



**CENTRAL COAST
REGIONAL DISTRICT**

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

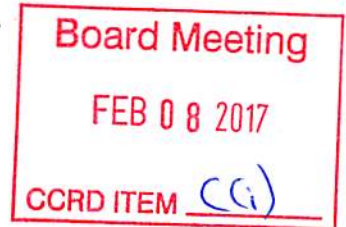
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P.O. Box 186, Bella Coola, B.C., V0T 1C0

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

REQUEST FOR DECISION

To: Courtney Kirk, CAO
From: Bridget Horel, Community Economic Development Officer
Meeting Date: February 8th 2018
Subject: Rural Dividend Special Circumstances Grant Submission



RECOMMENDATION:

THAT the Board of Directors of the Central Coast Regional District support the submission of an application to the BC Rural Dividend program, under the Special Circumstances program, for the Bella Coola Airport: Tourism and Capacity Enhancement Initiative and that the Board support this project through its duration.

ISSUE/BACKGROUND SUMMARY:

The CCRD has submitted an application to the BC Rural Dividend Program for a Bella Coola Airport: Tourism and Capacity Enhancement Initiative. As a result of the presence of obstacles penetrating the obstacle limitation surface and the requirement for the CCRD to surrender the Airport Operating Certificate, the airport is operating with a severely restricted scheduled air service. The restricted airport operations, combined with smoke, and road closures caused by the wildfires, negatively impacted the movement of tourists, residents and workers in and out of the region.

This is a multi-faceted project centered on developing and growing the operational capacity as well as enhancing the tourism and business development opportunities around the Bella Coola Valley Regional Airport. The project would involve purchase of an approximately 14 ha piece of private property in order to facilitate removal of obstacle trees west of the airport; construction of trails and related infrastructure including trailhead kiosks; engagement and collaboration with the Nuxalk Nation to develop a comprehensive site level plan for the trail development and culturally specific tourism components of the project; and completion of surveying and assessment work required to establish lease lots that can be leased by businesses and further the Airport Development Plan.

The CCRD has an initial Wildfire Recovery Work Plan and is in the process of developing the finalized Wildfire Recovery Plan. From the information gathered to date, this project is aligned with the following economic recovery areas, as identified in the plan: marketing

initiatives and community attraction strategies, support for the tourism sector, and economic diversification.

As noted in the report on Director Strategic priorities, this project is in line with the Board's strategic priorities around emergency preparedness, infrastructure, economic development, and recreation. The Board emphasized the Bella Coola Valley Airport project toward regaining full certification through completion of the runway clearances project as a current critical goal for 2018.

POLICY, BYLAW OR LEGISLATION:

As per Policy A-18 Funding Proposals, "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, as the funding proposal is being submitted under the BC Rural Dividend Program special circumstances program, it is important that Board of Directors be aware of, and in support of, the proposal.

The Central Coast Regional District's Bella Coola Airport and Parks and Recreation Functions will assume responsibility for any ongoing associated costs after project completion. These functions are supervised by the Regional District's Operations Department. Revenue for these functions is via tax levy of electoral areas C, D, and E, Provincial Basic Grant, and in the case of the airport, through rates and charges Bylaw 476.

FINANCIAL/BUDGETARY/ASSET MANAGEMENT IMPLICATIONS:

The proposal has requested funding that would provide for the CCRD contribution to the British Columbia Air Access Program (BCAAP) funding proposal.

Completion of the obstacle removal project will allow the CCRD to regain certified status, allowing access to federal funding sources that would enable the CCRD to undertake airport construction projects such as runway extensions or resurfacing.

If success, there will be ongoing costs associated with maintenance of trail infrastructure and asset management. The trails, kiosks and trail signs will be maintained under the CCRD Parks and Recreation Function budget. The cleared areas at the airport, green spaces and play areas will be maintained under the Bella Coola Airport Function budget. Clearing and converting areas to grass will serve to reduce long term maintenance costs associated with ongoing tree removal.

TIME REQUIREMENTS – STAFF AND ELECTED OFFICIALS:

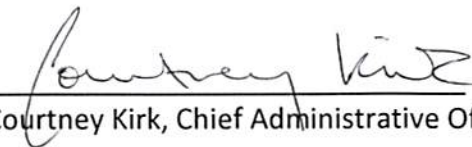
This project will require significant staff time for the negotiations around land purchase, the completion of the obstacle clearing, and the tourism enhancement initiatives. Elected officials time may be required around media coverage and in relationship building components of the project. Contractors will be hired to manage key components of the project including obstacle clearing and tourism components of the project.

