	General Government		
	Environmental Projects		142,000
	Environmental Staff - RFT		56,000
	Environmental Staff - Summer Student		12,500
	Board Communications		<u>16,500</u>
			<u>227,000</u>
105	Human Resources		
	Staff Wages & Benefits (1RFT, 1 RPT)	Reorg	108,000
	Miscellaneous (Consultants/Conf/OH & S Committee/Labour)		<u>30,000</u>
			<u>138,000</u>
105	Information Technology		
	Staff Wages & Benefits (RFT)	Reorg	<u>70,000</u>
205	Emergency Planning		
	Light Urban Search & Rescue		<u>10,000</u>
325	Planning		
	Consultants		10,000
	Contract for Service		10,000
	Cowichan Bay OCP - Consultants		15,000
	GIS Summer Student		11,000
	Parks - Summer Student		11,000
	Parks - Consultant		10,000
	Machinery & Equipment		<u>20,000</u>
			<u>87,000</u>
328	Bylaw Enforcement		
	Staff Wages & Benefits (RPT)	Reorg	<u>25,000</u>

**Staff requested items that are not being recommended
by the Senior Management Team**

405	Cowichan Lake Recreation	
	Staff Wages & Benefits (RFT)	73,158
	Miscellaneous Equipment	118,700
	Capital Equipment	6,000
	Consultants	<u>20,000</u>
		<u>217,858</u>
411 - 416	Kerry Park Recreation	
	Referendum	18,500
	Capital	<u>40,000</u>
		<u>58,500</u>
421 - 428	Island Savings Centre	
	5 New Part-time Positions (Net)	<u>87,188</u>
464	Shawingan Lake Community Centre	
	Staff Wages & Benefits (Part-time Maintenance)	<u>32,218</u>
283	Kinsol Trestle Maintenance	<u>40,000</u>
	Total	<u><u>992,764</u></u>



STAFF REPORT

REGIONAL SERVICES COMMITTEE SPECIAL MEETING OF FEBRUARY 12, 2009

DATE: February 5, 2009 **FILE NO:**

FROM: Mark Kueber, General Manager,
Corporate Services **BYLAW NO:**

SUBJECT: 2009 Regional Hospital Budget

Recommendation:

1. That the 2009 Regional Hospital Budget be approved as presented.
2. That the Board approve the requested funding level of 1.8 million for minor equipment and projects from Vancouver Island Health Authority for a three year commitment to start in the 2010 budget year.
3. That the Board approve Vancouver Island Health Authority's request to cost share 40% towards the Pharmacy Replacement Project at Cowichan District Hospital in the amount up to \$808,340.

Background:

The Regional Hospital District funds Capital Equipment and projects as requested by VIHA. Capital Equipment is cost shared, with the Regional Hospital District's share being 40% and the remaining 60% coming from VIHA. Each year a budget is presented that funds existing long term debt payments as well as current expenditures.

Minor Capital Equipment/Projects

For the last 3 years the Regional Hospital District's share for Minor Capital Equipment and projects has been \$1.5 million.

A list detailing the Equipment and projects is always provided. During the 2008 budget review VIHA requested that our 40% level be increased to \$1.8 million for 2009 to 2011.

The list that VIHA has approved to date has our 40% share coming to \$1,528,168. however they are requesting that we fund up to \$1.8 million incase additional items become priority and they are able to come up with their 60% share.

Major Capital Equipment/Projects

Major Capital Equipment/Projects are individual items greater then \$1.5 million, these are also cost shared 40/60. In the past the Regional Hospital District's share of this equipment was funded with long term debt or through tax requisition. Starting in 2007 the Board started putting funds into a Reserve fund so when there were large items we would not have to incur debt. The balance as of December 31, 2008 is \$532,764.

For the 2009 Budget VIHA has requested that the Regional Hospital District cost share in a new major Capital Project at Cowichan District Hospital, it is the Pharmacy Replacement Project. The total project is \$2,020,850. with the Regional Hospital District's share being \$808,340. The 2009 Budget includes our share of this project.

