



CCRD SERVICE REPORT

To: Courtney Kirk, CAO
From: Ken McIlwain, Operations Manager
Meeting Date: September 8 & 9, 2021
Subject: BELLA COOLA AIRPORT AND FACILITIES SERVICE UPDATE

Board Meeting
SEP 08 2021
CCRD ITEM c) (e)

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Airport and Facilities Service Report dated September 8 & 9, 2021.

Service Background:

The CCRD is responsible for provision of the Bella Coola Airport and Facilities Service to electoral areas C, D and E. Originally established under Supplementary Letters Patent as a function of the Regional District in 1972, the CCRD undertook to convert the function to a service of the CCRD through Bylaw No. 410, adopted April 12th, 2012, with electoral areas C, D and E as participants.

The Bella Coola Airport is a fully certified airport and operates under Transport Canada Civil Aviation Airport Certificate 5151 p527. The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors. For regulatory purposes the CCRD CAO acts as the Accountable Executive and the CCRD Operations Manager is also the Airport Manager. The Operations Assistant acts as the Safety Management System Co-ordinator. A contract Airport Attendant carries out daily duties including inspections and wildlife control.

The airside infrastructure managed under the Airport and Facilities Service includes a 1280 m (4200') by 30 m (100') paved runway with two taxiways and an apron, a LL100 Av Gas fueling facility, and a baggage/freight handling area. The landside infrastructure includes a passenger terminal, five leased spaces in the passenger terminal building, lease lots, a parking lot, a children's play area/green space and the CCRD Winter Maintenance Facility/Office.

The airport runway, taxiways and aprons are in relatively good condition, although resurfacing will likely be required within the next decade. The airport currently supports daily scheduled air service to Vancouver International Airport – South Terminal. Prior to COVID-19, the Bella Coola Airport supplied service to approximately 11,000 passengers on an annual basis. The number of passenger movements has dropped by more than two thirds following the onset of the pandemic. Since the provincial reopening, passenger movements have recovered to about half pre-pandemic levels.

In 2016 the CCRD commissioned the development of the Bella Coola Airport Master Plan. It was completed in February of 2017. The Master Plan is a guiding document that will assist the CCRD in making operational and capital investment decisions over a 10 to 20-year time horizon.

The Master Plan addresses Aircraft Safety, Airport Capacity, Forecast Demand, Regional Planning, Revenue, Groundside Activities and Land Uses. The planning process included an analysis of existing infrastructure to help determine investment priorities. Stakeholder consultations were completed to gain insight from residents and stakeholders around opportunities and areas where improvement is desired. An Airport Land Use Plan was completed to provide a framework to guide future development at the airport over the long term (e.g., 20 years).

2021 projected revenue sources for the Bella Coola Airport service are as follows:

- Passenger User Fees - \$48,000
- Landing Fees - \$33,912
- Ground Leases - \$7,882
- Terminal Rental - \$24,953
- Fuel Surcharge - \$2,300
- LL100 Fuel Sales - \$15,000
- Provincial Basic Grant - \$3,676
- Deferred Rural Dividend and BCAAP Grants - \$32,927
- BCAAP Fuel Terminal Upgrade Project Grant - \$568,000

Quarterly [or Bi-Annual or Annual] Highlights:

- For the month of September Pacific Coastal continues to offer 4 scheduled flights a week (Tuesday, Thursday, Saturday, Sunday). Starting at the end of September this will increase to 5 flights a week (Tuesday, Wednesday, Thursday, Saturday, Sunday).
- Scheduled passenger traffic between Bella Coola and Vancouver has increased to almost half of pre-pandemic levels. In August of 2019 (pre-pandemic), there were 654 incoming and 675 outgoing passengers. For August 2021, there were 296 incoming and 293 outgoing passengers.

- Transport Canada conducted a Process Inspection of the Bella Coola Airport on June 21. The Airport Manager and Airport Attendant participated in the inspection. The focus of the inspection was airport maintenance. There were no 'Findings' issued by Transport Canada. They did make several 'Observations' related to record keeping of maintenance and wildlife control. Staff will implement changes to improve record keeping and update the Airport Operations Manual.
- The Regional District was successful in obtaining \$328,322 in grant funding through Western Diversification Canada – Regional Air Transportation Initiative for the renovation of Airport Terminal building to increase passenger capacity and improve accessibility.
- Following a Request for Expressions of Interest issued by CCRD for mowing/haying of the west end of the airport, one Expression of Interest was received. An agreement was signed with Jim Dixon of Hagensborg, BC for a 1-year term with the option to renew for an additional four 1-year terms, subject to the agreement of both parties. The airport will incur lower airfield mowing costs as a result.
- Engineering and construction for the new cardlock fueling station at the Bella Coola Airport is under way. An invitation to tender has been issued for the site preparation work.
- COVID-19 measures continue to be in place at the Airport Terminal. Masks are required in public areas of the terminal. A germ shield has been installed at the Pacific Coastal counter in the airport terminal. Two hand sanitizer stations have been installed near the public entrance/exit of the terminal. Decals have been placed on the floor in front of the Pacific Coastal counter to remind people to physically distance when possible. Public areas of the terminal are being deep cleaned between scheduled flights. Pacific Coastal Airlines has a separate set of procedures in place for passengers.

Grant Funded Projects Administered Under the Service:

The CCRD has received funding from the province under the BC Air Access Program (BCAAP) to complete obstacle removal at the Bella Coola Airport. Two separate grants have been awarded under BCAAP. The obstacle removal work started in 2017 and was completed in the fall/winter of 2019. The BCAAP funding was supplemented by funding from Northern Development Initiative Trust and BC Rural Dividend Fund. Most of the BCAAP funding has been expended. Several thousand dollars remain which will be used for clean-up of cleared areas. The project is expected to conclude in the fall of 2021.

In March of 2018, the CCRD received \$392,282 in grant funding from BC Rural Dividend Program for the Bella Coola Airport Tourism and Capacity Enhancement Project. In addition

to helping with obstacle removal, the funding has paid for trail development, a play area and green spaces at the airport. Further projects to be completed with this funding include a cultural piece at the airport, lot development and further trail enhancement. The funding is currently budgeted between the Airport, Economic Development and Parks and Recreation services. The Rural Dividend funded projects were scheduled to be completed by late fall of 2020. Due to delays resulting from COVID-19, staff have submitted an extension request to complete the planned works by December 2021. It is anticipated a further extension will be required in order to complete all works.

The CCRD was recently awarded funding from BC Ministry of Transportation and Infrastructure to undertake construction of a new cardlock fueling station that will better meet environmental regulations and enhance the Bella Coola Airport accessibility to aviation aircraft, as an attendant will no longer be required for fueling. The work is part of a Board led advocacy campaign to enhance regional transportation toward improved primary and emergency health outcomes through pandemic related leadership dialogue with provincial, federal, other local government and First Nation collaborators.

Feasibility Studies Authorized Under the Service:

N/A

Board Priorities - Service Specific Progress of CCRD Strategic Plan 2019 – 2022:

Advocacy Priority		Related Strategic Goal (2019-2022)		
Transportation - Emergency Medical Evacuations*		<i>Effective Community Planning</i>		
Advocacy Priority		Related Strategic Goal (2019-2022)		
Revenue - Bella Coola Airport: Exclusion of local governments from Canada Emergency Relief Benefit landlord/tenant relief funding		<i>Good Governance and Administration</i>		
Service Area	Priority Project	Related Strategic Goal	Timeline	Required Staff Capacity Actions
Bella Coola Airport	1) Return of Operations Certificate 2) Allocation of infrastructure funding through BC Air Access program*	<i>Improving Our Infrastructure</i>	2020 2020 - 2022	1) This is a non-negotiable item mandated by Transport Canada regulations, that must be met by November 2020; 2) See Page 4*

- The Airport has been awarded funding from the Ministry of Transportation and Infrastructure (MoTI) for the construction of a new self-serve fueling facility at the Bella Coola Airport.
- The return of the Airport Certificate was achieved as per strategic priority #1 for the Bella Coola Airport. Administration will be looking at the costs of maintaining certification going forward in light of the reduced airport revenues resulting from a significant drop in passenger travel.
- Accessing BC Air Access (BCAAP) funding (as per strategic priority project 2), will continue to be a challenge. Traditionally, BCAAP requires a contribution of 25% of the project cost from the CCRD. Options for securing a 25% contribution are most likely limited to the Community Works Fund, Asset Replacement Reserve or another funder such as Northern Development Initiative Trust (NDIT).

