



CENTRAL COAST REGIONAL DISTRICT

DATE: September 02, 2015
TO: Darla Blake, CAO
CC: Chair Reg Moody and Board of Directors
FROM: Donna Mikkelson, CFO
SUBJECT: Financial Report January-August 2015

RECOMMENDATION:

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

General

FUNCTIONS AND SERVICES

Administrative Services

A. Community Works Fund (CWF)

The CWF expenditures are under budget due to ongoing progress, particularly in the areas of Solid Waste Management (for the new recycling center) and the Swimming Pool initiatives (for pool tank replacement). The contract has been awarded for the new mechanical building/pumphouse/concession at Walker Island Park and is planned for completion later this fall. Funding has also been set aside for capital investment and asset management planning and other requirements of the community works funding agreement.

Revenue will be recorded when the funding has actually been received from the Union of BC Municipalities (2 installments – July (not yet received) and November).

B. General Operations

Revenue streams are as projected with insignificant variation with the exception of the NDI funding for the Local Government Management Intern position. This revenue will be recorded at the end of the year (+/- \$22,000).

Expenditures are under budget in the following areas:
- Community to community forum \$5,000

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- Restructure planning \$10,000
- Professional development \$15,000
- Travel, training and accommodation, conventions \$24,000

It is anticipated that professional development and convention expenses will be used this fall with staff university courses and the Union of BC Municipalities convention. Travel expenditures will also be used to bring electoral area directors to the monthly board meetings.

C. Grants in Aid

Grants in aid were paid out in August to various community groups pursuant to the directive of the board issued in February. (\$14,900)

D. Feasibility Study Fund

Feasibility funds (\$10,000) have been budgeted for the continuation of the work associated with the proposed Shearwater water system on Denny Island. This work has not yet been undertaken as we await the outcome of our funding application.

Development Services

E. Economic Development

Revenues are on target with the balance to be received upon completion of the final report to be issued to the Northern Development Initiative Trust (NDI) for the community economic development officer position in November.

Expenditures are on target with plans being made for the community engagement portion of the NDI grant to be spent later this month. (See EDO Report).

F. Land Use Planning

No financial activity to date. Planned expenditures for legal and consulting fees (\$5,600) are unexpended to date.

Revenues are on target.

G. Valley Street Lighting

Expenditures and revenue are in line with projections.

H. LSA Street Lighting (Town site)

Expenditures and revenue are in line with projections.

Environmental Services

I. Solid Waste Management

The solid waste management service is progressing according to the financial plan.

User fees have exceeded projections by approximately \$2,000 and this is expected to increase over the coming months.

As previously identified, payroll expense budgets will be exceeded due to the increase in the number of operating days on account of the decision to have more operating days to accommodate a valley “clean-up” with disposal rates reduced by half for a period of two weeks. Likewise, the operating and maintenance budget will be exceeded.

The grant for the storage containers for the used oil collection facility will increase the miscellaneous revenue category once the claim is made later this year.

Advertising and promotion, professional development, and engineering and planning costs are below budget but are expected to come into line later in the year.

J. Waterworks (LSA BC Town site)

Revenues are slightly under budget (\$3,000) due to the metered billings which will be recorded at year end.

Special project expenditures are under budget by \$15,000. These funds have been budgeted for mapping of the waterworks infrastructure, and it is anticipated that this project may be undertaken as time allows in 2015.

The annual payment for water from the Nuxalk Nation has been paid according to the agreement. It is noted that an anticipated increase has not yet been negotiated.

Leisure Services

K. Parks & Recreation – Bella Coola

Revenues and expenditures are in line with the financial plan. A small contingency has been unexpended and may be necessary to use as unforeseen costs associated with the construction of the new building at Walker Island – see also Community Works Fund and the Public Works Manager report.

L. Recreation – Denny Island

Nothing to report. A proposed budget amendment which would provide for the purchase of a storage container (\$3,500) is still on hold pending discussions with the Denny Island Recreation Commission.

M. Swimming Pool

Another successful season is winding down at the Centennial Pool. Excellent summer weather and the diligence of the Pool Commission has resulted in revenues exceeding projections by approximately \$8,000.

Several expense categories were surpassed in generating the additional revenue: payroll expenses were exceeded by approximately \$3,500, janitorial expenses by \$2,000, and pool chemicals and supplies by \$3,000.

Planned capital expenditures (\$17,000) have not yet been undertaken in anticipation of requirements that will be determined after season closing.

N. Vancouver Island Regional Library

Actual revenue and expenditures are in line with budget.

Protective Services

O. Emergency Management

As noted previously, monthly contributions originally anticipated for deputy coordinators in Ocean Falls and Denny Island have not been expended since the positions are still vacant.

P. Emergency Management Initiatives – Flood Protection

Approximately \$26,000 remains in the accounts to undertake mitigation work in the Hagensborg area. An extension to our application to December 2016 has recently been granted by the province so the full amount will be carried over to next year..

Q. Fire Protection (LSA – BC Town site)

Actual expenditures are under budget in all categories, but will be more aligned with the financial plan as we move through the remainder of 2015.

Revenues are in line with projections.

R. House Numbering

No activity to report.

Transportation Services

S. Airport – Bella Coola

Expenditures and revenues are in line with projections.

T. Airport – Denny Island

As noted in previous reports, the Denny Island Airport Commission has exceeded their budget for the brush clearing project recently completed. They anticipate not proceeding with other operating expenses due to budget restrictions and to cover the overage in the maintenance category. Overall, actual expenditures and revenue are in line with budget projections.

Respectfully Submitted,



Donna Mikkelson, CFO



CENTRAL COAST REGIONAL DISTRICT

DATE: 2 September, 2015

TO: Board Chair Reginald Moody and Board Members

FROM: Tanis Shedden, Community Economic Development Officer

SUBJECT: Economic Development Report

RECOMMENDATION

THAT the Board of Directors receive the Economic Development Report dated 2 September, 2015.

ECONOMIC DEVELOPMENT REPORT

Professional Development:

The CEDO participated in the MATI Foundations course August 10-14 in Victoria. It was a valuable experience that has allowed the CEDO to make many connections throughout local governments. The courses provided valuable insight into the multifaceted nature of local government management and will lend themselves to improving workplace efficiencies.

The Community Economic Development Certificate program begins September 28th.

EDAC:

The Economic Development Advisory Committee has moved the Business Walks program along in the Bella Coola Valley and Denny Island. The CEDO is presently working on putting together the marketing materials for communities that are participating. A date will be set at the next EDAC meeting. The metrics will be gathered and interpreted with the help of NDIT's Business Retention and Expansion department.

Collaborative Meeting:

Following the success of the engagement process in 2014 surrounding economic development, there is an appetite from CCRD administration and community members to host another event. There is a tentative plan to host this in conjunction with a Grant Writing Workshop late October. The topic has yet to be confirmed.

Board Meeting
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 CCRD ITEM C(+) (i)

Economic Development Plan:

The framework for this is coming along. There is a community visioning process that needs to be conducted to ensure the proposed plan strategies are based on the interests of regional communities. Several EDAC members have agreed to start this process via e-mail. Community visioning will be explored as a potential topic for the next economic development collaborative meeting late October.

Respectfully submitted



Tanis Shedden
Community Economic Development Officer



CENTRAL COAST REGIONAL DISTRICT

DATE: 2 September, 2015

TO: Board Chair Reginald Moody and Board Members

FROM: Tanis Shedden, Community Economic Development Officer

SUBJECT: **Grants and Workshops**

RECOMMENDATION

THAT the Grants and Workshops report dated 2 September, 2015 be received.

THAT the Board of Directors of the Central Coast Regional District request the CCRD administration submit an application to Northern Development Initiative Trust for 2016 Small Town Love Marketing Initiative program.

AND THAT the Board of Directors of the Central Coast Regional District request the CCRD administration work collaboratively with regional partners to create a 2016 event that addresses the regional Food Security concern.

AND THAT the Board of Directors of the Central Coast Regional District request the CCRD administration put a grant application forward to the Pacific Salmon Foundation Community Salmon Program to fund a 2016 regional food security event.

AND THAT the Board of Directors of the Central Coast Regional District support CCRD administration host a Grant Writing Workshop for Central Coast residents in the Bella Coola Valley.

SMALL TOWN LOVE MARKETING INITIATIVE

BACKGROUND

This matter was brought before the board previously and an application to the program was postponed at the 13 November, 2014 regular Board of Directors meeting. It was postponed due to a lack of human resource capacity within the CCRD and an inability to incorporate a branding of "Love Central Coast".

With the presence of a full-time Community Economic Development Officer the human resource issue can be addressed. Additionally, there are two options to expand the program throughout the region over time (if desired).

Local businesses, artisans, and artists will be able to acquire cost effective marketing tools, that would otherwise have substantial barriers to entry.

Board Meeting
 SEP 10 2015
 CCRD ITEM C(F)(ii)

STRATEGIC PLAN

Goal 1 – Effective planning and implementation

Strategy 3 - Ensure we constantly pursue timely, realistic & achievable economic development programming

1.3.2 Prepare and implement a multiyear economic development strategy

DISCUSSION

Branding for this phase of the “Shop Smart-Buy Local” campaign would be “Love Bella Coola Valley”. The brand of “Love Central Coast” would not be possible due to “Central Coast” not being a uniquely named place. Internet searches for Central Coast produce locations in Australia and the United States, and therefore, the name is not optimized to bring the most online traffic.

This program will link the Bella Coola Valley with other Buy Local initiatives in the province. It will be an invaluable marketing tool, as well as, an opportunity to align ourselves with many other small communities to leverage our limited resources. NDIIT has invested millions of dollars into this project and they are starting to ask what next. By taking this step we are positioning ourselves to be a part of the next phase of the “Small Town Love” initiative.

The “Small Town Love” initiative has an annual cost to the CCRD of \$600. The first year (2016) will be covered by NDIIT. This fee is to host and maintain the web portal. Maintenance of the web portal is done by an outside source, however, it does require a community champion who has been identified as Community Economic Development Officer, Tanis Shedden. The fee to each business is a one-time \$100 which is to be used to market “Love Bella Coola Valley” businesses. Some examples of how these marketing funds are used include the purchasing of branded canvas tote bags and banners, Facebook post boosting, and event hosting.

“Love Bella Coola Valley” would be a phase one regional pilot version of the program in the Central Coast region. NDIIT would come to the region to host a workshop to solicit interest and answer any additional questions the business/artist community may have.

Following a successful trial period and a cost-benefit analysis, there are options for additional Central Coast communities to come on board if they wish. If deemed successful and viable, additional Central Coast communities have two options. Option one - communities can come on board under the “Love Bella Coola Valley” with their own menu under “Love Bella Coola Valley”. This method is structured such that, for no extra fee to the CCRD. Ocean Falls, Denny Island, and Bella Bella can become a searchable part of the “Love” community. This is similar to the structure of “Love Haida Gwaii” and optimized for web searches. Option two - we can explore the viability of establishing new and separate “Love Denny Island”, “Love Ocean Falls”, and “Love Bella Bella” pages in phases for annual fees to the CCRD of \$600 each. However, there is a minimum of 20 local businesses needed per community page.

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget: N/A
Requires further budget consideration Yes, from 2017 onwards

CONCLUSION

NDIT has extended the Small Town Love program deadline and the timing is right to pursue this opportunity.

Partaking in Small Town Love would provide realistic and achievable economic development to our region. Additionally, it would support future "Shop smart-Buy local" programming initiatives in the region and allow us the option to continue with future initiatives put forward by the NDIT connected to "Small Town Love".

CCRD administration staff recommends that the Board endorse "Love Bella Coola Valley" branding. The annual cost of \$600 (beginning 2017) to partake in Small Town Love should be seen as an investment to economic development for the Bella Coola Valley community and keep the door open for a wider future regional program.

It is recommended that the Board of Directors of the Central Coast Regional District request the CCRD administration submit an application to Northern Development Initiative Trust for 2016 Small Town Love Marketing Initiative program, in time to meet the 2016 deadline.

