



**CENTRAL COAST REGIONAL DISTRICT**

**DATE:** March 29, 2018  
**TO:** Courtney Kirk, Chief Administrative Officer  
**CC:** Chair Alison Sayers and Board of Directors  
**FROM:** Donna Mikkelson

|   |
|---|
| <p><b>Board Meeting</b></p> <p>MAR 29 2018</p> <p>CCRD ITEM <u>C(d)</u></p> |
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**SUBJECT: Financial Report – Update on grants**

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**RECOMMENDATION:**

**None. Information only.**

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The board will be interested to be brought up to date on the status of 2018 grants.

So far this year, we have signed government transfer-grant agreements or letters of approvals as follows:

| Funding Source   | Project   | Project Cost \$ | Grant/ Contribution \$ |
|--|---|-----------------|------------------------|
| BC Rural Dividend Program/(Provincial) Natural Resource Ministries | Marketing Enhancement & Brand Implementation (includes website)   | \$110,400       | \$100,000              |
| BC Rural Dividend Program/(Provincial) Natural Resource Ministries | BC Airport: Tourism & Capacity Enhancement                        | \$678,430       | \$392,282              |
| Minister of Public Safety & Solicitor General                      | BCV Risk Assessment & Flood Modeling (over 2 years)               | \$500,000       | \$500,000              |
| BC Rural Dividend Program  | Central Coast Improved Rural & Remote Communications Connectivity | \$10,000        | \$10,000               |
| Northern Development Initiative Trust (NDI)                        | Love Central Coast annual marketing funds (2018)                  | \$1,200         | \$1,200                |

|   |  |                    |                    |
|---|--|--------------------|--------------------|
| Northern Development Initiative Trust (NDI)                               | Grant Writing Support Funding (2018)   | \$10,500           | \$8,000            |
| Northern Development Initiative Trust (NDI)                               | Economic Development Capacity Building | \$50,000           | \$50,000           |
| Union of BC Municipalities (UBCM) – Community Emergency Preparedness Fund | BCV LIDAR Survey & Orthoimagery        | \$154,500          | \$154,500          |
| Union of BC Municipalities (UBCM) – Community Emergency Preparedness Fund | Emergency Social Services              | \$25,000           | \$25,000           |
| Strategic Priorities Fund   | Centennial Pool Renewal (over 2 years) | \$3,059,400        | \$2,700,000        |
| Strategic Priorities Fund   | Denny Island Water (over 2 years)      | \$2,435,500        | \$1,495,500        |
| <b>Total</b>  |  | <b>\$7,034,930</b> | <b>\$5,436.482</b> |

Applications have been submitted to the BC Air Access Program (\$400,000); UBCM Fire Smart for Cross Training ((\$10,000); UBCM Fire Smart for Wildfire Risk Reduction (\$10,000); UBCM for Emergency Operations Centre (\$25,000), and NDI for Centennial Pool Renewal (\$250,000). We have not been notified of their success or decline. (Total: \$695,000)

Respectfully Submitted,



Donna Mikkelson



**CENTRAL COAST  
REGIONAL DISTRICT**

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

(49)

P.O. Box 186, Bella Coola, B.C., V0T 1C0

**REQUEST FOR DECISION**

Telephone 250-799-5291 Fax 250-799-5750

**To:** Courtney Kirk, CAO  
**From:** Donna Mikkelson  
**Meeting Date:** March 29, 2018  
**Subject:** Director Remuneration

**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District authorize the following:*

1. *Remuneration for Director Travis Hall for 20 hours (local work assignment) for attendance and chairing the meetings related to public budget consultations and service establishment on Denny Island on March 8 and March 9;*
2. *Remuneration for Chair Sayers for 3.5(?) hours for attendance at public budget consultations on Saturday, March 10 in Bella Coola, and mileage at \$0.55/km for \_\_\_\_\_ km.*
3. *Remuneration for all Directors in attendance at the March 29<sup>th</sup> board meeting in Bella Bella, as follows:*

*March 28 (travel day for Bella Coola Directors, Area A Director & Board Chair) @ \$250*

*March 29 (board meeting day – all Directors) @ \$400; for the Chair at \$600 (option)*

**Issue/Background Summary:**

None.

**Policy, Bylaw or Legislation:**

|                       |
|-----------------------|
| Board Meeting         |
| MAR 29 2018           |
| CCRD ITEM <u>C(e)</u> |

CCRD Board Remuneration and Expenses Bylaw No. 477 authorizes the board of directors to provide for the payment of remuneration and expenses to the Board associated with carrying out regional district business, provided such remuneration is consistent with the annual financial plan. Given that the annual financial plan is in progress, we are relying on the 5-year financial plan to make these expenditures lawful.

Currently the remuneration bylaw provides a “monthly allowance” for the board chair, which is paid regardless of whether or not a board meeting is held (January and August) in recognition that work is done throughout the month, and not only at board meetings. The

Chair has already received the monthly allowance, which was paid out at the special board meeting held on March 15<sup>th</sup>. The board may elect to remunerate her otherwise.

The *Local Government Act* requires local governments to consult with the public on the preparation of the Five-Year Financial Plan.

The bylaw specifies that a prior consensus of the board is required. The bylaw also specifies that it is the responsibility of individual directors to report local work assignments to the Chief Administrative Officer for reporting to the board of directors.

**Financial/Budgetary/Asset Management Implications:**

The total expense for Director Hall includes \$10 for the Seabus (no receipts are issued) and 20 hours @ \$36 or \$720.

The total expense for \_\_\_\_\_ includes mileage in the amount of \$\_\_\_\_ (\_\_\_\_ km @ \$0.55) and remuneration in the amount of \$\_\_\_\_ (\_\_\_\_ hrs @ \$36.)

