



REGIONAL SERVICES COMMITTEE

WEDNESDAY, OCTOBER 26, 2011

6:00 PM – CVRD BOARD ROOM - 175 INGRAM STREET

AGENDA		PAGES
1.	<u>APPROVAL OF AGENDA:</u>	1-2
2.	<u>ADOPTION OF MINUTES:</u>	
	M1 Adoption of Minutes of Regular Meeting - July 27, 2011	3-6
	M2 Adoption of Minutes of Special Meeting - September 8, 2011	7-8
3.	<u>BUSINESS ARISING FROM THE MINUTES:</u>	
4.	<u>DELEGATIONS:</u>	
	D1 Duncan-Cowichan Chamber of Commerce/Forest Discovery Centre represented by Ranjit Dhami and Steve Cohlmeier Re: New Regional Visitor Centre in partnership with FDC	9
	D2 Rodger Hunter Re: Cowichan Watershed Board Update	11
5.	<u>CORRESPONDENCE:</u>	
6.	<u>REPORTS:</u>	
	SR1 Staff Report, EDC Business Development Officer Re: Update on Agricultural Advisory Committee	13-15
7.	<u>QUESTION PERIOD:</u>	
8.	<u>CLOSED SESSION:</u>	
	Motion that the meeting be closed to the public in accordance with the <i>Community Charter</i> Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.	
	CSM1 Adoption of Closed Session Minutes of November 24, 2010	17-18
	CSM2 Adoption of Closed Session Minutes of July 27, 2011	19
	CSSR1 Labour Relations {Sub (2) (a)}	21-34
9.	<u>ADJOURNMENT:</u>	

The next Regular meeting of Regional Services Committee is scheduled to be held on Wednesday, November 23, 2011 at 6:00 pm, in the Board Room, CVRD, 175 Ingram Street, Duncan, BC.



C·V·R·D

MEETING CONDUCT

The CVRD is committed to fostering a safe, respectful, orderly environment for the public to observe its local government meetings. Adherence to following code of conduct will help us meet that commitment:

1. Respect will be shown to other members of the public, the Board and staff;
2. Individuals will refrain from disruptive behavior impeding the proceedings or other disorderly conduct;
3. Directives of the Chair will be complied with in a prompt and orderly fashion;
4. Questions and comments during delegations and question period will be made at the appropriate time.

Failure to comply with this code of conduct may result in your expulsion from this facility in accordance with Section 133 of the *Community Charter*.

Minutes of the Regular meeting of the Regional Services Committee held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, July 27, 2011 at 6:06 pm.

PRESENT: Acting Chair K. Cossey
Directors M. Dorey, L. Duncan <6:12 pm>, G. Giles,
B. Harrison, D. Haywood, L. Iannidinardo, K. Kuhn,
M. Marcotte, I. Morrison, and G. Seymour
Alternate Directors B. Day and R. Hartmann

ABSENT: Directors R. Hutchins, P. Kent, T. McGonigle, and
T. Walker

ALSO

PRESENT: Warren Jones, Chief Administrative Officer
Joe Barry, Corporate Secretary
Mark Kueber, General Manager, Corporate Services
Sharon Moss, Manager, Finance
Kate Lindsay, Senior Environmental Analyst
Rob Williams, Engineering Technologist II

CALL TO ORDER The Corporate Secretary called the meeting to order, noted that Directors Kent (Chair) and Hutchins (Vice-Chair) were absent, and reviewed the procedure for appointing an Acting Chair.

APPOINTMENT OF ACTING CHAIR It was moved and seconded that Director Cossey be appointed as Acting Chair for the Regional Services Committee meeting of July 27, 2011.

MOTION CARRIED

APPROVAL OF AGENDA It was moved and seconded that the agenda be amended with the addition of the following items:

NB1 – Regional Recreation Update; and

CSSR2 – *Freedom of Information and Protection of Privacy Act*;

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

MOTION CARRIED

ADOPTION OF MINUTES

M1

It was moved and seconded that the minutes of the Regular meeting of the Regional Services Committee, held May 25, 2011, be adopted.

MOTION CARRIED

CORRESPONDENCE

- C1** Letter from Lorne Scheffer, Chair, Cowichan Lake Community Forest Cooperative, dated July 7, 2011, re: Support for Requesting the Forest Minister to Agree to Cowichan Lake Community Forest Cooperative's Application for a Community Forest License between the Cooperative and the Pacheedaht First Nation, was considered:

It was moved and seconded that it be recommended to the Board that a letter of support be sent to the Minister of Forests, Lands and Natural Resource Operations requesting approval of the Land-Based Community Forest License Agreement application submitted by the Cowichan Lake Community Forest Cooperative and the Pacheedaht First Nation.

MOTION CARRIED

6:12 PM Director Duncan arrived to the meeting at 6:12 pm.

