



## CENTRAL COAST REGIONAL DISTRICT

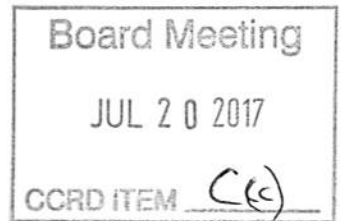
**DATE:** July 13, 2017

**TO:** Courtney Kirk, Chief Administrative Officer

**CC:** Chair Alison Sayers and Board of Directors

**FROM:** Donna Mikkelsen, Chief Financial Officer

**SUBJECT:** Financial Report Budget vs Actual Jan – Jun 2017



### RECOMMENDATION:

THAT the financial report of actual revenue and expenditures against the annual budget for the period January to June, 2017 be received.

## Summary

Attached is a report of income and expenditures for the first half of 2017. For the most part, revenues and expenditures are in line with budget targets.

## Revenue

Revenue is under budget largely due to timing:

- The major airport project for which we anticipate receiving \$350,000, as of the date of this report, has only booked approximately \$60,000 based on expenditures of \$80,000 (BCAAP will reimburse for 75% of the costs). Claims will continue to be made on a regular basis as expenses are incurred.
- Gas Tax Agreement funds are anticipated to be received in July (50%) and November (50%) – (\$188,000 total).
- The provincial strategic community investment fund was received (\$200,000) at the end of June and was over budget by \$2,300. These funds were booked to the credit of the airport based on need.
- The local tax levy, grants in lieu and parcel taxes have been booked to revenue, although the funds won't actually be received until August 1<sup>st</sup>.
- User fees and charges are generally on target. This includes the contributions from the Nuxalk Nation for solid waste management.

Approximately half of the anticipated revenue is booked, with the remainder anticipated throughout the rest of the year, with the exception of the swimming pool, which will occur later this summer season.

- Approximately \$20,000 of the provincial grant for completing the Service Delivery and Governance Study has been carried over as revenue in the current year.

## Expenditures

### 50035 Capital Works

Variations from budget include:

Bella Coola Airport – budget includes \$5,000 to replace the fascia board/gutters. This is not yet completed.

Denny Island Airport – aircraft tie downs have been purchased. Roof repairs (\$18,000) have not yet occurred.

Fire Protection – Self-contained breathing apparatus (SCBA) have been purchased.

Bella Coola Parks and Recreation – The bulk of the planned capital works (\$20,000) was to be used for paving the arena in the event a paving crew came to town and this will not happen this year. New lights have yet to be purchased (\$1,500), a bear proof bin is on order (\$1,650) for Walker Island Park. The concession building expenditures include the installation of the kitchen exhaust system (\$1,000), although the approved budget was to be used for staining the building (\$1,000) and installing railings on the stairs and wheelchair ramp.

Swimming Pool – the new pool cover has been purchased (\$1,000 over budget) and the circulation pump has not yet been purchased and those funds remain unspent (\$5,000).

Denny Island Recreation – The commission is contemplating storage options for their supplies and equipment. The budget of \$2,000 has not yet been spent.

Solid Waste Management – The total capital budget for the landfill and recycling operations is \$140,000 and has largely been spent. Approximately \$8,000 remains to complete site development initiatives. The planned forklift, fencing, and GPS (total \$10,000) will not be completed due to those funds being spent in other areas of the solid waste and recycling operations.

### 50045 Community Development

Swimming Pool - Approximately \$20,000 has been spent on replacing the pool liner versus the budget of \$100,000. (See Operations Manager report for particulars.)

Economic Development - \$10,000 has been budgeted for collaborative agreements with community groups and community development initiatives on Denny Island. To date less than \$1,000 of these funds have been spent, but are in progress.

Planning – The original budget contemplated spending \$17,500 on mapping associated with the update of the Official Community Plan. Since this portion of the budget was to be funded by Rural Development, and was later denied, mapping initiatives will only be undertaken in the event other funding is secured. The balance of the planning budget (\$5,700) is to be used for travel and meetings associated with the update of the Official Community Plan (OCP), which is in progress.

### **50065 Maintenance**

Actual maintenance expenditures are well under budget - \$88,000 budgeted vs. \$21,000 spent.

General Operations – plans for internal and external building maintenance have not commenced. Expenditures are also contemplated for furnace servicing and maintenance.