Financial/Budgetary:

Total Budget (Including confirmed grants):

Total 2021 Anticipated Revenues: \$940,779 (including confirmed grant revenues and carry forward surplus of \$23,521)

Percent total expenditures to June 7, 2021: \$210,700 or 22%

Budget (Basic Provincial Grant, User Fees/Charges, and COVID-19 Restart Grant):

Subtotal 2021 Revenues: \$316,331 (excluding special project grant revenues)

Percent total expenditures to May 6, 2021: \$204,313 or 65% (excluding special project expenditures)

Note: \$180,000 is allocated to the airport budget from the CCRD Covid-19 Safe Restart Grant to account for significant loss of revenue since 2020 due to COVID-19 related reductions in user fee revenue.

Grant Funded Special Projects

The following are 2021 Grant Funded Special Projects budgeted revenue and expenditures for BC Airport.

- 1) Special Project: BC Rural Dividend - Bella Coola Airport: Tourism and Capacity Enhancement Initiative #201802003 - RD Project Management Lot-development (502451-210)
Total 2021 Budgeted Grant Revenue: \$30,210
Total Expended: \$0.00

- 2) Special Project: Ministry of Transportation & Infrastructure - BC Air Access Program - Obstacle Removal and Certification Project at Bella Coola Airport #067OA108635
Total 2021 Budgeted Grant Revenue: \$2,717
Total Expended: \$0.00

- 3) Special Project: Ministry of Transportation & Infrastructure - BC Air Access Program – Bella Coola Airport Fueling Station
Total 2021 Budgeted Grant Revenue: \$568,000
Total Expended: \$6,387

- 4) Special Project: Western Diversification Canada - RATI – Bella Coola Airport Terminal Renovations
Total 2021 Budgeted Grant Revenue: \$0.00
Total Expended: \$0.00

Notes on Financial Variance:

The following comments apply to the 2021 budget as approved in the 2021-2025 financial plan:

- We continue to see a pandemic related reduction in scheduled passenger traffic as projected in the 2021 budgeting process.

- Fuels sales are expected to remain at about ½ of pre-pandemic levels.

- The Board approved RATI grant funding is not included in the approved 2021 financial plan as the funding was applied for and secured after the adoption of the five year financial plan. The RATI is a 97% grant funded project and the 3% contribution from the Regional District was already included in the airport budget under capital improvements.

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:


Apportioning administrative (operational) costs to each service the CCRD operates is a requirement under the *Local Government Act* s. 379(1). The CCRD calculates apportioned administration using a two-pronged formula that considers:

- an estimate of staff time dedicated to a particular service (estimated from an average of approximate time spent the preceding year and time contemplated for the upcoming year); as well as

- an allocation of the combined total costs of Board governance, yearly audit and financial services, insurance and core administrative overhead (i.e. office space and supplies).

The total apportioned administration costs determined for CCRD's Bella Coola Airport and Facilities Service is calculated to be \$133,000 for 2021 and incorporated as such into the CCRD Five Year Financial Plan 2021-2025. The increasing costs are a consequence of elevating service needs to maintain full certification, the cost of overseeing new special projects benefiting the service as a whole, and the cost to meet additional service needs to maintain compliant operations through the pandemic, irrespective of reduced landings.

Respectfully Submitted by: _____
Ken McIlwain, RPF

Reviewed by: 
Courtney Kirk, Chief Administrative Officer



CCRD SERVICE REPORT

To: Courtney Kirk, CAO

From: Ken McIlwain, Operations Manager

Meeting Date: September 8 & 9, 2021

Subject: SOLID WASTE SERVICE UPDATE

Board Meeting
 SEP 08 2021
 CCRD ITEM C) (+)

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Solid Waste Service Report dated September 8 & 9, 2021.

Service Background:

In 1975 the regional district was granted the function of Division 14 – Refuse Disposal through Supplementary Letters Patent. In 2011 this function was converted to a service of the regional district through Bylaw 402, with electoral areas C, D and E as participants.

The CCRD is responsible for provision of solid waste management and recycling services in electoral areas C,D and E and solid waste planning services to all electoral areas within the regional district. The regional district also delivers solid waste and recycling services to the Nuxalk Nation through a Municipal Services Agreement.

The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors.

Thorsen Creek Waste and Recycling Centre is the only facility managed under this service. It consists of a landfill, transfer station, recycling depot and free store. The recycling depot is staffed by a part time employee of the regional district, while the landfill and transfer station are operated by a contractor.

In British Columbia, Regional Districts are mandated by the Provincial Environmental Management Act to develop Solid Waste Management Plans that define how each regional district plans to manage its solid wastes, including waste diversion and disposal activities.

Priorities and resource allocation within Solid Waste Management are guided by the CCRD Solid Waste Management Plan (SWMP) dated February 28, 2017 and adopted by the CCRD

Board of Directors at the regular Board meeting in held March 9, 2017. The Solid Waste Management Plan was submitted to the Ministry of Environment and Climate Change Strategy for review and Ministerial approval was received January 21, 2019.

Ministerial approval was contingent on the CCRD committing to a Five-Year Effectiveness Review to be completed by December 31, 2022. The review is to include a review of any consultation/outreach efforts with Ocean Falls, Denny Island, Wuikinuxv and Bella Bella and also a plan for ongoing consultation. Consideration should be given to inclusion of this engagement effort in the CCRD Strategic Plan, as well as the completion of the 5-Year Effectiveness Review. Approval was also contingent on the CCRD submitting a Landfill Criteria Conformance Review of Thorsen Creek Landfill by September 30, 2021.

During the ministerial review of the CCRD's SWMP, the province asked the CCRD to commit to further consultation/outreach with all communities in the district. This is a strong reminder of the legislative requirement for **regional** solid waste planning.

In addition to consultation efforts, CCRD staff are responsible, each year, for gathering and submitting regional waste data to the Ministry of Environment and Climate Change.

While there are clearly regional responsibilities and resources allocated around solid waste management, there is no established regional district service to recover costs associated with these efforts. In anticipation of increasing costs associated with community engagement throughout the region, staff are examining how best to segregate and budget for these costs.

For 2021, the projected expenditures to operate the landfill, transfer station, recycle depot and contribute to post closure costs, total \$318,235.

Anticipated revenue sources for the solid waste service in 2021 are:

- Tax Levy - \$130,996
- Nuxalk Contribution - \$105,000
- Provincial Basic Grant - \$28,439
- User Fees - \$37,500
- Multi-Material BC - \$12,000
- Product Care - \$3,500
- Other - \$800

Quarterly [or Bi-Annual or Annual] Highlights:

- The Nuxalk Nation and CCRD jointly sponsored a 2-week spring cleaning event in mid-June. The Transfer Station and Recycle Depot were open 5 days a week and tipping fees were reduced by 50% for residential waste. The event was well received by residents.

- CCRD has been working with engineers of Record, Morison & Hershfield (MH) to advance a workplan for 2021 that will see installation of groundwater monitoring wells in the vicinity of Thorsen Creek Landfill. A hydrogeology study and groundwater monitoring program are needed to help understand environmental impacts from the landfill and provide baseline data to help determine whether a small lateral expansion of the landfill, as proposed by MH, can be completed. The small lateral expansion could increase the projected remaining life of the landfill from 12 years, to as long as 30 years. Any lateral expansion will require Ministry of Environment approval.
- The Ministry of Environment and Climate Change Strategy approved the CCRD Solid Waste Management Plan with several conditions which CCRD agreed to; one of which was that the CCRD submit a Landfill Conformance Review by September 30, 2021. The review was completed by Morisson & Hershfield in 2020 and will be submitted to the Ministry of Environment in accordance with the conditions the CCRD agreed to.
- One Semi-truck load of used tires was shipped out from Thorsen Creek Waste and Recycling Centre.
- Procurement is underway for new 4-yard bins for household garbage at the transfer station. The bottoms of the existing bins are falling/rusting out of the existing bins and the sides are collapsing in, requiring jacking to re-align the side pockets so the packer truck can lift the bins.
- With the exception of the free store/share shed, all solid waste services are fully functioning with appropriate COVID-19 precautions in place as per the CCRD COVID-19 Business Continuity and Services Restoration Plan and provincial health orders. Currently masks are required in the Recycle Depot and Attendant's Office. Operationally, reopening of the Share Shed will require the province to lift the mask requirement for public spaces. The reason for this, is that the share shed is not staffed and there is no way of ensuring compliance with the mask order.

