



REGIONAL SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, MAY 24, 2017
BOARD ROOM
175 INGRAM STREET, DUNCAN, BC

11:30 AM

	<u>PAGE</u>
1. <u>APPROVAL OF AGENDA</u>	
2. <u>ADOPTION OF MINUTES</u>	
M1 Regular Regional Services Committee meeting of April 26, 2017	1
Recommendation That the minutes of the Regular Regional Services Committee Meeting of April 28, 2017 be adopted.	
3. <u>BUSINESS ARISING FROM THE MINUTES</u>	
4. <u>DELEGATIONS</u>	
5. <u>CORRESPONDENCE</u>	
6. <u>INFORMATION</u>	
7. <u>REPORTS</u>	
R1 Report from the Environmental Technologist II Re: Tipping Fee Rebates - Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110	7
Recommendation That the revised version of Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110 as attached to the May 12, 2017 Recycling & Waste Management Division's report be forwarded to the Board for consideration of first three readings and adoption.	
R2 Report from the Solid Waste Operations Superintendent Re: Roll-Off Truck Purchase	13
Recommendation That it be recommended to the Board that the contract for supply and delivery of one 2018 Freightliner M2-112 (tandem axle roll-	

off truck) be awarded to P&R Truck Centre in Duncan BC, for a total of \$224,176.34 (excluding applicable taxes and extended warranties).

- R3 Reports from the Parks Superintendent, Parks & Trails Re: Stoney Hill Regional Park License of Occupation 15

Recommendation That it be recommended to the Board:
1. That the one year License of Occupation issued by the Municipality of North Cowichan for development and maintenance of a gravel parking area to access Stoney Hill Regional Park be renewed for up to 10 years; and
2. That \$15,000 be funded from the 2017 Regional Parks budget as a financial contribution to the Municipality of North Cowichan to expand the existing gravel parking area on their lands to accommodate increased public visitation to Stoney Hill Regional Park.

- R4 Report from the Planner III, Community & Regional Planning Re: Placemaking Program Update Report 19

Recommendation For Information

- R5 Report from the Manager, Environmental Services Re: Watershed Management Service Development 41

Recommendation For Information

8. **UNFINISHED BUSINESS**

9. **NEW BUSINESS**

10. **QUESTION PERIOD**

11. **CLOSED SESSION**

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.

12. **ADJOURNMENT**

The next Regional Services Committee Meeting will be held Wednesday, June 28, 2017 at 9:30 AM, in the Board Room, 175 Ingram Street, Duncan, BC.

Committee Members

Director A. Stone, Chairperson
Director K. Marsh, Vice-Chairperson
Director M. Clement
Director K. Davis
Director B. Day

Director M. Dorey
Director S. Acton
Director L. Iannidinardo
Director S. Jackson
Director K. Kuhn

Director J. Lefebure
Director M. Marcotte
Director I. Morrison
Director A. Nicholson
Director T. Walker

Minutes of the Regional Services Committee Meeting held on Wednesday, April 26, 2017 in the Board Room, 175 Ingram Street, Duncan BC at 9:30 AM.

PRESENT: Vice-Chairperson K. Marsh
 Director M. Clement
 Director K. Davis
 Director B. Day
 Director M. Dorey
 Director S. Jackson <until 12:59 PM>
 Director K. Kuhn <after 9:40 AM>
 Director J. Lefebure
 Director M. Marcotte <until 1 PM>
 Director I. Morrison
 Director A. Nicholson
 Director T. Walker <until 12:59 PM>
 Alternate Director A. Bomford
 Alternate Director J. Friesenhan
 Alternate Director S. Acton

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
 K. Harrison, Deputy Corporate Secretary
 R. Blackwell, General Manager, Land Use Services
 H. Hatami, General Manager, Engineering Services
 A. Melmock, Manager, Economic Development
 T. Waraich, Manager, Recycling & Waste Management
 B. Farquhar, Manager, Parks & Trails
 K. Miller, Manager, Environmental Services
 B. Suderman, Planner III
 K. Lawrence, Senior Environmental Analyst
 A. Tokarek, Senior Environmental Energy Analyst
 G. Gidden, Parks & Trails Planner
 T. Daly, Recording Secretary

ABSENT: Chairperson A. Stone
 Director S. Furstenau
 Director L. Iannidinaro

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 March 22, 2017

It was moved and seconded that the minutes of the Regular Regional

Services Committee meeting of March 22, 2017 be adopted.

MOTION CARRIED

DELEGATIONS

D1 Terri Dame, Cowichan Housing Association Re: Status of Homelessness and Affordable Housing in the Cowichan Valley

Terry Dame, Cowichan Housing Association provided a PowerPoint presentation on the status of homelessness and affordable housing in the Cowichan Valley. Ms. Dame introduced Christy Villiers, Social Planning Cowichan, who presented "Cowichan Voices", the first in a series of short videos.

9:40 AM Director Kuhn entered the meeting at 9:40 AM.

It was moved and seconded that it be recommended to the Board that staff report to the Regional Services Committee on a range of options for local government participation in addressing affordable housing and homelessness in the Cowichan Region.

MOTION CARRIED

D2 Brian Roberts, Cowichan Energy Alternatives Society Re: Update on Cowichan Carbon-Smart and Cowichan Biofuel Facility Initiatives

Brian Roberts, Cowichan Energy Alternatives Society provided a PowerPoint presentation and overview of the growth of the Cowichan Biofuel Initiative, noting that 2017 marks a ten-year collaboration with the CVRD and extended an invitation to an open house on May 13th from 10 AM to 3 PM.

CORRESPONDENCE

C1 Correspondence Re: Free Drop Off/Market Rates - CVRD Yard & Garden Waste Policy, referred from the April 12, 2017 Board meeting

1. Hillside Stone & Garden; and
2. Vancouver Island Recycling & Waste Industry Coalition

It was the consensus of the Committee to receive the correspondence for information and send responses to the organizations acknowledging their concerns.

C2 Correspondence Re: Salvation Army Tipping Fees

It was the consensus of the Committee that Item C2 be considered with Item R7.

REPORTS

R1 Report from the Parks & Trails Planner, Parks & Trails Division Re: Tri 1 Events - Cowichan Crusher Gravel Fondo - Bike Race

It was moved and seconded that it be recommended to the Board that a Parks Special Event Permit be issued to Tri Events 1 for a bike race event on June 24, 2017, subject to the conditions outlined in the staff report to the April 26, 2017, Regional Services Committee Meeting.

