



REGIONAL SERVICES COMMITTEE

Wednesday, February 25, 2009

5:00 p.m. – CVRD Board Room – 175 Ingram Street

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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>	
	4D1 Valerie Nicol and Michelle Nowzek representing Social Planning Cowichan Re: Annual report for 2008; 2009 work plan; and the role of Social Planning Cowichan	8
	4D2 Ronnie Phipps representing BC Coalition for Health Promotion (BCCHP) Re: Outstanding health promotion initiatives in the Cowichan Region	9-14
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6. ADJOURNMENT:

Minutes of the Regular meeting of the Regional Services Committee held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, January 28, 2009 at 6:01 p.m.

PRESENT: Chair P. Kent
Directors K. Cossey, M. Dorey, L. Duncan, G. Giles,
B. Harrison, D. Haywood, R. Hutchins,
L. Iannidinardo, K. Kuhn, M. Marcotte, T. McGonigle,
I. Morrison, G. Seymour and T. Walker

ALSO

PRESENT: Warren Jones, Administrator
Joe Barry, Corporate Secretary
Mark Kueber, Treasurer
Jacob Ellis, Special Projects Coordinator
Ron Austen, General Manager, Island Savings Centre
Jim Wakeham, Manager, Kerry Park Recreation Centre
Dan Derby, Manager, Protective Services
Sharon Moss, Deputy Treasurer
Dominique Beesley, Recording Secretary

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES**

It was moved and seconded that the minutes of the meeting of the Regional Services Committee held November 26, 2008 be adopted.

MOTION CARRIED

**ADMINISTRATIVE SERVICES
STAFF REPORTS**

4SR1

Staff Report from the Administrator dated January 20, 2009, re: Regional recreation funding, was considered.

The Special Projects Coordinator presented and answered questions on proposed options for funding recreation in the Cowichan Valley Region and also provided an overview of the current funding model.

7:34 p.m.

Director Morrison left the meeting at 7:34 p.m.

The Administrator summarized the Committee's discussions in that staff would provide historical usage statistics on the defunct Aquannis Centre pool, current budget data for recreation fields, and information on the Regional District of Nanaimo's actual use approach to funding

recreation.

Mr. Jones noted that staff would attempt to identify preferred regional recreation funding models and a process for presenting new funding models to the public.

ADJOURNMENT

It was moved and seconded that the meeting adjourn.

MOTION CARRIED

7:43 p.m.

The meeting adjourned at 7:43 p.m.

Chairperson

Recording Secretary

Dated: _____

Minutes of the Special meeting of Regional Services Committee held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, February 12, 2009 at 4:05 p.m.

PRESENT: Chair P. Kent
Directors K. Cossey, M. Dorey, L. Duncan, G. Giles,
B. Harrison, D. Haywood, L. Iannidinardo, K. Kuhn,
M. Marcotte, T. McGonigle, I. Morrison, G. Seymour
and T. Walker

ALSO

PRESENT: Warren Jones, Administrator
Joe Barry, Corporate Secretary
Mark Kueber, General Manager, Corporate Services
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
Brian Farquhar, Manager, Parks & Trails
Kate Miller, Manager, Regional Environmental Policy
Jacob Ellis, Coordinator of Policy, Research & Special
Projects
Sharon Moss, Manager, Finance
Dominique Beesley, Recording Secretary

ABSENT: Director R. Hutchins

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be approved.

MOTION CARRIED

By consensus of the Committee the order of the agenda was varied to place Item No. 2C1 – '2009 Regional Grant in Aid Applications' to occur last.

**2009 BUDGET
STAFF REPORTS
2SR1**

Memorandum from General Manager of Corporate Services dated February 4, 2009, re: 2009 draft budget, was received as information.

The General Manager, Corporate Services, presented a brief overview of the 2009 draft budget explaining that all General Managers have provided their input and that the Board's approval should be given by

the end of this March.

Mr. Kueber specifically reviewed the budgets for:

- new services approved by the Board during 2008;
- items that staff recommended be added to the draft 2009 budget; and
- items that staff had requested but were not being recommended for inclusion in the draft 2009 budget.

Mr. Kueber noted that funding for the outstanding Grant in Aid applications was included in this budget.

Responding to questions regarding the proposed new Communications/First Nations Manager staff position, the Administrator said that he would provide job descriptions with work duty time allocations, for the Committee's review, for both this and the proposed new Emergency Planning Manager.

2SR2

Staff Report from General Manager of Corporate Services dated February 5, 2009, re: 2009 Regional Hospital Budget, was considered.

It was moved and seconded that it be recommended to the Cowichan Valley Regional District Hospital Board:

- 1. That the 2009 Regional Hospital budget be approved as presented;**
- 2. That the Hospital 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; and**
- 3. That Hospital Board approve Vancouver Island Health Authority's request to cost share 40% towards the Pharmacy Replacement Project at Cowichan District Hospital in the amount of up to \$808,340.**

MOTION CARRIED

CORRESPONDENCE

2C1

2009 Regional Grant in Aid Applications

It was moved and seconded that Item No. 2C1 - 2009 Regional Grant in Aid applications be referred to the next meeting of Regional Services Committee.

MOTION CARRIED

ADJOURNMENT

It was moved and seconded that the meeting adjourn.

MOTION CARRIED

5:45 p.m.

The meeting adjourned at 5:45 p.m.

