



REGIONAL SERVICES COMMITTEE

WEDNESDAY, JUNE 27, 2012

6:00 PM

CVRD BOARD ROOM – 175 INGRAM STREET

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2.	<u>ADOPTION OF MINUTES:</u>	
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6.	<u>UNFINISHED BUSINESS:</u>	
7.	<u>NEW BUSINESS:</u>	
8.	<u>QUESTION PERIOD:</u>	
	a) Press	
	b) Public	
9.	<u>CLOSED SESSION:</u>	

Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

CSM1	Adoption of Closed Session Minutes of January 25, 2012	12-13
CSM2	Adoption of Closed Session Minutes of April 25, 2012	14

10. ADJOURNMENT:

The next regular Regional Services Committee meeting is scheduled for Wednesday, July 25, 2012, at 6:00 pm in the Board Room, 175 Ingram Street, Duncan BC.

REGIONAL SERVICES COMMITTEE:

Director J. Lefebure, Chair
Director L. Iannidinardo, Vice-Chair
Director M. Walker
Director B. Fraser
Director G. Giles
Director L. Duncan
Director I. Morrison
Director M. Dorey

Director M. Marcotte
Director P. Weaver
Director R. Hartmann
Director B. Lines
Director R. Hutchins
Director P. Kent
Director T. McGonigle

Cowichan Valley Regional District

Warren Jones, Administrator
Joe Barry, Corporate Secretary
Mark Kueber, General Manager, Corporate Services

Minutes of the Regular meeting of the Regional Services Committee held in the Board Room, 175 Ingram Street, Duncan BC, on Wednesday, May 23, 2012 at 6:00 pm.

PRESENT: Chair J. Lefebure
Directors L. Iannidinardo, M. Dorey, L. Duncan,
B. Fraser, G. Giles, R. Hartmann, P. Kent,
R. Hutchins, B. Lines, M. Marcotte, T. McGonigle,
M. Walker, P. Weaver and Alternate Director D. Darling

ABSENT: Director I. Morrison

ALSO

PRESENT: Warren Jones, Chief Administrative Officer
Kathleen Harrison, Deputy Corporate Secretary
Mark Kueber, General Manager, Corporate Services
Sharon Moss, Manager, Finance
Tom Anderson, General Manager,
Planning and Development
Brian Dennison, General Manager,
Engineering and Environmental
Sybille Sanderson, A/General Manager, Public Safety
Kate Miller, Manager, Regional Environmental Policy
Ilsa Sarady, Recycling and Waste Management
Tara Daly, Recording Secretary

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda 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 April 25, 2012, be adopted.

MOTION CARRIED

DELEGATIONS

D1

Alan McCammon, Land Remediation Section, Environmental Management Branch, Ministry of Environment
Re: Current Regulatory Environment and Processes to Deal With Soil Relocation and Contaminated Soils

Mr. McCammon provided an overview of the discussion held and questions asked of Minister Lake when CVRD Directors and Staff met with the Minister on May 8, 2012; and provided information on the provincial soil relocation legal framework.

- D2** Dr. Mackenzie Brooks, Resident of the Malahat
Re: Contaminated Soil Relocation in CVRD and South Island Aggregates (SIA) application to expand their business to include a Permit to Operate a contaminated soil storage site in their gravel pit in the headwaters of the Shawnigan Lake Watershed

Dr Brooks voiced concerns with the South Island Aggregates' application and with contaminated soil relocation in the Cowichan Valley Regional District.

- D3** Thanya Al-Saadoon, Coordinator, – Cowichan Youth Safety Dialogues Project, Safe Youth Cowichan; Zoe Sorenson, Youth Representative; and Alberta Blue Clayton, Youth Representative
Re: Presentation/Update on Safe Youth Cowichan and the Cowichan Youth Safety Dialogues Project

Mss. Al-Saadoon, Sorenson, and Blue Clayton provided an update on Safe Youth Cowichan's Youth Safety Dialogues occurring in Cowichan Valley Schools, and responded to questions from the Committee.

