



CVRD

REGIONAL SERVICES COMMITTEE

WEDNESDAY, FEBRUARY 24, 2010

6:00 PM / BOARD ROOM
2ND FLOOR / 175 INGRAM STREET

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2.	<u>ADOPTION OF MINUTES:</u>	
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3.	<u>BUSINESS ARISING FROM THE MINUTES:</u>	
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	5C1 Lynn Ketch, Director of Corporate Services, City of Duncan Re: Parks Land Acquisition Fund for 2010	8
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	<u>STAFF REPORTS:</u>	
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	(Please Bring Your Previously Distributed Budget & Regional Grant-In-Aid Books)	
	<u>2010 Annual Budget Review:</u>	
	<ul style="list-style-type: none">· General Government· Emergency 911· Economic Development· Regional Tourism· Emergency Planning· Regional Parks· Regional Parkland Acquisition· Solid Waste Management Complex	

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9. ADJOURNMENT:

The next Regional Services Committee meeting is scheduled for Wednesday, March 24, 2010 at 6:00 p.m. in the Board Room, at the CVRD office, 175 Ingram Street, Duncan, BC.

DISTRIBUTION:

Regional Services Committee

Director P. Kent, Chair
Director R. Hutchins, Vice-Chair
Director K. Cossey
Director M. Dorey
Director L. Duncan
Director G. Giles
Director B. Harrison
Director D. Haywood

Director T. Walker
Director L. Iannidinardo
Director K. Kuhn
Director M. Marcotte
Director T. McGonigle
Director I. Morrison
Director G. Seymour

Cowichan Valley Regional District

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

(Agenda Cover Only):

Ron Austen, General Manager, Parks, Recreation and Culture
Tom Anderson, General Manager, Planning and Development
Brian Dennison, General Manager, Engineering and Environmental Services
Dan Derby, General Manager, Public Safety
Sharon Moss, Manager, Finance
Jacob Ellis, Manager, Corporate Planning
Kate McIntosh, Manager, Human Resources
Bob McDonald, Manager, Recycling and Waste Management
Geoff Millar, Manager, Economic Development
Brian Farquhar, Manager, Parks and Trails
Kate Miller, Manager, Regional Environmental Policy

Minutes of the Regular meeting of the Regional Services Committee held in the Board Room, 175 Ingram Street, Duncan, BC, on Wednesday, January 27, 2010 at 6:05 pm.

PRESENT: Chair P. Kent
Directors M. Dorey, L. Duncan, G. Giles,
B. Harrison, D. Haywood, R. Hutchins, L. Iannidinardo,
K. Kuhn, T. McGonigle, I. Morrison, M. Marcotte,
G. Seymour and T. Walker
Alternate Director G. Gutensohn

ABSENT: Director K. Cossey

ALSO

PRESENT: Warren Jones, Administrator
Joe Barry, Corporate Secretary
Mark Kueber, General Manager, Corporate Services
Sharon Moss, Manager, Finance
Kate Miller, Manager, Regional Environmental Policy
Jacob Ellis, Manager, Corporate Planning
Steve Hurcombe, Budget Coordinator
Dominique Beesley, Recording Secretary

**APPROVAL OF
AGENDA**

It was moved and seconded that the agenda be amended with the addition of:

NB1 Announcement from Director Giles re: Appointments to the Cowichan Water Board;

and that the agenda, as amended, be approved.

MOTION CARRIED

**ADOPTION OF
MINUTES**

2M1

It was moved and seconded that the minutes of the Regular meeting of Regional Services Committee held November 25, 2009 be adopted.

MOTION CARRIED

DELEGATIONS

4D1

Tina Neale representing the Ministry of Environment provided a presentation and answered questions from the Committee on sea level rise and storm surge impacts for coastal BC.

STAFF REPORTS

5SR1 Staff Report from the Manager, Finance dated January 4, 2010, regarding interim borrowing for the Regional District, was considered.

It was moved and seconded that it be recommended to the Board that the Finance Division be authorized to proceed with interim borrowing through the Municipal Finance Authority in an amount not to exceed \$9,000,000 for operational purposes only, and that "CVRD Bylaw No. 3345 – Cowichan Valley Regional District Revenue Anticipation Borrowing Bylaw, 2010" be forwarded to the Board for consideration of three readings and adoption.

MOTION CARRIED

5SR2 Staff Report from the Manager, Finance dated January 11, 2010, regarding Spring Security Issuing Bylaw, was considered.

It was moved and seconded that it be recommended to the Board that "Cowichan Valley Regional District Bylaw No. 3346 – Security Issuing (Loan Authorization Bylaw No. 3391) Bylaw, 2010" be considered for three readings and adoption.

MOTION CARRIED

5SR3 Staff Report from the Manager, Finance dated January 20, 2010, regarding Spring Security Issuing Bylaw, was considered.

It was moved and seconded that it be recommended to the Board that "Cowichan Valley Regional District Bylaw No. 3347 – Security Issuing (Loan Authorization Bylaw No. 3019, Loan Authorization Bylaw No. 3197, Loan Authorization Bylaw No. 3272, and Loan Authorization Bylaw No. 3278) Bylaw, 2010" be considered for three readings and adoption.

MOTION CARRIED

5SR4 Staff Report from the Manager, Finance dated January 21, 2010, regarding Cowichan Valley Regional District audit, was considered.

It was moved and seconded that it be recommended to the Board:

- 1. That the Audit Service Plan be received and filed.**
- 2. That the Chair and Corporate Secretary be authorized to sign the Engagement Letter with the auditors for the 2009 audit.**

MOTION CARRIED

5SR5 Staff Report from the General Manager, Corporate Services dated January 21, 2010, regarding the Regional District budget process, was considered.

It was moved and seconded that the Board Chair and staff establish one or two special budget workshops to discuss the 2010 budget process and to bring forward a budget process for 2011.

MOTION CARRIED

5SR6 Staff Report from the Manager, Corporate Planning dated January 19, 2010, regarding organizational restructure, was considered.

Responding to a question from a member of the Committee regarding Directors being able to access the CVRD Intranet site, the Administrator advised that he would look into it and let Committee members know.

It was moved and seconded that the Staff Report from the Manager, Corporate Planning dated January 19, 2010, regarding organizational restructure, be received.

MOTION CARRIED

DISCUSSION

6D1 A discussion from Director Ian Morrison regarding Regional Tourism and Economic Development was considered.

Director Morrison said that he had recently attended a meeting with Directors Kuhn and McGonigle, Mayor Ross Forrest, Town of Lake Cowichan and the Chair of the Town of Lake Cowichan's Chamber of Commerce. Director Morrison said that the Information Centre, which services The Town of Lake Cowichan and Electoral Areas F and I, is an integral part of his community and which is currently facing huge challenges.

Director Morrison raised the possibility of the Information Centre being funded from the Regional Tourism function.

The Committee noted that all CVRD Electoral Areas and municipalities contribute to the Regional Tourism function and funding for local tourist information centres is done on an individual sub-regional basis.

