



CENTRAL COAST REGIONAL DISTRICT

DATE: June 2, 2016
TO: Darla Blake, Chief Administrative Officer
CC: Chair Alison Sayers and Directors
FROM: Tanis Shedden, Community Economic Development Officer
SUBJECT: Official Community Plan Update and Review

EXECUTIVE SUMMARY

There is an opportunity to leverage the BC Rural Dividend program to facilitate a comprehensive Bella Coola Valley OCP update and rewrite in 2017. The Bella Coola Valley OCP process will at the foundation to progress with strategic multi-year economic development planning.

RECOMMENDATION

THAT CCRD administration proceed with the Bella Coola Valley Official Community Plan update and rewrite and work to incorporate the recommendations outlined in the Landworks Consultants Inc. "CCRD OCP review" memorandum dated May 20, 2016 and economic development specific sub-content.

AND THAT CCRD administration submit an application to the BC Rural Dividend Program prior to the October 31, 2016 deadline for an OCP update and rewrite.

AND THAT a project lead be appointed to the Bella Coola Valley OCP update and rewrite.

OR

THAT CCRD administration do not proceed with the Bella Coola Valley Official Community Plan update and rewrite at this time.

BACKGROUND

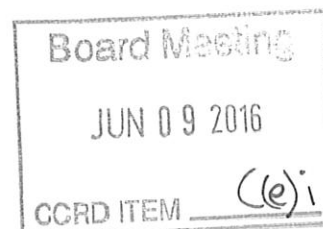
16-05-09 M/S Directors Hall/Schooner that an application be submitted to the BC Rural Dividend Program for \$10,000 prior to the May 31, 2016 intake for a Situational Analysis and Needs Assessment in support of the Official Community Plan review.

CARRIED

Following communications with Landworks Consultants Inc. it was found that a Situation Analysis and Needs Assessment could be acquired without pursuing grant funding. A memorandum titled "CCRD OCP Review" was provided to staff on May 20, 2016.

16-02-25 M/S Directors McCullagh/Hall that the CCRD Board support Administration moving forward with the recommendations in the GIS/Mapping Information Report, dated February 3, 2016 regarding updating of CCRD mapping, G.I.S. support and staff training.

CARRIED



The "CCRD OCP review" from Landworks Consultants Inc. refers to the GIS/Mapping Information Report dated February 3, 2016. The above resolution was passed at the February 11, 2016 regularly scheduled board meeting.

Excerpts from the OCP Advisory Committee Final Report:

"If OCPs are intended as visionary documents that paint a picture of the kind of future a Community envisions for itself, this OCP does not do that."

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

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget: Yes
 Requires further budget considerations: Yes

There has been \$20,000 budgeted for an Official Community Plan review and update. Preliminary research indicates that this will not cover the costs of public engagement, mapping, or staff time to administer the project.

With the Rural Dividend fund there is an opportunity to leverage this to enhance the CCRD's financial capacity to complete a comprehensive Official Community Plan. The Rural Dividend will support 80% of total project costs (up to \$100,000). Intake is in October 2016, and it is likely that it will take several months for applicants to be informed about the success of their application.

Total Project Cost	\$125,000.00	\$100,000.00	\$85,000.00	\$75,000.00	\$50,000.00
CCRD Financial/In-kind Contribution	\$ 25,000.00	\$ 20,000.00	\$17,000.00	\$15,000.00	\$10,000.00
Rural Dividend (maximum amount)	\$100,000.00	\$ 80,000.00	\$68,000.00	\$60,000.00	\$40,000.00

LEGISLATION /POLICY

Local Government Act, RSBC 2015

471 (1) An official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.

472 (1) A local government may, by bylaw, adopt one or more official community plans.

STRATEGIC PLAN

Goal 1 Effective Planning & Implementation

1.2 Provide land use planning & implementation that is responsive to the community

- 1.2.1 Conduct thorough review of land use planning
- 1.2.2 Complete a comprehensive review of land use planning

1.3 Ensure we constantly pursue timely, realistic & achievable economic development programming

- 1.3.2 Prepare and implement a multiyear economic development strategy
- 1.3.3 Prepare and implement an Economic Development Plan

DISCUSSION

Landworks Consultants Inc. provided a "CCRD OCP Review" which highlighted the following points. The complete report is attached.

