



CENTRAL COAST REGIONAL DISTRICT

DATE: February 03, 2016

TO: Darla Blake, CAO

CC: Chair Alison Sayers and Board of Directors

FROM: Donna Mikkelson, CFO

SUBJECT: Preliminary Financial Report Jan-Dec 2015

RECOMMENDATION:

THAT the preliminary financial report for the period January 01 to December 31, 2015 be received.

General

Attached is a draft financial report of income and expenditures for 2015. The auditors will begin their field work on February 21st, and the final year end results will follow in March. Jay Cheek from PMT Chartered Accountants will present the audit report to the board of directors at the April board meeting.

Account Coding Variations

In an effort to improve the presentation of the schedule of revenue and expenditures, changes were made to the expenditure groupings and this has resulted in variations between the budgeted figures and the actuals because the budget couldn't be changed after it was adopted.

Note (1) Community development account 50045 and Solid Waste Management account 50240 are expenditures in the Community Works Fund statement. They are actual capital expenditures and have been charged against Capital Works account 50035.

Note (2) The Contracts account 50065 has been discontinued in favour of maintenance or operating expenses, depending on the nature of the contract.

Note (3) Special projects account 50245 is only used to track expenditures during the course of the year. At year end, the account is cleared a more defined cost category.

Board Meeting
 FEB 11 2016
 CCRD ITEM C(d)

FUNCTIONS AND SERVICES

Administrative Services

A. Community Works Fund (CWF)

The CWF expenditures are under budget due to ongoing progress, particularly in the areas of Solid Waste Management and the Swimming Pool initiatives. Capital works expenditures are noted for the construction of the concession building at Walker Island and the land clearing in preparation for the new recycling depot/transfer station at Thorsen Creek.

B. General Operations

Total revenues are directly in line with projections. Expenditures are under budget in professional fees (2015 audit fees are not yet booked) and due to delays associated with the governance/restructure study, which will be pursued in 2016.

C. Grants in Aid

This budget is underspent due to the return of grants for which two community groups did not spend the money as intended. This has the result of increasing the allotment for 2016.

D. Feasibility Study Fund

Feasibility funds (\$10,000) have been budgeted for the continuation of the work associated with the proposed Shearwater water system on Denny Island. This work has not yet been undertaken and the funds will carry forward as surplus in 2016.

Development Services

E. Economic Development

Nothing significant to report. Revenues and expenditures are in line with budget, although it is anticipated that both will be less than budgeted due to the new Community Economic Development Officer not starting in the position until mid May.

F. Land Use Planning

There has been no financial activity to date as we await the deliberations of the Official Community Plan Advisory Committee. Funds will flow through to 2016 to undertake the actual update of the Official Community Plan.

G. Valley Street Lighting

Expenditures and revenue are in line with projections.

H. LSA Street Lighting (Town site)

Expenditures and revenue are in line with projections.

Environmental Services

I. Solid Waste Management (done)

As reported in earlier reports, the solid waste management is basically on target with projections. Variations include a grant from the Used Oil Association for oil and antifreeze collection (\$37,000) and the insurance claim for the administration building which burned down in January (\$52,000). User fee revenue was higher than budgeted (\$6,000) and Multi Material BC revenue was also above projections.

The capital works component of the expenditures (\$71,000) include the landfill expansion project, the addition of the used oil facility, speed bumps and a Sea Can for product care recycling.

J. Waterworks (LSA BC Town site)

Revenues are slightly under budget.

Special project expenditures are under budget by \$15,000. These funds had been budgeted for mapping of the waterworks infrastructure.

Leisure Services

K. Parks & Recreation – Bella Coola

The Walker Island concession building was largely completed in 2015. The 2016 budget will accommodate the installation of the septic system, an electrical component, and the purchase of appliances. A \$30,000 grant was received from Northern Development Initiative Trust and the remaining funds were derived from the Community Works Fund.

L. Recreation – Denny Island

Activity is in line with projections.

M. Swimming Pool

Total revenues are higher than targeted (\$8,700) due to an increase in pool rental, lessons and general admissions, as well as an increase in counter sales and a federal grant.

Payroll expenses were slightly higher than budget, but this was more than offset by a decrease in capital works spending, the specifics of which were undetermined.

N. Vancouver Island Regional Library

Actual revenue and expenditures are in line with budget.

Protective Services

O. Emergency Management

Expenditures are below budget, partially due to the lack of positions filled as deputy emergency coordinators in Ocean Falls and Denny Island.

P. Emergency Management Initiatives – Flood Protection

Approximately \$26,000 remains in the accounts to undertake mitigation work in the Hagensborg area. The funds were to be expended prior to June 30, 2015; however, an application for an extension to December 2016 has been approved by the province.

