



CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES

DATE: October 8, 2015

ATTENTION

These minutes are draft and subject to amendment. Final approval and adoption is by resolution at the next scheduled meeting.

Board Meeting
NOV 13 2015
CCRD ITEM B(a)

REGULAR BOARD MEETING MINUTES – October 8, 2015

In Attendance:	Electoral Area A	Director Cathi McCullagh (via phone)
	Electoral Area B	Director Reginald Moody-Humchitt (via phone)
	Electoral Area C	Chair Alison Sayers
	Electoral Area D	Alternate Director Randy Hart
	Electoral Area E	Director Samuel Schooner
	CAO	Darla Blake
	CFO	Donna Mikkelson (portion)
	Public Works Manager	Ken McIlwain (portion)
	Recording Secretary	Cheryl Waugh

One member of the gallery (portion)

PART I - INTRODUCTION

1. **Call to Order**

Alison Sayers assumed the position of Chair and called the meeting to order at 9:40 a.m.

Swearing in of Alternates: the Chair swore in Alternate Director Randy Hart.

2. **Adoption of Agenda**

a) (Introduction of late items)

Item (C)(d) Two new options for the OCPAC Terms of Reference.

Change of meeting dates-recommend changing next regular meeting to Nov 13/15 and workshop and in camera on Nov 12/15.

15-10-01 M/S Directors Hart/Schooner that the agenda be adopted as amended.

CARRIED

3. **Disclosures of Financial Interest**

The Chair reminded Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter to disclose any interest during the meeting when the matter is discussed.

Director Randy Hart disclosed that in accordance with *Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter* he has a direct pecuniary interest that constitutes a conflict of interest in item (C)(b)iii. The reason for his declaration is that the item being discussed involves his employer. He stated that he will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the *Community Charter*.

Director Sam Schooner disclosed that in accordance with *Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter* he has a direct pecuniary interest that constitutes a conflict of interest in item (C)(b)iii. The reason for his declaration is that the item being discussed involves his position on the Nuxalk Nation Band Council. He stated that he will leave the room

during the discussion of this item, in accordance with Section 101(1) and (2) of the *Community Charter*.

4. Disclosures of Interests Affecting Impartiality

The Chair reminded Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made.

(A) **IN CAMERA MATTERS**

15-10-02 M/S Directors McCullagh/Schooner that the in camera meeting be rescheduled to November 12, 2015 prior to the regular board meeting.

CARRIED

(B) **ADOPTION OF MINUTES**

a) Regular Board Meeting, September 10, 2015.

15-10-03 M/S Directors Moody/Schooner that the minutes of the Regular Board meeting dated, September 20, 2015, be adopted.

CARRIED

b) Regular Board Meeting, July 9, 2015 - provided for signing only.

PART II- PUBLIC CONSULTATION

1. Delegations – RCMP Community update

The RCMP delegation was unable to attend.

PART III – LOCAL GOVERNANCE

(C) **OPERATIONS UPDATES & POLICY MATTERS ARISING**

Administrative Services

a) Administration Report dated October 1, 2015

The CAO requested an amendment to Recommendation 2 of the Administration Report as the matter was dealt with in June 2015 with resolution #15-06-23.

15-10-04 M/S Directors McCullagh/Hart that the Administration Report dated October 1, 2015 be received as amended.

CARRIED

15-10-05 M/S Directors Moody/McCullagh that the Central Coast Regional District (CCRD) Board of Directors authorizes the Chair and Corporate Administrator as signatories on behalf of the CCRD to sign and seal the lease agreement between the CCRD and Chris Quinn for Bella Coola Airport lease lot #9.

CARRIED

Financial Services – no report

Development Services

b) Economic Development

- i. Community Economic Development Report dated October 1, 2015.

15-10-06 M/S Directors Hart/Schooner that Community Economic Development Report dated October 1, 2015 be received. **CARRIED**

- ii. Economic Development Advisory Committee regular meeting minutes dated September 24, 2015.

15-10-07 M/S Directors Moody/Schooner that Economic Development Advisory Committee regular meeting minutes dated September 24, 2015 be received. **CARRIED**

- iii. Nuxalk Nation NDIT Grant applications request for support

Director Schooner and Director Hart left the meeting.

The Nuxalk Nation requested CCRD resolutions in favour of supporting applications to the Northern Development Initiative Trust for \$250,000 (Infrastructure) and \$30,000 (Community Halls) towards the construction of a Restaurant/Gift House and Big House.

15-10-08 M/S Directors McCullagh/Moody that the Nuxalk Nation Northern Development Initiative Trust Grant Applications report dated October 1, 2015 be received. **CARRIED**

15-10-09 M/S Directors Moody/McCullagh that the Central Coast Regional District Board of Directors support the Nuxalk Nation in their application to the Northern Development Initiative Trust Economic Diversification Infrastructure program for a grant of \$250,000. **CARRIED**

15-10-10 M/S Directors Moody/McCullagh that the Central Coast Regional District Board of Directors support the Nuxalk Nation in their application to Northern Development Initiative Trust Community Halls and Recreation Facilities program for a grant of \$30,000. **CARRIED**

Director Schooner and Director Hart returned to the meeting.

c) Land Use Planning – report dated October 1, 2015.

The Land Use Planning report tracks the interest of the public regarding enquiries related to the regional district's Zoning and Official Community Plan (OCP) bylaws, maps and other information regarding land use planning.

15-10-11 M/S Directors McCullagh/Schooner that the Land Use Planning Report dated October 1, 2015 be received. **CARRIED**

15-10-12 M/S Directors Schooner/McCullagh that Nancy Anderson be appointed to the Official Community Plan Advisory Committee (OCPAC).

CARRIED

d) OCPAC 2015 Terms of Reference report dated October 1, 2015

15-10-13 M/S Directors McCullagh/Moody that the OCPAC 2015 Terms of Reference report dated October 1, 2015 be received.

CARRIED

15-10-14 M/S Directors Hart/McCullagh that the OCPAC Terms of Reference be approved.

Not Carried

Discussion: Two other versions of the Terms of Reference were offered for consideration beyond what was in the agenda package. The wording in the Version 2, paragraph 5 will be amended to include the words 'invited' with regards to the Nuxalk Nation.

15-10-15 M/S Directors Hart/Schooner that Version 2 with amendments as discussed be adopted as the Official Community Plan Advisory Committee's Terms of Reference.

CARRIED

Public Works

e) Public Works Monthly report dated October 1, 2015

15-10-16 M/S Directors Schooner/Hart that the Public Works Department Report dated October 1, 2015 be received.

CARRIED

Public Works Manager, Ken McIlwain joined the meeting to speak to his report.

CCRD staff continues to move forward with preparation of an Asset Management Plan to help ensure sustainable delivery of regional and community services. Moving forward, provincial and federal government infrastructure grant programs are going to place more emphasis on local governments having an Asset Management Plan in place.

The skating rink has been a valuable facility for the community for more than 20 years. Volunteers have overseen operations and appreciation for their efforts cannot be overstated.

There may be opportunity to revitalize the rink in 2016 by resurfacing the rink. It was recommended that a small budget surplus be leveraged by making application to the Northern Development Initiative Trust for a \$30,000 grant from their Community Halls and Recreation Facilities Program fund.

15-10-17 M/S Directors McCullagh/Moody that the CCRD Board of Directors approve and support an application to the Northern Development Initiative Trust for funding assistance through the Community Halls and Recreation Facilities Program in order to undertake repairs and upgrades to the CCRD's Snootli Skating Rink facility.

CARRIED

- f) Solid Waste Management Planning Process report dated October 1, 2015

15-10-18 M/S Directors Hart/Schooner that the Solid Waste Management Planning Process report dated October 1, 2015 be received.

CARRIED

15-10-19 M/S Directors Moody/Schooner that the Central Coast Regional District Board of Directors pause the solid waste management planning process until the BC Ministry of Environment releases a revised guideline for preparation of regional solid waste management plans.

CARRIED

15-10-20 M/S Directors Schooner/Hart that the Central Coast Regional District Board of Directors approves the Public Works Manager to proceed with submitting comments and feedback to the Ministry of Environment in regards to their Solid Waste Management Planning Guideline-Intentions Paper with an emphasis on improving flexibility for small regional districts with limited resources.

CARRIED

RECESS

RECONVENE

The regular meeting resumed at 11:19 a.m.

Leisure Services Commissions

- g) Denny Island Recreation Commission minutes dated June 9, 2015

15-10-21 M/S Directors McCullagh/Schooner that the Denny Island Recreation Commission minutes dated June 9, 2015 be received.

CARRIED

- h) Denny Island Recreation Commission minutes dated August 28, 2015

15-10-22 M/S Directors McCullagh/Hart that the Commission minutes dated August 28, 2015 be received.

CARRIED

- i) Centennial Pool Commission minutes dated September 16, 2015

15-10-23 M/S Directors Schooner/Hart that the Centennial Pool Commission minutes dated September 16, 2015 be received.

CARRIED

Protective Services

- j) Proposed Changes to "Fire Services Act" regarding fire services training and inspections of public buildings by regional districts.

15-10-24 M/S Directors Schooner/McCullagh THAT the Central Coast Regional District Board of Directors receives the report Fire Services – Playbook and Changes to the *Fire Services Act* dated 01 October 2015; and further,

THAT the Central Coast Regional District Board of Directors request Administration undertake due diligence and report back to the Board, as soon as practicable, on the pending changes to Fire Services Act, fire service training (as outlined in “the Playbook”) and responsibility for fire safety inspections of public buildings by regional districts; and further,

THAT the Central Coast Regional District Board of Directors request Administration acknowledge receipt of the letter from the Hagensborg Waterworks District (HWD) regarding minimum training standards and the training Playbook, and advise a more comprehensive reply will be provided at a future date, following due diligence.

CARRIED

Transportation Services - No Report

Transportation and Land Use Coordinator, Cheryl Waugh spoke to clarify last month's Transportation Report. The September 3rd report stated: *“The Denny Island Airport Commission has been informed that the large aircraft used by Shearwater Marine will no longer be landing at the Denny Island Airport. This may have implications for the Commission with regards to landing fees in 2016 and forward.”*

To clarify, the aircraft used by Shearwater Marine to land at the Denny Island Airport did not land at all in 2015 and notice wasn't received by Shearwater Marine until July of this year that it would be landing in Bella Bella instead. Although it may impact the airport commission's budget, this is an annual contract that Shearwater Marine issues and therefore 2016 and years to come could see a different type of aircraft that will land at the Denny Island Airport.

(D) EXECUTIVE REPORTS

a) Chair's Report –Alison Sayers provided a written and verbal report

Director Sayers reported on the Union of BC Municipalities (UBCM) convention she recently attended. Her written report outlines only some of the many positive opportunities and experiences taken away from the annual convention.

Highlights included her election to the UBCM Executive as a Director at Large for 2015-2016; participating in productive meetings with the Ministry of Community, Sport and Cultural Development regarding governance/restructure study; being one of three members of the Coastal Regional District Chairs group to address Minister Stone directly regarding BC Ferries. The meeting with Minister Stone asked for a better working relationship with ferry service communities and for a working group including First Nations Chiefs. A draft proposal will be developed by Colin Palmer and submitted to the Minister on behalf of the Coastal Chairs and Chief Ed John. Director Sayers will follow up with that at a later date.

The First Nations components of the convention were enlightening and Director Sayers is most interested in having an awareness of communities with non-treaty nations and learning more about the Truth and Reconciliation Commission's Calls to Action.

