

TOWN OF LADYSMITH

GOVERNMENT SERVICES COMMITTEE

Mandate –To advise Council on a broad spectrum of issues related to departmental matters

Monday, April 19, 2010 at 6:00 p.m.

Council Chambers, City Hall

Pages

A G E N D A

Chairperson: Councillor D. Paterson

CALL TO ORDER

1. AGENDA APPROVAL

2. MINUTES

- March 15, 2010

1 - 4

3. DELEGATION

- 3.1. Nanaimo Parole Citizen Advisory Committee (Correctional Services Canada)
Bruce Avis, Fred McRae

4. CITY MANAGER'S REPORT

5. DIRECTORS' FIRST QUARTER REPORTS 2010

- 5.1. Director of Parks, Recreation and Culture
5.2. Director of Corporate Services
5.3. Director of Public Works
5.4. Director of Development Services

8
9 - 10
11 - 12
13 - 16

6. STAFF REPORTS

None

7. MEMBER SUBMISSIONS

- 7.1. Mayor Hutchins
"Gas Tax" Regionally Significant Projects Fund Extension 2010 - 2014

17 - 24

8. CORRESPONDENCE

- 8.1. Vancouver Island Economic Alliance
Invitation to become a member of the Alliance

25 - 31

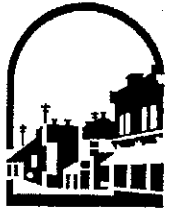
Staff Recommendation

That Council consider whether it wishes to purchase a membership in the Vancouver Island Economic Alliance for an annual fee of \$500.

9. NEW BUSINESS

10. UNFINISHED BUSINESS

ADJOURNMENT



LADYSMITH

1

TOWN OF LADYSMITH
MINUTES OF A REGULAR SESSION OF
THE GOVERNMENT SERVICES COMMITTEE

MONDAY, MARCH 15, 2010 - 6:00 P.M.

PRESENT:

Councillor Duck Paterson, Chair
Mayor Rob Hutchins

Councillor Jillian Dashwood
Councillor Bruce Whittington

Councillor Steve Arnett

ABSENT:

Councillor Lori Evans

Councillor Scott Bastian

STAFF PRESENT:

Ruth Malli
Felicity Adams

Sandy Bowden
Joe Friesenhan

Rebecca Kalina

CALL TO ORDER

Councillor Paterson called the meeting to order at 6:02 p.m.

AGENDA APPROVAL

2010-014

It was moved, seconded and carried that the agenda be adopted as circulated.

MINUTES

2010-015

It was moved, seconded and carried that the Government Services Committee minutes of February 15, 2010 be adopted as circulated.

DELEGATION

Geri Sera, Affordable Housing Strategy Coordinator, Social Planning Cowichan discussed with the Committee her report regarding housing in Ladysmith and the CVRD, which she distributed. The Chair thanked Ms. Sera for her informative presentation.

CITY MANAGER'S REPORT

The City Manager, R. Malli, presented the Committee with a brief verbal update on operational and strategic activities.

1

REPORTS

"GREEN POLICY" OFFICIAL COMMUNITY PLAN (OCP)
AMENDMENT

2010-016

It was moved, seconded and carried that it be recommended to Council that staff be directed to proceed with Official Community Plan 'green policy' amendments, as a strategic priority, in three phases:

- (i) Phase 1: Bill 27 - Greenhouse gas emission reduction targets, actions, and strategies;
- (ii) Phase 2: Riparian Areas Regulation and Council environmental policy directions; and
- (iii) Phase 3: Bicycle Plan.

2010-017

It was moved, seconded and carried that it be recommended to Council that the following Official Community Plan consultation pursuant to S.879 of the Local Government Act be supported for the 'green policy' OCP review (6480-30/40/50):

- (i) Refer each phase to the Advisory Planning Commission (APC) for review and comment.

TOILET REBATE PROGRAM

2010-018

It was moved, seconded and carried that it be recommended to Council that the toilet rebate program be extended until December 31, 2010 and that staff be directed to include \$20,000 in the 2010 water utility operating budget.

ARBUTUS WATERMAIN REPLACEMENT

2010-019

It was moved, seconded and carried that it be recommended to Council that the expenditure of \$12,000 be authorized for the replacement of the watermain across Dogwood Drive by the North end of Arbutus Crescent, with the funds to come from the Water Utility Reserve Fund.

SWEEPER REPLACEMENT

2010-020

It was moved, seconded and carried that it be recommended to Council that the tendering policy be waived and the Town enter into a purchase agreement with Vimar Equipment for a 2004 Elgin Crosswind J sweeper at a net cost of \$85,000 (taxes extra) with the funds to come from the Equipment Replacement Reserve.

PROPOSAL TO CONTRACT OUT TROLLEY ADVERTISING PROGRAM

2010-021

It was moved, seconded and carried that it be recommended to Council that Staff be directed to issue a limited distribution Expression of Interest directed to local (Ladysmith) non-profit community organizations for the management of a Trolley Advertising Program.

MEMBER SUBMISSIONS

COWICHAN VALLEY REGIONAL DISTRICT – PARKLAND ACQUISITION

Mayor Hutchins reported that the CVRD Budget for 2010 has raised the Parkland Acquisition Levy to approximately \$12 per household for Town of Ladysmith.

CORRESPONDENCE

ACCESSIBILITY OF GREYHOUND VEHICLES

2010-022

It was moved, seconded and carried that it be recommended to Council that the correspondence dated January 13, 2010 from Janice McDougall be received and referred to staff to assess the accessibility of the First Avenue bus stop and to provide recommendations at a future Government Services Committee meeting.

VANCOUVER ISLAND ECONOMIC ALLIANCE

2010-023

It was moved, seconded and carried that the letter from the Vancouver Island Economic Alliance regarding their invitation to join their organization be referred to the next meeting for review.

COWICHAN ENERGY ALTERNATIVES

2010-024

It was moved, seconded and carried that it be recommended to Council that a letter of support be provided to the Cowichan Energy Alternatives Society regarding their Vancouver Island Bio-Fuel Network (VIBN) Project.