MOTION CARRIED

R2 Report from the Manager, Parks & Trails Division Re: Cowichan Valley Trail Completion Initiative - Spring 2017 Update was received for information.

R3 Report from the Manager, Environmental Services Division Re: Climate Issues

The Manager, Environmental Services provided an overview of the current procedures of the Provincial government concerning climate issues.

It was moved and seconded that it be recommended to the Board that a letter be sent to the province requesting that the Community Energy and Emissions Inventory (CEEI) data provided to local governments include both transportation and land conversion sources in the future; and that they be made aware of the data inconsistencies in the most recent release.

MOTION CARRIED

R4 Report from the Senior Environmental Analyst, Environmental Services Division Re: Regional Airshed Protection, Reducing Emissions From Open Burning was received for information. The Senior Environmental Analyst responded to questions from the Committee.

R5 Report from the Manager, Environmental Services Division Re: Climate Adaptation Program Update

It was moved and seconded that it be recommended to the Board that the Phase I recommendations of the New Normal Cowichan Climate Adaptation Program as outlined in the April 12, 2017 Environmental Services Division Staff Report to the April 26, 2017 Regional Services Committee be implemented.

MOTION CARRIED

R6 Report from the Manager, Environmental Services Division Re: Watershed Management

It was the consensus of the Committee to consider the recommendations in the report separately.

It was moved and seconded that it be recommended to the Board that a facilitated process to review and determine various roles and responsibilities of water governance in the region be developed.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that an analysis of the various options to support a watershed function for the CVRD (watershed specific, sub-regional or regional) for the committee's review and further public input be developed.

MOTION CARRIED

R7

Report from the Manager, Recycling & Waste Management Division Re: Tipping Fee Exemptions - Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110

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

1. That Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110 be forwarded to the Board for consideration of first three readings and adoption.
2. That the Free Tipping Policy dated April 8, 1998 be rescinded effective upon the adoption of Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110.

It was moved and seconded that Section 6(f) of Bylaw No. 4110 be amended by changing the dollar value from \$5,000 to \$15,000.

MOTION CARRIED

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

1. That Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110 be forwarded to the Board, as amended by increasing the total value of all approved Tipping Fee Exemption applications to \$15,000 per calendar year, for consideration of first three readings and adoption.
2. That the Free Tipping Policy dated April 8, 1998 be rescinded effective upon the adoption of Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110.

MOTION CARRIED

C2

Correspondence Re: Salvation Army Tipping Fees

12:59 PM

Directors Jackson and Walker left the meeting at 12:59 PM.

1 PM

Director Marcotte left the meeting at 1 PM.

It was moved and seconded that it be recommended to the Board that staff gather further information on the correlation between not-for-profit groups and free-tipping, and report back to the Regional Services Committee.

MOTION CARRIED

ADJOURNMENT

1:15 PM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 1:15 PM.

Chair

Recording Secretary

Dated: _____



STAFF REPORT TO COMMITTEE

DATE OF REPORT May 12, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of May 24, 2017

FROM: Recycling & Waste Management Division
Engineering Services Department

SUBJECT: Tipping Fee Rebates - Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110

FILE: 0520-20-RS/05

PURPOSE/INTRODUCTION

The purpose of this report is to introduce a revised draft of the Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110, which will amend Schedule B of Solid Waste Management Charges and Regulations Bylaw No. 2108. This amendment will provide a rebate of tipping fees under specific conditions for registered non-profit societies or charities that operate a thrift store or are otherwise subject to dumping at or around their premises.

RECOMMENDED RESOLUTION

That the revised version of Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110 as attached to the May 12, 2017 Recycling & Waste Management Division's report be forwarded to the Board for consideration of first three readings and adoption.

BACKGROUND

The current free tipping policy only allows cleanup of public lands and waterways by not-for-profit groups within the CVRD's jurisdiction. Since 2013, the CVRD has received 31 applications from organizations that do not meet the current policy, including but not limited to not-for-profit thrift stores.

At the Regional Service Committee (RSC) meeting on April 26, 2017, Staff presented a report to amend Schedule B of Solid Waste Management Charges and Regulations Bylaw No. 2108. This amendment included clarification around the conditions for cleanup of public lands and waterways, but did not permit for tipping fee exemptions for thrift stores and other applicants. As requested at the RSC meeting, this staff report presents information on the correlation between not-for-profit groups and free-tipping.

ANALYSIS

There are approximately 140 registered charities, and an unknown number of registered not-for-profit societies in the Cowichan Valley.

Registered Charities:

In the past two years, ten registered charities have applied for tipping fee exemption, including:

- 1) The Canadian Mental Health Association for the clean-up of the Warmland House, and impacted neighboring areas. The tipping fee exemption is used when their dumpster is at capacity, or for the disposal of materials that are not appropriate for dumpsters (e.g. large items, sharps, etc.).
- 2) The Cedar Tree Ministries for the clean-up of individual's front yards on First Nation lands.

Clean-up is aimed to assist those that need help with yard work and clean-up due to physical limitations, e.g. age, illness, etc.

- 3) The Clements Centre Society for the disposal of items that cannot be donated to thrift-stores and are not appropriate for disposal in their own dumpster (e.g. due to size or type, such as wood waste, etc.).
- 4) The Cowichan Family Life Association for the disposal of non-reusable items donated to or abandoned at their thrift-store.
- 5) The Cowichan Historical Society for the clean-up after public events such as Canada Day and BC Day.
- 6) The Salvation Army Community and Family Services for the disposal of non-reusable items donated to or abandoned at their thrift-store.

Not-for-Profit Societies:

While there are a number of not-for-profit societies that apply for tipping fee exemption for the cleanup of public lands, currently only one not-for-profit society (the Sassy Lion Thrift Store) applies for tipping fee exemption to manage the cost of non-reusable items and materials that have been donated or abandoned at their thrift-store.

Tipping Fee Exemption Programs in Neighbouring Regional Districts:

The Capital Regional District (CRD) has, in addition to their \$20,000 for cleanup projects on public lands, allocated \$89,000 per year to charities and not-profit-organizations involved in reuse and recycling. Approved applicants are required to pay the garbage disposal fees at the CRD's landfill, but can later apply for a 60% rebate of the \$110 per tonne landfill fee.