Grant Funded Projects Administered Under the Service:

The CCRD has received funding from the province under the Organics Infrastructure Grant Program for phase 1 of a small composting operation at Thorsen Creek Waste and Recycling Centre.

The funding covers 2/3s of the capital infrastructure costs for this project. The total project cost is approximately \$150,000. The CCRD is committed to engaging with the Nuxalk Nation to obtain help with sourcing the \$50,000 needed for the 1/3 contribution to the

project. Operations staff will be reaching out to Nuxalk Nation public works/capital projects staff to discuss the landfill operations generally, the composting opportunity, as well as imminent challenges to financing the service.

CCRD's 2020 financial plan identifies the following project work for funding under the Community Works Fund – Gas Tax in 2021:

- Landfill Development, Operation and Closure Plan (DOCP)

This project is being undertaken in a phased approach. In 2020, landfill capacity was looked at and final closure contours were established for two landfill development options, along with landfill closure cost estimates and an associated Landfill Liability Statement. For 2021, the workplan includes hydrogeological analysis and establishment of groundwater monitoring wells.

Feasibility Studies Authorized Under the Service: N/A

Board Priorities - CCRD Strategic Plan Amendment 2019 – 2022:

Service Area	Priority Project	Related Strategic Goal	Timeline	Required Staff Capacity Actions
Solid Waste Management	Conformance review and compliance	<i>Good Governance and Administration; Improving Our Infrastructure</i>	2020	This is a non-negotiable top priority for this service area; the Board-endorsed Solid Waste Management Plan always guides top priorities for this service.
	Bylaw updates	<i>Good Governance and Administration</i>	2021	SWM bylaw updates to be prioritized, occurring before completion of Official Community Planning and subsequent bylaw update processes
	Composting facility design and construction	<i>Improving Our Infrastructure</i>	2021	Matching funds are needed for approved composting grant.

Rationale:

The Board prioritizes the conformance review and compliance, as guided by the Board-endorsed Solid Waste Management Plan, as a top priority for the service area due to non-negotiable provincial regulatory constraints. Bylaw updates are also critical to conformance and service sustainability. The Board wishes to explore a bylaw framework that supports landfill user fees being increased gradually/incrementally, in particular with regards to commercial landfill inputs. The next Board priority is the composting facility project in light of ongoing safety, conflict, and political issues related to human-bear confrontations and interactions, and the possibility of CCRD being able to sell the compost as a new revenue stream. As well, organics are a potential primary source of toxins entering into the water table.

With respect to the CCRD Board's Strategic Priorities shown in the table above, staff have advanced *Priority Project #1 – Conformance review and compliance*. A Preliminary Compliance Review has now been completed by engineering firm Morrison & Hershfield.

Project #2 Bylaw Updates: A new rates and charges schedule was adopted by the CCRD Board of Directors at their December 2020 meeting. Staff are working with the landfill contractor and local waste haulers to undertake effective implementation of the new rates and charges. The new rates will assist in revenue generation for the solid waste service. A more comprehensive bylaw amendment is needed, over and above the rates and charges schedule. Operations staff will be reaching out to our solid waste planning consultants to see if this is something they can assist with and what the cost to the regional district might amount to.

Project #3 Composting Facility Design and Construction has not been initiated. Staff are currently looking for options to secure matching funds in the amount of \$50,000 in order to access approximately \$100,000 in funding from the provincial Organics Diversion Infrastructure Program. Previous conversations with the Nuxalk Nation indicated an interest on their part in participating in the funding of the organics diversion program at TCWRC. Operations staff will be reaching out to Nuxalk Nation public works/capital projects staff to discuss the landfill operations generally as well as the composting opportunity.

Financial/Budgetary:

Total Budget (Including confirmed grants):

Total 2021 Anticipated Revenues: \$416,419 (including confirmed grant revenues)

Percent total expenditures to September 2, 2021: \$227,587 or 55%

Budget (Tax Levy, Basic Provincial Grant, User Fees, Recycling Revenue, Nuxalk Contribution and Requisition Only):

Subtotal 2021 Revenues: \$318,235 (excluding special project grant revenues)

Percent total expenditures to May 6, 2021: \$227,587 or 72%

Grant Funded Special Projects

Special Project: Composting Facility Total Grant Revenue: \$98,184

Percent total expended: 0%

Notes on Financial Variance:

Expenditures to date for 2021 do not include the budgeted \$50,000 contribution to the Landfill Closure Reserve.

Tipping fee revenue is higher than expected for this point in the year. This is due in part to a large demolition project locally and increased volumes of waste from the general public and the institutional, commercial and industrial sector.

The following items remain as areas of concern for the 2021 budget and the 5-year Financial Plan:

- With the landfill closure liability now identified, the annual contribution from the Solid Waste budget to the post closure reserve fund should ideally be increased from \$50,000 in 2021 to approximately \$150,000 (not adjusted for inflation) going forward in order to ensure adequate funds are in place to proceed with landfill closure when that time arrives, which could be as soon as 12 years from now. If the life of the landfill can be expanded to 30 years through a small lateral expansion, then the required annual contribution would decrease accordingly. The uncertainty around a lateral expansion has resulted in the use of the more conservative assumption of 12 years of remaining landfill life. These projections assume a constant rate of waste disposal into the landfill.
- Sourcing a contribution from the Nuxalk Nation for the capital costs of the Organics/Composting project at Thorsen Creek Transfer Station or finding an alternative funding source.
- Increased operating costs for the Landfill and Transfer Station operation.
- There is still insufficient revenue to accommodate the needed increase in the annual contribution to the Landfill Closure Reserve Fund in order to address the outstanding audit qualification for the same.
- There is insufficient revenue to undertake needed capital works projects at the transfer station and landfill.

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

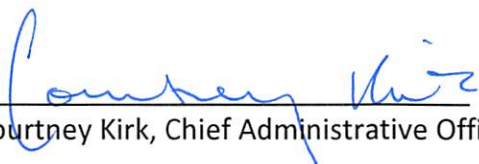
Apportioning administrative (operational) costs to each service the CCRD operates is a requirement under the *Local Government Act* s. 379(1). The CCRD calculates apportioned administration using a two-pronged formula that considers:

- an estimate of staff time dedicated to a particular service (estimated from an average of approximate time spent the preceding year and time contemplated for the upcoming year); as well as

- an allocation of the combined total costs of Board governance, yearly audit and financial services, insurance and core administrative overhead (i.e. office space and supplies).

The total apportioned administration costs determined for CCRD's Solid Waste Management service was calculated to be \$95,678 for 2021 and incorporated as such into the CCRD Five Year Financial Plan 2021-2025.

Respectfully Submitted by: _____
Ken McIlwain, RPF

Reviewed by:  _____
Courtney Kirk, Chief Administrative Officer



Our Action Plan

Stewardship Agencies of British Columbia



FIND LOCATIONS

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In October 2004, the Province of British Columbia enacted the Recycling Regulation (B.C. Reg. 449/2004), under authority of the *Environmental Management Act*. The Recycling Regulation requires producers of prescribed products to take Extended Producer Responsibility (EPR) for the life cycle management of their products, including collection and recycling, so that products are diverted from landfills and disposed of in an environmentally friendly way at their end of life.

With the recent expansion of EPR programs in B.C., growing pains are being experienced by all stakeholders, particularly stewardship agencies, local governments and the Ministry.

The recommendations in this Action Plan are SABC member representatives' proposed solutions to improving EPR in the province.

Email your comments to: stewardsassociationbc@gmail.com



Recyclepedia Mobile App



Recycling Hotline

LOWER MAINLAND
604-RECYCLE
(732-9253)

BRITISH COLUMBIA
1-800-667-4321
hotline@rcbc.ca



BC Recycles Pamphlet

A guide to what can be recycled under BC's Stewardship Programs.

