

DATE: October 5, 2017

FILE: 6430-01

TO: Chair and Directors
Committee of the Whole

FROM: Russell Dyson
Chief Administrative Officer

Supported by Russell Dyson
Chief Administrative Officer

R. Dyson

RE: 2015-2018 Strategic Priorities – Status Report

Purpose

The purpose of this report is to provide an updated chart and listing of the Comox Valley Regional District's 2015-2018 strategic priorities.

Recommendation from the Chief Administrative Officer:

THAT the 2015 – 2018 strategic plan attached to this report, be approved; AND FURTHER THAT the completed items (shaded blue), excluding function 391 items, be removed from Schedule B and added to a Schedule C titled 'completed strategic priorities'.

Executive Summary

Through the Office of the Chief Administrative Officer, the Executive Management Team is responsible for reporting results (outcomes) of the Board's objectives on a yearly basis in the form of the Annual Report. In order to ensure the Board is apprised of the current status of all strategic priorities leading up to the Annual Report, status reports are provided quarterly.

The Comox Valley Regional District board strategic priorities reflect the scope of work that staff undertake from 2015 to 2018. During this term several new initiatives may come forward with the Board directing staff to undertake these additional initiatives. It is important to acknowledge that new initiatives will have an impact on accomplishing the original priorities.

Prepared by:

T. Warnes

Teresa Warnes
Executive Assistant

Attachments:

- Schedule A - Strategic priorities chart
- Schedule B - Strategic priorities listings by branch
- Schedule C - Completed strategic priorities

CORPORATE PRIORITIES (Board/CAO)	
NOW	
<ul style="list-style-type: none"> • QUEENS DITCH (flood mitigation): Options report to November committee • PUMP STATION NO. 2: Implementation decision by October 2017 • WATER SYSTEM TREATMENT REPORT: Various objectives to be considered at October 2017 • COMOX VALLEY CIVIC CENTRE - REGIONAL OFFICE BUILDING: Schematic design finalized. 	
NEXT	<p><i>Advocacy / Partnerships</i></p> <ul style="list-style-type: none"> • <i>K'ómoks First Nation treaty support</i> • <i>Farquharson Farms bypass – MoTI working on mitigation</i> • <i>CVEDS – medical/ airport lands development and Festival Valley promotion</i> <p><i>CSWM Board</i></p> <ul style="list-style-type: none"> • <i>Solid Waste Management Plan effectiveness review – Study work complete, final review, coordinate with waste-to-energy study</i> • <i>Waste to Energy – Evaluation of three waste-to-energy technologies by November. Report to board January 2018</i>
<ul style="list-style-type: none"> • 5-YEAR REGIONAL GROWTH STRATEGY REVIEW: Review not required, staff directed provide to return to board with specific revisions. • RECREATION FACILITY MASTER PLAN: Adopted August 2017 – (implementation initiated) • UTILITIES GOVERNANCE - Options • AIR QUALITY MANAGEMENT (Wood Stove Smoke) – Air quality education program underway. • NORTH LIQUID WASTE MANAGEMENT PLAN - Working with developer to amend Master Development Agreement - future sewer service in conjunction with development. 	
OPERATIONAL STRATEGIES (CAO/staff)	
COMMUNITY SERVICES	
<ul style="list-style-type: none"> • RECREATION FACILITY MASTER PLAN – Plan adopted August 2017 – completed (implementation initiated) • AIR QUALITY MANAGEMENT (Wood Stove Smoke) – Air quality education program underway. • Exhibition Grounds Master Plan update: Action plan, Nov 2018 to 2022 Financial Planning – adopted to be included on financial plan. • Mt. Washington fire service: Quotes received from service providers • Hornby Island Fire Hall project: Target completion October 2017. Formal opening to be determined. 	
CORPORATE SERVICES	
<ul style="list-style-type: none"> • Website Refresh –Completion by March 2018 	
ENGINEERING SERVICES	
<ul style="list-style-type: none"> • QUEENS DITCH (flood mitigation): Options report target third quarter of 2017 • PUMP STATION NO. 2: Implementation decision by October 2017 • WATER SYSTEM TREATMENT REPORT: Various objectives to be considered at October 2017 • NORTH LIQUID WASTE MANAGEMENT PLAN - Working with developer to amend master development agreement. Future sewer service in conjunction with development. • South Sewer LWMP: Final report to committee by late fall • Comox Lake Watershed Protection Plan – Update to be provided in February as part of budget presentation 	
EXECUTIVE SERVICES	
<ul style="list-style-type: none"> • COMOX VALLEY CIVIC CENTRE - REGIONAL OFFICE BUILDING: Schematic design finalized. • UTILITIES GOVERNANCE - Options • Asset management planning: Staff training Nov: request for proposal drafted for asset management for water and sewer. • Collective Agreement Process: Target mid-October, 2017 for notice to commence with USW. 	
PLANNING AND DEVELOPMENT SERVICES	
<ul style="list-style-type: none"> • 5-YEAR REGIONAL GROWTH STRATEGY REVIEW – Review not required, staff directed provide to return to board with specific revisions. • Review and update Comox Valley Zoning Bylaw: Draft bylaw to board early 2018. 	

