

RECEIVED

MAR 15 2016

DENNY ISLAND RECREATION COMMISSION

MINUTES

Central Coast Regional District

FEB 22 2016

Meeting called to order: 5:41PM

In Attendance: Kathy Sereda, Crystal Anderson, Betty Hadley, Pauline Imamura

Guests - Mary Leslie and Ernie China

Motion to Approve Agenda Kathy Sereda Second - Crystal Anderson

Motion to Waive Minutes from Last Meeting Betty Hadley Second - Kathy Sereda  
Mary to forward previous minutes to Pauline for files

Election of Executive directors

Nominations

Chair - Crystal Anderson Kathy Sereda Second - Betty Hadley

Secretary/Treasurer - Betty Hadley Crystal Anderson Second - Pauline Imamura

No other nominations Crystal and Betty accepted positions.

Old Business - Discussed submitted budget - General discussion on upcoming events. Submit revised budget if possible.

New Business

Contact CCRD regarding remaining 3 seats on the commission. Reviewed bylaws. The commission will be open to community for ideas for events/workshops.

Motion to Adjourn 6:30pm Crystal Anderson Second - Betty Hadley

Board Meeting  
APR 14 2016  
CCRD ITEM C(h)

12

RECEIVED

MAR 04 2016

Centennial Pool Commission

Central Coast Regional District

Meeting Minutes

24 February 2016

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

**Guest:** K. Mcllwain

Meeting commenced at 1:45 pm at the library

1. Up Date – K. Mcllwain

Ken distributed the proposal for the Pool Assessment and Feasibility Study from Carscadden Stokes McDonald Architects. He noted that the firm has already done work here in the Valley. There are two phases to the study: Condition Assessment and Concept Design and Budgets. Two areas will be focused on: mechanical issues and the pool tank itself. After the information is gathered, three design options with costs will be provided, which will need to be evaluated by CCRD and Pool Commission. One option will be chosen with that information providing input for Ken's work on the Asset Management Plan for the CCRD. He needs all information from the Carscadden firm and the Pool Commission by June.

2. Policy A-12[C]

Items 1 and 2 will remain the same. Item 3 will be changed to: "For courses supplied out of town, staff will be reimbursed for 50% of the course fee to a maximum of \$500 on successful completion of the course."

Motion: That the above revisions to Policy A-12[c] be approved.

Hilland/Nygaard:Passed

3. Risk Assessment

Nicola, Russ and Ken will review current documents including the Pool Safety Plan and WCB rules and bring this information to the next meeting. Clarification from the CCRD is needed on what risks in particular need to be addressed.

4. Staffing

Advertisements for positions available at the pool for this season have been placed in the local paper and in other relevant media outlets. Applications are due at the end of March.

5. Pool Start Up

A projected starting date is 1 May. Further details to be discussed at the next meeting.

Board Meeting  
APR 14 2016  
CCRD ITEM (i)

6. Other  
The application for Swim to Survive has been submitted.

Next Meeting – Early March, to tie in with an information gathering session via Skype with the Carscadden group.

Centennial Pool Commission

Meeting Minutes

April 6, 2016

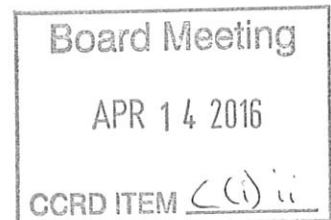
**Present:** N. Koroluk, K. Lansdowne, J. Kyle, B. Lande J. Cole

**Guest:** Richard Hall

Meeting commenced at 1:45 PM at the library

1. Engineer Report
  - The Engineer Report will be submitted to the CCRD office. Please have Ken copy Richard Hall with the report.
  - Commission to request that the CCRD look at BCAA webpage with respect to a grant for community funding.
  
2. Start Up
  - Staffing – Heidi McCall hired as manager at \$21.50 per hour.
  - Things to do:
    - Chemicals need to be ordered – Nicola
    - Clean up – set a date
    - Contractor for janitorial and lawn maintenance
  
3. Volunteer Request
  - Matt Gurka, criminal record check required.
  
4. Water Safety Instructors Course
  - Supply Wendy with a list of Red Cross Books to be ordered.

Next Meeting – Wednesday, May 27<sup>th</sup> 1:45 pm at the Library.





125

## CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer  
FROM: Cheryl Waugh, Transportation and Land Use Coordinator  
DATE: April 6, 2016  
SUBJECT: Transportation Report – Bella Coola & Denny Island Airport

---

### Recommendations:

- 1) That the Transportation Report dated April 6, 2016 be received.
- 2) That the contract for Seasonal Grounds Maintenance 2016-2018 at the Bella Coola Airport be awarded to Matthews Contracting in the amount of \$450 per month and airfield mowing once per season at \$2000.
- 3) That the CCRD enter into a lease agreement with Bella Coola Vehicle Rentals for the southeast office in the terminal building at the Bella Coola Airport in the amount of \$236.50 per month.
- 4) That the lease for Lot #7 at the Bella Coola Airport in the name of Monarch Resource Consultants Ltd. be renewed in 2016 prior to the current expiry of December 31, 2017.

### Bella Coola Airport

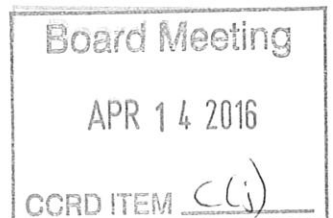
#### Grounds Maintenance

In response to an invitation to tender for grounds maintenance one bid was received from Matthews Contracting. The contract will be over three years and is within the budget.

***Recommendation 2) That the contract for Seasonal Grounds Maintenance 2016-2018 at the Bella Coola Airport be awarded to Matthews Contracting in the amount of \$450 per month and airfield mowing once per season at \$2000***

#### Airport Terminal Building - Leases

-The meeting room on the upper level has been leased beginning May 1, 2016. The CCRD has been pleased to accommodate various user groups over the years at no charge but fiscal reality has brought us to the current arrangement.



-The southeast office on the lower level will have a new tenant as of May 1, 2016. Bella Coola Vehicle Rentals will occupy this space.

***Recommendation 3) That the CCRD enter into a lease agreement with Bella Coola Vehicle Rentals for the southeast office in the terminal building at the Bella Coola Airport***

### **Airside Lease**

Monarch Resource Consultants Ltd. has requested an early renewal of the ground lease for Lot #7. The current lease is due to expire at the end of 2017.

***Recommendation 4) That the lease for Lot #7 at the Bella Coola Airport in the name of Monarch Resource Consultants Ltd. be renewed in 2016 prior to the current expiry of December 31, 2017.***

### **Transport Canada**

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

### **Miscellaneous**

-Little Nook Café on the lower level of the terminal building has painted the walls and door and created a unique seating area for their patrons.

-Light gardening services will be provided this year to tidy the landscaping by pruning, weeding and edging the front garden areas.

### **Denny Island Airport**

The Denny Island Airport Commission met on March 10, 2016 and discussed airport building repairs and reviewed bylaws. Tenders close on April 6<sup>th</sup> for a porch replacement on the airport building. *See separate Minutes report*



---

Transportation & Land Use Coordinator

**MINUTES OF THE 2016 DENNY ISLAND AIRPORT COMMISSION**  
**March 10<sup>th</sup>, 2016**

RECEIVED

APR 01 2016

**Brought to order:** 7:10pm

**Present:** Mark Schlichting, Jean Wood, Ingmar Lee, Danny Oliver, **Doug Sharkey**

**Absent:** Cathi McCullagh

Central Coast Regional District

**1<sup>st</sup> Order of Business:** To elect new Chair

After much wining and snivelling, Mr Sharkey was forced to be the Chair again.

M/S by Mark/Ingmar, PAST

**Approval of minutes from Nov 15<sup>th</sup>, 2015 meeting:** M/S by Danny/Mark, PAST

**Presentation of bylaws from CCRD:** The only recommended change is the addition of the phrase "meetings to be called when deemed necessary".

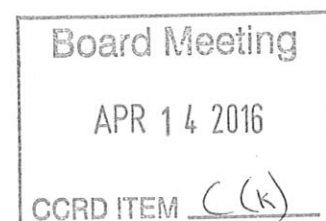
M/S by Mark/Danny, PAST

**New Business:**

- Discussion on tender for tie-downs
- Tender to be advertised to replace back porch
- Brushing tender not required this year
- Danny Oliver to supply his super-duper ant-killer
- Roof repair: Cost the following for next meeting;
  - Fibreglass repair
  - Metal roofing
  - Torch on roofing

**Meeting adjourned:** 8:10pm, M/S by Danny/Jean, PAST

**Meeting adjourned to the bar.**





### CENTRAL COAST REGIONAL DISTRICT

DATE: 07 April 2016

TO: Board Members

FROM: Alison Sayers (Chair and Area C Director)

SUBJECT: Area C – Director’s Report for March 2016

---

Since the March meeting, I have:

The **BC Climate Leadership Team** held a series of webinars around the province, I participated in the March 17th webinar on behalf of the Board. Discussion was generally regarding climate change and local government, primarily strategies and targets. It was an interesting and informative seminar. All the questions and concerns raised, as well as the presentation itself, will be compiled and sent out electronically to all local governments.