COLLABORATIVE FOOD SECURITY

STRATEGIC PLAN

- Goal 1 – Effective planning and implementation
- Strategy 3 - Ensure we constantly pursue timely, realistic & achievable economic development programming
 - 1.3.2 Prepare and implement a multiyear economic development strategy
- Goal 3 – An enhanced and strengthened region
- Strategy 3.2 - Continually strengthen intergovernmental relationships
 - 3.2.1 Continually liaise with all First Nations within our district
- Strategy 3.3 -To collaborate with community-based organizations for mutual benefit

DISCUSSION

Through collaborative meetings held October 8 (Ferry Advisory Council) and October 22 (Economic Development) 2014 community members have made the CCRD aware of identified food security concerns and insufficient agriculture development as an ongoing issue that should be addressed.

There has been a substantial investment of time and resources into the Bella Coola Valley Agriculture industry from the CCRD. This has primarily taken the form of the creation of the Bella Coola Valley Sustainable Agricultural Society and the development of a comprehensive

BCV soil map. It is clear that the intention was to continue to provide resources to assist the BCV agriculture industry develop.

Discussion has surrounded bringing the region together on a united front to pursue community economic development initiatives. An intergovernmental Community Economic Development model to address a community's lack of economic access to nutritious food has emerged in Northern Manitoba and there is room to learn from their experiences and apply similar practices here.

Additionally, the future of food security is clearly linked to access to efficient transportation (by air and sea) and further development of regional agriculture practices. Being aware of our collective issues can serve to bolster our arguments to the Province/Federal governments about reliable access.

Educational component can be administered by asking the right questions and producing a universal format to share the questions, answers, long-term vision residents have the region surrounding food security.

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget: Yes

Requires further budget considerations: No

CONCLUSION

A collaborative meeting that brings together community members and organizations that have different knowledge and ideas will help form a clear direction for a tailored food security community economic development initiative in 2016. To meet grant deadlines and ease the application process it is important that project priorities are set well before the deadlines arrive.

It is recommended that the Board of Directors of the Central Coast Regional District request CCRD administration host a collaborative meeting and work closely with regional community's, organizations, and governments to come together as a region to create a vision and a food security project for 2016.

PACIFIC SALMON FOUNDATION – COMMUNITY SALMON PROGRAM STRATEGIC PLAN

Goal 3 – An enhanced and strengthened region

Strategy 3.3 - To collaborate with community-based organizations for mutual benefit

DISCUSSION

The Central Coast Regional District communities are in a unique position to leverage the Community Salmon Program Grant in collaboration with a 2016 Food Security initiative. If the collaborative meeting and engagement process discussed above identifies a regional identity

and history component for a 2016 Food Security initiative that encompasses the history of salmon, fishing, and trade then there is an opportunity to acquire grant funding through this program for a larger community event.

The deadline for this grant for use in 2016 is October 15, 2015.

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget: N/A

CONCLUSION

If through a collaborative meeting process a priority is established which suits the grant guidelines for the Community Salmon Program. It is recommended that the Board of Directors of the Central Coast Regional District request CCRD administration put in a grant application to meet the October 15, 2015 deadline.

GRANT WRITING WORKSHOP

STRATEGIC PLAN

- Goal 1 – Effective planning and implementation
- Strategy 3 - Ensure we constantly pursue timely, realistic & achievable economic development programming
 - 1.3.1 Ascertain/secure long-term economic development core program funding
- Goal 3 – An enhanced and strengthened region
- Strategy 3.3 -To collaborate with community-based organizations for mutual benefit

DISCUSSION

The NDIT has offered to provide a speaker for a Grant Writing Workshop in the Bella Coola Valley free of charge.

To bring the speaker here the CCRD would need to find 20 participants. Organizations such as Bella Coola Valley Tourism, Central Coast Chamber of Commerce, Bella Coola Resource Society have expressed a desire to pursue more granting opportunities. Further invitations will be extended to additional regional community organizations to gauge interest in attendance. If enough participants are found the CEDO will follow up with NDIT to establish date options. This invitation will be extended to organizations that may have some barriers to access due to transportation. The CEDO would wish to provide assistance (using the NDIT collaborative initiative fund) to those looking to travel to the workshop in the spirit of building regional community capacity and fostering relationships between active community organizations.

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget: Yes

CONCLUSION

It is recommended that the Board of Directors of the Central Coast Regional District support the CCRD administration in their hosting of a Grant Writing Workshop.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'T. Shedden', with a long horizontal flourish extending to the right.

Tanis Shedden
Community Economic Development Officer



CENTRAL COAST REGIONAL DISTRICT
 ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
 REGULAR MEETING MINUTES

DATE: 23 JULY 2015

ATTENTION

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

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 CCRD ITEM C(9)(iii)

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ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)

REGULAR MEETING MINUTES – 23 July, 2015

In Attendance: Randy Hart (Chair) (Nuxalk Economic Development Corporation)
Director Richard Hall (CCRD Director, Electoral Area D)
Markus Schieck (Community at Large)
Ernest Hall (Community at Large)
Lori Campbell (Community at Large)
Ana Santos (Denny Island Community) by telephone
Wilma Hallam (non-voting volunteer to committee)
Darla Blake (CAO)
Tanis Shedden (CEDO)

Absent: Garrett Newkirk (Bella Coola Harbour Authority)
Tracy Switzer (Ocean Falls Community)
Bo Reid (Heiltsuk Economic Development Corporation)

Public attendee: Hans Granander (Portion)

1. Call to Order

The Chair called the meeting to order at 7.06pm.

2. Adoption of Agenda

EDAC 15-07-01 M/S Schieck/Santos that the agenda be adopted.

CARRIED

3. Adoption of Minutes

EDAC 15-07-02 M/S (E) Hall/Schieck that the EDAC Meeting Minutes dated 8 JUNE 2015 be adopted.

CARRIED

4. New Members

Ana introduced herself and gave an overview of what she does on Denny Island.

5. Action Items

Business Walks

(a) Framework and Business Listings

CEDO brought new details about the Business Walks program forward. The BCEDA and the province are teaming up to promote a Business Walks Week/Month in October. It was agreed that October would be a good time to begin the CCRD Business Walks Pilot Project.

Attention was drawn to the business list that was started by past LGMI and that to move forward members of the committee should bring their knowledge of existing businesses to the CEDO. Lori Campbell asked about the existing business list that the Bella Coola Valley Tourism has. Ernest Hall indicated that it is outdated.

Ana Santos suggested making some adjustments to the structure to better suit the nature of businesses in the CCRD. The CEDO agreed and stated that there was flexibility surrounding how the Business Walks Program is implemented and that, in the CCRD, it might be best to review it on a community by community basis.

(b) Communicators List

CEDO suggested the businesses be broken down by sector to assist in the tailoring of questions. The CEDO was asked to clarify the vision for the "communicators". The CEDO suggested there be 4-5 groups of 2/3 people to be out in the community talking to businesses. Concern was brought forward about having too many people walking in may overwhelm the local businesses. Markus Schieck suggested starting sooner and slowly working to tackle meeting all the businesses. It was agreed by the committee that the people present could volunteer plus some assistant from CCRD personal could start the program and make up the basis of the "Communicators" list. Volunteers – Ernest Hall, Lori Campbell, Wilma Hallam, Darla Blake, Kyle Mettler, Randy Hart, Richard Hall, and Tanis Shedden. CEDO will connect with communities outside of the BCV.

EDAC 15-06-03 M/S (E) Hall/Campbell that the Business Walks program be brought forward at the next meeting and that committee members e-mail CEDO up-dated business listings by 15 August.

CARRIED

Official Community Planning Advisory Committee

(c) Request for re-writing of economic development vision statement

The CEDO has been asked to draft a new vision statement with regards to economic development and the Bella Coola Valley OCP. CEDO would like feedback from EDAC on how they would like economic development to be portrayed in the vision. Randy Hart suggested a sub-committee be formed to discuss through e-mail how this vision statement should be structured. CEDO expressed that this vision statement, though for the Bella Coola Valley, can then be used to assist in developing the vision statement for the CCRD Economic Development Plan. Volunteers to form the sub-committee – Markus Schieck, Wilma Hallam, Randy Hart, Tanis Shedden, and Ana Santos.

EDAC 15-07-04 M/S Schieck/Campbell that a sub-committee of volunteers from the EDAC be formed to discuss via e-mail the structure of writing a vision statement for the Bella Coola Valley OCP.

CARRIED

6. Discussion

(a) "Great Bear Rainforest Order" Draft for Public Review Comment

Randy Hart welcomed Hans Granander to the table. Randy Hart gave a background on both Nuxalk and Bella Coola Community forest concerns about the impact of the GBRO to the economy. Hans Granander explained that the concept of eco-system based management (EBM) is complex and hard

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to understand on any level. Hans explain the two primary issues that were arising from the GBRO. The first being the concept of EBM and the implications for both Nuxalk and Bella Coola Community Forests and, if through the comment period community forest licenses are included in the order, the local community forest licenses. The second is the Biodiversity, Mining, and Tourism Areas. The Order will constrain the land base and limit the opportunities for future economically viable operations. The use of high technology and consulting personnel would be required that is costly and often beyond the scope of small scale forestry operations. The government is not in favour of imposing the restrictions on community forest license, however, there is concern that the environmentalists will lobby to have them included. CEDO sought clarification on what was being requested of this group with regards to the upcoming comment period. Hans is asking the CCRD and local community members to write letters about how the community forest and small scale local forestry operations are important to the local economy. Lori Campbell asked if there was going to be a meeting scheduled to inform shareholders and community about the impact. It was suggested that it is hard to get people involved in writing letters in favour of something, such as the exclusion of community forests from the order, than to get people to write no letters. The final suggestion was to tell a story of how forestry works to the benefit of the local people. Real stories about how local people, businesses, and organizations are using the wood and realizing benefits pertaining to human well-being. There will be follow up Tuesday 28 July to discuss and focus how the comment will be structured from the CCRD and other local bodies.

7. General Information

(a) CEDO meetings with Pacific Salmon Foundation and Clean Energy BC

CEDO updated committee about upcoming meetings and invited the committee to bring forward comments or questions to ask at these meetings.

Randy Hart indicated the Nuxalk Economic Development Corporation is in the very early stages of exploring clean energy. It was brought up as a potential collaborative meeting topic.

(b) Letter to Minister Stone

Ernest Hall gave an update and advised that the ferry contract has already been signed. The letter was not acknowledged by the receiving party.

(c) Adopt-a-bin

CEDO stated that the CCRD cannot take responsibility for the initiative and that to move forward it would be required that a local society/charity/organization would need to take the helm.

Randy Hart suggested a two prong approach to putting them in place in Bella Coola Valley – Bella Coola Valley Tourism and the Arts Council. Ernest Hall suggested writing a letter to the Arts Council to see if it is something that they would like to get involved with. It was suggested that finding businesses interested in adopting a bin could be done during the business walks.

CEDO sought clarification to see if there was need for garbage bin placements on Denny Island. Ana Santos indicated that she did not believe it was a primary concern for the community.

EDAC 15-07-05 M/S (E) Hall/Campbell, that the CEDO work with Ernest Hall to draft a letter to the Arts Council regarding the proposed “Adopt-a-bin” initiative and their proposed involvement. That

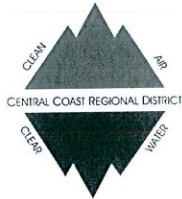
the "Adopt-a-bin" initiative be brought forward at the September meeting.

CARRIED

8. Adjournment

EDAC 15-07-05 M/S Schieck/(E) Hall, that the EDAC meeting of Thursday 23 July 2015 be adjourned 9.21 pm.

