



## CORPORATE SERVICES COMMITTEE MEETING AGENDA

WEDNESDAY, MARCH 8, 2017  
BOARD ROOM  
175 INGRAM STREET, DUNCAN, BC

4:30 PM

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	<u>PAGE</u>
1. <b><u>APPROVAL OF AGENDA</u></b>	
2. <b><u>ADOPTION OF MINUTES</u></b>	
M1 Regular Corporate Services Committee Meeting of November 9, 2016	1
<b>Recommendation</b> That the minutes of the Regular Corporate Services Committee meeting of November 9, 2016 be adopted.	
M2 Special Corporate Services Committee Meeting of November 24, 2016	3
<b>Recommendation</b> That the minutes of the Special Corporate Services Committee meeting of November 24, 2016 be adopted.	
M3 Special Corporate Services Committee Meeting of November 25, 2016	17
<b>Recommendation</b> That the minutes of the Special Corporate Services Committee meeting of November 25, 2016 be adopted.	
M4 Special Corporate Services Committee Meeting of November 28, 2016	25
<b>Recommendation</b> That the minutes of the Special Corporate Services Committee meeting of November 28, 2016 be adopted.	
M5 Special Corporate Services Committee Meeting of November 29, 2016	43
<b>Recommendation</b> That the minutes of the Special Corporate Services Committee meeting of November 29, 2016 be adopted.	
3. <b><u>BUSINESS ARISING FROM THE MINUTES</u></b>	

4. **DELEGATIONS**

5. **CORRESPONDENCE**

6. **INFORMATION**

IN1 Municipality of North Cowichan Re: Proposed Conservation Tax Incentive Program 47

**Recommendation** For information.

7. **REPORTS**

R1 Report from Environmental Services Division Re: Conservation Tax Incentive Program 49

**Recommendation** That is be recommended to the Board that a letter be sent to the Minister of Community, Sport and Cultural Development requesting that the Provincial Government make the necessary legislative amendments to enable local governments to implement a Conservation Tax Incentive Program.

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.

CS M1 - Closed Session Corporate Services Committee Meeting of October 12, 2016

CS R1 - Report and Recommendation of the Cowichan 2018 BC Summer Games Nominating Subcommittee

1. Appointments {Sub (1)(a)}

12. **ADJOURNMENT**

The next Corporate Services Committee Meeting will be held Wednesday, April 12, 2017 at 3:00 PM, in the Board Room, 175 Ingram Street, Duncan, BC.

**Committee Members**

Director B. Day, Chairperson  
Director L. Iannidinardo, Vice-Chairperson  
Director M. Clement  
Director K. Davis  
Director M. Dorey

Director S. Furstenau  
Director S. Jackson  
Director K. Kuhn  
Director J. Lefebure  
Director M. Marcotte

Director K. Marsh  
Director I. Morrison  
Director A. Nicholson  
Director A. Stone  
Director T. Walker



Minutes of the Corporate Services Committee Meeting held on Wednesday, November 9, 2016 in the Board Room, 175 Ingram Street, Duncan BC at 2:30 PM.

- PRESENT:**
- Chair B. Day
  - Director A. Stone
  - Director M. Dorey
  - Director K. Davis
  - Director S. Furstenu
  - Director L. Iannidinardo
  - Director P. Kent
  - Director K. Kuhn
  - Director J. Lefebure
  - Director K. Marsh
  - Director I. Morrison
  - Director M. Clement <after 2:33 PM>
  - Director M. Marcotte <after 2:50 PM>
  - Director A. Nicholson <after 2:49 PM>
  - Director T. Walker <after 2:31 PM>

- ALSO PRESENT:**
- M. Kueber, General Manager, Corporate Services; Acting Chief Administrative Officer
  - J. Barry, Corporate Secretary
  - R. Blackwell, General Manager, Planning and Development
  - T. Daly, Recording Secretary

**APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

**2:31 PM** Director Walker entered the meeting.

**ADOPTION OF MINUTES**

**M1** Regular Corporate Services Committee meeting of October 12, 2016

**It was moved and seconded that the minutes of the Regular Corporate Services Committee meeting of October 12, 2016 be adopted.**

**MOTION CARRIED**

**REPORTS**

**R1** Report from the Manager, Strategic Services Re: 2016 Third Quarter Report

The General Manager, Corporate Services provided a verbal overview of the Third Quarter Report for information.

2:33 PM Director Clement entered the meeting.

R2 Report from the Manager, Strategic Services Re: Online Community Engagement - PlaceSpeak

The General Manager, Corporate Services provided a verbal overview of PlaceSpeak, a tool that will assist the Regional District with their public engagement, for information.

**UNFINISHED BUSINESS**

UB1 Report from the General Manager, Corporate Services Re: Confirmation of Upcoming Corporate Services Committee Budget Meeting Dates

2:49 PM Director Nicholson entered the meeting.

2:50 PM Director Marcotte entered the meeting.

**It was moved and seconded that dates for the Budget discussion meetings be changed to Thursday, November 24<sup>th</sup>; Friday, November 25<sup>th</sup>; Monday, November 28<sup>th</sup>; and Tuesday, November 29<sup>th</sup>.**

**MOTION CARRIED**

**ADJOURNMENT**

3:03 PM **It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting was adjourned at 3:03 PM.

\_\_\_\_\_  
Chair

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

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

Minutes of the Special Corporate Services Committee Meeting held on Thursday, November 24, 2016 in the Board Room, 175 Ingram Street, Duncan BC at 9:02 AM.

**PRESENT:** Chair B. Day  
 Director A. Stone  
 Director M. Clement <arrived at 9:14 AM>  
 Director M. Dorey  
 Director K. Davis  
 Director S. Furstenau <arrived at 9:05 AM>  
 Director P. Kent <arrived at 9:10 AM>  
 Director K. Kuhn  
 Director J. Lefebure  
 Director K. Marsh  
 Director M. Marcotte  
 Director I. Morrison  
 Director A. Nicholson  
 Director T. Walker  
 Alternate Director A. Bomford

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
 M. Kueber, General Manager, Corporate Services  
 H. Hatami, General Manager, Engineering Services  
 J. Barry, Corporate Secretary  
 S. Moss, Manager, Finance  
 L. Smith, Assistant Finance Manager, Finance  
 T. Waraich, Manager, Recycling & Waste Management  
 B. Dennison, Manager, Water Management  
 K. Miller, Manager, Environmental Services  
 J. Adair, Solid Waste Operations Superintendent  
 L. Knodel-Joy, Senior Engineering Technologist, Water Management  
 H. Huffman, Senior Environmental Technologist, Recycling & Waste Management  
 T. Daly, Recording Secretary

**ABSENT:** Director L. Iannidinaro

**APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

**REPORTS**

**R1** Functions 130, 575 & 576 - Electoral Feasibility Study, Engineering Services - Administration, & Engineering Services - Utilities, Budgets

It was moved and seconded that the 2017 budget for Function 130 Electoral Feasibility Study be approved.

**MOTION CARRIED**

It was moved and seconded that the 2017 budget for Function 575 Engineering Services Administration be approved.

**MOTION CARRIED**

It was moved and seconded that the 2017 budget for Function 576 Engineering Services Utilities be approved.

**MOTION CARRIED**

**R2** Function 131 - Environmental Initiatives Budget

It was moved and seconded that the 2017 budget for Function 131 Environmental Initiatives be amended to:

1. Increase Contract for Services by \$9,004;
2. Increase Project Expenditures by \$5,164; and
3. Increase Surplus by \$14,168.

**MOTION CARRIED**

It was moved and seconded that the 2017 budget for Function 131 Environmental Initiatives (Partnership Funding) be amended to:

1. Increase Partnership Funding by \$50,000; and
2. Increase Transfer from Operating Reserves by \$50,000.

**MOTION CARRIED**

**R3** Function 515 – Curbside Garbage Recycling Budget

It was moved and seconded that the 2017 draft budget for Function 515 Curbside Garbage/Recycling be amended to:

1. Increase Garbage Tipping Fee Expense by \$15,000;
2. Increase Operating Contingency by \$8,950;
3. Increase Multi-Material British Columbia (MMBC) Wages by \$20,635;
4. Increase MMBC Benefits by \$5,365;
5. Increase MMBC Advertising and Education by \$4,000;
6. Increase Furniture, Fixtures & Equipment by \$10,000;
7. Reduce Garbage Advertising by \$4,000;
8. Reduce Legal Services by \$4,000;
9. Reduce Contract for Services by \$5,000;



10. Reduce Sundry Expenses (Garbage) by \$500;
11. Reduce MMBC Contingency by \$49,700; and
12. Reduce MMBC Sundry Expenses by \$750.

