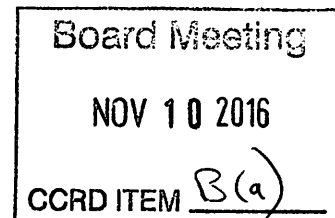


**CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES**

DATE: October 20, 2016

ATTENTION

These minutes are draft and subject to amendment. Final Approval and adoption is by resolution at the next scheduled meeting.



REGULAR BOARD MEETING MINUTES – October 20, 2016

In Attendance:	Electoral Area A	Interim Alt. Director Frank Johnson
	Electoral Area B	Director Reginald Moody-Humchitt
	Electoral Area C	Chair Alison Sayers
	Electoral Area D	Director Richard Hall
	Electoral Area E	Alt. Director Courtney Kirk
	Chief Administrative Officer	Darla Blake
	Recording Secretary	Cheryl Waugh (portion)
	Public Works Manager	Ken McIlwain (portion)
	Community Economic	Tanis Shedden (portion)
	Development Officer/Recording	
	Secretary	

Members of the gallery – one

PART I - INTRODUCTION

1. **Call to Order**

The Chair called the meeting to order at 8:40 a.m.

2. **Adoption of Agenda**

16-10-01 M/S Directors Moody-Humchitt/Johnson that the agenda be adopted.

CARRIED

3. **Disclosures of Financial Interest**

The Chair reminded Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter* to disclose any interest during the meeting when the matter is discussed.

Interim Alternate Director Johnson declared that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter*, he has a direct interest that constitutes a conflict of interest in item (G)(a).

The reason for my declaration is: the item being discussed is the appointment of the Electoral Area A Director.

4. **Disclosures of Interests Affecting Impartiality**

The Chair reminded Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made.

Chair Sayers declared, with regard to the matter in item (E)(e), that she has a business association with the applicant. As a consequence, there may be a perception that impartiality on the matter may be affected. She declared that she will consider this matter on its merits and vote accordingly.

(A) IN CAMERA MATTERS Moved to the end of the regular meeting.

(B) ADOPTION OF MINUTES

a) Regular Board Meeting, September 8, 2016.

16-10-02 M/S Directors Johnson/Moody-Humchitt that the September 8, 2016 minutes be adopted.

CARRIED

PART II– PUBLIC CONSULTATION

1. Delegations

a. Central Coast Chamber of Commerce/Denny Island Community Development Association, President Ms. Ana Santos – Denny Island Water.

Public Works Manager, Ken McIlwain, joined the meeting.

Ms. Ana Santos joined the meeting to review the extract she submitted from the CCRD's June 9, 2016 board meeting outlining the most effective use of the Community Works Fund for the next five years. Ms. Santos asked, in writing, four questions for clarification.

Ms. Santos clarified why she was bringing the issue back to the board of directors and replayed two audio clips from a previous board meeting where the CAO explained the background, including financial, for Denny Island water service. She would like to see the Clean Water/Waste Water funding used for a community water system on Denny Island.

Ms. Santos handed out a section of a report from July 13th, created by the CCRD's Chief Financial Officer, where Denny Island water system was referenced and she noted the current report does not address the water system.

Ms. Santos encouraged the board to put more time and effort into other areas of the regional district, such as Denny Island.

The Chair thanked Ms. Santos for her presentation. Ms. Santos returned to the gallery.

b. Krista Roessing, Denny Island – via telephone – introduction of a petition regarding the appointment of Ms. Ana Santos as the Electoral Area A Director.

Ms. Roessing joined the meeting by telephone and provided background as to why she started a petition in support of appointing Ana Santos to the position of Electoral Area A Director.

The Chair thanked Ms. Roessing, who then disconnected from the meeting.

The Public Works Manager left the meeting.

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- a) Chief Administrative Officer's Report dated 13 October 2016.

16-10-03 M/S Directors Moody-Humchitt/Johnson that Chief Administrative Officer's Report dated 13 October 2016 be received.

CARRIED

- b) Board Remuneration for Strategic Planning Session held 19 October 2016.

16-10-04 M/S Directors Hall/Kirk that Central Coast Regional District Board of Directors be remunerated for the Strategic Planning Session, held October 19, 2016, in the amount of \$150.00 to each director, in accordance with the CCRD Remuneration & Expenses Bylaw 442,1(c).

CARRIED

- c) Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993 – follow up report dated October 13, 2016.

16-10-05 M/S Directors Moody-Humchitt/Kirk that Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993 – follow up report dated October 13, 2016 be received.

CARRIED

The CAO explained she is looking for further guidance from the board regarding Bylaw No. 212. Options were reviewed. Discussion focussed on rescinding the bylaw and looking at alternate means to address the issue.

16-10-06 M/S Directors Kirk/Moody-Humchitt that Bylaw No. 212, 1993 be rescinded in its entirety in favour of a workable solution in consultation with the Nuxalk Nation.

CARRIED

- d) Grant-in-Aid Allocation and Weighting report dated October 13, 2016.

CEDO, Tanis Shedden, joined the meeting.

16-10-07 M/S Directors Moody-Humchitt/Johnson that Grant-in-Aid Allocation and Weighting report dated October 13, 2016 be received.

CARRIED

The option for a weighting/ranking system was discussed as one example of how to fairly disburse Grant-In-Aid funds. The board wishes to look at the applications in an objective manner that provides transparency with regards to the allocations. Guidance provided will assist the CEDO to complete the pertinent policy. Preference was for a 50/50 assessment value/population weighting with the board reserving the right for discretion.

- 16-10-08** M/S Directors Kirk/Moody-Humchitt that the Grant-In-Aid policy be revised to reflect a potential 50/50 weighting as well as the potential ranking that has been laid out, with emphasis that the board maintains the right to exercise full discretion.

CARRIED

RECESS

The regular meeting resumed at 10:04 a.m.

- e) Lobelco Community Club NDIT Grant Application – request for CCRD support.