Key findings with regards to the Bella Coola Valley Official Community Plan:

- 1. The current OCP was written in 1998 and appears to be an update of the OCP from the mid-1980's.
- 2. Provincial regulation have changed and the Bella Coola Valley OCP does not meet some of the mandatory requirements.
- 3. An OCP and at least one map must be viewed together and integrated for purposes of understanding the intent of the OCP.
- 4. Maps are not readily available. No digital forms of the maps exist.

The "CCRD OCP Review" states that the community's most pressing needs appear to be the following:

- 1. A revised, up-to-date and expanded OCP;
- 2. More readily-accessible (digital) mapping;
- 3. Practicable, efficient and up-to-date hazard and risk mapping;
- 4. Zoning that facilitates the implementation of the OCP goals, objectives and policies;
- 5. A clearer understanding of the on-the ground working relationship between the CCRD and the Nuxalk First Nation;
- 6. Regular and effective use of the CCRD's Communications and Engagement Plan.

Recommendations put forward in the "CCRD OCP Review":

- 1. THAT the CCRD board of directors determine whether or not it feels ready to proceed with the OCP update and rewrite at this time or whether it would prefer to wait until next year or later.
- 2. THAT – provided the board decides to proceed with the OCP project – the Public Works Department's recommendations with regards to mapping be initiated, including following up discussions with the CRD and possibly other jurisdictions.

3. THAT the OCP review, update and revision of the OCP be initiated;
4. THAT the CCRD utilize its Communications and Engagement Plan and all available tools to engage the community in the project; and
5. THAT the CCRD investigate the possible existence of planning grants or financial assistance from the provincial government.

Community Economic Development and the Bella Coola Valley OCP.

The sustainability of communities is not only based on economic well-being, it is also about embracing a community identity. Creating and building a community identity is specifically challenging in communities which have historically had natural resource extraction as the primary economic driver. When the economy shifts in natural resource based communities so does the community identity.

The OCP review process is commonly used in communities experiencing economic transitions as the planning process provides an opportunity for residents to identify what it values most and what qualities it seeks to maintain and enhance. It supports the development of a common vision that can be used to identify community priorities. When working with economic development planning in context of the Official Community Plan consideration should be given to the following question:

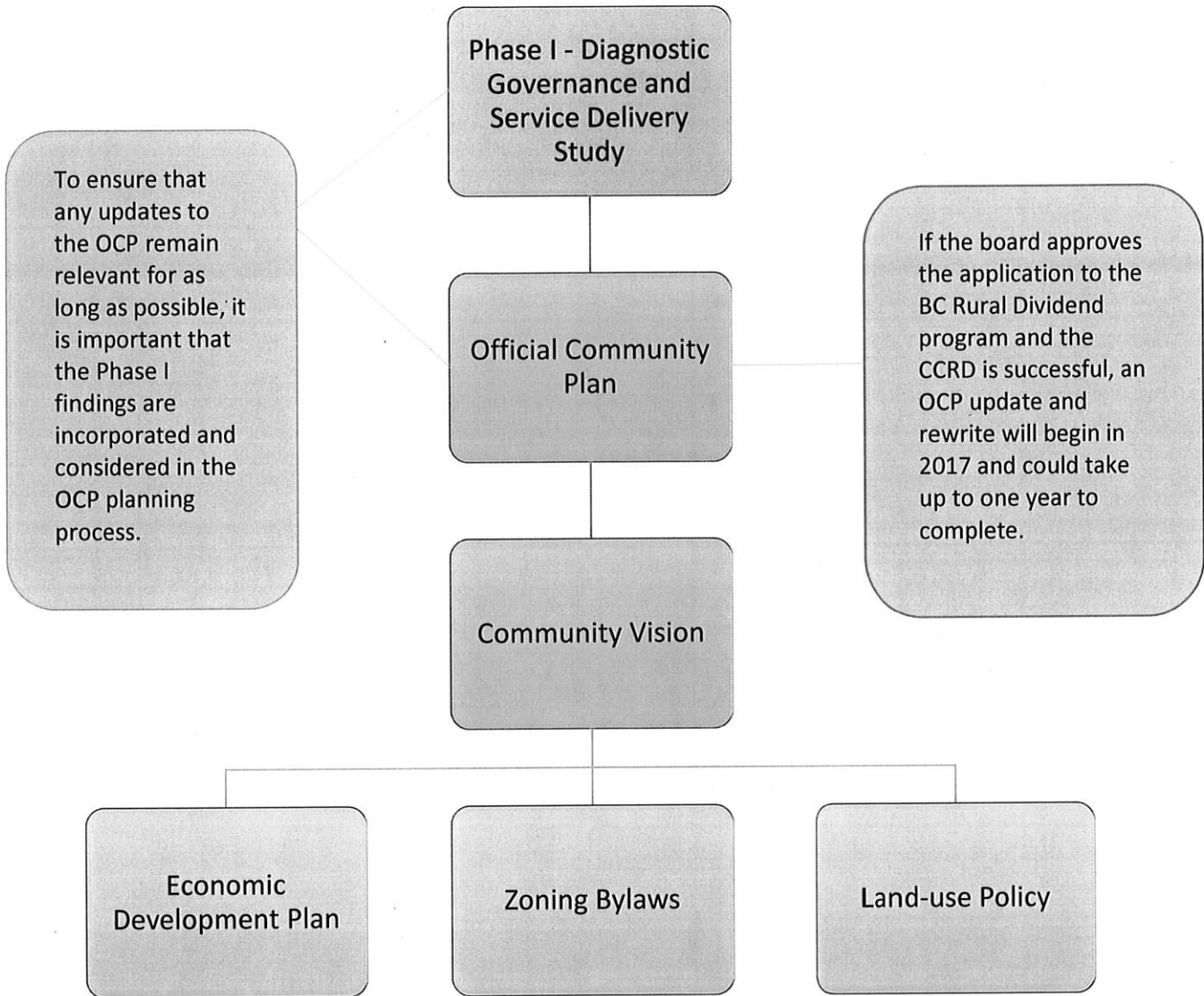
Has the community identity and vision for the Bella Coola Valley changed since the adoption of the last Bella Coola Valley Official Community Plan 1999?