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

SCHEDULE B

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Community Services	Board	Next	All	100/130	MM/EA Administration	Air Quality Management - Wood Stove Smoke (data / study to provincial government including VIHA)	Three year air quality education program to be implemented; funded with Island Health Community Wellness grant. Report late fall. Air quality education program underway.
Community Services	Emergency Planning	Operational	Electoral Areas	271	CVEP Electoral Areas	Saratoga Beach emergency planning grant	In the process of signing contract with successful request for proposal proponent.
Community Services	Fire Services	Operational	Electoral Area A	220	Hornby Island Fire	Hornby Island Fire Hall (planning, design, communications, public consultation)	Target completion October 2017. Formal opening to be determined
Community Services	Fire Services	Operational	Electoral Area C	153	Area C feasibility	Mt. Washington fire service	Quotes received from service providers.
Community Services	Parks	Operational	Electoral Areas	621	Parks	Active park priorities	Completed
Community Services	Parks	Operational	Electoral Areas	621	Parks	One Spot Trail extension and bridge	New discussions underway with MoTI for lease options
Community Services	Parks	Operational	Electoral Areas	621	Parks	Seal Bay master plan update	Review public input from January open house; draft management strategy; schedule second open house.
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	Construction south from existing trail to 2749 Condensory complete. Remainder pending outcome of First Nation land decisions.
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	Connection of Tsolum Spirit to Teachers Creek complete. Construction underway for section between Headquarters and Spike Road.
Community Services	Parks	Operational	Electoral Areas	621	Parks	THAT parks related board approved policies adopted prior to 2007 be reviewed and with a report to the board recommending amendments or rescindments.	Report and recommendation to committee 2017
Community Services	Recreation Services	Next	All	645	CV Sports / Aquatic Centres	Comox Valley Recreation Facility Master Plan	Plan adopted August 2017
Community Services	Recreation Services	Operational	All	645	CV Sports / Aquatic Centres	CV Exhibition Grounds Master Plan update	Plan adopted April 2017; Action Plan – Nov 2018 to 2022 Financial Plan.

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

SCHEDULE B

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Corporate Services	Administration	Operational	All	111, 271	Administration	Business continuity planning	Annexes completed and provided to departments.
Corporate Services	Communications	Operational	All	112	Administration	Education / outreach on capital projects and services	Policy adopted Nov. 2016. 2017 communications work plan being implemented.
Corporate Services	Communications	Operational	All	112	Administration	Website refresh	Completion by March 2018
Corporate Services	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.
Corporate Services	Legislative Services	Operational	Electoral Area B	152	Area B feasibility	Sandwick Waterworks Improvement District conversion	Implementation through Fall 2017. Contract awarded for water meters.