[Printing Instructions](#)

ACCESSIBILITY

- [SABC Accessibility Framework](#)
- [SABC Accessibility Standards Report compiled on behalf of the RCBC](#)
- [Frequently Asked Questions and Answers Raised during the Accessibility Webinar \(May 2021\)](#)

ACTION PLAN TO ENHANCE EXTENDED PRODUCER RESPONSIBILITY IN BC

- [Main Document \(PDF\)](#)
- [Appendix C - Multi-Program Depots \(PDF\)](#)

◀ [About Stewardship](#)

ABOUT THE STEWARDS

Stewardship agencies are non-profit organizations formed by BC's producers and brandowners as part of their compliance under the BC Recycling Regulation. These agencies collect and divert end-of-life consumer products and packaging from disposal.

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Stewardship Agencies
of British Columbia

Guidance on Accessibility of Stewardship Programs (Accessibility Framework)

May 13, 2021

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Background

One of the key requirements of BC's Recycling Regulation is for Stewardship Programs to adequately provide for "reasonable and free consumer access to collection facilities or collection services."

The purpose of this document is to provide guidance to Stewardship Association of BC (SABC) members to help determine "reasonable levels" of accessibility across the province for Stewardship Programs.

Due to the variability of the stewarded products and the provinces' logistics and demographics, there cannot be a "one size fits all" solution. Any application of the guidance or Accessibility Framework must also consider additional criteria including:

- the size, weight, and the generation-rate of the product.
- characteristics of the product (durable goods vs. non-durable goods, etc.).
- the hazards and economics of collecting, storing and transporting each product.
- a community's size or proximity to a collection service.
- a community's desire to support sustainable solutions.
- health and safety consideration.

Challenges with determining Accessibility and Service Levels

The criteria to develop the framework recognizes that every product is different and that accessibility for some products may need to be above the guideline and some products may need to utilize another methodology that better suites their specific challenges such as zoning requirement or other regulatory barriers, suitability/compatibility with collection and transport with other products, etc.

Accessibility and service levels are not just a challenge for Stewardship Agencies. Public service agencies such as hospitals, law enforcement and other government agencies grapple with the reality of Canada's geographic size and population distribution when providing adequate services to urban, rural and non-urban communities in a cost-effective manner.

Stewardship Programs face similar challenges and understand that within a large geographically diverse jurisdiction like BC, residents in small and remote communities will not receive "urban" levels of service. Accessibility is a complex balance for Stewardship Programs as they attempt to provide reasonable consumer access as required by the Recycling Regulation while being cost-effective.

Principles of Accessibility

To create a modern Accessibility Framework that provides a reasonable level of recycling access for stewarded products, SABC developed 5 principles to guide Accessibility.

Principle #1: Consumer’s Property Rights and Obligations: Consumers that purchase stewarded products have property rights as well as property obligations, and one property obligation is that the consumer is responsible for the proper disposal of the stewarded product. Failure of a consumer to exercise proper disposal (such as littering) is an illegal act and the product would remain the property of the consumer until such time that they do the right thing and dispose of it properly.

Principle #2: BC’s Environmental Laws: Section 12(2) of the Environmental Management Act (EMA) states “a person must not throw down, drop or otherwise deposit, and leave litter in a public place”. In addition, Section 23 of EMA broadly defines municipal solid waste as “refuse that originates from residential, commercial, institutional, demolition, land clearing or construction sources” and Part 3 of EMA assigns the management of municipal solid waste and recyclable materials to Regional Districts.

In summary, EMA:

- requires consumers to dispose of stewarded products in an appropriate location.
- assigns the management of municipal solid waste and recyclable materials to Regional Districts and
- defines municipal solid waste broadly to include all “wastes” including end-of-life stewarded products.

In addition, Section 5 of the BC’s Recycling Regulation requires Producers’ to carry out a variety of requirements including “reasonable and free consumer access to collection facilities or collection services” in Section 5(1)c.iii. Neither the Act or the Recycling Regulation transfers the management responsibility for Stewarded Products from Regional Districts to Producers. Instead, Section 5 extends the management responsibilities for end-of-life Stewarded Products to Producers – hence the use of the term Extended Producer Responsibility in the Recycling Regulation.

In summary, Regional Districts and Producers have overlapping responsibilities for the management of end-of-life Stewarded Products and their diversion from the municipal solid waste stream.

Principle #3: The Service Density Reality: Urban communities have a high density that provides robust access to facilities and transportation infrastructure. In contrast, small and remote communities have limited access to infrastructure for collection and transportation. This means that in remote communities, collection service is often not even possible without participation from those communities.

Principle #4: Product Characteristics: Every product category is different and as such “reasonable Accessibility” will vary from product category to product category. In addition, collection, storage and logistics challenges associated with some product categories are exacerbated in small and remote communities. (Refer to Appendix 1 for *Program Consideration for End-of-Life Products* of the different stewarded products.)

Principle #5: BC’s Geography and Population Distribution: Of the 4.7M residents in British Columbia 14% live in small or un-incorporated communities throughout a large geographic area, Stewardship Programs need to develop accessibility options with the understanding that smaller communities may not receive the same level of service as urban communities.

Roles and Responsibilities

Based on the above principles, the roles and responsibilities for the end-of-life management of stewarded products is shared across various responsible parties through a product’s lifecycle as indicated by the matrix below.

Roles & Responsibilities of Stewarded Products			
Responsible Party	Responsibility Starts	Responsibility Ends	Obligation
Producer	Designate and fund a Stewardship Program to manage end-of-life product.		Have an approved plan and comply with it (usually through a Stewardship Program).
Consumer	Point of Purchase.	Return end-of-life product to designated collection point for recycling or responsible management.	Purchase, use and store products properly and then dispose of products in an appropriate location.
Stewardship Program	Any Stewarded Program’s products brought to a point of collection.	Sale of commodities or proper management of residuals.	Have an approved plan (on behalf of producers) and comply with it.

Based on the above roles and responsibilities, the consumer that wants to dispose of a stewarded product decides when the stewarded product is at “End-of-Life” and has an obligation to properly dispose of the product by taking the product to a designated collection service.

In contrast, the roles and responsibilities of residents and Regional Districts for the management of municipal solid waste (that, by definition, includes stewarded products) is dictated by Part 3 of the Environmental Management Act (EMA). EMA requires residents to drop off their municipal solid waste at a designated location and for Regional Districts to have a Solid Waste Management Plan that provides reasonable access for residents to dispose of municipal solid waste.

Municipal Solid Waste Generated by Residents			
Responsible Party	Responsibility Starts	Responsibility Ends	Obligation
Residents	Point of Purchase of stewarded and non-stewarded products or Point of Generation (e.g., land clearing, demolition, etc.).	At a designated collection point (curbside collection, recycler, Transfer Station, Landfill etc.).	Take municipal solid waste to the designated collection point and pay property taxes or tipping fees to Regional Districts for the management of Municipal Solid Waste.
Regional Districts	Point of collection of municipal solid waste (curb, Transfer Station, Landfill).	Sale of recycled products or legal disposal of municipal solid waste.	Manage municipal solid waste as per their approved Solid Waste Management Plan.

This means that the Stewardship Programs and Regional Districts have a common goal and need to work together to provide programs for residents and consumers that:

- Promotes diversion from landfills through education and awareness to consumers and residents.
- Establishes convenient collection service for stewarded products and municipal solid waste; and,
- delivers reasonable accessibility in rural and remote communities.

SABC Accessibility Framework

The SABC Accessibility Framework was developed to help Stewardship Programs design and implement their programs given British Columbia's challenging size and population distribution. Instead of a prescriptive solution, the Accessibility Framework needs to be flexible to promote innovative solutions based on the characteristics of the product and the size and location of the community.

Depending on the nature of the product and the circumstances required for collection, each Stewardship Program should provide collection service to a specified percentage* of the British Columbia population using the criteria below:

- *For Non-Urban communities, collection service within 60 kilometers*
- *For Urban communities, collection service within 15 kilometers*
- *For Remote communities, collections service where practical*

* This will vary by program

Definitions:

Urban and Non-Urban

- For the purposes of this framework, Urban will consist of urban areas within a Census Metropolitan Areas (CMA) as defined by Statistics Canada. All other areas of the province will be considered Non-Urban.
- Remote communities are those non-urban communities: situated far from main centers of population; without reliable infrastructure (roads); or those that need to be accessed using alternate mechanisms.