- 16-10-09** M/S Directors Hall/Moody-Humchitt that the NDIT Grant Applications report dated 6 October, 2016 be received.

CARRIED

- 16-10-10** M/S Directors Moody-Humchitt/Kirk that the Central Coast Regional District Board of Directors supports the Lobelco Community Club in their application to the Northern Development Initiative Trust Community Halls and Recreation Facilities program for a grant of \$30,000.

CARRIED

- f) Cariboo Chilcotin Coast Tourism Association – invitation to attend The Association's Annual General Meeting & Tourism Summit on 26-28 October 2016 – requires a board decision.

- 16-10-11** M/S Directors Hall/Johnson that the invitation to attend the Cariboo Chilcotin Coast Tourism Association Annual General Meeting & Tourism Summit October 26-28, 2016 be received.

CARRIED

- 16-10-12** M/S Directors Hall/ Moody-Humchitt that the Cariboo Chilcotin Coast Tourism Association be thanked for the invitation to their Annual General Meeting and Tourism Summit and regrets be sent that no delegates are able to attend; and further that the board of directors wishes to continue their relationship with the association and will be requesting minutes from October summit.

CARRIED

- g) AVICC October Update – via email dated October 07, 2016.

- 16-10-13** M/S Directors Hall/Moody-Humchitt that the Association of Vancouver Island and Coastal Communities October 7, 2016 Update be received.

CARRIED

- h) Strategic Planning Priorities 2017 – for discussion and decision of the board - information to be tabled at the meeting.

Strategic priorities were discussed at a gathering on October 19, 2016. The 2017 priorities that emerged from the October 19th session was the Bella Coola Airport, swimming pool, Solid Waste Management Plan, Bella Coola Valley Official Community Plan, and Asset Management.

- 16-10-14** M/S Directors Johnson/Kirk that the strategic priorities as determined at the October 19th session be forwarded to consultant Jill Tolliday.

CARRIED

Financial Services

- i) Financial Report Budget vs Actual January -September 2016 dated October 13, 2016.

- 16-10-15** M/S Directors Moody-Humchitt/Hall that the financial report of actual revenue and expenditures against the annual budget for the period January to September, 2016, be received.

CARRIED

- j) 2016 Budget Variance – Operations Support Technician.

- 16-10-16** M/S Directors Hall/Kirk that the report 2016 Budget Variance-Operations Support Technician dated October 13, 2016 be received.

CARRIED

- 16-10-17** M/S Directors Johnson/Moody-Humchitt that the employment of the Operations Support Technician be authorized to continue until December 31, 2016.

CARRIED

Development Services

- k) Community Economic Development Officer Report, dated October 13, 2016.

The CEDO spoke briefly to her report and highlighted the Economic Development Building Blocks Workshop that took place last week in Hagensborg, the VCH Active Transportation Forum, UBCM convention, and the Rural Dividend application. The CEDO is seeking letters of support for the application to complete a thorough update of the Bella Coola Valley Official Community Plan.

- 16-10-18** M/S Directors Moody-Humchitt/Hall that the Community Economic Development Officer Report, dated October 13, 2016 be received.

CARRIED

- l) Land Use Planning, report dated October 13, 2016.

- 16-10-19** M/S Directors Moody-Humchitt/Kirk that the Land Use Coordinator Report dated October 13, 2016 be received.

CARRIED

Public Works

- m) Public Works Monthly report dated October 13, 2016.

Public Works Manager, Ken McIlwain, joined the meeting.

- 16-10-20** M/S Directors Moody-Humchitt/Johnson that the Public Works Monthly report dated October 13, 2016 be received.

CARRIED

Public Works Manager, Ken McIlwain, spoke to highlights of his report. At the request of the board an explanation was provided regarding the process required to establish a community water service.

The Public Works Manager left the meeting.

Transportation Services

- n) Transportation Coordinator Report - Bella Coola Airport/Denny Island Airport dated October 13, 2016.

16-10-21 M/S Directors Kirk/Moody-Humchitt that the Transportation Coordinator Report - Bella Coola and Denny Island Airport dated October 13, 2016 be received.

CARRIED

16-10-22 M/S Directors Hall/Johnson that the CCRD enter into agreement with Matthews Contracting for winter maintenance services at the Bella Coola Airport for the 2016/2017 season.

CARRIED

(E) BYLAWS AND POLICIES

- a) Response to Information Request, Zoning Amendment Bylaw No. 465.

16-10-23 M/S Directors Hall/Kirk that the Response to Information Request, Zoning Amendment Bylaw No. 465, dated October 13, 2016 be received.

CARRIED

- b) Central Coast Regional District Bylaw No. 465 – cited as Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 465, 2016.

16-10-24 M/S Directors Moody-Humchitt/Hall that Bylaw # 465, cited as Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 465, 2016 having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.

CARRIED

- c) Response to Resolution #16-09-23, Zoning Amendment Bylaw No. 466.

16-10-25 M/S Directors Hall/Moody-Humchitt that the report Response to Resolution #16-09-23, Zoning Amendment Bylaw No. 466, dated October 13, 2016 be received.

CARRIED

- d) Public Hearing Summary – Bylaw No. 466, 2016 dated 11 October 2016.

16-10-26 M/S Directors Hall/Johnson that Public Hearing Summary for Bylaw No. 466 be received.

CARRIED

Chair Sayers presented and reviewed the Public Hearing Summary.

- e) Central Coast Regional District Bylaw No. 466 cited as Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 466, 2016.

16-10-27 M/S Directors Hall/Moody-Humchitt that Bylaw # 466, cited as Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 466, 2016 having been given due and detailed consideration by the board be now read a third time.

CARRIED

Recording secretary, Cheryl Waugh, left the meeting. Tanis Shedden joined the meeting and assumed the role of recording secretary.

Leisure Services Commissions

- f) Pool Commission, minutes dated August 17, 2016, August 31, 2016 and October 5, 2016.

