

Minutes of the Regional Services Committee Meeting held on Wednesday, October 25, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 8:31 AM.

**PRESENT:**

Chair A. Stone  
Director S. Acton  
Director M. Clement  
Director K. Davis <until 10:40 AM>  
Director B. Day <until 4:42 PM>  
Director M. Dorey  
Director L. Iannidinardo <after 8:34 AM>  
Director S. Jackson  
Director K. Kuhn  
Director J. Lefebure  
Director K. Marsh <until 12:44 PM>  
Director M. Marcotte  
Director I. Morrison  
Director A. Nicholson <after 8:37 AM> <until 3:59 PM>  
Director T. Walker  
Alternate Director B. Salmon <after 11:06 AM> <until 3:51 PM>

**ALSO PRESENT:**

B. Carruthers, Chief Administrative Officer  
K. Harrison, Deputy Corporate Secretary  
M. Kueber, General Manager, Corporate Services  
R. Blackwell, General Manager, Land Use Services  
J. Elzinga, General Manager, Community Services  
H. Hatami, General Manager, Engineering Services  
C. Cowan, Manager, Public Safety  
B. Farquhar, Manager, Parks & Trails  
C. Lockrey, Manager, Strategic Services  
A. Melmock, Manager, Economic Development  
K. Miller, Manager, Environmental Services  
S. Moss, Manager, Finance  
T. Waraich, Manager, Recycling & Waste Management  
L. Smith, Assistant Finance Manager  
A. Tokarek, Asset Coordinator  
J. Moore, Environmental Analyst/ Technician  
T. Daly, Recording Secretary

**APPROVAL OF AGENDA**

It was moved and seconded that the agenda be approved.

**MOTION CARRIED**

**CLOSED SESSION  
8:31 PM**

It was moved and seconded that the meeting be closed to the public in accordance with the *Community Charter Part 4, Division 3, Section 90 (1)(k) Proposed Provision of a Municipal Service; and (2)(b) Third Party Negotiations; and the June 28, 2017 Closed Session Regional Services Committee minutes.*

**MOTION CARRIED**

**8:34 AM** Director Iannidinardo entered the meeting at 8:34 AM.

**8:37 AM** Director Nicholson entered the meeting at 8:37 AM.

#### **RISE FROM CLOSED SESSION**

**9:46 AM**

**It was moved and seconded that the Committee rise with report on Item CSR1 by making Scott Benton's Presentation available to public and return to the Open portion of the meeting.**

**MOTION CARRIED**

It was the consensus of the Committee that the regional district continue to explore potential roles and responsibilities related to watershed management as a new or expanded function; and to make the presentation available to the public.

**9:46 PM** The Committee recessed at 9:46 AM.

#### **ADOPTION OF MINUTES**

**M1** Regular Regional Services Committee meeting of September 21, 2017

**10:10 AM**

**It was moved and seconded that the minutes of the Regular Regional Services Committee meeting of September 21, 2017 be adopted.**

**MOTION CARRIED**

#### **REPORTS**

**R1** Report from the Manager, Economic Development Re: Tourism Cowichan Society - Government Allocation Recovery Adjustments

**1. It was moved and seconded that the annual government recovery allocation for Function 123 - Regional Tourism decrease from 4.5% to 2% in 2018.**

**MOTION CARRIED**

**2. It was moved and seconded that the CVRD Administrative and Recovery Fees Policy be amended to exempt the Municipal Regional District Tax (MRDT) revenue that is transferred to Tourism Cowichan Society.**

**MOTION CARRIED**

**R2** Report from the Manager, Economic Development Re: 2018 Budget Review - Function 121 - Economic Development

**1. It was moved and seconded that the 2018 Budget for Function 121 - Economic Development be approved.**

**MOTION CARRIED**

**2. It was moved and seconded that the Supplementary request for a Tournament Incentives Grant Program for Sport Tourism be approved.**

**MOTION CARRIED**

3. **It was moved and seconded that the Supplementary request for support for the Rogers Hometown Hockey Tournament be funded through Sport Tourism operating reserve in the amount of \$35,000 and requisition in the amount of \$5,000.**

**MOTION CARRIED**

**10:40 AM** Director Davis left the meeting at 10:40 AM.

4. **It was moved and seconded that the Supplementary request for a one-year pilot to hire a Special Projects Assistant for Economic Development Cowichan be approved.**

**MOTION CARRIED**

**R3** Report from the Manager, Economic Development Re: 2018 Budget Review - Function 123 - Regional Tourism

**It was moved and seconded that the 2018 Budget for Function 123 - Regional Tourism be approved.**

**MOTION CARRIED**

Director Morrison was absent at the vote.

