



**CENTRAL COAST REGIONAL DISTRICT
PUBLIC WORKS DEPARTMENT
AUGUST 2016 REPORT**

TO: Darla Blake, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: September 1, 2016
FROM: Ken McIlwain, R.P.F. Public Works Manager
SUBJECT: Public Works Monthly Report

RECOMMENDATIONS:

- 1. THAT the August 2016 Public Works Report be received.**
-

**PUBLIC WORKS FUNCTIONS AND SERVICES
AUGUST 2016 HIGHLIGHTS**

SOLID WASTE MANAGEMENT

- The BC Ministry of Environment has released Landfill Criteria for Municipal Solid Waste 2016. These guidelines cover all aspects of landfill design, operation and closure and provide guidance to landfill owners and operators, Qualified Professionals and Ministry staff when developing the legal standards contained in Operating Certificates and Solid Waste Management Plans.

In the Central Coast Regional District, there are three landfills. One is privately run by Shearwater Marine Group, the second is operated by the Ocean Falls Improvement District, and the third is operated by the Regional District. The Thorsen Creek Landfill, operated by the CCRD, is the largest and most likely to be impacted by the new 'Criteria'. The new guidelines are very much geared towards large regional style landfills. Lobbying efforts by the CCRD and other Regional Districts with small remote landfills resulted in the addition of a section to the new Guidelines titled "Exceptions". This section allows for site-specific exceptions as well as some generic exceptions.

There CCRD will rely on application to the Ministry for site specific exemptions, but these will have to supported by technical justification and be shown to provide an equal or better level of environmental protection. There is an expectation that CCRD will face increased engineering and monitoring costs, as well as capital costs for establishment of a groundwater monitoring program and any other upgrades that are identified in a Landfill Criteria Conformance Review and Upgrading Plan. It is almost certain that CCRD will have to prepare and submit this conformance review to the Ministry of Environment within the next 5 years. Costs for this review and upgrade plan, as well as associated capital

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development costs, are being identified by CCRD Engineers of Record and included for consideration in the Solid Waste Management Plan process.

2. A contract for construction of the pre-engineered steel recycling/office/storage building at TCWRC was awarded to Spanmaster Structures Ltd. for an amount of \$356,200.65 plus GST. Sub-contractors Rod and Justin Price began foundation works in late August. Foundation and concrete slab work is scheduled for completion in September, followed by erection of the steel building envelope in October and November.

Construction of this building is the next step in a development plan that will see transfer station and recycling operations moved from the on top of the landfill footprint, to a new site adjacent to the landfill footprint. This will facilitate:

- Removal of buildings from landfill footprint
- Open more space for landfilling
- Allow CCRD to meet covering obligations contained in Operating Certificate
- Reduce traffic congestion
- Monitor incoming MSW for banned material
- Meet WorkSafe BC requirements for safe operating procedures
- Establish transfer station facility for eventual shipping of MSW

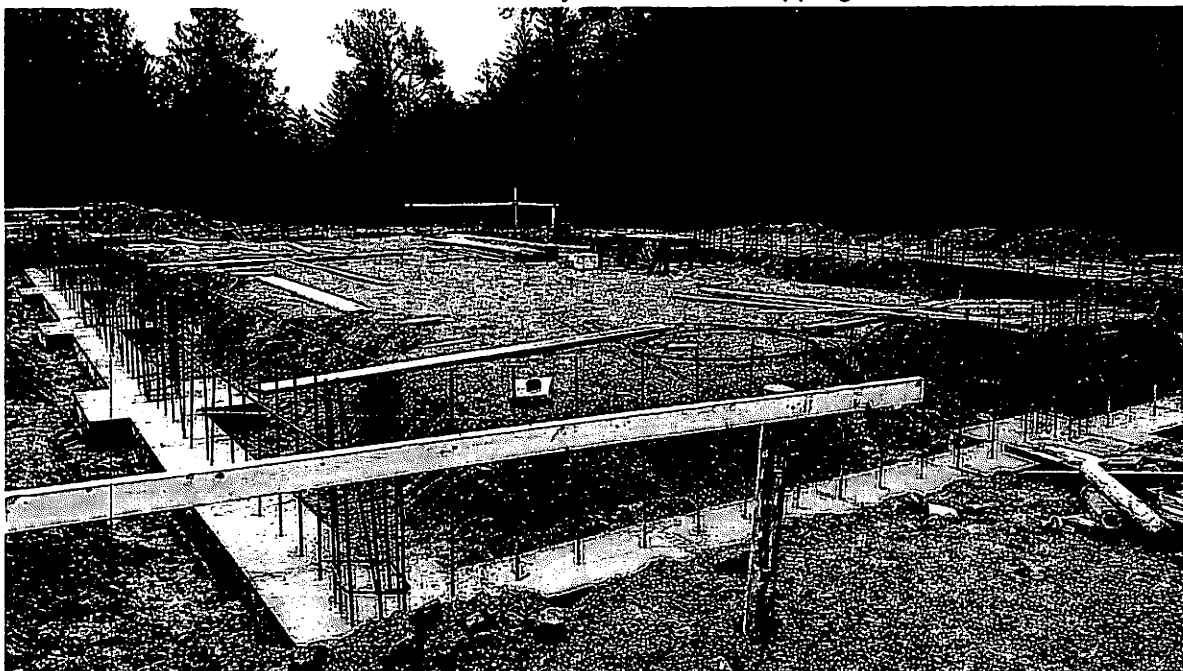


Photo: Footings and re-enforcing steel show for new building at TCWRC.

3. Solid waste management planning consultants Carey McIver and Maura Walker will be in Bella Coola the second week in September to hold the next Solid Waste Advisory Group meeting and update the CCRD Board of Directors with respect to the solid waste planning process.

RECREATION FACILITIES

1. **Walker Island & Snootli Parks:** New signage has been installed on Highway 20 for Walker Island and Snootli Creek Regional Parks. Further signage is being developed for the entrance to Snootli Regional Park at the junction of Walker Island Road and the Beaver Pond Road.

Walker Island concession is nearing completion, with door and bathroom fixtures being installed in September. The exterior of the concession is being stained with a natural cedar semitransparent stain designed to maintain much of the colour and character of the cedar timbers and siding.

2. **Centennial Pool:** Architect Bruce Carscadden and Engineer Harold Steward are working to finalize the pool condition assessment and develop options and associated costs for replacement or upgrading of the facility.

The pool liner is now starting to show significant signs of delamination from the concrete tank. Once the pool closes for the season and the tank can be emptied, work will be done to determine the extent of the problem and whether the pool can be operated next year without replacement of the liner or significant repair work to the tank.

3. **Nusatsum Park:** CCRD recognizes the volunteer work of Doug Baker to remove garbage from the park.
4. **Snootli Skating Rink:** NDIT has granted an extension to the Snootli Skating Rink rehabilitation project in the event that a paving crew returns to the Bella Coola Valley in 2017 and can complete the work within our budget.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

1. Air brakes training was provided to BCVFD members. New operating procedures for department operations and training have been developed and a draft version is under review by Chief Sorensen.

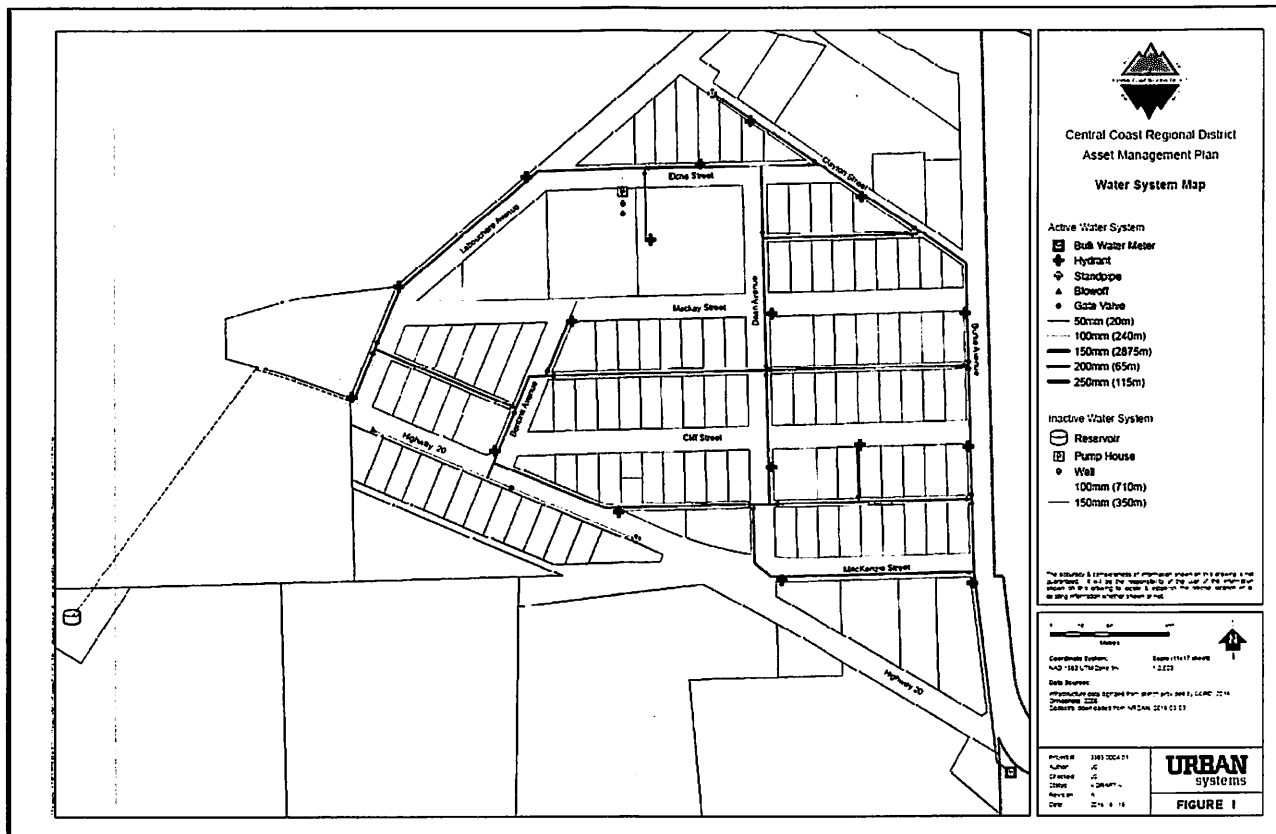
STRATEGIC PUBLIC WORKS INITIATIVES

SOLID WASTE MANAGEMENT PLAN (SWMP) UPDATE

Stage one of the SWMP update process involving identification of the existing system(s) in place for managing solid waste is now complete. Planners Carey McIver and Maura Walker have spent the last month laying the groundwork for Stage two which looks at options and opportunities going forward. They will host the second Solid Waste Advisory Group (SWAG) meeting on September 7th and update the CCRD Board of Directors on September 8th.

ASSET MANAGEMENT PLANNING

In support of the Asset Management Plan, Urban Systems has completed a digital map of the existing Town Site Water System. The map is prepared in such a way that it can be integrated into any future GIS the CCRD may develop and additional layers of water system data can be incorporated. Urban Systems has also be going through CCRD tangible capital asset schedule to determine remaining useful life.