Airport – Bella Coola – Plans are still in place for mowing the west end field, airfield and lawn. The east end clearing project held over from 2016 has not yet been completed.

Airport – Denny Island – Brushing of the airport lands has been completed on budget, as has the extermination of the terminal building. A small amount of funds are still available for reinforcement of the terminal building wall.

Fire Protection – Painting of the firehall has not yet commenced.

Parks and Recreation – Bella Coola – Several maintenance initiatives at local parks and recreation facilities have not commenced. To date \$1,800 has been expended against the budget of \$11,850.

Swimming Pool – The exterior painting has been completed to the pool building and was completed under budget. Several other maintenance issues (chemical storage refit, day tank for furnace, chlorinator, roof and siding replacement on the mechanical shed) remain to be completed this season. Of the total budget of \$21,950, approximately \$1,900 has been spent.

Solid Waste Management – Maintenance initiatives are progressing. Of the budget of \$8,000, approximately \$3,400 has been spent.

Waterworks – The Bella Coola Waterworks planned expenditures include regular maintenance and brushing as well as leak repairs. The budget of \$11,750 has not yet been spent.

### 50131 Planning

Funds have been budgeted for business continuity/risk management planning, Denny Island conceptual design of the water system, and leak detection study for the Bella Coola Waterworks. Of the \$133,000 budgeted, \$25,000 has been spent on the completion of the Solid Waste Management Plan, asset management planning and the swimming pool assessments.

### 50206 Professional Fees

\$51,000 of the available \$195,000 for professional fees has been used to date. Audit fees of \$26,000 will be booked at year end. The financial services budget is underspent due to late receipt of additional billings. Legal fees are under budget by approximately \$5,000.

There remains \$8,000 set aside for the evaluation of the Chief Administrative Officer, which will take place near the end of the year.

Approximately half of the funds set aside for completion of the Service Delivery and Governance Study has been spent, leaving \$10,000 available. This will be a subject of conversation with the province as we discuss next steps and/or Phase II of the process.

### 50245 Special Projects

Two projects were contemplated in this expense category: the flightway clearing at the Bella Coola Airport (\$350,000) and the Filling Plan/Final Closure Contours at the landfill (\$51,750).

The airport project is well underway, with \$80,000 spent. (For additional details on this project, please see other staff reports.)

In order to proceed with the Filling Plan, revenue sources must be sought and confirmed, pursuant to the Solid Waste Management Plan.

Respectfully Submitted,



Donna Mikkelsen, CFO

10:46 AM

07/13/17

Accrual Basis

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

	Jan - Dec 17	Budget
Ordinary Income/Expense		
Income		
Apportioned Administration Serv	187,684	187,684
Local Taxation	745,381	745,381
Nuxalk Nation Contributions	78,750	105,000
Other Revenue	7,285	300,398
Provincial/Federal Grants	306,172	779,795
Regional Hospital District	13,500	13,500
User Fees and Charges	105,769	180,672
Total Income	1,444,541	2,312,430
Gross Profit	1,444,541	2,312,430
Expense		
50000 · Apportioned Administration fees	187,684	187,684
50030 · Bank charges	549	2,000
50035 · Capital Works	152,462	276,224
50040 · Communications	12,336	23,325
50045 · Community Development	21,336	222,768
50050 · Community Groups - Grants	5,500	17,500
50055 · Community to Community Forum		10,000
50060 · Contingency	2,851	34,070
50076 · Directors' Expense	37,981	86,925
50085 · Elections	16	1,500
50090 · Emergency Plan update (PHII)		26,306
50131 · Planning	24,677	133,593
50135 · Insurance Expense	29,879	28,593
50138 · Interest Expense	9,761	19,621
50165 · Maintenance	23,414	88,404
50175 · Memberships, dues & subscriptio	3,098	3,440
50185 · Nuxalk Agreement - Water Supply		23,917
50190 · Operating expenses	96,853	209,073
50195 · Payroll Expenses	203,444	625,742
50205 · Professional Development Expens	12,257	53,100
50206 · Professional Fees	51,376	195,213
50240 · Solid Waste Management	40,643	58,548
50245 · Special Projects	81,158	401,750
50250 · Supplies & small tools	17,754	41,700
50294 · Utilities	22,911	34,343
50295 · VIRL Regional Library Services	28,218	56,437
50316 · Asset Replacement	30,454	30,454
50999 · Landfill Post Closure Reserve	30,000	30,000
Total Expense	1,126,610	2,922,230
Net Ordinary Income	317,931	(609,800)
Other Income/Expense		
Other Income		
40004 · Budget surplus, begin of year		743,143
Total Other Income		743,143

