



CENTRAL COAST REGIONAL DISTRICT

Official Community Plan Advisory Committee (OCPAC)

Draft Regular Meeting Minutes

December 15, 2015

ATTENTION

The OCPAC minutes are draft and subject to amendment. Final approval and adoption by the OCPAC 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(2)



CENTRAL COAST REGIONAL DISTRICT

Official Community Plan Advisory Committee (OCPAC)
Meeting Minutes

December 15, 2015 1:00 p.m.

Location: Bella Coola Airport Meeting Room

In Attendance: Nancy Anderson
Joan Sawicki - Chair
Alison Sayers - CCRD Director
Tanis Shedden - Community Economic Development Officer
Cheryl Waugh - Transportation & Land Use Coordinator

No members of the public

*denotes Action Items

1. Call to order

The Chair called the meeting to order at 1:04 p.m.

2. Approval of Agenda

The agenda was approved as presented

3. Approval of Minutes November 3, 2015

The Minutes of November 3, 2015 were reviewed and approved as presented

4. Business Arising from Minutes

Due to other commitments, Alison Sayers resigned from her position as Chair and Joan Sawicki will Chair all remaining meetings.

*Tanis will email the documents synthesizing the Nuxalk Nation Comprehensive Community Plan and Economic Development Collaborative meeting.

5. Report from Board and CEDO

Alison reported that the CCRD Board has made the Governance Study the top strategic priority for 2016 and the OCP Review has been moved to the regional district's Work Plan.

Alison shared comments from a recent discussion with an individual with experience with OCPs and their advice was to go big or keep it small and don't get caught in the middle. She explained the Board received a preliminary budget at the December 10th meeting and the next budget presentation will be given at the February 11th meeting. All things considered, the CCRD's OCP will stay small.

Tanis spoke to the needs of the Economic Development Plan and had questions that will need answers in order for that to move forward. **Where will business be centered and developed? When and where will agriculture be practiced? How will housing needs be met considering the large area of ALR in the valley? Will zoning language change to consider mixed-use space?** The Economic Development Advisory Committee (EDAC) is currently looking at housing in the Bella Coola Valley and these questions are integral to the advancement of their plan. The EDAC is assessing how much housing stock remains in the valley, what the current demands for housing are, and what the projected demands will be. Although the current OCP speaks to some of these issues, **is this portion of the document still relevant?**

Tanis summarized the collaborative meeting held by the EDAC in October and will circulate the meeting notes via email.

Recreation came out 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 on the existing structure of the urban areas? The collaborative meeting further explored the housing market supply/demand, employment lands protection, economic development and opportunities for additional housing in the ALR/existing subdivisions. The OCP can provide a foundation for economic stability by addressing and fostering positive growth in community and social conditions. **Identifying key residential areas through the OCP planning process will identify where people live and why and would also help ascertain where we see growth in the future.**

Tanis contacted the Agricultural Land Commission's regional planner for our area and he is willing to assist, on request, with the furtherance of the OCP review from the EDAC's perspective.

6. Review of Progress To Date - Strategy/Work Plan Going Forward

The Terms of Reference for the OCPAC were reviewed. The Committee will work towards providing a preliminary report for the February 11, 2016 Board meeting (agenda deadline Feb 4/16) and a final report for the March 10 Board meeting.

Cheryl was in communication with the CCRD's planning consultant and was able to obtain a figure from her which will guide the budget for production of the final OCP document next year. **The consultant will consider and assess the recommendations and input from the OCPAC as approved by the Board of Directors and decide how best to respond to them.** The tentative figure for her professional services is around \$17,000. This would be for her time, no travel expenses, no mapping and no legal review. The CCRD would manage any public consultation. The CCRD will continue to explore avenues of funding to cover this cost.

7. Continue Current OCP-Review/Recommendations

Work to date was recapped, current recommendations were reviewed and some amendments made. These will be recorded in detail on a separate Recommendations List. Once finalized, the recommendations will help to form the terms of reference for the planning consultant.

There was further discussion on the need for Objectives to bridge between Goals and Policies but it was decided to leave this as an empty box for now, pending review of the remainder of the current OCP document.

*Work assignments for the next meeting are to start on the Policy section by again reviewing OCPs from other communities to **extract and note any items of interest or language that would be a good fit for the CCRD's OCP.** Nancy will review Taylor, Tanis Powell River Area A, Alison Burns Lake and Joan Sproat Lake, Alberni/Clayoquot and Gibsons.

When reviewing the Policies sections ask, are the headings correct, in the right order and can we learn from elsewhere? As a guide, for each of the policy areas remember the words: *Leave it, delete it, update it, add something*

8. Schedule January Meeting(s)

Tuesday, January 12, 2016 (at CCRD office) and Tuesday, January 26, 2016. Nancy may attend by phone on January 12th and Cheryl will be unavailable.

Tuesday, February 23, 2016 is scheduled for a longer meeting.

9. Adjournment

The meeting was adjourned at 2:56 p.m.

Chair

CCRD Officer

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FEB 02 2016

Central Coast Regional District

February 2, 2016

To: CCRD Chair and Board of Directors

We hereby submit an Interim Report of the Official Community Plan Advisory Committee for consideration at the February CCRD Board meeting.

Submitted on behalf of the OCPAC,



Joan Sawicki
Chair, OCPAC

Board Meeting
FEB 11 2016
CCRD ITEM C(k)

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FEB 02 2016

Central Coast Regional District

**Interim Report
to
CCRD Board of Directors**

**Submitted by
Official Community Plan Advisory Committee**

**Joan Sawicki, Chair
Alison Sayers, Committee Member/CCRD Director
Nancy Anderson, Committee Member**

February 1, 2016

Purpose of this OCP Advisory Committee Interim Report

The purpose of this OCPAC (the Committee) report is to provide the CCRD Board with a progress report and preliminary broad-based comments that could inform budget discussions at the February Board meeting.

The Committee has had 6 meetings to date plus several substantive email discussions. Despite the efforts and support of CCRD staff, which has been much appreciated, the Committee has found its work very challenging due to:

- a) evolving Terms of Reference and clarification of work plan/tasks;
- b) difficulty of retaining and recruiting advisory committee members;
- c) lack of background material/community input to inform our discussions; and
- d) absence of a defined planning process within which an advisory committee would normally function.

We feel we have achieved considerable progress, however, and, while our work is not yet complete, we have reached consensus on the general direction of our final report.

Scope of this Interim Report

This report summarizes:

- a) assumptions under which the OCPAC has proceeded with its review;
- b) approach being taken to assigned responsibilities as contained in revised Terms of Reference; and
- c) broad-based comments on some key issues.

It is the intention of the OCPAC to submit its final report for potential consideration at the CCRD March 2016 Board meeting.