I asked questions and raised concerns regarding:

- **staff time to complete the annual activity report** is not covered by the \$600 we receive from the province (this was echoed by many small communities around the province)
- the **new hazard maps** being developed by the province by 2020 based on climate change projections, and whether or not they would be made available to local governments for planning work (this question was also asked by many others around the province)
- the **types of electricity that will replace diesel generation** around the province (answer: run of river hydro, solar, wind, and will be based on whatever can provide the best economic development opportunity for the particular community - no specific details yet regarding Central Coast)
- **tighter standards with regards to landfill management** (I said that tighter standards are great as long as there is funding to go with it)
- **electric vehicle charging stations in communities** far from car dealerships (answer: there is an ongoing gap analysis available online that is determining where charging stations are needed, as the goal is to have charging stations throughout the entire province eventually)

On March 24th I did a **live radio interview with Pamela McCall on C-FAX 170 out of Victoria, regarding ferries and tourism in our area**, in particular the recent report put out by the North and Central Coast BC Ferry Working Group, in conjunction with Aboriginal Tourism BC. Here's the link (go to minute 7:30):

[https://soundcloud.com/pamela-mccall-cfax/march-24-11am-1?utm\\_source=soundcloud&utm\\_campaign=share&utm\\_medium=email](https://soundcloud.com/pamela-mccall-cfax/march-24-11am-1?utm_source=soundcloud&utm_campaign=share&utm_medium=email)

On March 29-30 I attended along with Darla the annual **CEO (Chairs) /CAO conference in Victoria**. There were presentations and discussion regarding legal support (or lack thereof) for elected officials. The presenter, a lawyer for Young Anderson, felt that the support for elected officials around legal issues such as conflict of interest, is sorely lacking. The City of Toronto has its own Integrity Commissioner, and other communities in Canada are also doing

Board Meeting

APR 14 2016

CCRD ITEM D(a)



this. These commissioners are available for free to elected officials who have legal questions. The speaker advocates that BC also should be following this approach. There was also discussion around alternates, whether or no they are needed, and whether they are effective (more questions than answers with this one).

I also attended the **Municipal Finance Authority of BC conference and AGM** on the 31st. The MFA conference had two interesting speakers who discussed the future of funding for local governments (speaker contends that property taxes are not enough to take care of BC local governments' problem of aging infrastructure); and also global politics and finance/interest rates (outlook not great for North America for the foreseeable future, although we are much better off than the European Union).

The meeting with the **Coastal Chairs ferry group and Minister Stone** scheduled for April 4th, was cancelled by the Ministry due to Minister Stone being out of the province that week. It is being rescheduled hopefully for the last week in April.

I am attending the annual convention of the **Association of Vancouver Island and Coastal Communities**, April 8-10 in Nanaimo. There are several interesting workshops and resolutions this year. I'll report back at the May meeting

As a Director at Large for UBCM, I will be attending **UBCM Executive Advocacy Days** in Victoria April 12-15. Members of the Executive will be doing direct advocacy work with provincial ministers regarding various issues of interest to all local governments and communities in BC, as well as hosting a reception for all BC MLAs.

Regrets that I am missing the April board meeting to attend this - I'll report back in May.

Respectfully submitted

Alison Sayers  
Director Area C

**Central Coast Regional District  
Denny Island Recreation Commission Bylaw No. 458**

---

Being a bylaw to amend and repeal Bylaw 441, cited as ““Denny Island Recreation Commission Bylaw No. 441, 2015””.

---

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

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

**AND WHEREAS** the Regional Board of the Central Coast Regional District resolved by way of Resolution 16-03-17 to amend the membership of the Denny Island Recreation Commission to consist of four (4) members and the quorum to be three (3);

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

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

This Bylaw may be cited for all purposes as the “Denny Island Recreation Commission Bylaw No. 458, 2016”.

**DEFINITIONS**

In this bylaw:

“**Regional Board**” means the Board of Directors of the Central Coast Regional District.

“**Regional District**” means the Central Coast Regional District (or CCRD).

“**Commission**” means the Electoral Area A Denny Island Recreation Commission (or DIRC)

**TERMS OF REFERENCE FOR THE COMMISSION & ITS GOALS**

1. The Denny Island Recreation Commission (DIRC) is a volunteer commission of the Central Coast Regional District, which offers and supports recreational and leisure activities and programs for Denny Island and wider community.
2. The goals of the Commission are:
  - (a) To support inclusive recreational and leisure activities for the benefit of the community.
  - (b) To organise and inform the community of events planned by its members.
  - (c) To provide a forum for its members to share ideas and program information, resources and explore areas of mutual interest.

Board Meeting  
APR 14 2016  
CCRD ITEM E(a)

Bylaw No. 458 Denny Island Recreation Commission Bylaw

- 
- (d) To promote the concepts that physical activity, educational opportunities through leisure activities and community involvement are vital to the health and well-being of a vibrant community.
  - (e) The Commission shall conduct or have cause to have conducted, surveys of recreational facilities, programs and leadership in the best interest of the area and in accordance to the wishes of the Regional Board.

### **RIGHTS OF THE REGIONAL BOARD**

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

### **MEMBERSHIP AND TERM**

- 4. The Denny Island Recreation Commission, hereinafter called the "Commission" shall consist of:
  - (a) One member may be appointed by the board of directors as their representative and
  - (b) Four members representing a cross section of individuals directly concerned with community recreation
- 5. For the purpose of obtaining the names of persons willing to serve on the Commission, the Regional District shall place an invitation on the local Denny Island bulletin board inviting those interested, to apply to the CCRD; the Regional District will also seek nominations from the Commission.
- 6. The Regional District Board shall review all applications and nominations for the Commission at the December meeting. All Commission members shall be appointed by resolution of the Board of Directors of the Central Coast Regional District.
- 7. The term of office of each member shall be for a period of two (2) years. However, the first term subsequent to the adoption of this bylaw, two (2) members shall serve for the term which expires December 31, 2016 and two (2) members shall service for the term which expires December 31, 2017.
- 8. Any appointed member who is absent from meetings of the Commission for two (2) consecutive meetings without leave of absence from the Commission or without reason satisfactory to the Board of Directors of the Regional District shall cease to be a member of the Commission.
- 9. The regional board of directors, upon a vacancy arising from any cause other than the expiration of a members term of office, upon recommendation of the Denny Island Recreation Commission, shall appoint a new member from Denny Island who shall serve for the unexpired portion of the term vacated.
- 10. Each retiring member of the Commission shall be eligible for reappointment, at the discretion of the Regional Board of Directors

- 11. The Electoral Area A Director or his/her alternate may attend meetings of the Commission.
- 12. A Regional District staff member will serve as a liaison between the Commission and the Board and will provide advice and technical support as required. The staff liaison will not be a member of the Commission and will not participate in voting and will not be included when determining a quorum (if attending the Commission meetings).
- 13. No member of the Commission shall receive any remuneration for services.

**MEETING PROCEDURES & CONDUCT**

- 14. At its first meeting of each year, the Commission shall elect from among its members, other than the Board appointed representative:
  - (a) A Chair who will preside over the meeting of the Commission, and a
  - (b) Secretary/Treasurer who will carry out the responsibilities described herein and other tasks as the Commission may prescribe.
- 15. In the absence of the Chair, the members present shall appoint a member to act as the Chair for that meeting or until the elected Chair returns.
- 16. The Commission shall hold regular meetings as they deem practical but not be less than four (4) times per year. Three (3) Commission members shall constitute a quorum.
- 17. The Chairman or any two members may summon a special meeting of the Commission by giving at least one (1) days' notice by phone or in writing to each member, stating the purpose for which the meeting is called.
- 18. Notice of Commission meetings will be posted on the local Denny Island Bulletin Board and the Denny Island Recreation Commission Facebook page.
- 19. Unless otherwise authorized by Section 90 of the *Community Charter*, all Commission meetings will be open to the public and held in a location accessible to the public.
- 20. Prior to each Commission meeting, the Chair, shall prepare an agenda which shall be circulated to the Commission members at least 24 hours in advance. The Commission may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting.
- 21. The Secretary/Treasurer shall prepare the minutes of the Commission meetings. Copies of the minutes shall be circulated to Commission members and forwarded to the Regional District staff liaison who shall carry out any actions required by the Regional District, including presenting to the Board any recommendations from the Commission the require a resolution by the Board of Directors.
- 22. The Commission may adopt rules of procedure which are consistent with the *Local Government Act*, the *Community Charter* and the CCRD Meetings Procedures Bylaw or this bylaw, as necessary.

