

Minutes of the Regional Services Committee Meeting held on Wednesday, February 28, 2018 in the Board Room, 175 Ingram Street, Duncan BC at 9:35 AM.

PRESENT: Chair L. Iannidinardo
Director S. Acton
Director K. Davis
Director B. Day
Director M. Dorey
Director S. Jackson
Director K. Kuhn
Director J. Lefebure
Director K. Marsh
Director M. Marcotte
Director I. Morrison
Director A. Nicholson
Director T. Walker
Director A. Stone
Alternate Director C. Morris

ALSO PRESENT: B. Carruthers, Chief Administrative Officer
M. Kueber, General Manager, Corporate Services
J. Barry, Corporate Secretary
R. Blackwell, General Manager, Land Use Services
H. Hatami, General Manager, Engineering Services
A. Jeffery, Procurement Officer
B. Farquhar, Manager, Parks & Trails
A. Melmock, Manager, Economic Development
S. Moss, Manager, Finance
T. Waraich, Manager, Recycling & Waste Management
L. Smith, Assistant Finance Manager
A. Tokarek, Asset Coordinator
B. Suderman, Planner III
T. Daly, Recording Secretary

ABSENT: Director M. Clement

APPROVAL OF AGENDA

It was moved and seconded that the agenda be amended by moving Item UB2 to be dealt in conjunction with Item C1, that Item R7 be moved after Item C1, and that the agenda, as amended, be approved.

MOTION CARRIED

ADOPTION OF MINUTES

M1 Regular Regional Services Committee meeting of January 24, 2018

It was moved and seconded that the minutes of the Regular Regional Services Committee meeting of January 24, 2018 be adopted.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES

Director Kuhn spoke to the process and differing financial figures of the proposed drinking water and watershed protection service and requested that more information and clarity be provided.

It was moved and seconded that a report be prepared clarifying the financial details of the proposed Drinking Water and Watershed Protection service.

MOTION CARRIED

CORRESPONDENCE

C1 Correspondence from the Cowichan Housing Association Re: Affordable Housing in the Cowichan Region was received for information.

UB2 Report from the Senior Planner, Land Use Services Re: Affordable Housing-Cowichan Housing Association's Proposal to Establish a Regional Service

Item UB2 was moved to follow C1 at the time of adoption.

It was moved and seconded that a report be prepared for the March 28, 2018 Regional Services Committee meeting outlining the elector approval options and the tax rate details for a proposed Affordable Housing Financial Contribution Service.

MOTION CARRIED

REPORTS

R7 Report from the Assistant Manager, Finance Re: Draft 2018 Cowichan Valley Regional Hospital District Budget

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

1. That the 2018 Cowichan Valley Regional Hospital District (CVRHD) budget as presented be forwarded to the Hospital Board for consideration.
2. That up to \$5,220,000 in expenditures be approved as the CVRHD's contribution to the capital cost of building a new hospice facility, with funds to come from the capital reserve fund.
3. That \$2,960,000 of unallocated contingency funds be used to cover the CVRHD's 40% share of the 2018 Major Capital Projects.

MOTION CARRIED

R1 Report from the Senior Environmental Analyst - Energy Re: Asset Management 2018 Budget Amendment

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

1. That the 2018 Budget for Function 280 – Regional Parks be amended to:
 1. Increase transfer from federal conditional grants by \$33,435; and
 2. Increase consulting services by \$33,435.
2. That the 2018 Budget for Function 520 – Solid Waste Management Complex be amended to:
 1. Increase transfer from federal conditional grant revenue by \$11,015; and
 2. Increase Asset Management Expenses by \$11,015.
3. That the 2018 Budget for Function 571 – Asset Management be amended to:
 1. Increase transfer from federal conditional grant revenue by \$141,000;
 2. Increase transfer from provincial conditional grant revenue by \$15,000;
 3. Increase training expenses by \$4,500;
 4. Increase consulting services by \$141,500; and
 5. Increase wages by \$10,000.
4. That Function 280 – Regional Parks, Function 520 – Solid Waste Management Complex, and Function 571 – Asset Management Budget amendments be authorized to proceed prior to approval of the 2018 Budget amendment.