10:46 AM

07/13/17

Accrual Basis

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

	Jan - Dec 17	Budget
Other Expense		
50224 - Budget surplus, end of year		133,343
Total Other Expense		133,343
Net Other Income		609,800
Net Income	317,931	



## CENTRAL COAST REGIONAL DISTRICT

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**DATE:** July 13, 2017  
**TO:** Courtney Kirk, Chief Administrative Officer  
**CC:** Chair Alison Sayers and Board of Directors  
**FROM:** Donna Mikkelson, Chief Financial Officer  
**SUBJECT:** Regional District Signing Authorities

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**RECOMMENDATION:** That pursuant to Policy F-3 Signatories, the board of directors add Courtney Kirk, Chief Administrative Officer to the list of authorized signatories to all accounts of the Central Coast Regional District; and further, that Darla Blake, past CAO, and Catherine McCullagh, past director be removed.

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The above recommendation is self-explanatory. This resolution will provide the new Chief Administrative Officer with signing authority on regional district accounts and enable her to sign cheques, pay cheques, and access online banking services.

Respectfully Submitted,

Donna Mikkelson, CFO

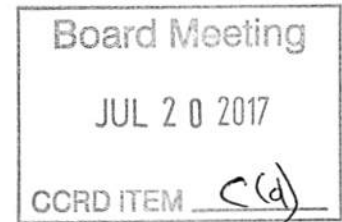






**CENTRAL COAST REGIONAL DISTRICT  
COMMUNITY ECONOMIC DEVELOPMENT  
JULY 2017 REPORT**

DATE: July 13, 2017  
TO: Courtney Kirk, CAO  
CC: Chair Alison Sayers and Board members  
FROM: Bridget Horel, Community Economic Development Officer  
SUBJECT: Community Economic Development Monthly Report



**RECOMMENDATION:**

1. **THAT the Active Communities Proposal be expanded to allow for development of a collaborative project between the CCRD Denny Island Recreation Commission and Heiltsuk Nation.**

**CCRD COMMUNITY ECONOMIC DEVELOPMENT HIGHLIGHTS**

**Vancouver Coastal Health (VCH) Active Communities Grant**

At the April 2017 Board Meeting the Board made a motion for CCRD administration to submit a Letter of Community Interest (LOCI) to the Vancouver Coastal Health (VCH) Active Communities Grant program. The CEDO worked with the Denny Island Recreation Commission to submit the LOCI for the Active Communities Grant.

The LOCI has been selected for funding to a minimum amount of \$8,300 with an opportunity to expand the project to Bella Bella. To support expansion of the project an additional \$7000 would be available. This proposal provides an opportunity to build partnerships within the region and to begin implementing the recently signed collaborative agreement with Vancouver Coastal Health.

The CEDO has reached out to the Denny Island Recreation Commission and the Heiltsuk Health Centre to discuss the opportunity and gauge interest in embarking on a collaborative project. Both parties have expressed interest in working together to increase opportunities for physical activity in both the Denny Island and Heiltsuk communities.

Having been approved for funding, the next step is to work with local community partners and VCH lead staff to complete a full project plan and budget by August 31, 2017.

**Grant Writer**

A Contract Grant Writer has been hired and advertising and reach-out to community organizations undertaking community economic development activities has started. A page for the CCRD Grant Writer Support Program has been added to the CCRD Website at: <http://www.ccrd-bc.ca/edo/grant-writer.php>. A list of community organization in the region is under development and organizations seeking information about the program and/or wishing to receive information about upcoming grant deadlines are encouraged to contact the CEDO. To date, the program has supported a Bella Coola Valley Tourism proposal for marketing initiatives in anticipation for the new BC Ferry service Route in summer 2018.



### **Ferry Advisory Committee Update**

The North and Central Coast Ferry Advisory Committee (FAC) met on May 30<sup>th</sup> in Port Hardy. There were representatives from Ocean Falls, Denny Island, Bella Bella, and Bella Coola. The CEDO has started to connect with the FAC to inform both the economic development planning in the region as well as the economic development components of the Bella Coola Valley OCP review and update. Pete Kovanda, the recently appointed representative for the Bella Coola Valley, provided a summary of the meeting, highlighting items that pertain to communities in the Central Coast. Topics that arose include: parking, freight service, the proposed sailing schedule, and connector services. A facilitated community workshop was held June 28 and 29 in Vancouver to discuss potential names for the vessel and the route. Two FAC members from the region (Pete Kovanda and Travis Hall) volunteered to participate in this meeting.