NEW BUSINESS

NB1 *Announcement Regarding the Ratification of Appointments to the Cowichan Water Board*

Director Giles announced that the following appointments were made to

the Cowichan Water Board:

Dr. Lorna Medd, Provincial appointee;
David Slade, Provincial appointee; and
Don Radford, Department of Fisheries and Oceans, Federal
appointee.

Director Giles noted that there will be a press release regarding the
Cowichan Water Board issued on January 28, 2010.

ADJOURNMENT **It was moved and seconded that the meeting adjourn.**
7:45 pm

MOTION CARRIED

The meeting adjourned at 7:45 pm.

Chairperson

Recording Secretary

Dated: _____

Request to Appear as a Delegation

Meeting Information

Request to Address:*

☐ CVRD Board☒ Committee

If Committee, specify the Committee here:*

Regional Services

Meeting Date:*

02/24/2010

Meeting Time:*

1800h

Applicant Information

Applicant Name:

Ian Graeme

Representing:

(Name of organization if applicable)

As:

Citizen

(Capacity / Office)

Number Attending:

Applicant Contact Information

Applicant Mailing Address:

8181 Saseenos Crescent

Applicant City:

Youbou

Applicant Telephone:

(250) 818-3619

Applicant Fax:

(250) 370-1271

Applicant Email:

igraeme@telus.net

Presentation Topic and Nature of Request:

CVRD Regional Parkland Acquisition Fund -
implementing the results of the November 15, 2008
Referendum Results

* indicates required fields.

Original:	Copies to:
Board:	
Committee(s):	
Directed by:	Date: 2/2/10
File #	



CITY OF DUNCAN

5C1
C.V.
RECEIVED
JAN 26 2010

January 21, 2010

Cowichan Valley Regional District
175 Ingram Street
Duncan, B.C.
V9L 1N8

RE: Parks Land Acquisition Fund for 2010

We wish to advise you that the following resolution was adopted by City Council at the January 18th, 2010 Regular Council meeting:

***"That** City Council advise the CVRD Board that it supports the full warrant being executed for the Parks Land Acquisition Fund for 2010."*

Should you require further information please do not hesitate to contact the undersigned.

Sincerely

Lynn Ketch
Director of Corporate Services

cc: Peter de Verteuil, Director of Finance
Accounts Payable

Original: Reg Serv	Copies to:
Board:	MK
Committee(s):	SM
Directed by: JB	ALL DIR
Date: 1/26/10	
File #	



6SR1

STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING OF FEBRUARY 24, 2010

DATE: February 15, 2010

FILE NO:

FROM: Mark Kueber, General Manager
Corporate Services Department

BYLAW NO:

SUBJECT: Draft 2010 Regional Budgets

Recommendation:

That the Regional budgets be approved and included in the Five Year Financial Plan Bylaw.

Background:

The Regional District has eight Regional Functions, they are:

General Government	100
Emergency 911	109
Economic Development	121
Regional Tourism	123
Emergency Planning	205
Regional Parks	280
Regional Parkland Acquisition	285
Solid Waste Management Complex	520

All jurisdictions participate in these functions and they are all cost shared by assessments. This means that homes throughout the Regional District pay the same tax rate regardless of where the home is located. The factor that drives what one home pays compared to another is the assessment value.

.../2

When the eight functions are looked at together the combined requisition decreases by \$89,580. which is a 1.4% decrease. Individually the Requisition changes are as follows:

<u>Service</u>	<u>Requisition Change</u>	<u>Percentage Change</u>	
General Government	(418,546.)	(22.2%)	decrease
Emergency 911	31,067.	6.0%	increase
Economic Development	0	0	no change
Regional Tourism	0	0	no change
Emergency Planning	30,000.	6.6%	increase
Regional Parks	237,379.	74.9%	increase
Regional Parkland Acquisition	0	0	no change
Solid Waste Management Complex	30,520.	1.2%	increase

The Requisition changes are caused by different factors however the largest item is in General Government that has an increase in surplus carried forward of \$421,356.

Over all expenditures in these budgets have increased by 14.4%, or \$2,800,000. with \$2,300,000. coming from Capital, \$253,000. in Wages & Benefits, and \$163,000. for Debt Payments. These increases are funded from Grants of \$2,500,000. and MFA funding of \$550,000.

A number of items the Committee should consider are:

Currently the Draft 2010 budget booklet does not contain the seven recommendations from the Corporate Leadership Team.

In addition General Government has \$100,000. budgeted for Regional Grant in Aid while applications for this funding total \$165,375. Either the funding needs to be increased or selected items approved.

The Parkland Acquisition fund currently has \$300,000.requisition budgeted in 2010 with \$143,000. going to reserves and \$132,000. for debt payment.

Managers responsible for these services will be in attendance to answer any specific question on these Regional Budgets.

Respectfully submitted by:



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

MK:tk



6SR2

STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING OF FEBRUARY 24, 2010

DATE: February 15, 2010

FILE NO:

FROM: Mark Kueber, General Manager
Corporate Services Department

BYLAW NO:

SUBJECT: Proposed 2010 Hospital Budget

Recommendation:

That it be recommended that the Board approve the 2010 Regional Hospital Budget.

Purpose:

To provide information to the Board on the 2010 request from VIHA, the 2010 Draft Hospital Budget and the proposal to contribute funds to a Hospital reserve fund for future Capital Expenditures.

Background:

Annually the Regional Hospital District approves their budget which is made up of three items: (1) Debt payments for the Regional Hospital Districts share of major Capital Expenditures that were financed in prior years, (2) the Districts contribution towards VIHAs request for funds for Capital equipment and minor projects, and (3) a small amount for Capital Reserve funds. In 2009 VIHA requested \$1,800,000. from the Regional Hospital District as well as a commitment from the District that the funds would continue for a 3 year period. The Board approved \$1,500,000. with the understanding that it would be increased to \$1,800,000. in 2010 and for the next 3 years.

The proposed 2010 budget currently has \$762,903. for debt payments and \$1,800,000. for Minor Projects and Capital Equipment.

The Boards Health Advisory Committee (HAC) met with VIHA early in 2010 and discussed future Capital Expenditures, as well as the results of the Master Site Plan for Cowichan District Hospital (CDH). As a result of that meeting the Health Advisory Committee requested options for funding a Major Capital Expenditure in the neighborhood of \$125,000,000. for a new hospital, the Regional Hospital Districts share would be \$50,000,000. (40%).

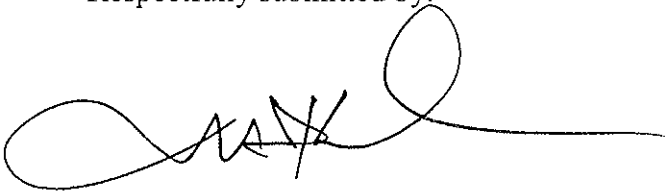
The option that the Health Advisory Committee chose is attached and it has the Regional Hospital District starting with \$1,000,000. going into a reserve fund in 2010 and increasing by \$1,000,000. each year up to 2016, after which the balance required would be borrowed. The amount borrowed would vary depending on the final total cost of the Capital project, the amount put into Reserve funds and the total interest earned by the Reserve fund.

