

Statement of Purpose: The Comox Valley Regional District is a federation of three electoral areas and three municipalities providing sustainable services for residents and visitors to the area. The members of the regional district work collaboratively on services for the benefit of the diverse urban and rural areas of the Comox Valley

CORPORATE PRIORITIES (Board)	ADVOCACY
<p>NOW</p> <p>1) SOUTH SEWER: liquid waste management plan preferred solution recommendation expected Jan 2015.</p> <p>NEXT</p> <ul style="list-style-type: none"> • RAINWATER STRATEGY: Develop / implement water balance model express; developer's guide early 2015 • CURLING FACILITY: Structural engineering review / architecture design awarded Nov. 13/14 board. 	<ul style="list-style-type: none"> • AVICC – Waste management special committee
OPERATIONAL STRATEGIES (CAO/staff)	
<u>EXECUTIVE SERVICES</u>	
<ul style="list-style-type: none"> • Shared office space – feasibility study complete; land discussions pending – spring 2015 • Infrastructure: inventory and assessment - Branches with and without an asset management plan have been identified. Asset management plan to be included in 2015 financial plans • Collective bargaining: CUPE - completed and USW – ongoing 	
<u>COMMUNITY SERVICES</u>	
<p>1) CURLING FACILITY: Structural engineering review/architecture design award expected Nov. 13/14 board</p>	
<u>ENGINEERING SERVICES</u>	
<p>1) SOUTH SEWER: liquid waste management plan preferred solution recommendation expected Jan 2015</p> <p>2) RAINWATER STRATEGY: Develop / implement water balance model express; developer's guide early 2015</p> <ul style="list-style-type: none"> • New water license: Draft BC Hydro contract to be presented to committee in Jan 2015 • Watershed protection plan: draft plan to be presented to committee in March 2015 	
<u>PLANNING AND DEVELOPMENT SERVICES</u>	
<u>PUBLIC AFFAIRS AND INFORMATION SYSTEMS</u>	

**STRATEGIC PRIORITIES
COMMUNITY SERVICES BRANCH
COMOX VALLEY REGIONAL DISTRICT**

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Community Services	Fire Services	Operational	Electoral Area A	220	Hornby Island Fire	Hornby Island fire hall (planning, design, communications, public consultation)	Final design and estimated costs to be completed by architect – April 2015. Referendum April 18, 2015.
Community Services	Parks	Operational	Electoral Areas	621	Parks	Bequeathed lands (Area C)	Executor still evaluating options
Community Services	Parks	Operational	Electoral Areas	621	Parks	Dyke Road platform upgrades	Minor upgrades to railing and roof planned for 2015
Community Services	Parks	Operational	Electoral Areas	621	Parks	One Spot Trail extension and bridge	A.I.C. decision not favourable for bridge crossing, reviewed with directors. Need to contact owners south of Tsolum River to discuss alternate alignment.
Community Services	Parks	Operational	Electoral Areas	621	Parks	Seal Bay master plan update	Masterplan process underway
Community Services	Parks	Operational	Electoral Areas	621	Parks	Seek approvals and identify a route to extend the One Spot Trail from Cessford Road to Condensory Bridge	Survey work being completed for a portion of this section, spring construction planned. Discussions underway with adjacent neighbours
Community Services	Parks	Operational	Electoral Areas	621	Parks	Seek tenure to the proposed One Spot Trail and existing Ministry of Transportation and Infrastructure right-of-way (grade) from the end of the existing One Spot Trail through to Endall Road	Conversations are underway with adjacent property owners between Tsolum Spirit Park and Fitzgerald Rd. Permit application between Fitzgerald and Headquarters Rd submitted to MoTI. AALC has been informed the adjacent owners for this section have negotiated their terms for approval of the trail as per A.I.C. decision.
Community Services	Parks	Operational	Electoral Areas	621	Parks	THAT a process be developed to evaluate the geographical and ecological attributes of all parks and greenways that are currently classified as 'inactive' and an assessment completed on the merits of developing them into active parks or considering them for other uses.	Final report was submitted to EASC at the March 2, 2015 meeting with the approved recommendation for staff to proceed as outlined in report
Community Services	Parks	Operational	Electoral Areas	621	Parks	THAT a review of internal staff resources required for the electoral area 'A', 'B' and 'C' parks and greenways service be conducted in 2015	Final recommended budget approval pending for the additional park tech for part-time in 2015 and 2016 to become full-time in 2017
Community Services	Parks	Operational	Electoral Areas	621	Parks	THAT parks related board approved policies adopted prior to 2007 be reviewed and a report to the board recommending amendments or rescindment be considered.	Report and recommendation to EASC spring 2015
Community Services	Recreation Services	Operational	A, B, C, City, Cmx, Cmb	660	CV Exhibition Grounds	Upper announcer stand	To proceed in conjunction with the agricultural awareness centre to similar in design. 2015-2019 Financial Plan
Community Services	Recreation Services	Operational	A, B, C, City, Cmx, Cmb	660	CV Sports / Aquatic Centres	Comox Valley recreation facility master plan	For 2015 strategic planning discussion
Community Services	Transit and Sustainability	Next	All	780	CV Transit	Transit - CV transit service analysis	Scope of work to be presented to board April 2015