LEADERSHIP – TEAM TOMORROW

2010-025

It was moved, seconded and carried that the letter from Team Tomorrow (Leadership BC) regarding an invitation to the “Total Physical Response – Hul’qumi’num for Beginners” workshop being held on Monday, May 17, 2010 be received.

ADJOURNMENT

2010-026

It was moved, seconded and carried that the meeting be adjourned at 6:50 p.m.

Chair (Councillor D. Paterson)

CERTIFIED CORRECT

Corporate Officer (S. Bowden)

Status of Top 5 Departmental Strategic Priorities

March 2010

Department: City Manager

Strategic Priority	Work to Date	Current Status	Benchmarks (include dates)	Anticipated Date of Completion
<p>1. New Civic Space</p>	<ul style="list-style-type: none"> -Construction commenced on Boys and Girls Club building -Plans nearing completion for Spirit Square and LRCA/Seniors building -Legal agreements drafted for leases -Tight project timelines: March 31.10 funding deadlines met -Confirmed extension for Spirit Square funding to match project timelines (March 31.11) -Site excavation commenced for new building 	<ul style="list-style-type: none"> -Project management continues for all three projects. -Building and site design process completed (rezoning, public consultation, site planning) -Final approval pending on new building and Spirit Square design 	<ul style="list-style-type: none"> -Establish Project Team (Jan 09-completed) -CAF Funding secured (Sept 14.09-completed) -Hire Architect (Sept 09-completed) -Complete public consultation (completed) -Develop detailed drawings (completed for B/G Club, near completion for new building) -Commence re-construction of existing building (underway) -Commence construction of new building (April 10) -Commence Spirit Square (Jan 10) -Completion of all, Mar 11 	<p>Project is a 'fast-track project' with very tight timelines.</p> <p>Major components of project will be completed by March 2011 to meet funding requirements</p>
<p>2. Community Marina</p>	<ul style="list-style-type: none"> -Established DL 2016 Holdings Corporation (including board of 	<ul style="list-style-type: none"> -Inspector of Municipalities approval received -DL 2016 borrowing when 	<ul style="list-style-type: none"> -Agreements completed and signed (Aug 09) -Inspector of 	<p>-Establishment of DL 2016 is on-going</p>

	<p>directors, auditor, shares, bank, insurance etc)</p> <ul style="list-style-type: none"> -Completed License, Sub-lease and Management and Operating agreements with DL 2016 and Ladysmith Maritime Society (LMS) -Assisted LMS with funding grant applications (ICE'T and Westcoast Community Adjustment Program) 	<p>required</p> <ul style="list-style-type: none"> -Funding announcements pending for LMS 	<p>Municipalities approval (Oct 09-completed)</p> <ul style="list-style-type: none"> -Borrowing approval (Dec 09-delayed pending funding announcements from LMS) 	<p>-Borrowing to be completed as LMS requires funding (first phase-Dec 09-delayed re: funding announcements for LMS)</p>
<p>3. Implementation of Vision Document</p>	<ul style="list-style-type: none"> -Attended sessions with Whistler Centre for Sustainability to seek assistance with implementation -Received National Planning Award for Visioning Process and Visioning Document -Held discussions with Committees and Commissions on supporting role in implementation -Met with Natural Step Canada 	<ul style="list-style-type: none"> -integration at all levels in the organization, including DCC review, bylaw review, staff green team, bicycle study, walking study, solar power at city hall etc -Received proposal from Whistler Centre for Sustainability -Integrate learning with other municipalities in region (co-ordinate efforts, best practices, share in training) 	<ul style="list-style-type: none"> -Meet with Whistler Centre for Sustainability (July 09-completed) -Establish formal agreement (Dec 09-recd proposal-April 10) -Bylaw reviews (on-going, commenced in Aug 09, intern funding secured, will provide resource-new intern starts June 10) 	<ul style="list-style-type: none"> -Integration of contents of visioning document will continue for near future -Formal implementation plan to be established as work priority for new intern (special projects manager)

<p>4. Waterfront Development-Geotech & Environmental Assessment; Archaeological Study</p>	<p>-Clean up of DL 651 -Negotiated agreement and partnership with Province of B.C. and Stz'uminus First Nation -Awarded contract to Golder & Associates -Received funding from Federal Government (Green Municipal Fund) -Received funding from Provincial Government (Brownfield Renewal Funding Program) -RFP and award of Archaeological Study</p>	<p>-Archaeological Study completed -Golder & Associates study underway and on schedule -Mayor and City Manager to presented at Brownfields Conference, Oct 28.09 -Agreements for funding GMF-approved by Council; Brownfield to Council Nov 09-completed</p>	<p>-Complete applications and secure funding (Oct 09-completed) -Archaeological Study (Nov 09-completed) -Complete Golder Report – additional work pending funding approval (FCM)</p>	<p>March 2010- original scope of work completed. Report still in draft until additional funding obtained to do additional work required.</p>
<p>5. Confirm Vision, Mission, Values with Council</p>	<p>-Strategic planning meetings with Council, confirmed revised vision, mission, values -Draft document presented & circulated to all staff and committees, commissions for comment and feedback</p>	<p>-Feedback and comments from staff, committees and commissions pending</p>	<p>-Confirm vision, mission, values, with Council- prepare draft document (October 5-completed) -Circulate to Committees, commissions, staff (October 8-completed) -Feedback received (October 30-completed) -Integrate vision, mission, values into communications plan (Nov 09-completed)</p>	<p>-December 7 Council meeting-completed</p>