Bylaw No. 458 Denny Island Recreation Commission Bylaw

23. Members who have a direct or indirect pecuniary interest in a matter under discussion shall not participate in the discussion of the matter or vote on a question on the matter.

Where members believe they are in a conflict, they must declare the conflict and state the general nature of the conflict, and leave that part of the meeting where the matter is under discussion. The member's declaration shall be recorded in the minutes.

The member shall not attempt before, during or after the meeting to influence the voting on any question in respect of the matter.

24. The Chair shall preserve order and decide all points of order which may arise subject to an appeal to other members present. All such appeals shall be decided in accordance with Robert's Rules.
25. Except as provided in this bylaw, the Commission shall regulate the conduct of its meetings as it deems desirable.
26. All acts authorize or required to be done by the Commission under this bylaw shall be decided by a majority vote of those Commission members present at a meeting.
27. All Commission members, including the presiding member, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the questions, the question shall be negated. Any member who abstains from voting shall be deemed to have voted in the affirmative.
28. No act or other proceedings of the Commission shall be valid unless it is authorized by resolution at a regular or special meeting of the commission.

#### **ADMINISTRATION – FINANCIAL MATTERS**

29. All purchases by the Commission over \$500 require a request from the Commission to either the Chief Financial Officer (CFO) or Chief Administrative Officer (CAO) to be authorized prior to the expenditure (in accordance with the CCRD Purchasing and Procurement Policy A-26).

All capital purchases shall be conducted only with the approval of the CFO pursuant to CCRD Purchasing and Procurement Policy A-26.

NOTE: Nothing in the purchasing policy or purchasing limits, as stated above, provides for purchasing goods and services which are not contemplated in the financial plan as approved by the board of directors, except where unbudgeted resources have otherwise been provided as determined, confirmed and approved by the CFO or the CAO.

30. The Commission shall, at each meeting, approve invoices for payment by the CCRD that meet the criteria of the CCRD Purchasing and Procurement Policy A-26 and delegated authorized purchasing authority for no more than \$500, and these will be forwarded immediately to the regional district's financial officer for processing. All invoices goods and services purchases over \$500 (not including capital purchases) must be approved prior to

---

expenditure as stated in clause 30.

31. Statement on Petty Cash -

Contrary to CCRD Policy F-14 Payables Procedure, as it relates to Petty Cash limits of \$50 per entry, the DIRC limits on Petty Cash usage are hereby amended to read:

“Amounts exceeding \$250 per entry may not be disbursed from Petty Cash”

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

April 15th (for the period January to March)

July 15th (for the period April to June)

October 15th (for the period July to September)

Jan 15th (for the period October to December)

33. All items of revenue and expenditure, assets and liabilities relating to the activities of the Commission shall be accounted for in the books of account of the Central Coast Regional District in accordance with the provisions of Section 373(2) and other relevant sections of the *Local Government Act*.

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

### **AUTHORITIES, RESPONSIBILITIES AND DUTIES**

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

- (a) Empowers the Commission to organise and conduct recreation and leisure activities programs,
- (b) Empowers the Commission to incur liabilities for the purposes of organising and conducting recreation and leisure activities programs, provided that the costs incurred are within the annual budget as approved by the Regional District and without limiting the foregoing:
  - (i) to provide community programs and events without charge
  - (ii) to conduct or cause to conduct surveys of residents and participants involved in the recreation and leisure activities programs, to gauge levels of satisfaction and programs for the future
  - (iii) to establish and appoint advisory or select Committees, which will serve without remuneration, to assist the Commission with their activities.
  - (iv) to ensure all invoices and payments of all commitments, liabilities and accounts are in accordance with this bylaw and relevant financial policies of the CCRD, and within the annual budget approved by the Board of Directors of the Regional District; and
  - (v) to follow and/or make recommendations for operational rules and procedures to the Regional District that will improve the methodologies for accountability to the

Bylaw No. 458 Denny Island Recreation Commission Bylaw

Regional District and the taxpayers of the Electoral Area A of the Central Coast  
Regional District.

- 36. All organizations operating under the auspices of the Commission shall, in terms of any liability whatsoever, save harmless the Commission and the Regional District.
- 37. Bylaw 441 is hereby repealed.

READ A FIRST TIME THIS 14<sup>th</sup> day of April, 2016  
 READ A SECOND TIME THIS 14<sup>th</sup> day of April, 2016  
 READ A THIRD TIME THIS 14<sup>th</sup> day of April, 2016  
 RECONSIDERED, FINALLY ADOPTED THIS        day of        , 2016.

\_\_\_\_\_  
**CHAIR**

\_\_\_\_\_  
**CORPORATE ADMINISTRATOR**

I hereby certify the above to be a true and correct copy of Bylaw No. 458 cited as the "Denny Island Recreation Commission Bylaw No. 458, 2016" as adopted.

\_\_\_\_\_  
**CORPORATE ADMINISTRATOR**

CENTRAL COAST REGIONAL DISTRICT  
BYLAW NO. 460

Being a bylaw to repeal the Centennial Pool Regulation Bylaw No. 448, 2015 and repeal 405 Centennial Pool Rates and Charges 2011 and replace with Bylaw 460 Centennial Pool Rates and Charges 2016.

WHEREAS the Board of Directors of the Central Coast Regional District is authorised by section 225 of the Local Government Act and section 122 of the Community Charter to exercise powers by bylaw or resolution, and accordingly.

AND WHEREAS the Board may fix and charge fees for admission or use of the Centennial Swimming Pool;

AND WHEREAS it is deemed necessary to amend these fees from time to time;

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

1. Bylaw 448 cited as the "Centennial Pool Rates and Charges No. 448, 2015." is hereby repealed.
2. Bylaw 405 cited as the "Centennial Pool Rates and Charges No 405, 2011." is hereby repealed.
3. The Centennial Swimming Pool is hereby authorized to be open during such periods as are specified hereunder:

May 1<sup>ST</sup> to September 30<sup>TH</sup>; seven days a week, 7:00 am to 9:00 pm.

4. The admission fees and user rates as set out hereunder are hereby authorized and fixed for the Hagensborg Centennial Swimming Pool:

<b>General Admission Fees:</b>	<b>Per Swim:</b>	
Preschool (under 7)	\$ 2.75	GST not applicable
Youth (7-14)	\$ 3.00	GST not applicable
Adults (15 -59)	\$ 4.00	Includes GST
Seniors (60 and over)	\$ 3.00	Includes GST
Family (2 adults and 4 youth)	\$ 14.00	Includes GST

<b>Monthly Pass Fees:</b>	<b>Per Month:</b>	
Preschool (under 7)	\$ 30.00	GST not applicable
Youth (7-14)	\$ 30.00	GST not applicable
Adults (14-59)	\$ 40.00	Includes GST
Senior (60 and over)	\$ 30.00	Includes GST
Family (2 adults and 4 youth)	\$ 140.00	Includes GST

<b>Season Pass Fees:</b>	<b>Per Season</b>	
Preschool (under 7)	\$ 60.00	GST not applicable
Youth (7-14)	\$ 60.00	GST not applicable
Adults (15-59)	\$ 80.00	Includes GST
Senior (60 and over)	\$ 60.00	Includes GST
Family (2 adults and 4 youth)	\$280.00	Includes GST

Board Meeting

APR 14 2016

CORD ITEM E(b)



Fees continued...

**Programs**

Private rental (under 10) users	\$ 75.00/hour	Includes GST
Private rental (11-30) user	\$ 100.00/hour	Includes GST
Private rental (over 30) users	\$125.00/hour	Includes GST
Red Cross Lessons	\$ 40.00/session	Includes GST
Private Lessons	\$ 25.00/half hour	Includes GST
Semi Private	\$ 20.00/half hour	Includes GST
Summer Camp	\$120.00/week	Includes GST
Summer Camp – day rate	\$ 40.00/day	Includes GST
Staff Assistance for Young Children	\$ 12.00/hour	Includes GST
Other	Determined by the Pool Commission due to variable costs.	

5. The Pool Commission reserves the right to charge a deposit on all program bookings listed above under “Programs”. Those bookings that cancel will forfeit their deposit.
6. No person shall, except upon written authorization of the Central Coast Regional District, enter upon or use the Hagensborg Centennial Pool outside the periods or times of its opening as specified in Section 3.
7. Any person who violates any of the provisions of this bylaw shall, upon summary conviction thereof, be subject to a penalty not exceeding One Thousand Dollars (\$1,000.00).
8. This Bylaw may be cited for all purposes as “Centennial Pool Rates and Charges Bylaw No. 460, 2016”.