Distance

- Distance circles will be drawn around locations where collection service is provided based on urban and non-urban criteria. In some instances, collection services may be available to consumers within the defined distance circles even though not in the community directly.

Communities and a common reference database

- Both of these are addressed by using the same Statistics Canada database that is used to define the CMA above.

Collection Service

- Collection Service includes but is not limited to depots, return-to-retail, collection points, direct pick up, collection events or other collections service that provide reasonable and free consumer access.

Considerations for Remote Communities

While the Accessibility Framework recognizes that it is not possible to provide service to every location within the province, Stewardship Programs are committed to working with remote or First Nation communities to provide service where practical.

It should be noted that while many of the First Nations communities fall under the definition of “remote”, not all First Nation communities are remote communities.

The following considerations may be used when determining a reasonable level of cost-effective service for remote communities:

- Stakeholders need to work with Stewardship Programs to identify volume of product, generation rates and set priorities.
- Local Governments, First Nations and community members need to work with Stewardship Programs to collect and store the products prior to transportation and recycling by the Stewardship Program.
- Communities need to view Stewardship Programs as a priority since that community commitment will be the key factor in determining success.
- Evaluation of the environmental and social benefits of offsite recycling vs onsite management.
- Local Government and First Nation infrastructure and the use of Government subsidies in very remote locations.

In summary, it is recognized that for most remote and First Nation Communities private-sector depots are not a viable option. In these communities, local assistance will be needed for collection activities to be practical.

Appendix 1:

Program Considerations for End-of-Life Products

(One program will not meet all needs, so framework not prescriptive - legislation is desirable)

Recyclability	Not Recyclable	Recyclable Few Times	Infinite
Consumable	Consumable		Not Consumable
Ownership	One Owner		Multiple Owners
Hazardous	Low		High
Frequency of Use	Low	units/yr/person	High
Expected Life	Days		Years
Sales Model	Retail	Wholesale	Internet
User	Consumer		ICI
Product Size	Light (grams)	(kg)	Heavy (000's kg)
EoL Value	Negative	(\$/kg)	Positive
Market Size	Small	(kg/yr)	Large
Complexity	One Commodity		Many Commodities
Security	Low		High
Technology Shift	Slow		Rapid



Suite D, 180 N Third Avenue, Williams Lake, BC V2G 2A4

Tel: 250-392-3351 TF: 1-800-665-1636

Fax: 250-392-2812

mailbox@cariboord.ca

File: 5360-01

July 28, 2021

Rachel Morier, Chair & Secretary of the Board
BC Brewers Recycled Container Collection Council
1711 Kingsway
Port Coquitlam, BC V3C 0B6
VIA EMAIL: Rachel.Morier@cariboord.ca

David Lawes, Executive Director
BC Used Oil Management Association
203-830 Shamrock Street
Victoria, BC V8X 2V1
VIA EMAIL: David.Lawes@cariboord.ca

Dear Ms. Morier and Mr. Lawes:

Re: Cariboo Regional District Comments: SABC's
"Guidance on Accessibility of Stewardship Programs (Framework)"

Thank you for your presentation to the BCPSC on the above noted document. The Cariboo Regional District (CRD) appreciates SABC taking on this voluntary task to provide SABC members with a resource for providing "reasonable" accessibility for EPR drop off for BC residents. The CRD recognizes that this is a guidance document, and will not be approved by MOECCS, or necessarily implemented by all Stewards; however, the CRD would like to provide comments for SABC's consideration. The CRD also recognizes that the guidance document was drafted to address accessibility only, yet funding, education, promotion, and awareness are all required for successful accessibility and participation of communities. Below are comments on the presentation and several sections of the guidance document.

Presentation:

As a participant, I found the presentation too long; the two program presentations took away from time that could have been spent on Q&A from the group specific to the guidance document.

Background:

The six "additional criteria" listed in this section are all relevant; however, the guidance document could provide tools or identify solutions for how they can be overcome, rather than using them as a reason for not providing service. Additional comments on the fifth criteria are below:

.../2
building communities together



-2-

- **a community's desire to support sustainable solutions** – some communities may be easy for Stewards to work with, as they have the capacity and are willing to use their resources to assist Stewards with their programs, but this “criteria” implies that there are communities that do not support sustainable solutions. More likely, there are communities who don't have the resources, staff, volunteers, knowledge, or infrastructure to assist Stewards. Stewards could engage with these communities to build capacity by providing education, awareness, promotion, training, and funding for EPR collection.

Challenges with determining Accessibility and Service Levels:

Regardless of a community's size or the services provided by other agencies, Stewards should determine if their products are available for purchase in the community and use this information as initial guidance for providing service.

Principles of Accessibility:

Principle #1: Consumer's Property Rights and Obligations – identifies that consumers are responsible for the proper disposal of steward products. Unsure of the relevance of this to EPR accessibility; if anything, it highlights the need for education, promotion, and awareness about how and where to dispose of EPR items.

Principle #2: BC's Environmental Laws – claims there is overlapping responsibilities between Regional Districts and Producers for end-of-life management of EPR materials. All Regional Districts are required to operate under Solid Waste Management Plans, which include strategies to divert recyclables from the waste stream. It is agreed then that Regional Districts have responsibilities to identify strategies to divert EPR items from the waste stream, but this **does not** equate to end-of-life management. Below is a MOE definition of EPR and sample list of how Regional Districts may participate or assist Stewardship programs (taken from the MOE's 2016 “A Guide to Solid Waste Management Planning”).

Extended Producer Responsibility (EPR): A management system based on industry and consumers taking life-cycle responsibility for the products they produce and use. Referred to as “product stewardship” under the B.C. Recycling Regulation².

Products regulated under the Recycling Regulation are managed by industry-led product stewardship programs. Regional districts and member municipalities may participate in or assist a product stewardship program by:

- Providing input during the consultation phase on draft product stewardship plans
- Providing facilities or operational services as a service provider at a landfill or other local site for product collection or processing

.../3

building communities together

-3-

- ♦ *Helping to inform the public that the stewardship program is available*
- ♦ *Assisting the producer or agency with local land use / zoning and business licence issues relating to collection and processing facilities*
- ♦ *Imposing landfill disposal bans on regulated products*
- ♦ *Providing input on the operations of product stewardship programs*
- ♦ *Facilitating collaboration between stewards at a regional level to improve servicing (i.e., stewards coordinating transportation and collection logistics to improve servicing in rural areas; co-locating collection programs; cooperative marketing / promotion)*
- ♦ *Partnering with product stewardship producers and agencies on waste composition studies at landfills and sharing data related to regulated products*

Principle #3: The Service Density Reality – puts the onus on small and/or remote communities to make EPR collection happen. If this is the approach Stewards take on servicing small or remote communities then there should be better promotion, education, awareness, and support provided by Stewards to these communities.

Principle #4: Product Characteristics – identifies that not all products are the same and some are hard to collect, especially in small and/or remote communities, and therefore may not happen. Again, this highlights the need for improved promotion, education, awareness, and funding provided by Stewards to small and/or remote communities. Appendix 1 was not overly helpful for explaining Principle #4.

Principle #5: BC's Geography and Population Distribution – reiterates that small and/or remote communities will not necessarily receive service. This is currently a reality for many small or remote communities; however, Stewards could be determining if their products are for sale in these communities and provide collection if they are.

Considerations for Remote Communities:

Great to see this section included in the document; however, the responsibility is again being put on Local Governments, First Nations, and community members (of which few will ever read the guidance document) to drive collection:

- “Stakeholders **need** to work with Stewardship Programs to identify volume of products....”
- “Local Governments, First Nations, and community members **need** to work with Stewardship Programs to collect and store...”
- “Communities **need** to view Stewardship Programs as a priority....”

Perhaps the wording could be changed to guide Stewards to take the initiative to reach out to Local Governments, First Nations, and community members to inquire about what they require in order to assist Stewards with management of EPR products.

.../4

building communities together

-4-

Thank you for the opportunity to comment, we look forward to seeing the final document and hope SABC members will be able to incorporate the Accessibility Framentwork into their Stewardship Plans.