Similar to the CRD, the Regional District of Nanaimo (RDN) offers rebates to a total value of \$88,000 per year. RDN is proposing a change from providing a 100% rebate to a 50% rebate of the \$125 per tonne landfill fee. This aims to encourage better sorting of recyclables.

Potential Tipping Fee Exemption at CVRD:

There are a number of charitable and not-for-profit organizations in the CVRD that provide waste reduction type services, including but not limited to thrift stores and food banks. In addition, there are organizations, such the Canadian Mental Health Association whose main activity is not waste reduction, but who is, similar to the waste reduction organization, subject to unwanted dumping of materials that cannot be managed through their regular waste disposal services.

Unlike RDN and CRD, the CVRD does not have a landfill and all waste is transported to Washington State for disposal. The garbage tipping fee at CVRD recycling centres is \$140 per tonne and the CVRD's cost is approximately \$120 per tonne. (The cost fluctuates with barging fees and the US dollar).

In recognition and support of the waste reduction efforts provided by not-for-profit societies and registered charities (e.g. thrift stores and food banks), and also for the clean-up efforts provided by organizations such as the Canadian Mental Health Association, Staff propose the following:

- an annual budget of \$15,000 starting in 2018. (This is in addition to the \$15,000 already requested by the RSC for the cleanup projects on public lands with CVRD's jurisdiction);
- Similar to CRD and RDN, provide a 50% rebate for registered charities and not-for profit societies for:

- the disposal cost of materials (waste and recyclables) generated from *waste diversion efforts* (i.e. waste generated directly from the sorting of items donated to thrift-stores and food banks); and,
 - the disposal cost of materials (waste and recyclables) generated from the *cleanup* at or near *registered charities and not-for profits societies* facilities, and which cannot be managed using their own regular waste disposal services (e.g. waste generated from the cleanup at or near the Canadian Mental Health Association's facility, including but not limited to mattresses, sharps, etc.).
- a rebate maximum of \$1,000 per organization per year.

The 50% rebate will encourage sorting of recyclables, as well as ensuring continued efforts by the organizations to prevent dumping of undesirable items and materials at their facilities.

Other wastes, e.g. wastes generated from art or construction programs would not qualify as they do not derive directly from waste reduction or clean-up efforts.

Wastes generated at public events would not qualify as waste elimination and should be encouraged at the event planning stage. In addition, the CVRD already provides a zero waste event program that provides free or low-cost bin rental, bin delivery and pick-up, and waste disposal.

Organizations, businesses, or individuals that do not qualify for tipping fee exemption under this program may apply for a municipal or Electoral Area Grant-in-Aid.

FINANCIAL CONSIDERATIONS

The Recycling and Solid Waste budget, Function 520 does not currently have any funds allocated to tipping fee exemptions.

In addition to the already requested \$15,000 towards cleanup projects on public lands within CVRD's jurisdiction, staff will, for the 2018 budget allocate another \$15,000 towards qualifying not-for-profit societies and registered charities.

COMMUNICATION CONSIDERATIONS

Communication with applicants will be required as well as updating of the CVRD website.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:




Ilse Sarady
Environmental Technologist II

Reviewed by:



Tauseef Waraich
Manager



Hamid Hatami, P. Eng.
General Manager

ATTACHMENTS:

Attachment A – Solid Waste Management Charges and Regulations Amendment Bylaw No. 4110



COWICHAN VALLEY REGIONAL DISTRICT

BYLAW No. 4110

A Bylaw to Amend Solid Waste Management Charges and Regulations Bylaw No. 2108

WHEREAS the Board of Directors of the Cowichan Valley Regional District established a scale of charges for its solid waste disposal facilities under the provisions of Bylaw No. 2108, cited as "CVRD Bylaw No. 2108 – Solid Waste Management Charges and Regulations Bylaw, 2000";

AND WHEREAS the Board of Directors wishes to amend Schedule B of Bylaw No. 2108 to provide for the rebate of tipping fees under specific conditions;

NOW THEREFORE the Board of Directors of the Cowichan Valley Regional District, in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "**CVRD Bylaw No. 4110 – Solid Waste Management Charges and Regulations Amendment Bylaw, 2017**".

2. AMENDMENT

That the following new sections be added to Schedule B of Bylaw No. 2108:

6. Tipping Fee Rebate – Public Land and Waterway Clean-up Projects

Applicants will receive a 100% rebate of the tipping fees subject to the following conditions:

- a) The applicant must be a school district, registered non-profit society or charity that undertakes clean-up, rehabilitation, or enhancement of public lands and waterways within the CVRD's jurisdiction.
- b) The materials that will be disposed of must directly derive from the clean-up, rehabilitation, or enhancement of the public lands and waterways within the CVRD's jurisdiction.
- c) Garbage and recyclable items must be pre-sorted before disposed at Disposal Facilities, and the disposal of all materials must comply with the conditions set by Bylaw No. 2108.
- d) The maximum tipping fee rebate amount is \$1,000 per clean-up project.
- e) The total value of all approved tipping fee rebate applications under this section must not exceed \$15,000 per calendar year.

- f) Clean-up cannot involve projects that displace work carried out by local government staff or contractors or private sector companies.
- g) Clean-up projects must be completed within a short period of time (maximum 2 months).

7. **Tipping Fee Rebate – Organizations Subject to Unwanted Donation and Waste Dumping**

Applicants will receive a 50% rebate of the tipping fees subject to the following conditions:

- a) The applicant must be a registered non-profit society or charity that:
 - i. engages directly in waste diversion efforts by repurposing materials; or,
 - ii. is subject to illegal dumping of unwanted materials at their facility.
- b) Materials eligible for rebate are:
 - i. materials received by the organization that cannot be reused or recycled and do not include other wastes generated by the organization (such as office waste and construction waste); and,
 - ii. materials that cannot be managed using the organizations own waste disposal services.
- c) Garbage and recyclable items must be pre-sorted before disposed at Disposal Facilities, and the disposal of all materials must comply with the conditions set by Bylaw No. 2108.
- d) The maximum tipping rebate amount is \$1,000 per calendar year and organization.
- e) The total value of all approved tipping fee rebate applications under this section must not exceed \$15,000 per calendar year.

READ A FIRST TIME this day of 2017.

READ A SECOND TIME this day of 2017.

READ A THIRD TIME this day of 2017.

ADOPTED this day of 2017.