**R4** Report from the Assistant Manager, Finance Re: 2018 Budget Review - Grant Functions for Non Profit Organizations

**It was moved and seconded:**

1. **That the 2018 Budget for Function 457 – Victim Services - West be approved.**
2. **That the 2018 Budget for Function 458 – Lake Cowichan Activity Centre be approved.**
3. **That the 2018 Budget for Function 459 – Victim Services be approved.**
4. **That the 2018 Budget for Function 472 – Senior Centre Grant be approved.**
5. **That the 2018 Budget for Function 474 – Kaatza Historical Society be approved.**
6. **That the 2018 Budget for Function 493 – Safer Futures be approved.**
7. **That the 2018 Budget for Function 494 – Social Planning be approved.**
8. **That the 2018 Budget for Function 496 – Cowichan Community Policing be approved.**
9. **That the 2018 Budget for Function 497 – Cowichan Valley Hospice be approved.**

**MOTION CARRIED**

**R5** Report from the Manager, Public Safety Re: 2018 Budget Review - Function 109 - Emergency 9-1-1

**It was moved and seconded that the 2018 Budget for Function 109 - Emergency 9-9-1 be approved.**

It was moved and seconded that the 2018 Budget for Function 109 - Emergency 9-1-1 be amended with funding of \$17,647 provided through operating reserves, and that the Budget, as amended be approved.

**MOTION CARRIED**

**R6** Report from the Manager, Public Safety Re: 2018 Budget Review - Function 205 - Emergency Planning

1. **It was moved and seconded that the 2018 Budget for Function 205 - Emergency Planning be approved.**

**MOTION CARRIED**

2. **It was moved and seconded that the Supplementary request for a new Emergency Operations Centre and Public Safety Division offices at the Bings Creek Facility be approved.**

**MOTION CARRIED**

**R7** Report from the Environment Analyst/Technician, Environmental Services Re: 2018 Budget Review - Function 131 - Environmental Initiatives

It was moved and seconded that the 2018 Budget for Function 131 - Environmental Initiatives be approved.

1. **It was moved and seconded that the 2018 Budget for Function 131 - Environmental Initiatives be amended by using operational reserve funds to cover the \$5,000 increase in legal costs, and that the Budget, as amended be approved.**

**MOTION CARRIED**

2. **It was moved and seconded that the Supplementary request of \$16,000 for hiring a Co-op student be funded through operating reserves, and that the Supplementary request, as amended be approved.**

**MOTION CARRIED**

**11:06 AM** Alternate Director Salmon entered the meeting at 11:06 AM.

3. **It was moved and seconded that the Supplementary request for Partnership Project funding be amended with funding provided through operating reserves, and that the Supplementary request, as amended be approved.**

**MOTION CARRIED**

**R8** Report from the Environmental Analyst/Technician, Environmental Services Re: 2018 Budget Review - Function 530 - Cowichan Flood Management

**It was moved and seconded that the 2018 Budget for Function 530 - Cowichan Flood Management be approved.**

**MOTION CARRIED**

**R9** Report from the Environmental Analyst/Technician, Environmental Services Re: 2018 Budget Review - Function 535 - Central Sector Liquid Waste Management Plan

**It was moved and seconded that the 2018 Budget for Function 535 - Central Sector Liquid Waste Management Plan be approved.**

**MOTION CARRIED**

Director Clement was absent at the vote.

**R10** Report from the Manager, Parks & Trails Re: 2018 Budget Review - Function 280 - Regional Parks

**1. It was moved and seconded that the 2018 Budget for Function 280 - Regional Parks be approved.**

**MOTION CARRIED**

Director Clement was absent at the vote.

**2. It was moved and seconded that the Supplemental Request for the First Floor Office Renovation be funded through capital reserve, reducing the requisition by \$25,000, and that the Supplemental request, as amended be approved.**

**MOTION CARRIED**

Directors Clement and Walker were absent at the vote.

**R11** Report from the Manager, Parks & Trails Re: 2018 Budget Review - Function 283 - Kinsol Trestle

**It was moved and seconded that the 2018 Budget for Function 283 - Kinsol Trestle be approved.**

**MOTION CARRIED**

Directors Clement and Walker were absent at the vote.

**R12** Report from the Manager, Parks & Trails Division Re: 2018 Budget Review - Function 285 - Regional Parkland Acquisition

**It was moved and seconded that the 2018 Budget for Function 285 - Regional Parkland Acquisition be approved.**

**MOTION CARRIED**

Directors Clement and Walker were absent at the vote.

**R13** Report from the Manager, Arts & Culture Re: 2018 Budget Review - Function 400 - Arts and Culture

**It was moved and seconded that the 2018 Budget for Function 400 - Arts and Culture be approved.**

**MOTION CARRIED**

Directors Clement and Walker absent at the vote.