Q. Fire Protection (LSA – BC Town site)

Actual expenditures are under budget in several areas.

R. House Numbering

No activity to report.

Transportation Services

S. Airport – Bella Coola

Winter weather conditions prevailed in December, and the budget was exceeded for snow plowing by \$7,000. A proposed capital works expenditure (\$2,500) for a replacement side gate between the forestry offices and the hangar has been set aside due to the quoted expenses being well beyond the budget allowed for the project.

T. Airport – Denny Island

Overall, actual expenditures are below budget projections. It is anticipated that a carry forward surplus will provide for more significant projects to be completed in 2016.

Respectfully Submitted,



Donna Mikkelson, CFO

1:32 PM

02/02/16

Accrual Basis

Central Coast Regional District
Revenue & Expenditures - Actual vs Budget
All Schedules Combined

	Jan - Dec 15	Budget
Ordinary Income/Expense		
Income		
Apportioned Administration Serv	168,356	168,356
Local Taxation	693,734	693,738
Nuxalk Nation Contributions	100,000	100,000
Other Revenue	284,163	201,892
Provincial/Federal Grants	450,360	449,780
Regional Hospital District	13,325	13,325
User Fees and Charges	156,941	142,685
Total Income	<u>1,866,879</u>	<u>1,769,776</u>
Gross Profit	1,866,879	1,769,776
Expense		
50000 · Apportioned Administration fees	168,356	168,356
50030 · Bank charges	1,253	1,850
50035 · Capital Works	(1) 237,432	125,395
50040 · Communications	17,015	14,200
50045 · Community Development	(1)	360,000
50050 · Community Groups - Grants	23,199	18,309
50055 · Community to Community Forum		5,000
50060 · Contingency		61,654
50065 · Contracts DO NOT USE	(2)	30,565
50076 · Directors' Expense	73,694	109,496
50089 · Emergency Mmgt Initiatives		26,316
50131 · Planning	332	192,476
50135 · Insurance Expense	25,286	28,080
50138 · Interest Expense	19,521	19,621
50165 · Maintenance	53,087	54,259
50175 · Memberships, dues & subscriptio	2,410	3,030
50185 · Nuxalk Agreement - Water Supply	21,275	23,917
50190 · Operating expenses	192,237	214,736
50195 · Payroll Expenses	525,380	552,149
50205 · Professional Development Expens	24,774	39,800
50206 · Professional Fees	76,149	119,985
50240 · Solid Waste Management	(1)	374,000
50245 · Special Projects	(3)	47,643
50250 · Supplies & small tools	35,982	39,700
50294 · Utilities	26,986	33,159
50295 · VIRL Regional Library Services	49,672	49,672
50316 · Asset Replacement	28,332	28,332
50999 · Landfill Post Closure Reserve	30,000	30,000
Total Expense	<u>1,632,373</u>	<u>2,771,700</u>
Net Ordinary Income	234,506	(1,001,924)
Other Income/Expense		
Other Income		
40004 · Budget surplus, begin of year		1,218,378
Total Other Income		<u>1,218,378</u>

1:32 PM
02/02/16
Accrual Basis

Central Coast Regional District
Revenue & Expenditures - Actual vs Budget
All Schedules Combined

	<u>Jan - Dec 15</u>	<u>Budget</u>
Other Expense		
50204 · Budget deficit, begin of year		108
50224 · Budget surplus, end of year		216,346
Total Other Expense		<u>216,454</u>
Net Other Income		<u>1,001,924</u>
Net Income	<u>234,506</u>	<u> </u>



CENTRAL COAST REGIONAL DISTRICT

DATE: 3 February 2016

TO: Board Chair Alison Sayers and Board Members

FROM: Tanis Shedden, Community Economic Development Officer

SUBJECT: Community Economic Development Report

RECOMMENDATION

THAT the Community Economic Development Report dated 3 February, 2016 be received.

SMALL TOWN LOVE

BACKGROUND

An application was submitted to the Northern Development Initiative Trust Small Town Love program in November of 2015.

DISCUSSION

Our application has been accepted and the website – www.lovecentralcoastbc.com – is now open for applications. Additionally, the Love Central Coast BC Facebook is up and running, and will be used to further support and market the participating local businesses.



Board Meeting
FEB 11 2016
CCRD ITEM <u><(e)></u>

This is an exciting opportunity to support our many locally owned businesses gain and/or increase their internet and social media presence. As one of the largest shop local initiatives in North America it is also becoming a well-known initiative for tourists and visitors to turn to when they are looking for local retailers and services in their travels.