Assumptions under which the OCPAC has carried out its work

1. Committee Responsibilities and Work Plan

Notwithstanding original documents provided to the Committee upon its inception, we have proceeded based on the following revised responsibilities (Terms of Reference as adopted by CCRD Board, October 14, 2015):

“Responsibilities of the Bella Coola Valley OCPAC 2015 are to overview the current Official Community Plan, explore ideas for areas of potential improvement and update and provide recommendations to the board of directors of the CCRD on the following key elements:

- *Community Vision – long-term/short-term*
- *Planning Issues*
- *Goals & Objectives for each Policy Sector*
- *Strategic Directions and Priority Focus Areas*
- *Mapping and other Information Needs*
- *Community Engagement Strategy and Planning Process “*

We received the further guidance that, as a volunteer committee, our role is to:

- *Review the current OCP and not be expected to create a new or revised OCP;*
- *Identify problems and flag areas missing, not fix them;*
- *Be preparatory to a potentially more formal planning process, not be the planning process; and*
- *Share personal expertise and knowledge of the community in order to help inform further planning work.*

(See OCPAC Minutes of May 12, 2015)

2. Committee Membership

While considerable efforts were made (both by the Committee and CCRD Board and staff) to recruit members, including from the Nuxalk Nation, our Committee is currently operating with two members having resigned, one member having joined the Committee in September, 2015 and the Community Economic Development Officer (CEDO) participating in lieu of a representative from the Economic Development Advisory Committee.

As a volunteer citizen committee of three, we are very cognizant of the limitations this situation presents. As active, engaged members of the Bella Coola Valley community, we will do our best to provide thoughtful comments to the Board regarding the current OCP document, based on our personal perspectives. However, as we will stress in our final report, our comments should not be taken as necessarily representative of what the Bella Coola Valley community may want in terms of a future, as we have not had access to any supplementary knowledge in this regard.

3. Relationship of OCP to Nuxalk Nation Planning

We accept as guidance and have moved forward on the basis of the paragraph inserted in the revised Terms of Reference approved October, 2015. We anticipate making further – but only very general - comment in our final report.

4. CCRD Planning Process related to OCP Update

In the absence of a set planning process and indication of how much capacity and budget the CCRD intends to devote to this or other planning tasks, the OCPAC has felt very much in a vacuum in terms of the scope and depth of OCP review that is expected – or warranted.

A key motivation in the Committee's decision to submit a final report in March 2016 is to provide timely assistance to the Board in determining its pathway forward related to the OCP.

We have also been made aware of the request from the Economic Development Advisory Committee (EDAC) to receive some general policy guidance that will help direct the EDAC in identifying future economic development planning initiatives and

projects for the Bella Coola Valley. We have incorporated this aspect into our consideration of planning issues.

Approach being taken to assigned tasks

Further to the 'key elements' included in our assigned responsibilities, we are approaching our tasks as follows:

1. Community Vision

We agree with and endorse the CCRD vision statement as adopted for the March 2015 Strategic Plan **with the minor but critical word corrections to more accurately reflect its origins as part of the Bella Coola Valley 2004 Townhall process.**

Our Committee work, therefore, is based on the following Community Vision:

"Our Vision for the Bella Coola Valley is an inclusive, resilient and sustainable group of communities thriving within a diverse, locally influenced economy within a safe, healthy and natural environment."

2. Goals and Objectives for each Policy Section.

As this is the only assigned task that deals directly with the OCP document, we have broadened it to include review/comment on the entire document.

To increase its knowledge, the Committee consulted sections of the provincial *Local Government Act (LGA)* related to what 'may' and 'must' be included in Official Community Plans. While we understand that Regional Districts are no longer legally required to fulfill these requirements, we found the relevant sections of the LGA exceedingly helpful in grasping the scope and depth of 'modern-day' OCPs.

As further guidance, the Committee also overviewed a selection of adopted OCPs from other somewhat similar, isolated, rural communities. This has allowed us to more confidently review our current OCP.

3. Strategic Directions and Priority Focus Areas, including Planning Issues.

We determined it was more logical to combine these two responsibilities. In addressing these issues, we will rely upon the following sources:

- a) input from CCRD Transportation and Land Use Coordinator on any amendments undertaken or any problems/issues that have arisen in CCRD use of the OCP since its adoption;

- b) targeted requests for policy guidance as communicated to us by Community Economic Development Officer in the course of her work with the Economic Development Advisory Committee; and
- c) personal opinions that arise from our review of the OCP policy sections.

4. Mapping and Other Information Needs

While Land Use Zoning, Hazards Lands and Environmentally Sensitive Areas maps (Schedule A, B and C respectively to Bylaw # 302, 1998) were provided to the OCPAC, we understand that, while integral, these Schedules are separate from the OCP and, therefore, not part of this review.

Based on an overview of hazard lands and environmentally sensitive areas mapping related to the current OCP, however, it is the consensus of the Committee that these maps are so outdated as likely to be of limited further usefulness.

There is also the need for CCRD to consider evolution to a GIS-based mapping system.

In consequence of the above, the Committee does not anticipate going any further on mapping needs in our final report.

5. Community Engagement

The lack of any community input to assist in reviewing the current OCP - both related to the present character of the Bella Coola Valley and aspirations for its future - has been one of the greatest concerns of the OCPAC.

As part of work yet to do, we will be reviewing documents provided to us by staff last March, namely CCRD – Why Engage the Community?; CCRD-endorsed Engagement Plan and IAPP2 Public Participation Toolbox. We anticipate more detailed comments on this issue in our final report.

Summary of OCPAC Opinions to Date

While our review is not yet complete, our preliminary conclusions regarding the current OPC are as follows:

- The introductory sections of the document are woefully inadequate relative to any modern day OCP and we will identify what we consider are the key missing pieces in our final report.
- While we will have some concerns with the categories, it is our preliminary view that, within the policy section of the OCP, there is much that remains valid and useful as planning guidance in the short term. More detail will be included in our final report.

Notwithstanding the above, however, the Committee has broader concerns beyond the OCP document itself. While we strongly support the Board's desire to elevate its

planning function, prior to its moving forward, the Committee wishes to express the following precautions:

1. 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.
2. Prior to proceeding with any substantive OCP update, the Committee considers it essential to address the mapping issues, including obtaining more comprehensive and updated land use constraints mapping and converting to a GIS-based system.
3. We remain seriously concerned that our advisory committee has carried out its work in the absence of any other community input. In keeping with CCRD's own policies and commitments, we consider public consultation as an integral and ongoing part of any community planning initiative.