Below are some updates from these two meetings:

- The new vessel is scheduled to enter service June 19, 2018 and has a vehicle capacity of 35 vehicles and 150 passengers.
- The summer service is currently set for 13 weeks from mid-June to mid-September with plans to extend the service to October. The schedule for winter service schedule will remain unchanged.
- The planned schedule between Port Hardy and Bella Coola calls for 7:30am departures and 5:30pm arrivals, 2.5 round trips per week, with one round trip per week to Ocean Falls and Denny Island to connect with Route 10.
- BC Ferries has identified that the terminals are not currently setup for freight service or unaccompanied luggage/freight (with the exception of Canada Postal Service).
- Three or four names for the vessel were selected for submission to BC Ferries along with a potential name for the route. Official names for the vessel and route will be announced by BC Ferries once selected.

The complete FAC meeting minutes are available at:

<http://www.bcferrries.com/about/publicconsultation2/FAC/nc/minutes.html>

### **Denny Island Community Visioning**

On June 8<sup>th</sup> the CEDO travelled to Denny Island to meet with residents, business owners, representatives from CCRD committees, and community members to learn more about the goals, visions, and objectives of the Denny Island community. The initial meeting served as an introduction as well as an opportunity to begin working to establish a timeline for a community economic development visioning exercise on Denny Island. Community members indicated that the fall would be a good time of year to host a community session. A specific date has not yet been finalized.

### **Love Central Coast**

A Love Central Coast booth will be set up at the Bella Coola Music Festival to celebrate the one year anniversary of the "soft" launch of the Love Central Coast program. Information about the program will be available for business owners who are interested in learning more about the program. A sign has now been located at the airport in Hagensborg and work is underway to locate a sign at the Harbour in Bella Coola.

**Economic Development Operating and Delivery Plan**

The CEDO and CAO are reviewing the priorities and contents of the 2016-2019 Economic Development Operating Plan to update the draft Economic Development Delivery Plan for the remainder of 2017. This will inform ongoing planning for contribution agreements.

**CCRD STRATEGIC INITIATIVES****Official Community Plan Update****2017 Strategic Priorities and Goals:**

Prior to completion of the Terms of Reference, the CEDO and TLC have been working with the CAO and provincial Intergovernmental Relations and Planning staff to explore avenues that support collaboration with Nuxalk Nation throughout the community planning process. The CEDO and TLC will be communicating with visitors to the Love Central Coast booth at the Bella Coola Music Festival to gather information about the businesses community and community values that can help to inform the OCP. In addition, the CEDO and TLC continue to work with Cariboo Regional District and a local GIS technician on mapping for the Official Community Plan Update.

Respectfully submitted,



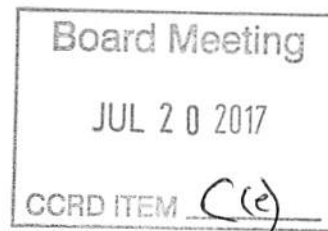
Bridget Horel

**Community Economic Development Officer**



**CENTRAL COAST REGIONAL DISTRICT  
OPERATIONS DEPARTMENT  
JUNE 2017 REPORT**

**TO:** Donna Mikkelson, Interim CAO  
**CC:** Board Chair Alison Sayers and Board Members  
**DATE:** July 13, 2017  
**FROM:** Ken McIlwain, Operations Manager  
**SUBJECT:** Operations Monthly Report




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**RECOMMENDATIONS:**

1. **THAT the June 2017 Operations Report be received.**
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**CCRD OPERATIONS  
JUNE 2017 HIGHLIGHTS**

**SOLID WASTE MANAGEMENT**

1. Recycle BC Field Services Specialist Brendan McShane visited CCRD recycling facilities June 20 & 21. The inspection resulted in zero findings and CCRD was congratulated on the quality of recycling operation provided.