Small Town Love is open to any local non-franchised business venture for a one-time fee of \$100. This money is then pooled and used to help market the Love Central Coast BC brand, bringing more attention and support to the local Small Town Love businesses. Additional supports are being explored in partnership with Bella Coola Valley Learning Society to assist those who would like either help with the online application or who would like to gain a better understanding of what this initiative can do for them.

During the application process business owners will be asked to specify their community name and the website will be populated with the community names (ie – Bella Bella, Bella Coola, Denny Island, Hagensborg, Firvale, Ocean Falls, etc.). This is similar to the structure of Love Haida Gwaii.

The NDIT Small Town Love administration team is looking to be in the region at the end of March to provide additional information and support to the businesses who are looking to join the Love Central Coast BC community. The launch date is being set for late June/early July.

Resources that are identified to help promote this program throughout the region:

- Facebook
- Coast Mountain News
- Nuxalk Radio
- Nuxalk Newsletter
- Word-of-mouth
- Community Bulletin Boards
- Local Societies

AGRI-TOURISM DISCUSSION PAPER

The Ministry of Agriculture has put forward a discussion paper and proposed minister's bylaw standards on "Regulating Agri-Tourism and Farm Retail Sales in the Agricultural Land Reserve". Comments and feedback will be accepted until January 15, 2016.

Please find the comment put forward by the CCRD administration with regards to the Proposed Minister's Bylaw Standards attached.

CENTRAL COAST MARINE PLAN 2015

BACKGROUND

Administration was requested to report back to the Board of Directors with regards to the continued engagement of CCRD representatives with the Marine Planning Partnership process and the recently published Central Coast Marine Plan 2015.

PAST RESOLUTIONS

The following two resolutions were passed outlining the CCRD's participation in the Marine Planning Partnership process:

November 2012

12-11-22 M/S Directors Pootlass/McCullagh that Chair Lande be appointed to represent the Central Coast Regional District in the Marine Planning Partnership process provided that funding is available for meeting attendance and participation.

CARRIED

April 2013

13-04-25 M/S Directors Tallio/McCullagh that the board approve Director Lande's recommendation that the CCRD board enter into a contract with Tides Canada to provide a CCRD board representative on the Marine Planning Partnership program.

CARRIED

DISCUSSION

The CCRD board's previous participation was dependent on funding from Tides Canada and structured such that no CCRD funds would be used. However, upon review, staff time allocated to administering the contract with Tides Canada was not insignificant.

A review of the document notes that the local government is mentioned in the following instances:

- Improved relationships and communications between First Nations and local governments. This will be achieved by encouraging/reviewing protocols and agreements between First Nations and local governments.
- As appropriate, invite local government representatives to workshops designed to assist communities in developing severe weather Emergency Response Plans.
- Host workshops with relevant Crown agencies, First Nations and local governments to review draft marine response plans.
- A Plan Implementation and Monitoring Committee will be comprised of local governments and key marine use and activity sectors in the Plan Area. However,

the Terms of Reference will be established by the Province, Heiltsuk, KITASOO/XAI'XAIS, NUXALK and WUIKINUXV Nations.

Respectfully submitted

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Tanis Shedden
Community Economic Development Officer



P.O. Box 186, Bella Coola, BC V0T 1C0
 Phone (250) 799-5291 Fax (250) 799-5750 Email: info@ccrd-bc.ca

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

Ministry of Agriculture, Strengthening Farming Program
 1767 Angus Campbell Road
 Abbotsford, B.C. Canada V3G 2M3

January 14, 2016

To Whom It May Concern

Re: Proposed Minister’s Bylaw Standards on Regulating Agri-tourism and Farm Retail Sales

The Central Coast Regional District (CCRD) would like to thank the Ministry of Agriculture for extending the deadline for feedback on the above proposed Minister’s Bylaw Standards.

Within the CCRD, the Bella Coola Valley has a long history of agricultural use and the Agricultural Land Reserve has shaped, and continues to shape, the development of our region. Our local government continues to support the preservation of agricultural land, and further to that, we welcome more provincial efforts to help local governments support farmers and the farm community.

The Central Coast Regional District has reviewed the proposed Minister’s Bylaw Standards and has the following comments:

The number of farmers across the province is shrinking annually, and we recognize that those individuals and families who remain on the land need flexibility to be able to do so. Within the CCRD, most of our farmers are small scale and often part time. They need programs that will help them respond to agricultural marketing opportunities as they arise, develop, and change.

