



CENTRAL COAST REGIONAL DISTRICT

DATE: December 03, 2015

TO: Darla Blake, CAO

CC: Chair Reg Moody and Board of Directors

FROM: Donna Mikkelson, CFO

SUBJECT: Preliminary Five-Year Financial Plan – Focus Budget 2016

RECOMMENDATION:

THAT the Preliminary Five-Year Financial Plan – Focus Budget 2016 be received.

Attached please find the preliminary five-year financial plan with a primary focus on the budget for 2016 against the actual budget for 2015.

CONTENTS

General	
- Insurance	Page 2
- BC Assessment Authority	Page 2
- Strategic Community Investment Fund (SCIF)	Page 2
- Apportioned Administration	Page 3
- Payroll Expenses	Page 4
- Tax Levy	Page 4
- Reclassification of Expense Categories	Page 4
- Asset Replacement Fund (ARF)	Page 5
- Landfill Post Closure Reserve	Page 6
Strategic Plan and 2016 Work Plan	Page 6
- Asset Management Planning	
- Governance Study	
- Solid Waste Management	
- Economic Development Planning	
Functions and Services (all)	Pages 7-9
Next Steps	Page 9
Attachment – Schedule of Revenue & Expenditures 2015 – 2016 Budgets	

Board Meeting
DEC 10 2015
CCRD ITEM C(4)

GENERAL

Insurance

Liability insurance has been confirmed for 2016, resulting in a decrease in expenditure due to a favourable experience rating factor (15% discount) from the Municipal Insurance Association (MIABC). Property insurance costs are expected to increase above 2015 levels due to the results of valuations conducted by the MIABC consultants in early November, although those changes are not yet known or incorporated into this presentation.

BC Assessment Authority (BCAA) –

The new assessment figures from BC Assessment Authority won't be published until the end of December. The 2015 property assessment values will change twice before the budget is adopted. This won't impact the actual tax levy, but it has the potential to significantly impact the distribution of the tax levy by electoral area. For instance, there are known properties that are being considered by BC Assessment Authority for tax exempt status. To illustrate the significance of this situation, one property in particular, if granted a full exemption, will determine a tax increase in electoral areas A, B, C and D of between .5% and .7%. That's assuming that our tax levy will not change from 2015 levels, and that's unlikely. Therefore, without doing anything with our budget in the way of tax hikes, we know that average taxes have already increased.

Strategic Community Investment Fund (SCIF) –

As previously advised in earlier financial reports, the provincial contribution to the CCRD will decline by approximately \$30,000. The reduction in revenue has been prorated based on 2015 levels.

Apportioned Administration

Pursuant to CCRD Policy F-5, administration cost recovery from services has been included as an expense in each of the regional districts functions. Apportioned administration includes general liability insurance, budget preparation, financial audit services and board and staff involvement in the delivery of services. Additional effort has been made to bring these charges into line by estimating the amount of time spent by staff on delivering each service. For the most part, the result has been increases to the expenditure categories in all schedules, with the exception of Emergency Management, which was reduced. Apportioned administration is displayed as an expenditure on each of the service budgets and as revenue on the general operations budget. The net effect is zero.

The following table shows the actual apportioned administration charges by service for 2015 and proposed for 2016.

Apportioned Administration			
Function/Service	\$ 2015 actual	\$ 2016 est	\$ Variance
Airport – Bella Coola	20,000	22,000	2,000
Airport – Denny Island	814	895	81
Community Works Fund*	2,500	3,000	500
Economic Development	12,150	13,365	1,215
Emergency Management	40,000	29,000	(11,000)
Feasibility Studies	0	0	0
General Operations	(168,356)	(169,875)	(1,519)
Grant in Aid	0	0	0
House Numbering	2,681	2,681	0
Parks & Recreation Bella Coola	2,534	2,787	253
Planning – Land Use	20,000	22,000	2,000
Recreation Denny Island	515	567	52
Solid Waste Management	40,800	46,226	5,426
Swimming Pool	7,000	7,700	700
Valley Street Lights	412	504	92
Vancouver Island Regional Library	1,500	1,500	0
LSA – Fire Protection	2,000	2,200	200
LSA – Street Lighting	450	450	0
LSA - Waterworks	15,000	15,000	0
Total Net Apportioned Administration	0	0	0

*Pursuant to the Gas Tax Agreement, the regional district is limited in terms of charging administration fees. The amount of administration fees are directly related to the amount of interest collected on the Community Works Fund account.

Payroll Expenses

Payroll expenses are expected to be increased by 2%. This affects the General Government, Solid Waste Management and Economic Development services.

Tax Levy

This preliminary presentation forecasts an increase in tax levy of 9%. The following table shows variances from 2015 for each of the functions:

Function/Service	\$ 2015 actual	\$ 2016 est	\$ Variance
Airport – Bella Coola	0	0	0
Airport – Denny Island	7,785	7,785	0
Community Works Fund	0	0	0
Economic Development	22,500	28,235	5,735
Emergency Management	20,756	24,775	4,019
Feasibility Studies	10,000	10,000	0
General Operations	314,668	318,759	4,091
Grant in Aid	14,651	15,000	349
House Numbering	2,109	2,109	0
Parks & Recreation Bella Coola	14,018	19,018	5,000
Planning – Land Use	16,800	37,150	20,350
Recreation Denny Island	0	4,000	4,000
Solid Waste Management	89,751	94,239	4,488
Swimming Pool	52,000	61,000	9,000
Vancouver Island Regional Library	52,672	54,755	2,083
Valley Street Lights	5,088	5,054	(34)
LSA – Fire Protection	21,500	21,500	0
LSA – Street Lights	10,960	10,950	(10)
LSA – Waterworks	0	0	0
TOTAL TAX LEVY	655,258	714,329	59,071

This increase does not reflect any changes to property values that may or may not be determined by the BC Assessment Authority in their report expected in mid-December.

Reclassification of Expenditure Categories

The profit and loss budget projections between 2015 and 2016 shown on the attached schedule show some significant variations that require explanation. Particularly, the account 50065 (Contracts) was in use for 2015 and not for 2016. Note that this is offset in large part to the increase in account 50190 (Operating Expenses). Similarly, the account for Directors' Expenses shows a reduction, but is offset by an increase in account 50205 (Professional Development). (Community Development) account 50045 has been reduced to reflect the feasibility work that must be completed for the Swimming Pool prior to committing the funds in the Community Works Fund budget.

Asset Replacement Fund (ARF)

In 2014 the regional district implemented an asset replacement fund. The amounts will continue to be modified based on the outcomes of our asset management planning process over the next 2-3 years. The ARF amounts for each function are noted below:

Asset Replacement Fund				
Function/Service	\$ 2014	\$ 2015	\$ 2016 est	\$ Total
Airport – Bella Coola	0	6,000	6,000	12,000
Airport – Denny Island	19	285	285	570
General Operations	3,358	3,500	3,500	10,358
Parks & Recreation BC	0	1,402	1,400	2,802
Recreation Denny Island	0	445	445	890
Solid Waste Management	880	7,500	9,424	17,804
Swimming Pool	524	5,200	5,200	10,924
LSA – Fire Protection	0	4,000	4,000	8,000
LSA – Waterworks*	0	0	0	
TOTAL TAX LEVY	4,781	28,332	30,254	63,367

*The Bella Coola Waterworks asset replacement will take the form of parcel taxes to be implemented in 2017.

Landfill Post Closure Reserve Fund

The regional district has accumulated \$30,000 in each of the years 2014 and 2015, and projects another \$30,000 in contributions to this fund in 2016. At the end of 2016, the fund will have a balance of \$90,000.

STRATEGIC PLAN

Asset Management Planning (30%)

Two grant applications are currently in progress. Any matching funds required by the CCRD as a local contribution will be derived from the Community Works Fund (CWF – Gas Tax Agreement). Allocations are provided in 2016 for basic planning and in 2017 and 2018 for intermediate and advanced levels of planning.

Governance Study (30%)

If approved by the province, the Governance Study (Phase I) will be fully funded. It has been included in the general operations financial plan for the years 2016 (\$50,000), 2017 (\$unknown) and 2018 (\$unknown).

Solid Waste Management Planning (25%)

The financial plan recognizes this initiative as ongoing throughout the full planning cycle. The 2016 budget provides for the completion of a Landfill Criteria Conformance Review and Upgrade, a Fire Management Plan and a Health and Safety Plan. Revenue increases are anticipated in the contribution from the Nuxalk Nation and the property tax levy.

Economic Development (15%)

The 2016 budget provides for the generation of the Economic Development Operating Plan to be completed in house.

2016 Work Plan

Risk Management Plan (Business Continuity) – in house?

Budget 2016 – in house

Audit – PMT Chartered Accountants in the 3rd year of a five year agreement

Official Community Plan (OCP) - provided in the land use planning budget – supported by tax levy with the hopes that funding will be acquired at a future date.

Annual Report – in house

Playbook (Fire Services) - unknown

Airport Management Plan - provided in the Community Works Fund budget

Bylaws – in house with legal advice where required

Fire Services Act - unknown

Shearwater Water System – portion included in the CWF budget. Hold for additional information related to outcome of grant application.

COMMENTS BY SERVICE/FUNCTION

General Operations –

Budget discussions have provided for a small education component to begin to address the local government expectations in the Truth & Reconciliation Commission recommendations.

Preliminary explorations are occurring to advance accountability and communications to the electorate by examining costs associated with the broadcasting of board meetings.

Small increases have been projected to address continuing education for board members which includes enhanced provision for attending conferences (UBCM and AVICC).

Airport – Bella Coola

Revenue projects have been increased as a result of the newly adopted rates and charges bylaw. Apart from regular maintenance items, provision has been made to address the replacement of fascia boards and gutters.

Airport – Denny Island

With the accumulation of the surplus, the Denny Island Airport Commission has noted the replacement of the roof of the “terminal” building in the amount of \$18,000.

Community Works Fund

Proposed expenditures include the completion of the Walker Island new concession building (\$30,000), additional fencing (netting) at the ball field, asset management planning (condition assessments), the Bella Coola Airport Master Plan, and several efforts at the Bella Coola landfill, including the continued development of the new transfer station, fencing and road access.

Economic Development

As noted in the Integrated Strategic Plan, the Economic Development Operating Plan is scheduled for completion in 2016. Grants from the Coast Sustainability Trust (CST) and the Northern Development Initiative Trust (NDI) are expected.

Emergency Management

Nothing significant to report.

Emergency Management Initiatives

The 2016 budget anticipates the completion of flood-related funding from EMBC in the amount of \$26,316 although specific projects have not yet been identified or confirmed.

Feasibility Studies

For the second year in a row, the regional district has requisitioned \$10,000 for feasibility studies. It is expected that the accumulation (\$20,000) will provide for feasibility options related to the replacement of the Swimming Pool tank.

Grant in Aid

The maximum amount allowed under legislation (\$15,000) is expected to be levied to accommodate grants to community groups. This amount may need to be reduced if the

property assessments go down since we must not exceed \$0.10 per \$1,000 of assessed values.

House Numbering

\$2100 has been requisitioned to support the administration of the House Numbering service. There is nothing significant to report.

