



C·V·R·D

## ENVIRONMENT COMMISSION

MARCH 15, 2012

6:00 PM - CVRD Board room, 175 Ingram Street

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### AGENDA

		<u>Pages</u>	PAGES
1.	<b><u>CALL TO ORDER</u></b>		
2.	<b><u>APPROVAL OF AGENDA</u></b>	1-2	
3.	<b><u>ADOPTION OF MINUTES</u></b>		
	M1 Adoption of Minutes of Environment Commission from February 16, 2011	3- 5	
4.	<b><u>BUSINESS ARISING OUT OF MINUTES</u></b>		
	B1 Appointment of a representative to the CVRD Agriculture Commission		
	B2 Regional Environmental Strategic Plan update	Verbal	
5.	<b><u>REPORTS</u></b>		
	R1 Communications - Terms of Reference - Janna Jorgensen	6-10	
	R2 Solid Waste - Roger Wiles		
	R3 Economic Development Commission - Roger Hart	11-19	
6.	<b><u>CORRESPONDENCE</u></b>		
	C1		
7.	<b><u>INFORMATION</u></b>		
	IN1 Water Forum March 28 <sup>th</sup> @ 8:30 am in VIU Theatre, Duncan	20-21	
	IN2 CVRD Energy Analysis Project - Energy and GHG modeling and mapping components		
8.	<b><u>NEW BUSINESS</u></b>		
	NB1 Sustainability Conference Delegate Report	Verbal	
9.	<b><u>NEXT MEETING:</u></b> April 19, 2012		
10.	<b><u>ADJOURNMENT</u></b>		

**Distribution:**

CVRD Director Gerry Giles  
CVRD Director Rob Hutchins  
CVRD Director Phil Kent  
CVRD Director Jon Lefebure  
Rodger Hunter  
Dave Polster  
Tyler Innes  
Larry George, Cowichan Tribes

Justin Straker  
Judy Stafford  
Roger Wiles  
Peter Keber  
Janna Jorgensen  
Sophy Roberge  
Roger Hart

**As Well As:**

Warren Jones, CAO  
Brian Dennison, General Manager, Engineering and Environment Services  
Kate Miller, Manager, Regional Environmental Policy  
Director I. Morrison

**Agenda Cover Only:**

Director B. Fraser	Director T. McGonigle
Director M. Marcotte	Director L. Iannidinardo
Director M. Dorey	Director P. Weaver
Director M. Walker	Director L. Duncan
Tom Anderson, General Manager, Planning and Development Services	

Minutes of the regular meeting of the ENVIRONMENT COMMISSION held in the CVRD Boardroom, 175 Ingram Street, Duncan, on February 16, 2012 at 6:00 pm.

**PRESENT:** Justin Straker                      Director Lefebure  
                 Dave Polster                      Director Kent  
                 Roger Wiles                      Director Giles  
                 Judy Stafford                      Janna Jorgensen  
                 Rodger Hunter                      Roger Hart  
                 Sophy Roberge                      Pete Keber  
                 Tyler Innes

**ALSO PRESENT:** Kate Miller, Manager, Regional Environmental Policy  
                         Brian Dennison, General Manager, Engineering &  
                         Environment  
                         Warren Jones, CAO;  
                         Dyan Freer, Recording Secretary

**REGRETS:** none

**CALL TO ORDER**

6:02 pm

**APPROVAL  
OF AGENDA**

**It was moved and seconded that the agenda be approved as amended, with the addition of NB1, a discussion on flooding and dikes, and a correction of the date of the last meeting on the agenda to January 19<sup>th</sup>, 2012.**

**MOTION CARRIED**

**ADOPTION  
OF MINUTES**

**It was moved and seconded that the minutes of the January 19, 2012, Environment Commission meeting be adopted as presented.**

**MOTION CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES  
B1**

**Overview of a Regional District** - Chief Administration Officer presented a brief overview of a Regional District, the area it encompasses, services provided as well as a Regional District budgets, what committees and commissions are involved with it, and how it generally functions. Discussion ensued.

**B2**

**Commission Work Plan** - Regional Environmental Strategic Plan (RESP) Justin Straker elaborated on the reasoning behind assisting in developing an RESP. Discussion ensued.

**It was moved and seconded that it be recommended to the Board that staff work with the Environment Commission to develop a Regional Environmental Strategic Plan (RESP) for the Region.**

**MOTION CARRIED**

Suggestions to move this forward were:

- a) to give a brief presentation to the Board to accompany this motion.
- b) that a sustainability plan should be part of the strategic plan.
- c) that there should be a commission representative on the Sustainability Plan committee through the Planning and Development Department.

d) an Environment Commission sub- committee be formed to start work on this project. Roger Hart volunteered to help with the framework of the terms of reference for the RESP.

**B3**

Commission Budget - Staff report from Manager, Regional Environmental Policy Division was distributed. Discussion ensued.