15-10-25 M/S Directors Schooner/Hart that the Board of Directors directs staff to research the Truth & Reconciliation Commission's 94 Calls to Action and provide a report to the Board as to how these could be implemented within the CCRD.

CARRIED

b) Electoral Area Reports

i. Area A –

Director McCullagh provided a short verbal report referencing the recent Vancouver Island Regional Library meeting and financial report.

ii. Area B –

Director Moody-Humchitt provided a verbal report. He also attended the UBCM convention on behalf of the Heiltsuk First Nation and had the opportunity to meet with others, including Minister Stone where a similar request was made for the formation of a working group with regards to BC Ferries. They will be taking the approach of presenting a paper to enhance and improve ferry service for tourism and economic development opportunities on the central coast. The Heiltsuk will be doing a presentation at the upcoming First Nation's summit and a proposal at the summit would support the CCRD's requests. The Heiltsuk Tribal Council also has a meeting confirmed in Victoria November 3rd with Minister Stone and they will use that meeting to advance our needs collectively.

RECESS

RECONVENE

The regular meeting reconvened at 1:03 p.m.

- iii. Area C – Director's report dated October 1, 2015 see above-Chair's report
- iv. Area D – nothing to report
- v. Area E – nothing to report

(E) BYLAWS AND POLICIES

a) Bylaw 441 – Denny Island Recreation Commission Bylaw No. 441, 2015.

15-10-26 M/S Directors Schooner/McCullagh that Bylaw No. 441, cited as the "Denny Island Recreation Commission Bylaw No. 441, 2015" being a bylaw to establish a Recreation Commission for Electoral Area A and to repeal bylaws 95, 109, 296 and 320, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.

CARRIED

b) Bylaw 450 – Bella Coola Townsite Curfew Regulation Bylaw No. 450, 2015.

15-10-27 M/S Directors Schooner/Hart that Bylaw No. 450, cited as "Bella Coola Townsite Curfew Regulation Bylaw No. 450, 2015" a bylaw to repeal Bylaw No. 8, 1977, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.
CARRIED

c) Bylaw 451 – Central Coast Economic Development Commission Bylaw No. 451, 2015.

15-10-28 M/S Directors Hart/Moody that Bylaw No. 451 , cited as "Central Coast Economic Development Commission Bylaw No. 451, 2015" a bylaw to repeal Bylaw No. 374, 2004, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.
CARRIED

d) Bylaw 452 – Bella Coola Airport Rates and Charges Bylaw No. 452, 2015.

Amend Bylaw No. 452 by adding the words "Schedule 'A' attached hereto and forming part of this bylaw shall be effective as of January 1, 2016."

15-10-29 M/S Directors McCullagh/Moody that Bylaw 452, cited as "Bella Coola Airport Rates and Charges Bylaw No. 452, 2015" a bylaw to establish the rates and charges for the operation and management of the Bella Coola Airport and to repeal Bylaw No. 422, 2014, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed, as amended, by the Chair and the Person responsible for corporate administration.
CARRIED

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- (a) **Cariboo Chilcotin Coast Tourism Association** – invitation to attend Association GM (dated September 2, 2015)
- (b) **City of Campbell River** – *Comment on 2015 Great Bear Rain Forest Order (dated August 31, 2015)*
- (c) **Islands Trust Council** – response to request to include the Bella Bella Bella Coola BC Ferry run in minor routes ferry fare (dated September 18, 2015) Auditor General for Local Government - information on audit report "Local Government Performance in Managing Policing Agreements and Police Budget Oversight" (dated September 18, 2015)
- (d) **Auditor General for Local Government** - information on audit report "Achieving Value for Money in Operational Procurement" (dated September 28, 2015)
- (e) Auditor General for Local Government - information on audit report "Local Government Performance in Managing Policing Agreements and Police Budget Oversight." (dated September 28, 2015)

- (f) **Vancouver Island Regional Library** - Adopted 2016 – 2020 Financial Plan (dated September 24, 2015)
- (g) **Metro Vancouver Services and Solutions for a Livable Region** - copy of Provincial Climate Leadership Plan Process following Greater Vancouver Regional District board of Directors resolution (dated September 11, 2015) - Note: original letter and plan sent to Minister of Environment

15-10-30 M/S Directors McCullagh/Schooner that items (F)(a)-(g) be received.

CARRIED

Late Item

15-10-31 M/S Directors Schooner/Hart that the dates for the regular meeting of the Board of Directors be scheduled for Friday, November 13, 2015 and that the in-camera meeting be scheduled for Thursday, November 12, 2015.

CARRIED

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 1:20 p.m.

Chair

Corporate Officer

am. - (11)
am.

CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 412
SCHEDULE "C"

DEFERRED to
13 NOV 2015
MEETING

DELEGATION to BOARD REQUEST FORM

Date of Application: 12 March 2015 Board Meeting Date: 10 SEPT 2015

Name of person or group wishing to appear before the Board of Directors: R.C.M.P. Representative

(invitation also to Chief Wally Webber & reps)

Mailing Address: RCMP, Bella ^{Box 1230} Coola B.C. V0T 1C0

Number of people attending: 1* Spokesperson Name: various

Subject of presentation: 1/4ly update on various RCMP activities & internal planning underway for Bella Coola detachment.

- Purpose of presentation:
- information only
 - requesting a letter of support
 - Other (provide details) _____

Contact person (if different than above): _____

Daytime telephone number: _____

Email address: edward.wells@rcmp-qrc-qc.ca

Will you be providing supporting documentation? yes no

- If yes:
- handouts (recommend delivered in advance)
 - publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
 - Other (explain) _____

* Delegations will have a maximum of 15 minutes to make their presentation to the Board.

Board Meeting
NOV 13 2015
CCRD ITEM II l.a.

Board Meeting *deferred*
OCT 08 2015
CCRD ITEM l. a.

Board Meeting
SEP 10 2015
CCRD ITEM II l.(a)

deferred

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: October 6, 2015 Board Meeting Date November 13, 2015

Name of person or group wishing to appear before the Board of Directors: Ely LePage of
Interior Roads

Address: _____

Number of people attending: 2 Spokesperson Name: Ely LePage

Subject of presentation: Winter road maintenance program

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) _____

Contact person (if different than above): _____

Daytime telephone number: 250 - 392 6673

Email address: ely@interiorroads.com

Will you be providing supporting documentation? yes no

If yes: handouts at meeting (recommend delivered in advance) = contact list
 PowerPoint presentation
 publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
 Other (explain) _____

** Delegations will have a maximum of 15 minutes to make their presentation to the Board.
* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.*

Board Meeting
NOV 13 2015
CCRD ITEM II 1. b.

RECEIVED

NOV 04 2015

Central Coast Regional District

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: Nov 4, 2015 Board Meeting Date Nov. 13, 2015

Name of person or group wishing to appear before the Board of Directors: _____
Ernest Hall of F.A.C.

Address: Box 85 Hagensborg

Number of people attending: 1 Spokesperson Name: Ernest Hall

Subject of presentation: Reporting on Nov. 3 Meeting
of North & Central Coast Ferry Advisory Committee

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) _____

Contact person (if different ^{from} than above): _____

Daytime telephone number: 250-982-2735

Email address: creekside+studio+gallery@gmail.com

Will you be providing supporting documentation? yes no

If yes: handouts at meeting (recommend delivered in advance)
 PowerPoint presentation
 publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
 Other (explain) _____

* Delegations will have a maximum of 15 minutes to make their presentation to the Board.
* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.

Board Meeting
NOV 13 2015
CCRD ITEM II 1.c.

Wendy Kingsley

From: ernest hall <creekside.studio.gallery@gmail.com>
Sent: Thursday, November 05, 2015 9:53 AM
To: Wendy Kingsley CCRD
Subject: Documents for FAC Report Nov.13 meeting
Attachments: Ferry. Central Coast Minister Brief.pdf; ferries. AtBC. sept23 meeting via TIABC.docx; ferry. FN Summit Resolution. Oct.16.docx; First Nations launch plan FINAL Nov.2.docx; ferry. FAC Resolution Nov.3.docx

Hi Wendy:

Attached are five documents for circulation to CCRD Directors prior to the Nov.13 meeting

1. Vision brief from Heiltsuk Tribal Council (2 pages)
2. TIABC "Minutes" of Sept.23 meeting with Ministers Stone and Bond (2 pages)
3. Resolution passed by Summit of First Nations Oct.16 (1 page)
4. A summary of previous documents as reported in Coast Mountain NEWS Nov.5 (2 pages)
5. A resolution passed by the North & Central Coast Ferry Advisory Committee Nov.3

My report will also include an update on the Nimpkish replacement as per the Nov.3 FAC meeting and subsequent discussions. This will be provided at the CCRD Nov.13 meeting.

Thank you,
Ernest



**Ministerial Briefing: Enhanced Transportation Access
For Coastal First Nations
-- Toward An Economic Vision for BC's Central Coast --**

September 21, 2015

A Vision for Economic Development

The Heiltsuk First Nation and other Coastal First Nations of BC envision a Central Coast that is prosperous, culturally proud, and interconnected with the rest of the province. We have deep respect for our cultural ancestry and our natural environment, and believe there are opportunities for us to diversify our economies while preserving our cultural and environmental values.

To fully realize our economic potential, remote regions such as the Central Coast require, more than anything, modern and efficient transportation infrastructure that enables the efficient movement of people and goods to, from, and throughout the region. In advanced free market economies, isolated communities simply cannot prosper. With our rugged coastline and many island-based communities, this primarily means aligning ferry infrastructure with present needs and long-term opportunities.

The intent of this Briefing is to communicate our current situation and to seek partnership with the Province, to work with the Heiltsuk First Nation and our partners in developing a shared Vision and Action Plan for economic development in our region.

Background and Context

The Central Coast is truly at a crossroads, seeking to grow and diversify its economy in the wake of a downturn in traditional industries such as forestry and commercial fishing. In 2006 the Province and local stakeholders established a Land Use Plan for the region, which identifies management strategies for key ecosystem services that are culturally, environmentally, and economically important.

In recent years, we have made great strides in diversifying our local economies, particularly through Aboriginal cultural tourism and ecotourism. For the past decade, Aboriginal Tourism BC (AtBC) has been working with several tourism businesses in the region to help them develop "export ready" tourism products. As a result, Aboriginal tourism is growing rapidly in B.C., increasing from \$20 million in revenues in 2012 to \$45 million just two years later, in 2014.

The Current Situation

In March 2014 efforts to develop Aboriginal tourism on the Central Coast faced a major setback, with discontinuation of direct ferry service between Port Hardy and Bella Coola. This single change reduced access to the region's growing tourism industry, with an approximate fifty per-cent (50%) reduction in annual visitors to the region. Many additional shortcomings have also become apparent with the newly configured ferry service. After two seasons operating with diminished ferry services, it clear that



we require some form of major, tourism-oriented ferry service to supply the volumes of visitors required to catalyze economic revitalization on the Central Coast.

Our current goals for Aboriginal tourism and economic development include:

- Diverse and interconnected local economies with efficient and adequate transportation access, supporting jobs within or near to our communities;
- Economic activity that protects and promotes our natural environment, particularly culturally sacred areas and important species, such as wild salmon, whales, eagles, Grizzly and Kermode bears, and others; and
- Businesses that preserve and revitalize our history and culture, fostering cultural pride and a sense of belonging for our people; particularly our youth.