If yes. The OCP review and update process should be used to identify the new community identity and vision. The OCP can then guide the creation of an economic development plan that aligns with this vision and identity. This will enable the development of objectives that will work to facilitate growth in a strategic manner.

The CEDO has connected with the Landworks Consultants Inc., representatives from the Ministry of Community, Sport, and Cultural Development, and other regional districts.

The findings were the following:

1. It is recommended that these two processes, the multi-year economic development planning and Official Community Planning, do not happen as separate initiatives at the same time as they are interconnected by nature.
2. It is recommended that the OCP process precedes the multi-year economic development planning process to ensure that decisions and progress reflect the long term vision.
3. The OCP process can be used to acquire community input for specific economic development questions and to identify economic development opportunities that align with the community identity and vision.
4. Addressing strategic multi-year Economic Development Planning in the OCP process can create efficiencies with the public process by embracing point 3.



The above diagram depicts the ideal chain of events to ensure that CCRD capacity is being leveraged in an efficient manner. Phase I of the Diagnostic Governance and Service Delivery Study will be completed by December 2016. These results will inform the CCRD on various levels. This input can and will be incorporated in the Official Community Planning process, to what extent is currently unknown.

An OCP update and rewrite will typically take up to one year to complete. The process will incorporate extensive community engagement in electoral areas C, D, and E. This engagement can be used to later inform, support, and create a strategic economic development plan that works, in tandem with zoning bylaws and land-use policy, towards the identified community vision.

Additional considerations:

Although the Bella Coola Valley Official Community Plan does not incorporate all electoral areas, it is an important step that should be embraced before undertaking larger regional economic development planning. The previous Economic Development Operating Plan did not include electoral areas A and B. A community visioning and engagement process to incorporate these areas in the future CCRD multi-year economic development plan will need to be facilitated.

The level of knowledge base within the CCRD to understand and effectively use the OCP as a planning tool over the course of its shelf-life should be addressed and improved. There are steps that can be taken to ensure that both the staff and Board understand the OCP and how it impacts planning and CCRD administration and operations. Options that can be explored, include;

1. Contacting the Ministry of Community, Sport, and Cultural Development to explore existing educational and informational resources.
2. Connecting with Landworks Consultants Inc. to explore the viability of hosting a workshop (or workshop series) either in-person or on-line.
3. Working with the planners that are coming to the Central Coast with the Diagnostic Governance and Service Delivery Study to create informational resources that can educate the board, staff, and community about the OCP and its associated legislation.