READ A FIRST TIME THIS	14th day of	April, 2016
READ A SECOND TIME THIS	14th day of	April, 2016
READ A THIRD TIME THIS	14th day of	April, 2016

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016

CHAIR	CORPORATE ADMINISTRATOR
-------	-------------------------

I hereby certify that the above is a true and correct copy of Bylaw 460, cited as “Central Coast Regional District Centennial Pool Regulation Bylaw No. 460, 2016”.

\_\_\_\_\_  
CORPORATE ADMINISTRATOR



TO: Darla Blake, Chief Administrative Officer

FROM: Cheryl Waugh, Transportation and Land Use Coordinator

DATE: April 7, 2016

SUBJECT: Bylaw No. 461, Bella Coola Valley Zoning Amendment

**Recommendation:** That Bylaw No. 461 cited as Bella Coola Valley Zoning Amendment Bylaw No. 461, 2016 be now introduced and read a first, second and third time.

**Background:** In 2002 a working group was formed to meet and make recommendations to the Bella Coola Valley Zoning Bylaw No. 71, 1984. Several amendments were made with Amending Bylaw No. 361, 2003. The Zoning Bylaw was later consolidated as Bella Coola Valley Consolidated Zoning Bylaw No. 71.

**Rationale:** Recently, inconsistencies were discovered in specific portions of the Zoning Bylaw for the Bella Coola Valley. Research concluded that words were left out of one section and the number for a deleted section is not correct. These appear to be have been missed in Amending Bylaw No. 361, 2003 despite the close collaboration with the CCRD's planning consultant at the time, administration and the 2002/2003 zoning bylaw working group.

The proposed amendments are to align the bylaw with the intent of the board from the previous amendment.

**Risk:** At a glance the amendments may seem minor but there is a section specific to siting for flood control in the townsite. The wording in this section is critical with regards to the Regional District's liability and it is imperative it be corrected.

**Conclusion:** It would be to the Board's benefit to move forward with amending the Bella Coola Valley Zoning Bylaw and in doing so this will provide clear guidance for land use planning matters.

*Cheryl Waugh*

Transportation and Land Use Coordinator

Board Meeting  
 APR 14 2016  
 CCRD ITEM E(1)

**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 461**

---

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

---

WHEREAS the Board of the Central Coast Regional District deems it expedient to update the Zoning Bylaw for the Bella Coola Valley;

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

- 1) Bella Coola Valley Zoning Bylaw No. 71, 1984 is hereby amended as follows:
  - a) Section 4.10 Siting for Flood Control  
Item 1. a) to read: "within 120 m of the natural boundary of the Bella Coola River, nor within 30 m of any side channel of the Bella Coola River except between Burke and La Bouchere Avenues in the Townsite of Bella Coola where within 30 metres of the Bella Coola River no building or any part of a building will be constructed, reconstructed, moved or extended nor will any mobile or modular home or structure located";
  - b) Section 16.0, Public and Assembly District, P-1  
Sub-Section 16.4 is deleted in its entirety.
- 2) This Bylaw may be cited as "Bella Coola Valley Zoning Amendment Bylaw No. 461, 2016.

<b>READ A FIRST TIME</b> this	14th	day of	April	, 2016.
<b>READ A SECOND TIME</b> this	14th	day of	April	, 2016.
<b>READ A THIRD TIME</b> this	14th	day of	April	, 2016.
<b>RECONSIDERED AND FINALLY ADOPTED</b> this		day of		, 2016.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE ADMINISTRATOR

I hereby certify the above to be a true and correct copy of Bylaw No. 461, 2016 cited as "Bella Coola Valley Zoning Amendment Bylaw No. 461, 2016".

\_\_\_\_\_  
CORPORATE ADMINISTRATOR



**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 461**

---

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

---

WHEREAS the Board of the Central Coast Regional District deems it expedient to update the Zoning Bylaw for the Bella Coola Valley;

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

- 1) Bella Coola Valley Zoning Bylaw No. 71, 1984 is hereby amended as follows:
  - a) Section 4.10 Siting for Flood Control  
Item 1. a) to read: "within 120 m of the natural boundary of the Bella Coola River, nor within 30 m of any side channel of the Bella Coola River except between Burke and La Bouchere Avenues in the Townsite of Bella Coola where within 30 metres of the Bella Coola River no building or any part of a building will be constructed, reconstructed, moved or extended nor will any mobile or modular home or structure located";
  - b) Section 16.0, Public and Assembly District, P-1  
Sub-Section 16.4 is deleted in its entirety.
- 2) This Bylaw may be cited as "Bella Coola Valley Zoning Amendment Bylaw No. 461, 2016.

**READ A FIRST TIME** this 14th day of April, 2016.

**READ A SECOND TIME** this 14th day of April, 2016.

**READ A THIRD TIME** this 14th day of April, 2016.

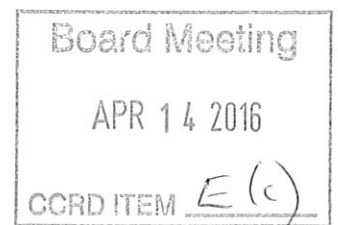
**RECONSIDERED AND FINALLY ADOPTED** this day of , 2016.

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CORPORATE ADMINISTRATOR

I hereby certify the above to be a true and correct copy of Bylaw No. 461, 2016 cited as "Bella Coola Amendment Bylaw No. 461, 2016".

\_\_\_\_\_  
CORPORATE ADMINISTRATOR



140  
141

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

---

**A-5(a) - Prerequisites for Agenda Items – Responding to Complaints**

---

**Preamble:** Both staff and electoral area directors receive and respond to spoken concerns and complaints from members of the public on an on going basis. In order to reduce potential conflict and/or misinterpretation, it is prudent to define the requirements necessary to have a matter placed before the Board at the monthly meeting.

**Policy:** That upon receipt of spoken complaints or concerns, staff and directors encourage the complaintant to submit ~~of a written report~~ letter, outlining the nature of the complaint. ~~This~~ The report letter will be received by staff 7 days prior to the monthly board meeting. This will allow all area directors the opportunity to view the concern before passing a resolution.

By asking for a submission in writing, the board will be able to address the issue in its intended context, the time management at board meetings will be enhanced and the most effective solution will be found.

**Date:** October 11, 1994  
**Amended:** July 11, 2013  
**Reviewed for amendment:** April 14, 2016

Board Meeting  
APR 14 2016  
CCRD ITEM E(d)

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

A-5(b) - Board Meeting Agenda

**Mission Statement:** The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well-being of the Central Coast through the professional and efficient delivery of mandated regional and community services”

**Policy Background:** The Board has, in its Board Meeting Procedures Bylaw #412449, 2015, adopted an agenda format that is shared by many municipalities and regional districts. The agenda served the purpose of ensuring that the Board’s meetings conformed to statutory requirements, and that all the business required to be dealt with by the Board be dealt with in an orderly manner. The agenda did not, however, provide for as much time as may be desirable to debate issues of importance to the region’s communities.

**Policy Goal:** It is the goal of this policy to reserve Regional Board Meeting prime time to the consideration, reflection and debate of policies that contribute to the Regional District’s Mission Statement.

**Policy Objectives:**

- 1) Directors will have read the agenda material prior to a Board Meeting.
- 2) Directors will ensure that their alternates are fully informed of current issues and the alternate will have read the agenda material prior to a Board Meeting if it is expected that he/she will attend on behalf of the director.
- 3) To allow such additional time on the agenda as may be required to perform the Board’s statutory duties.
- 4) To implement this policy and amend the agenda notwithstanding the agenda format prescribed in the Regional District’s Board Meeting Procedures Bylaw #412449, 2015.

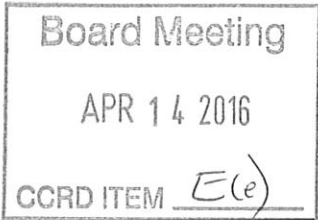
Initially approved at the regular Board Meeting of October 11, 2000

Amended: January 9, 2002

Amended: April 7, 2004

Amended: July 11, 2013

Reviewed for amendment: April 11, 2016



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**A-12(c) - Centennial Pool Wage Payment During Training**

**Policy**

1. Staff will be paid at their allocated rate per hour for attending pre-season orientation sessions and for in-service meetings during the operating season.
2. Staff will not be paid wages for time spent at training or for upgrading their credentials.
3. For courses supplied out of town, staff will be reimbursed for 50% of the course fee to a maximum of \$500 on successful completion of the course. Transportation costs will be reimbursed at 50% of cost to a maximum of \$300. Living expenses will be reimbursed to staff at \$30 per day to a maximum of \$300. Staff is required to submit an expense account to the Pool Commission for their approval.