Mr. McShane stated that the depot in Bella Bella operated by the Heiltsuk Nation is operating well. CCRD staff expressed concern to Mr. McShane around access to recycling services for Denny Island and outer coast residents. Mr. McShane responded by outlining the discussions he had with island residents and the challenges around handling of recycling associated with commercial activities on Denny Island. From Recycle BC perspective, they have no problem with Denny Island residents dropping off recyclables at the Bella Bella Depot. Staff encouraged Mr. McShane to keep an open mind to future opportunities for satellite depots in small outer coast communities.

2. Well drilling is complete at the new transfer station site at Thorsen Creek. The well was developed to produce approximately 40 gallons per minute. Water quality is not yet known. The well will be commissioned over the coming weeks.

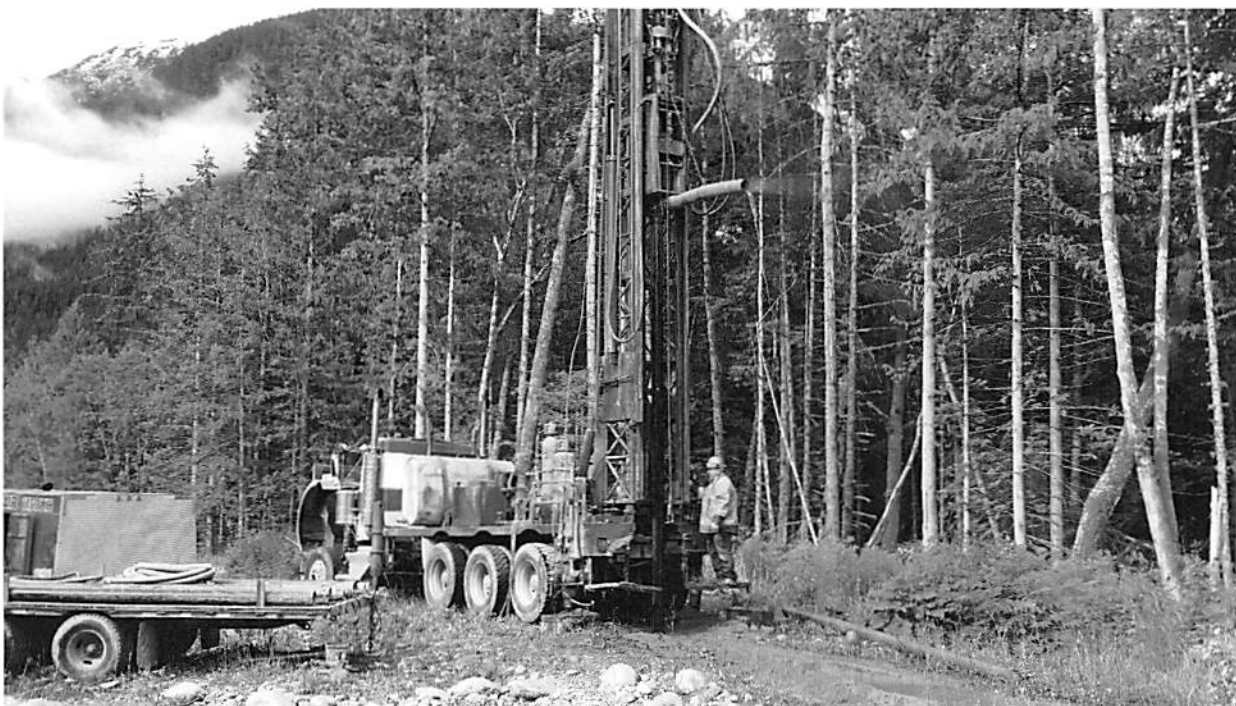


Photo: Well drilling operation underway at new depot site at TCWRC

3. Construction of the lock block retaining wall at the Thorsen Creek Transfer station is nearing completion. Railings and concrete bin pads still need to be installed.



Photo: Lock block wall at new TCWRC Transfer Station

## RECREATION FACILITIES

1. Centennial Pool: The new liner was successfully installed in the pool basin. Weather conditions and contractor availability provided challenges to achieving project schedules. Opening was delayed until the end of June.

The most challenging part of the pool basin repair involved sealing of existing cracks in the pool tank shell. These cracks extended through the pool tank shell and allow water to leak out of the pool. These cracks were ground out and patched with hydraulic cement.

A decision was made to repair the areas of delaminating marcite (plaster) as opposed to stripping the entire pool and re-applying marcite. Timelines, product availability and technical expertise were a factor in this decision. This resulted in lower costs than anticipated and the project was brought in well under budget at around \$20,000. The new liner is a similar chlorinated rubber product as the previous liner, but was hand rolled on and has produced a much smoother surface. It is expected this process will have to be repeated in 3-4 years time.