STAFF REPORTS

- SR1** Staff Report from the Manager, Corporate Planning; Senior Environmental Analyst; and Engineering Technologist II; dated July 20, 2011; re: CVRD Green Team 2011 Work Plan; was considered:

The Senior Environmental Analyst and the Engineering Technologist II provided an overview of the CVRD Green Team 2011 Work Plan for information.

- SR2** Staff Report from the Acting General Manager, Public Safety, dated July 13, 2011, re: 911 Partnership Agreement, was considered:

It was moved and seconded that it be recommended to the Board:

- 1. That the Cowichan Valley Regional District, the Regional District of Nanaimo, and the City of Nanaimo support the Guiding Principle to work together to provide 911 Service in each of their respective jurisdictions with the eventual goal of the Parties to fund 911 Service entirely through a call answer levy (CAL) placed on all telephone subscribers within the service areas; and**
- 2. That, until such time as the CAL is sufficient to provide all funding necessary for the 911 Service, any shortfall will be made up by the Parties on the basis of population in accordance with Schedule 'A' of the "911 Partnership Agreement"; and further**
- 3. That the "911 Partnership Agreement" between the Regional District of Nanaimo, the Cowichan Valley Regional District and the City of Nanaimo be approved for a period of five years expiring on December 31, 2015 and that the Chair and Corporate Secretary be authorized to enter into the agreement on behalf of the CVRD.**

MOTION CARRIED

SR3 Staff Report from the Acting General Manager, Public Safety, dated July 13, 2011, re: Emergency Management Agreement, was considered:

It was moved and seconded that it be recommended to the Board that the "Emergency Management Agreement" between the Cowichan Valley Regional District, the City of Duncan, the Corporation of the District of North Cowichan, the Town of Lake Cowichan and the Town of Ladysmith be approved for a period of five years (September 1, 2011 to August 31, 2016) and that the Chair and Corporate Secretary be authorized to enter into the Agreement on behalf of the CVRD.

MOTION CARRIED

SR4 Staff Report from the Acting General Manager, Public Safety, dated July 13, 2011, re: Community Wildfire Protection Plan Program Grant Application, was considered:

It was moved and seconded that it be recommended to the Board that the Board support the Public Safety Department in their application to UBCM for funding to update the CVRD Community Wildfire Protection Plan and further, should the application for funding to the UBCM be approved, that the Chair and Corporate Secretary be authorized to enter into a funding agreement on behalf of the CVRD.

MOTION CARRIED

SR5 Staff Report from the General Manager, Corporate Services, dated June 29, 2011, re: 2012 Regional Budgets Discussion, was considered:

It was moved and seconded that it be recommended to the Board:

1. That the 2012 Budget Timeline, as presented in the Corporate Services General Manager's June 29, 2011 Staff Report, be endorsed; and
2. That the 2012 – 2016 Five Year Financial Plan objectives, as presented in the Corporate Services General Manager's June 29, 2011 Staff Report, be endorsed.

MOTION CARRIED

It was moved and seconded that staff prepare an impact analysis of 0% for the nine regional budgets with a comparison of 1% and 2%.

MOTION CARRIED

NEW BUSINESS *Regional Recreation Update*

Director Iannidinardo requested an update on the progress of regional recreation discussions. The Chief Administrative Officer advised that, although projected for this past June, user statistics would not be available until September.

**RESOLVE TO
CLOSED SESSION
7:10 pm**

It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, Subsection (1) (j) *Freedom of Information and Protection of Privacy Act*.

MOTION CARRIED

**RISE FROM
CLOSED SESSION
7:21 pm**

It was moved and seconded that the Committee rise without report and return to the Regular portion of the meeting.

**ADJOURNMENT
7:21 pm**

It was moved and seconded that the meeting adjourn.

MOTION CARRIED

The meeting adjourned at 7:21 pm.

Chairperson

Corporate Secretary

Dated: _____

Minutes of the Special meeting of the Regional Services Committee held in the Board Room, 175 Ingram Street, Duncan, BC, on Thursday, September 8, 2011 at 6:00 pm.

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, Chief Administrative Officer
Joe Barry, Corporate Secretary
Mark Kueber, General Manager, Corporate Services
Sharon Moss, Manager, Finance Division
Bob McDonald, Manager,
Recycling & Waste Management
Harmony Huffman, Environmental Technologist III

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be amended with the addition of a Question Period following the Staff Report; and that the agenda, as amended, be approved.

MOTION CARRIED

STAFF REPORTS

SR1

The Staff Report from the Chief Administrative Officer dated August 26, 2011, re: South Cowichan Eco Depot Opinion Referendum, was considered:

It was moved and seconded that the Referendum Question be submitted to the electors of Electoral Area A – Mill Bay/Malahat, Electoral Area B – Shawnigan Lake, and Electoral Area C – Cobble Hill.

