



CENTRAL COAST REGIONAL DISTRICT

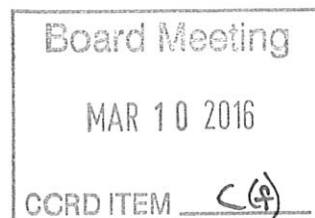
Official Community Plan Advisory Committee (OCPAC)

Draft Regular Meeting Minutes

February 19, 2016

ATTENTION

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





CENTRAL COAST REGIONAL DISTRICT

Official Community Plan Advisory Committee (OCPAC)

Meeting Minutes

February 19, 2016 1:00 p.m.

Location: Bella Coola Airport Meeting Room

In Attendance: Nancy Anderson - Committee Member
 Joan Sawicki - Chair
 Alison Sayers - CCRD Director
 Cheryl Waugh - Transportation & Land Use Coordinator

No members of the public

*denotes Action Items

1. Call to order

The Chair called the meeting to order at 1:05 p.m.

2. Approval of Agenda

The agenda was approved as presented

3. Approval of Minutes December 15, 2015

The Minutes of December 15, 2015 were approved as presented

4. Ratification of Emailed Decisions

The Committee ratified decisions taken via email conversations between January 6, 2016 and February 1, 2016 related to:

- Necessity of continuing Committee work via email rather than face-to-face meetings during this period
- Approach to completing each task as assigned by Terms of Reference (including evolution of Policy Review Table and preliminary review of Community Engagement documents)
- Purpose, format and content of Interim Report, including endorsement of final document for submission to CCRD Board

- Meeting schedule (Feb. 19th and 27th) to supplement continued Committee work via email in order to meet March 2 deadline for submission of OCPAC final report

5. Report from Board Receipt of OCPAC Interim Report

Alison relayed that the board of directors received the OCPAC's Interim Report at their regular meeting on February 11th. She said the board does not fully understand the OCP but would like to at a deeper level. No budget decision has been made yet. There may be a meeting with the board on March 9th, prior to the regular meeting to discuss budget items.

6. Review Policy Section of OCP

The Committee discussed the fundamental policy approaches (umbrella statements) embedded within the policy section of the OCP, including the Committee's degree of support for them. A sector by sector review was done of the Policy Review Table the Committee had created. The completed table will form part of the final OCP report.

7. Community Engagement

Nancy Anderson had done some research on community engagement strategies but due to time constraints these were not reviewed in full. *Joan will forward to Cheryl for her information. *Joan and Cheryl to speak further about the public engagement portion of the Terms of Reference and Cheryl to review the CCRD's Communications and Engagement Plan.

8. Strategic Directions and Priority Focus Areas

Due to time constraints next steps on this item were not discussed except to note that CEDO's comments in December 15 minutes and her supplementary notes on issues raised by the EDAC will likely form the basis for the report section on Planning Issues

9. Table of Contents of Final Report

*Joan will draft the final report based on the draft T of Contents, taking items discussed today and in previous emails and using Cheryl's working notes from today's meeting. It was confirmed that the Committee's final conclusion and recommendation would be that, under the circumstances, CCRD not proceed with update of the OCP at this time. The Interim Report will be accessory to the final report and will not be restated. The content of the "Lens Statements" will be incorporated into the report but the statements themselves will not be appended.

10. Schedule Next Meeting

Saturday, February 27, 2016 time and place to be determined. Cheryl may be unavailable.

11. Adjournment

The meeting was adjourned at 3:07 p.m.

Chair

CCRD Officer

March 1, 2016

To: CCRD Chair and Board of Directors

We hereby submit a Final Report of the Official Community Plan Advisory Committee for consideration at the March CCRD Board meeting.

With submission of this report, the Committee considers its work completed.

Submitted on behalf of the OCPAC,



Joan Sawicki
Chair, OCPAC

Board Meeting
MAR 10 2016
CCRD ITEM <u> 6 </u>

Final Report

Of the

CCRD

**Official Community Plan Advisory
Committee**

Joan Sawicki, Chair
Alison Sayers, Committee Member/CCRD Director
Nancy Anderson, Committee Member

March 1, 2016

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Introduction

This report constitutes the final submission of the Official Community Plan Advisory Committee (the Committee) related to its assignment to review the Official Community Plan for the Bella Coola Valley (adopted October 1999).

This report should be regarded as supplementary to, not a replacement of, the Committee's interim report submitted February 1, 2016. For convenience, this interim report has been included as Appendix A and should be consulted regarding:

- Committee limitations/assumptions related to:
 - a) membership;
 - b) scope of work to exclude Schedules A, B, and C of Bylaw No. 302, 1998;
 - c) uncertainty regarding CCRD intended scope and timeline for OCP update; and.
- approach taken to tasks as assigned through revised Terms of Reference (adopted by the CCRD Board October 14, 2015) and further clarified through guidance statements on our role as a volunteer committee.

The OCPAC was appointed by Board resolution February, 2015. Due to members' personal schedules, much of the Committee's work has been through email and telephone discussions, enhanced and ratified through several face-to-face meetings.

The Committee wishes to acknowledge the contribution of John Morton, who served on the Committee until his resignation August, 2015 and the willingness of Nancy Anderson to join the Committee in September, 2015, partway through its work.

We are also appreciative of the support of the CCRD Transportation and Land Use Coordinator, who has provided valuable advice and assistance throughout our work. In addition, the CCRD Community Economic Development Officer provided input to planning issues as raised by the Economic Development Advisory Committee.

In order to further its knowledge and assist in formulating opinions and ideas, the Committee overviewed several documents, including relevant sections of the provincial *Local Government Act (LGA)* pertaining to Official Community Plans, recently adopted OCPs from other somewhat similar, rural communities and the current Nuxalk Nation Comprehensive Community Plan. A list of these supplementary resources is included as Appendix B.

Review of OCP for the Bella Coola Valley

As prerequisite to the review of each section of the OCP, we submit the following general comments:

1. The Committee is very concerned that its comments are received in the light of the limitations of our assignment, namely to review ONLY the OCP itself, in isolation of its related schedules, the zoning bylaw or any other planning documents. (See above and Appendix A.)