Chairperson

Recording Secretary

Dated: _____

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

Request to Address:*

☐ CVRD Board☒ Committee

If Committee, specify the Committee here:*

Regional Services Committee

Meeting Date:*

02/25/09

Meeting Time:*

6pm

Applicant Information

Applicant Name:

Valerie Nicol and Michelle Nowzek

Representing:

Social Planning Cowichan

(Name of organization if applicable)

As:

Chair and Executive Assistant

(Capacity / Office)

Number Attending:

2

Applicant Contact Information

Applicant Mailing Address:

135 Third St.

Applicant City:

Duncan

Applicant Telephone:

250-746-1004 ext.:

Applicant Fax:

250-746-8819

Applicant Email:

info@socialplanningcowichan.org

Presentation Topic and Nature of Request:

Present the organizations annual report for 2008 as part of the obligations outlined in our 2008 Grant-in-Aid funding agreement with the CVRD. In addition, we will give a brief outline of our 2009 workplan and the role of Social Planning Cowichan.

* indicates required fields.

COWICHAN VALLEY REGIONAL DISTRICT
ADMINISTRATIVE SERVICES DEPARTMENT
REQUEST FOR DELEGATIONS

JAN 13 2009

Administrative Services

APPLICATION DATED: January 12, 2009
NAME OF APPLICANT: Ronnie Phipps
ADDRESS OF APPLICANT: 14-3497 Gibbins Road, Duncan, BC V9L6C9
PHONE NO. 250-746-1797
REPRESENTING: BC Coalition for Health Promotion (BCCHP)
MEETING DATE: February 11, 2009
COMMITTEE/BOARD NAME CVRD Board of Directors
NO. ATTENDING: Two

TOPIC TO BE PRESENTED: "As Cowichan Goes, so Goes the World"

The BCCHP in collaboration with Tom Shandel, internationally recognized filmmaker, is producing a one-hour educational documentary and discussion guide on outstanding health promotion initiatives in the Cowichan Region. The project exemplifies the 12 determinants of health and highlights the valuable contributions of volunteers, non-profit organizations and front-line professionals.

NATURE OF REQUEST/CONCERN:

The BCCHP is requesting CVRD endorsement of the project and welcomes suggestions for health promotion and prevention initiatives in each electoral area.

OVERVIEW OF PRESENTATION:

- Brief introduction to the BC Coalition for Health Promotion, who we are and what we do (One-page summary enclosed).
- Review of the goals, scope, and outcomes of the project, *As Cowichan Goes, so Goes the World* (Two-page summary enclosed).
- Overview of what we have done so far: research, proposal development, partnership building, networking with Cowichan Region groups and organizations, test shoots, and letters of support.
- Budget summary including in-kind contributions.
- Request for input and endorsement from the CVRD Board of Directors.



BC Coalition for Health Promotion

Community-inspired, community-implemented health promotion

Mission

The BC Coalition for Health Promotion (BCCHP) is a grassroots, voluntary nonprofit society dedicated to the advancement of health promotion in British Columbia. The vision of the BCCHP is for sustainable, coordinated, community-inspired health promotion across the province.

Goals

- To act as a catalyst for community action promoting a balanced, coordinated approach to addressing the determinants of health.
- To create public awareness that community organizations play a vital role in our health and quality of life.
- To promote the establishment of a health promotion foundation in British Columbia that advances the empowerment of communities, their ownership and control of their own endeavors and destinies.

Background

The BCCHP evolved in June 2000 as a result of recommendations made by community participants in the eight-month study *Funding and Prioritizing Health Promotion in British Columbia: Research from a Community Perspective*. Since its genesis, the organization has sought to respond to community-identified priorities, goals and aspirations. This is an integral part of our mandate that is pursued through action research, community development, health education and participatory evaluation processes.

Work of the Coalition is guided by a Core Team of twelve people who are well grounded in the values of health promotion and community development. Building equitable partnerships is critical to our work and we hold public meetings twice annually on Vancouver Island or the Lower Mainland. The BCCHP communicates on a regular basis with 500 individuals, groups, agencies, health professionals, researchers and ministry personnel throughout BC. In May 2004 we became an Associate member of the International Network of Health Promotion Foundations.

We believe it is important for citizens, community groups and organizations to define health promotion for themselves within the context of their work, their experiences and their daily lives. Research shows that voluntary, nonprofit organizations are making major contributions to vibrant, self-reliant and sustainable communities, and they typically do so in economical ways. We have also discovered that community agencies and frontline personnel are primarily responsible for addressing the social, economic, cultural, spiritual and environmental determinants of health. In keeping with these findings, the BCCHP acts as a catalyst to support the efforts of those who are involved on a day-to-day basis in community-based health promotion.

Publications attributed to the BC Coalition for Health Promotion:

- Walking the Talk in Health Promotion: Research from the Margins (2000)
- Grassroots Leadership in Health Promotion Funding: A Framework for Action (2002)
- A Position Paper on The Role of Voluntary and Nonprofit Organizations in Health Promotion in BC (2003)
- A Position Statement on Financing Health Promotion in BC (2004)
- A Health Promotion Foundation in British Columbia: Frequently Asked Questions (2004)
- A Health Promotion Foundation in British Columbia: Implementation Plan (2004)
- Working together for the Future: A Health Promotion Foundation in British Columbia (2007)



Community-inspired, community-implemented health promotion

AS COWICHAN GOES, SO GOES THE WORLD **A Health Promotion Documentary - Project Summary**

1. **INTRODUCTION** - Volunteers, nonprofit organizations and front-line professionals contribute significantly to sustainable, healthy communities across British Columbia. Their work touches the core of all those factors that influence our quality of life – the social, economic, cultural, spiritual and environmental determinants of health.