The budget provides for the recommended expenditures, although there may be a time later in the year that would not allow for an extra meeting to be held in addition to the regular monthly meeting, as was the case this month.

**Time Requirements – Staff and Elected Officials:**

The meetings on Denny Island included extra preparation time for Director Hall for two long days. Staff time on Denny Island included 2 days for 2 staff in addition to several days of preparation.

The budget consultation meeting in Bella Coola included the board Chair and 2 staff for approximately 3.5 hours.

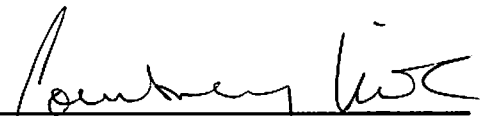
In order to be in attendance on March 29<sup>th</sup> for the board meeting in Bella Bella, Electoral Area Directors (excluding Area B) will be required to leave Bella Coola and Wuikinuxv on March 28<sup>th</sup>.

**Options to Consider:**

Expenditures are in line with the stated strategic priorities of the board (governance).

As noted earlier, the remuneration bylaw provides for a monthly allowance to be paid to the board Chair. Given that the month of March includes 2 meetings, the board will consider additional remuneration. (See recommendation)

Submitted by:   
D. Mikkelson

Reviewed by:   
Courtney Kirk, Chief Administrative Officer



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REGIONAL DISTRICT**

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(SI)

P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

**To: Courtney Kirk, CAO**  
**From: Bridget Horel, CEDO**  
**Meeting Date: March 29, 2018**  
**Subject: Community Economic Development Monthly Report**

**Board Meeting**

**MAR 29 2018**

**CCRD ITEM c (f)**

**RECOMMENDATION:**

*THAT the Board of Directors of the Central Coast Regional District receive the Community Economic Development Monthly Report.*

*THAT the Board of Directors of the Central Coast Regional District receive the BCRS report on the Contribution Agreement, dated February 12<sup>th</sup> 2018.*

**CCRD COMMUNITY ECONOMIC DEVELOPMENT HIGHLIGHTS**

**BC Ferries Terminal Development**

BC Ferries staff involved with Terminal Development in Bella Coola, Ocean Falls, and McLoughlin Bay were in the region visiting the terminals. On March 21<sup>st</sup> staff met with BC Ferries, and members of the consulting team working with BC Ferries, to learn about recent terminal upgrades in preparation for the Northern Sea Wolf and about potential future plans for terminal development. BC Ferries will be preparing plans and seeking feedback from CCRD staff and community members in the future. No date has been set for these meetings.

The inaugural sailing of the Northern Sea Wolf is expected to occur in June 2018. In preparation for this, BC Ferries has completed their upgrades at Bella Coola harbour and is currently working on the terminal in Ocean Falls.

**CCRD Rural Dividend Applications**

As per the resolutions from the November 2017 Board of Directors meeting, the CCRD submitted two applications to the BC Rural Dividend Fund on December 15<sup>th</sup> 2017. One application was submitted to the Project Development Stream for strategy/planning work around improved rural and remote connectivity. Another project was submitted to the single applicant stream for a regional marketing initiative that includes development of a new CCRD website. As per the resolution from the February 8<sup>th</sup> Board Meeting, a third application was submitted to Rural Dividend, under the Special Circumstances program, for the Bella Coola Airport: Tourism and Capacity Enhancement Initiative. The CCRD has heard back that all three of these proposals were successful.

**BC Wildfires and Economic Recovery**

Emergency Management BC (EMBC) has approved an additional three months for development and implementation of the Wildfire Recovery Plan. This extension goes to June 30 2018. During February and March, two short term contracts to assist with data

collection and reporting have been overseen by the Wildfire Recovery Manager. Community Futures, Cariboo Chilcotin, was in Bella Coola March 12<sup>th</sup> to 13<sup>th</sup> supporting businesses with their applications to Red Cross support to small businesses, not-for-profit organizations and First Nations cultural livelihoods. The outreach team from Red Cross was back in Bella Coola from March 13<sup>th</sup> to 15<sup>th</sup> supporting individuals and families with support for self-recovery. The Recovery Manager worked to communicate the impacts from businesses in the outer coast. Recently, Red Cross confirmed that EMBC has approved small businesses from Ocean Falls, Denny Island, Bella Bella, and Wuikinuxv eligible for supports for wildfire impacts through the Phase II Support to small businesses, not-for-profit organizations and First Nations cultural livelihoods. Businesses and community organizations are becoming more aware of the programs and supports available for recovery including the Community Partnership Program.

#### **NDIT Grant Writer Program and Economic Development Capacity Building Program**

The CCRD has heard back that the applications made to Northern Development Initiative Trust (NDIT), to support the Grant Writer Contract position and the Community Economic Development Officer position in 2018, were successful.

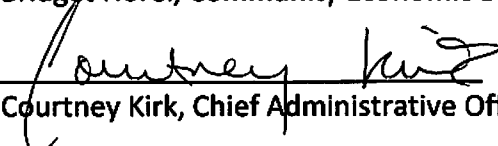
#### **Contribution Agreement with BCRS**

The CCRD entered into a \$3000 Contribution Agreement with Bella Coola Resource Society (Bella Coola Trail Alliance) in 2017 to support capacity building and stewardship within a sector that is growing in the province and the region and to support implementation of the Bella Coola Mountain Bike Trail Masterplan. Through this agreement, Bella Coola Resource Society provided community members with training and skill development necessary to ensure responsible, sustainable, and safe care of trails and to provide a core of trained people who can extend the knowledge of trail building into the future for local stewardship. Attached, please find the BCRS report back to the Board with a cost summary as well as a description of initiatives undertaken and benefits realized.

