

Minutes of the Corporate Services Committee Meeting held on Wednesday, August 9, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 2:04 PM.

PRESENT: Chair B. Day
Director S. Acton
Director M. Clement <after 5:10 p.m.>
Director M. Dorey
Director L. Iannidinaro
Director K. Kuhn
Director J. Lefebure
Director K. Marsh
Director M. Marcotte
Director I. Morrison
Director A. Nicholson
Director A. Stone
Director T. Walker <after 2:09 p.m.>
Alternate Director P. Kent
Alternate Director B. Salmon

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
J. Barry, Corporate Secretary
R. Blackwell, General Manager, Land Use Services
H. Hatami, General Manager, Engineering Services
B. Farquhar, Manager, Parks & Trails
A. Tokarek, Senior Environmental Energy Analyst
L. Smith, Assistant Finance Manager
T. Daly, Recording Secretary

ABSENT: Director K. Davis
Director S. Jackson

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Corporate Services Committee meeting of July 12, 2017

It was moved and seconded that the minutes of the Regular Corporate Services Committee meeting of July 12, 2017 be adopted.

MOTION CARRIED

REPORTS

R1 Report from the Asset Coordinator Re: 2017 Strategic Energy Management Plan Update

The Asset Coordinator provided a PowerPoint update of the 2017 Strategic Energy Management Plan, for information.

2:09 p.m. Director Walker entered the meeting at 2:09 p.m.

R2 Report from the Parks & Trails Division Re: Priority Based Budget Review - Community and Regional Parks

The Manager, Parks & Trails provided a PowerPoint presentation summarizing recommendations from the July 12, 2017 Corporate Services Committee meeting on the detailed Priority Based Budgeting Review of the Community and Regional Parks budget functions.

3:33 p.m. The committee, by consensus, recessed at 3:33 p.m.

3:48 p.m. The meeting resumed at 3:48 p.m.

It was moved and seconded that Land Management be maintained at the current base service inclusive of new parkland acquisitions guided by master plans and land development parkland contributions.

MOTION CARRIED

It was moved and seconded that the level of support and advisory role function of Parks Commissions on matters from the Board and engagement with the Parks and Trails Division in the delivery of the Community Parks and Trails Program, be improved.

MOTION CARRIED

It was moved and seconded that Parks Maintenance maintain the current level of parks maintenance services, inclusive of operational budgets adjusted annually for new park improvements and trail additions.

MOTION CARRIED

It was moved and seconded that Parks Operations maintain the current level of parks operations services, inclusive of operational budget adjusted annually for new park improvement and trail additions.

MOTION CARRIED

It was moved and seconded that Ecosystem Management include dedicated funding in annual budgets for Community and Regional Parks for invasive species/ecosystem management (\$2,000 - \$10,000 annually).

MOTION CARRIED

It was moved and seconded that Parks Bylaw Enforcement maintain a

pro-active presence in parks and on trails, as well as complaint-driven response.

MOTION CARRIED

It was moved and seconded that Parks Planning maintain the current base service, delivered through a combination of Parks Administration staff resources and contracted, (as required) specialized external planning services.

MOTION CARRIED

It was moved and seconded that Park Development and Replacement maintain the current base service, inclusive of scheduled infrastructure replacement, and pursuit of external funding opportunities to support new park and trail projects.

MOTION CARRIED

It was moved and seconded that Park Acquisition maintain the current service, which is dependent upon available funds annually within individual budgets.

MOTION CARRIED

It was moved and seconded that Parks and Trails Volunteers be provided with an expanded service with dedicated program support to organize regular in-park and trail activities, projects, and events matched to volunteer interest/capabilities.

MOTION CARRIED

It was moved and seconded that Information and Promotion maintain the current base service, inclusive of park/trail kiosks, limited brochures and on-line information.

MOTION CARRIED

It was moved and seconded that Parks Bookings and Special Events provide an Enhanced Bookings and Special Events Request/Approval Service to administer increased group bookings, activities and special event application requests for use of Electoral Area Community Parks, Regional Parks and the Cowichan Valley Trail.

MOTION DEFEATED

It was moved and seconded that Parks Bookings and Special Events maintain

the current limited service that would require review to determine administration booking capacity and policy to allocate limited booking spaces and special event permits annually.

MOTION CARRIED

It was moved and seconded that staff explore the ability of the booking systems at the recreation centres to expand to include park facility bookings; and report back to the Corporate Services Committee.

MOTION CARRIED

It was moved and seconded that Outdoor Recreation maintain the current limited service, inclusive of an annual review of the scope and funding for the program.

MOTION CARRIED

It was moved and seconded that \$22,121 be budgeted in Function 279 (Parks & Trails) to fund a 0.25 FTE staff position to provide administrative, orientation/training, and engagement support to Electoral Area and South Cowichan Parks Commissions.

MOTION CARRIED

It was moved and seconded that \$25,000 be included for Function 279 (Parks and Trails) and \$25,000 for Function 280 (Regional Parks) to fund a seasonal term (7 month) parks operations technician position.

MOTION CARRIED

It was moved and seconded that preparation of 2018 budgets for Community Parks (Functions 231-239, 281, 282) and Regional Parks (Functions 280) include dedicated annual funding (between \$2,000 - \$10,000 based on management prescription assessments) to undertake invasive species/ecosystem management.

MOTION CARRIED

It was moved and seconded that Function 279 (Parks and Trails) be increased by \$22,794 for Parks Bylaw Enforcement and Function 280 (Regional Parks) be reduced by \$22,794 for Parks Bylaw Enforcement.

MOTION CARRIED

It was moved and seconded that \$22,121 be included for Function 279 (Parks and Trails) and \$22,121 for Function 280 (Regional Parks) to fund a 0.5 FTE Parks and Trails Volunteer Coordinator position.

MOTION CARRIED

It was moved and seconded that the Regular Part-Time Parks Operations

Labour position within the Parks and Trails Division be converted to a regular full-time position.

MOTION CARRIED

5:10 p.m. Director Clement entered the meeting at 5:10 p.m.

It was moved and seconded that staff be provided with resources (for professional assistance) to work with the Board and staff to articulate strategic objectives and desired outcomes based on the benefits green spaces (parks and trails) can provide for the residents of our region and how program services can best achieve those outcomes.

MOTION CARRIED

ADJOURNMENT

5:18 p.m. It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 5:18 p.m.

Chair

Recording Secretary

Dated: _____