



C·V·R·D

ENVIRONMENT COMMISSION

MARCH 2, 2009

6:15 PM – CVRD Board Room
175 Ingram Street

AGENDA

PAGES

1. **APPROVAL OF AGENDA:**

2. **ADOPTION OF MINUTES:**

M1 Minutes of the Environment Commission of November 20, 2008 1-3

3. **BUSINESS ARISING FROM THE MINUTES:**

B1

4. **INTRODUCTION OF MEMBERS:**

5. **NEW BUSINESS:**

VERBAL

- NB1 Role of the CVRD –
 - a) The tools it has at its disposal to affect change
 - b) The role of its elected officials
- NB2 New Structure of the CVRD
- NB3 Role of the Environment Commission
- NB4 Role of Commission Members
- NB5 Membership and External Communications
- NB6 Environmental Strategy Development to date
 - 4 Goals
- NB7 Environmental strategy framework
- NB8 Ongoing CVRD programs and initiatives overview
- NB9 Decision on meeting dates and schedules
- NB10 2009 Budget
- NB11 Agenda and work plan for upcoming year
- NB12 Election Of Chair And Co-Chair

6. **CORRESPONDENCE:**

C1	Economic Development - Request for membership on agriculture plan	4-9
C2	Economic Development – Clean Technology Sector	10-13
C3	Solar Energy Workshop – March 8, 2009	14

7. **REPORTS:**

R1

8. **INFORMATION:**

IN1	Regional Energy Plan	VERBAL
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9. **NEXT MEETING:**

TBA

10. **ADJOURNMENT:**

Distribution:

John Wilson	Rodger Hunter
Roger Wiles	Francis Hugo
Peter Keber	Bruce Sampson
Chris Wood	Bruce Fraser
Ernie Elliot, Cowichan Tribes	Judy Stafford
CVRD Director Phil Kent	Justin Straker
CVRD Director Rob Hutchins	Mike Kelly - Economic Development
CVRD Director Loren Duncan	Commission

As Well As:

Director G. Giles, CVRD Chair
Director T. Walker
Director M. Marcotte
Warren Jones, Administrator
Kate Miller, CVRD Environmental Manager

Agenda Cover Only:

Director I. Morrison	Director T. McGonigle
Director K. Kuhn	Director D. Haywood
Director M Dorey	Director L. Iannidinardo
Director B. Harrison	Tom Anderson, Manager, Development Services
Director K. Cossey	Brian Dennison, Manager, Engineering Services
Director G. Seymour	

Minutes of the regular meeting of the ENVIRONMENT COMMISSION held in the CVRD Boardroom, 175 Ingram Street, Duncan, on November 20, 2008 at 6:00 pm.

PRESENT: John Wilson, Chair Steve Alphonse
 Director Duncan J. Francis Hugo
 Director Hutchins Donna Morton
 Clare Frater Rodger Hunter
 Brandy Gallagher Peter Keber
 Roger Wiles Brian Roberts
 Chris Wood

ALSO

PRESENT: Kate Miller, Environment Manager
 Lynda Lee, Recording Secretary

**APPROVAL
OF AGENDA**

It was moved and seconded that the agenda be approved as presented.

MOTION CARRIED

**ADOPTION
OF MINUTES**

It was moved and seconded that the minutes of the October 16, 2008 Environment Commission meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING
OUT OF MINUTES**

No business arising

CORRESPONDENCE

C1

Email dated October 31, 2008, from Susan Wells re: presentation to Cowichan Station Area Association, Monday, November 24, 2008.

It was moved and seconded that the letter be received and filed.

MOTION CARRIED

C2

Email dated November 4, 2008, from Peter Keber re: presentation to Duncan Chamber of Commerce, Tuesday, December 2, 2008.

It was moved and seconded that the letter be received and filed.

