



## C·V·R·D

### REGIONAL SERVICES COMMITTEE

WEDNESDAY, FEBRUARY 23, 2011

6:00 PM / BOARD ROOM

175 INGRAM STREET

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**DISTRIBUTION:**

**Regional Services Committee**

Director P. Kent, Chair  
Director R. Hutchins, Vice-Chair  
Director K. Cossey  
Director M. Dorey  
Director L. Duncan  
Director G. Giles  
Director B. Harrison  
Director D. Haywood

Director T. Walker  
Director L. Iannidinardo  
Director K. Kuhn  
Director M. Marcotte  
Director T. McGonigle  
Director I. Morrison  
Director G. Seymour

**Cowichan Valley Regional District**

Warren Jones, Administrator  
Joe Barry, Corporate Secretary

Mark Kueber, General Manager, Corporate Services

**(Agenda Cover Only):**

Ron Austen, General Manager, Parks, Recreation & Culture  
Tom Anderson, General Manager, Planning & Development  
Brian Dennison, General Manager, Engineering & Environmental Services  
Sybille Sanderson, Acting General Manager, Public Safety  
Sharon Moss, Manager, Finance  
Jacob Ellis, Manager, Corporate Planning  
Kate McIntosh, Manager, Human Resources  
Bob McDonald, Manager, Recycling & Waste Management  
Geoff Millar, Manager, Economic Development  
Brian Farquhar, Manager, Parks & Trails  
Kate Miller, Manager, Regional Environmental Policy

Minutes of the Regular meeting of the Regional Services Committee held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, January 26, 2011 at 6:06 pm.

**PRESENT:** Chair P. Kent  
Vice-Chair R. Hutchins  
Directors K. Cossey, M. Dorey, L. Duncan, G. Giles,  
D. Haywood, L. Iannidinardo, K. Kuhn, M. Marcotte,  
I. Morrison, T. McGonigle, G. Seymour <at 6:10 pm>,  
and T. Walker

**ABSENT:** Director B. Harrison

**ALSO**

**PRESENT:** Warren Jones, Administrator  
Joe Barry, Corporate Secretary  
Mark Kueber, General Manager, Corporate Services  
Sharon Moss, Manager, Finance Services  
Dominique Beesley, Recording Secretary

**APPROVAL OF  
AGENDA**

**It was moved and seconded that the agenda be amended with the addition of the following New Business Item:**

**NB1 – Director Marcotte regarding Frank Jameson  
Community Centre;**

**and that the agenda, as amended, be approved.**

**MOTION CARRIED**

**ADOPTION OF  
MINUTES**

**2M1**

**It was moved and seconded that the minutes of the Regular meeting of Regional Services Committee, held November 24, 2010, be adopted.**

**MOTION CARRIED**

**6:10 PM**

Director Seymour arrived to the meeting.

**DELEGATIONS**

**D1**

Judy Stafford, Executive Director, Cowichan Green Community, provided a presentation which included showing a video on the Cowichan Green Community's 2010 year in review, for information.

**D2** Rick Juliusson, Director, Cowichan Station Area Association, provided a presentation on converting the old Cowichan Station Elementary School into the "The Hub" Community Centre, for information.

**D3** John Craig, Board Member, Nanaimo Airport Commission, provided a presentation on Nanaimo Airport activities and plans, for information.

## **STAFF REPORTS**

**SR1** Staff Report from Manager, Finance Services dated January 19, 2011, regarding the Cowichan Valley Regional District Audit, was considered.

The Manager, Finance Services, introduced Cory Vanderhorst, Regional Specialist Partner, Meyers Norris Penny, who provided an overview and answered questions on the Cowichan Valley Regional District Audit Service Plan.

**It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District Audit Service Plan Year Ending December 31, 2010 be received.**

**MOTION CARRIED**

**SR2** Staff Report from Manager, Finance Services dated January 18, 2011, regarding Spring Security Issuing Bylaw, was considered.

**It was moved and seconded that it be recommended to the Board that CVRD Security Issuing Bylaw No. 3458 be considered for three readings and adoption.**

**MOTION CARRIED**

**SR3** Staff Report from Corporate Secretary dated January 19, 2011, regarding CVRD Bylaw No. 3459 – Board Committee and Commission Procedures Amendment Bylaw, 2011, was considered.

**It was moved and seconded that the Staff Report from the Corporate Secretary dated January 19, 2011, regarding CVRD Bylaw No. 3459 – Board Committee and Commission Procedures Amendment Bylaw, 2011, be referred to the Communications Committee and that limitations be considered regarding the number of questions as well as maximum time limits.**

**MOTION CARRIED**

**NEW BUSINESS**

**NB1**

Director Marcotte raised the issue of Area H's annual contribution to the Frank Jameson Community Centre.

It was moved and seconded that the apportionment section of Area H's "North Oyster Recreation Specified Area Establishment By-law No. 617, 1981", be amended to mirror the wording of Area G's "CVRD Bylaw No. 2056 – Frank Jameson Community Centre Grant-In-Aid Amendment Bylaw, 2000".

**It was moved and seconded that this item be referred to staff for a report on the apportionment section of Bylaw No. 617 being amended to mirror the wording of Bylaw No. 2056.**

**MOTION CARRIED**

**ADJOURNMENT  
7:30 PM**

**It was moved and seconded that the Regional Services Committee meeting adjourn.**

**MOTION CARRIED**

The meeting adjourned at 7:30 pm.

\_\_\_\_\_  
Chairperson

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

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



## STAFF REPORT

# SR1

### REGIONAL SERVICES COMMITTEE MEETING OF FEBRUARY 23, 2011

DATE: February 14, 2011

FILE NO:

FROM: Warren Jones, CAO

SUBJECT: 2011 Supplemental Budget Requests

#### Recommendation/Action:

That the Board give consideration to the inclusion of the staff recommended 2011 supplemental budget items.

#### Relation to the Corporate Strategic Plan:

The Tier I and II supplemental budget requests are consistent with goals and objectives of the Corporate Strategic Plan, and provide the resources and funding necessary to move forward with implementing portions of the Plan.

**Financial Impact:** (Reviewed by Finance Division: SEN)

The overall impact of including the Tier I supplemental budget requests in the 2011 budget is \$2.60 per \$100,000 in assessed value or a total of \$362,122. These requests include the following:

TIER I Supplemental Requests	Cost	Cost per \$100,000 household
<ul style="list-style-type: none"><li>Transit Analyst</li><li>IT Systems Technician II</li><li>Regional Parkland Acquisition</li><li>Kinsol Trestle</li></ul>	$\$30,655/\$50,016$ \$80,671 \$100,000 \$100,780	*0.29 + *0.47 0.53 0.65 0.66
TOTAL	\$362,122	\$2.60

\*It should be noted that the Transit Analyst position costs are split between function 106 (Malahat Transit) and 107 (Transit). These costs are not regional, as they are not shared by Ladysmith or Electoral Areas G and H. Transit costs per \$100,000 household shown above for function 107 also vary by area per the Transit funding formula.

The overall impact of including the Tier II supplemental budget requests in the 2011 budget is \$1.41 per \$100,000 in assessed value or a total of \$273,389.

TIER II Supplemental Requests	Cost	Cost per \$100,000 household
<ul style="list-style-type: none"><li>• Arts and Culture – Cultural Mapping</li><li>• Blackberry Smart Phones for Directors</li><li>• Communications Officer</li><li>• Cowichan Watershed Board</li><li>• Emergency Notification System</li><li>• Solid Waste Remediation Reserve</li><li>• Secretary 2 days per Week (Engineering &amp; Environment)</li><li>• Spirit Stage</li></ul>	<ul style="list-style-type: none"><li>\$25,000</li><li>\$12,186</li><li>\$111,564</li><li>\$25,000</li><li>\$14,040</li><li>\$56,000</li><li>\$19,764</li><li>\$9,835</li></ul>	<ul style="list-style-type: none"><li>0.16</li><li>0.08</li><li>0.73</li><li>0.16</li><li>0.09</li><li>(fee funded)</li><li>**0.13</li><li>0.06</li></ul>
TOTAL	\$273,389	\$1.41

\*\*It should be noted that the costs of additional 2 days secretarial support in Engineering and Environment will allocated to the capital projects division, and as such, will be recovered by projects supported by this division and not shared on a regional basis.

The overall impact of other supplemental requests not listed in this report will be determined if and when they are approved and recommended by various committees and commissions. These other supplemental requests will be forwarded for consideration at the February 23, Regional Services Committee meeting. Attached is the full list of staff supplemental requests including those still awaiting a recommendation from the appropriate committee or commission. Also attached is a memo further detailing the requested new staff positions along with a draft job description for each recommended position.

### **Background:**

The 2011 "Budget Book" previously circulated to Board members represents "core" expenditures and those expenditure items previously approved by the Board, with the exception of individual Electoral Area budgets which include increases as requested by individual Directors, and four proposed operating reserves for Thetis Island boat launch and wharf, general government and building inspection.

Core expenditures are those costs required to maintain the same level of service as provided in 2010. Increases in core costs are driven largely by two factors: (1) a previously approved commitment of \$428,542 to expand transit and take advantage significant matching funding by BC Transit; and (2) contractual and labour increases. Staff have worked diligently to achieve the Board's directive to prepare regional budgets with a combined expenditure increase of less than two percent. The current overall increase for regional budgets stands at 0.9%.

The draft budget contains no new regional expenditure items. As in past, new budget items and requests are considered as supplemental to the core budget and are therefore presented separately to the Board for consideration. It is the obligation of Senior Management to make recommendations to the Board on potential expenditures to add to the budget and the purpose of this report is to present those recommendations for consideration by the Board.

The Board must then weigh the staff recommendations and other Board and community generated ideas with the Board's goal of maintaining an appropriate tax rate. It is a considerable challenge to balance the need and wish for additional service with the ability and willingness to pay.

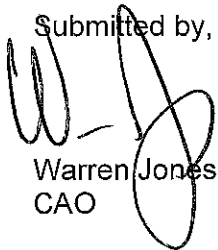
Organizational priorities, service requests and other issues were considered in determining the priority of supplemental requests. The result of this review is the following list of supplemental requests, divided into three tiers, depending on level of priority as assigned by staff:

1. Tier I supplemental request are those deemed to be highest overall priority.
2. Tier II supplemental requests are those deemed to be an important priority.
3. Other supplemental requests are for important and needed services.

