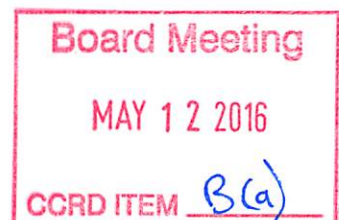




CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES
DATE: April 14, 2016

ATTENTION

These minutes are draft and subject to amendment. Final approval and adoption is by resolution at the next scheduled meeting.



REGULAR BOARD MEETING MINUTES – April 14, 2016

In Attendance: Electoral Area A Alternate Director Clint Coutts
 Electoral Area B Vice Chair Reginald Moody-Humchitt
 Electoral Area C Alternate Director Alison Krimmer
 Electoral Area D Director Richard Hall
 CAO Darla Blake
 CFO Donna Mikkelson (portion)
 Public Works Manager Ken McIlwain (portion)
 Recording Secretary Cheryl Waugh

Absent: Area E Director Samuel Schooner
 Area C Director Alison Sayers (with regrets)
 Area A Director Cathi McCullagh (with regrets).

Members of the gallery – one

PART I - INTRODUCTION

1. **Call to Order**

Vice Chair Reginald Moody-Humchitt acted as the Chair and called the meeting to order at 9:40 a.m.

The CAO administered the Oath of Office to Alternate Director Alison Krimmer

2. **Adoption of Agenda**

a) (Introduction of late items)

Addition of one report:

- (C) b) Chief Administrative Officer's Report, Denny Island Community Development Association DICDA
- Remove the item under (C) Protective Services

16-04-01 M/S Directors Hall/Coutts that the agenda be adopted as amended. **CARRIED**

3. **Disclosures of Financial Interest**

The Chair reminded Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter to disclose any interest during the meeting when the matter is discussed.

4. **Disclosures of Interests Affecting Impartiality**

The Chair reminded Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made.

(A) **IN CAMERA MATTERS**

(a) Matters Brought Out of In Camera

No matters were brought out of in camera

(B) **ADOPTION OF MINUTES**

a) Regular Board Meeting, March 10, 2016

The CAO requested amendment to comments made by Joan Sawicki Part II, Public Consultation 1.b. Delegations. Last line of second to last paragraph to read: *Ms. Sawicki expressed the further personal opinion that perhaps the useable parts could be consolidated into an interim internal planning document to see if it works and is aligned with the district's other policy documents such as the Integrated Strategic Plan.*

16-04-02 M/S Directors Coutts/Krimmer that the March 10, 2016 minutes be adopted as amended. **CARRIED**

PART II– PUBLIC CONSULTATION

The Public Works Manager joined the meeting.

1. Delegations –

a. **Ana Santos, President of Denny Island Community Development Association (DICDA) and the Central Coast Chamber of Commerce – Community Works Fund questions.**

Ana Santos presented a power point report, most of which had been circulated earlier with the agenda package, regarding two questions which relate to the regional district's Community Works Fund (CWF) allocation under the Gas Tax Agreement between the regional district and the Union of BC Municipalities. The report outlines particulars of the distribution of CWF since it's inception, which includes allocations to various community groups.

Ms. Santos expressed her concern that there was very little funding granted to groups in electoral areas other than the Bella Coola valley (areas C, D & E), particularly since the Denny Island community has many needs for such funding.

The Chief Administrative Officer explained that the regional district's policy F-16 (Community Works Fund Allocation) was amended in 2013 to address the specific requirements of the Gas Tax Agreement and the regional district's strategic priorities related to the financial planning, strategic planning and asset management processes. This funding is an annual allocation to the regional district and is used for regional district functions and services or for those services and functions intended to be delivered based on a petition from ratepayers. These services must go through a formal process according to legislation in order to be delivered by the regional district, including assent of the electors and the willingness to pay for the service.

The following item was moved forward:

PART III – LOCAL GOVERNANCE Items (C) (c) (i)-(iv) Financial Services

The Public Works Manager left the meeting.

The Chief Financial Officer joined the meeting.

- (i) PMT Chartered Accountants – Presentation of Audit Report 2015
(via teleconference communication)
- (ii) PMT Chartered Accountants – Audit Planning letter dated March 1, 2016
- (iii) 2015 Draft Audited Financial Statements – for approval
- (iv) PMT Chartered Accountants- Draft Audit Status letter dated March 24, 2016

Jay Cheek of PMT Chartered Professional Accountants joined the meeting by phone to speak to the financial reports presented. Overall he thought the audit went well, the balance sheet looks good and PMT is pleased to see some of the recommendations being implemented. Revenue also looks good and in line with the budget.

There were two significant deficiencies noted surrounding business controls and in reviewing #1 Mr. Cheek said the recommendation will be amended to say that *All CAO expense reports should be approved by a board member*. As it reads, this recommendation states the expense reports should be approved by the board but this would limit the approval times and is not necessary. PMT will adjust the report to reflect this. The second deficiency related to segregation of duties associated with on line banking.

The Chief Financial Officer explained the CCRD will be contacting PMT regarding the first phase of asset management planning and addressing stopping the annual parcel taxes to the Bella Coola Waterworks Local Service Area. The board will then be addressing an annual parcel tax rate that will be significantly lower than the current parcel tax. 2017 is the last year the CCRD will be collecting the higher parcel tax.

With regards to asset replacement, discussion concluded the CCRD wants to ensure to keep up with inflation and not fall behind. The Regional District needs to be cognizant of balancing and covering inflation to keep ahead of the game to address infrastructure replacement as it comes up. Mr. Cheek concurred and thinks the CCRD will want to have a flexible quality to such planning as it will be a big challenge for the Regional District because funding is hard to obtain due to the population size. It is good that it is being looked at now.