Parks and Recreation – Bella Coola

The accounts provide for a grant from Northern Development Initiative Trust for repaving the Snootli Creek skating arena. Provision has been made to purchase appliances for the newly constructed concession building at Walker Island, and regular maintenance items are also scheduled.

Planning (Land Use)

The annual tax levy is projected to more than double to provide for the review and updating of the Official Community Plan (see work plan 2016). Efforts to seek other grant funding opportunities will continue.

Recreation – Denny Island

The Denny Island Recreation Commission has presented a budget which includes the reinstatement of the \$4,000 tax levy from 2014. A full range of community events is anticipated, as is an architect design for a storage option.

Solid Waste Management

An allowance has been provided for an increase to the Landfill Operations Contract that is currently being negotiated. The CCRD has the option to renew the contract with the current contractor, or to re-advertise. The budget calls for new yard bins, an alternative cover tarp for compact waste, site, building and equipment maintenance, an education component, site improvements and pit terracing. It is also anticipated that a new metal pile will be designed and built. As noted elsewhere, revenue streams are to be increased by a property tax levy and the contribution from the Nuxalk Nation.

Swimming Pool

The Pool Commission would like to see a longer operating season to take advantage of school rentals earlier in the year. User fees have been increased to assist in offsetting the projected increase in wages, although the fees will not be enough to cover the extra costs. The property tax levy has been increased to reflect the longer operating season and to provide for additional maintenance to the aging facility. The budget projects a zero surplus at the end of 2016, which doesn't bode well for a level property tax projection in subsequent years.

Vancouver Island Regional Library

The board of the VIRL has increased the requisition by about 3.66% over 2015.

Valley Street Lights

Hydro costs are in line with 2015 costs and no significant changes are anticipated.

Local Service Area (LSA) Fire Protection

Costs are projected to increase, although the tax levy will remain the same as it has for many years. Special attention has been made to increasing capacity in terms of airbrakes and front line training.

Local Service Area (LSA) Street Lights – Area E

The town site street lights are not expected to generate any significant changes. Hydro costs are in line with 2015 actual.

Local Service Area (LSA) Waterworks – Area E

No significant variances are noted from 2015. It is intended that the expenditures for the water supply from the Nuxalk Nation will increase, since the same rate has been in effect for many years with no provision for inflationary increases. A survey of the infrastructure is anticipated for 2016.

NEXT STEPS

The next presentation of the financial plan in February 2016 will include projections for all five years (2016-2020). BC Assessment Authority figures will be available and we will be in a position to project changes to the tax levy by electoral area. The year end field audit will be in progress and we will have more accurate figures in terms of actual surplus amounts for each of the functions.

As mentioned earlier, directors are invited to contact me at their convenience to discuss the budget in advance of the February meeting. In the meantime, we will continue to work on securing grants, finalizing cost estimates and streamlining expenditures.

Respectfully Submitted,



Donna Mikkelson
Chief Financial Officer

CCRD Financial Plan
Schedule of Revenue Expenditures (Budgets 2015-2016)
ALL CLASSES COMBINED

65

	Jan - Dec 15	Jan - Dec 16	Variance
Ordinary Income/Expense			
Income			
Apportioned Administration Serv	168,356	169,875	1,519
Local Property Taxation	693,738	751,354	57,616
Nuxalk Nation Contributions	100,000	103,750	3,750
Other Revenue	201,892	153,350	(48,542)
Provincial/Federal Grants	449,780	485,547	35,767
Regional Hospital District	13,325	13,325	0
User Fees and Charges	142,685	151,613	8,928
Total Income	1,769,776	1,828,814	(59,038)
Gross Profit	1,769,776	1,828,814	(59,038)
Expense			
50000 · Apportioned Administration fees	168,356	169,875	1,519
50030 · Bank charges	1,850	2,000	150
50035 · Capital Works	128,895	87,448	(41,447)
50040 · Communications	14,200	17,100	2,900
50045 · Community Development	360,000	44,000	(316,000)
50050 · Community Groups	18,309	19,720	1,411
50055 · Community to Community	5,000	10,000	5,000
50060 · Contingency	59,702	60,989	1,287
50065 · Contracts	189,297	0	(189,297)
50075 · Co-ordinators fees	2,400	0	(2,400)
50076 · Directors' Expenses	109,496	82,600	(26,896)
50089 · Emergency Mmgt Initiatives	26,316	26,316	0
50131 · Planning	192,476	60,000	(132,476)
50135 · Insurance	28,080	29,405	1,325
50138 · Interest	19,621	19,621	0
50165 · Maintenance	54,259	60,218	5,959
50175 · Memberships, dues & subscriptio	3,030	3,100	70
50185 · Nuxalk Agrmnt for Water Supply	23,917	23,917	0
50190 · Operating expenses	104,171	206,143	101,972
50195 · Payroll Expenses	552,149	572,281	20,132
50205 · Professional Development	39,800	70,250	30,450
50206 · Professional Fees	62,653	177,479	114,826
50210 · Program Expense	8,460	12,510	4,050
50240 · Solid Waste Management	374,000	400,000	26,000
50245 · Special Projects	47,643	105,000	57,357
50250 · Supplies & small tools	39,700	55,275	15,575
50294 · Utilities	33,159	33,106	(53)
50295 · Van Isle Reg Library dis	49,672	51,255	1,583
50316 · Asset Replacement Fund	28,332	30,254	1,922
50999 · Landfill Post Closure Reserve	30,000	30,000	0
Total Expense	2,774,943	2,459,862	(315,081)
Net Ordinary Income	(1,005,167)	(631,048)	374,119

CCRD Financial Plan
Schedule of Revenue Expenditures (Budgets 2015-2016)
ALL CLASSES COMBINED

86

	<u>Jan - Dec 15</u>	<u>Jan - Dec 16</u>	<u>Variance</u>
Other Income/Expense			
Other Income			
40004 · Budget surplus, begin of year	1,218,378	1,173,519	(44,859)
Total Other Income	<u>1,218,378</u>	<u>1,173,519</u>	<u>(44,859)</u>
Other Expense			
50204 · Budget Deficit, begin of year	108	0	(108)
50224 · Budget Surplus, end of year	213,103	542,471	755,574
Total Other Expense	<u>213,211</u>	<u>542,471</u>	<u>329,260</u>
Net Other Income	<u>1,005,167</u>	<u>631,048</u>	<u>(374,119)</u>
Net Income	<u>0</u>	<u>0</u>	<u>0</u>



CENTRAL COAST REGIONAL DISTRICT

DATE: 3 December, 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 3 December, 2015.

THAT the Board of Directors create one (1) additional Community at Large position on the Economic Development Advisory Committee.

THAT the Board of Directors appoint Wilma Hallam to Economic Development Advisory Committee as a Community at Large Member.

THAT the Board of Directors direct staff to perform a preliminary investigation into options for audio and/or audiovisual (live) streaming and archiving of Board meetings, for consideration in the budget, with the intent of providing public access to the Central Coast Regional District Board meetings.

ECONOMIC DEVELOPMENT REPORT

EDAC UPDATE

The committee wishes to gain a better understanding of regional zoning, particularly the implications of ALR in the Bella Coola Valley, and the role it will play in determining future residential development initiatives. It was recommended by the EDAC that the CEDO pursue bringing a knowledgeable individual to the next EDAC meeting to answer questions and create clarity around zoning and land based limitations in the region.

The "Business Fair" on Denny Island took place Saturday, November 21. Much of the feedback provided by the participants focused on access to transportation services (residential, tourism, and freight), space limitations, access to affordable housing for the labour pool and recreation.

EDAC MEMBERSHIP

Board Meeting
 DEC 10 2015
 CCRD ITEM C(9)

DISCUSSION

Following the November 26, 2015 EDAC meeting the CEDO was asked to explore whether it would be possible and advisable to appoint an additional Community at Large member to the committee.

Given the level of commitment that has been demonstrated to the process by an existing non-voting member, the CEDO recommends that an additional Community at Large position be created. This new position will ensure all engaged participants of the EDAC have equal power at the table. Creating this position will create opportunities for increased engagement and operational and group cohesion into the future.

Two (2) candidate names have been put forward for consideration: John Morton and Wilma Hallam

John Morton has indicated that he feels he does not have the time to commit to the EDAC, however, he would like to be engaged in community initiatives on an as needed basis.

Wilma Hallam currently participates as a non-voting member to the EDAC and her input, engagement, and commitment to the process has been invaluable. She has expressed interest in joining the EDAC in a voting capacity.

CONCLUSION

It is recommended that the Board of Directors create an additional Community at Large position on the EDAC and that Wilma Hallam be appointed to this membership position.

CCRD COMMUNITY ENGAGEMENT:

STRATEGIC PLAN

Goal 3: An Enhanced and Strengthened Region

3.1.2 Continually develop our external communication and understanding of our organization

COMMUNICATIONS AND ENGAGEMENT

Guiding Outcomes to be achieved:

2. Increase resident engagement with the Regional District and its initiatives to improve trust between the Regional District and the residents it serves.

DISCUSSION

A small number of residents have expressed interest in seeing CCRD Board Meetings either broadcasted or recorded. Considering the substantial barriers that exist for many regional residents looking to attend the meetings in person and the communication goals outlined in the Strategic Plan 2015-2019 and the 2014 Communications and Engagement Plan, this may be a strategic and useful community engagement tool. Furthermore, by broadcasting and/or recording Board meetings an increased level of operational transparency can be achieved.

There are many options available with varying budget implications. The key issues/concepts to be considered include:

- Initial Cost of Equipment and Equipment Needed
- Learning Curve & Training & Education
- Staff Time Needed Per Month
- Reliability
- Ongoing Operational Costs over and above Staff Time
- Amount of meetings to be covered and the various meetings these entail
- How is the service paid for (Financing)
- Web Integration
- Analytics
- Location of Storage of Data

CONCLUSION

It is recommended that the Board of Directors determine whether they wish to pursue the broadcasting and/or recording of their meetings in an audio or audio-visual format.

AGRI-TOURISM DISCUSSION PAPER:

The Ministry of Agriculture has put forward a discussion paper and proposed minister's bylaw standards on "Regulating Agri-Tourism and Farm Retail Sales in the Agricultural Land Reserve". Comments and feedback will be accepted until January 15, 2016.

The CEDO has provided a copy to the Bella Coola Valley Sustainable Agriculture Society and is anticipating receiving responses with general concerns and comments before the New Year.

Some initial concerns that come up regarding the paper are that the regulations may limit the level of diversification farmers can pursue on their land. Additionally, farmers who are able to demonstrate a dependency on income earned on the farm may gain a certain level of safety net and be covered in the case of an emergency, however, the proposed bylaws may limit this ability to earn adequate income to demonstrate dependency. The perceived logic behind the proposed bylaw is to keep the land value affordable into the long-term future.

Respectfully submitted



Tanis Shedden
Community Economic Development Officer



CENTRAL COAST REGIONAL DISTRICT

DATE: 3 December, 2015

TO: Board Chair Reginald Moody and Board Members

FROM: Community Economic Development Officer, Tanis Shedden

SUBJECT: **Heiltsuk Economic Development NDIT Grant Application**

RECOMMENDATION

THAT the Heiltsuk Economic Development Corporation NDIT Grant Application report dated 3 December, 2015 be received.