Under the option reviewed the assumption was that the total project would cost \$50,000,000, contributions would continue up to and including 2016 with borrowing starting in 2017. Interest rate for earning purposes as well as for debt payments were taken from MFA data.

Information used to help in deciding which option to select was the amount the average house in the Regional District pays for Hospital taxation compared to the Provincial average, as well as the Island average. Also taken into consideration was the tax rates paid in the CVRHD compared to Island rates and Provincial rates. This information is also attached.

The CVRHD Hospital activity is enclosed and it shows the level of funding since 2004 for total tax requisition, tax rate, cost per \$100,000. of assessed value, minor equipment/projects, major projects and reserve fund contributions.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read 'MARK KUEBER', with a large loop at the end.

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

**COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT
DRAFT 2010 ANNUAL BUDGET**

<u>REVENUE</u>	ANNUAL BUDGET
Tax Requisition	3,542,903
Other Revenue: Interest	<u>80,000</u>
TOTAL REVENUE	<u>3,622,903</u>
 <u>EXPENDITURE</u>	
 DEBENTURE DEBT	
Debenture Debt	699,252
Short Term: Principal & Interest	<u>63,651</u>
Total Debt	762,903
Administration expense	60,000
Minor Projects	900,000
Capital Equipment	900,000
Reserve funds	<u>1,000,000</u>
TOTAL EXPENDITURE	<u>3,622,903</u>

Hospital Capital Reserve and Borrowing Options

OPTION A: RECOMMENDED OPTION

	Contrib. to Reserves/Debt Financing	Tax Rate	Reserve fund cost per \$100,000 household	Combined cost per \$100,000 household
2010	1,000,000	0.0674	\$6.74	\$23.87
2011	2,000,000	0.1348	\$13.48	\$30.61
2012	3,000,000	0.2022	\$20.22	\$37.35
2013	4,000,000	0.2696	\$26.96	\$44.09
2014	5,000,000	0.3370	\$33.70	\$50.83
2015	6,000,000	0.4044	\$40.44	\$57.57
2016	7,000,000	0.4718	\$47.18	\$64.31
2017 on	1,587,700	0.1070	\$10.70	\$27.83

Reserve fund balance as at 2016	31,050,000	Total Loan Payments over 20 years	31,754,000
Required borrowing	18,950,000	Contributions to reserves	28,000,000
Total funds	<u>50,000,000</u>	Total Payments 2010 - 2037	<u>59,754,000</u>

Total Annual Debt Payments	<u>1,587,700</u>
Average Annual Costs for 27 years	<u>2,213,111</u>

OPTION B:

	Contrib. to Reserves/Debt Financing	Tax Rate	Additional cost per \$100,000 household	Combined cost per \$100,000 household
2010	2,000,000	0.1348	\$13.48	\$30.61
2011	3,000,000	0.2022	\$20.22	\$37.35
2012	4,000,000	0.2696	\$26.96	\$44.09
2013	5,000,000	0.3370	\$33.70	\$50.83
2014	6,000,000	0.4044	\$40.44	\$57.57
2015	7,000,000	0.4718	\$47.18	\$64.31
2016	8,000,000	0.5392	\$53.92	\$71.05
2017 on	904,850	0.0610	\$6.10	\$23.23

Reserve fund balance as at 2016	39,200,000	Total Loan Payments over 20 years	18,097,000
Required borrowing	10,800,000	Contribution to reserves	35,000,000
Total funds	<u>50,000,000</u>	Total Payments 2010 - 2037	<u>53,097,000</u>

Total Annual Debt Payments	<u>904,850</u>
Average Annual Costs over 27 years	<u>1,966,556</u>

OPTION C:

	Contrib. to Reserves/Debt Financing	Tax Rate	Additional cost per \$100,000 household	Combined cost per \$100,000 household
2010	0	0.0000	\$0.00	\$17.13
2011	0	0.0000	\$0.00	\$17.13
2012	0	0.0000	\$0.00	\$17.13
2013	0	0.0000	\$0.00	\$17.13
2014	0	0.0000	\$0.00	\$17.13
2015	0	0.0000	\$0.00	\$17.13
2016	0	0.0000	\$0.00	\$17.13
2017 on	4,190,000	0.2824	\$28.24	\$45.37

Required borrowing	<u>50,000,000</u>	Total Payments 2017 to 2037	<u>83,800,000</u>
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Total Annual Debt Payments	<u>4,190,000</u>
Average Annual Costs over 27 years	<u>3,103,704</u>

**Cowichan Valley Regional Hospital District
Information Used for Selection Process**

Comparison of Tax Rates

	2008	2009
C.V.R.H.D	0.1688	0.1945
B.C. Average	0.3425	0.3681
Vancouver Island Average	0.3432	0.3744

Taxes Paid on a Average Home

	2008	2009
C.V.R.H.D.	\$ 48.78	\$ 58.35
B.C. Average	\$ 77.20	\$ 77.71
Vancouver Island Average	\$ 99.31	\$ 126.44

**COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT
HOSPITAL ACTIVITY**

	2004	2005	2006	2007	2008	2009	Proposed Budget 2010
TAX REQUISITION	2,833,727	2,833,727	2,833,727	2,833,727	2,400,000	2,833,727	3,542,903
TAX RATE	0.3665	0.3166	0.2764	0.2301	0.1688	0.1945	0.2387
COST FOR A RESIDENTIAL PROPERTY ASSESSED AT \$100,000	36.65	31.65	27.65	23.01	16.88	19.45	23.87
>DEBT PAYMENTS	781,282	750,082	756,440	764,800	762,903	767,903	762,903
¹⁶ CAPITAL EQUIPMENT / PROJECTS	1,266,916	1,140,502	1,315,974	1,500,000	1,500,000	1,528,168	1,800,000
(Section 20 funds)							
>MAJOR PROJECTS	815,852	1,033,818	944,000	354,567	-	808,340	-
>RESERVE FUND CONTRIBUTIONS				292,759	170,679	119,679	1,000,000



Our Vision: Healthy People, Healthy Island Communities, Seamless Service

February 10, 2010

Ref # 10305

Cowichan Valley Regional Hospital District (CVRHD)
Attn: Mr. Mark Kueber, Treasurer
175 Ingram Street
Duncan, BC V9L 1N8

Dear Mr. Kueber:

Re: 2010/11 Minor Capital Projects and Minor/Major Equipment

Attached please find the minor projects and major and minor equipment purchases that Vancouver Island Health Authority (VIHA) is planning to proceed with in 2010/11 within the CVRHD. We understand that CVRHD has approved cost-sharing of \$1,800,000 toward these expenditures.

In 2010/11, VIHA intends to use the CVRHD funding towards:

- eight new and previously approved minor projects with a 2010/11 cash flow of \$1,801,000; and
- equipment purchases valued at \$1,364,996.

Other projects underway in the Cowichan Valley, for which CVRHD cost-sharing will not be allocated, are:

- the addition at Cowichan District Hospital (CDH) for the Island Medical Program; and
- the proposed relocation and expansion of the community dialysis unit from CDH to new lease space.