**MOTION CARRIED**

**R4** Function 520 – Solid Waste Management Complex Budget

**It was moved and seconded that the 2017 budget for Function 520 Solid Waste Management Complex be amended to:**

1. Increase Transfer to Capital Reserve by \$45,000; and
2. Increase Requisition by \$45,000.

**MOTION CARRIED**

**10:29 AM** The Committee recessed.

**10:49 AM** The meeting resumed.

**R5** Function 530 – Cowichan Flood Management Budget

**It was moved and seconded that the 2017 budget for Function 530 Cowichan Flood Management be approved.**

**MOTION CARRIED**

**R6** Function 531 – South Cowichan Water Study Plan Budget

**It was moved and seconded that the 2017 budget for Function 531 South Cowichan Water Study Plan be amended to:**

1. Increase Surplus by \$9,923; and
2. Increase Project Expenditures by \$9,923.

**MOTION CARRIED**

**R7** Function 535 - Central Sector Liquid Waste Management Plan Budget

**It was moved and seconded that the 2017 budget for Function 535 Central Sector Liquid Waste Management Plan be amended to:**

1. Increase Requisition by \$86,509; and
2. Increase Consultants Expense by \$86,509.

**MOTION CARRIED**

**R8** Function 540 - South Sector Liquid Waste Management Plan Budget

It was moved and seconded that the 2017 budget for Function 540 South Sector Liquid Waste Management Plan be amended to:

1. Increase Transfer from Gas Tax Reserve by \$39,418; and
2. Increase Contract for Services Expenses by \$39,418.

**MOTION CARRIED**

**R9**

Functions 550-561, 565, 580, 581, 583, 585 & 586 - Street Lighting and Critical Street Lighting (Mesachie Lake, Youbou, Brentwood College, Cowichan Bay, Honeymoon Bay, Mill Bay, Cobble Hill, Electoral Areas A, B, C, D and I, Wilmot Road, Sentinel Ridge, Twin Cedars, Arbutus Mountain Estates, and Mill Springs) Budgets

It was moved and seconded:

1. That the 2017 budget for Function 550 Street Lighting - Mesachie Lake be approved, as outlined in the November 7, 2016 staff report;
2. That the 2017 budget for Function 551 Street Lighting - Youbou be approved, as outlined in the November 7, 2016 staff report;
3. That the 2017 budget for Function 552 Street Lighting - Brentwood College be approved, as outlined in the November 7, 2016 staff report;
4. That the 2017 budget for Function 553 Street Lighting - Cowichan Bay be approved, as outlined in the November 7, 2016 staff report;
5. That the 2017 budget for Function 554 Street Lighting - Honeymoon Bay be approved, as outlined in the November 7, 2016 staff report;
6. That the 2017 budget for Function 555 Street Lighting - Mill Bay be approved, as outlined in the November 7, 2016 staff report;
7. That the 2017 budget for Function 556 Street Lighting - Cobble Hill be approved, as outlined in the November 7, 2016 staff report;
8. That the 2017 budget for Function 557 Critical Street Lighting - Area A be approved, as outlined in the November 7, 2016 staff report;
9. That the 2017 budget for Function 558 Critical Street Lighting - Area B be approved, as outlined in the November 7, 2016 staff report;
10. That the 2017 budget for Function 559 Critical Street Lighting - Area C be approved, as outlined in the November 7, 2016 staff report;
11. That the 2017 budget for Function 560 Critical Street Lighting - Area D be approved, as outlined in the November 7, 2016 staff report;
12. That the 2017 budget for Function 561 Critical Street Lighting - Area E be approved, as outlined in the November 7, 2016 staff report;

- 13. That the 2017 budget for Function 565 Critical Street Lighting - Area I be approved, as outlined in the November 7, 2016 staff report;**
- 14. That the 2017 budget for Function 580 Wilmot Road Street Lighting be approved, as outlined in the November 7, 2016 staff report;**
- 15. That the 2017 budget for Function 581 Sentinel Ridge Street Lighting be approved, as outlined in the November 7, 2016 staff report;**
- 16. That the 2017 budget for Function 583 Twin Cedars Street Lighting be approved, as outlined in the November 7, 2016 staff report;**
- 17. That the 2017 budget for Function 585 Arbutus Mountain Estates Street Lighting approved, as outlined in the November 7, 2016 staff report; and**
- 18. That the 2017 budget for Function 586 Mill Springs Street Lighting be approved, as outlined in the November 7, 2016 staff report.**

**MOTION CARRIED****R10**      Function 571 - Asset Management Budget**It was moved and seconded that the 2017 budget for Function 571 Asset Management be approved.****MOTION CARRIED****R11**      Functions 601, 603-605, 608, 611, 613, 615-620, 640, 653, 660, 670, 680 & 690 - Satellite Park, Douglas Hill, Lambourn Estates, Arbutus Mountain Estates, Fern Ridge, Bald Mountain, Dogwood Ridge, Arbutus Ridge, Carlton, Shellwood, Woodley Range, Burnum, Mesachie Lake, Saltair, Youbou, Honeymoon Bay, Cherry Point Estates, Shawnigan Lake North, and Kerry Village, Water Budgets**It was moved and seconded:**

- 1. That the 2017 budget for Function 601 Satellite Park Water be approved, as outlined in the November 3, 2016 staff report.**

Director Clement was absent at the vote.

**MOTION CARRIED****It was moved and seconded:**

- 2. That the 2017 budget for Function 603 Douglas Hill Water be approved, as outlined in the November 3, 2016 staff report.**

Director Clement was absent at the vote.

**MOTION CARRIED**

It was moved and seconded:

3. That the 2017 budget for Function 604 Lambourn Estates Water be approved, as outlined in the November 3, 2016 staff report.

Director Clement was absent at the vote.

**MOTION CARRIED**

It was moved and seconded:

4. That the 2017 budget for Function 605 Arbutus Mountain Estates Water be amended by:
  1. A Reduction of \$8,500 for Consultants;
  2. A Reduction of \$8,000 to User Fees; and
  3. A Reduction of \$500 to User Fee Discount.

**MOTION CARRIED**

It was moved and seconded:

5. That the 2017 budget for Function 608 Fern Ridge Water be approved, as outlined in the November 3, 2016 staff report.

Directors Clement and Stone were absent at the vote.

**MOTION CARRIED**

It was moved and seconded:

6. That the 2017 budget for Function 611 Bald Mountain Water be approved, as outlined in the November 3, 2016 staff report.

Directors Clement, Kent, and Stone were absent at the vote.

**MOTION CARRIED**

It was moved and seconded:

7. That the 2017 budget for Function 613 Dogwood Ridge Water be amended by:
  1. A Reduction of \$8,500 for Consultants;
  2. A Reduction of \$5,150 to User Fees;
  3. An Increase of \$1,900 in Contingency; and
  4. An Increase of \$1,450 in Contract Electrical Repairs.

Directors Clement and Kent were absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 8. That the 2017 budget for Function 615 Arbutus Ridge Water be amended by:**
  - 1. A Reduction of \$11,800 for Consultants; and**
  - 2. An Increase of \$11,800 to Source Parts and Supplies.**

Director Kent was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 9. That the 2017 budget for Function 616 Carlton Water be amended by:**
  - 1. A reduction of \$8,000 for Consultants;**
  - 2. A reduction of \$8,800 to User Fees;**
  - 3. A reduction of \$200 to User Fees Discounts;**
  - 4. A reduction of \$2,000 in Parcel Tax;**
  - 5. An increase of \$1,000 in Transmission – Machinery & Equipment;**
  - 6. A reduction of \$7,000 in Transmission – Supplies; and**
  - 7. An increase of \$3,400 in Contingency.**

Director Kent was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded that the amendment to the 2017 budget for Function 616 Carlton Water be rescinded.**

Director Kent was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded that the 2017 budget for Function 616 Carlton Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded:**

- 10. That the 2017 budget for Function 617 Shellwood Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded:**

- 11. That the 2017 budget for Function 618 Woodley Range Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded:**

- 12. That the 2017 budget for Function 619 Burnum Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded:**

- 13. That the 2017 budget for Function 620 Mesachie Lake Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded:**

- 14. That the 2017 budget for Function 640 Saltair Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded:**

- 15. That the 2017 budget for Function 653 Youbou Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded:**

- 16. That the 2017 budget for Function 660 Honeymoon Bay Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded:**

- 17. That the 2017 budget for Function 670 Cherry Point Estates Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded:**

- 18. That the 2017 budget for Function 680 Shawnigan Lake North Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded:**

- 19. That the 2017 budget for Function 690 Kerry Village Water be approved, as outlined in the November 3, 2016 staff report.**

**MOTION CARRIED**

**R12** Function 652 – Central Youbou Water Debt Budget

**It was moved and seconded that the 2017 budget for Function 652 Youbou Water Debt be approved.**

**MOTION CARRIED**

**R13** Function 661 – Honeymoon Bay Water Debt Budget

**It was moved and seconded that the 2017 budget for Function 661 Honeymoon Bay Water Debt be approved.**

**MOTION CARRIED**

**R14** Function 662 – Honeymoon Bay Water (Well 2) Debt Budget

**It was moved and seconded that the 2017 budget for Function 662 Honeymoon Bay Water (Well 2) Debt be amended to:**

- 1. Increase Requisition by \$23,424; and**
- 2. Increase Long Term Debt Principal by \$23,424.**

**MOTION CARRIED**

**R15** Functions 701-703, 705, 707, 711, 714, 715, 799 – Wilmot Road, Sentinel Ridge, Shawnigan Lake East, Arbutus Mountain Estates, Lanes Road, Bald Mountain, Cobble Hill, Arbutus Ridge, Shawnigan Creek Cleanout, Drainage Budgets