OPTIONS TO CONSIDER:

Option 1: Support the submission of an application to the BC Rural Dividend program, under the Special Circumstances program, for the Bella Coola Airport: Tourism and Capacity Enhancement Initiative.

Option 2: Do not support the submission of an application to the BC Rural Dividend program, under the Special Circumstances program, for the Bella Coola Airport: Tourism and Capacity Enhancement Initiative.

Submitted by: 
Bridget Horel, Community Economic Development Officer

Reviewed by: 
Courtney Kirk, Chief Administrative Officer



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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: February 8, 2018
Subject: Community Economic Development Monthly Report

Board Meeting
FEB 08 2017
CCRD ITEM *(Cj)*

RECOMMENDATION:

THAT the Board of Directors of the Central Coast Regional District receive the Community Economic Development Monthly Report, dated February 8th, 2018.

THAT the Board of Directors of the Central Coast Regional District receive Economic Development Advisory Committee Meeting Minutes, dated January 25th, 2018.

CCRD COMMUNITY ECONOMIC DEVELOPMENT HIGHLIGHTS

Regional Connectivity

On January 17th, 2018 the Government of Canada, in partnership with the Government of British Columbia and Indigenous and Northern Affairs Canada, announced funding for a project to bring improved high-speed internet to 154 rural and remote communities through the Connect to Innovate program.

The Connected Coast project is a joint connectivity project between CityWest and Strathcona Regional District that aims to provide backbone infrastructure through sub-sea fibre-optic cables along the northern BC coastline from Prince Rupert to Vancouver, and around Vancouver Island, to reach Canadians in underserved communities.

The open access network will enable last mile service providers to deliver high-speed internet to the end user. The CEDO has been communicating with the Ministry of Citizen Services, project leads at CityWest and Strathcona Regional District, and local ISPs to stay informed on this project and its implications for the people, businesses, and communities within the CCRD. Specific details around project phasing and timeline have not been released but the project is expected to take 3-4 years to complete. A list of communities included in the proposal and a map of the project area are located at:

<https://www.citywest.ca/news/citywest-announces-partnership-in-undersea-fibre-optic-network>

The CEDO has worked with the Federation of Canadian Municipalities in response to the Canadian Radio-Television and Telecommunications Commission (CRTC) request for feedback on further funding to support their service objective for rural and remote areas, as well as in urban centres, to have access to voice services and broadband Internet access services on fixed and mobile wireless networks.

BC Wildfires and Economic Recovery

The CCRD Wildfire Recovery Manager, Jessie MacDonald has been contracted to support in the transition from response to recovery and in the development of a recovery plan. An initial outline for the Wildfire Recovery Work-Plan has been submitted to EMBC and the MFLNRORD as per the provincial wildfire recovery framework requirements. The CCRD's Wildfire Recovery Work-Plan will be reviewed by a variety of staff in different branches including the Community Wildfire Recovery Branch (CWRB), Emergency Management British Columbia (EMBC) and Provincial Disaster Recovery Branch (PDRB).

Initial needs identified include marketing, training, support for the tourism sector, and improved connectivity and communications. Additional work will be done to identify how businesses, jobs, fishing, hunting, gathering, ceremony, schooling and/or training, wellness and medical, family commitments, and community events were impacted.

The CCRD Wildfire Recovery Manager is focusing on the following:

- Conducting BC Wildfire Business Impact Survey and documentation for small businesses as well as non-profits including follow-ups to businesses surveyed in August and September 2017 by the CEDO.
- Coordinating BC Wildfire Community Member Survey including development, planning, and implementation.
- Meeting with community service agencies to identify local supports for recovery. (Service BC, Community Support Society, Career Centre, etc.)
- Meeting with Government agencies to determine impacts to local operations and to wildfire rehabilitation planning. (DFO Snootli Hatchery, FLNRORD, Provincial Parks, Cariboo Fire Centre, etc.)
- Advocating for Canadian Red Cross to visit Bella Coola to support individuals and families requiring support.
 - Canadian Red Cross was in Bella Coola at Moose Hall, January 23-25, 2018. Approximately 285 households accessed the Red Cross in person. In addition there were approximately 25 information inquiries.
- Supporting Wildfire Recovery program communications through dedicated webpage created on the CCRD website populated with currently available wildfire recovery supports and resources.
- Overseeing additional contract positions, under wildfire recovery, including the Recovery Support position to examine regional emergency communications connectivity impacts, and to identify opportunities for implementation of activities that address wildfire recovery needs.
- Currently the CCRD is recruiting for the role of Wildfire Impacts Data Collection contract position(s).
- The Central Coast Recovery Manager meets with all other Recovery teams/managers and Provincial representatives every two weeks.

Rural Development Strategy

The B.C. Government has committed to developing a broad, more comprehensive Rural Development Strategy. The new strategy will help rural and Indigenous communities build their capacity to create resilient, sustainable futures. Correspondence, attached to this report, has been received as an invitation to join the online discussion before February 28, 2018 at 4 p.m. to help shape B.C.'s new Rural Development Strategy. engage.gov.bc.ca/ruraldevelopment

Economic Development Advisory Committee

An EDAC meeting was held on January 25th, 2018. A revised Terms of Reference was brought to the EDAC meeting for committee input. Feedback was gathered and further revisions will be made prior to bringing the draft forward to the Board of Directors for review and potential adoption at the March 2018 meeting. Following this report, please find the EDAC meeting minutes. Topics of discussion included regional connectivity, downtown beautification and façade improvement projects, and renewable energy. The following recommendation came out of the Jan 25th meeting:

EDAC supports the development of viable renewable energy and recommends that the Board engage in dialogues with other communities in the region, advocate for renewable energy, and support projects that are underway to further renewable energy throughout the region.

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 15th 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. The CCRD can expect to hear back about these funds by March 2018.

NDIT Grant Writer Program and Economic Development Capacity Building Program

Applications have been made to Northern Development Initiative Trust (NDIT) to support the CCRD in contracting for the Grant Writer position and the Community Economic Development Officer position in 2018. The CCRD can expect to hear back by mid-February regarding the requests to NDIT.

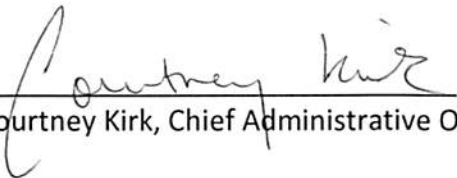
Love Central Coast

The CCRD has received confirmation that the annual application to support the Love Central Coast program has been successful. The CEDO will continue to market the program to support local businesses and entrepreneurs and to grow the number of businesses marketing through Love Central Coast.

VCH-CCRD Collaborative Agreement

The Central Coast Regional District (CCRD) has established a Collaborative Agreement with Vancouver Coastal Health (VCH). Through partnership with the Heiltsuk Health Centre Community Wellness Program (Bella Bella Youth Centre) and through the CCRD's Denny Island Recreation Commission (DIRC), the application submitted for a Bella Bella Swim and Paddle Lessons project has been approved. The project is anticipated to start in the summer of 2018 and will build capacity in water skills and safety.

Submitted by:  _____
Bridget Horel, Community Economic Development Officer

Reviewed by:  _____
Courtney Kirk, Chief Administrative Officer

From: **RuralDevelopment FLNR:EX** <ruraldevelopment@gov.bc.ca>
Date: 1 February 2018 at 17:51
Subject: Rural Development Engagement
To:

Hello:

The B.C. Government is committed to developing a new, long-term, durable *Rural Development Strategy* that works for all rural British Columbians. The purpose of this new *Strategy* is to support rural and Indigenous communities build economically resilient and sustainable futures.

Therefore, as an initial step, we are undertaking focussed engagement with Indigenous people and rural British Columbians to seek advice on the needs and priorities of rural communities.

We would like to invite you to make written submissions and participate in the online discussion through government's engagement website at engage.gov.bc.ca/ruraldevelopment. The online discussions and engagement will be open until **February 28, 2018 at 4 p.m.** We also encourage you to please help spread the word to your networks and communities, so that they can share their stories and ideas. Please feel free to display and distribute the attached poster to let people know about the engagement.