#### **Economic Development Advisory Committee**

An EDAC meeting was held on March 22<sup>nd</sup>, 2018. A revised version of the Terms of Reference was brought to the EDAC meeting for committee input at the January EDAC meeting. Feedback was gathered and further revisions were made prior to bringing the draft forward to the Board of Directors for review and potential adoption at the March 2018 meeting. A request for decision associated with the Terms of Reference is located in this agenda package. The March 22<sup>nd</sup> EDAC meeting minutes will be included in the agenda package for the next Board meeting.

Submitted by:   
Bridget Horel, Community Economic Development Officer

Reviewed by:   
Courtney Kirk, Chief Administrative Officer



**Bella Coola Resource Society/Bella Coola Trails Alliance  
PO Box 189, Hagensborg**

Central Coast Regional District  
Attn: Bridget Horel  
Community Economic Development Officer

February 12, 2018

In November 2017, the Central Coast Regional District (CCRD) contributed \$3000 to the Bella Coola Resource Society (BCRS) for the Bella Coola Trails Alliance to undertake community workshop/training sessions to support capacity building and stewardship within a sector that is growing in the province and region and to support implementation of the 'Mountain Bike Trail Network Masterplan'. The BCRS retained the services of Thomas Schoen (First Journey consulting) to deliver a three day community capacity trail building workshop on December 1-3<sup>rd</sup>. The three-day course was a huge success.

From Thomas Schoen "I was hired to deliver the workshop and had 14 participants in total. We started out with an in-classroom session on Friday, followed by two field days. One day at Nusatsum and one at the Schoolhouse network. I structured the course to deliver skills needed here in the valley and specific to local needs. Both field days went extremely well and the skilled participants were able to deliver way beyond my expectations. Both days I wanted to set examples and expectations for future construction. Now potential volunteers have a standard to work towards."

Some of the initiatives undertaken were an evening classroom session where provincial trail standards were discussed with participants so future trail building within the Bella Coola valley was done to the provincial standard. Participants were also informed of the relationship between the BCRS, the Bella Coola Trails Alliance and the Province to better understand the process of how legal, sanctioned trails get developed on crown land. Two days spent in the field allowed participants to gain more knowledge of what a "safe", sanctioned trail should look like, with one day spent rebuilding a Technical Trail Feature on the Nusatsum trail network and the second day was spent building a section of a mountain bike trail on the schoolhouse trail network.

**Cost Summary:**

Invoice from First Journey Consulting: \$2835.00 (invoice attached)

Trail signs indicating responsible, sustainable stewardship of mountain bike trails in the region \$165.00

Materials used in construction provided by MFLNRO

Respectfully submitted,  
Kevin Matuga  
Director Bella Coola Resource Society



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P.O. Box 186, Bella Coola, B.C., V0T 1C0

**REQUEST FOR DECISION**

Telephone 250-799-5291 Fax 250-799-5750

**To: Courtney Kirk, CAO**  
**From: Bridget Horel, Community Economic Development Officer**  
**Meeting Date: March 29<sup>th</sup> 2018**  
**Subject: Economic Development Advisory Committee Revised ToR**

**Board Meeting**  
**MAR 29 2018**  
CCRD ITEM c(9)

**RECOMMENDATION:**

*THAT the Board of Directors of the Central Coast Regional District adopt the revised Terms of Reference for the Economic Development Advisory Committee.*

**ISSUE/BACKGROUND SUMMARY:**

The current EDAC Terms of Reference were established in 2015. The inaugural meeting of the CCRD Economic Development Advisory Committee was held on March 4, 2015. At the first EDAC meeting some suggested changes were made to the ToR and subsequently, the Board reviewed the ToR at the May 2015 CCRD Board meeting resulting in some amendments.

At the June 2017 Economic Development Advisory Committee (EDAC) meeting, members of EDAC expressed an interest in reviewing the structure and Terms of Reference for the committee to develop a format that is more reflective of the advisory role that EDAC plays.

At the September 2017 Board Meeting, the following resolution was passed:

**17-11-12 M/S Directors Johnson/Schooner that the Central Coast Regional District Board seek input from the Economic Development Advisory Committee on EDAC Terms of Reference revisions and on regional economic development initiatives furthering the CCRD vision and strategic priorities.**

**CARRIED**

At the October 2017 Board meeting, it was identified that Chair Sayers would like to see the ToR tied in to the regional district strategic priorities of the board and Director Hall noted that this is important to ensure their voice is heard.

At the November 2017 EDAC meeting, the CAO and Board Chair were in attendance to discuss the EDAC Terms of Reference. Feedback was gathered at this meeting and a revised draft version of the EDAC ToR was brought to the January 2018 EDAC meeting for discussion and feedback. Several areas were further amended to reflect the desire for a more nimble/flexible structure and to align the EDAC with the Board. The adjusted ToR was then sent out to EDAC members for further feedback.

Attached is the most up to date version of the revised draft ToR for review by the CCRD Board of Directors. Following this is the current version of the ToR, established in 2015.



At the most recent EDAC meeting, held on March 22<sup>nd</sup>, the EDAC members made the following recommendation regarding the EDAC ToR.

***EDAC Recommendation: That the revised Terms of Reference be adopted by the Board of Directors.***

Key changes include:

1. Appointment for a two year term (changed from one year).
2. References to the CCRD Board strategic priorities are now located in the Committee mandate and in section five Agendas.
3. Identification that there will be a meeting Chair and removal of requirements for a committee Chair and Vice-Chair.
4. Identification that the committee may elect to report discussion highlights and recommendations rather than to vote on a resolution for submission to the Board of Directors.
5. Removal of distinction between voting and non-voting members.
6. Reorganization of content under different headings.