**It was moved and seconded:**

- 1. That the 2017 budget for Function 701 Wilmot Road Drainage be approved, as outlined in the November 3, 2016 staff report;**
- 2. That the 2017 budget for Function 702 Sentinel Ridge Drainage be approved, as outlined in the November 3, 2016 staff report;**
- 3. That the 2017 budget for Function 703 Shawnigan Lake East Drainage be approved, as outlined in the November 3, 2016 staff report;**
- 4. That the 2017 budget for Function 705 Arbutus Mountain Estates Drainage be approved, as outlined in the November 3, 2016 staff report;**
- 5. That the 2017 budget for Function 707 Lanes Road Drainage be**

approved, as outlined in the November 3, 2016 staff report;

6. That the 2017 budget for Function 711 Bald Mountain Drainage be approved, as outlined in the November 3, 2016 staff report;
7. That the 2017 budget for Function 714 Cobble Hill Drainage be approved, as outlined in the November 3, 2016 staff report;
8. That the 2017 budget for Function 715 Arbutus Ridge Drainage be approved, as outlined in the November 3, 2016 staff report; and
9. That the 2017 budget for Function 799 Shawnigan Creek Cleanout Drainage be approved, as outlined in the November 3, 2016 staff report.

Director Clement was absent at the vote.

**MOTION CARRIED**

**R16**

Functions 800-805, 809-811, 813, 815, 820, 830, 840, 850, 860 - Brulette, Sentinel Ridge, Twin Cedars, Lambourn, Arbutus Mountain Estates, Cobble Hill Village, Mesachie Lake, Bald Mountain, Mill Springs, Arbutus Ridge, Eagle Heights, Maple Hills, Shawnigan Beach Estates, Kerry Village, Youbou, Sewer Budgets

**It was moved and seconded:**

1. That the 2017 budget for Function 800 Cowichan Bay Sewer be approved, as outlined in the November 8, 2016 staff report.

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

2. That the 2017 budget for Function 801 Brulette Sewer be approved, as outlined in the November 8, 2016 staff report.

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

3. That the 2017 budget for Function 802 Sentinel Ridge Sewer be approved, as outlined in the November 8, 2016 staff report.

Director Clement was absent at the vote.

**MOTION CARRIED**



**It was moved and seconded:**

- 4. That the 2017 budget for Function 803 Twin Cedars Sewer be amended to:**
  - 1. Decrease the Transfer from Gas Tax Reserve by \$30,000; and**
  - 2. Increase the Transfer from Capital Reserve by \$30,000.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 5. That the 2017 budget for Function 804 Lambourn Estates Sewer be approved, as outlined in the November 8, 2016 staff report.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 6. That the 2017 budget for Function 805 Arbutus Mountain Estates Sewer be amended by:**
  - 1. An Increase of \$4,059 in Parcel Tax Requisition;**
  - 2. An Increase of \$9,559 in Contingency;**
  - 3. A Reduction of \$500 in Sewer Treatment – Hydro;**
  - 4. A Reduction of \$2,000 in Disposal Field – Machinery & Equipment;**
  - 5. A Reduction of \$1,500 in Disposal Field – Rentals; and**
  - 6. A Reduction of \$1,500 in Disposal Field – Parts/Supplies.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 7. That the 2017 budget for Function 809 Cobble Hill Village Sewer be amended by:**
  - 1. An Increase of \$4,200 in User Fees;**
  - 2. An Increase of \$200 in User Fee Discount;**
  - 3. An Increase of \$4,500 in Short Term Interest; and**
  - 4. A Reduction of \$500 Disposal Field – Machinery & Equipment.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 8. That the 2017 budget for Function 810 Mesachie Lake Sewer be approved, as outlined in the November 8, 2016 staff report.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 9. That the 2017 budget for Function 811 Bald Mountain Sewer be approved, as outlined in the November 8, 2016 staff report.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 10. That the 2017 budget for Function 813 Mill Springs Sewer be approved, as outlined in the November 8, 2016 staff report.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 11. That the 2017 budget for Function 815 Arbutus Ridge Sewer be amended by:**

- 1. A Reduction of \$10,732 in User Fees;**
- 2. A Reduction of \$232 in Contingency;**
- 3. A Reduction of \$3,000 in Collection – Hydro/Camera;**
- 4. A Reduction of \$4,000 in Sewage Treatment – Sludge Disposal;**
- 5. A Reduction of \$1,500 in Sewage Treatment – Machinery & Equipment; and**
- 6. A Reduction of \$2,000 in Sewage Treatment – Parts & Supply.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 12. That the 2017 budget for Function 820 Eagle Heights Sewer be approved, as outlined in the November 8, 2016 staff report.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 13. That the 2017 budget for Function 830 Maple Hills Sewer be approved, as outlined in the November 8, 2016 staff report.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 14. That the 2017 budget for Function 840 Shawnigan Beach Estates Sewer be amended by:**

- 1. A Reduction of \$15,000 in Capital Budget; and**
- 2. An Increase of \$15,000 in Minor Capital.**

**MOTION CARRIED**

**It was moved and seconded:**

- 15. That the 2017 budget for Function 850 Kerry Village Sewer be amended by:**

- 1. An Increase of \$6,500 in Contingency; and**
- 2. A Reduction of \$6,500 in Disposal Field/Forcemain Parts/Supplies.**

**MOTION CARRIED**

**It was moved and seconded:**

- 16. That the 2017 budget for Function 860 Youbou Sewer be approved, as outlined in the November 8, 2016 staff report.**

**MOTION CARRIED**

**It was moved and seconded that the amendments to the 2017 budget for Function 605 Arbutus Mountain Estates Water System made previously in the meeting, under Report R11 Item 4, be rescinded.**

**MOTION CARRIED**

**It was moved and seconded that the 2017 budget for Function 605 Arbutus Mountain Estates Water System be amended by:**

- 1. A Reduction of \$8,500 for Consultants;**
- 2. A Reduction of \$8,000 to User Fees;**
- 3. A Reduction of \$500 to User Fee Discount;**
- 4. A Reduction of \$340 in Supply, Contract for Services; and**
- 5. An Increase of \$1,340 to Supply, Electrical Repairs.**

**MOTION CARRIED**

**ADJOURNMENT**

12:05 PM

It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 12:05 PM.

\_\_\_\_\_  
Chair

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

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

Minutes of the Special Corporate Services Committee Meeting held on Friday, November 25, 2016 in the Board Room, 175 Ingram Street, Duncan BC at 9:00 AM.

**PRESENT:** Chair B. Day  
 Director A. Stone  
 Director M. Dorey  
 Director M. Clement  
 Director K. Davis  
 Director S. Furstenau  
 Director P. Kent  
 Director K. Kuhn  
 Director J. Lefebure <arrived at 9:11 AM>  
 Director K. Marsh <arrived at 9:24 AM>  
 Director M. Marcotte  
 Director I. Morrison  
 Director A. Nicholson  
 Director T. Walker  
 Alternate Director A. Bomford

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
 M. Kueber, General Manager, Corporate Services  
 J. Elzinga, General Manager, Community Services  
 R. Blackwell, General Manager, Planning and Development  
 S. Moss, Manager, Finance  
 A. Melmock, Manager, Economic Development  
 M. Tippett, Manager, Regional & Community Planning  
 B. Farquhar, Manager, Parks & Trails  
 R. Blackmore, Manager, Inspection & Enforcement  
 R. Conway, Manager, Development Services  
 L. Smith, Assistant Finance Manager  
 T. Daly, Recording Secretary

**ABSENT:** Director L. Iannidinaro

**APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be approved.**

**MOTION CARRIED**

**REPORTS**

**R1** Function 121- Economic Development Budget

**It was moved and seconded that the 2017 draft budget for Function 121 – Economic Development be amended to:**

- 1. Increase Federal Conditional Grants by \$25,000; and**
- 2. Increase Provincial Conditional Grants by \$25,000;**

- 3. Increase Advertising by \$9,500;**
- 4. Increase Contract for Services by \$133,000;**
- 5. Reduce Training & Development by \$500;**
- 6. Reduce Registration/Conferences/Seminars by \$3,000;**
- 7. Reduce Memberships by \$500;**
- 8. Reduce Miscellaneous Equipment by \$1,500;**
- 9. Increase Meeting Expenses by \$3,000;**
- 10. Increase Agriculture by \$30,000;**
- 11. Increase Film by \$5,000; and**
- 12. Reduce Contingency by \$125,000.**

**MOTION CARRIED**

**R2** Function 123 - Regional Tourism Services Budget

**It was moved and seconded that the 2017 draft budget for Function 123 – Regional Tourism Services be amended to:**

- 1. Increase Transfer from Operating Reserve by \$15,000; and**
- 2. Increase Grant to Organization by \$15,000.**

**MOTION CARRIED**

**R3** Function 231 - Community Parks Electoral Area A Budget

**It was moved and seconded that the 2017 budget for Function 231 – Community Parks Electoral Area A be approved.**

**MOTION CARRIED**

**R4** Function 232 - Community Parks Electoral Area B Budget

**It was moved and seconded that the 2017 budget for Function 232 – Community Parks Electoral Area B be amended to:**

- 1. Decrease Transfer from Gas Tax Reserve by \$170,000; and**
- 2. Decrease Capital - Land Improvements by \$170,000.**

**MOTION CARRIED**

**R5** Function 233 - Community Parks Electoral Area C Budget

Function 233 – Community Parks Electoral Area C Budget is referred to the end of Reports of the Special Corporate Services Committee meeting of November 25, 2016, by consensus.