2. Notwithstanding guidance that our role has been to identify gaps, not fill them; to be preparatory to a planning process, not be the planning process, the Committee has included several suggestions for consideration during any update or re-write of the OCP. Their potential implications have not been considered. Nor did the Committee make any assumptions as to when, how or under what circumstances future planning initiatives related to the OCP may occur. (See Summary and Conclusions.)
3. While it is recognized that an OCP document is mainly for the guidance of elected officials and staff, the Committee feels it is also an important educational tool for the public, including general information for both the people who live here and those who may wish to in the future. Therefore, the Committee urges that any updated or new OCP document have simple, straightforward content, using bullet points and diagrams, wherever possible, and language understandable to all.

NOTE: As the Committee did not have access to a digital version of the OCP, interpretation of the following analysis will require cross-referencing with the document.

Section 1.0 – Introduction

Subsections 1.1 – 1.4

- We believe these are important sections but are currently inadequate in terms of educating the Community on the value and role of an OCP.
- If the decision is taken to update rather than redo this OCP, subsection 1.4 should describe the process undertaken, including public engagement steps and integration with other initiatives (e.g. Integrated Strategic Plan) and should summarize main changes made to the 1999 Plan.

Subsection 1.5

- The OCP requires a map that clearly indicates those areas included within the OCP and those that are not (e.g. First Nations Reserves and Crown land).

Subsection 1.6

- Given the cultural composition of our community and the obligation to pursue reconciliation in a meaningful way, we believe the lack of substantive reference to First Nations is a serious shortcoming within the OCP. Based on the guidance provided within the Committee's revised Terms of Reference, we discussed the appropriateness of addressing the First Nations relationship as a specific Goal versus including it as part of 'Who we are as a Community?'. As three citizens and having noted the various approaches taken in other OCPs, the latter approach felt more comfortable to us – but we did not feel qualified to pursue this further.

In our opinion, it is for **CCRD Administrator and Board of Directors and Nuxalk Nation Administrator and Chief and Council to evolve a mutually respectful way to address First Nations within the Bella Coola Valley OCP**, including addressing the potential areas of commonality between the OCP and the Nuxalk Nation Comprehensive Community Plan that would deliver upon the desired “synergy with First Nations planning”.

Additional Comments pertaining to Section 1.0 - Introduction

- The OCP needs a much more informative Community Profile section. (i.e. Move Section 2.3 to here and update/expand.) This section should include a general description of the Valley, its people, its economy and its social services. (See sample OCPs in Appendix B.)
- Several of the OCPs we consulted summarized the sections of the Local Government Act related to what “may” and “must” be included in OCPs. While we understand Regional Districts are no longer legally required to fulfill these, we believe there would be value in adding such a section and, within the capacity we have, tracking our progress towards achieving the professionalism of ‘modern-day’ OCPs.
- We noted the common practice in other OCPs to include a definitions section to help clarify terms, such as ‘home occupation’, ‘mixed use’ and ‘rural residential’. (See comments under Section 3.0.) We believe including such a section here (rather than only in the zoning bylaw) would greatly assist the public in understanding the guidance provided by an OCP.
- In keeping with the provincial requirement and priority, we agree that any revised OCP for the Bella Coola Valley must address the issue of climate change, including statements on how this could impact future development within the Plan area. (See also comments under Energy policy section.)

Section 2.0 – Vision for the Bella Coola Valley

Subsection 2.1

- While the principle of this statement is important, the explanation is inadequate. It is important that citizens understand the interrelationships between the policy document, its schedules and the zoning and subdivision bylaws. Either deal with this explanation in Section 1.0 or in the preamble at the beginning of Section 3.0.

Subsection 2.2

- We believe the OCP requires a separate ‘Community Vision’ section and have endorsed a revised version of the Vision as currently adopted within the CCRD Integrated Strategic Plan 2015-2019, namely

“Our Vision for the Bella Coola Valley is an inclusive, resilient and sustainable group of communities thriving within a diverse, locally influenced economy within a safe, healthy and natural environment.” (See Interim Report, Appendix A)

Subsection 2.3

- As noted above, we recommend this section be updated, expanded and moved to Section 1.0.

Subsection 2.4

- With the assumption of a revised ‘Community Vision’, current OCP goals, (represented as ‘Key Features of the Vision’) are no longer considered appropriate.
 - We support the substance of a) and b) as a first Goal of a revised OCP. However, pending community input, we suggest these two be combined to reflect that everything we have, are and aspire to be as a Community is predicated on a healthy environment as the foundation of a continued high quality of life for the people who live here – and those who may live here in the future.
 - We feel that c) is an outdated and narrow view of the kind of economy that should be pursued and to which the majority of the Community would now aspire. (See Additional Comments below).
 - With the CCRD –adopted Integrated Strategic Plan, we regard d) as no longer necessary as an OCP goal.

Additional Comments related to Section 2.0

- Apart from the inadequacy of the Goals, the Committee was hampered in its review by the absence of Objectives within the current OCP. While we recognize there are various definitions of these terms related to planning documents, all of the OCPs we reviewed contained both of these components. While some OCPs attach Objectives to each specific Goal, others attach them to the specific Policy sections. (See Appendix B.) In the Committee’s view, it is not so critical where Objectives are inserted, only that they be there.
- In other words, regardless of how or when CCRD chooses to refine OCP Goals and Policies, we feel that Objectives must be added ‘somewhere’ to provide direction and ensure an adequate bridge between community Goals (interpreted as what needs to be accomplished to realize the Vision) and Policies (interpreted as decision-making guidance for implementation of the OCP on the ground.)
- In the interim, faced with the task of reviewing Section 3.0 (Policy Framework) of the OCP in such a vacuum, the Committee devised an internal exercise to explore:

“What do the various components of the Community Vision statement (as endorsed above) mean to me and my aspirations for the future of our Community?”

- While this exercise was mainly to assist in understanding each other's perspective during review of the policy sections, some of those ideas have been combined below as potential material for eventual Goals and/or Objectives that could grow out of the Community Vision.

Note: The following are not intended as draft goals or objectives statements for a revised OCP. They are included only as concepts, intended to reflect the general perspective the Committee brought to review of the policy sections.