16-04-03 M/S Directors Krimmer/Hall that the 2015 Draft Audited Financial Statements for the CCRD be received and approved. **CARRIED**

The Chief Financial Officer left the meeting.

The Public Works Manager joined the meeting.

Delegations cont'd 1. b.

b. Ana Santos, President of Denny Island Community Development Association (DICDA) – Small Communities Fund Grant Application by DICDA.

On behalf of the Denny Island Community Development Association, Ana Santos, President, presented an application to the New Building Canada Fund, Small Communities Fund which requires the support of the regional district. The project includes a request of 1/3 funding from the regional district in the amount of \$10,850 for the purposes of purchasing a baler and a community composter.

The Chief Administrative Officer provided a report and advised that the regional district had no budget to support a contribution. It is noted that Solid Waste Management services are provided by the regional district to ratepayers in electoral areas C, D and E, and not to electoral area A and therefore any contribution for this purpose would not be lawful. Further, the regional district has been advised that Community Works Funding would not apply pursuant to Policy F-16, and even if it did, Community Works Funding is not eligible for "stacking" under the Small Communities Fund.

RECESS

The regular meeting resumed at 11:10 a.m.

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Chief Administrative Officer's Report dated April 7, 2016

16-04-04 M/S Directors Krimmer/Hall that the Chief Administrative Officer's Report dated April 7, 2016 be received. **CARRIED**

b) Draft Small Communities Fund Application by Denny Island Community Development Association (DICDA) (late item).

The CAO provided a report with recommendations regarding a request from DICDA for a letter of support and 1/3 funding for the Small Communities Fund grant toward the purchase of a small baler and community composter.

16-04-05 M/S Directors Coutts/Krimmer that the Central Coast Regional District Board of Directors supports in principle the Small Communities Fund application by Denny Island Community Development Association (DICDA) for the purchase of a small baler and community composter for the Denny Island Community. **CARRIED**

16-04-06 M/S Directors Coutts/Hall that the Central Coast Regional District (CCRD) Board of Directors declines the request for CCRD to contribute funds pertaining to the application

for the Small Communities Fund (SCF), by the Denny Island Community Development Association (DICDA). **CARRIED**

Financial Services cont'd

The Chief Financial Officer joined the meeting.

c) Financial Matters

(v) Five Year Financial Plan Amendment Bylaw No. 56, 2016

The Chief Financial Officer explained the final figures have now been posted by BC Assessment Authority which has the effect of changing the tax levy distribution amongst electoral areas, therefore prompting an amendment to the financial plan. It is important to note that revenues and expenditures have not changed since the adoption of the financial plan bylaw in March. The tax requisition is at the same level as it was when the financial plan was adopted in March.

16-04-07 M/S Directors Krimmer/Coutts that Bylaw No. 56, cited as the 'Central Coast Regional District Five-Year Financial Plan Amendment Bylaw No. 56, 2016' be now introduced and read a first time. **CARRIED**

16-04-08 M/S Directors Hall/Coutts that Bylaw No. 56, cited as the 'Central Coast Regional District Five-Year Financial Plan Amendment Bylaw No. 56, 2016' having been given due and detailed consideration by the Board be now read a second and third time. **CARRIED**

16-04-09 M/S Directors Krimmer/Coutts that Bylaw No. 56, cited as the 'Central Coast Regional District Five-Year Financial Plan Amendment Bylaw No. 56, 2016' having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**

(vi) Financial Report – January to March, 2016 Actual vs Budget

16-04-10 M/S Directors Krimmer/Hall that the financial report of revenue and expenditures for the period January 01 to March 31, 2016 be received. **CARRIED**

(vii) Outstanding Water Tolls – request for authorization to send out Notice of Water Shut Off

16-04-11 M/S Directors Krimmer/Coutts that the board authorizes Notice of Water Shut Off to be sent to those premises that have 2016 water toll charges outstanding as at April 30, 2016, pursuant to Section 5 of Bylaw No. 282 and amending Bylaw No. 354. **CARRIED**

Development Services

d) Economic Development Advisory Committee, minutes of March 31, 2016

16-04-12 M/S Directors Coutts/Krimmer that Economic Development Advisory Committee minutes of March 31, 2016 be received. **CARRIED**

e) Community Economic Development Report dated April 7, 2016.

16-04-13 M/S Directors Coutts/Krimmer that Community Economic Development Report dated April 7, 2016 be received. **CARRIED**

f) Land Use Planning Report, dated April 6, 2016

16-04-14 M/S Directors Krimmer/Coutts that the Land Use Planning Report, dated April 6, 2016, be received.

CARRIED

Public Works

g) Public Works Monthly report dated April 6, 2016.

Public Works Manager, Ken McIlwain, joined the meeting and spoke to the highlights of his report.

Solid Waste Management

- A recommendation was put forward to approve administration to work with staff, contractors and waste haulers to develop and implement a schedule that will provide for two weeks of extended operating hours for the Thorsen Creek Waste and Recycling Centre and that tipping fees as set out in Bylaw No. 348 be reduced by 50% for all properly sorted loads of residential waste during the same time period.
- Many thanks to Snootli Creek Hatchery for donating trusses from their former fish tank building to be used for landfill building projects.
- Three 20' double end shipping containers were received at the landfill and will be used for construction storage and then recycling storage.
- Planners from two firms are scheduled to arrive the second week of May to undertake initial stakeholder engagement with regards to the Solid Waste Management Plan update. A trip to the outer coast is planned.

The Public Works Manager left the meeting.

Recreation Facilities

- The concession project at Walker Island now has the flooring complete and plumbing and electrical have been roughed-in.
- A field visit was completed by an architect and engineer at Centennial Pool as the first step in a condition assessment of this CCRD asset. A full report is currently being prepared and this assessment will help inform the Asset Management Planning process.