**R6** Function 234 – Community Parks Electoral Area D Budget

**It was moved and seconded that the 2017 budget for Function 234 – Community Parks Electoral Area D be approved.**

Director Kuhn was absent at the vote.

**MOTION CARRIED**

**R7** Function 235 – Community Parks Electoral Area E Budget

**It was moved and seconded that the 2017 budget for Function 235 – Community Parks Electoral Area E be amended to:**

- 1. Increase Surplus by \$67,000;**
- 2. Increase Consultants by \$8,000;**
- 3. Increase Minor Capital by \$13,000;**
- 4. Increase Capital - Lease Improvements by \$46,000;**
- 5. Increase Requisition by \$20,000;**
- 6. Increase Capital - Lease Improvements by \$25,000; and**
- 7. Decrease Capital - Land Improvements by \$5,000.**

Director Kuhn was absent at the vote.

**MOTION CARRIED**

**R8** Function 236 - Community Parks Electoral Area F Budget

**It was moved and seconded that the 2017 budget for Function 236 – Community Parks Electoral Area F be amended to:**

- 1. Increase Surplus by \$50,000; and**
- 2. Increase Capital - Land Improvements by \$50,000.**

**MOTION CARRIED**

**R9** Function 237 - Community Parks Electoral Area G Budget

**It was moved and seconded that the 2017 budget for Function 237 – Community Parks Electoral Area G be approved.**

**MOTION CARRIED**

**R10** Function 238 - Community Parks Electoral Area H Budget

**It was moved and seconded that the 2017 budget for Function 238 – Community Parks Electoral Area H be approved.**

**MOTION CARRIED**

**R11** Function 239 - Community Parks Electoral Area I Budget

**It was moved and seconded that Function 239 – Community Parks Electoral Area I Budget discussion be referred to the Special Corporate Services Committee meeting of Tuesday, November 29, 2016.**

**MOTION CARRIED**

**R12** Function 250 - Electoral Area Services Budget

**It was moved and seconded that the 2017 budget for Function 250 Electoral Area Services be referred to the Special Corporate Services Committee meeting on November 29, 2016.**

**MOTION CARRIED**

**R13** Function 279 - Parks & Trails Budget

**It was moved and seconded that the 2017 budget for Function 279 Parks & Trails be amended to:**

- 1. Increase Transfer from Gas Tax Reserve by \$5,000;**
- 2. Increase Asset Management by \$5,000;**
- 3. Increase Short Term Debt Interest by \$143;**
- 4. Increase Short Term Debt Principal by \$2,738; and**
- 5. Decrease Miscellaneous Equipment by \$2,881.**

**MOTION CARRIED**

**R14** Function 280 - Regional Parks Budget

**It was moved and seconded that the 2017 budget for Function 280 Regional Parks be amended to:**

- 1. Increase Grants by \$688,851;**
- 2. Increase Recovery of Costs by \$165,000;**
- 3. Increase M.F.A. Funding by \$170,000;**
- 4. Increase Transfer from Gas Tax Reserves by \$210,000;**
- 5. Increase Requisition by \$135,000;**
- 6. Increase Surplus by \$65,000;**
- 7. Increase Consultants by \$25,000;**
- 8. Increase Capital - Lease Improvements by \$1,368,851;**
- 9. Increase Capital - Land Improvements by \$40,000;**
- 10. Increase Short Term Debt Interest by \$95;**
- 11. Increase Short Term Debt Principal by \$1824; and**
- 12. Decrease Miscellaneous Equipment by \$1,919.**

**MOTION CARRIED**

**R15** Function 281 - Bright Angel Park Budget



**It was moved and seconded that the 2017 budget for Function 281 – Bright Angel Park be approved.**

**MOTION CARRIED**

**10:17 PM** The Committee recessed.

**10:37 PM** The meeting resumed.

**R16** Function 282 - South Cowichan Community Parks Budget

**It was moved and seconded that the 2017 budget for Function 282 – South Cowichan Community Parks be approved.**

Directors Dorey and Furstenau were absent at the vote.

**MOTION CARRIED**

**R17** Function 283 – Kinsol Trestle Budget

**It was moved and seconded that the 2017 budget for Function 283 – Kinsol Trestle be amended to:**

- 1. Increase Donations by \$40,000;**
- 2. Increase Grants by \$40,000; and**
- 3. Increase Capital - Lease Improvements by \$80,000.**

Director Dorey was absent at the vote.

**MOTION CARRIED**

**R18** Function 285 – Regional Parkland Acquisition Budget

**It was moved and seconded that the 2017 budget for Function 285 – Regional Parkland Acquisition be amended to:**

- 1. Increase Transfer from Capital Reserves by \$500,000;**
- 2. Increase Transfer from Operating Reserves by \$1,250,244; and**
- 3. Increase Capital - Land by \$1,750,244.**

Director Dorey was absent at the vote.

**MOTION CARRIED**

**R19** Function 310 - Animal Control Budget

**It was moved and seconded that the 2017 budget for Function 310 – Animal Control be amended to:**

- 1. Increase Requisition by \$9,500;**
- 2. Increase Advertising Expense by \$5,000;**
- 3. Increase Contract for Services by \$2,000; and**
- 4. Increase Supplies by \$2,500.**

Director Dorey was absent at the vote.

**MOTION CARRIED**

**R20** Function 320 - Enforcement & Inspection Budget

**It was moved and seconded that the 2017 budget for Function 320 – Enforcement & Inspection be amended to:**

- 1. Increase Requisition by \$65,000;**
- 2. Increase Legal Services Expense by \$65,000;**
- 3. Increase Transfer From Capital Reserves by \$5,000; and**
- 4. Increase Vehicles and Machinery Expense by \$5,000.**

**MOTION CARRIED**

**R21** Function 325 - Community Planning Budget

**It was moved and seconded that the 2017 budget for Function 325 – Community Planning be amended to:**

- 1. Increase Area E OCP/Zoning Consultant Expense by \$16,400;**
- 2. Increasing Surplus by \$16,400;**
- 3. Decrease Advertising to \$25,000; and**
- 4. Decrease Requisition by \$25,000.**

**MOTION CARRIED**

**R22** Function 456 - Saltair Recreation Budget

**It was moved and seconded that the 2017 budget for Function 456 – Saltair Recreation be approved.**

**MOTION CARRIED**

**R23** Function 490 - Thetis Island Wharf Budget

**It was moved and seconded that the 2017 budget for Function 490 – Thetis Island Wharf be approved.**

**MOTION CARRIED**

**R24** Function 491 - Thetis Island Boat Launch Budget

**It was moved and seconded that the 2017 budget for Function 491 – Thetis Island Boat Launch be approved.**

**MOTION CARRIED**

Item R5 referred from earlier in the meeting.

**R5** Function 233 - Community Parks Electoral Area C Budget

**It was moved and seconded that the 2017 budget for Function 233 Community Parks Electoral Area C be amended to:**

- 1. Increase Transfer from Gas Tax Reserve by \$30,544;**
- 2. Increase Capital - Land Improvements by \$30,544;**
- 3. Increase Surplus by \$65,000;**
- 4. Increase Consultants by \$65,000;**
- 5. Increase Requisition by \$60,000; and**
- 6. Increase Capital - Land Improvements by \$60,000.**

**MOTION CARRIED**

## **NEW BUSINESS**

**NB1** Report from the Development Services Division Re: Proposed Amendment (2) to Draft 2017 Budget - Community Planning (325)

**It was moved and seconded:**

- 1. That the 2017 Community Planning Function 325 budget be amended to:**
  - 1. Decrease to Transfer to Capital Reserve Fund by \$7,410;**
  - 2. Increase to Short Term Principal by \$7,020 and to Interest by \$390;**
  - 3. Increase to MFA Short Term Borrowing by \$35,000; and**
  - 4. Increase to Vehicles and Machinery by \$35,000.**

**MOTION CARRIED**

**It was moved and seconded:**

- 2. That it be recommended to the Board that short term borrowing to a maximum of \$35,000 be approved to pay for a new vehicle for Community Planning to be paid back over five years as per the Liabilities Under Agreement Section 175 of the Community Charter.**

**MOTION CARRIED**

## **ADJOURNMENT**

**11:11 AM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 11:11 AM.

\_\_\_\_\_  
Chair

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

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

Minutes of the Special Corporate Services Committee Meeting held on Monday, November 28, 2016 in the Board Room, 175 Ingram Street, Duncan BC at 9:07 AM.