**STRATEGIC PRIORITIES
EXECUTIVE MANAGEMENT BRANCH
COMOX VALLEY REGIONAL DISTRICT**

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Executive Mngt	Administration	Operational	All	114	Administration	Development of a regional office facility	Feasibility study completed July, 2014. Reported to 2015 board on next steps including business case development.
Executive Mngt	Administration	Operational	All	111, 271	Administration	Business continuity planning: Training, IT operations, HR	IT report due Oct/Nov 2014. HR expected 2015.
Executive Mngt	Administration	Operational	All	550	Economic Development	Service review for function and performance contract review for Comox Valley economic development	Updated service establishment bylaw and new service agreement
Executive Mngt	Administration	Operational	Electoral Areas	111	Administration	FCM Partners for Climate Protection' five milestones program (CVRD Integrated Resource Recovery Options Study; Comox Valley Sports and Aquatic Centres Energy Audits; CVRD Electoral Area Sustainability Strategy Implementation Plan)	All milestones complete except community 3, 4, 5 and corporate 4 & 5. Milestone 3 community climate action plan expected to be brought to EASC for approval spring 2015.
Executive Mngt	Advocacy	Advocacy	All	100, 130	MM/EA Administration	Raven coal mine assessment	Application rejected by province in May 2013. Revised application was received but applicant withdrew March 2.
Executive Mngt	Board	Advocacy	Board/CAO	100, 130	MM/EA Administration	North Island hospitals project	Both sites under construction - opening Fall 2017
Executive Mngt	Legislative Services	Operational	All	112	Administration	Interactive board policy website launch - To coordinate with new website - New/updated policies being posted as board approves.	Requires ratification of specific policies; continuing research on existing policies
Executive Mngt	Legislative Services	Operational	Electoral Area B	152	Area B feasibility	Sandwick waterworks improvement district conversion	Grant application being submitted spring 2015 to assess infrastructure condition; Sandwick Improvement District to indicate preference. \$20,000 in feasibility funds identified for conversion process
Executive Mngt	Legislative Services	Operational	Electoral areas	215, 220, 225, 230	Fire services	Implement fire services administration model – review/ updates to service establishment and regulations bylaws	Completed
Executive Mngt	Legislative Services	Operational	Hornby Island	155	Feasibility Study Fund	Review and recommend a service structure to address the community use and needs as well as the potential risks associated with the six properties owned by the Comox Valley Regional District on Hornby Island	Met with property owners January 28, 2015 to review proposed easement document. Revising the easement with legal for further review by residents.