Combined, these projects have a total capital project cost of approximately \$2,500,000.

I would like to thank the CVRHD for its significant contribution for minor capital projects and equipment. We are grateful for the support the CVRHD has provided and appreciate that we are able to work in partnership with you to meet the health infrastructure needs our region is facing.

Please call me at (250) 370-8912 if you have any questions.

Yours truly,

Chris Sullivan
Director, Capital Planning

Attachments

cc: Carol Botrakoff, Manager, Capital Finance and Treasury

Executive Office

located at 2101 Richmond Avenue, Victoria, BC, Canada V8R 4R7 • Tel: (250) 370-8699 • Fax: (250) 370-8750
mailing address: 1952 Bay Street, Victoria, BC Canada V8R 1J8

VIHA 2010/11: Minor Capital Projects Cowichan Valley Regional Hospital District: \$5000 - 1.499M

Previously Approved Projects							Indicates Cost Sharing		Total Annual Cashflow	
File #	Portfolio	Project Name	Site	Total Project Cost	Previous Cashflow	Cashflow 2010/11	2010/11 VIHA	2010/11 RHD	2011/12	2012/13
2634	FMO	Repairs to Building an Fabric Finish	Various Sites	\$1,200,000	\$774,000	\$426,000	\$255,600	\$170,400		
3324	FMO	CV- Hazardous Materials Remediation #2	Various Sites	810,000	\$120,000	\$330,000	\$198,000	\$132,000	\$360,000	
3190	FMO	Replace Roof	Cairnsmore Place	385,000	\$176,000	\$209,000	\$125,400	\$83,600		
TOTAL 2009/10 PREVIOUSLY APPROVED PROJECTS				\$2,395,000	\$1,070,000	\$965,000	\$579,000	\$386,000	\$360,000	\$0

2010/11 Recommended Committee Approvals							Indicates Cost Sharing		Total Annual Cashflow		
File #	Portfolio	Project Name	Site	Total Project Cost	Previous Cashflow	Cashflow 2010/11	2010/11 VIHA	2010/11 RHD	2011/12	2012/13	Priority
3631	FMO	Replace Fire Alarm System	CDH	\$930,000		\$300,000	\$180,000	\$120,000	\$630,000		1
2616	B	Biomed Relocation	CDH	\$86,000		\$86,000	\$51,600	\$34,400			added
3859	FMO	Heliport Reno	CDH	\$200,000		\$200,000	\$120,000	\$80,000			added
3749	OSS	New Loading Dock and Ramp	CDH	\$150,000		\$150,000	\$90,000	\$60,000			2
3750	OSS	Loading Area Releveling	Cairnsmore Place	\$100,000		\$100,000	\$60,000	\$40,000			3
TOTAL 2010/11 RECOMMENDED APPROVALS				\$1,466,000	\$0	\$836,000	\$501,600	\$334,400	\$630,000	\$0	

TOTAL 2010/11 CAPITAL PROJECTS **\$3,861,000** **\$1,070,000** **\$1,801,000** **\$1,080,600** **\$720,400** **\$990,000** **\$0**

* Project may not be able to proceed in 2010/11 due to space and/or timing issues

10/11 Priority Projects Beyond Funding Availability

File #	Portfolio	Project Name	Site	Total Project Cost	Portfolio Priority
3111	B	Negative Air Isolation Room - 2North	CDH	\$288,750	6
3481	B	CT Door Redesign	CDH	\$26,250	8
3490	QPS	Bedpan Washer/Disinfectors	CDH	\$110,250	19
3701	B	Bedpan Washer/Disinfectors (2S, 2N & 3W)	CDH	\$75,000	33
3504	C	Dialysis Drain Upgrade	CDH	\$10,500	37
3756	OSS	Additional Parking and Video Surveillance	CDH	\$250,000	10

VANCOUVER ISLAND HEALTH AUTHORITY
2010/2011 RECOMMENDED APPROVED CAPITAL EQUIPMENT

CAPITAL						
NO.	DIRECTOR	DEPT	SITE	DESCRIPTION	BUDGET	NEW/REPLACE
<u>COWICHAN VALLEY RHD-EQUIPMENT >\$100,000</u>						
09CD209	LINDA LATHAM	OPERATING ROOM	CDH	OPMI LUMERA SURGICAL MICROSCOPE	110,442	R
10VI004	HEATHER M. GIBSON	MEDICAL IMAGING	LDGH, CDH, CHEMAINUS	MEDICAL IMAGING SYSTEM, TO BE CONFIRMED	111,029	N
					<u>221,471</u>	
<u>COWICHAN VALLEY RHD-EQUIPMENT <\$100,000</u>						
10-0068	SHEILA CRUIKSHANK	ACTIVATION	CPRC	OUTSIDE PATIO FURNITURE	12,000	R
10-0069	SHEILA CRUIKSHANK	RESIDENTIAL SERVICES	CPRC	ELECTRIC BEDS W/ PRESSURE REDUCTION MATTRESSES	120,000	R
10-0070	LOIS COSGRAVE	HOME COMMUNITY CARE	Duncan	ELECTRIC PATIENT LIFT	4,175	N
10-0071	ROB CRISP	REHAB SERVICES	CDH	SPECIALTY WHEELCHAIRS & ACCESSORIES	37,500	R
10-0072	COLLEEN BUTCHER	RESPIRATORY THERAPY SERVICES	CDH	VENTILATOR	50,000	R
10-0073	COLLEEN BUTCHER	RESPIRATORY THERAPY SERVICES	CDH	BiPAP NON-INVASIVE VENTILATOR	30,800	R
10-0074	LEEANN DECECCO	GENERAL SUPPORT	CHCC	CONVECTION OVEN	7,000	R
10-0075	CECIL RHODES	FACILITIES, MAINTENANCE, OPERATIONS	CDH	DUAL CONDENSATE SYSTEM	15,000	R
10-0076	CECIL RHODES	FACILITIES, MAINTENANCE, OPERATIONS	CDH	DUAL CONDENSATE SYSTEM	15,000	R
10-0077	LINDA LATHAM	2NORTH	CDH	PANDA WARMER WITH NEOPUFF	110,000	R
10-0078	LINDA LATHAM	CENTRAL STERILIZATION	CDH	INSTRUMENTS	20,000	R
10-0079	LINDA LATHAM	FACILITIES, MAINTENANCE, OPERATIONS	CDH	MICRODEBRIDER	15,000	R
10-0080	LINDA LATHAM	NURSING	CDH	STRETCHER MATTRESSES	8,000	R
10-0081	LINDA LATHAM	CENTRAL STERILIZATION	CDH	PASTEURMATIC	42,000	R
10-0082	LINDA LATHAM	FACILITIES, MAINTENANCE, OPERATIONS	CDH	INSTRUMENTS - LAP / GYNE / EYE	50,000	R

CAPITAL						
NO.	DIRECTOR	DEPT	SITE	DESCRIPTION	BUDGET	NEW/REPLACE
10-0083	LINDA LATHAM	FACILITY WIDE	CDH	VINYL FURNITURE	40,000	R
10-0084	LINDA LATHAM	CENTRAL STERILIZATION	CDH	CONTAINER PANS	15,000	R
10-0085	LINDA LATHAM	POST ANAESTHETIC RECOVERY	CDH	CARDIAC MONITORING UNITS	150,000	R
10-0086	LINDA LATHAM	OPERATING ROOM	CDH	OPERATING ROOM LIGHTS	40,000	R
10-0087	VICTORIA POWER	PRIMARY HEALTH CARE	LCHC	MACERATER	9,500	R
10-0088	LOIS COSGRAVE	NURSING-ACUTE	LCHC	IV PUMP & POLES	10,000	R
10-0089	LINDA LATHAM	SURGERY	CDH	MATTRESSES	64,000	N
10-0090	ALAN CAMPBELL	MENTAL HEALTH & ADDICTIONS SERVICES	CDH	BEDS	57,200	N
10-0032	SHEILA CRUIKSHANK	RESIDENTIAL SERVICES	CHCC	OVERHEAD SLINGS	15,750	R
	BEV DOBBYN	QUALITY/PT. SAFETY	CDH	BED PAN WASHERS	160,200	N
	BEV DOBBYN	QUALITY/PT. SAFETY	CDH	MISCELLANEOUS EQUIPMENT	46,200	N
TOTAL EQUIPMENT <\$100,000					1,143,525	
<u>REGIONAL EQUIPMENT</u>						
10RE183	SHANNON TURNER	MEDICAL IMAGING	RJH, REGIONAL	EQUIPMENT, TO BE CONFIRMED	325,400	
TOTAL REGIONAL EQUIPMENT					325,400	
TOTAL EQUIP. APPROVED FOR CVRHD:					1,364,996	
CVRHD EQUIPMENT FUNDING					1,079,600	



6SR3

STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING OF FEBRUARY 24, 2010

DATE: February 17, 2010 **FILE NO:**

FROM: Brian Farquhar, Parks and Trails Manager **BYLAW NO:**

SUBJECT: 2010 Working Paper Budgets: Regional Parks (280) and Regional Parkland Acquisition Fund (285)

Recommendations:

That direction be provided with respect to including the following amendments to the 2010 Working Paper Budget for:

1. The Regional Parkland Acquisition Fund (285) requisition for 2010 be increased by \$415,000
2. That the Regional Parks Budget (280) requisition be increased to include \$175,000 for capital project work on the Cowichan Valley Trail and \$65,932 for the cost-sharing with the Community Parks and Trails (279) of a Parks and Trails Planner position (35%), a Parks Coordinator – Capital Projects (35%) and parks vehicle (35%) in support of the increasing activities and expectations of the program.

Purpose:

To bring forward Regional Parks (280) and Regional Parkland Acquisition Fund (285) 2010 Working Paper recommendations from the Regional Parks Committee for budget consideration.

Financial Implications:

Dependent upon direction of the Committee and Board as pertains to the adoption of 2010 budgets for Functions 280 and 285.

Interdepartmental/Agency Implications:

N/A

Background:

The Regional Parks Committee, at its meeting of November 24th, 2009, received the attached report for consideration with respect to the 2010 Working Paper Budgets for Regional Parks (280) and the Regional Parkland Acquisition Fund (285). The recommendations arising from the Regional Parks Committee were to advance the key Regional Parks Supplemental Budget items

for further discussion as part of the broader 2010 budget deliberations by the collective membership of the Regional Board. These items from the Regional Parks Committee meeting are therefore brought forward at this time for deliberation as part of the 2010 Working Paper discussions on regional function budgets proposed for 2010 by the Regional Services Committee.

The 2010 Working Paper Supplemental Items for consideration as referred by the Regional Parks Committee are as follows:

Regional Parkland Acquisition Fund (Function 285)

Supplemental Item	Proposed Adjustment (Function 285)	Tax Impact (per \$100,000 net taxable value)
Regional Parkland Acquisition Fund	Increase by \$415,000	\$2.80

Regional Parks (Function 280)

Supplemental Item	Proposed Adjustment (Function 280)	Tax Impact (per \$100,000 net taxable value)
Cowichan Valley Trail Northern Completion Initiative (2010 work)	Increase by \$175,000	\$1.18
Parks and Trails Planner (35%) (pro-rated to 9 months in 2010)	Increase by \$26,841	\$0.18
Parks Coordinator, Capital Projects (35%) (pro-rated to 9 months for 2010)	Increase by \$26,841	\$0.18
Parks Vehicle (35%)	Increase by \$12,250	\$0.08

Cowichan Valley Trail Northern Completion Initiative

The Regional Board has previously endorsed financial commitments to this regionally significant multi-year project, most recently at the June 10, 2009 meeting with the following resolution:

“The funding contribution commitment of \$743,691 from the Regional Parks budget over the four-year period (2009-2012) towards the Cowichan Valley Trail Initiative as matching funds to the grant funding commitment from the Island Coastal Economic Trust be reaffirmed.” (Resolution 09-317)

For 2010, the proposed \$175,000 contribution from the Regional Parks (280) function generates an additional \$936,543 for the regional trail project in grant funding commitments from the Island Coastal Economic Trust, Recreational Infrastructure Canada (RINC), and Regionally Significant Gas Tax funding. Of the \$1,111,543 in total funding for the project, the Regional District's contribution commitment of \$175,000 for 2010 represents approximately sixteen (16%) of the total trail construction investment proposed for this year. The terms of the grants do not provide for extensions beyond the current timeframe; therefore if the matching CVRD funds are not advanced the majority of the approved grant funding would be subject to reallocation to other jurisdictions, due to the over-prescription of grant application requests from eligible local governments across BC.

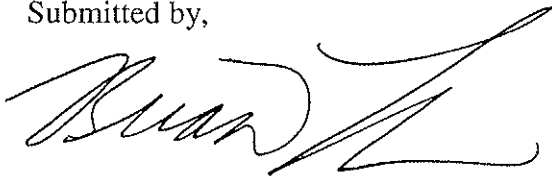
Regional Parks Core Staff Resources

The attached report to the Regional Parks Committee outlines the rationale for inclusion of additional core staff resources to support the increased demands and expectations of the Regional Parks program, which as noted in the following report would share the funding of these positions with the Community Parks and Trails (279) function.

A separate report has previously been presented to the Electoral Area Services Committee detailing the similar growth in demands and expectations of the Community Parks and Trails program within the nine electoral areas. The workload expectations of these positions for 2010 is foreseen as thirty-five (35%) regional parks planning and capital projects, issues and activities based, with the other sixty-five (65%) of the staff time resources applied to community parks and trails issues, planning and capital program and activities within the nine electoral area.

The cost-sharing with the Community Parks and Trails (279) function also requires direction with respect to an increase to the requisition for this function in 2010 in order to provide the funding for nine month pro-rated period (April-December) for the Parks and Trails Planner (65%) position (\$37,386 or \$0.53 per \$100,000 net taxable value under Function 279), the Parks Coordinator, Capital Projects (65%) position (\$37,386 or \$0.53 per \$100,000 net taxable value under Function 279), and the parks vehicle (65%) which would be \$21,347 or \$0.30 per \$100,000 net taxable value under Function 279.

Submitted by,



Brian Farquhar,
Parks and Trails Manager
Parks, Recreation and Culture Department

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attachment



STAFF REPORT

PARKS COMMITTEE MEETING OF November 24, 2009

DATE: November 18, 2009 **FILE NO:**
FROM: Brian Farquhar, Parks and Trails Manager **BYLAW NO:**
SUBJECT: 2010 Working Paper Budgets: Regional Parks (280) and Regional Parkland Acquisition Fund (285)

Recommendation:

That the Regional Parks Committee provide direction on the 2010 budgets for the Regional Parks Service (280) and the Regional Parkland Acquisition Fund (285).

Purpose:

To request direction from the Committee on preparation of 2010 budgets for Regional Parks (280) and the Regional Parkland Acquisition Fund (285).

Financial Implications:

N/A

Interdepartmental/Agency Implications:

N/A

Background:

The Regional Parks program is supported by two functional budgets, the Regional Parks (280) budget which provides funding for the operation, maintenance and capital development of regional parks and regional trails (notably the Cowichan Valley Trail) and the Regional Parkland Acquisition Fund (285), established by the Regional Board in 2008 to fund the acquisition of lands for regional park purposes as guided by the Regional Parks and Trails Master Plan adopted by the Board in March 2007.

In recent years the Regional Parks program has grown to a complement of five (5) regional park sites (Spectacle Lake, Sandy Pool, Chemainus River, Osborne Bay, Heart/Stocking Lake), one (1) Regional Recreation Area (Cobble Hill Mountain) and a lengthening Cowichan Valley Trail.

Current priorities of the Regional Parks program as established by the Board include:

- Assessing strategic acquisition of additional lands to complement existing regional parks or establishment of new sites as guided by the adopted Regional Parks and Trails Master Plan;
- Supporting the Board's Kinsol Trestle Revitalization Committee and the Cowichan Foundation towards fundraising targets for the rehabilitation of the historic Kinsol Trestle and ongoing work with respect to establishing rehabilitation work program details and specific requirements of the Ministry of Transportation and Infrastructure (owners of the structure and rail corridor);
- Securing remaining trail corridor segments to link the Cowichan Valley Trail from the south end of Shawnigan Lake with the Galloping Goose Trail in Langford and initiating detailed route layout and design jointly with Capital Regional District (CRD) Parks. Funding to initiate construction the approximately 20 km regional trail connection is already in place by way of the Trans Canada Trail Relocation Fund established by CRD and the Province in 1997, which currently has about \$1.1 million available for the project.
- Completing the Cowichan Valley Trail – Northern Initiative, which is focused on securing remaining trail corridor segments and constructing the regional trail between the Town of Lake Cowichan and the Nanaimo Regional District boundary, a length of over 55 kilometres. Major sections of the trail route are aligned within the E & N Railway Corridor under agreement with Island Corridor Foundation. Progress to complete these trail segments is supported through significant grant funding commitments received from the Island Coastal Economic Trust and the federal Recreation Infrastructure Canada Program, as well as Federal Gas Tax Funding allocated to the project by the Board.

Regional Parks Budget (280)

For 2010, the core budget proposed for the Regional Parks service is \$519,163, which would be funded entirely through tax requisition. This is an increase from the \$316,996 tax requisition for the Regional Parks Service approved by the Board both in 2008 and 2009; however the 2009 Regional Parks budget also included a surplus carryforward of \$170,503 and a Transfer from Reserves of \$140,000 in additional funding support for the approved services and projects carried out under the Regional Parks Program in 2009.

The attached CVRD 2010 Requisition Review for the Regional Parks Service (280) provides a summary of the increases to the core budget for this function. A key core cost is the previously approved Board commitment under a signed agreement with the Cowichan Foundation to fund the administrative and capital campaign costs for the Historic Kinsol Trestle Rehabilitation Fundraising Campaign. In 2010 the costs for the campaign to raise the remaining funds targeted for the project is budgeted for \$155,500. The other core cost increases to Regional Parks are yearly wage and benefit increases to existing staff funded under Regional Parks and increases service costs from other CVRD departments which support the Regional Parks program.

In addition to the core budget recommendation for the Regional Parks Service in 2010, the Corporate Leadership Team is recommending two additional items to the Regional Parks budget, specific to achieving current priorities of the Board for the Regional Parks Program, specifically:

1. Funding 1/3 Parks & Trails Planner Position (New)
2. Matching Funding for the Cowichan Valley Trail – Northern Completion

1. Funding 1/3 Parks & Trails Planner Position

The Parks & Trails Planner position is required to provide the staffing resource support for the continued growth and increased demands of the Regional Parks program, in particular advancing the regional parkland acquisition strategy in assessing acquisition opportunities and building partnerships with other funding partners. The growing inventory of Regional Park sites and expanding Cowichan Valley Trail requires preparation of park management & site plans to guide appropriate regional park development, manage site use, engage public participation in the management and stewardship of these site and ensure that appropriate environmental management prescriptions are developed to enhance the ecological attributes of these significant sites and protect from degradation through inappropriate use or activities.

This position will lead the Parks and Trails coordination responsibilities within the Parks and Trails Division under the direction of the Manager, Parks and Trails. Funding for the position is proposed to be split, with 1/3 the position funded under Regional Parks budget (280) and the remaining 2/3 of the position to be funded under the Community Parks and Trails budget (279). Annual review of the level of effort of the Parks & Trails Planner position between these two functions would occur subsequent to 2010 to reaffirm funding support levels from the Community and Regional Parks programs.

The impacts to the Regional Parks and Trails program in 2010 if no new staffing resources are applied to the program would include limited capacity to advance the regional parkland acquisition program, reduced planned major capital development of the Cowichan Valley Trail – Northern Completion (which could result in a loss of approved major grants if there are timing delays), limited parks staff resource support historic Kinsol Trestle Fundraising Campaign by the Cowichan Foundation, reduced capacity to support implementation of the Kinsol Trestle Rehabilitation Project pending approval by the Board, and the need to re-assess capacity to maintain the Cobble Hill Mountain Regional Recreation Area as well as Spectacle Lake and Chemainus River Parks under Provincial Agreements.

2. Matching Funding for the Cowichan Valley Trail – Northern Completion

As detailed in the earlier staff report entitled “Recreation Infrastructure Canada Program Trail Funding Approval” in the November 24, 2009, Regional Parks Committee Agenda, the Cowichan Valley Trail – Northern Completion Initiative has received a total of over \$1.185 million in grant funding for the trail project from the Island Coastal Economic Trust and the federal Recreation Infrastructure Canada Program (RInC). Conditions of the grant funding approved from these agencies require matching funding from the Cowichan Valley Regional District.

A portion of the matching funding through the Regional District is in place through previous of the Board of Federal Gas Tax Funding for the regional trail project; however in order to maximize the grant funding, the remaining portion of the Regional District's contribution to the project to ensure total grant dollars are available is \$175,000 in requisition funding from the Regional Parks budget in 2010 and approximately \$150,000 from the Regional Parks budget in 2011.

As noted in the earlier staff report, the risk to the Cowichan Valley Trail – Northern Completion project if the total matching funding is not provided by the Regional District under the Regional Parks Program budget in 2010, is cancellation of the grant funding to the project by RInC and loss of part or all of the grant funding approved for this project by the Island Coastal Economic Trust. The loss of this significant grant funding for the project would require the funds to complete the project would need to be derived entirely from the Regional Parks budget in future years, as it is uncertain whether similar grant funding programs from senior levels of government will be forthcoming in the near future or whether such consideration would again be given to the Cowichan Valley Trail – Northern Completion project.

Additional Program Funding Consideration

In addition to the two funding recommendations of the Corporate Leadership Team, the Regional Parks Committee is also requested to give consideration to funding options for a Parks Coordinator – Capital Projects position to move major capital projects forward under the Regional Parks and Trails Program. As outlined above, the Regional Parks Program has three major multi-year capital projects identified by the Board (historic Kinsol Trestle Rehabilitation Project, Cowichan Valley Trail Connection to the CRD's Galloping Goose Trail, Cowichan Valley Trail – Northern Completion). It is also expected with continued acquisition of new regional park sites guided by the adopted Regional Parks and Trails Master Plan that development of existing and new park sites will be a priority to ensure quality experiences of regional park visitors, protection of environmentally sensitive features within the parks and addressing risk management issues.

The role of the Parks and Trails Planner position above is not inclusive of project management and development of regional parks or regional trails. The Parks Coordinator – Capital Projects position does entail these skill sets and requirements to oversee capital project development within regional parks and for the regional trail initiative. Funding options for the position identified would be to establish a shared funding between Regional Parks (280) and the Community Parks and Trails Program (279) similar to proposed for the Parks and Trails Planner position, or to establish the position on the basis that approved capital budgets under the regional parks program would fund the position with no requisition increase (with a similar provision for funding the position through approved capital budgets for those community parks functions that annually provide capital funding for new community park development projects). Approval of this position under either scenario would require inclusion of an additional parks vehicle as this position would be regularly working in the field directing capital projects. The annual costs of the 1/3 Parks Coordinator – Capital Projects is shown on the attached Requisition Review Summary for Regional Parks (280).

Regional Parkland Acquisition Fund

The region-wide referendum held in November 2008, to establish a Regional Parkland Acquisition Fund as a separate tax requisition in the amount was supported by approximately 71 percent of the voters, based on an approximately \$20 taxation per household average across the region. This level of support was similar to the region-wide sample household survey conducted in 2006 as part of the Regional Parks and Trails Master Plan public consultation process, which found approximately 76 percent of households sampled supported establishment of the Regional Parkland Acquisition Fund through a new tax.

The Regional Board in December 2008, approved establishment of the Regional Parkland Acquisition Fund as a new region-wide taxed service, with a maximum taxation level in 2008 of \$715,000. For 2009, due to a number of considerations faced by the Board, the Regional Parkland Acquisition Fund was only taxed a total of \$300,000 for the 2009 budget year. In August of this year the Regional Parks Committee and Board approved acquisition of the first regional park site with these funds, the purchase of 93.0 hectares (230 acres) of strategically positioned lands within the Heart and Stocking Lake Uplands, as supported by the adopted Regional Parks and Trails Master Plan.

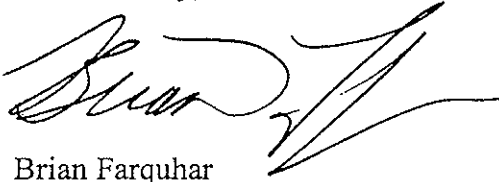
Public support across the region for securing and protecting high value lands for outdoor recreation and environmental stewardship was also reaffirmed earlier this year as expressed through the 2009 Strategic Planning Survey conducted for the CVRD by Ipsos Reid. Eighty-eight percent (88%) of residents surveyed identified the investment in securing more parks and hiking or walking trails as their highest priorities (expressed as either the highest or second highest priority) when asked what parks and recreation priorities should be over the next five years. On a similar question in the survey, investing in the protection of environmentally sensitive areas was identified as the survey respondent's highest priorities (expressed as either the highest or second highest priority), with a ninety-four percent (94%) response combined total.

At this time available funds within the Regional Parkland Acquisition Fund are limited as the purchase of the Heart and Stocking Lake Uplands property involved a short term loan which must be paid back over the next five years, with annual loan re-payments of \$132,000. If the Parkland Acquisition Fund taxation level for 2010 remains at the same level as approved in 2009 (\$300,000), only \$150,000 will be available for funding for regional parkland purchase, as the balance will be put towards the loan repayment and administrative costs. The attached CVRD 2010 Requisition Review – Regional Parkland Acquisition Fund (285) therefore identifies for consideration increasing the core budget for this function from the \$300,000 approved by the Board in 2009 to \$715,000 in 2010.

The adopted Regional Parks and Trails Master Plan recognizes the strategic sites within the plan supported by the regional community for acquisition are beyond the financial capacity of the CVRD taxpayer alone to fund the purchase of all the sites. The plan acknowledges that establishing land acquisition partnerships with other agencies and organizations which share common objectives and interests in the site identified in the Master Plan will be the key to securing these sites.

The Regional Parkland Acquisition Fund is a key to this objective through establishing within the Regional District's Regional Parks Program the financial resources broker these land purchasing partnerships and to provide the capacity to be responsive to land acquisition opportunities as such opportunities arise. The Regional Parks Committee and Board will therefore need to give consideration to the adopted Regional Parks and Trails Master Plan with respect to the funding support to be provided through the Regional Parkland Acquisition Fund to achieving the regional park site acquisition objectives of the adopted Master Plan.

Submitted by,

A handwritten signature in black ink, appearing to read 'Brian Farquhar', with a stylized flourish extending from the end.

Brian Farquhar
Parks and Trails Manager
Parks, Recreation and Culture Department

BTF/lag

Attachments

CVRD 2010 Requisition Review

Function 280

<u>Description</u>	<u>2008 Tax Requisition</u>	<u>2009 Tax Requisition</u>	<u>2009 % Increase (Decrease)</u>	<u>Proposed 2010 Tax Requisition</u>	<u>\$ Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
A) Core Budget	\$316,996	\$316,996	0.0%	\$519,163	\$202,167	63.8%
Main Reasons for 2010 increase:						
					\$119,165	37.6%
					\$12,071	3.8%
					\$79,030	24.9%
					\$26,418	8.3%
					(\$34,517)	-10.9%
					\$202,167	63.8%
<u>Plus Supplemental Items</u>						
			<u>Anticipated Funding Method</u>			
			<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	
B) Recommended by Corporate Leadership Team	1) Parks and Trails Planner (35%)				\$26,842	\$26,842 8.5%
	2) Cowichan Valley Trail Completion Initiative				\$175,000	\$175,000 55.2%
	3) 20% of surplus to Operating Reserve				\$10,268	\$10,268 3.2%
					Subtotal	\$212,110 66.9%
			Total tax requisition increase recommended by CLT			\$414,277 130.7%
			<u>Anticipated Funding Method</u>			
			<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>	
C) Additional items to be discussed	1) Parks Coordinator - Capital (35%)				\$26,842	\$26,842 8.5%
	2) Parks Vehicle (35%)				\$12,250	\$12,250 3.9%
					Subtotal	\$39,092 12.3%
			Total tax increase including all supplemental items			\$453,369 143.0%

CVRD 2010 Requisition Review

Function 285

<u>Description</u>	<u>2008 Tax Requisition</u>	<u>2009 Tax Requisition</u>	<u>2009 % Increase (Decrease)</u>	<u>Proposed 2010 Tax Requisition</u>	<u>\$ Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
A) Core Budget	\$0	\$300,000	N/A	\$300,000	<u>\$0</u>	<u>0.0%</u>

Main Reasons for 2010 increase: - N/A

Plus Supplemental Items

		<u>Anticipated Funding Method</u>				
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>		
B) Recommended by Corporate Leadership Team	N/A					
				Subtotal	<u>\$0</u>	<u>0.0%</u>

Total tax requisition increase recommended by CLT \$0 0.0%

		<u>Anticipated Funding Method</u>				
		<u>Reserves</u>	<u>S.T. borrow</u>	<u>Operating</u>		
C) Additional items to be discussed	1) Set Regional Parkland Acquisition Fund at \$715,000 as approved during Fall 2008 Referendum			\$415,000	\$415,000	138.3%
				Subtotal	<u>\$415,000</u>	<u>138.3%</u>
				Total tax increase including all supplemental items	<u>\$415,000</u>	<u>138.3%</u>



6SR4

STAFF REPORT

REGIONAL SERVICES COMMITTEE MEETING
FEBRUARY 24, 2010 AT 6:00 PM

DATE: February 17, 2010 **FILE NO:** Budget 2010
FROM: Jim Wakeham, Manager of Facilities, Fleet and Transit
SUBJECT: New Transit Coordinator Position

Recommendation:

That a new part time Transit coordinator position (minimum of 21 hours per week) be considered for the 2010 budget year.

Purpose:

To inform the Directors that the Transit Services Division would like to proceed with the creation of a regular part-time exempt coordinator position in order to handle the amount of projects and increasing duties associated with developing the Transit Service. It is expected that this position would be in place for June 1, 2010.

Financial Implications:

The cost affect on the 2010 Transit budget (function 107) is approximately \$28,750. A full year cost would be \$48,550.

Interdepartmental/Agency Implications: n/a

Background:

Effective January 1, 2010, the transit service has transferred into the Engineering and Environmental Services Department. Prior to 2010, the Transit Service budget did not include a separate cost allocation for staff resource costs. The 2010 draft Transit budget includes a nominal staff allocation cost estimated at \$10,000, which reflects a minimal amount of staff time. Since June 2009, the Facilities Fleet and Transit Manager has been attending Transit Committee meetings, working with the previous CVRD Transit Services staff representative, dialoguing with partners from BC Transit and the three operating companies, and most recently meeting with the representatives of the three municipalities to discuss the CVRD Transit services, upcoming projects and what challenges we face with the current and future of our transit service.

It has become apparent that the estimated amount of staff resources to support this growing service is underfunded and requires assistance to address the following:

1. Ongoing maintenance issues - curb painting, sign installation, modifications to the bus stop sizes and locations have fallen badly behind.

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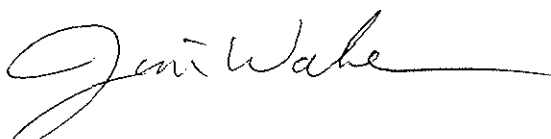
2. Special capital projects - design, implementation and maintenance of the bus shelters.
3. Ongoing new ridership programs – Pro-pass, youths ride free program, seniors and student discounts for the commuter service need to be researched, analyzed and reports provided.
4. Additional daytime and weekend routes for the commuter service should be researched and considered.
5. Special projects – A Request for Proposals operations and maintenance for the Transit system needs to be reviewed and implications reported.
6. Continuous interactions and reporting with other CVRD departments and Community groups to encourage and promote the benefits of public transportation and going green.
7. Along with the regular bus stops, with the installation of the new bus shelters, the maintenance component needs to be addressed and a plan put in place that includes doing inspections and communicating with service providers.
8. Some of the projects and extra workload is related to specific projects that come about once every few years (ie. RFP and bus shelters). However, as the Transit service grows, there will be a continuous need to add further improvements and report accordingly on items such as: demanded routes, more buses (handyDART and regular bus services), more park and ride locations, more shelters and more rider programs. There may also be an interest expressed with the possibility of more areas joining the regional service (ie. Ladysmith).

Furthermore, there are two other important projects that have been suggested that staff consider as long range projects; 1) researching the feasibility and implications of considering implementing a gas tax on fuel sales to help support the public transit system and 2) researching the feasibility of bringing the operations and maintenance components of the Transit system in house, similar to the Regional District of Nanaimo. Both of these projects are very complex and will be time-consuming for staff to review, but could be incorporated into the responsibilities of the new staff person.

The CVRD reorganization developed a Facility, Fleet and Transit Division within the Engineering and Environmental Services Department. It was recommended that the newly formed Transit component, commencing in 2010, should consist of a staff coordinator who reports to the division manager, as well as having administrative support.

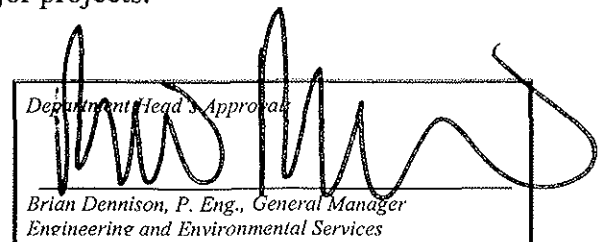
With the support of an additional staff position, many of the above tasks can be primarily taken care of and assistance can be provided with some of the major projects.

Submitted by,



Jim Wakeham
Manager Facilities, Fleet and Transit

JW:jlb



Department Head's Approval
Brian Dennison, P. Eng., General Manager
Engineering and Environmental Services



6CR1

ENVIRONMENT COMMISSION REPORT

OF MEETING HELD DECEMBER 10, 2009

DATE: January 19, 2010

To: Regional Services Committee

The Environment Commission reports and recommends as follows:

1. That the Board fully support the development of an Integrated Sustainability Plan (ISP) and supports budget funding for this plan and further, that the Environment Commission will work to clarify to the Board what exactly a sustainability plan entails.
2. That the Board approve the Corporate Services 2010 Budget with the inclusion of supplemental items:
 1. Environmental Analyst Position;
 2. Corporate Planning and Community Climate Change Mitigation Plan;
 3. Outreach program for the Environment Commission; and
 4. Identify and map areas of high conservation value.