**PRESENT:** Chair B. Day  
Director A. Stone  
Director M. Dorey  
Director M. Clement <arrived at 9:09 AM>  
Director K. Davis  
Director S. Furstenau  
Director P. Kent  
Director K. Kuhn  
Director K. Marsh <arrived at 12:14 PM>  
Director I. Morrison  
Director A. Nicholson  
Director T. Walker  
Alternate Director K. Daniels  
Alternate Director A. Bomford

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
M. Kueber, General Manager, Corporate Services  
J. Barry, Corporate Secretary  
J. Elzinga, General Manager, Community Services  
S. Moss, Manager, Finance  
B. Mohan, Manager, Human Resources  
C. Cowan, Manager, Public Safety  
J. Wakeham, Manager, Facilities & Transit Division  
L. Smith, Assistant Finance Manager  
R. Grant, GIS Supervisor  
T. Daly, Recording Secretary

**ABSENT:** Director L. Iannidinardo  
Director J. Lefebure  
Director M. Marcotte

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the November 29, 2016 agenda items listed as Reports be added to the agenda as New Business items NB2 and upward in ascending order.**

**MOTION CARRIED**

**It was moved and seconded that the National Aboriginal Hockey Championships 2017 be added to the agenda as New Business item NB1.**

**MOTION CARRIED**

It was moved and seconded that the agenda, as amended, be approved.

**MOTION CARRIED**

It was moved and seconded that a New Business item, 2017 Budget Overview Discussion be added to the November 29, 2016 Special Corporate Services Committee meeting.

**MOTION CARRIED**

## REPORTS

**R1** Function 100 General Government

It was moved and seconded that the 2017 budget for Function 100 General Government be approved.

It was moved and seconded that the motion be amended by removing the \$100,000 designated for the Consultant for the Regional Recreation Master Plan.

**MOTION DEFEATED**

It was moved and seconded that the motion be amended to reflect that the Regional Recreation Master Plan be funded through Operating Reserve.

**MOTION CARRIED**

It was moved and seconded that the motion be amended by:

1. Decreasing the Requisition by \$12,897; and
2. Decreasing the General Government Tier III Expenditures by \$12,897.

**MOTION CARRIED**

*Voting resumed on the main motion, as amended:*

(Motion restated for clarification.)

It was moved and seconded that the 2017 budget for Function 100 General Government be approved by:

1. Increase Transfer from Operating Reserve by \$100,000;
2. Decrease Requisition by \$100,000;
3. Decrease Requisition by \$12,897; and
4. Decrease General Government Tier III Expenditures by \$12,897.

**MOTION CARRIED**

**10:34 AM** The Committee recessed.

**10:54 AM** The meeting resumed.

- R2** Function 102 Vancouver Island Regional Library  
**It was moved and seconded that the 2017 budget for Function 102 Vancouver Island Regional Library be approved.**
- MOTION CARRIED**
- R3** Function 105 Information Technology  
**It was moved and seconded that the 2017 budget for Function 105 Information Technology be approved.**
- MOTION CARRIED**
- R4** Function 105 Human Resources  
**It was moved and seconded that the 2017 budget for Function 105 Human Resources be approved.**
- MOTION CARRIED**
- R5** Function 105 Geographic Information System (GIS)  
**It was moved and seconded that the 2017 budget for Function 105 Geographic Information System (GIS) be approved.**
- MOTION CARRIED**
- R6** Function 105 Liability Insurance Premium  
**It was moved and seconded that the 2017 budget for Function 105 Liability Insurance be approved.**
- MOTION CARRIED**
- R7** Function 111 Grant-in-Aid - Area A  
**It was moved and seconded that the 2017 budget for Function 111 Grant-in-Aid - Area A be amended by:**
- 1. Decrease Surplus by \$3,903; and**
  - 2. Increase Requisition by \$3,903.**
- MOTION CARRIED**
- R8** Function 112 Grant-in-Aid - Area B  
**It was moved and seconded that the 2017 budget for Function 112 Grant-in-Aid - Area B be approved.**

It was moved and seconded that the motion be amended by:

1. Reducing the Requisition by \$1,697; and
2. Reducing the Grants to Organization by \$1,697.

**MOTION CARRIED**

*Voting resumed on the main motion, as amended:*

(Motion restated for clarification.)

**It was moved and seconded that the 2017 budget for Function 112 Grant-in-Aid - Area B be approved, as amended by reducing the Requisition by \$1,697 and reducing the Grants to Organization by \$1,697.**

**MOTION CARRIED**

**R9** Function 113 Grant-in-Aid - Area C

It was moved and seconded that the 2017 budget for Function 113 Grant-in-Aid be approved.

It was moved and seconded that the motion be amended by:

1. Increasing the Requisition by \$46,516;
2. Decreasing the Surplus by \$750; and
3. Increasing the Grants to Organization by \$45,766.

**MOTION CARRIED**

*Voting resumed on the main motion, as amended:*

(Motion restated for clarification.)

**It was moved and seconded that the 2017 budget for Function 113 Grant-in-Aid - Area C be approved, as amended by increasing the Requisition by \$46,516; decreasing the Surplus by \$750, and increasing the Grants to Organization.**

**MOTION CARRIED**

**R10** Function 114 Grant-in-Aid - Area D

**It was moved and seconded that the 2017 budget for Function 114 Grant-in-Aid - Area D be approved.**

**MOTION CARRIED**

**R11** Function 115 Grant-in-Aid - Area E

**It was moved and seconded that the 2017 budget for Function 115 Grant-in-Aid - Area E be amended by:**



1. Increasing the Transfer from Operating Reserve by \$3,097; and
2. Increasing the Grants to Organization by \$3,097.

**MOTION CARRIED**

**R12** Function 116 Grant-in-Aid - Area F

**It was moved and seconded that the 2017 budget for Function 116 Grant-in-Aid - Area F be amended by:**

1. Decreasing the Requisition at \$4,727;
2. Increasing the Surplus by \$2,727; and
3. Decreasing the Grants to Organization by \$2,000.

**MOTION CARRIED**

**R13** Function 117 Grant-in-Aid - Area G

**It was moved and seconded that the 2017 budget for Function 117 Grant-in-Aid - Area G be approved.**

**MOTION CARRIED**

**R14** Function 118 Grant-in-Aid - Area I

**It was moved and seconded that the 2017 budget for Function 118 Grant-in-Aid - Area I be amended by:**

1. Decreasing the Requisition by \$20,000; and
2. Decreasing the Grants to Organization by \$20,000.

**MOTION CARRIED**

**R15** Function 150 - Municipalities/Library Board - MFA Debt

**It was moved and seconded that the 2017 budget for Function 150 Municipalities/Library Board - MFA Debt be approved.**

**MOTION CARRIED**

**R16** Function 440 Cowichan Sportsplex - Area A

**It was moved and seconded that the 2017 budget for Function 440 Cowichan Sportsplex - Area A be approved.**

**MOTION CARRIED**

**R17** Function 442 Cowichan Sportsplex - Area C

**It was moved and seconded that the 2017 budget for Function 442 Cowichan Sportsplex - Area C be approved.**

**MOTION CARRIED**

**R18** Function 443 Cowichan Sportsplex - Area D

**It was moved and seconded that the 2017 budget for Function 443 Cowichan Sportsplex - Area D be approved.**

**MOTION CARRIED**

**R19** Function 444 Cowichan Sportsplex - Area E

**It was moved and seconded that the 2017 budget for Function 444 Cowichan Sportsplex - Area E be approved.**

**MOTION CARRIED**

**R20** Function 450 Recreation - Mill Bay

**It was moved and seconded that the 2017 budget for Function 450 Recreation - Mill Bay be approved.**

**MOTION CARRIED**

**R21** Function 451 Recreation - Glenora

**It was moved and seconded that the 2017 budget for Function 451 Recreation - Glenora be approved.**

**MOTION CARRIED**

**R22** Function 457 Victim Services - West

**It was moved and seconded that the 2017 budget for Function 457 Victim Services - West be approved.**

**MOTION CARRIED**

**R23** Function 458 Lake Cowichan Activity Centre

**It was moved and seconded that the 2017 budget for Function 458 Lake Cowichan Activity Centre be approved.**

**MOTION CARRIED**

**R24** Function 459 Victim Services

**It was moved and seconded that the 2017 budget for Function 459 Victim Services be approved.**

**MOTION CARRIED**

**R25** Function 460 Recreation - North Oyster

**It was moved and seconded that the 2017 budget for Function 460 Recreation - North Oyster be approved.**

Director Morrison was absent at the vote.

**MOTION CARRIED**

**R26** Function 461 Cowichan Aquatic Centre - Area E

**It was moved and seconded that the 2017 budget for Function 461 Cowichan Aquatic Centre - Area E be approved.**

Director Morrison was absent at the vote.

**MOTION CARRIED**

**R27** Function 463 Cowichan Wooden Boat Society

**It was moved and seconded that the 2017 budget for Function 463 Cowichan Wooden Boat Society be approved.**

Director Morrison was absent at the vote.

**MOTION CARRIED**

**R28** Function 465 Cobble Hill Historical Society

**It was moved and seconded that the 2017 budget for Function 465 Cobble Hill Historical Society be approved.**

Director Morrison was absent at the vote.