Adopted: September 13, 2000  
 Amended: November 02, 2005  
 Reviewed: November 2011  
 Amended: June 14, 2012  
Proposed Amendment: April 14, 2016

Board Meeting  
 APR 14 2016  
 CCRD ITEM EL5

**A-34 – Retention and Destruction of Audio Recordings**

**Preamble:** The board of directors has supported the audio recording of regularly scheduled board meetings for the sole purpose of enabling access for residents who live in remote areas of the Central Coast Regional District.

The audio recordings will not supplement or replace the official meeting minutes as recorded by the Recording Secretary.

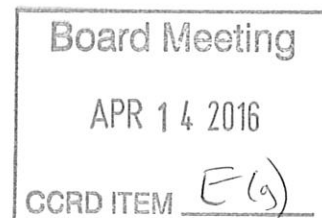
For the purpose of ensuring consistency in the retention of these audio recordings of regularly scheduled board meetings the nature of these records must be defined.

**Policy:** Audio recordings of regularly scheduled board meetings are considered transitory records and will be destroyed three months after the recording date.

**Proposed Approval:** April 14, 2016

**Rationale:** 16-02-16 M/S Directors McCullagh/Hall that CCRD Administration will pursue Option A, Audio Only-Single Handheld Recorder, from the Broadcasting Report dated February 3, 2016 and proceed with establishing audio recordings of CCRD regularly scheduled meetings and review bylaws and policies that pertain to the administration, records management, and sharing of these files.

**CARRIED**





CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**E-8 – Respectful Workplace**

**Purpose:** To formalize the responsibility and commitment of the Central Coast Regional District (CCRD) to ensure that all managers, employees, elected officials, contractors, volunteers, residents, customers and visitors enjoy a workplace and service environment that is free from any form of discrimination or harassment (including sexual harassment.)

To establish that the CCRD promotes a work environment in which all managers, employees, elected officials, and contractors are treated with respect and dignity and can contribute to a productive and professional atmosphere.

To ensure that all managers, employees, elected officials, and contractors understand what is meant by a respectful workplace and know what to do to ensure that a respectful workplace is created and maintained at the CCRD.

To provide processes and procedures to handle complaints and remedy situations when workplace discrimination, harassment or conflict, as defined by this Policy, occurs.

**Policy:**

What is a respectful workplace?

A respectful workplace is one which is free from discrimination and harassment as prohibited by the BC Human Rights Code. Discrimination and harassment are not tolerated at the CCRD. All employees, elected officials, contractors, volunteers, residents, customers and visitors at the CCRD shall have a respectful experience free from discrimination and harassment.

A respectful workplace is a workplace where each employee, elected official, volunteer, resident, customer and visitor feels comfortable and is treated fairly and civilly by others. All employees, elected officials and volunteers of the CCRD are expected to conduct themselves in a friendly, courteous and professional manner. The philosophy, which must be shared by employees, elected officials and volunteers of the CCRD, is “treat others as you would have them treat you.” Employees and elected officials are expected to consider the feelings and pride of others and to respect their unique backgrounds and contributions.

A respectful workplace promotes cooperative and collaborative behaviors including healthy group dynamics and proactive problem solving.

The CCRD will not tolerate any form of harassment within the Regional District. Each elected official and member of the CCRD will act as a model for his/her colleagues and will perform his/her duties in a respectful, non-discriminatory manner.

In order to foster a respectful workplace, everyone at the CCRD must understand that this policy applies to all. Every employee, elected official, contractor and volunteer must accept his or her

## CENTRAL COAST REGIONAL DISTRICT POLICIES

---

### **E-8 – Respectful Workplace ... continued page 2**

responsibility and accountability to ensure that a discrimination and harassment free work and service environment exists at the CCRD.

#### Our Commitment to Employment Equity

The CCRD incorporates the intent of the respectful workplace policy in its hiring practices. The CCRD promotes equal access to jobs, promotions, transfers, pay increases, training and development opportunities, and other aspects of employment to all individuals.

The CCRD will provide fair and equal opportunities to all employees and prospective employees. The CCRD will employ people who are capable of carrying out the work available, regardless of their ethnicity, gender, culture, religion, age or affiliations.

#### How Do We Define Respectful Communication?

English is the language for communicating about the work of the CCRD. While employees may speak in a language other than English at work, each employee must be aware of how their choice of language is affecting others. If an individual in a group does not understand the language being spoken, he/she may feel excluded and uncomfortable. This is contrary to the spirit of a respectful workplace, which promotes a workplace where employees feel comfortable and included.

#### What is Discrimination?

Discrimination refers to unfair, differential treatment of individuals or groups and is prohibited by law. Discrimination may be intentional or unintentional and often stems from prejudice and/or stereotypes we have of others. Discrimination can result in one individual or group having an advantage over another. Discrimination can cause an individual or group to be excluded from activities which they have the right to be included in.

All employees, elected officials, contractors and volunteers at the CCRD are protected from discrimination in employment by the BC Human Rights Code on the following grounds: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, political belief or unrelated criminal or summary conviction.

All residents and visitors who access the services provided by the CCRD are protected from discrimination by the BC Human Rights Code on the following grounds: race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation of that person or class of persons.

#### What is Harassment?

Harassment is a type of discrimination. It is a serious violation of fundamental human rights. Harassment means engaging in a course of annoying comment or conduct that is known or

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**E-8 – Respectful Workplace ... continued page 3**

ought reasonably to be known to be unwelcome, and is tied to a prohibited ground of discrimination. It is behaviour which causes distress and serves no legitimate work related purpose.

Harassment attacks a person's dignity, health and wellbeing. It is unwarranted comment, conduct, or gesture that humiliates, intimidates, insults, embarrasses, excludes, isolates and undermines the individual's self-esteem. It can be a single incident (in the case of physical contact) or a pattern of repeated incidents directed against an individual or protected group. Whether intentional or unintentional, harassment demonstrates a lack of respect for the individuality and the dignity of those it targets.

Harassment behaviour includes, but is not limited to:

- a) Written or verbal intimidation, threats, or abuse
- b) Physical assaults or intimidation
- c) Unwelcome remarks, jokes, innuendoes, or taunting which may humiliate, degrade or abuse
- d) Distribution or displaying of sexually explicit, racist, or other offensive or derogatory pictures or materials, (including materials on computers)
- e) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect a person's performance
- f) Hazing or initiation rites
- g) Condescension, paternalism, or patronizing behaviour which undermines self-respect, or adversely affects a person's performance (or working conditions)
- h) False accusations of harassment, motivated by malice or mischief, meant to cause others harm.

What is Sexual Harassment?

Sexual harassment is a type of discrimination under the BC Human Rights Code. Sexual harassment is uninvited and unwelcome conduct that is sexual in nature that may detrimentally affect the work or service environment or lead to adverse job related or other consequences for the victim of harassment. The term 'sexual harassment' has come to be used to identify those kinds of sexual coercion and exploitation of women and men in a formal or structured relationship in which we have an expectation that the relationship has nothing to do with sex or sexuality.

Sexual harassment behaviour includes, but is not limited to:

- a) Remarks, jokes, innuendoes or derogatory or demeaning comments regarding someone's body, appearance, physical or sexual characteristics or clothing
- b) Displaying of sexually offensive or derogatory pictures, cartoons or other material including material on computers)
- c) Unwelcome questions or sharing of information regarding a person's sexuality, sexual activity or sexual orientation
- d) Sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the victim of harassment
- e) Leering or other suggestive or obscene gestures

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**E-8 – Respectful Workplace ... continued page 4**

- f) Conduct, comments, gestures or contacts of a sexual nature that are likely to cause offence or humiliation or that might, on reasonable grounds, be perceived as placing a condition of a sexual nature on any opportunity for selection, training advancement, or employment
- g) Unwanted physical contact of any kind.

What is Criminal Harassment?

Criminal harassment may be defined as adverse differential treatment of an individual or individuals which involves assault, damage to personal property or company property, and stalking.

What is a Poisoned Environment?

Harassment can 'poison' the work environment for the victim of harassment as well as for others who share the work environment. A 'poisoned' work environment is one which is hostile, intimidating or offensive. Comments or actions of a co-worker or a supervisor may create a poisoned environment. These comments and/or actions make the workplace uncomfortable and can interfere with productivity and interactions of the work group. The poisoned environment forms an unequal term or condition of employment, and is therefore a violation of the right to be free from discrimination.

**DISCRIMINATION AND HARASSMENT COMPLAINT PROCEDURE:**

The CCRD encourages the prompt reporting of all allegations of harassment, regardless of who the offender may be. All incidents of discrimination and harassment, including single and multiple incidents, must be reported so that corrective action may be taken to:

1. Stop the discriminatory behaviour; and
2. Remedy the situation for the individual(s) involved.

It is the responsibility of the CCRD to ensure that all complaints, which are brought to the attention of a member of the management staff, are dealt with promptly and fairly. Employees, elected officials, volunteers, residents and visitors who feel subject to, or who are aware of an incident of discrimination or harassment, are required to report it in writing to the Chief Administrative Officer (CAO).