As always it is the goal of staff to present as clearly as possible options and information to the Board. The budget priorities identified and recommended by staff may align with Board priorities or it may be that the Board and/or community weigh priorities differently. It is hoped that staff's supplemental recommendations provide a good starting point for the budget dialogue.

Should you have any questions about these recommendations please do not hesitate to contact Mark Kueber or myself.

Submitted by,



Warren Jones  
CAO

Attachments



**Cowichan Valley Regional District**  
**Tax Based Supplemental Requests - 2011 Budget (Using 2010 Revised Assessment Values)**

Dept	Division/Function	Requested	Annual Cost	Priority	CLT Recommend	Areas Affected	Cost per \$100,000 Household
<b>Corporate Services</b>							
Corporate Secretariat	100	Spirit Stage	9,835	1	Yes	All Areas & Munis	0.06
	100	Records Management Software	80,000	1	No	All Areas & Munis	0.52
	100	Records Management Summer Student to Input	12,550	1	No	All Areas & Munis	0.08
	100	Black Berry Smart Phones for Directors	12,186	1	Yes	All Areas & Munis	0.08
	100	Cultural Mapping - Arts & Culture	25,000	1	Yes	All Areas & Munis	0.16
	100	Communications Officer	111,564	1	Yes	All Areas & Munis	0.73
Information Technology	105	System Technician II (2010 - \$51,400, 2011 - \$80,671) & Capital Equipment \$25,000 (2010). Total 2010 cost = \$76,400	80,671	1	Yes	Allocated to users	0.53
Human Resources	105	Electronic Attendance System	50,000	2	No	Allocated to users	0.33
<b>Total Corporate Services</b>			<b>\$381,806</b>				<b>\$2.49</b>
<b>Engineering Services</b>							
<i>Facilities, Fleet &amp; Transit</i>							
Transit	106	Transit Analyst (Shared 106/107)	30,655	1	Yes	Various	
		Wages split approx 62% - Function 107, 38% Function 106				A	0.53
		Equipment will be paid 100% by 107				B	0.31
		Cost breakdown (based on May 2011 hire):				C	0.51
		Full Year Costs \$80,671 incl benefits, split				D	0.60
		\$50,016 - 106, \$30,655 - 107				E	0.40
						F	0.05
						I	0.05
						City of Duncan	0.31
						North Cowichan	0.10
Transit	107	Expansion of Hours September 2011 regular service	55,000	1	No	Various	
						A	0.44
						B	0.38
						C	0.46
						D	0.57
						E	0.57

**Cowichan Valley Regional District**  
**Tax Based Supplemental Requests - 2011 Budget (Using 2010 Revised Assessment Values)**

Dept	Division/Function	Requested	Annual Cost	Priority	CLT Recommend	Areas Affected	Cost per \$100,000 Household
						F	0.56
						I	0.52
						City of Duncan	0.56
						North Cowichan	0.33
						Lake Cowichan	0.79
Transit	107	Transit Analyst (Shared 106/107) Wages split approx 62% - Function 107, 38% Function 106	50,016	2	Yes	Various	
						A	0.40
		Equipment will be paid 100% by 107				B	0.35
		Cost breakdown (based on May 2011 hire):				C	0.41
		Full Year Costs \$80,671 incl benefits, split				D	0.52
		\$50,016 - 106, \$30,655 - 107				E	0.52
						F	0.51
						I	0.47
						City of Duncan	0.51
						North Cowichan	0.30
						Lake Cowichan	0.72
Environmental Initiatives	131	Coastal Zone Mapping	75,000	4	No	All Areas & Munis	0.49
	131	Regional Climate Action Plan. Total Cost \$112,000, including \$75,000 Gas Tax	37,000	3	No	All Areas & Munis	0.24
	131	Water Shed Board	25,000	1	Yes	All Areas & Munis	0.16
	131	CVRD Corporate Emissions	37,000	2	No	All Areas & Munis	0.24
<b>Recycling/Waste Management</b>							
Solid Waste Management	520	Establish Remediation Reserve (To be recovered by an increase in tipping fees of \$2 in 2011 and \$4 in 2012). Total cost \$56,000 in 2011 and \$112,000 annually after	0		Yes	All Areas & Munis	0.00
	575	Secretary 2 days a week (assistant for Manager of Capital Projects)	25,704	2	Yes	All Areas & Munis	0.17
<b>Total Engineering</b>			<b>\$335,375</b>				<b>\$14.11</b>

**Cowichan Valley Regional District**  
**Tax Based Supplemental Requests - 2011 Budget (Using 2010 Revised Assessment Values)**

Dept	Division/Function	Requested	Annual Cost	Priority	CLT Recommend	Areas Affected	Cost per \$100,000 Household
<b>Planning &amp; Development</b>							
<i>Economic Development</i>							
Economic Development	121	Set up operational reserve for grant opportunities - CVRD share	5,000	1	No	All Areas & Munis	0.03
<i>Community &amp; Regional</i>							
Building Inspection	320	Wage differential, merge bylaw and building inspection	10,000	1	Yes	All Electoral Areas	0.14
<b>Total Planning &amp; Development</b>			<b>\$15,000</b>				<b>\$0.03</b>
<b>Public Safety</b>							
<i>Public Safety</i>							
Emergency Planning	205	Emergency Notification System	14,040	1	Yes	All Areas & Munis	0.09
<i>Fire Protection</i>							
N. Oyster	350	Generator	10,000		Commission	N. Oyster S.A.	1.90
	350	Holmatro Cutters	8,600		Commission	N. Oyster S.A.	1.64
Malahat	355	Utility Truck	15,000		Commission	Malahat Fire Prot	9.64
Honeymoon Bay	357	New Tanker (Total cost \$150,000, to be funded \$75,000 reserves and \$75,000 ST debt. Annual financing \$17,250)	17,250		Commission	Honeymoon Bay LSA	15.64
Youbou	358	Boat	3,000		Commission	Youbou Fire LSA	1.03
	358	Heat Pump	10,000		Commission	Youbou Fire LSA	3.43
<b>Total Public Safety</b>			<b>\$77,890</b>				<b>\$1.99</b>
<b>Parks, Recreation &amp; Culture</b>							
<i>Parks &amp; Trails</i>							
Comm Parks Area B	231	Playground Apparatus Mill Springs Tot Lot (Reserves \$7,000)	0	1	EAS	B	0.00

**Cowichan Valley Regional District**  
**Tax Based Supplemental Requests - 2011 Budget (Using 2010 Revised Assessment Values)**

Dept	Division/Function	Requested	Annual Cost	Priority	CLT Recommend	Areas Affected	Cost per \$100,000 Household
	Comm Parks Area B	232 Undefined Parkland Acquisition. Total cost \$495,000, financed \$105,000 reserves, \$390,000 5 year debt. Annual financing approx \$76,000	76,000	1	EAS	B	4.49
	Comm Parks Area C	233 Washroom Facility Quarry Nature Park (\$120,000 to be funded by reserves)	0	1	EAS	C	0.00
		233 Undefined Parkland Acquisition (Cost \$180,000, to be funded \$30,000 reserves and \$150,000 5 year debt. Annual financing approx \$34,000)	34,000	2	EAS	C	3.33
	Comm Parks Area D	234 Undefined Parkland Acquisition (Total cost \$145,000, to be funded \$45,000 reserves and \$100,000 5 year debt, annual payments approx \$23,000)	23,000	1	EAS	D	3.78
	Comm Parks Area E	235 Undefined Parkland Acquisition (Total cost \$600,000, to be funded \$300,000 reserves and \$300,000 ST debt)	69,000	1	EAS	E	10.02
	Comm Parks Area G	237 Undefined Parkland Acquisition (Total cost \$150,000, to be funded \$50,000 reserves and \$100,000 Short Term Debt. Annual financing approx \$23,000)	23,000	1	EAS	G	5.20
	Comm Parks Area H	238 Riprap work Blue Heron (Total cost \$10,000, to be funded from reserves)	0	1	EAS	H	0.00
	Kinsol Trestle	283 Rehabilitation Work (\$200,780 total with \$100,000 Local Motion Grant Funding)	100,780	1	Yes	All Areas & Munis	0.66
	Regional Parkland Acquisition	285 Undefined Regional Parkland Acquisition (Total cost \$2,100,000 to be funded \$1,500,000 5 year debt, \$250,000 reserves, \$350,000 existing requisition. Annual financing \$345,000)	345,000	1	\$100,000 Recommended	All Areas & Munis	2.25
	Cowichan Lake Recreation	405 Repairs to Building Envelope to balance pressure within facility (if there is no contingency funds left from Project. If there are enough funds, no impact on requisition)	52,000	1	Commission	F, I, Town Lake Cow.	3.13
		405 Replace two 40 year Mycom refrigeration compressors	52,000	1	Commission	F, I, Town Lake Cow.	3.13

**Cowichan Valley Regional District**  
**Tax Based Supplemental Requests - 2011 Budget (Using 2010 Revised Assessment Values)**

Dept	Division/Function	Requested	Annual Cost	Priority	CLT Recommend	Areas Affected	Cost per \$100,000 Household
<b>Kerry Park Recreation</b>							
KPRC Administration	411	PA Sound System	70,000	3	Commission	A, B, C, D	1.62
Kerry Park Ice Arena	415	24 Passenger Microbird Bus (Total cost \$70,000, to be funded 5 year debt, \$16,100 per year)	16,100	2	Commission	A, B, C, D	0.37
	415	Scoreboard Replacement (Total cost \$100,000 to be funded 5 year debt, \$23,000 annually)	23,000	6	Commission	A, B, C, D	0.53
KPRC Sports Field Complex	416	Security Alarm/Concession Building	30,000	1	Commission	A, B, C, D	0.70
	416	Additional Part-Time Groundskeeper for ball fields	35,700	4	Commission	A, B, C, D	0.83
	416	Additional Grasscutter Equipment	17,500	5	Commission	A, B, C, D	0.41
<b>Island Savings Centre</b>							
ISC - Events and Services	420	Lead Hand Operating Attendant	78,600	1	Commission	D, E, Duncan, N. Cow S.E.	1.40
	420	Storm Pumps	20,000	2	Commission	D, E, Duncan, N. Cow S.E.	0.36
	420	North Arena Wall Cladding	70,000	3	Commission	D, E, Duncan, N. Cow S.E.	1.25
	420	Parking Lot Paving (CVRD portion of Regionally Significant Grant)	167,000	4	Commission	D, E, Duncan, N. Cow S.E.	2.98
	420	Recycling Program Implementation	11,800	5	Commission	D, E, Duncan, N. Cow S.E.	0.21
	420	Iceplant Roof Replacement	80,000	6	Commission	D, E, Duncan, N. Cow S.E.	1.43
	420	Door hardware/replacement	75,000	7	Commission	D, E, Duncan, N. Cow S.E.	1.34
	420	Arena Beams/paint ceiling	100,000	8	Commission	D, E, Duncan, N. Cow S.E.	1.78