- 16-04-15** M/S Directors Coutts/Krimmer that the Public Works Department Report dated April 6, 2016 be received. **CARRIED**
- 16-04-16** M/S Directors Krimmer/Coutts that the CCRD Board of Directors approve administration to develop and implement a schedule that will provide for two weeks of extended operating hours for Thorsen Creek Waste and Recycling Centre and that tipping fees as set out in Bylaw No. 348 be reduced by 50% for all properly sorted loads of residential waste during this same time period. **CARRIED**

Leisure Services Commissions

- h) Denny Island Recreation Commission, minutes dated February 22, 2016.
- 16-04-17** M/S Directors Coutts/Krimmer that the Denny Island Recreation Commission minutes dated February 22, 2016 be received. **CARRIED**
- i) Centennial Pool Commission minutes dated February 24, 2016 and April 6, 2016.
- 16-04-18** M/S Directors Krimmer/Hall that Centennial Pool Commission minutes dated February 24, 2016 be received. **CARRIED**
- 16-04-19** MS Directors Krimmer/Coutts that Centennial Pool Commission minutes dated April 6, 2016 be received. **CARRIED**

Transportation Services

- j) Bella Coola Airport/Denny Island Airport report dated March 6, 2016.
- 16-04-20** M/S Directors Coutts/Krimmer that the Transportation Report - Bella Coola and Denny Island Airport report dated April 6, 2016 be received. **CARRIED**
- 16-04-21** M/S Directors Krimmer/Coutts 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. **CARRIED**
- 16-04-22** M/S Directors Hall/Coutts 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. **CARRIED**
- 16-04-23** M/S Directors Coutts, Krimmer 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. **CARRIED**
- k) Denny Island Airport Commission Minutes dated March 10, 2016.
- 16-04-24** M/S Directors Coutts/Krimmer that the Denny Island Airport Commission Minutes dated March 10, 2016 be received. **CARRIED**

(D) EXECUTIVE REPORTS

a) Chair's Report –see Area C Report

b) Electoral Area Reports

i. Area A – no report

ii. Area B -

Vice Chair Moody-Humchitt offered that meetings continue regarding the ferry working group and he will keep the CCRD informed. Vice Chair Moody-Humchitt and the CAO Blake will approach Chair Sayers about bringing certain matters affecting the ferry situation to the Union of BC Municipalities (UBCM).

iii. Area C –

Chair Sayers provided a written report highlighting activities over the past month.

Chair Sayers participated in a webinar with the BC Climate Leadership Team regarding climate change and local government, primary strategies and targets.

On March 24th Chair Sayers gave a live radio interview on C-FAX 1070 radio 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. A *sound cloud* link is available to anyone wishing to hear the interview in its entirety.

The CEO/CAO conference was attended along with CAO, Darla Blake, at the end of March and then it was on to the Municipal Finance Authority of BC conference and AGM. Both Chair Sayers and the CAO also attended the annual convention of the Association of Vancouver Island and Coastal Communities in Nanaimo the first week of April.

As a Director at Large for the UBCM, Chair Sayers is attending UBCM Executive Advocacy Days in Victoria April 12-15 and regrets missing the CCRD's April 14th board meeting. Members of the Executive will be doing direct advocacy work with provincial ministers regarding issues of interest to all local governments and communities in BC.

16-04-25 M/S Directors Krimmer/Coutts that the report from Area C Director dated April 7, 2016 be received. **CARRIED**

iv. Area D – Director Hall

Director Hall provided a verbal report regarding meeting with the Centennial Pool Commission about assessing the pool facilities. They are awaiting an environmental assessment report and Director Hall has been networking with the Public Works Manager to minimize costs. The pool commission will soon be taking a day to look at the building and facilities, clean up, etc. They are considering development for wheelchair access and making a pleasant area for parents to sit and watch their kids swimming. The target is to open May 1st and all staff have been hired.

v. Area E – No report

RECESS

The regular meeting resumed at 12:45 p.m.

(E) BYLAWS AND POLICIES

(a) Bylaw No. 458 Denny Island Recreation Commission Bylaw

A bylaw to amend and repeal Bylaw No. 441, 2015 to reflect Board resolution 16-03-07 to amend the membership of the Denny Island Recreation Commission to consist of four (4) members and the quorum to be three (3).

16-04-26 M/S Directors Coutts/Krimmer that Bylaw No. 458 cited as the 'Denny Island Recreation Commission Bylaw No. 458, 2016' be now introduced and read a first time.

CARRIED

16-04-27 M/S Directors Coutts/Hall that Bylaw No. 458 cited as the 'Denny Island Recreation Commission Bylaw No. 458, 2016' having been given due and detailed consideration by the Board, be now read a second and third time.

CARRIED

Administration will send a letter to the Denny Island Recreation Commission to ask if a member would like to volunteer to put their name forward for another year to accommodate Item 7. under Membership and Term in Bylaw No. 458. This will be reported back to the board next month.

b) Bylaw No. 460 Centennial Pool Rates & Charges Bylaw

16-04-28 M/S Directors Krimmer/Coutts that Bylaw No. 460 cited as the 'Centennial Pool Rates & Charges Bylaw No. 460, 2016' be now introduced and read a first time.

CARRIED

16-04-29 M/S Directors Coutts/Krimmer that Bylaw No. 460 cited as the 'Centennial Pool Rates & Charges Bylaw No. 460, 2016' having been given due and detailed consideration by the Board, be now read a second and third time.

CARRIED

c) Bylaw No. 461 Bella Coola Valley Zoning Amendment

Director Krimmer provided a handout suggesting alternate wording to clarify the point in section 1) a) of the proposed bylaw amendment. Discussion concluded directors were in agreement with the rearrangement of the wording.

