

PROJECT UPDATE



Date: November 7, 2019
 To: Ken McIlwain, CCRD
 cc: Steve Dishkin, SD #49
 From: Jacob Scissons
 Subject: **DENNY ISLAND COMMUNITY WATER SYSTEM
 PROJECT UPDATE – NOVEMBER 2019**

The following is a summary of key project activities pertaining to next steps of the Denny Island Community Water System project. Milestone dates are provided for each action item.

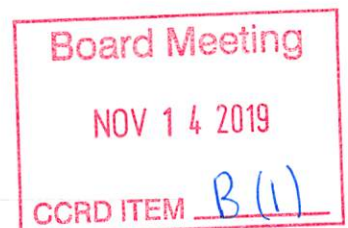
Item	Discussion	Timeline
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1.0 Permits and Approvals

- | | | |
|-----|--|--|
| 1.1 | Vancouver Coastal Health is reviewing the water supply (well) details and raw water quality to confirm treatment requirements, which will inform the <i>Water Supply System Construction Permit</i> . | |
| 1.2 | The Phase 1 Ministry of Transportation and Infrastructure <i>Permit to Construct, Use, and Maintain Works Within the Right-of-Way of a Provincial Public Highway</i> is pending. | |
| 1.3 | The Fisheries and Oceans Canada <i>Request for Review</i> and Ministry of Forests, Lands, Natural Resource Operations, and Rural Development <i>Water Sustainability Act Section 11 Notification</i> applications are pending. | |
| 1.4 | The Central Coast Regional District and School District #49 are drafting an agreement in support of the Vancouver Coastal Health <i>Operating Permit</i> . | |
| 1.5 | The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development <i>Conditional Water Licence</i> application for the Central Coast Regional District's proposed groundwater diversion has been submitted and is pending review. | |
| 1.6 | The design team is navigating complications between BC Hydro and Boralex regarding the regional transmission lines and local distribution lines to determine the preferred means of supplying power to the proposed water treatment plant. | |

2.0 Legal Survey

- | | | |
|-----|---|--|
| 2.1 | The water distribution system will require statutory rights-of-way so that the Central Coast Regional District watermain will front all properties in the service area. Discussions with affected property owners are underway. | |
|-----|---|--|

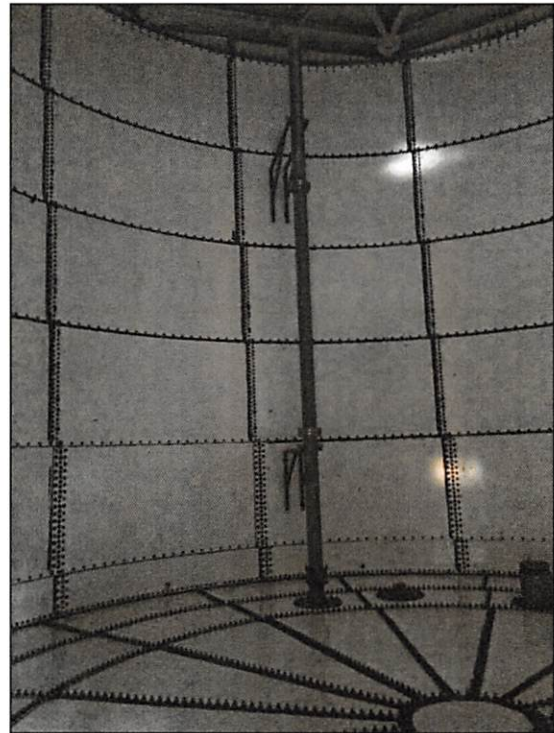


PROJECT UPDATE

Date: November 7, 2019
File: 3383.0005.02
Subject: DENNY ISLAND COMMUNITY WATER SYSTEM
Page: 2 of 2

Item Discussion**Timeline****3.0 Construction Status**

- 3.1 The reservoir assembly is complete and is pending final inspection. Photos of the exterior and interior of the completed glass-fused-to-steel tank are provided below.



- 3.2 Requests for Proposals are being prepared for the next phases of work, consisting of:
- Construction of the water treatment plant building;
 - Supply and installation of the treatment / disinfection equipment and system controls; and
 - Supply and installation of the piping between the water treatment plant and reservoir.

Sincerely,
URBAN SYSTEMS LTD.


Jacob Scissons, P.Eng.
Project Manager

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*Joan Sawicki 7005 Corbould Drive Stuie, B.C.
Box 198 Hagensborg, B.C. V0T 1H0*

November 6, 2019

Chair and Board of Directors
Central Coast Reginal District
Box 186
Bella Coola, B.C.
V0T 1C0

RECEIVED AT FRONT DESK

NOV 06 2019

Central Coast Regional District

Dear CCRD Chair and Board Members:

I am writing this letter regarding the absolutely deplorable situation of the "Free Store" at our new waste and recycling depot.

For years now, whether at the old site or the new, it has been such an unmanaged junk heap, I have long since quit either taking reusable items there or looking for items that I could reuse.

Last week, I noticed a Volunteer folding clothes, trying to bring some order to the chaos. First, I went over to thank her for her laudable - albeit futile - efforts. Then, I resolved to write this long overdue letter.

As the Volunteer CCRD Solid Waste Management Coordinator from 2006 through 2010, I oversaw the beginning of recycling in this Valley, including the purchase of the Quonset hut and the introduction of the "Free Store" as an alternative to people throwing good, reusable items into the landfill.

The first Free Store was in the transit container, which was a failure. It was just a dark hole that quickly became a mess. Then, a very credible space, complete with shelving, was built, attached to the Quonset hut. Due to lack of management, sadly, it too eventually degenerated into just another "dump". My frequent discussions with both on-site and office staff met with shoulder shrugs and a response that "People seem to like it that way."

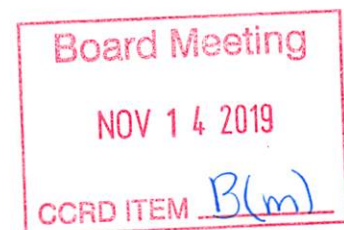
As plans developed for the new site, I participated at every public consultation opportunity, stressing the need for a properly constructed and managed Free Store. While a huge amount of time and money was spent on our new facility, right down to the landscaping, what did we end up with? A postage stamp-sized metal box that is worse than tokenism.

There is a reason, within the 3R's, that 'Reuse' comes before 'Recycle' and there are many good reasons why a proper Free Store should have been given high priority in the new facility. Throwing away reusable items into a landfill is a waste of resources, uses up precious (and limited) local landfill space and, in a community where it is expensive to bring things in, it is a disservice to both those residents who cannot afford to buy the items they need and those who want to share unwanted items with their neighbours who have less.

This letter is to urge CCRD to fix this fatal flaw in our waste and recycling program.

Creating a functional, well managed Free Store is not rocket science. Many other communities have already done so:

Environment - Land Use - Community Sustainability
Email: jsawicki@explornet.com Telephone: 250-982-2295



First: If those metal containers are what has to be, we need at least two more, with built-in shelving. Clothes are always the greatest challenge, but they must not overwhelm the space to the exclusion of other reusable items. A second metal container is needed for small items, like books, dishes and toys and a third container is needed for small household furniture, like lamps and side tables.

Second: There needs to be a shed roof built over all the containers, extending outward so people can deposit and pick up items out of the rain.

Third: There needs to be a means of keeping the space orderly enough to be functional and to encourage participation, both by those who wish to donate and those who wish to pick up items. How to pay someone to take care of this? Currently, I understand that revenues from beverage containers left at the depot are donated to various organizations in the community. Why not redirect this modest – but existing – revenue source to either individuals or a community group who will commit to staffing the Free Store during all landfill-open days? Perhaps there could also be an opportunity to contribute onsite through a donation box? Personally, I would be happy to make a donation to this worthy community service each time I either drop items off or find items I want to take home.

CCRD needs to take immediate steps to remedy the current deplorable situation of the Free Store. I look forward to a positive response on the actions that will be taken.