**MOTION CARRIED**

**R29** Function 466 Recreation - Cobble Hill

**It was moved and seconded that the 2017 budget for Function 466 Recreation - Cobble Hill be amended by:**

- 1. Increasing the Requisition by \$4,500; and**
- 2. Increasing the Grant to Cobble Hill Hall by \$4,500.**

**MOTION CARRIED**

**R30** Function 467 Shawnigan Lake Historical Society

It was moved and seconded that the 2017 budget for Function 467 Shawnigan Lake Historical Society be approved.

**It was moved and seconded that the motion be amended by:**

- 1. Increasing the Requisition by \$1,100; and**
- 2. Increasing the Grants to Organization by \$1,100.**

**MOTION CARRIED**

*Voting resumed on the main motion, as amended:*

(Motion restated for clarification.)

**It was moved and seconded that the 2017 budget for Function 467 Shawnigan Lake Historical Society be approved, as amended by increasing the Requisition by \$1,100; and increasing the Grants to Organization by \$1,100.**

**MOTION CARRIED**

**R31** Function 469 Cowichan Station Association - Area E

**It was moved and seconded that the 2017 budget for Function 469 Cowichan Station Association - Area E be approved.**

**MOTION CARRIED**

**R32** Function 470 Frank Jameson Community Centre

**It was moved and seconded that the 2017 budget for Function 470 Frank Jameson Community Centre be approved.**

**R33** Function 472 Senior Centre Grant

**It was moved and seconded that the 2017 budget for Function 472 Senior Centre Grant be approved.**

**MOTION CARRIED**

**R34** Function 474 Kaatza Historical Society

**It was moved and seconded that the 2017 budget for Function 474 Kaatza Historical Society be approved.**

**MOTION CARRIED**

**R35** Function 475 Mill Bay/Malahat Historical Society

**It was moved and seconded that the 2017 budget for Function 475 Mill Bay/Malahat Historical Society be amended by:**

1. Increasing the Requisition by \$5,000; and
2. Increasing the Grants to Organization by \$5,000.

**MOTION CARRIED**

**R36** Function 478 Cowichan Station Association - Area B

**It was moved and seconded that the 2017 budget for Function 478 Cowichan Station Association - Area B be approved.**

**MOTION CARRIED**

**R37** Function 480 Cowichan Aquatic Centre - Area F

**It was moved and seconded that the 2017 budget for Function 480 Cowichan Aquatic Centre - Area F be approved.**

**MOTION CARRIED**

**R38** Function 481 Cowichan Aquatic Centre - Area I

**It was moved and seconded that the 2017 budget for Function 481 Cowichan Aquatic Centre - Area I be approved.**

**MOTION CARRIED**

**R39** Function 488 Shawnigan Basin Society

**It was moved and seconded that the 2017 budget for Function 488 Shawnigan Basin Society be approved.**

**MOTION CARRIED**

**R40** Function 489 Nature and Habitat - Area I

**It was moved and seconded that the 2017 budget for Function 489 Nature and Habitat - Area I be approved.**

**MOTION CARRIED**

**R41** Function 492 Cowichan Lake Water Protection

**It was moved and seconded that the 2017 budget for Function 492 Cowichan Lake Water Protection be approved.**

**MOTION CARRIED**

**R42** Function 493 Safer Futures

**It was moved and seconded that the 2017 budget for Function 493 Safer**

**Futures be approved.**

**MOTION CARRIED**

**R43** Function 494 Social Planning

**It was moved and seconded that the 2017 budget for Function 494 Social Planning be approved.**

**MOTION CARRIED**

**R44** Function 495 South Cowichan Community Policing

**It was moved and seconded that the 2017 budget for Function 495 South Cowichan Community Policing be referred to the Special Corporate Services Committee of November 29, 2016.**

**MOTION CARRIED**

**R45** Function 496 Cowichan Community Policing

**It was moved and seconded that the 2017 budget for Function 496 Cowichan Community Policing be approved.**

**MOTION CARRIED**

**R46** Function 497 Cowichan Valley Hospice

**It was moved and seconded that the 2017 budget for Function 497 Cowichan Valley Hospice be approved.**

**MOTION CARRIED**

**R47** Function 510 Thetis Island Solid Waste & Recycling

**It was moved and seconded that the 2017 budget for Function 510 Thetis Island Solid Waste & Recycling be approved.**

**MOTION CARRIED**

## **NEW BUSINESS**

**NB1** National Aboriginal Hockey Championships 2017

It was moved and seconded:

1. That it be recommended to the Board, that the CVRD contribute \$25,000 in grant funding to the National Aboriginal Hockey Championships 2017; and
2. That \$12,500 in other expenses be reduced, and a \$12,500 grant to the National Aboriginal Hockey Championships be added, in function 121

- Economic Development (Sport Tourism), in the 2017 budget;
3. That \$12,500 of the Regional Grant-in-Aid budget for 2017 be dedicated to the National Aboriginal Hockey Championships 2017.

**It was moved and seconded that the motion be amended by:**

1. Amending the first sentence to add “Regional” before “grant”;
2. Deleting the second sentence in its entirety; and
3. Increasing \$12,500 to \$25,000 in the third sentence.

**MOTION CARRIED**

Voting resumed on the main motion, as amended.

(Motion re-stated for clarification.)

**It was moved and seconded:**

1. That it be recommended to the Board, that the CVRD contribute \$25,000 in regional grant funding to the National Aboriginal Hockey Championships 2017; and
2. That \$25,000 of the Regional Grant-in-Aid budget for 2017 be dedicated to the National Hockey Championships 2017.

**MOTION CARRIED**

**11:37 AM** The Committee recessed.

**12:14 PM** The meeting resumed with Director Marsh joining the meeting.

**NB2** Function 405 – Cowichan Lake Recreation Budget

**It was moved and seconded that:**

1. The Cowichan Lake Recreation Commission reports and recommends that the Function 405 budget be amended by:

1. Increasing Transfer from Operating Reserves by \$13,000;
  2. Increasing Short Term Borrowing Debt by \$250,000;
  3. Increasing Interest by \$938;
  4. Increasing Principal by \$51,618;
  5. Decreasing Requisition by \$205,444;
  6. Increasing Capital – Furniture, Fixtures and Equipment by \$5,000;
- and

**that the 2017 Function 405 budget be approved, as amended.**

Directors Furstenau, Kuhn, and Morrison were absent at the vote.

**MOTION CARRIED**

**It was moved and seconded that:**

2. The Cowichan Lake Recreation Commission reports and recommends that the Function 405 budget be amended by:

1. Increasing Transfer from Operating Reserves \$10,000;
2. Increasing Requisition by \$10,000;
3. Increasing Consultants by \$20,000;
4. Increasing Transfer from Surplus by \$30,000;
5. Increasing Computer Software Upgrade by \$30,000; and

that the 2017 Function 405 budget be approved, as amended.

Directors Furstenau, Kuhn, and Morrison were absent at the vote.

**MOTION CARRIED**

**NB3**

Function 411 & 417 – Kerry Park Recreation & Kerry Park Recreation Aquatic Service Budgets

It was moved and seconded that:

1. The Kerry Park Recreation Centre Commission reports and recommends that the Function 411 budget be amended by:

1. Increasing Transfer from Gas Tax Reserves by \$165,000;
2. Increasing Transfer from Reserves by \$20,000;
3. Increasing Short Term Borrowing by \$105,000;
4. Increasing Capital Building Improvements by \$210,000;
5. Increasing Capital Engineering Structures by \$50,000;
6. Increasing Capital Parks Infrastructure by \$30,000; and

that the 2017 Function 411 budget be approved, as amended.

Directors Kuhn, and Morrison were absent at the vote.

**MOTION CARRIED**

It was moved and seconded that:

2. The Kerry Park Recreation Centre Commission reports and recommends that the Function 411 budget be amended by:

1. Increasing Computer Software Upgrades by \$24,500;
2. Increasing Transfer from Reserves by \$286,750;
3. Increasing Surplus by \$24,500;
4. Increasing Capital Building Improvements by \$125,000;
5. Reducing Federal Grants by \$161,750; and

that the 2017 Function 411 budget be approved, as amended.

Directors Kuhn was absent at the vote.

**MOTION CARRIED**

It was moved and seconded that:

3. The 2017 budget for Function 417 Kerry Park Recreation Centre Aquatic Service be approved.



Directors Kuhn was absent at the vote.