CARRIED



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer

FROM: Cheryl Waugh, Transportation and Land Use Coordinator

DATE: September 3, 2015

SUBJECT: Land Use Planning Report

Recommendation: That the Land Use Planning Report dated September 3, 2015 be received

	Zoning	Subdivision	Maps & Plans	Other Related* (specify)	Land Referrals & Updates
Number of Enquiries	6	1	13	9	4
Method of Inquiry					
Email/I-Net	1		8		
Phone	4	1	3	5	
In-Person	1		2	2	
Hard Copy				2	4
Number of Applications					

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Zoning

- Local realtor confirming property zoning
- Enquiry for zoning in Ocean Falls. There is no zoning.
- Call from Smithers about zoning for a Highway 20 property and many questions about water licencing, survey drawing, clearing to a stream and distance of the highway right-of-way. Caller was referred to various agencies and Front Counter BC after being given the zoning information.
- Prince George appraiser asking about zoning on Denny Island. There is no zoning.
- Contractor asking about siting of buildings for flood control. Referred to zoning bylaw.
- Request from Smithers to email our zoning bylaw

Subdivision

- Relative of a deceased property owner asking if the land, which is in the ALR, is able to be subdivided. Referred to the Ministry of Transportation and Infrastructure Subdivision Approving Officer and the Agricultural Land Commission.

Maps & Plans

- Local realtor requested a copy of two surveyed property plans. A copy was provided from our files with the caveat that it may not be a current plan.
- Four notices from Land Title Survey Authority (LTSA) of new land title registrations for townsite properties
- Enquiry for floodplain maps after 2010 and siting of buildings for flood. Mapping has not changed post-2010 and the enquirer was referred to the appropriate section of the zoning bylaw for siting for flood control.
- Consultant for Nuxalk Nation requested aerial photos, maps, plans or other pertinent documents of recently purchased land.
- Out of town enquiry for mapping of Ocean Falls, including lot boundaries. Referred to the LTSA and/or Ocean Falls Improvement District
- Local enquiry asking if a Hagensborg property boundary crossed a particular trail

-Enquiry for soils mapping, floodplain information and possible sites for gravity feed water. Hazard Lands map copies were provided and the enquirer was referred to the CCRD's website for soils mapping and to Service BC for local hydrological studies.

-Policy analyst for the Province explained he is investigating building a broadband connectivity map and ask about our mapping capabilities. This project can use *Address BC*, a system we have been waiting on for years. He is going to enquire on our behalf as to the status of *Address BC* for the CCRD.

-Local resident requested survey plan copy for Michelle Drive property. A copy was provided from our files with the caveat that it may not be a current plan.

-A new road sign was observed east of Jourdenais road on Highway 20 designating Bradley Road. A check with the Ministry of Transportation and Infrastructure confirms this is a registered road, although not new. Maps were updated.

Other Related*

-Enquiry on behalf of a local resident for permits needed for development, such as sewer and water, for a highway 20 property near Hagensborg. We do not provide a permitting function and the enquirer was referred to Vancouver Coastal Health Authority and reminded to review the CCRD's zoning bylaw.

-Former resident required confirmation of their civic address

-I spoke with the Powell River Regional District about their Official Community Plan development for an electoral area with a population of 1,000.

-The CCRD's Official Community Plan Advisory Committee gained one new member and a current member resigned

-Law office asking for any outstanding utility charges on a townsite property

-Local organizer confirming civic address for Walker Island Park for liquor licence application

-Local enquiry asking for clarification on what agency establishes property classifications such as Residential, Business, Major Industry, etc. The BC Assessment Authority is responsible for the classes of property established by regulation.

-Request from local residents asking the CCRD to confirm their civic address with BC Hydro

-Local property owner asking for civic address for his undeveloped land. With no house the property has never been assigned a street address.

Land Referrals/Updates

- Interfor, South Bentinck Arm, 10 year licence issued for log handling, storage and moorage
- Western Forest Products, Briggs Inlet, 2 year licence issued for log handling, heli-drop and storage
- Jane Lake Holdings, South Bentinck Arm, 10 years licence for building and maintaining a dock and barge grid
- Nuxalk Forestry Limited Partnership, South Bentinck Arm, licence for heli-drop zones no longer required. The tenure will be closed.

Cheryl Waugh

Transportation and Land Use Coordinator



**CENTRAL COAST REGIONAL DISTRICT
PUBLIC WORKS DEPARTMENT
JULY & AUGUST 2015 REPORT**

TO: Darla Blake, CAO
CC: Board Chair Reginald Moody and Board Members
DATE: September 3, 2015
FROM: Ken McIlwain, R.P.F. Public Works Manager
SUBJECT: Public Works Monthly Report

RECOMMENDATIONS:

1. **THAT the July/August 2015 Public Works Report be received.**

**PUBLIC WORKS FUNCTIONS AND SERVICES
JULY & AUGUST 2015 HIGHLIGHTS**

SOLID WASTE MANAGEMENT

1. The Used Oil and Antifreeze Collection Facility at Thorsen Creek Waste and Recycling Centre is now operational. 1200 liters of used oil, 200 liters of antifreeze and many bags of used oil and antifreeze containers were collected in the first month of operations.
2. The CCRD website has been updated with the latest Landfill and Recycling information.
3. Schnitzer Steel's baling contractor is currently at the Thorsen Creek Landfill site and is baling the scrap metal pile for shipping out of valley.
4. Logs from the new Recycling Centre site were scaled and transported to local mills for custom sawing. The milled timbers and lumber will be used for construction of new storage facilities at the Recycling Centre and a new concession building at Walker Island.
5. Significant progress has been made in developing the new safety program for the Thorsen Creek Waste and Recycling Centre. Reorganization of operations over the last year has resulted in a mix of CCRD employees and contractor employees on site in addition to the

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CCRD ITEM

general public. Having the CCRD implement a comprehensive safety program will help ensure the health and safety of regional district employees and any other workers at our waste and recycling facility.

6. Plans are underway for a fall recycling education initiative that will work with local elementary schools to bring recycling education to younger grades.
7. Significant Expenditures: Minister of Forests was paid \$1163.13 in stumpage. Bettor Enterprises Ltd. was paid \$1927.80 for loading and hauling of logs.

RECREATION FACILITIES

1. **Walker Island & Snootli Parks:** The tendering process for construction of the Walker Island Park Concession Building was concluded and a contract was awarded to Kevin Matuga for \$45,200. Further surveying and design work for the concession has been completed and the old concession has now been removed. The design and permitting process for septic has been initiated.

David Kopas and Kevin Matuga have been hired on an hourly basis to cut the timbers and lumber for the new concession building.

2. **Centennial Pool:** The pool's last day of operation for the season was August 30th. The season was very successful and the pool facility performed well.

A popular new 'Swim Club' was offered this year, focusing on developing competitive swimming techniques in youth.

No word has been received on the success of our Centennial Grant Application for mechanical upgrades to the pool.

3. **Nusatsum Park:** Two rotten park benches were removed due to safety concerns. Plans are underway for replacement of the benches. The picnic table is also showing signs of requiring replacement and options are being looked at.
4. **Skating Rink:** There is some indication that the Ministry of Transportation and Infrastructure may undertake paving operations in the Bella Coola Valley in 2016. Efforts will be made to stay abreast of these developments in the hope that an opportunity may arise to repave the skating rink.
5. **Significant Expenditures and Contracts:** Kopas Contracting was paid \$2662.50 for custom cutting of lumber.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

Brushing of the access road to the reservoir was completed.

BELLA COOLA AIRPORT

See Transportation Report

STRATEGIC PUBLIC WORKS INITIATIVES

SHEARWATER WATER SYSTEM

The project is on hold until grant funding can be accessed.

SOLID WASTE MANAGEMENT PLAN UPDATE

Minimal work has taken place on the solid waste management planning process during the months of July and August. New Solid Waste Management Planning Guidelines are currently being developed by the Provincial Government, details of which will be released soon. It is desirable to wait to see if the new guidelines offer more flexibility to small regional districts.

ASSET MANAGEMENT PLANNING

Work is progressing with development of a plan template that is geared towards a small local government organization. Information on asset condition and valuation is also being compiled.

TOWNSITE WASTE WATER

No news to report.

Respectfully submitted,



Ken McIlwain, RPF
Public Works Manager



CENTRAL COAST REGIONAL DISTRICT

DATE: September 10th, 2015

TO: Chair Reg Moody and Board of Directors

CC: Darla Blake, CAO; Ken McIlwain, PWM

FROM: Kyle Mettler, Local Government Intern

SUBJECT: Changes to the Thorsen Creek Waste and Recycling Center Safety Program

Background

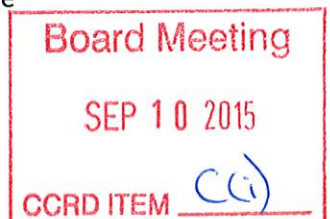
The Thorsen Creek Waste and Recycling Center (TCWRC) Safety Program is being completely revamped to reflect changes in Regional District solid waste management practices over the past year.

These changes include:

- New WorkSafeBC regulations.
- The recycling program has expanded resulting in a larger variety of products handled.
- Operations are now jointly managed by CCRD employees and a contractor.
- Gaps in coordination between the contractor and the CCRD have been identified. An updated Safety Program aims to remedy identified gaps by creating a cohesive vision that will result in coordinated actions between all parties at the TCWRC.

Changes to TCWRC Organizational Structure

Previously TCWRC was run by contractors which limited the CCRD's exposure to liability and transferred much of the responsibility for the site safety to the contractor. Currently, for all intents and purposes, the CCRD is the prime contractor, and it is important the Safety Program should be as up to date and as comprehensive as possible. The combination of CCRD and contractor personnel at the TCWRC must also be reflected in the Safety Program to ensure that both parties work together to ensure safety on the jobsite. Examples of this include



coordinating an emergency response plan between CCRD employees and the contractor or mutual agreements regarding first aid coverage.

Changes to the Scope of the Recycling Program

The recycling program has expanded to include a much larger variety of products. This means TCWRC employees must follow safe work procedures from ReGeneration, MMBC and BC Used Oil and Anti-freeze Association. The Safety Program of the TCWRC is being updated to reflect these guidelines where necessary.

Below is a table of products currently accepted at the TCWRC site. Many of these products such as antifreeze, paint, paint thinners, solvents, hydraulic fluid, automotive batteries, aerosol cans and other such items pose a potential health risk to workers and the public. Updates to the Safety Program will ensure these materials are handled in a safe manner in accordance with WorksSafeBC regulations.