16-10-28 M/S Directors Johnson/Moody-Humchitt that the Pool Commission minutes dated August 17, 2016, August 31, 2016 and October 5, 2016, be received.

CARRIED

- g) Vancouver Island Regional Library – Adopted 2017-2021 Financial Plan.

The Vancouver Island Regional Library financial plan indicates that there will be an increase of 4.65% resulting in a tax increase of 0.8% to the CCRD.

16-10-29 M/S Directors Johnson/Kirk that the Vancouver Island Regional Library – Adopted 2017-2021 Financial Plan be received.

CARRIED

(D) EXECUTIVE REPORTS

- a) Chair's and Electoral Area C Report dated October 13, 2016.

16-10-30 M/S Directors Hall/Moody-Humchitt that the report from the Chair and Area C Director, dated October 13, 2016 be received.

CARRIED

Chair Sayers thanked the board for their UBCM executive nomination. She is excited to serve on the UBCM executive for another term.

The Marine Planning Partnership (MaPP) is requesting participation from the CCRD and the Chair would like to see more information to assist the board in their efforts to make an informed decision regarding future CCRD participation in the process.

The North Island/Mid Coast Ferry Working Group is providing an opportunity for the CCRD to participate in their work.

Conversation returned to the MaPP request for participation. The Board expressed an interest in being involved pending further information and investigation of options for cost recovery to ensure

that advocacy is pursued with regards to emergency management, economic and human well-being, and climate change implications.

Director Moody-Humchitt requested that the CCRD consider providing a letter of support to Heiltsuk Nation to support their efforts to ban commercial crab fishing in their area. Additional information surrounding the impacts this would have on the local economy and CCRD residents whose livelihood is dependent on commercial crab fishing would need to be acquired.

16-10-31 M/S Directors Moody-Humchitt/Johnson that Gord McGee of Central Coast Indigenous Resource Alliance "CCIRA" be consulted about providing statistical and relevant information that may pertain to the CCRD providing a letter to Heiltsuk Nation in support of their position on commercial crab fishing in their area.

CARRIED

16-10-32 M/S Kirk/Hall that the local government wishes to have a representative on the North Island Mid-coast Ferry working group and that the CCRD appoint Director Schooner as the representative and that Director Moody-Humchitt be appointed as an alternate if Director Schooner is unavailable to participate.

CARRIED

b) Electoral Area Reports

- i. Area A – No report
- ii. Area B – Verbal report

Director Moody-Humchitt spoke to the recent spill that happened near Bella Bella. Director Moody-Humchitt asked that the CCRD provide a letter of support to Heiltsuk Nation. The Board discussed, in detail, the numerous options that can be pursued to support Heiltsuk Nation in their efforts. A letter should be drafted and addressed to the Prime Minister's office cc: Heiltsuk Nation, BC liberal caucus, and Jim Abram regarding a response to the recent incident at Bella Bella and that be circulated to the board via e-mail before the November board meeting.

16-10-33 M/S Sayers/Moody that staff work with the Chair to draft a letter with the concerns outlined regarding the spill near Bella Bella in support of Heiltsuk Nation and future transportation and that the draft be circulated via email to board members for final input.

- iii. Area C – Director Sayers *See Chairs Report*
- iv. Area D – Verbal report

Direct Hall spoke to his attendance at the Active Transportation Forum in Robert's Creek in September. The forum addressed some methods to tap into funds for trail networks and to help provide opportunities for youth.

- v. Area E – No report

RECESS

The regular meeting resumed at 12:56 pm.

- c) Board Meeting Procedures Bylaw #467, 2016 (replacing Bylaw #449, 2015) – includes report and proposed bylaw for discussion and decision on readings.

CAO, Darla Blake spoke to the changes in the procedures bylaw, which included defining an emergency, alignment with the Local Government Act and other changes.

- 16-10-34** M/S Directors Hall/Moody-Humchitt that Bylaw No. 467, cited as “Central Coast Regional District Board Meeting Procedures Bylaw 467, 2016” be now introduced and read a first time.

CARRIED

- 16-10-35** M/S Directors Hall/Kirk that Bylaw No. 467, cited as “Central Coast Regional District Board Meeting Procedures Bylaw 467, 2016” having been given due and detailed consideration by the Board be now read a second and third time.

CARRIED

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- 16-10-36** M/S Directors Hall/Moody-Humchitt that General Correspondence items a) to g) be received as a block.

CARRIED

- a) Ministry of Transportation & Infrastructure – Nominations for New Stops of Interest Signs.
- b) Minister of Community, Sport & Cultural Development – Program Launch Clean Water and Wastewater Fund.
- c) Minister of Community, Sport & Cultural Development & Minister Responsible for Translink – Stakeholder Engagement Summary.
- d) Green Communities Committee – letter of congratulations.
- e) Canadian Union of Postal Workers – Have Your Say in Canada Post Review.

Alternate Director Kirk would like to see that the CCRD’s concerns about the continuing cutback to the hours and existing post office service be voiced. People of the Central Coast region rely on Canada Post for numerous services that would otherwise be unavailable to them.

- 16-10-37** M/S Kirk/Hall THAT Staff will review the Canada Post survey and respond where appropriate to meet the October 21st deadline.

- f) Auditor General for Local Government – Invitation to Participate in Audit Planning Survey for the Office of the Auditor General for Local Government.
- g) Marine Harvest – request for a consultation meeting with the board.

(G) SPECIAL BUSINESS

- (a) Appointment of Director for Electoral Area A, Report and Attachments.

The term for Director of Electoral Area A will expire in conjunction with the general local government elections in October 2018.

The following item was moved from Part I – Introduction.

(A) IN CAMERA MATTERS

- 16-10-38** M/S Directors Kirk/Moody-Humchitt that the board move to in camera meeting for the consideration of items under S. 90(1)(a) of the *Community Charter*.
- 16-10-39** M/S Directors Hall/Moody-Humchitt that notice of a special meeting be waived pursuant to section 220(3) of the *Local Government Act*.