THAT the Central Coast Regional District Board of Directors support Heiltsuk Economic Development Corporation in their application to the Northern Development Initiative Trust Economic Diversification Infrastructure program for a grant of \$50,000.

BACKGROUND

Northern Development Initiative Trust's application process requires all applicants submit the complete application to a municipality or regional district with the request for a resolution to support.

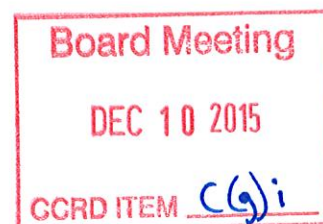
Furthermore NDIT's application process states the following:

"The municipality or regional district determines whether it will provide a resolution of support for the funding request from the appropriate account. The resolution of support must clearly state the amount of the funds requested, whether the request is for a grant, loan, or combination grant/loan, and the appropriate regional development account from which the funds will be provided."

The following project summary describes the project being proposed by Heiltsuk Economic Development Corporation.

Respectfully Submitted

Tanis Shedden
Community Economic Development Officer



Project Summary as submitted by Heiltsuk Economic Development Corporation to Community Economic Development Officer, Tanis Shedden.

“The Bella Bella Airport Authority operates a Transport Canada certified and regulated airport that not only benefits the Heiltsuk, but other communities like Kitasoo, Shearwater, and Ocean Falls, and industry i.e. Sports Fishing, Tourism, Logging, Fishing, Government Agencies, Medical, and others benefit as well. Statistics recorded by the airport management suggests that the annual traffic ranges anywhere from 12,000 – 15,000 passengers. During the sport fishing peak season, there are at least 80 persons per day from June 15th to September 15th, and considering the facility can only accommodate 20 people within the primary waiting area, we have serious concerns about our customer’s safety and satisfaction.

The traffic of the airport has increased significantly over the 14 years of operation and the existing facility is not sufficient to accommodate the current traffic, which is anticipated to grow further due to the increased populations, increased use by other communities and user groups mentioned above, and access from other outside visitors. As such, this poses a serious capacity problem within the terminal.

As such, Airport management requires support to assist with the construction of a new terminal building, which will add more seating, provide more space for traffic flow, a gift shop, and expanded coffee shop and provide a more aesthetically appealing facility with expanded services. BBAA management requires a total of \$500,000 to build the new terminal building and is requesting \$50,000 from Northern Development Initiative Trust to help move this project forward.”



CENTRAL COAST REGIONAL DISTRICT
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
REGULAR MEETING MINUTES

DATE: 26 November 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.

Board Meeting
DEC 10 2015
CCRD ITEM C(g)ii

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
REGULAR MEETING MINUTES – 26 November 2015

In Attendance: Randy Hart - Chair
Ernest Hall
Lori Campbell
Garrett Newkirk
Wilma Hallam (non-voting volunteer to committee)
Tanis Shedden - CEDO
Kyle Mettler - Local Gov't Intern and Recording Secretary

Apologies: Ana Santos, Tracy Switzer

Absent: Director Richard Hall, Bo Reid

No members of the public

1. Call to Order

The chair called the meeting to order at 7:05 p.m.

2. Adoption of Agenda

a. Introduction of late items - None

EDAC 15-11-01 M/S (E)Hall/Newkirk that the agenda be adopted.

CARRIED

3. Adoption of Minutes

EDAC 15-11-02 M/S Newkirk/(E)Hall that the EDAC Meeting Minutes dated 24 September, 2015 be adopted.

CARRIED

4. EDAC 2016

(a) Schedule

The members agreed that scheduling the EDAC meetings bi-monthly in 2016 would be preferable and more productive than monthly meetings. Meetings will continue to be scheduled for the last Thursday of the month at 7 pm in the CCRD Board room.

EDAC 15-11-03 M/S (E)Hall/Newkirk that the next EDAC meeting be held 7pm January 28, 2016 at the CCRD Board Room and continue bi-monthly for the remainder of 2016.

CARRIED

(b) Resignation of Community at Large member

The committee acknowledged the resignation of Vice-Chair Markus Schieck. Names put forward as possible replacements included: John Morton, Chris Quinn, and Wilma Hallam. The members were interested to know how the number of committee members was decided and if there was room to allow for an increased number of participants at the table.

The role of Vice-Chair was discussed and it was decided that it would be best to postpone placing someone in this role until new membership has been determined.

EDAC 15-11-04 M/S Newkirk/Campbell that the CEDO will inquire about the size of the committee and follow-up with those named as possible replacements to gauge their level of interest in joining the EDAC.

CARRIED

5. Discussion

(a) 2015 Recap

In 2015 the EDAC started the region’s inaugural Business Walks. It is an engagement tool that the CEDO will be continuing to pursue into the future. Randy Hart suggested we use the opportunity to gather information regarding the business community’s interest in championing town beautification projects, such as the adopt-a-bin program and other self-directed on-site initiatives.

Small Town Love, which is currently going through a rebranding process at a higher level will provide an opportunity to establish a working list of businesses that operate in the above ground economy. It will also enable local businesses to gain access to regularly scheduled webinars and training platforms that will enable them to keep up to date with best practices and future initiatives that are coming from Small Business BC and other Provincial small business services.

The discussion with local food producers that took place at the beginning of the month was well attended and there are several local retailers and restaurants who have been approached about the project. There was concern about the real demand for local produce. Options are being explored for how to address this concern and demonstrate that there is a market. Some businesses have agreed to provide information about their previous purchasing habits to assist with establishing a market with local producers.

(b) Economic Development Plan Priorities

The CEDO asked the committee members four (4) questions and asked them to keep “Think Globally; Interact Regionally; Act Locally” in mind as the discussion moved forward.

Question 1: Are we looking to build an Economic Development Plan or an Economic Development Action Plan?

- It is important to have a clear vision of where we are going with the planning process.
- We do not want to spend extensive time planning without actions.
- The plan should address strategic areas – Government Services, Forestry, Tourism, and Agriculture.

EDAC members decided that the economic development plan should strive to be action oriented and acknowledge and address impediments to moving forward. The long-term vision of what success looks like should be incorporated to ensure we know where we are going. The plan should work to “move the [economic development] needle”.

Question 2: Who are the key partners in the Central Coast and what is their role in creating a strong stable economy?

- Government agencies – lobbying to get these organizations to shift purchasing habits to local suppliers/businesses will be essential to rejuvenating the local economy.
 - Vancouver Coastal Health
 - Ministry of Forests, Lands & Natural Resources (Bella Coola Field) Office
 - Nuxalk Nation
 - Heiltsuk Nation
 - Wuikinuxv Nation
 - RCMP
 - BC Parks
 - Ministry of Transportation & Infrastructure
 - SD 49
 - CCRD
 - Regional Improvement Districts
 - Department of Fisheries and Oceans
 - BC Hydro
 - BC Ferries
- Residents – creating an education movement surrounding the local multiplier effect and how an individual’s daily decisions (purchasing and time) ultimately drive the local economy.

There must be trust built between residents in businesses. Any future “shop local” initiative must consider the economic circumstances of the regional residents and address concerns surrounding price gouging and the underground economy. Both which may pose substantial barriers to any future initiative.

Question 3: How would you define the role of the CCRD Economic Development function in the region? In the communities?

- Lobbying entity
- Facilitation – connecting residents, businesses, and initiatives.

Question 4: What would you identify as priorities for Central Coast economic development?

- Subdivision and housing development – Committee members would like to understand the reasoning behind the level of ALR in the Bella Coola Valley and how it is impacting the development of additional accommodation. Accommodation has been identified as a major impediment to future economic development.
- Home-based businesses – Develop tools to support home based businesses. CEDO cautioned that we should be looking to ensure that our vision for home-based business support aligns with the OCP. If through the OCP planning process an urban core is identified as a priority, we must be cognisant of the impact it will have on what businesses residents wish to see in a commercial/downtown area and what businesses can be supported as a home-based business.

- Infrastructure Development – Critical infrastructure/services needs to be supported regardless of the direction decided for the region. Government agencies assist to maintain a basic standard of living and a general status quo for the region. This is necessary for all residents regardless of their position on economic growth in the region.
- Tourism Enhancement – The region does not have the necessary amenities to support a destination tourism marketing initiative at the moment. Limited to no activity after 6 pm and a general rule of thumb is that there must be 2 hours of entertainment available for every hour of driving.
- Re-branding – CEDO cautioned that the timing may not be right for this movement. The committee agreed that there is no consensus amongst community members about the vision for the future of the region and valley. Too many directions being pursued.

EDAC 15-11-05 M/S (E)Hall/Campbell that the CEDO will investigate the history of ALR in the Bella Coola Valley and invite someone to the next meeting with the background necessary to answer ALR zoning questions and how the Bella Coola Valley can address the housing shortage with the land base.

CARRIED

(c) Work Plan

The Committee identified two short-term actions that would produce on the ground results and bring economic development forward as a community initiative are:

- 1) Increased public awareness around buying local
 - a. Education – newspaper articles, workshops, one-on-one support
 - b. Local branding exercise (food)
 - c. Small Town Love
- 2) Support local food producers
 - a. Marketing
 - b. Local branding
 - c. Media relations

Pieces to highlight in point one (1) – economic multiplier effect, legitimate business practices, long-term pricing benefits (no price gauging), and linkages between purchasing local and infrastructure/service delivery.

(d) Community Reports

- 1) Ocean Falls – Tracy Switzer absent
- 2) Denny Island – Ana Santos absent
- 3) Bella Bella – Bo Reid absent
- 4) Bella Coola Valley – Ernest Hall
 - a. Update on BC Ferries and Nimpkish replacement
 - b. Establishment of BC Ferries/Provincial/Regional working group

6. Adjournment

EDAC 15-11-06 M/S (E)Hall/Campbell that the regular meeting of the Economic Development Advisory Committee be adjourned at 9.15 p.m.

CARRIED



97

CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
 FROM: Cheryl Waugh, Transportation and Land Use Coordinator
 DATE: December 3, 2015
 SUBJECT: Land Use Planning Report

Recommendation:

1. That the Land Use Planning Report dated December 3, 2015 be received

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

Zoning

-Out of area realtor requesting zoning for a commercial property in Hagensborg.

Board Meeting
 DEC 10 2015
 CCRD ITEM C(h)

Maps & Plans

-The Integrated Cadastral Information Society (ICIS) will be setting up a webinar in early 2016 to invite feedback about gaps in their system, and going forward, what format can the CCRD use to hold our geospatial information.

-Troubleshooting walk-through with ICIS representative of their BC Spatial Map Viewer.

-Property owner requesting and provided with a copy of a survey plan including their lot.

Other Related*

-met with potential purchasers of a Hagensborg property and reviewed the current zoning, subdivision options and impacts of being in the ALR.