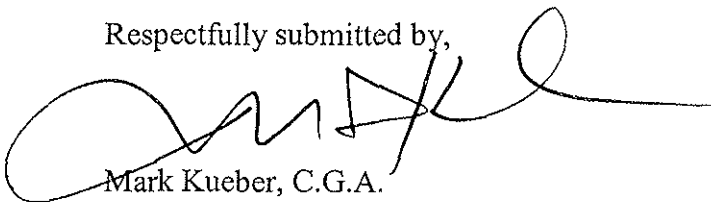
In an attempt to keep the requisition at previous levels I have budgeted to use up to \$360,363. from the reserve fund to cover a portion of this project.

During the 2008 Budget process the Regional Hospital District Board reduced the Hospital requisition in an effort to off set the impact to the tax payers that was caused by the increase in the Regional District Budget.

The intent of the Board was to go back to the previous levels, if not higher, on subsequent years.

The proposed 2009 Hospital Budget has the requisition back to the level that was in place from 2004 to 2007.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'Mark Kueber', with a large, stylized loop at the end.

Mark Kueber, C.G.A.
General Manager, Corporate Services

MK:tk

Attach.

Z:\Mark\Staff Reports 2008\Staff Report - Hospital Budget.doc

**COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT
2009 ANNUAL BUDGET SUMMARY**

- > The Requisition is set at \$2,833,727., which is the same requisition that Board approved for for the four years from 2004 to 2007. In year 2008 the Board reduced the Hospital requisition in an effort to reduce the impact of the increase in the Regional District Budget.
- > The residential tax rate is \$.1945/1000. of assessed value. A property assessed at \$100,000 would pay \$19.45 in 2009, this compares to \$16.88 in 2008 and \$23.01 in 2007.
- > The surplus for the year ending December 31, 2008 has been put into the Hospital Reserve Fund per the Board resolution.
- > Debt payments for expenditures that were approved in previous years total \$767,903.
- > Included in this budget is \$1,528,168. for Minor Capital projects and equipment purchases. These expenditures have not been increased to the request level of 1.8 million.
- > We have been requested to cost share 40% of a Major Capital Project at the Cowichan District Hospital (Pharmacy Replacement Project). Our share is \$808,340. This amount has been included in the proposed 2009 Budget.
- > The lists of equipment that has been provided by VIHA are attached. One of the lists shows Regional recommended Equipment, please note VIHA have not asked the CVRHD to cost share this equipment.

Note: The 2009 Budget has no new debt financing for the equipment or projects included in this years budget.

This Budget uses some of the reserve funds that were set aside in prior Budgets. This was an effort to keep the requisition at previous levels and not at the reduced level of 2008.

Included in this package is the proposed 2009 Budget as well as a 10 year history of the expenditure levels.

**COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT
2009 ANNUAL BUDGET**

<u>REVENUE</u>	<u>ANNUAL BUDGET</u>
Tax Requisition	2,833,727
Transfer from Reserve fund	360,363
Other Revenue: Interest	80,000
Sub Total	<u>3,274,090</u>
TOTAL REVENUE	<u><u>3,274,090</u></u>
<u>EXPENDITURE</u>	
DEBENTURE DEBT	
Debenture Debt	699,252
Short Term: Principal & Interest	63,651
Debt Reserve Fund - current year	<u>5,000</u>
Total Debt	767,903
Administration expense	50,000
Minor Projects	713,300
Capital Equipment	814,868
Major Project	808,340
Reserve funds	<u>119,679</u>
TOTAL EXPENDITURE	<u><u>3,274,090</u></u>

	HOSPITAL ACTIVITY (1999-2009)										
	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009
TAX REQUISITION	2,301,485	1,449,207	1,720,805	1,703,808	2,227,354	2,833,727	2,833,727	2,833,727	2,833,727	2,400,000	2,833,727
TAX RATE	0.3353	0.2122	0.2480	0.2441	0.3133	0.3665	0.3166	0.2764	0.2301	0.1688	0.1945
COST FOR A HOME ASSESSED AT \$100,000	33.52	21.22	24.80	24.41	31.33	36.65	31.65	27.65	23.01	16.88	19.45
>DEBT PAYMENTS	755,143	724,972	838,341	740,026	856,780	781,282	750,082	756,440	764,800	762,903	767,903
>SECTION 20	1,383,666	700,000	620,000	900,000	914,312	1,266,916	1,140,502	1,315,974	1,500,000	1,500,000	1,528,168
>NEW CAPITAL FINANCING COST	-	31,200	34,000	23,000	-	-	-	-	-	-	-
>NEW CAPITAL NOT FINANCED	100,000	-	238,000	64,000	491,472	815,852	1,033,818	944,000	354,567	-	808,340
>CONTINGENCY									292,759	170,679	124,679