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

TO: Darla Blake, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: Feb. 3, 2016
FROM: Ken McIlwain, R.P.F. Public Works Manager
SUBJECT: Public Works Monthly Report

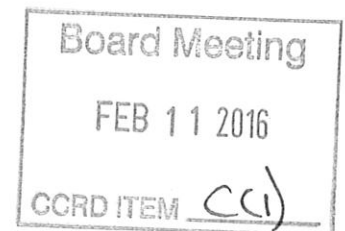
RECOMMENDATIONS:

1. **THAT the January 2016 Public Works Report be received.**

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

SOLID WASTE MANAGEMENT

1. Design work continues for the new recycling facility and transfer station at Thorsen Creek Waste and Recycling Centre.
2. Staff are actively moving forward with retaining services of engineering and planning professionals to assist with the solid waste management planning process and landfill conformance review work.
3. Three additional 20' storage containers are being purchased for the new transfer station site.
4. A truckload of recyclables was shipped out January 22.
5. Significant Expenditures: n/a



RECREATION FACILITIES

1. **Walker Island & Snootli Parks:** Ministry of Transportation and Infrastructure (MoTI) has requested old Snootli Park signage on Hwy 20 be replaced. Options have been presented to MoTI and will be completed once approval is received.
2. **Centennial Pool:** Closed for the season.
3. **Nusatsum Park:**
4. **Snootli Skating Rink:** The rink was open early in the New Year for a two week period and saw lots of use from schools and the public. Three of the four new LED flood lights at the rink have failed to one degree or another. The manufacturer has agreed to replace the fixtures and will look at the failed units to see what the issue might be. Water ingress is a possible cause. Costing of a new electrical building was completed and is tentatively budgeted for the 2017 season.
5. **Significant Expenditures and Contracts:** n/a

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

1. A leak detection survey of town site services was completed by George Geisbrecht Contracting Ltd. at the end of January. This was completed in response to a large increase in water usage, which is monitored daily by Nuxalk Band Administration staff. Leaks were identified at two residences and the homeowners are being notified.
2. **Significant Expenditures and Contracts:** n/a

BELLA COOLA AIRPORT

N/A

STRATEGIC PUBLIC WORKS INITIATIVES

SHEARWATER WATER SYSTEM

Notification was received from the Union of BC Municipalities that the Shearwater Community Water System was not approved for funding under the Gas Tax - Strategic Priorities Fund Program. The 2015 SPF intake was considerably oversubscribed. In total, 222 applications were submitted with a total funding request of \$650 million. Of these, 58 projects were approved for approximately \$75 million.

CCRD staff will continue to engage with stakeholders and look for different funding opportunities.

SOLID WASTE MANAGEMENT PLAN UPDATE

Engineers/planners of record are being engaged to assist with the plan update. As soon as the revised guidelines are published by the Ministry of Environment, CCRD can resume the planning process. During the interim, work plans, surveying and engineering work can be completed.

ASSET MANAGEMENT PLANNING

With partial grant funding in place, CCRD will move forward with condition assessments of infrastructure.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken McIlwain". The signature is fluid and cursive, with a long horizontal stroke at the end.

Ken McIlwain, RPF
Public Works Manager



**CENTRAL COAST REGIONAL DISTRICT
REPORT TO BOARD
PUBLIC WORKS DEPARTMENT**

TO: Darla Blake, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: February 3, 2016
FROM: Ken McIlwain, R.P.F. Public Works Manager
SUBJECT: GIS/Mapping Information Report

RECOMMENDATIONS:

1. That the GIS/Mapping Information Report be received.

2. That the CCRD board support administration moving forward with the recommendations in this report regarding updating of CCRD mapping, G.I.S. support and staff training.

STRATEGIC PLAN

GOALS	Core Strategies
1. Effective Planning & Implementation	Updating Informing Plans <ul style="list-style-type: none"> • Official Community Plan • Emergency Management Plan
2. Completion of Feasibility Studies	<ul style="list-style-type: none"> • Shearwater Water
4. Organizational Capacity Development	4.2 Enhance and optimize process and information systems 4.2.1 Commission an Information Systems review, inclusive of Information Technology

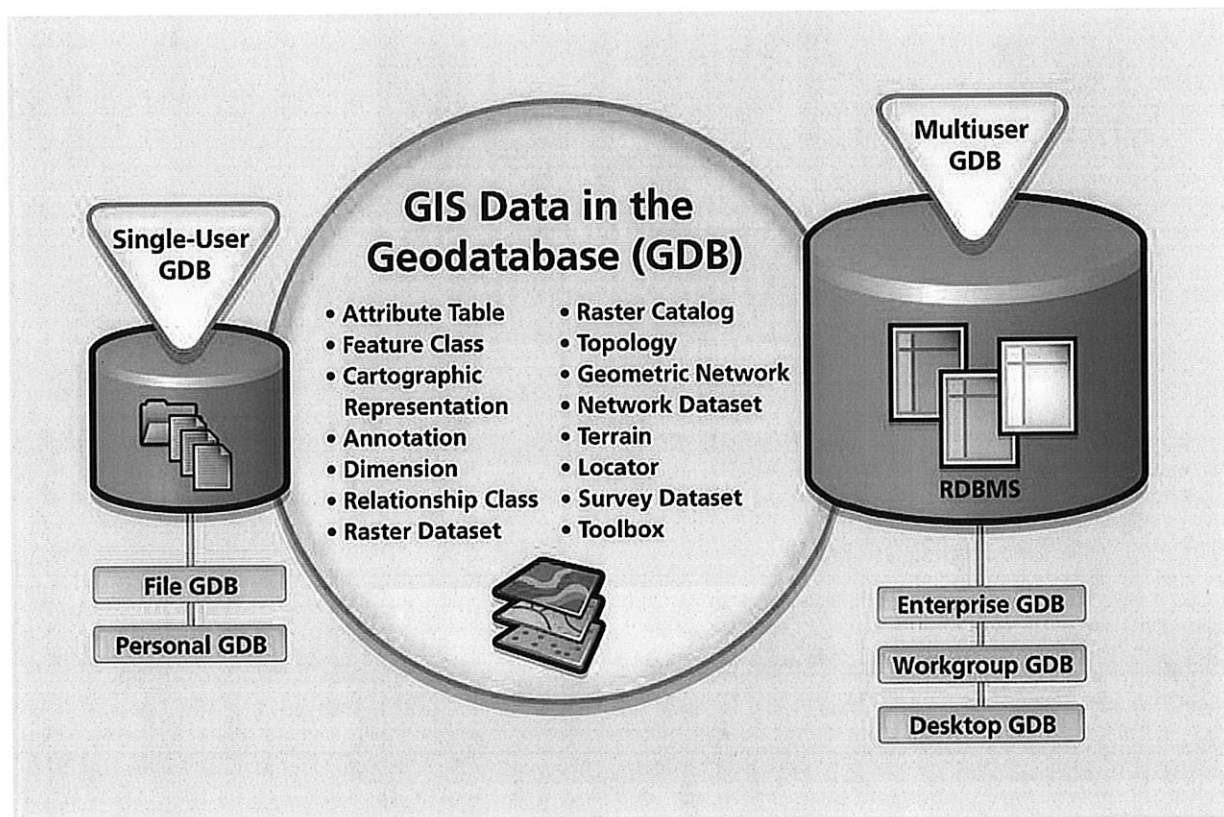
BACKGROUND

Over the course of the past year, there have been discussions among staff around Geographic Information Systems (G.I.S.) and their relevance or importance to the CCRD organization as well as the current state of mapping resources at CCRD. In order to help assess the current status and options around G.I.S. and mapping, the CAO has requested a report providing background information on the subjects, and if warranted, some recommendations on improving CCRD mapping resources. The following technical information provides a foundation for further discussion.