Sincerely

Original signed by

Joan Sawicki
Volunteer CCRD Solid Waste Management
Coordinator, 2006-2010

c.c. Coast Mountain News



To: Courtney Kirk, CAO
From: Destiny Mack, EA
Meeting Date: November 14, 2019
Subject: Toy Drive 2019

Recommendation:

THAT the Board of Directors of the Central Coast Regional District authorize Administration to organize a Toy Drive to be held at Thorsen Creek Waste and Recycling Centre during the 2019 holiday season with toys anticipated to be distributed by members of the RCMP during their annual Santa Claus event and by CCRD volunteers and/or staff.

Issue/Background Summary:

In 2018 CCRD successfully organized toy collection and distribution with a primary objective of positively impacting disadvantaged children. RCMP members approached Administration requesting that CCRD again support their Santa Claus event with donated toys, should CCRD undertake collection for the 2019 season.

Policy, Bylaw or Legislation:

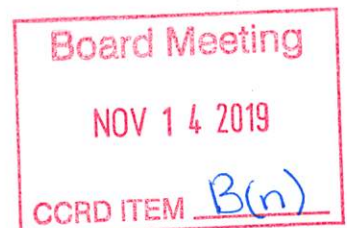
N/A

Financial/Budgetary Implications:

CCRD does not anticipate expending on the initiative outside allocation of some staff resources toward organizing volunteers and advertising as per below.


Time Requirements – Staff and Elected Officials:

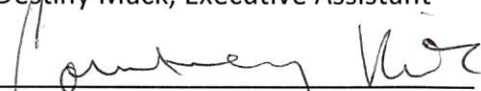
Time required will involve mobilizing and organizing volunteers to advertise, collect and wrap gifts. Elected officials might wish to consider taking part in the gift wrapping and or distribution with Santa Claus on a volunteer basis. Administration anticipates minimal time expended.



Options to Consider:

1. As recommended
2. Not do the toy drive

Submitted by: 
Destiny Mack, Executive Assistant

Reviewed by: 
Courtney Kirk, Chief Administrative Officer



DRAFT – SUBJECT TO BOARD

APPROVAL

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Central Coast
REGIONAL DISTRICT

Christmas Toy Drive 2019

Bella Coola Valley residents and businesses are invited to drop off **NEW** toys, books, art supplies, sports equipment, etc.



Drop off at Thorsen Creek Recycle Centre Wednesday & Saturdays now until December 18th, 2019

Extra Opening Dates:

November 4, 12, 18, & 25, 2019

More information to come!

In collaboration with the Local RCMP Detachment the donated gifts will be handed out at the 6th Annual RCMP Christmas Event (tentative date: Saturday December 21, 2019)





Central Coast
REGIONAL DISTRICT

**CENTRAL COAST REGIONAL DISTRICT
OPERATIONS DEPARTMENT
NOVEMBER 2019
TRANSPORTATION REPORT**

TO: Courtney Kirk, CAO
CC: Board of Directors, CCRD
DATE: November 14, 2019
FROM: Ken McIlwain, Operations Manager
SUBJECT: Transportation Monthly Report

RECOMMENDATIONS:

1. **THAT the November 2019 Transportation Report be received.**

**TRANSPORTATION
NOVEMBER 2019 HIGHLIGHTS**

BELLA COOLA AIRPORT

1. Tendering for the Bella Coola Airport Winter Maintenance (snow removal) was completed and awarded to New Season Services Ltd. for 4000 plus an hourly rate for snow removal equipment.
2. The contract work for burning of piles at the west end of the airport was tendered and subsequently awarded to Redline Falling Ltd. For 8000.00.
3. Furnace issues continue to plague the terminal building. The pump on one furnace has been replaced and it is now functioning well. The second furnace requires a pump as well. It has been ordered and will be installed in short order.
4. New seamless gutters have been ordered as well as snow breaks for the terminal building roof. The cedars either side of the entrance will have to be cut down to about 6 feet in height to facilitate gutter work.
5. The Low Lead 100 Av Gas tank has been inspected and the fuel polished. The tank was determined to be in excellent condition.

Board Meeting
NOV 14 2019
CCRD ITEM B(6)



Photo: Dual Fuels from Campbell River was in Bella Coola servicing fuel tanks.

6. The playground area at the airport is complete except for benches and a bear proof refuse bin. All trees sponsored from BC Hydro and Trees Canada have been planted and are **spectacular**. Grant reporting/claim for the Trees Canada grant has been completed.



Photo: Engineered wood chips certified to meet CSA standards for playground use have arrived and been installed in the new play area.

7. To address some deficiencies and maintenance issues in the terminal building, Contractor Anne Ehrlich of Firvale Design was hired on hourly contract to prepare upgrade recommendations and associated contract drawings for replacement of light fixtures, fire exit light fixtures, ceiling panels and paint. The draft drawings are attached to this report. The current intention is to budget for the work to be completed in 2020. Some of the work was originally budgeted for in 2019, however it was determined that it was better to spend the time to prepare a more comprehensive plan, rather than tackle individual projects piecemeal.
8. Staff are working on updating SMS documents in advance of scheduling of internal/external audits which are required for Certification.

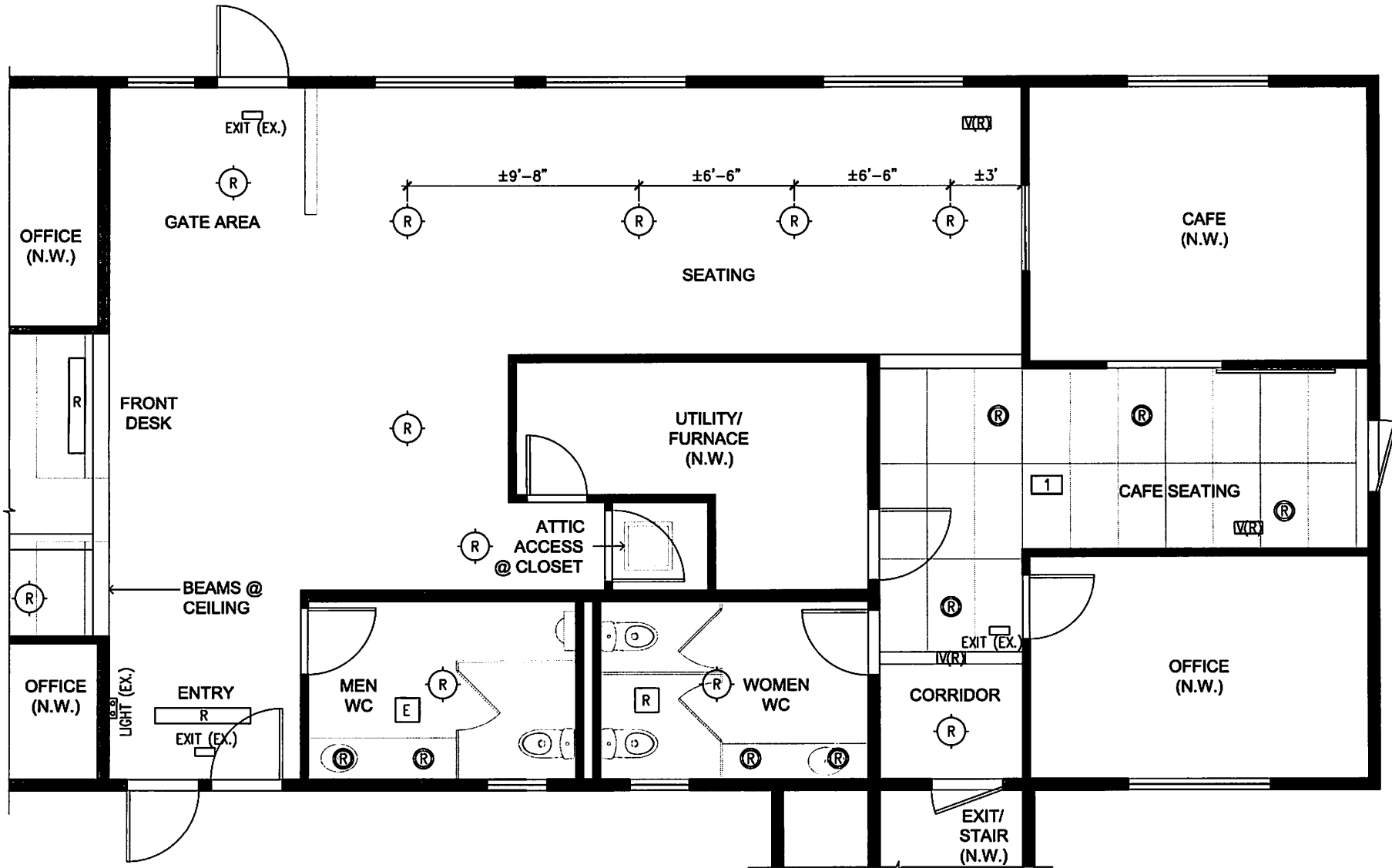
DENNY ISLAND AIRPORT

No report received from Commission. Budgeting work is underway.