**It was moved and seconded that the Environment Commission budget of the Regional Environmental Policy Division be allocated as amended, at \$61,060 for 2012.**

**MOTION CARRIED**

**REPORTS**

**R1**

**Communications Committee** - Janna Jorgensen invited one of the Chairs to join the Communications Committee to help frame the presentation to the Board. They will be attending the next Board meeting (March 14) to present the winners of the video contest. Next communications meeting will be February 23<sup>rd</sup> at 10:30 am in CR1. A survey will be circulated to the video contest participants to request feedback on the contest.

**R2**

**Solid Waste Committee**

Roger Wiles gave a recap of their first meeting. They have met with staff, took part in a field trip to Bing's Creek Waste and Recycling Depot, and will be meeting again in March to discuss next steps.

**R3**

**Staff Report from Bob McDonald, Manager, Solid Waste and Recycling**

Sets out the role of the Environment Commission as a monitoring committee for the Solid Waste Management Plan.

**CORRESPONDENCE**

**C1**

Thank you card from U Fix It students re video contest.

**C2**

Letter of thanks from Canadian Mental Health Association re the video contest with an explanation of how they will spend their winnings on environmentally friendly ideas.

**C3**

Email from YG dated January 26, 2012 re the Agriculture workshop, January 19, 2012 .Agricultural workshop. Judy Stafford explained that 107 attended, 100% of those surveyed said they would attend another one, appreciated the topic and the effort put in to plan the day. There was a wide assortment of interest from the home gardener to commercial scale farmers.

**C4**

Email from Debra Cebula, Seed Literacy Coordinator, Cowichan Green Community re GMO's and GE free zones in the Cowichan Region. There will be a conference Saturday, February 18, 2012, at the Hub, Cowichan Station, on GMO's and all are invited. It was decided to send this email to the Agricultural Commission for their information.

**INFORMATION**

**IN1**

Pacific Climate Seminar Series - BC Weather Year in Review for 2011 - An Introduction to PCIC Climate Analysis and Monitoring on February 15, 2012, from 3:30 to 4:30 pm at University of Victoria.

**IN2** Information Exchange on Ecosystems and Species at Risk, 9:30 am, February 23, 2012, in Cowichan Bay. Kate Miller will provide the model bylaws from this meeting to the commission members.

**IN3** Invitation to the Cowichan Green Community's 2<sup>nd</sup> Annual Donor Breakfast on February 22<sup>nd</sup>, at Duncan Christian Reformed Church, 7:30 am.

**NEW BUSINESS**

**NB1** Cowichan Valley Flooding - Dave Polster gave a presentation on flooding within the Cowichan area. Primarily he stated that flooding should be allowed to happen where possible and that building on the floodplain should be discontinued.

**ADJOURNMENT** The meeting adjourned at 8:55 p.m.

**NEXT MEETING** March 15, 2012

\_\_\_\_\_  
Chair

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

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



## SUBCOMMITTEE REPORT

ENVIRONMENT COMMISSION  
MARCH 15, 2012

**DATE:** March 8, 2012  
**FROM:** Janna Jorgensen  
**SUBJECT:** EC Communications Sub-committee Terms of Reference

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### **Recommendation:**

- That the Environment Commission adopt the Communications Sub-committee's Terms of Reference as attached.
- That EC sub-committees adopt the Terms of Reference template, as attached, for standardized use.

### **Purpose:**

- The Terms of Reference articulates roles, responsibilities, and relationships of the sub-committee on behalf of, and in service to, the Environment Commission
- The Terms of Reference template provides a framework for consistent articulation of roles, responsibilities and relationships for all sub-committees of the commission.

### **Financial Implications:**

- Re: Communications Sub-Committee Terms of Reference:
  - o Initial \$5000 annual allocation for advertising and promotions
  - o Other funds will be requested as appropriate in support of the development and execution of communications plan (currently under development)
- Re: Terms of Reference Template - n/a

Submitted by,  
*Janna Jorgensen, Chair*

### **Terms of Reference**

To provide communications on behalf of, and in service to, the CVRD Environment Commission.

### **Background**

The CVRD Environment Commission ("the Commission") was created on April 11, 2007 by Bylaw 2943 and consolidated for convenience only with amending Bylaws 3243 and 3450 on August 16, 2011.

The responsibilities of the Commission are to:

- a) Develop an Environmental Strategic Plan that will provide strategic guidance on environmental issues and responses for the Cowichan Valley Regional District.
- b) Act as the Plan Monitoring Committee for the CVRD's Solid Waste Management Plan, Central Sector Liquid Waste Management Plan, and to the Local Advisory Water Protection Committee.
- c) Undertake specific inquiries aimed at evaluating a major issue or issues affecting the community and the environment and recommending solutions to the Board.
- d) Monitor and advance implementation of the CVRD Environmental Strategic Plan and report annually, or as required, to the Board.

The Terms of Reference of the Communications Sub-Committee are to provide communications on behalf of, and in service to, the CVRD Environment Commission rather than providing communications on other environmental issues on behalf of the CVRD Regional Board. However, the Communications Sub-Committee will continue to play a communications role when and if the Commission co-operates with other Commissions or Committees of the CVRD or the constituent municipalities on specific issues or projects.

