

**CAPITAL REGIONAL DISTRICT**  
**Regional Planning Services Department**

Staff Report to the Regional Planning Committee  
Meeting of Wednesday, February 19, 2003

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**SUBJECT:**

Department 2003 Work Plan

**BACKGROUND:**

October 16/02: The Committee reviewed the general outline of 2003 Regional Planning Services (RPS) work plan as part of its consideration of the proposed 2003 budget.

January 22/03: Brief overview to 2003 goals presented to Regional Planning Committee as part of overview to the department.

**DISCUSSION:**

The RPS work plan includes two kinds of activities; ongoing regular business of the department including regular administrative work and project specific tasks. Both kinds of work are allocated by program (Regional Information Service, Regional Transportation Planning, Regional Growth Strategy) and to general administration.

Attachment A summarizes the department's project and task commitments for 2003. Staff will give an overview of the work plan at the meeting. Although completion of the entire work plan is the goal, of the projects and tasks identified, the following are the department's top priorities by program area for 2003:

<b>Program Area</b>	<b>Priority 1</b>	<b>Priority 2</b>	<b>Priority 3</b>
<b>General Administration</b>	Review & update of RPS Mandate, Mission & Goals	Review and update of RPS policies & procedures	Review & update of RPS department performance monitoring
<b>RIS</b>	Completion of draft Housing Affordability Strategy	Enhancement of product/service marketing & promotion	Initiation of the Industrial/Commercial Land Inventory project
<b>RGS</b>	Adoption of RGS bylaw	Completion of Master Implementation Agreement	Completion of growth management 'tool box' product for use by member municipalities

<b>Program Area</b>	<b>Priority 1</b>	<b>Priority 2</b>	<b>Priority 3</b>
<b>RTP</b>	Completion of draft Travel Choices Strategy	Acquire data for 10-year Regional Transportation Model Update	Update RPS web page with new transportation information.

**RECOMMENDATION:**

That the Regional Planning Committee receive this report for information.

**FINANCIAL IMPACT OF THE RECOMMENDATION:**

N/A

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Mark Hornell, Director  
Regional Planning Services

**EXECUTIVE DIRECTOR'S COMMENTS:**

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W.M. Jordan, Executive Director  
Attachments