- *Environment* – Goal/Objectives that capture the comments above plus commitment to protect habitats/ecosystems/other species (including wildlife, fish, riparian and marine foreshore); to minimize pollution of air, soil and water; to avoid hazard lands (whether from flooding, avalanche or rock fall); and to safeguard natural recreational/tourism attributes.
- *Economy* - In addition to emphasizing diversity, local self-reliance and 'small scale', economic Goal/Objectives that link natural assets and resources (including modest extractive and processing) with the skills, talents and cultural diversity of our population. We envision a sustainable local economy as embracing the full range of endeavours, including both waged employment and private entrepreneurship, market as well as social enterprise (non-profit and cooperatives) – with the intent being to enhance inclusiveness and social equity within our Community.
- *Social Equity* – While this potential Goal/Objectives may have a service delivery aspect as per current d) above, the endorsed Community Vision requires complementary statements aimed at ensuring all Valley citizens have access to the basics of life, including appropriate and culturally sensitive housing, education and health care as well as social enrichment that comes from being welcomed, accepted and engaged in one's community.
- *Preservation of Rural Character* – The Committee was unanimous in identifying this as a priority Goal/Objectives, both as a reflection of our current community character and a perceived majority aspiration for the future. We believe our rural setting is why most people live here and what attracts new people to want to live here. However, we were less sure of the appropriate balance between what could be conflicting policy objectives i.e. directing residential growth to selected primary settlement areas (PSAs) while providing ample opportunity for rural small holdings (including home-based businesses) while also respecting the spirit and intent of the provincial Agricultural Land Reserve, which includes most of the settled portions of the Valley. (See further comments in the following section and under Planning Issues.)

Section 3.0 – Policy Framework

- The Committee reviewed this section in its current structure and in the context of our internal exercise related to environment, economy, social equity and preservation of rural character concepts noted above. As per our Terms of Reference, this did not include review of the associated Land Use Map.
- While the following Table deals with each policy sector, we noted some overarching principles, upon which we offer the following comments:
 - *On the policy framework being directional, not regulatory:* While we don't disagree with this principle, **a key issue is that this OCP does not provide adequate direction or context within which the policy framework applies.** (See all comments above related to Goals and Objectives as well as other OCPs listed in Appendix B.)
 - *On respecting and being consistent with the Agricultural Land Reserve (ALR):* We agree with this commitment, not only as a requirement under Section 46 of the ALCA but also as support to our local agricultural sector, both current and potential future, and to our rural way of life. We also recognize the ALR as a helpful planning tool for a regional district with limited planning capacity of its own.
 - *On minimizing development on hazard lands:* **We strongly support this principle, which heightens the importance of CCRD obtaining updated hazard land mapping as soon as possible.**
 - *On directing growth within pre-designated PSAs:* While there was support for the fundamental principle, particularly for commercial and most multi-family residential, there was also concern that this principle not totally preclude people's preference to live a more rural lifestyle outside PSAs. (See previous section, the Policy table and Planning Issues.) We suggest this principle requires clarification and that the designated areas and their boundaries may warrant review

Table 1: Analysis of OCP Section 3.0 Policy Sections

Note: Interpretation of this table will require cross-referencing with the OCP document.

Column 1: Policy sections as currently listed within the OCP, making no judgment on the appropriateness of the headings or the order.

Column 2: those subsections of each Policy section that we regard, with minor update, could remain as useful guidance in the short term.

Column 3: those subsections within each Policy section that we consider so outdated or now irrelevant that they should be either substantially re-written or deleted.

Column 4: additional comments, including suggestions for new policy areas or configurations.

OCP Policy Section	Supportable with minor update	Outdated or irrelevant; re-write or delete	Additional comments
Residential Development	3.2.1: General 3.2.2 1); 3.2.2 2); 3.2.2 5); 3.2.3	3.2.2 3) (?) 3.2.2 4); 3.2.2 6) (?)	<ul style="list-style-type: none"> • Question selection of PSAs and how much/what kind of residential growth to be directed to PSA vs. rural residential • Consider a Rural Residential policy • Consider mixed use policy for both PSAs and RR
Commercial Development	3.3.1: General 3.3.2; 3.3.3		<ul style="list-style-type: none"> • Need policy on home-based business
Industrial Development	3.4.1: General (?) 3.4.2; 3.4.3 (?)		<ul style="list-style-type: none"> • South airport supportable as Industrial despite ALR status • Harbour should be clarified as portion of, given protected area status of Estuary subsequent to this Plan. (Also need to amend to 3.4.2 d) to reflect no impact on protected area.)
Agriculture and Forestry	3.5.2 1); 3.5.2 2); 3.5.3	3.5.1: General 3.5.2 3) – no longer exists 3.5.2 4), 5) – update	<ul style="list-style-type: none"> • Separate Agriculture and Forestry • Description of food production in the Valley inadequate; need policies supporting the whole range of scale, including processing and on-farm marketing • Review of ALR boundary of Hagensborg PSA may be warranted but question appropriateness of Saloompt PSA • Mixed use policy within ALR?
Public Institutional and Recreational	3.6.2 1) (?) 3.6.2 3) (?) 3.6.2 4) - update; 3.6.2 5) - update	3.6.1: General 3.6.2 2) (?)	<ul style="list-style-type: none"> • Policy consistency between respect for ALR and allowing these uses anywhere within the OCP area? • Need a Tourism policy; consider transferring Recreational from this policy to that one. • Tourism/Recreational Policy

			requires recognition of economic contribution of Tweedsmuir Provincial Park. • Policy for Regional Parks?
Natural Hazards	3.7.1: General 3.7.2 1) 3.7.2 3) 3.7.2 5) - update? 3.7.2 6) 3.7.3	3.7.2 2) (?); 3.7.2 4)	• Updated mapping critical • Policy updates based on 2010 flood experience? • Consider integrating hazard map into land use map.
Natural Environment	3.8.2 1) – update (air, estuary, marine foreshore) 3.8.2.4) 3.8.3	3.8.1: General 3.8.2 2) (?) 3.8.2 3) (?) 3.8.2 5)	• Updated mapping needed • Consider ecological values of Tweedsmuir Provincial Park. • Why are archaeological sites here? Need separate Cultural policy with specific reference to First Nations cultural significance.
Transportation	3.9.1: General 3.9.2 1) 3.9.2 2) 3.9.2 4) (?) 3.9.3	3.9.2 3) 3.9.2 5)	• Re: bridge, see notes above questioning the Saloompt PSA • Consistency with reference to Airport lands between this and Industrial policy section?
Utilities	3.10.1: General (?) 3.10.2 1) 3.10.2 2) 3.10.3	3.10.2 3) (?) 3.10.2 4) 3/10.2 5)	• Need policy on reduction of GHG and encouragement of non-fossil fuel energy. • Solid Waste Mgmt. policy needs update.