Chairperson

Corporate Secretary



STAFF REPORT TO COMMITTEE

DATE OF REPORT May 11, 2017
MEETING TYPE & DATE Regional Services Committee Meeting of May 24, 2017
FROM: Recycling & Waste Management Division
 Engineering Services Department
SUBJECT: Roll-Off Truck Purchase
FILE: 0520-20-RS/05

PURPOSE/INTRODUCTION

The purpose of this report is to seek approval from the Board for selecting the highest scored proposal but second lowest priced submission for a new roll off truck.

RECOMMENDED RESOLUTION

That it be recommended to the Board that the contract for supply and delivery of one 2018 Freightliner M2-112 (tandem axle roll-off truck) be awarded to P&R Truck Centre in Duncan, BC, for a total of \$224,176.34 (excluding applicable taxes and extended warranties).

BACKGROUND

The CVRD provides regional waste management services and as part of that service a roll-off truck is required to haul roll-off bins to and from CVRD Recycling Centres. Bin hauling is currently comprised of one roll-off truck operating ten hours a day, seven days a week. The engineering services department currently has a 2011 freightliner truck that is reaching the end of its useful life with over 500,000 kms. This 2011 truck will continue to be used as a back-up truck and for overflow hauling. The CVRD issued RFP ES-007-17 for the supply and delivery of one new tandem axle roll-off truck to ensure that waste bins continue to be efficiently hauled from CVRD recycling centres.

ANALYSIS

Five submissions were received in response to the RFP and an evaluation team considered the proposals using the scoring criteria outlined in the RFP to rank the submissions. P&R Truck Centre's submission received the highest overall score and meets all required criteria, but was \$16,059 higher than the lowest scoring submission. The lowest priced bid was a 2016 model roll-off truck which did not meet all the required specifications outlined in the RFP without the specified autotarper, air disk brakes, Allison 4500 Transmission as well as being a 2016 model.

FINANCIAL CONSIDERATIONS

The Purchase of a new roll-off truck for a maximum cost of \$300,000 funded through short-term borrowing (up to \$100,000) and capital reserves (up to \$200,000) was approved in the Function 520 – Solid Waste Management Budget (2017).

COMMUNICATION CONSIDERATIONS

Communication with all bidders will be completed.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

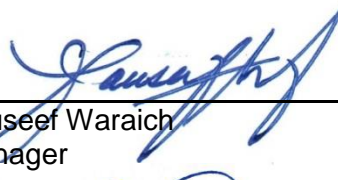
- Community Services *(Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit)*
- Corporate Services *(Finance, Human Resources, Legislative Services, Information Technology)*
- Engineering Services *(Environmental Services, Recycling & Waste Management, Water Management)*
- Planning & Development Services *(Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails)*
- Strategic Services

Prepared by:

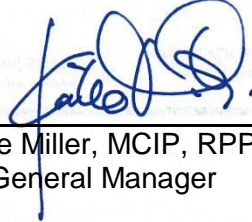


Jason Adair
Solid Waste Operations Superintendent

Reviewed by:



Tauseef Waraich
Manager



Kate Miller, MCIP, RPP. LEED AP
A/General Manager

ATTACHMENTS: N/A



STAFF REPORT TO COMMITTEE

DATE OF REPORT May 15, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of May 24, 2017

FROM: Parks & Trails Division
Land Use Services Department

SUBJECT: Stoney Hill Regional Park License of Occupation

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to receive direction on renewing a License of Occupation and expenditure of funds to expand public parking at the trail access to Stoney Hill Regional Park.

RECOMMENDED RESOLUTION

That it be recommended to the Board:

1. That the one year License of Occupation issued by the Municipality of North Cowichan for development and maintenance of a gravel parking area to access Stoney Hill Regional Park be renewed for up to 10 years; and
2. That \$15,000 be funded from the 2017 Regional Parks budget as a financial contribution to the Municipality of North Cowichan to expand the existing gravel parking area on their lands to accommodate increased public visitation to Stoney Hill Regional Park.

BACKGROUND

Stoney Hill Regional Park officially opened to the public in the spring 2016 with completion of a circular single track walking trail in the park and development of a small gravel parking area located Municipality of North Cowichan community forest lands adjacent Stoney Hill Road. The roadside parking accommodates 6 to 8 vehicles, which the CVRD maintains under a one year License of Occupation agreement with the Municipality. This agreement expires at the end of 2017, which also provides for trail access across the municipal forest lands to the Regional Park. The parking and trail access was established due to public interest to access Stoney Hill Regional Park and proximity of the newly constructed Stoney Hill Road by the Municipality to the park that the public had already informally begun to use to access the park.

Since the beginning of 2017 Stoney Hill Regional Park has seen a significant increase in use, due in part to paving of Stoney Hill Road last year. The Regional Park visitation increase now regularly exceeds capacity of the small parking area on weekends and even some weekdays. Park visitors are resorting to parking along the edge of the road, which has a less than standard width and narrow road shoulders. As a consequence traffic is reduced to one lane of travel when vehicles park on both sides of the road, raising safety concerns. Regional District and North Cowichan staff have met onsite to review the situation and determined an additional 20 to 25 gravel vehicle parking spaces could be built adjacent the road to alleviate the congestion.

ANALYSIS

The land assembly for Stoney Hill Regional Park as envisioned in the adopted Regional Parks and Trails Master Plan is more extensive than parkland secured to date for the park. Development of Stoney Hill Road by the Municipality to serve residential properties in the north area of Stoney Hill has, however, facilitated increased access demand to the existing Regional Park lands that the small parking area established in 2016 can no longer adequately manage. Until such time that additional lands can be acquired to achieve the objectives of the Regional

Parks and Trails Master Plan vision, interim management of public use of the Regional Park will need to be done by way of available existing access arrangements as is in place under agreement with North Cowichan. The estimated cost to provide for an additional 20 to 25 vehicle parking spaces on North Cowichan’s municipal forest lands is estimated in the order of \$12-\$17,000, with the works being completed by North Cowichan on their property. A review of the Function 280 (Regional Parks) budget has determined that up to \$15,000 could be applied to this project in 2017. In order for such an investment to be made, however, it would be appropriate to negotiate a License of Occupation renewal with North Cowichan for a term of up to 10 years for continued use of the municipal forest lands on Stoney Hill Road as a public staging area and access point to Stoney Hill Regional Park. North Cowichan has indicated that they are receptive to such a License of Occupation renewal and would be able to undertake the parking lot expansion prior to the end of June.