-new property owner requesting civic address in the vicinity of the Noosgulch Forest Service Road

-The Regional District of Mount Waddington (RDMW) requested the CCRD review their proposed new Regional Plan. The Regional Plan is an umbrella policy document that contains the RDMW's policies on land use and development, regional and local services, the economy, climate change adaptation, transportation, parks and recreation, and communication. The Regional Plan guides the Regional District's review of development proposals on privately owned lands, as well as Crown land. The Regional Plan also describes the roles and relationships the Regional District will continue to support with unincorporated communities, municipalities, First Nations, provincial and federal agencies, other organizations, and the public, related to the use and management of land and water resources and community development. The RDMW jurisdiction does not apply to municipalities and First Nations' reserve lands.

The CCRD's Community Economic Development Officer and Land Use Coordinator reviewed the Regional Plan in its entirety. Overall the document is uncomplicated and simply and clearly states the RDMW's stance on regional considerations, achieves a high level of transparency and acknowledges global considerations in the plan.

As the RDMW's regional neighbour, the Regional Plan does not appear to impact the CCRD directly in a positive or negative manner. There are, however, several features which the CCRD might incorporate into various planning initiatives such as; develop requirements for broadband infrastructure for new development projects, method of working/managing of public lands, cooperation with First Nations, maintain and strengthen a sustainable funding structure for the regional tourism function.

Feedback will be provided to the Regional District of Mount Waddington Planning and Development Services prior to December 31st, 2015.

Land Referrals/Updates

-Boralex, Ocean Falls, six tenures for log handling, roadway to dam. Also, forwarded to the Ocean Falls Improvement District.

-Western Forest Products, Spiller Inlet, two applications for Licence of Occupation for 10 years for log handling, barge camp, moorage, etc.

-Krajewsky/Anderson, 30 year lot lease on Denny Island issued

Replies to the land referrals were *interests unaffected*.

Cheryl Waugh

Transportation and Land Use Coordinator



100

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

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

RECOMMENDATIONS:

1. **THAT the November 2015 Public Works Report be received.**
2. **THAT the CCRD Board of Directors direct staff to provide feedback to UBCM explaining that at this point in time, CCRD has no interest in registering park land under the *ORV Act*.**

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

SOLID WASTE MANAGEMENT

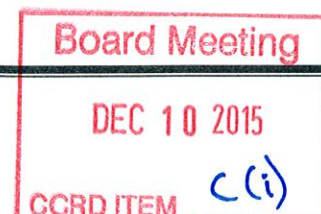
1. As CCRD Board of Directors approved the following feedback to be submitted to the Ministry of Environment:

Board Resolution

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

CARRIED

The Public Works Manager submitted a letter to the Ministry of Environment (MoE) outlining the need for accommodation of small regional districts in the new solid waste management planning guidelines that are currently being developed.



2. A review of the *Draft Second Edition of Landfill Criteria for Municipal Solid Waste* published by the BC Ministry of Environment has identified a number of issues that may need to be accommodated for in future solid waste management budgeting. The MoE listened to CCRD feedback during the development of these new guidelines and inserted a section on exceptions for certain site specific situations where technical justification is provided and demonstrates equivalent or better level of environmental protection. Further clarification will be required from the MoE before determining the full extent to which the new guidelines will impact CCRD operations. It is important to emphasize that the *Landfill Criteria for Municipal Solid Waste* is a guidance document only, and that the legal standards for operation are set out in the CCRD's operational certificate. The MoE will ultimately decide what to include in the CCRD's operational certificate going forward, and may rely on these *criteria* to modify CCRD's existing certificate. In anticipation of this possibility, CCRD staff should plan for the following initiatives over the next several years.
 - i. Establishment of a groundwater and surface water monitoring program.
 - ii. An evaluation of CCRD landfill operations and preparation of a Landfill Criteria Conformance Review, followed by an upgrading plan (submitted during the next SWMP Update or within 5 years, whichever time period is shorter). These will be required to inform the solid waste management planning process. These must be prepared by a qualified registered professional.
3. The next truckload of MMBC material will be shipped by mid-December. Last month's MMBC shipment weighed in at 3,189 KG and generated \$441.59 in revenue. Three tub skids of paint and one drum of paint generated \$180.00 in revenue.
4. Significant Expenditures: Don Nygaard & Son Ltd. was paid \$9554.95 before taxes for force account work under Landfill Operating Contract related to site modifications and fencing.

RECREATION FACILITIES

1. Walker Island & Snootli Parks:

- i. As of the end of November, progress on the concession building has remained on schedule. Construction is to lock-up, with the remaining construction to be finished once electrical, plumbing can be finished in the spring.
- ii. **Action Item:** The Union of BC Municipalities (UBCM) has asked for feedback from local governments on whether they would like to have park lands under their jurisdiction to be included under the *Off-Road Vehicle (ORV) Act*. As it stands, the *ORV Act* will only apply to crown lands and some private lands.

CCRD operates four small regional parks in the Bella Coola Valley. None of our parks are suitable or designed for off-road vehicle use in their existing form. The presence of walking paths and/or bicycle/horse trails in the Snootli Park, makes off-road vehicle use a potential danger to park users and off-road vehicle operators. These trails only receive intermittent maintenance, and off-road vehicles travelling at high rates of speed could encounter hazards such as fallen trees.

At this point in time, without a designated off-road vehicle trail or use area such as a dirt bike track, there appears to be little benefit or reason to include our parks lands under the ORV act.

Furthermore, only Walker Island Park and Nusatsum Park are owned fee simple. Snootli Park and Snootli Ice Rink are operated under a Licence of Occupation, so are technically Crown Land and as such, may be subject to the *ORV Act*.

Recommendation: It is recommended that the CCRD Board of Directors direct staff to provide feedback to UBCM explaining that at this point in time, CCRD has no interest in registering park land under the *ORV Act*.

- 2. **Centennial Pool:** Closed for the season. Winterization is complete.
- 3. **Nusatsum Park:**
- 4. **Snootli Skating Rink:** CCRD would like to acknowledge the volunteer work of Caroline Granander, Gordon Gibbs, Chris Matthews and the Hatchery staff for their work in re-instating water service to the ice rink. A grant application was submitted to Northern Development Trust for financial assistance to undertake repaving the ice rink.
- 5. **Significant Expenditures and Contracts:** Ace Hardware \$13,448.15 in building supplies. Kopas Contracting Ltd. was paid \$1087.50 before taxes for hourly custom cutting and planing.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

- 1. All fire hydrants on the town site were serviced and confirmed to be in good operational condition. Discussions are underway with the Nuxalk Nation Waterworks Department to perform leak detection surveys on our infrastructure.
- 2. Risk Management Services recently completed an appraisal of CCRD assets for insurance purposes at the bequest of Municipal Insurance Association. The report helps identify more accurate replacement values.

- 3. **Significant Expenditures and Contracts:** George Giesbrecht Contracting Ltd. was paid \$2225.00 before taxes for services of the town site hydrants.

BELLA COOLA AIRPORT

N/A

STRATEGIC PUBLIC WORKS INITIATIVES

SHEARWATER WATER SYSTEM

This project is on hold until grant funding can be accessed. In April, 2015, an application was made to the Strategic Priorities Fund for financial assistance to undertake the Shearwater Water System Project. The Union of BC Municipalities was contacted to identify timelines for when Strategic Priority Fund grants would be announced. CCRD was informed that they are still in the technical review stage, but expect to begin announcements by year end. Monitoring of new grant programs continues.

SOLID WASTE MANAGEMENT PLAN UPDATE

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

ASSET MANAGEMENT PLANNING

A grant application has been submitted to Union of BC Municipalities' Asset Management Planning Program for financial assistance to undertake condition assessments of CCRD infrastructure. Work has begun on compiling content for the Asset Management Plan, and a format has been developed.

Respectfully submitted,



Ken McIlwain, RPF
Public Works Manager

Denny Island Recreation Commission Meeting Minutes
26 October 2015

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

Call to Order at 5:45 p.m.

Finance:

- a) Discussion and completion of budget for 2015
 - a. Programs to include Ukranian Christmas, Cinco de Mayo, Wine & Cheese with Quartet and Monthly movie nights
 - b. Lengthy discussion about need to look at long-term storage options and have a professional review and advisor (architect) to incorporate storage into community centre. Need approval so we can bring to DICDA.
 - c. Needed tables – we are always struggling to find space at our ever-growing events and many of the existing tables are wrecked.
 - d. Needed awning for outdoor events. We have borrowed Shearwater's but we need something more permanent and something that will house our ever-growing events.

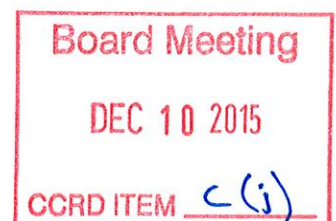
Halloween:

Final preparations to be put in place. Group to setup the day before.

Names for 2016:

Discussion over putting in names for 2016. Questions were raised why the CCRD is asking for bios from interested parties as they are not done for other commissions.

Adjourn at 6:30 p.m.



Denny Island Recreation Commission Meeting Minutes
23 November 2015

Members Present: Steve Emery, Kathy Sereda, Crystal Anderson, Mary Leslie, Ernie China
Others Present: Ingmar Lee

Call to Order at 5:45 p.m.

2016 Membership:

- a) Per By-Law No. 441, No. 5, DIRC submits the following names (community members) for nomination to serve on the Denny Island Recreation Commission effective January 1, 2016:
 - a. Sharon Beloin
 - b. Ingmar Lee
 - c. Steve Emery
 - d. Kathy Sereda
 - e. Crystal Anderson
 - f. Mary Leslie
 - g. Ernie China

- b) Other current members not wishing to be nominated, as well as other community members, indicated they are willing to help with future events

Correspondence:

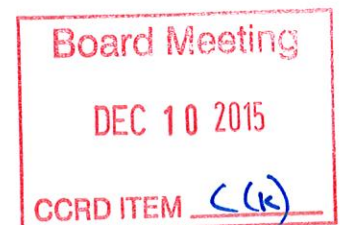
- a) Discussion over inquiries made by CAO. Steve responded to her direct questions.
- b) Question queried: **If the CCRD accepts/approves a budgets is that not approval of spending?**

Halloween:

Great night with great turnout. New volunteers came forward for future events.

Finance:

- a) Unanimous approval of the following receipts to be submitted and paid by Donna to Shearwater :
 - a. 217773 - 14.65 - Halloween Program Expenses
 - b. 217697 - 111.18 - Halloween Program Expenses
 - c. 217730 - 21.67 - Halloween Program Expenses
 - d. 219808 - 238.14 - Halloween Program Expenses** (freight) – Shearwater might donate the freight. Awaiting confirmation



- b) Unanimous approval of the following receipts to be paid by petty cash:
- a. Steve Emery - Toyland - 544.56 (including tax) - Halloween
 - b. Mary Leslie - Dollarama - 30.81 - Halloween
 - c. Mary Leslie - Canadian Tire - 18.10 - Halloween
 - d. Mary Leslie - Costco - 17.53 - Halloween
 - e. Mary Leslie - Walmart - 40.04 - Halloween
- Receipts will be submitted to Donna with final petty cash report for Q4.

