



REGIONAL SERVICES COMMITTEE

WEDNESDAY, MAY 23, 2012

6:00 PM

CVRD BOARD ROOM – 175 INGRAM STREET

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	SR2 Staff Report from General Manager, Corporate Services Re: Business Expense Policy	13-18

7. NEW BUSINESS:

8. QUESTION PERIOD:

- a) Press
- b) Public

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	19-20
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9. ADJOURNMENT:

The next regular Regional Services Committee meeting is scheduled for Wednesday, June 27, 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, April 25, 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,
I. Morrison, M. Walker and P. Weaver

ALSO

PRESENT: Warren Jones, Chief Administrative Officer
Joe Barry, Corporate Secretary
Mark Kueber, General Manager, Corporate Services
Sharon Moss, Manager, Finance
Tom Anderson, General Manager,
Planning and Development
Ron Austen, General Manager, Parks, Recreation & Culture
Chris Ewing, Manager, Information Technology
Sybille Sanderson, A/General Manager, Public Safety
Rob Grant, GIS Supervisor
Tara Daly, Recording Secretary

**APPROVAL OF
AGENDA**

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

NB1 Cobble Hill Common;
NB2 CVRD website;
NB3 Municipal Finance Association AGM Report; and
with the deletion of Item CSSR2, and

that the agenda, as amended, be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES**

M1

It was moved and seconded that Item NB1 from the minutes of the Regular meeting of the Regional Services Committee, held March 28, 2012, be amended by changing the time from 11:00 am to 10:00 am for the National Day of Mourning, and that the minutes, as amended, be adopted.

MOTION CARRIED

CORRESPONDENCE

C1

Letter, dated April 12, 2012, from the Municipality of North Cowichan addressed to Joe Barry, Corporate Secretary re: BC Summer Games, was considered:

It was moved and seconded that it be recommended to the Board that the Regional District consult with recreation commissions, member municipalities, and School District #79, to gauge the level of community support in hosting the BC Summer Games in either 2016 or 2018.

MOTION CARRIED

STAFF REPORTS

SR1 Staff Report dated April 13, 2012, from the A/General Manager, Public Safety re: Cowichan Lake Area Automatic Aid Agreement was considered:

It was moved and seconded that it be recommended to the Board that the Chair and Corporate Secretary be authorized to sign the Cowichan Lake Area Automatic Aid Agreement between the CVRD and the Town of Lake Cowichan.

MOTION CARRIED

SR2 Staff Report dated April 13, 2012, from the A/General Manager, Public Safety re: Cowichan Lake Area Mutual Aid Agreement was considered:

It was moved and seconded that it be recommended to the Board that the Chair and Corporate Secretary be authorized to sign the Cowichan Lake Area Mutual Aid Agreement between the CVRD, the Town of Lake Cowichan, the City of Duncan, and the Caycuse Volunteer Fire Department Society.

MOTION CARRIED

SR3 Staff Report, dated April 17, 2012, from the Chief Administrative Officer re: Cowichan Flood Protection Capital Works was considered:

It was moved and seconded that it be recommended to the Board that the "Lower Watershed" funding model for flood infrastructure capital works be supported; and that this report be referred to the District of North Cowichan, City of Duncan and Cowichan Tribes for their input into the preferred funding approach.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that staff investigate a regional approach to funding, using a concentric funding model, for flood protection in the Cowichan Valley.

Opposed: Directors Marcotte and Dorey.

MOTION CARRIED

SR4 Staff Report, dated April 17, 2012, from the Manager, Information Technology re: iPad Procurement for the Board was considered:

It was moved and seconded that it be recommended to the Board the use of iPad tablets be adopted, at no new cost to the corporation, for use by elected officials to aid in conducting CVRD business.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that individual Directors have the option to upgrade the CVRD issued iPad at the Director's cost.