The information gathered will be used by the B.C. Government to build a framework for the *Strategy*. The framework will then support ongoing dialogue between Indigenous people, rural British Columbians and the Province, to finalize and implement the *Strategy*.

The results of the engagement efforts will also be compiled and posted to engage.gov.bc.ca/ruraldevelopment in Spring 2018.

Thank you in advance for your support and contributions.

Instructions for submitting a written submission

Please address formal written submissions to CitizenEngagement@gov.bc.ca.

Please keep written submission to a maximum of five pages. Word or PDF versions are preferred. Please also ensure there is no third party information or personal information in the submission, such as personal telephone numbers or stories that identify specific citizens.



CENTRAL COAST REGIONAL DISTRICT

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

REGULAR MEETING MINUTES

DATE: January 25, 2018

Board Meeting
 FEB 08 2017
 CCRD ITEM CC(k)

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.

**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)
REGULAR MEETING MINUTES – January 25, 2018**

In Attendance:

Gary Brown – CCRD Board Representative – Alternate for Richard Hall Electoral Area D
Rodney Krimmer – Member at Large (Meeting Chair)
Wilma Hallam – Member at Large
Keith Hamilton – Nuxalk Development Corporation Representative
Ana Santos – Denny Island Representative
Courtney Kirk – Chief Administrative Officer
Bridget Horel – Community Economic Development Officer

Absent:

Garrett Newkirk – Bella Coola Harbour Authority

Vacancies:

Ocean Falls Representative
Heiltsuk Economic Development Corporation Representative
Wuikinuxv Economic Development Corporation Representative
2 Members at Large

1. Call to Order

The meeting was called to order at 7:07pm

2. Chair and Vice-Chair Election

Rodney Krimmer was acclaimed as Chair and Ana Santos was acclaimed as Vice Chair.

3. Adoption of Agenda

EDAC 18-01-01 W Hallam/A Santos that the EDAC agenda be adopted

CARRIED

4. Adoption of November 30th Meeting Minutes

EDAC 18-01-02 K Hamilton/W Hallam that the EDAC meeting minutes, dated November 30th 2017 be adopted.

CARRIED

5. Board Priorities

Chief Administrative Officer, Courtney Kirk, provided an update on Board Priorities. The top strategic priority of the CCRD Board is Emergency Management. Governance, advocacy, and

infrastructure were also in the top four. Economic development, parks and recreation, and planning are also priorities of the board.

The links between emergency management and economic development were discussed including the business continuity elements that link emergency management and economic development.

The CAO explained that there will be an election occurring in October and once the election is complete, a longer-term strategic planning process will occur with the new Board.

A detailed written report of Board priorities will be included in the upcoming agenda package for the CCRD Board of Directors meeting, to be held February 8th 2018.

6. EDAC Revised TOR for Feedback

A draft revised version of the EDAC Terms of Reference (ToR) was presented to EDAC members for discussion and feedback. Several areas were identified as needing further amendments to reflect the desire for a more nimble/flexible structure. Staff will take feedback, adjust the ToR and send a revised version out to EDAC members for further feedback before the ToR is presented to the CCRD Board for adoption.

Specific suggestions focused around:

- Appointments to the committee - There was a discussion that 2-3 years would be a good amount of time for people to commit with most EDAC members suggesting a change to a two year appointment.
- Identification of voting and non-voting members – There was a desire to remove language that differentiates between voting and non-voting members to allow for all members to vote
- Chair and Vice-Chair – committee members felt that, while meeting should be chaired, there was no need to require the same person to chair each meeting and that there was no need for a Vice-Chair.
- Presence of a Board member – the CCRD Board appoints a Board member to EDAC. EDAC members appreciate having a Board representative and would like the TOR to reference the presence/role of the Board member.
- Meetings – there was a desire to keep the meeting schedule with 6 meetings a year and to have flexibility to add or remove a meeting to allow the committee to be responsive to topics the Board wants discussed in a timely manner. EDAC members expressed that they are ready to provide feedback on any aspect that the Board would like them to look at.

- Voting – it may be more worthwhile to capture what that the majority felt and then to include the discussion points versus a firm recommendation with a first and second.
- Succession planning - a suggestion was made that, as an EDAC member's term is coming to an end, an EDAC member can suggest another person to be appointment by the Board.