This documentary will acknowledge the role of ordinary people within our communities; it will explore the successes and challenges of nonprofit organizations and pay tribute to their work.

2. The **GOALS** of this project are to: (a) produce a 60-minute educational documentary about community-initiated health promotion, and, (b) create an accompanying handbook or discussion guide which can be used as a teaching resource.
3. The **OBJECTIVES** of the project are as follows:
 - i. Illustrate health promotion in action with clear examples of community innovation, challenges and success stories.
 - ii. Demonstrate that community organizations address the determinants of health in their daily activities.
 - iii. Highlight the inestimable value of thousands of community-based volunteers and paid professionals who work in creative, cost effective ways to promote “good” health.
 - iv. Raise the profile of health promotion and increase public understanding of factors that determine personal health and contribute to healthy communities.
 - v. Generate discussions about health that move viewers “upstream” beyond acute care and lifestyle issues toward prevention and health promotion.
 - vi. Promote policy decisions that advance the ability of communities to address the determinants of health.

Examples highlighted in the documentary will apply to any community in British Columbia. The Cowichan Region is an ideal setting because it reflects the many relevant, cost effective and successful health promotion projects that take place in communities across the province. This region is both urban and rural. It has a strong Aboriginal presence. In addition, it is culturally diverse and faces the same economic uncertainties as the rest of our resource-based province.

4. **PROJECT SUPPORTERS** - Many people have helped to develop the concept for this proposal. Currently, the following groups are collaborating with the BC Coalition for Health Promotion:
 - i. Getaway Films Inc.
 - ii. Municipality of North Cowichan
 - iii. Public Health Association of BC
 - iv. Vancouver Island Providence Community Association (Providence Farm)
 - v. Social Planning Cowichan

Tasks for partners may include: (a) contributing ideas and suggestions to the Documentary Resource Team, (b) writing letters of support, (c) assisting with research and development of the handbook, (d) locating and procuring funds, (e) helping to test the final products, and, (f) participating in the follow-up process: marketing, distributing and using the documentary and discussion guide.

5. ANTICIPATED OUTCOMES of the project are:

- i. Creation of a comprehensive, educational teaching resource that profiles outstanding community health promotion initiatives.
- ii. Increased evidence of the interconnectedness of health promotion, the determinants of health and the actions of community groups.
- iii. Clarification of the capacity of communities to drive social, economic and environmental change.
- iv. Renewed commitment to groups and organizations at the community level, e.g. more volunteers, sharing of expertise and financial support.
- v. Reinforcement of the benefits of sharing information about healthy communities and of building alliances within and across communities.
- vi. Increased understanding by policy analysts and decision makers as to why it is important to plan and develop policies which support community process and priorities.
- vii. Increased public understanding of health promotion beyond acute care and lifestyle issues.
- viii. Acknowledgement of the roles and responsibilities of all sectors of society for their contributions to health promotion.

6. PROJECT EVALUATION – The evaluation will focus on two aspects:

- i. An ongoing, participatory evaluation that determines how well the project is doing in relation to timelines, stated goals and objectives, achievements and financial status.
- ii. An impact evaluation that examines the outcomes of the project. A questionnaire will accompany the documentary and discussion guide. It will ask users to rate the value of these resources and report on how they used them.

Other evaluation tools will include:

- i. A financial statement and audit of the project's financial statements.
- ii. A summative report submitted at the conclusion of the project to partners and funders.

7. BUDGET

Costs to research, film, edit, market and distribute the documentary video:	\$62,909
Research and development of the discussion guide:	<u>\$11,500</u>
Total	\$74,409
BCCHP contribution	<u>\$10,000</u>
Other sources	\$64,409

8. CONCLUSION - Health Promotion is about social and spiritual connections, economic viability, people helping other people, caring for our environment, and each of us living to the best of our capacity. This documentary will convey the collaborative spirit and proactive philosophy of Health Promotion. Through imagery and script, it will illustrate the forging of and the integrity of relationships, while encompassing all those factors that determine the health and wellbeing of people in communities across British Columbia.

WHAT DOES HEALTH AND QUALITY OF LIFE MEAN?



Staying healthy is much more than medicine, doctors, hospitals and clinics, although these certainly are important.

Many things influence our physical, emotional, spiritual and environmental health.



shelter

peace, security and political freedom

education, training and literacy

access to health services

Community-Inspired Health Promotion

The BC Coalition for Health Promotion is a nonprofit voluntary organization dedicated to supporting people as they maintain or improve their health - well before they ever get sick. We do not provide direct services. Instead we focus on research, community development, health education projects, citizen participation and advocacy for health.

We believe that lasting good health and quality of life are the goals of all British Columbia communities.

BENEFITS OF HEALTH PROMOTION

Community agencies provide services that help us stay healthy and give us power and control over our own lives. We are better able to identify our issues and find answers tailored to meet our own priorities.

In British Columbia, thousands of nonprofit organizations touch almost every part of our lives. They work to help people stay healthy and enjoy life to the fullest. These groups include seniors' centres, family life associations, youth drop-in centres, sports clubs, mental health associations, environmental groups,

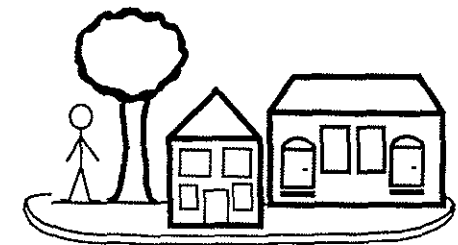
recreation and intercultural organizations.



DID YOU KNOW?