In this context, our remoteness serves as both our biggest challenge, and our greatest opportunity. We believe that in order to achieve our shared goals, we require ferry infrastructure in particular that responds, in some measure, to the existing and potential demand for our region's tourism products.

The Path Forward – Our Request

The Heiltsuk First Nation and other Coastal First Nations are in the initial stages of building a coalition with tourism partners and community representatives with the aim of strengthening our regional economy. These partners are copied on this letter, below. To that end, we are currently reviewing a new report commissioned by AtBC, which identifies opportunities, needs, and other considerations with respect to aligning ferry services with the demand for aboriginal tourism products in the region.

The Heiltsuk First Nation and our partners therefore request a partnership with the Province to establish a shared Vision and Plan to support sustainable long term economic development in the Central Coast region.

We look forward to meeting with you to discuss our shared interests and the roles we can each play in sustainably growing and diversifying our region's economy.

Respectfully,
Chief Marilyn Slett, Heiltsuk First Nation

Cc: Reg Moody, Chair, Central Coast Regional District
Keith Henry, CEO, Aboriginal Tourism Association of BC (AtBC)
Walt Judas, Executive Director, Tourism Industry Association of BC (TIABC)
James Chase, CEO, BC Hotel Association
Pat Corbett, Chair, Cariboo Chilcotin Coast Tourism Association
Dave Petryk, CEO, Tourism Vancouver Island
Petrus Rykes, Chair, West Chilcotin Tourism Association
Walt Cobb, Mayor, Williams Lake
Ernest Hall, Secretary, Bella Coola Valley Tourism

MEETING MINUTES

First Nations & Central Coast Tourism & Economic Development Vision - September 23/15 – Fairmont Waterfront Hotel Vancouver

Attendees: Honourable Shirley Bond, Minister of Jobs, Tourism & Skills Training & Responsible for Labour; Honourable Todd Stone, Minister of Transportation; Donna Barnett, MLA, Cariboo Chilcotin; Keith Henry, Aboriginal Tourism British Columbia; Reg Moody, Heiltsuk First Nation, Glen Morphy, Heiltsuk First Nation; Pat Corbett, Cariboo Chilcotin Coast Tourism Association; Jason Ryll, City of Williams Lake; Walt Judas, TIABC;

- Reg Moody and Keith Henry presented the First Nations' *Vision Paper* that underlined the need for much improved and enhanced ferry service for economic development of the CCC region, specifically focusing on tourism industry opportunities along the mid-coast;
- There was clearly stated support for this vision by Minister Bond and Minister Stone, as well as MLA Barnett;
- Minister Stone and Minister Bond committed to supporting a proposed working group to further review Aboriginal tourism in the context of transportation infrastructure improvements and development;
- Resources were committed to the process with recommendations to include BC Ferries, Destination BC and relevant ministry staff in the discussions and meetings;
- AtBC and Heiltsuk First Nation will chair the working group to propose recommendations to Minister Stone and BC Ferries about enhanced services in conjunction with the current procurement process for the 2017 replacement of the Nimpkish;
- Minister Bond and Stone agreed to support select increased ferry service for key initiatives such as major events in the region;
- Liaison with various ministries will be done via MLA Barnett.

Actions

- Make up of working group to be finalized; will include existing and new supporters; suggestion to include Bill Knowlton of Jonview (tour operator);
- Funding partners to be solicited and secured to further develop the vision and strategies;
- Next meeting of the working group to be called by Keith Henry to discuss committee's terms of reference, next steps, etc.

Resolution Passed by BC Summit of First Nations

October 16, 2016

WHEREAS:

- A. First Nations are being significantly impacted, economically and socially, by the ever increasing fares and service cuts by BC Ferries and the BC Government.
- B. The Regional District Chairs Group, which consists of the thirteen Local Government representatives stretching from Metro Vancouver to the Alaska border, have common ferry concerns with First Nations.
- C. 38% of the provincial GDP is generated on the coast and in related communities through Tourism and other economic activities.
- D. These revenues affect all programs such as health care, education and social programs, enjoyed by all First Nations and local communities, wherever they reside.

THEREFORE BE IT RESOLVED:

That the First Nations Summit Chiefs in Assembly support and encourage Coastal First Nations to join with the Coastal Ferry Group in seeking occasional meetings with the Premier and the Minister of Transportation, other Ministers and BC Ferry Services Inc. to resolve ferry issues and produce a ferry system which is affordable and effective for all concerned.

MOVED BY: Chief Maureen Chapman, Skawahlook First Nation

SECONDED BY: Chief Hugh Braker, Tseshaht First Nation

DATED: October 16, 2016

Passed by consensus

Final Draft: For publication November 5 in Coast Mountain News

First Nations launch plan for vision: Ferry improvements targeted

Coastal First Nations, led by Aboriginal Tourism BC (AtBC), have launched a provincial plan to create a vision for tourism and economic development on British Columbia's Central Coast.

In a recent meeting with Tourism Minister Shirley Bond and Transportation Minister Todd Stone, a lobby group of First Nations and tourism industry representatives received commitments from government to support a "vision" for the region "specifically focussing on tourism industry opportunities".

Their brief to the ministers, presented by Bella Bella's Heiltsuk Tribal Council represented by Central Coast Regional District (CCRD) Chair Reg Moody and AtBC's Keith Henry, highlighted the need for "much improved and enhanced ferry service" as part of such a vision.

The group pointed to the "great strides" taken in diversifying local economies in recent years - particularly through ecotourism and aboriginal tourism - in accordance with a 2006 Land Use Plan developed collaboratively with the provincial government.

Consequently, aboriginal tourism revenues increased from \$20 million provincially to \$45 million between 2012 and 2014. However, according to the lobby group, this economic growth was crippled on the Central Coast with an estimated reduction of 50 percent in annual visitors since the direct ferry service between Port Hardy and Bella Coola was cut after the 2013 tourist season.

The cut involved replacing direct sailings of a 115-vehicle ferry with a "connector" service requiring a transfer at Bella Bella and employing the 16-vehicle MV Nimpkish (a vessel not suited to the volume of traffic the tourism industry requires). In their brief to the Ministers, the group argued, "We require some form of major, tourism-oriented ferry service to supply the volumes of visitors required to catalyze economic revitalization on the Central Coast".

Recognizing the value in creating a "vision" for the region, the ministers agreed to support the formation of a "working group" - to be headed by Keith Henry, AtBC CEO at the time and now CEO of ATAC (Aboriginal Tourism Association of Canada). The group will also include staff from the relevant ministries. Once appointed, this group will work with BC Ferries and Destination BC (formerly Tourism British Columbia), proposing recommendations related to replacing the Nimpkish which is due to retire in 2017.

Cariboo-Chilcotin MLA Donna Barnett, who attended the meeting with the Ministers and who spearheaded the effort to form such a group, is pleased with the development. Addressing the Cariboo Coast Chilcotin Tourism Association (CCCTA) later, Barnett said the decision to replace the former Route #40 with the “connector” service was “devastating” and “controversial”. But, she adds, the decision to form a working group is an “opportunity to create a tourism product that showcases the Coast, Vancouver Island, and the Chilcotin”. The region served by the Discovery Coast Circle Tour is “second to none”, she said.

Others involved in the meeting with the Ministers, hailed the AtBC initiative as positive. Pat Corbett, CCCTA Chair and a strong critic of the “connector” ferry service, described the vision initiative as “fundamental”, saying his group, the First Nations communities, TIABC, and the BC Hotels Association are highly supportive. He described the decision to put a choke hold on the Discovery Coast Circle Tour as “despicable” and “unacceptable”, saying the tourism industry “will not stop” in its efforts to have ferry service restored and enhanced.

Walt Judas, Chief Executive Officer of the Tourism Industry Association of BC (TIABC), told the CCCTA meeting he is aware of a Chilcotin tourism operator whose business is down 85 per cent as a result of the diminished ferry service. He described much of the criticism related to the cut in ferry service as “stomping up and down”, saying that critics “haven’t been able to move the needle”. But now, after two seasons of diminished service, “we see some doors opening”.

The new “vision” initiative is expected to call for two Central Coast ferry routes – one focussing on a direct Port Hardy-Bella Coola route involving a vessel and schedule that will appeal to tourists, similar to the one weekly sailing of the former Route #40 which saw a 71 per cent ridership.

The tourism industry views such a service necessary to satisfy the economy of scale needed to encourage investment in tourism which has great potential if the ferry service is viewed to be an essential infrastructure component for economic development.

The First Nations vision initiative is on the agenda of the BC Summit of First Nations where consensus was recently achieved on a move toward collaboration with the government and coastal regional districts.

The financing and composition of the new “working group” are currently under discussion.

**Resolution adopted by the North & Central Coast Ferry Advisory Committee
November 3, 2015**

WHEREAS:

The Heiltsuk Tribal Council, in collaboration with Aboriginal Tourism BC and the BC Tourism industry, have initiated a process to develop an Economic Vision for BC's Central Coast, and that such a vision entails examining the infrastructure as it relates to tourism, particularly the role of marine travel

BE IT RESOLVED:

That the North & Central Coast Ferry Advisory Committee commend the Heiltsuk First Nation and Aboriginal Tourism BC for

- their initiative to create a vision for economic development on the Central Coast
- and for the resulting agreement to create a government-supported working group to discuss enhanced ferry services in conjunction with the replacement of the MV Nimpkish as the vessel serving the Route #10S "connector" service between Bella Coola and Port Hardy.

Moved by Ernest Hall
Seconded by Barry Cunningham

CARRIED Unanimously
In attendance:

Bill Bildessi, Sandspit	Travis Hall, Bella Bella
Ellen Cranston, Queen Charlotte City	Mark Schlicting, Shearwater
Barry Cunningham, Prince Rupert	Angela Smith, Port Hardy
Ernest Hall, Bella Coola	Billy Yovanovich, Skidegate

Brian Hollingshead, Chair of FAC Chairs Committee (Observer)

BC Ferries:

Mark Collins (VP Strategic Planning & Community Engagement)
Jeff West (Terminals)
Lance Lomax (Operations)
Darin Guenette (Public Affairs)
Dave Hendry (Strategic Planning)



CENTRAL COAST REGIONAL DISTRICT

TO: Chair Reg Moody and Board of Directors

FROM: Darla Blake, CAO

**SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT -
05 November 2015**

RECOMMENDATION:
THAT the Chief Administrative Officer's Report dated 05 November 2015 be received.

STRATEGIC PLANNING

The endorsed CCRD Integrated Strategic Plan 2015-2019 is now available on the CCRD website. If members of the public would like a hard copy they can come into the CCRD office to obtain a copy.

The 2015 Strategic Priorities are:

1. **Solid Waste Management Plan:**
See Public Works Manager's report, elsewhere in the agenda.
2. **Shearwater Water System:**
See Public Works Manager's report, elsewhere in the agenda.
3. **Asset Management Planning:**
See Public Works Manager's report, elsewhere in the agenda
4. **Official Community Plan:**
See Transportation and Land Use Coordinator's report, elsewhere in the agenda.
5. **Economic Development Plan:**
Economic Development updates occur elsewhere on the agenda.

Board Meeting
 NOV 13 2015
 CCRD ITEM C(a)

GOVERNANCE MATTERS

Resolution 15-10-25 – Truth and Reconciliation Commission Call to Action

At the 8 October 2015 meeting, the Board resolved to direct staff to research the Truth and Reconciliation Commission's 94 Calls to Action and to provide a report to the Board as to how these could be implemented within the CCRD.

Administration wishes to advise that the research process has begun, as directed, and that a report will be on the 10th December 2015 Board agenda.