MOTION CARRIED

REPORTS

R1

Verbal report from Jenny Farkas and Susan Hallat of Taiji Brand Group re: final report to the CVRD Environment Commission.

A draft PowerPoint summary of the final report was presented and discussed.

It was suggested that the survey end with a thank you posted on the survey website, prizes awarded and opportunity offered for continued response with an additional survey.

Jenny Farkas and Susan Hallat left the meeting at 7:45 pm with assurances that all amendments to the final report had been discussed.

It was moved and seconded that the title for the Draft Environmental Strategy be changed to Proposed Environmental Strategy.

MOTION CARRIED

It was moved and seconded that the Environment Commission accept the final report to the CVRD Environment Commission as presented, with the discussed amendments.

MOTION CARRIED

Kate Miller will advise members of the time of the next regular CVRD Board meeting and distribute copies of her staff report/s.

INFORMATION

The following items were considered:

IN1

Verbal report from Kate Miller regarding telephone requests for presentations to Duncan and Mill Bay Rotary Clubs. Peter Keber has volunteered to deliver the presentation to the Regional Services Committee

IN2

Kate Miller will email the Environment Commission requesting that commission members advise her if they are interested in having their names put forward for another term as an Environment Commission member.

IN3

Kate Miller will make a request to Warren Jones, CAO, CVRD, that CVRD Environment Commission Draft Bylaw No. xxxx, 2009, be included in a report to the Regional Services Committee.

ANNOUNCEMENTS

Donna Morton announced her resignation from the Environment Commission.

Clare Frater announced that she will step down from the Environment Commission.

Members were advised of the resignation of Mike Morrison, CVRD Solid Waste & Environment Coordinator. He has accepted a position as Solid Waste Manager in Nelson, BC. The commission thanks him for his work with them and wishes him well in his new endeavours.

Francis Hugo announced that the Northwest Wildlife Preservation Society will use the Granville family farm as a legacy for wildlife education and as a demonstration farm for historic agricultural methods.

Brandy Gallagher reported that the Ecovillage in Shawnigan Lake is at risk of losing the property as the current mortgage holder can no longer hold the mortgage as they do not serve Co-ops. They now need to raise the dollars for the first and second mortgages in the amount of \$900,000. The Cowichan Community Land Trust will come on as a partner in holding the title of the land to protect it as a community asset forever. The Land Conservancy of BC will maintain the Covenants on the land for indefinite protection of multiple activities and multiple stakeholders. Strategy to save the community asset is going out to the public and the deadline is the end of this year. After ten years, regulatory changes have made the Co-op unable to keep its status. This can be a positive, as it presents an opportunity for the community to own the property. See local newspapers for related article.

NEW BUSINESS

No new business.

NEXT MEETING

At call of Environment Manager in next fiscal year.



Area Agriculture Plan

Minutes for February 16, 2009

1:00 – 3:00 p.m. 135 Third St, Duncan, BC

In attendance: Wayne Haddow, Mike Tippet, Gerry Giles, Jim van Barneveld, Graham Myers, George Seymour, Ian Christison, Geoff Millar, Kathy Lachman

Regrets: Kate Millar, Jim Lamaistre, Roger Cheetham

Additional committee members- the group discussed the make-up of the committee and determined that the present committee make-up was sufficient except for the addition of a First Nations representative. The group appointed Jim van Barneveld and Ian Christison as co-chairs of the committee.

Role of Project Advisory Committee- the group discussed the role of the committee and determined:

- a. The committee will ensure that the consultant completes an Area Agriculture Plan for the Cowichan Region
- b. The group will make decisions by consensus with major decisions passed by motion
- c. The resulting Plan will be owned by the region and presented by the consultant and the Project Advisory Committee
- d. The group will ensure proper communication throughout the process and ensure that all stakeholders are consulted during the process. A communication strategy will be developed to ensure this happens.
- e. The group will ensure that the existing North Cowichan Area Agriculture Plan is taken into consideration during the planning process
- f. Additional comments were captured and are attached

Review of RFP's and selection of consultant- each member was asked to give their ranking of the three proposals submitted. All of the committee members chose From the Ground Up as their first choice. Masselink came in second overall. A motion was moved by George and seconded by Gerry to accept From the Ground Up as the successful consultant for the project. The group provided comments on the proposal and recommendations for the consultant are attached.