16-04-30 M/S Directors Krimmer/Coutts that wording in Section 1) a) of proposed Bylaw No. 461, Bella Coola Valley Zoning Amendment, be revised to provide further clarity.

CARRIED

16-04-31 M/S Directors that Coutts/Krimmer that Bylaw No. 461 cited as 'Bella Coola Valley Zoning Amendment Bylaw No. 461, 2016' be now introduced and read a first time as amended.

CARRIED

16-04-32 M/S Directors Coutts/Krimmer that Bylaw No. 461 cited as 'Bella Coola Valley Zoning Amendment Bylaw No. 461, 2016' having been given due and detailed consideration by the Board, be now read a second and third time.

CARRIED

RECESS

The regular meeting resumed at 1:53 p.m.

- d) **Policy A-5(a) Prerequisites for Agenda Items – Responding to Complaints**, reviewed and seeking amendment

16-04-33 M/S Directors Krimmer/Hall that Policy A-5(a) Prerequisites for Agenda Items – Responding to Complaints, be approved as amended. **CARRIED**

- e) **Policy A-5(b) Board Meeting Agenda**, reviewed and seeking Amendment.

16-04-34 M/S Directors Krimmer/Coutts that Policy A-5(b) Board Meeting Agenda be approved as amended. **CARRIED**

- f) **Policy A-12(c) Centennial Pool Wage Payment During Training**, reviewed and seeking amendment.

16-04-35 M/S Directors Coutts/Hall that Policy A-12(c) Centennial Pool Wage Payment During Training be approved as amended. **CARRIED**

- g) **Policy A-34 Retention and Destruction of Audio Recordings**, new policy for adoption.

16-04-36 M/S Directors Coutts/Hall that Policy A-34 Retention and Destruction of Audio Recordings be approved. **CARRIED**

- h) **Policy E-8 Respectful Workplace**, reviewed and seeking amendment.

16-04-37 M/S Directors Krimmer/Hall that Policy E-8 Respectful Workplace be approved as amended. **CARRIED**

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- a) **Ministry of Health, dated March 15, 2016**, negative response to CCRD letter on supporting the introduction Physician Assistants to practice in BC in favour of Nurse Practitioners.
- b) **Ministry of Public Safety & Solicitor General, dated March 15, 2016**, re: Strategic vision paper request for information about 911 services for our regional district.
- c) **Ministry of Environment, dated Mar 30, 2016**, re: *Water Sustainability Act*.
- d) **Ministry of Agriculture, dated March 22, 2016**, re: acknowledgment of receipt of CCRD's feedback on the White Paper and consultation on Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve.
- e) **CivicInfo BC, the Ministry of Public Safety & Solicitor General, and the RCMP, email dated March 08, 2016**, requesting all local governments participate in the Amber Alert program.

16-04-38 M/S Directors Hall/Krimmer that Items (F) a) to e) be received.

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 2:02 p.m.

Chair

Corporate Officer

13

CENTRAL COAST REGIONAL DISTRICT

RECEIVED

BYLAW NO. 449
SCHEDULE "C"

MAY 05 2016

DELEGATION to BOARD REQUEST FORM

Central Coast Regional District

Date of Application: May 6, 2016 Board Meeting Date May 12, 2016

Name of person or group wishing to appear before the Board of Directors: _____

ERNEST HALL, Mid Coast Ferry Advisory Committee

Address: Box 85, Hagensborg

Number of people attending: 1 Spokesperson Name: Same

Subject of presentation: Update on Route 10S and Nimjish replacement

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) _____

Contact person (if different than above): _____

Daytime telephone number: 250-982-2735

Email address: creekside-studio-gallery@gmail.com

Will you be providing supporting documentation? yes no

If yes: handouts at meeting (recommend delivered in advance) 3 page letter
 PowerPoint presentation
 publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
 Other (explain) _____

* Delegations will have a maximum of 15 minutes to make their presentation to the Board.
* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.

CCRD ITEM II 1.a.
Board Meeting
MAY 12 2016
CCRD ITEM
Board Meeting
MAY 12 2016



April 29, 2016

Keith Henry, Chair and CEO
Aboriginal Tourism Association of Canada
k.henry@aboriginalcanada.ca

Reference: 254981

Dear Keith Henry:

Re: Mid-Coast BC Ferry Working Group

Thank you for your e-mail of March 16, 2016, following up on our meeting of February 25 outlining the Mid-Coast BC Ferry Working Group's recommendations and associated action items to support tourism in BC's Central Coast region.

We would like to first express our appreciation for the opportunity to meet in person to learn more about the Working Group's tourism and economic development vision for the region.

We note that recommendations 2, 6, 7, 8 and 9 in your e-mail specifically pertain to actions designed to support a two-vessel strategy for ferry services in the mid-coast and north island region, including a direct route from Port Hardy to Bella Coola. While we recognize and support the Working Group's efforts to develop tourism to the mid-coast and into BC's interior, the Province has been clear in its commitment to support the current connector service which enables travellers to use two routes to travel between Port Hardy and Bella Coola (i.e., Route 10 between Port Hardy and Bella Bella and Route 10S service between Bella Bella and Bella Coola). This has been confirmed in the renewed service contract between BC Ferries and the Province. As such, we are not considering a reinstatement of the Route 40 service, including any direct sailings between Port Hardy and Bella Coola.