Our Vision: Healthy People, Healthy Island Communities, Seamless Service

February 2, 2009

Cowichan Valley Regional Hospital District (CVRHD)
Attn: Mr. Mark Kueber, Treasurer
175 Ingram Street
Duncan, BC V9L 1N8

Dear Mr. Kueber:

Re: 2009/10 Capital Projects and Equipment

Attached please find an initial list of minor projects and major and minor equipment purchases that VIHA is planning to proceed with in 2009/10. We understand that CVRHD will consider funding of up to \$1,800,000 toward these expenditures.

In 2009/10, VIHA intends to proceed with eight minor projects in CVRHD having a total value of \$5,205,250, of which \$1,783,250 will be expended in 2009/10. It is anticipated that CVRHD cost sharing for these projects in 2009/10 will be in the amount of \$713,300 (i.e., 40.0% of 2009/10 cash flow).

In addition, for CVRHD, VIHA intends to purchase equipment valued at \$2,037,170. It is anticipated that CVRHD cost sharing in 2009/10 for the equipment purchases will be in the amount of \$814,868 (i.e., 40.0% of capital cost).

The total CVRHD 2009/10 cash flow identified on the project and equipment lists are less than the CVRHD amount available. VIHA is waiting to confirm additional funding prior to proceeding with additional minor projects and minor/major equipment purchases in 2009/10.

With respect to major projects, the Cowichan District Hospital (CDH) Pharmacy Redevelopment remains a VIHA priority. In addition, VIHA will be completing a Master Site Plan for CDH in the next few months, which will identify future projects. This information will be shared with you when it is completed.

I would like to thank the CVRHD for its contribution for equipment and capital projects. We are grateful for the support the CVRHD has provided, and appreciate that we are able to work in partnership with you to meet the health facility issues our region is facing.

Please call me at (250) 370-8912 if you have any questions.

Yours truly,

Chris Sullivan
Director, Capital Planning

Attachments

cc: Elaine Warren, Director, Capital Finance and Treasury

Executive Office

located at 2101 Richmond Avenue, Victoria, BC, Canada V8R 4R7 • Tel: (250) 370-8699 • Fax: (250) 370-8750
mailing address: 1952 Bay Street, Victoria, BC Canada V8R 1J8

VIHA 2009/10: Minor Capital Projects Cowichan Valley Regional Hospital District: \$5000 - 1.499M

Previously Approved Projects							Indicates Cost Sharing		Total Annual Cashflow	
File #	Portfolio	Project Name	Site	Total Project Cost	Previous Cashflow	Cashflow 2009/10	2009/10 VIHA	2009/10 RHD	2010/11	2011/12
2625	Facilities	Asbestos Remediation	Various Sites	\$495,000	\$315,000	\$180,000	\$108,000	\$72,000		
2634	Facilities	Repairs to Building an Fabric Finish	Various Sites	\$1,200,000	\$387,000	\$387,000	\$232,200	\$154,800	\$426,000	
1337	Facilities	Emergency Generator	CDH	\$1,250,000	\$800,000	\$450,000	\$270,000	\$180,000		
2155	Facilities	Nurse Call System	CDH	\$800,000	\$595,000	\$205,000	\$123,000	\$82,000		
TOTAL PREVIOUSLY APPROVED PROJECTS				\$3,745,000	\$2,097,000	\$1,222,000	\$733,200	\$488,800	\$426,000	