FREE RECYCLING SERVICES ALL ITEMS SHOULD BE CLEAN AND SORTED

<ul style="list-style-type: none"> - Residential Cardboard - Paper (plain or coloured): residential only <ul style="list-style-type: none"> • Newspaper • Magazines • Catalogues • Phone books • Envelopes • Flyers • Junk mail • Household paper 	<ul style="list-style-type: none"> - Computers & Monitors - Flammables (must be in approved containers) <ul style="list-style-type: none"> • Liquids only • Paint thinners • Other solvents • Camp fuels • Liquid adhesives with flammable symbol • Other flammables or solvents that have the flame symbol or wording similar to "keep away from open spark or flame"
<ul style="list-style-type: none"> - Box Board (egg cartons, cereal boxes, Kleenex boxes, etc): Residential only 	<ul style="list-style-type: none"> - Aerosol cans
<ul style="list-style-type: none"> - Cartons & Paper Cups – Residential only <ul style="list-style-type: none"> • Milk cartons • Ice cream containers • Cardboard containers that had liquids in them 	<ul style="list-style-type: none"> - Small Appliances <ul style="list-style-type: none"> • Microwaves • Toasters • Coffee makers
<ul style="list-style-type: none"> - Plastic Containers – Residential only <ul style="list-style-type: none"> • Milk jugs • Juice jugs • Detergent jugs • Shampoo containers • Yogurt containers 	<ul style="list-style-type: none"> - Electronic Goods (TV's, stereo's) <ul style="list-style-type: none"> • All electric devices (plug in or battery operated) • Electronic toys
<ul style="list-style-type: none"> - Glass containers – Residential only 	<ul style="list-style-type: none"> - Household Paint & Paint cans
<ul style="list-style-type: none"> - Metal Containers <ul style="list-style-type: none"> • Soup cans • Dog and cat food cans 	<ul style="list-style-type: none"> - Household Herbicides & Pesticides <i>Look for skull & crossbones and Pest Control Product Number (PCP)</i>
<ul style="list-style-type: none"> - Film Plastics <ul style="list-style-type: none"> • Plastic overwrap from furniture etc • Plastic bags from store, bread bags etc. 	<ul style="list-style-type: none"> - Gasoline in approve ULC containers only
<ul style="list-style-type: none"> - Styrofoam – white or coloured – residential 	<ul style="list-style-type: none"> - Oil, filters, containers etc
<ul style="list-style-type: none"> - All returnable bottles & cans (ie with deposit) <ul style="list-style-type: none"> • Glass (eg wine & beer bottles) • Tetrapaks (eg juice containers) • Plastic or aluminum beverage containers 	<ul style="list-style-type: none"> - Antifreeze <ul style="list-style-type: none"> • Antifreeze jugs
<ul style="list-style-type: none"> - Automotive Batteries 	<ul style="list-style-type: none"> - Light truck & car tires
<ul style="list-style-type: none"> - Industrial and Marine Batteries 	<ul style="list-style-type: none"> - Thermostats
<ul style="list-style-type: none"> - Rechargeable Household Batteries 	<ul style="list-style-type: none"> - Smoke detectors
<ul style="list-style-type: none"> - Non-rechargeable Household Batteries 	<ul style="list-style-type: none"> - Fluorescent/CFC bulbs
<ul style="list-style-type: none"> - Non-Ferrous Metals (aluminium, copper, brass, lead and zinc) 	<ul style="list-style-type: none"> - Light fixtures

Changes to WorkSafeBC Regulations

The TCWRC Safety Program will include the following updates from WorkSafeBC:

Workers Compensation Act

- G-D3-115(1)-3 Bullying and harassment
- Part 3 Division 3 - General Duties of Employers, Workers and Others G-D3-115(1)-2 Labour supply firms and client employers – Responsibilities (Editorial Revision)
- Part 3 Division 12 – Enforcement G-D12-196-2 OHS penalties – High risk violations (Editorial Revision)
- G-D7-156(1) Maintaining the confidentiality of information

OHS Regulation

- G3.23 Young or new worker orientation and training (Editorial Revision)
- Part 5 Chemical Agents and Biological Agents
- G10.4(6) Use of means other than personal locks
- G12.74-1 Automotive lifts and other vehicle support standards – Evidence of compliance
- G8.22(3)-1 Footwear - Alternate standards
- G3.12 Refusal of unsafe work

Part 5 Chemical Agents and Biological Agents

- G5.3-1 WHMIS application (Editorial Revision)
- G5.3-2 Fire extinguishers (Editorial Revision)
- G5.3-7 Warehousing of hazardous products (Editorial Revision)
- G5.5 WHMIS program – Consultation on WHMIS education and training (Editorial Revision)
- G5.6 Worker education and training (Editorial Revision)
- G5.25 Storage practices (Editorial Revision)
- G5.88 Risk assessment (Editorial Revision)

Part 6 Substance Specific Requirements

- G6.75 Safety data sheets (SDS) (Editorial Revision)
- G6.1-1 Definition of qualified person
- G6.6-1 Risk assessment (revised)
- G6.6-2 Classification of risk (revised)
- G6.7 Control of friable asbestos (revised)

Conclusion

The CCRD aims to update the TCWRC Safety Program to reflect changes in organizational structure, WorksSafeBC regulations, and an expanded recycling program. This project has been undertaken with the intent of creating a cohesive vision of health and safety for both the contractor and CCRD employees. The CCRD will therefore work with the contractor to build a Safety Program that works for both organizations.

Respectfully submitted,

A handwritten signature in blue ink that reads "K Mettler". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Kyle Mettler

Local Government Intern

100

RECEIVED

AUG 06 2015

Centennial Pool Commission

Meeting Minutes

Central Coast Regional District

15 July 2015

Present: R. Hilland, C. Nygaard, A. Sayers, B. Lande, K. Lansdowne, J. Cole

Guest: N. Koroluk

1. Policy A-12(d) - The Commission reviewed the current policy and made no changes. It can now be submitted to the CCRD for approval.

2. Pool Chemicals - Nicola has inventoried the current holdings. So far the expenses for chemicals are over budget, but no further purchases are expected this season. She will liaise with New Waves at the end of the season.

A check list is now in place concerning the use of chemicals at the pool.
The Health Inspector visited the pool but no report has yet been received.

3. Pool Programs - Teen Swim has not been well attended so instead there will be a Family Swim from 6:30-8pm on Wednesdays and Saturdays. Swim Club has been very successful.

So far two day camps have taken place at the pool, sponsored by First Nations groups. Starting 20 July, Holly Poole will be running a one-week camp. In August, another camp will be held, focusing on soccer in the mornings.

A suggestion box will be available for patrons to use.

4. Pool Replacement - Russ will ask Ken to enquire about basic designs for a new pool. Ken has submitted a proposal to get funding to redo the current pump room as it appears that this pool will be needed for the next few years.

5. Financials - Available to 30 June 2015.

Sales are going well on products for resale (goggles, shampoo, etc)

Motion: That the Pool Manager purchase a small freezer for use in the pool office.

C.Nygaard/R.Hilland:Passed

Board Meeting
SEP 10 2015
CCRD ITEM (s)(i)

6. Manager's Hours - So far Nicola has been billing for 10 hours per week, although her actual time spent on pool business exceeds this.

Motion: That the Commission agrees to funding up to 20 hours per week for the work of the Pool Manager.

R.Hilland/C.Nygaard:Passed

7. Music Festival Weekend - The pool will be open for its regular hours on both Saturday and Sunday.

8. Special Events - On BC Day, Sunday, 2 August, there will be a Swim Meet from 10-12 am and Family Fun Day from 1-6 pm. There will be two more Swim Meets (on 16 and 23 August) and another Fun Day on 23 August.

9. Fundraiser? - It was suggested that the Swim Club might be able to raise funds for the pool. Nicola will inquire into this.

Next meeting: Wednesday, 5 August at 5:30 pm at the pool.

Centennial Pool Commission

RECEIVED

Meeting Minutes

AUG 17 2015

5 August 2015

Central Coast Regional District

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

Guest: Pool Manager N. Koroluk

1. Staffing

Motion: To go In Camera in accordance with Community Charter s.90(1)(a) for a discussion of personal information about an identifiable individual who holds a position as an employee.

(at 1:50pm) Nygaard/Sayers:Passed

Motion: To return to Regular Meeting

(at 1:56 pm) Nygaard/Hilland:Passed

2. Staffing: August - The next two weeks will be fully staffed but for the remainder of August the pool will be short staffed.

3. Health and Safety - A meeting with C. Nygaard, N. Koroluk and staff members was held where concerns about health and safety issues could be heard and discussed. Most concerned the deck surface and equipment. Nicola will follow up on these topics.

The money for the following equipment purchases will be incorporated into the next budget: pool blanket rollers, vacuum hose, chemical masks, First Aid kit. The need for a fenced-in playground on the rear grassed area was also recommended.

Motion: That the Pool Manager be empowered to deal with the above issues.

Cole/Nygaard:Passed

A bear awareness presentation will be given to the Soccer Camp and available staff this coming week.

4. Closing Date - The final day for pool opening will be Sunday, 30 August. In the previous week, only afternoon swims will be available.

Motion: To approve a pool closing date of 30 August 2015.

Sayers/Nygaard:Passed

5. New Pool - Russ is contacting the community of Port Simpson (smaller in size than Bella Coola which had a fully

Board Meeting
SEP 10 2015
CCRD ITEM C(j)(ii)

funded pool constructed) to learn more about their process. He also recommends that Ken research *modular* solar heating systems (which can be moved according to necessity). He will inform the Commission of his findings when available.

6. Financials - So far this season, income from rentals and private lessons is up as are chemical expenses (however it was noted that the chemical balance is good this year).

7. Risk Assessment - Nicola has prepped a preliminary spreadsheet of hazards which will be discussed further over the winter (some are already incorporated into the Pool Safety Plan). Russ will help facilitate this.

Next Meeting: Wednesday, 16 September 2015 at 1:45 pm at the library.



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: September 3, 2015
SUBJECT: Transportation Report – Bella Coola & Denny Island Airport

Recommendation: That the Transportation Report dated September 3, 2015 be received

Bella Coola Airport

Airport Parking

The CAO requested a report on airport parking and examples of arrangements other small regional airports have regarding car rental operations, pay parking, parking provisions in lease agreements, etc. Four airports responded with a variety of information. The report is available separately on request.

Airport Rates & Charges

A review has begun of the rates and charges bylaw, which influences landing fees, aircraft parking fees, departure fees, fuel surcharges, advertising rates and lease rates. Airport rates and charges are reviewed once every two years.

Recycling & Waste Products

The quantity of garbage in the terminal building appears to be increasing and options will be explored to remedy storage concerns. There may also be interest in implementing a recycling system, which would reduce the amount of waste. The outside ashtrays and refuse container will be improved to be more easily identified and convenient for users.

Miscellaneous

- A Forestry crew removed an overgrown pine shrub from the parkette island. Thank you!
- Leaseholder reported a broken gate post
- NOTAM issued until September 15th due to seasonal bird activity in the vicinity
- Doug Baker voluntarily nailed down a piece of stair carpeting that posed a trip hazard in the terminal building. Thank you!
- Damage to a small section of eavestroughing was temporarily repaired by Stuart Harrison. Another thank you!

Board Meeting
SEP 10 2015
CCRD ITEM C(1)

Denny Island Airport

The Denny Island Airport Commission has been informed that the large aircraft used by Shearwater Marine will no longer be landing at the Denny Island Airport. This may have implications for the Commission with regards to landing fees in 2016 and forward.

Cheryl Waugh

Transportation & Land Use Coordinator



CENTRAL COAST REGIONAL DISTRICT

DATE: 3 September 2015

TO: Board Chair Reginald Moody and Board Members

FROM: Director Alison Sayers

SUBJECT: **Area C – Directors Report**

Herein please find my Area C report:

Marine Planning Partnership

The Marine Planning Partnership held a Regional Marine Advisory Committee meeting via teleconference on August 13th, to discuss the Draft MaPP Regional Action Framework. The Framework is intended to outline and support issues that are common to all sub-regional plans (e.g. Central Coast, North Coast, North Vancouver Island, and Haida Gwaii).

I attended on behalf of the Board and provided feedback regarding what I felt was a lack of integration of local government in the Framework, specifically with regards to economic development and advancing relationships between local governments and First Nations governments

Centennial Pool

Attended the Pool Commission meeting on August 5th and brought a recommendation to the commission that I received from an Area C constituent asking for a fenced-in play area for kids behind the pool, to provide safety from the parking lot and road.

NDIT

I attended a meeting via teleconference of the Northwestern Regional Advisory Committee (NRAC). The meeting focused primarily on strategic planning for 2016 and beyond. The Northwest Regional Development Account will probably be entirely allocated at the January NRAC meeting. This is a new situation for NDI, and we need to be aware that there will be considerably more competition for funding in 2016 and probably into the future. CCRD should consider submitting all of our anticipated funding applications for 2016 by the November 2015 deadline, unless we are willing to wait until 2017. We also need to be aware that there are other entities in our community likely to

Board Meeting
 SEP 10 2015
 O(b)(iii)
 CCRD ITEM

submit applications for 2016, and therefore we will in a sense be "in competition" with each other. I suggest, at the recommendation of NDI, a meeting with all entities to discuss community priorities so that we can decide together how to approach requesting funding. NDI is requesting that we think and work locally to do this, before the NRAC reviews the applications.