BC Ferries will be filing with the BC Ferry Commissioner its application to support a new vessel to replace the Nimpkish. The Province supports BC Ferries' strategy to create a consistent standard for its small vessels. As previously discussed, the small vessel strategy will see BC Ferries build a 40-50 car ferry to serve the 10S route, which is a substantial increase in capacity compared to the current vessel. Given the service levels in the contract, this new vessel would enable BC Ferries to carry between 1,820 – 2,275 vehicles travelling between Port Hardy and Bella Coola during the 13-week peak period. During the last year of operation of Route 40, BC Ferries carried approximately 1,100 vehicles that potentially could be circle route traffic travelling between Port Hardy and Bella Coola, in either direction combined.

.../2

The significant increase in capacity with the Nimpkish replacement vessel provides an opportunity to increase marketing and create tourism products to attract tourism to the area. We understand that BC Ferries is continuing to work with you to discuss topics such as joint marketing activities, scheduling, and vessel amenities that would help maximize utilization of the new vessel on the 10S route.

With respect to the other recommendations and action items contained in your e-mail, we are encouraged by the Working Group's tourism vision for the region and we will continue to support the Working Group in this regard. Destination BC is committed to including the Bella Coola-Highway 20 corridor as one of the first planning areas of the Destination Development program. This program will be rolled-out this summer. Destination BC would also be pleased to provide facilitated planning resources to assist in preparing a corridor marketing plan. The outcome of this process could be used to support an application to the Destination BC Co-operative marketing program.

In addition, the Province would be happy to consider providing the Working Group \$50,000 to work with Destination BC to identify useful preliminary research and analysis necessary to prepare for the Destination Development planning process. These funds would also be used to facilitate dialogue on innovative ideas to enhance and diversify tourism offerings for the area and ensure maximum utilization of the new larger vessel coming into service.

Thank you again for meeting with us to discuss the work of the Mid-Coast BC Ferry Working Group in more detail, and for sharing the recommendations and associated action items of the Working Group.

Sincerely,

Todd G. Stone
Minister of Transportation and
Infrastructure

Shirley Bond
Minister of Jobs, Tourism and Skills Training
and Minister Responsible for Labour

**Copy to: Okenge Yuma Morisho, Associate Deputy Minister
Ministry of Jobs, Tourism and Skills Training
and Minister Responsible for Labour**

**Marsha Walden, Chief Executive Officer
Destination British Columbia**

**Deborah Bowman, Assistant Deputy Minister
Ministry of Transportation and Infrastructure**

**Vera Sit, Executive Director, Strategic Projects
Ministry of Jobs, Tourism and Skills Training
And Minister Responsible for Labour**

**Kirk Handrahan, Executive Director, Marine Branch
Ministry of Transportation and Infrastructure**

RECEIVED

APR 14 2016

CENTRAL COAST REGIONAL DISTRICT

Central Coast Regional District

BYLAW NO. 423
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: April 13/16 Board Meeting Date May 12

Name of person or group wishing to appear before the Board of Directors: Cariboo Chilcotin Coast Tourism Assoc

Address: 204-350 Baynard St WL V8G 4P2

Number of people attending: 1-2 Spokesperson Name: Amy Tracker

Subject of presentation: Tourism program updates

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) _____

Contact person (if different than above): same as above

Daytime telephone number: 250-392-2226

Email address: amy@landwithoutlimits.com

Will you be providing supporting documentation? yes no

If yes: handouts at meeting (recommend delivered in advance)
 PowerPoint presentation
 publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
 Other (explain) _____

* Delegations will have a maximum of 15 minutes to make their presentation to the Board.

Board Meeting
MAY 12 2016
CCRD ITEM 11.6

RECEIVED

MAY 04 2016

Central Coast Regional District

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: May 4, 2016 Board Meeting Date May 12, 2016

Name of person or group wishing to appear before the Board of Directors: Ana Santos,
as President of the Denny Island Development Community Association (DICDA)
and the Central Coast Chamber of Commerce

Address: 70 Atli Point Rd, Denny Island BC, V0T 1B0

Number of people attending: _____ Spokesperson Name: _____

Subject of presentation: Policy F-16: Rationale for Amendment

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) _____

Request to CCRD Board of Directors for amendment of Policy F-16; presentation will provide rationale for amendment and highlight benefits to be derived from it.

Contact person (if different than above): _____

Daytime telephone number: 604.892.0305

Email address: ana.santos@telus.net

Will you be providing supporting documentation? yes no

If yes: handouts at meeting (recommend delivered in advance)
 PowerPoint presentation
 publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
 Other (explain) _____

** Delegations will have a maximum of 15 minutes to make their presentation to the Board.
* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.*

Board Meeting
MAY 12 2016
CCRD ITEM II l.c.

COMMUNITY WORKS FUND (CWF) - CCRD's POLICY F16: RATIONALE FOR AMENDMENT

Ana Santos, May 2016

Policy F16 needs to be amended to include a clause or a process that would allow all CCRD communities to receive CWF funding, even without the presence of a related CCRD service.

Why?

FAIRNESS: Because this is funding derived from the Gas Tax, which we all pay. It is not right to exclude gas tax payers from gas tax funding under the auspices of Policy F16.

COMMON GAIN: Because lack of government services is not necessarily something that the small communities in our region can be made fully responsible for. The challenges exist both ways; the CCRD would have a very hard and costly time trying to establish, maintain and run those services in those communities. Remoteness and distance affect us all negatively in this case. If these communities can establish and run their own services in a basic manner, it is a win-win situation for all.

RESPONSIBILITY: Because this is the Central Coast Regional District, which includes communities other than those in the Bella Coola Valley. Our Regional government has "parenting" responsibilities with all the communities in the region: We need to reach out to the communities in our jurisdiction, take ownership of the problems, help find the solutions and assist in any way we can to implement them.

COHESIVENESS: Because modest amounts of funding can help small communities in a big way, and a few small gestures can bring many big benefits. The CCRD is spending time and money trying to see how to redefine the District's boundaries. Let's save these resources and spend them on something more productive. This is a great opportunity for the CCRD to improve relations with the communities in the region.

