



ENVIRONMENT COMMISSION

DECEMBER 10, 2009

6:00 PM – CVRD Board Room
175 Ingram Street

AGENDA

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| 2. <u>ADOPTION OF MINUTES:</u> | |
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| 3. <u>GUEST SPEAKER</u> | |
| Cowichan Carbon Busters – Peter Nix | |
| 4. <u>BUSINESS ARISING FROM THE MINUTES:</u> | |
| B1 Sub-committee reports | Verbal updates |
| a. Environmental Lens Development | |
| b. Regional Sustainability Planning | |
| c. State of the Environment Report | |
| d. Communication Strategy – | |
| i. Webpage populating | |
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| B2 Budget update – K. Miller | 8-11 |
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| NB1 Lead the Way – K. Miller | 12-13 |
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| 6. <u>CORRESPONDENCE:</u> | |
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| 8. <u>NEXT MEETING:</u> Thursday, January 14, 2010 at 6:00 pm | |
| 9. <u>ADJOURNMENT:</u> | |

Distribution:

CVRD Director Gerry Giles (Chair)
Roger Wiles
Peter Keber
Chris Wood
Larry George, Cowichan Tribes
CVRD Director Phil Kent
CVRD Director Rob Hutchins
CVRD Director Loren Duncan

Rodger Hunter (Vice-Chair)
Francis Hugo
Bruce Sampson
Bruce Fraser
Justin Straker
Judy Stafford
Mike Kelly, EDC

As Well As Full Agenda:

Director T. Walker
Warren Jones, CAO, CVRD
Brian Dennison, General Manager, Engineering and Environment Services
Kate Miller, Manager, Regional Environmental Policy Division

Full Agenda as Hard Copy

Director M. Marcotte
Director I. Morrison
Director L. Duncan

Agenda Cover Only:

Director G. Seymour	Director T. McGonigle
Director K. Kuhn	Director D. Haywood
Director M. Dorey	Director L. Iannidinardo
Director B. Harrison	Director K. Cossey
Tom Anderson, Manager, Planning and Development Services	

Minutes of the regular meeting of the ENVIRONMENT COMMISSION held in the CVRD Boardroom, 175 Ingram Street, Duncan, on November 5, 2009 at 6:10 pm.

PRESENT: Director Giles, Chair Director Kent
 Roger Wiles Director Duncan
 Justin Straker Bruce Sampson
 Judy Stafford Pete Keber
 Rodger Hunter Francis Hugo
 Director Hutchins

ALSO

PRESENT: Kate Miller, Manager, Regional Environmental Policy
 Brian Dennison, Manager, Engineering and Environment
 Dyan Freer, Recording Secretary
 Councillor Paul Fletcher, Kathy Willow-Woodrow
 Mayor Tom Walker

ABSENT: Larry George, Mike Kelly, Bruce Fraser, Chris Wood

**APPROVAL
OF AGENDA**

It was moved and seconded that the agenda be adopted with the addition of one item under NB4 – Carbon Busters.

MOTION CARRIED

**ADOPTION
OF MINUTES**

It was moved and seconded that the minutes of the October 8, 2009 Environment Commission meeting be adopted as presented.

MOTION CARRIED

GUEST SPEAKER

Cowichan Community Land Trust – Margaret Paridaen presented the Community Green Map and distributed copies. She spoke about how the map came into fruition and what it shows – for example information on First Nations land, local mountains and their history, habitats, invasive species areas, agricultural areas, and stewardship groups to name a few. Their next steps are to distribute to the public, schools, and visitors and put an interactive web map on the community mapping web site. They hope to do a shore line mapping project as well. Cowichan Community Green will soon start a food security map project. Discussion ensued. The Cowichan Community Land Trust was complimented on their initiative and the work involved in making such an excellent tool for the community.