Yours truly,



Tera Grady
Supervisor of Solid Waste Management

tg/cd

cc: Bob McDonald;

building communities together



REGIONAL DISTRICT of Fraser-Fort George

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Long Distance
from within
the Regional District:
1-800-667-1959

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<http://www.rdffg.bc.ca>

Municipalities:

McBride
Mackenzie
Prince George
Valemount

Electoral Areas:

Chilako River-Nechako
Crooked River-Parsnip
Robson Valley-Canoe
Salmon River-Lakes
Tabor Lake-Stone Creek
Willow River-Upper Fraser
Woodpecker-Hixon

July 14, 2021

RECY 1.32

Rachel Morier, Chair & Secretary of the Board
BC Brewers Recycled Container Collection Council
1711 Kingsway
Port Coquitlam, BC V3C 0B6
VIA Email:

David Lawes, Executive Director
BC Used Oil Management Association
203-830 Shamrock Street
Victoria, BC V8X 2V1
VIA Email:

To Ms. Morier and Mr. Lawes,

Re: RDFFG Response to Stewardship Agencies of BC Guidance on Accessibility

Please accept the following paper as a formal submission from the Regional District of Fraser-Fort George (RDFFG) to provide feedback for the Stewardship Agencies of British Columbia (SABC) Guidance on Accessibility (document).

The RDFFG appreciates the opportunity to provide feedback and recognizes the partnership between the Ministry of Environment and Climate Change Strategy, Producers, Stewards and local governments to find solutions to deliver one of the most advanced recycling and recovery systems in North America.

Extended Producer Responsibility (EPR) is a provincial policy tool that aims to shift the responsibility of end-of-life management of products (physically and economically) to the producers and away from local governments.

SABCs' position in the document is that EPR products are a shared responsibility between Regional Districts and the Stewards. While we agree that the planning for the end-of-life management for these products should form part of a Regional District's Solid Waste Management, we do not agree that Regional Districts are obligated to manage any part of the end-of-life care of these products.

Regional Districts may determine these materials are not allowed for disposal at their facilities. They may also decide they will not be collecting these materials, instead relying on depots, return to retailer and collection events as set up by the Stewardship Agencies to collect their products. Regional Districts are under no obligation to collect products on behalf of producers or educate the consumer regarding these products.

If Regional Districts choose to collect EPR products they should do so by entering into contracts with the Stewards which will provide fair compensation for their time and effort. This would reflect true shared responsibility and shared cost for managing these EPR products.

It has always been an area of contention for what constitutes reasonable access. While a 15 kilometer and 60 kilometer radius for Urban and Non-Urban respectively may make it easier to determine "reasonable and free consumer access to collection facilities or collection services" and find service gaps for EPR programs, the distance should not be in a straight line from the depot but be the distance following roads.

As the consumer is the one having to drive the distance to access the collection facility or service, is this considered "reasonable and free consumer access" to drop off EPR products not in the community where such product was purchased?

If a product is sold in a community, that same product should be accepted for recycling in that same community. The issue of not being collected in the community where a product is sold generally happens in Non-Urban and Remote communities. If these items are not being collected where sold, the consumers within these communities are subsidizing the collection of materials within other areas.

This document appears to be to the benefit of the stewards, without fully taking into consideration the impacts such changes in Stewardship Plans might have on the residents or local governments.

The goal of EPR is to shift the cost of managing the end-of-life materials from local governments to producers and this document proposes a joint relationship between local government and producers and stewards, without discussing shared costs and revenue of such a relationship.

SABC should be striving for greatness with the minimum accessibility standards, and continue to find ways to work with local governments to ensure that the EPR model is successful for all involved, including urban, non-urban, and remote communities.

Yours truly,



Laura Zapotichny
Manager of Waste Diversion Programs

LZ:NH



To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Evangeline Hanuse, Planning Coordinator

Meeting Date: September 8-9, 2021

Subject: Referral – Electric Powerline

Board Meeting
 SEP 08 2021
 CCRD ITEM C (h)

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receive the referral.

SUMMARY:

This is an application for an electric power line 103.1 m in length between several properties in the Hagensborg area.

REFERRAL DETAILS:

Utilities application for a License of Occupation and Statutory Right-of-Way
Referral Number: 133762070-001
Reference Number: Forests, Lands and Natural Resource Operations / 5406267
Request Sent: June 15, 2021
Response Due: September 13, 2021

You are invited to comment on the following Crown land Industrial application. A response is optional. If no response is received by the deadline, the application and adjudication process will move ahead.

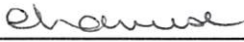
Proponent: British Columbia Hydro and Power Authority


Legal Description: All that surveyed Crown Land being part of E1/2 OF W1/2, SECTION 7, TOWNSHIP 4, that part of SECTION 7, TOWNSHIP4, that part of W1/2 OF ½, SECTION 7, TOWNSHIP 4, RANGE 3 COAST DISTRICT, containing 0.07 hectares more or less.

Schedule/Term of Proposal: For so long as required.

CCRD Mandate for Service Delivery:

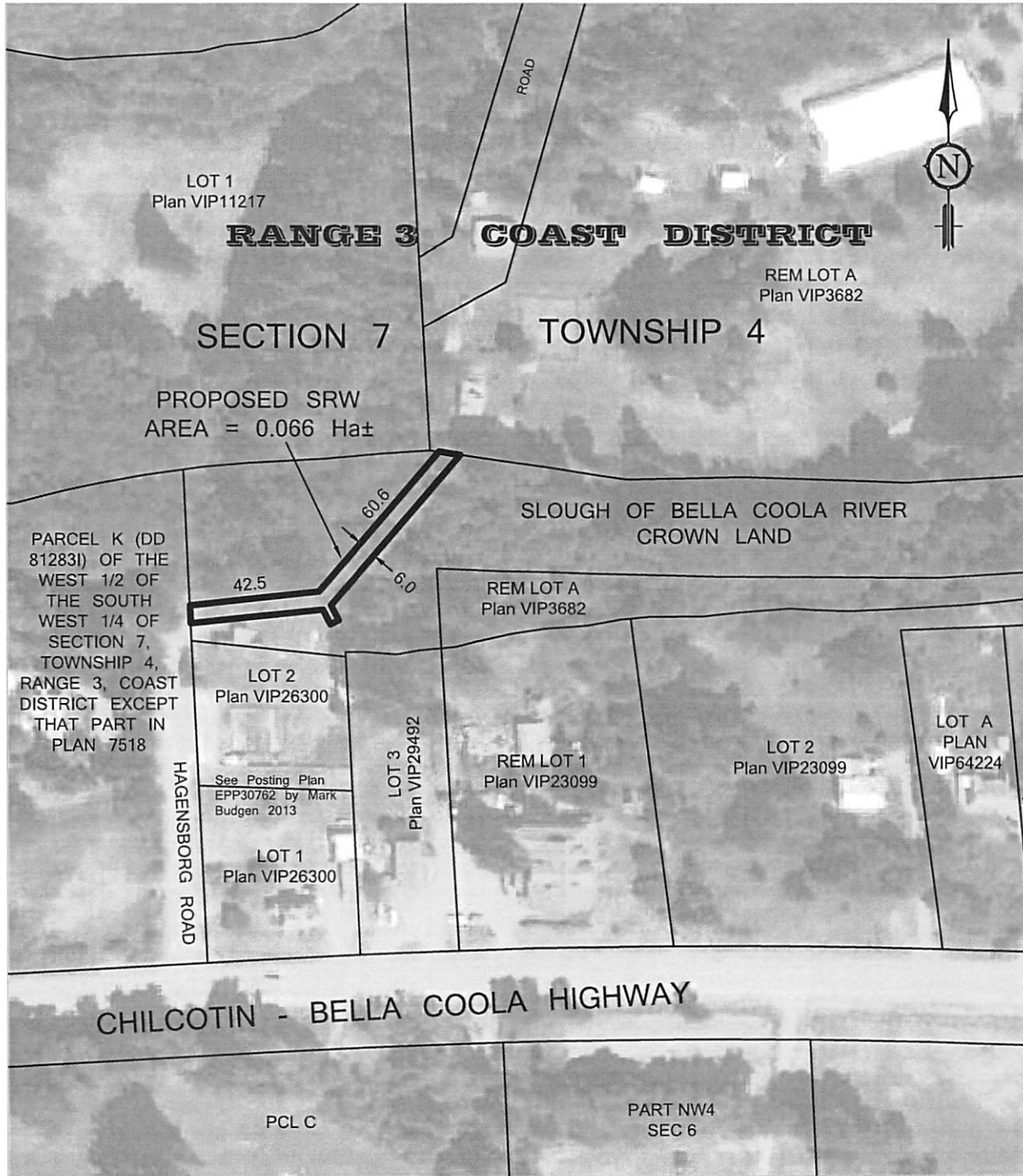
Section 460 of the *Local Government Act* (LGA) requires local governments to consider applications for amendments to OCPs and zoning bylaws, and permits issued under Part 14 (including development permits, temporary use permits, development variance permits, tree cutting permits).