**Request for Proposals
Cowichan Region Area Agricultural Plan
For the
Cowichan Valley Regional District
December 2008**

Purpose

Economic Development Cowichan and the Cowichan Valley Regional District (CVRD), seeks a qualified consultant to create an area agricultural plan for the Cowichan Region. The Plan will be applied to the entire Regional District area and will reflect the complete region's agricultural capacity. The area agricultural plan will demonstrate economic, environmental, cultural and sustainable community development benefits based on a vibrant agricultural sector that serves local, regional and external needs for agricultural products.

Background

Currently there are over 700 farms¹ in the CVRD, 18,983 hectares in the Agricultural Land Reserve (ALR)², and generating \$47.6 million /year in gross farm receipts.

The Cowichan region offers an excellent opportunity to serve the local and surrounding markets (Victoria, Nanaimo, Vancouver) within a 100 Mile radius, as well as export markets. The region's agricultural potential is also crucial for sustainable communities and food security.

The Agricultural Plan is intended to provide guidance to identify what the Regional District can do to encourage agricultural activity both within and outside of the ALR and to help agriculture compete with other uses for a limited land base. The plan will provide an opportunity to address current issues and provide recommendations for policies directed at ensuring the best possible future for agriculture. It will also examine farm business practices that may help the industry to flourish.

The CVRD wishes to ensure that the agricultural capability of the Cowichan region is maintained and developed as part of a secure food supply for Vancouver Island and the region.

The CVRD through Economic Development Cowichan and the Planning and Development Department, with support from the BC Ministry of Agriculture and Lands and Ministry of Community Development, is spearheading the development of an agricultural area plan for the Cowichan Region.

¹ Statistics Canada Census of Agriculture 2006

² Agricultural Land Commission, January 31, 2007

The consultant will propose a vision for agriculture in the Cowichan Region. This vision includes a permanent role for agriculture as an essential component of the physical /ecological, social and economic well being of the Regional District. The consultant will provide guidance on how the vision and plan shall be clearly articulated through policy and governance opportunities, including discussion around recommendations on the future development of community plans and a Regional Growth Strategy. The agricultural plan will identify changes in farm business management, which could be implemented by individual farmers and/or by farmers' organizations.

Scope of Work

The scope of work to be undertaken will include the following:

- Assist with creation of a Project Advisory Committee, which will work with the consultant from the outset. The Committee's role and responsibilities will be established. For example the committee can assist in setting the time table, identifying major issues, etc. and can work with the consultant to create a Vision for Agriculture in the Region.
- Initiate a consultative process that ensures the involvement of the agricultural community (either directly or cooperatively through local farm organizations) and the public in identifying and clarifying issues, and reviewing the consultant's progress.
- Consider and evaluate existing studies, plans, and information;
- Describe the current agricultural situation in the Cowichan Region - data, area, and trends;
- Determine means to create more educated and self aware governments and publics in regards to the agricultural food systems in the Cowichan Region;
- Identify relationships between agricultural and other land uses for the purpose of promoting healthy relationships between agriculture and its neighbours;
- Write an agricultural plan that furthers the development of socially, culturally, environmentally, and economically sustainable farming in the plan area.