Status of Top 5 Departmental Strategic Priorities

January to March, 2010

Department: Parks, Recreation & Culture

Strategic Priority	Work to Date	Current Status	Benchmarks (include dates)	Anticipated Date of Completion
1. Sports Fields – Lot 108	Subdivision, zoning and servicing are all in process; dealing with numerous encumbrances on title; agreements reached on servicing site and transfer of properties.	Survey work being carried out; site clearing and prep are under way; RFP for supply of turf has been issued; final design and layout are being worked on.	Finalize subdivision and removal of encumbrances by end of April, 2010; review of Turf RFP by end of April and recommendation to Council in May.	March 2011
2. FJCC Heating, Ventilation & Lighting Upgrades	New Dry-O-Tron (dehumidification / heat reclamation system) installed; RFP for upgrading Gym lighting has been issued.	Investigating further lighting upgrades as budget allows.	Removing old outdated equipment; replace outdated lighting by end of June, 2010.	June, 2010
3. Holland Creek Trails	Preparing report on areas requiring upgrades or improvements for budget deliberations.	Identifying areas; determining costs.	carry out improvements in June – August, 2010	August 2010
4. Environmental issues	Working on Community Energy Plan and other outstanding issues.	Reviewing agreements and starting monitoring.	Entertain proponents for MOU; Proceed with recommendations June, 2010	September, 2010
5. School District Field Development & Joint Use	Meeting to review outstanding issues.	Awaiting completion of the SD 68 Facilities Plan.	meet when all parties available for status reports	Ongoing

Status of Top 5 Departmental Strategic Priorities

*Department: Corporate Services
April 2010*

Strategic Priority	Work to Date	Current Status	Benchmarks (include dates)	Anticipated Date of Completion
1. Communications Strategy	<ul style="list-style-type: none"> • Research complete • Document finalized • Approved by Council on Dec.21/09 	<ul style="list-style-type: none"> • Implementation strategy being followed • Priorities are RFP for website upgrades (April), Newsletter (June) 	<ul style="list-style-type: none"> • Implementation strategy to be presented at next Global Staff Training Session 	<ul style="list-style-type: none"> • Implementation of plan ongoing
2. Town-Operated Trolley System	<ul style="list-style-type: none"> • Trolley transit system in full operation • Transition of function to Public Works complete • Corporate Services responsible for advertising and website 	<ul style="list-style-type: none"> • Back up trolley purchased from Nelson • RFP for advertising program underway • Recruitment for permanent Trolley Operators (2) in progress 	<ul style="list-style-type: none"> • Trolley stop shelter installed Jan./10 • Advertising program implementation by May/10 	<ul style="list-style-type: none"> • Management of service ongoing
3. Small Craft Harbours Lease	<ul style="list-style-type: none"> • Construction of causeway within Small Craft Harbours lease area of DL 2016 underway • Met with DFO to identify next steps 	<ul style="list-style-type: none"> • Proposal from DFO under review by staff • Letter to ILMB requesting amendment to lease area drafted 	<ul style="list-style-type: none"> • Construction of causeway commenced Oct./09 • Anticipated confirmation of lease amendment by ILMB – May/10 	<ul style="list-style-type: none"> • Completion of amendments to lease – May/10 • Completion of causeway project – 2010
4. Canada's Top 100 Employers & Service Provider	<ul style="list-style-type: none"> • Review of criteria and application form initiated • Staff met with other applicants to review process 	<ul style="list-style-type: none"> • Reviewing current HR policies/practices • Request submitted for application form for 2011 	<ul style="list-style-type: none"> • Develop list of proposed changes to HR policies/practices (include budget implications) – Mar./10 • Implement changes to HR policies/practices – Jun./10 	<ul style="list-style-type: none"> • June/10

Status of Top 5 Departmental Strategic Priorities

Department: Corporate Services

April 2010

Strategic Priority	Work to Date	Current Status	Benchmarks (include dates)	Anticipated Date of Completion
5. Bylaw Review Project	<ul style="list-style-type: none"> • Staff met with other local governments to review electronic tracking programs • Data input initiated • Initial review of bylaw list underway 	<ul style="list-style-type: none"> • Reviewing bylaws in detail including requests for revisions submitted to date 	<ul style="list-style-type: none"> • Prepare application for 2011 – Jun./10 • Discussion with senior managers – May/10 • Complete outline of process (include schedule and budget implications) – June/10 • Proceed with amendments - 2010 	<ul style="list-style-type: none"> • 2010

Status of Top 5 Departmental Strategic Priorities

March 2010

Department: Public Works

Strategic Priority	Work to Date	Current Status	Benchmarks (include dates)	Anticipated Date of Completion
1. Wastewater Treatment	<ul style="list-style-type: none"> • Tender for headworks awarded to Rocky Point Metalcraft • Detail Design for Phase II completed • Grant application for Phase III submitted. 	<ul style="list-style-type: none"> • Construction of headworks approximately 99% completed. • Tender for Phase II advertised • Request for extension for 2/3 grant applied for • No grant received to date for Phase III. 	<ul style="list-style-type: none"> • 50% grant for Phase I now completed. • Part of headworks included in Phase II grant. • Phase II tender to close on May 10 • Commissioning for headworks to take place the first week in May 	<ul style="list-style-type: none"> • Phase I to be completed by end of April. • Phase II to be completed by March 31, 2011
2. Waterline – Holland to Stocking Lake: UV Light Treatment	<ul style="list-style-type: none"> • Application for permit for Holland – Stocking pipeline submitted. • Application submitted for Infrastructure grant 	<ul style="list-style-type: none"> • Both land application and permit application awaiting the referral process. • Detail design for pipeline from south end chlorinator to Arbutus underway 		

Status of Top 5 Departmental Strategic Priorities

March 2010

Department: Public Works

3. Amphitheatre Bank Stabilization	<ul style="list-style-type: none"> • Geotechnical Engineer hired • Biologist hired • Contractor hired 	<ul style="list-style-type: none"> • Project completed 	
4. Municipal Road Maintenance	<ul style="list-style-type: none"> • Flushing program for water completed • Flushing program for sewer completed 		
5. Organic Waste Collection – Multi-family	<ul style="list-style-type: none"> • Meetings with contractor to determine method of collection • Contacted all stratas to set up meeting times for annual meetings 	<ul style="list-style-type: none"> • Method of collection determined. • Costs for service determined • Three Strata Councils meetings to introduce program have been attended 	<ul style="list-style-type: none"> • Meetings with all strata councils completed by spring 2010 • Program implemented by end of 2010