The CCRD agrees that protecting agricultural land for future soil-based agricultural uses is of paramount importance. Furthermore, the CCRD supports the definition of agri-tourism being accessory to and promoting farm products grown, raised or processed on the farm. In our view, however, another key aspect be that agri-tourism uses must be compatible with the rural character of ALR areas and not negatively affect surrounding farmers and rural land owners.

However, defining allowable agri-tourism by the following statement “**Agri-tourism uses and activities only augment a farmer’s regular farm income, rather than exceed or replace it,**” does not address the scale at which agri-tourism operations may impact the long run agricultural use of the land or the character of adjoining farm land. It is the view of the CCRD that any defining statement about agri-tourism in the Agricultural Land Reserve should ensure that the future agricultural use of the land is not permanently impacted and not be solely based on income

earned. As an additional safeguard, agri-tourism standards should be structured such that any new buildings or structures on the land are confined to existing disturbed areas and contribute to the farm activity.

Furthermore, the income-based approach to agri-tourism, as proposed in this regulation, could serve to limit rural farmers in their ability to diversify their farms and detract them from the primary business of food production. This could have the unintended negative consequences on the many small-scale farmers in our remote rural region and the many others across the province.

The Central Coast Regional District appreciates the opportunity to provide input with regards to the proposed Minister's Bylaw Standards and hopes the document will be shaped to reflect the comments put forward by the many contributing local governments and members of the farming community.

Should you have any questions, please do not hesitate to contact Darla Blake, Chief Administrative Officer at 250.799.5291 or cao@ccrd-bc.ca.

Regards

A handwritten signature in cursive script that reads "Darla Blake".

Darla Blake
Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT

DATE: 3 February, 2016

TO: Board Chair Alison Sayers and Board Members

FROM: Tanis Shedden, Community Economic Development Officer

SUBJECT: Broadcasting Report

RECOMMENDATION

THAT the Broadcasting Report dated 3 February, 2016 be received.

THAT CCRD Regularly scheduled meetings will not be recorded and/or broadcasted in an audio or audio-visual manner.

Or

THAT CCRD administration will pursue option ____ and proceed with establishing audio and/or audio-visual recordings of CCRD Regularly scheduled meetings and review bylaws and policies that pertain to the administration, records management, and sharing of these files.

BACKGROUND

The Board requested the CEDO perform a preliminary investigation into options for broadcasting Board meetings. The key issues that were investigated were the following:

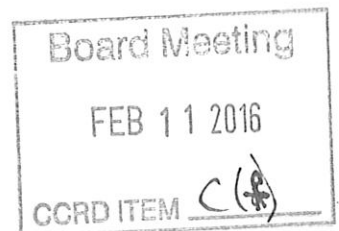
- Initial Cost of Equipment and Equipment Needed
- Learning Curve & Training & Education
- Staff Time Needed Per Month
- Reliability
- Ongoing Operational Costs over and above Staff Time
- Location of Storage of Data

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget: No
 Requires further budget considerations: Yes

LEGISLATION /POLICY

Dependent on the Board decision the following bylaws would need to be reviewed:



1. Central Coast Regional District Board Meeting Procedures Bylaw 449, 2015
2. Central Coast Regional District Records Management Bylaw 453, 2015

DISCUSSION

CCRD administration is requesting that the Board of Directors consider the following when determining if it is their intention to pursue audio/audiovisual broadcasting and or recording of regularly scheduled CCRD Board Meetings.

Any broadcast or recording will not be considered the formal record of proceedings. Recording Board Meetings will perform two key functions. First, it will enable CCRD residents with barriers to attending meetings to participate and be kept apprised of discussions and information that lead to decisions made by the Board of Directors. Second, recording the meetings will allow for an additional layer of transparency and accountability with regards to board decisions and resolutions.

Consideration must be given to the lack of in-house IT personnel, staff time, and the overall CCRD operating budget. With this in mind, several options pursued by larger Regional Districts and Municipalities have been removed from consideration.

Three methods for implementation have been identified:

Option A: Audio-only – Single handheld recorder

The Village of Cumberland and Regional District of Central Okanagan both use a basic handheld recorder to record proceedings. The files are then kept for 3 months and made available to the public upon request. This is the simplest and most cost-effective tool used. Additional audio software can be purchased for a marginal fee to clean up dead space and shrink the audio files.

It should be noted that in addition to this service, the Village’s Council meetings are also recorded by Shaw Cable. The RDCO has additional audio files that are produced/recorded through their sound system and managed by their IT department.

Costs

- \$100 - \$400 Handheld Voice Recorder (depending on feature requirements)
- \$200 AVS audio program (optional)

Pros

- Cost Effective
- Minimal staff time required monthly – Reoccurring time commitments will include transferring recordings to the CCRD server and fulfilling any requests for recordings.