Respectfully submitted,

Ken McIlwain, RPF
Public Works Manager

Denny Island Recreation Commission

June 29 2016

Meeting Minutes

Present: Crystal Anderson, Kathy Sereda, Betty Hadley and Pauline Imamura

Meeting called to order 5:01pm

Motion to approve agenda

Betty Hadley

Kathy Sereda

Motion to approve previous minutes

Pauline Imamura

Betty Hadley

New Business

- o Discussion on results from community survey. Repost letter asking for community ideas and input on events/workshops etc. Talk to local islanders with talents or ideas. Top survey results were:
 - o Live Music
 - o Doggie First Aid
 - o Bingo
 - o Capture the Flag
- Pauline to put together Doggie first aid course for the fall
 Discussed ideas on outdoor music events with adult and kids performers, maybe tie in with artisan fare or bring band from Port Hardy.
 Discussed possible ideas for Aug long week. Kathy Sereda to try and put together something.
- o Canada Day - Trophy for Regatta made by Crystal
 Cupcakes made by Ramona, Jay and Betty to be given out at noon on July 1st just after flyover.

Motion to approve purchase of Canada Day supplies up to \$300.

Pauline Imamura

Betty Hadley

- o Betty submitted a request for funding for a recycling workshop for the community. Some items to paid will be over \$500 purchase limit and Betty to contact CCRD for approval.

Motion to approve purchase funding of workshop for a total of \$2000

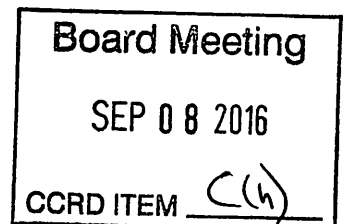
Kathy Sereda

Pauline Imamura

Motion to adjourn – 5:44pm

Betty Hadley

Kathy Sereda



Centennial Pool Commission

27 July 2016

Meeting Minutes

Present: R. Hilland, C. Nygaard, J. Cole

Guest: Nicola Koroluk, Pool Manager

Meeting commenced at 5 pm at the Pool

1. Pool Manager's Wage – As requested by CFO Donna Mikkelson in her 28 June email to R. Hilland, the Pool Commission confirms that Nicola Koroluk be paid at a rate of \$20.50/hr for her duties as Pool Manager.

2. Pool Manager's Report – Both heaters were down on the weekend but the problem has now been remedied. The problem of venting in the change rooms has also been remedied. The bleachers and the pool tank were scrubbed on the weekend. This year the chemicals have been balanced; however more chlorine needs to be ordered.

This week the pool is understaffed due to senior staff being away or ill; Nicola is filling some shifts and Commissioners are volunteering at the desk.

Although the afternoon attendance so far has not been great (due to the weather) lesson signups are very good. Acwsalcta School Camp is coming four days a week in the afternoon with approximately 30 people.

3. Financials – The Commission requests that financial information be made available to Russ and Nicola who will forward it to the Commissioners. Pending receipt of this updated information, the Commission will conduct a financial review.

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4. Equipment Needs – New pool blankets will be needed for next year. Nicola will check into the cost and availability of new blankets. A suggestion box should be located at the desk. The water heaters have inadequate capacity to handle larger numbers of swimmers. Larger capacity water heaters and/or auto-timed shutoff should be looked into.
5. Pool Feasibility Study – The Commission is waiting for an update from Ken.
6. Criminal Record Check – There was some discussion about what is/is not allowed concerning criminal record checks.

Motion: To adjourn the meeting at 5:45 pm.

Nygaard/Cole:Passed

Next Meeting Wednesday 17 August at 5 pm at the Pool



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: September 1, 2016
SUBJECT: Transportation Report – Bella Coola & Denny Island Airport

Recommendations:

- 1) That the Transportation Report dated September 1, 2016 be received.
- 2) That the CCRD enter into a lease agreement with Bella Coola Heli-Sports for the upstairs southeast office space in the terminal building at the Bella Coola Airport in the amount of \$650.00 per month.

Bella Coola Airport

Transport Canada

The threshold displacement on Runway 05 of 120 meters/394 feet remains.

A survey of the airport’s Obstacle Limitation Surface (OLS) has been completed identifying penetrations to the declared OLS. Funding is being sourced to begin the work required to eliminate the obstacles.

Work continues to conclude the Corrective Action Plans to remedy items cited during the previous Transport Canada Program Validation Inspection.

Master Plan Development

In response to a Request For Proposals, the Bella Coola Airport Master Plan Development has been awarded to the consulting firm Tetra-Tech in the amount of \$49,900. The start-up will launch September 28/29, 2016 with project completion expected by the end of 2016.

Leases

On July 19, 2016 Bella Coola Community Forest Ltd. provided notice of termination of their lease agreement for the upstairs southeast office space in the terminal building. For two weeks in August the space was advertised as available with Bella Coola Heli-Sports being the only party to respond. They wish to enter into a lease agreement with the CCRD for this office space. *See Recommendation 2)*

Miscellaneous

-A terminal building tenant requested permission to display business signage mounted on the outside of the building. Temporary permission was granted until new signage arrives, which will be displayed in their office window. Permission was also granted to post signage to designate a tenant parking space and a request to obtain a key to an interior door lock was fulfilled.

-Air Force Headquarters in Manitoba made an enquiry about pavement load ratings in preparation for the possible landing of a significantly large aircraft later this year. Details remain top secret at this time.

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-A NOTAM was issued for potential bird activity near the runway due to fish returns in the creek at the east end.

-We communicated with a private jet company out of Kentucky to confirm their Challenger jet could land here. They flew in twice in August without incident. The previous model series of the Challenger would not have been able to land at the Bella Coola Airport due to aircraft landing/take-off limitations.

-Another private jet company enquired about fuel services available for September for a Phenom 300 which may land here.

-There was a fuel enquiry for 100LL. Bella Coola Air dispenses this fuel and they are currently operating on an on-call basis if not present at the office.

-I met with a lease lot tenant to locate property pins. Two north boundary pins were found.

-The men's washroom required a plumbing repair to fix a leak.

-A report of a camper in the airport parking lot was investigated but the vehicle had moved on and stayed only one or two nights.

-Remnants of a campfire were located near the dike gate, a spot that has been known to have campers in the past. With the assistance of the wildfire services a 'No Campfires' sign was requested to be posted at the site.

Denny Island Airport

-The Ministry of Transportation and Infrastructure contacted our office to discuss using the north end of the Denny Island Airport runway as a spoil site for ditching material during road works planned later this season. This was discussed with the chair of the Denny Island Airport Commission. With his assistance some photographs were forwarded to the Ministry representative and the commission chair also communicated with him directly to review concerns and answer questions in order to assist.

The Denny Island Airport Commission did not meet over the past month.



Transportation & Land Use Coordinator



CENTRAL COAST REGIONAL DISTRICT

DATE: 1 September 2016

TO: Board Members

FROM: Alison Sayers, Chair and Director for Area C

SUBJECT: Chair and Director for Area C Report for July and August 2016

RECOMMENDATION

That the Board of Directors receives the Chair and Director of Area C report, dated 1 September 2016.

Chair's activities since July board meeting:

AVICC - See attached emails/documents. AVICC would like member input regarding future Electoral Area forums. I would appreciate the board's consideration of this matter.

Heiltsuk Nation - Area B Director Reg Moody and I are in the process of clarifying between CCRD and Heiltsuk Nation the aspects of the Local Government Act that relate to the Electoral Area B seat. As of the agenda closing deadline, we have not yet connected with Chief Marilyn Slett to discuss this important piece of provincial legislation.

NDIT - Attended Northwest Regional Advisory Committee meeting via telephone on September 4th

Hagensborg Waterworks and Fire Protection District - Spoke with two constituents regarding the differences between an improvement district and a regional district, the different services we provide, and differences in how we are each funded

Public Hearing - Chaired the public hearing regarding proposed Bylaw No. 465 on August 31st. See report elsewhere in this agenda.

Tourism BC AGM - Tourism BC is holding its AGM in Clinton in October. As of the agenda deadline I am still trying to find out details, but we were asked by Cariboo Chilcotin Coast Tourism Association (when they attended as a delegation to the July board meeting) to attend and give input on TBC's intent to centralize operations in the lower mainland. I would like the board to consider whether they would support my attendance at this meeting.

Alison Sayers
Chair and Director Area C

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CCRD ITEM <u>D(a)</u>



August 25, 2016

Electoral Area Services Committees - by email

Re: Electoral Area Forum at AVICC Convention – Input Requested

At the 2016 AVICC AGM and Convention, we held a Saturday afternoon break-out session for Electoral Area Directors to discuss issues of common interest. This is the first time we have held a separate session for Electoral Area Directors at the AVICC Convention, and we received very positive feedback. It is something we'd like to continue, and may move to a Friday morning pre-conference session to allow more time for discussion.

AVICC EA Representative, Noba Anderson and Cowichan Valley RD CAO, Brian Carruthers facilitated the session, and notes from the session are attached. The key issues identified were: Rural Roads; Rural Pathways; RD challenges with the Community Charter and Local Government Act; Derelict Vessels; and Impacts from Closure of Federal Facilities.

We are writing to the Electoral Area Services Committee of each of the AVICC member Regional Districts for your input on how we should follow up to the session:

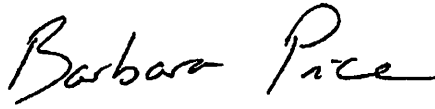
- Do you wish the AVICC to take some action on any of these issues;
- Would you provide an update to AVICC on what you are currently doing on each issue;
- What are your priorities around these key issues.

Some participants expressed a desire to reconvene before the next AVICC Convention set for April 7-9, 2017 in Campbell River, and we are trying to gauge the level of interest.

Could you advise if you would send representatives (and estimate of how many) to an in-person session, and your preference for location and time of year. Would representatives be interested in meeting on-line via a webinar instead of an in-person session?

We look forward to your response.

Sincerely,



Councillor Barbara Price
President, AVICC



Director Noba Anderson
EA Representative, AVICC

Attachment:
Summary – April 9, 2016 EA Forum

- cc:
- Alberni-Clayoquot Regional District – Electoral Area Directors Committee
 - Capital Regional District – Electoral Area Services Committee
 - Central Coast Regional District – Electoral Area Services Committee
 - Comox Valley Regional District – Electoral Area Services Committee
 - Cowichan Valley Regional District – Electoral Area Services Committee
 - Mount Waddington Regional District – Electoral Area Services Committee
 - Nanaimo Regional District – Electoral Area Services Committee
 - Powell River Regional District – Electoral Area Services Committee
 - Strathcona Regional District – Electoral Area Services Committee
 - Sunshine Coast Regional District – Electoral Area Services Committee

AVICC Electoral Area Forum (April 9, 2016) - Summary

1. Rural Road and Pathways

Discussion among participants regarding their experiences with/need for rural road pathways. Varying degrees of success, depending on location but consistently expressed desire to pursue long-term strategy and commitment of funding for rural pathways as well as better upkeep of existing roads and shoulders. The issue is far more challenging for regional districts as there is no local government control/ownership of roadways, unlike municipalities.