Priority Focus Areas and Planning Issues

The Committee felt it did not have enough information to substantively address this issue.

With a mandate to look at only the text of the OCP, we have no way of knowing what potential planning issues may arise from a review of the land use map and the zoning bylaw, including minimum lot sizes and permitted uses within each zone .

In response to our inquiry, CCRD Transportation and Land use Coordinator advised that no amendments have been made to the OCP, no particular issues have arisen from its use since adoption and, in fact, very few applications for development or rezoning have been dealt with in recent years that might indicate emerging planning issues.

Other than Committee members' own opinions and issues that arose during review of the Policy Framework, our only source of potential planning issues has been the input of the Community Economic Development Officer reporting on discussions of the Economic Development Advisory Committee. Some of these have been incorporated into the following preliminary list of potential planning issues that may require attention during an OCP update.

1. *Housing*: Is there a shortage, particularly of certain kinds of accommodations, such as rental or for seniors? We support the EDAC motion that was subsequently endorsed by the CCRD Board **"to identify and inventory vacant or underutilized land outside of the ALR"**. If a shortage exists, it is also important to determine whether that shortage is a result of OCP/zoning bylaw policies or other factors.
2. *Rural Residential opportunity outside Primary Settlement Areas*: While this is probably an ongoing issue in every rural community, particularly since the ALR was established in the mid 1970's, again, it would require more research and likely an **inventory to determine whether there is enough opportunity to meet this demand in our Community and whether those opportunities are in the appropriate areas**. (Note the Committee's comment within the policy analysis table that a Rural Residential policy be considered.)
3. *Home-Based Business*: In the transition from a predominantly industrial resource extraction economy, this has expanded as a land use since the OCP was adopted. **If it is the decision to encourage this growing segment of our local economy, the OCP needs to more directly address where home-based businesses will be allowed and under what conditions**.
4. *Tourism and Recreation*: Similar to home-based business, tourism has emerged as a larger component of the local economy than was envisioned at the time the OCP was written. EDAC also identified the lack of community recreational facilities as a concern. It is suggested that **the current OCP does not give adequate attention either to tourism as an economic driver or to recreation as a quality of life issue** that attracts people, especially young families, to locate in isolated communities such as ours.

While there are, undoubtedly, other planning issues that should be addressed during an OCP update, we believe these are best identified through public consultation.

Community Engagement

To assist with this part of our work, the Committee overviewed the documents provided. (See Interim Report and Appendix B.)

While we applaud the CCRD's 2014 priority initiative to complete their Communications and Engagement Plan and agree with the guiding outcomes articulated within the Plan, we are concerned that, given its limited resources, CCRD has set an extremely high bar. (e.g. As already noted in our Interim Report, as a citizen committee, the OCPAC has expressed its concern at the lack of both background information and community input to inform our work.)

The following comments are not intended to critique of the CCRD's Communications and Engagement Plan nor be comprehensive in terms of what we would regard as an adequate community engagement strategy related to an OCP update initiative. In our view, that strategy should be an integral part of any OCP planning process that is established.

1. **Prior to citizens being asked for feedback, they need first to receive enough knowledge at the front end to understand the complexities of the issue at hand.** Otherwise citizens are left to just respond off the top of their heads, when their responses might be different if they had been properly informed.

We suggest there is probably a very low level of understanding in the Community of land use planning issues in general and the OCP and its associated zoning bylaw in particular. Therefore, it is extremely important that the first community engagements on this issue describe the big picture in as simple and straightforward terms as possible, recognizing that diagrams, flow charts and clearly written bullet points will resonate with a much wider audience than pages of text.

2. In order to receive thoughtful feedback (and encourage citizens to take responsibility for their views and positions), we believe that laying out options along with their pros and cons and implications is a more honest approach than merely asking for opinions on open-ended questions without adequate context.
3. Finally, if enhanced community engagement - on planning or other issues - is to result in improved community relationships over time, we believe public consultation needs to be consistent and continuous, right from the beginning of an OCP planning process through to - and past - its conclusion. People who have taken the time to engage need to feel they have been heard and, if their views are not reflected in the final product, they deserve to know why. Otherwise, people will feel their time was wasted and will not be motivated to engage again. Even after completion of a planning process, it is important to keep the Community regularly updated so that the knowledge base and awareness are not lost.

The IAPP2 Toolkit (See Appendix B) includes a number of suggested mechanisms for public engagement, grouped in categories depending on whether the primary goal is to share information, compile and solicit feedback or bring people together. We agree that different tools may be needed at different stages of the planning process and, while not

an exhaustive list, we suggest the following may be most suitable for our Community, recognizing that some may not be practical or affordable.

- Fact sheet inserts and articles in Coast Mt. News
- Calendar of events tracking the stages of the process
- Regular postal mail outs
- Information or events notices posted on community bulletin boards
- Use of CCRD website, list serves, Facebook pages, community bulletin board and emails to send out information and receive feedback.
- Surveys and questionnaires
- Information kiosks at locations such as the Library
- Informal initiatives, perhaps including a quiz or contest that could engage young people and a 'challenge' to the broader community to get involved
- Well-planned and structured public meetings

Recognizing the complexity of the issue and how difficult it is to motivate people to devote effort and maintain interest over the time it would take to do a proper OCP update/revision, we were interested in the "Resident Feedback Registers" mechanism included in the IAPP2 Toolkit, whereby a list of willing community members representing as broad a spectrum of ages and interests as possible would agree to answer a series of questions and act somewhat as a 'focus group' throughout the process (ensuring, of course, that all information would also be shared with the broader community and open to any who would wish to respond).