**Cowichan Valley Regional District**  
**Tax Based Supplemental Requests - 2011 Budget (Using 2010 Revised Assessment Values)**

Dept	Division/Function	Requested	Annual Cost	Priority	CLT Recommend	Areas Affected	Cost per \$100,000 Household
		420 Groupcare (Total cost \$125,431, anticipated revenue \$134,400)	0	1	Commission	D, E, Duncan, N. Cow S.E.	0.00
		420 Replacement of Reserves - Transformer Repairs	105,000	1	Commission	D, E, Duncan, N. Cow S.E.	1.87
		Per Mark Kueber, borrowing may be an option to get some work done and spread costs over 5 years					
	<b>Arts &amp; Culture</b>						
	ISC Theatre	426 Arts & Culture - 1 day per week	12,021	1	Commission	D, E, Duncan, N. Cow S.E.	0.21
		426 Replace reserves for funds used to cover sound board purchase 2010	55,000	1	Commission	D, E, Duncan, N. Cow S.E.	0.98
<b>Total Parks, Recreation &amp;</b>			<b>\$1,741,501</b>				<b>\$54.26</b>

**Other Supplemental Requests**

Kaatza Historical Society	474	Budget shortfalls - request for additional funding	4,000	1	EAS	F, I, Lake Cowichan	0.24
Senior Centre Grant	472	Request for additional funding	100	1	EAS	F, I, Lake Cowichan	0.01
Operating Reserves	TBD	20% Operating Reserves - Select Functions to be determined TBC		1	Yes	TBD	
<b>Total Other</b>			<b>\$4,100</b>				<b>\$ 0.25</b>
<b>Total Supplementary Requests</b>			<b>\$2,555,672</b>				



## **MEMORANDUM**

**DATE:** February 14, 2011  
**TO:** Board of Directors  
**FROM:** Warren Jones, CAO  
**SUBJECT:** Recommended New Staff Positions

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### **Recommendation:**

That the Board consider the following recommended new staff positions in the 2011 budget process:

1. Transit Analyst
2. IT Systems Technician II
3. Communications Officer

### **Background:**

Based on a careful review of organizational needs, the following three positions, in order of priority, are recommended for consideration in the 2011 budget. Also attached are draft job descriptions for each position.

#### **1. Transit Analyst**

During the 2010 budget process, staff recommended to the Regional Services Committee that a Transit coordinator (technical assistant) be hired to assist with the growing needs of the CVRD transit service. The recommendation was not approved and direction was given for the Transit manager take a year to review the service and report back. After a year of working very closely with BC Transit, our 3 operating companies, the municipalities, MOTI and receiving hundreds of customer inquiries it is very clear that the Facilities, Fleet and Transit Division requires more staff to meet the needs of the growing service.

Our Transit service has expanded greatly over the past few years. Expanded service results in more routes and more customers, all of which requires more CVRD staff support to assist with responding to customer inquiries/complaints, responding to BC Transit initiatives, planning new routes, ticket outlet operations, ticket/fare products, providing up to date rider guides and other customer information, special service routes to community events, and more. A few examples of expanded services recently include the recent addition of HandyDART services under CVRD responsibility; introduction of the commuter service to Victoria (including park and ride lots); 2010 and 2011 approved route expansions; and installation of bus shelters (that will require maintenance and more to be installed).

Currently, the Transit function is only supported by approximately 50% of a full time CVRD position (Manager has other divisions to support) with nominal administrative support. The current need is for a staff person who can work with the manager on day to day issues. This position will allow the division to not only support the addition of more routes and service new communities, but to also add new amenities like benches, garbage cans, more bus shelters, ensure that curbs are adequately painted, appropriate signage is in place, and shelters are properly maintained. These basic services cannot be provided with the resources currently in place. This position will also help address the current problem of having only one CVRD staff person knowledgeable of the transit system, thus providing for the much needed secondary back up operational support for the current single Transit staff person.

## 2. IT Systems Technician II

Over the past several years, the number of computers and information technology equipment in operation in the CVRD has grown significantly. However, no additional staff have been added to keep up with service requests and basic maintenance demands. Understaffing has resulted in the IT Division being unable to fully meet and contribute to the goals outlined in the Corporate Strategic Plan; struggling to provide timely responses to IT problems – resulting in lost productivity; seeing diminished effectiveness of technical support and project management services as the organization grows; and unable to fully provide the needed technical leadership the organization requires.

The addition of an IT systems technician II will increase the IT Division's ability to actively contribute to the success of the CVRD's organizational goals; increase annual project completion rates and provide timely task completion; effectively response to increased IT support demands; enable the organization to take advantage of evolving technologies; provide information technology leadership to the organization; effectively update and expand the existing corporate technology infrastructure which now includes mobile and wireless services. And ultimately provide the needed level of maintenance to the network, hardware and software and engage in performance management and capacity planning.

## 3. Communications Officer

There is considerable opportunity for increasing the effectiveness of the CVRD through improved internal and external communication. Current communication gaps affect the internal ability of the organization to coordinate multi departmental activities to achieve broader organizational objectives. Additionally, external communication with community stakeholders is inadequate thereby hampering the ability of staff to consult with, gather input and inform the community on organizational objectives and initiatives. One of these organizational objectives is building a strong working relationship with the First Nations communities in the Region.

It is expected that the Communications Officer will work to facilitate continued First Nations relationship building and help the organization collaborate with First Nations on common goals and better coordinating numerous projects to better serve all people in our region. The Communications Officer position will significantly improve the Regional District's ability to manage the growing number of interactions with First Nations on a wide range of issues including land use, transit, social issues, recreation, water & solid waste management and more. It is expected that the Communications Officer's time will be split approximately 60/40 with 60% spent on communications and 40% dedicated to working with local First Nations.

Attachments





**COWICHAN VALLEY  
REGIONAL DISTRICT**

**JOB DESCRIPTION  
February 2010**

<b>Position Category:</b>	<b>Transit Analyst</b>
<b>Department:</b>	<b>Engineering and Environmental Services</b>
<b>Division:</b>	<b>Facility, Fleet &amp; Transit Management</b>
<b>Reference:</b>	<b>Unionized – CUPE 358</b>

**General Accountability & Purpose of the Job:**

Reporting to the Manager, Facility, Fleet and Transit Management, the Transit Analyst is responsible for the activities related to the current infrastructure and future development of the CVRD transit service. The Transit Analyst researches, analyzes and produces feasibility reports; develops and checks service benchmarks; ensures bus stops/shelters maintenance and signage are completed; and markets transit initiatives.

**Typical Job Duties:**

- a. Works on various projects, feasibility studies and activities related to the current and future development of the CVRD Transit service.
- b. Reviews and prioritizes future expansion routes and related system infrastructure needs (ie. bus shelters and stops) for the Cowichan Valley Regional District (CVRD) with municipalities, planning departments, and BC Transit.
- c. Review service (i.e., possible route changes) to better meet the needs of the community, within an established budget, with transit operating company(s) and BC Transit.
- d. Establishes a priority listing of locations for additional bus shelters with transit operating company(s) and BC Transit. Produces and provides required reports on new bus stops/shelters in the electoral areas to municipalities and MOT.
- e. Sources out government grants and prepares grant submissions to upgrade/improve transit bus stops and shelters.
- f. Communicates with municipalities to ensure the bus stop curb painting and bus stop signage is well maintained and current, including performing inspections and providing follow up reports.
- g. Ensures that the soon to be installed new bus shelters are adequately maintained through a TBD (Tendered) contractor, including performing inspections.
- h. Responds to public phone and email inquiries, under CVRD responsibility (ie not operating companies or BC Transit).
- i. Reports on the feasibility and affects of implementing new transit programs (ie. Propass, senior/student fares on the commuter, youth ride free, and others currently not provided).
- j. Assists with promoting public transit and healthy environmental activities (ie go green) by providing reports to other CVRD departments ( ie Environmental Services, recreation) and community groups (ie Social Planning Cowichan).
- k. Assists with capital projects including providing budget information on required maintenance of bus stops signage and curb painting, shelters, shelter maintenance, etc.
- l. Long term goal (3-4 years) - Producing a large encompassing report on the implications of bringing the CVRD Transit operations and maintenance responsibilities, currently being done by a contracted 3<sup>rd</sup> party, in house.
- m. Collects and organizes passenger data through surveys and other means.
- n. Advertises and markets transit initiatives in consultation with BC Transit.
- o. Performs a fare analysis including trends with different fare products.
- p. Develops and checks service benchmarks.
- q. Performs other duties or tasks as assigned.

**Organizational Relationship:**

The Transit Analyst reports to the Manager, Facility, Fleet & Transit Management.

**Qualifications:****Education/Training:**

Secondary school graduation plus a two year business diploma from a recognized community college.

**Experience:**

Five years of related experience with transportation and urban planning, preferably public transit within a Regional/Municipal Government setting.

Experience preparing grant applications.

**Occupational Certification:**

Valid Class 5 Driver's License

WHMIS Certificate -- provided by employer

**Knowledge:**

Knowledge of Ministry of Transportation requirements for public transit in electoral areas.

Knowledge of capital projects.

**Skills & Abilities:**

Ability to perform research, analysis, prepare professional reports and present findings to management and other committees.

Ability to communicate effectively both verbally and in writing.

Proficient business and analytical accounting skills.

Proficient contemporary computer skills, including spreadsheets and word processing and presentation software, specifically Microsoft Office (Word/Excel/PowerPoint).

Ability to work with limited supervision in a self directed and motivated way.

Ability to establish and maintain courteous, tactful, diplomatic working relationships with other employees, general public, users, and Regional Board Members.

Ability to respond tactfully and diplomatically to public phone and e-mail inquiries, under CVRD responsibility (i.e, not operating companies or BC Transit).