**MOTION CARRIED**

**NB4**

Functions 420, 423, 426 & 427 – Island Savings Centre (ISC) Events & Services, ISC Arena, ISC Theatre, and ISC Library Budgets

**It was moved and seconded:**

- 1. That the Island Savings Centre Commission reports and recommends that the Function 420 budget be amended by:**
  - 1. Increasing Wage Expenses by \$12,467;**
  - 2. Increasing Benefit Expenses by \$3,241;**
  - 3. Increasing Sundry Expenses by \$5,000;**
  - 4. Increasing Equipment by \$25,000 for Multi-Purpose Hall fixtures;**
  - 5. Increasing Machinery & Equipment by \$42,000 for an Island Savings Centre Automated Recommissioning Pilot Project;**
  - 6. Increasing Grant Revenue by \$12,000 from BC Hydro for the Island Savings Centre Automated Recommissioning Pilot Project;**
  - 7. Decreasing Hydro by \$3,515;**
  - 8. Increasing Requisition by \$72,193;**
  - 9. Increasing Machinery & Equipment by \$30,000 for a Recreation Software Replacement Project;**
  - 10. Increasing Surplus by \$30,000;**
  - 11. Increasing Building Improvements by \$160,000 for Multi-Purpose Hall Flooring Project; and**
  - 12. Increasing Donations by \$160,000.**

Directors Kuhn was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 2. That the Island Savings Centre Commission reports and recommends that the Function 423 budget be amended by:**
  - 1. Decreasing Hydro by \$3,135; and**
  - 2. Decreasing Requisition by \$3,135.**

Directors Kuhn was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 3. That the Island Savings Centre Commission reports and recommends that the Function 426 budget be amended by:**
  - 1. Decreasing Hydro by \$2,850; and**
  - 2. Decreasing Requisition by \$2,850.**

Directors Kuhn was absent at the vote.

**MOTION CARRIED**

**It was moved and seconded:**

- 4. That the 2017 budget for Function 427 Island Savings Centre Library be approved.**

Directors Kuhn was absent at the vote.

**MOTION CARRIED**

**NB5**

Function 464 – Recreation – Shawnigan Lake Community Centre

**It was moved and seconded that the Shawnigan Lake Community Centre Commission reports and recommends that the Function 464 budget be amended by:**

- 1. Increasing Software Upgrades by \$11,500;**
- 2. Increasing Surplus by \$11,500;**
- 3. Increasing Contingency by \$32,350;**
- 4. Increasing Requisition by \$32,350; and**

**that the Function 464 2017 budget be approved, as amended.**

Directors Kuhn was absent at the vote.

**MOTION CARRIED**

**NB6**

Function 429 – Island Savings Centre Capital Loan (Theatre) Budget

**It was moved and seconded that the 2017 budget for Function 429 Island Savings Centre Capital Loan (Theatre) be approved.**

Directors Kuhn was absent at the vote.

**MOTION CARRIED**

**NB7**

Function 435 – Theatre, Electoral Area A Budget

**It was moved and seconded that the 2017 budget for Function 435 Theatre - Area A be approved.**

**MOTION CARRIED**

**NB8**

Function 436 - Theatre, Electoral Area B Budget

**It was moved and seconded that the 2017 budget for Function 436 Theatre - Area B be approved.**

**MOTION CARRIED**

**NB9** Function 437 - Theatre, Electoral Area C Budget

**It was moved and seconded that the 2017 budget for Function 437 Theatre - Area C be approved.**

**MOTION CARRIED**

**NB10** Function 438 - Theatre, North Cowichan Budget

**It was moved and seconded that the 2017 budget for Function 438 Theatre - North Cowichan be approved.**

**MOTION CARRIED**

**NB11** Function 439 - Theatre, Ladysmith Budget

**It was moved and seconded that the 2017 budget for Function 439 Theatre - Ladysmith be approved.**

**MOTION CARRIED**

**NB12** Function 400 – Arts & Culture Budget

**It was moved and seconded that the 2017 budget for Function 400 Arts & Culture be approved.**

**MOTION CARRIED**

**NB13** Function 101 – Community Health Network Budget

**It was moved and seconded that the 2017 budget for Function 101 Community Health Network be approved.**

**MOTION CARRIED**

**NB14** Function 106 - Commuter Transit Budget

**It was moved and seconded that the 2017 budget for Function 106 Commuter Transit be approved.**

**MOTION CARRIED**

**NB15** Function 107 - Transit Budget

**It was moved and seconded that the 2017 budget for Function 107 Transit be amended by:**

- 1. Increasing the Contract for Services Expense by \$27,000;**
- 2. Decreasing the BC Bus Pass Program Revenue by \$4,700; and**
- 3. Increasing the Requisition by \$31,700.**

Director Clement was absent at the vote.

**MOTION CARRIED**

**NB16** Function 109 - Emergency 9-1-1 Budget

**It was moved and seconded that the 2017 budget for Function 109 Emergency 9-1-1 be amended by:**

- 1. Increasing Requisition by \$61,921; and**
- 2. Increasing Furniture, Fixture and Equipment by \$61,921.**

**MOTION CARRIED**

**NB17** Function 199 - GM Community Services/Facilities Budget

**It was moved and seconded that the 2017 budget for Function 199 GM Community Services/Facilities be amended to include:**

- 1. Revenue of \$7,300 from the Regional Feasibility Study Reserve Fund; and**
- 2. Expenditure of \$7,300 added to Recreational Review.**

**MOTION CARRIED**

**NB18** Function 200 - Administration Office Budget

**It was moved and seconded that the 2017 budget for Function 200 Administration Office be approved.**

**MOTION CARRIED**

**NB19** Function 205 - Emergency Planning Budget

**It was moved and seconded that the 2017 budget for Function 205 Emergency Planning be amended by:**

- 1. Increasing Consultants by \$30,185; and**
- 2. Increasing Requisition by \$30,185.**

**MOTION CARRIED**

**NB20** Functions 350-358 - Fire Protection (North Oyster, Mesachie Lake, Cowichan Lake, Saltair, Sahtlam, Malahat, Eagle Heights, Honeymoon Bay, Youbou) Budgets

**It was moved and seconded:**

- 1. That the 2017 budget for Function 350 Fire Protection North Oyster be approved.**

**MOTION CARRIED**

**It was moved and seconded:**

- 2. That the 2017 budget for Function 351 Fire Protection Mesachie Lake be approved.**

**MOTION CARRIED**

**It was moved and seconded:**

- 3. That the 2017 budget for Function 352 Fire Protection Cowichan Lake be approved.**

**MOTION CARRIED**

**It was moved and seconded:**

- 4. That the 2017 budget for Function 353 Fire Protection Saltair be approved.**

**MOTION CARRIED**

**It was moved and seconded:**

- 5. That the 2017 budget for Function 354 Fire Protection Sahtlam be approved.**

**MOTION CARRIED**

**It was moved and seconded:**

- 6. That the 2017 budget for Function 355 Fire Protection Malahat be amended by:**
  - 1. Increasing Requisition by \$31,671;**
  - 2. Increasing Repair and Maintenance Building by \$11,671; and**
  - 3. Increasing Transfer to Capital Reserves by \$20,000 to Transfer to Reserve.**

**MOTION CARRIED**

**It was moved and seconded:**

- 7. That the 2017 budget for Function 356 Fire Protection Eagle Heights be amended by:**
  - 1. Increasing Requisition by \$5,706; and**
  - 2. Increasing Transfer to Capital Reserves by \$5,706.**

**MOTION CARRIED**

**It was moved and seconded:**

**8. That the 2017 budget for Function 357 Fire Protection Honeymoon Bay be amended by:**

- 1. Increasing Requisition by \$7,088; and**
- 2. Increasing Contingency by \$7,088.**

**MOTION CARRIED**

**It was moved and seconded that the 2017 budget for Function 358 Fire Protection Youbou be referred to the Special Corporate Services Committee meeting of November 29, 2016.**

**MOTION CARRIED**

**ADJOURNMENT**

**12:53 PM**

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

**MOTION CARRIED**

The meeting adjourned at 12:53 PM.

\_\_\_\_\_  
Chair

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

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

Minutes of the Special Corporate Services Committee Meeting held on Tuesday, November 29, 2016 in the Board Room, 175 Ingram Street, Duncan BC at 9:09 AM.

**PRESENT:** Chair B. Day  
 Director A. Stone  
 Director M. Dorey <until 1:07 PM>  
 Director M. Clement  
 Director K. Davis  
 Director S. Furstenau  
 Director P. Kent  
 Director K. Kuhn  
 Director J. Lefebure  
 Director K. Marsh  
 Director M. Marcotte <until 11:53 AM>  
 Director I. Morrison  
 Director A. Nicholson  
 Director T. Walker  
 Alternate Director A. Bomford

**ALSO PRESENT:** B. Carruthers, Chief Administrative Officer  
 J. Barry, Corporate Secretary  
 M. Kueber, General Manager, Corporate Services  
 J. Elzinga, General Manager, Community Services  
 R. Blackwell, General Manager, Planning and Development  
 S. Moss, Manager, Finance  
 B. Farquhar, Manager, Parks & Trails  
 B. Dennison, Manager, Water Management  
 C. Cowan, Manager, Public Safety  
 J. Wakeham, Manager, Facilities & Transit Division  
 L. Blatchford, Manager, Cowichan Lake Recreation  
 L. Smith, Assistant Finance Manager  
 T. Daly, Recording Secretary

**ABSENT:** Director L. Iannidinaro

**APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of two New Business items: NB1 Referrals from November 25, 2016 and November 28, 2016 Special Corporate Services Committee meetings; NB2 2017 Budget Overview Discussion; and that the agenda, as amended, be approved.**