**Status of Top 5 Departmental Strategic Priorities
March 2010
Department: Development Services**

Strategic Priority	Work to Date	Current Status	Benchmarks (include dates)	Anticipated Date of Completion
1. Holland Creek Area (HCA) Plan Review	<ul style="list-style-type: none"> • Community Visioning-HCA session • Consulting team discussions (HB Lanarc) & draft proposal/TOR prepared • Two meetings held with developing interests/land owners, staff & consultants to review TOR/funding 	<ul style="list-style-type: none"> - Developing parties discussing conditions for participation in funding the plan review (land certainty/access certainty) 	<ul style="list-style-type: none"> - Terms of reference concluded (TBD) - Funding agreement in place (TBD) - Consultant selected (TBD) - Planning process commenced (TBD) 	TBD (One year process)
2. Affordable Housing/Manufactured Home Park	<ul style="list-style-type: none"> - Surplus land identified for MHP/residential development - Land use plan created - Neighbourhood meeting held - Zoning complete - Appraisal prepared 	<ul style="list-style-type: none"> - Finalising lot configuration for revised layout - Servicing commenced 	<ul style="list-style-type: none"> - Servicing completed (September 2010) 	September 2010

Status of Top 5 Departmental Strategic Priorities

March 2010

Department: Development Services

	<ul style="list-style-type: none"> - Engineering costs determined - Select tender (RFP) - Sale and Development Agreement - Servicing Contribution Agreement - Servicing Agreement 			
<p>3. Tourism Plan Implementation - UBCM Phase 2 Activities</p>	<ul style="list-style-type: none"> - UBCM Phase 2 funded activities completed - Final report submitted to funding agency 	<ul style="list-style-type: none"> - Regional tourism planning underway - Tourism BC funding being explored for new activities 	TBD	UBCM Phase 2 Completed.
<p>4. Economic Development Office Resource Review</p>	<ul style="list-style-type: none"> - Workplan discussions held with ED Cowichan - Strategic planning session held with EDC 	<ul style="list-style-type: none"> - Budget considerations 	Budget finalized - May 2010	Completed.

**Status of Top 5 Departmental Strategic Priorities
March 2010
Department: Development Services**

	<ul style="list-style-type: none"> - ED Cowichan launched "Cowichan First" (BRE) program in Ladysmith 			
5. Development Cost Charge (DCC) Bylaw Review (Phase 1 & 2)	<ul style="list-style-type: none"> - Project lists updated - 'Green' approaches discussed with consultant (LEFTSIDE PARTNERS) - Update memo being prepared by consultant 	<ul style="list-style-type: none"> - Special GSC meeting to be held - Stakeholder process to be planned/held - Bylaw to be prepared/Readings 	<ul style="list-style-type: none"> - Direction from Council- Feb/March 2010 - Stakeholder process – TBD - Bylaw Readings (TBD) - Provincial Approval 	Summer 2010
6. Bike Plan Update	<ul style="list-style-type: none"> - Consultant selected - Start-up meeting/bike tour held - Consultant to undertake consultation and prepare Draft Plan - Public session held - Council 	<ul style="list-style-type: none"> - Bylaw 1713 amending the Subdivision Control Bylaw - Engineering Standard and Specifications given first three readings - Council directed that bike plan 	<ul style="list-style-type: none"> - Final adoption of Bylaw 1713 (May 2010) - Preparation of OCP amending bylaw (October –December 2010) 	December 2010

Status of Top 5 Departmental Strategic Priorities
March 2010

Department: Development Services

<p>presentation</p> <ul style="list-style-type: none"> - Final report to funding agency - Post on Town's website - Engineering created road cross-section to incorporate new multi-use pathway (bike lane) standard 	<p>policies to be included in OCP (green policy amendment)</p>	
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STAFF REPORT

REGULAR BOARD MEETING OF MARCH 10, 2010

DATE: Revised March 15, 2010

FROM: Warren Jones, Administrator

SUBJECT: "Gas Tax" Regionally Significant Projects Fund Extension 2010-2014

Recommendation:

That the Board provide input on potential "Regionally Significant Project" projects and that staff be directed to bring forward a Financial Plan amendment once project priorities for 2010 and 2011 have been determined by the Board.

Purpose:

To update the Board regarding the extension of the "Gas Tax" funding program and to invite members of the Board to submit project ideas to be considered for funding from 2010/2011-2013/2014.

Background:

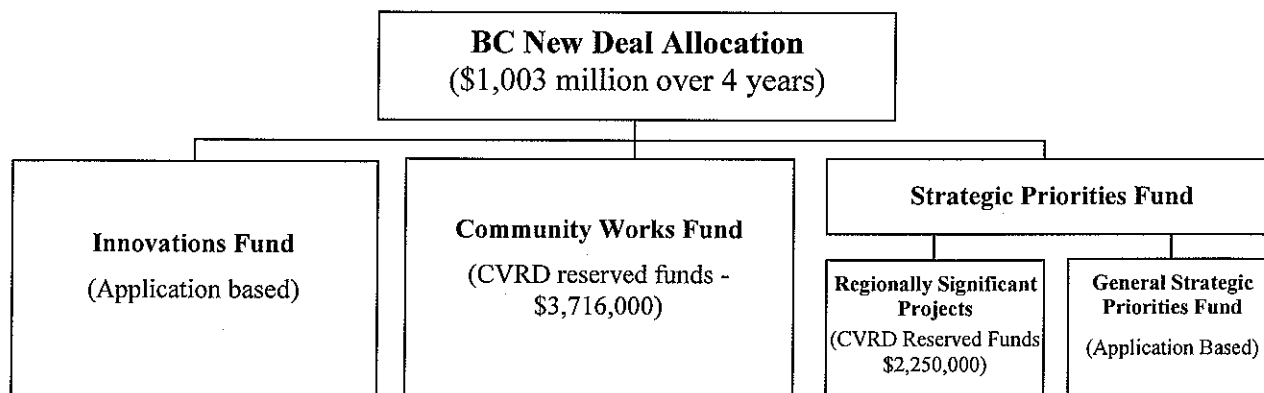
The Agreement on the Transfer of Federal Gas Tax Revenues under the New Deal for Cities and Communities ("Gas Tax") program started in 2005. Over the past five years, the fund has provided the CVRD approximately \$5.2 million to fund numerous projects ranging from utility upgrades to trail building. The Regionally Significant Projects portion of that program has funded approximately \$2,251,132 in capital projects. During the 2010/2011 - 2013/2014 round of funding, the CVRD will receive approximately \$2,250,000 through the Regionally Significant Projects Fund. Application-based grants are also available through the Innovations Fund and General Strategic Priorities Fund. In addition, a separate application for Integrated Community Sustainability Planning may also be made.

