

Minutes of the Regional Services Committee Meeting held on Wednesday, June 28, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 9:32 AM.

PRESENT: Chair A. Stone
Director S. Acton
Director M. Clement
Director K. Davis
Director B. Day
Director M. Dorey
Director L. Iannidinaro
Director S. Jackson
Director K. Kuhn
Director J. Lefebure
Director M. Marcotte <after 9:56 AM>
Director K. Marsh
Director I. Morrison
Director A. Nicholson
Director T. Walker

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
K. Harrison, Deputy Corporate Secretary
M. Kueber, General Manager, Corporate Services
H. Hatami, General Manager, Engineering Services
J. Elzinga, General Manager, Community Services
S. Heppner, Manager, Information Technology
C. Lockrey, Manager, Strategic Services
A. Melmock, Manager, Economic Development
B. Mohan, Manager, Human Resources
J. Wakeham, Manager, Facilities & Transit Management
L. Smith, Assistant Finance Manager
T. Etherington, Utilities Operations Superintendent
K. Lawrence, Senior Environmental Analyst
T. Soroka, Parks & Trails Planner
J. Mills, Secretary III
T. Daly, Recording Secretary

APPROVAL OF AGENDA

It was moved and seconded that the agenda be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Regional Services Committee meeting of May 24, 2017

It was moved and seconded that the minutes of the Regular Regional Services Committee meeting of May 24, 2017 be adopted.

MOTION CARRIED

DELEGATIONS

D1 Christy Villiers, Safer Futures Re: Annual Update of Safer Futures Initiatives

Christy Villiers, Safer Futures provided an annual report, and PowerPoint presentation of recent initiatives and future activities involving a variety of coalitions between local youth, several organizations, and Safer Futures.

REPORTS

R1 Report from the Manager, Economic Development Re: Tourism Cowichan Society - Annual Work Plan Report

The Manager, Economic Development introduced Janet Docherty, President, Tourism Cowichan Society who provided a PowerPoint presentation outlining the Tourism Cowichan Society Annual Work Plan for 2017-2018.

9:56 AM Director Marcotte entered the meeting at 9:56 AM.

It was moved and seconded that it be recommended to the Board that the Tourism Cowichan Society Annual Work Plan for 2017, detailed in the June 19, 2017 Economic Development Staff Report, be approved.

Director Iannidinardo was absent at the vote.

MOTION CARRIED

R2 Report from the Parks Planning Technician (Trails), Parks & Trails Re: Cobble Hill Mountain Regional Recreation Area Section 56/57

It was moved and seconded that it be recommended to the Board that an application be submitted under Sections 56 and 57 of the *Forest and Ranges Practices Act* for vacant Crown land within the Cobble Hill Regional Recreation Area to both designate the lands for outdoor recreation and permit the CVRD to maintain trails within the parcel.

MOTION CARRIED

R3 Report from the Manager, Environmental Services Re: 2017 Budget Amendment - Function 131 Environmental Initiatives

It was moved and seconded that it be recommended to the Board that the 2017 Budget for Function 131 Environmental Initiatives be amended to:

- 1. Increase Federal Conditional Grants revenue by \$208,000;**
- 2. Increase Provincial Conditional Grants revenue by \$208,000; and**
- 3. Increase Flood Plain Management expense by \$416,000.**

MOTION CARRIED

R4 Report from the Chief Administrative Officer Re: 2018 Allocation Budgets - Supplemental Requests was received for information.

R5 Report from the Manager, Information Technology Re: 2018 Draft Budget Review - Function 105 Information Technology

Item 4 was brought forward for consideration.

4. It was moved and seconded that the Supplementary request for hiring an additional IT Staff be approved.

MOTION CARRIED

It was moved and seconded:

- 1. That the Corporate Services - Information Technology 2018 Draft Budget be approved.**
- 2. That the Supplementary request for Server/SAN replacement be approved.**
- 3. That the Supplementary request for Firewall/Intrusion Detection be approved.**

Director Clement was absent at the vote.

MOTION CARRIED

R6 Report from the Manager, Human Resources Re: 2018 Draft Budget Review - Function 105 HR Division

1. It was moved and seconded that the HR Division 2018 Draft Budget be approved.

MOTION CARRIED

2. It was moved and seconded that the Supplementary request for an Occupational Health and Safety Coordinator be approved and funded from Operational Reserves.

Director Walker was absent at the vote.