**R14** Report from the Manager, Recycling & Waste Management Re: 2018 Budget Review – Function 520 - Solid Waste Management

1. **It was moved and seconded that the 2018 Budget for Function 520 - Solid Waste Management be approved.**

**MOTION CARRIED**

Directors Clement, Nicholson, and Walker were absent at the vote.

2. **It was moved and seconded that the Supplementary request to purchase a replacement loader be approved.**

**MOTION CARRIED**

3. **It was moved and seconded that the Supplementary request to purchase a replacement pick-up truck be approved.**

**MOTION CARRIED**

Director Jackson was absent at the vote.

It was moved and seconded that the Supplementary request to do a Meade Creek Solar Field Feasibility Study be approved.

4. **It was moved and seconded that the Supplementary request to do a Meade Creek Solar Field Feasibility Study be amended with funding provided through operating reserves, and that the Supplementary request, as amended be approved.**

**MOTION CARRIED**

Director Jackson was absent at the vote.

**R15** Report from the Asset Coordinator, Engineering Re: 2018 Budget Review - Function 571 - Asset Management

1. **It was moved and seconded that the 2018 Budget for Function 571 - Asset Management be approved.**

**MOTION CARRIED**

2. **It was moved and seconded that the Supplementary request for the FTE Asset Management position be approved.**

**MOTION CARRIED**

**R16** Report from the Assistant Manager, Finance Re: 2018 Budget Review - Function 100 - General Government

1. **It was moved and seconded that the 2018 Budget for Function 100 - General Government be approved.**

**MOTION CARRIED**

2. **It was moved and seconded that the Supplementary request for a Corporate Records Officer be approved.**

**MOTION CARRIED**

3. **It was moved and seconded that the Supplementary request to increase the Asset Coordinator position to a full-time position be approved.**

**MOTION CARRIED**

Director Clement was absent at the vote.

It was moved and seconded that the Supplementary request for training and communication materials be approved.

4. **It was moved and seconded that the Supplementary request for training and communication materials be amended by providing funding through operating reserve, and that the Supplementary request, as amended be approved.**

**MOTION CARRIED**

Director Clement was absent at the vote.

5. **It was moved and seconded that the Supplementary request to increase PlaceSpeak software subscription costs be approved.**

**MOTION CARRIED**

Director Clement was absent at the vote.

**R17**

Report from the General Manager, Community Services Re: 2018 Budget Review - Function 101 - Community Health Network

**It was moved and seconded that the 2018 Budget for Function 101 - Community Health Network be approved.**

**MOTION CARRIED**

Director Clement was absent at the vote.

**11:54 PM**

**It was moved and seconded that the Committee recess until 12:30 PM.**

**MOTION CARRIED**

**11:54 PM**

It was the consensus of the Committee to continue with discussion of Cowichan 2050 Part II, a line item of Function 100 - General Government before recessing.

**R16**

6. **It was moved and seconded that Cowichan 2050 Part II be included in the 2018 Budget, funded by operating reserve.**

**MOTION CARRIED**

**R19**

It was the consenses of the Committee to alter the order of the agenda to consider Item R19 at this time.

Report from the General Manager, Community Services Re: Recreation Management Software

**It was moved and seconded that it be recommended to the Board to enter into a five-year agreement with Perfect Mind to provide recreation management software.**

**MOTION CARRIED**

**12:44 PM** It was moved and seconded that the Committee adjourn at 12:44 PM, to meet again after the conclusion of the Closed Session Board meeting.

**MOTION CARRIED**

**3:48 PM** The meeting resumed at 3:48 PM.

**R18** Item R18 was considered at this time.

Report from the Manager, Environmental Services Re: Watershed Management Service Development

The Chief Administrative Officer provided background information on the development of a potential Watershed Management Service. The Manager, Environmental Services provided a PowerPoint overview for information.

**3:51 PM** Alternate Director Salmon left the meeting at 3:51 PM.

**3:59 PM** Director Nicholson left the meeting at 3:59 PM.

**4:42 PM** Director Day left the meeting at 4:42 PM.

**It was moved and seconded that staff provide further information on regional impacts of a watershed management service and report back to the Committee.**

**MOTION DEFEATED**

**It was moved and seconded that a report be prepared that provides enhanced detail, delivery costs, and prioritization of activities listed as "A" through "G", on a regional scope as presented in the October 10, 2017 staff report from the Manager of Environmental Services.**

**MOTION CARRIED**

**R20** PowerPoint Presentation from the General Manager, Community Services Re: Physical Literacy

**It was moved and seconded that Item R20 Physical Literacy be referred to the November 29, 2017 Regional Services Committee meeting.**

**MOTION CARRIED**

**ADJOURNMENT**

**5:07 PM**

**It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 5:07 PM.

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Chair

\_\_\_\_\_  
Recording Secretary

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