If a manager or supervisor suspects that discrimination or harassment may be occurring, he/she must take action to deal with the concern.

If you feel you are being harassed

1. Tell the person whose conduct is offensive that his/her behaviour makes you uncomfortable, and request that it stops immediately.
2. Keep a record of dates, times, nature of any incidents and witnesses, if any.

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**E-8 – Respectful Workplace ... continued page 5**

Complaint Procedure for Employees

No employee will be criticized or penalized in any way because he/she has, acting honestly and in good faith, brought a complaint relating to harassment or discrimination to the attention of the CCRD. Any employee who misuses this policy by making a false complaint in bad faith will be disciplined, up to and including discharge and may also be liable for defamation and libel.

The CCRD provides an informal as well as a formal complaint procedure for its employees. Confidentiality will be maintained throughout the complaint procedure and investigation. Disclosure of information will be made only to the extent required to investigate a given complaint, to the extent practicable and appropriate under the circumstances, or required by law. Any unwarranted breaches of confidentiality will be treated very seriously.

Informal Procedure

1. If you are unable to speak with the person or have spoken to the person and the behaviour does not stop, discuss your concerns with either your supervisor or the CAO.
2. Your supervisor, the CAO, or other representative of the CCRD will investigate the complaint and attempt to resolve the issue informally between the parties. The outcome will be documented and placed in a confidential file with the CAO.

Formal Procedure

Any time you may make a formal written complaint to your supervisor or the CAO an investigation will follow. The formal complaint procedure is as follows:

1. A copy of the written complaint will be provided to the person about whose conduct there has been a complaint or the CCRD will advise the person in writing of the allegations;
2. The person will have an opportunity to respond to the complaint in writing;
3. The complaint will be investigated by speaking to the complainant, to the person complained about and to other individuals, where appropriate, in confidence;
4. If the complaint is substantiated, appropriate corrective and/or disciplinary action will be taken and a record will be made of the investigation and result;
5. Where the complaint is not substantiated, no further action will be taken against the person complained about. A confidential record of the complaint, investigation and result will be filed with the CAO; and
6. The complainant and the person complained about will be advised in writing of the outcome of the investigation.

Procedures with respect to complaints involving customers, clients, suppliers or other outside persons

If you believe you are subject to any form of harassment by a customer, supplier or other outside person with whom the CCRD does business, you should advise your supervisor or the CAO. The

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**E-8 – Respectful Workplace ... continued page 6**

matter will be investigated by using either the informal or formal procedure to the extent appropriate in the circumstances.

Procedures with respect to complaints involving CCRD Board Members or the CAO

If you believe you are subject to any form of harassment by a CCRD Board Member or the CAO, you should advise your supervisor or the Chair of the CCRD Board. The matter will be investigated by using either the informal or formal procedure to the extent appropriate in the circumstances.

Outside Investigator

The CCRD may choose to bring in an outside party to investigate the complaint. The investigation will be confidential. The investigator will prepare a confidential report providing the information and/or advice management needs to make a decision in respect of the complaint.

The CCRD reserves the right to proceed with an investigation even if no formal complaint is made or if a complaint is withdrawn.

Resolutions

Resolutions resulting from a complaint or investigation, whether formal or informal, may include any one or more of the following:

- a) a formal apology;
- b) a written warning to the person whose conduct was harassment;
- c) counselling;
- d) attendance at educational seminars;
- e) a change in work assignment of the person complained about;
- f) demotion;
- g) suspension or discharge from the CCRD

In the case of harassment of an employee by someone who is not an employee of the CCRD, appropriate action will be taken.

In addition to any sanctions imposed by the CCRD, individuals who engage in harassment could face sanctions imposed under the B C Human Rights Code. If the situation moves to legal steps by any parties, the internal administrative procedures will be suspended.

Any dispute that arises regarding the employer's choice of accommodation measures (if any) would fall within the jurisdiction of the BC Human Rights Tribunal and should be dealt with by that agency.

What About Workplace Conflict?

Discrimination and harassment are specific types of conflicts which are prohibited by the BC Human Rights Code. There are many other types of conflicts that can arise in the workplace that

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

E-8 – Respectful Workplace ... continued page 7

are not dealt with by the BC Human Rights Code. For the purpose of this Policy, these other types of conflicts are dealt with as “Workplace Conflict.”

Getting along with co-workers, supervisors, or elected officials may not always be easy, but making an effort to resolve conflict at work should be a goal of all employees and elected officials at the CCRD. It is the expectation of the CCRD that each employee will try his/her best to get along with his/her co-workers. This means:

- Respect the fact that others may be different from you and that they may have a different approach or way of doing something than you do.
- Be aware of the fact that how you act can impact others in the workplace.
- Avoid talking negatively, gossiping or being judgmental about your co-workers or elected officials. This type of behaviour encourages conflict in the workplace, and is not consistent with the goals of the Respectful Workplace Policy.
- If you are not sure if your behaviour is welcome, ask.

Workplace Violence

Employees must not engage in any improper activity or behaviour or violent behaviour in the workplace that might create or constitute a hazard to them or any other person.

Improper activity or behaviour includes the attempted exercise by a person towards another person in the workplace of any physical force or violence so as to cause injury and includes any threatening statement or behaviour which gives a person reasonable cause to believe he or she is at risk of injury. Improper activity or behaviour also includes physically or mentally bullying, tormenting or other demeaning behaviours towards another person.

Workplace Bullying

Workplace bullying can be defined as a conscious, wilful and deliberate hostile activity intended to harm.

Bullying usually involves repeated incidents or a pattern of behaviour that is intended to intimidate, offend, degrade or humiliate a particular person or group of people.

Bullying can also be described as the assertion of power through aggression.

Bullying or other aggressive or demeaning behaviours towards others are contrary to a respectful workplace and will not be tolerated at the CCRD. Individuals who are found to be bullying or otherwise tormenting others, either physically, mentally or via email or in writing, will be subject to discipline.

Areas Where Infractions May Occur

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

**E-8 – Respectful Workplace ... continued page 8**

For the purpose of this policy, workplace discrimination, harassment, violence or bullying can occur in, but is not limited to the following:

- a) At the work place
- b) At work-related social functions
- c) At business functions, such as meetings, conferences, training sessions and workshops
- d) At sporting events and competitions
- e) During telephone conversations
- f) During electronic communications via computer, phone, or other electronic device
- g) Elsewhere if the person harassed is present as a result of CCRD related responsibilities or relationships

Workplace Conflict Complaint Procedure

If someone is behaving in a way that makes you feel uncomfortable at work, or if you are having a conflict with someone at work, you are encouraged to try and speak with the person directly and discuss the matter with him/her. If you do not feel comfortable dealing with the individual directly, you should speak to the CAO who will assist you in resolving the situation.

If you see others behaving in a way that is inappropriate or disrespectful, try and speak to the person(s) involved or bring the matter to the attention of the CAO (or Board Chair if it involves the CAO or an elected official).

Workplace Conflict Discipline Procedures for Employees

All employees are subject to the following disciplinary procedures:

- First contravention: verbal warning followed up with a letter which will be placed in the employee’s personnel file
- Second contravention: one day work suspension without pay
- Third contravention: one week work suspension without pay
- Fourth contravention: termination of employment.

Workplace Conflict Discipline Procedures for Board Members

If the complaint involves the CAO or an elected official, the complaint should be reported to the Board Chair of the CCRD, who will speak to the CAO or accused elected official to try to resolve the situation. If there is no resolution the Chair will report the incident to the CCRD Board, who will determine what action will be taken to resolve the situation.

Natural Justice

All investigations stemming from a complaint shall follow the principles of natural justice, which stated that:



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

E-8 – Respectful Workplace ... continued page 9

- a) Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed
- b) The issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint
- c) The accused has a right to have a representative present in his or her case
- d) Relevant information must be available to all parties
- e) The accused has the right to call and cross-examine witnesses
- f) The accused has the right to a written decision following the judgment
- g) The accused has the right to appeal a decision (if there are grounds)
- h) The decision-making body has a duty to listen fairly to both sides and to reach a decision untainted by bias.

This Policy shall be reviewed annually by the Central Coast Regional District in accordance with D3-115-2 (g) of the Workers Compensation Act.

**Adopted:** April 11, 2013  
Proposed amendment April 14, 2016

~~This Policy shall be reviewed every three years by the Central Coast Regional District.~~

156



MAR 24 2016

Central Coast Regional District

MAR 15 2016

1046567

Ms. Darla Blake  
Chief Administrative Officer  
Central Coast Regional District  
PO Box 186  
Bella Coola BC V0T 1C0

Dear Ms. Blake:

Thank you for your letter of December 22, 2015, and its attachments concerning physician assistants (PAs). I apologize for the delay in responding.