**Job Description Certification:**

I have read this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

This job description is an accurate statement of this job's assigned duties, tasks, and responsibilities.

\_\_\_\_\_  
Exempt Signature

\_\_\_\_\_  
Date

This Job Description has been reviewed and approved.

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

DRAFT



**COWICHAN VALLEY  
REGIONAL DISTRICT**

**JOB DESCRIPTION  
January 2011**

<b>Position Category</b>	<b>Systems Technician II</b>
<b>Department:</b>	<b>Corporate Services</b>
<b>Division:</b>	<b>Information Technology</b>
<b>Reference:</b>	<b>Unionized - CUPE 358</b>

**General Accountability & Purpose of the Job:**

Reporting to the Manager of Information Technology the Systems Technician II is responsible for supervising the day to day support of the Information Systems for the Regional District. The incumbent will assist in administering the implementation of strategic and operational plans for the Information Technology Division. Also, the incumbent is responsible for establishing systems support priorities, backfilling the Systems Technician positions, and recommending new information technology opportunities to the manager.

**Typical Job Duties and Tasks:**

- a. Coordinate the Installation, configuration and maintenance of network software applications, servers, desktop computers, assorted peripherals, network communications and related software and hardware devices.
- b. Assist with the management of Information Technology projects and consult with divisions/departments to enhance support services.
- c. Coordinate access to corporate data in order to maximize effective use of all available information through the use of appropriate database applications and technologies.
- d. Monitor information technology performance and requirements for system support and provide recommendations for improvement and sustainability. This will include error log monitoring, performance tuning and disk management.
- e. Provide troubleshooting, backup requirements, security procedures and data integrity for the corporation's information systems.
- f. Provide central computer, network, and telecommunications operations and technical support to user departments/divisions.
- g. Provide recommendations for network design and software utilization using cost-benefit analysis and business planning.
- h. Provide recommendations for the development and implementation of corporate technology security policies.
- i. Assist in strategic planning, design, and modification of network architecture and goal setting.
- j. Keep up-to date with technological developments as they relate to the corporation.
- k. Any other duties or tasks as assigned by the manager.

**Organizational Relationship:**

The Systems Technician II reports to the Manager, Information Technology Division.

**Qualifications:**

**Education/Training:**

Secondary School graduation, plus a degree or technical diploma in Computer Science, or an equivalent combination of experience and training.

**Experience:**

Minimum five years of progressive experience in an information technology support role.

**Occupational Certification:**

WHMIS certification - provided by the employer

Valid Class 5 BC Driver's License

**Knowledge:**

Extensive knowledge of networks, network components, telecommunications, databases, and operating systems.

Knowledge of a wide variety of computer software applications.

**Skills & Abilities:**

Ability to establish and maintain courteous, tactful, diplomatic working relationships with other employees, the public and regional Board members.

Ability to mentor and supervise staff and contractors.

Ability to plan and coordinate the installation, configuration, and maintenance of computer software, hardware and networks.

Ability to prioritize, balance tasks and procedures in a dynamic environment to meet required deadlines.

Ability to communicate effectively both verbally and written to diverse non-technical users.

Ability to effectively resolve problems related to a variety of computer applications.

**Job Description Certification:**

I have read this job description.	
_____ Employee Signature	_____ Date
This job description is an accurate statement of this job's assigned duties, tasks, and responsibilities.	
_____ Exempt Signature	_____ Date
This Job Description has been reviewed and approved.	
_____ Human Resources	_____ Date



**COWICHAN VALLEY  
REGIONAL DISTRICT**

**JOB DESCRIPTION  
DRAFT**

Position Category:	Communications Officer
Department:	Corporate Services
Office:	Communications
Reference:	Exempt – Management

**General Accountability & Purpose of the Job:**

Reporting to the Corporate Services Department General Manager, the Communications Officer is responsible for the development, implementation and overall coordination of the Cowichan Valley Regional District's corporate communications.

**Typical Job Duties:**

- a. Support the CAO, Board and Corporation by providing expert advice, strategies and leadership on communications issues.
- b. Coordinate, develop and deliver highly-effective communications services, policies and standards.
- c. Provide leadership and a vision for the Regional District's communications initiatives focused on four key components: external communications, internal communications, corporate website communications management and intergovernmental affairs.
- d. Develop, implement and maintain effective communications with external Regional District stakeholders to ensure the CVRD successfully meets its corporate goals and objectives by:
  - Overseeing marketing, branding, PR events
  - Acting as the primary Media Contact and staff spokesperson for the Corporation
  - Coordinating and/or writing all media press releases
  - Providing communications services and support to the Board, corporate departments & divisions, project teams, and staff
  - Reviewing and establishing media relations policies and procedures – ensuring the Regional District's media relations are integrated with general corporate communications objectives and initiatives
  - Providing strategic communications advice in support of implementing the Corporate Plan and other key projects and initiatives that support the Regional District's vision and mission, values and objectives
  - Coordinating communications with external agencies, and organizations
  - Publishing organizational and community oriented newsletters
  - Providing direction and support for public participation events
- e. Act as the primary corporate First Nations liaison for the Regional District by:
  - Facilitating continued First Nations relationship building
  - Acting as the primary staff contact for treaty related issues
  - Leading collaboration efforts with First Nations on common goals
  - Assisting in the coordination and partnering of CVRD/First Nation projects
  - Managing interactions between First Nation governments and the CVRD on a wide range of issues including land use, transit, social issues, recreation, water & solid waste management.
- f. Develop, implement and maintain internal communications including:
  - Establishing, and implementing Corporate PR standards
  - Developing corporate image standards
  - Providing staff training on public participation protocol
  - Developing and coordinating public education of corporate branding and marketing

- Producing a regular (monthly) staff newsletter
- g. Manage, monitor, oversee and coordinate corporate website communications.
- h. Serve as the corporate intergovernmental affairs representative by providing support as a
  - First Nations liaison
  - Municipal liaison
  - Provincial/Federal liaison
  - Meeting protocol advisor

**Organizational Relationship:**

The Communications Officer reports to the General Manager of the Corporate Services Department.

**Qualifications:**

**Education/Training:**

Communications or related degree/diploma or equivalent training and experience.

**Experience:**

- 5-7 years of communications and/or related experience.
- At least 2 years local government communication experience and/or a strong working knowledge of local government/public sector corporate organization.
- Experience working at a senior level within a corporate environment, including working with elected officials and their senior staff equivalents.
- Experience with web-based communications, presentation programs, and desktop publishing.

**Occupational Certification:**

Professional communicator certification (IABC or CPRS) preferred.

**Skills & Abilities:**

- Demonstrated exceptional verbal and written communication skills.
- Proficient computer skills including ability to work in Word, Excel and PowerPoint.
- Professional, courteous attitude when dealing with the Board, staff and the public.
- Ability to maintain confidentiality.
- Possess a hands on approach and a "make it happen" attitude.
- Ability to pay meticulous attention to accuracy and detail.
- Commitment to working in a team-based corporate and departmental environment.

**Job Description Certification:**

I have read this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

This job description is an accurate statement of this job's assigned duties, tasks, and responsibilities.

\_\_\_\_\_  
Exempt Signature

\_\_\_\_\_  
Date

This Job Description has been reviewed and approved.

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date





SR2

STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING  
OF FEBRUARY 23, 2011

DATE: February 15, 2011

FILE NO:

FROM: Mark Kueber, General Manager  
Corporate Services Department

BYLAW No:

SUBJECT: Draft 2011 Regional Budgets

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**Recommendation**

That the committee provide further direction on the Regional Budgets.

**Relation to the Corporate Strategic Plan:**

The 2011 budget process has been amended to seek direction at the beginning of the budget preparation from the Directors in an attempt to improve the budget process, and to better match their goals and direction with the 2011 budget which is consistent with the Corporate Strategic Plan.

**Financial Impact:** *(Reviewed by Finance Division: [Signature])*

The overall impact of the Regional Budgets in the draft 2011 budget is an increase of \$60,763 which is 0.9%. The total tax impact is \$0.40 per \$100,000 in assessed value.

Function	Requisition increase	percentage increase
General Government	\$11,807	1.00%
Environmental Initiatives	(\$20,000)	(4.11)%
Emergency 911	0	0.00%
Emergency Planning	0	0.00%
Economic Development	0	0.00%
Regional Tourism	0	0.00%
Regional Parks	\$15,723	1.98%
Solid Waste Management	\$53,233	2.00%
Kinsol Trestle	0	0.00%
Total	<u>\$60,763</u>	<u>0.90%</u>

**Background:**

At the Regional Services committee meeting of August 25, 2010 direction was provided to staff that the Regional Budgets for 2011, excluding Parkland Acquisition, be limited to a combined 2% requisition increase. In addition staff were directed to prepare the 2011 budget based on the core services that were present in 2010. Based on this direction the draft 2011 Regional Budgets, excluding Parkland Acquisition, have a combined increase of 0.9%.

.../2

All jurisdictions participate in these functions and they are cost shared based on assessments. This means that all homes throughout the Regional District pay the same tax rate regardless of where the property is located. The factor that drives what one property pays compared to another is the assessment value. Each individual requisition is influenced by different factors, attached to this report is a 2011 Requisition Review sheet for each function detailing the main reasons for the requisition change that currently exists in the core budget. In addition, the review sheet will show any supplemental item that the committee is being asked to consider adding to the draft budget.

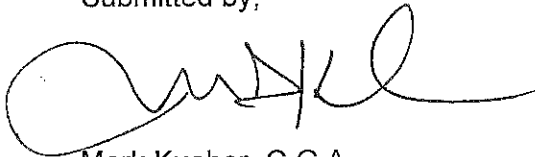
Also to be considered is the Regional Grant in Aid requests, currently there is \$100,000 already included in the core budget while the requests received total \$250,000.

Currently the draft 2011 General Government budget has a contribution of \$72,873 to an operating reserve, your approval is requested.

When the 2011 Budget booklets were distributed on February 4, 2011 I stated that Regional Parks (function 280) had not been completed, please find attached the completed Regional Parks budget for 2011. Please note there is no change for the 2011 Requisition for this service, so the tax numbers will not change.

Managers responsible for the Regional Budgets will be in attendance to answer any specific questions on these budgets.

Submitted by,



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

MK:tk

Attach.