Recommendation:

Rural Roads Forum at 2016 UBCM – speak with senior MOTI reps about needs of rural communities and opportunities for planning/funding to develop critical rural pathways and the need to take a strategic approach in cooperation with regional districts/electoral areas.

2. Regional District Challenges with CC and LGA

General discussion about challenges for EA Directors in terms of Board interactions as well as limitations associated with the LGA. Specific issues/concerns included the need for business licencing powers, approvals of subdivisions by MOTI, bylaws requiring Inspector approval, etc.

Recommendation:

Continue to work with UBCM (through AVICC and EA Rep) on specific areas of concern rather than focusing on an overhaul of the LGA.

3. Derelict Vessels

Concern with derelict vessels in many coastal communities. No mandate for Federal Government (Coast Guard) beyond there being an imminent danger or hazard to navigation. Need a coordinated effort between Federal, Provincial and local governments. Support for MP Sheila Malcomson and MP Pamela Goldsmith Jones in their efforts to address the issue with the Federal Government.

Recommendation:

AVICC to encourage UBCM and FCM to advocate on behalf of coastal communities and request Federal Government to provide funding for FCM to coordinate the development of a national strategy for derelict vessels.

4. Impacts from Closure of Federal Facilities

Concerns expressed with the safety and economic impacts resulting from closures of federal facilities (Coast Guard stations, radio facilities, light stations, wharves). Closure of Comox Coast Guard Radio will lose resources on the mid-Island direct radio traffic and maydays to Victoria or Prince Rupert. Closure of Federal wharves often results in local government having to take over the facility/service at increased cost to taxpayers.

Recommendation:

Advocate for continued operation of federal facilities, particularly for continuation of Comox Coast Guard Radio.

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TO BE PRESENTED AT THE MEETING

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CORD ITEM E(a)



Central Coast Regional District Office
626/628 Cliff Street
Bella Coola, B.C.

August 31, 2016

**PUBLIC HEARING SUMMARY
BYLAW NO. 465, 2016**

Call to Order: 7:06 pm

Present: Central Coast Regional District – Alison Sayers, Chair
Cheryl Waugh, Recording Secretary

Members of the Public - Terry Dong (applicant)
Joy MacKay
Don MacKay
Tanis Shedden

The chair explained the purpose of the public hearing and the process of amending a zoning bylaw.

Written Submissions: Joy MacKay provided a written submission

Verbal Submissions: Joy MacKay 1117 Hwy 20

Joy MacKay spoke to a written submission (submitted hard copy) with some additional comments. She is an adjacent property owner to subject property. Ms. MacKay is very supportive of the applicants' efforts to enhance operations at Eagle Lodge by adding food services. She considers them a very good neighbour. She explained she had asked questions of the CCRD's planning consultant but there had been no response yet, however, she still wanted to put forward the submission. She is certainly not opposed with aligning the use of the property with the zoning. Her interest relates to the best way to do that in terms of limiting of potential future concerns of neighbouring property owners. She realizes the first application was for commercial zoning and is relieved that is not on the table. Ms. MacKay gave her understanding of the zoning variance C-1(a) that would allow for traveller accommodation as the only commercial use of that property. She thinks that would make the parent zone as General Commercial and raises the question, would make it easier for future uses of a potential subsequent owner to add another use that is within the parent commercial zone? That is her

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main concern. Is there a lesser way with what the applicants want to do that would better protect the interests of neighbouring land owners in terms of the present nature of the neighbourhood? It is all R-1 now. Has the addition of traveller accommodation to the R-1 zoning been considered as a more cautious approach? If it has been considered, what are the benefits of one versus the other? She understands Terry's goals are to provide food services to guests, or perhaps the general public, and has no concerns with that. She has thoughts and plans to develop her own property within the R-1 zoning uses. If the rezoning occurs, she thinks it would eliminate certain uses now permitted. These questions were the same submitted to the planning consultant. Her final question is about helicopter use. As a matter of curiosity, she would like to know if any zones allow helicopter landing and take-off. She has heard some concern expressed by other neighbours. When helicopters landed in the past there has been conversation to make every effort to address any such concerns. Ms. MacKay reiterated she is supportive, finds the applicants are excellent neighbours and supports the employment that this is likely to create, appreciates that they are being respectful to the neighbours and land owners. Ms. MacKay asked to clarify that due to the tight timeline, should the rezoning go to the next board meeting in September, she is hopeful to receive responses to her questions before then.

The chair thanked the speaker.

Tanis Shedden left the hearing at 7:20pm
Joy MacKay left the hearing at 7:25pm
Don MacKay left the hearing at 7:27pm

Chair Sayers called three times for any further submissions or comments. No further submissions or comments were brought forward and the hearing was adjourned at 7:30 p.m.

"Certified as a true summary of this public hearing."



Chair, Alison Sayers

PROPOSED BYLAW 466



Planning Report

To: Cheryl Waugh, Transportation & Land Use Coordinator
Central Coast Regional District

Date: 31 August 2016

Re: Mountain Valley Organics, 1926 Highway 20, Rezoning Application
Legal Description: Lot 1, Plan 17048, Section 7, Township 4, Range 3 Coast Land District

Background

Mountain Valley Organics opened in Hagensborg in January 2015, selling a variety of organic foods, produce and local products. The business is operated as a home occupation in a building that is separate from the principal dwelling on the property. The proprietor of the store wishes to expand the business so that the sale of spirits, beer and wine may be offered to customers. In order for the proprietor to obtain authorization from the provincial Liquor Distribution Branch to operate a Rural Agency Store, the use must be in compliance with the Land Use Bylaw.

The dwelling and the store, which are both visible from the highway, share a common driveway.

Location and Context

The property is located approximately 17 kilometres east of the town of Bella Coola, within the Hagensborg Improvement District, on the north side of Highway 20.

The property is not in the Agricultural Land Reserve, but is within the floodplain and within an area considered to be a high fire hazard area.

Surrounding land uses are predominantly rural residential in nature. There is a commercially-zoned property three properties to the west and agricultural land (within the Agricultural Land Reserve) on the south side of the highway.

The Property

The 0.77-hectare (1.91-acre) property is located at 1926 Highway 20, with a principal dwelling and the store in an accessory building sharing frontage on the highway. Some smaller accessory buildings or "outbuildings" are also found on the property.

The existing store is approximately 74.3 m² (800 sq. ft.) in size, with on-site parking for at least six vehicles.

Official Community Plan

The Official Community Plan (OCP) designation on the property is Primary Settlement Area (PSA).

One of the key features of the OCP vision is to "promote jobs and the economy." Home occupations form a significant component of rural economies.

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The general approach to commercial development, as stated in Section 3.3.1 of the OCP, is to direct new commercial development to locate within a Primary Settlement Area. Section 3.3.2 indicates that locations that are not appropriately zoned for commercial use will require rezoning and must be compatible with surrounding land uses, must be adequately serviced, must be buffered from adjacent land uses where applicable, must create local employment and must enhance local service delivery.

Section 3.3.3 further notes that "the Primary Settlement Areas were considered appropriate for commercial development."

The OCP acknowledges that, "given the preponderance of hazard lands in the Valley, it may not be possible to completely avoid development on hazard land." In such cases, the OCP recommends that precautions be taken such as flood-proofing of buildings and that any relevant provincial regulations be adhered to.

Land Use Bylaw

Home occupation is defined in the Land Use Bylaw as "any occupation or profession carried on for consideration which is clearly incidental to the residential use of the lot." Under Section 4.9, General Provisions, it is noted that "all activities including storage of goods pertaining to a Home Occupation ... may in an A-1 or R-1 zone be contained within an accessory building or structure does not exceed 100 square metres." This section also specifies that the home occupation must be conducted by a resident of the dwelling on the lot and that not more than five employees may work on the premises.

The property is zoned R-1, Large Holdings District, in which home occupation is a permitted use. Other permitted uses in the R-1 zone are agricultural use, forestry use, silviculture, residential camp, campground use, single-family dwelling, and accessory buildings and uses.

The Application

The initial application was for that portion of the property that contains the store and parking to be rezoned to C-1, General Commercial District. C-1 zoning permits the following uses: commercial use, assembly use, entertainment use, traveller accommodation use, dwelling units located within a commercial building, accessory residential use, accessory buildings and uses.

The Zoning Bylaw contains an extremely broad definition of *commercial use*. It is defined as "a use providing for the selling of goods and services including restaurants, cafes, bowling alleys, amusement arcades, pool halls, bakeries and associated ancillary services; the servicing and repair of goods, office functions, retail sales, wholesaling incidental to retail sales, warehousing incidental to retail sale, commercial education and instruction and medical services, servicing and repair of automobiles, gasoline sales, household services and all associated repairs, other personal and non-personal services, administrative, commercial and professional offices, premises licensed to sell liquor, excludes manufacturing, salvaging, the selling, servicing and repair of industrial and agricultural machinery."

As explained in the section entitled Discussion below, the applicants have agreed to the concept of applying for a zone variation for the property.

Rationale for Application

Mountain Valley Organics’ success and growing customer base confirms that the store is fulfilling a need in the local area for the goods and services it provides. The store offers a wide range of organic produce, goods, and products. The applicant and store proprietor would like to bring the current business into compliance with the Land Use Bylaw.

In addition, the proprietor would like to expand the store in order to be able to fulfill customers’ requests for beer, cider, wine and spirits. This requires a change in permitted uses as specified by the Land Use Bylaw, as well as obtaining authorization from the provincial Liquor Distribution Branch (LDB) to operate a Rural Agency Store (RAS). The proprietor has already met the LDB’s criteria for a RAS except for compliance with the CCRD’s Land Use Bylaw.

Referral Responses

At the time of finalization of this report, three referral responses had been received.

- 1) Vancouver Coastal Health responded that its interests are unaffected.
- 2) Ministry of Transportation and Infrastructure pointed out that, if successful in rezoning, the proponent will be required to apply for a commercial access permit.
- 3) School District 49 expressed concerns regarding the possible ramifications of alcohol sales within walking distance of the local high school. The superintendent noted that the Board of Education does not meet until the latter part of September and therefore has not had the opportunity to discuss the application.

Discussion

Both the current commercial use and the proposed expanded use of the property conform to OCP policies and meet the criteria for commercial development. There is a proven demand for this business, not only from local residents and travelling tourists, but also potentially from visitors staying in nearby accommodations and campgrounds. The store’s proprietor has taken the initiative to contact her neighbours, other business owners and the Bella Coola Valley Tourism Society, and has received their support for the existing store and the proposed expansion.

The proprietor points out that she and her family – which includes children – live on the property and have no intention of having the store open late in the evening. Nor does she plan to discontinue carrying her current products and become a liquor-only store or to allow drinking on the premises. There are no plans to further expand the business beyond the stocking and selling of liquor products.