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A G.I.S. is typically utilized by an organization that requires a method of digitally storing and analyzing or displaying data that is associated with a spatial feature such as a piece of land, a road or a fire hydrant. They would use G.I.S. software to create what is called a geodatabase which is the data storage and management framework associated with a G.I.S. software platform. Using the example of a fire hydrant, it might be beneficial for a city that has 2000 fire hydrants to have a way of tracking information about each hydrant, such as age or maintenance information. This could be simply done in an Excel spreadsheet. Or, alternatively if you have a G.I.S., you can take it one step further and assign spatial coordinates to each hydrant that allows you to display the hydrant on a map or complete a database query asking the system to highlight all the hydrants that are within 1 km of city hall and which are overdue for maintenance. You can then print a map showing the location of those hydrants and include it in a RFP for servicing of those hydrants.

The two common types of data stored in a G.I.S. are vector data and raster data. The Esri online GIS dictionary defines vector data as a representation of the world using points, lines, and polygons. Vector models are useful for storing data that has discrete boundaries, such as country borders, land parcels, and streets. Raster data is a representation of the world as a surface divided into a regular grid of cells. Raster models are useful for storing data that varies continuously, as in an aerial photograph, a satellite image, a surface of chemical concentrations, or an elevation surface.



Source: www.esri.com

When discussing G.I.S. or mapping, there is a temptation to use the terms interchangeably. It is important to distinguish between mapping/cartography and a G.I.S. One way of thinking about it is that the GIS is the data while the map is the picture. The end result of GIS analysis is often a map, or cartographic output, but it is only one of many output types. Once created, a traditional map cannot be changed. However, as an integrated system, a GIS allows users to ask new questions of a database and visualize answers.

(<http://www.bluespringsgov.com/Faq.aspx?QID=129>)

Mapping can, and often is completed without the aid of a G.I.S.. There are many software packages that are capable of producing excellent digital map products. These software packages do not integrate a database and therefore have nothing to do with G.I.S..

Most types of data used in a G.I.S. can also be used independently of a G.I.S.. For example, one of the most common types of geospatial vector data is the *shapefile* format. Most mapping software displays this data format, along with many others. The Province of BC and many associated organizations make thousands of datasets available for download in shapefile format. These data sets are routinely updated and expanded.

Organizations utilizing data sets provided by other organizations have to be aware of updates if they wish to maintain a current geodatabase. For example, the Integrated Cadastral Information Society (ICI Society) is constantly updating its database of surveyed land parcels (cadastral layer). The ongoing process of surveyors registering new parcels makes this a challenging process. From a local government perspective, the cadastral layer is one of the most useful and important data sets available for either mapping or a G.I.S.. Local governments support ICI Society by providing updates on subdivisions etc. in order to keep ICI Society information as current as possible.

In addition to GIS, many larger local governments are now employing web based mapping to allow their residents self-service options. The BC Provincial Government has been doing this for many years now through their imap service which allows users to choose from hundreds of different layers of map data and display or print this data. Users can even elect to download the data in shape file format for certain areas of interest, or for the whole province. ICI Society has launched a similar map viewer for the public and for members, as have many regional districts and municipalities throughout the province. ICI Society limits the data that the general public has access to, whereas members have much greater access.

Cities and towns with extensive infrastructure and services benefit greatly from a GIS and tend to have at least one GIS technician, if not a whole department to maintain and provide GIS support to their various departments. GIS support can be vital to effectively managing land records, planning and development, public works and roads, water and wastewater utilities, emergency management, law enforcement and fire services and solid waste management.

Currently CCRD staff utilize web based mapping provided by ICI Society and the BC Provincial Government. Additionally, an open source GIS platform called QGIS is installed and used by the Public Works Manager for mapping of potential service areas and provision of shape files of

CCRD infrastructure to BC One Call. Data is downloaded from ICIS, the province and BC Assessment.

CONSULTATION

CCRD Public Works Manager consulted with CCRD staff regarding perceived needs or efficiencies that could be met by implementing a formal G.I.S. A brief assessment of existing map resources and capabilities was completed.

The following comments or observations were made in regards to implementation of a G.I.S. at the CCRD:

- Land Use and Planning Department is able to meet its existing day to day needs through reference to existing hard copy maps, some digital maps and web based mapping/GIS made available through ICIS and the imap platform run by the province.
- Land Use and Planning Department would benefit and achieve better efficiency by having ICI Society update their database to include address information for properties in the Bella Coola Valley.
- If the Transportation and Land Use Coordinator is away, the Administrative Assistant is occasionally faced with questions from the public with respect to property zoning and land use etc. It would be nice to have a computer based digital platform to look this information up without having to go diving through drawers of mapping.
- The CCRD organization, residents and any other interested parties could benefit from being able to offer an online mapping portal on the CCRD website. This could reduce inquires by giving the public a self-serve option for sourcing information. Many of the larger Regional Districts and Municipalities offer this service, including the Cariboo Regional District.
- The Public Works Department's needs around G.I.S. are very limited. The Department currently uses the open source G.I.S. platform 'QGIS' to produce shape files for BC One Call and to complete mapping and basic analysis work for a potential service area on Denny Island. This was completed using data sets supplied by ICIS and BC Assessment.

The following comments or observations were made in regards to existing mapping resources at the CCRD:

- The existing mapping that is tied to Zoning Bylaw 71 and the hazard mapping that is tied to OCP Bylaw 302 dates back to 1994 and is outdated in terms of reflecting subdivisions or zoning changes that may have taken place since then. The existing maps are updated manually by adding labels noting changes that have occurred.

- The existing property ownership maps are also of the same 1994 vintage and have been manually updated over time to reflect change in ownership.
- The existing mapping attached to bylaws is not available in digital form such as a pdf.
- There is a set of maps produced in 2010 that displays zoning information for the Bella Coola Valley over the cadastral layer and these are available in pdf digital format. They are for reference only and hold no legal significance.
- There is no useful set of maps to provide to emergency response/management personnel during or after an event. This applies to all areas of the regional district.
- Other than some site specific areas, staff are not aware of any general up to date mapping of water courses in the Bella Coola watershed. The last TRIM data (base mapping – watercourses, contour elevations, roads etc) produced was derived from aerial photography flown in 2006. This is still the map base used by industry and government for mapping in the Central Coast.

