

Pool Commission

Feb 5, 2017

Minutes

Attendees: Nicola Koroluk, Russ Hilland, Carol Thommas, Karen Lansdowne, Connie Nygaard, Ken McIlwain (CCRD)

1. Executive appointed: Nicola Koroluk – chair, Joan Cole Secretary
2. Pool Finances were discussed 2017 budget was based on 2016 operating year.
 - a. Discussed that income generated from pool is a high estimate and fuel cost is a low estimate, both are driven by weather.
3. Pool Liner Will be replaced this spring, as will some components of the mechanical room (chimney)
4. Summer positions to be posted in the CMS, Red Cross and National Lifesaving Society.
5. CCRD to contract janitorial services for the 2017 year.
6. Commission will arrange garbage collection for the 2017 year.
7. Next Meeting Tuesday Feb 21, 2017



Centennial Pool Commission

Meeting Minutes

21 February 2017

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

- 1. Budget - The revised budget was discussed and will be submitted to the CCRD Board.
- 2. Building - Changing room layout was discussed.
- 3. Policy Development: A policy protecting the rights of LGBTQIA using the facility needs to be developed. Commissioners with assistance of CCRD staff will research this.
- 4. Admission Fees - The spreadsheet showing the fees for 2014 to 2019 was reviewed and a typo for 2017 corrected.

Moved: That the corrected fee schedule for 2017 be submitted to the CCRD Board for approval.

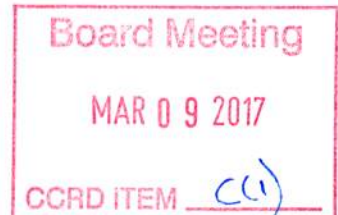
Cole/Lansdowne:Passed

4. Policy and ByLaws - Policies A12 (b) and A12 (c) will be reviewed at the next Commission meeting. A complete listing of the Pool ByLaws can be found on the CCRD website. The Pool Safety Plan will be updated.

5. Staffing - Ads for summer positions will be in the next issue of the Coast Mountain News. Interviews will be held in April.

Next Meeting - Tuesday 21 March 2017 Location TBA

Minutes prepared by Joan Cole
Reviewed by Nicola Koroluk



**CENTRAL COAST REGIONAL DISTRICT**

TO: Donna Mikkelson, Acting Chief Administrative Officer
FROM: Cheryl Waugh, Assistant Emergency Program Coordinator
DATE: March 2, 2017
SUBJECT: Emergency Program Report

Recommendation: That the Emergency Program Report dated March 2, 2017 be received.

- The first meeting of the Emergency Executive Committee will be scheduled for later this month.
- BC Hydro Community Relations requested and received emergency contact information for key positions at the CCRD including the CAO, EPC, Chair, Directors and Bella Coola Fire Chief.
- Bella Coola General Hospital is interested in collaborating on an emergency exercise to practice a Code Orange for disaster or mass casualties. This could be done in conjunction with a Bella Coola Airport emergency exercise or Emergency Operations Center exercise. Scenarios will be considered and, if working with the airport and Bella Coola Heli Sports, the event will not take place until late fall or early winter.
- There is an individual new to Denny Island interested in the position of Deputy EPC. They have considerable relevant experience and will be reviewing some emergency management information before making a decision to accept the position.
- I recently completed a risk assessment exercise for the CCRD related to business continuity planning, which is sometimes associated with emergency planning. Although the two plans should be closely linked, the lines can be blurred between what is administration and what is an emergency. There is a phrase I like that helps keep these straight: "Business Continuity is how to get back to normal. Emergency Planning is dealing with the abnormal."

Assistant Emergency Program Coordinator



RECEIVED

FEB 20 2017

Central Coast Regional District

**DENNY ISLAND AIRPORT COMMISSION MEETING MINUTES
February 16th, 2017**

Meeting Brought to Order: 7:32pm

Present: Mark Schlichting, Jean Wood, Danny Oliver, Doug Sharkey, Ron Nielsen

Guests: Dave Neros, Teresa Watling, Ana Santos

Absent: Ingmar Lee (off Island), Aggie Green

Acceptance of Agenda: Danny/Jean, carried

Acceptance of Last Meeting Minutes: Mark/Jean, carried

Election of 2017 Chairman: Amidst crying, snivelling, and begging, Sharkey was nominated. Danny/Mark, carried

Old Business:

1. Dave Neros was hired to do some bracing and building repair. Motion to have CCRD pay his bill as work was completed as required. Mark/Ron, carried.
2. The exterminator was taken to the building on Jan 30th and he dealt with the ant plague. Motion to have CCRD pay his bill. Jean/Danny, carried.
3. Presentation of contract for tie-downs. Motion to post contract for bids. Mark/Ron, carried.
4. Spring brushing contract to include road access and to be posted for spring completion. Mark/Danny, carried.
5. Wind-sock missing in last storm, to be replaced.
6. Building roof to be repaired and upgraded instead of replaced. Contract to be let for summer weather. Mark/Ron; vote was even and decided by Chair's vote, carried.