- D4** Nick Versteeg, Producer/Director – DV Media/DV Cuisine
Re: Promotion Production in the Cowichan Valley

Mr. Versteeg provided an overview and a short video clip centered on tourism, targeted to visitors and persons or businesses wishing to relocate to the Cowichan Valley. Mr. Versteeg noted that there was an opportunity for Electoral Area Directors and Member Municipalities to participate financially in the full film production.

RECESS
8:10 pm

A short recess was called at 8:10 pm.

**MEETING
RECONVENED**
8:15 pm

The meeting resumed at 8:15 pm.

STAFF REPORTS

- SR1** Staff Report dated May 14, 2012, from the A/General Manager, Public Safety re: Federal Funding Cuts to Emergency Preparedness Programs was considered:

It was moved and seconded that it be recommended to the Board that the Board Chair forward letters opposing the elimination of funding for the Joint Emergency Preparedness Program (JEPP), the Heavy Urban Search and Rescue (HUSAR) team, and the immediate closure of the Canadian Emergency Management College (CEMC) to: the federal Minister of Public Safety and Emergency Preparedness; Member of Parliament; Opposition Critics; local Member of the BC Legislature; FCM; and UBCM.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that a resolution opposing the elimination of funding for the Joint Emergency Preparedness Program (JEPP), the Heavy Urban Search and Rescue (HUSAR) team, and the immediate closure of the Canadian Emergency Management College (CEMC), be sent to the UBCM.

MOTION CARRIED

SR2

Staff Report dated May 9, 2012, from the General Manager, Corporate Services re: Business Expense Policy was considered:

It was moved and seconded that it be recommended to the Board that the Car Allowance policy and the Meal Allowance policy be repealed and the Business Expenses policy be approved.

MOTION CARRIED

**CSSR1
Potential
Litigation
{Sub 1 (g)}**

It was moved and seconded to refer the Closed Session Staff Report CSSR1 Potential Litigation {Sub 1 (g)} to the Closed Session portion of the Special Board meeting, to be held immediately following the Regional Services meeting, due to the fact that there were a number of people in the gallery waiting to attend the open session of the Special Board.

MOTION CARRIED

**ADJOURNMENT
8:47 pm**

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 8:47 pm.

Chairperson

Recording Secretary

Dated: _____



R1

STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING OF JUNE 27, 2012

DATE: May 30, 2012

FILE NO:

FROM: Mark Kueber
General Manager Corporate Services

BYLAW NO:

SUBJECT: Regional Grants in Aids and Annual Financial Contributions

Recommendation/Action:

That it be recommended to the Board that all:

1. Grant applications include a budget for the year the funds are requested as well as the prior year's financial statements.
2. Successful grant recipients provide a summary report that states how the funds were used, how the community benefited and any out comes if applicable.
3. Grants approved as part of the annual budget be distributed to recipients as soon as possible after the adoption of the budget.

Relation to the Corporate Strategic Plan:

Financial Impact: (Reviewed by Finance Division: Sen)

The requesting of financial documentation lowers the risk of financial abuse of local tax payer's funds, and is an important part of financial control. The distribution of funds four months earlier will result in an increase in temporary borrowing costs. Based on the 2012 budget, earlier payment would result in approximately \$4,000 in additional interest. Attached is a list of recipients and the amount granted in 2012.

Background:

Financial Accountability: The Regional District provides a number of different types of grants; there are grants in aids for Electoral Areas, regional grants in aid, and a number of functions where the sole purpose is to annually provide financial contributions to nonprofit organizations, the Ministry views these as grant functions.

Currently, the CVRD has no requirements for the recipients to provide any information on how they used the funds they received, nor how the funds benefited the community. Good financial control would have the Regional District requiring information on what the funds were to be used for, the prior year's financial statements, and a budget for the upcoming year, all prior to approving the grant. In addition, a report on how the funds were used and how the community benefited from the grant should be implemented.