A discussion around representation from all of the communities within the CCRD followed as EDAC members expressed a desire to have representatives from each community.

7. Regional Connectivity

The recent Connected Coast funding announcement was discussed. The project is for backbone infrastructure and will be an open access network. The CCRD has an application in for development of a strategy (INSERT A BIT OF A DESCRIPTION FOR THE PROJECT). The EDAC members were in support of the project and in furthering connectivity from both an Economic Development perspective and from an emergency response perspective.

8. Topics Introduced at Nov 30th Meeting

a) Explore Options for Viable Renewable Energy to Reduce Diesel

Nuxalk Development Corporation did a feasibility study on different power options and confirmed that run-of-the-river is the most economical renewable energy option in the Bella Coola Valley. Nuxalk Nation may be working on a project and this could be an opportunity to enter into the dialogue with Nuxalk Nation.

This ties into emergency response concerning diesel spills in the Central Coast as it speak to the need to identify alternative energy sources.

More consistent and cheaper hydro is something that communities would like to see.

From past studies that were done, it was financially cost prohibitive to have energy brought from Ocean Falls to the Bella Coola Valley.

EDAC supports the development of viable renewable energy and recommends that the Board engage in dialogues with other communities in the region, advocate for renewable energy, and support projects that are underway to further renewable energy throughout the region.

- ### b) Local Procurement and Business Façade/Beautification – the Business Façade program was introduced and the topic was tabled until next meeting as time did not permit a full discussion.

9. Information/Updates

a) Community Reports

Wilma Hallam shared that she is interested in approaching the Co-op Board of Directors to encourage the Co-op Board to offer custom cutting/butchering. Ana Santos shared that, like the CCRD Board, one of the top priorities of the Denny Island community is also emergency preparedness. The community continues to work to develop their own fire department. The Denny Island Community Development Association AGM is coming up in February and they will be reviewing the priorities of the community and the accomplishments from the previous year. No updates from Keith Hamilton, Rod Krimmer, or Gary Brown

b) Next EDAC Meeting

Meeting set for March 15 2018.

10. Adjournment

The meeting was adjourned at 9:10pm



**CENTRAL COAST REGIONAL DISTRICT
OPERATIONS DEPARTMENT
FEBRUARY 2018 REPORT**

TO: Courtney Kirk, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: February 1, 2018
FROM: Ken McIlwain, RPF Operations Manager
SUBJECT: Operations Monthly Report

Board Meeting
FEB 08 2017
CCRD ITEM (1)

RECOMMENDATIONS:

- 1. THAT the February 2018 Operations Report be received.**
-

**CCRD OPERATIONS
FEBRUARY 2018 HIGHLIGHTS**

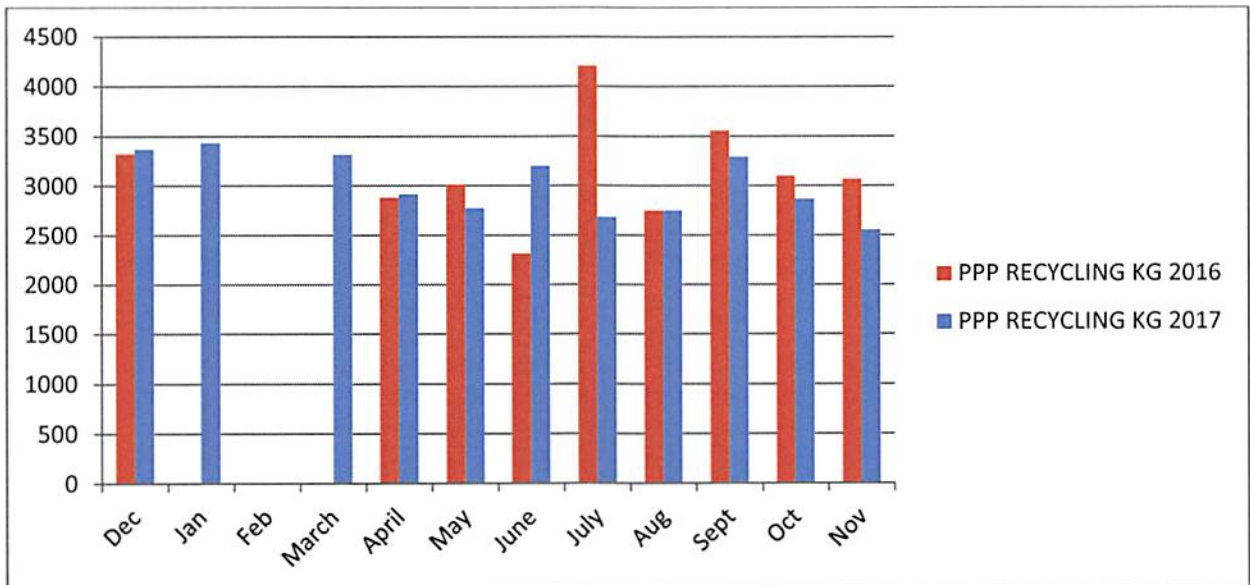
SOLID WASTE MANAGEMENT

- The last two months have been spent refining the budget for 2018. As a general comment, the Solid Waste Management function is faced with inflationary cost increases in the landfill operations contract, payroll, insurance, and utilities. Hydro, insurance and communications expenses are expected to rise due to the addition of the new eco-depot and transfer station. Major capital expenditures for 2018 are expected to include fence and railing installations at the new transfer station/eco depot site. The CCRD Solid Waste Management Plan (SWMP) also identifies the following major capital projects for 2018, with grant funding as the revenue source:
 - Construction of free store - \$223,000
 - Construction of basic compost building - \$55,000
 - Drilling program and reporting - \$97,000

Due to existing priorities and obligations, minimal effort has been placed on accessing the required grant funding. Going forward, more effort should be directed at plan implementation; much of which will be reliant on sourcing grant income. This will be critical in order to meet regulatory requirements around landfill operation.

- In 2017, the recycling depot processed and shipped out:
 - more than 33,000 KG of printed paper and packaging;
 - approximately 10 tub skids of paint cans; and
 - approximately 10,800 KG of e-waste and small appliances via Bella Coola Recycling. This is up from 7600 KG in 2014.

Recycling levels appear to have remained stable from 2016 to 2017. Staff were hopeful that diversion rates would increase, especially in the PPP category. The bar graph below shows shipped recycling weights in KG for 2016 and 2017. There is some data missing for 2016, but we get a good idea of the trends.



The CCRD Solid Waste Management Plan set a target of 50% increase in diversion rates for printed paper and packaging by 2021 in the Bella Coola Valley. If current trends continue, this target will not be met.

Staff expect that the promotion around the new eco-depot at Thorsen Creek will help draw in new customers. The new transfer station will also help in monitoring the household waste being dumped and facilitate education around recycling opportunities.

3. Operations staff and landfill contractors are moving forward with discussions around how to better inspect incoming loads for hazardous materials and enforce compliance with CCRD policy and procedures around handling of asbestos. Demolition debris are often the source of asbestos containing materials that pose a risk to landfill workers involved with the dumping, compacting and covering of landfill waste.

Staff will work on developing public education materials around asbestos/hazardous materials and make this information available online and at the new eco-depot and transfer station.

RECREATION FACILITIES

1. **Centennial Pool:** Nothing to report

- 2. **Skating Rink:** Bella Coola Valley residents enjoyed close to 2 weeks of excellent skating over the holiday break in late December. The new lighting was a big help, especially for the late evening hockey games.
- 3. **Walker Island Park:** Plans are underway to clear some brush on the right-of-way to the west of the ball field. This will make it easier to recover balls hit over the left field fence.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

- 1. Plans to send out information notices to water system rate payers in January have been delayed until early February due to staff workload.

STRATEGIC INITIATIVES

CENTENNIAL POOL UPGRADE

Strategic Priorities Grant funding announcements are expected soon. In June of 2017, CCRD applied to UBCM for 2.7 million dollars to undertake a renewal of the Centennial pool basin and mechanical system.

DENNY ISLAND WATER

Strategic Priorities Grant funding announcements are expected soon. In June of 2017, CCRD applied to UBCM for 1.5 million dollars to undertake establishment of a water distribution system for Denny Island in partnership with SD#49.

ASSET MANAGEMENT PLANNING

CCRD have worked with Urban Systems to finalize a gap analysis of our Asset Management System and to develop an asset management policy. This was part of the 2017 work plan and partly funded through the UBCM Asset Management Planning Program. A grant claim has been submitted to UBCM for \$10,000.