MOTION CARRIED

NEW BUSINESS

NB1 Director Giles informed the Committee of the community effort in planting trees and shrubs throughout the Cobble Hill Commons site, and commented on the added surprise of an additional apple tree planted during the night.

NB2 Director Giles raised the possibility of adding "Directors' Biographies" to information on the CVRD website.

It was moved and seconded that it be recommended to the Board that Director biographies be posted on the website.

MOTION CARRIED

NB3 Director Morrison provided an update on the Municipal Finance Authority Annual General Meeting that he recently attended, for information.

**RESOLVE INTO
CLOSED SESSION**

8:18 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) (g)} Potential Litigation.

MOTION CARRIED

**RISE FROM
CLOSED SESSION**

9:41 pm It was moved and seconded that the Committee rise without report and return to the open portion of the Regular Regional Services meeting.

MOTION CARRIED

ADJOURNMENT
9:41 pm

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 9:41 pm.

Chairperson

Recording Secretary

Dated: _____

Request to Appear as a Delegation

D1

Meeting Information

Request to Address:

CVRD Board

Committee

If Committee, specify the Committee here:

Regional Services Committee

Meeting Date:

05/23/2012

Meeting Time:

6 pm

Applicant Information

Applicant Name:

Ministry of Environment

Representing:

As:

Number Attending:

(Name of organization if applicable)

(Capacity / Office)

Applicant Contact Information

Applicant Mailing Address:

Applicant City:

Applicant Telephone:

Applicant Fax:

Applicant Email:

Presentation Topic and Nature of Request:

Inform the Board and the community of the current regulatory environment and processes to deal with soil relocation and contaminated soils.

MAY 23, 2012

RSC

DEC

Request to Appear as a Delegation

D2

Meeting Information

Request to Address:

CVRD Board

Committee

If Committee, specify the Committee here:

at RSC meeting

MAY 23, 2012

RSC

DEL

Meeting Date: 06/23/12

Meeting Time: 6:00 p.m.

Applicant Information

Applicant Name: Dr. Mackenzie Brooks

Representing: _____

(Name of organization if applicable)

As: _____

(Capacity / Office)

Number Attending: 1

Applicant Contact Information

Applicant Mailing Address: P.O Box 130

Applicant City: Malahat

Applicant Telephone: 230-888-0517

Applicant Fax: _____

Applicant Email: dr@drmackenziebrooks.com

Presentation Topic and Nature of Request:

Re: Topic of 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 Shawnigan Lake Watershed.

I would like to make a few comments on the generational ecology of locating this type of business in a Watershed where community members, present and future reside.

Request to Appear as a Delegation

D3

Meeting Information

Request to Address:

CVRD Board

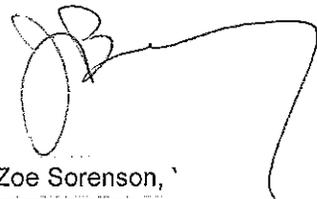
Committee

If Committee, specify the Committee here:

Regional Services Committee

Meeting Date: 05/23/12

Meeting Time: 6:00 pm



Applicant Information

Applicant Name: Thanya Al-Saadoon, Coordinator; Zoe Sorenson,

Representing: Cowichan Youth Safety Dialogues Project, Safe Y

As:

Number Attending:

2

Safe Youth Cowichan

(Name of organization if applicable)

(Capacity / Office)

Applicant Contact Information

Applicant Mailing Address: 103-255 Ingram Street

Applicant City: Duncan, BC

Applicant Telephone: 250-748-7000

Applicant Fax:

Applicant Email: talsaadoon@cwav.org

Presentation Topic and Nature of Request:

Presentation / update on Safe Youth Cowichan and the Cowichan Youth Safety Dialogues Project. Background materials to follow.