The provincial LDB’s RAS Program information package provides extensive guidance and stipulations with regards to qualifying as an RAS. However, with regards to location, the only requirement is that the store must be a minimum of 10 kilometres driving distance from the nearest existing BC Liquor Store, Licensee Retail Store or RAS. The information package contains explicit community and business criteria, as well as clear RAS authorization terms and conditions, such as the following:

- “... all employees involved in the sale of liquor in the RAS must be at least nineteen (10) years of age.”
- “Operators must comply with all federal, provincial, municipal or regional requirements, the *Liquor Distribution Act* and *Liquor Control and Licensing Act*, including the prohibition against sales to minors or intoxicated persons.”

- "It is against the law to sell, serve or supply liquor to a minor. ... Operators must ensure all employees who are involved in the sale of liquor have taken all serving it right training required to be compliant with *Liquor Control and Licensing Act.*"

The terms and conditions state that non-compliance can result in the suspension or termination of the authorization to operate an RAS.

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As noted above, the proponent has already met the LDB's requirements and qualified as an RAS except for meeting the regional zoning requirement.

In reviewing and assessing this rezoning application, a number of factors have been considered. The first is the reluctance to split-zone properties. Best planning practices and legal advice both recommend against this practice, mainly due to the potential for conflict over ill-defined boundaries.

The second major consideration is the breadth of permitted uses under C-1 zoning, which are far in excess of the needs and wishes of the applicant and store proprietor. As a consequence, the applicant and proprietor were asked if they would be in agreement with a zone tailored for their unique and specific needs. Their agreement is on file.

One of the permitted uses in R-1 zones – Residential Camp – is considered incompatible with the current and proposed uses and ambiance of the property.

The zoning tool of creating zone variations was recently introduced to the CCRD and its board of directors. As noted at that time, a zone variation is a means of supporting and allowing activities and/or uses that are considered desirable but that are not commonplace throughout the OCP plan area. Zone variations are particularly appropriate for dealing with unique situations.

In this instance, the proposed zone variation is R-1(a). This would entail amending the zoning bylaw to add a new section. The following addition is suggested:

8.6 Zone Variation R-1(a)

1. In this Zone Variation, the following commercial uses are additional permitted uses:
 - i. retail sales of produce, meat and seafood, groceries including snack foods and beverages, personal-care products such as bath and beauty items, baked goods, giftware such as clothing and jewellery, kitchen and household supplies such as cookbooks, cleaners and containers, alcoholic beverages including wine, beer, cider, spirits and coolers; and
 - ii. storage of items to be sold on the retail premises.
2. Residential camp is not a permitted use in this zone variation.
3. Retail and storage uses are limited to a maximum of 112 square metres in an accessory building or buildings.
4. As conditions of use, the following requirements must be met:
 - i. a minimum of five parking spaces to be provided on site for customers;
 - ii. the appropriate provincial authorization for the storage and sale of alcoholic beverages to be obtained; and
 - iii. all other requirements of the R-1 zone, including setbacks, to be met.

Options

The board could:

1. Proceed with rezoning from R-1 to zone variation R-1(a), permitting limited commercial uses.
2. Proceed with rezoning a portion of the property from R-1 to C-1, as initially requested by the applicant. Page | 5
3. Direct staff to obtain additional information from the applicant.
4. Deny the application.

Recommendations

1. THAT a Large Holdings zone variation, R-1(a), be introduced into the zoning bylaw to apply to the subject property.
2. THAT the board give Bylaw No. 466 for R-1(a) zoning first and second readings.
3. THAT staff be directed to schedule a public hearing.



Kelly Gesner, RPP, MCIP
Contract Planner

June 28th, 2016

JUN 28 2016

Dear Board of Directors,

Central Coast Regional District

As you may be aware I am applying to re-zone the portion of my property from residential to commercial on which my business, Mountain Valley Organics is located. It is important to me to be in compliance with the CCRD and be transparent about my intentions with my application.

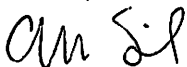
I have been in business in Hagensborg since January 2015. I have had a lot of positive feedback from locals and tourists alike. One remark I commonly hear from my customers is the absence of a location in Hagensborg where they can buy beer or wine. This is not something I thought was possible for my business when I first opened. I do believe it would be a good fit for Hagensborg. When I looked into it, it seems I may be eligible to be a rural agency store. (Just like the stores in Aniham Lake, Nimpo Lake, and along the chilcotin; as well as many other rural communities across BC.) To apply for this service my zoning would have to be changed in order to be approved by the Liquor Distribution Branch. If I get approved for re-zoning, this doesn't mean I would be approved automatically for the Rural Agency Store, but it is a step that I want to have the CCRD's support on.

Mountain Valley Organics is just less than 800 square feet and is stocked with a variety of products- meat, produce, groceries, bath and beauty items, snacks, cookbooks, giftware, vitamins & supplements, household items, etc. I also pride myself in carrying local products, from bread, knitting, seafood, soaps, jewelry and health products. I encourage any board members who haven't been there yet to please check out this local business.

My business is located in my yard. It is well maintained and very inviting. These qualities are very important to me, my family and my community. First and foremost I want my neighbourhood to be a safe place for my children and neighbours. By being a RAS, I do not want to change the atmosphere of my home or my community. I imagine it may be busier, but I still live here and this would be happening in my own yard. I do not plan on turning my business into an alcohol only focused venue; I believe it would just add a wanted service to my current location. There are a number of accommodations and campgrounds within walking distance of Mountain Valley Organics. I have discussed the possibility of a RAS with these business owners and they believe it would complement their clients' needs, as well as community members in the valley. The Bella Coola Tourism Society has given me their support as well. I have also canvassed my close neighbours for any feedback/concerns/ or questions and they are also supportive. I do not plan on being open later in the evenings, and I will continue to stock my regular products. I have been thinking of expanding my square footage with or without the RAS application. It would not be expanded more than 400 square feet out the back of the building, mainly for storage. (It wouldn't change the look of the building at all from the highway or entrance). In running my business I am always taking requests from my customers to provide them with the services they want. Again, this is in a family run business that I am trying to make successful and complementary to our valley.

Thank you for your time,

Abra Silver, owner of Mountain Valley Organics



PROPOSED

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 466**

Being a bylaw of the Central Coast Regional District to amend Bella Coola Valley Zoning
Bylaw No. 71, 1984

WHEREAS the Board of the Central Coast Regional District can amend its zoning bylaw from time to time;

NOW THEREFORE the Board of the Central Coast Regional District in open meeting assembled, enacts as follows:

- 1) Bylaw No. 71, being the "Bella Coola Valley Zoning Bylaw, 1984" is hereby amended as set out in Schedules A and B attached to and forming part of this bylaw.
- 2) This Bylaw may be cited as "Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 466, 2016."

READ A FIRST TIME this	day of	, 2016
READ A SECOND TIME this	day of	, 2016
PUBLIC HEARING HELD this	day of	, 2016
READ A THIRD TIME this	day of	, 2016
RECONSIDERED AND FINALLY ADOPTED this	day of	, 2016

CHAIR

CORPORATE ADMINISTRATOR

I hereby certify the above to be a true and correct copy of Bylaw No. 466, cited as "Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 466, 2016"

CORPORATE ADMINISTRATOR

Proposed

Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 466, 2016

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 466**

SCHEDULE 'A'

SECTION ONE TEXT AMENDMENT

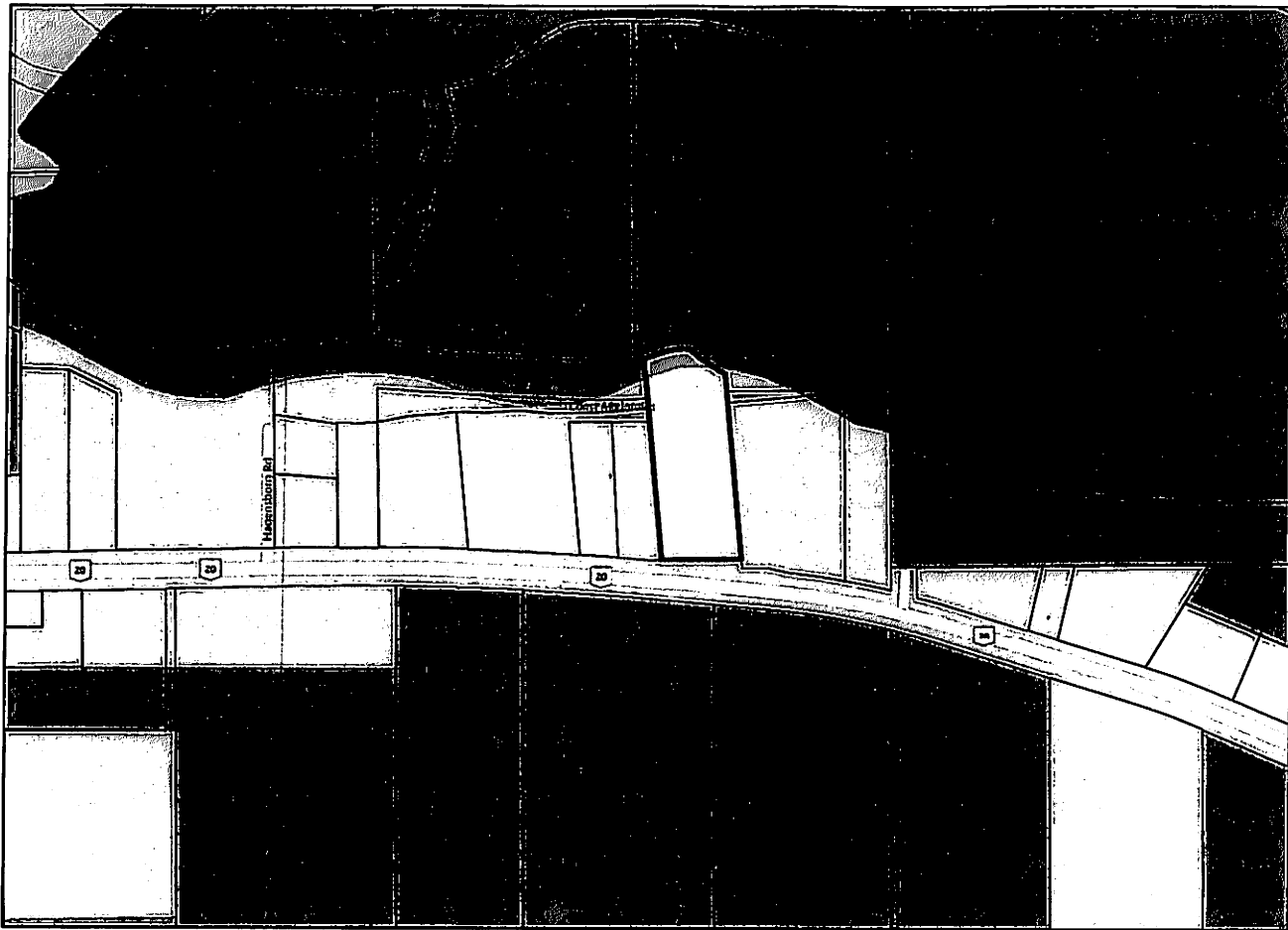
1) Section 8.0 – LARGE HOLDINGS DISTRICT, R-1 is hereby amended by inserting the following zone variation after section 8.5 and renumbering pages accordingly:

8.6 Zone Variation R-1(a)

1. In this Zone Variation, the following commercial uses are additional permitted uses:
 - i. retail sales of produce, meat and seafood, groceries including snack foods and beverages, personal-care products such as bath and beauty items, baked goods, giftware such as clothing and jewellery, kitchen and household supplies such as cookbooks, cleaners and containers, alcoholic beverages including wine, beer, cider, spirits and coolers; and
 - ii. storage of items to be sold on the retail premises.
2. Residential camp is not a permitted use in this zone variation.
3. Retail and storage uses are limited to a maximum of 112 square metres in an accessory building or buildings.
4. As conditions of use, the following requirements must be met:
 - i. a minimum of five parking spaces to be provided on site for customers;
 - ii. the appropriate provincial authorization for the storage and sale of alcoholic beverages to be obtained; and
 - iii. all other requirements of the R-1 zone, including setbacks, to be met.