2009/10 Recommended Committee Approvals							Indicates Cost Sharing		Total Annual Cashflow		Portfolio Priority
File #	Portfolio	Project Name	Site	Total Project Cost	Previous Cashflow	Cashflow 2009/10	2009/10 VIHA	2009/10 RHD	2010/11	2011/12	
3322	Facilities	Electrical Distribution System Upgrade #1	Cairnsmore Place	200,000		\$200,000	\$120,000	\$80,000			2
3324	Facilities	CV- Hazardous Materials Remediation #2	Various Sites	810,000		\$120,000	\$72,000	\$48,000	\$330,000	\$360,000	8
3333	Facilities	Plumbing Modifications to Meet License Requirements	Various Sites	65,250		\$65,250	\$39,150	\$26,100			19
3190	Facilities	Replace Roof	Cairnsmore Place	385,000		\$176,000	\$105,600	\$70,400	\$209,000		24
TOTAL 2009/10 RECOMMENDED APPROVALS				\$1,460,250		\$561,250	\$336,750	\$224,500	\$539,000	\$360,000	

TOTAL 2009/10 CAPITAL PROJECTS **\$5,205,250** **\$2,097,000** **\$1,783,250** **\$1,069,950** **\$713,300** **\$965,000** **\$360,000**

09/10 Priority Projects Beyond Funding Availability

File #	Portfolio	Project Name	Site	Total Project Cost	Portfolio Priority
3515	Ops&SS	Dishroom Reno - Tray Stripping Line	CDH	\$260,000	6
3340	Facilities	HVAC Upgrade and Roofing	Ladysmith	1,320,000	27
3188	Facilities	Sewer Line Repairs	CDH	165,000	33
3344	Facilities	Replace Main DCW Distribution Valves	CDH	75,000	40
3187	Facilities	Fall Protection Barriers	CHU	44,000	44
3347	Facilities	Energy Optimization Systems	CDH	1,375,000	48
3350	Facilities	Demolition - Trailer and House	CDH	85,000	52
3356	Facilities	Heliport Upgrades	CDH	50,000	65
2646	Facilities	Replace Roof on 1956 Building - (Top up)	CDH	241,718	66

VANCOUVER ISLAND HEALTH AUTHORITY

2009/2010 RECOMMENDED APPROVED CAPITAL EQUIPMENT

CAPITAL NO.	DIRECTOR	DEPT	SITE	DESCRIPTION	QTY	UNIT COST	BUDGET	TYPE
<u>COWICHAN VALLEY RHD-EQUIPMENT >\$100,000</u>								
09CD008	HEATHER GIBSON	M I RADIOLOGY	CDH	RADIOGRAPHIC UNIT - DIGITAL	1	511,010	661,010	R
09CD010	LINDA LATHAM	CSR	CDH	STEAM STERILIZER	1	200,000	200,000	R
09VII38	HEATHER GIBSON	MEDICAL IMAGING	CDH	ULTRASOUND REPLACEMENTS - YEAR 4 OF 8 YEARS	3		375,000	R
				EQUIPMENT >\$100,000			1,236,010	
<u>COWICHAN VALLEY RHD-EQUIPMENT <\$100,000</u>								
09-0017	LYNDA FOLEY	HOME AND COMMUNITY CARE	COWICHAN	CUSHIONS PRESSURE RELIEF	10	210	2,100	N
09-0021	VICTORIA POWER-POLLITT	PHC & CDM	CHCC	AUTOMATIC BEDPAN WASHERS (HOPPER)	1	15,000	15,000	R
09-0022	VICTORIA POWER-POLLITT	PHC & CDM	CHCC	MEDICAL/PHARMACEUTICAL STORAGE REFRIGERATOR	1	7,800	7,800	R
09-0023	WENDY AMOS	HEALTH UNIT	MARGARET MOSS HU - DUNCAN	JAUNDICE METER JM 103	1	9,960	9,960	R
09-0035	HEATHER GIBSON	MEDICAL IMAGING	CDH	MOBILE RADIOGRAPHIC MACHINE	1	70,000	70,000	R
09-0040	PAM GANSKE	HEMATOLOGY	CDH	CYTOSPIN	1	15,000	15,000	R
09-0041	PAM GANSKE	HEMATOLOGY	CDH	SLIDE STAINER - AUTOMATED	1	35,000	35,000	R
09-0046	PAM GANSKE	EDS	CDH	ECG MACHINE	2	22,000	44,000	R
09-0049	PAM GANSKE	HISTOLOGY	CDH	COLD PLATE #14	1	3,500	3,500	R
09-0072	LINDA LATHAM	PEDS/MATERNITY	CDH	OVERHEAD WARMER (PER SET)	2	27,000	54,000	R
09-0059	LINDA LATHAM	AMBULATORY CARE	CDH	ZOOM DRIVE STRETCHER	2	17,000	34,000	R
09-0065	LINDA LATHAM	ICU	CDH	OVERHEAD CEILING LIFT	2	2,500	5,000	R
09-0066	LINDA LATHAM	AMBULATORY CARE	CDH	CAST SAW WITH VACUUM	2	6,000	12,000	R
09-0102	ALAN CAMPBELL	MHAS	MHAS OFFICE - DUNCAN	ERGONOMIC CHAIRS (5 - 09/10, 5 - 10/11)	10	500	5,000	R
09-0105	ALAN CAMPBELL	MHAS	GROUP HOME - DUNCAN	FURNISHINGS (Furniture - 09/10, Equipment - 10/11)	1	20,000	20,000	R
09-0096	ALAN CAMPBELL	MHAS	MHAS OFFICE - DUNCAN	MEETING ROOM CHAIRS (15 PER YEAR)	44	500	22,000	R
09-0106	ALAN CAMPBELL	MHAS	MHAS OFFICE - DUNCAN	GROUP COUNSELLING MEETING ROOM CHAIRS		46,000	46,000	R
09-0110	HEATHER COOK	RESIDENTIAL SERVICES	CHCC	HI-LOW ELECTRIC PATIENT BEDS	5	6,500	32,500	R
09-0112	LINDA LATHAM	COMMUNITY HOSPITALS &	CDH	PCA PUMPS WITH IV STAND	5	6,000	30,000	R
09-0057	LEEANN DECECCO	HOUSEKEEPING	CPRC	WASHER/DRYER SET	1	20,000	20,000	?
09-0093	HEATHER COOK	RESIDENTIAL SERVICES	CHCC	MEDICAL STORAGE FRIDGES	3	2,000	6,000	12