It was moved and seconded that the motion be amended by adding “and Electoral Area D – Cowichan Bay”.

MOTION DEFEATED

VOTING RESUMED ON THE ORIGINAL MOTION

Motion restated for clarification:

It was moved and seconded that the Referendum Question be submitted to the electors of Electoral Area A – Mill Bay/Malahat, Electoral Area B – Shawnigan Lake, and Electoral Area C – Cobble Hill.

MOTION CARRIED

It was moved and seconded that Option #1 – “Are you in favour of locating the South Cowichan Eco Depot recycling and household waste collection facility at 3224 Cameron Taggart Road?” be used as the Referendum Question.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that participating area approval for the South Cowichan Recycling Facility Siting Opinion Referendum be obtained over the entire proposed service area.

MOTION CARRIED

It was moved and seconded that the voting day results for the South Cowichan Recycling Facility Siting Opinion Referendum be reported out at each Voting Place.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that a communications strategy be developed that supports the opinion question process and informs residents on the proposed South Cowichan Eco Depot.

MOTION CARRIED

It was moved and seconded that "CVRD Bylaw No. 3550 – South Cowichan Recycling Facility Opinion Referendum Bylaw, 2011", be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

ADJOURNMENT
7:14 pm

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 7:14 pm.

Chairperson

Corporate Secretary

Dated: _____

D1

Request to Appear as a Delegation

Meeting Information

Request to Address:

☒ CVRD Board☐ Committee

If Committee, specify the Committee here:

Meeting Date:

~~09/28/2011~~

OCTOBER 26, 2011 REGIONAL SERVICES

Meeting Time:

JB

Applicant Information

Applicant Name:

Duncan-Cowichan Chamber/ Forest Discovery Ce

Representing:

(Name of organization if applicable)

As:

(Capacity / Office)

Number Attending:

4

Applicant Contact Information

Applicant Mailing Address:

116 Station St.

Applicant City:

Duncan

Applicant Telephone:

250-701-4050x222

Applicant Fax:

250-746-7265

Applicant Email:

ranjit.dhami@cibc.com

Presentation Topic and Nature of Request:

Presentation of the new Regional Visitor Centre in
partnership with the FDC.

69

70

71

D2**Request to Appear as a Delegation****Meeting Information**

Request to Address:

☐ CVRD Board☒ Committee

If Committee, specify the Committee here:

Regional Services

Meeting Date:

10/26/2011

Meeting Time:

Applicant Information

Applicant Name:

Rodger Hunter

Representing:

Cowichan Watershed Board

(Name of organization if applicable)

As:

(Capacity / Office)

Number Attending:

1

Applicant Contact Information

Applicant Mailing Address:

3961 Riverside Road

Applicant City:

Duncan

Applicant Telephone:

250-701-0143

Applicant Fax:

Applicant Email:

visavis@uniserve.com

Presentation Topic and Nature of Request:

Cowichan Watershed Board Update

Provide an update on recent accomplishments of the Cowichan Watershed Board including preliminary results of a household survey regarding general water knowledge and water conservation.



STAFF REPORT

REGIONAL SERVICES COMMITTEE OF OCTOBER 26, 2011

DATE: October 18, 2011 FILE NO: EDCG
 FROM: Kathy Lachman, EDC Business Development Officer BYLAW No:
 SUBJECT: Update on Agricultural Advisory Committee

Recommendation/Action: For information

Relation to the Corporate Strategic Plan: The Corporate Strategic Plan has outlined *Viable Economy* as one of its goals. One of the objectives under *Viable Economy* is to *Support Agriculture and implement the Cowichan Region Area Agricultural Plan*. The Agricultural Advisory Committee (AAC) has been tasked to do this.

Financial Impact: None at this time

Background: The Agricultural Advisory Committee has been meeting monthly throughout 2011 to implement the Cowichan Region Area Agricultural Plan. The Committee chair Mary Marcotte, developed three sub-committees to look at and prioritize the 78 action items from the Plan.

The appointed sub-committees were assigned two goals each plus the associated action items. The sub-committees met during May 2011 and prioritized the 78 action items and identified the top action items to move forward. They reported back to the larger committee at the AAC June meeting. At that meeting, it was decided that the sub-committees would further refine their work around the prioritized action items and use the months of July and August to do this work. The sub-committees met during July and August and reconvened at the AAC meeting in September. The sub-committees presented recommendations to move 14 action items forward for implementation. At that meeting it was determined that:

- One action item was moved as a motion for the CVRD Board meeting of September 14, 2011.
- Eight action items were recommended as activities for 2012 with budget implications to be included in EDC budget. These items will be presented in detail.
- One item was not discussed and will be brought forward at the October AAC meeting.
- Four items were referred back to the sub-committees for further refinement.