Should the application to the BC Rural Dividend Program be unsuccessful, the CCRD will still have \$20,000 budgeted to begin the OCP review process. This will cover the cost of a consultant to review and update the Bella Coola Valley OCP. The process will likely be slower as it is not enough to cover the costs of community consultation, mapping, bylaw review and updates, etc. The CCRD can still move forward with an OCP review, update, and rewrite in phases.

CONCLUSION

The CEDO recommends that the Bella Coola Valley OCP process be used as the foundation for the development of a multi-year economic development plan. The OCP review and re-write is an opportunity to lay the groundwork for strategic planning initiatives that are based on the community vision. This process will not produce a multi-year economic development plan, but will produce the community visioning and engagement in Electoral Areas C, D, and E to move a multi-year economic development planning process forward. This will also create efficiencies in the public engagement process and leverage the CCRD's limited capacity.

It is also recommended that should the board of directors choose to pursue the Bella Coola Valley OCP that a project lead be appointed.

Respectfully Submitted



Tanis Shedden
Community Economic Development Officer

memorandum

Community Economic Development Officer



#305 – 2940 Harriett Road
Victoria, B.C. V9A 1T3

to	Cheryl Waugh	date	20 May 2016
copy	Darla Blake		

from	Kelly Gesner, RPP	phone	250-893-6040
e-mail	landworksconsultants@shaw.ca		

subject	CCRD OCP Review		
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The CCRD has asked for a Situational Analysis and Needs Assessment with regards to its OCP. It has been recommended that this analysis and assessment include a first-phase report as to my understanding of expectations and common perspective.

It would appear that the CCRD’s situation with regards to its OCP has been considered from a number of angles and by different entities, including the CCRD board of directors, the Community Economic Development Officer and an OCP Advisory Committee. There does not, however, appear to be consensus on the need – or rather, the urgency of the need – for an OCP update or rewrite.

The “facts” include the following:

1. The current OCP was written in 1998, 18 years ago, and was apparently an update of one that had been written in the mid-1980s.
2. Provincial regulations regarding OCPs have changed a number of times during the past 18 years, including major changes from the *Municipal Act* to the *Local Government Act* to the newly-revised 2015 *Local Government Act* (LGA) and the *Community Charter*. These regulations contain mandatory requirements and optional content for OCPs. The current OCP does not meet some of the mandatory requirements (i.e., greenhouse gas emission reduction targets, policies and actions) or some of the highly-recommended requirements (i.e., addressing climate change and sea-level rise).
3. The CCRD’s 2015 Integrated Strategic Plan contains this objective: “Provide land-use planning and implementation that is responsive to the community.” It also contains the following strategy

intended to help achieve that objective: "Complete a comprehensive review and update of the Official Community Plan, Zoning and Subdivision Servicing Bylaws."

4. An OCP and at least one map must be viewed together and integrated for purposes of understanding the intent of the OCP. This is evident from the LGA statement that "an official community plan must include statements and map designations for the area covered by the plan ..."
5. While the CCRD does have maps described as schedules to the OCP (Land Use, Hazard Lands and Environmentally Sensitive Lands) located in its office, these maps are not readily available except to people who are able to visit the office. No digital forms of the maps exist, and thus they are not posted on the CCRD's website.

Observations include the following:

1. It would appear that the Community Economic Development Officer (CEDO) has identified some difficulty with or disconnect between community economic development opportunities and the OCP. While I have not pursued the details of this difficulty, it is anticipated that this may relate to land-use designations or policies.
2. The Public Works Department noted in its report to the board in February 2016 that "there would be some benefit to offering web-based mapping on the CCRD website" and suggested sending existing mapping to be scanned into digital format. The report also points out that up-to-date mapping is very important for emergencies and risk management.
3. The need for public consultation and community input is critical to the development of an effective and useful OCP. This has been highlighted by the OCP Advisory Committee.
4. The OCP Advisory Committee has also pointed out that the OCP is out-of-date or inadequate with respect to a number of aspects of the community, such as the lack of clear goals and objectives, the difficulty of planning for residential growth in light of the prevalence of ALR land, the disparity between encouraging growth within the Primary Settlement Areas (PSAs) and the desire of many people for a more rural dwelling place, the absence of policies to address home-based businesses and other issues.
5. The OCP Advisory Committee has concluded that "it would be premature for the CCRD to undertake an update of the OCP for the Bella Coola Valley at the current time." One of its reasons for coming to this conclusion is that "there is too much that would need to be added to this OCP to bring it anywhere close to a 'modern-day' OCP and we do not believe CCRD is yet ready to do that work."
6. An OCP is intended to be a long-term, visionary and "umbrella" document that influences zoning and other regulatory bylaws and consequently all land-related decisions. OCP goals, objectives and policies should also be seen as guides to the development of additional, more issue-specific documents (such as the Solid Waste Management Plan). The OCP must be updated prior to attempting to update the zoning bylaw and/or other regulatory documents.