**STRATEGIC PRIORITIES
ENGINEERING SERVICES BRANCH (excluding CSWM)
COMOX VALLEY REGIONAL DISTRICT**

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Engineering	Operational	A, B, C, City, Cmx	300	CV Water Supply	Increase to water license application	Draft agreement was approved at the February 2015 board – ongoing.
Engineering Services	Engineering	Operational	City, Cmx	335	CV Sewerage	Develop emergency/redundancy plans for key wastewater infrastructure	Revising draft plan based on management review.
Engineering Services	Engineering	Operational	Electoral Area C	153	Feasibility Study / liquid waste mgnt area	Feasibility funding to quantify the extent of onsite sewage system failures in the Saratoga/Miracle Beach area	Work to be completed fall/winter 2014 spring 2015 depending on rainfall. Awarded to Payne Engineering.
Engineering Services	Engineering	Operational	Electoral Areas	313	CV Water Distribution	Asset management plans for CV water system, five water local service areas, Black Creek – Oyster Bay water supply and distribution system, Royston water system	Asset management plan implementation planned for 2015
Engineering Services	Engineering	Operational	Electoral Areas	340	Liquid Waste Mngt	Develop criteria for inclusion in policies and bylaws with respect to: 1. Management and operation of existing, and approval of future, private wastewater treatment systems and onsite sewage disposal systems. 2. Clarification, onsite disposal systems	1. Addressed in the regional growth strategy. 2. Clarification regarding onsite disposal systems required. Staff report summer 2015
Engineering Services	Engineering	Operational	Electoral Areas	340	Liquid Waste Mngt	THAT the 2014 work plan for the liquid waste management planning service include the development of watershed-specific targets using the water balance methodology and the development of performance standards and design criteria for rainwater management.	Draft watershed-specific targets scoping document developed by Fernhill Consulting. Targets, performance standards and design criteria to be developed during the winter of 2014/15.
Engineering Services	Wastewater services	Now	Electoral Areas	340	Liquid Waste Mngt	South sewer implementation strategy 1. IRR study to support grant 2. Submit grant 3. Confirm federal gas tax funding 4. Pursue P3 funding option 5. Develop communications plan 6. Develop business plan 7. Public engagement 8. LWMP/Environmental assessment 9. cost allocation & governance structure	1. Completed 2. Completed 3. Completed 4. Successfully screened into round 6 5. Completed 6. P3 business case to be developed pending staff report recommendations 7. Ongoing 8. Ongoing 9. Cost allocation in progress – governance structure completed
Engineering Services	Wastewater services	Operational	City, Cmx	335	CV Sewerage	Compost site paving	Engineering 2015, construction 2016.
Engineering Services	Wastewater services	Operational	City, Cmx	335	CV Sewerage	CVWPCC odour control system performance testing, odour audit of operational and maintenance practices, a review of odour control technologies or enhancements to current technology, and the development of a monitoring system to ensure odour control performance	RWDI Consulting Engineers December 2014. Work ongoing. Report expected mid 2015.

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ENGINEERING SERVICES BRANCH (excluding CSWM)
COMOX VALLEY REGIONAL DISTRICT**

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Wastewater services	Operational	Cty, Cmx	335	CV Sewerage	Expand finished compost storage area	To be completed as part of the compost expansion project 2015
Engineering Services	Wastewater services	Operational	Cty, Cmx	335	CV Sewerage	Leachate pump station construction at compost site	Engineering 2015, construction 2016.
Engineering Services	Water services	Operational	A, B, C, Cty, Cmx	300/340	Liquid Waste Mngt	Brooklyn Creek blueprint project	On hold while project partners reaffirm commitment, work proceeding on key deliverables identified in the rainwater management strategy prepared by Fernhill Consulting.
Engineering Services	Water services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	Ultraviolet light disinfection engineering project	Filtration deferral no longer supported by VIHA. Working with VIHA on next steps for water system permit. Going out for options study. Plan to have a report to the board by end of 2015 for treatment direction.
Engineering Services	Water services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	VIHA permit requirements	Watershed protection plan RFP awarded and turbidity management plan completed as part of permit conditions. Working with VIHA on next steps for water system permit. VIHA is updating permit as discussed with staff.
Engineering Services	Water services	Operational	A, B, C, Cty, Cmx	391		Comox Valley water supply strategy	For 2015 strategic planning discussion
Engineering Services	Water services	Operational	All	150	Feasibility Study	Regional water supply strategy - next steps	Deferred until 2015 strategic planning session.
Engineering Services	Water services	Operational	Area C (CVRD), Area D (SRD)	313	Black Creek / Oyster Bay Water Service	Create list of eligible BCOB water service projects utilizing a combination of community works funds from SRD Area D and CVRD Area C	List to be generated in 2015
Engineering Services	Water services	Operational	Area C (CVRD), Area D (SRD)	313	Black Creek / Oyster Bay Water Service	Develop terms of reference for a watershed protection plan for the Black Creek – Oyster Bay water system.	Terms of reference to be developed in 2015.
Engineering Services	Water services	Operational	Area C (CVRD), Area D (SRD)	313	Black Creek / Oyster Bay Water Service	Kelland reservoir construction	OpusDaytonKnight working on design and tender documents. Ready to tender and construction scheduled for after summer (due to higher summer demands.)
Engineering Services	Water services	Operational	Denman Island	307	Denman Island Water	Investigate the option of converting Denman Island water local service area to integrate it with the GLID.	Meeting with provincial staff to review concept – March 2015