**B BUSINESS ARISING
OUT OF MINUTES****B1 Sub-Committee Reports**

- a. **Environmental Lens Development** – Chris Wood responded to a letter from Warren Jones and asked him to arrange a meeting with the manager of Planning and Development and also requested a time to present to area CAO's at their upcoming meeting. No correspondence from Mr. Jones has been received to date.
- b. **Regional Sustainability Planning**
Group has not met in last month but will meet soon to discuss what they will populate website with and what next steps are after the climate change workshop September 24th, 2009. Also wish to discuss which people we will bring in to speak to us. Phil Kent will share excerpts from Webinar that only his sub-committee has heard so far. Sustainable growth management is a central task for this area and workshops to further educate community need to be planned. Rodger Hunter will arrange next meeting. Feedback from staff on last workshop would be helpful which Brian Dennison is tasked with. Next topic should be on solutions and action. Quest model should also be presented.
- c. **State of Environment Report** – The consultants will meet November 6th with representatives from land, air, water in the Ministry of Environment and local environmental groups, plus staff of the CVRD and North Cowichan. Topic of the meeting is indicator selection. Data back-casting will give stats on where we were in 2007 and compare it with future data years. We hope to gather a substantial amount of data. This workshop is the first step towards that goal.
- d. **Communication Strategy** -
 - i. Web page population – keep it simple – no more than 5 links at most to keep people's attention. One more month to finish this. Pages:
 - 1 and 5 – climate change impacts - no action
 - 2 – Agriculture – complete
 - 3 – Energy Smart – Pete will become chair and finish it
 - 4 – Green Economy – Mike – complete
 - 5 – Reduce carbon emissions - see 1
 - 6 – Water – Chris – in progress – needs to be condensed
 - 7 – Sustainable Development - Phil - under construction
 - 8 – Biodiversity – Roger Wiles – nearly done and can always be expanded
 - 9 – Zero Waste – Kathleen Milward – complete
 - 10 – Transportation – no action
 - 11 – Audit our assets – Justin – similar to 8 – working on it
 - 12 – Lead the way – invitations went out to local government

– no responses from them to date. What this commission and department are doing should be put into the 'Lead the Way' page as well – ie. State of Environment report.

ACTION: All pages need to be finished by next meeting and sent to Dyan Freer to start building the web page.

ii. **Advertising** – Outreach. Ad was distributed to Commission to critique it and it will now be placed in the Activity winter guide of the Island Savings Centre and the South Cowichan Activity Guide. Acknowledgement to Chris Wood for is excellent writing on this ad. It was mentioned that the north end should also have this ad in their recreation guide. Dyan will investigate. For remainder of year should we buy more posters, make more brochures, or produce more advertising?

It was moved and seconded that up to \$1500 be spent on renewing advertising on work of the Environment Commission. The Regional Environmental Policy manager will choose which options to use.

MOTION CARRIED

Before we go out to public again we need to have feedback from politicians. First we will make a presentation to Regional Services Committee. Is there any ecological tax shifting ability in our jurisdiction? It is a provincial initiative in regional districts, municipalities have more jurisdiction with their taxes ie: tax holidays, green initiatives get incentives, density, bonusing, impose gas tax and transfer to transit, tax exemption to ecological land preserves, or levy a tax to give incentives to purchasing certain green items. A brief discussion ensued and this topic can be put on the agenda at a future date.

- B2 Budget Update** – a print out was distributed and discussed. We have \$1895 remaining in the 2009 budget and will have a new budget for 2010 equal to this year. We have requested \$20,000 more as supplemental for more outreach dollars.

NEW BUSINESS

- NB1 City of Duncan update on GHG emissions report and Energy planning** – Mayor Phil Kent –reports that the City has completed a report of GHG emissions at the corporate and community level – all city vehicles were tracked from 2007, as well as lighting, water, sewer and solid waste– total annual corporate emissions were 332.42 tons which is slightly more than 1% of community emissions. The GHG inventory and establishment of targets, is a requirement of the Climate Action Charter and will demonstrate leadership to the community that the City is serious in addressing GHG reduction. Impacts are regional and need to be expanded to all municipalities and districts; a breakdown is available for those interested. Baseline was 2007 which is what the province uses.