FINANCIAL CONSIDERATIONS

The Function 280 (Regional Parks) budget has \$13,000 in Minor Capital for Stoney Hill Regional Park and an additional \$2,000 can be applied from Operating Funds allocated to this Regional Park as well.

COMMUNICATION CONSIDERATIONS

Expansion of the existing parking capacity at Stoney Hill Regional Park would be promoted on CVRD’s Regional Parks & Trails webpages and staff would work with North Cowichan on improving directional and staging area parking signage for the regional park to reduce traffic conflicts on Stoney Hill Road.

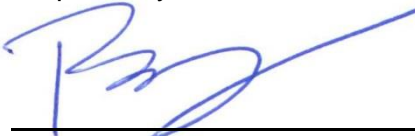
STRATEGIC/BUSINESS PLAN CONSIDERATIONS

N/A

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

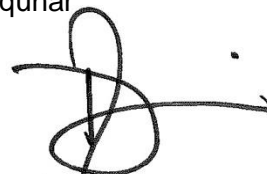


Ryan Dias
Parks Superintendent

Reviewed by:



Brian Farquhar
Manager



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

Attachment A – Photo Provided to CVRD of Rec^{ent} Parking Congestion on Stoney Hill Road



17



STAFF REPORT TO COMMITTEE

DATE OF REPORT May 16, 2017

MEETING TYPE & DATE Regional Services Committee Meeting of May 24, 2017

FROM: Community & Regional Planning Division
Planning & Development Department

SUBJECT: Placemaking Program Update Report

FILE:

PURPOSE/INTRODUCTION

The purpose of this report is to present a detailed program of activities and events related to the Placemaking program (formerly known as Poetry of Place), and to suggest ways in which to maintain the momentum for this initiative.

RECOMMENDED RESOLUTION

For information.

BACKGROUND

At its January 25, 2017 meeting, the CVRD's Regional Services Committee endorsed a resolution to the Board, as follows:

1. That the Poetry of Place initiative be endorsed and a detailed program be developed; and
2. That \$10,000 of the 2017 grant-in-aid budget be earmarked for a community-based organization to assist with the community engagement component of the initiative.

The CVRD's vision is that "Cowichan communities will be the most livable and healthy in Canada." Livability is a multi-dimensional challenge, including the interplay between individual citizens and their communities. There are jurisdictional limitations for local governments in making communities livable. And implementing those aspects which are within local government jurisdiction can also be challenging. However, primarily through land use and

"There is a mountain of evidence that the way that we design our cities, and their systems, has a strong effect on how we regard and treat other people.

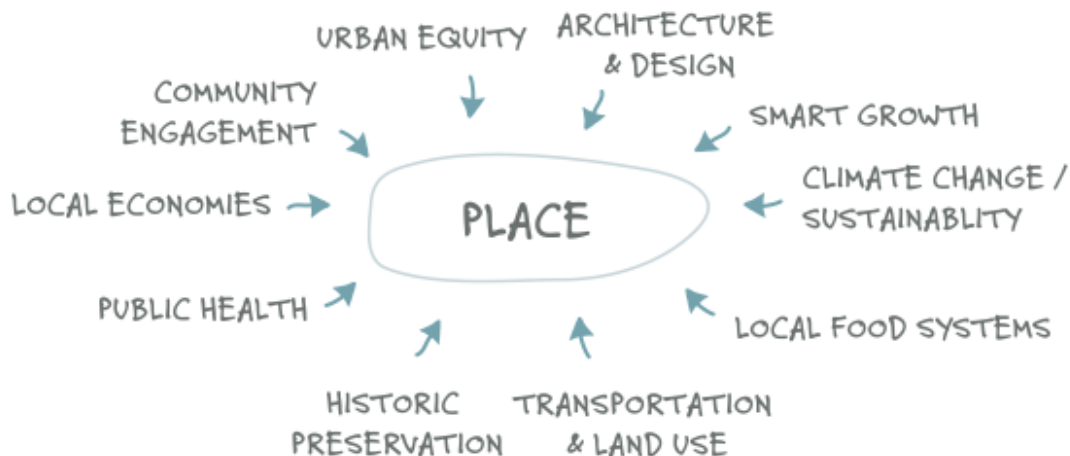
We need to demand that our planners, our architects, and even our developers, take into account the emotional effect of the things they build."

-- Charles Montgomery, TEDX Talk
(Vancouver)

planning functions, the CVRD has the opportunity to address aspects of livability such as health, mobility, accessibility, safety, affordability, and sense of place.

The concept is to provide “fresh thinking and new ideas” on small town and rural planning, uniting hearts and minds about this place we all call home. The challenge for local governments, and the planning profession, is how to translate community values into policy frameworks that enhance the community.

CONVERGENCE OF MOVEMENTS/DISCIPLINES AROUND PLACE



1 Project for Public Spaces (<https://www.pps.org/a-thriving-future-of-places-placemaking-as-the-new-urban-agenda/>)

ANALYSIS

Since January the program has started to take shape in a more concrete way. In its initial stages, it will be parsed into three separate elements:

1. **Places of the Heart** – a community engagement initiative to elicit values held by the people of the Cowichan Region about their communities and the land through art and photography. It is anticipated that over the course of the summer, teams will go to various community events and solicit participation. One of the summer students is making a schedule and

preparing materials for this part of the initiative.

2. **Portrait of Place** – photography competitions through the Cobble Hill Fair and the Cowichan Exhibition, with the judging panel made up of CVRD staff and directors; and
3. **Placemaking Vancouver Island** – a speaker series meant to bring fresh ideas and new thinking to our communities, while also being available to other communities on Vancouver Island. This initiative will include the schools design charrette initiative, in partnership with Social Planning Cowichan.

For details, please see attached descriptions of each element.

There is potential to expand this program to include more speakers in 2018, as well as an effort to build capacity in the not-for-profit sector, including arts organizations, and examining and supporting the ‘creative economy,’ but these will require that additional funding be acquired. Until such funding is identified, no commitments can be made.

Grant funding applications have been submitted to:

1. Real Estate Foundation of BC – The CVRD has been invited to move to the Second Stage of consideration for funding. Deadline for response is June 14, 2017. The funding decision will be made in September 2017;
2. CUPE Local 358: OPA Funding – Response is expected soon; and
3. Island Savings Community Investment team – Will require follow-up, and may be most appropriate for the ‘Creative Economies’ aspect of the program.