Union of British Columbia Municipalities Convention

I have been working with CAO Darla Blake to make appointments during the Sept 21-25th UBCM convention in Vancouver, with the Ministry of Community, Sport, and Cultural Development regarding funding for our district.

Also, I have been asked to present at the convention as a member of a panel at a workshop on the 24th September regarding local government and marine planning. I am working on this five-minute presentation regarding my experience with MaPP. The objective of the workshop is to attempt to influence provincial policy regarding the role of local government in marine planning processes as related to economic development on the BC coast, to elevate the status of local government from a stakeholder around the table, to more of a partnership with First Nations and provincial government.

Third, I am preparing a campaign speech for the UBCM Executive elections for the Director At Large seat, for which the CCRD Board nominated me at the June 2015 meeting.

Official Community Plan Advisory Committee

The OCPAC did not meet during July or August. Our next meeting is tentatively scheduled for early October. There will be no meeting in September due to UBCM and schedules of committee members. Although we are a bit behind schedule in terms of having the draft OCP completed by the end of 2015, the committee has been making some progress and I feel it is important to take the time needed to provide solid recommendations to the Board rather than rush to meet a deadline.

Bylaw 71 and zoning enforcement

I was contacted by an Area C constituent who had some questions about livestock and zoning. It was this constituent's belief that we do not have any zoning in the valley. I did some research and we do in fact have zoning regarding agriculture (Bylaw 71). In our district, all enforcement of zoning bylaws is complaint-based. This means that if a constituent complains to the CCRD about use of property that is in violation of a zoning bylaw, the CCRD is bound by law to enforce the bylaw.

The updating of our Official Community Plan is a perfect opportunity for constituents to provide feedback to the CCRD regarding changes to zoning, however the Board should be aware that zoning is not legally allowed to be changed in order to benefit any one constituent. Rather, it must be a change that benefits the entire community.

Respectfully Submitted



Alison Sayers
Director Area C

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CENTRAL COAST REGIONAL DISTRICT

DATE: 03 September 2015

TO: Board Chair Reginald Moody and Board Members

FROM: Darla Blake, Chief Administrative Officer

SUBJECT: Repeal Bylaw – Bella Coola Townsite Curfew Regulation Bylaw No. 8, 1977

RECOMMENDATION

That that Bylaw No. 450 cited as Bella Coola Townsite Curfew Regulation Bylaw No. 450, 2015, be now introduced and read a first second and third time.

STRATEGIC PLAN

CCRD Integrated Strategic Plan 2015-2019, Goal 3 – Governance: An Enhanced and Strengthened Region, Goal 3.4.3 Maintain and update our policy/bylaw process

BACKGROUND

In March 2015, the board adopted the CCRD Integrated Strategic Plan 2015-2019. Goal 3.4 identified the fostering of effective governance, followed by goal 3.4.3 which states we will maintain and update our policy/bylaw process.

LEGISLATION /POLICY/BYLAWS

Section 794 (5) of the *Local Government Act*
Section 137 (1)(b) of the *Community Charter*

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:	N/A
Requires further budget consideration	N/A

RISK MANAGEMENT

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

DISCUSSION

In accordance with Goal 3.4.3 in the CCRD Integrated Strategic Plan 2015-2019, administration are undertaking a comprehensive review of all bylaws to ensure relevance and meeting current legislative requirements.

Board Meeting
 SEP 10 2015
 CCRD ITEM E(a)

110

The Bella Coola Townsite Curfew Regulation Bylaw No. 8, 1977 is being presented for consideration to revoke, as it is no longer considered to be relevant.

Where the board of 1977 saw such a bylaw as being expedient for the better protection of persons and property, in today's world, the responsibility for children 16 years and younger and their whereabouts, falls directly with parents and/or adult caregivers. Issues regarding the protection of property, falls on the property owner and where there may be violation, the RCMP would be called in to handle such complaints.

It is also noted, that the current Bylaw No. 8 falls outside any mandate of the Central Coast Regional District.

CONCLUSION

Since the adoption of the curfew bylaw in 1977, many changes and attitudes have occurred. The bylaw is no longer relevant and as such it is recommended that the Board of Directors now introduced and read a first second and third time, Bylaw No. 450 cited as Bella Coola Townsite Curfew Regulation Bylaw No. 450, 2015, to revoke the bylaw cited as "Bella Coola Townsite Curfew Regulation Bylaw No. 8, 1977".

Respectfully submitted



Darla Blake
Chief Administrative Officer

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CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 450

A bylaw to repeal the Bella Coola Townsite Curfew Regulation Bylaw No. 8, 1977

WHEREAS the board of directors for the Central Coast Regional District has adopted the "Bella Coola Townsite Curfew Regulation Bylaw No. 8, 1977" for the better protection of persons and property within Electoral Area E of the Central Coast Regional District, to regulate the time after which children under a certain agree shall be required to be off the street and in their respective home;

AND WHEREAS Bylaw No. 8 provided for the regulation of children after nightfall, which is no longer adequate;

AND WHEREAS pursuant to Section 794 of the *Local Government Act* the board is no longer required to have a bylaw in place for this purpose and more specifically to Section 137 of the *Community Charter*, with respect to the power to repeal a bylaw.

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

1. Bylaw 8 cited as the "Bella Coola Townsite Curfew Regulation Bylaw No. 8, 1977" is hereby repealed;
2. This bylaw may be cited as "Bella Coola Townsite Curfew Regulation Bylaw No. 450, 2015".

READ A FIRST TIME THIS	10th	day of	September, 2015.
READ A SECOND TIME THIS	10th	day of	September, 2015.
READ A THIRD TIME THIS	10th	day of	September, 2015.
ADOPTED THIS		day of	, 2015.

Chair

Corporate Officer

I hereby certify that the above is a true and correct copy of Bylaw 450 cited as ""Bella Coola Townsite Curfew Regulation Bylaw No. 450, 2015"".

Corporate Officer

CENTRAL COAST REGIONAL DISTRICT

BY-LAW NO. 8

A by-law of the Central Coast Regional District and more specifically the area known as the Bella Coola Townsite, Electoral Area E, providing for the regulation of children after nightfall.

WHEREAS it is deemed advisable and expedient for the better protection of persons and property within Electoral Area E of the Central Coast Regional District, to regulate the time after which children under a certain age shall be required to be off the street and in their respective homes;

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

1. No boy or girl on the Bella Coola Townsite actually or apparently under 16 years of age, shall loiter any place within the Bella Coola Townsite between the hours of nine o'clock in the afternoon and 6 o'clock in the morning.
2. No boy or girl on the Bella Coola Townsite actually or apparently under 16 years of age, shall be in any place of entertainment, street, lane, by-way or common within the said Townsite between the hours of nine o'clock in the afternoon and 6 o'clock in the morning from Sunday to Thursday inclusive and between the hours of eleven o'clock in the afternoon and 6 o'clock in the morning on Fridays, Saturdays and days preceding holidays, unless accompanied by his or her parent or an adult appointed by a parent to accompany such child or for some unavoidable cause.
3. A boy or girl on the Bella Coola Townsite found violating the provisions or paragraph (1) and (2) may be warned and conducted home by a police officer and if the warning is not regarded or after the warning the boy or girl is again found disobeying the provisions of said paragraph (1) or (2) the parents of such boy or girl shall be directed to meeting with the Advisory Committee appointed by the Board of the Central Coast Regional District for the protection of the children.
4. A parent who permits his child be habitually violate the provisions of paragraph (1) or (2) shall be guilty of an offence and shall be liable on summary conviction to a fine not exceeding \$5.00 (Five Dollars).
5. This By-law may be cited as "Bella Coola Townsite Curfew Regulation By-law No. 8, 1977".

READ A FIRST TIME THIS 10th DAY OF AUGUST, 1977

READ A SECOND TIME THIS 10th DAY OF AUGUST, 1977

READ A THIRD TIME THIS 19th DAY OF OCTOBER, 1977.

RECONSIDERED AND ADOPTED THIS 23 DAY OF November, 1977.

Approved pursuant to section 2 of the function of Division VIII Curfew Regulation, this 3rd day of Nov, 1977

[Signature]
Minister of Municipal Affairs and Housing

[Signature]
Chairman

[Signature]
Secretary Treasurer

I hereby certify that this is a true copy of the by-law No. 8, cited as "Bella Coola Townsite Curfew Regulation By-law No. 8, 1977."

APPROVAL NO. 77 173

[Signature]
Secretary Treasurer



CENTRAL COAST REGIONAL DISTRICT

DATE: 03 September 2015

TO: Board Chair Reginald Moody and Board Members

FROM: Tanis Shedden, Community Economic Development Officer

SUBJECT: **Repeal Bylaw – Central Coast Economic Development Commission Bylaw No. 374, 2004**

RECOMMENDATION

That the report titled “Repeal Bylaw – Central Coast Economic Development Commission Bylaw No. 374, 2004” be received.

That that Bylaw No. 451 cited as Central Coast Economic Development Commission Bylaw No. 451, 2015, be now introduced and read a first second and third time.

STRATEGIC PLAN

CCRD Integrated Strategic Plan 2015-2019, Goal 3 – Governance: An Enhanced and Strengthened Region, Goal 3.4.3 Maintain and update our policy/bylaw process

BACKGROUND

In March 2015, the board adopted the CCRD Integrated Strategic Plan 2015-2019. Goal 3.4 identified the fostering of effective governance, followed by goal 3.4.3 which states we will maintain and update our policy/bylaw process.

LEGISLATION /POLICY/BYLA

Section 794 (5) of the *Local Government Act*
Section 137 (1)(b) of the *Community Charter*

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:	N/A
Requires further budget consideration	N/A

RISK MANAGEMENT

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

Board Meeting
 SEP 10 2015
 CCRD ITEM E(b)

DISCUSSION

In accordance with Goal 3.4.3 in the CCRD Integrated Strategic Plan 2015-2019, administration are undertaking a comprehensive review of all bylaws to ensure relevance and meeting current legislative requirements.

Central Coast Economic Development Commission Bylaw No. 374, 2004 is being presented for consideration to revoke, as it is no longer considered to be relevant.

At the 13 November, 2014 regular Board of Directors meeting the creation of an Economic Development Advisory Committee was approved. At the same meeting CCRD administration was approved to seek funding and hire an Economic Development Officer. The Economic Development Advisory Committee has successfully been established, and the Community Economic Development Officer position has been filled. Therefore, the Central Coast Regional District Bylaw No.374, which gives regulation of the economic development vision, goals, and structure for the Central Coast Regional District electoral areas A, B, C, D, and E to the Economic Development Commission is no longer relevant.

The economic development mandate for electoral area A, B, C, D, and E will be carried out jointly by the Community Economic Development Officer and CCRD administration with the support of the Economic Development Advisory Committee.

CONCLUSION

Since the establishment of the Economic Development Advisory Committee, and with the presence of the Community Economic Development Officer the CCRD mandated economic development service is being administered. The Central Coast Economic Development Commission Bylaw No. 374 is no longer relevant. It is recommended that the Board of Directors now introduce and read a first, second and third time, Bylaw No. 451 cited as "Central Coast Economic Development Commission Bylaw No. 451, 2015", to revoke the bylaw cited as "Central Coast Economic Development Commission Bylaw No. 374, 2004".

Respectfully submitted



Tanis Shedden
Community Economic Development Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 451

A bylaw to repeal the Central Coast Economic Development Commission Bylaw No. 374, 2004

WHEREAS the board of directors for the Central Coast Regional District has adopted the Central Coast Economic Development Commission Bylaw No. 374, 2004 to regulate the vision, goals, and structure of Economic Development in Electoral Areas A, B, C, D and E;

AND WHEREAS Bylaw No. 374 provided for the regulation of the Economic Development mandate of the Central Coast Regional District, which is now administered by CCRD administration and the Economic Development Advisory Committee;

AND WHEREAS pursuant to Section 137 of the *Community Charter*, with respect to the power to repeal a bylaw.