The community's most pressing **needs** appear to be the following:

1. a revised, up-to-date and expanded OCP;
2. more readily-accessible (digital) mapping;
3. practicable, efficient and up-to-date hazard and risk mapping;
4. zoning that facilitates implementation of the OCP goals, objectives and policies;
5. a clearer understanding of the on-the-ground working relationship between the CCRD and the Nuxalk First Nation;
6. regular and effective use of the CCRD's Communications and Engagement Plan.

Recommendations:

6. that the CCRD board of directors determine whether or not it feels ready to proceed with the OCP update and rewrite at this time or whether it would prefer to wait until next year or later. (see Observation #5 above)
7. that – provided the board decides to proceed with the OCP project – the Public Works Department's recommendations with regards to mapping be initiated, including following up discussions with the CRD and possibly other jurisdictions.
8. that the OCP review, update and revision of the OCP be initiated;
9. that the CCRD utilize its Communications and Engagement Plan and all available tools to engage the community in the project; and
10. that the CCRD investigate the possible existence of planning grants or financial assistance from the provincial government.

If you wish me to expand on or explain any of the above, please do not hesitate to contact me.



Kelly Gesner



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: June 2, 2016
SUBJECT: Land Use Planning Report

Recommendations:

- 1. That the Land Use Planning Report dated June 2, 2016 be received.

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

Zoning

-A property owner from Alberta asked about zoning particulars to build two cabins on their land in the Bella Coola Valley.

-Subsequent to Resolution #16-05-13, a letter was sent to the Liquor Distribution Branch (LDB) in response to a request about appropriate zoning for a proposed Rural Agency Store (RAS) in

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CCRD ITEM (e)ii

Hagensborg. The letter concluded the business is not properly zoned to permit the operation of a RAS, partly based on the LDB's criteria for a suitable business for rural communities.

-A local resident attended the office to review zoning definitions, permitted uses and OCP maps related to a proposed Rural Agency Store on a Hagensborg property.

-A local resident requested the zoning bylaw definition of *home occupation* related to a proposed Rural Agency Store on a Hagensborg property.

Subdivision N/A

Maps & Plans

-A local Census Canada representative required assistance filling in gaps for civic addresses as many residents in the valley do not know their house number.

-A local resident requested written confirmation for BC Hydro that Douglas Drive South is not in Bella Coola but closest to the community of Hagensborg.

-An analysis and assessment was received from Landworks Consultants Inc. related to the Official Community Plan. *See separate agenda item under Economic Development-Official Community Plan Update and Review, June 2, 2016*

Other Related*

-A local realtor embarking on a commercial property market evaluation on behalf of the Province was seeking background information post-flood (2010) for a Hagensborg property.

-Received, filed and distributed BC Assessment property sales data report for April, 2016.

-The office of the Auditor General of BC is undergoing performance audits related to climate change adaptation in order to better understand the relationship with the Province and local government. A phone interview has been arranged for early June, 2016 to address their questions.

-As a follow-up to the document *Proposed Park Report*, dated May 3, 2016 and subsequent to Resolution #16-05-11, an email was sent to the Ministry of Transportation and Infrastructure (MoTI) to gauge its interest in purchasing the property located at 151 Highway 20 for development as park use. A reply was received on May 27, 2016 stating that given the rather large suggested asking price as well as the estimated costs associated with parcel cleanup, they have since made the decision they will not be pursuing an acquisition further. Instead the MoTI will continue to ensure their interests remain protected through the existing registered covenant that is on the parcel.