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

SCHEDULE B

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Engineering	Next	Electoral Areas	340	Liquid Waste Mngt	North liquid waste management planning	Working with developer to amend Master Development Agreement - future sewer service in conjunction with development.
Engineering Services	Engineering	Now	Electoral Areas	152/340	Liquid Waste Mngt/ Feasibility	Flood mitigation (Lazo watershed drainage/Queens Ditch)	Options report target fourth quarter of 2017.
Engineering Services	Engineering	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	Increase to water license application	Waiting until after project to apply for more licence capacity
Engineering Services	Engineering	Operational	Cty, Cmx	335	CV Sewerage	Develop emergency/redundancy plans for key wastewater infrastructure	Plan presented at September 2017 Sewage Commission
Engineering Services	Engineering	Operational	Electoral Areas	312	Royston Water	Livingstone Fire Flow Improvements	On hold
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	Request for Proposal for consulting help to be released October 2017
Engineering Services	Engineering	Operational	Electoral Areas	340	Liquid Waste Mngt	Develop criteria for inclusion in policies and bylaws with respect to management and operation of existing, and approval of future, private wastewater treatment systems and onsite sewage disposal systems.	Education program under development, expected to be completed in 2017
Engineering Services	Engineering	Operational	Electoral Areas	340	Liquid Waste Mngt	Rainwater Management Strategy (flood mitigation)	Staff to continue to gather data to aide identifying priority areas and refining watershed specific targets and performance standards. Work to increase public understanding of watershed function and health as it relates to rainwater.
Engineering Services	Engineering	Operational	Electoral Areas	340	Liquid Waste Mngt	Rainwater management strategy implementation	Working with planning/development branch
Engineering Services	Waste Management	Advocacy	Comox Strathcona	391	Solid Waste	AVICC special committee on solid waste services	Regional District's working on separate initiatives. CVRD focused on illegal dumping and waste leakage.
Engineering Services	Waste Management	Board	Comox Strathcona	391	Solid Waste	Waste to Energy	Evaluation of three waste-to-energy technologies by November. Report to board January 2018.
Engineering Services	Waste Management	Next	Comox Strathcona	391	Solid Waste	Solid Waste Management Plan effectiveness review	Study work complete, final review, coordinate with waste-to-energy study.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Campbell River Waste Management Centre; landfill closure	Updated operations and closure plan to be submitted in the fall to Ministry of Environment
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley and Campbell River waste composition study	Study is in progress
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley new engineered landfill	Cell 1 contract awarded July 2016; Leachate contract awarded Sept 2016; planned completion December 2017
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley Waste Management Centre - GPS unit	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley Waste Management Centre above ground remediation fuel tank	Target completion fall 2017

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

SCHEDULE B

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley Waste Management Centre asphalt paving for organic composting pilot project	On hold
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Cortes Island landfill: Make application to Ministry of Environment to formally close landfill	Ministry of Environment closure of landfill targeted 2019.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Illegal dumping (enforcement/outreach)	Report to November board
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Initiate annual household hazardous waste (HHW) collection in rural areas as a pilot project	Review the options of Product Care depots in Tahsis and Zeballos. Develop a program in 2017, implementation in 2018
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Landfill fire control plan (Ministry of Environment required)	In progress
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Regional organics management study – phase 2	Grant awarded, Request for Proposals issued summer 2017 construction completed by 2020.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Sayward landfill: Make application to Ministry of Environment to formally close landfill	2018 budget, landfill closure targeted by Ministry of Environment (MoE) for 2019. Application to MoE submitted summer 2017
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Solid waste landfill gas utilization study phase 2	Submitted grant application June 1, 2017
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Tahsis, Village of: Formalize operational agreements	Drafted under review
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Zeballos, Village of: Formalize operational agreements	Develop draft agreements in 2017
Engineering Services	Wastewater Services	Now	Cty, Cmx	335	CV Sewerage	Pump Station No. 2	Implementation decision by October 2017
Engineering Services	Wastewater Services	Operational	Cty, Cmx	335	CV Sewerage	Asset management – minor items	Plan development scheduled to commence late-2017.
Engineering Services	Wastewater Services	Operational	Cty, Cmx	335	CV Sewerage	Asset management plans pump stations	Plan development scheduled to commence late-2017.
Engineering Services	Wastewater Services	Operational	Cty, Cmx	335	CV Sewerage	Compost site expansion	50 per cent design expected Fall 2017.
Engineering Services	Wastewater Services	Operational	Cty, Cmx	335	CV Sewerage	Development cost charges bylaw update	Completed
Engineering Services	Wastewater Services	Operational	Cty, Cmx	335	CV Sewerage	Greenwood Trunk engineering / construction	Contract awarded
Engineering Services	Wastewater Services	Operational	Cty, Cmx	335	CV Sewerage	HMCS Quadra forcemain replacement	Construction started Spring 2017. On-hold till September 2017 for busy summer season
Engineering Services	Wastewater Services	Operational	Cty, Cmx	335	CV Sewerage	Hudson Trunk engineering / construction	Construction underway with completion expected November 2017.
Engineering Services	Wastewater Services	Operational	Cty, Cmx	335	CV Sewerage	Phase two: CVWPCC odour control	Request for Proposal for detailed design issued July with contract award in November 2017
Engineering Services	Wastewater Services	Operational	Electoral Areas	340/151	Liquid Waste Mngt	South Sewer LWMP	Final report to committee by year end