Respectfully submitted,



Ken McIlwain, RPF
CCRD Operations Manager



EXISTING REFLECTED CEILING PLAN - AIRPORT TERMINAL INTERIOR
NOT TO SCALE

EXISTING FIXTURES, FINISHES & NOTES

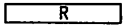
(N.W.) No work in this area



Existing 2'X4' T-Bar ceiling panels & suspension system to be removed.



Existing ceiling-mounted globe light fixture to be removed.



Existing linear fluorescent light fixture to be removed.



Existing recessed light to be removed.



Existing ceiling-mounted illuminated exit sign to be removed.



Existing wall-mounted emergency light to remain.



Existing ceiling or wall air grille / register to be removed & updated (ductwork to remain).



Existing washroom exhaust fan to remain (Men WC)

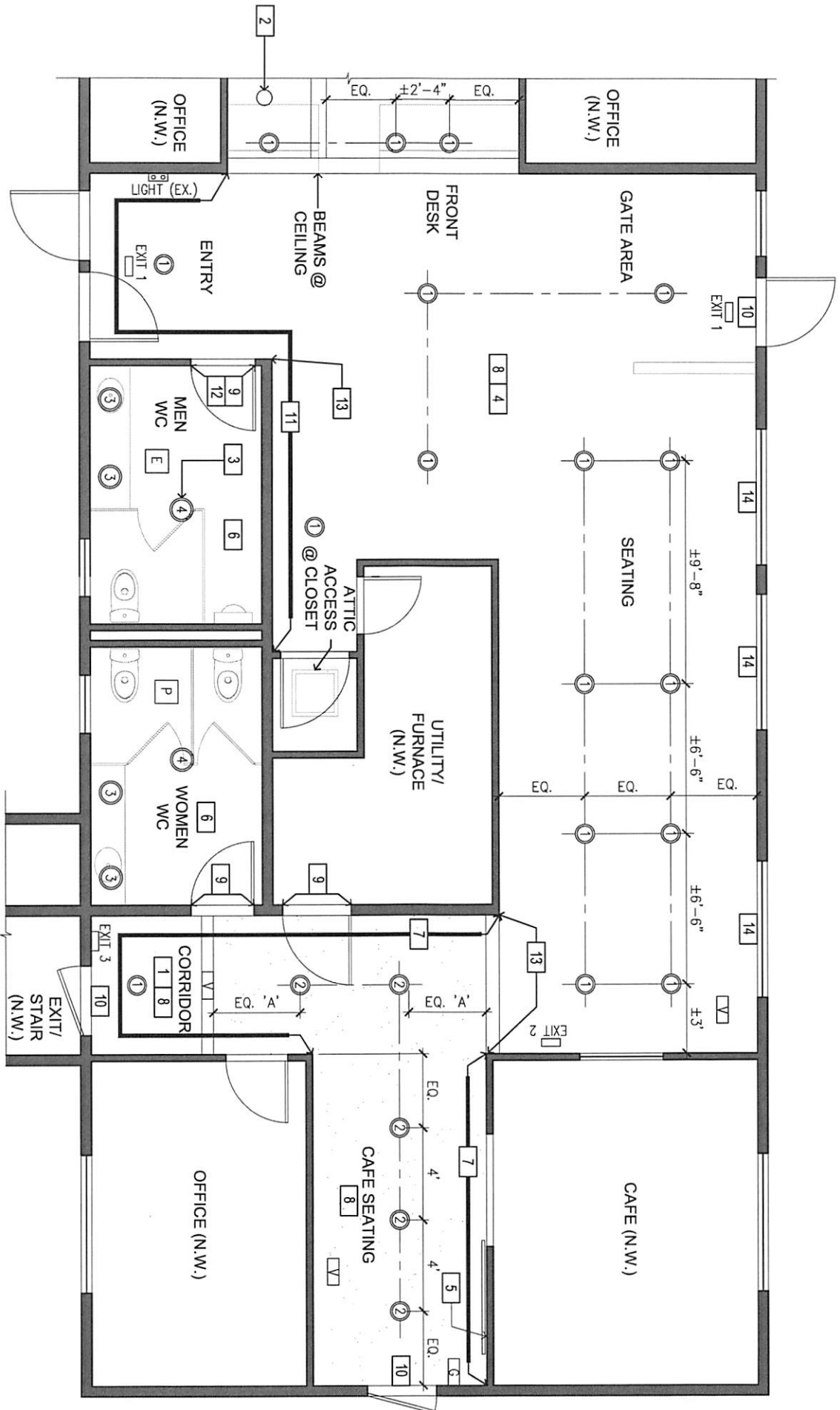


Existing washroom exhaust fan to be removed (Women WC)



Existing light switches, outlet receptacles & cover plates to be removed and updated in Cafe Seating, Corridor, and Men & Women WCs. No change to switches and receptacles in other areas of building.

Refer to proposed plan for details.



PROPOSED REFLECTED CEILING PLAN - AIRPORT TERMINAL INTERIOR

NOT TO SCALE



PROPOSED FIXTURES, FINISHES & REPAIRS

(N.W.) No work in this area



Proposed drywall over 2x4 framed drop ceiling.
5/8" Type X fire resistant drywall, smooth / non-textured finish. Refer to notes for paint colour & finish.

Note: 1x4 strapping over existing ductwork areas to minimize drop in ceiling height. Leave air space / no contact between drop ceiling framing and existing ductwork.

- ① Halo surface LED downlight, 4" 12W
Model: SLD405830WH 3000K White Trim
Manufacturer: Cooper Lighting
* order 2 additional fixtures for replacements.
- ② 4" Round LED Slim Profile Recessed Light
Model: SLM4 3000K White Trim 9W
Manufacturer: Liteline
* order 1 additional light fixture for replacement.
- ③ Halo 5/6" LED Recessed Retrofit Light
Model: LT560WH6940 4000K White Trim 10.3 W
Manufacturer: Cooper Lighting
* order 1 additional light fixture for replacement.
- ④ Halo surface LED downlight, 6" 14.8W
Model: SLD612940WH 4000K White Trim
Manufacturer: Cooper Lighting
* order 1 additional light fixture for replacement.

EXIT 1

Ceiling-Mounted Pictogram Exit Sign, LED
Model: ECS with "Picto Straight from Here" Option
Manufacturer: Emergi-Lite

EXIT 2

Ceiling-Mounted Pictogram Exit Sign, LED
Model: ECS with "Picto Right from Here" Option
Manufacturer: Emergi-Lite

EXIT 3

Wall-Mounted Pictogram Exit/Emergency Light Combo Unit, LED
Model: ECSC-2LEDWR with "Picto Left from Here" Option
Manufacturer: Emergi-Lite

P

Washroom Exhaust Fan 110 CFM Invent Series
Model: AER110C
Manufacturer: Broan
* Women WC only

V

Ceiling or wall air register, metal, white finish.

G

Dual Option Light Switch Guard
Manufacturer: Switch Shield
(Fits Decora light switches)
Install at exterior light switch by Cafe Seating exterior door.

1

Corridor, Cafe Seating, Men & Women WC areas only:
Replace existing switches, outlet receptacles, and cover plates with Decora switches, receptacles and cover plates, white colour.

2

Install decorative cover plate at removed light location, white colour.