Photo: Newly renovated pool tank at Centennial Pool being enjoyed by lots of enthusiastic swimmers.





Photo: Centennial Pool building received a much needed facelift. Sikkens log and siding stain was chosen due to its proven ability to provide a long lasting durable finish. Sikkens marine cetol was used on interior wood surfaces exposed to moisture on a regular basis.

## **BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION**

1. No fire calls were reported in the month of June.
2. Routine maintenance is underway on the townsite water system.

## **STRATEGIC INITIATIVES**

### **CENTENNIAL POOL UPGRADE**

An application was submitted to UBCM for funding under the Strategic Priorities Fund to complete an upgrade to the Centennial Pool in Hagensborg. The proposed upgrade would see the mechanical system and pool tank replaced, as well as the addition of a hotpool. The application was for approximately 2.8 million dollars.

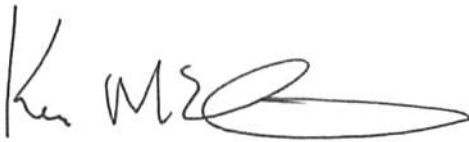
## DENNY ISLAND WATER

An application was submitted to UBCM for funding under the Strategic Priorities Fund to partner with School District #49 to construct a community water system for a portion of Denny Island. The application was submitted and requests funding in the amount of 1.5 million dollars.

## ASSET MANAGEMENT PLANNING

No further work has been undertaken on asset management planning since development of the supporting asset management strategies for Denny Island Water and the Centennial Pool.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken McIlwain", followed by a large, stylized flourish.

Ken McIlwain, RPF  
Operations Manager



Centennial Pool Commission

Meeting Minutes

13 June 2017

Present: C. Nygaard, N. Koroluk, C. Thommasen, R. Hilland,  
K. Lansdowne, J. Cole

Guest: Mykaila Dixon, Pool Manager

1. Pool Update - Mykaila handed out a sheet covering projects completed and those still in the process: the pool tank is almost ready to be filled, various publicity avenues pursued, staining of the building in progress, and other items.

2. 2017 Update - Lesson and general information brochures are ready to be finalized. Lessons will start on 3 July and the pool opening date will be determined early next week. The schools will use the pool in late June, if it is open by then. Mykaila is working with Lauren (Chief Guard) on staff scheduling. Program information has been posted on Facebook.

3. Health and Safety Committee - Inspections of the pool will take place once a week. The Committee is composed of Mykaila, Lauren and a Commission member. A schedule for this is being prepared. A detailed checklist will be followed.

4. Staffing - Since most pool employees are currently involved in year-end school activities, participation in work parties has been irregular. A normal schedule will soon be in place.

Next meeting: Tuesday, 27 June at the pool at 5 pm.

Board Meeting

JUL 20 2017

CCRD ITEM

CS

Centennial Pool Commission

Meeting Minutes

27 June 2017

Present: C. Nygaard, J. Kyle, R. Hilland, N. Koroluk, C. Thommasen, K. Lansdowne, J. Cole

1. Staff Wages - Nicola described a spreadsheet showing calculations of wages for each staff member. This form will make the calculations easier in the future.

Motion: That since Breagha Koroluk has WSI and teaching experience at the pool, she be paid at the instructor rate.

Hilland/Cole:Passed

2. Application for Training Funds - Mykaila Dixon applied for funding to help pay for her recent training. Her request was granted.

3. Staff Wages Review - The pay policy with respect to Red Cross training needs to be reviewed and updated at the end of the pool season.

4. Pool Start Up - Staff participation in pool opening activities will be discussed at the end of the season. The pool will be open to the public on a reduced schedule on Wednesday, 28 June. Regular opening hours will start on 3 July.

5. Pool Inspection - Commission members will participate in the weekly pool inspection starting on 3 July. A schedule has been drawn up and circulated.