I appreciate the concerns of Central Coast Regional District Board (the Board) regarding patient-centred care and access to medical and health care services in rural and remote areas like the Central Coast Regional District. I understand the Board supports the introduction of PAs in British Columbia and, in particular, for PAs to provide health care services in rural and remote communities.

As you know, BC has not introduced PAs into the health care system, however, we have followed with interest the experience of a number of other provinces in introducing PAs. It is our view that introducing the PA role will not necessarily or uniquely address service delivery challenges that cannot otherwise be addressed by one or several of the many different types of providers already practising in British Columbia. For example, the PA role substantially overlaps with the scope of practice for a number of nursing roles, such as nurse practitioners, certified practice registered nurses and "first assist" nurses working in operating rooms, among others.

Accordingly, we believe that British Columbians can receive the appropriate level of care available through the Ministry, health authorities, professional associations and unions and other partners working collaboratively to ensure we are optimally utilizing the skills of the approximately 170,000 health care workers already providing services in our province.

If the Board has particular concerns regarding health care services for people living in the Central Coastal Regional District, I would encourage the Board to contact Vancouver Coastal Health to discuss the health authority's specific plans for meeting the needs of residents in the region.

Board Meeting  
APR 14 2016 ...2  
CCRD ITEM F(a)

- 2 -

I appreciate the opportunity to respond to the Board's concerns, and hope I have provided some clarity with regards to our approach toward health human resources. Thank you for writing on behalf of the Board.

Sincerely,

A handwritten signature in cursive script, appearing to read "T. Lake".

Terry Lake  
Minister



RECEIVED

MAR 15 2016

Central Coast Regional District

March 15, 2016  
Ref: 514818

Ms. Darla Blake  
Chief Administrative Officer  
Central Coast Regional District  
P.O. Box 186  
Bella Coola BC V0T 1C0  
Email: [cao@ccrd-bc.ca](mailto:cao@ccrd-bc.ca)

Dear Ms. Blake:

I am writing to request your assistance with the Ministry of Public Safety and Solicitor General's analysis regarding the proposal for a provincial call answer levy (CAL) on wireless devices as a revenue source for emergency communications services.

As you may know, in April 2015, the Ministry of Justice (now Public Safety and Solicitor General) released a strategic vision paper entitled *Emergency Communications Service Delivery in British Columbia, Police Communications Centres and 911 PSAP* and invited comment from stakeholders including local government. The release of the discussion paper was followed by a consultation forum held June 1, 2015 in Vancouver. Copies of the vision paper and associated summary of consultation comments are attached for ease of reference.

Further to these consultations, we are undertaking additional research, in particular regarding areas of BC which do not currently have 911 services. We would like to gain a better understanding of the challenges that your regional district is facing regarding emergency communication services. Accordingly, please find attached a series of questions requesting information about 911 services for your regional district. We would be grateful if you could return your response to us by April 15, 2016.

Much work is still to be undertaken on the proposal for a provincial CAL before any decisions are made. We will likely be in touch with you again for further information.

Thank you in advance for your assistance. If you have questions related to this request or would like to discuss it please do not hesitate to contact me at [Corrie.Campbell@gov.bc.ca](mailto:Corrie.Campbell@gov.bc.ca) or 250-387-6950.

Yours truly,

Corrie Campbell  
Director, Legislation Initiative and Police Accountability  
Policing and Security Branch

Board Meeting  
APR 14 2016  
CCRD ITEM F(b) .../2

Ms. Darla Blake

Page 2

Attachments:

- 1) Emergency Communications Service Delivery In British Columbia – Police Communications Centres and 911 PSAP: Strategic Vision Discussion Paper
- 2) Emergency Communications Service Delivery in British Columbia - Police Communication Centres and 911 Public Safety Answering Points: Strategic Vision Summary of Consultation Comments
- 3) 911 Information Request for Regional Districts

pc: Ms. Alana Standish, Executive Director, Policing, Security and Law Enforcement Infrastructure and Finance  
Mr. Gary MacIsaac, Executive Director, UBCM



RECEIVED

MAR 30 2016

Central Coast Regional District

Reference: 296832

March 30, 2016

Dear Mayors, Councillors and Regional District Chairs and Directors:

On February 29, 2016, the Province brought the *Water Sustainability Act* into force along with the first phase of regulations. The Act updates and replaces the old *Water Act* and will better protect stream health, regulate groundwater, address water use during times of scarcity and expand opportunities to participate in decision-making processes.

The Act and regulations help protect water flows for ecosystems and fish and include new and improved requirements for groundwater use and licensing, well construction and maintenance, dam safety, and compliance. Much of this work was informed by public comment and the Province's policy intentions papers that were released last summer.

Key changes include new licensing requirements for non-domestic groundwater use such as irrigation, industrial purposes, and community water supply. For existing groundwater users, the regulations provide a three-year transition period in which to apply for a licence; application fees will be waived during the first year of the transition period. Surface water and non-domestic groundwater users will also be subject to the new water fees and rentals announced last year. Individual household wells do not require a licence, nor are they subject to water fees or rentals. More information about the *Water Sustainability Act* and the implications of the new regulations can be found on the Province's water webpages at <http://gov.bc.ca/water>. For specific direction and guidance on how to apply for a groundwater licence, please visit FrontCounter BC at <http://www.frontcounterbc.gov.bc.ca>.

Provincial government staff will also be presenting highlights of the changes at a series of teleconferences specifically for local government during April 2016. Ministry staff will provide further details under separate cover.

I appreciate the broad support for the *Water Sustainability Act* from local governments across the province, and the many British Columbians who contributed to the discussions around the *Water Sustainability Act* and this first phase of regulations. Work on the next phase of regulations and policies will be initiated later this year and includes measuring and reporting, livestock watering, water objectives, planning and governance. The Province looks forward to continuing to work with you during implementation of the Act and the development of future policies.

Board Meeting  
...2  
APR 14 2016  
CORD ITEM Flc

Visit <http://gov.bc.ca/water> for more information. If you have questions about the changes, please contact Ian Graeme, Manager, Watershed Sustainability, at 250 356-6663 or [livingwatersmart@gov.bc.ca](mailto:livingwatersmart@gov.bc.ca).

Sincerely,



Mary Polak  
Minister

Attachment

cc: Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development  
Chair Al Richmond, President, Union of B.C. Municipalities  
Gary MacIsaac, Executive Director, Union of B.C. Municipalities

Government also has new tools for managing water during shortages, including temporarily restricting surface water and groundwater use to protect essential household needs and critical environmental flows.

An updated and expanded Groundwater Protection Regulation (GWPR) applies to all well owners regardless of how the water is used. The new GWPR includes more requirements to ensure that water wells are properly constructed, maintained, and at the end of their service, deactivated and decommissioned to protect the quality and safety of our groundwater.

An updated Dam Safety Regulation introduces new requirements for dam owners related to emergency planning, contact information and placement of signage.

***What happens next?***

With the regulations related to essential water management activities, e.g., authorizing water use, now in effect, work on other regulations to fully implement the *Water Sustainability Act* will be initiated. Priority regulations to be started in the coming years include livestock watering, measuring and reporting, and water objectives, among others.

***For more information:***

For more on applying for licences and approvals contact FrontCounterBC at 1-877-855-3222 or visit [www.frontcounterbc.gov.bc.ca](http://www.frontcounterbc.gov.bc.ca)

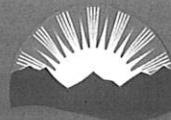
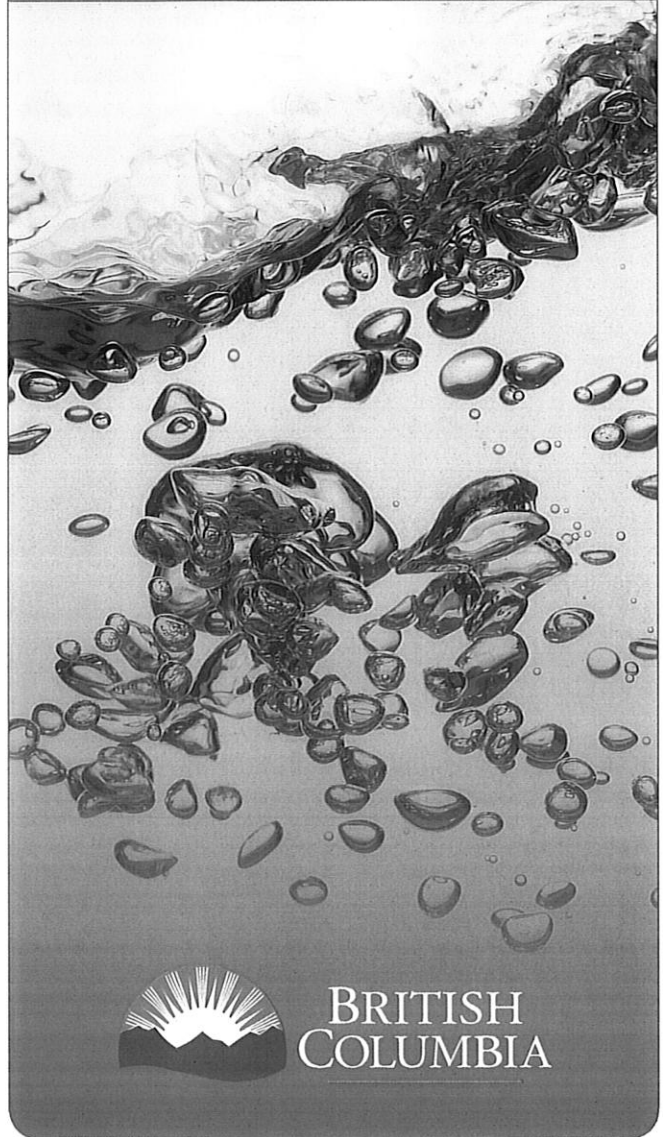
For more on the provincial water program visit: [www.gov.bc.ca/water](http://www.gov.bc.ca/water)