Regionally Significant Projects Fund

The purpose of the Regionally Significant Projects Fund (RSP) is to provide financial support for capital projects that are larger in scale *or* regional in impact. *Larger in scale* projects are those which are difficult for a local government to fund through its own funding sources, by use of its Gas Tax Community Works Fund, or through a combination of these. In other words, the scale of the project is disproportionate to the size of the community.

Projects that are *regional in impact* simply *must have impacts beyond a single local government jurisdiction*. Generally, these are projects undertaken by two or more local governments, or are projects that directly serve more than one municipality or regional district, but are not explicitly required to do so.

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Innovations Fund (IF)/General Strategic Priorities Fund (GSPF) (Application based)

The IF and GSPF programs, like all other Gas Tax programs, provide funding for projects that improve public transit, community energy, water, wastewater or solid waste infrastructure that results in cleaner air, water, or reduced greenhouse gas (GHG) emissions. Funding under the GSPF program is specifically targeted at projects that are larger in scale or regional in impact. The CVRD may submit one capital project application and one Capacity Building/Integrated Community Sustainability Planning (ICSP) project application to the GSPF. Funding under the IF program is targeted at projects that reflect an innovative approach to achieving the intended outcomes of reduced GHG emissions, cleaner air and cleaner water. The CVRD may submit one capital project application and one Capacity Building/Integrated Community Sustainability Planning (ICSP) project application to the IF.

Financial Implications:

There is no 2010 Requisition impact as a result of the projects currently proposed. Matching funding for projects is generated from current Reserves or in most cases other funding partners. While project funding through the RSP program may cover up to 100% of eligible costs, the CVRD has historically adopted a 1/4 funding policy for RSP projects which requires that the costs of projects supported through the RSP program be at least 1/4 funded through internal or other resources, with the remaining 3/4 funding coming through the Gas Tax program. The Board may wish to consider funding some or all RSP projects using these guidelines. However, due to economic conditions, the Board may also wish to provide some or all projects with 100% Gas Tax funding to lessen tax burdens.

Discussion:

A number of unfunded projects from the first round of the Gas Tax program remain as priorities today. The Corporate Leadership Team recently undertook a review of potential projects in preparation for the next funding intake in 2010. As part of the process to determine which projects to fund, Board input is being sought to ensure that all potential projects are considered in light of overall organizational needs and priorities. The following list of projects with estimated costs is intended to provide the Board with information to help inform the final decision on which projects should ultimately receive funds through the RSP funding program.

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REGIONALLY SIGNIFICANT PROJECTS	Est. RSP	Est. Project
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		<u>Funded</u>	<u>Cost</u>
2010 – 2011 PROJECTS	Regional Flood Mitigation Plan	225,000	300,000
	CVRD Facilities “Green” Review	75,000	100,000
	Regional Sustainability Plan	225,000	300,000
	Bio-Diesel Building Upgrades	50,000	304,000
	CVRD GHG Plan	56,250	75,000
	Regional LIDAR	375,000	1,750,000
	Cowichan Basin Implementation Plan	50,000	50,000
	Regional Water Quality Monitoring	66,200	178,200
	Cowichan Valley Trail Completion Initiative	300,000	2,880,000
	Solid Waste Roll-Off Truck plus 30 bins	255,000	340,000
Estimated Sub Total		\$1,677,450	\$6,277,200
FUTURE PRIORITIES	Regional Environmental Monitoring System	375,000	500,000
	Cowichan Lake Recreation Centre – Permeable Paving	367,000	490,000
	Island Savings Centre West Side – Permeable Paving	375,000	500,000
	Estimated Sub Total		\$1,117,000
(2,250,000 RSP Funds available) ESTIMATED TOTAL		\$2,794,450	\$7,767,200
IF/GSPF PROJECTS (APPLICATION BASED)		<u>IF/GSPF</u>	<u>Project Cost</u>
Application #1: to be determined			
Application #2: to be determined			
Application #3: to be determined			
Application #4: to be determined			
INTEGRATED COMMUNITY SUSTAINABILTY PLAN (APPLICATION BASED)		<u>ICSP</u>	<u>Project Cost</u>
(Application) Regional Sustainability Plan		\$300,000	\$300,000

In an effort to remain flexible to future needs, it is recommended that a portion of the RSP allotment remain uncommitted at this time. In future years, these remaining funds can then be allocated according to need, as determined at that time. It is expected that after Board input has been received, a final report with recommendations will be forthcoming.

Submitted by,

Warren Jones
 Administrator

Attachments

Appendix A
Project Description Summaries

REGIONALLY SIGNIFICANT PROJECTS

1. Regional Flood Mitigation Plan

In light of the recent flooding in the Cowichan Valley, this funding would support the development of a regional flood mitigation plan, in cooperation with local municipal and electoral area partners.

Estimated Project Cost:	\$300,000
Partner Contribution:	\$75,000
Gas Tax Contribution:	\$225,000

2. CVRD Facilities “Green” Review

Investigation and analysis is required of all CVRD facilities in order to determine or identify opportunities for energy savings, power, water, etc GHG reduction.

Estimated Project Cost:	\$100,000
CVRD Contribution:	\$25,000
Gas Tax Contribution:	\$75,000

3. Regional Sustainability Plan

The regional district has no integrated sustainability plan which is required of all gas tax recipients. A regional sustainability plan will incorporate required elements as contained in the gas tax agreement.

Estimated Project Cost:	\$300,000
CVRD Contribution:	\$75,000
Gas Tax Contribution:	\$225,000

4. Bio-Diesel Building Upgrades

Funding through the first round of the Gas Tax program in the amount of \$100,000 secured a building at Bings Creek Transfer Station for the Bio-Diesel Co-op. The current funding request will be used to upgrade the building with water, sewer, insulation, and other basic amenities.