Next meeting: 11 July at 5pm at the pool





## CENTRAL COAST REGIONAL DISTRICT

**DATE:** July 13, 2017

**TO:** Chair Alison Sayers and Board of Directors

**FROM:** Courtney Kirk, Chief Administrative Officer

**SUBJECT:** Policy A-12(b) Violation

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### RECOMMENDATION:

**THAT the Board of Directors determines which of three options the Administration should take to resolve the Pool Commission's A-12(b) policy violation as detailed below.**

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### Summary

Item #1 in the 27 June 2017 Centennial Pool Commission Meeting Minutes is a violation of the Policy A-12(b). The policy states that in order to be paid as an instructor, a staff member needs to be 16 years old. The staff member won't turn 16 until August 3rd. For the month of June, the staff member was paid at the lower rate, so the violation hasn't actually occurred yet. The variation in pay rates is \$1.75 per hour.

### Options

1. The Board might wish to consider waiving the policy in this matter by resolution to approve paying the staff member at the higher rate through a payroll adjustment at the end of the month, or
2. The Board might wish to uphold the policy and determine that the staff member should be paid at the lower rate for now, and the higher rate only commencing on August 3rd , or
3. The Board can direct the Administration to ask the Pool Commission if they wish to amend the policy, so that all employees who may be affected in the future would receive the same consideration.

Respectfully Submitted,

  
Courtney Kirk, CAO

Centennial Pool Commission

Meeting Minutes

11 July 2017

Present: R. Hilland, N. Koroluk, C. Nygaard, J. Kyle, K. Lansdowne, J. Cole

1. Health and Safety Meetings - A check-off list has been prepared to aid in the weekly inspections. Nicola will email the calendar showing which Commissioners will be inspecting on which dates.

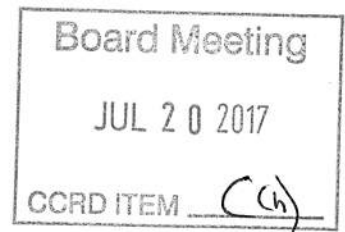
2. Purchases - Pool blankets should arrive in the next few weeks. The railing for the stairs is here and will be installed soon. The new chlorinators do not appear to be working; Mykaila will follow up on this.

3. Staffing - Moved to in camera.

4. Guarding - The Pool Commissioners are adamant and want it to be enforced that guards MUST stand while guarding.

5. Requests - There has been a request for noon lap swims on the weekend. There has also been a request that swimming lessons for young children be made available at a time convenient for working mothers. Nicola will discuss these items with Mykaila.

Next meeting: Tuesday, 25 July at 5 PM at the pool





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CENTRAL COAST REGIONAL DISTRICT  
EMERGENCY EXECUTIVE MEETING  
MINUTES  
June 22, 2017 – 3:00 pm

In Attendance: Cheryl Waugh, Assistant Emergency Program Coordinator  
Samuel Schooner, CCRD Board Director  
Ernie Tallio, Alternate for Roger Harris, Nuxalk Nation Representative  
Courtney Kirk, CAO, Chaired the meeting  
Wendy Kingsley, Secretary

Guest: Hans Granander, Frontier Resource Management

Absent: Russell Snow, Denny Island Deputy Emergency Program Coordinator  
Roger Harris, Nuxalk Nation Representative  
Ed Backmann, Ocean Falls Deputy Emergency Program Coordinator

Two attempts were made to contact Russell Snow, without success and the meeting commenced at 3:08pm.

**Emergency Plan Updates**

Hans Granander, who has been contracted to update the Emergency Plans, reviewed his process thus far and requested and received input on how to proceed. He then reviewed some of the components of the review and what the plans would address. The main elements/parameters of the plan are:

- Preparedness
- Mitigation
- Recovery

**Review Bylaws**

Members received a copy of Bylaw No. 325 Central Coast Regional District Emergency Measures Regulatory and were requested to review and be prepared to make suggestions for amendments at the next EEC meeting.

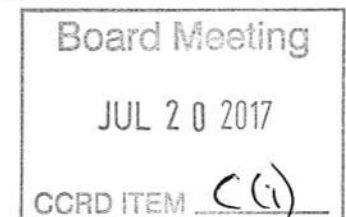
**Financial**

*Budget:* A copy of the Revenue & Expenditures Actual vs Budget were reviewed.

*Funding opportunities:* A copy of the CCRD's April 2017 Emergency Program Report was handed out for information. Part of the report highlighted various funding opportunities available.

**Education/Training**

*Outer coast issues:* No Reports



*Exercise Salish Sea:* Tabletop Exercise September 12<sup>th</sup> 4-5 hours will involve a marine disaster in the waters of the CCRD. Cheryl will update as further information is received from EMBC's Exercise Specialist.