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

1. Bylaw 374 cited as the "Central Coast Economic Development Commission Bylaw No. 374, 2004" is hereby repealed;
2. This bylaw may be cited as "Central Coast Economic Development Commission Bylaw No. 451, 2015".

READ A FIRST TIME THIS	10th	day of	September, 2015.
READ A SECOND TIME THIS	10th	day of	September, 2015.
READ A THIRD TIME THIS	10th	day of	September, 2015.
ADOPTED THIS		day of	, 2015.

Chair	Corporate Officer

I hereby certify that the above is a true and correct copy of Bylaw 451 cited as "Central Coast Economic Development Commission Bylaw No. 451, 2015".

Corporate Officer

(116)

CENTRAL COAST REGIONAL DISTRICT
BYLAW 374, 2004

Cited as the "Central Coast Economic Development Commission Bylaw"

A bylaw to regulate the vision, goals and structure of the Economic Development Commission for Electoral Areas C, D and E within the Central Coast Regional District and to repeal Bylaw No. 248, 1996.

WHEREAS the Board of Directors for the Central Coast Regional District is empowered by Supplementary Letters Patent (dated September 27, 1979) to establish an Economic Development Commission within Electoral Areas A, B, C, D and E.

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

(1.0) VISION

"Our vision for the Bella Coola Valley is a caring, self-reliant, sustainable community supported by a diversified, locally-controlled economy that operates within the healing capacity of a clean, healthy natural environment."

(2.0) COMMISSION GOALS

Our economic development goals must continue the active and vital collaboration between public and private sectors to promote the economic health and well-being of our region and encompass well-informed decisions regarding business retention and recruitment and public (regional, provincial and federal) investment in supportive infrastructure.

The preservation and expansion of our community's economic base are primary goals. Unless existing businesses are healthy and there are expanding employment opportunities, the population will not be stable, the tax base will continue to decline and the CCRD's ability to finance public services will be impaired.

The future development of our community depends on maintaining and enhancing local economic development efforts directed towards the following goals –

- a) To increase employment levels and opportunities, achieve economic stability, and improve the standard of living for all citizens.
- b) Establish and maintain a broad community consensus regarding the direction of economic development efforts.
- c) Continue to diversify the commercial/industrial base.
- d) Reduce barriers to economic growth, while recognizing the Regional District's regulatory function.
- e) Identify additional resources to aid in economic development.
- f) Concentrate on retaining and expanding existing local businesses.
- g) Become an active partner with business, educational institutions, community organizations and government, to provide information to local businesses.
- h) Recruit businesses which are suited to the area.
- i) Offer assistance to businesses that produce regional exports or import substitutes.
- j) Encourage development that is environmentally sensitive.

(3.0) STRUCTURE OF THE COMMISSION

(3.1) Economic Development Commissioners, shall be appointed for two-year terms, staggered so as to allow continuity, by the Central Coast Regional Board of Directors and comprise of eight voting and one non-voting member:

- a) One member representing the Central Coast Regional District;
- b) Seven members invited from a cross-section of the community, and;
- c) The CCRD's Economic Development Officer in an ex-officio, non-voting capacity.

(4.0) LEGAL RESPONSIBILITIES OF THE COMMISSION

(4.1) All organizations operating under the auspices of the Economic Development Commission shall, in terms of any liability whatsoever, be required to save harmless the Commission and the Regional District.

(4.2) The powers delegated to the Commission shall not extend to include any of the powers of the Regional District Board which are exercised by bylaw only.


(4.3) Bylaw No. 248, cited as the "CCRD Economic Development Commission Management bylaw No. 221, 1994" is hereby repealed.


(4.4) This bylaw may be cited as the "Economic Development Commission Management Bylaw No. 374, 2004".

(6.0) OPERATING POLICIES AND PROCEDURES

(6.1) The Economic Development Commission shall serve pursuant to Appendix A, Operating Policies and Procedures

READ A FIRST TIME this 6th day of October, 2004
 READ A SECOND TIME this 6th day of October, 2004
 READ A THIRD TIME this 6th day of October, 2004
 CONSIDERED AND ADOPTED this 3rd day of November, 2004


 Terry Corbould
 Chair


 Donna Mikkelson
 Administrator

APPENDIX A

To Bylaw No. 374, 2004

**CENTRAL COAST ECONOMIC DEVELOPMENT COMMISSION
OPERATING POLICIES AND PROCEDURES**

(A.1) Terms of service for the eight voting and one non-voting members of the Economic Development Commissioners are as follows;

TYPE	2004	2005	2006	2007
Commissioner	Dunsworth, Ken			
Commissioner	Nelson, Mark			
Commissioner	Nash, Ed			
Commissioner	Sawicki, Joan			
Commissioner	Osmers, Karl			
Commissioner	Hoppe, Oran			
Commissioner	Parr, Phil			
CCRD	Corbould, Terry	Corbould		
EDO	Anderson, David	Anderson		

- (A.2) Voting will be held by majority vote of those members in attendance. A quorum is four voting members.
- (A.3) The Regional Board, upon a vacancy arising from any cause other than expiration of a member's term of office, shall forthwith appoint a new member who shall serve for the unexpired portion of the term vacated.
- (A.4) Any member who is absent from the meetings of the Commission for two consecutive regular meetings without leave of absence from the Commission or without reason satisfactory to the Commission shall forthwith cease to be a member of the Commission.
- (A.5) Each retiring member of the Commission, shall be eligible for re- appointment.
- (A.6) The Commission shall elect, by simple majority, a Chair and Vice Chair at the first meeting of each year.
- (A.7) The Commission shall form an Executive Committee, comprised of three officers (Chair, Vice Chair and one other) plus one alternate. The Executive Committee shall be responsible for minor or expedited decisions and directions, when time or necessity does not permit the calling of a formal meeting.
- (A.8) The Commission shall establish, at the first meeting held, a date and place for the holding of monthly meetings.
- (A.9) Actively participate in Community Open Houses, Town Halls and related community economic- oriented meetings.
- (A.10) The Commission will attempt to achieve consensus on all questions, but in instances when it can not be achieved, questions shall be decided by a majority vote.

APPENDIX A cont'
To Bylaw No. 374, 2004

(A.11) Except in cases where a conflict of interest arises, all voting members may vote on questions before the Commission and in all cases where the votes of the members present are equal for and against the questions, the question shall be negative. Any member who abstains from voting shall be deemed to have voted on the prevailing side. Pursuant to CCRD Policy E-7, any member who finds themselves in a conflict of interest shall leave the room during the discussion and vote.

(A.12) Notwithstanding (A.11) above, the Chair shall vote only to break a tied vote.

(A.13) The Commission shall conduct its meetings as specified in the CCRD Board Meeting Procedures Bylaw pursuant to the Local Government Act.

(A.14) No act or other proceedings of the Commission shall be valid unless it is authorized by resolution at a regular or special meeting of Executive Committee.

(A.15) In association and cooperation with the EDO, by February 28 of each year prepare an annual report detailing the previous year's activities and accomplishments, in relationship to the economic development action plan, for submission to the CCRD and communication to the community.

(A.16) In association and cooperation with the EDO, by February 28 of each year prepare a work plan for the coming year detailing the projected activities and targeted objectives for submission to the CCRD and communication to the community.

(A.17) In association and cooperation with the EDO, by June 30 of each year update the third year of the economic development action plan (i.e. continuous rolling) in order to maintain its continuity and progressiveness.

(A.18) Monitor the progress of how current activities correlate to the Mission and Vision Statements and the relationship with strategic planning.

(A.19) Pursuant to CCRD Policies E-1 (commission reporting requirements) and A-5 (board meeting schedule), the Commission shall make reports to the Regional Board at each scheduled monthly meeting and at such other times as the Commission may deem proper.

(A.20) Lobby and liaise with other levels of government, private sector and news media in respect to economic development within the area.

(A.21) The CCRD's Economic Development Officer (EDO) will work closely and in association with the Commission, in the capacity of an ex-officio, non-voting director, however the position does *not* report directly to the Commission. All Commission requests for the EDO's time commitments must be pre-approved by the CCRD's Chief Administrative Officer.

**Central Coast Regional District
Denny Island Recreation Commission Bylaw No. 441, 2015**

Being a bylaw to establish a Recreation Commission for Electoral Area A and to repeal bylaws 95, 109, 296 and 320

WHEREAS the Central Coast Regional District has established by Bylaw 329 the Denny Island Recreation Service Area to provide recreation services to Electoral Area A; and

WHEREAS the Regional Board of the Central Coast Regional District deems it expedient to establish a Denny Island Recreation Commission to oversee the operations of the Denny Island Recreation Local Service Area;

NOW THEREFORE the Regional Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

The Denny Island Recreation Commission is hereby established to be known as the Denny Island Recreation Commission being within and composed of Electoral Area A of the Central Coast Regional District.

1. This Bylaw may be cited for all purposes as the "Denny Island Recreation Commission Bylaw No. 441, 2015".
2. The Denny Island Recreation Commission, hereinafter called the "Commission" shall consist of 8 members:
 - (a) One member appointed by the board of directors as their representative and
 - (b) Seven members representing a cross section of individuals directly concerned with community recreation
3. Commissioners are appointed by the board of directors and shall serve for a one year terms commencing on January 01.
4. The Commission shall elect by a simple majority a Chair, a Vice-Chair, a Secretary/ Treasurer from amongst its members at the first meeting held in each year. The Chair shall preside at the meetings of the Commission when present and in his or her absence, the Vice-Chair shall assume the responsibilities.
5. The minutes of the proceedings of all meetings of the Commission shall be legibly recorded and certified as correct by the Secretary and shall be signed by the Chair or other member presiding at such meeting. Meeting minutes shall be submitted to the Central Coast Regional District. The Secretary shall be responsible for the filing of all correspondence and to notify members of all meetings.
6. Any member who is absent from meetings of the Commission for two consecutive regular meetings without leave of absence from the Commission or without reason satisfactory to the Commission shall cease to be a member of the Commission.

Board Meeting
 SEP 10 2015
 ELC
 AGENDA ITEM

(121)

**Central Coast Regional District – Denny Island Recreation Commission Bylaw No. 441,
2015**

7. The regional board, upon a vacancy arising from any cause other than the expiration of a members term of office, upon recommendation of the Denny Island Recreation Commission, shall appoint a new member from Denny Island who shall serve for the unexpired portion of the term vacated.
8. Each retiring member shall be eligible for re-appointment.
9. No member of the Commission shall receive any remuneration for services.
10. The Commission shall hold regular meetings as they deem practical but not be less than 4 times per year. Four members shall constitute a quorum.
11. The Chairman or any two members may summon a special meeting of the Commission by giving at least one day's notice by phone or in writing to each member, stating the purpose for which the meeting is called.
12. The Chair shall appoint such committees as may be deemed necessary. Committee members need not be members of the Commission.
13. All members of the Commission, including the presiding member, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the question, the question shall be negative. Any member who abstains from voting shall be deemed to have voted in the affirmative.
14. All questions before the Commission shall be decided by a majority vote.
15. The Chair shall preserve order and decide all points of order which may arise subject to an appeal to other members present. All such appeals shall be decided in accordance with Robert's Rules.
16. Except as provided in this bylaw, the Commission shall regulate the conduct of its meetings as it deems desirable.
17. No act or other proceedings of the Commission shall be valid unless it is authorized by resolution at a regular or special meeting of the commission.
18. The Commission shall conduct or have cause to have conducted, surveys of recreational facilities, programs and leadership in the best interest of the area and in accordance to the wishes of the Regional Board.
19. The powers delegated to the Commission shall not extend to or include any of the powers of the Regional Board which are exercised by bylaw only.
20. The Commission shall, before the 31st day of October in each year, cause to be prepared and submitted to the Regional Board a detailed budget outlining its anticipated receipts

Central Coast Regional District – Denny Island Recreation Commission Bylaw No. 441, 2015

and expenditures during the next calendar year.