-A local non-profit society enquired about applying for a property taxation exemption for their rented premises on the townsite. The CCRD does not currently have a pertinent bylaw to

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provide a permissive exemption. According to the *Local Government Act* the eligibility criteria is very narrow and likely not a match for this particular property.

Land Referrals/Updates

-BC Timber Sales on behalf of future holder of TSL A85398 Four Lakes, Licence of Occupation application for industrial log handling for four years in Dean Channel, Fisher Channel and Four Lakes.

-Western Forest Products Inc., Spiller Inlet/Tom Bay, Licence of Occupation application for industrial log handling for two years.

Above-noted referrals were responded to as *interests unaffected*.

Cheryl Waugh

Transportation and Land Use Coordinator



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

TO: Darla Blake, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: June 2, 2016
FROM: Ken McIlwain, R.P.F. Public Works Manager
SUBJECT: Public Works Monthly Report

RECOMMENDATIONS:

- 1. THAT the May 2016 Public Works Report be received.

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

SOLID WASTE MANAGEMENT

- 1. Staff and contractors worked hard to get the new recycling facility and transfer station road prepared for paving. Pat Gunderson from Interior Roads helped out with grading, and Peters Bros. crew completed final grading and compacting before paving.



Photo: Operations Support Technician, Kyle Mettler compacting backfill around culvert at exit of new transfer station site.



Photo: Peters Bros paving crew begins paving at entrance to new Recycling depot and transfer station.

- 2. Solid waste management planning consultants Carey McIver and Maura Walker kicked off their stay in the Central Coast with a visit to the outer coast communities of Ocean Falls and Denny Island. The purpose of the trip was to examine existing systems of managing solid waste and to meet with stakeholders.

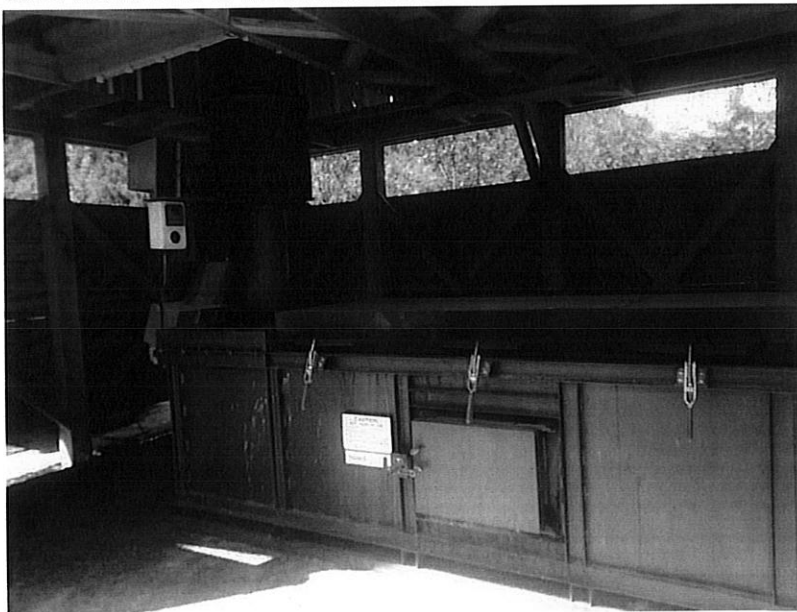


Photo: Ocean Falls Incinerator. Photo Credit – Maura Walker



Photo: Shearwater Marine Landfill Site on Denny Island. Photo Credit: Carey Mclver

3. This year's community Spring Cleaning event was a success. The landfill operation hours were extended to six days a week for a two week period and tipping fees for residential non-household materials were reduced 50%. Valley residents took advantage of the break in tipping fees and brought in over 115 truck and trailer loads of non-household garbage.
4. Significant Expenditures: Diesel Cowboy Transport was paid \$19,895.00 before taxes for transport of culverts from Prince George and purchase of lock blocks. Don Nygaard & Son Ltd. was paid \$34,034.23 under force account work for completion of earth works at new transfer station site. Armtec of Prince George was paid \$3223.00 before taxes for purchase of 6 culverts.

RECREATION FACILITIES

1. **Walker Island & Snootli Parks:** Electrical work is complete in the new concession building. Plumbing and some finishing work still needs to be completed.