New Business:

Everyone's eyes are glazed.

Meeting Adjourned: 8:27pm. Jean/Danny, carried.

Board Meeting
 MAR 09 2017
 CCRD ITEM C(n)



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

TO: Donna Mikkelson, Interim CAO
CC: Board Chair Alison Sayers and Board Members
DATE: March 2, 2017
FROM: Ken McIlwain, Operations Manager
SUBJECT: Transportation Monthly Report

RECOMMENDATIONS:

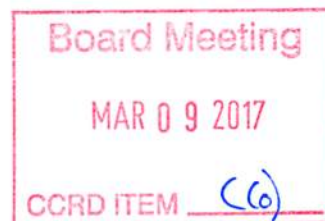
1. THAT the February 2017 Transportation Report be received.

**TRANSPORTATION
FEBRUARY 2017 HIGHLIGHTS**

1. Communication is ongoing with Transport Canada to determine the feasibility of the Bella Coola Airport to remain as a certified aerodrome. Staff and CCRD consultants are reviewing the requirements to remain certified and working towards addressing deficiencies noted during Transport Canada's inspection in 2016. This includes an update of the Safety Management System and also initiated tree removal on both ends and edges of the runway.
2. The final draft of the Airport Master Plan has been received and reviewed by staff. Please see separate report.
3. Licence applications are underway for a Licence to Cut and a Licence of Occupation to facilitate tree removal and management of critical airspace at the Bella Coola Airport.

Respectfully submitted,

Ken McIlwain, RPF
Operations Manager





CENTRAL COAST REGIONAL DISTRICT

DATE: March 2, 2017

TO: Donna Mikkelson, Interim CAO
 CC: Board Chair Alison Sayers and Board Members

FROM: Ken McIlwain, Operations Manager

SUBJECT: **Bella Coola Airport Master Plan**

RECOMMENDATION

THAT the CCRD Board of Directors endorses the final draft of the Bella Coola Airport Master Plan dated February 2017.

BACKGROUND

The Bella Coola Airport is owned and operated by the CCRD. The airport facilitates vital year round transportation in and out of the Bella Coola Valley.

The Central Coast Regional District Strategic Plan 2015-2019, adopted and endorsed March 12, 2015, identifies Goal 2 as "Investment and Support for Public Infrastructure and Services". Objective 2.1 states "Plan and/or manage reliable and cost effective mandated service that meet current and future requirements". One of the strategies for achieving this objective is to "Complete a long-term Development Plan for the Bella Coola Airport, inclusive of capital and operating budgets".

Community Works Funding was used to advance the project through 2016 and the final draft of the Bella Coola Airport Master Plan (BCAMP) has now been submitted by consultant Tetra Tech (**attached**).

DISCUSSION

Tetra Tech has succeeded in addressing the following challenges and objectives highlighted in the project Terms of Reference:

Financial Planning – Currently revenues are insufficient to meet basic costs going forward. Over the last decade, a drastic increase in regulatory burden by Transport Canada and a transition from volunteer management to CCRD employee/contractor management has left the airport unable to support operations with existing revenues. Identification, prioritization and costing of future capital projects is also an important deliverable. Sustainable operational and

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capital budgets, and associated recommendations on how to achieve these, were key components to be addressed in the plan. This included a comprehensive review of comparable aerodrome rates and charges. Recommended increases in rates and charges are provided. Different funding scenarios were looked at. Currently the airport is fully funded through user fees. One scenario looked at the required increase in user fees if the airport is to remain fully self-funded. A second scenario looked at funding through a combination of user fees and a municipal service agreement with the Nuxalk Nation. Both scenarios demonstrate the need for large increases in landing fees and terminal fees.