20.1 No less frequently than four (4) times per year on or before the following dates, the Commission shall provide to the regional district's financial officer, a detailed report of all petty cash receipts and expenditures complete with opening and closing balances:

- April 15th (for the period January to March)
- July 15th (for the period April to June)
- October 15th (for the period July to September)
- Jan 15th (for the period October to December)

21. The Commission shall make reports to the Regional Board at such times as they are required and at such other times as the Commission may deem proper.

22. The Commission shall, at each meeting, approve invoices for payment by the CCRD and immediately forward those invoices to the regional district's financial officer for processing.

23. All organizations operating under the auspices of the Commission shall, in terms of any liability whatsoever, save harmless the Recreation Commission and the Regional District.

24. Bylaws 95, 109, 296 and 320 are hereby repealed.

Read a first time this _____ day of _____, 2015

Read a second time this _____ day of _____, 2015.

Read a third time this _____ day of _____, 2015.

RECONSIDERED, FINALLY ADOPTED this _____ day of _____, 2015.

CHAIR

CORPORATE ADMINISTRATOR

I hereby certify the above to be a true and correct copy of Bylaw No. 441 cited as the "Denny Island Recreation Commission Bylaw No. 441, 2015" as adopted.

CORPORATE ADMINISTRATOR

**Central Coast Regional District
Denny Island Recreation and Leisure Activities Commission Bylaw No. 441**

Being a bylaw to establish a Recreation Commission for Electoral Area A and to repeal bylaws 95, 109, 296 and 320

WHEREAS the Central Coast Regional District has established by Bylaw 329 the Denny Island Recreation Service Area to provide recreation services to Electoral Area A; and

AND WHEREAS the Regional Board of the Central Coast Regional District deems it expedient to establish a Denny Island Recreation Commission to oversee the operations of the Denny Island Recreation Local Service Area;

NOW THEREFORE the Regional Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

The Denny Island Recreation Commission is hereby established to be known as the Denny Island Recreation and Leisure Activities Commission being within and composed of Electoral Area A of the Central Coast Regional District.

This Bylaw may be cited for all purposes as the "Denny Island Recreation and Leisure Activities Commission Bylaw No. 441, 2015".

DEFINITIONS

In this bylaw:

- "**Regional Board**" means the Board of Directors of the Central Coast Regional District.
- "**Regional District**" means the Central Coast Regional District (or CCRD).
- "**Commission**" means the Electoral Area A Denny Island Recreation and Leisure Activities Commission (or DIRLAC)

TERMS OF REFERENCE FOR THE COMMISSION & ITS GOALS

1. The Denny Island Recreation and Leisure Activities Commission (DIRLAC) is a volunteer commission of the Central Coast Regional District, which offers and supports recreational and leisure activities and programs for Denny Island and wider community.
2. The goals of the Commission are:
 - (a) To support inclusive recreational and leisure activities for the benefit of the community.
 - (b) To organise and inform the community of events planned by its members.
 - (c) To provide a forum for its members to share ideas and program information, resources and explore areas of mutual interest.
 - (d) To promote the concepts that physical activity, educational opportunities through leisure activities and community involvement are vital to the health and well-being of a vibrant community.
 - (e) The Commission shall conduct or have cause to have conducted, surveys of recreational facilities, programs and leadership in the best interest of the area and in accordance with the wishes of the Regional Board.

Board Meeting
 SEP 10 2015
 CCRD ITEM E(4)

RIGHTS OF THE REGIONAL BOARD

3. The powers delegated to the Commission shall not extend to or include any of the powers of the Regional Board which are exercised by bylaw only

MEMBERSHIP AND TERM

4. The Denny Island Recreation and Leisure Activities Commission, hereinafter called the “Commission” shall consist of 8 members:
 - (a) One member appointed by the board of directors as their representative and
 - (b) Seven members representing a cross section of individuals directly concerned with community recreation
5. For the purpose of obtaining the names of persons willing to serve on the Commission, the Regional District shall place an invitation on the local Denny Island bulletin board inviting those interested, to apply to the CCRD; the Regional District will also seek nominations from the Commission.
6. The Regional District Board shall review all applications and nominations for the Commission at the December meeting. All Commission members shall be appointed by resolution of the Board of Directors of the Central Coast Regional District.
7. The term of office of each member shall be for a period of two (2) years. However, the first term subsequent to the adoption of this bylaw, three (3) members shall serve for the term which expires December 31, 2016 and four (4) members shall service for the term which expires December 31, 2017.
8. Any appointed member who is absent from meetings of the Commission for two (2) consecutive meetings without leave of absence from the Commission or without reason satisfactory to the Board of Directors of the Regional District shall cease to be a member of the Commission.
9. The regional board of directors, upon a vacancy arising from any cause other than the expiration of a members term of office, upon recommendation of the Denny Island Recreation and Leisure Activities Commission, shall appoint a new member from Denny Island who shall serve for the unexpired portion of the term vacated.
10. Each retiring member of the Commission shall be eligible for reappointment, at the discretion of the Regional Board of Directors.
11. No member of the Commission shall receive any remuneration for his/her service.
12. The Electoral Area A Director or his/her alternate may attend meetings of the Commission.

Central Coast Regional District – Denny Island Recreation and Leisure Activities
Commission Bylaw No. 441, 2015

- 13. A Regional District staff member will serve as a liaison between the Commission and the Board and will provide advice and technical support as required. The staff liaison will not be a member of the Commission and will not participate in voting and will not be included when determining a quorum (if attending the Commission meetings).
- 14. No member of the Commission shall receive any remuneration for services.

MEETING PROCEDURES & CONDUCT

- 15. At its first meeting of each year, the Commission shall elect from among its members, other than the Electoral Area Director, a
 - (a) Chair who will preside over the meeting of the Commission, and a
 - (b) Secretary/Treasurer who will carry out the responsibilities described herein and other tasks as the Commission may prescribe.
- 16. In the absence of the Chair, the members present shall appoint a member to act as the Chair for that meeting or until the elected Chair returns.
- 17. The Commission shall hold regular meetings as they deem practical but not be less than four (4) times per year. Four Commission members shall constitute a quorum.
- 18. The Chairman or any two members may summon a special meeting of the Commission by giving at least one (1) days' notice by phone or in writing to each member, stating the purpose for which the meeting is called.
- 19. Notice of Commission meetings will be posted on the local Denny Island Bulletin Board and the Denny Island Recreation and Leisure Activities Commission Facebook page.
- 20. Unless otherwise authorized by Section 90 of the *Community Charter*, all Commission meetings will be open to the public and held in a location accessible to the public.
- 21. Prior to each Commission meeting, the Chair, shall prepare an agenda which shall be circulated to the Commission members at least 24 hours in advance. The Commission may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting.
- 22. The Secretary/Treasurer shall prepare the minutes of the Commission meetings. Copies of the minutes shall be circulated to Commission members and forwarded to the Regional District staff liaison who shall carry out any actions required by the Regional District, including presenting to the Board any recommendations from the Commission the require a resolution by the Board of Directors.
- 23. The Commission may adopt rules of procedure which are consistent with the *Local Government Act*, the *Community Charter* and the CCRD Meetings Procedures Bylaw or this bylaw, as necessary.

**Central Coast Regional District – Denny Island Recreation and Leisure Activities
Commission Bylaw No. 441, 2015**

- 24. Members who have a direct or indirect pecuniary interest in a matter under discussion shall not participate in the discussion of the matter or vote on a question on the matter. Where members believe they are in a conflict, they must declare the conflict and state the general nature of the conflict, and leave that part of the meeting where the matter is under discussion. The member’s declaration shall be recorded in the minutes. The member shall not attempt before, during or after the meeting to influence the voting on any question in respect of the matter.
- 25. The Chair shall preserve order and decide all points of order which may arise subject to an appeal to other members present. All such appeals shall be decided in accordance with Robert’s Rules.
- 26. Except as provided in this bylaw, the Commission shall regulate the conduct of its meetings as it deems desirable.
- 27. All acts authorize or required to be done by the Commission under this bylaw shall be decided by a majority vote of those Commission members present at a meeting.
- 28. All Commission members, including the presiding member, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the questions, the question shall be negated. Any member who abstains from voting shall be deemed to have voted in the affirmative.
- 29. No act or other proceedings of the Commission shall be valid unless it is authorized by resolution at a regular or special meeting of the commission.

ADMINISTRATION – FINANCIAL MATTERS

- 30. No less frequently than four (4) times per year on or before the following dates, the Commission shall provide to the regional district's financial officer, a detailed report of all petty cash receipts and expenditures, complete with opening and closing balances:
 - April 15th (for the period January to March)
 - July 15th (for the period April to June)
 - October 15th (for the period July to September)
 - Jan 15th (for the period October to December)
- 31. The Commission shall, at each meeting, approve invoices for payment by the CCRD and immediately forward those invoices to the regional district's financial officer for processing.
- 32. All items of revenue and expenditure, assets and liabilities relating to the activities of the Commission shall be accounted for in the books of account of the Central Coast Regional District in accordance with the provisions of Section 814(1) and other relevant sections of the *Local Government Act*.

**Central Coast Regional District – Denny Island Recreation and Leisure Activities
Commission Bylaw No. 441, 2015**

33. The Commission shall, before the 31st day of October in each year, cause to be prepared and submitted to the Regional Board a detailed budget outlining its anticipated receipts and expenditures during the next calendar year.

AUTHORITIES, RESPONSIBILITIES AND DUTIES

34. The Board of Directors hereby delegates to the Commission, the following authorities, responsibilities and duties:

- (a) Empowers the Commission to organise and conduct recreation and leisure activities programs
- (b) Empowers the Commission to incur liabilities for the purposes of organising and conducting recreation and leisure activities programs, provided that the costs incurred are within the annual budget as approved by the Regional District and without limiting the foregoing:
 - (i) to set rates and admission charges to the Regional District if and where applicable
 - (ii) to conduct or cause to conduct surveys of residents and participants involved in the recreation and leisure activities programs, to gauge levels of satisfaction and programs for the future
 - (iii) to establish and appoint advisory or select Committees, which will serve without remuneration, to assist the Commission with their activities.
 - (iv) to ensure all invoices and payments of all commitments, liabilities and accounts are in accordance with the annual budget approved by the Board of Directors of the Regional District; and
 - (v) to follow and/or make recommendations for operational rules and procedures to the Regional District that will improve the methodologies for accountability to the Regional District and the taxpayers of the Electoral Area A of the Central Coast Regional District.

35. All organizations operating under the auspices of the Commission shall, in terms of any liability whatsoever, save harmless the Commission and the Regional District.

36. Bylaws 95, 109, 296 and 320 are hereby repealed.

Read a first time this day of , 2015

Read a second time this day of , 2015.

Read a third time this day of , 2015.

RECONSIDERED, FINALLY ADOPTED this ____ day of _____, 2015.

CHAIR

CORPORATE ADMINISTRATOR

**Central Coast Regional District – Denny Island Recreation and Leisure Activities
Commission Bylaw No. 441**

I hereby certify the above to be a true and correct copy of Bylaw No. 441 cited as the “Denny Island Recreation and Leisure Activities Commission Bylaw No. 441, 2015” as adopted.

CORPORATE ADMINISTRATOR

DRAFT

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 452

A bylaw to establish the rates and charges for the operation and management of the Bella Coola Airport and to repeal Bylaw No. 422

WHEREAS the board of directors for the Central Coast Regional District has adopted the "Central Coast Regional District Airport and Facilities Conversion and Service Establishment Bylaw, 410, 2011" with Electoral Areas C, D & E participating;

AND WHEREAS pursuant to Section 803(1)(c) and 363(1)(b) of the Local Government Act the board may impose fees and charges in respect of the operation and management of the Bella Coola Airport;

AND WHEREAS the board of directors for the Central Coast Regional District deem it necessary to establish the rates and charges for the Bella Coola Airport Facilities;

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

- 1. Bylaw 422 cited as the "Bella Coola Airport Rates & Charges Bylaw No. 422, 2014" is hereby repealed;

2. DEFINITIONS

Airport: means the Bella Coola Airport, located in the Bella Coola Valley on the south bank of the Bella Coola River between the Snootli Creek and Nooklikonnik Creek junctions of the river, and includes terminal building(s), lease lots, runway, parking area and other things associated with the airport facilities.