**POLICY, BYLAW OR LEGISLATION:**

As per the CCRD Bylaw No. 467, the Board may establish advisory bodies in the form of ad hoc committees, special committees, standing committees, commissions, or task forces. When doing so, the Board shall define the purpose of the advisory body created, and it shall establish the structure, the terms of reference, length of term, and the membership for such body.

**FINANCIAL/BUDGETARY/ASSET MANAGEMENT IMPLICATIONS:**

There are no financial, budgetary, or asset management implications to the revised ToR.

**TIME REQUIREMENTS – STAFF AND ELECTED OFFICIALS:**

The revised ToR involves the same time requirements of staff and elected officials as the original ToR. The meetings are scheduled to take place every two months, unless otherwise determined by staff, board, and the committee, with the appropriate staff member(s) of the CCRD and the member of the Board appointed to the committee in attendance. EDAC may request additional CCRD staff to be present at meetings through the CAO.

**OPTIONS TO CONSIDER:**

Option 1: Adopt the revised Terms of Reference with no further changes.

Option 2: Suggest additional revisions prior to adopting the revised Terms of Reference.

Option 3: Do not adopt the revised Terms of Reference.

Submitted by:   
Bridget Horel, Community Economic Development Officer

Reviewed by:   
Courtney Kirk, Chief Administrative Officer

# DRAFT Economic Development Advisory Committee

## Terms of Reference

### 1. Committee Mandate

"Our vision for the Central Coast Regional District is an inclusive, resilient and sustainable group of communities thriving within a diverse, locally influenced economy within a safe, healthy and natural environment" (CCRD Strategic Plan 2015-2019).

The Economic Development Advisory Committee (EDAC) will assist the Central Coast Regional District (CCRD) Board of Directors and staff in supporting and promoting economic development throughout the region by advising on matters pertinent to community economic development and the Board strategic priorities.

EDAC will be structured to represent a broad set of views and expertise within the region including, but not limited to: tourism, forestry, business, finance, art and culture.

### 2. EDAC Roles & Responsibilities

- 2.1. Voluntary participation (no remuneration).
- 2.2. No decision making authority.
- 2.3. Support long-term economic stability and growth in the region.
- 2.4. Assist as appropriate CCRD Staff to implement the foundations for economic development in the region.
- 2.5. Provide advice and support
  - on regional, and provincial trends affecting the Central Coast.
  - on the regions strengths, weaknesses, opportunities, and threats relative to economic development.
- 2.6. Review and advise on matters referred by the CCRD.
- 2.7. Development of relationships and collaboration.

### 3. Structure & Membership

- 3.1. Appointments to EDAC shall be by resolution of the CCRD Board to a two-year term.
- 3.2. Representation from all of the communities within the CCRD is important. Appointed members may include representatives from each of:
  - CCRD Board of Directors
  - Nuxalk Development Corporation
  - Heiltsuk Economic Development Corporation
  - Wuikinuxv Economic Development Corporation
  - Ocean Falls Economic Development Committee
  - Denny Island Community Development Association/Central Coast Chamber of Commerce
  - Bella Coola Harbour Authority

and Four (4) members at large.

- 3.2.1. Members may also be appointed for their specific expertise for shorter or more flexible terms (e.g., student representative, non-resident expert)

3.2.2. Members will be selected from the community at large on the basis of their interest and participation in matters of economic development; academic or technical qualifications; availability; work and volunteer experience; knowledge and expertise.

3.2.3. Members may be appointed for consecutive terms

- 3.3. The CCRD Board Representative will ensure that the EDAC mandate is being followed, provide board perspective/direction on priorities and on topics under discussion.
- 3.4. A member of the committee will be selected to chair or convene each EDAC meeting.
- 3.5. Members are expected to attend all meetings regularly.
- 3.6. A member may attend in person or by conference call (e.g. telephone/skype).
- 3.7. The CCRD may appoint a new EDAC member to fill a vacancy for the remainder of the unexpired term should a vacancy occur.
- 3.8. Staff members present at EDAC meetings and others present who have not been appointed by the Board can be involved in discussion but may not vote.

**4. Meetings:**

- 4.1. A meeting schedule will be set at the first meeting of the year and will be once every two months at a minimum, or as determined by staff, board, or the committee.
- 4.2. All meetings must have a quorum, which is three (3) members of the EDAC.
- 4.3. The meeting Chair will facilitate EDAC meetings.
- 4.4. Members of the public may be invited by the appointed members to participate in discussion.
- 4.5. In the interest of good governance, where there is a perceived interest that may affect impartiality in consideration of a matter, a declaration should be made. This declaration does not restrict participation in discussion.
- 4.6. EDAC members may be consulted by CCRD staff between meetings on emergent issues.
- 4.7. The committee may elect to report discussion highlights rather than to vote on a resolution for submission to the Board of Directors.
- 4.8. If EDAC members feel voting is required, Robert's Rules of Order will be followed.

**5. Agendas**

- 5.1. EDAC Meeting Agendas shall be prepared by the designated staff member of the CCRD who will bring forward topics for discussion consistent with priorities identified by the Board.
- 5.2. Agenda and information package will be distributed to all EDAC members, CCRD Board of Directors, and any CCRD Staff who will be in attendance at least three (3) business days before the meeting.
- 5.3. Where appropriate, advance notice of topics will be given so EDAC members can gather input from other parties.
- 5.4. EDAC members may bring topics forward for inclusion on the EDAC agenda.