SECTION TWO MAP AMENDMENT

1) The zoning map is hereby amended by rezoning property legally described as “Lot 1, Plan 17048, Sec. 7, Twp 4, Range 3, Coast Range 3 Land District” from Large Holdings District, R-1, to Large Holdings District, R-1(a) as shown on Schedule B to Bylaw No. 466, 2016



Sources: USGS, FAO, NPS, EPA, ESRI, DeLorme, TANA, and other suppliers; © 2010 Microsoft Corporation and its data suppliers

CENTRAL COAST REGIONAL DISTRICT

August 29, 2016

A-35 Establishment of New Voluntary Services

Preamble: Regional districts establish and provide services in direct response to the expressed needs, desires and instructions of their electoral areas. It is prudent to determine the process by which the CCRD will follow to establish new services, provided it is consistent with the provisions of the Local Government Act, and where applicable, the Community Charter.

Policy:

1. Determine the Need

- a) Consider whether this proposal is new, or if it has been put forward in the recent past and not pursued.
- b) Consider community input, need, desire and willingness to pay.
 - i) The regional district may, by bylaw, provide for a referendum to obtain the opinion of the electors on a question regarding a service that may be operated by the regional district
 - ii) Property owners may sign and submit a petition for a service

2. Assess the proposed new service

- (a) Vision:
 - The service is rooted in a strong, shared vision consistent with regional district plans
- (b) Capacity: Leadership, Partnership and Collaboration, Project Management, Fundraising
 - The regional district has, or can obtain the capacity and capability to deliver the service and can demonstrate the effective leadership, collaboration, project management and fundraising required.
- (c) Sustainability: Environmental, Organizational, Financial, Economical
 - The proposed service will make a positive contribution to environmental and economical sustainability, realistic projections of operating revenues and expenses are proposed, and the service is being developed in a stable and sustainable organizational structure
- (d) Adaptability, Support and Engagement
 - The service has the capacity to adapt to changing needs and practices and support is demonstrated from the participants. The participants are engaged.
- (e) Impact:
 - the proposed service will contribute to the achievement of one or more of the regional district's board priorities, strategic plan objectives, goals, Integrated Strategic Plan, Official Community Plan, Solid Waste Management Plan, Economic Development Plan, Airport Development Plan, etc)
- (f) Efficiency

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 SEP 08 2016
 CCRD ITEM C (e)

- Options have been considered to identify other opportunities for governance mechanisms to ensure that the regional district is the “vehicle” most suited to providing the service

3. Study the Feasibility

If deemed desirable by the board of directors, a study may be undertaken to determine the feasibility of the proposed service. The extent of the actual study will vary depending on the potential size and scope of the proposed service, and will include:

- a) Determine a clear and understood purpose
- b) Define and agree upon the service scope
- c) Identify specific, measurable goals of the service
- d) Agree on a way to share costs amongst parties and/or participants
- e) Agree on how the service should be governed
- f) Agree on how the service should be delivered
- g) Develop a start-up plan
- h) Determine support among elected officials to ensure it is sufficient
- i) Develop a 5-year budget outlining anticipated annual revenues and expenditures.

4. Develop Establishing Bylaw

- (a) Determine the assent and consent requirements of the service:
 - (i) participating area approval (by voting or assent of the electors, by alternative approval process, consent on behalf of electoral area electors);
 - (ii) approval of the Inspector of Municipalities

- (b) Determine the need for an amendment to the financial plan bylaw – if any proposed expenditures are not contemplated in the current financial plan, an amendment is required. Also, consider that a tax levy for the proposed service cannot be requisitioned unless and until the service is established. If borrowing is required, a loan authorization bylaw must also be put forward.

The service establishing bylaw must include the following:

- The boundaries of the service area
- The participants of the service (entire electoral area(s), partial etc.)
- A description of the service
- Method of cost recovery (taxation, use fees, contribution agreement)
- The maximum amount that may be requisitioned for the service. (Some establishing bylaws such as regulatory services, do not require this)

5. Adopt service establishing bylaw

After third reading of the bylaw, the bylaw must receive the approval of the province’s Inspector of Municipalities, and the approval of the electoral areas that are intending to participate in the service.

Date to be adopted: September 08, 2016

Rationale: complete re-write of policy A-25 Establishment of New Service Areas

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-25 – Establishment of New Service Areas

Preamble: It is desirable to have a process for consideration of the establishment of new service areas within the regional district that is consistent with the provisions of the *Local Government Act*.

Policy:

1. The Director of the Electoral Area involved, along with Administrative Staff, should hold an open public meeting with residents within the proposed local area requesting a service or with a proponent group representing residents, to outline the procedure and determine the general acceptance of the proposal.
2. If a proposal is deemed to be generally feasible, the boundaries of the proposed local service area must be clearly established and a map of the proposed local service area is prepared.
3. If there is some question as to the feasibility of a proposal, a feasibility study, engaging consultants, may be necessary. The consideration of such a study is taken by the Director to the Board of Directors.
4. An assessment applicable to the proposed local service area is compiled.
5. It must be established whether to tax the proposed service on the basis of:
 - a) land only;
 - b) improvements only;
 - c) land and improvements.
6. A budget is prepared to determine the capital debt requirement, as well as operational and maintenance costs applicable to the proposed service.
7. Once the method of taxation has been determined and a budget has been prepared, the requisition rate (dollars for \$1,000 of assessed value) for the proposed service is established.
8. With the establishment of the requisition rate, an informational presentation is prepared, showing examples of what the cost to taxpayers would be on:
 - a) a residential property;
 - b) a business property;

as well as any other information pertinent to the service.

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CCRD ITEM <u>C (F)</u>

A-25 – Establishment of New Service Areas – continued – page 2

9. Once the information presentation materials are prepared, or the results of a feasibility study known, another public information meeting is held to discuss all available information. The tone of the meeting should enable the Director, in consultation with administrative staff, to decide whether it would be in the best interests of both the people within the local area and the Central Coast Regional District to recommend to the Board of Directors to proceed with establishment of the proposed service.

Date Adopted: October 13, 2011

Recommendation to Rescind: 8 September 2016

Rationale: New policy has been developed specific to the establishment of new voluntary services, as policy A35

A-29 Personnel Policy

Purpose: The purpose of the Personnel Policy is to provide information about the general employment practices and conditions at the Central Coast Regional District (CCRD). It is designed to help understand the expectations and obligations of employees and the employer (the Central Coast Regional District).

GENERAL:

These guidelines cover all CCRD staff including regular full-time, regular part-time, temporary and casual employees, as defined below:

- Regular full-time employees are those employees who work the customary number of weekly hours (at least 35 hours) and who maintain a continuous, regular employment status.
- Regular part-time employees are those employees who work less than 35 hours, but maintain a continuous, regular employee status.
- Temporary employees and casual employees are those employees whose service is intended to be of limited duration, such as during summer months only, but who work the scheduled full or part time hours.

The Personnel Policy is a living document and the CCRD (the employer) reserves the right to amend, modify or discontinue any of the information contained in this policy. The CCRD commits to reviewing changes to the Policy with staff prior to implementation.

If there are any questions not addressed by the policy, please bring them to the attention of your supervisor or the Chief Administrative Officer (the CAO).

EMPLOYMENT PHILOSOPHY

2.01 Employment Philosophy

The employment philosophy at the CCRD recognizes that both the employee and the CCRD have rights and responsibilities, and that management and staff must work together to create a positive work environment.

The employee is directly responsible to his/her supervisor for the work s/he does and his/her supervisor is the person to whom s/he should go first for information or instruction, or to share ideas, comments or concerns. This rule applies even when the issue is with the immediate supervisor. Most issues can be addressed in this way. However, if the employee feels that things have not been adequately or fairly addressed by his/her supervisor and the difficulties persist, the employee should let his/her supervisor know and then discuss the matter with the CAO. Provided this process has been followed, the CCRD has an open door policy.

Open communication is encouraged and no employee will suffer any form of reprisal or retaliation from raising a concern in a responsible manner.

2.02 Equal Opportunity Employment

The CCRD is an equal opportunity employer and does not discriminate with respect to race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation, age, or criminal conviction unrelated to employment.

<p>Board Meeting</p> <p>SEP 08 2016</p> <p>CCRD ITEM <u> </u> (6)</p>
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2.03 Harassment in the Workplace

The CCRD is committed to providing a work environment in which all managers, employees and elected officials are treated with respect and dignity and can contribute to a productive and professional atmosphere that is free of discrimination or harassment. This policy applies to everyone who works at the CCRD. It applies at all sites at which the CCRD operates, and includes social, business or other activities.

Anyone who works for the CCRD who believes that s/he has been harassed in the workplace may use the procedures outlined in the “*Respectful Workplace Policy – Policy E-8*” available on the CCRD Website at www.ccrd-bc.ca.

EMPLOYMENT AND COMPENSATION

3.1 Orientation

Immediate supervisors are responsible for conducting an orientation session with all new employees.

3.02 Position Descriptions

Position descriptions are prepared by the CAO for each position in the CCRD. A position description includes:

- a) Position title
- b) General description
- c) Key responsibility areas and tasks
- d) Supervisor of the Position
- e) Key competency and experience and education requirements

3.03 Probation Review

Except as contained in an employee contract, the probationary period is 3 months for a new regular full time or part time employee. During this period, both the employee and the CCRD can determine if the position is a suitable fit for the employee. Should the employee prove unsuitable, employment may be terminated. Notice of termination of employment, or money in lieu of notice, will be as per the individual’s employment agreement, or in the event there is no agreement, per the *Employment Standards Act*. In specific situations a supervisor may extend the probationary period.

3.04 Performance Review & Planning

The CCRD believes that every regular or part time employee should have the opportunity to grow and develop at work. The opportunity for growth and development is determined by both the employee’s interest and abilities and the CCRD’s needs.

The employee and his/her supervisor will work together to plan his/her development and will re-evaluate the employee’s position on an annual basis. It is a two-way process between the employee and his/her supervisor and should be viewed as an opportunity for the employee to know how s/he is performing and for the CCRD to know how well it is meeting his/her needs.