Aircraft Safety – Safety of aircraft operations is of paramount importance. Certification is also critical to sustainable airport operation and long term service delivery. Both are achieved by compliance with Transport Canada regulations. Updating safety system and operations manuals, as well as planning for change are required to maintain certification. Tetra Tech has reviewed and identified required updates to the airport's Safety Management System, the Airport Operations Manual, the Wildlife Management Plan, and the Emergency Response Plan. The need for an airport attendant is identified as a priority.

Airport Development – The plan outlines phased development of the airport property to address current and future capacity issues, safety of operations and to capitalize on economic opportunities over the next 10-20 years.

Airport Condition Assessment – The plan includes an assessment of airport infrastructure and estimated costs for maintaining or replacing this infrastructure into the future. These estimates inform the proposed long term capital budget.

Recommendations – The plan provides recommendations and priorities for the initial 10 year planning period. The focus of these recommendations is around airport safety and maintaining the aerodrome to the standard required by Transport Canada.

FINANCIAL IMPLICATIONS

Tetra Tech completed a detailed analysis of operations and expenses. Based on these findings, significant budgetary changes are recommended. If the status quo is maintained with respect to how the airport is funded, (i.e. through user fees), large increases in fees are required to fund operations going forward. Decisions need to be made around implementation and scheduling of fee increases. This should be supported by further analysis.

Long term capital requirements were also examined. The plan concludes that CCRD is not currently in a position to fund large future capital projects and will rely on access to grant funding through the Federal Airport Capital Assistance Program (ACAP) or BC Air Access Program (BCAAP).

RISK MANAGEMENT

The airport is currently at risk of losing certification if deficiencies noted by Transport Canada are not corrected. This will impact access to capital funding through Transport Canada's ACAP grant program. It will also restrict scheduled service to the airport. Additional financial and staffing resources are required in order to meet Transport Canada's certification requirements.

Recommended budgetary changes from the report need to be actioned as soon as possible to ensure continued short term service delivery. Sustainable long term service delivery requires implementation of the CCRD Asset Management Investment Plan and integrating the plan with long term financial planning around airport infrastructure replacement or renewal.

CONCLUSION AND RECOMMENDATION

Staff recommends the Board of Directors endorse the Bella Coola Airport Master Plan and progress with implementation as resources allow.

Respectfully submitted,



Ken McIlwain, RPF
Operations Manager



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Encompassing the Coastal Communities of Ocean Falls, Bella Bella, Denny Island, Oweekeno and the Bella Coola Valley

From: Cheryl Waugh CCRD [<mailto:tlc@ccrd-bc.ca>]
Sent: March-02-17 4:32 PM
To: Ken McIlwain
Subject: BC Airport-Master Plan Review

Ken,

I have reviewed the Bella Coola Airport Master Plan against the 11-page review document we sent to Tetra-Tech in January. Please note that I did not thoroughly review any of the drawings for accuracy.

My observations were that all revisions were completed with exception of the following:

- Current Section 5.4 Projections does not clarify that Figure 5-2 is for scheduled flights only
- Current Section 7.2 Land Use Plan does not mention the CCRD's OCP
- Current Section 7.1 Situational Analysis-we asked the basis for the statement 'in the coming years, commercial and industrial development are expected.' This was not answered and remains in the document.
- We also suggested a recommendation that at present, there are limited lands in the Hagensborg area zoned for industrial commercial used. The CCRD should consider expanding land use near the airport in conjunction with the updated OCP. There is no such recommendation.
- Current Table 7-2 is called Capital and Revenue Assumptions and we pointed out the reference only includes Revenue and Cost Assumptions. This remains the same.
- Current Section 7.6.1 Groundside Access and Parking does not contemplate, with expansion, the need for extra lighting for parking, as suggested.
- Current Section 7.8.2 Commercial/Industrial Lots along Airport Road-Our suggestion of a recommendation that the statement include it is important to consider current OCP zoning will require amendments to change the zoning from rural to industrial was not used.
- Current Table 10-2 Investment Prioritization does not acknowledge our comment that we don't envision going to the expense to develop hangars. Hangar developments is still included.
- Current Section 10.3 Project Financial Performance we asked a question that was not answered: 'is there precedence for charging for both arriving and departing passengers?'

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The plan still states that the Transportation Coordinator is identified as the Airport Manager. Shall we just leave this? We didn't ask them to change it because it hadn't at the time.

Individually and overall, the above points are fairly minor in the big picture. I feel the consultants have met their obligations and responded to our most important suggestions and guidance.

Cheryl Waugh
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