Next steps are to meet requirements of FCM's Partners for Climate Protection (PCP) which includes five milestones. This work meets the requirements of **Milestone 1** (creating a *greenhouse gas emissions inventory and forecast*) and **Milestone 2** (*setting an emissions reduction target*). This provides substantial work towards **Milestone 3** (developing a sustainability plan). The report is to go to the City of Duncan Council and Mayor Kent will share the reports with the Environment Commission and Regional Board. Discussion ensued. First report will be posted on City of Duncan website. What are best ways to use gas tax money? Recommendations are in the report. Ladysmith has also done some of this work. Discussion on how far along the CVRD is in this process.

It was moved and seconded that the Environment Commission recommend that the CVRD Board initiate a Corporate report on Energy emissions so that they meet their obligations under the Climate Action Charter.

MOTION CARRIED

NB2 Update on Cowichan Basin tour of October 23rd - Rodger Hunter coordinated a tour of the watershed for staff and board members. Parliamentary Secretary John Slater was in attendance which we hope will encourage responsible watershed thinking at a provincial level. Craig Wightman, Tom Rutherford and Michelle Vessey also presented information at certain sites. Gerry Giles and Chief Lydia Hwuitsun attended. They toured Cowichan Lake and the weir; talked about functions of Cowichan Lake roundtable, water quality, and rehabilitation on river. A number of Mayors of the region came for the lunch presentation in the Board Room and had a virtual tour of the watershed. Priority is Integrated Floodplain Management Plan and inventory of water going into the lake, the water act empowerment, groundwater and surface water protection public health and more. An excellent tour and excellent turn out of interested people with very good feedback.

NB3 Cowichan Koksilah Flood Mapping plan. The Manager of Regional Environmental Policy gave a PowerPoint presentation to show us the challenges with droughts and with flooding in this lower region of the Cowichan-Koksilah River area. Climate adaption will be primarily about water. What are the issues and the solutions? It is multi-jurisdictional with ideas such as removing dikes, flooding land and understanding potential impacts in each area. Next will be a meeting with technical team and member reps. Report will be given to all council and boards of the jurisdictions impacted. Discussion ensued.
Question - What is government's liability when they know about something but don't act to prevent it?

NB4 Carbon Busters – Email letter distributed from Peter Nix dated Sept 30th 2009. Request to set up a climate action team. Chair asks for direction. Should the commission offer advice or support or endorsement for this team, keeping the mandate of the Environment Commission in mind? Nix should be invited to present to a Board meeting. It is good to get every part of the community engaged and action groups turn into very effective groups and results happen. Judy Stafford already meets as part of the Community Action Group and could report back to Commission.

CORRESPONDENCE

C1 Letter dated November 4th, 2009, from Laurie Gourlay, President of the Mid-Island Sustainability and Stewardship Initiative, referring to their Yellow-Cedar project forming a climate action team to assist farmers and landowners, and to help sequester carbon emissions. Discussion will be at next meeting and further information will be forwarded to commission

INFORMATION

IN1 Chair announces that Francis Hugo and John Wilson, founding members of the Environment Commission, will be leaving the Commission. They will both be missed and were most appreciated. Mike Kelly will also be leaving as a representative of the Economic Development Commission to our meetings but another will be nominated in his place.

IN2 CVRD website won an award for outstanding web site from UBCM.

NEXT MEETING

Thursday, December 10, 2009 at 6 pm.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 9:10 pm.

Chair

Recording Secretary

Dated: _____



B2

STAFF REPORT

ENVIRONMENT COMMISSION OF DECEMBER 10, 2009

DATE: December 3, 2009 **FILE**
FROM: Kate Miller, Manager, Regional Environmental Policy Division **No:**
SUBJECT: Draft 2010 Budget

Purpose:

To update the Commission of the 2010 CVRD budget process and seek their input to the Board review.

Financial Implications:

The budget and any proposed supplemental items will affect the 2010 budget and community tax requisition.

Interdepartmental/Agency Implications:

The budgetary decisions will affect programming and available budgets for interagency partnerships.