LEGISLATION /POLICY

The Local Government Act Section 875 discusses content requirements of an Official Community Plan, including mapping designations for a variety of land use planning detail. There does not appear to be any internal CCRD policy around updating of mapping.

BUDGET/FINANCIAL IMPLICATIONS

Currently there is minimal budget allocation for mapping. The recommended course of action suggested in this report will be achievable with a modest budget and help ensure sustained levels of service delivery.

As part of generating a comprehensive report, a basic cost assessment of implementing full G.I.S. capability was completed. Annual costs of operating and maintaining a G.I.S. with a trained G.I.S. technician would be close to \$80,000 per year in addition to significant capital investment up front. With minimal improvements in service delivery, this course of action is deemed to be cost prohibitive.

DISCUSSION

After consideration of staff feedback, CCRD needs, and an examination of existing mapping resources, the following conclusions are made:

- The CCRD is able to meet and provide basic levels of service with the existing mapping resources in place.
- Modest cost effective steps can be taken over the next several years to upgrade mapping.

STEP 3 Update Mapping. Target completion: Dec. 31, 2017 and ongoing.

Activity	Estimated Cost	Comments
Contact neighboring regional districts to ask if they can provide some mapping support and produce an updated set of cadastral maps with ownership information for the Bella Coola Valley as well as updated zoning maps of sufficient accuracy and quality to form part of the zoning bylaw	5 GIS staff days	There appears to be an initial willingness on the part of CRD to enter discussions over this.
Contact CRD Emergency Management to see if they produce and maintain a dedicated set of emergency response maps. Explore whether CCRD could have something similar produced to have on hand for emergency response/management personnel.	3 GIS staff days	If done in conjunction with the property and zoning mapping, there would be efficiencies found in the mapping process.
Seek GIS or mapping support on a one off basis	variable	

STEP 4 Online Mapping Viability Assessment. Target completion date: Dec. 31, 2017 and ongoing.

Activity	Estimated Cost	Comments
Explore the viability and benefits of providing an online mapping link on the CCRD website. The actual mapping service would need to be hosted by another regional district or a private firm.	3 staff days	

RISK MANAGEMENT

The principle risk associated with mapping or GIS work is that liability could arise out of errors or omissions. Mapping made available to the public should be carefully vetted and come with a disclaimer releasing CCRD from any liability for damages resulting from use of the mapping or attached information.

Having effective up to date mapping available for emergency managers or responders is very helpful in an emergency event. However, there is potential liability that could arise with failing to

- Additional staff can be easily trained to use the free web based mapping made available by the province and ICI Society, and use this to source information in the absence of the Transportation and Land Use Coordinator.
- There is little need or benefit to implementing a dedicated G.I.S. system for the CCRD at this point in time. If there is G.I.S. analysis that needs to take place, it is far more cost effective to outsource this work on a one-off basis.
- There would be some benefit to offering web based mapping on the CCRD website.

After assessing the needs of staff and the cost/benefit of different options, the following steps are recommended:

STEP 1 Send existing mapping to be scanned into digital format. This will help preserve the mapping and make it available online. Target completion: Dec. 31 2016.

Activity	Estimated Cost	Comments
Scan existing property maps, zoning maps and OCP hazard maps into digital format.	\$625.00	
Place digital maps on CCRD web page for public access.	0.25 day staff time	
Lobby ICI Society for update to Central Coast Data.	0.25 day staff time	This should take place before new mapping.

STEP 2 Staff Training. Target completion: Dec. 31, 2016.

Activity	Estimated Cost	Comments
Hold in house training sessions to familiarize any interested staff with the online mapping available through the province and ICI Society	3 staff days	
Pursue IDIR account status through provincial government to access restricted data layers online.	.5 staff day	

keep this type of mapping current. Incorrect address or ownership information could lead to a delayed response, thus jeopardizing life or property.

CONCLUSION

Mapping resources are key to effective service delivery at the CCRD. Through existing maps, and web based mapping services, CCRD staff are able to meet service delivery requirements.

Staff and the public would benefit from updated property mapping with addresses. Emergency management/response personnel would also benefit from updated maps that could be quickly provided in the event of a major emergency.

If G.I.S. services are required at some point, this work should be sourced out. Neighboring regional districts should be approached to see if they would be able to provide G.I.S. and mapping support. It is also worthwhile exploring the viability of hosting an online web mapping portal with data relevant to the CCRD.

Respectfully submitted,

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

Ken McIlwain, RPF
Public Works Manager

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JAN 26 2016

Centennial Pool Commission

Central Coast Regional District

Meeting Minutes

13 January 2016

Present: B. Lande, N. Koroluk, R. Hilland, C. Nygaard, J. Cole

Guest: K. McIllwain

Meeting commenced at 1:45 pm at the library

Budget

Most of the meeting was devoted to discussion of the budget for the 2016 operating season. Highlights include:

The need to decrease expenses by \$9,000 (or raise income by same amount)

A line-by-line look at where funds might be saved. Areas targeted are maintenance, janitorial, and pool chemicals.

Surplus available from 2015 was increased.

Changes in the budget for the above items will cover the \$9,000 required.

Nicola will look at payroll numbers with respect to hours of operation.

School rental fees will be raised to reflect actual cost to run the school program.

Other Items

Insurance Inspection - The insurance adjustor viewed the facility and suggested a few minor changes.

Homework

Commissioners are requested to review the pool rental and entry fees (summary of fee schedule discussed on 19 February 2015 were emailed to members) and also Policy A-12(c) - Centennial Pool Wage Payment During Training.

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



CENTRAL COAST REGIONAL DISTRICT

DATE: 03 February 2016
TO: Board Chair Alison Sayers and Board Members
FROM: Chief Administrative Officer, Darla Blake
SUBJECT: Denny Island Recreation Commission – appointments

RECOMMENDATION

That the Central Coast Regional District Board makes the following appointments to the Denny Island Recreation Commission, in accordance with the Denny Island Recreation Commission Bylaw 441, 2015:

- (a) One member appointed by the board of directors as their representative, who will be
- (b) Seven members on the commission will serve for a period of two (2) years. However, the first term for three (3) members will expire 31 December 2016 and four (4) members shall service for the term which expires 31 December 2017.
- (c) The term expiring on 31 December 2016 will be filled by:.....;
- (d) The term expiring on 31 December 2017 will be filled by and

OR:

That the Central Coast Regional District having given due consideration to having a publicly funded Denny Island Recreation Commission, hereby resolve to suspend any funding or appointments to the commission until further notice.