GENERAL

Risk Management Grant

An application was made to the Municipal Insurance Association of BC for a risk management grant, to be used to cover contractor services for the removal and reinstalling of carpeting in the upper hallway and stairwell of the Bella Coola Airport terminal building.

We have been advised that we were successful with our application with the approval of a \$1,454 grant.

NDIT - Economic Development Capacity Building Grant

To update the Board, Administration has sent in the 2016 Economic Development Capacity Building Grant application and work plan for our CEDO.

Our application is for partial funding toward the second year of a two year contract for a full-time Community Economic Development Officer. This position enables the CCRD to continue its work towards its strategic priority to review and update the regional economic development plan.

No request for approval to apply was necessary, as this has already been covered in the board's 08 November 2014 resolution, whereby it was resolved:

14-11-08 M/S Directors Tallio/McCullagh that the Board of Directors of the Central Coast Regional District request the CCRD administration submit applications to Northern Development Initiative Trust for the 2015 and 2016 Economic Development Capacity Building grants, with a portion of the grants to be used to fund the salary of a full time Economic Development Officer over a two year period;

CARRIED"

Civic Info BC Annual Survey

Every year Civic Info BC requests local governments to undertake various annual surveys. Surveys undertaken include: Water & Sewer Fees – 2015; Animal Control 2015; Planning & Development 2015; Permits & Licence Fees 2015; Solid Waste & Recycling 2015.

It is expected more surveys will be requested on different topics later in the year or early new year.

Respectfully Submitted

A handwritten signature in cursive script that reads "Darla Blake".

Darla Blake
Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT

DATE: 05 November 2015

TO: Board Chair Reginald Moody and Board Members

FROM: Darla Blake, Chief Administrative Officer

SUBJECT: **Northern Development Initiative Trust – 2016/17 Local Government Management Internship Program application**

RECOMMENDATION

THAT the Central Coast Regional District (CCRD) Board of Directors approves Administration making an application to Northern Development Initiative Trust for the purpose of hosting a Local Government Management Intern and if successful NDIT will grant \$35,000 to CCRD from the Northwest Regional Account,

AND THAT the CCRD Board hereby approves the Chair and CAO to sign the Local Government Management Intern grant application, on behalf of the Central Coast Regional District,

AND THAT should CCRD’s application be successful, the CAO is authorized to enter into an employment contract with a suitable Local Government Management Intern, for the term of 12 months commencing the 1st May 2016 and expiring on 30 April 2017.

STRATEGIC PLAN

- Goal 1: Effective Planning and Implementation of Services
- Goal 2: Investment & support for Public Infrastructure & Services
- Goal 3: Enhanced and Strengthened Region
- Goal 4: Organizational Capacity Development

The work assigned to the intern will assist CCRD to meet Goals and Objectives as stated in its Integrated Strategic Plan at all four levels, in addition to assisting the career development of the intern.

BACKGROUND

Over the past two years CCRD have been successful in their applications to Northern Development Initiative Trust (NDIT) to host a Local Government Management Intern.

Board Meeting
 NOV 13 2015
 CCRD ITEM C(b)(i)

Northern Development Initiative Trust offers a Local Government Management Internship Program funding for central and northern local governments to host and mentor an intern for a 12 month period with the first internships starting in May of each year.

The program assists interns to gain experience which builds on education, training and career opportunities that exist in central and northern British Columbia communities. The program prepares young people for an exciting career in local government, while supporting capacity building and succession preparation for retiring senior staff in smaller, rural northern local governments.

One of the goals of the internship program is to provide insight into the wide range of rewarding careers available within local government. Careers include opportunities in management and administration, corporate services, planning and development services, environmental services, finance, human resource, public works and economic development to name just a few. The internship program promises to provide a high level of professional development and training that will prepare university graduates for more senior leadership roles in local government as well as the contacts to obtain a permanent position.

Successful local government applications receive a reimbursement of \$35,000 under the internship program, in which \$30,000 must be used to contribute towards salary and benefits (a minimum \$40,000 salary if required) and \$5,000 must be used for training and travel expenses.

CONSULTATION

None required

LEGISLATION /POLICY

Not applicable

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:
Requires further budget consideration

N/A – the application will cover 2016/17 budgets
Yes - The 2016/17 budget yet to be developed or approved, however within that budget development any additional funding as the CCRD contribution required for the internship program will factored in.

RISK MANAGEMENT

Administration has evaluated potential risks with the proposal and assessed these as negligible with no requirements for controls.

DISCUSSION

As stated earlier in this report, CCRD has been successful over the past two years with their applications to Northern Development Initiative Trust (NDIT) to host a Local Government Management Intern.

Administration feel that while mentoring and supporting the intern in the early days of the internship does take extra time, we have noted that within a few months the interns are upskilled sufficiently to bring real value to our organization, proving to be a valuable Administration team member and support for managing our ever growing work plans.

Critical to the internship, is learning the intricacies of multi-tasking and interchanging jobs to fill positions in a small local government.

The 2016/17 intern will be expected to participate fully in all aspects of administration and undertake a key project from the work plan (the actual project would be dependent on the intern's area of expertise and strengths). The outcome being, the intern can use the key project as an opportunity to gain valuable work experience that can be included on their resume following completion of the internship. Example: Year 1 intern - coordinated the engagement and communications processes for the Integrated Strategic Planning and Collaborative Economic Development workshops; Year 2 intern - is working on the development of a CCRD Asset Management Plan framework and he has started to develop the actual plan itself, as far as he is capable (we are hoping to apply for further grant funding for a consultant to fill gaps).

It is anticipated the intern will work closely with the Chief Administrative Officer on governance, legislative and strategic matters, and will be mentored by the CAO (unless otherwise decided by the CAO). The intern will also learn the structure of a regional district, how to work within the context of legislative authority and the Community Charter, and the challenges of working in a small rural remote local government.

The CAO is seeking approvals/authorization from the Board:

- for the Chair and CAO to authorized to sign the application to Northern Development Initiative Trust on behalf of the Central Coast Regional District, for the purpose of hosting a Local Government Management Intern;
- and if successful, receive a \$35,000 grant from the NDIT Northwest Regional Account;
- and if successful, be authorized to enter into an employment contract with a suitable Local Government Management Intern for the term of 12 months commencing the 1st May 2016 and expiring on 30 April 2017.

(Note: the terms and conditions of employment are outlined by NDIT and are similar for all the intern's employment contracts, to ensure every interns is treated equally).

CONCLUSION

Over the past two (2) years, CCRD has successfully mentored two (2) local government interns. Administration would like to reapply to the Local Government Management Intern program for 2016/17.

The CAO is seeking approval from the Board to apply to NDIT's internship program for 2016. As the deadline for applications closes in November, an application and supporting letter has been completed in advance, in case the Board's decision is in the affirmative.

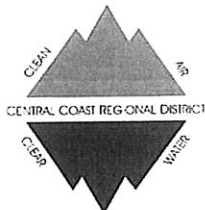
Administration are now seeking Board approval for the Chair and CAO to be authorized to sign the application to the Northern Development Initiative Trust's Local Government Management Internship Program with grant funding of \$35,000.

Should CCRD be successful in their application, the Board also agrees to ensure there is sufficient funds included in the 2016 budget to cover any addition cost for employing the intern (over and above the \$35,000), and that the CAO be authorized to enter into an employment contract with the successful intern.

Respectfully submitted

A handwritten signature in cursive script that reads "D Blake". The letter "D" is large and loops around the first letter of "Blake".

Darla Blake
Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT

Request for Resolution of Support

TO: Darla Blake, CAO
CC: Board Chair Reginald Moody and Board Members
DATE: November 4, 2015
FROM: Kyle Mettler, Local Government Management Intern
SUBJECT: Request for Resolution of Support for Grant Funding

RECOMMENDATIONS:

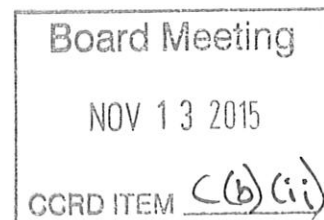
1. **THAT the CCRD Board of Directors approve an application to UBCM Asset Management Planning Grant Program to help fund an engineering condition assessment of CCRD assets.**
2. **THAT the CCRD Board of Directors approve an application to the Ministry of Community, Sport & Cultural Development to help fund an engineering condition assessment of CCRD assets.**

Centennial Pool and Bella Coola Airport Condition Assessment: Action Item: The CCRD would like to retain an engineering firm to assess the condition of the Bella Coola Airport and the Centennial Pool to determine asset condition, replacement cost and remaining useful life. Having an accurate assessment of asset condition and replacement cost will allow the CCRD to optimize maintenance and better plan for asset renewal. This information will then be integrated into the asset management plan in addition to influencing the asset renewal strategy. Without the condition assessment the CCRD would have to operate under best guess estimates which may be problematic if they prove to be wrong and insufficient funds are put aside for renewal.

Both the pool and airport runway have been in place for decades and show signs of deterioration. It is important to understand the extent of deterioration in order to formulate the most cost effective maintenance strategy and plan for asset replacement.

Currently there is a major initiative underway to get municipalities and regional districts moving on the development of asset management plans, hence these grant programs taking place. In light of the CCRD's limited tax base, it would be prudent to secure grant funding while there is funding available for asset management.

Respectfully submitted,
 Kyle Mettler
 Local Government Management Intern



RECEIVED

OCT 15 2015

Central Coast Regional District



everyone. active. every day.™

October 15, 2015

**Central Coast Regional District
Board of Directors**

Please accept this letter as a formal request that the Central Coast Regional District pass a resolution at their November 12, 2015 Board Meeting to support a formal request to the Ministry of Transportation to widen the shoulder sections of Highway 20 in between 4 Mile Reservation and the Bella Coola townsite.

As repaving is strong possibility in 2016, Active Communities Bella Coola is now pursuing a request with the Ministry of Transportation that the shoulders be widened to accommodate the many pedestrians, young children, and cyclists that frequent this section of highway on their way to and from town.

Not only will wider shoulders provide a safer route for everyone, they will possibly encourage more people to walk and/or cycle to and from town. Safe routes are required when encouraging communities to get active, and more residents are likely to utilize foot and bike options if they feel protected.

Thank you in advance for your support.

Sincerely,

Caitlin Thompson
For Active Communities - Bella Coola
Rainforest Consulting
Bella Coola, BC
250 305 8756
rainforestconsult@gmail.com

Board Meeting
NOV 13 2015
CCRD ITEM <u>C(c)</u>

Darla Blake

From: Darla Blake <cao@ccrd-bc.ca>
Sent: Thursday, October 15, 2015 3:47 PM
To: 'Caitlin Thompson'
Subject: RE: Highway shoulder widening - Request for Support

Thank you Caitlin

The agenda closing for the November meeting is 5 November 2015. I will take your attached letter and put to the Board for a resolution. If you are able to provide me with any further information to support the request, it will aid me in my brief report which will accompany the request from Active Communities Bella Coola.

I look forward to your reply.

Yours sincerely

Darla Blake
Chief Administrative Officer
Central Coast Regional District
Box 186
Bella Coola, BC V0T 1C0
Tel: 250-799-5291 Fax: 250-799-5750
Email: cao@ccrd-bc.ca
Web: www.ccrd-bc.ca



From: Caitlin Thompson [<mailto:rainforestconsult@gmail.com>]
Sent: Thursday, October 15, 2015 2:20 PM
To: Darla Blake
Subject: Highway shoulder widening - Request for Support

Hi Darla,

Attached is a letter requesting the CCRD Board pass a resolution to support Active Communities request that MoT widen the shoulders on highway 20 at their next scheduled repaving (hopefully 2016). I hope it's in time for the November Board meeting?