3

Move light fixture location 8" towards toilet stall. Repair drywall at removed light location.

PROPOSED FIXTURES, FINISHES & REPAIRS, CONT'D.

- | | |
|---|--|
| <p>4 Repair drywall & match drywall texture at removed and new electrical fixture locations.</p> <p>5 Repair drywall at existing outlet location behind cafe door.</p> <p>6 Paint washroom ceiling & walls (not stall dividers)
Paint Colour: Mountain Peak White OC-121
Paint Product: Pre-Catalyzed W.B. Epoxy (2 coats) V341
Paint Finish: Semi-Gloss
Manufacturer: Benjamin Moore</p> <p>7 Paint wall (not door or trim)
Paint Colour: Mountain Peak White OC-121
Paint Product: Ultra Spec 500 K538
Paint Finish: Eggshell
Manufacturer: Benjamin Moore</p> <p>8 Paint ceiling
Paint Colour: Chantilly Lace 2121-70
Paint Product: Ultra Spec 500 K536
Paint Finish: Flat
Manufacturer: Benjamin Moore</p> <p>9 Paint door jamb (do not paint clear coated trims)
Paint Colour: Mountain Peak White OC-121
Paint Product: Pre-Catalyzed W.B. Epoxy V341
Paint Finish: Semi-Gloss
Manufacturer: Benjamin Moore</p> <p>10 Paint interior face of door, jamb, and metal trim
Paint Colour: Collingwood OC-28
Paint Product: W.B. Amine Epoxy V440
If necessary, prime with Stix Waterborne Bonding Primer
Manufacturer: Benjamin Moore</p> | <p>11 Remove existing damaged vinyl baseboard at entryway; replace to match existing.</p> <p>12 Replace damaged 2" clear coat door trim at entry to Men WC.</p> <p>13 Replace & paint damaged wall corner bead
Paint Colour: Mountain Peak White OC-121
Paint Product: Pre-Catalyzed W.B. Epoxy (2 coats) V341
Paint Finish: Semi-Gloss
Manufacturer: Benjamin Moore</p> <p>14 Sand down & apply clear coat varnish to bottom & vertical wood window sills (interior).</p> <p>OTHER MINOR REPAIRS:</p> <p>Repaint chipped wall corner beads and previously painted (white) wood door trims in all work areas.
Paint Colour: Mountain Peak White OC-121
Paint Product: Pre-Catalyzed W.B. Epoxy (2 coats) V341
Paint Finish: Semi-Gloss
Manufacturer: Benjamin Moore</p> <p>Re-glue any detached vinyl cove baseboard in all work areas; replace to match existing if necessary.</p> |
|---|--|

Centennial Pool Commission

Minutes

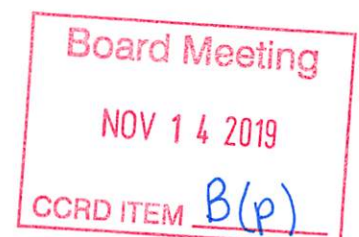
2 October 2019

Present: N. Koroluk, C. Nygaard, C. Hoppe, K. Lansdowne, J. Cole, J. Kennedy

Staff: K. McIlwain, C. Kirk

1. Pool Renovation Update – Ken reported that he is actively moving forward on the renovation process and will take his recommendation to the next CCRD meeting.
2. 2020 Budget – Nicola circulated a proposed budget for 2020, which is not substantially different from that for 2019. She will email Commissioners a copy which will be used as a basis for further discussions at a meeting later in October.
3. Five-Year Plan – A new five-year plan needs to be drafted as the old one terminates with 2019.

Next Meeting Thursday 24 October 5:30 pm
At the School Board Office



Centennial Pool Commission

Minutes

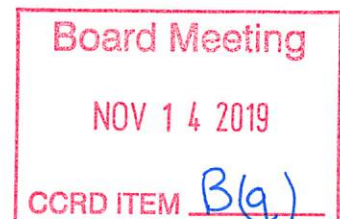
24 October 2019

Present: N. Koroluk, J. Kennedy, C. Nygaard, C.Hoppe, J. Cole

Staff: C. Kirk

1. Programming – Ideas for involving more of the community in pool activities for the 2020 season were discussed, including but not limited to Crowd Funding.
2. Budget Considerations – Various projects for generating funds for the pool were discussed.
3. Preliminary Budget – The preliminary budget was reviewed. The Commission will meet with K. McIlwain in early November to incorporate any new information regarding the pool renovation into the budgeting process.

Next Meeting; TBA





CENTRAL COAST REGIONAL DISTRICT

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

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EMERGENCY MANAGEMENT UPDATE

TO: CAO and Board of Directors

FROM: Jessica Miller, Emergency Management Coordinator

MEETING DATE: November 14, 2019

RE: Central Coast Regional Emergency Management Partnership (CCREMP)

Background:

The Central Coast Regional Emergency Management Partnership (CCREMP) is an inter-governmental partnership established December 2018 through a Memorandum of Understanding between the Central Coast Regional District (CCRD), Nuxalk Nation, and the Province of British Columbia, represented by Emergency Management BC (EMBC). The Partners of the MOU are represented on a Steering Committee which is the decision-making body of the Partnership that provides strategic direction and oversees delivery of project outputs.

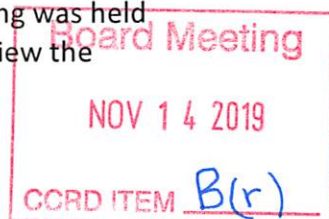
Issues:

- Further discussion is ongoing regarding the geographical scope of the CCREMP MOU, roles and responsibilities, developing collaborative processes, and identifying work plan priorities. The next CCREMP Steering Committee meeting will be held November 27-29, 2019. This meeting will be an extended session in Bella Coola in order to review and confirm geographical responsibility of the partnership, clarify roles and responsibilities, review and update membership in the Terms of Reference for the Steering Committee, and discuss update on financial reporting for 2019 (year 1).
- October 25th, 2019 power outage highlighted the need to prioritize and clarify the roles and responsibilities of CCRD, Nuxalk Nation, and CCREMP in an emergency response situation.
- Further discussion is needed regarding collaboration on joint grant applications and working through unforeseen challenges and uncertainties as we pursue opportunities through CCREMP.

Summary of Activities:

Key activities identified by the Partnership that are in progress or complete include the following:

- **[Complete]** An Emergency Response and Preparedness Committee meeting was held October 24, 2019 to ensure key contact information is up-to-date and review the



current operational guidelines with staff and key stakeholders who fill functional roles in an emergency. More work is needed to engage the group in order to confirm contact information and roles and responsibilities in an emergency. The next meeting will be focused on communication protocols and will take place in December, 2019. Additional highlights include:

- There is a need to develop collaborative practices from the ground up while balancing the desire to make the most of everyone's time by focusing on operational needs. One approach to do this is to prioritize facilitated collaborative exercises that practice emergency response and to ensure space for discussion and reflection.
- Request by committee to receive and review current CCRD emergency management plans. Plans are not currently publicly available but will be shared through the CCRD website.
- Request by committee to enhance internal and external communications about emergencies and during emergencies.
- **[Complete]** Highlights from participation in the Emergency Preparedness and Business Continuity (EPBC) conference in Vancouver October 28-31, 2019 are described in the attached summary.
- **[In Progress]** Identification of CCRD and Nuxalk Nation staff and volunteers is in progress to fill operational positions in an emergency operation centre and for emergency support services. Ongoing support is needed at the administrative level to ensure staff are trained, are familiar with plans, and are able to participate in regular exercises.
- **[In Progress]** Emergency Notification demonstration with Voyent alerting system and a trial is underway. If the Partners choose to pursue Voyent as a community-wide alerting system, it could be used to let community members know of various alerts, warnings, and emergencies including providing critical communications on how to proceed in an emergency.
- **[In Progress]** Early warning for tsunami notification (siren) project is currently being scoped. The proposed project is a Nuxalk Nation project that would benefit anyone located in downtown Bella Coola in the case of a tsunami emergency.