Director Morrison was absent at the vote.

MOTION CARRIED

R2 Report from the Senior Environmental Technologist, Recycling & Waste Management Re: Short-Term Borrowing for 2018 Solid Waste Management Budget

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

1. That short-term borrowing of up to \$175,000 be approved for purchase of a replacement loader at the Bings Creek Solid Waste Management Complex, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*; and
2. That short-term borrowing of up to \$50,000 be approved for the purchase of a pickup truck for solid waste operations, to be paid back over five years as per the Liabilities under Agreement Section 175 of the *Community Charter*.

Director Morrison was absent at the vote.

MOTION CARRIED

R3 Report from the Manager, Economic Development Re: Tourism Operating Reserve Request

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

- 1. That the Tourism Cowichan Society be approved \$15,888 from the Tourism Operating Reserve for destination marketing activities.**
- 2. That Function 123 – Regional Tourism 2018 Budget be amended to increase Transfer from Operating Reserve by \$15,888 and increase Grant to Organization by \$15,888.**
- 3. That Function 123 – Regional Tourism 2018 Budget amendment be authorized to proceed prior to approval of the 2018 Budget amendment.**

MOTION CARRIED

10:56 AM It was the consensus of the Committee to recess at 10:56 a.m.

11:05 AM The meeting resumed at 11:05 a.m.

R4 Report from the Assistant Manager, Finance Re: 2018-2022 Five Year Financial Plan Bylaw Amendment

It was moved and seconded that it be recommended to the Board that Five Year Financial Plan (2018-2022) Amendment Bylaw No. 4188 be forwarded to the Board for consideration of first three readings and adoption.

Director Day was absent at the vote.

MOTION CARRIED

R5 Report from the Procurement Officer Re: Procurement Card Program

It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District is authorized to borrow from, and incur other obligations to, BMO with respect to the Bank of Montreal's Commercial Card Program.

Director Day was absent at the vote.

MOTION CARRIED

R6 Report from the Procurement Officer Re: Community Benefit Hub Pilot Project - Strategic Procurement

It was moved and seconded that it be recommended to the Board that the Cowichan Valley Regional District join the Community Benefit Hub to advance Strategic Procurement as a founding member.

MOTION CARRIED

R7 Dealt with earlier on the agenda.

UNFINISHED BUSINESS

UB1 Report from the Parks & Trails Planner, Parks & Trails Re: Parks and Trails Volunteer Policy

It was moved and seconded that the Parks and Trails Volunteer Policy, attached to the Parks & Trails Division’s November 20, 2017 Staff Report, be referred back to staff for a report to include comments from the Parks Commissions.

MOTION CARRIED

It was moved and seconded that it be recommended to the Board that the Electoral Area Parks Commissions’ appointments be extended to December 31, 2018.

MOTION CARRIED

UB2 Report from the Senior Planner, Land Use Services Re: Affordable Housing - Cowichan Housing Association's Proposal to Establish a Regional Service

Item UB2 was moved to follow Item C1 at the adoption of the agenda.

UB3 Report from the Corporate Secretary Re: Options and Timing for Seeking Public Approval - Regional Grant-in-Aid Service Establishment Proposal

It was moved and seconded that it be recommended to the Board that the report from the Corporate Secretary Re: Options and Timing for Seeking Public Approval – Regional Grant-in-Aid Service Establishment Proposal be deferred to 2019 for consideration.

MOTION CARRIED

ADJOURNMENT

11:29 AM **It was moved and seconded that the meeting be adjourned.**

MOTION CARRIED

The meeting adjourned at 11:29 a.m.

Chair

Recording Secretary

Dated: _____