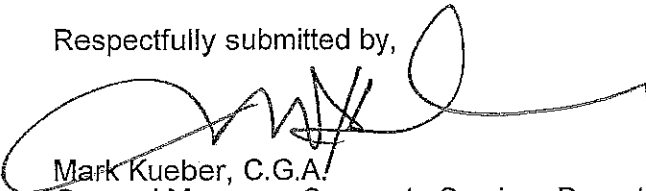
.../2

By obtaining this information the Board is ensuring, to the best of their ability, that tax revenue is being used as they had intended, in addition to show the needs of the grant recipients. This will also let the tax payers know that there are controls and safeguards in place to prevent the misuse of their funds.

Timing of payments: The Regional District receives its annual tax requisition funds from the member municipalities and the Provincial government on August 1 of each year, which is seven months into the new year. The Regional District uses surplus funds from the prior year and then temporary borrows for the remaining months. In an effort to reduce borrowing costs large scale payments are delayed till August 1 if possible, one of the items that are delayed are grant payments. The down side to delaying payments to the nonprofit organization is the negative impact it has on their activities. Some annual contributions are used for ongoing operating costs and waiting till August 1 is not an option, which forces staff to make a decision on when to make payments and who are given early payments. The number of requests for early payments is increasing, quite often with encouragement for the area Director.

In an attempt to take the subjectivity out of payment timing and to put everyone on the same playing field, I am requesting the Board approve all regional grants in aid and annual financial contributions, that are included in the budget, be paid as soon as possible after the adoption of the annual budget.

Respectfully submitted by,



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

MK:tk

Attach.

Z:\Mark\Staff Reports - 2012\Staff Report - Grants in Aids Requirements.docx

Regional Grant in Aid

2012 budget

491,000

Grant in Aid functions

450	Mill Bay community league	7,917		
451	Glenora community hall	7,353		
457	Victim services west		12,255	paid early
458	Cowichan Lake activity centre		53,646	paid early
459	Victim services		78,426	paid early
463	Cowichan wooden boat society	9,804		
465	Cobble hill Historical society	14,706		
466	Cobble hill hall	16,206		
467	Shawnigan Lake Historical society	16,833		
469	Cowichan Station Association - Area E	20,850		
472	Senior Centre grant	15,686		
474	Kaatza Historical society	29,510		
475	Mill bay / Malahat historical society	14,500		
478	Cowichan Station Association - Area B	4,503		
493	Safer futures		26,959	paid early
494	Social planning		49,017	paid early
495	South Cowichan community policing	44,706		
496	Cowichan community policing		98,030	paid early
510	Thetis Island Solid Waste		40,000	paid early
		<u>693,574</u>		

Estimted cost to finance early payment
April, May, June, July

\$ 3,930

THE PROCESS OF PUBLIC ENGAGEMENT ON A SPECIAL PROJECT

This report was done based on the experience gained from the project of upgrading the Saltair Water System in 2012. This strategy could be used for almost any public project in the community that requires public support for increased spending.

PUBLIC MEETINGS

Three public meeting were held to discuss the problem and gain some understanding of support.

ADVERTIZING THE MEETING

Various ways were used to get people out to the meeting: 1. An ad was placed in the local papers, 2. People were emailed that were on the director's list, 3. An article was written in the local paper about the problem, and 4. Signs were posted at each mail box showing information. These signs are hammered into the ground with sign stapled to a piece of plywood.

PUBLIC MEETING #1

Outline the issues and get a feel for how the attitude of the community is to taking on the project. Go slowly with a PowerPoint presentation and discuss as many slides as you think is necessary to give the background knowledge for decision making. In the end the community is going to have to make the decisions. This meeting is planned out by the Director and the staff ahead of time.

PUBLIC MEETING #2

Come back to the community with different possible solutions to the problem. Outline the amount of work to be done and the different financial ways that the money can be raised to finance the project. Then talk about how you are going to get public approval for taxing or raising fees. Decide whether it is AAP, referendum or a petition? All of these questions can be organized into a decision making tree or a flow chart. We want the meeting to make the decisions as to the process and solution to the problem.