Appended documents:

- Meeting notes from October 24, 2019
- Summary of highlights from the Emergency Preparedness and Business Continuity Conference in Vancouver October 28-31, 2019

Respectfully Submitted by: _____

Jessica Miller, Emergency Management Coordinator

Reviewed by: _____

Courtney Kirk, CAO



To: Board of Directors, CCRD

From: Courtney Kirk, CAO

Meeting Date: November 14, 2019

Subject: UBCM Community Resiliency Investment Fund – Outer Coast

Recommendation:

THAT the Board of Directors of the Central Coast Regional District rescind the previously approved October 2019 motion for a joint funding application with Nuxalk Nation to the UBCM Community Resiliency Investment (CRI) Program for FireSmart planning, training, and educational activities;

AND THAT the Board of Directors of the Central Coast Regional District approve the administration’s updated application to the UBCM Community Resiliency Investment (CRI/FireSmart) program to fund the production of updated Community Wildfire Protection Plans (CWPP) in Areas A and B within CCRD jurisdiction.

AND THAT CCRD administration work with Heiltsuk and Wuikinuxv Nations’ leadership to coordinate this planning process in areas of their jurisdiction, if desired to include Bella Bella and Rivers Inlet / Wuikinuxv Village in the final CWPP areas of interest.

Issue/Background/Summary:

Wildfires are an ongoing concern for residents of BC’s central coast region, including communities in Electoral Areas A and B. The UBCM’s Community Resiliency Investment (CRI) program is intended to reduce the risk and impact of wildfire to communities in BC through community funding, supports and priority fuel management activities on provincial Crown land.

As part of a broader regional emergency management and wildfire preparedness strategy, CWPPs throughout the region need to be updated; the most recent plans are dated 2006. Updated CWPPs will enable future applications to this funding stream for fuel management activities within the region, enabling funding of future FireSmart priorities and activities to ensure the protection of public safety during wildfire events in our region.

On October 10, 2019, the board approved the following motion:

Board Meeting
 NOV 14 2019
 CCRD ITEM B(s)

19-10-22 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District approves a funding application in principal with Nuxalk Nation to the UBCM Community Resiliency Investment Program for FireSmart planning, training, and educational activities, provided any amendments to Community Wildfire Protection Plans (CWPP) have the consent of the respective Nations whose territory is affected.

However, due to the newness of the MOU and unsettled dialogue regarding implementation with respect to geographical scope, roles and responsibilities, the recommended motion did not properly distinguish the need for two separate applications.

Following some discussion and negotiation with the CRI Program Administrator, it has been determined that the CCRD should submit an updated proposal to the UBCM CRI program to fund CWPP updates specific to communities in electoral areas A and B (Wuikinuxv, Heiltsuk Nation/Bella Bella, Denny Island and Ocean Falls), whilst a separate application will be led by Nuxalk Nation for Bella Coola Valley communities under the framework of the emergency management MOU. The funding administrator has confirmed that given the circumstances of the MOU, Nuxalk Nation could qualify for FireSmart planning funds for an area larger than the statutory boundary and planning buffer of IR07879.

Active conversations with Heiltsuk and Wuikinuxv Nation representatives are in progress to ensure that communities within their respective jurisdictions (Heiltsuk Nation/Bella Bella, Rivers Inlet/Wuikinuxv Village) are offered the opportunity to partner with CCRD on this outer coast proposal, if desired and in case the consent of the Nations A respectful dialogue with these Nations, whose Aboriginal title may be impacted by any land based planning efforts, has the potential to maximise planning and operational efficiency in wildfire prevention and response, with benefits for the health and safety of all coastal residents. This application includes budgetary considerations to ensure these conversations are respectful and productive.

Legislative/legal considerations (statutes/regulations/bylaws/policies):

N/A

Financial/Budgetary Implications:

The application budget projects a total of \$60,000 in expenditures which will be fully funded by the grant if awarded.

Time Requirements – Staff and Elected Officials:

Administrative staff time to:

- Review and approve funding proposal
- Administer funded project, if approved
- Liaise with Heiltsuk and Wuikinuxv leadership and representatives

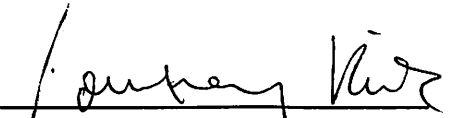
Elected Official time to:

- Consider this decision
- Approve and track funded project, if approved

- Follow up on next steps implied by CWPPs, if approved

Options to Consider:

1. Adopt the resolution as presented
2. Amend the resolution to focus only on areas of non-overlapping jurisdiction.
3. Do not adopt the resolution – Areas A and B CWPPs will not be updated.

Respectfully Submitted by: 
Courtney Kirk, CAO



To: Board of Directors, CCRD

From: Courtney Kirk, CAO

Meeting Date: November 14, 2019

Subject: UBCM Community Resiliency Investment Fund – Letter of Support for Nuxalk Nation

Recommendation:

THAT the Board of Directors of the Central Coast Regional District supports Nuxalk Nation in their sole funding application to the CRI funding call for a project that includes FireSmart Planning, training, and educational activities for the entire Bella Coola Valley to be administered under the framework of the Nuxalk Nation/CCRD/EMBC Emergency Management MOU;

AND THAT Administration is directed to provide Nuxalk Nation with a letter of support toward the same.

Issue/Background/Summary:

During their regular meeting held on October 20, 2019, the Board of Directors of the Central Coast Regional District resolved as follows:

Wildfires are an ongoing concern for residents of the Bella Coola valley. The UBCM's Community Resiliency Investment (CRI) program is intended to reduce the risk and impact of wildfire to communities in BC through community funding, supports and priority fuel management activities on provincial Crown land.

Led by the joint emergency management coordinator, Jessica Miller, in conjunction with Nuxalk Nation and CCRD, the proposed funding will support the following activities:

- Community Wildfire Protection Plan (CWPP) updates by a qualified RPF contractor in the Ancestral Territories of Nuxalk Nation including the CCRD electoral areas C,D and E that overlap Nuxalk Ancestral Territories;
- FireSmart coordinator training;
- Identification of priority FireSmart activities, including site assessments;
- A community engagement and education event to share CWPP, priority FireSmart projects, and BC FireSmart resources.



Updated CWPPs will enable future applications to this funding stream for fuel management activities within the region, while identification of priority FireSmart activities will enable future applications for FireSmart demonstration projects within the community.

Legislative/legal considerations (statutes/regulations/bylaws/policies):

No known legal considerations.

Financial/Budgetary Implications:

The Shared Emergency Program Coordinator will implement the CRI FireSmart planning, training, and education activities set out in this funding application, if received.

Community grant writer will support this application.

Time Requirements – Staff and Elected Officials:

Administrative staff time to:

- Support emergency management coordinator and grant writer
- Participate in implementation and related programming as required.


Elected Official time to:

- Participate in implementation and related programming as required

Options to Consider:

1. Adopt the resolution as presented
2. Amend the resolution - amend application priorities? Delay application till next year?
3. Do not adopt the resolution – no resources will be available for FireSmart planning, training, and education.

Respectfully Submitted by:



Courtney Kirk, CAO



CENTRAL COAST REGIONAL DISTRICT

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

REQUEST FOR DECISION

TO: CAO and Board of Directors
FROM: Rachelle Beveridge
MEETING DATE: November 14, 2019
RE: Wuikinuxv emergency (tsunami) sirens

Recommendation:

THAT the Board of Directors of the Central Coast Regional District supports the Wuikinuxv Nation's application to ISC's Emergency Management Non-Structural Mitigation and Preparedness Program to fund an early warning tsunami siren system in Wuikinuxv Village.

Issue/Background/Summary:

The community of Wuikinuxv Village exists on a low-lying area between the head of Rivers Inlet and Oweekeno Lake, and is at high risk of flooding and tsunami. An early warning emergency siren to alert community members of impending hazards has been identified as high priority by community leadership, and CCRD administration was asked for its support in this regard.

Over the past months, the CCRD community grant writer has been working with Wuikinuxv leadership (Frank Johnson, Cliff Hanuse), ISC representative (Duncan Stephen), CCRD Nuxalk joint emergency management coordinator (Jessica Miller), and siren suppliers (Federal Signal) to form a promising proposal to ISC. This proposal should be submitted by the Wuikinuxv Nation within the month.

