



CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES
DATE: July 9, 2015

Board Meeting
OCT 08 2015
CCRD ITEM B(a)

REGULAR BOARD MEETING MINUTES July 9, 2015

Due to inclement weather the meeting was held in Bella Coola and not Ocean Falls

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Absent with regrets
	Electoral Area C	Vice Chair Alison Sayers
	Electoral Area D	Director Richard Hall
	Electoral Area E	Director Samuel Schooner
	CAO	Darla Blake
	Community Economic Development Officer	Tanis Shedden (portion)
	Local Government Intern	Kyle Mettler (portion)
	Public Works Manager	Ken McIlwain (portion)
	Recording Secretary	Cheryl Waugh

Members of the gallery - none

PART I - INTRODUCTION

1. **Call to Order**

Vice Chair Alison Sayers called the meeting to order at 9:07 a.m.

2. **Adoption of Agenda**

a) (Introduction of late items)

Board Evaluation see item (C)1.

15-07-01 M/S Directors McCullagh/Hall that the agenda be adopted as amended.

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.

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.

(A) **IN CAMERA MATTERS**

(a) In Camera Meeting

15-07-02 M/S Directors McCullagh/Hall that the meeting move in camera for consideration of items under s90(1)(a) and 90(2)(b) of the *Community Charter*.

CARRIED

The regular meeting reconvened at 10:30 a.m.

(b) Matters brought out of camera

15-07-03IC M/S Directors McCullagh/Hall that any decision regarding bylaws and budget for the Denny Island Recreation Commission be deferred until the CCRD receives feedback from the Commission and the Chief Financial Officer has had a chance to review proposed Bylaw No. 441 and that any recommendation be deferred until the September 10, 2015 board meeting.

CARRIED

(B) ADOPTION OF MINUTES

a) Regular Board Meeting June 11, 2015

Director McCullagh's name is misspelled on page 13

Resolution #15-06-25 to be amended to read: M/S Directors Kirk/Moody that the Centennial Pool Commission provides a free swim pass, good for one swim, to each elementary school student before school goes to summer break, 2015.

15-07-03 M/S Directors McCullagh/Schooner that the minutes of the Regular Board meeting dated June 11, 2015 be adopted as amended.

CARRIED

PART II- PUBLIC CONSULTATION

1. **Delegations** – There were no delegations

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Chief Administrative Officer's Report dated July 2, 2015

15-07-04 M/S Directors McCullagh/Hall that the Chief Administrative Officer's Report dated July 2, 2015 be received.

CARRIED

The CAO reviewed highlights of the report, which included revisiting the matter of wildlife conflict in the Bella Coola Valley. At the June 11, 2015 board meeting, the board asked the CAO to bring the matter to the July meeting so Director Schooner could participate in further discussion.

15-07-05 M/S Directors Schooner/McCullagh that following discussion surrounding wildlife conflicts, the board has created two media statements for communication to the public:
While the CCRD does not currently have a mandate or budget to take initiative regarding human-wildlife conflict in our district, the CCRD supports the work of the Conservation Officer Service (COS) and WildSafe BC in our community through:

- *Creating waste management policies and decisions that take wildlife attractants into account;*
- *Providing links on our website to appropriate provincial agencies such as COS and WildSafe BC.*

In the interest of human and wildlife safety, the CCRD strongly encourages all district residents to manage attractants on their property and to call the RAPP line at 1-877-952-7277 (RAPP) to report problems with wildlife.

CARRIED

- b) Union of BC Municipalities Conference Attendance –September 21-25, 2015 in Vancouver.

15-07-06 M/S Directors McCullagh/Hall that the Board of Directors approves the attendance and travel expenditure to the UBCM Conference to be held at the Vancouver Convention Centre September 21-25, 2015 for Director Alison Sayers and the Chief Administrative Officer.