Equipment:

Discussion over selling fitness equipment to Shearwater *if* they wish to move equipment and create a gym at Shearwater. Purchase more equipment for use for exercise groups using the community building. Survey what is needed.

Adjourn at 6:35 p.m.

CENTRAL COAST REGIONAL DISTRICT
Bylaw No 453

A bylaw to enact the Central Coast Regional District Records Management and to repeal Central Coast Regional District Records Retention and Scheduling Bylaw No. 351, 2002.

WHEREAS *Section 198 of the Local Government Act of British Columbia* requires a local government officer to maintain all records of the Regional District;

WHEREAS the Board of Directors of the Central Cost Regional District wish to provide specific regulations with respect to records management and procedures.

WHEREAS the Local Government Management Association of British Columbia has published a records management manual which specifies the keeping of records.

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

1. Bylaw 351 cited as the "Retention and Disposition of Records of the Central Coast Regional District is hereby repealed:
2. Definitions

In this bylaw:

"Designated Officer" the Chief Administrative Officer is designated and authorized to act on behalf of the organization to manage and maintain the records management system;

"record" includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records;

"records management system" includes a system used by the Central Coast Regional District to manage the records of the Central Coast Regional District from record creation through to records disposal;

Records Management System Established

3. The records management system currently used by Central Coast Regional District is authorized.

Compliance with Records Management System

4. All records in the custody and control of the employees of the Central Coast Regional District are the property of the Central Coast Regional District. All records of

Board Meeting
DEC 10 2015 Page 1
CCRD ITEM E(a)

the Central Coast Regional District must comply with this records management system and this bylaw. All employees and management of the Central Coast Regional District must comply with this bylaw.

Designated Officer

5. The Designated Officer is responsible for the management and maintenance of the records management system. The Designated Officer is authorized to manage and maintain the records management system.

Manual of Procedures and Policy

6. The Designated Officer is authorized to create and maintain a manual of procedures and policy (the "Manual"). Records of the Central Coast Regional District are created, accessed, maintained and disposed of only as provided by the Manual.

The Manual must provide for management of the records of the Central Coast Regional District and include provisions regarding:

- the creation and organization of records, including records not authorized for creation;
- the collection of records (including records not authorized for collection);
- access to records;
- disclosure of records;
- maintenance of records;
- retention of records;
- security of records;
- storage of records;
- preservation of records;
- disposal of records; and
- any other matter(s) the Designated Officer authorizes to be included in the Manual.

Integrity and Authenticity Maintained

7. The records management system must maintain the integrity and authenticity of records made or kept in the usual and ordinary course of business.

Authorization to Amend Manual

8. The Designated Officer is authorized to amend the Manual.

Compliance with Law

9. The records management system must comply with the Manual, applicable laws and any provincial, national or international standards adopted for use and contained in the Manual.
10. The records retention schedule must prescribe the period of time that records are kept to meet the operational, legal, regulatory, financial or other

requirements of the Central Coast Regional District (the "Records Retention Schedule"). The Records Retention Schedule must also provide instructions as to the manner and time of the disposition of a record.

Designated Officer

- 11. The Designated Officer is designated and authorized to prepare, review, amend and manage the Records Retention Schedule.

Disposal Ordered by Designated Officer

- 12. When the Designated Officer determines that the retention period for a given record described in the Records Retention Schedule has ended, the Designated Officer may order the record to be destroyed or otherwise disposed of in accordance with the instructions in the Records Retention Schedule.
- 13. If any section, subsection, paragraph, subparagraph or clause of the Records Management Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, such decision does not affect the validity of the remaining portions of the Records Management Bylaw.

Coming into Effect

- 14. The Records Management Bylaw comes into effect upon adoption.
- 15. This bylaw may be cited as the Central Coast Regional District Records Management Bylaw No. 453.

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

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

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

ADOPTED THIS day of , 2016

Chair

Corporate Officer

I hereby certify that the above is a true and correct copy of Bylaw 453 Central Coast Regional District Records Management Procedures

Corporate Officer



**CENTRAL COAST REGIONAL DISTRICT
Request for Resolution of Support**

TO: Darla Blake, CAO
CC: Board Chair Reginald Moody and Board Members
DATE: December 3, 2015
FROM: Wendy Kingsley, Administrative Assistant
SUBJECT: Bella Coola Valley Street Lighting Service Area Establishment Amendment
Bylaw No. 455

RECOMMENDATIONS:

- 1. THAT the CCRD Board of Directors read Bylaw No. 455 Bella Coola Valley Street Lighting Service Area Establishment Amendment to be introduced and read a first, second and third time.**

Bylaw No 455 is to amend Schedule A of the Bella Coola Valley Street Lighting Service Area Establishment Bylaw No 266 and to repeal Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw No 369 which was to amend Schedule A of Bylaw No 266.

Schedule "A" has been amended by aligning the existing number of street lighting in "Areas C, D & E" along Highway 20.

Respectfully submitted,
Wendy Kingsley
Administrative Assistant

Board Meeting
DEC 10 2015
CCRD ITEM E(6)

CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 455

A bylaw to amend Schedule A of Bylaw No. 266, cited as "Bella Coola Valley Street Lighting Service Area Establishment Bylaw No. 266, 1996".

WHEREAS pursuant to 796 (1) of the *Local Government Act*, the Board of Directors for the Central Coast Regional District, has, by Bylaw No. 266, established the local service of street lighting for Electoral Areas C, D & E;

AND WHEREAS the Board wishes to increase the number of street lights listed on Schedule A of Bylaw No. 266.

NOW THEREFORE the Board in open meeting assembled, enacts as follows:

1. Schedule "A" of Bylaw No. 266 will be deleted and replaced with the attached Schedule "A".
2. Schedule "A" of Bylaw No. 266 is hereby amended.
3. Bylaw no 369 is hereby repealed.
4. This Bylaw may be cited as the "Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw No 455

READ A FIRST, SECOND, AND THIRD time this 10th day of December, 2015.

RECONSIDERED AND FINALLY ADOPTED this day of 2016.

Chair

Secretary

I hereby certify that the above is a true and correct copy of "Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw # 455".

Secretary

CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 455
SCHEDULE "A"

Location of Street Lights are as follows:

1. Tonquin Road and Highway 20 (1)
2. Grant Road and Highway 20 (1)
3. Oskar Road and Highway 20 (1)
4. Airport Road and Highway 20 (1)
5. Nusatsum/Government Roads and Highway 20 (1)
6. Douglas Road and Highway 20 (1)
7. Smith Road and Highway 20 (1)
8. Thirteen (13) lights staggered on either side of Highway 20 beginning at Government Warf to Nusatsum bridge.
9. Allison Road and Highway 20 (1)
10. Sawmill Road and Highway 20 (1)
11. Saloompt Road and Highway 20 (1)
12. Phoenix Road on Pole 11 (1)



CENTRAL COAST REGIONAL DISTRICT
Request for Resolution of Support

TO: Darla Blake, CAO
CC: Board Chair Reginald Moody and Board Members
DATE: December 3, 2015
FROM: Wendy Kingsley, Administrative Assistant
SUBJECT: Bella Coola Valley Street Lighting Service Area Establishment Amendment
Bylaw No. 456

RECOMMENDATIONS:

- 1. THAT the CCRD Board of Directors read Bylaw No. 456 Bella Coola Valley Street Lighting Service Area Establishment Amendment be introduced and read a first, second and third time.**

Bylaw No 456 is to amend Schedule A of the Bella Coola Valley Street Lighting Service Area Establishment Bylaw No 177.

Schedule "A" has been amended by inserting a more legible Plan and to notate the number of existing street lights in that "Area E" of the Plan on Schedule "A"

Respectfully submitted,
Wendy Kingsley
Administrative Assistant

Board Meeting
DEC 10 2015
CCRD ITEM E(2)

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 456**

A bylaw to amend Schedule A of Bylaw No. 177, cited as "Bella Coola Valley Street Lighting Service Area Establishment Bylaw No. 177".

WHEREAS pursuant to 796 (1) of the *Local Government Act*, the Board of Directors for the Central Coast Regional District, has, by Bylaw No. 177, established the local service of street lighting for Electoral Area E;

AND WHEREAS the Board wishes to have the number of lights noted on Schedule A of Bylaw No. 17.

NOW THEREFORE the Board in open meeting assembled, enacts as follows:

1. Schedule "A" of Bylaw No. 177 will be deleted and replaced with the attached Schedule "A".
2. Schedule "A" of Bylaw No. 177 is hereby amended.
3. This Bylaw may be cited as the "Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw No 456

READ A FIRST, SECOND, AND THIRD time this 10th day of December, 2015.

RECONSIDERED AND FINALLY ADOPTED this day of 2016.

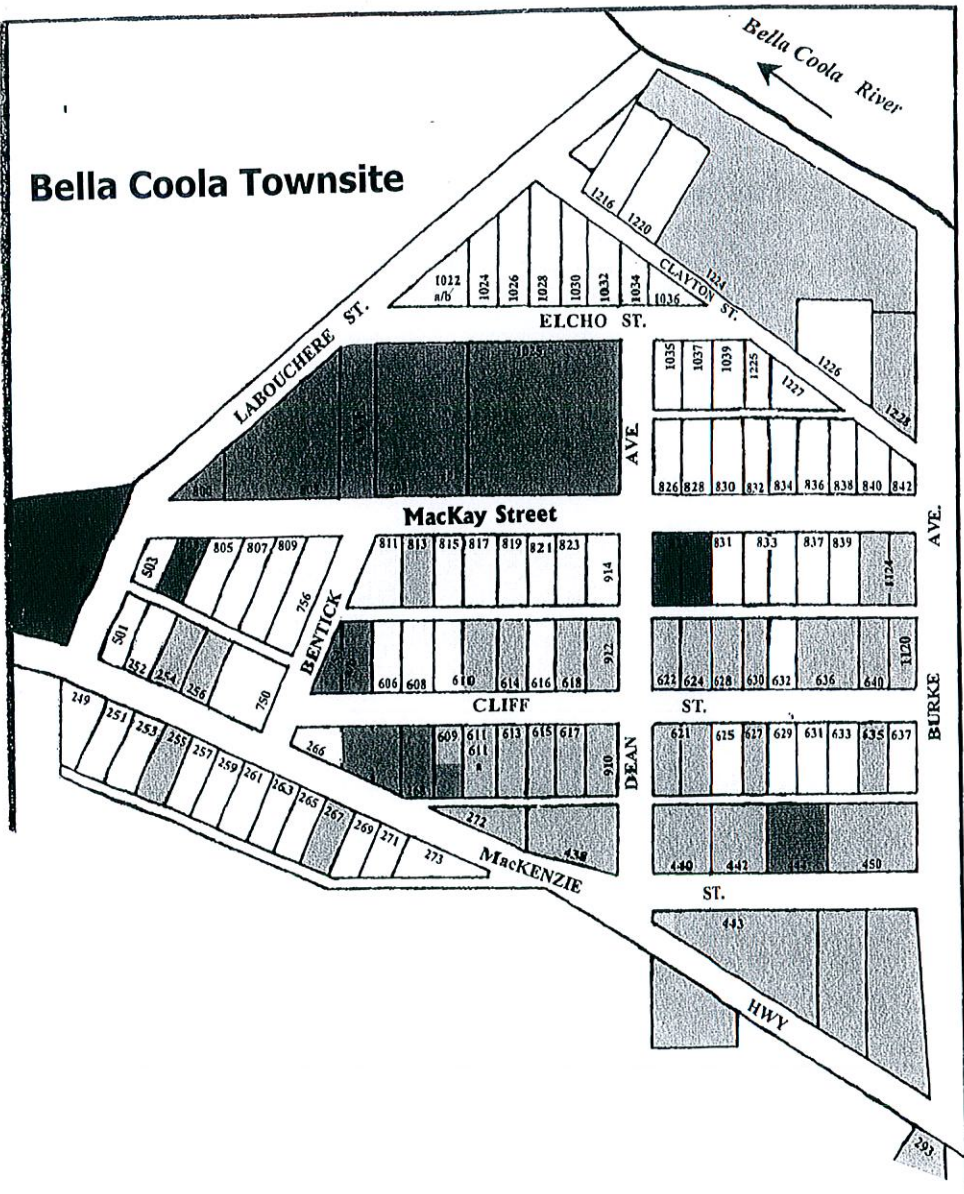
Chair

Secretary

I hereby certify that the above is a true and correct copy of "Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw No 456".