CAPITAL						UNIT			
NO.	DIRECTOR	DEPT	SITE	DESCRIPTION	QTY	COST	BUDGET	TYPE	
09-0098	HEATHER COOK	RESIDENTIAL SERVICES	CHCC	AUTOMATIC BEDPAN WASHERS	2	15,000	30,000	12	
09-0016	LYNDA FOLEY	HOME AND COMMUNITY CARE	COWICHAN	KCI THERAKAIR VISIO PRESSURE RELIEF MATTRESS	1	15,000	15,000	N	
09-0019	LYNDA FOLEY	HOME AND COMMUNITY CARE	RED CROSS	ROHO LOW & HIGH PROFILE CUSHIONS (assume 7 per site)	7	400	2,800	N	
08RE026	ROB CRISP	REHAB THERAPY SERVICES - ACUTE	CDH	MOBILITY PACKAGE - see REQUEST FORM		14,500	14,500	N	
08RE024	ROB CRISP	SB SUBACUTE	CDH						
08RE024	ROB CRISP	MEDICAL/NEURO/SP/CDH	CDH	SPECIALITY MATTRESS (2) ROHO BED INSERTS (24)-1 GROUP	1	10,000	10,000	N	
08VI135	MARTIN POULIN	SHARED POOLS	VIHA	DEFIBRILLATORS FOR CA CARTS	16	15,000	240,000	R	
				TOTAL EQUIPMENT <\$100,000			801,160	R	
								R	
				REGIONAL EQUIPMENT				R	
								R	
09VI002	ROBERT BRYAN	EM	VIHA WIDE	EMERGENCY COMMUNICATION EQUIPMENT	1	100,000	100,000	R	
09RE005	PAM GANSKE	CHEMISTRY	VARIOUS	REGIONAL COPATHPLUS ENHANCEMENT	1	652,000	652,000	R	
				TOTAL REGIONAL EQUIPMENT			752,000		
						TOTAL EQUIP. APPROVED FOR CVRHD:			
						2,037,170			
						TOTAL POSSIBLE COST SHARING BY CVRHD			
						814,868			

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