**6. Minutes & Reporting**

- 6.1. Minutes will be recorded by the appropriate CCRD staff.
- 6.2. Minutes will be circulated within three (3) business days after the meeting.
- 6.3. Minutes will include recommendations to be put forth to the CCRD Board for their consideration.
- 6.4. When adopted, the minutes will be available to the public upon request and minutes may be a part of the Board agenda package.
- 6.5. District staff will include recommendations from EDAC in their Report to the CCRD along with updates regarding EDAC discussion / activity. Minutes will be submitted to the CCRD Board to be received at the next regular board meeting.

**7. Staff**

- 7.1. Appropriate staff member(s) of the CCRD will attend all EDAC meetings.
- 7.2. Staff's role includes supporting and advising the EDAC on legislation, CCRD bylaws and policies.
- 7.3. EDAC may request additional CCRD staff to be present at meetings through the Chief Administrative Officer.
- 7.4. CCRD staff are not appointed members.
- 7.5. Appropriate CCRD staff will provide administrative and technical support for EDAC such as:
  - Organizing and preparing meeting agendas;
  - Distributing the agenda, forwarding information packages to Committee members, sending notice of meetings,
  - Presenting information relevant to the CCRD Economic Development Plans.
  - Taking and preparing minutes
  - Maintaining a list of outstanding issues for EDAC's consideration or action,
  - Assisting the Committee with events such hosting guest presenters

**8. Public Relations**

Appointed EDAC members should take due care when speaking in public or to the media. Opinions expressed should be clearly identified as individual opinions and not represented as EDAC or CCRD opinions unless instructed by the Board to speak on the behalf of the EDAC or CCRD.

**Central Coast Regional District  
Economic Development Advisory Committee**

**Terms of Reference**

**1.0 Committee Mandate**

The Economic Development Advisory Committee (EDAC) is to provide achievable and sustainable recommendations on community economic development to the Central Coast Regional District (CCRD) Board of Directors for their considerations. EDAC will assist CCRD Staff with implementing resolutions from the Board in regards to community economic development. The EDAC will approach community economic development with the theory of developing from "inside out" or bottom up for the entire region, from a holistic, collaborative, and community driven perspective.

**2.0 EDAC Roles & Responsibilities**

- 2.1 No decision making authority
- 2.2 Responsible to put forward recommendations and action plans to the Board based on the best interest of the region
- 2.3 EDAC will assist as appropriate CCRD Staff to lay the foundations for economic development in the region
- 2.4 Support long-term economic stability and growth in the region
- 2.5 EDAC will look at strategies for advancing economic development within the region which facilitates regional sustainability based on the bottom up or "inside out" theory. This will include on how to build on what is already in the region, and promote buy local/shop local
- 2.6 To assist CCRD staff with a review and update of the CCRD Economic Development Plan and website
- 2.7 Development of relationships and collaboration

**3.0 Voting Membership:**

- 3.1 Appointments to EDAC shall be by resolution of the CCRD Board to a one year term and will be comprised of:
  - One (1) Board Director of the CCRD
  - One (1) representative from the Nuxalk Development Corporation
  - One (1) representative from the Heiltsuk Economic Development Corporation
  - One (1) representative from the community of Ocean Falls
  - One (1) representative from the community of Denny Island
  - One (1) representative from the Bella Coola Harbour Authority

- Four (4) members at large

**3.2** All voting members partake on a volunteer bases and will serve without remuneration

**3.3** Chair and Vice-Chair shall be elected annually by members of the EDAC at the first meeting of the year

**3.4** Members are expected to attend all meetings regularly

**3.5** If a member of the EDAC fails to attend three (3) consecutive meetings, the Board may revoke the appointment of the member, unless the member has been excused by a resolution of the EDAC.

**3.6** In an event of a vacancy the EDAC and appropriate CCRD staff will consider making a recommendation to the CCRD Board to fill the vacancy, for the remainder of the term.

**3.7** A member may attend in person or by conference call (e.g. telephone/skype)

#### **4.0 Meetings:**

**4.1** Meeting schedule will be set at the first meeting of the year, and to be held at minimal once every two months

**4.2** All meetings must have a quorum, which is three (3) members of the EDAC

**4.3** The Chair will chair EDAC meetings

**4.4** In absence of the Chair, the Vice Chair will chair the meeting

**4.5** In absence of both the Chair and Vice Chair, the voting members present will elect amongst them a member to act as Chair during that meeting

**4.6** Members of the public are welcome to observe EDAC meetings but may not participate unless invited to be the Chair

#### **5.0 Voting:**

**5.1** All members present, including the chairs have a singular vote

**5.2** Recommendations of EDAC must be adopted by a majority affirmative vote of the members

**5.3** If votes of the members present at the time of vote are equal for and against a motion, then that motion is negated

**5.4** A member must declare his or her interest of conflict and may participate in any discussion but may not vote on the matter in question unless otherwise approved in advance, on a case-by-case basis, by a motion of the EDAC

**5.5** Any abstention vote (except where a conflict of interest has been stated) will be counted in the affirmative

**5.6** Voting majority is 50% plus one (1) of voting members who are present

#### **6.0 Agendas/Minutes**

**6.1** EDAC Meeting Agendas shall be prepared by the designated staff member of the CCRD

**6.2** Agenda and information package will be distributed to all EDAC members (both voting and non-voting members), CCRD Board of Directors, and any CCRD Staff who will be in attendance at least three (3) business days before the meeting

**6.3** Minutes will be circulated three (3) business days after the meeting

**6.4** Minutes will be shared responsibility of the EDAC and appropriate CCRD staff

**6.5** Minutes will include recommendations to be put forth to the CCRD Board for their approval

**6.6** Minutes will be submitted to the CCRD Board at the next Regular Board Meeting for their approval

### **7.0 Staff**

**7.1** Appropriate staff member(s) of the CCRD will attend all EDAC meetings

**7.2** Will support/advise the EDAC on legislation, CCRD bylaws and policies, and ensure the EDAC mandate is being followed