### **Purpose**

The purpose of the Communications Sub-Committee is to provide communications and public relations support to the Commission as follows:

- (a) In service to the Commission, the Communications Sub-Committee provides support through:
  - i. developing and implementing a Communications Plan for the Commission
  - ii. providing communications advisory support to other Sub-Committees of the Commission
  - iii. addressing emerging issues related to internal communications as appropriate.
- (b) On behalf of the Commission, the Communications Sub-Committee advances strategic initiatives consistent with the Communications Plan and emerging communications and public relations needs of the commission and develops and implements Campaign Plans as required.

The Communications Sub-Committee is responsible for planning and implementing communications and public relations in service to, and on behalf of, the CVRD Environment Commission, including:

- Receiving an initial budget allocation of \$5,000 at the beginning of each year
- Developing a Communications Plan and any specific Campaign Plans that are required
- Recommending an additional budget to implement that Communications Plan including any specific Campaign Plans that are required
- Implementing the Communications Plan within the approved budget, including any campaign plans that are required
- Cataloging the templates and other formatting guides that have been developed for the Commission and updating as needed
- Focusing on key issues or projects at the direction of the Commission
- Consistently providing education, outreach, etc. to promote the regular activities of the Commission
- Recommending messaging on key issues, projects, and regular activities to the Commission
- Overseeing approved messaging on behalf of the Commission
- Striking Working Groups as appropriate (which may include people who are not members of the CVRD Environment Commission) to undertake specific tasks on behalf of the Communications Sub-Committee
- Undertaking other activities as directed by the Commission that are consistent with these

Terms of Reference.

**Operations**

The Communications Sub-Committee shall meet regularly. It is not required to keep minutes of its meetings, but shall report its activities to the Commission.

**Membership**

Membership in the Communications Sub-Committee shall be established by the Commission at its first meeting in the New Year, but may be added to at the discretion of the Commission throughout the year.

Members of the Communications Sub-Committee for 2012 are:

Janna Jorgensen (Chair)

Gerry Giles

Roger Hart

David Polster

Judy Stafford

*Ex Officio* Kate Miller (Manager, Regional Environmental Policy Division)

**Status**

The Communications Sub-Committee reports to the CVRD Environment Commission.

The Communications Sub-Committee maintains its own budgets but any expenditure above five hundred dollars requires approval by the Commission.

**Approval and Review**

These Terms of Reference shall be approved by the CVRD Environment Commission.

The Communications Sub-Committee will review them no less frequently than annually and recommend any changes to the Commission.



## TERMS OF REFERENCE TEMPLATE

CVRD Environment Commission - *[Name of]* **Sub-Committee**

### Terms of Reference

*[One sentence summary of the terms of reference of the sub-committee]*

### Background

The CVRD Environment Commission ("the Commission") was created on April 11, 2007 by Bylaw 2943 and consolidated for convenience only with amending Bylaws 3243 and 3450 on August 16, 2011.

The responsibilities of the Commission are to:

- e) Develop an Environmental Strategic Plan that will provide strategic guidance on environmental issues and responses for the Cowichan Valley Regional District.
- f) Act as the Plan Monitoring Committee for the CVRD's Solid Waste Management Plan, Central Sector Liquid Waste Management Plan, and to the Local Advisory Water Protection Committee.
- g) Undertake specific inquiries aimed at evaluating a major issue or issues affecting the community and the environment and recommending solutions to the Board.
- h) Monitor and advance implementation of the CVRD Environmental Strategic Plan and report annually, or as required, to the Board.

The Terms of Reference of the *[Name of]* Sub-Committee are to *[one paragraph summary of the terms of reference, i.e. an expansion of the one sentence summary at the beginning]*.

### Purpose

The purpose of the *[Name of]* Sub-Committee is to *[opening sentence if necessary]*:

*(c) [Bullets describing purpose]*

The *[Name of]* Sub-Committee is responsible for *[opening sentence if necessary]*:

- *[Bullets describing responsibilities]*
- Striking Working Groups as appropriate (which may include people who are not members of the CVRD Environment Commission) to undertake specific tasks on behalf of the *[Name of]* Sub-Committee
- Undertaking other activities as directed by the CVRD Environment Commission that are consistent with these Terms of Reference.

### Operations

The *[Name of]* Sub-Committee shall meet regularly. It is not required to keep minutes of its meetings, but shall report its activities to the Commission.

### Membership

Membership in the *[Name of]* Sub-Committee shall be established by the CVRD Environment Commission at its first meeting in the New Year, but may be added to at the discretion of the Commission throughout the year.

Members of the *[Name of]* Sub-Committee for *[year]* are:

*[Names]*

*Ex Officio [Names]*

### Status

The *[Name of]* Sub-Committee reports to the CVRD Environment Commission.

The *[Name of]* Sub-Committee maintains its own budgets but any expenditure above five hundred dollars

requires approval by the Commission.

**Approval and Review**

These Terms of Reference shall be approved by the CVRD Environment Commission.

The *[Name of]* Sub-Committee will review them no less frequently than annually and recommend any changes to the Commission.