**MOTION CARRIED**

**NEW BUSINESS**

**NB1** Referrals from November 25, 2016 and November 28, 2016 Special Corporate Services Committee meetings:

1. Function 239 Community Parks Area I
2. Function 358 Fire Protection Youbou
3. Function 495 South Cowichan Community Policing

**It was moved and seconded that Function 239 Community Parks Area I be amended by:**

1. **Decreasing Capital Projects by \$50,000;**
2. **Decreasing Transfer from Gas Tax by \$25,000; and**
3. **Decreasing Capital Reserve by \$25,000.**

**MOTION CARRIED**

**It was moved and seconded that the 2017 budget for Function 358 Fire Protection Youbou be approved.**

**MOTION CARRIED**

**It was moved and seconded that Function 495 South Cowichan Community Policing be amended by:**

1. **Decreasing the Requisition by \$33,893; and**
2. **Decreasing the Grants to Organization by \$33,893.**

**MOTION CARRIED**

**It was moved and seconded that Function 118 Area I Grant-in-Aid be amended by:**

1. **Decreasing the Requisition by \$20,000; and**
2. **Decreasing the Grants to Organization by \$20,000.**

**MOTION CARRIED**

**It was moved and seconded that Function 250 Electoral Area Services be amended by:**

1. **Increasing Transfer from Operating Reserve by \$47,000; and**
2. **Increasing Community Information by \$47,000.**

**MOTION CARRIED**

**NB2**

2017 Budget Overview Discussion

**It was moved and seconded that the surplus of \$85,342 in the Regional Grant-in-Aid budget be added to the 2017 Regional Grant-in-Aid budget; and the requisition for Regional Grant-in-Aid 2017 budget be decreased by \$85,342.**

**MOTION CARRIED**

**10:40 AM**

The Committee recessed.



**11:01 AM** The meeting resumed.

**It was moved and seconded that the 2017 budget for Function 239 Community Parks Area I be amended by:**

**Decreasing the Requisition by \$7,000; and  
Decreasing the Summer Student Program by \$7,000.**

**MOTION CARRIED**

**It was moved and seconded that the 2017 budget for Function 116 Area F Grant-in-Aid be amended by:**

- 1. Decreasing Requisition by \$4,727;**
- 2. Increasing Surplus by \$2,727; and**
- 3. Decreasing Grants to Organization by \$2,000.**

**MOTION CARRIED**

**It was moved and seconded that the 2017 budget for Function 356 Fire Protection Eagle Heights be amended by:**

- 1. Increasing Requisition by \$5,706; and**
- 2. Increasing Transfer to Capital Reserves by \$5,706.**

**MOTION CARRIED**

**It was moved and seconded that the 2017 budget for Function 121 Economic Development be amended by reducing Projects by 10%.**

**MOTION DEFEATED**

**It was moved and seconded that Tier III items identified in budget materials be removed in their entirety.**

**MOTION DEFEATED**

**11:53 PM** **It was moved and seconded that the Committee recess until 12:30 PM.**

**MOTION CARRIED**

**11:53 PM** Director Marcotte left the meeting.

**12:34 PM** The meeting resumed.

The committee held a round table discussion to debrief the budget process.

**1:07 PM** Director Dorey left the meeting.

**ADJOURNMENT**

1:34 PM

It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 1:34 PM.

\_\_\_\_\_  
Chair

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

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

February 20, 2017

Ministry of Forests, Lands and Natural Resource Operations  
PO Box 9428 Stn Prov Govt  
Victoria, BC V8W 9V1

Dear Hon. Steve Thomson

**Re: Proposed Conservation Tax Incentive Program**

I am writing to advise that the North Cowichan Council at its January 18, 2017 regular Council meeting passed the following motion:

"That Council urge the Province to research conservation tax incentive programs to determine their effectiveness and what would be required to successfully implement such a program in BC."

If you have any questions please contact Mark Ruttan, Director of Corporate Services/Deputy CAO at 250.746.3100 or by email at [mark.ruttan@northcowichan.ca](mailto:mark.ruttan@northcowichan.ca).

Sincerely



Jon Lefebure  
Mayor

[mayor@northcowichan.ca](mailto:mayor@northcowichan.ca)

c: Bill Routley, Cowichan Valley MLA  
Cowichan Valley Regional District  
Alf Birch, Land Trust Alliance of BC







# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** February 15, 2017

**MEETING TYPE & DATE** Corporate Services Committee of March 8, 2017

**FROM:** Environmental Services Division  
Engineering Services Department

**SUBJECT:** Conservation Tax Incentive Program

**FILE:**

## PURPOSE/INTRODUCTION

The purpose of this report is in response to a referral from the Board that staff provide recommendations related to a Conservation Tax Incentive Program.

## RECOMMENDED RESOLUTION

That it be recommended to the Board that a letter be sent to the Minister of Community, Sport and Cultural Development requesting that the Provincial Government make the necessary legislative amendments to enable local governments to implement a Conservation Tax Incentive Program.

## BACKGROUND

At the October 12, 2016 Board meeting, a delegation from the Lands Trust Alliance of BC asked the Board to show their support for a Conservation Tax Incentive Program (CTIP) by writing a letter asking the provincial government to make the necessary legislative amendments to enable such a program.

A similar program, the Natural Area Tax Exemption Program (NAPTEP) has been in existence in BC for over ten years, including within a portion of the CVRD. On August 13, 2008, the Board passed a motion agreeing to the implementation of NAPTEP on the islands within the CVRD which are under the jurisdiction of the Islands Trust (i.e., Thetis Island, Valdes Island, etc.).

The purpose of a CTIP is to provide an incentive for private landowners to protect ecological values found on their properties. A landowner whose property contains important natural areas would voluntarily place a conservation covenant agreeing to leave undeveloped a portion of the property which contains valuable natural features. In return, the taxes on the portion of the property covered by the covenant would be reduced. In the NAPTEP example, the tax reduction is 65%.

## ANALYSIS

There appears to be broad support for the concept of a CTIP within both local and provincial governments. In response to UBCM resolutions in 2011 and 2015 calling on the province to make the legislative changes necessary to implement a CTIP or similar program, the province has indicated a willingness to work with regional districts to consider the policy implications of such a program. The Report of the *British Columbia Task Force on Species at Risk* calls on the province to initiate development of a private land incentive program, a recommendation supported in the province's plan for species at risk. Staff recently attended a symposium for the Species and Ecosystems at Risk Local Government Working Group. Two main areas of focus of the group are the development of a CTIP, along with the implementation of environmental development permit areas (EDPA). These two tools would complement each other to provide both voluntary and regulatory mechanisms for the CVRD and other local governments to encourage the protection of

important ecological or green infrastructure values on lands within their jurisdiction, and would support the development and implementation of watershed management plans and subsidiary strategies such as green infrastructure, natural capital, and regional conservation strategies and initiatives. The potential for an EDPA will be the subject of a future report to this Committee.

It is important to note that supporting this change to provincial legislation in no way commits the CVRD to participate in a CTIP. The request is for the province to provide local governments with the option to use a CTIP as a planning tool (along with other tools such as EDPA) to encourage the protection of ecologically important areas on private lands. The decision on whether or not to implement a CTIP would be made by the Board at some point in the future should the provincial government make the legislative changes to allow the program.

#### FINANCIAL CONSIDERATIONS

None at this time. Should the Board choose to participate in an eventual CTIP, there would be no change to overall revenue; a small portion of taxes would be shifted from program participants to other property owners who benefit from the inherent value being protected.

#### COMMUNICATION CONSIDERATIONS

The recommended resolution calls for a letter to be sent to the Minister of Community, Sport and Cultural Development.


#### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

Participation in a CTIP could support the regional strategic focus areas of Excellence in Regional Land Use Planning, Response to Climate Change, and Protection of Water Resources.


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, Capital Projects, Water Management, Recycling & Waste Management*)
- Planning & Development Services (*Community & Regional Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:

  
\_\_\_\_\_  
Jeff Moore  
Environmental Analyst / Technician

Reviewed by:

  
\_\_\_\_\_  
Kate Miller, MCIP, RPP. LEED AP  
Manager

  
\_\_\_\_\_  
Hamid Hatami, P. Eng.  
General Manager

#### ATTACHMENTS:

Attachment A – Draft Letter

**Draft Letter**

Re: Provincial Conservation Tax Incentive Program

At the Cowichan Valley Regional District (CVRD) Board meeting of October 12, 2016, the Board discussed the benefits of a Provincial Conservation Tax Incentive Program as a component of an overall Conservation Strategy for the Region.

The CVRD recognizes the importance of ecological protection on private lands as part of its overall goals and objectives and understands that the fully voluntary Natural Areas Protection Tax Exemption Program has already operated successfully for ten years within that portion of the region managed by the Islands Trust. While the context of the Regional District is different, we believe a mechanism applicable to a province-wide Conservation Tax Incentive Program would be of interest to us.

The CVRD is further requesting that the Provincial Government consider a review of legislative mechanisms that would enable local governments to consider a Conservation Tax Incentive Program at various levels within their jurisdictions. The CVRD requests that the province work with UBCM and local governments to determine appropriate thresholds and mechanisms for eligibility as well as targets and criteria for such definitions.

If you have any further questions, please do not hesitate to contact this office.

Yours truly,