CARRIED UNANIMOUSLY

Interim Alternate Director Frank Johnson left the meeting.

The regular meeting resumed at 1:52 p.m.

Interim Alternate Director Frank Johnson joined the meeting.

Matters brought out of camera.

“The CCRD Board wishes to acknowledge the historic nature of the make-up of the regional district board at this time. For the last two months, for the first time in the history of the CCRD, all three of the Central Coast Nations in whose territories CCRD operates have been represented at the table. Frank Johnson, as the Interim Alternate Director for Area A, has brought tremendous strengths to the table as a director, based on his role as Chief of Wuikinuxv Nation for 32 years, Director for Wuikinuxv/Kitasoo/Nuxalk Tribal Council, Board trustee for School District 49, and a wealth of other governance positions. This is and continues to be an opportunity for our entire community – our entire Regional District – to embrace something different, to embrace the wonderful diversity in our regional district. With this in mind, we appointed Frank Johnson as the representative for Area A. This provides us with a board for the next two years that accurately reflects the population of our Regional District.”

(H) ADJOURNMENT

There being no further business the meeting was adjourned at 1:55 p.m.

Chair

Corporate Officer

12

RECEIVED

NOV 01 2016

Central Coast Regional District

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: Nov 1 Board Meeting Date Nov 10

Name of person or group wishing to appear before the Board of Directors: Carey McIVER
+ Maura Walker

Address: _____

Number of people attending: 2 Spokesperson Name: Carey McIVER

Subject of presentation: Swamp update

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) _____

Contact person (if different than above): Ken McIlwain

Daytime telephone number: _____

Email address: Carey@careymciver.com

Will you be providing supporting documentation? yes no

If yes: handouts at meeting (recommend delivered in advance)
 PowerPoint presentation
 publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
 Other (explain) _____

* Delegations will have a maximum of 15 minutes to make their presentation to the Board.
* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.

Board Meeting
NOV 10 2016
CCRD ITEM II 1. (e)



CENTRAL COAST REGIONAL DISTRICT

TO: Chair Alison Sayers and Board of Directors
FROM: Darla Blake, CAO
**SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT -
3 November 2016**

RECOMMENDATION:
THAT the Chief Administrative Officer's Report dated 3 November 2016 be received.

STRATEGIC PLANNING

The endorsed CCRD Integrated Strategic Plan 2015-2019 is available on the CCRD website. If members of the public would like a hard copy these are available at the CCRD office.

The 2016 Strategic Priorities:

Weight	Factor	Measure
30%	Asset Management Plan	Complete the initial CCRD Asset Management Plan to the required "baseline" level by 30 June 2016.
30%	Governance/ Service Delivery Study and Analysis	Provided Provincial funding is approved – undertake Phase 1 of a 3 Phase (3 year) Governance/Service Delivery Study and Analysis. Phase 1 includes developing ToR to secure a consultant who will undertake the study during 2016, with the results to be assessed by CCRD and the Ministry CSCD in order to develop the next steps (Phase 2 of 3).
25%	Solid Waste Management Plan	Identify and document future needs, issues and opportunities, budgets and funding implications of SWM Plan by 31 December 2016
15%	Economic Development Plan	Review the current EDP and update as needed or develop a new EDP by 31 December 2016

Board Meeting
NOV 10 2016
CCRD ITEM (a)

GOVERNANCE MATTERS

2016 Chief Elected Officials Forum

Registration is now open of Chairs and Mayors to attend the 2016 Chief Elected Officials Forum to be held December 6-7 2016 in Richmond. Dr Gordon McIntosh will facilitate the event, which is part of Seeking Political/Administrative Alignment Initiative, whereby CEOs (Mayors and Chairs) and their CAO's develop resources to enhance governance and administration effectiveness. Input is sought from those attending to develop practical tools and resources for all communities, as an outcome from this forum.

LGLA Leadership Forum

Registration is now open for the Local Government Leadership Academy's 2017 Leadership Forum to be held February 1-3 2017 in Richmond. The theme this year is *Communication: Listening, Connecting, Leading*.

Electoral Area Directors Forum

Registration is now open for the Electoral Area Directors Forum on January 31 & February 1, 2017 to be held at the Radisson Hotel Vancouver Airport in Richmond BC. The conference is open to Regional District Chairs, Electoral Area Directors and Regional District staff.

Governance and Service Delivery Analysis and Study

The Central Coast Regional District (CCRD) Diagnostic Governance and Service Delivery Study – Phase One consultants, Leftside Partners, were in the Bella Coola Valley and Denny Island October 24 and 25. In addition to meeting with Nuxalk Nation community members and council, the consultants hosted two open houses to provide an opportunity for residents to participate in active round table discussions and share their perspectives on services, governance, and other opportunities.

The open houses ran from 5 to 8 on October 24 at the Hagensborg Legion and October 25 at the Denny Island Community Centre. Residents at both sessions referenced issues regarding representation, boundaries, as well as ideas with respect to services. While several residents were interested in proposing solutions, the CCRD is reminding residents that this is Phase One of the Governance and Service Delivery study. The diagnostic phase is designed to identify what is working well, and determine what is not. Options or potential solutions will be part of future steps in the process once residents and the consultants have an opportunity to assess the current issues.

The CCRD would like to encourage all residents throughout the region to fill out the Governance and Service Deliver Study survey. The survey is available on the CCRD website – www.ccrd-bc.ca – or in hard copy at the Central Coast Regional District office in Bella Coola. Next steps are to encourage residents throughout the region to fill out the survey either online or in hard copy. The survey is due on November 14.

Following the survey the consultants will be following up with additional stakeholder interviews, before submitting a report to the CCRD Board at their regularly scheduled February board meeting.

AVICC

Attached to this report is a memo from AVICC President, Barbara Price with the Resolutions Notice for the 2017 Convention to be held in Campbell River from April 7-9, 2017.