**STRATEGIC PRIORITIES
ENGINEERING SERVICES BRANCH (CSWM only)
COMOX VALLEY REGIONAL DISTRICT**

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Based on MMBC recycling depot program that the five existing recycling depot centres be phased out. (Strathcona Gardens, Sportsplex, 19A Market, Home Depot, Canex)	MMBC implemented; depots to be phased out beginning 2015. Report to 2015 board. Work is of an ongoing and at the implementation level. MMBC matters to be removed from strategic plan. Annual reports to be presented to board on MMBC deliverables and program effectiveness.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Campbell River waste management centre closure	Tenure boundaries being revised to transfer portions of blocks 'A' and 'K' to block 'C' (Sept 2014 - ongoing); Phase 2 design contract awarded Nov 2014; contract preparation in progress
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley new engineered landfill	Contract for leachate treatment approved Nov 2014. Contract being prepared
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley waste management centre closure project	Project currently out for tender – March 2015. MOE updating operating certificate.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Cortes Island landfill: Make application to Ministry of Environment to formally close landfill	Waste location survey budgeted in 2018. MoE closure of landfill targeted 2019.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Cortes Island waste management centre: fencing improvements	Further fencing improvements pending community outreach.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Cortes Island waste management centre: ring road and tipping wall construction	Paving and wall completion on hold until waste delineation completed as a part of the application to the MoE to formally close the Cortes Island landfill. Landfill waste survey target for 2017. MoE closure of landfill targeted for 2018.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Gold River waste management centre: Landfill design and operational plan as required by Ministry of Environment	Phase 1 Construction budgeted for 2015. Updated landfill closure and operations plan submitted to MoE in 2013.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Gold River waste management centre: Tipping wall safety improvements	Completion scheduled for summer 2015
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Gold River, Village of: Update operational agreement	To commence after operation plan update. Submitted to MoE in October 2013 for review.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Gold River: Construct new lock block transfer station (Includes compactor and use of sealed bins)	Targeted for 2016.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Hornby Island transfer station: Establish hazardous waste collection program at station	Targeted completion of HHW collection structure in late 2015. Free Store grand opening April 2015
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Hornby Island waste management centre: fencing improvements	HI gate installed. Further fencing improvements pending community outreach.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Hornby Island waste management centre: Tipping wall safety improvements	Completion scheduled for summer 2015.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Illegal dumping (enforcement/outreach)	Final report to board 2015.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Initiate annual household hazardous waste (HHW) collection in rural areas as a pilot project	Product care to establish programs in rural areas on-going. Cortes and Quadra scheduled for 2015. Gold River and Tahsis scheduled for 2016.

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ENGINEERING SERVICES BRANCH (CSWM only)
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Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Organics management / regional compost project	Village of Cumberland and Town of Comox participating in project at CVWMC; contract with Net Zero extended to Dec 2016; Final feasibility and scale of a regional compost facility report presented in conjunction with Campbell River organics RFP process
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Sayward landfill: Make application to Ministry of Environment to formally close landfill	Budgeted in 2018. Landfill closure targeted by MoE for 2019.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Tahsis waste management centre: Landfill design and operational plan as required by Ministry of Environment	Phase 1 completed Updated landfill closure and operations plan submitted to MoE in 2013.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Tahsis, Village of: Formalize operational agreements	To commence after operation plan update. Submitted to MoE in October 2013 for review.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Tahsis: Construct new lock block transfer station (Includes compactor and use of sealed bins)	Targeted for 2016.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Zeballos waste management centre: Landfill design and operational plan as required by Ministry of Environment	Phase 1 complete. Updated landfill closure and operations plan submitted to MoE in 2013.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Zeballos, Village of: Formalize operational agreements	To commence after operation plan update. Submitted to MoE in October 2013 for review.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Zeballos: Construct new lock block transfer station (Includes compactor and use of sealed bins)	Targeted for 2016.

