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| Minutes of the Environment Commission Meeting held on Monday, November 17, 2014 in the Regional District Board Room, 175 Ingram Street, Duncan BC at 6:00 PM. |

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| **PRESENT:** | Director J. Lefebure, Chair  Janna Jorgensen, Vice-Chair – via teleconference  Director M. Dorey  Larry George, Cowichan Tribes Representative  Scott Akenhead  Roger Hart  Tyler Innes  Peter Keber  Sophy Roberge  Judy Stafford  Maura Walker |
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| **ALSO PRESENT:** | Director I. Morrison  Kate Miller, Manager  Tauseef Waraich, Manager  Cathy Allen, Recording Secretary |
| **ABSENT:** | Jennifer Rowell  Director L. Duncan  Priscilla Brewer |
| **APPROVAL OF AGENDA** | The Chair noted changes to the agenda which included moving agenda item R1 after M1, and moving NB1 after R1.  **It was moved and seconded that the agenda, as amended, be approved.**  **MOTION CARRIED** |
| **ADOPTION OF MINUTES**  **M1** | **It was moved and seconded that the minutes of the regular Environment Commission meeting of September 25, 2014, be adopted.**  **MOTION CARRIED** |
| **REPORTS**  **R1 and**  **NB1** | Tauseef Waraich, Manager, reviewed staff report dated November 7, 2014, regarding Solid Waste Program update on regional disposal and recycling rates for 2012 and 2013, and update on projects and activities undertaken between 2012 and 2014 by the CVRD’s Recycling and Waste Management Division.  Maura Walker, Chair, Solid Waste Sub-Committee, reviewed Sub-Committee Report dated November 17, 2014, regarding Monitoring the CVRD Solid Waste Management Plan.  **It was moved and seconded**  **1. That CVRD staff develop a template for an annual solid waste management report that can assist the Environment Commission in conducting its mandate of monitoring the implementation of the Solid Waste Management Plan.**  **2. That staff establish performance targets and metrics for key initiatives in the Solid Waste Management Plan to ensure that solid waste initiatives are progressing towards their intended purpose.**  **3. That the Annual Report include the performance targets and metrics, as well as financial information, to demonstrate the cost-benefit of current initiatives.**  **MOTION CARRIED** |
| **BUSINESS ARISING FROM MINUTES** |  |
| **BA1** | Kate Miller, Manager, reviewed memo dated November 7, 2014, regarding Environment Commission membership terms.  There is an advertisement in the local newspaper calling for interested persons to apply to sit on the Commission. Ms. Miller also noted that the deadline for members whose terms will be expiring at the end of year, and who wish to renew their term, need to notify the CVRD by November 30th. |
| **BA2** | Kate Miller, Manager, reviewed memo dated November 7, 2014, regarding Environment Commission Bylaw review.  Ms. Miller requested that Commission members review the options listed in the memo and think about how they want to proceed with the review and recommendations regarding the scope of the existing bylaw.  More discussion to take place in January 2015. |
| **DELEGATIONS** | There were no delegations. |
| **CORRESPOND-ENCE** | There was no correspondence. |
| **INFORMATION** | There was no information. |
| **REPORTS** | |
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| **R2** | Judy Stafford declared that she had a conflict of interest respecting agenda item R2 and left the room at this point.  Roger Hart, Chair, Communications Sub-Committee, reviewed Sub-Committee Report dated November 4, 2014, regarding re Special Issue of 12/12 "Lead the Way".  **It was moved and seconded that the Environment Commission's contingency budget be used to supplement the Communications Sub-Committee's 2014 budget in the production and promotion of a special issue of "Lead the Way" at a cost of $2,049 plus GST.**  **MOTION CARRIED**  Ms. Stafford returned to the meeting at this point. |
| **R3** | Roger Hart, Chair, Communications Sub-Committee, reviewed Sub-Committee Report regarding Environment Commission 2015 Budget.  Mr. Hart stated that he wants to continue to work with Chairs of commissions and sub committees to bring forward a budget in February for submission to the Regional Services Committee.  Mr. Hart asked that any comments from members be forwarded to him via email between now and the end of January 2015. |
| **UNFINISHED BUSINESS** | Scott Akenhead provided an update regarding the State of Environment Report advising that six chapters have been finished. He wants those who volunteered to read the report and to check it for completeness, omissions, changes, etc.  Judy Stafford advised that Pricilla Brewer, who is absent, will not be renewing her term. Ms. Stafford wanted to thank Ms. Brewer for her work on the newsletter and on the Commission. Mel Dorey stated that he hoped the Board will send a letter to Ms. Brewer thanking her for serving on the Commission. |

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| **NEW BUSINESS** | Agenda item NB1 previously dealt with (see agenda item R1). |

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| **CLOSED SESSION** | There was no Closed Session business. |

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| **NEXT MEETING** | Sub Committees only will meet in December. Next regular meeting to be in January 2015 (information to follow). |
| **ADJOURNMENT** | **It was moved and seconded that the meeting be adjourned.**  **MOTION CARRIED**  **The meeting adjourned at 7:15 pm.** |

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