Background:

Attached is the draft 2010-2011 budget which forms a component of the 2010-2014 financial plan of the CVRD. At this time the budget and the financial plan reflects the Corporate Leadership Teams recommendations for the next year. The Corporate leadership team has focused on trying to maintain a reasonable level of taxation, while providing quality services at reasonable costs to the tax payers. The budget is currently based on the 2009 core budget plus items that the Board has approved during the 2009 period. Currently there are two forms of tax requisition: those based on functions or general requisition. Functions are based on a public approval process (either referendum or alternate approval) and provide an ongoing permissive taxation to a maximum amount for a provision of a service or action. General requisition is based on an annual taxation amount which is included in general government taxation. Currently the Environmental Policy Division and the Environment Commission sit in this category.

Discussion:

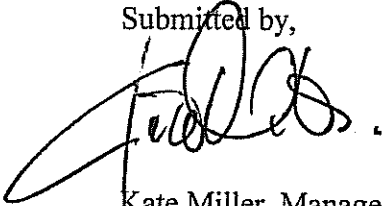
As a component of the current budget process and the development of a new budgetary process for the organization, each of the departmental divisions and commissions has been asked to identify supplementary budget items (overall and above 2009 core budgets) for discussion and potential inclusion or removal from the proposed 2010 budget. The Environmental Policy Division provided a list of 49 potential supplemental items to the Engineering and Environmental Services Department General Manager to support the overall objectives of the Division over the next five years. This list was intended as a starting point in the discussion and as such provides recommendations as potential building blocks for discussion framed around the CVRD emerging strategic plan. This list was subsequently reduced to eight items that were put forward to the Corporate Leadership Team for their review and recommendation to the Board.

The Corporate Leadership Team reviewed all the supplementals put forward to them by the six departments and have recommended that seven new items be added to the draft 2010 budget. Unfortunately none of the items put forward by the Environmental Policy Division are included in that list at this time. It should be noted however, that while the Integrated Community Sustainability Plan put forward as a supplemental did not receive support as an Environmental initiative, it is being put forward by the Planning and Development Department as a replacement of the Regional Growth Plan and is included in the list put forward by the Corporate Leadership Team.

Each of the Departments/Divisions will be discussing their budgets with their associated reporting bodies for their specific input and recommendations to the Board. Currently the Environmental Policy Division's budget and that of the Environment Commission sits in the General government budget and as such the Division Manager, Mr. Mark Kueber, has put forward the General Government budget and his list of recommended supplementals. Within this list (attached) were included a number of the items put forward by the division.

Your input and recommendations are requested.

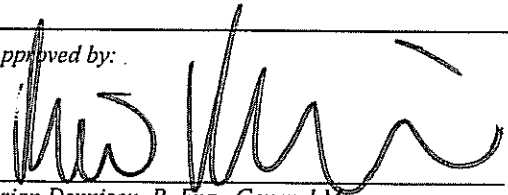
Submitted by,



Kate Miller, Manager
Regional Environmental Policy Division

KM/dkf

Approved by:



Brian Dennison, P. Eng., General Manager,
Engineering & Environment

CVRD 2010 Requisition Review

General Government (100)

<u>Description</u>	2008		2009		Proposed 2010	
	<u>Tax Requisition</u>	<u>% Increase (Decrease)</u>	<u>Tax Requisition</u>	<u>% Increase (Decrease)</u>	<u>Tax Requisition</u>	<u>% Increase (Decrease)</u>
A) Core Budget	\$2,131,207		\$1,887,401	-11.4%	\$1,931,724	2.3%
Main Reasons for 2010 increase:						
- Decrease in grant revenue					87,880	4.7%
- Decrease in interest revenue					75,000	4.0%
- Increase in surplus carried forward					(18,643)	-1.0%
- Increase in yearly wage & benefits					37,743	2.0%
- Increase in services from other CVRD depts.					20,614	1.1%
- Increase in Environmental initiative					35,608	1.9%
- Decrease in net legal costs					(125,000)	-6.6%
- Decrease in expenditures					(130,343)	-6.9%
- Decrease in recoveries					61,464	3.3%
					\$44,323	2.3%