**STRATEGIC PRIORITIES
PLANNING AND DEVELOPMENT SERVICES BRANCH
COMOX VALLEY REGIONAL DISTRICT**

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Planning and Development Services	Planning and Development	Next	All	512	Regional Growth Management	Regional growth strategy (First Nations implementation agreement)	The draft implementation agreement was discussed/ reviewed at the March 27/15 Community to Community forum.
Planning and Development Services	Planning and Development	Next	All	512	Regional Growth Management	Regional growth strategy (Municipal implementation agreement)	Regional context statements in place for all three member municipalities.
Planning and Development Services	Planning services	Operational	All	500	Current Planning	K'omoks River Estuary management plan (KEMP)	No updates since Fall 2014 meeting between KFN, CVRD and Project Watershed. At that time, review of draft KREMP showed need for some revision and input from City of Courtenay and Town of Comox as no representatives were in attendance
Planning and Development Services	Planning services	Operational	Electoral Areas	500	Current Planning	<ol style="list-style-type: none"> Update all development permit areas to consider green shores principles Update development permit area no. 1 (aquatic environmentally sensitive areas) to enhance environmental protection associated with new development activities located adjacent to all watercourses Update development permit area no. 6 (commercial and industrial development) to enhance environmental and industrial developments and consider the powers within Bill 27. 	New development permit template to be developed and approved; all DPs to be folded into the new template and approved as amendment to the OCP in the fall of 2015 along with the local area plans for Saratoga Miracle Beach and Union Bay.
Planning and Development Services	Planning services	Operational	Electoral Areas	500	Current Planning	Investigate the establishment of a development approval information area and bylaw in accordance with section 920.1 of the Local Government Act for all lands located within the CVRD's jurisdiction	Included in the 2014 OCP. Development approval information area bylaw to be prepared by summer 2015.
Planning and Development Services	Planning services	Operational	Electoral Areas	500	Current Planning	Kensington Island Properties development - Sewer infrastructure	Water license with UBID now expired so this needs to be resolved per MDA before development can commence
Planning and Development Services	Planning services	Operational	Electoral Areas	500	Current Planning	Review carriage house provisions	To come forward early in 2015
Planning and Development Services	Planning services	Operational	Electoral Areas	500	Current Planning	Review development permit process for commercial and industrial properties, to approve minor applications for projects such as painting, fencing and signs, and present to a future electoral areas services committee meeting.	<ol style="list-style-type: none"> Painting and fencing to be addressed in the official community plan review (review of development permit area (DPA) #1) review of DPA #6 to be undertaken concurrently with OCP review This work will get underway in January 2015 with a proposed completion date by Summer 2015.
Planning and Development Services	Planning services	Operational	Electoral Areas	500	Current Planning	Review home occupation guidelines	Work to commence in January 2015 with proposed completion date of fall 2015

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PLANNING AND DEVELOPMENT SERVICES BRANCH
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Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Planning and Development Services	Planning services	Operational	Electoral Areas	500	Current Planning	Saratoga Beach estates - implement master development agreement	Upon developer completing first subdivision obligations in MDA, water (Aug 2010) and sewer (May 2013) service bylaws to be completed Issues regarding water and MDA to come forward for discussion at EASC in late summer
Planning and Development Services	Planning services	Operational	Electoral Areas	500	Current Planning	To work with the province and other agencies to produce a "Baynes Sound Coastal Plan"	NEW - Initial meeting held Feb 12/15. Next meeting planned for spring 2015.

**STRATEGIC PRIORITIES
PUBLIC AFFAIRS AND INFORMATION SYSTEMS BRANCH
COMOX VALLEY REGIONAL DISTRICT**

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Public Affairs	Information Systems	Operational	All	116	Administration	Centralizing video surveillance – hardware / software / operations	NEW - End of 2015