BACKGROUND

During many in-Camera sessions with the Board throughout 2015, the board considered administration reports regarding non-compliance of the Denny Island Recreation Commission (DIRC), primarily relating to non-reporting of financial transactions, petty cash in particular.

The issue of lack of reporting has also been the subject of the regional district auditor's scrutiny for several years, for the DIRC not following bylaws and policies of the CCRD, as they relate to accountability.

Board Meeting
FEB 11 2016
CCRD ITEM C(6)

The CAO and CFO were tasked with discussing the financial budgeting and bylaw issues with the DIRC, and did so; however Administration still faced many challenges with the Commission and the resolution of outstanding issues.

At that meeting the DIRC felt they had no terms of reference or manual from which to base anything on. Accordingly, the views of the DIRC were considered and a new bylaw was formulated and approved by the Board. (a copy has been attached for your information)

At the December 2015 Board meeting, the board resolved to defer any appointments to the Denny Island Recreation Commission.

DISCUSSION

The board is reminded that any commission existence was purely at the leisure of the CCRD Board. All commissions must abide by the *Local Government Act* particularly those aspects of the Act relating to the provision of a service on behalf of the regional district; and accounting requirements under s814(1), which have to be followed. All commissions are held accountable for the local government service they are commissioned to provide and to the public money which is being spent.

With respect to the 2015 DIRC, the Board needs to consider a number of aspects to this issue before making a decision:

- Does the board wish to continue having a Recreation Commission on Denny Island?
- If so, is the board happy to reinstate sufficient budget? The board must be reminded the original budget presented to Administration included the purchase of a storage container (which is over the commission's delegated financial authority, and also does not have board approval). Does the board approve such a purchase of a storage container and if so where would the board have it located?
- Does the board have confidence that moving forward with a DIRC will achieve the outcomes the CCRD are looking for with respect to recreation and not for the provision of a budget to just hold events;
- Does the Board have confidence that following any appointments to the DIRC, the commission will abide by the legislation, bylaws and policies of the CCRD, as all other Commissions of the CCRD do?

OPTIONS:

NAMES PUT FORWARD FOR THE DENNY ISLAND RECREATION COMMISSION

The previous DIRC put forward several names to the December 2015 regular board meeting and these are being brought forward for board consideration. Additionally, several members of the public have also put forward their names to be considered by the Board, should the Board wish to reinstate the DIRC.

The following names are therefore presented for Board consideration (noting the resolution will require one member to be a board representative, three members appointed for the term ending 31 December 2016 and four members appointed for the term ending.

Crystal Anderson	Sharon Beloin	Ernie China	Kathy Sereda
Pauline Imamura	Keith Urton	Steve Emery	Mary Leslie
Betty Hadley	Jean Wood	Ingmar Lee	

OR:

The CCRD board of directors may chose that given due consideration to the matter of the Denny Island Recreation Commission and the accountability for public funding, they will resolve to suspend any funding or appointments to the commission until further notice.

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:	Yes
Requires further budget consideration	Yes

RISK MANAGEMENT

Administration has evaluated potential risks with appointing a new Denny Island Recreation Commission (DIRC), and having assessed that risk suggest there could be a medium risk to the compliance of audit, legislation and reputation if the DIRC is not held to account. Therefore, Administration recommends that requirements for reporting and financial authorization of purchases in accordance with the CCRD bylaws and policies is upheld or risk disbandment of the commission.

CONCLUSION

The Board are being asked to consider the future of the Denny Island Recreation Commission and the appointment of future commissioners (or not), noting that under the term of membership in the new Denny Island Recreation Commission Bylaw No. 441, 2015, the length of term has changed.

IMPLEMENTATION

Administration will implement the decision by notifying all those individuals who have put their names forward for consideration to the Denny Island Recreation Commission.

Respectfully submitted



Darla Blake
Chief Administrative Officer

**Central Coast Regional District
Denny Island Recreation Commission Bylaw No. 441**

Being a bylaw to establish a Recreation Commission for Electoral Area A and to repeal bylaws 95, 109, 296 and 320

WHEREAS the Central Coast Regional District has established by Bylaw 329 the Denny Island Recreation Service Area to provide recreation services to Electoral Area A; and

AND WHEREAS the Regional Board of the Central Coast Regional District deems it expedient to establish a Denny Island Recreation Commission to oversee the operations of the Denny Island Recreation Local Service Area;

NOW THEREFORE the Regional Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

The Denny Island Recreation Commission is hereby established to be known as the Denny Island Recreation Commission being within and composed of Electoral Area A of the Central Coast Regional District.

This Bylaw may be cited for all purposes as the “Denny Island Recreation Commission Bylaw No. 441, 2015”.

DEFINITIONS

In this bylaw:

- “**Regional Board**” means the Board of Directors of the Central Coast Regional District.
- “**Regional District**” means the Central Coast Regional District (or CCRD).
- “**Commission**” means the Electoral Area A Denny Island Recreation Commission (or DIRC)

TERMS OF REFERENCE FOR THE COMMISSION & ITS GOALS

1. The Denny Island Recreation Commission (DIRC) is a volunteer commission of the Central Coast Regional District, which offers and supports recreational and leisure activities and programs for Denny Island and wider community.
2. The goals of the Commission are:
 - (a) To support inclusive recreational and leisure activities for the benefit of the community.
 - (b) To organise and inform the community of events planned by its members.
 - (c) To provide a forum for its members to share ideas and program information, resources and explore areas of mutual interest.
 - (d) To promote the concepts that physical activity, educational opportunities through leisure activities and community involvement are vital to the health and well-being of a vibrant community.
 - (e) The Commission shall conduct or have cause to have conducted, surveys of recreational facilities, programs and leadership in the best interest of the area and in accordance to the wishes of the Regional Board.