[format:

19-05-45 M/S Directors [Hall]/[Kennedy] THAT the CCRD

CARRIED]

Legislative/legal considerations (statutes/regulations/bylaws/policies):

None of note.

Financial/Budgetary Implications:



None.

Time Requirements – Staff and Elected Officials:

Administrative staff time to:

- Track and support project application

Elected Official time to:

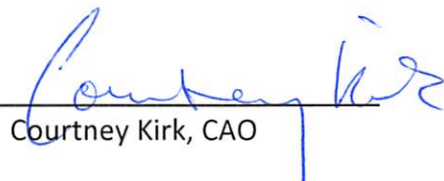
- Consider this RFD.

Options to Consider:

1. Adopt the resolution as presented
2. Amend the resolution
3. Do not adopt the resolution

Respectfully Submitted by: Rachelle Beveridge

Reviewed by:


Courtney Kirk, CAO



CENTRAL COAST REGIONAL DISTRICT

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

REQUEST FOR DECISION

TO: CAO and Board of Directors

FROM: Rachelle Beveridge

MEETING DATE: November 14, 2019

RE: Volunteer Fire Department Equipment Funding

Recommendation:

THAT the Board of Directors of the Central Coast Regional District supports the applications of the Bella Coola, Noosatsum, and Wuikinuxv Fire Departments to the UBCM Community Emergency Preparedness Fund (CEPF)'s Volunteer and Composite Fire Department Equipment and Training Program for \$25,000 worth of new personal safety and fire fighting equipment per department.

Issue/Background/Summary:

Volunteer fire departments (VFDs) throughout our region are under-resourced, and much of their personal safety and fire fighting equipment is out of date. The CCRD grant writer has been supporting three departments (Bella Coola, Noosatsum, and Wuikinuxv) in their applications to UBCM Community Emergency Preparedness Fund (CEPF)'s Volunteer and Composite Fire Department Equipment and Training Program. Each department will be requesting the maximum amount of \$25,000 for upgrades to essential VFD gear.

While a joint regional application was originally considered, the advantages were few other than possible savings in equipment shipping fees. All VFDs in the region were offered support in applying for these funds. Denny Island did not qualify, and Nuxalk, Ocean Falls, Hagensborg, and Heiltsuk VFD all preferred to submit their own applications. As such, it was decided for the three remaining departments to submit separately. All VFDs are aware of the others' applications, and may wish to combine orders to capitalise on shipping costs if their applications are successful.

[format:

19-05-45 M/S Directors [Hall]/[Kennedy] THAT the CCRD



Legislative/legal considerations (statutes/regulations/bylaws/policies):

None of note.

Financial/Budgetary Implications:

None of note.

Time Requirements – Staff and Elected Officials:

Administrative staff time to:

- Consider application options, direct grant writer

CCRD grant writer contractor time to:

- Support VFD funding applications

Elected Official time to:

- Approve this motion – presented for their information.

Options to Consider:

1. Adopt the resolution as presented
2. Do not adopt the resolution

Respectfully Submitted by: Rachelle Beveridge, CCRD Community Grant Writer

Reviewed by: 
Courtney Kirk, CAO

MEETING NOTES
 Bella Coola Emergency Response Meeting
 October 24, 2019 2:00 PM – 4:00 PM
 Nuxalk Nation Band Office

Purpose: The purpose of this meeting was to provide an update to emergency response contacts in Bella Coola and to prepare for a potential emergency event this fall. The Bella Coola Emergency Response Planning Process considers all manner of potential emergencies, and is a continuation of the Emergency Response Planning initiative that started at a meeting at Snootli Hatchery in 2017.

Attendance:

Chief Wally Webber, Nuxalk Nation
 Bernie Elkins, Nuxalk Nation Stewardship
 Ernie Tallio, Nuxalk Nation Fire Chief and Coastal Guardians
 Iris Siwallace, Nuxalk Nation Governance
 Peter Siwallace, Nuxalk Nation Marine Stewardship
 Kirsten Tallio, Nuxalk Nation Health
 Courtney Kirk, CCRD CAO
 Ye-ne Byun, CCRD Finance
 Evangeline Hanuse, CCRD Lands and Planning
 Destiny Mack, CCRD Operations
 Cheryl Vaavai, CCRD Administration
 Deb Nygaard (for Sharon Carroll), Bella Coola Hospital
 Kerry Phillips, FLNRO
 Lawrence Northeast, Nuxalk College and CCRD
 Marlene King, Nuxalk College
 Thomas, Nuxalk College
 James Hindley, CCCS
 Trevor Provost, SAR
 Keisha Siwallace, BC Parks
 Holly Willgress, BC Parks
 Heather Ross, BC Ambulance
 Russ Hilland, BCWCS and CCRD Flood Preparation Advisory Committee

Meeting facilitated by Jessica Miller, CCREMP

CCRD Update provided by Courtney Kirk

- CCRD and Nuxalk Nation explained how the tripartite agreement between Nuxalk Nation, CCRD and Province would provide Emergency Response capacity for the entire Bella Coola valley.

Nuxalk Nation Update provided by Bernie Elkins and Wally Webber

- Good protocols are needed that are inclusive of the whole community and remote areas.
- In the last fire season, fire departments worked together.
- Important that we talk amongst ourselves to plan and develop good protocols in advance of an emergency because when an emergency happens there is a small window to make a decision.



- The road between 4 mile and downtown has hot spots for flooding and this needs to be fixed with MOTI at the table.

Emergency Management Projects Update provided by Courtney Kirk and Jessica Miller

- CCRD is applying for an extension on the flood modelling project, funded by MOTI because specification needed for MOTI quality LiDAR is challenging given the weather.
- The greatest impact to the community has been from flood. Regarding the flood project in general, having the mapping and planning components are critical for identifying recommendations and implementing. Funding provided by MOTI to do LiDAR mapping from the harbor up to Stuie would be followed by modelling with oversight of the Flood Advisory Committee.

Open discussion

- There was a request to share the current CCRD emergency plans (i.e. there is a flood hazard plan, a communications plan, a general emergency response plan, etc.) so that emergency response representatives can provide input
- Communications both internal and external was highlighted as a priority.
- next meeting will focus on internal and external communications in a power outage and flood scenario as these are priority hazards to prepare for currently
- Recognized need to update Emergency Response Planning and Emergency Management Planning principal contacts so response to an emergency can be properly coordinated and most effectively carried out
- James Hindley gave an update on status of communications capacity and where future needs / opportunities to address needs are at.
- Frequency of BCERP Meetings.
- Format (perhaps narrow down agenda, to include progress reports on action items identified at previous meetings, new developments (such as setbacks and opportunities), identify action(s) required to move forward, assign responsibility for action.
- Circulate meeting summary so everyone involved is up to date.
- The CCRD website is www.ccrd.ca or (new) ccrd.ca. Updates / meeting summaries could be provided there.

Summary of Participation in the Emergency Preparedness and Business Continuity Conference
Vancouver October 28-31, 2019

The following summary is distilled to focus on key points that are of particular relevance to the Central Coast Regional Emergency Management Partnership (CCREMP).

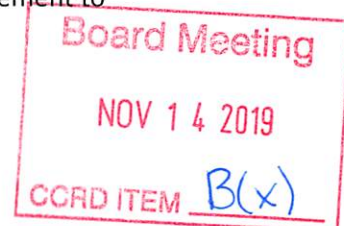
Key points from *Improving Local Government Emergency Management* Gordon Ruth, Auditor General for Local Government Surrey, British Columbia

- Local governments demonstrate commitment in emergency management by developing the following:
 - o Risk based all hazards approach
 - o Emergency management plan in place
 - o Business continuity plan in place
 - o Robust communication plan
 - o Well trained staff
 - o Routine emergency management exercises
 - o Dedicated emergency management coordinator
 - o Asset management
 - o Sustainable financial resources
 - o Relationships with key stakeholders
 - o Continuous learning and documentation of updates
- Interdepartmental coordination is the best way to ensure that a response makes the most effective and efficient use of resources.
- Emergency management needs to be part of the organizational culture rather than distinct stand-alone projects.
- Common finding in audits is that mitigation prevention and recovery are not part of plans and actions.