Cons

- Cannot control volume recorded of each individual speaker, therefore, the quality and reliability of the recording may fluctuate.
- Managing in-camera sessions, breaks, and additional gaps in proceeding will need to be performed manually

Option B: Audio-Visual – Vimeo

Following conversations with the Town of Comox it was determined that it is a viable option for local governments to pursue recording the meetings with a standard digital web camera and uploading the content to Vimeo. The Town of Comox does not have in-house IT personnel and find this strategy to be a cost effective and easy to use tool. Content would not be stored on the CCRD web server, but a coded link from Vimeo can be made available for viewing on our webpage. The following is a list of hardware used by the Town of Comox. The equipment is basic with no bells or whistles, but suits the intended purposes.

Costs

- \$500 Designated Computer/Laptop
- \$140 Sound Mixing Board
- \$80 Webcam (Logitech)
- \$400 Microphones (Shure CVB B/C) x 2
- \$219 Vimeo Pro Subscription (annually)

Pros

- Once uploaded there is no additional staff time required to connect individuals/organizations with the recordings of the Board meetings.

Cons

- Steep learning curve for staff.
- Installation costs are unknown at this time.
- Managing in-camera sessions, breaks, and additional gaps in proceeding will need to be performed manually.

Option C: Audio-Visual – Swagit

Swagit is a content management system that is used by the Fraser Valley Regional District and the City of Yellowknife. They are both very pleased with the service. Based out of Texas, but with final data stored in Montreal, this company will take care of the recording, editing, and managing of content. This is the least staff intensive option.

Costs

- \$4000 USD SD Encoder
- \$500 - \$700 USD Monthly subscription fee (based on two year contract)

Pros

- Limited to no in-house expertise required.

Cons

- Cost prohibitive.
- Additional service charges may surface.
- The minimum viewership package greatly exceeds the needs of the CCRD.

Conclusion

Should the Board of Directors choose to pursue the recording of their regularly scheduled board meetings to meet the two outlined objectives, enabling access to meetings for residents who live in remote regions and additional transparency, CCRD administration recommends option A. This will give administration time to gauge the level at which the community is using the service and determine if a more integrated and intensive process should be explored.

Respectfully submitted

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Tanis Shedden
Community Economic Development Officer



CENTRAL COAST REGIONAL DISTRICT

DATE: 3 February, 2016

TO: Board Chair Alison Sayers and Board Members

FROM: Tanis Shedden, Community Economic Development Officer

SUBJECT: Community Economic Development Planning Report

EXECUTIVE SUMMARY

To align the CCRD Economic Development Service with the expressed community desire to see a more bottom-up approach to economic development in the region, CCRD administration is researching methods to shift the economic development planning process.

The goal is to shift the planning process from one for economic development to one for community economic development.

RECOMMENDATION

THAT the Community Economic Development Planning Report dated 3 February, 2016 be received.

THAT CCRD Administration pursue partnership/contribution agreements with local organizations, societies, and/or groups as a means to facilitate the Economic Development Services function of the CCRD.

STRATEGIC PLAN

The review and update of the CCRD Economic Development Plan was identified as a strategic priority in the 2014-2019 Strategic Plan.

BACKGROUND

The previous Economic Development Operating Plan for the Central Coast Regional District was published by the Central Coast Economic Development Commission in 2005. The plan was based on five goals. The goals were to improve economic development capacity, employment and diversification opportunities, investment and visitation, investment in public assets, and community influence over resources.

In 2011, the Economic Development Function was converted from a commission to a service of the CCRD. The economic development collaborative meeting in October of 2014 indicated to

Board Meeting
 FEB 11 2016
 CCRD ITEM (6)

the CCRD administration that community members were seeking a “bottom-up” approach to economic development. From this a Community Economic Development Officer position was created in partnership with Coast Sustainability Trust and Northern Development Initiative Trust.

An overview of the priorities and goals of Community Economic Development was given at the December 2015 workshop. It outlined that the primary goal of Community Economic Development is to enable community members to be the drivers of economic development. This is done by finding ways to support their entrepreneurial and collaborative efforts to maximize their community assets and capacities.

Regardless of whether your goals are community development or economic development, for the development to be driven by the community the following four (4) points must be incorporated in the planning process.



A key step is identifying a method by which we can create partnerships between ourselves and the organizations, societies, and groups whose practices are best aligned with addressing the identified community needs. There are many resources and supports that are available to local governments which, if the partnerships are identified and structured, can be leveraged by the communities in the Central Coast Region.