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

SCHEDULE B

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Water Services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	Chlorine handling, assessment, procedures and training	Assessment and training complete. Procedures being developed.
Engineering Services	Water Services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	Comox Lake Watershed protection plan implementation	Update to be provided in February as part of budget presentation
Engineering Services	Water Services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	Confined space assessment, procedures and training	Assessment complete, training 50 per cent complete, procedures are being developed
Engineering Services	Water Services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	Development cost charges bylaw update CV water supply	Public information meetings held in June 2017. Final approval in Summer 2017
Engineering Services	Water Services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	Safe work procedures, assessment, procedures and training	Ongoing
Engineering Services	Water Services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	SCADA study	2017 financial plan
Engineering Services	Water Services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	Water system treatment (filtration)	Indicative design complete, implementation recommendations to October CV Water Committee
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	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 2017
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 2018.
Engineering Services	Water Services	Operational	Area C (CVRD), Area D (SRD)	313	Black Creek / Oyster Bay Water Service	Miracle Beach Elementary future grid road	Trying to incorporate upgrades with neighbouring development
Engineering Services	Water Services	Operational	Denman Island	307	Denman Island Water	Infrastructure to resolve THM issue	On hold pending selection of technologies for satisfying the Island Health Surface Water Treatment Objectives
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.	Staff meeting with Ministry of Municipal Affairs and Housing late 2017 to discuss their support.
Engineering Services	Water Services	Operational	Electoral Area A	312	Royston Water	Pressure zone study	Pending decision on long term water supply source
Engineering Services	Water Services	Operational	Royston	312	Royston Water	Alternate water supply study (requirement of VoC bulk water agreement)	Negotiations for extension of Cumberland water supply agreement underway.
Engineering Services	Water Services	Operational	Royston	312	Royston Water	Gartley fire flow improvements	Requests for Proposal for detailed design in early 2018