Darla Blake

From: Caitlin Thompson <rainforestconsult@gmail.com>
Sent: Thursday, October 15, 2015 2:20 PM
To: Darla Blake
Subject: Highway shoulder widening - Request for Support
Attachments: 2015 Letter for Support Active Communities.pdf

Hi Darla,

Attached is a letter requesting the CCRD Board pass a resolution to support Active Communities request that MoT widen the shoulders on highway 20 at their next scheduled repaving (hopefully 2016). I hope it's in time for the November Board meeting?

At this point I am not pursuing formal "bike lanes" as that is a whole different ball of wax (bureaucratically speaking) but I am pursuing a request through Active Communities that the shoulder be widened considerably from 4 Mile to townsite and possibly more.

I may decide to pursue bike lanes in the future but at this point this seems to be the most effective way to get started on this project.

Would you be willing to also write a Letter of Support?

Thank you,

--

Caitlin Thompson
Rainforest Consulting
Bella Coola, BC
250 305 8756



CENTRAL COAST REGIONAL DISTRICT

DATE: November 05, 2015
TO: Darla Blake, CAO
CC: Chair Reg Moody and Board of Directors
FROM: Donna Mikkelson, CFO
SUBJECT: Financial Report January-October 2015

RECOMMENDATION:

THAT the November Financial Report for the period January 01 to October 31, 2015 be received.

REVENUE

Other Revenue:

Revenues are below budget due to grants not yet claimed for the Community Economic Development and Intern positions. Funding has been approved but not yet received from Northern Development Initiative Trust (NDI). Claims will be filed at year end.

Provincial/Federal Grants:

Additional revenues to be received (November) are also coming from the Gas Tax Agreement for the Community Works Fund.

EXPENDITURES

For the most part, expenditures are below budget and will be brought into line at year end, as we continue to accumulate costs on a regular basis.

Exceptions are noted in Community Development (50045), Planning (50131) and Solid Waste Management (50240) accounts. The Solid Waste Management Planning process has been postponed (pursuant to board resolution Oct 2015) until guidelines are finalized by the province, so this is expected to remain under budget. It is anticipated that the concession building, currently under construction at Walker Island will be recorded prior to year end. Additional outstanding expenditures relate to capital/asset management planning which are currently in progress in-house. Additional charges for consulting assistance may be sought after year end.

Respectfully Submitted,

Donna Mikkelson, CFO

Board Meeting
NOV 13 2015
CCRD ITEM <u>C(e)</u>

Central Coast Regional District
Revenue & Expenditures - Actual vs Budget
 All Schedules Combined

	<u>1 Jan - 30 Oct 15</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Apportioned Administration Serv	168,356	168,356
Local Taxation	693,733	693,738
Nuxalk Nation Contributions	100,000	100,000
Other Revenue	135,958	201,892
Provincial/Federal Grants	359,389	449,780
Regional Hospital District	13,325	13,325
User Fees and Charges	142,777	142,685
Total Income	<u>1,613,538</u>	<u>1,769,776</u>
Gross Profit	1,613,538	1,769,776
Expense		
50000 · Apportioned Administration fees	168,356	168,356
50030 · Bank charges	1,024	1,850
50035 · Capital Works	74,475	125,395
50040 · Communications	13,736	14,200
50045 · Community Development		360,000
50050 · Community Groups - Grants	22,689	18,309
50055 · Community to Community Forum		5,000
50060 · Contingency	3,564	61,654
50065 · Contracts DO NOT USE		30,565
50076 · Directors' Expense	66,935	109,496
50089 · Emergency Mmgt Initiatives		26,316
50131 · Planning	277	192,476
50135 · Insurance Expense	25,286	28,080
50138 · Interest Expense	9,761	19,621
50165 · Maintenance	41,929	54,259
50175 · Memberships, dues & subscriptio	2,410	3,030
50185 · Nuxalk Agreement - Water Supply	21,275	23,917
50190 · Operating expenses	144,893	214,736
50195 · Payroll Expenses	450,300	552,149
50205 · Professional Development Expens	21,092	39,800
50206 · Professional Fees	58,734	119,985
50240 · Solid Waste Management	43,642	374,000
50245 · Special Projects	49,280	47,643
50250 · Supplies & small tools	40,526	39,700
50294 · Utilities	21,852	33,159
50295 · VIRL Regional Library Services	49,672	49,672
50316 · Asset Replacement	28,332	28,332
50999 · Landfill Post Closure Reserve	30,000	30,000
Total Expense	<u>1,390,040</u>	<u>2,771,700</u>
Net Ordinary Income	223,498	(1,001,924)
Other Income/Expense		
Other Income		
40004 · Budget surplus, begin of year		1,218,378
Total Other Income		<u>1,218,378</u>

11:43 AM
10/30/15
Accrual Basis

Central Coast Regional District
Revenue & Expenditures - Actual vs Budget
All Schedules Combined

	<u>1 Jan - 30 Oct 15</u>	<u>Budget</u>
Other Expense		
50204 · Budget deficit, begin of year		108
50224 · Budget surplus, end of year		216,346
Total Other Expense		<u>216,454</u>
Net Other Income		<u>1,001,924</u>
Net Income	<u>223,498</u>	<u></u>



RECEIVED

OCT 05 2015

Central Coast Regional District

Bella Coola Music Festival
Box 858
Bella Coola, BC
V0T 1H0

October 5, 2015

Central Coast Regional District
Board of Directors

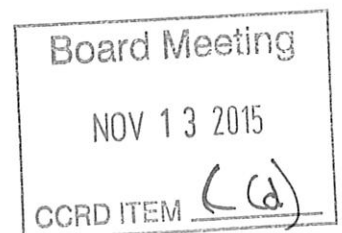
Please accept this letter as a formal request that the Central Coast Regional District pass a resolution at their November 12, 2015 Board Meeting to support the Bella Coola Music Festival's application for funding from Northern Development Initiative Trust.

The Festival intends to submit an application for \$2500 for NDIT's 'Fabulous Festivals and Events' 2015/2016 funding to assist with operational costs of the 2016 Bella Coola Music Festival.

Thank you in advance for your support.

Sincerely,

Caitlin Thompson
Artistic/Executive Director
Bella Coola Music Festival
Bella Coola, BC
250 305 8756
bellacoolamusic@gmail.com





CENTRAL COAST REGIONAL DISTRICT

DATE: November 05, 2015

TO: Darla Blake, CAO

CC: Chair Reg Moody and Board of Directors

FROM: Donna Mikkelson, CFO

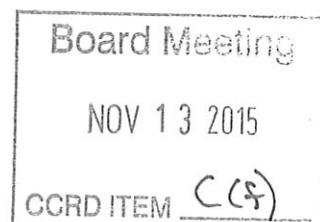
SUBJECT: Budget Discussion on Revenue Sources

RECOMMENDATION:

THAT the Budget Discussion on Revenue Sources Report for 2016 be received.

Staff have been busy collecting relevant input from various sources to put together a budget for the preliminary presentation of the financial plan, which is scheduled to form a part of the December board meeting agenda. There are 22 separate schedules of revenue and expenditures to the financial plan, one being for each of the functions and services provided or mandated by the regional district. Compilation is proceeding as expected.

This presentation highlights for the board's information, the main sources of revenue budgeted for 2015, and examines those projections against those anticipated for 2016. Only known, or intended amendments are included for the purposes of this presentation. Modifications will continue to be made and reported to the board from now until final adoption of the five-year financial plan on or before March 31, 2016.



The following table illustrates the revenue sources by providing the percentage of revenue generated by each source:

CCRD Revenue Sources – BUDGET 2015/2016

	Revenue Source	\$000 2015 Budget	% 2015 Budget	\$000 2016 Draft	% 2016 Draft
Note 1	Nuxalk Nation (for Solid Waste Management)	100	6.2	105	6.5
Note 2	Provincial/Federal Grants	242	15.1	242	15.0
Note 3	Provincial Grant – Strategic Community Investment Fund	208	13.0	193	12.0
Note 4	User Fees & charges	143	8.9	150	9.3
Note 5	Local Property Taxation	694	43.4	703	43.7
Note 6	Other Revenue (MMBC, NDIT, CST, interest, counter sales)	202	12.6	202	12.7
Note 7	Regional Hospital District	13	0.8	13	0.8
	Total Revenue Forecasted 2016	1,602	100	1,608	100

- Note 1: The contribution from the Nuxalk Nation for Solid Waste Management has been in effect for 2 years and is expected to increase for the years 2016 and 2017.
- Note 2: Assume no changes at this time
- Note 3: Known reduction for 2016, as advised by the province, as reported to the board in July.
- Note 4: Known projected increase as a result of the adoption of the Bella Coola Airport Rates and Charges Bylaw.
- Note 5: Estimated increase for Solid Waste Management. Up 5% from 2015 plus the loss (\$4,000) of the Strategic Community Investment Fund for the SWM function
- Note 6: Assume no changes at this time
- Note 7: Assume no changes at this time

DISCUSSION

User Fees and Charges vs Property Taxation (Notes 4 & 5)

As the previous table clearly demonstrates, there is a notable variance between revenue derived from local property taxation (43.7% of total revenue) and user fees (9.3%), even though the user fees are projected to increase at the Bella Coola Airport as a result of the new rates and charges bylaw which will take effect on January 1, 2016.

Function/Service	User Fee Revenue (2016 est) \$	Property Taxation Revenue (2016 est)
Airport	77,000	0
Fire Protection	3,000	21,500
Swimming Pool	13,000	52,000
Recreation	4,000	14,018
Water Tolls	38,000	38,500
Solid Waste Management	15,000	94,239
Other functions (Economic Development, Emergency Management, General Ops, Regional Library, etc)		482,743
Total	150,000	703,000

A basic premise of local government taxation is that those who benefit from a service, pay for that service.

In the case of water and fire services, the taxation and user fees are only paid by the people in the local service area, whether it is from user fees or property taxation.

This is in contrast to the swimming pool, for example, where the property tax payers may not necessarily be using the swimming pool, but are paying for the service. Expenditures to the pool schedule are expected to increase due to a lengthening of the pool season. Additional revenue in the form of user fees will not be sufficient to cover the extra payroll costs. We know too, that the Strategic Community Investment Fund will be further reduced by \$1,000 which exacerbates the situation. Is the board willing to increase property taxes to support a longer season? If so, how much? Should user fees be increased again? (They were already increased at the start of the 2015 season.) Do we need to reduce expenditures? How will this shortfall be addressed?

The Denny Island Recreation function had a taxation reduction in 2015 amounting to \$4,000. Automatically adding it back in to the 2016 budget will mean an automatic .5% property tax increase overall. What is the suggested split between property taxation and user fees for this service?

In the case of Solid Waste Management, we know that a 5% property tax increase is already being contemplated to offset new and continuing initiatives at the landfill. There is also a \$5,000 increase projected in the annual contribution from the Nuxalk Nation. But we also know that the Strategic Community Investment Fund (SCIF) grant from the province will be reduced by \$4,000 for this function. Should these additional funds be derived from a further increase in property taxes, a further increase in the Nuxalk Nation contribution, or an increase in user fees, or a combination of all three?

Due to shortfalls in revenue at the Bella Coola Airport, the board adopted a new rates and charges bylaw to increase fees to airport users, although it remains to be seen whether or not the user fees will be adequate to cover proposed expenditures to an aging facility. Is taxation an option for this service?