FORESIGHT: Because by not helping the communities in the region that are most in need and lack the basics, the CCRD is creating a barrier for their advancement, impeding their growth and development. This way, they will never get to a level where they can contribute towards taxes for services, which is precisely what the CCRD claims they need to do. By helping them a little, they will be able to cover their basic needs in a half decent manner, thus retaining current residents and businesses, and attracting others. They can then grow and afford taxes for services: Invest in the seeds now so as to reap the fruits in the future.

MY REQUEST:
That Policy F16 is amended to include a clause or a process that would allow all CCRD communities to receive CWF funding, even without the presence of a related CCRD service.



CENTRAL COAST REGIONAL DISTRICT

BRIEFING NOTE

DATE: May 05, 2016

SUBJECT: Community Works Fund – A. Santos Delegation

This briefing note is prepared in response to a delegation request from Ana Santos, representing the Denny Island Community Development Association and the Central Coast Chamber of Commerce, regarding regional district Policy F-16, Community Works Fund Allocation.

It is noted that this recent submission is tied in content to her April delegation where questions were asked and answered regarding the regional district's Community Works Fund (CWF) under the Gas Tax Program.

Ms. Santos, in this delegation, is providing rationale for a requested amendment to the regional district's Community Works Fund policy to include a clause that would allow all CCRD communities to receive CWF funding without the presence of a related CCRD service.

Comments from Ms. Santos are noted below in italics and are followed by regional district staff responses in blue, for the board's consideration and information:

***FAIRNESS:** Because this is funding derived from the Gas Tax, which we all pay. It is not right to exclude gas tax payers from gas tax funding under the auspices of Policy F16.*

Funding from the Gas Tax is distributed by senior levels of government to local governments – regional districts and municipalities. It is not distributed to "gas tax payers" anywhere in the province.

***COMMON GAIN:** Because lack of government services is not necessarily something that the small communities in our region can be made fully responsible for. The challenges exist both ways; the CCRD would have a very hard and costly time trying to establish, maintain and run those services in those communities. Remoteness and distance affect us all negatively in this case. If these communities can establish and run their own service in a basic manner, it is a win-win situation for all.*

Rural or unincorporated areas can indeed establish and run their own services without regional district involvement. This also means that if the regional district isn't responsible for those services, they aren't responsible for paying for it either. It can't be both ways: either the

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regional district takes responsibility at the request of the rate payers, or it doesn't; also at the request of the rate payers.

RESPONSIBILITY: *Because this is the Central Coast Regional District, which includes communities other than those in the Bella Coola Valley. Our Regional government has "parenting" responsibilities with all the communities in the region: We need to reach out to the communities in our jurisdiction, take ownership of the problems, help find the solutions and assist in any way we can to implement them.*

None of the 28 regional districts in the province have "parenting" responsibilities, including the central coast. Regional districts have responsibility to provide services. This is different from municipalities which have flexibility to allocate "general revenues" to its services.

COHESIVENESS: *Because modest amounts of funding can help small communities in a big way, and a few small gestures can bring many big benefits. The CCRD is spending time and money trying to see how to redefine the District's boundaries. Let's save these resources and spend them on something more productive. This is a great opportunity for the CCRD to improve relations with the communities in the region.*

The regional district is not spending time and money trying to see how to redefine the District boundaries. The regional district has received funding from the province to find ways to improve governance and service delivery.

FORESIGHT: *Because by not helping the communities in the region that are most in need and lack the basics, the CCRD is creating a barrier for their advancement, impeding their growth and development. This way, they will never get to a level where they can contribute towards taxes for services, which is precisely what the CCRD claims they need to do. By helping them a little, they will be able to cover their basic needs in a half decent manner, thus retaining current residents and businesses, and attracting others. They can grow and afford taxes for services: Invest in the seeds now so as to reap the fruits of the future.*

The regional district must and will provide services at the request of rate payers. Otherwise, communities may elect to provide certain services on their own in any way they choose. If the regional district were to provide a service to a rural area, they would and could recover costs for providing those services by user fees, senior government grants, property taxation, Community Works Funding or a combination of the four. Each service provided by the regional district is budgeted for separately. Costs are recovered by billing those who benefit from the service. The expense of providing a service must be covered by revenue generated for that same service; one service cannot subsidize another. This premise is not specific to the CCRD – it is legislated by the province, and these are the "rules" that must be followed.

CONCLUSION

It is important to note, that the regional district is responsible for providing services. When they do, they are also responsible for managing risk, sustaining services and assets and adhering to rules, regulations and legislative requirements associated with those services and assets. The regional district is also required to undertake certain planning under the requirements of the Community Works Funding Gas Tax Agreement.

The regional district has carefully weighed the requirements for the most effective use of the CWF for the next five years as follows:

	Yr.2016 \$\$	Yr. 2017 \$\$	Yr. 2018 \$\$	Yr. 2019 \$\$	Yr.2020 \$\$
Planning – BC Water	15,000				
Asset Management Planning	35,000	40,000			
Airport Planning & Operations	50,000		55,000		75,000
Solid Waste Management Planning	40,000				
Recycling Centre	667,351				
Parks & Recreation	53,800			10,000	
Swimming Pool		181,584	52,742	135,742	
Denny Island Water		40,000	80,000	51,043	121,785

RECEIVED

FEB 10 2016

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

RECEIVED

FEB 11 2016

Central Coast Regional District

DELEGATION to BOARD REQUEST FORM

Central Coast Regional District

Date of Application: Feb 10th, 2016 Board Meeting Date May 12th, 2016

Name of person or group wishing to appear before the Board of Directors: Maura Walker & Associates, Carey McIver & Associates

Address: 1138 Khenipsen, Duncan, BC, V9L 5L3

Number of people attending: 3 Spokesperson Name: Maura Walker Carey McIver

Subject of presentation: Introduce Solid Waste Management Planning process to CCD Board and outline workplan for this year

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) Information and answer any questions regarding SWMP process.