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

SCHEDULE B

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Executive Mngt	Administration	Advocacy	All	550	Economic Development	CVEDS – medical/airport lands development and Festival Valley promotion	Letter to be drafted inviting CVEDS to meet to discuss.
Executive Mngt	Administration	Now	All	100/130	MM/EA Administration	CV Civic Centre - regional office building	Schematic design finalized, Alternative Approval Process passed, borrowing bylaw adopted Aug 2017
Executive Mngt	Administration	Operational	All	112	Administration	Collective Agreement Process	Board mandate received, notice to commence bargaining with USW target mid-October, 2017.
Executive Mngt	Administration	Operational	All	113	Administration	Implement Auditor General for Local Government action plan (procurement policy)	Policy to November 2017 committee.
Executive Mngt	Administration	Operational	All	113	Administration	Implement Qwestica Budget software solution and coordinate training for users	Training in progress.
Executive Mngt	Administration	Operational	Electoral Areas	111	Administration	FCM 'Partners for Climate Protection' five milestones program	All milestones complete except community 4, and 5. 4 is at implementation stage and 5 is at monitoring and reporting stage.
Executive Mngt	Board	Advocacy	All	100/130	MM/EA Administration	Farquharson Farms bypass (flood mitigation)	Ministry of Transportation and Infrastructure working on mitigation
Executive Mngt	Board	Advocacy	All	100/130	MM/EA Administration	K'ómoks First Nation treaty support	Director Nichol attends as liaison
Executive Mngt	Board	Advocacy	All	100/130	MM/EA Administration	Northern area agricultural irrigation to agricultural advisory planning commission	Commission to be established November 2017
Executive Mngt	Board	Advocacy	All	100/130	MM/EA Administration	Regional governance review	Chamber of Commerce initiative; progressing towards providing the province with a formal letter requesting a review be conducted
Executive Mngt	Board	Advocacy	Board/CAO	100/130	MM/EA Administration	North Island hospitals project	Completed
Executive Mngt	Board	Next	All	100/130	MM/EA Administration	Utilities Governance	Options
Executive Mngt	Finance / Engineering	Operational	All	100/130	MM/EA Administration	Asset management planning	National Asset Management Strategy training for staff in November. Request for Proposal drafted for asset management for water and sewer.

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

SCHEDULE B

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Planning and Development Services	Planning and Development	Next	All	512	Regional Growth Management	Five year Regional Growth Strategy review	Board decision; five year review not required. Staff directed to return to board with specific revisions.
Planning and Development Services	Planning and Development	Operational	All	512	Regional Growth Management	Regional Growth Strategy (First Nations implementation agreement)	K'ómoks First Nation sign off has been requested. Awaiting response
Planning and Development Services	Planning Services	Operational	Electoral Areas	500	Current Planning	Baynes Sound Initiative	Follow up presentation by agencies Summer/Fall 2017. Follow up with K'ómoks First Nation - completed
Planning and Development Services	Planning Services	Operational	Electoral Areas	500	Current Planning	Development permit framework being completely revised to make for easier reading, clear implementation. Official Community Plan amendment to include these changes by mid-2016.	Target OCP amendment Spring 2018
Planning and Development Services	Planning Services	Operational	Electoral Areas	500	Current Planning	Kensington Island Properties development - Master Development Agreement	Revision to Master Development Agreement proposed. Negotiations underway.
Planning and Development Services	Planning Services	Operational	Electoral Areas	500	Current Planning	Review and update Comox Valley zoning bylaw	Draft bylaw to board early 2018.
Planning and Development Services	Planning Services	Operational	Electoral Areas	500	Current Planning	Review home occupation guidelines	Included in zoning review. Consultation plan to committee in March 2017. Final adoption planned June 2018.
Planning and Development Services	Planning Services	Operational	Electoral Areas	500	Current Planning	Saratoga Beach Estates - implement master development agreement	Committee approved revision to MDA May 2017, as requested by the owner. Staff working on revision.
Planning and Development Services	Planning Services	Operational	Electoral Areas	503	Planning Policy	Saratoga Miracle Beach Local Area Plan	Public consultation underway. Adoption to be completed by Summer/Fall 2017. Readings to commence in fall 2017
Planning and Development Services	Planning Services	Operational	Electoral Areas	503	Planning Policy	Union Bay Local Area Plan	Review to commence in 2017 after completion of Saratoga Miracle Beach local area plan.
Planning and Development Services	Planning Services	Operational	Electoral Areas	503	Planning Policy	Update all development permit areas to consider green shores principles Update development permit area no. 6 (commercial and industrial development) to enhance environmental protection associated with new commercial and industrial developments and consider the powers within Bill 27.	New development permit format being developed with all DPs folded into the new template and approved as amendment to the OCP. Target Spring 2017