Z:\Mark\Staff Reports - 2011\Staff Report - 2011 Draft Budget.docx

## A) Core Budget (Existing Service Level)

	2009 Tax Requisition	2010 Tax Requisition	2010 % Increase (Decrease)	Proposed 2011 Tax Requisition	\$ Increase (Decrease)	% Increase (Decrease)	Cost per \$100,000
Core Budget	\$1,887,401	\$1,184,493 <sup>1</sup>	-37.2%	\$1,196,300	\$11,807	1.0%	\$0.08
Changes for 2011:							
					\$92,187	7.8%	\$0.60
					-\$104,565	-8.8%	(\$0.68)
					\$72,873	6.2%	\$0.48
					\$72,403	6.1%	\$0.47
					-\$54,018	-4.6%	(\$0.35)
					-\$67,073	-5.7%	(\$0.44)
				Subtotal	\$11,807	1.0%	\$0.08

## B) Supplemental Items

i)	Requested by Committee	Anticipated Funding Method			Impact on		
		Reserves	S.T. borrow	Operating	Requisition	% Increase	Cost per \$100k
1)						0.0%	\$0.00
2)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

ii)	Recommended by	Anticipated Funding Method			Impact on		
	Corporate Leadership Team	Reserves	S.T. borrow	Operating	Requisition	% Increase	Cost per \$100k
1)	Blackberry Smart Phones - Dir			\$12,186	\$12,186	1.0%	\$0.08
2)	Cultural Mapping			\$25,000	\$25,000	2.1%	\$0.16
3)	Communications Manager			\$111,564	\$111,564	9.4%	\$0.73
4)	Spirit Stage			\$9,835	\$9,835	0.8%	\$0.06
		\$0	\$0	\$158,585	\$158,585	13.4%	\$1.03

iii)	Other items	Anticipated Funding Method			Impact on		
		Reserves	S.T. borrow	Operating	Requisition	% Increase	Cost per \$100k
1)	Records Management System			\$80,000	\$80,000	6.8%	\$0.52
2)	Student to data enter records mgmt			\$12,550	\$12,550	1.1%	\$0.08
3)							
		\$0	\$0	\$92,550	\$92,550	7.8%	\$0.60

<b>Total Impact</b>					<b>\$262,942</b>	<b>22.2%</b>	<b>\$1.71</b>
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<sup>1</sup>Environmental Initiatives has now been established under Function 131. The 2010 requisition amount does not include the Environment requisition amount for comparative purposes

Function: 109 - Emergency 911

2011 Requisition Review

A) Core Budget (Existing Service Level)

	2009 <u>Tax Requisition</u>	2010 <u>Tax Requisition</u>	2010 % Increase (Decrease)	Proposed 2011 <u>Tax Requisition</u>	\$ Increase (Decrease)	% Increase (Decrease)	Cost per \$100,000
Core Budget	\$521,053	\$552,120	6.0%	\$552,120	\$0	0.0%	\$0.00
Changes for 2011:							
	Increase in surplus				-\$32,471	-5.9%	(\$0.21)
	Increase in transfer to reserves				\$51,029	9.2%	\$0.33
	Decrease in operational costs				-\$18,558	-3.4%	(\$0.12)
				Subtotal	\$0	0.0%	\$0.00

B) Supplemental Items

i)	Requested by Committee	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

ii)	Recommended by	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
	Corporate Leadership Team	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

iii)	Other items	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

<b>Total Impact</b>					\$0	0.0%	\$0.00
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## A) Core Budget (Existing Service Level)

	2009 <u>Tax Requisition</u>	2010 <u>Tax Requisition</u>	2010 % Increase (Decrease)	Proposed 2011 <u>Tax Requisition</u>	\$ Increase (Decrease)	% Increase (Decrease)	Cost per \$100,000
Core Budget	\$434,516	\$434,516	0.0%	\$434,516	\$0	0.0%	\$0.00
Changes for 2011:							
					\$12,636	2.9%	\$0.08
					-\$7,983	-1.8%	(\$0.05)
					\$19,140	4.4%	\$0.12
					-\$23,793	-5.5%	(\$0.15)
				Subtotal	\$0	0.0%	\$0.00

## B) Supplemental Items

i)	Requested by Commission	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

ii)	Recommended by	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
	Corporate Leadership Team	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

iii)	Other items	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)	Operating reserve for grants			\$5,000	\$5,000	1.2%	\$0.03
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$5,000	\$5,000	1.2%	\$0.03

<b>Total Impact</b>					<b>\$5,000</b>	<b>1.2%</b>	<b>\$0.03</b>
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Function: 123 - Regional Tourism

## 2011 Requisition Review

### A) Core Budget (Existing Service Level)

	2009	2010	2010	Proposed	\$ Increase	% Increase	Cost per
	<u>Tax Requisition</u>	<u>Tax Requisition</u>	<u>% Increase</u>	<u>2011</u>	<u>(Decrease)</u>	<u>(Decrease)</u>	<u>\$100,000</u>
			<u>(Decrease)</u>	<u>Tax Requisition</u>			
Core Budget	\$120,000	\$120,000	0.0%	\$120,000	\$0	0.0%	\$0.00
Changes for 2011:							
	Decrease in surplus				\$19,076	15.9%	\$0.12
	Reduction in expenditures to offset reduced surplus				-\$19,076	-15.9%	(\$0.12)
				Subtotal	\$0	0.0%	\$0.00

### B) Supplemental Items

i)	Requested by Commission	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

ii)	Recommended by	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
	Corporate Leadership Team	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

iii)	Other items	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

<b>Total Impact</b>					\$0	0.0%	\$0.00
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## A) Core Budget (Existing Service Level)

	2009 <u>Tax Requisition</u>	2010 <u>Tax Requisition</u>	2010 % Increase (Decrease)	Proposed 2011 <u>Tax Requisition</u>	\$ Increase (Decrease)	% Increase (Decrease)	Cost per \$100,000
Core Budget		\$486,482		\$466,482	-\$20,000	-4.1%	(\$0.14)
Changes for 2011:							
					-\$147,163	-30.3%	(\$1.02)
					\$42,656	8.8%	\$0.30
					-\$12,762	-2.6%	(\$0.09)
					\$25,000	5.1%	\$0.17
					\$9,300	1.9%	\$0.06
					\$62,969	12.9%	\$0.44
				Subtotal	-\$20,000	-4.1%	(\$0.14)

## B) Supplemental Items

i)	Requested by Commission	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

ii)	Recommended by	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
	Corporate Leadership Team	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)	Water Shed Board			\$25,000	\$25,000	5.1%	\$0.17
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$25,000	\$25,000	5.1%	\$0.17

iii)	Other items	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)	Coastal Zone Mapping			\$75,000	\$75,000	15.4%	\$0.52
2)	Regional Climate Action			\$112,000	\$37,000	7.6%	\$0.26
3)	CVRD Corporate Emissions			\$37,000	\$37,000	7.6%	\$0.26
		\$0	\$0	\$224,000	\$149,000	30.6%	\$1.03

<b>Total Impact</b>					<b>\$154,000</b>	<b>31.7%</b>	<b>\$1.07</b>
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Function:

205 - Emergency Planning

2011 Requisition Review

## A) Core Budget (Existing Service Level)

	2009	2010	2010	Proposed	\$ Increase	% Increase	Cost per
	<u>Tax Requisition</u>	<u>Tax Requisition</u>	<u>% Increase</u>	<u>2011</u>	<u>(Decrease)</u>	<u>(Decrease)</u>	<u>\$100,000</u>
Core Budget	\$453,302	\$493,457	8.9%	\$493,457	\$0	0.0%	\$0.00
Changes for 2011:							
					\$16,018	3.2%	\$0.10
					\$30,095	6.1%	\$0.20
					-\$17,419	-3.5%	(\$0.11)
					-\$5,000	-1.0%	(\$0.03)
					-\$14,400	-2.9%	(\$0.09)
					-\$9,294	-1.9%	(\$0.06)
				Subtotal	\$0	0.0%	\$0.00

## B) Supplemental Items

i)	Requested by Committee	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
	1) Emergency Notification System <sup>1</sup>			\$14,040	\$14,040	2.8%	\$0.09
	2)					0.0%	\$0.00
	3)					0.0%	\$0.00
		\$0	\$0	\$14,040	\$14,040	2.8%	\$0.09

ii)	Recommended by	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
	Corporate Leadership Team	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
	1)					0.0%	\$0.00
	2)					0.0%	\$0.00
	3)					0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

iii)	Other items	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
	1)					0.0%	\$0.00
	2)					0.0%	\$0.00
	3)					0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

## Total Impact

\$14,040 2.8% \$0.09

<sup>1</sup>Also recommended by Corporate Leadership



Function: 280 Regional Parks 2011 Requisition Review

A) Core Budget (Existing Service Level)

	2009	2010	2010	Proposed	\$ Increase	% Increase	Cost per
	<u>Tax Requisition</u>	<u>Tax Requisition</u>	<u>% Increase</u>	<u>2011</u>	<u>(Decrease)</u>	<u>(Decrease)</u>	<u>\$100,000</u>
			<u>(Decrease)</u>	<u>Tax Requisition</u>			
Core Budget	\$316,966	\$795,277	150.9%	\$811,000	\$15,723	2.0%	\$0.10
Changes for 2011:							
	Decrease in surplus				\$144,946	18.2%	\$0.95
	Decrease in capital projects funded by requisition				-\$160,463	-20.2%	(\$1.05)
	Increase in wages				\$41,257	5.2%	\$0.27
	Decrease in summer student program				-\$6,000	-0.8%	(\$0.04)
	Decrease in other expenditures				-\$4,017	-0.5%	(\$0.03)
				Subtotal	\$15,723	2.0%	\$0.10

B) Supplemental Items

i)	Requested by Commission	Anticipated Funding Method			Impact on		
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>	<u>% Increase</u>	<u>Cost per \$100k</u>
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

ii)	Recommended by	Anticipated Funding Method			Impact on		
	Corporate Leadership Team	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>	<u>% Increase</u>	<u>Cost per \$100k</u>
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

iii)	Other items	Anticipated Funding Method			Impact on		
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>	<u>% Increase</u>	<u>Cost per \$100k</u>
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