Secretary

CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 456
SCHEDULE "A"
BELLA COOLA STREET LIGHTING SERVICES AREA "E"



Total of forty-six (46) lamps are located in Bella Coola Street Lighting Service Area "E"

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 457

A bylaw to repeal the Central Coast Airport Operating and Management Commission Establishing Bylaw No. 208, 1993 and Central Coast Airport Operating and Management Commission Amendment Bylaw No. 330, 2000

WHEREAS the board of directors for the Central Coast Regional District has adopted the Central Coast Airport Operating and Management Commission Establishing Bylaw No. 208, 1993 to establish an advisory commission to assist in the operation of the airport and facilities established within Electoral Areas C, D and E;

AND WHEREAS Bylaw No. 208 provided for an advisory commission mandated by the Central Coast Regional District, the said Bella Coola Airport Advisory Commission has now been inactive since October 2011 and requires a new model to be developed as part of the planned Airport Master Plan development in 2016;

AND WHEREAS Bylaw No. 330 provided for an amendment Bylaw 208 as to commission representative numbers and number of members to constitute a quorum, to which is the commission is now inactive;

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:

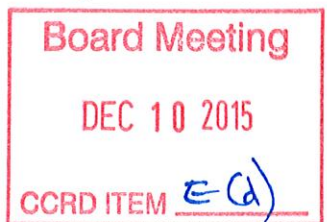
- 1. Bylaw 208 cited as the "Central Coast Airport Operating and Management Commission Establishing Bylaw No. 208, 1993" is hereby repealed;
2. Bylaw 330 cited as the "Central Coast Airport Operating and Management Commission Amendment Bylaw No. 330, 2000" is hereby repealed;
3. This bylaw may be cited as "Central Coast Airport Operating and Management Commission Establishing Bylaw No. 457, 2016".

READ A FIRST TIME THIS 10th day of December, 2015.
READ A SECOND TIME THIS 10th day of December, 2015.
READ A THIRD TIME THIS 10th day of December, 2015.
ADOPTED THIS day of , 2016.

Chair Corporate Officer

I hereby certify that the above is a true and correct copy of Bylaw 457 cited as "Central Coast Airport Operating and Management Commission Establishing Bylaw No.457, 2016".

Corporate Officer



CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 208

A bylaw to amend Bylaw No. 126 establishing an Airport Operating and Management Commission for Electoral Areas C, D, and E of the Central Coast Regional District.

WHEREAS pursuant to Section 767 of the Municipal Act, the Central Coast Regional District is empowered by supplementary letters patent to operate a community airport and facilities.

AND WHEREAS such a community airport and facility has been established within Electoral Areas C, D, and E;

AND WHEREAS the Board of Directors for the Central Coast Regional District deem it necessary to establish and advisory commission to assist in the operation of the airport and facilities;

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

1. An Airport Commission shall be set by the Chairperson of the Board of Directors.

2. **The Commission shall consist of seven members as follows:**

- One representative of the Central Coast Regional District**
- Two representatives of major airport lease holders**
- Four interested members-at-large**

3. A regular monthly meeting date shall be set by the Commission at the first meeting.

4. A chairperson shall be elected by the Commission at the first regular meeting.

5. The Commission shall arrange for secretarial services at the first regular meeting of the Commission and shall set the duties of the secretary, which shall include the recording of the minutes of each meeting; preparation and filing of all correspondence as directed by the committee.

Bylaw 208

-2-

6. Areas of responsibility of the Commission shall be, but are not necessarily limited to, the following:

Review and make recommendations regarding: Airport Administration (including a job description for the appointment); Leases; Budgeting; Grant applications; Airport improvements; Airport Revenues; Marketing; Preparation of a long term airport development plan; all of which shall be submitted to the Regional District Board for consideration and possible adoption.

No act or other proceedings of the Commission shall be valid unless it is authorized by resolution of the Board of Directors of the Central Coast Regional District.

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.

7. The Commission shall, before the 30th 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.

8. This bylaw may be cited as the "Central Coast Regional District Airport Operating and Management Commission Bylaw No. 208, 1993".

9. Central Coast Regional District Bylaw Cited as "Central Coast Regional District Airport Operating and Management Commission

Bylaw No. 126, 1989" is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME this 12th day of October, 1993.

RECONSIDERED AND ADOPTED this ___ day of _____, 1993.

Chairperson

Secretary

I hereby certify that this is a true and correct copy of Bylaw No. 208 of the Central Coast Regional District, cited as the "Central Coast Regional District Airport Operating and Management Commission Establishing Bylaw No. 208, 1993".

Secretary

RECOMMENDATION: Repeal

RATIONALE: The Bella Coola Airport Commission has been inactive since October 2011. A new model to assist airport operations will be investigated as part of the planned airport Master Plan development in 2016.

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 330

A bylaw to amend Bylaw No. 208 establishing an Airport Operating and Management Commission for Electoral Areas C, D, and E of the Central Coast Regional District; and repeal Amending Bylaw No. 264 and Amending Bylaw No. 278.

WHEREAS the Board of Directors for the Central Coast Regional District have established an advisory commission to assist in the operation of the airport and facilities;

AND WHEREAS it is deemed necessary to amend the bylaw from time to time;

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

1. Item No. 2 will be amended to read:

The Commission shall consist of **eight** members as follows:

- One representative of the Central Coast Regional District
- Two representatives of major airport lease holders
- Five interested members-at-large

Four members shall constitute a quorum.

- 2. This bylaw may be cited as "Central Coast Regional District Airport Operating and Management Commission Amendment Bylaw No. 330, 2000".
- 3. Central Coast Regional District Bylaw cited as "Bylaw No. 208 establishing an Airport Operating and Management Commission for Electoral Areas C, D, and E of the Central Coast Regional District" is hereby amended.
- 4. Central Coast Regional District Bylaw cited as "Central Coast Regional District Airport Operating and Management Commission Amendment Bylaw No. 264, 1996" is hereby repealed.
- 5. Central Coast Regional District Bylaw cited as "Central Coast Regional District Airport Operating and Management Commission Amendment Bylaw No. 278, 1997" is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME this 13th day of September 2000.

RECONSIDERED AND ADOPTED this 11th day of October, 2000.

Graem Wells

Donna Mikkelson

Chairperson

Secretary

I hereby certify that this is a true and correct copy of Bylaw No. 330 of the Central Coast Regional District, cited as the "Central Coast Regional District Airport Operating and Management Commission Bylaw No. 330, 2000".

Donna Mikkelson

Secretary

RECOMMENDATION: Repeal

RATIONALE: The Bella Coola Airport Commission has been inactive since October 2011. A new model to assist airport operations will be investigated as part of the planned airport Master Plan development in 2016.

122

CENTRAL COAST REGIONAL DISTRICT
POLICIES

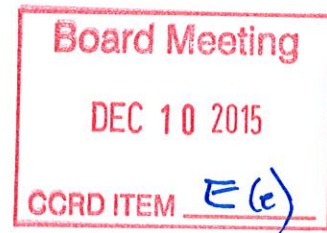
E-7 - Ethical Standards of Conduct for Elected Officials

Preamble: In keeping with the Regional Districts core values of accountability, good governance, professionalism, integrity and productivity, the District seeks to foster the sustainable socioeconomic and environmental wellbeing of the Central Coast through the professional and efficient delivery of mandated regional and community services,

To help achieve this goal, the board of directors has committed to strive to adhere to a code of conduct so as to ensure that public business is conducted with integrity, in a fair, honest and open manner, and that members respect one another, staff, and the public and recognize the unique role and contribution each person has in making the Regional District a better place to work and live;

Policy: Elected officials shall:

1. **Act in the Public Interest**
Recognizing that the Regional District seeks to maintain and enhance the quality of life for all District residents through effective, responsive and responsible government, members will conduct their business with integrity, in a fair, honest and open manner.
2. **Comply with the Law**
Members shall comply with all applicable federal, provincial, and local laws in the performance of their public duties. These laws include, but are not limited to: the *Constitution Act*; the *Provincial Human Rights Code*; the *Criminal Code*, the *Local Government Act*; *Community Charter*; laws pertaining to financial disclosures, and employer responsibilities; and relevant District bylaws and policies.
3. **Conduct of Members**
The conduct of members in the performance of their duties and responsibilities with the Regional District must be fair, open and honest. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of the Board of Directors, committees, the staff or the public.
4. **Respect for Process**
Members shall perform their duties in accordance with the policies and procedures and rules of order established by the Board of Directors governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the Board by District staff. Members of committees shall be aware of the mandate of their respective committee, and act in accordance with it.



CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-7 - Ethical Standards of Conduct for Elected Officials – page 2

- 5. **Conduct of Public Meetings**
Members shall prepare themselves for public meetings; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall not interrupt other speakers; make personal comments not germane to the business of the body; or otherwise disturb a meeting.

- 6. **Decisions Based on Merit**
Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.

- 7. **Communication**
Subject to paragraph 10, members shall publicly share substantive information that is relevant to a matter under consideration by the Board or a committee, which they may have received from sources outside of the public decision-making process.

- 8. **Conflict of Interest**
Members shall be aware of and act in accordance with Part 4 Division 6 of the *Community Charter*, and shall fulfill all parts of their *Oath of Office*.

- 9. **Gifts and Favours**
Members shall not accept any money, property, position or favour of any kind whether to be received at the present or in the future, from a person having, or seeking to have dealings with the Regional District, save for appropriate refreshments or meals, except where such a gift or favour is authorized by law, or where such gifts or favours are received as an incident of the protocol, social obligation or common business hospitality that accompany the duties and responsibilities of the member. A member may participate in Regional District programs open to the public and may purchase Regional District property or goods offered for public sale.

- 10. **Confidential Information**
Members shall respect the confidentiality of information concerning the property, personnel or legal affairs of the Regional District. They shall neither disclose confidential information without proper authorization, nor use such information to advance their personal, financial or other private interests.