Grant funding applications are being considered for the:

4. Rural Dividend Fund – deadline for applications is May 31, 2017; and
5. First West Foundation, Island Savings Community Endowment – an expression of interest was submitted in January; application period begins mid-November 2017; funding decisions will be made in January 2018.

As well, several corporations have been approached for corporate sponsorship for various parts of the program.

Additionally, there is the possibility of financial contributions from member municipalities, neighbouring regional districts, and neighbouring municipalities. Approaches to these jurisdictions to assist with costs can begin, now that a more concrete plan has been developed.

FINANCIAL CONSIDERATIONS

In January, staff at the CVRD were able to identify a possible \$20,000 to be used towards this program. The Regional Services Committee was able to allocate a further \$10,000. This \$30,000 has been allocated as follows:

1. Partnering with Social Planning Cowichan to undertake the schools initiative: \$10,000 – negotiations are underway;
2. The kick-off speaker, Charles Montgomery of Happy City fame, scheduled for September 13-14 for three events: \$10,000 – contract discussions are continuing, while the schools initiative is developed; and
3. Branding and other expenses related to the overall Placemaking element, including supplies for the community engagement initiative.

These funds are being leveraged to raise additional funds to cover any expansion of the

program.

Additionally, the Planning Assistant 2017 summer students (there are three) will be spending part of their time this summer planning for events, attending events, and documenting results of the various elements for use in other CVRD work.

COMMUNICATION CONSIDERATIONS

Taiji Brand Group has been retained to assist with developing communications strategies for the elements related to placemaking. A number of online strategies for encouraging community participation will be proposed, including social media, dedicated webpages (anticipated to be on the Economic Development Division's website), and PlaceSpeak. Some advertising will also be required, particularly for the speaker series.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

In addition to being directly related to the CVRD's vision, this program is related to two Regional strategic focus areas:

1. Excellence in regional land use planning; and
2. Engaging our communities.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

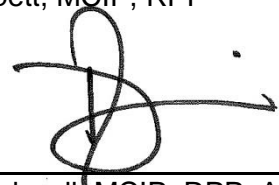


Beverly Suderman, MCIP, RPP
Planner III

Reviewed by:



Mike Tippett, MCIP, RPP
Manager



Ross Blackwell, MCIP, RPP, A.Ag.
General Manager

ATTACHMENTS:

Attachment A – Detailed information about upcoming activities:

1. Places of the Heart;
2. Portraits of Place; and
3. Placemaking Vancouver Island.

Attachment B – Preliminary Draft Budget

Attachment C – The Benefits of Great Places

A.1: PLACES OF THE HEART

Places of the Heart is envisioned as a community engagement initiative to elicit values held by the people of the Cowichan Region about their communities and the land through mapping, art and photography. These creative elements are anticipated to identify features of the landscape and Cowichan communities that are of highest value to citizens. Many times, these important elements are “too familiar or too subtle to be noticed until they have vanished.”¹ In terms of the livability framework, this activity is focused on the “sense of place.”

It is anticipated that over the course of the summer, teams will go to various community events (maximum of 12 events) and solicit participation. At these events, the team will use the CVRD tent to set up an interactive booth that will include maps and art supplies, encouraging people to tell their stories, mark their special places, and (possibly) make a piece of art showing what they love about Cowichan. There will also be a postcard (or fridge magnets) with an invitation to upload photographs into PlaceSpeak with brief statements about their significance.

The information that is gathered at these venues will be captured and analyzed in a way that can be integrated into the CVRD’s planning process. Specifics have not yet been determined, but the summer students will help with that.

One of the summer students is making a schedule and preparing materials for this part of the initiative. Venues are anticipated to include:

1. Farmers markets:
 - a. Chemainus
 - b. Duncan
 - c. Honeymoon Bay
 - d. Cedar
2. Cobble Hill Fair
3. Cowichan Exhibition
4. Islands Folk Festival (at Providence Farm)
5. Music in the Park (Cobble Hill)
6. Lake Days
7. Wooden Boat Festival (Cowichan Bay)
8. 39 Days of July
9. Citta Slow White Dinner
10. And so on ...

¹ Randall Arendt, *Rural by Design: Planning for Town and Country* (2015), p. 27 ... Talking about the experience of Wendell, Massachusetts (population 848).

A.2: PORTRAITS OF PLACE

Portraits of Place will be developed through two photography competitions, in partnership with the Cobble Hill Fair and the Cowichan Exhibition. Similar to the *Places of the Heart* activity, this exercise seeks greater understanding of the Cowichan people's sense of place.

Entries will be required to provide both print and digital versions of the photograph, together with a brief statement about the significance or meaning of the image. All photographs must be taken somewhere within the bounds of the Cowichan Valley Regional District. The judging panels will be made up of CVRD staff and directors, in partnership with the competition convenors at each respective agricultural fair.

There are multiple purposes for incorporating Portraits of Place into the overall program:

1. The photography competition is meant to work in harmony with the Places of the Heart element to showcase the places that people love;
2. It is a means to access a group of people, i.e. photographers, who may not participate in the Places of the Heart element;
3. Assist with replenishing the CVRD's Image Bank.

The competition is anticipated to be structured into two categories: Open and Junior. The Open category is open to all, but expected to appeal primarily to adults. The Junior category is open to people under the age of 17.

Entries will be submitted in both digital and print formats, with a brief statement identifying the location of the photograph and why it is important. A release form will be required, making the images the property of the CVRD.

Entries will be judged by a CVRD team, in partnership with the judges for the other photo competitions.

The CVRD will be providing the prize money as well. Exact figures still to be determined, in consultation with the two fairs, but total cost for the four competitions not expected to exceed \$200.

Placemaking Vancouver Island is a speaker series meant to bring fresh ideas and new thinking to our communities, while also being available to other communities on Vancouver Island. This programmatic element will include the schools design charrette, in partnership with Social Planning Cowichan.

The initial phase of the Placemaking speaker series is anticipated to take place between September and November 2017. As funds become available, it can be extended with additional speakers.

Charles Montgomery, author of *Happy City: Transforming Our Lives Through Urban Design*, will be our kick-off speaker. He is scheduled to be in the Cowichan Valley September 13 & 14, 2017, with the following events:

- Wednesday, September 13 – Time and place TBD – An event for the participants in the schools design charrette
- Thursday, September 14 – Noon in the CVRD Boardroom – A special presentation with lunch for the elected officials of the Cowichan Region (CVRD Board and municipal council members)
- Thursday, September 14 – 7:00 pm in the VIU Lecture Theatre – A public presentation.