The objectives of the plan will be to:

- Determine the current status of the Cowichan Region agriculture industry and resource base including a land use inventory using information from the Ministry of Agriculture and Lands;
- Identify the opportunities for agricultural crops and products with potential for enhancing agriculture in the region;
- Address opportunities in smaller and medium scale agricultural farm operations;
- Identify strategies to achieve potential and take advantage of innovative and appropriate ideas for developing a strong agricultural industry;
- Identify the ecological services agriculture provides to the region;

- Prepare an implementation strategy by:
 - Identifying priorities, actions and participants to successfully achieve solutions and to promote agriculture by;
 - Generating public awareness of its value to the region; and
 - Identifying career and business opportunities,
- Establish a monitoring process that:
 - Measures ongoing progress towards plan implementation; and
 - Maintains an activity inventory of the agricultural sector in the region.
- Include the farm community, the general public and community organizations in the planning process.
- Identify processes to implement and direct the plan process - for example - a regionally appointed 'Agriculture Steering Committee'.

The plan process requires:

- Farmer, local community and local government involvement and leadership including the creation of a Plan Agriculture Advisory Committee;
- Support from the Investment Agriculture Foundation for the process;
- The development of an agricultural plan, including an implementation strategy to support and enhance a competitive, sustainable (economically, environmentally and socially) and vibrant agricultural industry;

Issues to be addressed:

A local committee comprised of agricultural stakeholders from the region was tasked with identifying issues for the area agricultural plan and recognized the following topics. The consultant will be expected to establish a process to confirm the issues but is not limited to discussion of these issues.

1. Economic development and agricultural viability
 - Attracting young farmers to the agricultural sector;
 - Educating and informing youth and public on farm practices and its role in the community;
 - Attracting local and external investment to the agricultural and food-processing sector;
 - Demonstrating the importance of 'Value-Added Agri-Food Processing' and associated services;
 - Encouraging, investigating, facilitating and coordinating new and diverse agri-products;
 - Creation of an Agricultural Support staff position;
 - Ensuring adequate infrastructure is in place for agricultural production;
 - Ensuring land and infrastructure for non soil-dependent agriculture and farm activities;
 - Diversification of markets and revenue streams, including:
 - Agro-tourism and direct marketing
 - Access to local markets
 - Access to new markets

2. Sustainable farming practices, including:
 - Watershed protection and management, including:
 - Water quality and supply (groundwater and surface water)
 - Storm-water management: on the farm, flowing onto farms, and flowing off farms
 - Nutrient and waste management
 - Environmental farm planning
 - The role of agricultural practices in maintaining biodiversity and healthy ecosystems
 - Soils management, addressing issues of soil conservation and subsidence in organic soils
 - Specific considerations for organic agriculture
 - Specific considerations for viticulture and other specialty crops
 - Invasive species management
 - Buffering or other management strategies between agricultural lands and non-agricultural land uses.
3. Improved integration of policy, legislation, and land development practices currently affecting agricultural lands in the Cowichan Region, resulting in better integration of the agricultural economy into overall economic and governance structures, including:
 - Taxation / agricultural land servicing costs
 - Development/agricultural land conversions
 - Encroachments of non-agricultural land uses into Agricultural Land Reserve, including approvals process and subdivision approvals
 - Roads/utility corridors/trails
 - Management structure to integrate agricultural needs into regional government including issues related to Municipal and Electoral Area interface.

Qualifications:

The Consultant will have demonstrated background education or equivalent experience in the agricultural sector and in particular in research, strategic planning, community consultation and feedback and communication processes. These requirements may be held by members of a consultant team. References will be required which demonstrate similar project experience.

The Consultant should have experience in preparing agricultural area plans and marketing strategies in the agriculture sector.

The consultant should have the ability to draw clear conclusions and make specific recommendations and write a clear and concise report for all stakeholders.

Timeline and Assignments

The Consultant must be able to conduct the work in a prompt manner, completing a draft report by July 31st, 2009 and a final report by August 31st, 2009.

A schedule is to be provided outlining the task assignments of consulting team members,

their hours assigned to tasks, and key dates including schedule of project timelines and public meetings and consultations.

Project Budget

Consultants costs not to exceed \$45,000.