D4 MAY 07 2012



CVRD

REQUEST TO APPEAR AS A DELEGATION

(Submit completed form to Legislative Services Division - Fax 250.746.2513)

REQUEST TO ADDRESS: CVRD BOARD
 REGIONAL SERVICES COMMITTEE

at the meeting of May 23, 2012 at 6:00 pm

APPLICANT NAME Nick Versteeg

REPRESENTING: DV Media/DVCuisine
(name of organization if applicable)

AS: Producer/Director
(capacity/office)

NUMBER ATTENDING: 1

Applicant mailing address: 1770 Fenwick Rd Cowichan Bay, BC V0R1N1

Applicant Telephone: 250-746-4510 Fax: _____

Applicant email: Nick@DVCuisine.com

PRESENTATION TOPIC and NATURE OF REQUEST:

Promotional Productions on Cowichan Valley

(If more space is required, please attach an additional page to this form)

Signature

30 April '12
Date

Cowichan Valley Regional District, 175 Ingram Street, Duncan BC V9L 1N8
Please address inquiries to the Legislative Services Division at 250.746.2508.

**STAFF REPORT****REGIONAL SERVICES COMMITTEE MEETING
OF MAY 23, 2012**

DATE: 14 May 2012 **FILE NO:** 1855-01
FROM: Sybille Sanderson, Acting General Manager **BYLAW NO:**
SUBJECT: Federal Funding Cuts to Emergency Preparedness Programs

Recommendation/Action:

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) and the Heavy Urban Search and rescue (HUSAR) team to the federal Minister of Public Safety and Emergency Preparedness, Member of Parliament, Opposition Critics, local Member of the BC Legislature; FCM and UBCM.

Relation to the Corporate Strategic Plan:

The 2009 Ipsos Reid Public Opinion Survey stated that 98% of CVRD residents rated CVRD fire and emergency planning as important services. Mission: "We serve the public interest through cooperation and innovation, with a focus on community priorities and strengths."

Financial Impact: (Reviewed by Finance Division: SEM)

JEPP funding allowed the CVRD to purchase emergency management training and equipment and thereby significantly extend our purchasing power.

Background:

On Friday, April 13th, Public Safety Canada announced that at the end of 2012 they will eliminate the following federally funded emergency preparedness programs:

- Joint Emergency Preparedness Program (JEPP).
- Funding for all 5 Heavy Urban Search and Rescue teams (HUSAR).
- Critical Infrastructure initiatives.
- Immediate closure of the Canadian Emergency Management College (CEMC)

Over the past 10 years the Cowichan Valley Regional Emergency Program has made very good use of JEPP. This 50% funding program provided the citizens and municipalities with:

- Emergency Management training programs (savings over \$12,000 since 2009).
- Emergency Planning Exercises (savings over \$5,000 since 2000).
- Emergency Plan updates (savings over \$5,000 since 1999).
- Telecommunication equipment including (savings over \$30,000 since 1999).
- Emergency generators (savings over \$35,000 since 1998).
- Office equipment, computers, display boards (savings over \$15,000 since 1998).

Cancellation of this funding program will have a devastating impact on the ability of local government in general and the Cowichan Valley Regional Emergency Program in particular, to provide training and to procure emergency preparedness supplies. This will make us a less resilient and more vulnerable community.

Submitted by,



Sybille Sanderson
Acting General Manager
Public Safety



STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING
OF MAY 23, 2012

DATE: May 9, 2012 FILE NO:
FROM: Mark Kueber, General Manager BYLAW NO:
Corporate Services Department
SUBJECT: Business Expense Policy

Recommendation/Action:

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.

Relation to the Corporate Strategic Plan:

Current policies that reflect current economic conditions are consistent to an efficient, innovative organization that pursues financial stability as well as being the employer of choice on Vancouver Island.

Financial Impact: (Reviewed by Finance Division: SEM)

The new policy increases the meal allowance to \$75.00 and \$100.00 per day depending on location, and also includes a control on the level of accommodations and air travel covered while on CVRD business. The existing mileage rate remains the same.