Other speakers for the fall that are being considered include:

1. Ian McAllister of Great Bear Rain Forest renown on the topic of Resilient Coastal Communities; and
2. Jennie Moore, an EcoCity Builder based at the BC Institute of Technology, on the topic of EcoCities (ecologically healthy cities).

The first phase will end with a public event showcasing the results from the schools design charrette. The purpose of this event is for young people to be able to share their design solutions or ideas for a challenging part of their local area. The CVRD will provide a jury to respond to the ideas presented, as well as prizes. This event is anticipated to be scheduled for mid to late November.

Assuming funding, phase two in 2018 is envisioned as follows:

Timeframe	Theme	Possible speaker	Possible topic
January	Transportation: Walkability	Gil Penalosa, 8-80 Cities	Enhancing mobility and public space for all generations
February	Architecture and Design	Doug Patterson	Public and private realms
March	Equity	Brian Thom	Coast Salish sense of place
	Equity	Denise Cloutier	Aging in place in rural communities
April	Architecture and Design	Cam Campbell	Importance of community character
	Architecture and Design	Larry Beasley or Michael Von Hausen	Ecodesign
May	Local Food Systems	Randall Arendt or Dewey Thorbeck	Rural Design
September	Community Engagement	Doug Griffiths	Leadership, author of 13 Ways to Kill Your Community
	Community Engagement	Pam Shaw	New forms of governance
October	Transportation and Land Use	Allan Jacobs	Community design and great streets
November	Local Economies	Philip Boname	The Economics of Placemaking
	Community Engagement	Derek Sivers	How to start a movement

The budget to launch this phase of the speaker series would be approximately \$50,000, including fees, honoraria, and travel costs for the speakers. Mounting this activity, and others, such as a capacity building event for the not-for-profit sector (particular focus on artists' organizations) or a conference on the creative economy, will require accessing additional funds.

This draft budget represents expenses anticipated to be incurred between June – December 2017. Should additional funds be received for other activities, particularly those going into 2018, then the budget will be modified to reflect those changes.

<u>Expenses</u>	Cash	In-Kind
Guest speaker series	\$ 12,000	
Student design competition	\$ 10,000	
Photography competition	\$ 200	
Project branding, marketing and communications	\$ 6,000	\$ 6,000
Community-based promotional events	\$ 1,800	
Subtotal: Expenses	<u>\$ 30,000</u>	<u>\$ 6,000</u>

<u>Revenue sources</u>		
CVRD Financial contribution	\$ 30,000	
CVRD in-kind support		\$ 10,000
In-kind venue support		\$ 3,000
Subtotal: Revenues	<u>\$ 30,000</u>	<u>\$ 13,000</u>

For 2018:

Expenses (all inclusive for each category)	Cash	In-Kind
Guest speaker series	\$ 50,000	
Capacity building event for not-for profit sector	\$30,000	\$20,000
Creative Economy conference	\$50,000	\$50,000
Subtotal: Expenses	\$130,000	\$ 70,000

Revenue sources: To be identified

THE BENEFITS OF GREAT PLACES



Place-Making on Vancouver Island: Update



Resolutions: January 25, 2017

That it be recommended to the Board:

1. That the Poetry of Place initiative be endorsed and a detailed program be developed; and
2. That \$10,000 of the 2017 grand in aid budget be allocated to a community-based organization to assist with the community engagement component of the initiative

Detailed Program(s): 2017

1. Places of the Heart: Community values
 - Placespeak
 - Community events
2. Portraits of Place: Photography competitions
 - Cobble Hill Fair
 - Cowichan Exhibition
3. Placemaking Vancouver Island
 - Speaker series
 - Student design charrette

Capture Cowichan: Places of the Heart

33

- Sacred geography
- Community values

PLACES OF
THE HEART
COWICHAN
//2017



Introductory copy about the
community conversations and
topics you are seeking input on

Location / Date

Location / Date

Location / Date

Location / Date

R4

Community events:

34



R4

Portraits of Place

- Cobble Hill Fair
- Cowichan Exhibition
- Open categories
- Junior categories
- Judged by a CVRD team
- Populate the CVRD's image bank

35

PHOTO
CONTEST

PORTRAITS
OF PLACE
COWICHAN
//2017

Introductory copy about the
contest, who can enter what and
what the images will be used for

Contest Dates
Subject Areas
Any restrictions
Prizes / Awards
Where to get details

For more information:
cvrd.bc.ca/PortraitofPlace

CVRD

R4

Placemaking Vancouver Island

- Charles Montgomery confirmed for Sept 13-14, 2017 – Happy City
- Ian McAllister – Resilient Coastal Communities (Great Bear Rainforest)
- Jennie Moore – EcoCities (living in ecologically healthy relationship)
- Design charrettes – schools initiative – partnership with Social Planning Cowichan

36

Preliminary
Draft Poster

SPEAKER SERIES

Placemaking
Vancouver
ISLAND
// 2017

Charles
Montgomery
Happy
City

Transforming Our Lives
Through Urban Design

Don't miss out!
As part of our 2017
PlaceMaking Island
Series, you are invited
to a conversation with
Charles Montgomery
on the Ingredients of
a Happy City.