Total Impact \$15,723 2.0% \$0.10

Function: 283 Kinsol Trestle

# 2011 Requisition Review

## A) Core Budget (Existing Service Level)

	2009 <u>Tax Requisition</u>	2010 <u>Tax Requisition</u>	2010 % Increase (Decrease)	Proposed 2011 <u>Tax Requisition</u>	\$ Increase (Decrease)	% Increase (Decrease)	Cost per \$100,000
Core Budget	\$0	\$0		\$0	\$0	0.0%	\$0.00
Changes for 2011:						0.0%	\$0.00
						0.0%	\$0.00
						0.0%	\$0.00
						0.0%	\$0.00
Subtotal					\$0	0.0%	\$0.00

## B) Supplemental Items

i)	Requested by Commission	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

ii)	Recommended by	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
	Corporate Leadership Team	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)	Kinsol Trestle Operating Budget			\$100,780	\$100,780	0.0%	\$0.66
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$100,780	\$100,780	0.0%	\$0.66

iii)	Other items	Anticipated Funding Method			Impact on	% Increase	Cost per \$100k
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Requisition</u>		
1)						0.0%	\$0.00
2)						0.0%	\$0.00
3)						0.0%	\$0.00
		\$0	\$0	\$0	\$0	0.0%	\$0.00

**Total Impact** \$100,780 0.0% \$0.66

## 520 - Solid Waste Management

## 2011 Requisition Review

**A) Core Budget (Existing Service Level)**

Core Budget (Existing Service Level)		2010	Proposed			
	2009	2010	% Increase	2011	\$ Increase	% Increase
	<u>Tax Requisition</u>	<u>Tax Requisition</u>	<u>(Decrease)</u>	<u>Tax Requisition</u>	<u>(Decrease)</u>	<u>(Decrease)</u>
						Cost per
						<u>\$100,000</u>
Core Budget	\$2,496,399	\$2,661,671	6.6%	\$2,714,904	\$53,233	2.0%
Changes for 2011:	Increase in surplus				-\$211,233	-7.9%
	Increase in debt payments				\$102,351	3.8%
	Reduction in projected dumping fees				\$202,500	7.6%
	Net decrease in transfer to reserves				-\$100,000	-3.8%
	Net increase in operating costs				\$59,615	2.2%
				Subtotal	\$53,233	2.0%

## B) Supplemental Items

**i) Requested by Committee**

### Anticipated Funding Method

	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Impact on Requisition</u>	<u>% Increase</u>	<u>Cost per \$100k</u>
1)					0.0%	\$0.00
2)					0.0%	\$0.00
3)					0.0%	\$0.00
	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$0.00</u>

## ii) Recommended by

### Anticipated Funding Method

## Corporate Leadership Team

Corporate Leadership Team	Reserves	S.T. borrow	Operating	Impact on Requisition	% Increase	Cost per \$100k
1) Remediation Reserve			\$56,000	\$0	0.0%	\$0.00
2)					0.0%	\$0.00
	\$0	\$0	\$56,000	\$0	0.0%	\$0.00

## iii) Other items

### Anticipated Funding Method

	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	<u>Impact on Requisition</u>	<u>% Increase</u>	<u>Cost per \$100k</u>
1)					0.0%	\$0.00
2)					0.0%	\$0.00
3)					0.0%	\$0.00
	<u>\$0</u>	<u>- \$0</u>	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$0.00</u>

### Total Impact

\$53,233	2.0%	\$0.35
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**COWICHAN VALLEY REGIONAL DISTRICT**

**2011-2015 FINANCIAL EXPENDITURE PROGRAM**

**FORM C-1**

**Dept Function: Regional Parks**

**Function: 280**

<b>TOTAL EXPENDITURE</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Operational Costs	\$609,000	\$600,000	\$610,000	\$615,000	\$620,000
Debt Payments	2,000				
Capital	7,990,460	361,000	201,000	215,000	210,000
Transfer to Reserve					
<b>TOTAL APPLICATION OF FUNDS</b>	<b>\$8,601,460</b>	<b>\$961,000</b>	<b>\$811,000</b>	<b>\$830,000</b>	<b>\$830,000</b>
<b><u>SOURCES OF FUNDS</u></b>					
Requisition/Parcel Tax	\$811,000	\$811,000	\$811,000	\$830,000	\$830,000
User Fee					
Transfer from Reserve Fund					
Other	7,754,505	150,000			
Debt Proceeds	160,000				
Surplus/(Deficit)	(124,045)				
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$8,601,460</b>	<b>\$961,000</b>	<b>\$811,000</b>	<b>\$830,000</b>	<b>\$830,000</b>

**"Total application of funds" must equal "Total Source of Funds"**

## REGIONAL PARKS - 280



For Period Ending 31-Dec-2010

GENERAL REVENUE FUND	YEAR 2010 ACTUAL ACTIVITY	YEAR 2010 ANNUAL BUDGET	YEAR 2011 ANNUAL BUDGET	VARIANCE 2010/2011 ACTUAL TO BUDGET
REVENUES				
GRANTS	-1,202,045	-1,593,646	-662,578	539,467
KINSOL TRESTLE	0	-5,306,000	-7,091,927	-7,091,927
REQUISITION	-795,277	-795,277	-811,000	-15,723
M.F.A. FUNDING	0	-150,000	-160,000	-160,000
TRANSFER FROM RESERVE	-35,000	-35,000	0	35,000
SURPLUS	-20,901	-20,901	124,045	144,946
Total REVENUES	-2,053,223	-7,900,824	-8,601,460	-6,548,237
EXPENSES				
SUMMER STUDENT PROGRAM	24,673	20,675	14,675	-9,998
GENERAL EXPENDITURES	347,353	367,293	449,164	101,811
SANDY POOL REGIONAL PARK	9,879	7,500	7,200	-2,679
OSBORNE BAY	139	250	0	-139
FAIRBRIDGE CHURCH	1,916	1,862	1,916	-0
COWICHAN VALLEY TRAIL	32,781	32,305	60,245	27,464
KINSOL TRESTLE	94,952	115,500	42,300	-52,652
CHEMAINUS RIVER PARK	8,966	9,500	8,750	-216
COBBLE HILL MOUNTAIN RECREATION AREA	17,043	9,500	9,550	-7,493
SPECTACLE LAKE	6,604	6,500	5,950	-654
OSBORNE BAY PARK	6,269	8,500	9,250	2,981
SHORT TERM DEBT	0	375	2,000	2,000
TRANSFER/GENERAL CAPITAL FUND	1,626,694	7,321,064	7,990,460	6,363,766
Total EXPENSES	2,177,268	7,900,824	8,601,460	6,424,192
Total GENERAL REVENUE FUND	124,045	0	0	-124,045

## REGIONAL PARKS - 280



or Period Ending 31-Dec-2010

GENERAL REVENUE FUND	YEAR 2010 ACTUAL ACTIVITY	YEAR 2010 ANNUAL BUDGET	YEAR 2011 ANNUAL BUDGET	VARIANCE 2010/2011 ACTUAL TO BUDGET
REVENUES				
GRANTS				
01-1-2000-2100 FEDERAL GRANTS IN LIEU	-155	0	0	155
01-1-2000-2101 PROVINCIAL GRANTS IN LIEU	-2,125	0	0	2,125
01-1-2000-2109 FEDERAL GAS TAX FUNDING	-257,085	-551,338	0	257,085
01-1-2000-2120 FEDERAL CONDITIONAL	-533,279	-572,436	-439,089	94,190
01-1-2000-2121 PROVINCIAL CONDITIONAL	-409,401	-469,872	-223,489	185,912
Total GRANTS	-1,202,045	-1,593,646	-662,578	539,467
KINSOL TRESTLE				
01-1-4108-2120 FEDERAL CONDITIONAL	0	-1,400,000	-4,020,732	-4,020,732
01-1-4108-2121 PROVINCIAL CONDITIONAL	0	-3,300,000	-2,611,000	-2,611,000
01-1-4108-2125 INTEREST INCOME	0	-6,000	-10,195	-10,195
01-1-4108-2660 DONATIONS	0	-600,000	-450,000	-450,000
Total KINSOL TRESTLE	0	-5,306,000	-7,091,927	-7,091,927
REQUISITION				
01-1-7571-0000 REQUISITION	-795,277	-795,277	-811,000	-15,723
Total REQUISITION	-795,277	-795,277	-811,000	-15,723
M.F.A. FUNDING				
01-1-8250-0002 M.F.A. FUNDING - SHORT TERM	0	-150,000	-160,000	-160,000
Total M.F.A. FUNDING	0	-150,000	-160,000	-160,000
TRANSFER FROM RESERVE				
01-1-9010-0000 TRANSFER FROM RESERVE	-35,000	-35,000	0	35,000
Total TRANSFER FROM RESERVE	-35,000	-35,000	0	35,000
SURPLUS				
01-1-9110-0000 SURPLUS	-20,901	-20,901	124,045	144,946
Total SURPLUS	-20,901	-20,901	124,045	144,946
Total REVENUES	-2,053,223	-7,900,824	-8,601,460	-6,548,237
EXPENSES				
SUMMER STUDENT PROGRAM				
01-2-7142-1204 WAGES - HOURLY	9,803	5,500	5,500	-4,303
01-2-7142-1400 BENEFITS	832	500	500	-332
01-2-7142-2451 R & M - VEHICLES	0	100	100	100
01-2-7142-2475 MISCELLANEOUS EQUIPMENT	0	200	200	200
01-2-7142-4381 ALLOC - PARKS TRUCK	13,875	13,875	7,875	-6,000