Many voluntary and nonprofit organizations are overworked and struggle for funds to keep their doors open. Although they have an important role in our communities, some never know from one year to the next whether they will survive.

community



AIMS OF THE BC COALITION FOR HEALTH PROMOTION

TO CREATE public awareness that community organizations play a vital role in our health and quality of life.

TO ACT as a catalyst for community action promoting a balanced, coordinated approach to addressing the determinants of health.

TO ADVOCATE for the establishment of a health promotion foundation that funds community organizations so they will have the financial security and necessary resources to provide valuable services.

14



- Health Promotion -

Investing today for all our
tomorrows

How can I help?

Join our innovative, proactive network.
Become a member of the BCCHP.

Individual membership - \$10

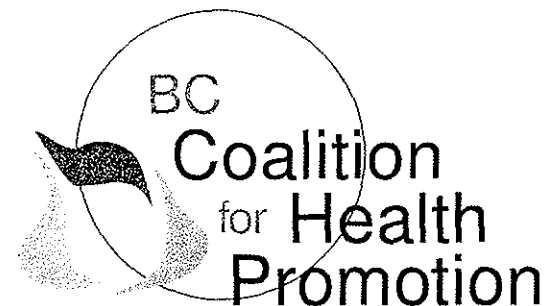
Non-profit organization - \$25

Commercial/corporate fee - \$50

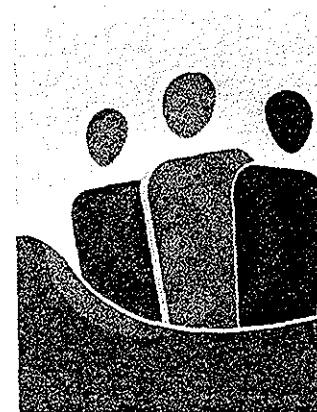
WE WELCOME YOUR PARTICIPATION
AND INQUIRIES

14 - 3497 Gibbins Road
Duncan BC
V9L 6C9

Phone: 250-746-1797
Fax: 250-746-0700
Email: bchpc@vcn.bc.ca
Web: www.vcn.bc.ca/bchpc/



COMMUNITY-INSPIRED
COMMUNITY-IMPLEMENTED
HEALTH PROMOTION



We believe in the empowerment
of communities, their ownership
and control of their own
endeavours and destinies.



5SR1

STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING OF FEBRUARY 25, 2009

DATE: February 17, 2009 **FILE NO:** 1680-20-2008
FROM: Sharon Moss, Manager, Finance Division **BYLAW NO:**
SUBJECT: Cowichan Valley Regional District Audit

Recommendation:

That it be recommended to the Regional District Board, that the Chairperson and Secretary to the Board be authorized to sign the Engagement Letter with the Auditors for the 2008 Audit.

Purpose:

To provide the Committee with correspondence and information from the Cowichan Valley Regional District's Auditors. (Meyers Norris Penny)

Financial Implications:

Not applicable.

Interdepartmental/Agency Implications:

Our auditors have sent an Engagement Letter that sets out the terms and conditions of the Regional District's Audit. Generally accepted auditing practices require that this document be forwarded to the Committee that oversees the results of the Financial Statements audit. This is an attempt to ensure that you have an understanding of the important issues and decisions that are made during the Audit and Financial Statement preparation process.

...2 (Cont'd.)

Background:

The attached document is the Engagement Letter that clarifies the auditors' responsibility and management's responsibility in regard to the Financial Statement and Audit of the Regional District. It also explains the terms under which they were hired, and what is expected of them. This document is presented annually. The Regional District awarded the annual audit for a five-year period to Hill & Partners when they were the lowest bid in the tendering process. Since awarding the contract, Hill & Partners have merged with a larger national firm called Meyers Norris Penny which will be performing the 2008 audit.

Respectfully submitted by:

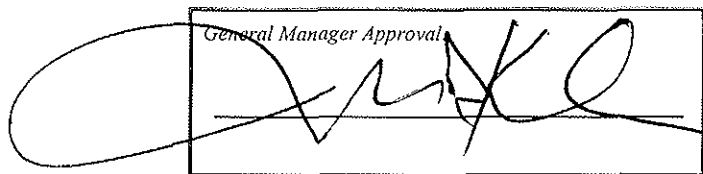


Sharon Moss, C.G.A.
Manager, Finance Division

SM

Attach.

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General Manager Approval



November 26, 2008

MEYERS NORRIS PENNY LLP

Board of Directors
Cowichan Valley Regional District
175 Ingram Street
Duncan, BC V9L 1N8

Dear Sirs:

This letter will confirm the arrangements discussed with you regarding the services we will render to Cowichan Valley Regional District ("the Regional District") commencing with the fiscal year ending December 31, 2008.

Objective, scope and limitations

Our statutory function as auditors of the Cowichan Valley Regional District is to report to the Board by expressing an opinion on the Cowichan Valley Regional District's annual financial statements. We will conduct our audit in accordance with Canadian generally accepted auditing standards and at the conclusion of our examination, we will submit to you a report containing our opinion on the financial statements. If, during the course of our work, it appears for any reason that we will not be in a position to render an unqualified opinion on the financial statements, we will discuss this with you.

An auditor conducting an audit in accordance with Canadian generally accepted auditing standards obtains reasonable assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of factors such as the use of judgment, selective testing of data, inherent limitations of controls, and the fact that much of the audit evidence available is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a material fraud. While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, we cannot guarantee that fraud, error and illegal acts, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

Our responsibilities

The Rules of Professional Conduct require that we are independent when conducting this engagement. We will communicate in writing to the Board any relationships between the Cowichan Valley Regional District (including related entities) and Meyers Norris Penny LLP that, in our professional judgment, may reasonably be thought to bear on our independence. Further, we will confirm our independence with respect to the Cowichan Valley Regional District. If matters should arise during this engagement that can reasonably be assumed to have impaired our independence, we may need to withdraw from this engagement.