- 11. **Use of Public Resources**
Members shall not use public resources, which are not available to the public in general, such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-7 - Ethical Standards of Conduct for Elected Officials – page 3

12. **Advocacy**

Members shall represent the official policies or positions of the Regional District to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent the Board of Directors, a committee or the Central Coast Regional District, nor will they allow the inference that they do.

13. **Policy Role of Members**

Members shall respect and adhere to the Board-Chief Administrative Officer structure of government as practiced in the Central Coast Regional District. In this structure, the Board determines the policies of the District with the advice, information and analysis provided by the public, committees, and District staff. Members, therefore, shall not interfere with the administrative functions of the District or with the professional duties of staff; nor shall they impair the ability of staff to implement Board policy decisions.

14. **Positive Work Place Environment**

Members shall treat other members, the public and Regional District staff with respect and shall be supportive of the personal dignity, self-esteem and wellbeing of those with whom they come in contact during the course of their professional duties. Members shall be aware of and act in accordance with the Central Coast Regional District Harassment Policy, E-8.

15. **Implementation**

The Central Coast Regional District Code of Conduct is intended to be self-enforcing. Members should view the Code as a set of guidelines that express collectively the standards of conduct expected of them. It, therefore, becomes most effective when members are thoroughly familiar with the Code and embrace its provisions.

Members elected or appointed to the Board of Directors will be requested to sign the Member Statement affirming they have read and understood the Central Coast Regional District Code of Conduct. In addition, the Board of Directors shall review annually the Code of Conduct, and shall consider recommendations from staff or committees, and update the Code as necessary.

16. **Compliance and Enforcement**

The Central Coast Regional District Code of Conduct expresses standards of ethical conduct expected for members of the District Board of Directors. Members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the District.

125

CENTRAL COAST REGIONAL DISTRICT
POLICIES

E-7 - Ethical Standards of Conduct for Elected Officials – page 4

The Board of Directors may impose sanctions on members whose conduct does not comply with the District's ethical standards, such as motion of censure. The Board of Directors may also rescind the appointment of a member to a committee for breaching the Code of Conduct.

To ensure procedural and administrative fairness, a member who is accused of violating any provision of the Code of Conduct with the exception of paragraph 14 shall have a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare his or her case to respond to these allegations. Before considering a sanction, the Board must ensure that a member has:

1. received a written copy of the case against him or her;
2. a minimum of one week, or the time between two consecutive meetings, whichever is greater, to prepare a defence against any allegations; and
3. an opportunity to be heard.

The procedures outlined in Policy E-8, Harassment, have been adopted by the Board for dealing with a complaint under Policy E-8 (see paragraph 14, above).

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a Board decision.

Adopted: Nov 12, 1997

Amended: June 14, 2012

Amended: December 12, 2013

Reviewed: December 10, 2015



RECEIVED
NOV 20 2015
126

Legislative Office:
Room 243, Parliament Buildings
Victoria, BC V8V 1X4

Phone: 250 952-6784
Fax: 250 356-0596

**Province of
British Columbia**
Legislative Assembly

Linda Larson, M.L.A.
Boundary-Similkameen

Constituency Office:
6037 Main Street
PO Box 998
Oliver, BC V0H 1T0
Phone: 250 498-5122
Fax: 250 498-5427
e-mail: linda.larson.mla@leg.bc.ca

RECEIVED

NOV 26 2015

RE: UBCM follow up Ministry of Social Development and Social Innovation

Central Coast Regional District

Association of Vancouver Island and Coastal Communities

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

I hope many of you were able to attend discussions with Minister Stilwell at UBCM on our Governments commitment to make BC the most Accessible Province in Canada by 2024.

It is a lofty goal and will need all British Columbians to participate in some small way. As Leaders in your Communities you are in a position to help the Province move this initiative forward and make your own Communities safer and welcoming for all people with Disabilities through the process.

We are continuing to create inclusive environments and workspaces through the many initiatives and programs, many of them targeted to assist Municipalities that have been developed since the launch of Accessibility 2024.

I challenge all of you to look at your Communities through the eyes of people with any disability, (visual, hearing, mobility or developmental) and envision the challenges those people face every day in moving around the communities they live in.

Meaningful employment for all is also a 2024 goal so I have included an information sheet on Resources and Supports for Employers in addition to a sheet on Resources for Municipalities.

Please share this information with all of your Members and contact me if you have any questions.

Regards,


Linda Larson

Board Meeting
DEC 10 2015
CCRD ITEM F(a)



Resources and Supports for Employers – Funding

Resource	Organization	Details	Contact Information
Canada Job Fund	Ministry of Jobs, Tourism and Skills Training	Three streams of eligible programs: 1. Canada BC Job Grant 2. Employer Sponsored Training 3. Employment Services and Supports	www.jtst.gov.bc.ca/cjfareement/ Email: cjinfo@gov.bc.ca
Canada Job Grant	Ministry of Jobs, Tourism and Skills Training	Employers determine what type of training is required. Eligible training must lead to an available job in BC.	www.workbc.ca/canadabcjobgrant Email: cjinfo@gov.bc.ca
The Enabling Accessibility Fund	Government of Canada	A federal Grants and Contributions program that supports capital costs of construction and renovations related to improving physical accessibility and safety for people with disabilities in Canadian communities and workplaces.	www.esdc.gc.ca/eng/disability/index.shtml Phone: 1-800-622-6232 TTY: 1-800-926-9105
Opportunities Fund for Persons with Disabilities	Government of Canada	Helps people with disabilities prepare for, obtain and maintain employment or self-employment.	www.servicecanada.gc.ca/eng/of/index.shtml Phone: 1-800-622-6232 Email:
Training Tax Credit For Employers	Government of Canada	The training tax credit provides refundable income tax credits for employers who employ apprentices enrolled in apprenticeship programs administered through the Industry Training Authority. The enhanced tax credit is	www.gov.bc.ca Phone: 1-877-387-3332 Email: ITBTaxQuestions@gov.bc.ca



		available to employers of persons with disabilities who are entitled to a basic or completion tax credit, or who are entitled to the federal apprenticeship job creation tax credit for the year.	
Disability Supports for Employment Fund (DSEF)	Vancouver Foundation	<p>\$25 million Disability Supports for Employment Fund</p> <p>Provides grants to organizations that support specialized accommodation, tools and services to support people with disabilities in the workplace.</p>	<p>www.vancouverfoundation.ca/grants</p> <p>Phone: 1-604-688-2204</p> <p>Email: info@vancouverfoundation.ca</p>



Resources and Supports for Employers – Programs and Services

Program	Organization	Services and Supports	Contact Information
WorkBC Employment Services Centres	Ministry of Jobs, Tourism and Skills Training	WorkBC provides a flexible range of services and supports related to employment for people with disabilities. Services and supports are delivered through over 100 WorkBC Employment Services Centres across the province, with multiple alternative service delivery locations.	WorkBCCentres.ca Phone: 1-800-663-7867 TDD: 1-800-661-8773
Disability Services or Disability Resource Centres	Post-secondary institutions throughout BC	<p>The contact area at post-secondary institutions for students identifying as having a disability, and seeking to access disability services.</p> <p>The Disability office provides learning and environmental services and supports to student with disabilities and liaises with the student, faculty and other campus offices in a manner that is supportive of the students' educational needs.</p> <p>Disability Services or Disability Resource Centres are available in 26 post-secondary institutions on more than 80 campuses throughout BC.</p>	Varies by community www.workbc.ca/workbc/media/workbc/documents/docs/disability_coordinators.pdf
Technology @ Work	Neil Squire Society	Provides Assistive Technology equipment, products and services to enable British Columbians with disabilities to secure and	www.neilsquire.ca Phone: 1-877-673-4636 Email: info@neilsquire.ca



		obtain work	
Community Action Employment Plan / Employment First	Community Living BC (CLBC)	<p>CLBC released a three-year Community Action Employment Plan to help increase the number of job opportunities for adults with developmental disabilities who wish to work in their communities.</p> <p>One key element is Employment First, which is helping to create a shift in attitude and culture among all stakeholders toward a belief that individuals with developmental disabilities have a valuable contribution to make in inclusive employment situations.</p>	<p>www.communitylivingbc.ca</p> <p>Phone: 1-877-660-2522 Email: info@communitylivingbc.ca</p>
Ready, Willing and Able	Inclusion BC	<p>Ready, Willing and Able is an exciting new initiative aimed at increasing the employment rate of British Columbians with a developmental disability and autism spectrum disorder.</p> <p>The initiative connects employers with individuals who are ready, willing and able to work.</p>	<p>www.inclusionbc.org</p> <p>Phone: 1-800-618-1119 Email: info@inclusionbc.org</p>
	Open Door Group	<p>Open Door Group provides a full range of client-centered services to support British Columbians to achieve employment or community attachment.</p> <p>Open Door Group delivers employment services to over</p>	<p>opendoorgroup.org</p> <p>Phone: 1-866-377-3670 Email: info@opendoorgroup.org</p>



		<p>20,000 individuals per year across the province and is partnered with over 20 organizations to deliver these services. They offer resources free of charge to support employers who hire persons with disabilities and barriers to employment.</p>	
	<p>British Columbia Aboriginal Network on Disability Society (BCANDS)</p>	<p>BCANDS is an award winning, provincial, not for profit, charitable Society serving the unique and diverse disability and health resource / support service needs of the Aboriginal population of British Columbia. BCANDS provides a vast array of services to eligible clients and organizations, both within Aboriginal communities and within British Columbia's urban and rural centres.</p>	<p>www.bcands.bc.ca Phone: 1-888-815 -5511 Email: bcands@bcands.bc.ca</p>
	<p>Canadian Mental Health Association of BC (CMHA-BC)</p>	<p>Promotes the mental health of British Columbians and supports the resilience and recovery of people experiencing mental illness through advocacy, workplace mental health education and training, community-based research, and services.</p> <p>CMHA-BC is hosting the 2016 National Bottom Line Conference, which brings together business leaders, policy-makers, researchers, and workers to improve mental health in Canadian workplaces.</p>	<p>www.cmha.bc.ca Phone: 1-800-555-8222 Email: info@cmha.bc.ca</p>



Accessibility-related Funding Opportunities and Resources for Municipalities, Communities and Groups

Funding	Description	Contact Information
Age-Friendly Communities	The Age-Friendly grant program provides grants of up to \$20,000 to local governments to support age-friendly planning, policy development and implementation. Toolkits are available online.	gov.bc.ca/agefriendly
Job Creation Partnerships/Community and Employer Partnerships (CEP)	This initiative increases employment opportunities for unemployed British Columbians through the use of agency and business partnerships, shared information and technology, and innovative processes and practices. Fact sheets are available online.	workbc.ca/job-seekers
Healthy Communities Capacity Building Grants for Local Governments	The Healthy Communities Capacity Building Grants support local government learning about the community context for health and well-being, partnership development between sectors, collaborative priority setting for health and well-being in local planning and policy, and innovative action to influence local health outcomes.	planh.ca
Guidelines: Applying for a Community Gaming Grant	A variety of gaming grants are available to communities through the Ministry of Finance Community Gaming Grants program. Guidelines to apply and details regarding applications and timeframes are available on the website.	gaming.gov.bc.ca
Home Adaptations for Independence (HAFI)	The Home Adaptations for Independence (HAFI) program provides financial assistance to help eligible low-income seniors and people with disabilities in British Columbia to continue to live in the comfort of their home.	bchousing.org/hafi
Choice in Supports for Independent Living (CSIL)	A self-managed care option for home support services where funds are provided to eligible clients to purchase and manage their own home support services.	www.viha.ca/hcc/services
Federal Enabling Accessibility Fund – Community Accessibility Stream	The Community Accessibility Stream of the Enabling Accessibility Fund is designed to provide funding to eligible recipients for projects that improve accessibility in communities across Canada.	esdc.gc.ca