This attachment also includes the Call for Nominations for the AVICC Executive to be elected for 2017-2018.

This year's resolutions and nomination deadline is Tuesday, February 21, 2017.

Members are encouraged to submit proposals for sessions they would like to see included in the 2017 Convention, especially if they relate to resolutions they expect to forward on new policy topics. The deadline for proposal sessions is Friday, December 2, 2016.

Respectfully Submitted



Darla Blake
Chief Administrative Officer



TO: Mayors and Councils, Chairs and Boards
 Chief Administrative Officers, Corporate Officers

FROM: President Barbara Price

DATE: November 1, 2016

**RE: RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
 CALL FOR NOMINATIONS FOR AVICC EXECUTIVE COMMITTEE**

Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Tuesday, February 21, 2017.**

Both AVICC and UBCM members strongly believe in the value of resolutions debate and continually seeks ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates.

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

We have asked for members' assistance in bringing forward resolutions for consideration at the Area Association as opposed to submitting them directly to UBCM and have appreciated that you have responded.

Number of Resolutions

We continue to hear from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered are too general or focus on topics that are not under local government purview. Another concern is that bringing forward too many resolutions detracted from debate on the most important issues, and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Let's continue to ensure that resolutions that are being brought forward are specific and focus on new issues of provincial or AVICC-wide interest.

Late Resolutions

Last year, AVICC received six resolutions after the regular resolutions deadline with only one recommended that it be admitted for debate as a result of meeting the late resolutions criteria.

All three issues noted above will continue to be improved by adhering to the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Tuesday, February 21, 2017.**
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to enter a search to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.

Sincerely,



Councillor Barbara Price,
President, AVICC



2017 AGM & CONVENTION

RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 21, 2017**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online http://ubcm.formstack.com/forms/avicc_2017_resolutions_submission_form
 - b) Email to avicc@ubcm.ca (Word version of the resolution itself preferred)
 - The resolution should not contain more than two "whereas" clauses; and
 - Background documentation **must** accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 5, 2017**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. ***Address one specific subject in the text of the resolution.***
Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122
email: avicc@ubcm.ca



2017 AGM & CONVENTION
CALL FOR NOMINATIONS
FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2017 Nominating Committee will be Past President Joe Stanhope, Nanaimo Regional District Director.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
 Nominations Must Be Received By
 FEBRUARY 21, 2017**

4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair
2017 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122
Email: avicc@ubcm.ca

NOMINATIONS FOR THE 2017-18 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Tuesday, February 21, 2017**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be emailed to avicc@ubcm.ca

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.
² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8
or scan and email to avicc@ubcm.ca

RS

RECEIVED

OCT 24 2016

Central Coast Regional District



Bella Coola Music Festival
Box 858
Bella Coola, BC
V0T 1H0

October 24, 2016

Central Coast Regional District
Board of Directors

Please accept this letter as a formal request that the Central Coast Regional District pass a resolution at their November 10, 2017 Board Meeting to support the Bella Coola Music Festival's application for funding from Northern Development Initiative Trust.

The Festival intends to submit an application for \$2500 for NDI's 'Fabulous Festivals and Events' 2016/2017 funding to assist with operational costs of the 2017 Bella Coola Music Festival.

Thank you in advance for your support.

Sincerely,

Caitlin Thompson
Artistic/Executive Director
Bella Coola Music Festival
Bella Coola, BC
250 305 8756
bellacoolamusic@gmail.com

Board Meeting
NOV 10 2016
CCRD ITEM (b)



CENTRAL COAST REGIONAL DISTRICT

Request for Resolution of Support

TO: Darla Blake, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: November 03, 2016
FROM: Kyle Mettler, Local Government Management Intern
SUBJECT: Request for Resolution of Support for Grant Funding

RECOMMENDATIONS:

1. **THAT the CCRD Board of Directors approve an application to UBCM Asset Management Planning Grant Program to help fund an asset management gap analysis and improvement plan by Urban Systems.**
2. **THAT the CCRD Board of Directors approve an application to the Ministry of Community, Sport & Cultural Development Infrastructure Planning Grant Program to help fund an asset management gap analysis and improvement plan by Urban Systems.**

The CCRD is continuing to move forwards in developing its Asset Management Plan in accordance with the BC Asset Management for Sustainable Service Delivery Guidelines. To date the CCRD has worked with Urban Systems to complete condition assessments of key infrastructure assets, estimate remaining useful life of assets, estimate replacement values and to prepare an asset management plan. The final version of the asset management plan will be completed by the end of November. The next steps to be taken in the asset management planning improvement process are as follows:

1. Work with Urban Systems to complete an asset management plan gap analysis
2. Work with Urban Systems to build on the asset management gap analysis to create an asset management improvement plan

To accomplish the above objectives the Board of Directors are being asked to approve two CCRD applications: the UBCM Asset Management Planning Grant Program and the Ministry of Community, Sport & Cultural Development Infrastructure Planning Grant Program. Both programs provide a maximum grant amount of \$10,000 toward total approved project costs. Total budget costs for these projects will be included in the 2017 budget.

Respectfully submitted,

Kyle Mettler,
Operations Support Technician

Board Meeting
NOV 10 2016
CCRD ITEM <u> </u> (c)



CENTRAL COAST REGIONAL DISTRICT

DATE: November 10, 2016
TO: Board Chair Alison Sayers and Board Members
FROM: Darla Blake, Chief Administrative Officer
SUBJECT: **Board Remuneration for a Special In Camera Meeting**

RECOMMENDATION

That Central Coast Regional District Board of Directors be remunerated for the Special In Camera Meeting, held November 9, 2016, in the amount of \$75.00 to each director, in accordance with the CCRD Remuneration & Expenses Bylaw 442, 1(c).