**7.3** EDAC may request additional CCRD staff to be present at meetings through the Chief Administrative Officer

**7.4** CCRD staff are non-voting members

### **8.0 Economic Development Officers from First Nations**

**8.1** Economic Development Officers from First Nations in the CCRD region to sit on the EDAC as non-voting members

### **9.0 Non-Voting Volunteers**

**9.1** The CCRD Board may appoint where they see fit non-voting volunteers to the EDAC

**9.2** Assist EDAC with any work delegated to them by the CCRD board

### **10.0 Public Relations**

EDAC voting and non-voting members should take due care when speaking in public or the media. Opinions expressed should be clearly identified as individual opinions and not represented as EDAC or CCRD opinions unless instructed by the Board to speak on the behalf of the EDAC or CCRD.



**CENTRAL COAST  
REGIONAL DISTRICT**

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

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P.O. Box 186, Bella Coola, B.C., V0T 1C0

**REQUEST FOR DECISION**

Telephone 250-799-5291 Fax 250-799-5750

**To: Courtney Kirk, CAO**  
**From: Bridget Horel, Community Economic Development Officer**  
**Meeting Date: March 29<sup>th</sup> 2018**  
**Subject: Agri-Spirit Grant Submission**

**Board Meeting**  
**MAR 29 2018**  
**CCRD ITEM c(h)**

**RECOMMENDATION:**

*THAT the Board of Directors of the Central Coast Regional District support the submission of an application to the Farm Credit Canada AgriSpirit Fund for the Denny Island Composting Initiative in partnership with the Denny Island Community Development Association.*

*THAT the Central Coast Regional District agree to receive contributed money and enter into an agreement with the Denny Island Community Development Association to transfer funding and delegate responsibilities to the Denny Island Community Development Association.*

**ISSUE/BACKGROUND SUMMARY:**

At its meeting on April 14 2016, the Central Coast Regional District heard a presentation from President, Ana Santos, on behalf of the Denny Island Community Development Association (DICDA) regarding an application to the Small Communities Fund (SCF) for the purchase of a small baler and community composter for the Denny Island community. The CCRD was asked to provide a letter of support to the grant application and contribute a portion of the funding. During discussion the board agreed the proposed project itself supports the Central Coast Regional District's Environmental Guiding Principles but that the CCRD was not in a position to financially contribute to the application. The following resolutions were passed at the April 14 2016 meeting:

**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**

Unfortunately, the application submitted to the Small Communities Fund was not successful. At present, the Denny Island Community Development Association has identified sources to purchase the required equipment used. The Farm Credit Canada



AgriSpirit Fund seems suitable for this project as the criteria outline that a project must be located in a rural community with a population of fewer than 150,000; recognize FCC's contribution; be completed within two years of receiving funding; and be a capital project (equipment, building funds). The applications are due March 29 2018.

In order to be eligible to apply for the AgriSpirit fund, the applicant must be either a charity, registered through the Canada Revenue Agency, or be a non-profit organization capable of partnering with a municipal body, territorial or provincial government. The municipal body must also agree to receive contributed money and issue a receipt. DICDA is a registered society but not a registered charity. In order to be eligible for these funds, the non-profit organization (DICDA) must partner with the government body (CCRD).

While the CCRD does not have a service established for Solid Waste Management in Electoral Area A or, more specifically, on Denny Island, the 2017 CCRD Solid Waste Management Plan identifies the existing solid waste management system on Denny Island and identifies associated issues including funding for the recycling program proposed for the island and litter debris management at the landfill.

Administration sought advice from other Regional Districts regarding the process of receiving grant money on behalf of another organization. There are projects where it is mutually beneficial for a Regional District to partner with an organization for an item or service that is not within a Regional District function. It appears that the goal of Denny Island Community Development Association for purchase of a baler and composter has mutual benefits to both parties.

Some examples of Regional Districts disbursing funds for projects of mutual benefit to organizations include:

1. The Regional District of East Kootenay (RDEK), by a blanket Board resolution, disperses funds for Community Foundation applications. By way of a blanket Board resolution, the Community Foundation sends a cheque once a year and the RDEK then disburses to the groups they identify. A clearing account in the general ledger is used for these transactions.
2. The Cowichan Valley Regional District applies for grants on behalf of organizations for services outside of the Regional District functions. One such activity was a grant in 2016 regarding air quality.

**POLICY, BYLAW OR LEGISLATION:**

As per Policy A-18 Funding Proposals all funding proposals are to be carried out with and through Board direction and authorization, and once in place, the proposal shall be executed on behalf of the Board by the CAO or designate. In the event that a funding proposal falls within the current strategic priorities of the Board of Directors, Board authorization by resolution is not required. However, it is a requirement of the fund to include a Board resolution of support. This ensures that the CCRD Board of Directors is aware of, and in support of, the partnership proposal.



**FINANCIAL/BUDGETARY/ASSET MANAGEMENT IMPLICATIONS:**

The proposals does not require a financial contribution from the CCRD and, as the equipment will be purchased and owned by the Denny Island Community Development Association, there will be no ongoing asset management implications.

The application to the FCC AgriSpirit Fund would be for \$10,000. The total cost of the equipment is \$15,000 and DICDA has secured \$5,000 in financial contributions to put toward the total project cost. The organisation has also secured donations and in-kind contributions.