CARRIED

15-07-07 M/S Directors McCullagh/Hall that the Chief Administrative Officer be authorized to make appointments for the delegates attending the 2015 UBCM Convention including but not limited to the Minister of Community Sport and Cultural Development, the Ministry of Forests, Lands and Natural Resource Operations and BC Ferries.

CARRIED

- c) Proposed Land Use Objectives and Potential Biodiversity, Mining and Tourism Areas/Conservancy – Great Bear Rainforest – (report and attachment) - Ministry of Forests, Lands and Natural Resource Operations.

A letter received from the Ministry of Forests, Lands and Natural Resource Operations informed the CCRD of the public review and comment period for proposed land use objectives and potential new Biodiversity, Mining and Tourism Areas/Conservancy in the Great Bear Rainforest.

Discussion considered the draft document to be unclear, poorly thought out and it appears to protect the rainforest but isn't giving any value to economic activities. Despite what is stated in the content of the document, human well-being hasn't been considered nor have First Nations been consulted. There are concerns about the impact to community forest activities and those who work in the industry. The way forestry licences are structured, it could impact to the point that it won't be feasible to operate.

The consensus of the Board is that the proposed 2015 Great Bear Rainforest Order is a response to conservation groups to mediate issues that are arising now rather than developing a cohesive vision that will provide the basis for a standard of living.

15-07-08 M/S Directors Schooner/Hall that Director Alison Sayers, Director Sam Schooner, Chair Randy Hart of the Economic Development Advisory Committee, CAO Darla Blake and Community Economic Development Officer, Tanis Shedden, be delegated to prepare a submission on behalf of the CCRD expressing concerns on any negative implications to

our region in response to the Proposed Land Use Objectives and Potential Biodiversity, Mining and Tourism Areas/Conservancy – Great Bear Rainforest letter dated June 11, 2015 from the Ministry of Forests, Lands and Natural Resource Operations.

CARRIED

- d) Islands Trust – (report and attachment) Request for 25% reduction in minor route ferry fares.

A news release was received from the Islands Trust asking the province to invest additional money for the next four years to reduce ferry fares on all BC Ferries' minor routes.

The CAO noted that, according to BC Ferries, the *MV Nimpkish* is not part of the minor routes.

15-07-09 M/S Directors McCullagh/Schooner that the Central Coast Regional District supports the request from the Islands Trust to advocate for provincial government investment in reducing ferry fares on minor routes by 25%; and,

That the Chief Administrative Officer writes to Islands Trust, the Mayors and Chairs of Coastal Communities on BC Ferries issues, AVICC and UBCM making them aware that the Nimpkish service from Bella Bella to Ocean Falls, Denny Island and Bella Coola is not considered part of the minor routes according to BC Ferries, and therefore would not benefit from the proposed 25% reduction in fares, should the Province agree; and

That the Central Coast Regional District request that the central coast region's ferry service provided by the *MV Nimpkish* and known as "the Connector" (Route 10S) be included with minor routes proposed for any potential fare reduction of 25%, with the view to assist the negative impacts and extreme socio-economic difficulties being experienced by all central coast communities and their residents who rely on BC Ferries for transportation links.

CARRIED

- e) Peace River Regional District – Order in Council No. 148 regarding removal of lands from the ALR through a recommendation from the ELUC

A copy of a letter to the Minister of Energy and Mines was received from the Peace River Regional District (PRRD) regarding the Order in Council No. 148, which removed lands from the Agricultural Land Reserve (ALR) through a recommendation from the Environment and Land Use Committee (ELUC). The letter outlines the lack of opportunity for the PRRD to respond through the application process.

In discussion, the board felt the province needs to think very carefully about removing lands from the ALR. Without going through proper process it puts all lands in the ALR at risk of being removed and sets precedence. It is important for farmers to keep farming and there is mounting concern with regard to the loss of valuable food producing lands.

The CCRD expects the government to follow protocol regarding public input. Administration was asked to write a letter to the province stating that public input and respect be shown for the legal requirements required to apply for removal of lands from the ALR.