REGIONAL PARKS - 280



Period Ending 31-Dec-2010

GENERAL REVENUE FUND	YEAR 2010 ACTUAL ACTIVITY	YEAR 2010 ANNUAL BUDGET	YEAR 2011 ANNUAL BUDGET	VARIANCE 2010/2011 ACTUAL TO BUDGET
01-2-7142-5952 PROGRAM SUPPLIES	163	500	500	337
Total SUMMER STUDENT PROGRAM	24,673	20,675	14,675	-9,998
GENERAL EXPENDITURES				
01-2-7170-1101 SALARIES/FULL TIME REGULAR	0	0	166,579	166,579
01-2-7170-1204 WAGES - HOURLY	119,257	130,322	5,000	-114,257
01-2-7170-1400 BENEFITS	24,245	32,580	44,311	20,066
01-2-7170-2111 TRAVEL	1,842	1,000	500	-1,342
01-2-7170-2131 TELEPHONE	0	0	2,700	2,700
01-2-7170-2210 ADVERTISING	1,297	500	1,000	-297
01-2-7170-2320 LEGAL SERVICES	0	0	6,000	6,000
01-2-7170-2330 CONSULTANTS	2,102	5,000	5,000	2,898
01-2-7170-2338 CONTRACT FOR SERVICE	0	0	25,000	25,000
01-2-7170-2340 TRAINING & DEVELOPMENT	0	0	2,000	2,000
01-2-7170-2412 REPAIRS & MAINT. - OTHER	504	1,000	1,000	496
01-2-7170-2414 R & M - BUILDINGS - GROUNDS	6,344	1,000	1,200	-5,144
01-2-7170-2475 MISCELLANEOUS EQUIPMENT	3,830	2,000	2,000	-1,830
01-2-7170-2480 MINOR CAPITAL	32,883	38,000	16,129	-16,754
01-2-7170-2532 COMPUTER SOFTWARE UPGRADE	0	0	2,000	2,000
01-2-7170-2591 PURCHASED MTCE./COMPUTER SOFT.	0	0	2,000	2,000
01-2-7170-2610 RENTALS - BUILDING	0	0	4,000	4,000
01-2-7170-2637 LEASE - LAND	0	0	5,000	5,000
01-2-7170-4100 ALLOC - GENERAL GOVERNMENT	37,245	37,245	40,664	3,419
01-2-7170-4106 ALLOC - BYLAW ENFORCEMENT	2,500	2,500	2,500	0
01-2-7170-4379 ALLOC - PARKS & TRAILS	35,000	35,000	35,000	0
01-2-7170-4520 ALLOC - PARKS, REC & CULTURE	28,375	28,375	25,119	-3,256
01-2-7170-4540 ALLOC - INFO TECHNOLOGY	5,755	5,755	7,094	1,339
01-2-7170-4545 ALLOC - G.I.S.	20,309	20,309	9,068	-11,241
01-2-7170-4550 ALLOC - HUMAN RESOURCES	9,662	9,662	11,969	2,307
01-2-7170-4560 ALLOC - LIABILITY INSURANCE	3,537	4,565	3,718	181
01-2-7170-4585 ALLOC - BUILDING COSTS	9,855	9,855	8,288	-1,567
01-2-7170-5120 PROMOTION	0	0	1,000	1,000
01-2-7170-5411 CLOTHING	0	0	750	750
01-2-7170-5650 MATERIALS	2,813	2,625	1,500	-1,313
01-2-7170-5910 PRINTING	0	0	1,200	1,200
01-2-7170-5919 SAFETY SUPPLIES	0	0	250	250
01-2-7170-9910 CONTINGENCY	0	0	9,625	9,625
Total GENERAL EXPENDITURES	347,353	367,293	449,164	101,811
ANDY POOL REGIONAL PARK				
01-2-7172-2412 REPAIRS & MAINTENANCE-OTHER	731	1,000	500	-231

## REGIONAL PARKS - 280

Date : Feb 16, 2011

Time : 10:52 am



Period Ending 31-Dec-2010

GENERAL REVENUE FUND	YEAR 2010 ACTUAL ACTIVITY	YEAR 2010 ANNUAL BUDGET	YEAR 2011 ANNUAL BUDGET	VARIANCE 2010/2011 ACTUAL TO BUDGET
01-2-7172-2414 R & M - BUILDINGS - GROUNDS	1,501	1,000	1,000	-501
01-2-7172-2542 GRASS CUTTING AND MAINTENANCE	7,454	5,000	5,300	-2,154
01-2-7172-5550 GARBAGE DISPOSAL	193	300	200	7
01-2-7172-5660 PARK FIXTURES	0	200	200	200
Total SANDY POOL REGIONAL PARK	9,879	7,500	7,200	-2,679
OSBORNE BAY				
01-2-7174-2370 INSURANCE - PROPERTY	0	250	0	0
01-2-7174-5510 WATER	139	0	0	-139
Total OSBORNE BAY	139	250	0	-139
FAIRBRIDGE CHURCH				
01-2-7176-2370 INSURANCE - PROPERTY	1,916	1,862	1,916	-0
Total FAIRBRIDGE CHURCH	1,916	1,862	1,916	-0
COWICHAN VALLEY TRAIL				
01-2-7179-1204 WAGES - HOURLY	6,566	2,500	3,000	-3,566
01-2-7179-1400 BENEFITS	1,222	450	600	-622
01-2-7179-2111 TRAVEL	0	500	500	500
01-2-7179-2210 ADVERTISING	611	1,500	1,000	389
01-2-7179-2320 LEGAL SERVICES	1,997	2,500	0	-1,997
01-2-7179-2370 INSURANCE - PROPERTY	355	345	345	-10
01-2-7179-2412 REPAIRS & MAINT.-OTHER	1,837	4,000	1,800	-37
01-2-7179-2542 GRASS CUTTING AND MAINTENANCE	14,788	12,000	46,500	31,712
01-2-7179-2618 RENTALS - WASHROOMS	3,824	3,000	3,000	-824
01-2-7179-5120 PROMOTION	15	1,000	1,000	985
01-2-7179-5530 ELECTRICITY	0	10	0	0
01-2-7179-5550 GARBAGE DISPOSAL	0	500	500	500
01-2-7179-5650 MATERIALS	1,566	4,000	2,000	434
Total COWICHAN VALLEY TRAIL	32,781	32,305	60,245	27,464
NSOL TRESTLE				
01-2-7239-2111 TRAVEL	121	0	100	-21
01-2-7239-2121 POSTAGE	0	2,800	1,000	1,000
01-2-7239-2210 ADVERTISING	1,090	4,000	1,000	-90
01-2-7239-2320 LEGAL SERVICES	0	10,000	0	0
01-2-7239-2330 CONSULTANTS	47,315	47,000	1,000	-46,315
01-2-7239-2338 CONTRACT FOR SERVICES	44,760	45,000	10,000	-34,760
01-2-7239-2370 INSURANCE - PROPERTY	0	0	25,000	25,000
01-2-7239-2475 MISCELLANEOUS EQUIPMENT	180	2,500	500	320
01-2-7239-5110 SUNDRY EXPENSES	0	1,500	1,000	1,000



REGIONAL PARKS - 280

r Period Ending 31-Dec-2010



GENERAL REVENUE FUND	YEAR 2010 ACTUAL ACTIVITY	YEAR 2010 ANNUAL BUDGET	YEAR 2011 ANNUAL BUDGET	VARIANCE 2010/2011 ACTUAL TO BUDGET
01-2-7239-5120 PROMOTION	994	2,500	2,500	1,506
01-2-7239-5952 PROGRAM SUPPLIES	492	200	200	-292
Total KINSOL TRESTLE	94,952	115,500	42,300	-52,652
CHEMAINUS RIVER PARK				
01-2-7285-2379 SECURITY	0	0	2,000	2,000
01-2-7285-2412 REPAIRS & MAINT.- OTHER	4,082	2,000	2,000	-2,082
01-2-7285-2414 R & M - BUILDINGS - GROUNDS	1,320	1,000	1,000	-320
01-2-7285-2542 GRASS CUTTING AND MAINTENANCE	2,755	3,500	2,000	-755
01-2-7285-5650 MATERIALS	809	2,500	1,500	691
01-2-7285-5660 PARK FIXTURES	0	500	250	250
Total CHEMAINUS RIVER PARK	8,966	9,500	8,750	-216
COBBLE HILL MOUNTAIN RECREATION				
01-2-7286-2210 ADVERTISING	0	500	500	500
01-2-7286-2379 SECURITY	0	2,500	50	50
01-2-7286-2412 REPAIRS & MAINT.- OTHER	2,954	1,500	2,000	-954
01-2-7286-2414 R & M - BUILDINGS - GROUNDS	7,194	500	2,000	-5,194
01-2-7286-2542 GRASS CUTTING AND MAINTENANCE	3,513	1,500	2,000	-1,513
01-2-7286-5650 MATERIALS	3,383	2,500	2,500	-883
01-2-7286-5660 PARK FIXTURES	0	500	500	500
Total COBBLE HILL MOUNTAIN RECREATION	17,043	9,500	9,550	-7,493
SPECTACLE LAKE				
01-2-7287-2412 REPAIRS & MAINT.- OTHER	816	1,500	1,000	184
01-2-7287-2414 R & M - BUILDINGS - GROUNDS	350	1,000	1,000	650
01-2-7287-2542 GRASS CUTTING AND MAINTENANCE	3,792	2,000	2,700	-1,092
01-2-7287-5650 MATERIALS	1,645	1,500	750	-895
01-2-7287-5660 PARK FIXTURES	0	500	500	500
Total SPECTACLE LAKE	6,604	6,500	5,950	-654
SPORNE BAY PARK				
01-2-7292-2338 CONTRACT FOR SERVICES	0	4,000	0	0
01-2-7292-2370 INSURANCE - PROPERTY	0	0	250	250
01-2-7292-2412 REPAIRS & MAINT. - OTHER	791	1,000	500	-291
01-2-7292-2414 R & M - BUILDINGS - GROUNDS	0	1,000	500	500
01-2-7292-2542 GRASS CUTTING AND MAINTENANCE	5,478	1,000	6,500	1,022
01-2-7292-5510 WATER	0	0	250	250
01-2-7292-5650 MATERIALS	0	1,000	1,000	1,000
01-2-7292-5660 PARK FIXTURES	0	500	250	250



or Period Ending 31-Dec-2010

GENERAL REVENUE FUND	YEAR 2010 ACTUAL ACTIVITY	YEAR 2010 ANNUAL BUDGET	YEAR 2011 ANNUAL BUDGET	VARIANCE 2010/2011 ACTUAL TO BUDGET
Total OSBORNE BAY PARK	6,269	8,500	9,250	2,981
SHORT TERM DEBT				
01-2-8115-8215 PRINCIPAL & INTEREST	0	375	2,000	2,000
Total SHORT TERM DEBT	0	375	2,000	2,000
TRANSFER/GENERAL CAPITAL FUND				
01-2-8221-6114 LAND	0	7,321,064	0	0
01-2-8221-6123 PARKS INFRASTRUCTURE	7,689	0	0	-7,689
01-2-8221-6125 LEASE IMPROVEMENTS	1,619,005	0	7,990,460	6,371,455
Total TRANSFER/GENERAL CAPITAL FUND	1,626,694	7,321,064	7,990,460	6,363,766
Total EXPENSES	2,177,268	7,900,824	8,601,460	6,424,192
Total GENERAL REVENUE FUND	124,045	0	0	-124,045



SR3

## STAFF REPORT

### REGIONAL SERVICES COMMITTEE MEETING OF FEBRUARY 23, 2011

DATE: February 14, 2011

FILE NO:

FROM: Mark Kueber, General Manager  
Corporate Services Department

BYLAW NO:

SUBJECT: 2011 Regional Grant in Aid

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#### **Recommendation/Action:**

That this report be received for information in conjunction with the Committee's consideration of the Grant-In-Aid budget.