The people at the meeting will be given electronic "clickers" to answer each of the questions that will cause decisions to be made as to what will be done. These questions have to be very carefully formulated to lead somewhere. A lot of creativity and structure is needed to lead the meeting in the decision making process. We used four people to create these questions so that we could arrive at a solution at the end of the meeting. (the elected director, a community person chosen by the director and two staff members). People at the meeting not only heard the talk but had the feeling that they really made a difference with their "clicker" responses.

The "clicker" questions were designed where there were warm-up questions so that the people would understand how to use these electronic devices properly before we began. Then we move on to find out about people's attitude towards the project and finally to the decision making questions. You can stop at each question and fully explain what the question is all

about and what exactly that we want to find out. When there was a clear understanding we moved on to the actual questioning. At the end of meeting we knew what we wanted to do, how it is financed and what form of approval process will be used. All this was done by a democratic vote - this is very empowering for the people at the meeting.

RECRUITING THE CORE VOLUNTEERS

At the meeting we have to sign up volunteers that want to work more intensely on the project. These people will be crucial to the success of the project as they will be going door to door talking to the community about the project. Getting the support of these volunteers will carry the project. In our project we got 22 volunteers which was about one volunteer for about an average of 30 properties.

STAFF BACKGROUND WORK

The staff used maps to segment off 27 zones in our community. Each zone was assigned one volunteer canvasser that would go door to door to talk to the people about the project. Letters would be sent out to absentee owners with all the information about the project and in our case included a petition to sign. The petition would be mailed in by a deadline.

Staff would also prepare a package of information for the volunteers so the volunteers would be armed with knowledge to answer questions. This included charts for quick visual reference.

VOLUNTEER CANVASSER RALLY MEETING

The canvassers were invited to the CVRD boardroom to review all the strategy and to get the background information. It is important for these canvassers to know what they are talking about and to know that they have staff support for any questions that they need answered. Coffee and muffins were served. The director gave the canvassers a tour of the CVRD building and the different departments. The employees warmly welcomed them and explained what they did in their work. The canvassers got a better idea of how the CVRD works and where their tax dollars are going. Really, it's people working for people.

CANVASSER MEETINGS IN SALTAIR

At the first canvasser meeting, the canvassers were given their final information packages, their map of their zone and petitions for each of the properties that had to be signed by the property owners. If there were two owners, both had to sign.

Each Thursday of the campaign we had a canvassers meeting to take in the petitions signed and trade stories of our experiences. We shared strategies that worked and the ones that didn't work. Canvassers brought up questions that needed answering and we bolstered each others' confidence. These 22 canvassers shared a common experience and bonded into a team. Four of these canvassers were relatively new to the community and they learned the most about their new home.

People at the door step talked about many things as well as the project. They talked about family, finances, government, taxes, the history and the future. Sometimes the canvassers had to go back to the house 5 or 6 times to get a final signature. We wanted a property owner to give a definite "yes" or a definite "no", but not to rush them. Each time give them more information and give them time to think about it. We were asking for quite a bit of money and they needed time to feel comfortable about the decision. And some of them wanted to talk to their neighbours about it. These talks generated a lot of talk about our community and what we value.

THIRD PUBLIC MEETING – AN OPEN HOUSE

At the last public meeting, it was an open house where property owners could come and talk to staff and canvassers about the project. They could also hand in their petitions if hadn't already done so. There were charts posted on the walls with information also. We hadn't yet reached our goal so the canvassing would continue for two or three more weeks. This meeting was another way of drawing attention to the project.

THE EXPERIENCE –THE VALUE

For about one month the community was totally involved with not only talking about a project, but the engagement went far beyond that. They learned more about how local government works and how the tax system works. The community got a chance to talk about things that really count to them. In some cases they got a chance to vent past grievances and to receive answers to things that they wanted to know. The canvassers learned a lot about the community and learned something about themselves and other canvassers. Friendships grew out of the experience. Each neighbourhood was slightly different and had different concerns. For a director of local government it was an invaluable experience. People were quite frank in their discussions.

Mel Dorey, Director, Electoral Area G