The objective of our audit is to obtain reasonable assurance that the financial statements are free of material misstatement. However, if any of the following matters are identified, they will be communicated to the appropriate level of management:

- misstatements, resulting from error, other than trivial errors;
- fraud or any information obtained that indicates that a fraud may exist;
- any evidence obtained that indicates that an illegal or possibly illegal act, other than one considered inconsequential, has occurred;
- significant weaknesses in the design or implementation of controls to prevent and detect fraud or error; and,
- related party transactions identified that are not in the normal course of operations and that involve significant judgments made by management concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to management in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of management to which the communication is directed.

Furthermore, we will consider the Regional District's controls over financial reporting for the purpose of identifying types of potential misstatement, considering factors that affect the risks of material misstatement, and determining the nature, timing and extent of auditing procedures necessary for expressing our opinion on the financial statements. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of controls over financial reporting nor to identify all significant weaknesses in the Regional District's system of financial controls. However, we will inform the appropriate level of management of any significant weaknesses in controls that come to our attention.

Management's responsibilities

The operations of the Regional District are under the control of management, which has responsibility for the accurate recording of transactions and the preparation and fair presentation of the financial statements in accordance with Canadian generally accepted accounting principles.

During the course of our audit, you will be required to provide and make available complete information, including financial records, related data, and copies of all minutes of meetings of directors and committees of directors. As well, information relating to any known or probable instances of non-compliance with legislative or regulatory requirements (including financial reporting requirements), illegal or possibly illegal acts and all related parties and related party transactions will need to be provided.

Management's responsibility with respect to fraud and error includes the design and implementation of controls for its prevention and detection; an assessment of the risk that the financial statements may be materially misstated; disclosure of situations where fraud or suspected fraud involving management, employees who have significant roles in controls, or others, where the fraud could have a non-trivial effect on the financial statements, have been identified or allegations have been made; and communicating your belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

As management, you will also be asked to provide us with information relating to recognition, measurement and disclosure in the financial statements, specifically relating to:

- an assessment of the reasonableness of significant assumptions underlying fair value measurements and disclosures;
- any plans or intentions that may affect the carrying value or classification of assets or liabilities;
- the measurement and disclosure of related party transactions;
- an assessment of all areas of measurement uncertainty known to management requiring disclosure;
- claims and possible claims, whether or not they have been discussed with the Cowichan Valley Regional District's legal counsel;
- other liabilities and contingent gains or losses, including those associated with guarantees, whether written or oral, under which the Cowichan Valley Regional District is contingently liable;
- whether the Cowichan Valley Regional District has satisfactory title to assets, and whether liens or encumbrances on assets exist, or assets are pledged as collateral;

- compliance with aspects of contractual agreements that may affect the financial statements; and
- subsequent events.

In accordance with Canadian generally accepted auditing standards, we will request a letter of representation from management at the close of our examination in order to confirm oral representations given to us and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. Specifically, we will request written confirmation of significant representations provided on matters that are directly related to items that are material, either individually or in the aggregate, to the financial statements, not directly related to items that are material to the financial statements, but are significant, either individually or in the aggregate, to the engagement, and matters relevant to your judgments or estimates that are material, either individually or in the aggregate, to the financial statements. These representations are used as evidence to assist us in deriving reasonable conclusions upon which our audit opinion is based.

If the Regional District plans any reproduction or publication of our report, or a portion thereof, printers' proofs of the entire documents should be submitted to us in sufficient time for our review, prior to making such documents publicly available. It will also be necessary for you to furnish us with a copy of the printed report. Further, it is agreed that in any electronic distribution, for example on Cowichan Valley Regional District's website, management is solely responsible for the accurate and complete reproduction of our report and the subject matter on which we reported.

The examination of the financial statements and the issuance of our audit opinion are solely for the use of the Regional District and those to whom our report is specifically addressed. We make no representations of any kind to any third party in respect of these financial statements and we accept no responsibility for their use by any third party. If our name is to be used in connection with the financial statements, you will attach our audit report when distributing the financial statements to third parties.

We ask that our names be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Other matters

We will ask that your personnel, to the extent possible, prepare various schedules and analysis, and make various invoices and other documents available to our team. This assistance will facilitate the progress of our work and minimize the cost of our service to you.

We will, as permitted by the Rules of Professional Conduct, provide additional services upon request, in areas such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

As part of our services, we may submit to you a memorandum containing suggestions for improvement of existing systems of control, accounting policies and procedures, and related matters that come to our attention during the course of our work.

Our fees are determined on the basis of time spent on the engagement at the tariff rates of various members of our team. Any disbursements will be added to the billing. The quote fee for the audit services to be provided is \$40,000 for 2008.

Our standard terms and conditions, listed below, form part of our mutual understanding of the terms of this engagement.

1. **Timely Performance** - Meyers Norris Penny LLP ("MNP") will use all reasonable efforts to complete, within any agreed-upon time frame, the performance of the services described in the engagement letter to which these Terms and Conditions are attached. However, MNP shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Regional District of its obligations as set out in the engagement letter.

