



INFORMATION REPORT

To: Board of Directors, Central Coast Regional District
From: Curtis Slingerland, Chief Administrative Officer
Meeting Date: February 22, 2024
Subject: Administrative Update

Voting Entitlement: N/A

Purpose: To provide an update on the activities of the Central Coast Regional District.

Corporate Administration:

- The development of a monthly newsletter is underway, with the first issue scheduled to start in March. We will provide updates to the communities on CCRD projects, activities, and education on topics such as asset management, asset retirement obligations, and other provincial initiatives that could have an impact.
- The corporate team has been supporting the in-person budget consultation event and is currently writing the report on the feedback received during the consultation process.
- We have started moving legacy minutes and agendas from different parts of the website onto the new board meetings site. This process is expected to take another few weeks to complete.
- The development of a correspondence policy is in progress.
- The corporate team has supported the finance department by sending materials to the outer coast and handling other communication tasks.
- Staff training on Corporate Officer Fundamentals is currently underway.
- Airport lease updates are ongoing.
- Preparation work for the Hagensborg Water Committee has begun.
- Working with Telus to fix a phone issue that has been ongoing now for several months. Exploring alternative service options as the delays for Telus support have been challenging.
- Started the process of getting costing and technical details for a website update.

Finance:

- A field audit is taking place from February 12 to 16.
- An online budget consultation session was held on February 12 in a presentation style.
- An in-person budget consultation is scheduled for February 13 from 12-7 pm at the CE Centre.
- Development of budget materials, a 5-year plan, and the budget itself is in progress.

Public Works and Operations:

Bella Coola Airport:

- The new Airport Fuelling Station experienced technical issues with connectivity that have now been resolved. Some issues with the new system persist, but fueling is operational, and there is no loss of revenue from fuel sales. Steps are being taken to resolve remaining issues as soon as possible.

- The contracted Airport SMS management is going well, and the new system is already being used for daily inspections and reporting.

Solid Waste:

- Preparation of the site for a new 20 ft sea container to improve the used oil recycling program has begun. This includes secondary containment, an additional oil storage tank, and signage, all covered entirely by the Interchange Recycling Program. This will significantly enhance our used oil collection services and ensure environmental responsibility.
- Reorganizing of storage containers and old buildings at the landfill site is being planned to make room for future landfill operations and provide more functional space for the recycling facility.
- The Design Operations and Closure Plan (DOCP) and Solid Waste Management Plan (SWMP) are still under review and being updated with Environmental Engineers.

Parks & Rec:

- The Walker Island Concession was broken into on Monday, January 29, and several items were stolen. The incident was reported to the RCMP, and investigations continue.
- An underground water leak at the Ice Rink prevented the rink from being flooded for skating. The water line has been repaired and is ready for ice making efforts if cold weather returns.

Hagensborg Water System:

- Flow tests on hydrants on the Hagensborg System will be performed on Thursday, Feb 15, providing information needed for Hagensborg water system upgrade planning.

Capital Projects:

- Working with the Architectural team, Pool Committee, and Accessibility Committee on the pool design. The design schedule has been extended slightly to allow for additional feedback from the Committees, with the 90% design now scheduled for completion in mid-February.
- The Playground RFP is at the 2nd addendum stage with interest from multiple parties, and the proposal deadline is Feb 22, 2024.
- Airport leases research is nearing completion, and staff will be bringing a report to the board related to airport master planning in the next quarter.
- Hagensborg water is in the pre-design stage, and staff will be requesting an extension of the grant, which expires in March 2024.
- Denny water is awaiting word on additional funding from the province. A request for funding was made to Minister Kang and support documents were provided.

Emergency Management:

- Jan 1 – 5, 2024 – Emergency Program Coordination: CRI grant development with Nuxalk Nation (FireSmart); Heat Risk Assessment and Response Plans project initiation and meeting invites to program partners; Outreach to Ulkatcho and Heiltsuk Nations Emergency Programs.
- Jan 8 – 12, 2024 – Emergency Program Coordination: MIECM – EMCR EDMA presentation; Connecting wildfire risk reduction projects in Bella Coola Valley; Preparing Board RFD; Cold weather public education posts; Preparing school and public education materials.
- Jan 15 – 19, 2024 – Emergency Program Coordination: Heat Risk Assessment and Response Plan Kick-Off Meeting; Culturally Informed Reception Centres meeting
- Jan 22 – 31, 2024 – Emergency Program Coordination – In Community (Bella Coola), travel; Responders meeting coordination; CCRD Board Meeting; UBCM Grant Application submission for Emergency Support Services and Emergency Operations Centre funding; Meetings with program partners (Nuxalk Nation, School District 49, Bella Coola Volunteer Fire Department, Hagensborg Volunteer Fire Department,

Vancouver Coastal Health, FLNRORD, EMCR, Bella Coola Music Festival, Snootli Creek Hatchery, Kopas Store);

- Master of Disaster school presentations to K – 7 (Bella Coola Elementary School, Nusatsum Elementary School); Literacy Fair – Bella Coola Elementary School


Economic Development:

- Virtual meeting with regional support stakeholders related to tourism.
- Collaboration with 4VI (Tourism Vancouver Island) and Vancouver Island North to develop route connectivity between Cariboo and northern Vancouver Island.
- Hosted the first biweekly tourism meetings with Bella Coola Valley Tourism Association, Indigenous Tourism BC (Megan Humchitt), Cariboo Chilcotin Coast Marketing Association, and 4VI and VI North have open invitations to participate. Meetings will continue to expand to invite tourism operators across the CCRD to develop better-coordinated activity, partnering, and advocacy.
- Met in Victoria with representatives from the Ministry Office of Tourism, Arts, Culture, and Sport to discuss provincial strategies for tourism in our broader region and introduce CCRD efforts to them.
- Provided inquiry support for the 3rd RFP attempt of the Ocean Falls Derelict Building Analysis (RFP closed Feb 12), now reviewing one submission.
- Designed support materials for the Budget engagement process (social media art and poster designs for the in-person event on Feb 13th)
- Wrote and submitted a grant for the Bench Installation Project (NDIT).
- Received acceptance for the Grant Writer grant from NDIT.
- Redesigned the look and feel of the CCRD Strategic Plan 2022-26 document.

Recommendation:

N/A – For Information.

Submitted by: _____


Curtis Slingerland, Chief Administrative Officer