Background:

Historically all Regional District polices were approved by the Board, at the December 2010 Board meeting, a number of polices where repealed by the Board and transferred to the Administrators responsibility. The Regional District's meal allowance and car allowance polices still resides with the Board and any changes requires Board approval. The new Business expense policy that is attached is attempting to update the meal allowance policy that was last amended in 1999 as well as provide more direction in areas that up to now the Regional District has been silent on.

In our review of current meal allowance rates being used by local governments throughout B.C. we have found a number of jurisdiction have two rates, one for the four more expense areas (Vancouver, Whistler, Victoria, and Kelowna) and one that is applicable for the remainder of the province. The following is a summary of our findings:

BC Average	77.56
Provincial Government	86.50
Federal Government	88.50
District of North Cowichan	75.00
Town of Ladysmith	50.00
City of Duncan	60.00
Town of Lake Cowichan	50.00/60.00

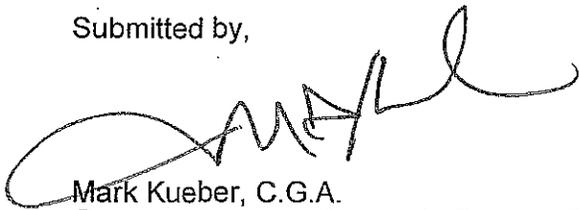
Please note that the new business expense policy that is being recommended has the two rates, one for the four largest cities in B.C. as well as for outside B.C. and a lower rate for other areas in B.C.

We also found that the rate that was used was directly related to when the policy was last updated. District of North Cowichan was updated in 2011, Town of Ladysmith in 2004, and City of Duncan in 2006.

The rate that was most often used for the major cities in BC was \$100.

I have also attached the old policies that are recommended to be repealed, both are in the old format while the Business Expense policy is in the new user friendly format that is now being used.

Submitted by,



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

MK:tk

Attach.

Z:\Mark\Staff Reports - 2012\Staff Report - Business Expense Policy.doc

Business Expenses

You will be reimbursed for legitimate business expenses that you incur in the course of performing your job. When spending the CVRD's money, we urge you to think about it as your own, and please use moderation.

Mileage

- If you are required to use your vehicle on approved CVRD business, you will be reimbursed for business mileage at the current cents-per-kilometre rate.
- Reimbursement will be at the current rate established and updated by the Canada Revenue Agency, and deemed to be a reasonable non-taxable allowance. [LINK to CVRD Mileage Claim Form].
- Reimbursement will not include the distance for your normal commute, i.e. the distance you normally drive each way between your residence and your workplace.

Accommodation

- We will reimburse you for a standard room plus tax for out-of-town travel.
- We will not cover personal purchases, such as mini-bar items, room service, movies, haircuts and other personal services while you are away.
- If you choose to stay at a relative's or friend's house to minimize costs, the CVRD will provide you with \$35.00 per night.

Air travel

- CVRD employees are required to fly economy class for business travel.

Meal, Gratuity and Incidental Expenses

- If you are required to travel overnight, you will receive up to \$75.00 per diem for expenses not covered by your event. Meal, Gratuity and Incidental per diems are as follows:
 - a) Breakfast \$15.00
 - b) Lunch \$20.00
 - c) Dinner \$25.00
 - d) Incidental (if staying overnight) \$15.00
- Per diems for travel to Metro Vancouver, Victoria, Whistler, Kelowna and outside B.C. will be up to \$100.00, as follows:
 - a) Breakfast \$20.00
 - b) Lunch \$25.00
 - c) Dinner \$35.00
 - d) Incidental (if staying overnight) \$20.00.
- If a meal is included as a part of the training or conference you are attending, then you cannot claim for the meal as outlined above.

Taxis

- You will be reimbursed for actual taxi costs (including a 10-15% tip) incurred while you are conducting work-related activities.
- Expenses must be supported by original and legible receipts.