MOTION CARRIED

R7 Report from the Manager, Information Technology Re: 2018 Draft Budget Review - Function 105 Geographical Information Systems (GIS)

1. It was moved and seconded that the Corporate Services - GIS 2018 Draft Budget be approved.

MOTION CARRIED

2. It was moved and seconded that the Supplementary request for Orthophotos be approved.

It was moved and seconded that the Supplementary request for Orthophotos be amended to read that \$15,000 per year be put aside for the Supplementary request for Orthophotos.

MOTION CARRIED

It was moved and seconded that the Supplementary request for Orthophotos be approved, as amended.

MOTION CARRIED

3. It was moved and seconded that the Supplementary request for Land Management software be approved.

It was moved and seconded that the Supplementary request for Land Management software be referred to the 2019 budget process.

Director Clement was absent at the vote.

MOTION CARRIED

R8

Report from the Manager, Facilities & Transit Re: 2018 Draft Budget Review - Function 199 (GM Community Services/Facilities)

1. It was moved and seconded that Function 199 GM Community Services/Facilities 2018 Draft Budget be approved.

Director Clement was absent at the vote.

MOTION CARRIED

2. It was moved and seconded that the Supplementary request for hiring a full time staff person be approved.

It was moved and seconded that the Supplementary request for hiring a full time staff person be referred to the 2019 Budget.

MOTION DEFEATED

Voting resumed on the main motion.

It was moved and seconded that the Supplementary request for hiring a full time staff person be approved.

MOTION CARRIED

R9

Report from the Manager, Facilities & Fleet Re: 2018 Draft Budget Review – Function 200 (Administration Office)

1. It was moved and seconded that Function 200 Administration Office 2018 Draft Budget be approved.

MOTION CARRIED

2. It was moved and seconded that the Supplementary request for a replacement of the phone system be approved.

Director Clement was absent at the vote.

MOTION CARRIED

3. It was moved and seconded that the Supplementary request for a no fall safety restraint system for the roof be approved.

MOTION CARRIED

4. It was moved and seconded that the Supplementary request for a space allocation design be approved.

It was moved and seconded that the Supplementary request for a space allocation design be referred to 2019 budget.

MOTION DEFEATED

Voting resumed on the main motion.

It was moved and seconded that the Supplementary request for a space allocation design be approved.

MOTION CARRIED

5. It was moved and seconded that the Supplementary request for lighting replacement be approved.

MOTION CARRIED

**ADJOURN
AND
RECONVENE
12:31 PM**

It was moved and seconded that the Regional Services Committee meeting be adjourned and reconvene at 1:00 p.m.

MOTION CARRIED

**RECONVENE
1:01 PM**

The meeting reconvened at 1:01 PM.

R10

Report from the Senior Engineering Technologist, Engineering Services Re: 2018 Draft Budget Review – Function 575 Engineering Services

It was moved and seconded that the Engineering – Engineering Services 2018 Draft Budget for Function 575 Engineering Services be approved.

Directors Clement and Dorey were absent at the vote.

MOTION CARRIED

R11

Report from the Senior Engineering Technologist, Engineering Services Re: 2018 Draft Budget Review – Function 576 Engineering Utilities

1. It was moved and seconded that the Engineering – Utilities 2018 Draft Budget be approved.

Directors Clement and Dorey were absent at the vote.

MOTION CARRIED

2. It was moved and seconded that the Supplementary request for a Crane vehicle be approved.

Directors Clement and Dorey were absent at the vote.

MOTION CARRIED

3. It was moved and seconded that the Supplementary request for hiring an Instrumentation Technician Operator and purchasing a vehicle be approved

Director Clement was absent at the vote.

MOTION CARRIED

4. It was moved and seconded that the Supplementary request for hiring a Technologist be approved.

It was moved and seconded that the Supplementary request for hiring a Technologist be referred to 2019 budget.

Director Clement was absent at the vote.

MOTION CARRIED

It was moved and seconded that the Supplementary request for hiring a Co-op student be approved.

MOTION CARRIED

CLOSED SESSION

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)(e) Land Acquisition, three reports; (1)(j) Information that is Prohibited from Disclosure Under Section 21 of the *Freedom of Information and Protection of*

Privacy Act; and the Closed Session minutes of March 22, 2017.

MOTION CARRIED

1:55 PM It was moved and seconded that the Committee rise without report, and return to the Open portion of the meeting.

MOTION CARRIED

ADJOURNMENT

1:55 PM It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 1:55 PM.

Chair

Recording Secretary

Dated: _____