Quality of Life Program -Rick Hansen Foundation	Grants to help remove barriers to participation in community life.	www.rickhansen.com/What-We-Do/Quality-of-Life
Social Development for Disability Programs	The Disability Component of the Social Development Partnerships Program (SDPP-D) supports projects intended to improve the participation and integration of people with disabilities in all aspects of Canadian society.	www.esdc.gc.ca/eng/disability/index.shtml
Sports-related grant programs	ViaSport administers sport-related grant programs funded by the government of BC that encourage sport participation and healthy living, develop high-performance athletes and improve delivery of sport and recreation programs to benefit all residents.	www.viasport.ca/grant-funding-programs
Resource	Description	Contact Information
Planat, an online accessibility tool from the Rick Hansen Foundation	Promote your accessible business – Planat is an online tool that allows communities and users to post and find reviews on the accessibility of shops, restaurants, hotels, and more.	Planat.com
Emergency preparedness for people with disabilities	Includes workshops, online training and downloadable resources to ensure emergency preparedness plans include aspects for all members of the community. Training manual for communities: Prepare to Survive, Prepare to Help.	disabilityalliancebc.org
Planning for the future: Age-friendly and Disability-friendly Official Community Plans	This key document provides an introduction to Official Community Plans and outlines the following 5 guidelines with illustrative examples.	www.ubcm.ca
BC Healthy Communities Society: Plan H Program	This Program, managed by BC Healthy Communities Society, supports local government engagement and partnerships across sectors for creating healthier communities, and provides learning opportunities, resources, and leading-edge practices for collaborative local action. Toolkits and additional information are available online.	planh.ca
2014 Building Access Handbook	The content of the new handbook has been updated, from the 2007 edition, to align with the 2012 BC Building Code. This update also	housing.gov.bc.ca



	includes adaptable housing guidelines, which were added to the BC Building Code in 2009. The handbook is available online.	
The Accessible Communities Bylaws Guide	Comprehensive outline of the benefits of implementing municipal bylaws with an accessibility focus related to planning, public facilities, parks streets, parking and housing.	sparc.bc.ca
Making Space for Everyone: Accessible, Inclusive and Safe Communities	Overview of areas of design to improve accessibility and inclusion to better meet the needs of individuals with disabilities related to mobility, hearing, vision and cognitive challenges.	sparc.bc.ca
Accessible Community Garden Guidelines	Includes basic steps and planning ideas to ensure that community gardens are be designed to eliminate some of the barriers that could potentially prevent people with disabilities from enjoying and participating in.	cydi.ca
Creating Healthy Communities	Includes tools and actions to foster environments for healthy living, including: outdoor activities, building community and connecting neighbors to each other.	smartgrowth.bc.ca
BC Human Rights Code	Online version of the BC Human Rights Code, including information about discrimination and the complaints process.	bclaws.ca
United Nations Convention on the Rights of Persons With Disabilities (UNCRPD)	Information about the UNCRDP which acts as outline of human rights for people with disabilities related to all facets of everyday life.	un.org/disabilities

For a more comprehensive list of programs and services, please visit the Government of B.C. Disability Services homepage at: www.gov.bc.ca/disabilityservices. Or, email the Accessibility Secretariat at Accessibility@gov.bc.ca for more information on specific programs.



Disability-related Funding Opportunities, Resources and Discounts for Individuals

Funding / Resource / Reduction	Description	Contact Information
Persons with Disabilities (PWD) Designation / Income Assistance	The BC Employment and Assistance for Persons with Disabilities provides disability assistance and supplements to provide greater independence for people with disabilities, including security of income, enhanced well-being, and participation in the community.	www.sdsi.gov.bc.ca/pwd/eapwd.htm Phone: 1-866-866-0800
2014 Building Access Handbook	The content of the new handbook has been updated, from the 2007 edition, to align with the 2012 BC Building Code. This update also includes adaptable housing guidelines, which were added to the BC Building Code in 2009.	www.housing.gov.bc.ca
Choice in Supports for Independent Living (CSIL)	A self-managed care option for home support services where funds are provided to eligible clients to purchase and manage their own home support services.	www.viha.ca/hcc/services
Employment Program of BC (EPBC)	The Employment Program of BC (EPBC) provides comprehensive employment services and supports based on an individuals' need. EPBC is delivered by contracted service providers through 85 WorkBC Employment Services Centres throughout BC, ensuring that British Columbians can access standardized needed services and supports.	www.workbc.ca Phone: 1-877-952-6914
Enabling Accessibility	A federal Grants and Contributions program that supports capital costs of construction and renovations related to improving physical accessibility and safety for people with disabilities in communities and workplaces.	www.esdc.gc.ca/eng/disability/index.shtml Phone: 1-800-622-6232 TTY: 1-800-926-9105
Housing Adaptations for Independence (HAFI)	Provides financial assistance to help eligible low-income seniors and people with disabilities in British Columbia to continue to live in the comfort of their	www.bchousing.org/Options Phone: 1-800-257-7756



	home.	
Endowment 150 Registered Disability Savings Plan (RDSP) Disability Tax Credit	<p>Endowment 150 promotes financial literacy and provides access to available tax credits and benefits. To help those who want to save, Endowment 150 offers one-time \$150 gifts to Registered Disability Savings Plans (RDSP). To receive the Endowment 150:</p> <ul style="list-style-type: none"> You can provide a Registered Disability Savings Plan (RDSP) number and verification of a minimum \$25 deposit You are eligible for the Federal Disability Tax Credit <p>The RDSP is a long-term savings plan to help Canadians with disabilities and their families save for the future.</p> <p>The Disability Tax Credit is a non-refundable tax credit used to reduce income tax payable on the income tax and benefit return. A person with a severe and prolonged impairment in physical or mental functions may claim the disability amount once they are eligible for the Disability Tax Credit.</p>	Endowment 150 www.endowment150.ca/home.htm Phone: 1-866-523-3157 Email: info@endowment150.ca Registered Disability Savings Plan www.cra-arc.gc.ca/rdsp/ or www.rdsp.com Phone: 1 800-622-6232 TTY: 1-800-926-9105 Disability Tax Credit www.cra-arc.gc.ca/disability/ Phone: 1-800-959-8281
Shelter Aid for Elderly Renters (SAFER)	<p>The Shelter Aid for Elderly Renters (SAFER) program provides monthly cash payments to subsidize rents for eligible BC residents who are age 60+ and pay rent for their homes.</p>	www.bchousing.org/Options Phone: 1-800-257-7756
BC Bus Pass Program	<p>The BC Bus Pass Program offers a reduced cost, annual bus pass for low income seniors and individuals receiving disability assistance from the Province of British Columbia. Passes are valid in communities serviced by BC Transit or TransLink. Handy Dart is not included in this program.</p>	www.sd.gov.bc.ca/programs/bus-pass.html Phone: 1-866-866-0800



Fuel Tax Refund for Persons with Disabilities	Individuals with certain disabilities may apply for a refund of the provincial motor fuel tax they pay on gasoline, diesel or propane used in their vehicle up to a maximum of \$500 per calendar year.	gov.bc.ca/consumertaxes Phone: 1 877 388-4440 Email: CTBTaxQuestions@gov.bc.ca
Camping for Free at BC Provincial Parks	Camping parties with an eligible person with disabilities can camp for free at BC Provincial Parks.	www.env.gov.bc.ca/bcparks/fees Email: ParkInfo@Victoria1.gov.bc.ca
Discounted BC Ferries' fares for residents of BC with permanent disabilities	Discount fares are available for BC residents who have a permanent disability (passenger fares only). To receive the discounted fare, people with disabilities must apply for a BC Ferries Disabled Status Identification Card, which is presented to the Ticket Agent at the terminal.	www.bcferrries.com/travel_planning Phone: 1-888- 223-3779 TTY users can contact BC Ferries through TELUS Relay Services at either: 711 or 1-800-972-6509

For a more comprehensive list of programs and services, please visit the Government of B.C. Disability Services homepage at: www.gov.bc.ca/disabilityservices. Or, email the Accessibility Secretariat at Accessibility@gov.bc.ca for more information on specific programs.



Respectful Leadership Focus at 2016 LGLA Forum

Nov 18, 2015

One of the keynote speakers at the 2016 Local Government Leadership Forum is Dr. Gordon McIntosh. In this article, Dr. McIntosh anticipates some of the themes he will explore during his session on respectful leadership:

In a comfortable condition, most of us can be whatever social style we wish. This usually means employing 'appropriate' conduct valued by others for the situation. In local and regional government settings, we can adapt our personal behaviour to achieve decision-making, public support and interpersonal relation success.

However, in conflictual situations we may revert to our instinctive leadership style. When we cannot achieve personal aims, this can result in behaviours that inhibit organizational processes. A by-product of this repetitive approach is an erosion of relations and trust among and between elected officials (and staff), as well as public confidence.

While efforts may be taken to improve governmental process and governance effectiveness, it is incumbent on individuals to demonstrate respectful leadership. An effective civic leader – even in times of conflict – understands the 'double-edged sword' they wield. Their behavioural choice can inhibit or contribute to the situation and ultimately the organizational culture of confrontation or collaboration.

The fundamental premise of respectful leadership is the powerful advocacy of interests and influencing of processes without harming others. Understanding personal impact is essential to avoid bringing out the worst in other people. Likewise, it is important to know the triggers that cause inhibitor behaviours with negative consequences for personal, group and organizational effectiveness.

Now more than ever before, amidst increasing demands, complex challenges and limited resources, civic officials need to practice civility. Codes of conduct, shared values and process protocols can be developed, but these all lack effect without 'contributing' individual behaviours. At the end of the day – it is up to each individual to take some responsibility for the respectful leadership choices that they make.

Dr. Gordon McIntosh has 37 years of experience as an executive, consultant and educator and provides governance, strategic and leadership consultancy and training services to local governments and municipal associations throughout Canada and overseas. Dr. McIntosh will deliver the plenary session "CIVILITAS: Respectful Leadership - Your Personality Impact on Others" at the 2016 LGLA Leadership Forum, to be held Feb 3-5 at the Radisson Hotel in Richmond. Register online or visit the 2016 LGLA Forum event page for the full agenda and event announcements.

Please contact Errin Morrison, Local Government Leadership Academy Program Manager, with any questions.

Follow Us On

- Twitter: @ubcm