2. **Right to Terminate Services** - The Regional District may terminate the engagement upon 30 days written notice. If this occurs, the Regional District shall pay for time and expenses incurred by MNP up to the termination date, together with reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner. Should the Regional District not fulfil its obligations as set out herein and in the engagement letter, and in the event that the Regional District fails to remedy such default within 30 days following receipt of notice from MNP to that effect, MNP may, upon written notification and without prejudice to its other rights and resources, terminate provision of our services as described in the engagement letter. In such case, MNP shall not be responsible for any loss, costs, expenses, or damages resulting from such termination.
3. **Fees** - Any fee estimates by MNP take into account the agreed-upon level of preparation and assistance from the Regional District's personnel. MNP undertakes to advise the Regional District's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed the estimate.
4. **Billing** - Bills will be rendered on a regular basis as the assignment progresses. Accounts are due and payable upon receipt. Interest may be charged on the balance of any accounts remaining unpaid for more than 30 days, at a rate of 1.5% per month (19.56% per annum).
5. **Taxes** - All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. The Regional District shall assume and pay any such taxes or duties, without deduction from the fees and charges hereunder.
6. **Governing Law** - The engagement will be governed and construed in accordance with the laws of the Province of British Columbia, and shall be deemed in all respects to be an British Columbia contract. The Regional District and MNP submit to the courts of that jurisdiction with respect to all matters arising under or by virtue of this Agreement.
7. **Working Papers** - MNP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the Regional District's accounting records. MNP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools and working papers were developed specifically for our purposes and without consideration of any purpose for which the Regional District might use them, any such tools which may be provided to the Regional District, will be made available on an "as is" basis only, at our discretion, and should not be distributed to or shared with any third party. Except as indicated in the Rules of Professional Conduct or by any legal proceeding, we have no responsibility to share our working papers with you or with any other parties.
8. **Nature of the Limited Liability Partnership (LLP)** - MNP is a registered limited liability partnership, as permitted by legislation enacted in our governing jurisdiction of the Province of Alberta. This legislation provides that a partner of an LLP is not personally liable for any of the debts, obligations, or liabilities of the LLP or any of the other partners which may arise as a result of any negligent act or omission of another partner of the LLP, or by any employee of the partnership, unless such act or omission is committed by the partner him or herself or by a person under the partner's direct supervision and control. All partners of an LLP remain personally liable for any acts or omissions arising as a result of their own negligence, and for the acts or omissions of those directly under their supervision or control, and shall continue to be subject to unlimited personal liability for all of the other liabilities of the partnership. The legislation does not reduce or limit in any way the liability of the partnership itself, and all of the partnership's assets and insurance coverage remain at risk.

9. **Release and Limitation of Liability** - The Regional District and MNP agree to the following with respect to MNP's liability to the Regional District:
- a. In any action, claim, loss or damage arising out of the engagement, the Regional District agrees that MNP's liability will be several and not joint and the Regional District may only claim payment from MNP of MNP's proportionate share of the total liability based on the degree of fault of MNP as finally determined by a court of competent jurisdiction.
 - b. Other than for matters finally determined to have resulted from the negligent behaviour of MNP, whether the claim be in tort, contract, or otherwise:
 - i. MNP shall not be liable to the Regional District and the Regional District releases MNP for all claims, damages, costs, charges and expenses (including legal fees and disbursements) incurred or suffered by the Regional District related to, arising out of, or in any way associated with the engagement to the extent that the aggregate of such amounts is in excess of three times the total professional fees paid by the Regional District to MNP in connection with this engagement during the 12 month period commencing from the date of the engagement letter to which these terms and conditions are attached; and,
 - ii. MNP shall not be liable to the Regional District for any consequential, indirect, lost profit or similar damages, or failure to realize expected savings, relating to MNP's services provided under the engagement letter to which these terms and conditions are attached.
10. **Indemnity** - The Regional District agrees to indemnify and hold harmless MNP against:
- a. All claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, other than those finally determined by a court of competent jurisdiction to have resulted from MNP's gross negligence, fraud or willful misconduct; and,
 - b. Notwithstanding "a.," all claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, that arise from or are based on any deliberate misstatement or omission in any material, information or representation supplied or approved by any officer or member of the Council of the Regional District.
11. **Survival of Terms** - The Regional District and MNP agree that clauses 9. and 10. will survive termination of the engagement.

In the event that you choose to terminate this engagement based on the terms outlined above we reserve the right to notify all financial statement users of the change.

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates (referred to collectively as "MNP"). You may review our privacy policy at www.mnp.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, unless required to do so by legal authority or the applicable provincial Rules of Professional Conduct.

By signing this engagement letter you agree that for the purposes of this engagement MNP may collect, use, and disclose personal information in accordance with our privacy policy. You also agree that MNP may collect and use personal information from you for the purposes of providing other services or informing you of other opportunities from time to time. Personal information that is not relevant to the purposes of this engagement will not be disclosed to anyone for any reason without your further prior consent.

In accordance with professional regulations (and by Firm policy), our client files must be periodically reviewed by provincial or national practice inspectors and by other Firm personnel to ensure we are adhering to professional and Firm standards. Confidentiality of client information will be maintained throughout this process.

The arrangements outlined above will continue in effect from year to year, unless changed in writing.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning to us the second copy of this engagement letter.

It is a pleasure for us to be of service to you. We look forward to many years of association with you and the Cowichan Valley Regional District.

Yours truly,

Meys Norris Penny LLP

MEYERS NORRIS PENNY LLP

TS/wah

RESPONSE:

This letter correctly sets forth the understanding of the Cowichan Valley Regional District.