Sessions Attended Included the following:

What makes a Disaster? Christine Grist Brooks Hoya Manager, Disaster Risk Reduction and Resilience Manager, Disaster Risk Reduction and Resilience BC Emergency Health and Services BC Emergency Health and Services Victoria, British Columbia Victoria, British Columbia

At BC Ambulance Service we have redefined our emergency management program to take future risks and vulnerabilities into account and have gone from the Emergency Management Office to the Disaster Risk Reduction and Resilience program. Following the 2017 Wildfire season, a full emergency management (EM) program review was undertaken. Analysis from this review, after action reports, surveys, national and international best practice and other research has highlighted that there were no comprehensive disaster plans and procedures, and the focus of work was historically tied to ordering and shipping EM supplies and other tasks that did not increase the organizations resilience. This required us to rethink EM. In 2019 the government of Canada stated, "traditionally, EM has been primarily concerned with preparedness and response activities, but the current risk environment requires a shift in focus toward proactive prevention/mitigation efforts" There is no option to close BCEHS in disasters; instead, as the provincial agency for pre-hospital care, there is a requirement to



develop disaster risk reduction strategies that contribute to increasing the organizations resilience, specifically focusing on the following variables. What makes it a disaster for BCEHS?

- a) an overwhelming number of patients;
- b) compromised BCEHS infrastructure;
- c) lack of paramedics; and
- d) the inability of hospitals to accept our patients.

The presentation will take you through our process of redefining, naming, focusing the scope of work and building our program using The Sendai Framework, Canadian Standards, Accreditation and internal Policies.

2018 Boundary Flooding: A Community-Led Recovery Process Graham Watt Chris Marsh Recovery Manager of Emergency Programs Regional District of Kootenay Boundary, Regional District of Kootenay Boundary City of Grand Forks, British Columbia Trail, British Columbia

In the spring of 2018 the Kettle, West Kettle and Granby Rivers experienced record flooding. The RDKB Emergency Operations Centre opened for 5 weeks to support over 3000 residents who were forced from their homes. Over 1000 structures were damaged. The RDKB and the City of Grand Forks embarked on a massive recovery effort. A 12-person recovery team was established. This community-led recovery process addressed 5 pillars:

- Housing:
- o Temporary housing for affected residents,
 - o Managing Disaster Financial Assistance issues and insurance issues,
 - o Seeking options for long-term housing recovery, and;
 - o Finding solutions for repair and rebuilding.

Human Wellness:

- o Using a case manager approach, data was gathered and support given to assist flood affected residents dealing with all aspects of recovery.

Critical Infrastructure:

- o Repairing flood protection works,
- o Repairing damaged municipal infrastructure; and
- o Short-timeline DMAF and NDMP grant proposals.

Economics and Agriculture:

- o Over 100 flood-affected businesses to assist,
- o DFA and insurance issue support;

- o Dozens of farms affected, including crop loss, arable land loss, and infrastructure damage.

Environmental Recovery:

- o Contamination from flood water
- o In-stream works support and river bank stabilization, and;
- o Debris removal from river and hazard identification.

Tahltan First Nation Response & Recovery 2018 Wildfires Chief Rick McLean Tahltan Nation Stikine Country, British Columbia

In the summer of 2018 a large wildfire partially destroyed the remote community of Telegraph Creek in northern BC, and several hotspots were still burning this spring. Chief McLean of the Tahltan Nation will present on managing the response from over 100 km away, the effects of the fire on the community, and the resulting recovery process that is still ongoing.

Extreme Weather Costs Are on the Rise: How Can Canada Reduce Disaster Risk and Adapt to Changing Climate? Natalia Moudrak, Director of Climate Resilience Intact Centre on Climate Adaptation, University of Waterloo, Waterloo, Ontario

Climate-related natural disasters and extreme weather events are on the rise in Canada and are becoming more costly. As a metaphor for growing cost, property and casualty insurance payouts from extreme weather averaged \$405 million annually from 1983 to 2008 and exceeded \$1.8 billion annually ever since. In addition to financial impacts, impacted individuals also suffer mental stress post the disaster events. This presentation will outline practical guidance and initiative that are being deployed in Canada to help limit the costs of extreme weather events, focusing on flood resilience at a level of homes, communities and commercial real estate. It will also outline the role of natural infrastructure in climate adaptation, as well as emerging private sector financing solutions to support climate resilience projects and adaptation.

Full conference program: <http://www.epbcconference.ca/showcontent.aspx?MenuID=9168>



Board of Trustees 2020 Appointment Form Trustee

The _____ has appointed as *Trustee* _____
Municipality/ Regional District *Name and Title*

on the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2020. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

Trustee Information

Mailing/Courier Address: _____

City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Cell: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Trustee Signature

Date

Please submit to Mariah Patterson, Executive Assistant, by December 16, 2019 along with:

- a Certified Copy of the Resolution
- a Statement of Financial Disclosure
- an EFT (electronic file transfer) form for expense claim reimbursements

via mpatterson@virl.bc.ca or 6250 Hammond Bay Road, Nanaimo, BC V9R 5N3. Thank you.

Board Meeting
NOV 14 2019
CCRD ITEM B(4)



Board of Trustees 2020 Appointment Form Alternate

The _____ has appointed as *Alternate* _____
Municipality/ Regional District Name and Title
 on the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2020.
 This appointment will continue until a successor is appointed, as provided under Section 18(3) of the
 Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

Alternate's Information

Mailing/Courier Address: _____
 City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Cell: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
 Telephone: _____ Email: _____

Alternate's Signature

Date

Please submit to Mariah Patterson, Executive Assistant, by December 16, 2019 along with:

- a Certified Copy of the Resolution
- a Statement of Financial Disclosure
- an EFT (electronic file transfer) form for expense claim reimbursements

via mpatterson@virl.bc.ca or 6250 Hammond Bay Road, Nanaimo, BC V9R 5N3. Thank you.



Administration
 Box 3333 | 6250 Hammond Bay Road
 Nanaimo, BC Canada V9R 5N3
 t: 250.758.4697 f: 250.758.2482
 e: info@virl.bc.ca w: www.virl.bc.ca

DIRECT DEPOSIT AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER (EFT)

Use this form to:

Start Direct Deposit Payments OR **Change** information previously submitted

Effective date: _____
 D M Y

Contact Information:
 Company or person to receive payment:
 Address: _____ Phone: _____
 Contact Person: _____ Fax: _____
 Title: _____ Email: _____

Confirmation of Deposits:
 Your statement of account from your bank will show payment from Vancouver Island Regional Library.

Bank Account for Deposits

Please attach a blank cheque containing banking information. Write 'VOID' across the front.

OR

Name of bank or financial institution: _____
 Address of branch where account is located: _____
 Transit No. _____ Institution No. _____
 Account No. _____
 Teller Stamp: _____

Authorized Electronic Funds Payments:
 I authorize Vancouver Island Regional Library (VIRL) to deposit, by electronic fund transfer, payments owed to me and, if necessary, to debit entries and adjustments for amounts deposited electronically in error. VIRL will deposit the payments in the bank account designated above. I recognize that I am responsible for payment errors that result from incomplete or inaccurate information on this form.

Fax, scan and email, or mail completed form and void cheque to:
 Vancouver Island Regional Library
 Box 3333
 Nanaimo, BC V9T 6M9
 Attention: Finance Dept.
 Fax: 250.729.2331
 Email: financialservices@virl.bc.ca

Authorized Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

Questions?
 Call: 250.585.9066
 Email: dchanakos@virl.bc.ca

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

Excerpts from VIRL Board of Trustees Procedural By-Law

Adopted March 23, 2019

4. Officers (p. 9-10)

Election of Board Chair and Vice Chair

The Chair is elected by the Board Trustees present by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Chair serves until the next Inaugural Meeting and is eligible for re-election.