We anticipate that updating the OCP for the Bella Coola Valley may be one of the more difficult tasks that CCRD could choose to undertake. However, if and when it is to be done, we believe it is extremely important to do it right and CCRD may wish to consider professional assistance in helping the Community become engaged in this all-important process. Strong, vibrant, sustainable communities don't just happen; they are planned – and they need to be planned with the greatest engagement of the Community that is possible to engender.

Based on what each of us has learned through serving on this advisory committee, however, we are also convinced that there are few other responsibilities that CCRD has that are as important to peoples' lives today and to the nature and success of our Community tomorrow.

Summary and Conclusions

The Official Community Plan Advisory Committee (the Committee) has done its best to address the tasks assigned by its Terms of Reference. We felt limited by:

- the lack of background information, including community input, which would have given us some grounding in the work we were asked to do;
- the absence of a planning process or other context within which we believe an advisory committee would normally function; and

- being asked to review only one small piece of the OCP, ignoring all associated maps and accompanying text that are the application of the OCP on the ground.

Trusting that our work will be received in this context, we submit the following summary of our review and the conclusions we reached.

Our general impression of the 1999 OCP for the Bella Coola Valley is, yes, it is old and outdated. However, that is not its major problem. If OCPs are intended as visionary documents that paint a picture of the kind of future a Community envisions for itself, this OCP does not do that. It is not so much what is in the OCP as what is missing:

Section 1.0 – Introduction

In terms of setting the stage, not only by describing the value and role of an OCP but also by describing the community to which the OCP applies, we identified several important missing pieces, including a basic map of the Plan area, appropriate reference to First Nations and a profile of “Who we are as a Community”.

Section 2.0 – Vision for the Bella Coola Valley

In our opinion, this whole section is inadequate. With minor modification, the Committee endorses the updated Community Vision contained within the CCRD Integrated Strategic Plan 2015-2019. Next steps would be to derive appropriate OCP Goals and Objectives arising out of this Vision. This would be a substantial undertaking, however, and certainly not one that could be done quickly through any interim update of the current OCP.

Section 3.0 – Planning Framework

This is the only substantive section in the OCP and, with minor updating, the Committee felt many of the policies could remain as reasonable guidance in the short term. Section 3.0's biggest problem, however, is that it exists in the vacuum that is Section 2.0. The key question that is not addressed within the OCP is, “If this is the policy, what is the Objective it is intended to further and how does that Objective work towards meeting the Goals in order to achieve the Community Vision?”

Based on its review, the OCPAC reached the conclusion that it would be premature for the CCRD to undertake an update of the OCP for the Bella Coola Valley at the current time.

Our main reasons are as follows:

1. Notwithstanding outdated base mapping, we are not persuaded there are urgent issues demanding immediate address through an updated OCP. This may be a false conclusion but that cannot be known, pending review of the other component parts and at least preliminary discussions with the Community.

2. While, in general, the policy framework may be defensible, there is too much that would need to be added to this OCP to bring it anywhere close to a 'modern-day' OCP and we do not believe CCRD is yet ready to do that work.

This conclusion is NOT a recommendation to do nothing, however.

We feel it is important that CCRD becomes more familiar with the OCP – what it is, the role it should play in decision-making and the process through which OCPs are successfully updated. It is our perception that the current OCP is seldom used, other than it and the associated zoning bylaw being consulted at a technical level in the event of a development or subdivision proposal.

With greater understanding itself, the CCRD would be better prepared to inspire the Community to engage in serious discussion of a document that is intended to guide land use decisions today and build the kind of community we all want to live in tomorrow.

While we do not feel the CCRD should proceed with a formal update of the OCP at this time, there is considerable work that could and should be done to better prepare both the CCRD and the Community for an OCP update sometime in the future. (While these are briefly listed below, see also the sentences bolded within the report.)

1. We encourage CCRD to spend some time working with the OCP and all its associated parts. Doing some internal analysis related to the four identified planning issues (i.e. Housing, Rural Residential opportunity outside Primary Settlement Areas, Home-based Business and Tourism and Recreation) may assist in gaining valuable in-house experience in working with the OCP in its entirety.
2. Integrating the First Nations component of our community related to the OCP must be addressed and only the CCRD Administrator and Board of Directors and the Nuxalk Nation Administrator and Chief and Council can work out a mutually respectful way to do that.
3. While we recognize that assembly of updated land characteristics base mapping, highlighted by but not limited to updated hazard land mapping, will be a large budget item, we regard this as very important to do. It may also be prudent to consider the advisability and feasibility of eventually converting to a GIS-based system over time.
4. If CCRD itself is not ready to undertake the task of updating the OCP, the Community is even less prepared. As soon as possible, CCRD needs to begin the education process that can help the Community understand the OCP process and some of the issues and implications, before being asked to help chart the direction forward.

Appendix A:

**Interim Report
to
CCRD Board of Directors**

**Submitted by
Official Community Plan Advisory Committee**

**Joan Sawicki, Chair
Alison Sayers, Committee Member/CCRD Director
Nancy Anderson, Committee Member**

February 1, 2016

Purpose of this OCP Advisory Committee Interim Report

The purpose of this OCPAC (the Committee) report is to provide the CCRD Board with a progress report and preliminary broad-based comments that could inform budget discussions at the February Board meeting.

The Committee has had 6 meetings to date plus several substantive email discussions. Despite the efforts and support of CCRD staff, which has been much appreciated, the Committee has found its work very challenging due to:

- a) evolving Terms of Reference and clarification of work plan/tasks;
- b) difficulty of retaining and recruiting advisory committee members;
- c) lack of background material/community input to inform our discussions; and
- d) absence of a defined planning process within which an advisory committee would normally function.

We feel we have achieved considerable progress, however, and, while our work is not yet complete, we have reached consensus on the general direction of our final report.

Scope of this Interim Report

This report summarizes:

- a) assumptions under which the OCPAC has proceeded with its review;
- b) approach being taken to assigned responsibilities as contained in revised Terms of Reference; and
- c) broad-based comments on some key issues.

It is the intention of the OCPAC to submit its final report for potential consideration at the CCRD March 2016 Board meeting.