DISCUSSION

Central Coast Regional District Board of Directors are remunerated for attendance at meetings. The CCRD Remuneration & Expenses Bylaw 442 speaks to the amount of remuneration for attendance at meetings. Section 1(c) outlines the amount of remuneration for meetings that are less than a day; the Strategic Planning Session while not a formal meeting, but a CAO driven planning session, will fall under that criteria.

CONSULTATION - N/A

LEGISLATION /POLICY

CCRD Remuneration & Expenses Bylaw 442, 1(c)

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:	YES
Requires further budget consideration	NO

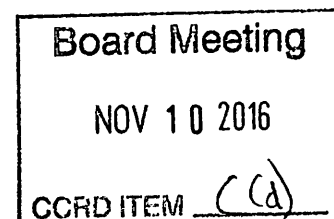
RISK MANAGEMENT

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

CONCLUSION

It is recommended that the Board of Directors be remunerated for attendance at the Special In Camera Meeting held November 9, 2016 in the amount of \$75.00 each, in accordance with Bylaw 442, 1(c), CCRD Remuneration & Expenses Bylaw.

Respectfully submitted
Darla Blake
Chief Administrative Officer





CENTRAL COAST REGIONAL DISTRICT

DATE: November 3, 2016
TO: Darla Blake, CAO
CC: Chair Alison Sayers and Board members
FROM: Tanis Shedden, Community Economic Development Officer
SUBJECT: Community Economic Development Report

RECOMMENDATION

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

EXECUTIVE SUMMARY

Rural Dividend Application

The Rural Dividend Application was submitted to acquire funds for a review and update of the Bella Coola Valley Official Community Plan with Economic Development specific sub-content.

The application was a for a project total of approximately \$88,000. With \$15,000 being provided through the Vancouver Coastal Health – Healthy Communities Collaborative Agreement 2016-2019 and \$20,000 from the CCRD budget. The remaining costs will be recuperated through the Rural Dividend should the application be successful. It is anticipated that a response will be received within 4 months.

The project includes mapping (online and print) via a partnership with the Cariboo Regional District, the creation of two temporary positions (planner and economic development planner), and the hosting of consultation, engagement, and education sessions.

Economic Development Advisory Committee

The next EDAC meeting is scheduled for Thursday, November 24 at 7 pm at the CCRD Board Room. The CEDO has been reaching out to local organizations and groups for projects that would benefit from either small sums of leveraging funds through the CCRD Contribution Agreements or access to a grant writer. Groups have been requested to put their submissions for request into the CEDO by November 20, 2016. The objective is to bring these proposals/general plans together at the next EDAC meeting to create a framework for CCRD support in 2017 that encourages the successful implementation of projects in areas that benefit the Central Coast region as whole.

Board Meeting
NOV 10 2016
CCRD ITEM C(e)

Organizations who have expressed an interest in submitting a general proposal include; the Bella Coola Harbour Authority, Bella Coola Valley Tourism, Bella Coola Trails Alliance, Central Coast Chamber of Commerce/Denny Island Community Development Association, Bella Coola Valley Sustainable Agriculture Society. Organizations are encouraged to contact the CEDO if they are interested in learning more.

Contribution Agreements

Bella Coola Valley Tourism has adjusted their 2016/2017 deliverables to incorporate the re-development and printing of the Bella Coola Valley Tourism Guide, which can include updated trail guides and the new businesses that have been developed since the last publication in 2014. This will be accommodated in the budget by omitting the Vancouver tradeshow. The Bella Coola Valley Tourism Guide holds more value to the Bella Coola Valley communities than the tradeshow and is an investment that will carry over to the 2018 season in time for the projected return of the Bella Coola-Port Hardy ferry.

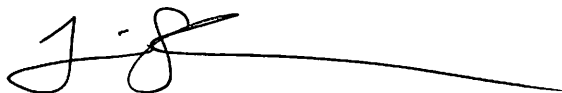
Cariboo Chilcotin Coast Tourism Association (CCCTA) Annual General Meeting

The CEDO was able to attend the CCCTA Annual General Meeting in Clinton.

- The two residents of the Central Coast Regional District who previously sat on the CCCTA board did not run for re-election.
- Feedback regarding the integration of tourism interests being incorporated in Emergency Management BC frameworks is being investigated by CCRD staff.
- First intake of year 2 (Rural Dividend) will likely be April 2017
- Strong focus on the need for local businesses to be online – social media, webpages, etc.
- Second destination development workshop was on November 7, from 8:30 – 2 pm at the Nuxalk Band Office.
- Local business - Bella Coola Grizzly Tours – was the recipient of a reward for innovative action which increased tourism traffic to the three partner business.

At the most recent Bella Coola Valley Tourism meeting (November 1), the board passed a resolution to extend an invitation to CCCTA to host their 2017 AGM in the Bella Coola Valley.

Respectfully submitted



Tanis Shedden
Community Economic Development Officer



CENTRAL COAST REGIONAL DISTRICT

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

Recommendation:

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

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

Zoning

- Enquiry regarding zoning in Ocean Falls for a new business. There is no land use zoning in Ocean Falls.
- Met with local resident to advise regarding zoning and operating a home-based business.
- William's Lake surveying office enquired about zoning for two properties in the upper valley and requested a copy of the CCRD's zoning bylaw.

Board Meeting
 NOV 10 2016
 CCRD ITEM C (F)

-Enquiry as to whether a treehouse resort would be a permitted use on a specific Highway 20 property. Responded with current zoning, permitted uses and a copy of the CCRD's zoning bylaw.

Subdivision - None

Maps & Plans

-Conference call with the CEDO, planning consultant and members of the Cariboo Regional District planning department to discuss mapping/GIS needs with regards to the CCRD's OCP.

-Request for a current survey map of a Highway 20 property. Referred the owner to the Land Title & Survey Authority of BC or to a surveyor's office.

-Local resident requesting size of a Highway 20 property.

Other Related*

-Health Inspector enquired about the status of a commercial property under construction with regards to jurisdiction.