RIGHTS OF THE REGIONAL BOARD

3. The powers delegated to the Commission shall not extend to or include any of the powers of the Regional Board which are exercised by bylaw only

MEMBERSHIP AND TERM

- 4. The Denny Island Recreation Commission, hereinafter called the "Commission" shall consist of 8 members:
 - (a) One member appointed by the board of directors as their representative and
 - (b) Seven members representing a cross section of individuals directly concerned with community recreation
- 5. For the purpose of obtaining the names of persons willing to serve on the Commission, the Regional District shall place an invitation on the local Denny Island bulletin board inviting those interested, to apply to the CCRD; the Regional District will also seek nominations from the Commission.
- 6. The Regional District Board shall review all applications and nominations for the Commission at the December meeting. All Commission members shall be appointed by resolution of the Board of Directors of the Central Coast Regional District.
- 7. The term of office of each member shall be for a period of two (2) years. However, the first term subsequent to the adoption of this bylaw, three (3) members shall serve for the term which expires December 31, 2016 and four (4) members shall service for the term which expires December 31, 2017.
- 8. Any appointed member who is absent from meetings of the Commission for two (2) consecutive meetings without leave of absence from the Commission or without reason satisfactory to the Board of Directors of the Regional District shall cease to be a member of the Commission.
- 9. The regional board of directors, upon a vacancy arising from any cause other than the expiration of a members term of office, upon recommendation of the Denny Island Recreation Commission, shall appoint a new member from Denny Island who shall serve for the unexpired portion of the term vacated.
- 10. Each retiring member of the Commission shall be eligible for reappointment, at the discretion of the Regional Board of Directors
- 11. The Electoral Area A Director or his/her alternate may attend meetings of the Commission.
- 12. A Regional District staff member will serve as a liaison between the Commission and the Board and will provide advice and technical support as required. The staff liaison will not be a member of the Commission and will not participate in voting and will not be included when determining a quorum (if attending the Commission meetings).
- 13. No member of the Commission shall receive any remuneration for services.

MEETING PROCEDURES & CONDUCT

- 14. At its first meeting of each year, the Commission shall elect from among its members, other than the Electoral Area Director, a
 - (a) Chair who will preside over the meeting of the Commission, and a

Bylaw No. 441 Denny Island Recreation Commission

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- (b) Secretary/Treasurer who will carry out the responsibilities described herein and other tasks as the Commission may prescribe.
15. In the absence of the Chair, the members present shall appoint a member to act as the Chair for that meeting or until the elected Chair returns.
 16. The Commission shall hold regular meetings as they deem practical but not be less than four (4) times per year. Four (4) Commission members shall constitute a quorum.
 17. The Chairman or any two members may summon a special meeting of the Commission by giving at least one (1) days' notice by phone or in writing to each member, stating the purpose for which the meeting is called.
 18. Notice of Commission meetings will be posted on the local Denny Island Bulletin Board and the Denny Island Recreation Commission Facebook page.
 19. Unless otherwise authorized by Section 90 of the *Community Charter*, all Commission meetings will be open to the public and held in a location accessible to the public.
 20. Prior to each Commission meeting, the Chair, shall prepare an agenda which shall be circulated to the Commission members at least 24 hours in advance. The Commission may waive the requirement for advance notice of the agenda in emergency situations requiring a special meeting.
 21. The Secretary/Treasurer shall prepare the minutes of the Commission meetings. Copies of the minutes shall be circulated to Commission members and forwarded to the Regional District staff liaison who shall carry out any actions required by the Regional District, including presenting to the Board any recommendations from the Commission that require a resolution by the Board of Directors.
 22. The Commission may adopt rules of procedure which are consistent with the *Local Government Act*, the *Community Charter* and the CCRD Meetings Procedures Bylaw or this bylaw, as necessary.
 23. Members who have a direct or indirect pecuniary interest in a matter under discussion shall not participate in the discussion of the matter or vote on a question on the matter. Where members believe they are in a conflict, they must declare the conflict and state the general nature of the conflict, and leave that part of the meeting where the matter is under discussion. The member's declaration shall be recorded in the minutes. The member shall not attempt before, during or after the meeting to influence the voting on any question in respect of the matter.
 24. The Chair shall preserve order and decide all points of order which may arise subject to an appeal to other members present. All such appeals shall be decided in accordance with Robert's Rules.
 25. Except as provided in this bylaw, the Commission shall regulate the conduct of its meetings as it deems desirable.

Bylaw No. 441 Denny Island Recreation Commission

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26. All acts authorize or required to be done by the Commission under this bylaw shall be decided by a majority vote of those Commission members present at a meeting.
27. All Commission members, including the presiding member, may vote on questions before it, and in all cases where the votes of the members present are equal for and against the questions, the question shall be negated. Any member who abstains from voting shall be deemed to have voted in the affirmative.
28. No act or other proceedings of the Commission shall be valid unless it is authorized by resolution at a regular or special meeting of the commission.

ADMINISTRATION – FINANCIAL MATTERS

29. All purchases by the Commission over \$500 require a request from the Commission to either the Chief Financial Officer (CFO) or Chief Administrative Officer (CAO) to be authorized prior to the expenditure (in accordance with the CCRD Purchasing and Procurement Policy A-26).

All capital purchases shall be conducted only with the approval of the CFO pursuant to CCRD Purchasing and Procurement Policy A-26.

NOTE: Nothing in the purchasing policy or purchasing limits, as stated above, provides for purchasing goods and services which are not contemplated in the financial plan as approved by the board of directors, except where unbudgeted resources have otherwise been provided as determined, confirmed and approved by the CFO or the CAO.

30. The Commission shall, at each meeting, approve invoices for payment by the CCRD that meet the criteria of the CCRD Purchasing and Procurement Policy A-26 and delegated authorized purchasing authority for no more than \$500, and these will be forwarded immediately to the regional district's financial officer for processing. All invoices goods and services purchases over \$500 (not including capital purchases) must be approved prior to expenditure as stated in clause 30.
31. No less frequently than four (4) times per year on or before the following dates, the Commission shall provide to the regional district's financial officer, a detailed report of all petty cash receipts and expenditures complete with opening and closing balances:
- April 15th (for the period January to March)
 - July 15th (for the period April to June)
 - October 15th (for the period July to September)
 - Jan 15th (for the period October to December)
32. All items of revenue and expenditure, assets and liabilities relating to the activities of the Commission shall be accounted for in the books of account of the Central Coast Regional District in accordance with the provisions of Section 814(1) and other relevant sections of the *Local Government Act*.
33. The Commission shall, before the 31st day of October in each year, cause to be prepared and submitted to the Regional Board a detailed budget outlining its anticipated receipts and expenditures during the next calendar year.

AUTHORITIES, RESPONSIBILITIES AND DUTIES

34. The Board of Directors hereby delegates to the Commission, the following authorities, responsibilities and duties:

- (a) Empowers the Commission to organise and conduct recreation and leisure activities programs
- (b) Empowers the Commission to incur liabilities for the purposes of organising and conducting recreation and leisure activities programs, provided that the costs incurred are within the annual budget as approved by the Regional District and without limiting the foregoing:
 - (i) to set rates and admission charges to the Regional District if and where applicable
 - (ii) to conduct or cause to conduct surveys of residents and participants involved in the recreation and leisure activities programs, to gage levels of satisfaction and programs for the future
 - (iii) to establish and appoint advisory or select Committees, which will serve without remuneration, to assist the Commission with their activities.
 - (iv) to ensure all invoices and payments of all commitments, liabilities and accounts are in accordance with the annual budget approved by the Board of Directors of the Regional District; and
 - (v) to follow and/or make recommendations for operational rules and procedures to the Regional District that will improve the methodologies for accountability to the Regional District and the taxpayers of the Electoral Area A of the Central Coast Regional District.