Ideally, a balance should be struck between the amount of revenue derived from each source, giving the effect of some diversity which could then reduce the risks associated with relying too heavily on one or the other. What does a good balance look like? Is it different for each of the services? Is the regional district on track, or should we be moving in another direction?

Strategic Plan

The Integrated Strategic Plan does not contemplate specific direction with regard to options for revenue streams, although all four goals (Effective Planning and Implementation, Invest and Support for Public Infrastructure and Services, An Enhanced and Strengthened Region and Organizational Capacity Development) require diligent and careful consideration of where the funds will come from to successfully implement the Plan and to ensure organizational sustainability.

Governance Study

The governance study, if successfully initiated, will provide an impetus for discussion and contemplation of revenue sources.

Strategic Community Investment Fund (SCIF)

As previously advised in July, the provincial allocation to the CCRD will be reduced by \$15,000 in 2016. The expenditures for each of the functions will be reviewed in an attempt to mitigate this revenue reduction. However, the board must also recognize that the reduction in revenue may have the effect of an increase in property taxes in order to maintain an expected level of service. With the exception of Solid Waste Management, these figures have not been addressed in this report, but are expected to impact the preliminary presentation of the five-year financial plan in December. How will this shortfall be addressed? See table below for impacts to individual functions and services.

Strategic Community Investment Fund (SCIF)

Function/ Service	2015 Budget	2016 Budget	Less Adjustment pro- rated	Revised 2016
Economic Development	4,968	4,968	(363)	4,605
Emergency Planning	9,629	9,629	(704)	8,925
Recreation –DI	1,667	1,667	(122)	1,545
Parks & Rec – BC	7,743	7,743	(566)	7,177
Swimming Pool	13,458	13,458	(984)	12,474
Solid Waste Management	50,359	50,359	(3,682)	46,677
General Operations	119,891	119,891	(8,768)	111,123
Total	207,715	207,715	(15,189)	192,556

The board's consideration of the questions asked throughout this report will assist in guiding administration through the financial planning process.

Respectfully Submitted,



Donna Mikkelson, CFO



CENTRAL COAST REGIONAL DISTRICT

DATE: 5 November, 2015
TO: Board Chair Reginald Moody and Board Members
FROM: Tanis Shedden, Community Economic Development Officer
SUBJECT: Economic Development Report

RECOMMENDATION

THAT the Board of Directors receive the Economic Development Report dated 5 November, 2015.

ECONOMIC DEVELOPMENT REPORT

EDAC:

There was no October meeting of the EDAC.

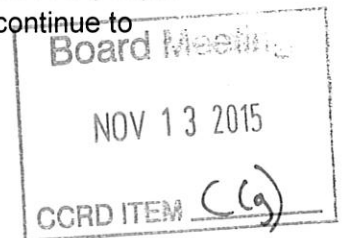
Vice-chair Markus Schieck has stepped down from the EDAC committee. The EDAC is seeking a replacement for a new community at large member. Recommendations for a new member have been requested from EDAC to be brought before the CCRD Board of Directors, however no recommendations have come forward as of yet. Our next meeting is November 26th. Any recommendations can be made to the CEDO, so that the individual(s) can be contacted to gauge their level of interest in joining the EDAC.

The Business Walks Pilot day (October 15) demonstrated to the CEDO and participating EDAC members that given our capacity, the Business Walks Program should continue in a casual, as time allows, manner. Ideally, a CCRD Director, EDAC member, and the CEDO will visit 3-5 businesses twice a month. This community engagement is essential to establishing relationships with the local businesses and ensuring that we are pursuing actions that create a positive business climate throughout the region.

The Central Coast Chamber of Commerce (CCCC) Business Fair has been postponed to November 21.

Grant Writing Workshop

The Grant Writing Workshop on Friday, October 16th was well received. There were 28 people in the Bella Coola Valley and 10 on Denny Island in attendance. The CEDO will continue to



pursue and improve upon methods of engagement and capacity development with all community members.

Project Local

Verbal report on the Local Food in Retail discussions.

Professional Development

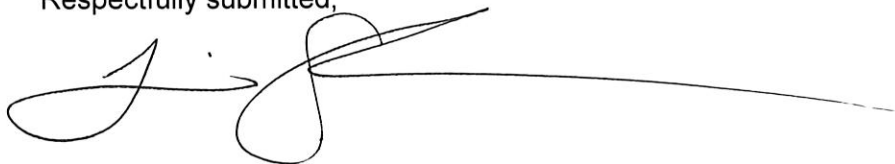
The CEDO recently spent a week in Vancouver engaging with some truly inspiring community developers from throughout the Province. The program is structured to benefit and create possibilities in regions like the CCRD. Monthly there are on the ground projects that will ensure the communities and community members of the CCRD receive direct benefits from the CEDO attending the program.

This month (and into December) the program is titled "Making Change Happen".

Economic Development Capacity Building Grant

The CAO and CEDO have submitted an application to NDIT's 2016 Economic Development Capacity Building program. The CCRD Board of Directors resolution made on November 13th, 2014 requested the CCRD administration apply to the NDIT Economic Development Capacity Building program for 2015 and 2016 to partially fund the Community Economic Development Officer's two year contract.

Respectfully submitted,



Tanis Shedden
Community Economic Development Officer



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer

FROM: Cheryl Waugh, Transportation and Land Use Coordinator

DATE: November 5, 2015

SUBJECT: Land Use Planning Report

Recommendation:

1. That the Land Use Planning Report dated November 5, 2015 be received

	Zoning	Subdivision	Maps & Plans	Other Related* (specify)	Land Referrals & Updates
Number of Enquiries	2	1	3	10	1
Method of Inquiry					
Email/I-Net	1	1	1	3	1
Phone				4	
In-Person	1		2	3	
Hard Copy					
Number of Applications	0	0			

Zoning

-BC Housing enquiring about zoning for the senior's lodge in townsite: Multi-family residential

Board Meeting

NOV 13 2015

CCRD ITEM C(h)

-Local resident confirming zoning of a rental property

Subdivision

-Subdivision on Gibbs Road received final approval from the Ministry of Transportation & Infrastructure

Maps & Plans

-Local realtor requesting copy of a registered plan, which we had on file

-Individual requesting copy of a registered plan, which we had on file

-Local resident requesting assistance to determine portion of property in the ALR as it might affect subdivision. Reviewed maps and also referred to the MoTI subdivision approving officer and the Agricultural Land Commission.

Other Related*

-Purchaser’s enquiry for civic address of old Interfor site on Hwy 20

-Assigned new civic address for lease lot at Bella Coola Airport

-Assigned civic address for newly subdivided lot

-A university co-op student enquired about letters of assurance regarding the building code. N/A for the CCRD.

-Meeting with consultants and clients regarding potential future development in the townsite

-BC Assessment regarding building sold in Ocean Falls Improvement District. Referred to the OFID Administrator.

-Ministry of Community, Sport & Cultural Development, asking questions about how things are going in our region, our relationship with provincial agencies and engaging with First Nations. This is the Ministry’s practical new approach to working with regional districts now that Bill 17 (2014) has been implemented and they no longer have a land-use bylaw approval role. They are committed to staying in contact with the regions and to provide guidance and assistance where they can and are proposing to do that by getting in touch a couple of times a year.

-Regional District of Mount Waddington looking for comments on their new proposed Regional Plan by December 31st. The review and feedback report are in progress.

-The Official Community Plan Advisory Committee met on November 3rd. *See separate document for meeting minutes*

-Local enquiry regarding value of a townsite property related to purchase in 1972. Referred to BC Assessment.

Land Referrals/Updates

-Ministry of Transportation & Infrastructure, Section 9 application for in-stream works, Canoe Creek, 10km east of Hagensborg, Hwy 20, ditchline/highway aggraded. Replied, interests unaffected.

Cheryl Waugh

Transportation and Land Use Coordinator



CENTRAL COAST REGIONAL DISTRICT

Official Community Plan Advisory Committee (OCPAC)

Draft Regular Meeting Minutes

November 3, 2015

ATTENTION

The OCPAC minutes are draft and subject to amendment. Final approval and adoption by the OCPAC will follow a resolution to receive the minutes by the CCRD Board of Directors, at their next scheduled meeting.

Board Meeting
NOV 13 2015
CCRD ITEM C(i)



CENTRAL COAST REGIONAL DISTRICT

Official Community Plan Advisory Committee (OCPAC)

Meeting Minutes

November 3, 2015 1:00 p.m.

In Attendance: Alison Sayers - Chair
Tanis Shedden - Community Economic Development Officer
Nancy Anderson
Joan Sawicki
Cheryl Waugh - Transportation & Land Use Coordinator

No members of the public

*denotes Action Items

1. Call to order

The Chair called the meeting to order at 1:02 p.m.

2. Adoption of Agenda

The agenda was adopted as presented

3. Adoption of Minutes October 14, 2015

The Minutes of October 14, 2015 were reviewed and adopted as presented

4. Current OCP Review with:

- Pertinent Points from OCPs reviewed by committee members
- Tracking of Suggestions/Ideas
- Current Maps

A recommendation will be added (*see separate Recommendations listing*) that a matrix be included in the OCP document indicating the *LGA* requirements and recommendations for an OCP.

*Cheryl to contact the CCRD’s Planner with regards to her workflow patterns in developing an OCP so the Committee can optimize those preferences by following the same flow with their agendas and review targets.

Other OCPs were reviewed by various Committee members.

Burns Lake - Alison was struck by the context of the Burns Lake OCP. It **had more policies but shorter and more specific**. It was **easily read with the use of bullet points and began with a description of the lands involved**. She would like to consider **how the Bella Coola Valley OCP can be beefed up** and made more stoic. Burns Lake has **good mapping**.

Powell River/Nuxalk Nation – Tanis commented on the Power River Regional District Area A plan, which dove into **First Nations relationships** as did Burns Lake. The Nuxalk Nation’s Comprehensive Community Plan also has **good language**. Powell River’s **land use designations were named to better fit the use**, such as Residential Mixed Use. Language was huge. The Committee can use the Nuxalk Nation’s Plan to be cognizant of developments and goals for synergy with the Bella Coola Valley OCP. *Pull some of the highlights from the Nuxalk Plan to have a list handy for reference of the Committee going forward.

South Long Beach/Gibsons/Sproat Lake- Joan liked the **glossary of terms** in the S. Long Beach Plan from the Alberni-Clayoquot Regional District. She also liked the **clear language and bullet points** presented in Powell River’s Plan. Gibsons included a small section to **indicate what changes were made to their Plan and what had been addressed to get to the new plan**. Maps of the planning area were built in to the front of the document. Although Joan did not like the goals presented in the Sproat Lake Plan she did like the **clean, clear objectives to the policies** and thinks we have a vacuum there. **We are missing objective to policy as relates to the goals**.

The Committee would like to see the OCP describe our current situation (Community Profile) and have a context page.

Section 2.4 of the current Bella Coola Valley OCP, “Key Features of the Vision” is really Goals. Discussion followed resulting in suggestions for Objectives and Goals, which are presented separately on the Recommendations list.

It is the opinion of the Committee there is not enough information in the OCP to bridge goals with policies and land use designations. The Committee suggests dealing with this through **the addition of a section of objectives that grow out of goals and land use designations**.

Some Action Items for October are yet to be completed and these were reviewed as well as the items noted in these minutes. *Tanis will flesh out the Goals list and circulate to the Committee members.