**TIME REQUIREMENTS – STAFF AND ELECTED OFFICIALS:**

This project will require some staff time to support the proposal development. If the application is successful, staff time will be required for the development of an agreement with Denny Island Community Development Association to outline the transfer of the contribution and the responsibilities of the association. As the funds would be transferred to the Denny Island Community Development Association, staff and elected officials time for ongoing reporting or grant administration is not anticipated.

**OPTIONS TO CONSIDER:**

Option 1: Support the submission of an application to the Farm Credit Canada AgriSpirit Fund for the Denny Island Composting Initiative in partnership with the Denny Island Community Development Association and, if the proposal is successful, receive contributed money and enter into an agreement with the Denny Island Community Development Association to transfer funding and delegate responsibilities to the Denny Island Community Development Association.

Option 2: Do not support the submission of an application to the Farm Credit Canada AgriSpirit Fund for the Denny Island Composting Initiative in partnership with the Denny Island Community Development Association.

Submitted by:   
Bridget Horel, Community Economic Development Officer

Reviewed by:   
Courtney Kirk, Chief Administrative Officer



**CENTRAL COAST  
REGIONAL DISTRICT**

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

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P.O. Box 186, Bella Coola, B.C., V0T 1C0

**REQUEST FOR DECISION**

Telephone 250-799-5291 Fax 250-799-5750

**To: Courtney Kirk, CAO**  
**From: Bridget Horel, Community Economic Development Officer**  
**Meeting Date: March 29<sup>th</sup> 2018**  
**Subject: UBCM Structural Flood Mitigation Grant Submission**

**Board Meeting**  
**MAR 29 2018**  
CCRD ITEM c(i)

**RECOMMENDATION:**

*THAT the Central Coast Regional District supports submission of an application to the UBCM Community Emergency Preparedness Fund Structural Flood Mitigation Program for mitigation work in the Bella Coola Valley and is willing to provide overall grant management.*

**ISSUE/BACKGROUND SUMMARY:**

UBCM has a funding stream for Structural Flood Mitigation work. The application is due April 13<sup>th</sup> 2018 and requires a Board Resolution as well as documentation of any relevant mitigation planning documents (i.e. Risk assessments, flood mapping, etc.)

Currently this funding stream is for local authorities and Treaty First Nations. UBCM did indicate that they may be changing the eligibility criteria to include all First Nations in subsequent intakes. The fund focus is on the structural components of flood mitigation (i.e. dyke repair, rip-rap, etc). An inquiry was made regarding the eligibility of activities such as removal of large woody debris and dredging. The funder indicated that these activities are not eligible under this fund.

In order to qualify for funding, applications must demonstrate the need for structural flood mitigation through the completion of appropriate risk assessment, flood mapping and/or mitigation planning that is consistent with the outputs of the "Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning" component of the CEPF.

The CCRD has submitted an application to the National Disaster Mitigation Program – Stream 1 funding for Bella Coola River and Tributaries Flood Risk Assessment. This application was successful at the Provincial level and is currently pending approval at the Federal level. In addition, the CCRD was successful in its submission of an application to UBMC under the "Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning" program for the Bella Coola Valley Flood LiDAR Survey and Orthoimagery project.

Once complete, the work from these two projects will help to inform an application for structural flood mitigation. At this time, the CCRD can work to submit a proposal but the proposal will not have the benefit of including information from the flood risk assessment and mapping work as it has not yet been completed. As a result, a proposal may be more

successful if submitted in a subsequent intake once the risk assessment and mapping work has been completed.

**POLICY, BYLAW OR LEGISLATION:**

As per Policy A-18 Funding Proposals all funding proposals are to be carried out with and through Board direction and authorization, and once in place, the proposal shall be executed on behalf of the Board by the CAO or designate. In the event that a funding proposal falls within the current strategic priorities of the Board of Directors, Board authorization by resolution is not required. However, it is a requirement of the fund to include a Board resolution of support. This ensures that the CCRD Board of Directors is aware of, and in support of, the partnership proposal.

**FINANCIAL/BUDGETARY/ASSET MANAGEMENT IMPLICATIONS:**

The funding program does not require a financial contribution from the CCRD. The Structural Flood Mitigation program can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$750,000. In order to ensure transparency and accountability in the expenditure of public funds, all other grant contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the grant.

Depending on the nature of the structural work to be undertaken there may be ongoing maintenance and asset management considerations.

**TIME REQUIREMENTS – STAFF AND ELECTED OFFICIALS:**

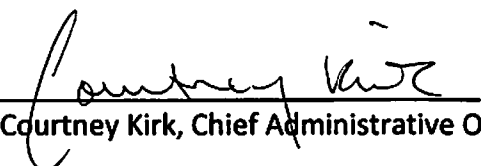
The application and project will require significant staff time. If the application is successful, staff time will be required for administration of the grant and project deliverables.

**OPTIONS TO CONSIDER:**

Option 1: Support the submission of an application to the UBCM Community Emergency Preparedness Fund Structural Flood Mitigation Program for mitigation work in the Bella Coola Valley.

Option 2: Do not support the submission of an application to the UBCM Community Emergency Preparedness Fund Structural Flood Mitigation Program for mitigation work in the Bella Coola Valley.

Submitted by:   
Bridget Horel, Community Economic Development Officer

Reviewed by:   
Courtney Kirk, Chief Administrative Officer



## CENTRAL COAST REGIONAL DISTRICT

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

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P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

### REQUEST FOR DECISION

**To:** Courtney Kirk, CAO  
**From:** Ken McIlwain, RPF, Operations Manager  
**Meeting Date:** March 29, 2018  
**Subject:** Expenditure of Community Works Funds to complete pre-design work for the proposed Denny Island Water System.