Unfortunately, during the Mother's Day BBQ ball tournament, damage was done to the ridge cap of the new concession in several different locations. Children were witnessed throwing a basketball over the building and the damage was reported to the Public Works Manager the following day.

During the week following the Mother's Day BBQ event, chalk was used to deface the BBQ pit building, the Brad Cole Memorial Sandbox and the concession building. Volunteers came down the following weekend and pressure washed the chalk off the various surfaces.

2. **Centennial Pool:** A field visit was completed as the first step in a condition assessment of the Centennial Pool. Architect Bruce Carscadden and Engineer Harold Steward visited the pool March 21st. A follow-up meeting was held the following morning with Pool Commission members and CCRD staff. A formal report is currently being prepared. This assessment will help inform the Asset Management Planning process.
3. **Nusatsum Park:** A new picnic table and park bench were designed and constructed by Mike Blewett.



Photo: New heavy duty table and bench for Nusatsum Park. Photo Credit: Kyle Mettler

4. **Snootli Skating Rink:** The quote received from Peters Bros for paving of the ice rink was substantially higher than the funds available. CCRD proposed to Peters Bros that if they had extra material or time that they could perhaps do it for the funds available, however in the end, the ice rink was not included in the paving schedule. Options for paving next year are being looked at.
5. **Significant Expenditures and Contracts:** Rob Tippie Plumbing was paid \$2250.00 before taxes for plumbing work at the concession building. Wilmax Electric was paid \$6619.52 before taxes for electric work on the concession building.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

- 1. The Volunteer Fire Department responded to two house fires during the month of May. Both fires were located on the Nuxalk Reserve.
- 2. **Significant Expenditures and Contracts:** n/a

BELLA COOLA AIRPORT

N/A

STRATEGIC PUBLIC WORKS INITIATIVES

SHEARWATER WATER SYSTEM

The following update has been provided by SD#49 District Principle Steve Dishkin:

"The District has received the following Ministry approval for Shearwater Elementary school (Denny Island) - \$475,000 for the development of a water source, site preparation and installation of pump houses and treatment works.

I have not yet heard the result of water testing or well capacity from Dakin so there is no definite timeline but we will be acquiring the services of Motherwell for the next steps and will provide you with the information as it comes in.

As you may be aware, the budget request was based on approximations and it won't be until Motherwell completes a full report that we know our costs and options for moving forward. I have expressed to Shearwater Marine Group and would express the same to the CCRD that I am open to keeping our options open for community access to the system if feasible. The School District however is not interested in becoming a Water Authority for the area and it should be clear that the immediate mandate of the Board is to provide potable water to the students of SD49."

SOLID WASTE MANAGEMENT PLAN (SWMP) UPDATE

Planners Carey McIver and Maura Walker spent the second week of May visiting the Central Coast to kick off the Solid Waste Management Planning process. Stage one of the process involves identifying the existing system(s) in place for managing solid waste and the status of the existing SWMP.

While a regional district SWMP speaks to waste management through the entire region, CCRD only provides waste management services in a service area composed of electoral areas C,D and E.

Short visits were made to the communities of Ocean Falls and Denny Island to document how waste is being managed. Ms. McIver, Ms. Walker and the Public Works Manager met with the Ocean Falls Improvement District who currently manages solid waste in Oceans Falls and also with Shearwater Marine Group who operates the landfill on Denny Island. An open house was also held on Denny Island to help answer any questions from the public in regards to the planning process.


On May 12th, Ms. McIver and Ms. Walker presented to the CCRD Board of Directors, providing and overview of the SWMP process and proposed work plan. That afternoon, they presented to a group of stakeholders from the Bella Coola Valley that will form the Solid Waste Advisory Group.

The last day of their stay, was spent observing landfill and recycling depot operations, as well as completing and informal waste audit to assess the amount of divertible material entering the landfill. While it was disappointing for everyone to see the wide variety and large quantity of recyclables still entering the landfill, it gave staff an indication of the huge amount of improvement that can still be made in waste diversion.

ASSET MANAGEMENT PLANNING

A working version of CCRD's Asset Management Plan has been forwarded to Urban Systems for review and editing. Progress continues with condition assessment work. The condition assessment of the airport facilities on Denny Island and in Bella Coola have been delayed pending availability of a paving assessor. While it was hoped that a draft AMP would be available for Board review and approval at the June 9th meeting, this will not be the case. Following receipt and approval of the Urban Systems work plan, the CCRD Board will be updated with the modified timeline for plan delivery.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken McIlwain". The signature is stylized with a large, sweeping underline.