The eight action items for 2012 are listed below:

Action Item: 1(a) #1: Each Agricultural Organization to adopt the Agricultural Plan and create an internal strategy that will address the issues or actions relevant to the organization. This includes prioritizing the issues, setting goals, timelines and assigning responsibility within the organization and/or in cooperation with other stakeholders

The AAC has developed the process of prioritizing action items and a process to address each item. As a next step, the sub-committee would like to meet with the following organizations to inform and perhaps partner on projects.

- Farmers Institutes: CAS, Cobble Hill, Nanaimo Cedar
- Women's Institutes: Shawnigan Lake, Cobble Hill, Somenos
- Cowichan Green Community
- Providence Farm
- Vancouver Island Dairymen
- Vancouver Island Egg Producers
- Vancouver Island Produce
- Horse Community

Action Item: 1(a) #2: Hold a joint strategic planning session with local agricultural organizations. This session will help identify and address issues that are relevant to the region and overlap between organizations. It could also identify issues to be dealt with on an island wide basis. The Provincial Government has developed the Vancouver Island Agriculture Outlook which may deal with island wide issues. Kathy will look into obtaining a copy of the report and finding out the status of the report.

Action Item: 1 (c) #2: Explore options to encourage, promote and develop a year round Farmers Market and 5(b) #2: Work towards developing a year round Farmers' Market site
The group discussed how we could support the development of a year round farmers market and concluded that a first step would be to find out if the vendors are interested in pursuing this action item. Kathy is to follow up with Duncan Farmers Market manager, Dale Letourneau to discuss surveying the vendors.

Action Item: 3(a) #2: Develop and maintain a land for lease registry and sample lease agreements to assist new/young farmers.

Development of the Cowichan Farm Links program. This program will develop a registry of farmers who want to lease land. The program will also develop a list of potential farmers who are interested in leasing land to farm. The program will match available land with emerging farmers and assist the parties with developing land agreements.

The land lease registry will be administered by Economic Development Cowichan on behalf of the AAC.

Action Item: 3(c) #1: Organize, or partner in the organization of, a Vancouver Island Agricultural Show which provides a venue for a major trade show, promotion of island products and short courses/mini-workshops.

Economic Development Cowichan (EDC) is taking a lead role on organizing the Islands Agriculture Show that will take place February 3-4, 2012 at the Cowichan Exhibition Grounds. EDC obtained partial funding from the Investment Agriculture Foundation. Other sources of funding are coming from other Vancouver Island stakeholders including: Comox Valley Economic Development, Port Alberni Economic Development, The District of North Cowichan, Farm Credit Canada, Ministry of Agriculture, Islands Forage Committee, EDC, and MNP.

EDC has put together a steering committee that is overseeing the development of the show and has hired an Event Coordinator and a Venue Coordinator to administer the show logistics. The steering committee includes: Jill Hatfield (Ministry of Agriculture), Barry Wood (Islands Forage Committee), Jamie Eldstrom (Comox Economic Development), Patrick Deakin (Port Alberni Economic Development), Peter vanDongen and Ben Vanderhorst (MNP), George Seymour (District of North Cowichan), Pat Durose (Farm Credit Canada), Kathy Lachman, Judy Mills and Geoff Millar (Economic Development Cowichan).

Action Item: 3(c) #2: Change "Lobby the provincial government to reinstate extension services" to "Encourage the provincial government to develop agriculture advisory services."

- Place on the agenda of AVICC to discuss how the recommendation could go forward- Mary Marcotte will place on the agenda for the next AVICC meeting
- Request the Ministry of Agriculture to develop agriculture advisory services in the form of mentorship programs and peer to peer networking programs
- This goal is supported by the BC Agriculture Plan
- Each region could identify lead agency to administer program that would:
 - Identify local farmers who have knowledge to share
 - Identify new farmers who require that knowledge
 - Present opportunities to network and share information
 - Facilitate knowledge transfer from Ministry staff who are preparing to retire

Action Item: 6(a) #1: Discuss and encourage Environmental Farm Plans (EFP's) at the Farmers Institute meetings and at strategic planning sessions. Regional Agrologist, Wayne Haddow contacted David Tattam, the region's Environmental Farm Planner. David participated in the Cobble Hill Fall Fair and will be invited to attend events as they come up.

Action Item: 6(a) #3: Recognize and improve awareness in the community of the contribution to land stewardship and the environment made by landowners.

Develop a pamphlet (brochure) that contains quick facts on the value and contribution of agriculture. Engage the local 4H Club to provide input into the brochure.

Submitted by,

Kathy Lachman

Kathy Lachman, Business Development Officer
Economic Development Division
Planning & Development Department

Reviewed by:
Division Manager:

Approved by:
General Manager: