



## C·V·R·D

### REGIONAL SERVICES COMMITTEE

WEDNESDAY, NOVEMBER 24, 2010

5:30 P.M. / BOARD ROOM

175 INGRAM STREET

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AGENDA		PAGES
1.	<b><u>APPROVAL OF AGENDA:</u></b>	1-2
2.	<b><u>CLOSED SESSION:</u></b> Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, Subsections as noted in accordance with each agenda item.	
	CSM1 Adoption of Minutes of Closed Session portion of the Regular Meeting of Regional Services Committee held July 28, 2010.	3-4
	CSSR1 Litigation {Sub (1)(g)}.	5-13
3.	<b><u>ADOPTION OF MINUTES:</u></b>	
	M1 Adoption of Minutes of Regular Meeting of Regional Services Committee held October 27, 2010.	14-17
4.	<b><u>BUSINESS ARISING FROM THE MINUTES:</u></b>	
5.	<b><u>DELEGATIONS:</u></b>	
	D1 Catherine Brandon, Chesterfield Sports Society Re: Cowichan Sportsplex Update and Request for Regional Grant In Aid for 2011.	18
	D2 Lori Iannidinardo, Hilary Abbot and Bruce Stewart, Cittaslow Cowichan Society Re: Cittaslow, Cowichan Bay and Cittaslow International from Korea.	19
	D3 Kirsten Schrader, Manager, Arts and Culture Re: Five Year Strategic Plan for the Growth and Development of Arts, Culture and Heritage in the CVRD.	
	D4 Kate Miller, Manager, Regional Environmental Policy; and Presenters as Noted Re: Integrated Flood Management Plan: <ul style="list-style-type: none"><li>· Introduction to the Plan – Tamsin Lyle</li><li>· Proposed Phase II Process – Kate Miller</li></ul>	

- New Funding Programs – Kate Miller
- Multi Party Memorandum of Understanding – Cheri Ayers
- Tier I JUB Application Update – Clay Reitsma
- Tier 2 North Proposal – Clay Reitsma
- Tier 2 South Proposal – Kate Miller
- Tier 3 Overall Long Term Flood Management – Kate Miller
- Memorandum of Understanding – Long Term Partnerships –  
Dave Devana, Warren Jones, Tom Ireland, and Cheri Ayers.

**6. STAFF REPORTS:**

SR1	Staff Report from the Manager, Regional Environmental Policy Re: Cowichan-Koksilah Integrated Flood Management Memorandum of Understanding.	20-25
SR2	Staff Report from Planner I Re: Municipal Green Building Leaders Letter of Support.	26-29
SR3	Staff Report from the Corporate Secretary Re: CVRD Policy Management.	30-35

**7. ADJOURNMENT:**

**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 & Culture  
Tom Anderson, General Manager, Planning & Development  
Brian Dennison, General Manager, Engineering & Environmental Services  
Sybille Sanderson, Acting General Manager, Public Safety  
Sharon Moss, Manager, Finance  
Jacob Ellis, Manager, Corporate Planning  
Kate McIntosh, Manager, Human Resources  
Bob McDonald, Manager, Recycling & Waste Management  
Geoff Millar, Manager, Economic Development  
Brian Farquhar, Manager, Parks & 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, October 27, 2010 at 6:00 pm.

**PRESENT:** Chair P. Kent <to 7:16 pm>  
Vice-Chair R. Hutchins  
Directors K. Cossey, L. Duncan <6:03 pm>, M. Dorey,  
G. Giles, B. Harrison, D. Haywood, L. Iannidinardo,  
K. Kuhn, M. Marcotte, I. Morrison, T. McGonigle,  
T. Walker, and Alternate Director R. Hartmann

**ABSENT:** Director G. Seymour

**ALSO**

**PRESENT:** Warren Jones, Administrator  
Kathleen Harrison, Deputy Corporate Secretary  
Mark Kueber, General Manager, Corporate Services  
Tom Anderson, General Manager, Planning & Development  
Sybille Sanderson, Acting General Manager, Public Safety  
Geoff Millar, Manager, Economic Development  
Kate Miller, Manager, Regional Environmental Policy  
Kathy Lachman, Business Development Officer  
Rachelle Moreau, Environmental Analyst  
Dominique Beesley, Recording Secretary

**APPROVAL OF  
AGENDA**

It was moved and seconded that the agenda 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 August 25, 2010, be adopted.

**MOTION CARRIED**

**6:03 PM**

Director Duncan arrived to the meeting.

**BUSINESS  
ARISING FROM  
THE MINUTES**

**BA1**

***Permissive Tax Exemption***

Director Dorey requested clarification regarding at which meeting the Capital Regional District Tax Exemption Bylaw would be considered.

The Administrator noted that "Cowichan Valley Regional District Bylaw No. 3419 – Tax Exemption (Permissive) Bylaw, 2010" was adopted by the Board at its September 8, 2010 Regular meeting.

**DELEGATIONS**

**D1** Bruce Sampson, Chair, Economic Development Commission, provided a presentation and handouts on projects, programs and activities of Economic Development, Tourism Cowichan and Film Cowichan, and answered questions from the Committee.

**D2** Jack Peake, Kinsol Trestle Rehabilitation Committee and Island Corridor Foundation, provided a presentation on the Kinsol Trestle rehabilitation project and the Foundation's railway project, including funding and progress for both projects.

Mr. Peake announced that the E&N rail line would be 125 years old next summer and challenged the CVRD and its member municipalities to initiate and/or support anniversary celebrations in their respective communities.

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

- 1. That the Board Chair write a letter to the Premier supporting the VIA Rail passenger service improvements, (Nanaimo to Victoria), and the Island Corridor Foundation's \$15 Million infrastructure investment request; and**
- 2. That that the letter be copied to: Vancouver Island North MP John Duncan; Nanaimo-Alberni MP James Lunney; Parksville-Qualicum MLA Ron Cantelon; Comox Valley MLA Don McRae; the Honourable Shirley Bond, Minister of Transportation and Infrastructure; the Honourable Chuck Strahl, Federal Minister of Transport, Infrastructure and Communities; and Graham Bruce, Executive Director, Island Corridor Foundation.**

**MOTION CARRIED**

**STAFF REPORTS**

**SR1** The Staff Report from the Environmental Analyst dated October 20, 2010, re: Regional Energy Plan – Background and Policy Report, was considered.

**7:13 PM** Alternate Director Hartmann left the Board Room at 7:13 pm.

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

the *Cowichan Valley Regional District Regional Energy Plan Executive Summary* be forwarded to member municipalities and CVRD departments for their consideration and action; and that CVRD staff present to member municipality committees on the draft background and policy report.

**MOTION CARRIED**

**7:16 PM** Chair Kent left the meeting at 7:16 pm and Director Hutchins assumed the Chair.

**SR2** The Staff Report from the General Manager, Corporate Services dated September 27, 2010, re: Chesterfield Sports Society Financial Contribution, was considered.

It was moved and seconded that it be recommended to the Board that letters be sent to the Town of Ladysmith, District of North Cowichan and City of Duncan requesting expressions of interest and advising of the cost implications if a new annual financial contribution service was created for the Chesterfield Sports Society with a maximum requisition limit of \$100,000 and the participants were Electoral Areas A, B, C, D, E, G, the Town of Ladysmith, the District of North Cowichan and the City of Duncan.

**MOTION CARRIED**

**SR3** The Staff Report from the Corporate Secretary dated October 12, 2010, re: Cowichan Lake Sports Arena Service Amendment Bylaw (Maximum Requisition Limit Increase), was considered.

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

1. That the annual maximum requisition limit for the Cowichan Lake Sports Arena Service be increased from \$2,095,614 to \$2,619,255.
2. That "CVRD Bylaw No. 3410 – Cowichan Lake Sports Arena Service Amendment Bylaw, 2010" be forwarded to the Board for consideration of three readings and adoption.

**7:18 PM** Alternate Director Hartmann returned to the Board Room at 7:18 pm.

**MOTION CARRIED**

Director Kuhn requested that the report be amended to reflect that the increase in the requisition limit is due to the costs of financing as well as operations and maintenance.

**SR4** The Staff Report from the Manager, Finance Division dated October 20, 2010, re: Temporary Borrowing Bylaw No. 3435 for the Douglas Hill Water System, was considered.

**It was moved and seconded that "CVRD Bylaw No. 3435 – Douglas Hill Water System Service Temporary Borrowing Bylaw, 2010", be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

**SR5** The Staff Report from the Acting General Manager, Public Safety dated October 21, 2010, re: Central Island 911 (CI911) Call Answer Levy Bylaw, was considered.

The A/General Manager provided a PowerPoint presentation on the central Island 9-1-1 service, introduced Per Kristensen, Director of Information Technology, and Ron Lambert, Fire Chief, of the City of Nanaimo, and responded to questions from the Committee.

Mr. Kristensen noted that the City of Nanaimo has not yet adopted its call answer levy bylaw and that, before the City proceeds, it is waiting to see if the CVRD and the Regional District of Nanaimo adopt their respective Bylaws.

**It was moved and seconded that "CVRD Bylaw No. 3436 – 911 Call Answer Levy Bylaw, 2010" be forwarded to the Board for consideration of three readings and adoption.**

**MOTION CARRIED**

**SR6** The Staff Report from the Administrator dated October 21, 2010, re: Sub-regional Recreation Subcommittee Update, was received for information.

**ADJOURNMENT** **It was moved and seconded that the Regional Services Committee meeting adjourn.**  
**7:40 PM**

**MOTION CARRIED**

The meeting adjourned at 7:40 pm.

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Chairperson

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Recording Secretary

Dated: \_\_\_\_\_

**D1****Request to Appear as a Delegation****Meeting Information**

Request to Address:\*

☐ CVRD Board☒ Committee

If Committee, specify the Committee here:\*

Regional Services Committee

Meeting Date:\*

11/24/10

Meeting Time:\*

7pm

**Applicant Information**

Applicant Name:

Catherine Brandon

Representing:

Chesterfield Sports Society

(Name of organization if applicable)

As:

Executive Director

(Capacity / Office)

Number Attending:

4

**Applicant Contact Information**

Applicant Mailing Address:

5847 Chesterfield Avenue

Applicant City:

Duncan

Applicant Telephone:

250-746-5666

Applicant Fax:

250-746-5682

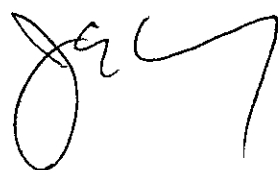
Applicant Email:

ed@cowichansportsplex.com

**Presentation Topic and Nature of Request:**

Cowichan Sportsplex Update and request for Regional Grant In Aid for 2011.

Hi Rosa,  
 I wasn't sure of the time of this meeting.  
 Thanks  
 Catherine



\* indicates required fields.

COWICHAN VALLEY REGIONAL DISTRICT  
ADMINISTRATIVE SERVICES DEPARTMENT

D2

REQUEST FOR DELEGATION

APPLICATION DATE:

OCT 26/2010

NAME OF APPLICANT:

# LORI IANNIDINARDO

ADDRESS OF APPLICANT:

COWICHAN BAY

PHONE NO.:

748-0359

HILARY  
ABBOT  
BRUCE  
STEWART

REPRESENTING:

CITTASLOW COWICHAN

Name of Organization

SOCIETY

MEETING DATE:

NOV. 24/2010

COMMITTEE/BOARD NAME:

Regional Services Committee

NO. ATTENDING:

2

NO. WISHING TO MAKE A PRESENTATION:

2-3

TOPIC TO BE PRESENTED:

CITTASLOW

NATURE OF REQUEST/CONCERN:

INFORMATION ABOUT

CITTASLOW COWICHAN BAY

AND CITTASLOW INTERNATIONAL

FROM KOREA.

Note: Once the request for delegation application has been favourably considered, presentations will be restricted to ten (10) minutes, unless notified otherwise.

Original: File	Copies to:
Board:	
Committee(s): Regional Services Committee	Date: 10/24/10
Directed by: [Signature]	
File #	





SR1

## STAFF REPORT

### REGIONAL SERVICES COMMITTEE OF NOVEMBER 24, 2010

**DATE:** November 17, 2010 **FILE NO:** 5280-20-KOK/FLD

**FROM:** Kate Miller, Manager, Regional Environmental Policy Division

**SUBJECT:** Cowichan-Koksilah Integrated Flood Management Plan Update and MOU

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#### **Recommendation:**

That the Cowichan Valley Regional District support the Cowichan Valley Flood Protection Memorandum of Understanding (MOU) and direct the Chair of the Board to sign on behalf of the Cowichan Valley Regional District.

#### **Purpose:**

A presentation will be provided to update the committee on the current status of the Cowichan and Koksilah Integrated Flood Management Plan (IFMP) and, MOU (see attached MOU). This will be an opportunity for discussion between the committee and technical staff from the various organizations.

#### **Financial Implications:**

None at this time for the CVRD; however, long term financial arrangements will have to be developed as a consequence of the planning and funding applications currently being discussed. Any financial commitments of the CVRD will require an AAP or referendum process. There are a range of financial implications with regards to not acting which impact the community and other organizations.

#### **Interdepartmental/Agency Implications:**

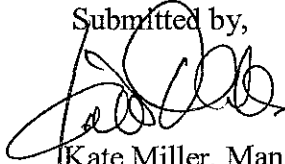

As previously noted, the lower Cowichan and Koksilah River systems and the combined estuaries are a complex of jurisdictional boundaries and regulatory bodies including: two Regional District Electoral Areas, Cowichan Tribes Reserve #1, the entire City of Duncan and three distinct portions of the Municipality of North Cowichan are directly affected. Flooding within the floodplain also has impacts on regional transportation networks, emergency response and overall economic confidence. All local governments and Cowichan Tribes affected by the flooding issues in the lower Cowichan-Koksilah area are currently working together as an integrated team in the development of planning and infrastructure responses to this issue.

The development of the MOU as a fundamental component to the long term management of this issue is seen as an important component of the integrated flood management planning process and is an important step to long term interdepartmental and organizational relationships. The attached MOU has now been reviewed Cowichan Tribes Chief and Council and the City of Duncan and will be a core component of the Current EMBC applications for Tier Two and Three funding applications.

**Background:**

A presentation will be provided to the committee which will provide an overview of this initiative and the proposed current and future works. This is clearly a complex issue both technically and logistically which will require ongoing discussion. This presentation is provided as an opportunity to discuss briefly what the proposed MOU is intended to do as an overarching document. The detailed financial implication of who pays and who benefits from the proposed works has been the subject of a number of technical discussions to date. A number of models have been discussed and at this point a proposed watershed based model is currently proposed for discussion. This model would support the overall integration of the Cowichan Watershed Board objectives as well as providing a mechanism for the inclusion of upper watershed based flood mitigation works.

Submitted by,

  
Kate Miller, Manager  
Regional Environmental Policy Division  
df  
General Manager Approval:

Signature

**LOWER COWICHAN/KOKSILAH RIVERS  
INTEGRATED FLOOD MANAGEMENT  
MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING is made effective the 30th day of December, 2010

**BETWEEN:**

**THE COWICHAN TRIBES**  
of Duncan, British Columbia

**AND:**

**THE CITY OF DUNCAN**  
of Duncan, British Columbia

**AND:**

**THE COWICHAN VALLEY REGIONAL DISTRICT**  
of Duncan, British Columbia

**AND:**

**THE DISTRICT OF NORTH COWICHAN**  
of Duncan, British Columbia

WHEREAS the Parties are signatories to the Cowichan Valley Bridge Building Protocol Agreement that outlines a mutual relationship focused on the social and economic development of the Cowichan Valley.

AND WHEREAS the Parties wish to build on that agreement by entering into a further Memorandum of Understanding to guide integrated flood management that will protect the health and well-being of all the citizens of the Cowichan Valley including the environmental and fisheries values of the watersheds.

AND WHEREAS the Parties recognize that any work on the floodplain affects properties and interests elsewhere within the region, it is therefore critical that, prior to undertaking engineering studies and projects, integrated management approaches are developed that consider the benefits and costs to our communities.

THEREFORE BE IT RESOLVED THAT the Cowichan Tribes, the City of Duncan, the Cowichan Valley Regional District and the District of North Cowichan recognize their commitments to an ongoing long-term Lower Cowichan/Koksilah Rivers Integrated Flood Management Program. The specifics of this agreement are:

**1. Approach**

The Parties will be guided by a long term, sustainable and achievable lower Cowichan/Koksilah Integrated Flood Management Plan. The Plan will be a living document subject to revision from time to time as required and based on the most up to date information available including local, traditional and scientific knowledge.

**2. Goals**

The following Goals will guide the actions and relationship of the Parties.

- a. Flood risk to all communities on the floodplain will be reduced, while protecting aquatic and riparian habitat and acknowledging the cultural values of the rivers.
- b. Innovative methods of flood hazard management that contribute to short and long-term economic, environmental and social benefits and minimize negative economic, environmental and social impacts will be promoted.
- c. Integrated flood management will be valued and sustained by all communities and stakeholders over the long term

**3. Strategies**

The Parties agree to the following strategies to achieve their goals:

- a. Return the rivers and their tributaries to a more natural state considering economic, environmental and social values.
- b. Strive to sustain the natural state of the existing floodplain.
- c. Redevelopment in existing developed areas will be supported if flood-proofed to 200 year levels and provided the developments do not increase flood hazards to other areas.
- d. Site future development in areas with low flood hazard and low habitat sensitivity and work together to solve the challenges of land availability for development (areas protected from 200 year flooding are considered to be low flood hazard areas).
- e. Ensure new or upgraded flood protection structures do not adversely increase the overall flood hazard.
- f. Decrease flood related vulnerability to people, areas of development and habitat.
- g. Mitigate impacts of high flows on the main-stem of the river by facilitating flow through off-channel habitat.
- h. Work together to develop long-term mechanisms to share the benefits of maintaining a functioning flood-plain (e.g. leasing lands to buffer effects of high flood conditions)
- i. Establish and maintain accessible and sustainable tools for flood management (e.g. computer modeling; Geographic Information Systems (GIS), in-river flow meters, early flood alert systems).
- j. Promote integrated planning initiatives for the lower Cowichan/Koksilah Rivers and floodplain.
- k. Monitor and maintain flood management projects.

**4. Process**

The Parties agree to work together to implement integrated flood management based on the following:

- a. The work will be carried out on an integrated team basis.
- b. The CVRD shall take the lead to coordinate the ongoing updates to the Integrated Flood Management Plan, and will coordinate implementation of the Integrated Flood Management Plan including maintenance of flood protection works;
- c. Maintenance activities shall include maintenance of existing dikes, side-channels, sediment and logjam management and other activities as agreed by the Parties;.
- d. Implementation of the plan will be carried out jointly by all parties.
- e. The Parties will participate in bi-monthly meetings unless otherwise agreed and other meetings as may from time to time be required.
- f. The Parties will assign a lead person to attend the meetings as well as an alternate.
- g. Decisions will be reached by consensus
- h. The principle of transparency will guide information management and all information will be available to the parties in a timely manner.
- i. Leases, purchases and service contracts having financial ramifications will follow agreed upon purchasing and tendering policies.
- j. The Partners will seek to cost share the development of an Integrated Flood Management Plan recognizing the shared benefit of a healthy functioning watershed and floodplain.
- k. The Parties will seek to cost share identified construction projects consistent with the IFMP on a case by case basis recognizing the degree of flood protection and related benefits.
- l. The Parties agree to create a cost-sharing mechanism to fund regular maintenance and special maintenance projects which may include third-party funding for habitat related works.
- m. Whenever possible the Parties will seek third party funding for flood management projects. Applications will be agreed to by all of the Parties.
- n. The Parties will jointly release public reports on flood management activities and progress on an annual basis or more frequently if available.
- o. The above process may be amended by the Parties on a consensus basis.

**5. Decisions**

The Chief Administrative Officer (CAO) for each party will be responsible for overseeing implementation of this MOU. Should the CAOs be unable to reach agreement on an issue the dispute will be jointly referred to:

- a. Chief, Cowichan Tribes
- b. Mayor, City of Duncan
- c. Mayor, District of North Cowichan
- d. Chair, Cowichan Valley Regional District

If the Parties are unable to resolve an issue the Parties will seek mediation through an agreed upon mediator as a first step.

# DRAFT11 tracked, November 2, 2010

## **6. Communication**

Communication for the purpose of this MOU shall be sent to the following offices:

- a. Chief and GM, Cowichan Tribes
- b. Mayor and CAO, City of Duncan
- c. Mayor and CAO, District of North Cowichan
- d. Chair and CAO, Cowichan Valley Regional District

## **7. Termination**

This MOU is intended as a long term commitment to process and outcomes. Each Party shall retain the right to withdraw from this agreement by providing the other parties with ninety (90) days written notice.

As evidenced by their agreement to the above terms, the Parties have executed this agreement as set out below.

Agreed to the \_\_\_\_\_

signatures



SR2

## STAFF REPORT

### REGIONAL SERVICES COMMITTEE MEETING OF NOVEMBER 24, 2010

**DATE:** November 17, 2010

**FILE NO:**

**FROM:** Rachelle Moreau, Planner I

**SUBJECT:** Municipal Green Building Leaders Letter of Support

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#### **Recommendation:**

That it be recommended to the Board that the Chair be authorized to sign the Pembina Institute's letter to Provincial Ministries from the Green Building Leader partners which indicates the Board's support for Provincial initiatives that would improve energy efficiency and renewable energy in homes and buildings across the province.

**Purpose:** To request the CVRD Board sign-on to the letter to Provincial Ministries from the Pembina Institute and Municipal Green Building Leaders with regard to development of higher energy efficiency standards and renewable energy standards in homes and buildings.

**Financial Implications:** N/A

**Interdepartmental/Agency Implications:** Consultation with staff from member municipalities has occurred to support participation in the Municipal Green Building Leaders program. Modelling results for the CVRD Electoral Areas and the Town of Ladysmith have been provided to member municipalities for their reference.

#### **Background:**

Through the regional energy plan project, the CVRD has had the opportunity to partner in the Municipal Green Building Leaders project of the Pembina Institute. Part of this project has been to work with the Provincial government to obtain clearer local government jurisdiction about energy standards for building and development, as well as to work towards advancing provincial policies related to energy.

The Board has previously supported this program and provided direction at its August 11, 2010 meeting to continue with Phase 2. This program has provided information and modelling results with regards to sample policies that could be applied on homes and buildings to advance improved energy efficiency and renewable energy standards. The policies that Pembina researched and modelled results for include:

.../2

- 10% renewable energy requirement in new and renovated large buildings;
- Solar hot water heating requirement in all new buildings;
- EnerGuide 85/ASHRAE 90.4 2010 required for new buildings;
- 10% improvement in energy efficiency required during renovations;
- 10% improvement in energy efficiency required during renovation and sales.

Phase 1 of the Municipal Green Building Leader's program is now complete, and all participating local governments are being asked to sign-on to a letter to Provincial Ministries articulating support for continued work in BC on energy performance and renewable energy requirements (see attached letter).

Specifically, the letter is suggesting Provincial Ministries explore and, if feasible, implement the following:

- Setting higher energy efficiency standards for new homes and buildings, beyond the planned changes to the B.C. Building Code;
- Requiring existing homes and buildings to meet minimum energy performance standards;
- Requiring that some portion of the energy needs for new homes and buildings be met by renewable energy that is produced on-site or in the community;
- Require all homes and buildings to have a rating that clearly communicates how efficiently it uses energy;
- Implement financing tools that make energy efficiency and renewable energy solutions accessible to all British Columbians and B.C. businesses.

In general, local governments involved in the project support standardizing legislation and regulation across all jurisdictions, therefore work at the Provincial level is desired in order to advance higher standards.

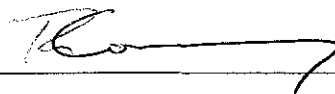
The letter that Municipal Green Building Leaders partners are being asked to sign-on to is designed to communicate the CVRD's support for Provincial initiatives related to energy efficiency and renewable energy. Therefore, we are recommending the Chair sign-on to the letter (see attached).

Submitted by,



Rachelle Moreau,  
Planner I  
Development Services Division  
Planning & Development Department

General Manager's Approval:



RM/jh

Attachment



*Local government logos to go here*

DATE

Honourable Naomi Yamamoto  
Minister of State for Building Code Renewal  
Government of British Columbia

Honourable Bill Bennett  
Minister of Energy  
Government of British Columbia

Honourable Stephanie Cadieux  
Minister of Community, Sport and Cultural Development  
Government of British Columbia

Dear Minister of State Yamamoto, Minister Bennett and Minister Cadieux,

British Columbia has made a bold commitment to fight climate change. The province has committed to reducing total provincial emissions to 6% below 2007 levels by 2012, 33% below 2007 levels by 2020, and 80% below 2007 levels by 2050. This commitment and the actions taken to date are important contributions to the global effort to reduce emissions, and we commend the provincial government's efforts to take action on climate change and to build a green economy in B.C.

Achieving B.C.'s reduction targets will require aggressive action in all sectors of our economy – including homes and buildings. Energy consumption from homes and buildings accounts for approximately 12% of B.C.'s total greenhouse gas emissions, and emissions from this sector will need to decline for the province to achieve its targets.

The Green Building Leaders<sup>1</sup> are a group of forward-looking local governments that have come together in partnership with the Pembina Institute to explore how to improve energy efficiency and increase the use of renewable energy in new and existing buildings in B.C. We have focused on energy efficiency and renewable energy regulations that are a step beyond what the provincial government or any local governments in B.C. are currently implementing. We see these types of approaches as one of the ways to meet B.C.'s greenhouse gas reduction targets while creating economic opportunities throughout the province.

Although local governments in B.C. are taking action to reduce emissions and are committed to increasing those efforts, our research so far indicates that local governments have limited ability to regulate new and existing buildings given the current jurisdiction.<sup>2</sup> Given this, we urge and support the provincial government to explore and, if feasible, implement opportunities in the following area:

- Setting higher energy efficiency standards for new homes and buildings, beyond the planned changes to the B.C. building code,

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<sup>1</sup> Partner communities include: Campbell River, City of North Vancouver, Cowichan Valley Regional District, Dawson Creek, Fort St. John, Regional District of Nanaimo, Smithers, Terrace, Tofino, and Whistler. See [www.greenbuildingleaders.ca](http://www.greenbuildingleaders.ca) for more details.

<sup>2</sup> Deborah Curran, *Jurisdiction Options for Energy Efficiency and Renewable Energy in Buildings* (Vancouver, BC: The Pembina Institute, 2010), <http://www.greenbuildingleaders.ca/docs/gbl-discussionpaper-withcover.pdf> (accessed Oct. 1, 2010).

- Requiring existing homes and buildings to meet minimum energy performance standards
- Requiring that some portion of the energy needs for new homes and buildings be met by renewable energy that is produced on-site or in the community.

As a means to support effective implementation of the regulations above, we also urge the provincial government to:

- Require all homes and buildings to have a rating that clearly communicates how efficiently it uses energy
- Implement financing tools that make energy efficiency and renewable energy solutions accessible to all British Columbians and B.C. businesses.

While these regulations have been used extensively in other jurisdictions, we recognize that further work will be required to customize them to the B.C. context. To show that we are committed to finding these solutions, the Green Building Leaders are now exploring how to make renewable energy requirements work in B.C. We are also building support for the use of local improvement charges to finance renewable energy and energy efficiency in our communities. We welcome the province's input and involvement in these initiatives.

We believe there is room to go beyond the existing province-wide regulations on new and existing buildings, and in general, we would prefer to see province-wide implementation of green building policy instead of a community-by-community approach. We also recognize that some communities will want to move more quickly than others, and as such, we support approaches that allow leading local governments to opt-in to higher standards if province-wide implementation is not immediately possible. This model of regulatory change is similar to how the water efficiency and solar-ready regulations were implemented.

Addressing climate change is a huge challenge, and all levels of government will have to work together to identify and implement solutions. B.C. is a leading jurisdiction in North America in taking bold action on climate change, and we support continued work to identify and implement solutions to reduce greenhouse gas emissions from new and existing buildings. We will continue to work toward this goal, and we invite the provincial government to join us.

Sincerely,

The Green Building Leaders *(individual signatures to go here)*

Cc:

Hon. Murray Coell, Minister of Environment, Government of British Columbia

Hon. Moira Stilwell, Minister of Small Business, Technology, and Economic Development, Government of British Columbia

Hon. John Yap, Minister of State for Climate Action, Government of British Columbia

Ms. Bev Van Ruyven, Deputy CEO & Executive Vice-President, BC Hydro

Mr. Doug Stout, Vice President, Energy Solutions and External Relations, Terasen

Mr. Gary MacIssac, Executive Director, Union of B.C. Municipalities

Mr. Matt Horne, Director of BC Energy Solutions, Pembina Institute



**SR3**

## **STAFF REPORT**

### **REGIONAL SERVICES COMMITTEE MEETING OF NOVEMBER 24, 2010**

**DATE:** November 05, 2010  
**FROM:** J.E. Barry, Corporate Secretary  
**SUBJECT:** CVRD Policy Management

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#### **Recommendation:**

**That it be recommended to the Board that the policies identified in Categories A, B, and C of the Corporate Secretary's November 5, 2010 staff report be repealed.**

#### **Purpose:**

To update Board and Corporate policies pertaining to staffing and/or operational issues.

#### **Financial Implications**

There are no financial implications.

#### **Background:**

The CVRD Policy and Procedures Manual has recently been updated to an electronic format and uploaded to Staffnet (the CVRD's in house intranet). The manual consists of 110 policies that have been approved by the Board over the years. Many of these policies have been in place for quite some time; in fact, nearly 70% were approved prior to 2000. An update of current policies is warranted given the significant number of legislative, operational and technological changes that have occurred since 2000. A policy update will provide more clarity to the staff and Board and it will mitigate corporate risk by helping to ensure consistency between documented policies and actual practice.

As an example the Board made a significant change regarding the handling of staffing issues in 2002 by adopting CVRD Personnel Administration Delegation Bylaw No. 2370. This bylaw delegated the authority for staffing responsibilities to the Administrator. Previously, staffing responsibilities were handled by the Board and as a result, the Directors adopted numerous policies relating to staffing matters. Although Bylaw 2370 will have superceded many old policies, it would be appropriate for clarity to formally repeal those policies no longer pertinent.

However, because the policies were never repealed when staffing responsibilities were delegated to the Administrator, any changes to existing staffing policies still require approval by the Board. In retrospect, all of the existing Board staffing policies should have been repealed back in 2002.

I have conducted a review of all 110 policies to determine which ones need to be repealed and which ones don't need any action at this time from the Board. As the review progressed, it became apparent that the policies could be grouped into five distinct categories. The five categories are:

**Category A – Outdated Policies**

These policies need to be repealed because they have been rendered redundant due to legislative changes, technological evolution, duplication elsewhere, or they are simply no longer needed.

<b>Category A – Outdated Policies</b>		
<b>Policy Title</b>	<b>Year of Board Approval</b>	<b>Reason for Repeal</b>
Additional Residence in Agricultural Land Reserve	1995	No longer required
Board of Variance	1983	No longer required
Charitable Donations From CVRD	1999	Formal presentations from large charities to staff promoting a payroll deduction plan no longer occur.
Contaminated Garbage	1999	No longer required
Delegation to Board and Committees	2000	New procedure bylaws introduced in 2006 and 2007 contain regulations regarding delegations to the Board and Committees.
Development Permits	1983	No longer required
Dismissal	1998	Replaced by Personnel Administration Delegation Bylaw No. 2370 in 2002.
Disposal of Surplus Park Land	1988	Specific legislation introduced in Local Government Act and Community Charter detail the process for disposal of surplus park land.
Distribution of Board and Committee Agendas	2001	Electronic Board and Committee agendas introduced on CVRD website in 2004.
Electrical Efficiency	1990	Replaced by Board's 2008 resolution to embed an environmental lens into all decision making.
Facsimile Machines for Electoral Area Directors	1999	Fax machines no longer provided to Electoral Area Directors due to increased use of email.
Gypsum Board & Wallboard Dumping	1992	Landfill site closed; specific regulations exist as to prohibited items at CVRD transfer station sites.
Leasing of Capital Equipment	unknown	No Longer Applicable
Removed Sign Reimbursement	1989	21 years has elapsed and MoT removal of highway signs is no longer an issue.
Retirement	1989	Mandatory retirement age abolished by Province.
Sewer Extensions	1992	No longer required
Sewer System Installations	unknown	No longer required
Streetlighting – Local Service	1983	No longer required

Establishment		
Waste Management Applications	1985	No longer required
Water System Takeovers	1976	No longer required

### **Category B – Staffing Policies**

These policies need to be repealed since they deal with staffing issues. The authority for staffing responsibilities was delegated to the Administrator in 2002. The Human Resources Division is in the process of reviewing these issues and new policies will be prepared where applicable for approval by the Administrator. Once these policies have been repealed, the Administrator is able to implement updated policies under this category.

<b>Category B – Staffing Policies</b>	
<b>Policy Title</b>	<b>Year of Board Approval</b>
Absence From Work	1989
Anniversary Date	1989
Conflict of Interest (Employees)	1998
Criminal Record Search	1998
Discipline	1998
Grievances	1998
Hiring Authority Eligibility	1998
Holidays	1989
Interview Costs	1980
Job Classification	1989
Job Posting	1989
Layoff	1998
Leave of Absence	1998
Municipal Superannuation Plan	1998
Outside Employment	1998
Overtime	1998
Performance Evaluation	1989
Personnel Records	1989
Probationary Period	1989
Promotions	1998
Recruiting & Hiring	1998
Rehabilitative Return to Work	1998
Rest Periods	1989
Sick Leave	1998
Standards of Conduct	1998
Superannuation – Buyback of Past Service	2000
Suspension	1989
Training & Development	2007
Violence in the Workplace	2007
Workplace Harassment	2007

**Category C – Operational Policies**

These policies need to be repealed since they deal with operational issues. These issues are primarily guided by union contracts, Freedom of Information and Protection of Privacy Legislation, purchasing policies and risk management best practices. Once these policies have been repealed, the Administrator is able to approve updated policies under this category.