Board Meeting  
MAR 29 2018  
CCRD ITEM C (j)

### RECOMMENDATION:

*THAT the Board of Directors of the Central Coast Regional District support the expenditure of up to \$40,000 Community Works Funds to complete engineering pre-design work for the Denny Island Water System.*

### ISSUE/BACKGROUND SUMMARY:

Grant funding has been received to support the design and construction of a water system on Denny Island. Establishment of a service area is required in order for the project to proceed. Further engineering information is required to support the determination of potential service area boundaries and costing information. Support services are also required our water system engineer of record (Urban Systems) to help with preparing and presenting information for residents of the potential service area.

Urban Systems estimates that total pre-design costs will be between \$40,000 and \$50,000. These costs are included in the original cost estimate of \$2.4 million under the engineering line item set at 15% of direct project costs. Approximately half of those costs will be attributable to SD#49's portion of the project. CCRD's portion is estimated at \$25,000 to \$30,000. With a contingency of \$10,000 to accommodate additional field work and public engagement, the total approval requested from the CCRD Board is for \$40,000.

As engineers of record, Urban Systems will proceed with this work on an hourly rate basis, with expenses reimbursed at cost.

### POLICY, BYLAW OR LEGISLATION:

As per CCRD Policy F-16 Community Works Fund: "by providing funding for eligible projects according to the regional district's strategic priorities as determined by the board of directors. Where a conflict is found to exist, the funds shall first be allocated to functions and services already established by the regional district, and then to those functions and services under consideration for establishment."

### FINANCIAL/BUDGETARY/ASSET MANAGEMENT IMPLICATIONS:

The draft budget for 2018 includes \$240,000 for Denny Island Water System. Pre-design engineering work is an eligible use of Community Works Funding through the gas tax agreement.

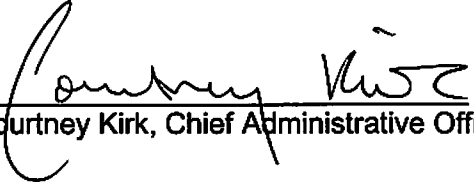
**TIME REQUIREMENTS – STAFF AND ELECTED OFFICIALS:**

There is little in the way of impacts on staff time or elected officials as a result of this decision. The proposed work will support CCRD staff.

**OPTIONS TO CONSIDER:**

1. Not proceed with pre-design work.
2. Delay pre-design work.

Submitted by:   
Ken McIlwain, RPF, Operations Manager

Reviewed by:   
Courtney Kirk, Chief Administrative Officer

Centennial Pool Commission

Meeting Minutes

January 23, 2018

Present: K. Lansdowne, C. Nygaard, C. Thommasen, Nicola Koroluk (Chair)

- 1. Discussion of Job Descriptions to apply to upcoming pool season. Reviewed job descriptions from other recreations centers in BC. Consideration of how to build an effective working team here. The Commission feels that the position of manager could in fact be held vacant if we are able to fill the positions of Aquatic Pool Operations Supervisor and Aquatic Program Shift Supervisor. If one of these positions is not filled, a part time manager would be needed.
- 2. The Commission recommends that the attached Pay Policy be approved.  
Rationale: We feel that the new job titles are consistent with the industry standards and certifications. We have adjusted the wage for the aquatic leader in order to meet the BC minimum wage. The minimum rate for all other positions is the same as last year. If approved we will begin advertising.
- 3. Discussion of need to fill Commission member spot. Russ Hilland will be missed. A few names suggested; and agreed that perspective representing Nuxalk Nation would be desired. Nicola will approach potential new members.
- 4. Discussion on the request received from ccrd staff to reduce the budget expenditures for 2018. Karen will forward our suggestions to ccrd staff for consideration.

Next meeting: ?

|                       |
|-----------------------|
| Board Meeting         |
| MAR 29 2018           |
| CCRD ITEM <u>C(K)</u> |

| <b>Position</b>                          | <b>Qualifications</b>  | <b>Rate</b>              |
|--|--|--------------------------|
| <b>Manager</b>                           | <ul style="list-style-type: none"><li>• Supervisory skills</li><li>• Computer skills</li><li>• Relevant Experience</li></ul>   | <b>\$18.60- \$22.60</b>  |
| <b>Aquatic Pool Operation Supervisor</b> | <ul style="list-style-type: none"><li>• NLS-Pool</li><li>• CPR C</li><li>• Standard First Aid</li><li>• Pool Operators Course or Equivalent Experience</li><li>• Relative Experience</li></ul> | <b>\$16.60 - \$20.60</b> |
| <b>Aquatic Program Shift Supervisor</b>  | <ul style="list-style-type: none"><li>• WSI or LSI</li><li>• Bronze Cross</li><li>• CPR C</li><li>• Standard First Aid</li><li>• Relative Experience</li></ul>                                 | <b>\$16.60 - \$20.60</b> |
| <b>Guard</b>                             | <ul style="list-style-type: none"><li>• NLS-Pool</li><li>• CPR C</li><li>• Standard First Aid</li><li>• Relative Experience</li></ul>  | <b>\$14.60-\$18.60</b>   |
| <b>Aquatic Instructor</b>                | <ul style="list-style-type: none"><li>• WSI or LSI</li><li>• Bronze Cross</li><li>• CPR C</li><li>• Standard First Aid</li></ul>   | <b>\$14.60-\$18.60</b>   |
| <b>Aquatic Leader</b>                    | <ul style="list-style-type: none"><li>• Bronze Medallion</li><li>• First Aid</li></ul>   | <b>\$11.35</b>           |
| <b>Volunteer</b>                         | <ul style="list-style-type: none"><li>• Bronze Medallion</li></ul>   | <b>Honorarium</b>        |
|  | <ul style="list-style-type: none"><li>•</li></ul>  |                          |