Submitted by: 
Evangeline Hanuse, Planning Coordinator

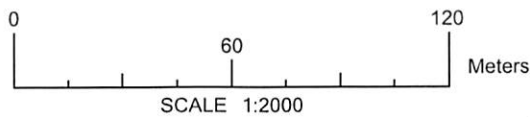
Reviewed by: 
Courtney Kirk, Chief Administrative Officer

ALL THAT FORESHORE OR LAND COVERED BY WATER BEING PART OF THE BED OF A BRANCH OF BELLA COOLA RIVER LYING WITHIN THE EAST HALF AND WEST HALF OF THE WEST HALF OF SECTION 7, TOWNSHIP 4 AND THAT PART OF THE SOUTHEAST QUARTER LYING SOUTH OF THE NORTH SHORE OF THE RIVER OF SECTION 7 TOWNSHIP 4, ALL OF RANGE 3, COAST DISTRICT

BCGS 93D.038



This sketch plan shows approximate locations based on a compilation of existing office records of varying accuracy. All boundaries, distances and areas are unreliable for establishing land tenure unless verified by a field survey conducted by a British Columbia Land Surveyor.



Plot Date: September 10, 2018

j:\engineering\transpdsurvey\lobjobs-2018\18-170 hagensborg rd bella coola river crown 5406267\dwg\702-s23-00004.dwg



To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Evangeline Hanuse, Planning Coordinator

Meeting Date: September 8-9, 2021

Subject: Referral – Application for Waterpower

Board Meeting
 SEP 08 2021
 CCRD ITEM c)(i)

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receive the Application for Waterpower referral.

SUMMARY:

This is an application over Crown land for an Investigative License. The purpose is to conduct surveys, feasibility studies, assessments, site investigations and collect water data to determine the viability of water resource and the potential for future development and generation of energy from water. Zero to minima disturbance on the land is anticipated during the investigative license.

REFERRAL DETAILS:

Crown Land application for Waterpower – Investigative Phase purposes
Referral Number: 135628200-004
Reference Number: Forests, Lands and Natural Resource Operations / 5407423
Request Sent: August 12, 201
Response Due: September 11, 2021

You are invited to comment on the following Crown land Industrial application. A response is optional. If no response is received by the deadline, the application and adjudication process will move ahead.

Proponent: Nuxalk Nation
Tenure Type: Investigative Licence
Intended Land Use/Background information: Waterpower – The development of a Nation-owned hydropower project on the Noosgulch River. This project will seek to reduce Nuxalk

Nation's (and the Bella Coola Valley's) reliance on diesel generated power produced by BC Hydro

Legal Description: That part of the West ½ of the Southwest ¼, Section 29, together with those parts of East ½ and Southwest ¼ of the Southeast ¼, Section 30; together with that parcel or tract of Unsurveyed Crown Land in the vicinity of Noosgulch River; all within Township 6, Range 3 Coast District


Size (Area) ha (approx.): 451.67 ha


Schedule/Term of Proposal: 5 years

Schedule/Term of Proposal: For so long as required.

CCRD Mandate for Service Delivery:

Section 460 of the *Local Government Act* (LGA) requires local governments to consider applications for amendments to OCPs and zoning bylaws, and permits issued under Part 14 (including development permits, temporary use permits, development variance permits, tree cutting permits).

Submitted by: 
Evangeline Hanuse, Planning Coordinator

Reviewed by: 
Courtney Kirk, Chief Administrative Officer

August 3, 2021

Evangeline Hanuse, Planning Coordinator
Central Coast Regional District
PO Box 186
Bella Coola, BC, V0T 1C0



Re: 2021 Local Government Development Approvals program - Review of Application

Dear Ms. Hanuse,

Thank you for submitting an application under the 2021 Local Government Development Approvals program. Please note this intake was substantially oversubscribed.

Unfortunately, your project, *Development Approvals Procedures Project (DAPP)*, was not selected for funding.

For information about other funding opportunities please review the Funding Programs section of the UBCM website or refer to the grants database provided by CivicInfoBC.

If you would like feedback on your application or have any questions, please contact Local Government Program Services at .

Sincerely,

A handwritten signature in blue ink that reads "Danyta Welch".

Danyta Welch
Manager, Local Government Program Services

The Local Government Development Approvals Program is funded by the Province of BC and Government of Canada

See Housing Needs Assessment Update Appendix

Board Meeting

SEP 08 2021

CCRD ITEM C)(K)



REQUEST FOR DECISION

To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Evangeline Hanuse, Land Use Planning and Community Development Coordinator

Meeting Date: September 8-9, 2021

Subject: Street Lighting Survey Results



Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision: Street Lighting Survey Results

Issue/Background Summary:

On July 8, 2021 a CCRD Service Report regarding BC Hydro Street Lighting was presented to the Board. Street Lighting covers Areas C, D, and E. BC Hydro over the next three years will be replacing high pressure sodium lights with energy-efficient LED lights. Over a two week period there was a survey available online for residents to provide input on the strength of the new LED lights that will be installed, being 3000K (warm white) and 4000K (cool white). A total of 46 responses were received along with 17 comments.

When asked what kind of street lighting would you prefer in your residential area, 24 participants responded that they would like to see 3000K lights in their residential area and 22 participants responded that they would like to see 4000K in their residential area.

When asked would you prefer a combination of lighting in the Bella Coola Valley, 20 people responded yes and 23 responded no with 1 responding 'other'.

There were a lot of great comments and engagement from constituents which is attached to this report. The feedback will be sent to BC Hydro.

Policy, Bylaw or Legislation:

Bylaw 177 – Streetlighting Service Area Establishment – Area E

Bylaw 266 – Bella Coola Valley Streetlighting Service Area Establishment

Financial/Budgetary Implications:

N/A

Time Requirements – Staff and Elected Officials:

N/A

Respectfully Submitted by: ehanuse
Evangeline Hanuse

Reviewed by: Courtney Kirk
Courtney Kirk,
Chief Administrative Officer

Q6

Do you have any further comments?

Answered: 17

Skipped: 29

The more intersections lit up, the better.

7/20/2021 8:48 AM

I love the LED cooler lights.

7/20/2021 12:51 AM

I think the increased lighting will also help with the mood in winter thanks

7/19/2021 11:38 PM

More lighting between 4 mile reserve and the townsite would be great! But thank you so very much for literally lighting up the streets!!! Extremely grateful not only for the safety aspect during grizzly bear season, but throughout the severely dark fall and long winter months! Very appreciated 😊

7/19/2021 10:42 PM

Lights needed - to aid in bear activity sightings in residential areas

7/19/2021 10:26 PM

I would like to see all intersections brighter especially where there are unlit alleys. Bears are an issue in our community n bright lights allows you to see the danger. Thank you

7/19/2021 5:59 PM

I would like to see more frequent lighting along hwy 20.

7/19/2021 5:22 PM

Lights of the same color would look better.

7/19/2021 2:20 PM

Fixtures that focus the light downwards to reduce light pollution, please. Lots of migratory birds pass through here.

7/19/2021 1:54 PM

Minimum light pollution/Adequate Safety

7/15/2021 5:54 PM

No

7/13/2021 11:42 PM

Are there any plans to increase the number of streetlights (ie: add some in Hagensborg)? I would NOT support this. There was a townhall meeting in about 2007, and the Community and CCRD Board rejected the idea of more streetlights (light pollution). Thank you for the opportunity to comment.

7/13/2021 10:04 PM

Located in Bella Coola: from Hydro Plant to RCMP building more lights along the highway to safely support pedestrians, not sure if Hydro is aware its a school zone.