Respectfully submitted,



Ken McIlwain, RPF
Operations Manager



CENTRAL COAST

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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: February 8th 2018
Subject: BC Hydro Re-greening Grant

Board Meeting
FEB 08 2017
CCRD ITEM (CM)

RECOMMENDATION:

THAT the Board of Directors of the Central Coast Regional District support the submission of an application to the BC Hydro/Trees Canada Re-greening Grant Program for \$4000 to fund the purchase of trees for phase 2 of the Thorsen Creek Transfer Station site reclamation.

ISSUE/BACKGROUND SUMMARY:

Every year BC Hydro funds communities interested in planting trees for the purposes of reclamation or beautification. Last year, BC Hydro provided CCRD with \$3000.00 to purchase ornamental trees for phase 1 of the Thorsen Creek Transfer Station reclamation project. This provided enough trees to assist with the re-greening of the eastern portion of the site. The project was a success and we have had lots of positive feedback.

Phase 2 of the project involves planting trees on the western side of the new eco-depot transfer station site and potentially in front of the north face of the landfill.

POLICY, BYLAW OR LEGISLATION:

As per Policy A-18 Funding Proposals: "all funding proposals be carried out with and through Board direction and authorization, and that once in place, the proposal shall be executed on behalf of the Board by the Chief Administrative Officer or designate."

FINANCIAL/BUDGETARY/ASSET MANAGEMENT IMPLICATIONS:

CCRD's Solid Waste function will incur some costs (\$200) associated with hiring an excavator to dig some holes and a skid steer to move some topsoil (\$160), as well as some additional labour (\$275) to plant the trees. There will be fewer trees to plant this year, since shrubs are no longer eligible and we will focus on selecting larger more established trees. These costs can be absorbed into the site development budget.

Long term costs include labour associated with pruning or possible removal of trees if they get too old or large.


TIME REQUIREMENTS – STAFF AND ELECTED OFFICIALS:

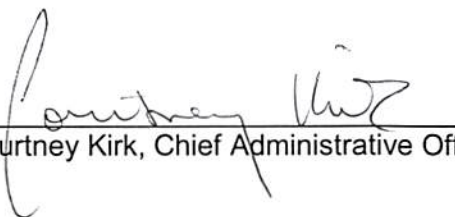
The same application from last year can be used. Staff time will involve about an hour for the Operations Manager to prepare the application. Supervision of the layout and planting of shrubs will require 6 hours of staff time. Watering and maintenance will be absorbed into

the Recycling Attendant's daily workload. Final reporting to BC Hydro will take 1 hour of staff time.

OPTIONS TO CONSIDER:

1. CCRD could delay the reclamation process. The risk with delaying the process is that the BC Hydro grant program may be discontinued once they have accumulated enough carbon credits. It is also desirable to have the site in a finished condition as soon as possible to allow for final landscaping. Some efficiency can be realized by planting this year as the excavator and skid steer will be there finishing site development.

Submitted by: 
Ken McIlwain, RPF, Operations Manager

Reviewed by: 
Courtney Kirk, Chief Administrative Officer

Centennial Pool Commission
Meeting Minutes
16 January 2018

Present: C. Nygaard, C. Tommasen, N. Koroluk, K. Lansdowne, J. Cole

Wage Policy

Since the Minimum Wage is now \$11.35 per hour, changes to the Pay Scale Policy, Amended on April 13, 2017 were discussed. Nicola will prepare a new chart.

Motion: That the Junior Aquatic Leader position be abolished and the wage for Aquatic Leader be raised to \$11.35.

Cole/Nygaard:Passed

The entire Pay Policy will be discussed and recommendations for the CCRD prepared at the next meeting of the Commission.

Pool Manager's Position

Discussion took place concerning the pay structure of the Pool Manager's position.

Terms of Reference

The Terms of Reference need to be changed to reflect the actual duties and responsibilities of Pool employees. Carol will research what descriptions other facilities use, as a basis for this pool's staffing guidelines. She will email her findings to the rest of the Commission.

Pool Rates and Charges

The five-year schedule prepared in 2014 will be followed, with the following changes to Season Passes: Preschool - \$65.00, Youth - \$65.00, Seniors - \$70.00

Next Meeting: Tuesday 23, January 2018 at 5:30 at the School Board Office.