5. Agenda for Next Meeting

December meeting scheduled for Tuesday, December 15th from 1-3pm at the airport meeting room.

6. Adjournment

The meeting was adjourned at 3:10 p.m.

Chair

CCRD Officer



**CENTRAL COAST REGIONAL DISTRICT
PUBLIC WORKS DEPARTMENT
OCTOBER 2015 REPORT**

TO: Darla Blake, CAO
CC: Board Chair Reginald Moody and Board Members
DATE: November 5, 2015
FROM: Ken McIlwain, R.P.F. Public Works Manager
SUBJECT: Public Works Monthly Report

RECOMMENDATIONS:

1. **THAT the October 2015 Public Works Report be received.**

**PUBLIC WORKS FUNCTIONS AND SERVICES
OCTOBER 2015 HIGHLIGHTS**

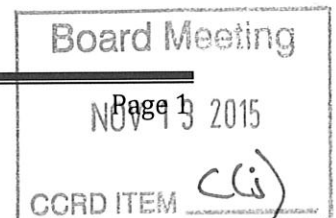
SOLID WASTE MANAGEMENT

1. The Ministry of Environment (MoE) is in the final stage of developing the second edition of the guidelines for municipal landfills, titled "Landfill Criteria for Municipal Solid Waste". After posting the interim draft second edition on the Ministry website in December 2013 and conducting a thorough review of the stakeholder comments, the Ministry has prepared the revised draft of the guidelines which will be presented to stakeholders.

On November the 12th, the MoE will present the outcome of the comments review process via webinar. CCRD staff will participate in the webinar and start to analyze the implications of new guidelines on CCRD solid waste management operations. The new guidelines for landfill operation will have potential budgetary impacts for the CCRD.

2. The electric fence line on the north side of the Thorsen Creek Landfill was moved further north to help facilitate a reduction of the north face slope ratio to 3H:1V as per the most recent MoE inspection report and Landfill Criteria guidelines. The east face of the landfill was also identified as over steepened and a similar strategy will most likely be employed there as well.
3. Three tub skids of paint and paint cans were sent to the Lower Mainland for recycling. One 45 gallon drum full of aerosol cans was also sent out for recycling.

November 5, 2015



4. One semi-trailer load of printed paper and packaging recycling was sent to Surrey for recycling.
5. Significant Expenditures: Margo Supplies Ltd. was paid \$1738.15 before taxes for supply of fencing materials.

RECREATION FACILITIES

1. **Walker Island & Snootli Parks:** As of the end of October, progress on the concession building has remained on schedule. Framing is nearing completion and the roof is on.
2. **Centennial Pool:** Closed for the season. Winterization is complete.
3. **Nusatsum Park:** Rotten benches have been removed from the site due to safety concerns.
4. **Snootli Skating Rink:** A cost estimate was received for re-paving the rink with a 4 inch lift.
5. **Significant Expenditures and Contracts:** Ace Hardware \$2,796.54 in building supplies.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

1. George Giesbrecht Contracting Ltd. was contracted to service the fire hydrants on the town site. This work is now complete.

BELLA COOLA AIRPORT

See Transportation Report

STRATEGIC PUBLIC WORKS INITIATIVES

SHEARWATER WATER SYSTEM

The project is on hold until grant funding can be accessed. Monitoring of new grant programs continues.

SOLID WASTE MANAGEMENT PLAN UPDATE

This project is on hold until we receive update guidelines from the Ministry of Environment.

ASSET MANAGEMENT PLANNING

Opportunities for grant funding are being explored, in order to aid with asset assessment work.

Respectfully submitted,



Ken McIlwain, RPF
Public Works Manager

Denny Island Recreation Commission Meeting Minutes
8 October 2015

Members Present: Steve Emery, Kathy Sereda, Crystal Anderson, Mary Leslie, Dave Neros, Ernie China

Call to Order at 5:32 p.m.

Finance:

- a) Unanimous approval of the following receipts to be submitted and paid by Donna to Mary Leslie all relating to Oktoberfest:
 - a. Swiss Bakery – 127.50
 - b. Dollarama - 56.00
 - c. Dollarama – 124.89
 - d. London Drugs – 18.89
 - e. Best Buy – 406.29
 - f. Superstore – 15.00
 - g. London Drugs – 192.79

- b) Unanimous approval of the following receipts to be paid by petty cash:
 - a. Intercity Packers – 152.34 - Oktoberfest
 - b. Pacific Coastal – 76.73 – Oktoberfest
 - c. B&H Photo – 541.54 (exchange to Canadian) - projector screen
 - d. Shearwater Marine – 47.25 (freight for fireworks) – Canada Day/Halloween
 - e. Toyland Company – 414.43 (fireworks) – Canada Day/Halloween
 - f. UPS Canada – 62.51 – freight for projector screen
 - g. Shearwater – 617.53 (numerous invoices) – Oktoberfest

- c) Mary to submit Petty Cash report to Donna by October 15

- d) Mary posted a sign for community ideas to be submitted prior to budgeting for 2016. Initial ideas include:
 - a. \$3,000 for an architect to design space for storage
 - b. New tables for the community hall

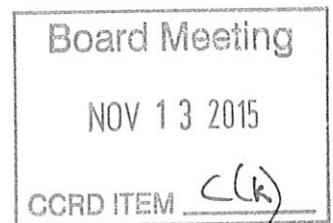
Oktoberfest:

2nd Annual Oktoberfest was better than before. Group shared ideas to enhance next year.

Halloween:

October 31 at airport. Prizes for Best Costume. Fireworks, Enhanced outdoor haunted trail. Need to bring extension cords, solar lights and garbage bags. Mary to shop while down-island.

Next Meeting: October 26
Adjourn at 6:13 p.m.





CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: November 5, 2015
SUBJECT: Transportation Report – Bella Coola & Denny Island Airport

Recommendation: That the Transportation Report dated November 5, 2015 be received

Bella Coola Airport

Airport Terminal Building

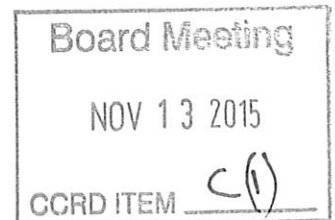
Carpet in the upstairs hallway and stairwell will be replaced with carpet tiles by a local contractor. The old carpet is stretched and forms a trip hazard, particularly on the stairs. A portion of funding for this project is provided by a grant from the Municipal Insurance Association.

Airport Rates & Charges

Bylaw 452, Bella Coola Airport Rates and Charges, was adopted at the October, 2015 Board meeting and will come into effect in January, 2016. All known airport users will be notified of the changes before the end of 2015.

Miscellaneous

- Winter Maintenance contract has been extended through the 2015/2016 season with Matthews Contracting.
- Broken gate post repaired by Lease Lot 11.
- 9 exterior light bulbs replaced at the terminal building.
- Outside ashtrays have been made more accessible for smokers to avoid cigarette butts being discarded at the curbside, which is a fire hazard and unsightly.
- Environment Canada will begin installation of sensors for the automated weather station mid-November.
- Municipal Insurance Association will be performing an asset review of the terminal building November 6.



Denny Island Airport

The Denny Island Airport Commission met on November 5, 2015 to discuss budget items and projects for next year. Minutes will be forthcoming in a separate document.

A Hallowe'en celebration was held at the airport property and included a haunted trail, bonfire and fireworks display thanks to organization by the Denny Island Recreation Commission.

The porch on the airport building needs complete replacement and the roof requires patching. A call for tenders will be made for the porch project and a temporary patch has been added to the roof.



Transportation & Land Use Coordinator



CENTRAL COAST REGIONAL DISTRICT

DATE: 05 November 2015

TO: Board Chair Reginald Moody and Board Members

FROM: Alison Sayers, Electoral Area C Director

SUBJECT: **Area C – Director’s Report**

Governance/restructuring study - I've corresponded a few times via email and phone conference with Brad Smith from MCSCD, CAO Darla Blake and CFO Donna Mikkelson to get the Central Coast governance study going. We are in the application stage at this point, and moving forward in 2016 looks promising.

Official Community Plan Advisory Committee - The committee is making progress as it reviews CCRD's current OCP. Committee members have each reviewed one or more OCPs from similar communities which helps guide discussions as the committee creates a list of suggestions/ideas for the board to review in the near future. At the most recent meeting, we primarily discussed possible Goals of the OCP based on community vision.

UBCM - My first UBCM Executive meeting will be later this month in Richmond. I have spent some time over the last month reading the orientation materials provided to new members. I have been assigned to two committees: First Nations Relations and Resolutions. The two days of meetings will be committee meetings on the first day, and a meeting of the full executive on the second day. The First Nations Relations Committee oversees all policy development work related to Aboriginal issues, including treaty negotiations, self-government and taxation. The Committee's key role is to focus on relationship building between First Nation and local governments through best practices and initiatives such as the Community to Community Forum program. The Resolutions Committee meets to consider member comments on the previous Convention resolution sessions and to recommend policies for consideration of resolutions at the upcoming Convention. Committee members also moderate resolutions debate and voting at the plenary sessions of the annual UBCM convention.

Respectfully Submitted

Alison Sayers
Electoral Area C Director

Board Meeting
NOV 13 2015
CCRD ITEM <u>D(a)(ii)</u>

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-21 - Use of Flood Mitigation Resources

Preamble: The Board of Directors recognizes the scope of flood potential on the Central Coast and particularly within the Bella Coola Valley and desires to optimize flood mitigation through the Regional District's Emergency Program, in accordance with the goals of the British Columbia Emergency Response Management System; and

Whereas the principle resources for the provision of flood mitigation works are provided to the Regional District by Emergency Management British Columbia (EMBC); and

Whereas it is a requirement of EMBC funding agreements that local governments undertake critical infrastructure assessments for the purposes of rating projects by standardized consequence of loss criteria,

Policy: Therefore the Regional District will focus its flood mitigation efforts to protect public infrastructure that benefits the greater population guided by the following definitions:

1. Transportation, utility and safety infrastructure including, but not limited to, roads, bridges, dikes, airports and ports, rights-of-way, etc.;
2. Schools, government offices, public building (or those deemed essential) and associated lands; and
3. Populated areas containing a significant representation of the above.

Recognizing the responsibilities of private landowners in designated flood hazard lands, as outlined by the BC Compensation and Financial Disaster Assistance Regulation, private landowners and residents are responsible for having a plan, as well as tools and equipment necessary to protect their homes and properties (sandbagging, for example). Regional District flood mitigation efforts are not intended for protection of private property.

CCRD will only assist private landowners and residents with the provision of sandbags and sand, during a flood event where EMBC have allocated a task number; upon availability of sandbags and sand, after critical public infrastructure has been protected, in the first instance; and where assistance is provided to private landowners and residents, priority will be given to known vulnerable properties.

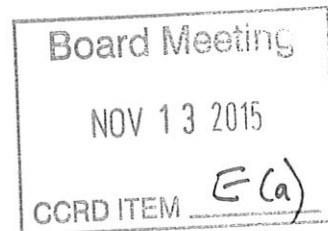
Adopted: February 12, 2009
Reviewed: September 12, 2013
Reviewed/Proposed Amendment: November 13, 2015

Rationale: to clearly outline responsibility for private landowner and residents regarding protection of their homes and property and where priority of the regional district lies. And further, to advise public under which circumstances the region would provide assistance.

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CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-5 - Directors Attendance at Board Meetings

Preamble: The present Board consists of only 5 directors. Directors are absent for reasons of health, transportation, out-of-area work or other reasons. A missing director at any Board meeting diminishes public representation and the quality of decision-making.