Assumptions under which the OCPAC has carried out its work

1. Committee Responsibilities and Work Plan

Notwithstanding original documents provided to the Committee upon its inception, we have proceeded based on the following revised responsibilities (Terms of Reference as adopted by CCRD Board, October 14, 2015):

“Responsibilities of the Bella Coola Valley OCPAC 2015 are to overview the current Official Community Plan, explore ideas for areas of potential improvement and update and provide recommendations to the board of directors of the CCRD on the following key elements:

- *Community Vision – long-term/short-term*
- *Planning Issues*
- *Goals & Objectives for each Policy Sector*
- *Strategic Directions and Priority Focus Areas*
- *Mapping and other Information Needs*
- *Community Engagement Strategy and Planning Process “*

We received the further guidance that, as a volunteer committee, our role is to:

- *Review the current OCP and not be expected to create a new or revised OCP;*
- *Identify problems and flag areas missing, not fix them;*
- *Be preparatory to a potentially more formal planning process, not be the planning process; and*
- *Share personal expertise and knowledge of the community in order to help inform further planning work.*

(See OCPAC Minutes of May 12, 2015)

2. Committee Membership

While considerable efforts were made (both by the Committee and CCRD Board and staff) to recruit members, including from the Nuxalk Nation, our Committee is currently operating with two members having resigned, one member having joined the Committee in September, 2015 and the Community Economic Development Officer (CEDO) participating in lieu of a representative from the Economic Development Advisory Committee.

As a volunteer citizen committee of three, we are very cognizant of the limitations this situation presents. As active, engaged members of the Bella Coola Valley community, we will do our best to provide thoughtful comments to the Board regarding the current OCP document, based on our personal perspectives. However, as we will stress in our final report, our comments should not be taken as necessarily representative of what the Bella Coola Valley community may want in terms of a future, as we have not had access to any supplementary knowledge in this regard.

3. Relationship of OCP to Nuxalk Nation Planning

We accept as guidance and have moved forward on the basis of the paragraph inserted in the revised Terms of Reference approved October, 2015. We anticipate making further – but only very general - comment in our final report.

4. CCRD Planning Process related to OCP Update

In the absence of a set planning process and indication of how much capacity and budget the CCRD intends to devote to this or other planning tasks, the OCPAC has felt very much in a vacuum in terms of the scope and depth of OCP review that is expected – or warranted.

A key motivation in the Committee's decision to submit a final report in March 2016 is to provide timely assistance to the Board in determining its pathway forward related to the OCP.

We have also been made aware of the request from the Economic Development Advisory Committee (EDAC) to receive some general policy guidance that will help direct the EDAC in identifying future economic development planning initiatives and projects for the Bella Coola Valley. We have incorporated this aspect into our consideration of planning issues.

Approach being taken to assigned tasks

Further to the 'key elements' included in our assigned responsibilities, we are approaching our tasks as follows:

1. Community Vision

We agree with and endorse the CCRD vision statement as adopted for the March 2015 Strategic Plan **with the minor but critical word corrections to more accurately reflect its origins as part of the Bella Coola Valley 2004 Townhall process.**

Our Committee work, therefore, is based on the following Community Vision:

"Our Vision for the Bella Coola Valley is an inclusive, resilient and sustainable group of communities thriving within a diverse, locally influenced economy within a safe, healthy and natural environment."

2. Goals and Objectives for each Policy Section.

As this is the only assigned task that deals directly with the OCP document, we have broadened it to include review/comment on the entire document.

To increase its knowledge, the Committee consulted sections of the provincial *Local Government Act (LGA)* related to what 'may' and 'must' be included in Official Community Plans. While we understand that Regional Districts are no longer legally required to fulfill these requirements, we found the relevant sections of the LGA exceedingly helpful in grasping the scope and depth of 'modern-day' OCPs.

As further guidance, the Committee also overviewed a selection of adopted OCPs from other somewhat similar, isolated, rural communities. This has allowed us to more confidently review our current OCP.

3. Strategic Directions and Priority Focus Areas, including Planning Issues.

We determined it was more logical to combine these two responsibilities. In addressing these issues, we will rely upon the following sources:

- a) input from CCRD Transportation and Land Use Coordinator on any amendments undertaken or any problems/issues that have arisen in CCRD use of the OCP since its adoption;
- b) targeted requests for policy guidance as communicated to us by Community Economic Development Officer in the course of her work with the Economic Development Advisory Committee; and
- c) personal opinions that arise from our review of the OCP policy sections.

4. Mapping and Other Information Needs

While Land Use Zoning, Hazards Lands and Environmentally Sensitive Areas maps (Schedule A, B and C respectively to Bylaw # 302, 1998) were provided to the OCPAC, we understand that, while integral, these Schedules are separate from the OCP and, therefore, not part of this review.

Based on an overview of hazard lands and environmentally sensitive areas mapping related to the current OCP, however, it is the consensus of the Committee that these maps are so outdated as likely to be of limited further usefulness.

There is also the need for CCRD to consider evolution to a GIS-based mapping system.

In consequence of the above, the Committee does not anticipate going any further on mapping needs in our final report.

5. Community Engagement

The lack of any community input to assist in reviewing the current OCP - both related to the present character of the Bella Coola Valley and aspirations for its future - has been one of the greatest concerns of the OCPAC.

As part of work yet to do, we will be reviewing documents provided to us by staff last March, namely CCRD – Why Engage the Community?; CCRD-endorsed Engagement Plan and IAPP2 Public Participation Toolbox. We anticipate more detailed comments on this issue in our final report.

Summary of OCPAC Opinions to Date

While our review is not yet complete, our preliminary conclusions regarding the current OCP are as follows:

- The introductory sections of the document are woefully inadequate relative to any modern day OCP and we will identify what we consider are the key missing pieces in our final report.
- While we will have some concerns with the categories, it is our preliminary view that, within the policy section of the OCP, there is much that remains valid and useful as planning guidance in the short term. More detail will be included in our final report.

Notwithstanding the above, however, the Committee has broader concerns beyond the OCP document itself. While we strongly support the Board's desire to elevate its planning function, prior to its moving forward, the Committee wishes to express the following precautions:

1. It is our opinion that CCRD would benefit from developing a clearer understanding of its short and medium term planning objectives. What does the CCRD Board see as the role of its OCP and why choose to update it now? We also encourage CCRD to consider how it might increase its collective and organizational knowledge of the

range of planning tools at its disposal and how best to utilize those tools to meet its planning objectives.