Funding partners include the Investment Agriculture Foundation, Ministry of Community Services, Economic Development Cowichan, District of North Cowichan, local area farmers as well as significant in-kind contributions from project partners and regional advisory committee members.

Communication between Consultant and Economic Development Cowichan

The Consultant on the project will maintain regular communication with the Economic Development Manager of Economic Development Cowichan through: email, and telephone meetings a minimum of every week unless otherwise agreed.

Deliverables

- Consultative meetings held a minimum of once a month (or as otherwise determined) with Economic Development Cowichan - Project Advisory Committee. Individual interviews with agricultural commodity sector groups, farming organizations, other stakeholders and groups and individuals as needed.
- Prepare an Interim Report for review by at minimum the Project Advisory Committee and preferably, with the Agricultural community.
 - Draft plan to be provided by July 31, 2009.
 - Review The Draft Plan at a public meeting or at least a meeting and with the Agriculture Community (either could be organized through the CAS),
 - Final plan to be completed by August 31, 2009
 - Presentation of the report to be made to Economic Development Cowichan, Regional Project Advisory Committee, Cowichan Valley Regional District Board, Regional Farmer's Institutes, Commodity groups, and other stakeholder/interest groups with opportunities for questions.

Project Contact Person

Kathy Lachman, Business Development Officer,
Economic Development Cowichan
135 Third Street,
Duncan, BC, V9L 1R9
Klachman@cvrld.bc.ca

RFP release date: December 15, 2008

RFP Closing Date: Proposals must be received by: 4:00 p.m. 15 January 2009

Economic Development Cowichan



Request for Proposals

Clean Technology Study

Issue Date

December 15, 2008

Closing Date

January 9, 2009

Contact Information

Kathy Lachman
Business Development Officer
Economic Development Cowichan
250-746-7880
klachman@cprd.bc.ca

1.1 Summary of Requirements

The purpose of this solicitation is to request proposals from individuals or companies, or combination thereof with appropriate skills and qualifications to complete a Clean Technology Study for the Cowichan Region to identify potential business attraction strategies. Economic Development Cowichan will manage this project.

1.2 Background

Economic Development Cowichan provides economic development, tourism marketing and film attraction for the Cowichan Valley Regional District. Economic Development Cowichan has developed an economic development strategy that will assist in diversify an economy that has been hit hard by the downturn in the forestry sector. The area has a rich natural beauty that the region wishes to preserve. The protection of the environment has become a major consideration and consequently, industries that do not pollute and cause a negative impact on the environment will be welcome and encouraged to locate in our region. EDC recognizes that clean technologies could be a catalyst to revitalize the local regional economy but since this is a new sector, has very little information and background to attract those industries.

1.3 Scope of Work

Economic Development Cowichan is undertaking a pilot project to develop Clean Technology as another foundation for the region's economy and as a key enabler of economic strength and environmental sustainability in the future. The study would contain the following activities:

- Conduct an analysis of the clean technology sector,
- Identify existing clean technology companies in the region,
- Conduct interviews with existing clean technologies to understand why they have located in the region,
- Identify opportunities for applying clean technology to existing industries and sectors,
- Identify key requirements for sector to develop in this region, access to capital, staff, transportation etc.

Responsibility, Timeline & Budget

Kathy Lachman, Business Development Officer for Economic Development Cowichan will provide overall guidance to this project.

The consultant will be required to meet with the Clean Technology Committee to present draft findings and to discuss progress on the project.

Project timeline:

- ☐ The consultant will be expected to begin the project once awarded the contract
- ☐ A progress report will be submitted to Economic Development Cowichan by February 13, 2009
- ☐ A draft report will be submitted by February 24, 2009

- The final report will be submitted by February 27, 2009 and a Power Point Presentation will be provided to Economic Development Cowichan by March 13, 2009 summarizing the findings

The budget allocated for this project is \$30,000, which includes all components (and inclusive of expenses and travel).