Estimated Project Cost:	\$304,000
Partner Contribution:	\$254,000
Gas Tax Contribution:	\$50,000

5. CVRD Greenhouse Gas Emissions Plan

The rough 2007 GHG analysis identifies a number of areas where the CVRD can potentially reduce GHG emissions through heating upgrades. The funding will be used to identify appropriate infrastructure and leverage BC hydro upgrade funding.

Estimated Project Cost:	\$75,000
CVRD Contribution:	\$18,750
Gas Tax Contribution:	\$56,250

6. Regional LIDAR

LIDAR technology captures both high resolution digital photography as well as detailed ground topography. This project is a proposed partnership with the University of Victoria, Terra Remote Sensing and others. The partnership will result in a major reduction to the initial data capture cost from market value as it is collected by the University. The partnership will also result in the opportunity for major reductions in the cost of related work such: as high resolution topography, planning studies and Official Community Plan updates as well as drainage mapping and assessment for member municipalities and CVRD, sewer and water service area base maps and analysis, vegetation and ecological mapping, identification of coastal and estuarine impacts, environmental and climate impacts analysis, etc. This enhanced mapping is of great interest to research organizations who can provide much needed analytical work to local governments at little or no cost as components of graduate and research studies. Time sensitive funding currently exists to enhance the proposed base mapping for the South Cowichan water study and the Regional Energy Analysis.

Estimated Project Cost:	\$1,750,000
Partner Contribution:	\$1,250,000
CVRD Contribution:	\$125,000
Gas Tax Contribution:	\$375,000

7. Cowichan Basin Implementation Plan

Funding will be used to support the implementation of the Cowichan Basin Water Management Plan and the evolving needs of the new advisory council. It is anticipated that the new Council will request/require that supporting research and meeting expenses are provided.

Estimated Project Cost:	\$50,000
CVRD Contribution:	\$0
Gas Tax Contribution:	\$50,000

8. Regional Water Quality Monitoring

In partnership with the Province of BC this program would result in baseline data acquisition for all the region's major watersheds over the course of 3-4 years. This data is critical in establishing watershed based drinking water parameters and ecosystem health.

Estimated Project Cost:	\$178,200
Partner Contribution:	\$112,000
Gas Tax Contribution:	\$66,200

9. Cowichan Valley Trail Completion Initiative

The application of funds for the Cowichan Valley Trail Completion initiative for \$100,000 in each of 2010, 2011 and 2012, in conjunction with other secured grant funding, will be used to complete significant Northern Sections of the Cowichan Valley Trail.

Estimated Project Cost:	\$2,880,000
CVRD Contribution:	\$788,000
Partner Contribution/Grants	\$1,792,000
Gas Tax Contribution:	\$300,000

10. Curbside Roll-off Trucks

Current contract costs for related to recycling collection and transportation are approaching \$500,000 annually. Unfortunately, a built-in inefficiency in the current service results in hauling half full bins, paying to pull trucks away from other jobs, and overall high costs. Funding to purchase our own roll-off truck and a complement of 30 roll-off containers, would allow for full time seven days a week service, with the remainder contracted out. The net result would be a significant annual cost savings. It would mean 1.5 full time personnel added to the 15-plus solid waste management outside operations staff.

Estimated Project Cost:	\$340,000
CVRD Contribution:	\$85,000
Gas Tax Contribution:	\$255,000

11. Regional Environmental Monitoring System

This project would develop a region-wide environmental monitoring system which would consist of a series of monitoring stations to provide key information related to: groundwater levels and major aquifers; in-river and major lake gauges; rainfall volume and duration; and low level ozone. The stations would provide real time data and analysis tools that would interface with our existing SCADA systems to provide long-term and critical information for emergency response, management of water resources, land use development, and climate change adaptation.

Estimated Project Cost:	\$500,000
CVRD Contribution:	\$125,000
Gas Tax Contribution:	\$375,000

12. Cowichan Lake Recreation Centre - Permanent Paving

The existing Cowichan Lake Recreation Centre parking lot is in poor condition, and cannot deal with oil and chemical waste emitted from vehicles. The proposed permeable paving would allow for infiltration of runoff into the ground and its bio remediation.

Estimated Project Cost:	\$490,000
CVRD Contribution:	\$123,000
Gas Tax Contribution:	\$367,000

13. Island Savings Centre West Side - Permeable Paving

The existing west side parking lot of the Island Savings Centre is in poor condition, and cannot deal with oil and chemical waste emitted from vehicles. The proposed permeable paving would allow for infiltration of runoff into the ground and its bio remediation.

Estimated Project Cost:	\$500,000
CVRD Contribution:	\$125,000
Gas Tax Contribution:	\$375,000

TOTAL (\$2,250,000 Available)

Estimated Total "Gas Tax" RSP Contribution:	\$2,794,450
Estimated Total CVRD Contribution:	\$1,489,750
Estimated Total Partner/Grant Contribution:	\$3,483,000
Estimated Total Project Cost:	\$7,767,200

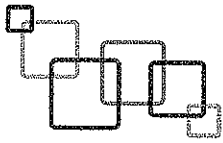
APPENDIX C

2005-2009 Regionally Significant Projects Funded Projects

REGIONALLY SIGNIFICANT PROJECTS	<u>RSP Cost</u>	<u>Project Cost</u>
Cowichan Lake Recreation Retrofit	161,000	237,000
Shawnigan Lake Community Centre Heat Pumps	40,000	53,900
Island Savings Centre Utilities Upgrade	413,000	550,000
Frank Jameson Centre Energy Upgrades	274,000	365,000
Cowichan Valley Trail: Northern Completion	400,000	2,650,000
Phase One South Cowichan Eco Depot	730,000	1,014,000
Bings Creek Transfer Station Upgrades	104,000	145,000
Peerless Road and Meade Creek Upgrades	402,000	558,000
(Total of \$2,524,882 in RSP funding was delivered from 2005-2009) TOTAL	2,524,000	5,572,900
IF/GSPF APPLICATION BASED FUNDING	<u>IF/GSPF</u>	<u>Project Cost</u>
Cowichan River Floodplain Mapping and Integrated Flood Plan	255,000	350,000
Regional Community Energy Plan	300,000	300,000
TOTAL	555,000	650,000