Contact person (if different than above): Ken McIlwain

Daytime telephone number: 250 799 5291

Email address: pwm@ccrd-bc.ca

Will you be providing supporting documentation? yes no

If yes: handouts at meeting (recommend delivered in advance)
 PowerPoint presentation
 publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
 Other (explain) _____

** Delegations will have a maximum of 15 minutes to make their presentation to the Board.
* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.*

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CENTRAL COAST REGIONAL DISTRICT

TO: Chair Alison Sayers and Board of Directors

FROM: Darla Blake, CAO

SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT - 05 May 2016

RECOMMENDATION:

- 1) THAT the Chief Administrative Officer's Report dated 05 May 2016 be received.

- 2) THAT the Central Coast Regional District Board appoints _____ to fill the second two year appointment, in accordance with Bylaw No. 458 cited as the Denny Island Recreation Commission Bylaw No. 458, 2016. _____ will serve on the Denny Island Recreation Commission until 31 December 2017.

STRATEGIC PLANNING

The endorsed CCRD Integrated Strategic Plan 2015-2019 is now available on the CCRD website. Hard copies of the CCRD Integrated Strategic Plan 2015-2019 are available on request to the public, when they can come into the CCRD office.

Board Meeting

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CCRD ITEM C(a)

The 2016 Strategic Priorities:

Weight	Factor	Measure
30%	Asset Management Plan	Complete the initial CCRD Asset Management Plan to the required "baseline" level by 30 June 2016.
30%	Governance/ Service Delivery Study and Analysis	To undertake Phase 1 of 3 Phases (over 3 years) Governance/Service Delivery Study and Analysis. Phase 1 includes securing funding from province, developing ToR to secure a consultant to undertake the study during 2016, with results to be assessed by CCRD and the Ministry CSCD in order to develop the next steps (Phase 2 of 3).
25%	Solid Waste Management Plan	Identify and document future needs, issues and opportunities, budgets and funding implications of SWM Plan by 31 December 2016
15%	Economic Development Plan	Review the current EDP and update as needed or develop a new EDP by 31 December 2016

GOVERNANCE MATTERS:

Denny Island Recreation Commission, appointment to 31 December 2017

At its 11 February 2016 board directors appointed members to the Denny Island Recreation Commission. The Board resolution states:

"16-02-27 That the Central Coast Regional District Board makes the following appointments to the Denny Island Recreation Commission, in accordance with the Denny Island Recreation Commission Bylaw 441, 2015:

Crystal Anderson, Pauline Imamura and Betty Hadley, who will each serve with a term expiring on December 31, 2016 and Kathy Sereda who will serve with a term expiring on December 31, 2017, provided that they agree to adhere to the policies and procedures of the Regional District.
CARRIED"

Since the February 2016 board meeting, the Bylaw has been amended to accommodate the board changes to the bylaw. Bylaw No. 458 Denny Island Recreation Commission Bylaw had its first, second and third readings at the 14 April 2016 CCRD Board meeting.

It was pointed out that under Item 7. Membership and Term in Bylaw No. 458 the number of members appointed to the term expiring on 31 December 2017 should have been two (2), only one (1) member was appointed. The CAO was asked to send a letter to the

Denny Island Recreation Commission, asking if one of the following Commission members would like to volunteer to put their name forward until December 2017; these included:

Crystal Anderson, Pauline Imamura or Betty Hadley.

An email was subsequently sent to the DIRC members on the 25 April 2016, with the board's request and on 04 May 2016, a reminder to the 25 April 2016 email was sent. As at the agenda close on Thursday 05 May 2016, CCRD still has not received a response to the request.

The Board will, therefore, need to make the appointment with no feedback from the Commission.

Accordingly it is recommended the Board appoint from the following names:

Crystal Anderson (current DIRC chair), Pauline Imamura or Betty Hadley (current DIRC Secretary/Treasurer),

to be appointed to the Denny Island Recreation Commission until 31 December 2017, in accordance with the requirements under Item 7, Membership and Term in Bylaw No. 458.

Governance and Service Delivery Diagnostic Analysis Study - Update

The CCRD put out a Request for Proposal (RFP) to five (5) short-listed appropriately qualified and experienced consultants, for the Governance and Service Delivery Diagnostic Analysis Study. The closing date for the RFP was 21 March 2016.

Two (2) qualifying proposals received. These proposals were considered by the CCRD governance study administration team, the governance study Ministry Community Sport and Cultural Development staff involved, and the CCRD board.

CCRD wishes to advise that Leftside Partners Inc., have been appointed to work with CCRD to deliver the Governance and Service Delivery Diagnostic Analysis Study – Phase 1 with a completion deadline of 31 December 2016. CCRD administration looks forward to working with Leftside Partners Inc.

It is our intention to take a multiple – approach to keeping the public well informed and creating plenty of opportunities throughout the progress for communities and organizations across our diverse region to participate in the process. LeftSide Partners will be asking community members and organizations to provide them with valuable feedback and knowledge about the region.

A more formalized timeline will be forth coming once final details are completed with Leftside Partners Inc, on the process work plan.

ADVOCACY:

Awards

CCRD have been notified our nomination to the BC Community Achievement Award has not been successful. Over 200 submissions were received for the 2016 award from which 30 were chosen as recipients. However, we are advised all submissions are active for 2 full years following the initial application year.