35. All organizations operating under the auspices of the Commission shall, in terms of any liability whatsoever, save harmless the Commission and the Regional District.

36. Bylaws 95, 109, 296 and 320 are hereby repealed.

READ A FIRST TIME THIS 10th day of September, 2015
 READ A SECOND TIME THIS 10th day of September, 2015.
 READ A THIRD TIME THIS 10th day of September, 2015.
 RECONSIDERED, FINALLY ADOPTED THIS 8th day of October, 2015.

CHAIR

CORPORATE ADMINISTRATOR

I hereby certify the above to be a true and correct copy of Bylaw No. 441 cited as the “Denny Island Recreation Commission Bylaw No. 441, 2015” as adopted.

CORPORATE ADMINISTRATOR



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: February 3, 2016
SUBJECT: Transportation Report – Bella Coola & Denny Island Airport

Recommendation: That the Transportation Report dated February 3, 2016 be received

This report covers the period from November 5, 2015 to February 3, 2016

Bella Coola Airport

Airport Terminal Building

Risk Management Services, on behalf of the Municipal Insurance Association, conducted a loss control survey of the airport terminal building November, 2015. Three minor recommendations were made, two have been remedied and the third is pending sourcing a supplier for specialty bulbs.

Winter Maintenance

Winter conditions were extremely challenging throughout December and into January. Ice, more than snow, became the biggest enemy. Winter maintenance regulations and protocols are stringent and Stuart Harrison and Matthews Contracting applied their combined expertise to keep the runway operational, contrary to the whims of Mother Nature. The result was that the winter maintenance budget was shattered when snow and ice removal expenses for December alone came in at \$14,000. The conditions were unavoidable, managed to the best of our ability and are simply the reality of what was 2015. The future of airport operations in general will be scrutinized in the upcoming budget to provide adjustments due to the expenditures as a consequence of this winter.

The snow and ice also affected conditions in the parking lot and passenger drop-off/pick-up zones. We received a report of an individual who had fallen near the building and subsequent to that, concern was expressed by others that the condition of these areas posed a hazard to the public. We monitor situations daily and take precautionary action in the passenger movement areas in particular. Extra sand/de-icer was ordered as needed and one area was cordoned off to foot and vehicle traffic due to safety concerns. Risk management and public safety are always foremost in our operations and in accordance with CCRD *Policy A-22, Safety Management Bella Coola Airport*. We no longer have the services of an airport attendant but Pacific Coastal agents have been invaluable in reporting conditions if not mitigating risks by performing duties beyond their normal role at the airport. Appreciation cannot be expressed enough for this assistance.

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CCRD ITEM C(9)

Transport Canada

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

Miscellaneous

- New carpet tiles were installed in the stairwell and hall of the terminal building in December and not only look great but reduce the trip/fall risk.
- Latch for an exterior door repaired due to wearing.
- Danica Casperson-Roe was the successful bidder for 2016 janitorial services at the airport. Danica and her staff have been providing this service since 2013.
- NAV Canada has renewed their terminal lease (weather office) to 2020.
- All leases are being reviewed for possible updates to more appropriate terminology and clauses.
- Call from an American pilot with questions regarding landing, alternates, weather frequency, etc.
- Weather office staff has pointed out some repairs requiring attention on the second level of the terminal building.
- The CCRD office continues to receive several calls per week asking about the flight status at the airport. Online search results for 'Bella Coola Airport' bring up the regional district. The CCRD oversees administration of airport operations as a whole and the travelling public appear to confuse this with flight operations. It is logical to contact the airline one is flying with. Pacific Coastal Airlines has a local number listed in the white pages of the phone book; 250-982-2225.

Denny Island Airport

BC Assessment enquired if there are any leases associated with the airport. There are not.

The Denny Island Airport Commission will meet again in February to review and finalize 2016 projects.



Transportation & Land Use Coordinator



CENTRAL COAST REGIONAL DISTRICT

DATE: 03 February 2016

TO: Board Members

FROM: Chair Sayers (Electoral Area C)

SUBJECT: Chair and Electoral Area C Report

Marine Planning Partnership (MaPP)

During December and January, I met via phone with three staff members of the Marine Planning Partnership. Resulting documents are presented in the Business Arising from the Minutes (of the December Board meeting) section of this meeting. I obtained these documents in order to officially correct significant factual misinformation that was stated by others during discussion at (and recorded in the minutes of) the December Board meeting.

As well, I encouraged MaPP to send one or more staff members as a delegation to this Board meeting to provide information and clarification to the Board regarding the MaPP planning process; to reinforce the facts of CCRD history with MaPP; and to clarify the potential continued CCRD role in the implementation and management phases of the Central Coast Marine Plan.

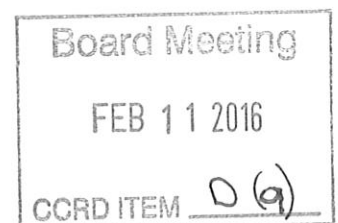
Federation of Canadian Municipalities (FCM)

At the November meeting of the UBCM Executive, I was approached by UBCM President Al Richmond, on behalf of Federation of Canadian Municipalities, with information that needs to be considered by the Board with regards to our membership with FCM. He presented me with two documents, which I have passed along to CAO Darla Blake, for the Board's consideration under her report.

I also spoke with UBCM past president and Columbia-Shuswap Regional District Chair Rhona Martin, who is currently on the Board of Directors of FCM, regarding the role of FCM in Canada and their relationship to/with governments of very small remote communities such as ours.

Official Community Plan Advisory Committee (OCPAC)

I participated in two in-person meetings, on December 15th and January 26th. Due to numerous scheduling conflicts between the three committee members, we had to accomplish much of our work via email. All specifics regarding the recent work of the OCPAC is captured in the OCPAC Interim Report for this meeting.



Union of British Columbia Municipalities (UBCM)

I attended my second meeting as Director At Large of UBCM Executive, January 21-22 in Richmond. In keeping with usual procedure, the first day was devoted to committee meetings and the second day to full executive.

The UBCM First Nations Relations Committee will be submitting, at the request of the Federal Government, input regarding the Missing and Murdered Indigenous Women and Girls Inquiry. The committee also received as a delegation Chief Shane Gottfriedson B.C.'s newest regional chief of the Assembly of First Nations (AFN).

The Resolutions Committee discussed possible improvements to the Resolutions sessions at annual conventions.

The full Executive considered many issues, including: Local Elections Expense Limits, Agri--tourism in the Agricultural Land Reserve, the Fire Services Act, and received as a delegation The Honourable Peter Fassbender, Minister of Community, Sport and Cultural Development.

Respectfully Submitted

Alison Sayers
Central Coast Regional District
Director Area C