#### **Relation to the Corporate Strategic Plan:**

Financial Contributions to organizations that provide benefits to the residents of the Cowichan Valley Regional District is consistent with the goals and objectives of the Corporate Strategic Plan.

#### **Financial Impact:** *(Reviewed by Finance Division: )*

There is \$100,000. for Regional Grant-In-Aid in the proposed 2011 Budget.

#### **Background:**

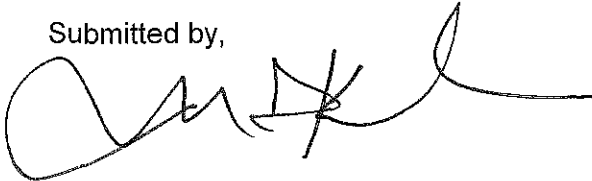
The attached booklet entitled "2011 Regional Grant-In-Aid Applications" details the grant applications received to date. A total of five organizations have made application for grants with a total requested amount of \$250,000.

They are as follows:

Cowichan Green Community Society	\$30,000.00
Cowichan Sportsplex	100,000.00
Cowichan Station Area Association	68,000.00
Cowichan Valley Arts Council	27,000.00
O.U.R. Ecovillage/O.U.R. Community Assoc.	25,000.00
	<u>\$250,000.00</u>

In 2010 there was \$100,000. budgeted and the Board approved this to the Cowichan Sportsplex.

Submitted by,



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

MK:tk

Attach.



CVRD

**FINANCIAL SERVICES  
POLICIES and PROCEDURES**

**Title:** REGIONAL GRANTS-IN-AID GUIDLINES

**Classification:** Finance – Grants to Organizations

**Approval History:** Oct. 13, 1999  
Nov. 12, 2008

**Effective Date:** January 1, 2009

**PURPOSE:**

To establish a policy for CVRD Grants-in-aid.

**POLICY:**

In granting financial assistance to an organization for a discretionary Regional Grant in Aid, the Board of the Cowichan Valley Regional District will take into account the following objectives:

1. The primary purpose of a grant in aid is to provide one time financial assistance to an organization for a specific project or event that benefits the residents of the Cowichan Valley Regional District. The organization should be registered as, or belong to a parent Society under the laws of British Columbia and/or Canada.
2. Preference will be given to organizations that are locally based and whose efforts are regional in nature.
3. An organization applying for a grant in aid must provide the following information in order to have its application considered:
  - a) name of the organization;
  - b) name of the individual;
  - c) description of the project or event for which funding is requested;
  - d) indicate whether or not the project or event is already provided in the community;
  - e) identify the beneficiaries of the project or event;
  - f) indicate the total cost of the project or event;
  - g) indicate other sources of funding for the project or event;
  - h) indicate whether the application to other local governments has been made;
  - i) indicate the volunteer labour and in-kind donations to be contributed towards the project or event by the members of the organization;
  - j) specify the amount of financial assistance required; and
  - k) provide the organization's current annual budget and previous year's financial statement.
4. The Regional District will not grant monies for a "for profit" organization.



CVRD

**FINANCIAL SERVICES  
POLICIES and PROCEDURES**

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

**Classification:** Finance – Grants to Organizations

**Approval History:** Oct. 13, 1999  
Nov. 12, 2008

**Effective Date:** January 1, 2009

5. All grant in aid applications must be submitted to the Regional District on or before January 1<sup>st</sup> in order to be considered by the Regional District for funding in the current year.
6. Grant-in-aid applications received after January 1<sup>st</sup> will not be considered for funding in the new year. If the applicant wishes, such applications for a grant in aid will be considered for the following year.
7. The Regional Services Committee will consider all applications for funding received on or before January 1<sup>st</sup> and make recommendations to the Regional Board of Directors on or before February 28<sup>th</sup> prior to adoption of the Annual Budget.



CVRD

**FINANCIAL SERVICES  
POLICIES and PROCEDURES**

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

**Classification:** Finance – Grants to Organizations

**Approval History:** Oct. 13, 1999  
Nov. 12, 2008

**Effective Date:** January 1, 2009

**REGIONAL GRANT IN AID APPLICATION**

**Name of Organization:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone No.** \_\_\_\_\_ **Fax No:** \_\_\_\_\_

**Description of Event/Project:** \_\_\_\_\_

**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** \_\_\_\_\_

**Total cost of the Event/Project:** \$ \_\_\_\_\_

**Will you receive other sources of funding?** **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

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

\_\_\_\_\_ \$ \_\_\_\_\_

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

**Grant in Aid applied for:** \$ \_\_\_\_\_

**Note:** All applications must be received by the Regional District on or before January 1<sup>st</sup> 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.



SR4

## STAFF REPORT

### REGIONAL SERVICES COMMITTEE MEETING OF FEBRUARY 23, 2011

DATE: February 15, 2011

FILE NO:

FROM: Mark Kueber, General Manager  
Corporate Services Department

BYLAW NO:

SUBJECT: Proposed 2011 Hospital Budget

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#### **Recommendation**

That it be recommended to the Regional Hospital District Board that the Cowichan Valley Regional Hospital District 2011 Budget as presented be forwarded to the Hospital Board for consideration.

#### **Relation to the Corporate Strategic Plan:**

The Corporate Strategic Plan recommends long term financial management that addresses capital assets as well as the maintenance of capital reserves to strength financial stability, the draft 2011 Hospital Budget meets these objectives.

#### **Financial Impact:** *(Reviewed by Finance Division: [Signature])*

The Requisition in the Draft 2011 budget is \$4,568,582 which costs a residential property \$29.80 per \$100,000 in assessed value; this is an increase of \$5.93 on the 2010 cost of \$23.87 per \$100,000. The most recent cost information we have on other Regional Hospital Districts has the BC average cost at \$36.81 per \$100,000 of assessed value while the average Vancouver Island cost is \$37.44 per \$100,000 of assessed value.

#### **Background:**

Annually the Regional Hospital District approves their budget which is made up of three items: 1) Debt payments for the Regional Districts share of major capital expenditures that were financed in prior years, 2) the District contributes towards VIHA's requests for funds for capital equipment and minor projects, and 3) an amount for capital reserves. In 2009 the Board made a commitment to VIHA to fund \$1.8 million for capital equipment and minor projects for a three year period, 2011 will be the 2<sup>nd</sup> year of this commitment.

During the 2010 Hospital Budget discussion the Hospital Board approved a recommendation from its Health Advisory Committee (HAC) that it contribute funds into a Hospital replacement reserve fund to help finance the Regional Hospital Districts share of a new hospital. The option that was approved had \$1.0 million in 2010 going into reserves, \$2.0 million in year 2011, \$3.0 million in 2012, \$4.0 million in 2013, \$5.0 million in 2014, \$6.0 million in 2015, and \$7.0 million in 2016 with this level being maintained for each year thereafter until sufficient funds have been accumulated or the balance would be borrowed if the new hospital was completed prior to all the funds being raised.

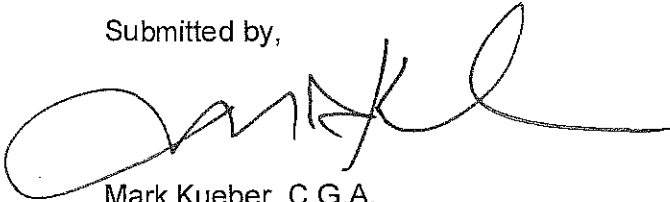
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The proposed 2011 budget currently has \$758,582 for debt payments from prior years, \$1,800,000 for capital equipment and minor projects, and \$2,000,000 for capital reserves. There is no new debt included in this budget.

Attached is the draft 2011 Hospital Budget as well as a spread sheet showing the Hospital District activity since 2004.

Submitted by,

A handwritten signature in black ink, appearing to read 'MK:tk', with a large loop at the beginning and a long horizontal stroke extending to the right.

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

MK:tk

Attach.

Z:\Mark\Staff Reports - 2011\Staff Report - 2011 Hospital Budget.docx



**COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT  
2011 ANNUAL BUDGET**

<b><u>REVENUE</u></b>	<b>ANNUAL BUDGET</b>
Tax Requisition	4,568,582
Other Revenue: Interest	<u>50,000</u>
<b>TOTAL REVENUE</b>	<b><u>4,618,582</u></b>

**EXPENDITURE**

<b>DEBENTURE DEBT</b>	
Debenture Debt	694,931
Short Term: Principal & Interest	<u>63,651</u>
<b>Total Debt</b>	<b>758,582</b>
Administration expense	60,000
Minor Projects	900,000
Capital Equipment	900,000
Reserve funds	<u>2,000,000</u>
<b>TOTAL EXPENDITURE</b>	<b><u>4,618,582</u></b>

\$0

**COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT  
HOSPITAL ACTIVITY**

	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
<b>TAX REQUISITION</b>	2,833,727	2,833,727	2,833,727	2,833,727	2,400,000	2,833,727	3,542,903	4,568,582
<b>TAX RATE</b>	0.3665	0.3166	0.2764	0.2301	0.1688	0.1945	0.2387	0.2980
<b>COST FOR A RESIDENTIAL PROPERTY ASSESSED AT \$100,000</b>	36.65	31.65	27.65	23.01	16.88	19.45	23.87	29.80
<b>&gt;DEBT PAYMENTS</b>	781,282	750,082	756,440	764,800	762,903	767,903	762,903	758,582
<b>CAPITAL EQUIPMENT / PROJECTS (Section 20 funds)</b>	1,266,916	1,140,502	1,315,974	1,500,000	1,500,000	1,528,168	1,800,000	1,800,000
<b>&gt;MAJOR PROJECTS</b>	815,852	1,033,818	944,000	354,567	-	808,340	-	-
<b>&gt;RESERVE FUND CONTRIBUTIONS</b>				292,759	170,679	119,679	1,000,000	2,000,000