2015 - 2018 COMPLETED - STRATEGIC PRIORTIES

SCHEDULE C

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Community Services	CV Emergency Program	Operational	All	270	CV Emergency Program	Installation of Communications Tower	Completed
Community Services	Parks	Operational	Electoral Areas	621	Parks	Dyke Road platform upgrades	Railing and decking upgrades completed with Rotary Club.
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 submitted to EASC 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	Approved - additional park tech for part-time in 2015 and 2016 to become full-time in 2017
Community Services	Parks	Operational	Electoral Areas	621	Parks	Area A land donation/purchase	Complete – photo shoot will be arranged for early August
Community Services	Parks	Operational	Electoral Areas	621	Parks	Area B land donation	Donation completed.
Community Services	Parks	Operational	Electoral Areas	621	Parks	Bequeathed lands (Area C)	Donation of Jack Shark Park completed
Community Services	Recreation Services	Operational	A, B, C, Cty, Cmx, Cmb	645	Recreation Complexes	CV Curling Centre Upgrades	Completed
Community Services	Recreation Services	Operational	All	660	CV Exhibition Grounds	Upper announcer stand	Completed
Community Services	Transit and Sustainability	Operational	All	780	CV Transit	Transit - CV transit service analysis	Completed
Corporate Services	Administration	Next	All	100/130	MM/EA Administration	Utility collaboration report	NEW - Completed July 2016
Corporate Services	Administration	Operational	All	111, 271	Administration	Business continuity planning: Training, IT operations	Internal IT documentation process initiated. Item is complete.
Corporate Services	Information Systems	Operational	All	116	Administration	Implementation of intranet	Completed
Corporate Services	Information Systems	Operational	All	116	Administration	Centralizing video surveillance – hardware / software / operations	Completed
Corporate Services	Legislative Services	Now	A, B, C, Cty, Cmb	150	Feasibility Study Fund	Proposed service establishment for funding to address homelessness	Board approved service establishment bylaw Dec 2015.
Corporate Services	Legislative Services	Operational	Electoral Area B	152	Area B feasibility	Mosquito abatement	Completed
Corporate Services	Legislative Services	Operational	Electoral Area A	151	Area A feasibility	South sewer referendum	Referendum held June 2016. Bylaws rescinded.
Corporate Services	Legislative Services	Operational	Electoral Area C	153	Area C feasibility	Mount Washington fire referendum	Referendum held Sept 17/16. Service and loan authorization bylaws adopted.

2015-2018 COMPLETED STRATEGIC PRIORITIES

SCHEDULE C

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Corporate Services	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	Almost of the easements have been signed. Project conclusion letters have been sent.
Engineering Services	Board	Advocacy	All	100/130	MM/EA Administration	Waste to energy regulations - UBCM	Minister Polak meeting held 2015. Comments submitted to Ministry of Environment (November 2015) on draft changes to solid waste management plan update / regulation process.
Engineering Services	Engineering	Operational	Electoral Area C	153	Feasibility Study / liquid waste mngt	Feasibility funding to quantify the extent of onsite sewage system failures in the Saratoga/Miracle Beach area	Per above, the Payne study was presented to the EASC in February 2016.
Engineering Services	Engineering	Operational	Electoral Areas	340	Liquid Waste Mngt	Development of watershed-specific targets using the water balance methodology and the development of performance standards and design criteria for rainwater management.	Comox Valley version of the water balance model express is complete and will be implemented in 2016
Engineering Services	Engineering	Operational	Electoral Areas	340	Liquid Waste Mngt	CAVI working sessions	2016 program, final year. Completed.
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)	Home Depot phased out, all other non-MMBC depots maintained in place
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Cortes Island waste management centre: ring road and tipping wall construction	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Hornby Island transfer station: Establish hazardous waste collection program at station	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Hornby Island waste management centre: Tipping wall safety improvements	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Cortes Island waste management centre: fencing improvements	Project cancelled
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Gold River, Village of: Update operational agreement	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Grinding technology review	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Hornby Island waste management centre: fencing improvements	Project cancelled
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Organics management / regional compost project	April 2016, board approved grant application submission.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Mechanically stabilized earth wall – risk assessment	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	New well installation for CV waste management centre, Tahsis and Gold River	Completed