3.05 Compensation

The philosophy at the CCRD is to compensate employees at a fair and competitive level. A salary range will be set for each position at the CCRD on the basis of a survey of compensation levels for comparable positions in British Columbia local governments and other data such as cost of living, inflation, standard of living and competitive recruitment factors. The employee’s initial placement in

the range will be determined prior to or at the time of employment. Advancement within the range will be based on increasing experience within the position and satisfactory performance. A review of the salary range rates are to be conducted a minimum of every three years. Salary adjustments will be based on satisfactory performance.

Position Descriptions exist for all positions within the CCRD. The initial salary level within the range for each position is determined by a combination of level of education plus years of experience.

The CCRD recognizes that from time to time, the employee may be asked to undertake responsibilities other than those in his/her own Position Description, such as responsibilities resulting from a vacant position in the CCRD, or in other circumstances. In the event this happens, the CCRD will review the increased responsibilities and may, if appropriate, provide the employee with additional compensation. If it is determined that additional compensation is warranted, the employee will be provided with a letter or agreement outlining the arrangement.

3.06 Professional Associations and Memberships

The CCRD will pay an employee's membership dues for a recognized professional association if membership is a requirement of his/her position. Other association membership dues will be paid as approved by the CAO or as established in employee contracts.

3.07 Educational Reimbursement

Educational Assistance Policy (EAP)

Policy Statement: The CCRD is committed to a work environment that encourages continuous learning as a means of maintaining a competent workforce which provide a high standard of service and professionalism to the public.

Purpose: The purpose of this policy is to provide clear criteria outlining education assistance the CCRD may provide to employees who wish to undertake relevant continuing education, with the CAO's approval.

This policy covers both the financial educational assistance and assistance with working arrangements, which may be provided to assist employees balance the demands of work and further studies.

This policy will differentiate between CCRD required education (and professional development) and employee initiated education and to what level CCRD will assist, as part of its Educational Assistance Policy (EAP).

The EAP provides a tool for the CCRD CAO and employees to assist with supporting academic activities that directly relate to the organization's identified knowledge, skills and behaviours.

The EAP is **not** an employee benefit, right or entitlement; it is a management program for workforce development. Denial of participation in the educational assistance program is not grounds for grievance, except on grounds of discrimination.

Objective:

The purpose of the EAP will be used when skill gaps for the employee are evident or identified during the performance evaluation process; or where an employee has been identified in the organization to potentially fulfill organizational gaps during work place planning opportunities. These gaps or opportunities will be described, and documented in the employee's professional development work plan and the organization's workforce planning document.

The CCRD recognizes the importance of investing in the learning and development of its workforce to increase employee engagement, career growth and will provide some financial assistance and other opportunities to employees who complete pre-approved outside educational course. There must be a measurable link between the employee's increased competencies and the organization's workforce planning efforts.

Eligibility: This policy applies to all permanent and temporary full-time and part-time employees, including those on contract.

Originations of Request:

Requests for educational assistance may be initiated by the employee or management.

Employees may initiate requests for educational assistance to:

- Maintain/enhance current skills
- Develop new skills/competencies for career development within the organization

Management may initiate requests for educational assistance to:

- Ensure employees have mandated certification
- Address a shortage of skilled workers in specific areas
- Develop a pool of employees for succession planning
- Address performance expectations of the employee as specified on the performance management development/improvement plan

Conditions:

Course must be delivered by a bonafide educational institution, agency or proprietor of continuous learning services. Classroom and e-learning programs through distance learning and correspondence courses are acceptable.

Classroom time and travel time will be covered with pay. However, all study time will be done during non-work time.

The course(s) requested must be work-related and consistent with the employee's work development plan, as discussed with and approved by the CAO.

Approval for course funding will be subject to budget sufficiency and workplace impact, therefore, course planning and pre-approval will be a pre-requisite. Before an employee registers for a course, s/he must provide a written request and obtain approval, first from their supervisor and then from the CAO. Approval for travel and other course related fees will be with the CAO's approval, only.

Where CCRD pays 100% of cost:

Where the CCRD requires an employee to participate in training programs, workshops or attend conferences (with the prior approval of the CAO), the employer will pay registration fees and provide reasonable travel, accommodation and meal allowance expenses, in accordance with CCRD policy.

Where CCRD pays a portion of cost:

With the prior approval of the CAO, courses relevant to the employee's current position will be eligible for partial reimbursement. Courses will be taken on the employee's own time. The employee will pay all fees upfront. The employee may request a reimbursement for a portion of fees and text books upon evidence of paid registration; with the remaining reimbursement paid upon successful completion of the course (with a course transcript showing successful completion). To qualify for the reimbursement:

1. The course **must** relate to the needs of the CCRD, and
2. The employee must provide a formal written request to the CAO on the reasons why they wish to take the course, gain formal approval from the CAO
3. The course must be successfully completed.

In the case of the CAO seeking reimbursement for course related expenses, the above noted guidelines apply and the Board’s approval is required.

~~The CCRD encourages employee development and provides financial assistance and other opportunities to employees who complete pre-approved outside educational courses. Where the CCRD requires an employee to participate in a training program or workshop, and with the approval of the CAO, the employer will pay the registration fees and provide reimbursement for reasonable travel related expenses in accordance with CCRD policy.~~

~~Courses relevant to the employee’s position taken on the employee’s own time will be reimbursed for 50% of the fees and text books upon registration and the remainder, upon successful completion of the course. To qualify for reimbursement:~~

- ~~1. the course must relate to the needs of the CCRD, and~~
- ~~2. the employee must have prior approval from the CAO to take the course, and~~
- ~~3. the course must be successfully completed.~~

~~Approval for course funding will be subject to budget sufficiency and workplace impact, therefore, course planning and pre-approval will be a prerequisite. Before an employee registers for the course, s/he must provide a written request and obtain approval, first from the supervisor and then from the CAO. Approval for travel and other course related fees will be with the CAO’s approval.~~

~~In the case of the CAO seeking reimbursement for course related expenses, the above noted guidelines apply and Board approval is required.~~

On completion of the course, the employee must submit a copy of the transcript or completion certificate along with the payment receipt to the Chief Financial Officer (CFO) for reimbursement.

3.08 Corrective Action

Except if otherwise agreed to at the time of hiring, the objective of the CCRD is to hire an employee for the long term, and the CCRD expects that each employee will maintain satisfactory performance and conduct him/herself in an appropriate manner. However, there are times when there is a need for improvement. This may include on-the-job performance as well as general discipline issues such as harassment, general conduct and work habits. For further information, refer to the *Respectful Workplace Policy E-8* on the CCRD website at www.ccrd-bc.ca.

3.09 Internal Postings

The CCRD will provide an opportunity for current employees to apply for non-management positions before recruiting someone from outside the CCRD by posting vacancies in the CCRD Office. Management positions will also be posted however concurrent recruitment will take place. Internal applicants with the necessary qualifications and experience will be interviewed for suitability for the

position. If an employee is successful in being selected for the new position, s/he will be required to serve a probationary period of 3 months. The employee’s supervisor will conduct a performance evaluation for him/her upon completion of the probationary period.

The vacated position will not be held open during the probation period in a new position unless it can be done so without impact on business operations. There is no obligation for the CCRD to allow employees to return to their prior position; however the employer will endeavour to provide that opportunity during the probationary period.

3.10 Personnel Service – Retirement Recognition

Provides an opportunity for the Central Coast Regional District to honour employees who have reached a years of service milestone or retirement.

To outline milestones for recognition of personnel for years of service to, or retirement from, the Central Coast Regional District.

Personnel will be recognized ~~at a regular board meeting~~ by the CAO with an annual letter for their years of service, and for milestones, will be ~~and~~ presented with a certificate and a cheque.

Individuals, upon reaching the years of service milestone will be presented a Years of Service award or retirement, as noted below.

- Five years of service \$ 50.00
- Ten years of service \$100.00
- Fifteen years of service \$150.00
- Twenty years of service \$200.00
- Twenty-five years of service \$250.00
- Retirement \$ 30.00 per year of service

EMPLOYEE BENEFITS AND PENSION PLAN

4.01 Summary

Regular full-time employees and some regular part-time employees are eligible to participate in the CCRD benefits and pension plan. A summary of benefits is below. For further details, please refer to the benefit booklets from the insurance carriers, available from the CFO, or on-line.

4.02 Pension Plan

Participation in the BC Municipal Pension Plan is mandatory for all regular, full time employees. Other employees meeting BC Municipal Pension Plan criteria may enroll after two years of continuous service with the CCRD. Rates are set by the BC Municipal Pension Plan. Check out the Municipal Pension Plan website at mpp.pensionsbc.ca for further information.

4.03 WorkSafeBC

If an employee is injured on the job and cannot perform all or any of his/her duties, s/he may be covered under WorkSafeBC. The amount the employee will receive and the length of time the benefit will be paid depends on his/her salary and the degree of his/her injuries. If an employee is injured on the job, first seek medical attention if required and let his/her supervisor know as soon as possible.

If an employee is entitled to WSBC benefits, the WSBC benefits will be paid directly to him/her and the CCRD will maintain benefits during compensable leave. For additional information check out the WorkSafeBC website at www.worksafebc.com.

4.04 Group Benefit Plans – 100% CCRD premium paid

The CCRD's obligation to provide coverage is limited to employee eligibility and enrolment assessment and will be at the benefit carrier's discretion and/or the discretion of the Cariboo Regional District. Currently the CCRD pays 100% of benefit plan premiums. This will be reviewed periodically for changes in rates and adjusted accordingly. In future, employees may be required to pay a portion of the premium.

Particulars associated with specific insurance providers are at the discretion of the Cariboo Regional District and may change without notice. Benefits, as provided by the Cariboo Regional District are arranged with the assistance of Equitable Life of Canada. Additional information and further details can be found at equitablehealth.ca

Benefit Summary is attached to this Policy as Schedule A

Medical Services Plan

Provides coverage for Medical Services as a taxable benefit. Employees are eligible to participate following successful completion of their probationary period. Original invoices from the Province are presented to the Regional District for payment directly to the Province. Reimbursement for fees will not be made to an employee.

4.05 Benefits if an Employee Leaves the CCRD

All benefits cease if you are no longer working for the CCRD, however, there may be conversion privileges for life insurance and pension portability options. Please refer to your benefit booklets or contact the service provider.

Group benefits in accordance with group plans established from time to time will be made available to eligible employees. Acceptance of individual employees into any of the benefits offered will be at the discretion of the benefit carriers.

ABSENCES FROM WORK

5.01 Leave of Absence

There are a number of leaves of absence that may apply to employees. Some are governed by legislation and the terms of those leaves are defined in the *Employment Standards Act*. Any changes in the *Act* will automatically take effect at the CCRD. Requests for leaves of absence must be in writing and be pre-approved by the CAO or the board of directors.

5.02 Benefits While on Leave of Absence

Benefits, such as life insurance, dental and extended health, may continue during a leave of absence as governed by the *Employment Standards Act* and/or the terms and conditions of the contracts between the CCRD and the benefit carriers. In situations where benefits can be continued, employees will be required to pay any premiums required by either a lump sum payment before the period of leave begins or by providing a series of post-dated cheques to the CCRD.