1.4 Documentation and Presentation

The proponent will provide three bound and printed copies of the final report along with a electronic version on CD Rom in Word and pdf format. All reports or studies utilized in preparing the report will be provided electronically as appendices on the CD. A PowerPoint presentation will also be provided on CD Rom to present a summarized version of the results of the work. The consultant will provide this presentation to Economic Development Cowichan and the Clean Technology Committee.

1.5 Proposal Submission

The proposal must contain the following:

1. Identification of the consulting team and their roles in the project including resumes. If sector expert sub-contractors are to be used for any portion of this project please include their names and resumes and indicate the portion of the project they will be completing.
2. Project costs including details of professional fees and specified costs associated with all activities to be carried out by the consultant. Hourly rates and total estimated hours for each activity must be included.
3. Relevant background experience indicating ability to carry out the proposed activities.

All documents submitted shall become the property of EDC and shall be submitted both in electronic and hard-copy format.

1.6 Evaluation Criteria

The following criteria will be used to evaluate proposals.

- Approach to Project *
- Creativity *
- Technical Detail *
- Fee *
- Experience and Qualifications
- References and Previous Technology Related Projects
- Schedule

*NOTE – Additional weighting will be applied to these criteria when evaluating proposals.

1.7 Disclaimer of Information

Economic Development Cowichan disclaims any responsibility or liability to anyone, including the consultants, in connection with the accuracy or completeness of any information, errors, omissions, misstatements or negligence in any such information

contained in this document or any agenda or written communications released in connection with this Request for Proposals call. Verbal answers are not binding unless confirmed in writing. No verbal agreement or conversation made or had at any time with any member of Economic Development Cowichan shall add to, detract from, affect or modify the terms of the proposal document or the contract.

1.8 Enquiries

All enquiries related to this Request for Proposal are to be directed, by email, to:

Economic Development Cowichan
135 First Street
Duncan B.C. V9L 1R9
Attention: Kathy Lachman
klachman@cprd.bc.ca

Enquiries and responses will be recorded and will be available to all Proponents for examination.

1.9 Closing Date

Submissions must be sent to Kathy Lachman (klachman@cprd.bc.ca) by email no later than 4:00 p.m. on January 9, 2009. Late proposals will not be accepted and will be returned unread to the Proponent.

1.10 Eligibility

Proposals will not be ranked if Economic Development Cowichan, in its sole discretion, deems that the Proponent's current or past corporate or other interests may place the proponent in a conflict of interest in connection with this project.

Economic Development Cowichan, in its sole discretion, reserves the right to reject any or all proposals and to accept the proposal deemed most favourable to the interests of the CVRD.

THE COWICHAN CARBON BUSTERS PRESENT:

www.cowichanclimateaction.net

SOLAR ENERGY WORKSHOP

MARCH 8, 1- 4 PM

HERITAGE HALL
ISLAND SAVINGS CENTRE, DUNCAN

Free admission

TAKE ACTION AGAINST CLIMATE CHANGE – AND SAVE YOUR MONEY

Guest Speaker - We can act to reduce our community's carbon footprint
Michelle Colussi –Canadian Centre for Community Renewal (www.cedworks.com).

Climate Solutions Around the World - The Top Ten Communities –Guy
Dauncey, President, BC Sustainable Energy Assoc. (www.bcsea.org)-

How to Install a Solar Hot Water System in Your House – Nitya Harris, Solarbc
(www.solarbc.ca). Learn how to get government-sponsored rebates – save \$1625!

Question and Answer Session –ask questions of the experts.

Solar Thermal Contractor Booths and Demonstrations –get free advice

Cowichan Carbon Buster Solar Thermal Project
Sign up to be one of a local group of 20 or more homeowners and solarbc will give you an additional \$375 rebate to install a solar hot water system.

CONTACT PETER NIX –
Cowichanglobalwarming@shaw.ca