Other Allowable Expenses

You are allowed meal expenses when deemed necessary, such as when you are meeting with existing or prospective employees, customers, contractors or business partners of the CVRD. These expenses require prior approval from your Manager. Expenses must be supported by original and legible receipts.

Expense Reports

It is important for you to submit all expense reports on the CVRD Expense Claim Form [LINK] as incurred or at least on a monthly basis. Your expense reports must be signed by your Manager and forwarded to the Finance Division. Expenses must be supported by original and legible receipts, except those for which no receipt is available (e.g., tips, metered parking, coin-operated photocopiers) or per diem expenses. You must itemize these expenses separately.

To assist with your expense reports, consider the following guidelines:

- Mark the details for the expense on the back of each receipt (e.g., name, account number, reason)
- Keep a supply of expense report forms handy at all times.
- If you are unsure as to how or what to claim, speak to your Manager.

Car Allowance for Employees

In the event that the CVRD requires you to use your own vehicle to the extent that it requires a category increase in automobile insurance premiums, then you will be reimbursed for the additional premium (the difference between the rate for business use and that for driving to and from work.) Most insurance policies allow for 2000-2500 km of 'business use' per year at no additional cost. It is your responsibility to check with your insurance provider regarding what is and is not included, and to determine if additional premiums are required so that you have appropriate insurance coverage.

Change in Driver's License Class Required by Job

If your job requires a change in Class (e.g. driving a truck or bus) to your Driver's License from the standard operating class, the CVRD will reimburse you for the cost of the required medical exam, when supported by appropriate receipts.



CVRD

POLICIES & PROCEDURES

Title: CAR ALLOWANCE

Applicability: All CVRD

Effective Date: November 1, 2009

PURPOSE:

It is recognized that at times the employer is not able to provide a vehicle for Regional District business purposes and may require the employee to use his/her own. This policy defines the conditions concerning use of private vehicles for business purposes.

POLICY:

1. Any employee required to use his/her own vehicle for business purposes will be reimbursed **at the rate that the Canada Revenue Agency deems to be a reasonable non taxable allowance**. Such reimbursement will not include the distance normally driven by the employee between his/her residence and his/her place of work.
2. Where the employer requires use of the employee's vehicle to such an extent that it requires a category increase in automobile insurance premiums, then the employer shall pay the premium increase. The premium increase is defined as the difference between the rate for business use and that for driving to and from work.
3. The claim for insurance premium differences will normally be limited to Department Heads and others as determined by the Administrator.

APPROVAL HISTORY:

October 14, 2009 (Board Resolution 09-518.2)
May 26, 2004 (Board Resolution 04-305.13)
November 22, 2000 (Board Resolution 00-762)
February 13, 1991 (Board Resolution #7, page 9)
November 14, 1990 (Board Resolution #4, page 8)
September 13, 1989 (Board Resolution #1, page 203)
October 28, 1981 (Board Resolution 81-204.4)
June 11, 1980 (Board Resolution 80-142.3)
January 25, 1978 (Board Resolution 78-16.7)



CVRD

POLICIES & PROCEDURES

Title: MEAL ALLOWANCE

Applicability: All CVRD

Effective Date: October 13, 1999

PURPOSE:

To establish the employer's policy on meal allowances while on Regional District business.

POLICY:

That the Meal Allowance Policy be as follows:

1. Employees away from their normal place of work attending conferences and workshops (where an overnight stay is required) shall be permitted a per diem of \$60.00 per day.
2. Conferences and Seminars, which do not require an overnight stay, shall be reimbursed based on the following:
 - a. Breakfast \$10.00
 - b. Lunch \$15.00
 - c. Dinner \$25.00
 - d. Incidentals \$10.00

Meal allowances will not include any meals purchased for guests.

APPROVAL HISTORY:

October 13, 1999 (Board Resolution 99-611.2)

June 14, 1989 (Board Resolution, page 145)