For more on the development of the legislation and implementation visit: <http://engage.gov.bc.ca/watersustainabilityact>

Questions on these changes?  
Email: [Livingwatersmart@gov.bc.ca](mailto:Livingwatersmart@gov.bc.ca)

# Water Sustainability Act

NEW RULES NOW IN EFFECT  
*February 29, 2016*



BRITISH COLUMBIA



### ***Water Sustainability Act now in force***

The *Water Sustainability Act* (WSA) and the first phase of regulations were brought into force on February 29, 2016. The WSA will benefit all British Columbians — our communities and families, our environment and our economy.

### ***Important Changes for Water Users***

The WSA updates and replaces the previous *Water Act*, bringing in a number of important changes for existing and new surface water and groundwater users.

Key changes that are now in effect under the WSA and new regulations include:

- » New water rights and licensing requirements for non-domestic groundwater users (e.g., industrial, agricultural)
- » Stronger protection for aquatic ecosystems
- » New fees and rentals for water use
- » Expanded protection of groundwater including new requirements for well construction and maintenance
- » Increased dam safety and awareness, and compliance and enforcement

Much of the *Water Act* has been brought into the WSA and existing surface water rights granted under the *Water Act* will continue. In some circumstances, the WSA may change how these rights may be exercised, such as during times of drought or water scarcity.

### ***Licensing Groundwater Use***

Managing groundwater and surface water together will better protect the security and safety of this resource. As of February 29, 2016, all non-domestic groundwater users including existing users are required to apply for a water licence, and pay an application fee and annual water rentals. There is a three-year transition period for existing groundwater users to submit this application.

Domestic well owners — i.e., homeowners with a well that provides water for household use, lawn and garden watering, and water for domestic animals — are exempt from licensing and paying provincial water fees and rentals. Domestic well owners are strongly encouraged to register their well by contacting FrontCounterBC to make their use known so it can be protected.

Visit [www.frontcounterbc.gov.bc.ca](http://www.frontcounterbc.gov.bc.ca) for information on how to apply for a groundwater licence or to register your domestic well.

### ***New water fees and rentals***

New fees and rentals, announced in February 2015, are intended to recover the costs of implementing the new WSA, and provide more tools to sustainably manage B.C.'s water resources, including regulating groundwater use for the first time. All rates are the same for surface water and groundwater use. Fees and rentals are generally not applied to provincial or federal governments, or First Nations use on reserves or treaty lands.

Annual water rentals for existing non-domestic groundwater users accrue starting February 29, 2016, regardless of when an application for a licence is submitted within the three-year transition period. Applications for existing non-domestic groundwater use filed within 12 months from when the WSA came into force (on or before March 1, 2017) are exempt from the application fee.

If you already have a water licence for surface water, the change in your water bill will depend on the water use purpose(s) specified in your water licence. Use the Water Rent Estimator ([www.gov.bc.ca/waterrentestimator](http://www.gov.bc.ca/waterrentestimator)) to estimate your application fees and water rentals for a water licence or use approval.

### ***Other changes under the WSA***

A new requirement to consider environmental flow needs in decisions, and expanded prohibitions on dumping debris into streams and aquifers provides stronger protection for aquatic ecosystems.



RECEIVED  
MAR 30 2016

MAR 22 2016  
File: 0280-30  
Ref: 183771

Central Coast Regional District

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

Dear Darla Blake,

I am writing to thank you for providing feedback regarding the Ministry of Agriculture's recent discussion (white) paper consultation on Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve. Input from local governments such as yours has been a valuable contribution to the consultation process. I acknowledge the time and effort made in preparing your submission.

Along with the appropriate staff, I have personally reviewed the received comments and have asked Ministry staff to prepare a coordinated response. If you have any further questions or concerns regarding this issue or other 'Planning for Agriculture' initiatives, please contact Brenda Lennox, Senior Manager, Market Development. Ms. Lennox can be reached by telephone at : (250) 356-2945 or by email at [AgriServiceBC@gov.bc.ca](mailto:AgriServiceBC@gov.bc.ca).

Thank you again for your submission.

Yours truly,

Norm Letnick  
Minister

cc: Brenda Lennox, Senior Manager  
Ministry of Agriculture

Board Meeting  
APR 14 2016  
CCRD ITEM F(d)

**Darla Blake**

---

**From:** info <info@civicinfo.bc.ca>  
**Sent:** Tuesday, March 08, 2016 10:44 AM  
**To:** Darla Blake  
**Subject:** Participation in Amber Alert

**To:** All British Columbia Local Governments  
**From:** CivicInfo BC, the Ministry of Public Safety & Solicitor General, and the RCMP  
**Re:** Participation in Distribution of Amber Alert Email Messages to Local Government Employees

CivicInfo BC, the Ministry of Public Safety & Solicitor General, and the RCMP wish to invite all local governments in BC to participate in an important public safety enhancement: the email distribution to municipal employees of Amber Alert messages issued in British Columbia.

The Amber Alert system is a partnership initiative between police agencies and media outlets whereby emergency alert broadcasts are publically issued when a child (under 18 years old) has been abducted and it is believed their life is in imminent peril. Amber Alert broadcasts provide up-to-date information through immediate interruptions to television and radio broadcasts in order to solicit public assistance in achieving the safe return of an abducted child.

Amber Alerts are provincially-run in Canada, and are only activated on specific criteria (ie: the most time sensitive and serious cases) through the BC Missing Persons Centre located at E-Div RCMP Headquarters in Surrey, BC. Moreover, beyond making people aware of the urgency of the situation, they also mobilize local communities to assist in recovering a missing child and capturing their abductor. Since being implemented in Canada over 10 years ago, Amber Alerts have led to numerous successful child recoveries.

We invite all local governments in BC to participate in this initiative through the following steps:

- Local governments are asked to provide CivicInfo BC with a single, central email address to receive Amber Alert messages issued by the BC Missing Persons Centre (E-Div RCMP).
- The email address must be monitored by an employee (ie: a designated emergency program coordinator, or otherwise) who has access to the local government's corporate email contact list.
- The Amber Alert email includes a PDF attachment with case-specific details. ([Click here to download a sample Amber Alert, PDF.](#))
- When the Amber Alert email is received, the designated employee will copy the PDF attachment into a separate email message and send it (internally) to all employees. IMPORTANT: the RCMP requests that the designated employee must not simply forward the incoming email – the PDF document must always be copied and pasted into a separate email to internal employees. The email header shall read 'AMBER ALERT' and the message marked 'Important.'
- Employees will be able to open the PDF attachment and review information on the case. If they have information pertinent, the document instructs them to contact 911.
- As new information on the case arises (ie: license plate details, suspect descriptions, etc.) the BC Missing Persons Centre sends out email updates. Similar messages are sent when an Amber Alert has been officially cancelled. The designated local government employee will also distribute these messages internally.
- There are approximately 1 – 2 Amber Alert messages issued yearly in BC.

Board Meeting
APR 14 2016
CORD ITEM <u>Fl(e)</u>

- The flow-chart at the bottom of this message generally depicts associated procedures.

**Your Participation is Important!**

To participate in the Amber Alert program, all you need to do is click on the link below, and provide the email address to which alerts should be sent:

<http://surveys.civicinfo.ca/s/amber-alert/?code=dkxpgkcaao>

If you have questions, please contact CivicInfo BC at [info@civicinfo.bc.ca](mailto:info@civicinfo.bc.ca) or (250) 383-4898. Thank you for your assistance and we look forward to working with BC local governments on this this important public safety initiative.



To stop receiving messages from [Us](#) click [here](#)