5.03 Vacation Leave

Employees will be entitled to annual vacation as per the table below, unless otherwise determined through an employment contract with the CCRD. The CCRD strongly encourages vacation to be taken during the calendar year in which it is earned and every effort will be made to accommodate vacation requests.

DURING	VACATION ENTITLEMENT BASED
Up to Dec 31 st of Year 1	Prorate to 2 weeks equivalent
Years 2 to 5 inclusive	3 weeks (15 working days)
Years 6 to 10 inclusive	4 weeks (20 working days)
Years 11 to 15 inclusive	5 weeks (25 working days)
Year 16 +	6 weeks (30 working days)

Written requests for vacation entitlement to be carried forward to the next year may be considered for special circumstances and will be subject to approval by the CAO, or by the Board if the CAO is making the request.

Unless there are special circumstances, vacation schedules should be established early in the year. Vacation requests are to be made in writing to the employee’s supervisor. While the CCRD will endeavor to accommodate requests, changes may need to be made to ensure there is adequate coverage in the employee’s department and that key responsibilities are covered. Final approval of vacation time will rest with the CAO.

Policy A-2 Office Hours & Period of Closure indicates the CCRD Office is closed between December 24th and January 1st each year and employees wishing to take time off will use their vacation time. Employees wishing to work during this time may do so with the approval of the CAO.

Should an employee leave the employment of the CCRD, the employee will be paid for any unused vacation time. Conversely, any vacation time taken but not yet earned will be deducted from the final pay.

5.04 Public Holidays

The CCRD recognizes the following public holidays:

- | | |
|----------------|------------------|
| New Year’s Day | BC Day |
| Family Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |

When a public holiday falls on a weekend, the Monday following the holiday will be taken in lieu of the holiday, unless notified otherwise by the CCRD.

5.05 Sick Days

Approval of the CAO is required for situations where the absence for sick leave is greater than 3 days, the employee may be requested to provide a note from a doctor outlining the nature of his/her illness and the anticipated date of return to work.

Before returning from sick leave, the CCRD may request that the employee provide a written statement from the doctor stating that you are fit to return to work.

See “Employee Benefits” Section or contact CFO for information regarding short term and long term disability plans.

5.06 Bereavement Leave

In the event of death or life-threatening illness of someone in the employee's immediate family, the employee may take up to 3 days off work with pay. However, the length of this leave may be extended under some circumstances with prior approval from the CAO, with consideration given to travel time involved and the complexity of the situation. Bereavement leave should be taken within a reasonable time period, however, it need not be on consecutive days. The employee can also choose to take less than 3 days' leave.

Immediate family is defined as the employee's spouse, child, parent, sibling, grandchild, grandparent, parent-in-law, and any person who lives with the employee as a member of his/her family. Spouse includes common-law spouses and same sex partners.

Time off *without* pay may be granted in the event of the death of an extended family member or to attend the funeral of another person.

5.07 Jury Duty

Entitlement for "Jury Duty leave" will be as outlined in the *Employment Standards Act*. If the employee requires this leave s/he should make a written request to his/her supervisor at least 6 weeks before the start of his/her leave.

5.08 Pregnancy Leave

Entitlement for "pregnancy leave" will be as outlined in the *Employment Standards Act*. If the employee requires this leave s/he should make a written request to his/her supervisor at least 6 weeks before the start of his/her leave.

5.09 Parental Leave

Entitlement for "parental leave" will be as outlined in *Employment Standards Act* and is available for either the birth mother or father, or an adopting parent. Should an employee require this leave s/he must make a written request to his/her supervisor at least 6 weeks before the start date. A copy of the current *Employment Standards Act* is available on line.

5.10 Family Responsibility Leave

Entitlement for "family responsibility leave" will be as outlined in the *Employment Standards Act*. Therefore, an employee is entitled to up to 5 days of unpaid leave during each employment year to meet responsibilities relate to

- a) The care, health or education of a child in the employee's care, or
- b) The care or health of any other member of the employee's immediate family

Employees may be encouraged to use all paid leave entitlement such as vacation time and banked overtime prior to applying for this leave. The employee and the CAO will collectively determine whether there will be a reduction in pay, time in lieu provisions enacted, or the use of vacation days to offset the time away.

Should an employee need to take this leave, s/he should notify his/her supervisor as soon as possible so that appropriate steps can be taken to cover his/her absence.

5.11 Personal Leave of Absence Without Pay

Permission to take an unpaid personal leave of absence may be granted on approval of the CAO providing the leave does not conflict with the business and scheduling needs of the CCRD. Employees will be required to use all paid leave entitlement such as vacation time and banked overtime prior to applying for unpaid leave of absence.

For an approved personal leave of absence of more than one month, the CCRD reserves the right to fill the position with another person. When the employee returns from an approved Personal Leave of Absence, the CCRD will make every reasonable effort to provide a position at a level of compensation equal to the level vacated, however, the CCRD does not guarantee one will be available.

HOURS, ATTENDANCE, AND PAY

6.01 Hours of Operation

While official public business hours at the CCRD Office are currently as outlined in Policy A-2 (8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. Monday to Friday) employees are expected to work 7 hours per day. Typical hours of work for a full time employee are 35 hours per week, however this may change based on operational needs. The employee shall be expected to demonstrate flexibility and commitment in respect to hours necessary to complete work assignments, however, the regular hours of work shall be based on a five (5) day work week.

6.02 Flexible Work Hours

The CCRD supports flexible work hours and in determining the acceptability of flexible hours the effect on customer service, workload and impact on other areas of operation must be addressed and receive approval of the CAO.

Time in attendance at regularly scheduled meetings of Board or committees, and time spent in work related meetings outside regular hours should try to be accommodated as part of the employee’s regular work day.

6.03 Rest Periods

A lunch break of a minimum of one-half hour and up to one hour long will be taken at 12:00 noon when the CCRD Office will be closed, or at a time convenient to workload. Other break times will be in accordance with the *Employment Standards Act*.

6.04 Overtime

All overtime, except in extraordinary or emergency circumstances, must be pre-approved by your supervisor.

Where an employee is required by their supervisor to work overtime, s/he shall be entitled to compensation in accordance with the *Employment Standards Act* or as established by an employment contract.

Where an employee performs overtime on the employee’s own initiative due to what the employee deems to be extraordinary or emergency circumstances, such overtime must be approved by the supervisor or CAO to qualify for compensation.

6.05 Attendance

Regular and punctual attendance is expected of all employees. An employee must notify his/her supervisor as soon as possible of any unscheduled absence.

6.06 Pay Periods

Employees will be paid on a monthly basis (12 pay periods per year) with an option for an advance at mid-month in accordance with Policy F-1.

GENERAL INFORMATION

7.01 Termination of Employment

Resignation

All employees who are resigning from the CCRD are asked to give a minimum of three weeks' written notice. The notice period should not contain vacation days.

Termination

If the CCRD chooses to terminate an employee's employment for any reason other than just cause, s/he will be entitled to notice of termination of employment, or payment in lieu of notice, as per his/her letter of employment, employment contract or in accordance with the *Employment Standards Act*, as applicable.

On leaving the CCRD an employee will receive a final pay cheque covering all monies owed to him/her, including regular pay and any remaining vacation time, minus statutory amounts owed. The CFO can provide information on termination of the employee's benefits.

Before leaving, the employee must return any CCRD property to his/her supervisor including records, files, keys, pager, cell phone, calling cards, credit cards, software, hardware, tools, equipment, etc. The employee's supervisor will conduct an exit interview with the employee and his/her feedback will remain confidential, unless s/he agrees otherwise.

7.02 Outside Employment

Should an employee have another job or business (including consulting) it must not conflict with his/her duties and responsibilities at the CCRD. "Conflict" means that the other job or business, for example:

- creates any demand of time while working for the CCRD
- uses information that is confidential to the CCRD
- involves the use of the CCRD's office, equipment or supplies
- causes performance to fall below accepted standards
- other conditions related to employment with the CCRD

7.03 Letters and Verification of Employment

An employee requiring verification of employment for banks, landlords, insurance, etc. is to make the request in writing and forward it to the CFO for completion.

7.04 Smoking

Provincial regulation indicates smoking is not permitted in public place. This includes anywhere within the CCRD's facilities or vehicles. Employees and visitors who wish to smoke may smoke outside at least 30 meters from the main entrance(s).

7.05 External Communications

Any requests for information from the media (such as newspapers, television, etc.) should be referred to the CAO for response.

7.06 Travel

If business travel is required as part of an employee's job, s/he will be reimbursed for mileage, accommodation, ferry fares, air fare, meals, and other necessary expenses in accordance with CCRD

Board Remuneration and Expenses Bylaw, Schedule 'A' 2. Reimbursement for expenses a),b) & c). Reimbursement for expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer. . Employees are covered by the CCRD's insurance policy while traveling on CCRD business.

COMPUTER EQUIPMENT AND CELL PHONES

8.01 Computer Equipment Software

Employees are to comply with the CCRD's software use standards including the use of designated software packages and the need for valid software licenses. The System Administrator (the Administrative Assistant) is responsible for installations and upgrades. Employees are not authorized to install CCRD software on home computers.

System Security

The user of a computer workstation is responsible for logging off the system when not in use and at the end of the day.

8.02 Cellular Phones

CCRD Policy A-23 Purchase & Use of Communication Tools provides an overview for CCRD employees.

CONDUCT AND SAFETY

9.01 Conduct and Safety

The CCRD is committed to providing a safe, efficient and productive environment for everyone. It is recognized that this objective can only be achieved by the promotion of positive attitudes and acceptance of individual responsibility.

9.02 Employee Dress Code (NEW)

Description: This policy outlines the dress code requirement for Central Coast Regional District (hereafter named as the regional district) employees.

Objection: The purpose of the Dress Code is to provide guidelines regarding appropriate dress standards of regional district employees for health and safety reasons and to assist in the maintenance of an appropriate professional image for the regional district.

All employees are expected to maintain a good standard of personal hygiene and appearance. All employees are required to be dressed appropriately for the job for which they have been employed.

Definitions: All regional district employees – permanent full-time, part-time, casual or those on employment contracts.

Corporate Dress

All indoor Central Coast Regional District employees are required to dress in suitable professional business attire to be worn in the office during business hours that reflects the professional image of the regional district within the community. This includes clothing and footwear.

The CCRD has a more casual and flexible approach for employees towards dress attire on any Friday. Employees on a Friday may wear suitably smart but casual attire to the office, providing that the

employee does not have to attend any official meetings or have to represent the regional district to the public.

The CAO reserves the right to exercise discretion on this matter when making decisions on the dress code, as and when the circumstances dictate. The CAO has the right to ask any employee that turns up to start work in unsuitable attire to change the unsuitable item to maintain the organization's image and reputation; and adhere to any health and safety regulations.

Casual wear or the type of clothing worn for relaxation at the weekend is inappropriate. Midriff tops, singlets, tracksuit pants, overly tight or revealing, and short or see through clothing are considered inappropriate.