-Submitted specific airport lease documents to BC Assessment on their request.

Land Referrals/Updates - None



Transportation and Land Use Coordinator

RECEIVED

NOV 01 2016

Central Coast Regional District



October 26, 2016
File: 0280-30
Ref: 184862

Dear Chief Administrative Officer,

Re: Regulatory Amendments Affecting Agri-tourism

Last fall the Government of British Columbia (Government) undertook a consultation on a Draft Minister's Bylaw Standard on Agri-tourism and Retail Sales. The consultation closed on January 15, 2016 and 106 responses were received from local governments, associations and agri-tourism operators. A link to the online consultation summary is provided here: http://www2.gov.bc.ca/gov/farming-natural-resources-and-industry/agriculture-and-seafood/agricultural-land-assets-and-environment/strengthening-farming/consultation_summary-agritourism_consultations_sept_2016.pdf.

In response to comments received during the consultation, on August 2, 2016 the Government announced regulatory amendments affecting agri-tourism in the Agriculture Land Reserve (ALR). The recent amendments to the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (171/2002) under the *Agricultural Land Commission Act* (ALCA) provide clarity to agri-tourism activities in the ALR. This includes updating agri-tourism definitions and providing new opportunities with respect to events.

Agri-tourism Definitions

The definition of agri-tourism has been clarified. *Agri-tourism* means an activity that is carried out on land that is classified as a farm under the *Assessment Act*; to which members of the public are invited, with or without a fee; for which permanent facilities are not constructed or erected; and include ancillary services. Defined farm-use agri-tourism activities can be undertaken without an application to the ALC and these include:

- (a) an agricultural heritage exhibit displayed on the farm;
- (b) a tour of the farm, an educational activity or demonstration in respect of all or part of the farming operations that take place on the farm, and activities ancillary to any of these;
- (c) cart, sleigh and tractor rides on the land comprising the farm;
- (d) subject to section 2 (2) (h), activities that promote or market livestock from the farm, whether or not the activity also involves livestock from other farms, including shows, cattle driving and petting zoos;
- (e) dog trials held at the farm;

Board Meeting
NOV 10 2016
CCRD ITEM <i>C(g)</i>

- (f) harvest festivals and other seasonal events held at the farm for the purpose of promoting or marketing farm products produced on the farm; and
- (g) corn mazes prepared using corn planted on the farm.

Local governments may not prohibit the above agri-tourism activities. Local governments can regulate, prohibit and impose requirements on factors like fireworks, nuisances, and disturbances (e.g., noise) within their communities and all landowners must continue to meet all relevant local government requirements such as event hosting, liquor licenses, and fire code requirements.

Event Opportunities

Through the regulations, Government has clarified that ALR land owners will not need to apply to the Agricultural Land Commission (ALC) to host events like commercial weddings, concerts, or non-agriculture related festivals, providing:

- o The land has farm status;
- o No new permanent structures are being built;
- o All parking will be on the property (no road parking);
- o The number of guests at any event is 150 or less; and
- o The number of annual events is ten or less.

Local governments may not prohibit events. Local governments can within their communities regulate, prohibit and impose requirements with respect to factors like fireworks, noise, nuisances and fire codes and all landowners must meet these requirements.

ALR landowners will continue to need to apply and receive approval from the ALC if they do not meet all five of the conditions above. These limits will not apply to wineries, meaderies and cideries wishing to host activities like commercial weddings, concerts, or non-agriculture related festivals as they already have other restrictions placed on them through their license.

The ALCA amendments further clarify that no application to the ALC is required for a farmer hosting weddings for family members or friends ***at no charge***. If farmers are receiving a payment for hosting the wedding of a family member or friend, an application to the ALC is required if any of the above conditions are not met. The ALC will review the application and make their decision based on their mandate of preserving agricultural land and promoting farming.

These changes provide the balance needed to grow a farmer’s income while preserving land within the ALR to produce local foods for British Columbians. The full regulation may be found at the following link: http://www.bclaws.ca/civix/document/id/complete/statreg/171_2002. A link to the ALC website may be found here: <http://www.alc.gov.bc.ca/alc/content/home>. In addition, a fact sheet that serves as useful reference document about the changes made is attached to this letter as Appendix A.

Please contact your local Regional Agrologist, or contact the following number if you have any other questions on agri-tourism or other Planning for Agriculture matters.

AgriService BC:

- Telephone: 1 888 221-7141
- E-mail: AgriServiceBC@gov.bc.ca

Sincerely,



Derek Sturko
Deputy Minister

Attachments

Appendix A

Agri-tourism in the Agricultural Land Reserve - Factsheet

September 26, 2016

Roles and Authorities

The Agricultural Land Commission:

- The Agricultural Land Commission (ALC) is an independent agency established under authority of the *Provincial Agricultural Land Commission Act* (ALC Act). As an independent administrative tribunal, it is dedicated to preserving land and encouraging farming in British Columbia
- The ALC is responsible for the administration of the Agricultural Land Reserve (ALR) which protects land to be used for agricultural purposes
 - The ALC collaborates with the Ministry of Agriculture, First Nations and local governments to ensure the agricultural land base is preserved and protected, and farm use of agricultural land in the ALR is the priority land use
- The *ALR Use, Subdivision and Procedure Regulation* (ALR USP Regulation) provides the framework to describe what are permitted uses in the ALR
 - Recent amendments to the ALR USP Regulation have introduced revisions on agri-tourism and 'gathering for events' such as commercial weddings
- The ALC Act provides the authority for the ALC to ensure compliance and enforcement of its provisions and regulations
 - ALC initiated compliance enforcement activities are primarily complaint-based

Local Governments:

- Local governments under the *Local Government Act* and *Community Charter* are provided limited authority to regulate and/or prohibit land use within their jurisdiction
 - The ALC Act and ALR USP Regulation provide further specific provisions on how local governments bylaws must be consistent respecting land in the ALR
- Through this authority, and recognising detailed and specific limiting powers, local governments can regulate and/or prohibit land use in the ALR
 - Local government bylaws that allow land use activities to proceed in the ALR that are not consistent with the *Local Government Act*, *Community Charter*, ALC Act and ALR USP Regulation, or do not have approval by the ALC, are considered to have "no force and effect" and are treated as such by the ALC and Ministry of Agriculture

Ministry of Agriculture:

- The Ministry of Agriculture (AGRI) has final responsibility for the *Agricultural Land Commission Act* and can initiate amendments through the legislative process.
- Ministry staff, working together with ALC staff, are available to assist local governments, the agricultural sector and agri-tourism operators in providing applicable information on the ALC Act, ALR USP Regulation and *Local Government Act* regulations.
- The Ministry respects that the ALC is an independent tribunal and it would not be appropriate for the ministry to conduct any ALC Act compliance and enforcement activities.