7/13/2021 7:31 PM

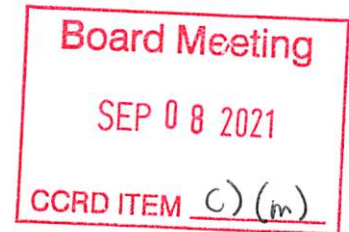
Bright LED everywhere. Safety first.

7/13/2021 3:45 PM

Centennial Pool Commission

Meeting Minutes

23 April 2021



Present (via Zoom and phone): C. Kirk, K. Lansdowne, C. Nygaard, N. Koroluk, C. Hoppe, J. Cole, J. Kennedy

Commission Chair requested that CCRD CAO facilitate the ensuing discussion as the CAO had suggested the need for information exchange.

1. Upcoming Training with Lars and Allison
Extensive training sessions with Lars are planned. Additional sessions with Allison were also suggested. Concern was raised about the long hours of training to be undertaken by staff in addition to their regular duties. Policy A-12(c) Payment During Training was mentioned as a guideline for this use of their time. No resolution was forthcoming.
2. Management Position – Policy A-12(b)
This position is included on the Pay Scale Policy list as amended 13 June 2019 (and earlier), but had never been filled as the Aquatic Pool Operation Supervisor and Aquatic Program Shift Supervisor positions had been working well for a few years.
3. Hiring of New Manager for 2021
The Commission discussed the merits of having a manager and two supervisors. It was determined that three lateral supervisors would be the best course.
4. Management of Funds
The purpose of a new supervisory (or Manager) position is to address "any direct pecuniary conflicts of interest as between

family members affiliated with the pool.” This was discussed at some length.

5. 2021 Operational Season

The Commission as a whole and individual Commissioners will not be involved in day-to-day operations of the pool this season. CCRD staff will oversee these activities.

6. Staff Training

Training of staff members prior to the public opening of the pool is scheduled to start 24 May 2021.

From: Alison Sayers [REDACTED]
Sent: Friday, September 3, 2021 1:58 PM
To: Samuel Schooner; [REDACTED]; jkennedy@ccrd.ca; Jayme Kennedy; Travis Hall; [REDACTED]; Lawrence Northeast; Lawrence Northeast; Dan Bertrand; Daniel Bertrand; Courtney E. Kirk; cao@ccrd-bc.ca
Subject: CONFIRMED: UBCM Ministers meetings
Importance: High

Board Meeting
SEP 08 2021
CCRD ITEM c) (n)

Good afternoon CCRD Board and CAO

Please note the following CONFIRMED dates and times, along with dial-in information, for **three UBCM meetings with Ministers and Staff:**

Meeting #1 (Joint meeting with ACRD and CCRD Boards):

Minister Josie Osborne (Municipal Affairs) and Minister Murray Rankin (Indigenous Relations and Reconciliation)

Topic: Financing Reconciliation: Political and fiscal representation of First Nations on RD boards

Meeting Date: Tuesday September 7, 2021
Time (PST): 11:30am - 11:50am
Dial In:
Passcode:

This meeting will be held by conference call, and will be 20 minutes long.
Please dial in 15 minutes before your scheduled meeting time as it takes time to register with the operator before the call.

At Courtney's and ACRD's CAO's request, I am currently working to get in touch with ACRD Chair John Jack to offer my support in determining the best way to lead/approach this meeting. I will be in touch with Sam and Jayme shortly with an update.

Meeting #2 (CCRD Board and CAO):

Minister George Heyman (Environment and Climate Change Strategy)

Topic: Fiscal framework to offset costs to comply with landfill operation and closure legislation

Meeting Date: Friday, September 17, 2021
Time: 1:00pm - 1:20pm
Dial in:
Passcode:

This meeting will be held by conference call, and will be 20 minutes long.

Please dial in 15 minutes before your scheduled meeting time as it takes time to register with the operator before the call.

The Board will need to determine a lead and goals for this meeting during its Board meetings next week. I will draft talking points based on this conversation and Jayme's sponsorship speech from AVICC.

Meeting #3 (CCRD CAO and Contract Staff - no Board attendance)

Ministry of Health Staff (Derek Rains, Miranda Mason)

Topic: Collaborative Table: Access to Primary and Emergency Care

Meeting Date: Thursday, September 9, 2021

Time: 9:10 am - 9:40 pm

Dial in:

Passcode:

This meeting will be held by conference call, and will be 30 minutes long.

Please dial in 15 minutes before your scheduled meeting time as it takes time to register with the operator before the call.

This meeting will be attended by Alison and Courtney, who will meet ahead of time to discuss strategy.

Please contact me with any questions.

****Please also confirm with me whether you will or will not be available to attend the above meetings.****

Alison

Alison Sayers, MA



<https://sayersconsulting.ca>

I gratefully acknowledge that I live, work, and learn on the traditional and unceded territories of the Sinixt, Ktunaka, and Syilx Okanagan peoples.

Board Meeting

SEP 08 2021

CCRD ITEM c) (o)

From: MFA [redacted]
Sent: Monday, August 30, 2021 3:37 PM
To: MFA; [redacted]

[redacted]
[redacted]; Peter Urbanc; Matthew O'Rae; Shelley Hahn;

Cindy Wong; Renata Hale; Selina Pieczonka

Cc: [redacted]; Teresa Warnes;
[redacted]; cao@ccrd.ca;

Subject: MFABC Semi-Annual Meeting - 1:30PM PT - September 13, 2021
When: Monday, September 13, 2021 1:30 PM-2:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Zoom Video Conference

Attention: Members of the Authority

Please confirm your attendance at the virtual Semi-Annual Meeting (SAM) of the Members on **Monday, September 13, 2021 from 1:30pm - 2:30pm Pacific Time.**

If you are not available to attend, please advise us of your Alternate's attendance and forward all reports and correspondence to them.

Please note: Report package will be sent by end of day on Tuesday, September 7, 2021.

VIRTUAL MEETING DETAILS

Zoom Meeting Link:

[redacted]

Meeting ID: [redacted]

Passcode: [redacted]

Audio Only - dial by your location: [redacted]

Evangeline Hanuse

From: Heidi Scribner <hscribner@miabc.org>
Sent: July 30, 2021 12:39 PM
Subject: 2021 MIABC AGM – September 13th + Win Amazon Gift Cards!



Dear MIABC Member,

As you are aware, the 2021 Municipal Insurance Association of BC's (MIABC's) Annual General Meeting (AGM) will be held in a virtual format on Monday, September 13th from 3:30pm – 4:30pm in conjunction with the virtual 2021 UBCM Convention. Individuals **DO NOT** need to be registered for the UBCM Convention in order to attend the MIABC AGM, however they will need to be registered with me in advance ([please see details below](#)).

Designated Voter

Please let me know **no later than Friday, August 27th** who will be the **ONE** person assigned to vote on behalf of your local government at the AGM from those listed as your voting delegate and alternates. This individual will then be sent a username and password that will be specific to them to access the virtual platform and the virtual voting system, along with instructions on how the voting system works, prior to the AGM. Please note that while there is no limit to the number of attendees at the AGM (anyone from your local government - staff and elected officials - may attend), only the **ONE** designated voter will be able to vote on behalf of your local government.

Other Attendees – Viewing Only (Non Voting)

In addition to letting me know who your designated voter will be, please also provide me with the names and email addresses of anyone else from your local government who would like to view the AGM **no later than Friday, August 27th**. We will then send these individuals a username and password prior to the AGM that will be specific to them, so that they will be able to access the virtual platform to view the meeting.

Please note that all individuals who would like to attend the AGM, whether it is as your designated voter or as a viewer only, will need to be registered with me by Friday, August 27th in order to receive a username and password to access the virtual platform.

If you have any questions with respect to the above, please don't hesitate to reach out to me.

Lastly, we will be drawing for three Amazon gift cards in the amounts of \$250, \$500, and \$750, but only those actually in attendance at the AGM will be eligible to win!

Best regards,

Heidi Scribner



MUNICIPAL
INSURANCE
ASSOCIATION
OF BRITISH
COLUMBIA

Heidi Scribner (formerly Kriz)
Administrator & Board Secretary

Municipal Insurance Association of BC

#200 - 429 West 2nd Avenue
Vancouver, BC V5Y 1E3
www.miabc.org