2015-2018 COMPLETED STRATEGIC PRIORITIES

SCHEDULE C

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
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	No concerns from Ministry of Environment. CSWM service to proceed with using landfill. Update closure plan
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Tahsis: Construct new lock block transfer station (Includes compactor and use of sealed bins)	Deferred due to continued use of Tahsis landfill.
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	No concerns from Ministry of Environment. CSWM service to proceed with using landfill. Update closure plan 2018.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Zeballos: Construct new lock block transfer station (Includes compactor and use of sealed bins)	Deferred due to continued use of Zeballos landfill.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley waste management centre equipment – excavator	Board award Oct 2016 - completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley waste management centre equipment – loader	Board award Oct 2016 - completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley waste management centre equipment – skid steer	Target completion Fall 2016 - completed
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	To be revaluated pending discussion with the Village of Gold River. Targeted for 2017. Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Gold River waste management centre: Tipping wall safety improvements	Handrails being fabricated, target install Nov 2016. Completed.
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)	Deferred to 2024 - staff to bring forward closer to date.
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Three cubic yard bins	Purchase bins for waste transfer operations - completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	40 cubic yard bins	Awarded - completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Campbell River waste management centre closure Phase 1 – final landscaping	Completed
Engineering Services	Waste Management	Operational	Comox Strathcona	391	Solid Waste	Comox Valley Closure Phase 1	Substantially complete – final payments scheduled for spring 2017. Completed
Engineering Services	Waste Management	Operational	Hornby Island	360	Hornby Island	Hornby Island waste management centre solar panels	Installation completed
Engineering Services	Wastewater services	Operational	Cty, Cmx	335	CV Sewerage	Phase one: 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	Completed
Engineering Services	Wastewater services	Operational	Cty, Cmx	335	CV Sewerage	Dewatering upgrade centrifuge engineering/construction	2016 financial plan - completed
Engineering Services	Wastewater services	Operational	Cty, Cmx	335	CV Sewerage	System capacity study	Staff report to Sept 2016 advisory - completed

Branch	Dept	Priority	Participants	Function #	Function	Topic	Status
Engineering Services	Wastewater services	Operational	Cty, Cmx	335	CV Sewerage	UV Disinfection study	Staff report to Oct 2016 advisory - completed
Engineering Services	Wastewater services	Operational	Electoral Areas	340/151	Liquid Waste Mngt	South sewer implementation strategy 1. IRR study to support grant 2. Submit grant 3. Confirm federal gas tax funding 4. Develop communications plan 5. Governance structure	1. Completed 2. Completed 3. Completed 4. Completed 5. Completed
Engineering Services	Water services	Next	A, B, C, Cty, Cmx	300	CV Water Supply	Cruikshank Dam	Report regarding cost to conduct a pre-feasibility study provided to July CV water committee
Engineering Services	Water services	Now	A, B, C, Cty, Cmx	300	CV Water Supply	Water system treatment report	Project definition report presented Sept 2016- completed
Engineering Services	Water services	Now	A, B, C, Cty, Cmx	300	CV Water Supply	VIHA permit requirements	VIHA has updated permit with new timelines regarding watershed protection and water treatment.
Engineering Services	Water services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	Courtenay Booster Station Engineering / Construction	Construction completed.
Engineering Services	Water services	Operational	A, B, C, Cty, Cmx	300	CV Water Supply	Comox Valley water supply strategy	Report to November 2016 committee.
Engineering Services	Water services	Operational	Area C (CVRD), Area D (SRD)	313	Black Creek / Oyster Bay Water Service	Kelland reservoir construction	Completed
Engineering Services	Water services	Operational	Area C (CVRD), Area D (SRD)	313	Black Creek / Oyster Bay Water Service	Well capacity study – phase 2	Results expected end of 2016 - completed