Plus Supplemental Items

	<u>Grants</u>	<u>S.T. borrow</u>	<u>Operating</u>	
B) Recommended by Corporate Leadership Team			\$82,120	4.4%
1) Human Resources Assistant			\$120,000	6.4%
2) Communications Officer			\$33,000	1.7%
3) Regional sustainability Plan	77,000		\$10,000	0.5%
4) 20% of surplus to Operating Reserve			Subtotal	13.0%
			\$245,120	
			\$289,443	15.3%
			Total tax requisition increase recommended by CLT	

Anticipated Funding Method			
	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>
C) Additional items			
to be discussed			
1) Environmental Analyst Position			\$94,000
2) Records Management Software			\$50,000
3) IT Supervisor Position			\$84,325
4) ESRI Software			\$27,000
			<u>Subtotal</u>
			\$255,325
			13.5%

Additional Items to be discussed	Anticipated Funding Method		
	<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>
Carried forwarded from previous page			\$255,325 13.5%
5) Corporate planning and Community climate change Mitigation plan			\$95,000 5.0%
6) Orthophotos			\$30,000 1.6%
7) HR OH&S/Training Position			\$107,000 5.7%
8) Outreach Program for Environmental Commission			\$20,000 1.1%
9) Electronic Timesheet & Attendance Mgmt program			\$20,000 1.1%
10) Identify and map areas of high conservation value			\$65,000 3.4%
11) HR Wellness Program/Display Board/ Adv & promotions			\$15,000 0.8%
12) Develop Regional Watershed Mgmt Strategies			\$20,000 1.1%
		Subtotal	\$627,325 33.2%
	Total tax increase including all supplemental items		\$916,768 48.6%



C·V·R·D

NB1

STAFF REPORT

**ENVIRONMENT COMMISSION
OF DECEMBER 10, 2009**

DATE: December 3, 2009
FROM: Kate Miller, Manager, Regional Environmental Policy Division
SUBJECT: CVRD leading by example

Recommendation:

For information purposes only

Purpose:

To update the Commission of programs and initiative currently underway at the CVRD under the 12 big ideas metric. Specifically to report on the status of how the CVRD and its departments are making progress on leading by example on the subject areas covered by the Commission's strategic framework.

Financial Implications:

None

Interdepartmental/Agency Implications:

The framework provides an opportunity for CVRD the departments to collaborate and share information more effectively. The District of North Cowichan has requested that the CVRD undertake this process first and provide an indication of the amount of staff time that was required. There are concerns regarding ongoing expectation for database upkeep and monitoring. North Cowichan Staff will require direction from their Council to participate.

Background:

There was an identified need to collect in a organized and transparent fashion how the CVRD was doing in the area of advancing environmental programs, projects and initiatives of an environmental nature. On the Request of the Environmental Division the Leadership Team reviewed the request and supported staff time from each of the organizational units to work with the manger of the Environmental policy division to share their division's progress to date. The Environmental Policy Division created a relation database and entry form to facilitate both staff time commitments and the consistent reporting of information.

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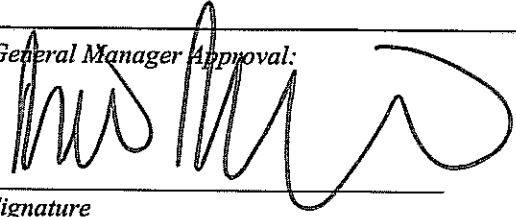
The database allowed the divisions to report projects and programs by:

- Department or staff,
- Category of project (based on framework)
- Type of work (strategic, partnership development, planning, implementation or monitoring)
- Goal type (avoid harm, enhancement, sustainability or leadership)
- Harm mitigation

The relational database can be filtered in a wide variety of ways and can provide a baseline for achieving progress for the organization. Attached you will see a preliminary list of the wide variety of programs projects and initiatives the CVRD is currently undertaking.

Submitted by,

Kate Miller, Manager
Regional Environmental Policy Division

General Manager Approval:

Signature

KM:jlb
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