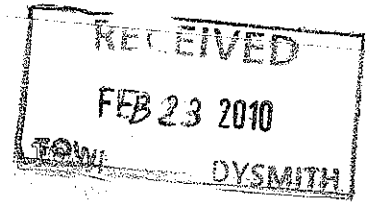
APPENDIX D
Eligible Project Categories and Sub-Categories

Project Categories	Sub-Categories
Public Transit	Develop or improve public transit system (rapid transit, buses, bus ways, sea-buses, commuter rail, ferries, street cars, cycling and pedestrian infrastructure, etc.)
	Road system improvements that encourage a reduction in car dependency (express bus lanes, HOV lanes, park and ride, bike paths, queue, etc.)
	Implement innovative technologies that support environmental sustainability
	Rehabilitation of roads and bridges that enhance sustainability outcomes
	Paths and trails
Community Energy Systems	Improving energy systems through the use of water systems to generate hydro
	Community energy systems - wind, solar, thermal, geothermal, etc.
	Alternative energy systems
	Alternative energy systems that serve local government infrastructure
	Retrofit local government buildings and infrastructure (e.g. water pumps, street lights, etc.)
	Reduce the GHG impact of solid waste (e.g. biogas recovery and conversion of biomass to bio-oil)
	Fleet vehicle conversion
	Implement innovative technologies that support environmental sustainability
Water and Wastewater	Developing or upgrading drinking water systems to improve water quality and reduce water use, increase energy efficiency, and secure water supply in the face of drought
	Developing or upgrading wastewater and storm water systems to improve water quality and improve aquatic habitat
	Implement innovative technologies that support environmental sustainability
	Investments in the enhancement and/or protection of community green space such as streams and natural corridors including habitat protection systems to improve water quality and improve aquatic habitat
Solid Waste Management	Develop or improve solid waste collection, treatment and disposal strategies in ways that reduce resource use, or encourage recycling and re-use
	Support full cost recovery from users through improved application of user charges
	Reduce the environmental impact of solid waste (e.g. composting, bio gas recovery)
	Implement innovative technologies that support environmental sustainability
	Increase local government capacity to undertake integrated sustainability planning including:
	Regional growth strategies
	Community development plans
	Community plans
	Community Energy Planning
	Transportation plans
	Infrastructure development plans



VIEA

VANCOUVER ISLAND
ECONOMIC ALLIANCE



Mayor Rob Hutchins
Town of Ladysmith
PO Box 220
Ladysmith, BC
V9G 1A2

Dear Mayor Hutchins;

We would like to take this opportunity to invite your consideration to join the Vancouver Island Economic Alliance.

Your investment as a member of the Vancouver Island Economic Alliance is an investment in the future of Vancouver Island. Our history has shown that VIEA provides positive dividends to its members by contributing to our region's economic growth.

Since 2007 community and corporate partners such as yourself have invested almost \$115,000 into VIEA Memberships to support a collaborative approach to regional economic development. VIEA is proud to have leveraged your membership investment more than 12 times over to deliver nearly \$1.5 million in services and initiatives across the Island.

Our Regional Economic Analysis, Labour Market Analysis and Annual State of the Island Economic Summits are just a few examples of how VIEA is creating tangible outcomes for the Island's business leadership.

Today more than ever, VIEA's focus on collaboration and coordinated pooling of resources remain the cornerstones of our success. Your VIEA Board remains dedicated prudent financial management of your membership dollars in that our entire administration budget remains under 5% including our staff resources. Your Board will maintain this commitment as we believe your investment needs to be directed to expanding investment and workforce attraction efforts for our region.

Prior to this year's 2009 State of the Island Economic Summit delegates and Island Stakeholders participated in a survey which will help VIEA in developing its action plan for 2010. Over 150 Island Stakeholders took the time out of their busy schedules to respond to the survey and VIEA will use this valuable information in developing their action plan for 2010.

We learned that 90% of the respondents determined that promoting a sustainable and diversified economy for all residents of the Vancouver Island Region remains a high to extreme priority for VIEA

We learned that 65% of the respondents felt that promoting strong communities and First Nations communities and careful stewardship of natural resources remains a high to extreme priority for VIEA

We learned that 73% of the respondents felt that providing regional leadership for regional business retention and expansion remains a high to extreme priority for VIEA

We learned that 84 % of the respondents felt that promoting regional initiatives that strengthen economic capacity remains a high to extreme priority for VIEA

Furthermore with regards to the Vancouver Island Economic Alliance's Strategic Plan:

97% support VIEA's work in developing a brand strategy for Vancouver Island.

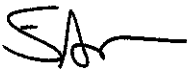
Additionally 88% responded that VIEA must excel as a member driven organization to meet the needs of business on Vancouver Island.

91 % supported VIEA's roles in Building Capacity on Vancouver Island.

92% Support the work that VIEA has initiated to actively promote Vancouver Island to investors and skilled employees.

We are committed to working with you as we continue to promote a sustainable and diversified economy for all residents for the Vancouver Island economic region.

Yours truly,



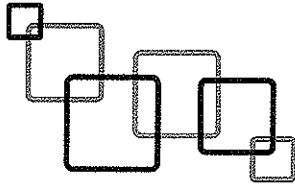
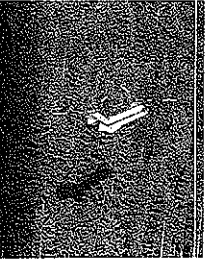
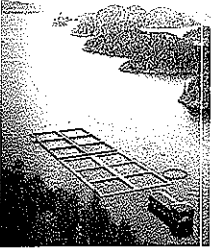
Sasha Angus
Chair
VIEA



Rick Roberts
Vice Chair
VIEA



Cori Lynn Germiquet
President
VIEA



VIEA

VANCOUVER ISLAND
ECONOMIC ALLIANCE

Name _____

Position _____

Organization _____

Business Address _____

City _____ Province _____ Postal Code _____

Telephone No. _____ Fax No. _____

E-Mail _____

PAYMENT OF FEES:

\$500
(community under 10,000, small business, economic development organization, individual)

Or

\$1000
(community over 10,000, large businesses, industry associations, public institutions)

Or

\$5000
(Corporate Funding Partner)

PAYMENT OPTIONS

A cheque is enclosed *(Please make all cheques payable to the Vancouver Island Economic Alliance)*
Address: 765 Humphrey Road, Parksville, BC V9P 1C8

Or

Please invoice _____ for the amount indicated above

Signature _____ Date _____

VANCOUVER ISLAND ECONOMIC ALLIANCE

What is VIEA

The Vancouver Island Economic Alliance (VIEA) is a collaborative partnership spearheading regional economic development for the Vancouver Island region. It provides the means for a multitude of communities, First Nations, businesses, and other key stakeholders to collaborate on broad-based economic development programs that improve the region's overall capacity for growth. The regional alliance includes all Vancouver Island communities from Victoria to Port Hardy as well as the Northern and Southern Gulf Islands.

The organization is one of three regional economic development organizations that were created with initial support from the Ministry of Economic Development. The organization is currently independent of government core funding and receives funding from membership, projects, and hosting an annual large scale event (the Vancouver Island Economic Summit.)

Membership includes businesses and organizations that represent the diverse business interests on Vancouver Island. Each member holds one vote.

VIEA is a non-profit alliance society whose purposes are:

- To promote a sustainable and diversified economy for all residents of Vancouver Island economic region
- To promote strong communities, and First Nations, and careful stewardship of our natural resources
- To provide regional leadership for regional business attraction, retention and expansion
- To promote regional initiatives that strengthen economic capacity

Board of Directors

Sasha Angus, Chair

Greater Victoria Development Agency, Victoria

Rick Roberts, Vice Chair

Vancouver Island Economic Developers Association, Parksville

Maureen Young, Executive Board Member,

Coast Capital Savings, Victoria

Ron Arcos, Director

Community Futures Development Corporation, Alberni Clayoquot

Bill Benoit, Director

Vancouver Island Real Estate Board, Nanaimo

Russ Burke, Director
Canadian Western Bank, Nanaimo

Joe Cristiano, Director
Coastal Community Credit Union, Nanaimo

Carol Greaves, Director
Terasen Gas, Victoria

Arnold Harasymchuk, Director
Consulting, Comox Valley

Sandy Herle, Director
Close to You Fashions, Parksville

Russ Hellberg, 2008-2009 Chair and Advisor to Board
Maglynn Holdings, Port Hardy

Dr. Pedro Marquez, Director
Royal Roads University, Victoria

Olaf Nielsen, Director
Camosun College, Duncan

Marlene Rice, Director
Coast Salish Employment and Training Society, Duncan

Municipal Members:

City of Campbell River / Rivercorp
District of Port Hardy
Mount Waddington Regional District

Full Membership List

[Alberni Valley Chamber of Commerce](#)
["A" British Columbia](#)
[BC Ferries](#)
[Black Press](#)
[Campbell River Chamber of Commerce](#)
[Camosun College](#)
[Canadian Western Bank](#)
[Catalyst Paper](#)
[Coast Salish Employment and Training Society](#)
[Community Futures Alberni-Clayoquot](#)
[Community Futures Central Island](#)
[Community Futures Cowichan](#)
[Community Futures Mount Waddington](#)
[Community Futures Strathcona](#)

[Comox Valley Chamber of Commerce](#)
[Chatwin Engineering](#)
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[Cowichan Lake District Chamber of Commerce](#)
[District of Port Hardy](#)
[Duncan Chamber of Commerce](#)
[ETHOS Career Management](#)
[Greater Nanaimo Chamber of Commerce](#)
[Greater Victoria Development Agency](#)
[Gabriola Chamber of Commerce](#)
[Go 2 HR Solutions](#)
[Impact Visual Communications](#)
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[Levelton Consultants](#)
Maglynn Holdings
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[Nanaimo Port Authority](#)
[Nanaimo Youth Services](#)
[Naut'sa mawt Resources Group](#)
[Parksville Chamber of Commerce](#)
[Parksville Career Centre](#)
[Port Hardy Chamber of Commerce](#)
[Port McNeil Chamber of Commerce](#)
[Qualicum Beach Chamber of Commerce](#)
Rick Roberts Consulting
[RiverCorp Economic Development Commission Campbell River](#)
[Royal Roads University](#)
[Saanich Peninsula Chamber of Commerce](#)
[Seabreeze Power Corporation](#)
[Service Canada](#)
Siedo Tzogoeff, Human Resources Consulting Services
[Sooke Chamber of Commerce](#)
[South Cowichan Chamber of Commerce](#)
[Southern Railway of Vancouver Island](#)
[St Jeans Cannery](#)
[Streamline Environmental Consulting](#)
[Terasen Gas](#)
[Timberwest](#)

[Tofino Chamber of Commerce](#)
[Tourism Vancouver Island](#)
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[University of Victoria](#)

Vancouver Island Economic Developers Association

[Vancouver Island Real Estate Board](#)

[Vancouver Island University](#)

[Victoria Chamber of Commerce](#)

[Victoria Conference Centre](#)

[Victoria Harbour Ferry Corp Ltd](#)

[Victoria Real Estate Board](#)

[Washington Marine Group](#)

[Woodgrove Centre](#)

Recent Reports and Publications

Regional Economic Analysis

The Regional Economic Analysis is a comprehensive analysis of the economy of Vancouver Island and the Central and Southern Sunshine Coast. It profiles the area's main economic activities, the people who live and work here, key trends from the last 20+ years, and the key economic challenges and opportunities facing the region and its communities.

Air Transportation Analysis

Vancouver Island and Sunshine Coast Region Air Transportation Outlook
Completed in June 2008, the Air Transportation Outlook report was produced for the Vancouver Island Economic Developers Association (VIEDA). The report assesses levels of air service by defined regions and market sectors, assesses airports' capabilities in the region and recommends development subject to a detailed business case analysis.

2009 Small Business Roundtable Report to The Government of BC

2009 Small Business Report

List of Vancouver Island First Nations, December 2009