DISCUSSION

The community development model used by the Cariboo Regional District is being explored as an option for the CCRD Economic Development service. The CRD delivers the service via

contribution agreements with various local organizations in each electoral area. The “Business Plans” set spending priorities and goals. This approach allows the CRD to facilitate community driven development initiatives that are tailored to the needs and capacity of the local communities. Furthermore, the structure of these agreements allow for the Economic Development service of the CRD to be fluid, while still giving the CRD the necessary platform to identify and facilitate strategic 3-5 year community driven development initiatives.

Further to this point, there are additional examples from across the province where municipalities and regional districts have partnered with their local health authorities and other community based organizations to leverage resources in an accountable manner.

By working to structure partnership, collaboration, and/or contribution agreements the CCRD will be able to shift the economic development services focus. By embracing this model, the Economic Development service of the CCRD can take on the role of a facilitator of Community and Economic Development in communities throughout the region, rather than as an administrator. This will enable the CCRD to support organizations in their strategic community and economic development initiatives.

Clearly identifying the common priorities and roles of the partners in the agreement will allow the CCRD to support the community-led projects and effectively evaluate the costs and benefits.

At its 28 January meeting, the Economic Development Advisory Committee supported bringing the clear goal/objective/outcome oriented nature of the CRD “Business Plans” to the CCRD. They felt it spoke to the desire expressed at the October 2014 meeting that economic development planning be outcome oriented.

LEGISLATION /POLICY

Central Coast Regional District Economic Development Conversion and Service Establishment Bylaw No. 411, 2011

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:	Yes
Requires further budget consideration	No

RISK MANAGEMENT

Administration has evaluated potential risks with the proposal and assessed these as negligible low/no requirements for controls or mitigation.

CONCLUSION

It is recommended that the Board of Directors approve the request to pursue Community Economic Development partnership/contribution agreements with Central Coast organizations,

societies, and clubs to facilitate tangible community economic development initiatives as part of the Community Economic Development planning process.

IMPLEMENTATION

The CEDO will engage with local organizations to help them identify their Community and Economic Development common priorities for the next 3 – 5 years and identify methods in which the CCRD can support these initiatives either through collaboration, contribution, or partnerships.

Respectfully submitted

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Tanis Shedden
Community Economic Development Officer

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)

REGULAR MEETING MINUTES – 28 January, 2016

In Attendance: Randy Hart (Chair) (Nuxalk Economic Development Corporation)
Lori Campbell (Community at Large)
Wilma Hallam (Community at Large)
Tanis Shedden (CEDO)
Kyle Metler (LGMI and Recording Secretary)

Absent: Director Sam Schooner (CCRD Director, Electoral Area E)
Garrett Newkirk (Bella Coola Harbour Authority)
Chris Quinn (Community at Large)
Ana Santos (Denny Island)
Tracy Switzer (Ocean falls)
Bo Reid (Heiltsuk Economic Development Corporation)

1. Call to Order

The Chair called the meeting to order at 7.11pm.

2. Adoption of Agenda

EDAC 16-01-01 M/S Hall/Hallam That the agenda be amended to move Action Items 4 (b) and (c) to the beginning of the meeting.

CARRIED

3. Action Items

The CEDO invited Cheryl Waugh and Joan Sawicki to answer questions pertaining to housing development with regards to CCRD Bylaws and the Agricultural Land Reserve.

(a) Cheryl Waugh – The Bella Coola Valley Official Community Plan /Zoning

Cheryl gave an overview of the Bella Coola Valley OCP/Zoning to address the questions that came forward from the Committee prior to the meeting.

- OCP is not a regulatory bylaw. It is a visioning document that is intended to provide residents and property owners a degree of certainty regarding what changes and development will be supported in the Bella Coola Valley.
- The current OCP Bylaw was adopted in 1999.
- Fundamentally, the OCP aimed to maintain the rural characteristic of the Bella Coola Valley.
- As a Bylaw, amendments must be approved by the CCRD Board of Directors.
- CCRD cannot have a Bylaw that is contrary to the Agricultural Land Act.

(b) Joan Sawicki – ALR

Joan provided a detailed history of the Agricultural Land Reserve and how it was created in the Bella Coola Valley. The background provided was structured to address the questions that came forward from the Committee prior to the meeting.