Agri-tourism in the ALR

ALC Farm Use:

- The ALC Act defines "farm use" as meaning, "an occupation or use of land for farm purposes, including farming of land, plants and animals and any other similar activity designated as farm

Appendix A

Agri-tourism in the Agricultural Land Reserve - Factsheet

September 26, 2016

use by regulation, and includes a farm operation as defined in the *Farm Practices Protection (Right to Farm) Act*"

- Recently revised agri-tourism activities are described and designated by the ALR USP Regulation as "farm uses", and as such may not be prohibited by a local government bylaw. Regulated communities have the option of requesting farm bylaws that further refine agri-tourism within their jurisdictions.
- Local governments can require a land owner to apply for a Temporary Use Permit which could specify conditions related to amplified sound, parking, fireworks or other disturbances associated with these agri-tourism activities¹;

ALC Non-Farm Use Applications:

- Recent amendments to the ALR USP Regulation clarify that ALR land owners will not need to apply to the ALC to host activities like commercial weddings, concerts, or non-agriculture related festivals, providing:
 - The land has farm status;
 - No new permanent structures are being built;
 - All parking will be on the property (no road parking);
 - The number of guests at any event is 150 or less;
 - The number of annual events is ten or less.
- If land owners in the ALR want to host activities like commercial weddings, concerts and non-agriculture related festivals that do not meet all five of the conditions above, they will continue to need to apply to the ALC.
- These limits do not apply to wineries, meaderies and cideries hosting activities like commercial weddings, concerts, or non-agriculture related festivals - it is business as usual - an application to the ALC is still not required.

Compliance and Enforcement

- If a **local government** is notified of a violation of their own bylaws that also correspond to the ALC Regulations, the local government is expected to conduct their own bylaw enforcement activities first, and then work together with ALC enforcement activities if necessary.
- If a **local government** is notified of a violation of ALC Regulations that they don't regulate, they should forward the complaint to the ALC without delay.
- If a **resident** has a complaint about a violation of ALC Regulations, they can take the following steps:
 1. Communicate the issue to their local government (who will enforce and/or forward the concern to the ALC);
 2. Contact a Ministry of Agriculture's AgriServiceBC staff representative (contact info below) who will forward the concern to the ALC;
 3. Contact the ALC directly (contact info below).
- The Ministry of Agriculture's Regional Agrologists and other specialist staff can provide additional support to local governments, the ALC, land owners, residents and complainants in an effort to resolve a concern.

¹ And meet the provisions established in the *Farm Practices Protection Act*.

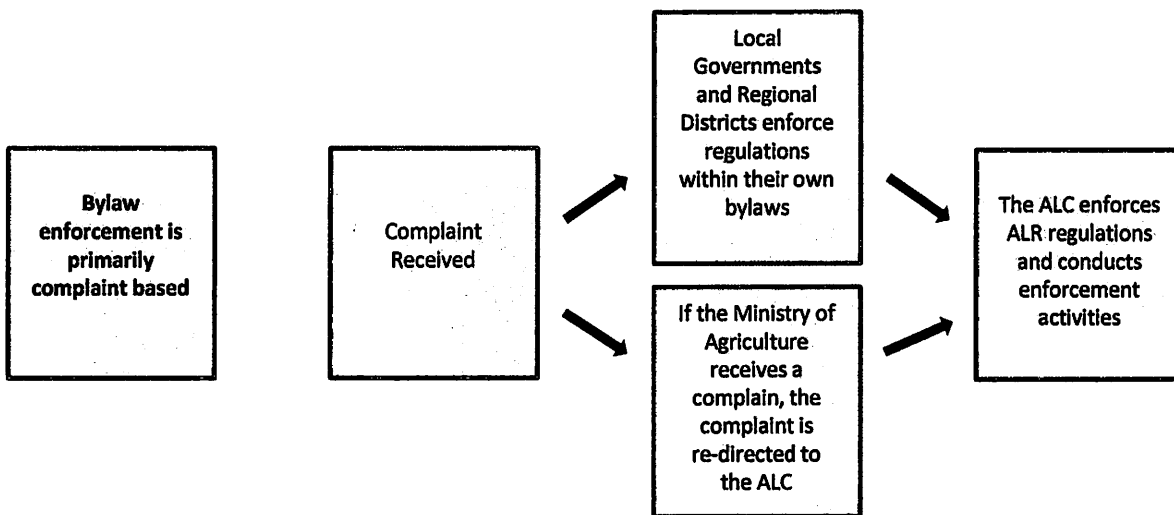
Appendix A

Agri-tourism in the Agricultural Land Reserve - Factsheet

September 26, 2016

- If the ALC is notified of an infraction that contravenes ALC Regulations, the ALC will conduct enforcement activities.

Summary of Complaint Process:



Contact Information

For further information, please contact the following:

AgriService BC, Ministry of Agriculture

Telephone: 1-888-221-7141

Email: AgriServiceBC@gov.bc.ca

Agricultural Land Commission

Telephone: 604-660-7000

Email: ALCBurnaby@Victoria1.gov.bc.ca