2. Prior to proceeding with any substantive OCP update, the Committee considers it essential to address the mapping issues, including obtaining more comprehensive and updated land use constraints mapping and converting to a GIS-based system.
3. We remain seriously concerned that our advisory committee has carried out its work in the absence of any other community input. In keeping with CCRD's own policies and commitments, we consider public consultation as an integral and ongoing part of any community planning initiative.

Appendix B: Supplementary Documents consulted during OCPAC work.

One or more Committee members overviewed the following:

CCRD Integrated Strategic Plan 2015-2019

Schedules A, B and C to Bylaw No. 302, 1998

CCRD Bella Coola Valley Consolidated Zoning Bylaw No. 71, 2003

Nuxalk Nation Comprehensive Community Plan, 2009

CCRD- provided document: Why Engage the Community?

CCRD-provided document: Endorsed Engagement Plan

CCRD –provided document: IAPP2 Public Participation Toolbox.

CCRD Economic Development Collaborative meeting Notes (provided by CEDO, December. 2015)

Local Government Act, Sections 875-884 related to Official Community Plans

Town of Gibsons Official Community Plan, 2005

Powell River Regional District Electoral Area A Official Community Plan, 2015

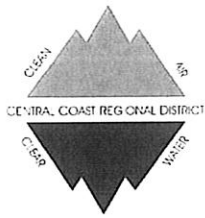
Powell River Regional District Electoral Area C Official Community Plan, 2013

Sproat Lake Official Community Plan, 2014

Alberni Clayoquot Regional District South Long Beach (Area C) OCP, 2007

Township of Burns Lake Official Community Plan, 2007

District of Taylor, 2014



**CENTRAL COAST REGIONAL DISTRICT
PUBLIC WORKS DEPARTMENT
FEBRUARY 2016 REPORT**

TO: Darla Blake, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: March 3, 2016
FROM: Ken McIlwain, R.P.F. Public Works Manager
SUBJECT: Public Works Monthly Report

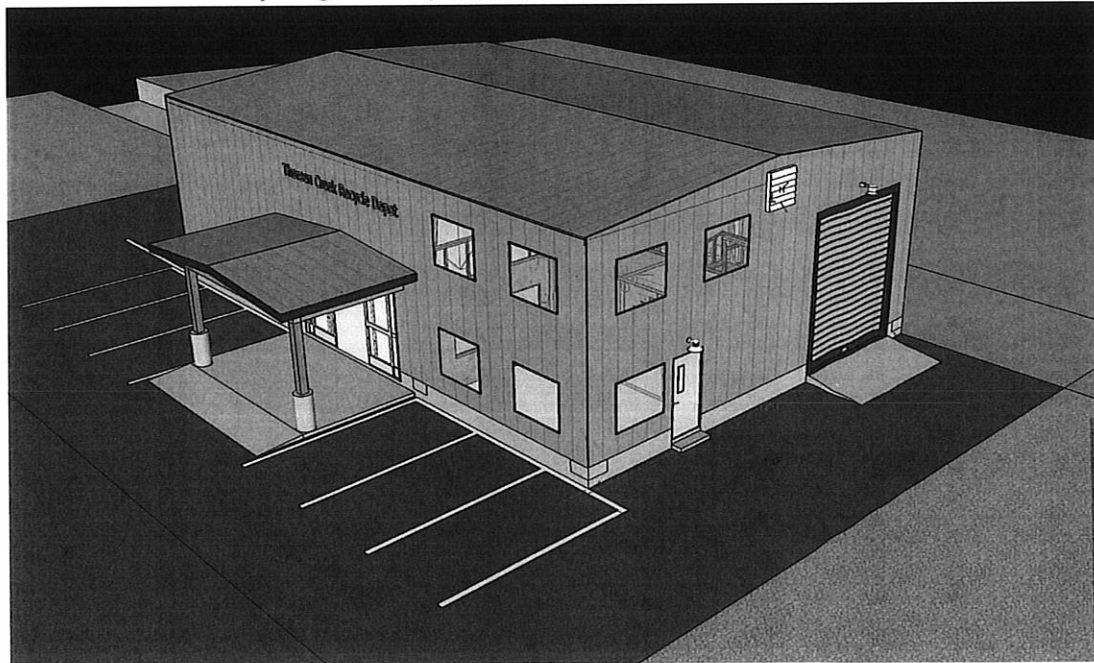
RECOMMENDATIONS:

1. THAT the February 2016 Public Works Report be received.

**PUBLIC WORKS FUNCTIONS AND SERVICES
FEBRUARY 2016 HIGHLIGHTS**

SOLID WASTE MANAGEMENT

1. Design work continues for the new recycling facility and transfer station at Thorsen Creek Waste and Recycling Centre. Intern Kyle Mettler has completed initial conceptual design work on the recycling building in preparation for issue of an RFP for construction.



Board Meeting
MAR 10 2016
CCRD ITEM C(h)

Photo: 3D Rendering for concept design of new recycling depot. Credit – Kyle Mettler.

- 2. A work plan and budget are in place that will facilitate the initial solid waste management planning community engagement sessions the week of May 9th. This will include First Nations and Outer Coast community engagement on Denny Island and in Ocean Falls.
- 3. CCRD kicked off its Waste Reduction and Recycling Education Campaign the week of February 15th. Mary Forbes and Caitlin Thompson presented to classrooms in Acwosalcta School and Bella Coola Elementary School. Topics covered involved waste reduction, recycling and the environment.



Photo: Mary Forbes presenting recycling education to Ms. Wilson's grade 2/3 class.

- 4. The Public Works Manager participated in a Northern Focus group on Solid Waste Management and provided feedback to the Ministry of Environment on challenges faced in our region.
- 5. Significant Expenditures: ContainerWest was paid \$11,310.00 before taxes for the purchase of 3 modified sea can shipping containers. Rainforest Consulting was paid \$1000.00 before taxes for waste reduction education work.

1. **Walker Island & Snootli Parks:** A large 180 year old spruce tree was removed at the Walker Island Park to make room for a septic system and reduce tree litter on the new infield surface.



Photo: Spruce tree before.



Photo: Contractor Mitch Lorimer on log after faller Mark Mikkelson places tree perfectly.