- Approximately 5% of BC is land is available for agriculture.
- There are 7 classifications of climate for farming – The Bella Coola Valley is Class 1



CENTRAL COAST REGIONAL DISTRICT
 ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
 REGULAR MEETING MINUTES

DATE: 28 January 2016

ATTENTION

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

Board Meeting
 FEB 11 2016
 CCRD ITEM C(h)

- Regional Districts were tasked with developing their ALR boundaries with consideration being given to their anticipated growth patterns, zoning, and Official Community Plans.
- The original Intention of the ALR was to not only preserve the farm land, but also the farming community. This was eventually phased out with changes at the provincial level pertaining to support for farmers.
- Development/uses of ALR can vary greatly under the condition that the activity does not negatively impact the ability of the land to grow food in the long term.
- The local government is the “gatekeeper” of applications with regards to changes in ALR. The CCRD would consult their bylaws, i.e. – zoning and OCP.
- Once submitted to the Agricultural Land Commission, the ALC has final say. Each application is judged on individual merit, as well as, clear guidelines.
- CCRD cannot plan contrary to the Agricultural Land Act.

Discussion – Housing in context of the Bella Coola Valley OCP and ALR

Discussion on ALR loopholes and how some people are exploiting (greenhouses, golf courses, suburbs etc.) them and working to understand how this affects ALR as a whole. ALR legislation is based on ability of land to grow food so it’s difficult for it to deal with issues such as these. So long as the use doesn’t technically compromise future use, there is limited action that can be taken.

There is an identified lack of rental housing in the Bella Coola Valley. Generally, the needs of the two increasing age demographics – the young (independent) and the elderly - have similar housing needs which are traditionally met with multi-family dwellings and rental markets. There is potential to development on ALR but only if it is clear that there are no alternatives. At the end of the day it is the Agricultural Land Commission’s decision. There was an extensive study done prior to the last OCP that took inventory of potential settlement areas.

Joan Sawicki suggested that to move forward, and to identify whether the housing question needs to be addressed within the ALR, that it would be advantageous to identify vacant and/or underutilized residentially zoned property in the Bella Coola Valley.

EDAC 16-01-02 M/S Hallam/Campbell That the CCRD supports efforts to identify and inventory vacant or underutilized land outside of the ALR.

CARRIED

4. Adoption of Minutes

EDAC 16-01-03 M/S Campbell/Hallam that the EDAC Meeting Minutes dated 26 November, 2015 be adopted.

CARRIED

5. Discussion

(a) Considerations for OCPAC

The CEDO has brought forward economic development considerations that should be verified in the OCP review process. It was mentioned that it is not necessarily about changing the OCP but potentially reaffirming the visions for the Bella Coola Valley. This will allow the EDAC and CEDO to better align their community economic development efforts with these visions.

- Where will business development be centered? Commercial Center vs. Home Based Businesses.
- When and where will agriculture be practiced?

- Will zoning language change to consider mixed-use space? i.e. – commercial/residential mixed? What are the implications?
- How will housing needs be met considering the large amount of ALR in the valley?
- Recreation has emerged as an important aspect to community living and may be something to incorporate into the OCP.
- Determining if there is to be an “Urban” Centre and, if so, what are the implications to the existing structure of the urban areas? Rural areas?

The CEDO asked if there was anything else that should be brought forward to the OCPAC or be considered as the OCP planning process moves forward.

No new items came forward.

(b) Community Economic Development Partnership Agreements

The CEDO will be meeting with the Cariboo Regional District February 2 to gain a better understanding of how the “Business Plans” are developed and what the process is to establishing the “partnerships”. This structure is an opportunity to connect the community with resources that are available through local government streams. This will allow the CCRD Economic Development Services function to help support “on the ground” community and economic development initiative while still ensuring that the CCRD is leveraging its resources in a strategic and accountable way.

Randy Hart mentioned that this structure was clean and easy to follow. The goals have clear objectives and are measureable. Which are two key features the Economic Development Advisory Committee would like to see in the CCRD Economic Development Services function. They did not want to be another committee that met with no ability to act. The committee members agreed that this format was simple and measureable and supported exploring this idea and structure further.

Concerns arose about the potential for this process to become “Bella Coola Valley” centric. The CEDO said that it would be possible to break the CCRD “partnership/collaborative/contribution agreements” such that they are broken down by electoral or operating area.

(c) BC Economic Development Association – Invest in BC Magazine

CEDO brought this forward for information purposes. The deadline for 2016 has passed and the value for the CCRD was doubted. It was brought forward as a question for upcoming years.

Randy Hart said that, as a subscriber to Business in Vancouver, he feels this was not a good option for the CCRD. The CEDO and committee agreed that there are better uses for the CCRD Economic Development Services budget.

5. General Information

(a) Small Town Love – Love Central Coast BC

Lovecentralcoastbc.com is open for applications. The Love Central Coast BC Facebook page is also up and will be part of the Love Central Coast marketing campaign that is being developed.

NDIT inquired as to the best time to host Small Town Love information sessions in the Bella Coola Valley. The tentative dates given for the Bella Coola Valley are Thursday, March 31 and Friday April 1.