GRANTS:

Denny Island Community Development Association (DICDA) – Small Community Fund grant application

A letter of in-principle support has been forward to the DICDA, in accordance with the board Resolution 16-04-05 for their application to the Small Community Fund for the purchase of a small baler and community composter.

Northern Development Initiative Trust – 2016 Economic Development Capacity Building grant

A letter has been received notifying CCRD that our application to the 2016 Economic Development Capacity Building grant, to support our efforts to develop the local and regional economy, through partial funding of the CCRD Community Economic Development Officer, has been approved.

Young Canada Works in Heritage Organizations – Junior Records Clerk

CCRD were successful in the application to the Young Canada Works in Heritage Organizations, for a Junior Records Clerk to assist our Administrative Assistant with electronic-scanning, classification and filing of records into our records management system.

The Candidate will have:

- Completed grade 11 and will be returning to school
- Good communication and organizational skills
- Able to work as a team or independently
- Attention to detail
- Able to maintain confidentiality

This position is from June 27th to August 26th, 2016, hours are 8:30am - 4:30 pm, Monday to Friday.

This position is currently being advertised, with applications closing May 13, 2016. For more information, contact the CCRD Administrative Assistant. More information on this position is also available on the CCRD website.

Canada Summer Jobs - Centennial Pool - Aquatic Programs Coordinator

CCRD were successful in gaining a grant to hire an Aquatic Programs Coordinator for the summer.

LEGAL:

Office of Ombudsperson:

This is to advise two complaints to the Ombudsperson's Office, dating back to 2009, concerning CCRD have now been completed, with the cases both being closed and no further action being taken.

GENERAL:

Recent attendance at conferences:

AVICC

Chair Alison Sayers and CAO Darla Blake attended the AVICC conference, held 8th -10th April 2016, in Nanaimo. The theme of the conference was "*Together we are charting a new way forward*".

Pre-conference workshop "*Understanding the Village*", was a very educational and moving experience. The facilitators masterfully took participants through the "no-blame" workshop covering impacts to First Nations as a result of colonization, disease, residential schools, alcohol, and institutional racism; through to reconciliation and healing. I would highly recommend the workshop to anyone.

Workshops attended:

- **Conflict Engagement and Communications**

- **Social Procurement – a new approach to Economic Development:**

This was an interesting workshop on how to better leverage tax dollars to achieve community benefits. The idea is to balance the needs of people, the planet, and profits. The Village of Cumberland has embraced such an approach, creating a policy to support this.

The CAO has asked the CCRD Community Economic Development Officer to look into the viability of Social Procurement as an option within the region.

- **Agricultural Land Reserve and Agricultural Land Commission** The workshop participants were introduced to the new Chair for the ALC and their new CEO. The Chair talked of the restructuring of the ALC and details on recent changes to ALR policy. It was reiterated the importance of engaging ALC when writing or updating Official Community Plans)

- **Moving Forward with Integrated Asset management**

The workshop explained the importance of understanding what our assets are, what condition they are in, how long will they last, when will we need to replace them and at what cost – looking at needs short, medium and long term and making decisions based on evidence.

The point was stressed that we cannot pretend that there is no cost to providing services. The levels of financial commitment must align with the levels of service each local government delivers, now and into the future. Integrated Asset Management will help taxpayers understand the reasons behind what they are getting for their tax dollars.

- **Resolutions sessions** - The resolutions dispositions from the AVICC conference can be found elsewhere on this agenda, or on the AVICC website:

<http://avicc.ca/wp-content/uploads/2016/04/2016-Resolutions-Disposition-Summary.pdf>

WORKING TOGETHER: EFFECTIVE FIRE SERVICE ADMINISTRATION FOR FIRE CHIEFS AND LOCAL GOVERNMENT CAOS

Fire Chief Fred Sorensen and CAO Darla Blake attended the Local Government Management Association of BC (LGMA) seminar Working Together: Effective Fire Service Administration for Fire Chiefs and Local Government CAOs, in Kamloops, April 29 – 1 May 2016.

The LGMA partnered with the Fire Chiefs' Association of BC and the Office of the Fire Commissioner to offer an educational program to address the pressing need for knowledge, skill development and administrative and financial leadership to effectively operate fire departments in BC. This is particularly important with the new requirements under the Fire Service Playbook, which comes into effective in June 2016.

2015 UBCM CONVENTION MINUTES

CCRD have recently been sent the 2015 UBCM Convention minutes. For those interested in reading about the various submissions and decisions put to delegates at the convention, the minutes' link can be found on the CCRD website sidebar on the home page, entitled "Download 2015 UBCM Minutes" – or the other alternative is to visit the CCRD Facebook page, the UBCM Minutes link can be found there.

Who and what is UBCM??? (extract from the UBCM website):

"UBCM Overview

The UBCM was formed to provide a common voice for local government and this role is as important today as it was 100 years ago. The UBCM reflects the truth in the old adages "strength in numbers" and "united we stand - divided we fall".

Convention continues to be the main forum for UBCM policy-making. It provides an opportunity for local governments of all sizes and from all areas of the province to come together, share their experiences and take a united position.

Positions developed by members are carried to other orders of government and other organizations involved in local affairs. Policy implementation activities have expanded from annual presentations to Cabinet to

UBCM involvement in intergovernmental committees, regular meetings with Ministers and contact on a daily basis with senior government.

In today's ever-changing world, where shifts in senior government policies, or in economic, social or political conditions, can have an immediate effect on local government, UBCM stands as a "listening post". UBCM initiates, monitors, interprets and reacts where such changes could have an effect on local governments and the communities they serve.

The result is improved local government and BC's communities are the real winners. Through the UBCM, local government has achieved much, and the potential is always there to achieve even more."

Respectfully Submitted



Darla Blake
Chief Administrative Officer