Ken McIlwain, RPF
Public Works Manager

Centennial Pool Commission
Minutes
June 1, 2016

Attendance: Janice Kyle, Russ Hilland, Karen Landsdowne, Connie Nygaard, Nicola Koroluk

Meeting commenced at 12:15

1. Pool Safety Plan. Updates to the Pool Safety Plan will be made to section 4.3 (Lifeguard to Patron Ratio), and section 4.4 (Guarding Procedures).
2. Pool Heater: It will be 2 to 3 weeks until the maintenance will be done. K Landsdowne requests that that the CCRD investigate if one of the furnace companies working on the Reserve are able to install the part.

Motion: That the meeting move in camera for consideration of an item under Section 90(1)(a) of the *Community Charter* (personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality).

Moved: Russ Hilland/Connie Nygaard
CARRIED

Adjourn in-camera session.

3. Motion: the Commission reluctantly accepts Nicola Koroluk's temporary resignation from the Commission.

Moved: Russ Hilland/Janice Kyle
CARRIED

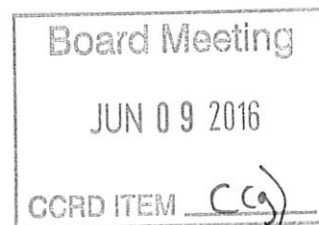
4. Motion: Nicola Koroluk be appointed pool manager effective May 12, 2016 rate of pay in accordance to Pay scale. Policy A-12(b)

Moved: Russ Hilland/Janice Kyle
CARRIED

5. Motion: Appoint Russ Hilland as temporarily Commission Chair.

Moved: Connie Nygaard/Karen Landsdowne.
CARRIED

Meeting Adjourned 12:45



Nicola Koroluk
PO Box 264
Hagensborg BC

June 1, 2016

Dear Pool Commission:

Please accept my temporary leave of absence from the Pool Commission in order to fill the position of Pool Manager for the 2016 season, as discussed at the April Commission meeting.

Sincerely,

Nicola Koroluk



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: June 2, 2016
SUBJECT: Transportation Report – Bella Coola & Denny Island Airport

Recommendation:

- 1) That the Transportation Report dated June 2, 2016 be received.

Bella Coola Airport

Transport Canada

As a result of a Transport Canada Systems Inspection in April, a NOTAM has been issued displacing the threshold on Runway 05 by 120 meters/394 feet.

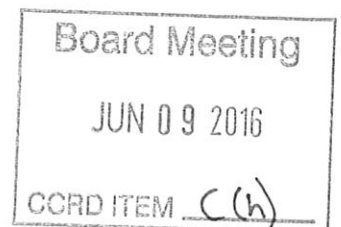
A survey of the airport’s Obstacle Limitation Surface (OLS) will be conducted in July which will provide an updated picture of any penetrations (trees) to the declared OLS. Future flight-way clearing is likely and funding sources for this category of project are being investigated.

To date a positive response has been received from the Ministry of Transportation and Infrastructure and the BC Air Access Program. Applications are scored on various aspects but high points are given for safety, economic benefit and projects that are in line with Transport Canada requirements. Further tree removal may be eligible under the program’s Small Rehabilitation Projects, which is funded up to 75%. The next intake for this program will be in March of 2017.

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

Master Plan Development

The Terms of Reference for the Master Plan Development have been completed and await confirmation of funding prior to inviting proposals. This is consistent with the process timeline for this project.



Miscellaneous

- Many thanks to the forestry fire crew for cleanup and disposal of the former airside outhouse and to Chris Matthews for using his equipment to extract the culvert. The Ministry of Forests will be able to use recovered parts to erect another outhouse unit where needed in their service area.

-The west end field renovation has produced a good crop of hay which will be harvested dependent on local interest.

Denny Island Airport

The Denny Island Recreation Commission will be organizing an island cleanup for June 5th. This will include special attention in collecting debris from the south end of the airport runway and around the terminal building.

The Denny Island Airport Commission did not meet over the past month.

Cheryl Waugh

Transportation & Land Use Coordinator