Employees are reminded to be mindful of their occupational health and safety and to ensure their clothing, including footwear are appropriate for the work environment.

Any employee who is wearing inappropriate clothing will be approached by the CAO and asked to make a more suitable choice of clothing/footwear in the future.

Disciplinary action may be taken for repeated breached of the dress code

Outdoor Employee Clothing

Outdoor staff are required to dress appropriate for the job and will be provided with appropriate Personal Protective Equipment (PPE). These items are available from the Public Works Manager or Pool Manager.

Those staff required to carry out work in a dual work environment are to dress appropriate for each environment, including having access to (footwear, wet weather gear, hard hat, sun hat, safety vest) or PPE equipment available from the Public Works Manager or Pool Manager, as deemed necessary to carry out their duties.

An employee who fails to arrive for work correctly attired in the appropriate work wear and personal protective equipment, regardless of the reason, will be instructed to return home to obtain the correct attire. It will then be the employee's responsibility to make his or her own way to the worksite. The period of absence shall be deemed to be leave without pay.

Disciplinary action may be taken for repeated breached of the Dress Code.

Exemptions

From time to time the Chief Administrative Officer (CAO) may approve the wearing of a particular style of clothing (eg casual or theme) for the purpose of a special event. In such cases, consideration must be given to the impact on regional district's professional image and occupational health and safety requirements.

Where indoor employees are performing field work or "dirty work" (for example archiving files or moving office equipment) it may be appropriate for them to be dressed more casually than usual giving consideration to the requirements of the task being performed. In such a case, the employee should obtain the prior approval of the CAO.

CONFIDENTIALITY

10.01 Confidentiality

Notwithstanding the need for employees working for the CCRD to make informed decisions on issues by obtaining input from internal and external sources, employees are to ensure that information that is normally considered confidential (i.e. financial, legal, and personnel issues) is not disclosed to any

person outside the CCRD unless authorized to do so.

FREEDOM OF INFORMATION & PRIVACY ACT

11.01 Compliance with Freedom of Information & Protection of Privacy Act

Boards and employees of local government in British Columbia are subject to the *Freedom of Information and Protection of Privacy Act* (the Act), and have a duty to understand the key sections of this Act, and must avoid disclosing any verbal or written material that is meant to be confidential concerning the CCRD, its board members, officers, staff members or clients.

Employees must not disclose or use confidential information gained by virtue of their association with the CCRD for personal gain, or to benefit friends, relatives or associates.

I have read the attached Personnel Policy and understand its intent and will comply with its standards.

Print Name of Employee

Signature of Employee

Date Signed

Date: June 13, 2013
Revised: November 14, 2013
Amended: April 10, 2014
Amended: May 14, 2015
Proposed Amendment: September 08, 2016

9b



RECEIVED

AUG 02 2016

Central Coast Regional District

July 20, 2016

Central Coast Regional District
P.O.Box 186
Bella Coola BC V0T 1C0

File: 21050-01

Attention : Darla Blake, CAO

RE : Highway 20 Paving Concerns - Bella Coola Valley

Dear Ms. Blake,

Thank you for your letter of June 16, 2016, on behalf of the Board, regarding the resurfacing works that were recently undertaken in the Valley.

When resurfacing works are being contemplated by the Ministry, a number of factors are taken into consideration during their planning and prioritization. Traffic volumes, design life cycle, annual maintenance costs, pavement condition, cost of resurfacing works, budget, methodology of repairs, etc. are all considered during this process.

In the case of the Board's concerns about route selection; the side roads Allison, Oskar, Brothorn, Walker, Hutton and Grant Road South all had severe heaving, uneven pavement and were not capable of being properly maintained during the winter months given their poor profile. In the case of Hutton, it's surface was also a mixture of pavement and base gravels as a result of previous local flooding in the area (very difficult to maintain). As well, Grant Road South also had very poor transitional approaches onto the decks of the two bridges, which resulted in an identified safety concern. It's also understood that the routes in question are public, under the administration of the ministry and service either local residents or recreational facilities. As well, you may be interested to know that the Ministry has a number of valid documented historical public concerns on file regarding the condition of these routes.

To the Board's comment about Airport Road having not been the priority, albeit Airport Road has a much greater daily traffic volume than the local sideroads that were resurfaced this year, it remains in a good maintainable condition, with only one minor surface deficiency. As well, our prioritization is reinforced when reviewing the number of historical complaints we have received about the condition of this road. Up until the time of the local paving, this year, we had none on file. If the Ministry based its provincial resurfacing works solely on the greatest traffic volumes and the highest density of residences, as the Board suggests, the reality is none of the roads in the valley would ever be repaved.

Board Meeting
.../2
SEP 08 2016
CCRD ITEM F(a)

Ministry of
Transportation

Cariboo District
Phone: 250 398-4510
Fax: 250 398-4454

Mailing Address:
#301 - 640 Borland Street
Williams Lake, BC V2G 4T1

Web Address:
www.gov.bc.ca/tran
Road Information:
www.drivebc.ca

On the contrary, the Ministry’s preservation program utilizes a variety of factors (as noted above) in determining how best to manage public expectation, ensure public safety, limit future long term costs, whilst at the same time endeavouring to preserve the taxpayers historical infrastructure investment.

Line painting of the newly paved surface of Highway 20 will be undertaken this year in concert with other provincial projects and line marking priorities. Although the Board is concerned about liability, there is no provincial or federal legislation that obligates hard surfaced routes to be painted. Road Safety remains a shared responsibility between the Ministry, its contractors and all road users (motorists, pedestrians, cyclists etc.). This said, the Ministry is certainly cognisant of the local weather conditions and the benefits that line marking has for all parties.

It is not standard provincial practice for the ministry to consult local communities in advance of its resurfacing works. Advance notification of resurfacing works, prior to tendering, can lead to contractor bid positioning – yielding higher prices. As well, until such time as budgets are actually allocated is there some certainty that the works will be undertaken. This said, it is not until the tender has closed and the bids reviewed that a decision is ultimately made on whether the contract will be awarded and the works proceed. Having the tender value fall within the budgeted amount is one of the primary factors when the ministry considers the award. To do as the Board suggests and initiate public consultation during the project scope development could lead to not only higher bid prices (due to the referenced bid positioning) but also create a false community expectation regarding the certainty of the delivery of the works.

With regards to transparency, all of the Ministry’s contracted works are delivered through BC Bid, which is the Provincial Contracting portal for not only the BC government, but also many other local governments. BC Bid allows for an open competitive public process that is visible to the general public as well as all contractors and suppliers. Within the deliverables of the tender itself, the Ministry is intentionally not prescriptive to the workforce a private contractor may hire; this for a number of reasons. It’s important to note that the tendered works often require a specific skillset, worker certification or perhaps specialized pieces of equipment. As well, many of our contractors also work under specific labour agreements with associated unions.

The above said, I am of the understanding that the Prime Contractor for the paving works did hire 3 local tandem dump trucks to augment their current workforce. As well, three local members from the Nuxalk First Nation were also hired as Traffic controllers. Clearly, from a business perspective it is in a contractor’s best interest to hire local, where appropriate, to limit the added internal expense that they would incur with accommodation and per diems for its workforce.

At no time during the planning or tendering process for this year’s Highway paving did the Scope of the works extend beyond what was originally planned. With regards to future resurfacing works along Highway 20, these will be considered and prioritized in concert with future budgets and all of the other provincial priorities.

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Thank you for taking the time to write. Please contact me at 250-398-4510 if you would like to discuss the Board's concerns further.

Sincerely,



Todd Hubner,
District Manager, Transportation

- cc. L. Ilnicki, Roads Area Manager, MoTI
- B. Moores, Operations Manager, MoTI
- S. Griffiths, A/District Program Manager, MoTI
- A. Schmidt, Manager Resurfacing Programs, MoTI



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P.O. Box 186, Bella Coola, BC V0T 1C0
Phone (250) 799-5291 Fax (250) 799-5750 Email: info@ccrd-bc.ca

Encompassing the Coastal Communities of Ocean Falls, Bella Bella, Denny Island, Oozekeno and the Bella Coola Valley

June 16, 2016

Todd Hubner
Ministry of Transportation & Infrastructure
District Manager, Transportation
Cariboo District Office
Williams Lake, BC

VIA EMAIL: todd.hubner@gov.bc.ca

Re: Highway 20 Paving-Bella Coola Valley

Mr. Hubner,

At the regular meeting of the Board of Directors held on June 9, 2016 the following resolution was passed:

“M/S Directors Hall/Schooner that a letter be sent to the Ministry of Transportation and Infrastructure requesting explanation of the following: selection criteria for paving side roads; lack of overall community consultation surrounding the Highway 20 paving project; hiring practices.”

The paving of part of Highway 20 in the Bella Coola Valley has been a welcomed improvement to the previous state of the road, however, discussion at the board table has led to this communique, a response to which we trust will enlighten not only the Regional District's directors but their constituents as well.

The Board has concerns that some of the side roads that were paved have less traffic and fewer houses than some other roads deemed to be in worse condition. Several businesses and a representative from the BC Ambulance Service have contacted our office about Airport Road which is beset with uneven pavement and furrows that cause any driver to undertake avoidance maneuvers. As well as being used by airline passengers and airport businesses, this road is also the only access/egress the ambulance can use to transport medevac patients and in this regard alone is in unacceptable condition. This particular concern was brought to your Area Roads Manager, Leanna Ilnicki, but at the time of this writing no reply has been received specific to Airport Road.

Of equal concern from a safety standpoint is the lack of line painting on the new pavement. Although we understand this part of the project is scheduled for later in the summer it is difficult if not dangerous for drivers negotiating a highway which lacks proper indicators for the edges and passing opportunities. This is exacerbated when experiencing inclement weather and nighttime driving and puts pedestrians at risk, which raises a question about liability should there be an incident. We encourage you to complete the line painting process as soon as possible so that the above-mentioned areas are clearly defined.

The Board would also like to see improvement during the consultative process with impacted communities before decisions are made. There was little to no consultation prior to the Highway 20 paving project which resulted in a lack of transparency and led to misinformation and anecdotal reporting by the local population. Are you able to confirm that the valley highway was originally slated to be paved in its entirety? We are now hearing rumours that more paving may take place in 2017 and ask you for a substantive response to this.

There is also consternation over the alleged hiring practices of the MoTI and those of its contractors. We would appreciate an explanation of these processes and in particular any opportunities afforded to local contractors to employ local people.

The Central Coast Regional District advocates consulting with First Nations and, like the Province, supports the tenets of the Truth and Reconciliation Commission. There is an expectation that employment opportunities will be offered to all through a public forum.

The door of the Central Coast Regional District is open to business and to working together to stimulate our local economies. We look forward to continuing our relationship with the Ministry of Transportation and Infrastructure in seeking solutions to local issues through open dialogue, respect and cooperation.

Sincerely,
CENTRAL COAST REGIONAL DISTRICT



Darla Blake
Chief Administrative Officer

cc Leanna Ilnicki-Area Roads Manager
Alison Sayers-CCRD Chair