Policy: That all directors undertake to ensure quality representation ~~from~~ for their electoral area, and commit to making every effort to attend all regular meetings of the board.

In the event that the director cannot attend, the director should give as much advance notice as possible to the alternate director. Staff should also be advised as soon as possible if a director is not able to attend and if the alternate director will attend the meeting. The director will make available to the alternate director the agenda and all meeting materials.

In the event the alternate is not able to attend, the director should discuss the key agenda items either with the Chairperson or the Chief Administrative Officer in advance of the meeting.

Date: September 14, 1993
Reviewed: February 11, 2004
Amended: November 15, 2012
Proposed Amendment: November 13, 2015

Note: the Board may wish to discuss the last paragraph and whether this is necessary.

Rationale: To review and update policy, with the view to bring into alignment with what actually happens, and actually state a commitment as stated in the directors oath to office.

Board Meeting
NOV 13 2015
CCRD ITEM E (b)

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-2 - Directors / Travel Cost Reimbursement

Preamble: Reimbursement of Directors travel cost should be standardized for purposes of consistency and good record keeping.

Purpose: The purpose of this policy is to clarify those eligible travel expenditures incurred by Directors while traveling on CCRD business and procedure for authorization and reimbursement of same.

Policy: Eligible travel expenses are based on prevailing Board policy.

Ineligible travel expenses include: family members; entertainment; alcohol or other personal expense.

Eligible expenses, not paid by the CCRD directly, may be reimbursed to the director through the use of Travel Expense Reimbursement Claim Form, which requires the approval of the Chief Financial Officer. Approval and pay out to be consistent with prevailing Board policy.

Date: April 12, 1994
Reviewed: March 3, 2004
Amended: November 15, 2012
Rescinded: November 12, 2015

Rationale: The contents of this policy have been included in the CCRD Board Remuneration and Expenses Bylaw (#442) and this policy is now redundant.

Board Meeting
 NOV 13 2015
 CCRD ITEM E(c)

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-5 - Administration Cost Recovery from Services

Preamble: A policy to ensure a reasonable apportionment of general administration costs to the various services provided by the CCRD.

It should be noted that within the definition of administration costs are included the following cost items:

- General liability insurance
- Budget preparation
- Financial audit services
- Staff involvement in the delivery of the service
- Board involvement in the delivery of the service
- Office related expenses

Policy: That in conjunction with the preparation of the annual budget each year, the ~~Treasurer~~ Chief Financial Officer shall provide a schedule of Administration Charges to Services.

The amount determined for apportionment will be calculated by considering particularly, the estimated amount of time and effort required by the regional district to administer the service, relative to other services provided by the regional district.

Date: September 14, 1993
Reviewed: March 3, 2004
Reviewed: November 15, 2012
Proposed Amendment: November 12, 2015

Board Meeting
 NOV 13 2015
 CCRD ITEM E(d)

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-17 – Application for Grant-in-Aid

Purpose: To enable the Board to allocate budgeted Grants-in-Aid funds in a consistent and fair manner, giving comparable consideration to all applications, it is considered appropriate to have policy guidelines.

Eligibility: Organizations must meet the following criteria in order to be considered for a Grant-in-Aid.

1. Have a mailing address and contact representative within the regional district;
2. Be non-partisan, non-denominational and not for profit;
3. Provide a service to the residents within the regional district; and
4. Must demonstrate that the ~~service provided~~ proposed use of funds fills a need in the community.

Only one application per organization will be accepted.

The Regional District will not provide a Grant in Aid to subsidize activities that are the responsibility of senior levels of government. does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

Application Process:

In the month of December each year, staff will advertise the process for organizations to submit a Grant-in-Aid application to the Regional District for consideration in the following year.

Organizations must submit the following documentation as part of their application process:

1. Grant-in-Aid Application Form (Appendix A);
2. A Annual Report for of the organization's annual activities;
3. Current years budget and latest year end Financial Statement, Balance Sheet and Income Statement for the organization, noting any other sources of funding; and;
4. If successful, Organizations must submit a final report no later than December 31st of the current year. If a report is not received on or before December 31st, the organization shall be notified that they may be ineligible for further funding for a 3 year period from the year the grant was received. Brief report outlining what the Grant in Aid will be used for.

Grant-in-Aid applications must be submitted-received no later than 4pm February 1 or the first business day in February, for consideration in the current year's budget.

Late applications will not be accepted and will be returned to the Applicant.

Board Meeting
 Page 108 2015
 E(e)
 CCRD ITEM

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-17 – Application for Grant-in-Aid cont....

Approval Process:

Prior to the February Regular Meeting of the Board, all applications will be reviewed for eligibility and to ensure the correct documentation has been submitted.

A report of all eligible applications will be presented to the Board at the February meeting for their consideration and final decision.

Release of Funds:

~~In March of each year,~~ Applicants will be advised in writing as to whether or not they have been awarded a Grant-in-Aid.

Organizations awarded Grant-in-Aid will receive funding in August of each year.

If the organization requires Grant-in-Aid funding before August, it must submit a request in writing for early release of the Grant-in-Aid.

~~Organizations awarded a Grant in Aid must submit a final report no later than December 31st of the current year. The report must include how the funds were expended. If a report is not received on or before December 31st, the organization shall be notified that they may be ineligible for further funding for a 3 year period from the year the grant was received.~~

Conditions of Funding:

Funds must be used for the purpose for which they were requested.

Organizations that received Grant-in-Aid funds in the previous will have submitted the Form "Appendix B, Report on Grant-in-Aid funding" to the Regional District.

~~In the event that the project is not completed any portion of funds are not expended, the CCRD reserves the right to request the return of the grantsaid funds.~~

Date: December 11, 2014 - Resolution 14-12-43
Proposed amendment - November 13, 2015

Rationale: If was felt that clarification was needed regarding the "Eligibility" requirements and the requirement of reporting.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-17- Application for Grant-In-Aid – APPENDIX ‘A’

APPLICATION FOR GRANT-IN-AID FUNDS
Year –2015

Name of Organization: _____

Name of Contact Person: _____ Position: _____

Mailing Address: _____

Phone # : _____ Email: _____

Are you a: (Yes/No) Society _____ Charity _____ Corporation/Company _____ Other _____

Registration Date: _____ Registration # _____

GOALS/OBJECTIVES OF GROUP:

AMOUNT OF GRANT REQUESTED: ___\$_____

PROPOSED USE OF GRANT FUNDS: (Include how this grant will serve the general public of the community – use separate sheet of paper if necessary)

DO YOU CHARGE FOR PUBLIC USE OF YOUR FACILITIES OR SERVICES? Yes/No _____
(If yes, please provide details of user fee schedule)

What other efforts have been made to obtain funding? (include a list of grants received or pending)

Please attach a budget and current year Financial Statements:

_____	_____	_____	_____
Date	Signature	(Please print name)	Position

Mail to: Central Coast Regional District, Box 186, Bella Coola, BC V0T 1C0

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-17- Application for Grant-In-Aid – APPENDIX ‘B’

REPORT ON GRANT-IN-AID FUNDING
Due on or before December 31st

Name of Organization	
Mailing Address	
Name of Contact Person	
Email Address	
Description of Project Completed	
Total Amount Received from the CCRD	
Please attach a budget sheet outlining all the costs related to this project	
<input type="checkbox"/> Attached	
Please provide a description of how the funds were used	

Mail to: Central Coast Regional District
Box 186, Bella Coola, BC V0T 1C0

Or:
Email to: info@ccrd-bc.ca



390 – 1050 Homer Street
Vancouver, BC V6B 2W9
Phone: 604 683 6266 Fax: 604 683 6244
www.miabc.org
tbarnes@miabc.org

RECEIVED

NOV 02 2015

October 21, 2015

Chair Reginald Moody-Humchitt
Central Coast
Box 186
Bella Coola, BC V0T 1C0,

Central Coast Regional District

Dear Chair Moody-Humchitt:

Re: MIABC Dividend Cheque

Enclosed is your dividend cheque for the 2014 fiscal year. The enclosed cheque represents your portion of the dividend based on the size of your Subscriber Account Balance. All told, over the past ten years the Central Coast has received a total return of \$30403 from the MIABC by way of dividends and Risk Management Grants.

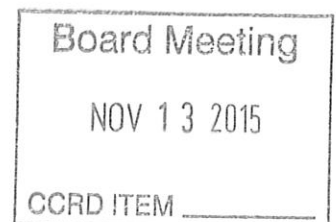
The Board declared a \$711,000 dividend at its June meeting, bringing the total dividends distributed over the last five years to \$5.2 million. The MIABC first began returning money to its members in 2002 by subsidizing reinsurance costs. By 2006 \$7.3 million was returning to members in this way. This was replaced by dividends following the 2005 fiscal year, which have now totaled \$12.2 million. /four years ago the Risk Management Grant debuted, which has resulted in a further \$2.8 million being paid out to members. All told MIABC members have received \$22.3 million back from their liability insurer. This represents a return of 11% of the total costs paid by members over the last ten years. In addition, during that period the MIABC members' total costs have dropped by 9%.

The MIABC is continuing to create more value for its members. Our Member Services Department is providing an impressive array of services.

Yours truly,

A handwritten signature in black ink, appearing to read "Tom Barnes".

Thomas W. Barnes LLB
Chief Executive Officer & General Counsel



66

RECEIVED

NOV 05 2015



AUDITOR GENERAL FOR
LOCAL GOVERNMENT

ACCESSIBILITY · INDEPENDENCE · TRANSPARENCY · PERFORMANCE



BRITISH
COLUMBIA

Central Coast Regional District

November 5, 2015

Ref 164949

To: Mayors and Councillors
Chairs and Directors of Regional District Boards
Chairs and Directors of Greater Boards

I am pleased to introduce myself as British Columbia's new Auditor General for Local Government (AGLG). I am excited by the opportunity to lead this office, to work with local governments and to assist you in your operations through performance audits and other reports that provide advice and recommendations. I believe we share a common goal - to deliver the best possible services to taxpayers in the most cost efficient way.

By way of background, I am a professional accountant, a FCPA, FCGA with more than 25 years of experience that includes an extensive background working in local government at the regional level here in British Columbia. I strongly believe in this office's potential to add value for local governments and while I know there were challenges during the first two years of AGLG operations, there have been significant changes over recent months and we are now well positioned to deliver on that potential.

This is a year of transition for our office. We have made changes in response to a review carried out for the Audit Council (Trumpy Report) and to the recommendations in a report published by the Union of British Columbia Municipalities. These changes included re-balancing the use of internal staff resources with that of external consultants and releasing an updated 2015/16 Annual Service Plan that set reasonable expectations for the office and is consistent with our capacity and budget. I intend to work hard, with the office's capable staff, to achieve these goals.

As you know, performance audits are quite different from financial audits. They can be valuable tools for local governments by pointing out areas that could be improved while – equally importantly – also providing assurance in areas where a local government already has good practices. We can play a constructive role by highlighting such practices and recommending them to other local governments.

I believe that the best way to meet our objectives is to work together. While the office is independent, success almost always depends on collaboration. Over coming weeks and months, I intend to become better acquainted with local governments and begin actively working in collaboration with you.

I very much look forward to working with you and welcome any questions or feedback that you may have.

Sincerely,

Gordon Ruth, FCPA, FCGA
Auditor General for Local Government

cc: Chief Administrative Officers

Board Meeting
NOV 13 2015
CCRD ITEM _____