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*Inclusion of Heiltsuk Wuikinuxv:* Brief discussion about inviting these two Nations to participate in future EEC meetings.

### **Other Business**

*Emergency Stockpile Supplies:* Wendy and Cheryl explained that the supplies need to be moved by the end of June from the new TCWRC Recycle Centre and we don't know where that would be. No one had any suggestions

*Update Hwy 20 closure:* Some discussion, next update on Drive BC, Friday, June 23<sup>rd</sup>. Could possibly reopen on the weekend.

The meeting adjourned at 4:25 pm

Next meeting: July 27th 3pm



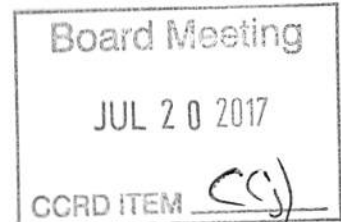
Respectfully submitted  
Wendy Kingsley, EEC Secretary



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**CENTRAL COAST REGIONAL DISTRICT  
OPERATIONS DEPARTMENT  
JUNE 2017  
TRANSPORTATION REPORT**

**TO:** Donna Mikkelsen, Interim CAO  
**CC:** Board Chair Alison Sayers and Board Members  
**DATE:** July 13, 2017  
**FROM:** Ken McIlwain, Operations Manager  
**SUBJECT:** Transportation Monthly Report



**RECOMMENDATIONS:**

1. **THAT the June 2017 Transportation Report be received.**

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**TRANSPORTATION  
June 2017 HIGHLIGHTS**

1. Work is now underway on the 2017 obstacle removal project at the Bella Coola Airport.

To date, the following works have been completed:

- Hiring of contract project manager;
- Completion of an environmental assessment and recommendations;
- Meetings with Nuxalk Nation Chief Councilor and Stewardship Office to discuss project and seek official support; this support has now been received and is speeding up the licencing process;
- Hiring of mapping contractor to supply digital mapping and GIS support for the project;
- Completion of mapping and integration of obstacle limitation survey;
- Engagement with private landowners regarding obstacles located on private property;
- Preparation and submission of applications for a Forestry Licence to Cut and an amendment to CCRD's existing Licence of Occupation at Snootli Creek Regional Park;
- Field work to identify operational challenges;
- Engagement with Pacific Coastal Airlines to determine most limiting obstacles for scheduled service;
- Meetings with Transport Canada to clarify airport standards and corrective actions required to bring aerodrome into compliance with TP312 regulations;
- Field work portion of Archeological Overview Assessment and CMT survey; and



- Legal survey and marking of private property boundaries in the vicinity of proposed operations.
- Topping of 3 large spruce east of the airport;
- Felling of large spruce and cottonwood east of airport and large cedar west of airport;
- Brushing of east face of dike and east side of Nooklikonnik Creek
- Old fencing removal;
- Engagement of SNC Lavalin to provide analysis of option around TP312 4<sup>th</sup> and 5<sup>th</sup> edition obstacle clearances;
- Felling of timber north of the airstrip and gravel berm; and
- Grubbing/clearing of strip to north of gravel berm that will allow the berm to be moved;
- Updating Nuxalk Nation Stewardship Department;
- Access road construction;
- Removal and burying of approximately 5,000 m<sup>3</sup> of gravel from berm;
- Spreading and leveling top soil;
- Felling of obstacle trees west of Beaver Pond Slough; and
- Removal of approx. 1 ha cottonwood saplings east of Nooklikonnik Creek.



Photo: Stripping topsoil prior to burying gravel from the berm.



Photo: Trucking eastern portion of berm to spoil site for disposal.



Photo: Spreading berm material in spoil area. Stripped top soil has since be reapplied.

With the exception of timber felling, which has been shut down due to dry weather conditions, the project is on schedule and expected to be largely complete by late fall. Some residual timber felling, land clearing, field prep and seeding will likely have to wait until spring of 2018.

Expenditures on gravel berm removal are expected to exceed estimates due to higher than expected volumes and trucking costs. This may impact the hectares of land clearing achieved within the allotted funding. Removal of the gravel berm is Transport Canada's priority, followed by tree removal.

2. Transport Canada has scheduled an authorization inspection for the Bella Coola Airport July 18<sup>th</sup>. The inspection will confirm an equivalent level of safety is met during the authorization period.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Ken McIlwain', with a stylized, elongated flourish at the end.

Ken McIlwain, RPF  
Operations Manager