Following the election of the Chair, the Board Trustees present elect a Vice Chair by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Vice Chair serves until the next Inaugural Meeting and is eligible for re-election.

Board Chair

It shall be the duty of the Chair to:

- Encourage and facilitate discussion and the exchange of views and, if possible, to achieve consensus prior to putting an issue to a vote;
- The Chair and Vice Chair shall be responsible for the preparation of agendas for the Board and Executive Committee meetings;
- Where timely action is required that should not reasonably be delayed until the next Executive Committee meeting, the Chair provides direction to the Executive Director on an interim basis;
- The Chair and Vice Chair shall jointly be responsible for the review of the performance of the Executive Director;
- The Chair is the official representative of the Board to the media and at special events; the Chair may delegate this authority to the Vice Chair or the Executive Director;
- Put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
- Decline to put to a vote all motions which infringe on the rules of the procedure;
- Restrain the Trustees with the rules of order when engaged in debate;
- Call by name any Trustee persisting in breach of the rules of the Board and thereby ordering the Trustee to vacate the Board meeting room;
- Keep Trustees, as well as members of the public at public meetings, within the rules of procedure and ensure compliance with the rulings from the Chair. If any person behaves improperly, or disrupts the orderly proceedings of a meeting of the Board, the Chair or Acting Chair shall ask that person to leave;
- Decide all procedural issues, including issues of order, at meetings of the Board, subject to an appeal by any Trustee of the Board as a whole on any question or order in respect to business before the Board;
- Authenticate by signature, when necessary, all resolutions, correspondence and minutes of the Board;
- Ensure that the decisions of the Board are in conformity with the laws and procedures governing the activities of the Board.
- Make appointments to the Nominating Committee.

- Act as an ex-officio member of all committees.
- Approve delegations to the Board.
- Write a report on behalf of the Board for inclusion in the Annual Report.
- Call special meetings of the Board of Trustees.
- Reserves the right, during a meeting, to confer briefly with the secretary or parliamentarian.

Vice Chair

Presides at the Board meeting if the Chair is absent from the meeting, or for periods during which the Chair is present at the meeting but temporarily leaves the chair.

The Vice Chair will have all the rights, duties and responsibilities of the Chair while presiding at Board meetings.

The Vice Chair represents the interests and decisions of the Board to outside parties at Library, government and community events in the absence of the Chair.

6. Executive Committee (p.17)

Membership

The Executive Committee shall consist of the Board Chair, Vice Chair, Past Chair, and eight (8) Trustees elected from the appointed representation.

Where the Chair and the Past Chair are the same person, nine (9) Trustees shall be elected from the appointed representation.

Term of Office

The term of office for the Chair, Vice Chair and the members of the Executive Committee shall be from the time of election until the next Annual General Meeting (AGM).

Delegated Powers

The Executive Committee shall have the following delegated powers:

- 1) Where practical, the Executive Committee is to provide and make recommendations to the Board.
- 2) Where timely action is required that should not reasonably be delayed until the next Board meeting, the Executive Committee shall provide direction to the Executive Director on an interim basis.
- 3) In carrying out the forgoing powers, the Executive Committee is accountable for, and shall report to, the Board in respect to all actions/decisions made.
- 4) The ability to disqualify an Executive Committee member from the committee if the member is absent from 2 consecutive Executive Committee meetings without prior approval.



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

October 29, 2019

Chair Samuel Schooner
Central Coast Regional District
PO Box 186, 626 Cliff Street
Bella Coola, BC, V0T 1C0

Original sent via email: sschooner@ccrd-bc.ca

Dear Chair Schooner,

Re: Appointment to the 2020 Vancouver Island Regional Library Board

It is time to consider your 2020 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

When appointing your representative, the *Library Act* (October 9, 2019), section 17 (2) states:

"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."

The term of office is one year, January 1 to December 31. Reappointment of sitting members is encouraged for continuity, but no member may serve for more than 8 consecutive years.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses.

VIRL requires annual documentation by December 16, 2019 for both your appointed VIRL Trustee and Alternate, including:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial disclosure statement (original or copy of that on file with the municipality/district)
3. VIRL 2020 Appointment form

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss

4. Electronic File Transfer (EFT) form (if travel expenses are to be reimbursed via EFT)

By December 16, 2019, please return the completed forms and a copy of the certified resolution to Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca.

If you have any questions, please contact Ms. Patterson by phone: 250-729-2310 or [email](#).

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,



Rosemary Bonanno, BA MLS
Executive Director

CC: Courtney Kirk, CAO, Central Coast Regional District

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

signature of person making disclosure

date

Where to send this completed disclosure form:

Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/ Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

Print Form

Clear Form



2020 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2020 Nominating Committee is Past President Edwin Grieve.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,
Nominations Must Be Received by February 6, 2020**

4. AT CONVENTION

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. FURTHER INFORMATION

All enquiries should be directed to:

**Past President Edwin Grieve, Chair, 2020 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca**

Board Meeting

NOV 14 2019

CCRD ITEM B(2)

NOMINATIONS FOR THE 2020-21 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **Thursday, February 6, 2020**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Edwin Grieve, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca**



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

“The Executive shall manage or supervise the management of the Society”

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria’s Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive meets in person five times a year, following this general pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



2020 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **Thursday, February 6, 2020**

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a **word document** by email to avicc@ubcm.ca; AND
2. One copy of the resolution by regular mail to:
AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. Local government staff must check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance.
- Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have **one sentence**.

LATE AND OFF THE FLOOR RESOLUTIONS

- a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on **Wednesday, April 15th**.
- b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.
- c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.
- d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.
- e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.

UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:

All resolutions contain a preamble and an enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- a) What is the problem?
- b) What is causing the problem?
- c) What is the best way to solve the problem?

Preamble:

The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:

The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

HOW TO DRAFT A RESOLUTION

1. **Address one specific subject in the text of the resolution.**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. **For resolutions to be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. **Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. **Check legislative references for accuracy.**

Research the legislation on the subject so the resolution is accurate. Where necessary, identify:

- the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
- the correct legislation, including the title of the act or regulation.

5. **Provide factual background information.**

Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. **Construct a brief, descriptive title.**

A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.



Sample Resolution

CURTAIL JUMPING OVER DOGS
[SHORT TITLE]

City of Green Forest
[Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

Semicolon precedes
"WHEREAS" clause.

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

Colon precedes
"THEREFORE" clause.

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

*Your resolution should follow the structure of this sample resolution.
Draft your resolution to be as readable as possible within these guidelines.*



AVICC 2020 Convention
April 17-19, 2020
Vancouver Island Conference Centre
CALL FOR SUBMISSIONS

Thank you for your interest in participating in the 2020 AVICC Convention. It will be held Friday through Sunday, April 17-19, 2020 at the Vancouver Island Conference Centre in Nanaimo.

To submit a proposal fill in the information requested below and email this document back as a **word document** to avicc@ubcm.ca

The deadline for submissions is November 27, 2019.

There are limited spots on the program including 45-60 minute plenary presentations, 60 minute concurrent workshops on Saturday afternoon, and two to three hour pre-convention workshops and study tours on Friday morning.

Delegates prefer sessions that involve multi-party perspectives and ones that are interactive rather than “talking heads”.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	

<p>Session Description (for review of AVICC Executive Committee in choosing sessions. This information will also be used in program materials):</p>	
<p>Proposed Session Length:</p>	
<p>Preferred Time and Day:</p>	
<p>Audio Visual Requirements:</p>	
<p>Travel or other expenses if any:</p>	
<p># of Proposed Presenters:</p>	
<p>Name - Presenter #1:</p>	
<p>Bio and Organization - Presenter #1:</p>	
<p>Name - Presenter #2:</p>	
<p>Bio and Organization - Presenter #2:</p>	
<p>Name - Presenter #3:</p>	
<p>Bio and Organization - Presenter #3:</p>	
<p>Name - Presenter #4:</p>	
<p>Bio and Organization - Presenter #4:</p>	

Any other Information or requirements:	
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Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by February 21 for inclusion in the program. Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters must agree to submit all PowerPoint presentations by April 10th

I agree to the above conditions and deadlines:

Signature: _____

Name: _____

Date: _____