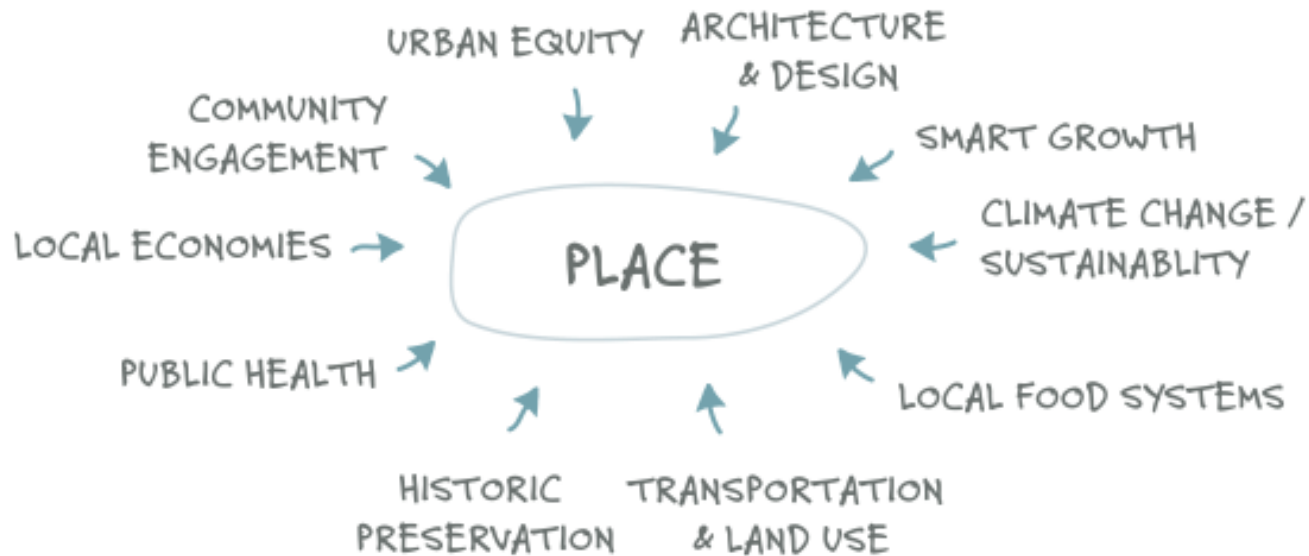
Date
Time
Venue
Tickets

For more information: cvrd.bc.ca/SpeakerSeries

CVRD Cowichan Valley CRD Comox Valley

R4

CONVERGENCE OF MOVEMENTS/DISCIPLINES AROUND **PLACE**



Timeframe	Theme	Possible speaker	Possible topic
January	Transportation: Walkability	Gil Penalosa, 8-80 Cities	Enhancing mobility and public space for all generations
February	Architecture and Design	Doug Patterson	Public and private realms
March	Equity	Brian Thom	Coast Salish sense of place
	Equity	Denise Cloutier	Aging in place in rural communities
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	Community Engagement	Derek Sivers	How to start a movement

THE BENEFITS OF GREAT PLACES







STAFF REPORT TO COMMITTEE

DATE OF REPORT May 18, 2017
MEETING TYPE & DATE Regional Services Committee Meeting of May 24, 2017
FROM: Environmental Services Division
 Engineering Services Department
SUBJECT: Watershed Management Service Development
FILE: 0520-20-RS/05

PURPOSE/INTRODUCTION

The purpose of this report is to provide an update and a continuing forum for discussions related to a potential watershed management service.

RECOMMENDED RESOLUTION

For information only.

BACKGROUND

At the April 26, 2017 Regional Services Committee meeting, a recommendation was made “That staff be directed to develop a more refined definition of a draft function to support a watershed function for the CVRD (watershed specific, sub-regional or regional) for the Committee’s review and further public input.”

ANALYSIS

Staff are in the process of developing a range of options to determine what such a service might entail and what the most appropriate geographic scope of the service might be. A number of conversations will be necessary to assist in establishing clear objectives, outcomes and costs for the Board’s consideration and further public engagement. The following four points are identified as requiring more exploration:

1. The elements that may fall under any such proposed service, such as:
 - a. Drinking water and watershed protection (supply, quality, education)
 - b. Bulk water supply
 - c. Liquid waste management plans
 - d. Flood management
 - e. Support for stewardship organizations
2. The appropriate geographic scope of the service
 - a. Watershed, sub-regional, regional
3. A decision-making process that addresses the complexity of the issues associated with service
4. The appropriate elector-approval process for establishing a service

Point 1:

There are a number of existing initiatives, services and authorities that address elements of watershed management at multiple scales. The question is how can they be rationalized to increase effectiveness. For example, should the liquid waste master plans more effectively coordinate with drinking water protection planning? Should the existing watershed functions be rolled into one? A pending workshop with the appropriate regulatory agencies regarding local government roles and responsibilities in water management will identify existing gaps in regulatory responsibilities and potential for improved effectiveness.

Point 2:

The geographic scope of the service will depend largely on the range of elements that the Board chooses to include in the service. The initial geographic scope was being considered at the Cowichan watershed level. However, initial public engagement has indicated support for considering a regional service. Further staff reports will provide criteria to assist the Board in considering the potential geographic scope of the service and provide a basis for further public engagement.

Point 3:

Making decisions of this nature are complex as they are not linear in nature and have many inputs and variables. The following is put forward as a potential approach based on objectives and criteria to rank each option to be brought forward in the future.

Objective	Criteria	
Effectiveness	Financial	Financial forecasting
	Risk dispersion	Qualitative discussions
Ease of Implementation	Authority	Do we have the legislative authority?
	Admin time and resources	Does the region have the resources and expertise to implement all or part?
	Existence of alternative models	Are there examples?
Public Acceptance	Accountability	Is there a clear link between the bylaw and the proposed program?
	Communicability	How complex is the mechanism to explain?
Equity	Benefits received principle	Are the payers those who benefit?
	Equity	Will any group be unfairly burdened?
	Intergenerational equity	Is there fairness in timing of costs and benefits?
Flexibility	Flexibility of solution	Can the bylaw and service be adapted to suit changing needs?
Incidence	Incidence	Who bears the final burden of the costs based on qualitative discussion?
Political Will	Political will	To what extent is there political will to legislate or require action – qualitative assessment and discussion?

Point 4:

Once the elements and geographic scope of the function are determined and a service establishment bylaw is proposed, there needs to be consideration to the method of elector approval including AAP or referendum during the 2018 municipal election.

FINANCIAL CONSIDERATIONS

None at this time as it is covered to a limited extent under the existing 2017 budget and organizational work plans.

COMMUNICATION CONSIDERATIONS

The information arising from these discussions should be made public via the CVRD website and updates to the Placespeak platform.

STRATEGIC/BUSINESS PLAN CONSIDERATIONS

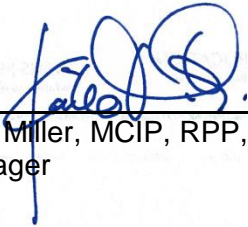
This is in alignment with the CVRD Corporate policy in a number of areas including but not limited to integrated planning, climate adaption, protection of water resources and lastly community engagement.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

Reviewed by:



Kate Miller, MCIP, RPP, LEED AP
Manager

Not Applicable
Not Applicable

Not Applicable
Not Applicable

ATTACHMENTS:
N/A