<b>Category C – Operational Policies</b>	
<b>Policy Title</b>	<b>Year of Board Approval</b>
Accidents	1989
Bylaw Enforcement Procedures on Confidentiality Issues	1998
Capital Asset	2008
Cheque Cashing	1989
Collection & Solicitation	1989
Confidential Information	1989
Expense Claims	1999
Firefighter Training	2001
Gifts & Donations to CVRD	1999
Hazardous Trees in Community Parks	1989
Hours of Work	1998
Internet Access & Email Use	1999
Lapel Pins	2000
Legal Counsel	2000
Liability Non-Admittance	1999
Membership & Dues	1999
Park Signs	1988
Public Comments	1998
Vehicle Use	2000
Water Overage Charge Cap	2006

**Category D – Administrator Approved Policies**

These policies have been approved previously by the Administrator. Since they deal with either staffing or operational issues, no action is required from the Board.

<b>Category D – Administrator Approved Policies</b>	
<b>Policy Title</b>	<b>Year of Administrator Approval</b>
Fire Reporting / Request for OFC Assistance	2009
Leave of Absence Process	1998
Motorcycle Use for CVRD Business Purposes	2010
Overtime Authorization	2000
Secure Transmission of Personal Information	2002
Vacation	1992

**Category E – Board Approved Policies**

The following policies, which represent the largest category, have all been previously approved by the Board and it is staff's view that these policies should continue to policies of the Board. However, some of these policies do require updating. These policies will be circulated to the appropriate Departments with a request to review the current validity of the policy. If changes are warranted to either update or repeal a policy, a staff report will be prepared for consideration by the Board.

<b>Category E- Board Approved Policies</b>	
<b>Policy Title</b>	<b>Year of Board Approval</b>
Agricultural Land Reserve Applications	2009
Appreciation for APCs and Parks Commissions	2004
Asset Disposal	1999
Benefits	1989
Benefits for Board Directors	1999
Building Permits for Cowichan-Koksilah Floodplain	1994
Car Allowance	2009
Car Allowance for Elected Officials	2006
Cheque Signing	2008
Compensation	1989
Corporate Property	1998
Designated Driver Program	2000
Election Pay Rates	2005
Employee Service Recognition	1998
Facility Rental Insurance Requirements	1999
Firefighter Call-Out Remuneration	2007
Firefighter Training / Conference Lost Wage Reimbursement	2010
Firefighter Wage Reimbursement for Court Testimony	2002
Free Tipping	1998
Letters of Comfort for Non-Conforming Siting	1994
Manufactured Home Park Re-Development	2008
Meal Allowance	1999
Modular & Mobile Homes	2009
Non-Conforming Dwellings	1991
Parkland Dedication Cash-in-Lieu	2003
Post Disaster Construction	1998
Proclamations & Declarations	2001
Public Safety	1999
Purchasing	2008
Recovery of Administration / Finance Charges	1999
Regional Grant-in-Aid Guidelines	2008
Seasonal Cabins	2009
Streetlighting – Critical Locations	2000
Telephone – Long Distance Charges for Directors	1999

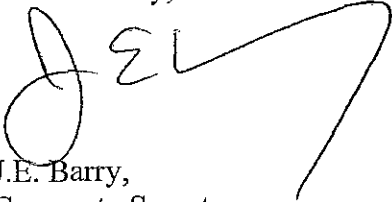
**Future Policies:**

In most local governments, policies are approved either at the political or administrative level. Elected officials consider policies dealing with issues of broad community concern pertaining to social, economic, environmental, engineering, planning, financial, political, financial, and corporate matters. Administrators consider policies dealing with issues relating to staff conduct and operations pertaining to staff.

The CVRD practice has been for the Board to consider and approve all policies. As discussed earlier, while the Board made a significant philosophical change regarding the handling of staffing issues in 2002 by adopting CVRD Personnel Administration Delegation Bylaw No. 2370, there was not a corresponding change in the method of handling policies.

By considering and adopting the recommendation to repeal all policies identified in Categories A, B, and C of this report, the Board will create an enhanced level of consistency and efficiency. Policies that deal with issues of broad community concern pertaining to social, economic, environmental, engineering, planning, financial, political, financial, and corporate matters will continue to be brought forward to the Board for consideration.

Submitted by,

A handwritten signature in black ink, appearing to read 'J.E. Barry', with a long horizontal stroke extending to the right.

J.E. Barry,  
Corporate Secretary