Officer Signature

Title

Date



5SR2

STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING OF FEBRUARY 25, 2009

DATE: February 18, 2009

FILE NO:

FROM: Mark Kueber, General Manager,
Corporate Services Department

BYLAW NO:

SUBJECT: Permissive Tax Exemption

Recommendation:

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.

Purpose:

The purpose of this report is to consider a request by the CRD for a permissive tax exemption for a parcel of land that they are using for water shed purposes.

Financial Implications:

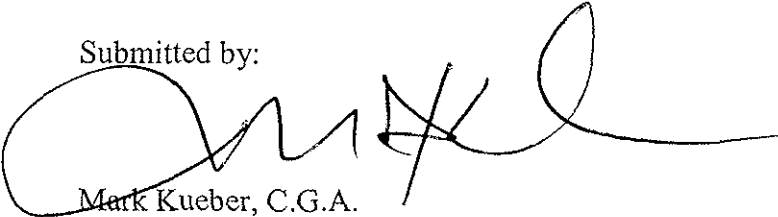
This parcel of land has been coded as Crown Land so historically it has never paid property taxes, if the recommendation is not approved the CRD will be required to pay \$4,106. in 2009.

Background:

Under Section 809 of the Local Government Act the Regional District may provide tax exemption for lands or improvements in an electoral area that are owned by another Regional District that is used principally for public purposes. Section 809 provides that prior to October 31st of any year, the Board, by bylaw adopted by two-thirds of the votes cast, may exempt from taxation certain lands and improvements or both for the next calendar year. In 2002 land was transferred from the Province to the CRD as part of a land swap. The CRD is using this land as a land bank for watershed purposes. Earlier in the year the B.C. Assessment discovered that the ownership has not been changed and it was recognized as Crown Land and part was included within the CVRD, the Board was requested to exempt this land from paying taxes, the Board approved the CRD's request last August, 2008.

B.C. Assessment has just completed an audit of the CVRD and has discovered another parcel of land within the CVRD that is owned by the CRD coded as Crown Land, and being used for the same purpose as the previous parcel. Both the CRD and B.C. Assessment are requesting the CVRD to exempt this new parcel for taxation purposes for 2009. B.C. Assessment has the ability to provide tax exemption status even though it is after the October 31 deadline.

Submitted by:

A handwritten signature in black ink, appearing to be 'Mark Kueber', written over a large, loopy initial 'M'.

Mark Kueber, C.G.A.

General Manager, Corporate Services Department

MK:tk

Z:\Mark\Staff Report 2009\Staff Report - Tax Exemption 09.doc



5SR3

STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING OF FEBRUARY 25, 2009

DATE: February 18, 2009

FILE NO:

FROM: Mark Kueber, General Manager,
Corporate Services Department

BYLAW NO:

SUBJECT: 2009 Budget

Recommendation:

For Information.

Background:

The proposed 2009 Regional District Budget was presented at a Special Regional Services Committee meeting on February 12, 2009. A number of the Recreation commissions have reviewed their respective budgets, the Electoral Area Services committee has discussed budgets and is planning on an additional meeting to discuss them further. In addition some of the Directors have met with their Fire Department and parks commissions in order to better understand the details of the individual budgets.

This Regional Services agenda identifies a number of areas where staff are requesting direction before proceeding to the 5 year financial plan bylaw.

Submitted by:

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

MK:tk

Z:\Mark\Staff Report 2009\Staff Report - 2009 Budget.doc

2009 Regional Grant in Aid Requests

i.

Name of Organization	Grant in Aid Request	
Cowichan Sportsplex	100,000	Included in Staff Recommended
Social Planning Cowichan	50,000	Included in New Service
Island Grains	3,000	
O.U.R. Ecovillage	20,000	
Duncan/Cowichan Festival Society	3,500	
Olympic Torch Relay	20,000	

Currently there is \$40,000 included in the core budget for Regional Grant in Aid.

Dec 18/08



hand delivered with
april 30/08 awaited 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

5847 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



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: Chesterfield Sports Society

Name of Contact Person: Catherine Brandon - Exec. Dir.

Mailing Address: 5847 Chesterfield Ave **Postal Code:** V9L 3M3
Duncan BC

Telephone No. 250-746-5666 **Fax No:** 250-746-5682

Description of Event/Project: Maintenance & Management of
the Cowichan Sportsplex.

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

Yes _____ **No** ✓

If yes, provide details: NA

Who will benefit from the Event/Project Residents of the Cowichan Region
and other parts of BC, Canada & abroad.

Total cost of the Event/Project: \$342,004.

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

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

School District 79	10,000	} \$43,000
City of Duncan	\$3,000	
District of North Cowichan	30,000	

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

Volunteers assist with maintenance, administration, events,
concessions and technical support.

Grant in Aid applied for: \$100,000.00

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.