2. **Centennial Pool:** A condition assessment will be undertaken over the next several months by Carscadden Stokes McDonald Architects Inc. and AME Engineering to ascertain existing condition of the pool tank and mechanical system and examine replacement costs. The aging mechanical system is in need of an overhaul and the information provided in this assessment will help inform the Asset Management Planning process.
3. **Nusatsum Park:**
4. **Snootli Skating Rink:** Peter's Bros. Construction Ltd. has been contacted to source cost estimate information for resurfacing of the ice rink during the upcoming paving project in the Bella Coola Valley.

5. **Significant Expenditures and Contracts:** Wise Windows and Doors (Williams Lake) Ltd. was paid \$3087.00 before taxes for purchase of steel doors for the Walker Island concession building.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

1. Following a leak detection survey completed in conjunction with the Nuxalk Nation, work is underway to address leaks found at two different sites on the town site. Residents will be formally notified of the large increase in water usage on the town site and asked to repair leaking toilets or any other known leaks. All water is pumped from wells at 4-Mile and high water usage over the past several months is driving up costs. Nuxalk Administration has requested that action be taken to quickly identify and eliminate sources of water loss on the town site.



Photo: Nuxalk Band employees Brad King and Lorne Moody installing waterline.

2. **Significant Expenditures and Contracts:** n/a

BELLA COOLA AIRPORT

N/A

STRATEGIC PUBLIC WORKS INITIATIVES

SHEARWATER WATER SYSTEM

CCRD staff have requested that SD49 keep the CCRD informed of drilling results, and progress with their initiative to develop potable water for the school on Denny Island.

SOLID WASTE MANAGEMENT PLAN UPDATE

Carey McIver and Associates Ltd in conjunction with Maura Walker & Associates Ltd. have been engaged as Engineers/Planners of Record on an hourly basis to assist with the plan update and consultation work around solid waste management. Initial community engagement is scheduled to begin early May, with a tentative trip to the outer coast scheduled for May 11, 2016.

ASSET MANAGEMENT PLANNING

With partial grant funding in place, CCRD will move forward with condition assessments of infrastructure. In their capacity as Engineers of Record, Urban Systems Ltd. is going to assist with a condition assessment of the town site water system, as well as the airports on Denny Island and in Bella Coola. As mentioned earlier, Carscadden Stokes McDonald Architects Inc. and AME Engineering will assist with the condition assessment of the Centennial Pool.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Ken McIlwain', with a long horizontal flourish extending to the right.

Ken McIlwain, RPF
Public Works Manager

Wendy Kingsley

From: koroluk@xplornet.com
Sent: Thursday, February 04, 2016 3:15 PM
To: Wendy Kingsley
Subject: Re: Russ Hilland

RECEIVED
FEB 04 2016

Central Coast Regional District

Wendy

Please inform the CCRD Board of Directors that the Pool Commission requests that Russ Hilland remain on the Pool Commission.

Thank you.

Nicola Koroluk

Pool Commission, Chair

On 2016-02-04 11:23, Wendy Kingsley wrote:

Hi Nicola: Just a bit of housekeeping. Can you send me a note that the Commission would like to put Russ Hillands name forward for appointment to the Pool Commission. I know we talked about it and I neglected to get something in writing, as requested by Darla,

Thank you

Wendy Kingsley

Administrative Assistant

Central Coast Regional District

PO Box 186, Bella Coola BC V0T 1C0

PH: 250 799-5291 Fax: 250 799-5750

Website: www.ccrd-bc.ca



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MAR 10 2016
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MAR 01 2016

DENNY ISLAND RECREATION COMMISSION

Central Coast Regional District

MINUTES

FEB 29 2016

Meeting called to order: 5:12PM

In Attendance: Kathy Sereda, Crystal Anderson, Betty Hadley, Pauline Imamura (by digital -cell phone),

Guests - Mary Leslie, Ernie China and Steve Emery

Motion to Approve Agenda Betty Hadley Second - Kathy Sereda

Motion to Waive Minutes from Last Meeting Betty Hadley Second - Kathy Sereda

Old Business - Discussed Revised Budget

Motion to Approve Revised Budget Betty Hadley Second - Kathy Sereda

New Business

Easter - About 18 kids & 2 toddlers

Pauline to pick up supplies in Vancouver

Motion to Approve budget of \$700 for Easter

Betty Hadley Second - Kathy Sereda

Steve Emery handed over Petty Cash of approx. \$295 to Crystal Anderson

Motion to Adjourn Crystal Anderson Second - Betty Hadley

Board Meeting
MAR 10 2016
CCRD ITEM CCJ



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: March 3, 2016
SUBJECT: Transportation Report – Bella Coola & Denny Island Airport

Recommendation: That the Transportation Report dated March 3, 2016 be received

Bella Coola Airport

Airport Terminal Building

-There have been congestion issues on the lower level in the last month during flight arrivals/departures where extra passengers have been congregating before transitioning to a private waiting area. There was also a security issue in the vicinity when a man-gate leading airside was left in an open position. Both matters have been addressed and should not be repeated.

-NAV Canada requested the garbage containers be removed from the east airside area of the terminal building as they have concerns the waste has or will attract unwanted bear activity, potentially putting the weather office staff in harm's way. The containers have been relocated.

-The meeting room on the upper level is being offered as office space for lease. The monthly rent, including utilities, is \$650.00.

Transport Canada

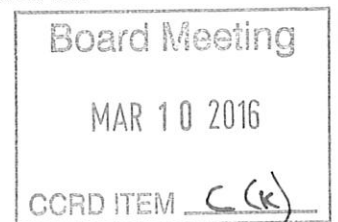
The annual bird strike report was submitted to Transport Canada with no recorded incidents for 2015.

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

Miscellaneous

-Masset Airport Manager requested our rates and charges and lease rates. The Village of Masset is looking at collecting non-aeronautical revenue in their new terminal building and are also comparing their aeronautical fees with other airports.

-Little Nook Café in the terminal building is considering introducing a small seating area for their patrons and further improving the area by painting two walls.



Denny Island Airport

The Denny Island Airport Commission will not be meeting again until early March.

Two bylaws pertaining to the establishment of the Denny Island Airport Commission will be reviewed by the Commission at their next meeting to ensure they remain relevant.



Transportation & Land Use Coordinator