The EDAC committee felt that given these days the best times would be an evening session on Thursday March 31, and either a morning or afternoon session on Friday April 1. The CEDO will investigate the intentions/structure for sessions for Denny Island, Bella Bella, and Ocean Falls and will follow-up with NDIT regarding this.

There are Love Central Coast BC Launch parties that will be planned in the participating Central Coast communities. Funds used for this are the funds collected through the application process.

An idea for the Bella Coola Valley is to have a weekday night market with the participating businesses displaying their services/retail goods. Lori Campbell suggested we look into the Community Futures Regional Contribution Grant as a potential source of funds to help move this event to the next level. The CEDO will follow-up with Community Futures.

6. Other Business Arising

(a) Next Meeting

Due to spring break and Easter, the next EDAC meeting should be moved to accommodate the long weekend.

EDAC 16-01-04 M/S Hallam/Campbell That the next EDAC meeting be reschedule to 7pm Wednesday March 30. The CEDO will inform the absent members.

CARRIED

5. Adjournment

EDAC 16-01-05 M/S Hallam/Campbell, That the EDAC meeting of Thursday 28 January, 2016 be adjourned 9.04 pm.

CARRIED



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: February 3, 2016
SUBJECT: Land Use Planning Report

Recommendation:

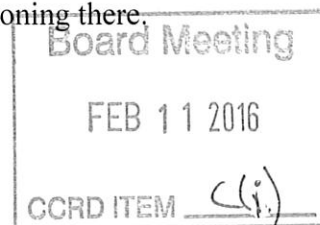
- 1. That the Land Use Planning Report dated February 3, 2016 be received

This report covers the period December 3, 2015 to February 3, 2016

	Zoning	Subdivision	Maps & Plans	Other Related* (specify)	Land Referrals & Updates
Number of Enquiries	4	1	3	5	11
Method of Inquiry					
Email/I-Net	2			2	4
Phone	2		3	3	
In-Person		1			
Hard Copy					7
Number of Applications	0	0			

Zoning

-Request by property owner in Lama Pass for a letter stating there is no land use zoning there.



- Request by local realtor for property zoning near Thorsen Creek.
- Request for confirmation of zoning for a commercial property in the townsite and asking if they could live on the premises.
- Request from BC Assessment for zoning at Hwy 20 property

Subdivision

- Local resident enquiring about subdividing was provided with an information pamphlet.

Maps & Plans

- Request by RCMP Real Property Division for a site plan for a Stiles Road property. An excerpt of the plan was provided by email.
- New owner of property requesting a plan for their parcel but none was found on file.
- Local resident requesting civic address assigned to an Allison Road property

Other Related*

- Local realtor requesting the civic address for a property. No address assigned as it is bare land without structures.
- New valley resident requesting contact information for her neighbours. Refused the information due to privacy issues and referred to BC Assessment and the Land Title and Survey Authority. The same individual contacted Director Sayers making the same request and was referred back to the CCRD office.
- Williams Lake and District Credit Union enquiring if we issue building permits. We do not.
- Notification from the Land Title and Survey Authority of a change of ownership for a townsite property.
- RCMP Prince George enquiring about road names in Bella Bella. Referred to Heiltsuk Administration.
- The Official Community Plan Advisory Committee met on December 15th. *See the meeting minutes and an interim committee report in separate documents.*

Land Referrals/Updates

- Haida Tourism Limited Partnership, Wurdelle Island, fishing lodge for tidal sports fishing.
- Hearthstone Investments, Sandell River/Good Hope Bay, modification of licence with additional tenure added.

-Spirit of the West Adventures Ltd., Storm Cove/Seaforth Channel, north end of Campbell Island, application for commercial recreational guided saltwater, 2 overnight kayak camping locations.

-Gary Paul Roden, Lama Passage, indefinite term, permission for private moorage.

-Duncanby Lodge & Marina, 30 year lease issued for fishing camp, mooring & storage of fish floats.

-Jean Marc Leguerrie, Kliktsoatli Harbour, indefinite term, permission for personal wharf operation.

-William George Jackson, Whisky Cove, indefinite term, private moorage.

-Krista Alice Roessingh, Whisky Cove, indefinite term, private moorage.

-Jon Allan Sarver, Kwatna River, Licence of Occupation unexecuted and closed.

-Mill Timber Products Ltd., Smith and Naysash Inlets, heli-drop zones, tenure closed.

-Linda Lawrence, Finn Bay, lease reassignment to Richard Lowrie.

Replies to applicable land referrals were as '*interests unaffected*'.



Transportation and Land Use Coordinator