COWICHAN SPORTSPLEX - Operating Budget								
REVENUES	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	Submitted with CVRD Grant-in-Aid		
						Proposed May 1, 2009 to April 30, 2010	Proposed May 1, 2010 to April 30, 2011	
Advertising Fence Signs	\$ 6,350.00	\$ 6,108.00	\$ 8,100.00	\$ 6,108.00	\$ 6,350.00	\$ 6,350.00	\$ 6,350.00	
Concession	\$ 6,000.00	\$ 5,141.00	\$ 5,000.00	\$ 5,141.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	
Donations to Operating	\$ 50,000.00	\$ 41,807.00	\$ 15,500.00	\$ 41,807.00	\$ 16,000.00	\$ 6,000.00	\$ 6,000.00	
Donations In-Kind	\$ 27,000.00	\$ 41,389.00	\$ 36,000.00	\$ 41,389.00	\$ 15,500.00	\$ 15,500.00	\$ 15,500.00	
Fundraising	\$ 31,800.00	\$ 21,873.00	\$ 45,000.00	\$ 21,873.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	
Membership Dues	\$ 4,630.00	\$ 4,467.00	\$ 4,500.00	\$ 4,467.00	\$ 41,000.00	\$ 50,000.00	\$ 55,000.00	
Miscellaneous	\$ 2,600.00	\$ 4,799.00	\$ 2,652.00	\$ 4,799.00	\$ 7,286.00	\$ 7,286.00	\$ 7,286.00	
Rental Fees	\$ 80,300.00	\$ 62,845.00	\$ 63,240.00	\$ 62,845.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	
Rental Fees from Local Government	\$ 32,000.00	\$ 32,000.00	\$ 43,000.00	\$ 32,000.00	\$ 85,000.00	\$ 60,000.00	\$ 60,000.00	
Operating Grants (CVRD)					\$ 43,000.00	\$ 43,000.00	\$ 43,000.00	
Total Operating Revenue	\$ 240,680.00	\$ 216,980.00	\$ 222,992.00	\$ 216,980.00	\$ 352,736.00	\$ 336,736.00	\$ 351,736.00	
EXPENDITURES								
Maintenance & Operations								
Field aeration / seeding / topdressing	\$ 11,000.00	\$ 9,815.00	\$ 11,220.00	\$ 9,815.00	\$ 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		\$ 1,040.00	\$ 1,000.00	\$ 1,040.00	\$ 1,500.00	\$ 1,530.00	\$ 1,560.60	
Field Marking	\$ 500.00	\$ 1,783.00	\$ 1,200.00	\$ 1,783.00	\$ 1,224.00	\$ 1,248.48	\$ 1,273.45	
Irrigation	\$ 2,000.00	\$ 1,210.00	\$ 2,040.00	\$ 1,210.00	\$ 2,830.80	\$ 2,887.42	\$ 2,164.86	
Project Materials & Equipment	\$ 4,000.00	\$ 836.00	\$ 1,500.00	\$ 836.00	\$ 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	\$ 2,462.00	\$ 3,060.00	\$ 2,462.00	\$ 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	\$ 57,528.00	\$ 81,922.00	\$ 57,528.00	\$ 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	\$ 2,288.88	
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	\$ 118,440.00	\$ 146,897.00	\$ 118,440.00	\$ 178,756.80	\$ 182,205.18	\$ 192,328.50	
Administration								
Advertising & Promotion	\$ 1,630.00	\$ 455.00	\$ 1,000.00	\$ 455.00	\$ 1,510.00	\$ 1,540.20	\$ 1,571.00	
Office & Miscellaneous	\$ 10,400.00	\$ 8,452.00	\$ 10,400.00	\$ 8,452.00	\$ 12,050.00	\$ 12,291.00	\$ 12,536.82	
Office Utilities	\$ 2,360.00	\$ 3,532.00	\$ 2,407.00	\$ 3,532.00	\$ 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	\$ 35,980.00	\$ 20,103.00	\$ 35,980.00	\$ 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	\$ 93,808.00	\$ 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	\$ 140,000.00	\$ 150,240.00	\$ 141,688.96	\$ 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 deficit/surplus	\$ -	\$ -	\$ -	\$ -	\$ 8,441.00	\$ 10,731.00	\$ 1,904.00	
Total Expenditures from Operating Revenue	\$ 263,159.00	\$ 286,680.00	\$ 306,897.00	\$ 263,159.00	\$ 345,085.00	\$ 345,085.00	\$ 345,085.00	
NET Revenue/Deficit from Operating	\$ (22,479.00)	\$ (69,700.00)	\$ (83,905.00)	\$ (46,179.00)	\$ 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,

A handwritten signature in cursive script, appearing to read "Valerie Nicol".

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 ☒ _____

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 ☒ _____ 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 Operatons - 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

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 & Permil 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**

RECEIVED
C.V.R.D.

JAN 06 2009

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

Classification: Finance – Grants to Organizations

Approval Date: Oct. 13, 1999

INDICATE THE APPLICABLE PARAGRAPH NUMBER IN-P

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: 7715 Bench Rd, Duncan **Postal Code:** V9L 6L7

Telephone No.: 250-737-1032

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 ☒

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 - REGIONAL GRANT FUND \$ 3,000 requested

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

Volunteer Date: Oct 13, 1999

Makana Farm is donating land (for members' plots), time, irrigation and

Classification: Finance - Grants to Organizations
Grant in Aid applied for: (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.U.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.ourecoovillage.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.

This project is of significant important in the Cowichan Valley as it becomes a showcase not only for local attraction but also as a Canadian example. As we move towards a Cowichan Community Food Security Plan this curriculum and infrastructure will be strategically timed to provide a far reaching impact. With the partnership of local government, Provincial government, academia, business and the food security community we can work together to have this be a full featured asset for all in the Cowichan and beyond.

Please do not hesitate to contact us for any further information.

In community,

Brandy Gallagher
Exec. Director
OUR ECOVILLAGE/OUR COMMUNITY ASSOCIATION

*Member of the Sustainable Community Development Cooperative (Inc)

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

iii.

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

43

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

PARTICIPATING AREAS:	NET TAXABLE	FIGURES USED FOR	MEMBERS	TOTAL
	VALUE	APPORTIONMENT	SHARE	
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:
(PER \$1000 OF NET TAXABLE VALUE)

0.0041

COST PER \$100,000 HOUSEHOLD

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
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	0		

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>