3. RATES AND CHARGES

The rates and charges hereto attached shall be due and payable thirty (30) days after the billing date, if applicable, and any rates or charges remaining unpaid after the said date shall have added thereto a percentage addition of 2% per month on the outstanding balance.

Rates and charges will be reviewed from time to time and may be subject to an adjustment at the discretion of the board of directors, and in all cases applicable taxes will be added to the amounts contained in the attached Schedules;

- 4. All users of the airport terminal and facilities shall be subject to the rates and charges for airport improvement fees, landing fees, fuel surcharges, aircraft parking fees and airport signage/advertising as prescribed in Schedule 'A'; attached hereto and forming part of this bylaw.

- 5. This bylaw may be cited as "Bella Coola Airport Rates and Charges Bylaw No. 452, 2015"

Board Meeting
SEP 10 2015
CCRD ITEM E(d)

READ A FIRST TIME THIS 10th day of September, 2015 .

READ A SECOND TIME THIS 10th day of September, 2015.

READ A THIRD TIME THIS 10th day of September, 2015

ADOPTED THIS day of , 2015.

Chair

Corporate Officer

I hereby certify that the above is a true and correct copy of Bylaw 452 cited as "Bella Coola Airport Rates and Charges Bylaw No. 452, 2015".

Corporate Officer

CENTRAL COAST REGIONAL DISTRICT**BYLAW NO. 452****SCHEDULE "A"****BELLA COOLA AIRPORT
RATES & CHARGES****1. Airport Improvement Fee**

An Airport Improvement Fee of \$7.00 applies to those passengers departing Bella Coola Airport on scheduled services. Calculation and remittance of this payment is determined by the airline operating the service.

2. Landing Fee

Non-scheduled aircraft landings for operators whose base is at the Bella Coola Airport - \$5.80 per landing.

Non-scheduled aircraft landings for operators who base is other than at the Bella Coola Airport - \$33.00 per landing

Calculation and remittance of these payments are determined by the operator.

3. Fuel Surcharge

A Fuel Surcharge of \$.0347 per litre, applies to all aviation fuel delivered to the airport, including both Jet A and 100LL fuel. Calculation and remittance of this payment is determined by the operator.

4. Aircraft Parking Fees

This charge does not apply to airport leaseholders or business operators based at the Bella Coola Airport.

All aircraft that require parking in the tie-down area are required to pay a parking fee of \$5.50 per day per aircraft.

5. Airport Signage/Advertising

For those wishing to display or advertise in the designated area on the airport premises, an annual fee of \$57.75 applies. The cost of the display is the sole responsibility of the payee. The format, size, shape and placement of the signage must receive prior approval of the Central Coast Regional District which reserves the right to refuse to display advertisements that are considered inappropriate or unacceptable. The Central Coast Regional District may alter the annual fee

based on the size or nature of the display. The annual fee is required to be paid in advance to December 31st of each year or portion of year.

Rationale: Airport rates and charges must be updated for new rates to be effective January 1, 2016 due to the lack of revenue and pending deficit in 2016.

Lease agreements are stand-alone, legal documents which should be treated separately from the rates and charges bylaw.

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 422452

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~~A bylaw to establish the rates and charges for the operation and management of the Bella Coola Airport and to repeal Bylaw No. 422~~

~~A bylaw to establish the rates and charges for the operation and management of the Bella Coola Airport~~

WHEREAS the board of directors for the Central Coast Regional District has adopted the "Central Coast Regional District Airport and Facilities Conversion and Service Establishment Bylaw, 410, 2011" with Electoral Areas C, D & E participating;

AND WHEREAS pursuant to Section 803(1)(c) and 363(1)(b) of the *Local Government Act* the board may impose fees and charges in respect of the operation and management of the Bella Coola Airport;

AND WHEREAS the board of directors for the Central Coast Regional District deem it necessary to establish the rates and charges for the Bella Coola Airport Facilities;

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

1. ~~Bylaw 422 cited as the "Bella Coola Airport Rates & Charges Bylaw No. 422, 2014" is hereby repealed;~~

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~~1. Bylaw 382 cited as the "Bella Coola Airport Rates & Charges Bylaw No. 382, 2006" and Bylaw 403 cited as the "Bella Coola Airport Rates & Charges Amending Bylaw No. 403, 2011" are hereby repealed;~~

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2. 2. DEFINITIONS

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Airport: means the Bella Coola Airport, located in the Bella Coola Valley on the south bank of the Bella Coola River between the Snootli Creek and Nooklikonnik Creek junctions of the river, and includes terminal building(s), lease lots, runway, parking area and other things associated with the airport facilities.

~~Airside Leases: means property leases outside the main terminal building adjacent to the runway~~

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~~Ground Leases: means leases outside the main terminal building not adjacent to the runway~~

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~~Terminal Leases: means leases held with tenants within the main terminal building~~

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3. 3. RATES AND CHARGES

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~~The~~The rates and charges hereto attached shall be due and payable thirty (30) days after the billing date, if applicable, and any rates or charges remaining unpaid after the said date shall have added thereto a percentage addition of 2% per month on the outstanding balance.

Rates and charges will be reviewed from time to time and may be subject to an adjustment at the discretion of the board of directors, and in all cases applicable taxes will be added to the amounts contained in the attached Schedules;

4. ~~4.~~ All users of the airport terminal and facilities shall be subject to the rates and charges for ~~departure head tax, airport improvement fees,~~ landing fees, fuel surcharges, aircraft parking fees and airport signage/advertising as prescribed in Schedule 'A'; attached hereto and forming part of this bylaw.

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~~5. The rates and charges for Terminal Leases and Ground/Airside Leases are those as set out in Schedule 'B' attached hereto and forming a part of this bylaw.~~

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~~6. The Terminal Lease Agreements are those identified and marked as Schedule 'C' attached hereto and forming a part of this bylaw.~~

~~7. The Ground/Airside Lease Agreements are those identified and marked as Schedule 'D' attached hereto and forming a part of this bylaw.~~

~~85.~~ This bylaw may be cited as "Bella Coola Airport Rates and Charges Bylaw No. ~~422452, 2014~~2015".

READ A FIRST TIME THIS ~~12th-10th~~ day of ~~December~~ September, 2015
~~2013.~~

READ A SECOND TIME THIS ~~12th 10th~~ day of ~~December~~ September, 2015
~~2013.~~

READ A THIRD TIME THIS ~~12th-10th~~ day of ~~December~~ September, 2015
~~2013.~~

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ADOPTED THIS _____ day of _____, ~~20~~ 142015.

Chair

Corporate Officer

I hereby certify that the above is a true and correct copy of Bylaw ~~422452~~-cited as "Bella Coola Airport Rates and Charges Bylaw No. ~~422452, 2014~~2015".

Corporate Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 422452

SCHEDULE "A"

BELLA COOLA AIRPORT
RATES & CHARGES

1. Departure Head Tax Airport Improvement Fee

An Departure Head Tax Airport Improvement Fee of ~~\$7.00~~ \$5.00 ~~10.00~~ applies to those passengers departing Bella Coola Airport on scheduled services. Calculation and remittance of this payment is determined by the airline operating the service.

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2. Landing Fee

~~For airport leaseholders and business operators based at the Bella Coola Airport. A~~ Landing Fee of ~~\$5,255.80~~ applies to private and commercial, non-scheduled aircraft landings ~~at the Bella Coola Airport when the aircraft operators are based at the Bella Coola Airport.~~ A Landing Fee of \$30 applies to all other private and commercial, non-scheduled aircraft landing at the Bella Coola Airport. ~~In the event that a commercial operator offers both scheduled and non-scheduled~~

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~~services the \$33 fee shall prevail. In the event that a commercial operator offers both scheduled and non-scheduled services the \$30 fee shall prevail. Calculation and remittance of this payment is determined by the operator or leaseholder.~~

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Non-scheduled aircraft landings for operators whose base is at the Bella Coola Airport - \$5.80 per landing.

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Non-scheduled aircraft landings for operators who base is other than at the Bella Coola Airport - \$33.00 per landing

Calculation and remittance of these payments are determined by the operator.

3. Fuel Surcharge

A Fuel Surcharge of ~~\$0.0315~~ 0.0347 per litre, applies to all aviation fuel delivered to the airport, including both Jet A and 100LL fuel. Calculation and remittance of this payment is determined by the operator.

4. Aircraft Parking Fees

This charge does not apply to airport leaseholders or business ~~those leaseholders of the airport facilities outlined in Schedule 'B' of this bylaw.~~ aircraft operators based at the Bella Coola Airport.

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All aircraft that require parking in the tie-down area are required to pay a parking fee of ~~\$5~~ 5.50 per day per aircraft.

5. Airport Signage/Advertising

For those wishing to display or advertise in the designated area on the airport premises, an annual fee of ~~\$2.50~~ 57.75 applies. The cost of the display is the sole responsibility of the payee. The format, size, shape and placement of the signage must receive prior approval of the Central Coast Regional District ~~and they which~~ reserves the right to refuse to display advertisements that are considered inappropriate or unacceptable, ~~or to alter~~ The Central Coast Regional District may alter the annual fee based on the size or nature of the display. The annual fee is required to be paid in advance to December 31st of each year or portion of year.

~~CENTRAL COAST REGIONAL DISTRICT~~

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~~BYLAW NO. 422~~

~~SCHEDULE "B"~~

~~BELLA COOLA AIRPORT~~

LEASE AGREEMENTS

<u>Terminal Leases</u>	<u>Size</u> (ft2)	<u>Rate</u> (mo.)	<u>Rate</u> (yr.)	<u>Term Start</u>	<u>Term End</u>
TERM 1	603.3	\$818.00	\$9,816.00	Jan 1997	Dec 2017
TERM 2	159.5	\$303.00	\$3,636.00	May 2006	Dec 31st
TERM 3	126.0	\$215.00	\$2,580.00	Jan 2006	Dec 31st
TERM 4	150.0	\$329.00	\$3948.00	Jan 2006	Dec 2015
*TERM 5	518.0	\$000.00	N/A	N/A	N/A

*TERM 5 is designated for community use at the discretion of the Central Coast Regional District.

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<u>Ground/Airside Lease</u>	<u>Size</u> (ft.2)	<u>Rate</u> (yr.)	<u>Term Start</u>	<u>Term End</u>
LOT 1 Pacific Coastal Tank Farm	7,900	\$ 711	Jan 1997	Dec 2016
LOT 2 Cindy Gamblin	15,700	\$1,412	Jan 2004	Dec 2023

LOT 3 Bella Coola Air - Hangar	10,000	\$ 900	Jan 1997	Dec 2016
LOT 4 Bella Coola Air	10,000	\$ 900	Jan 1997	Dec 2016
LOT 5	10,000	\$ 900		
LOT 6	10,000	\$ 900		
LOT 7 Monarch Resource Consult.	10,000	\$ 900	Jun 2004	May 2017
LOT 8 Bella Coola Air	10,000	\$ 900	Jan 1997	Dec 2016
LOT 9	10,000	\$ 900		
LOT 10 Lower Dean River Lodge	10,000	\$ 900	Sept 2000	Dec 2019
LOT 11	10,000	\$ 900		
LOT 12	10,000	\$ 900		
LOT 13 Martin Lehr	5,000	\$ 449	Oct 1999	Sept 2019
LOT 14 Kristal Stranaghan	5,000	\$ 1	Jan 1997	Dec 2016
LOT 15 Ministry of Forests	13,000	\$1,290	Aug 2003	Jul 2023

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Rationale: Airport rates and charges must be updated for new rates to be effective January 1, 2016 due to the lack of revenue and pending deficit in 2016.

Lease agreements are stand-alone, legal documents which should be treated separately from the rates and charges bylaw.