15-07-10 M/S Directors Schooner/McCullagh that the Province of BC be requested to rescind Order in Council No.148 until there has been adequate public input and respect shown for the legal requirements necessary to apply for removal of lands from the ALR.

CARRIED

f) Regional District of Bulkley Nechako – British Columbia Earthquake Preparedness Consultation Report

A copy of a letter to the Attorney General and Minister of Justice was received from the Regional District of Bulkley Nechako (RDBN). In the British Columbia Earthquake Preparedness Consultation Report, released in 2014, it was recommended that the provincial and federal governments increase funding to local governments to support emergency preparedness and response. The RDBN states that any amount of funding from the province will be insufficient to mitigate the time and productivity loss to their region and does not factor minimal, regular staffing levels.

Discussion by the board considered the provincial and federal governments are downloading responsibilities to local government in order to cut budgets to emergency management. Regional Districts are not in a financial position to take on further responsibility for emergency management and the CCRD needs to register an objection that government is not living up to its mandate.

15-07-11 M/S Directors McCullagh/Schooner that administration write a letter similar to the June 25, 2015 letter from the Regional District of Bulkley Nechako with regards to disaster preparedness to state that any increase in funding needs to be directed to Emergency Management BC and not to regional districts as regional districts do not have the resources or expertise to fully deliver emergency services.

CARRIED

Late Item (C) 1. Board Evaluation

A questionnaire developed from discussions held during a previous workshop between the directors and Jill Tolliday of Tolliday Consulting Services was distributed for comment. The board approved the questionnaire and Ms. Tolliday will officially circulate it to the directors and the CAO in September. Once the evaluations have been completed the results will be compiled and presented at the November 2015 board meeting.

15-07-12 M/S Directors McCullagh/Hall that the Central Coast Regional District Board of Directors approves the CCRD Board Evaluation 2015 Questionnaire, and hereby authorizes the Chief Administrative Officer, Darla Blake, to progress the evaluation process with consultant, Ms. Jill Tolliday.

CARRIED

Financial Services

g) Financial Report January – June 2015

The financial report provided an update on the regional district’s services to June 30, 2015.

The provincial Strategic Community Investment Fund (SCIF), which in the past several years has averaged between \$200,000 and \$207,700 annually, is going to be reduced in 2016 representing a reduction in the order of \$15,000.

In order to accommodate the grant reduction there will need to be decreases to the budget, including in General Operations and Solid Waste Management. The province has not announced the levels of funding beyond 2016.

- 15-07-13** M/S Directors McCullagh/Schooner that the Financial Report for the period January 01 to June 30, 2015 be received. **CARRIED**

RECESS

RECONVENE

The regular meeting reconvened at 1:11 p.m.

Development Services

- h) Economic Development report dated July 2, 2015

The report provided an update on activities of the Economic Development Advisory Committee, the Economic Development Plan Review and Update and the CEDO's application to the SFU Community Economic Development Certificate program, has been accepted.

- 15-07-14** M/S Director Hall/McCullagh that the Economic Development Report dated July 2, 2015 be received. **CARRIED**

- 15-07-15** M/S Directors McCullagh/Hall that the terms of reference for the Economic Development Advisory Committee be amended to change the number of members at large to three and that a position be opened for a representative from the Bella Coola Harbour Authority. **CARRIED**

- i) Land Use Planning
 - i. Land Use Planning Report dated July 2, 2015

- 15-07-16** M/S Directors Hall/McCullagh that the Land Use Planning Report dated July 2, 2015 be received. **CARRIED**

- ii. Official Community Plan Advisory Committee (OCPAC) regular meeting minutes dated June 16, 2015.

- 15-07-17** M/S Directors McCullagh/Schooner that the Official Community Plan Advisory Committee (OCPAC) regular meeting minutes dated June 16, 2015 be received.

CARRIED

iii. Official Community Plan Advisory Committee 2015 – Terms of Reference

15-07-18 M/S Directors McCullagh/Schooner that the Official Community Plan Advisory Committee 2015 – Terms of Reference be sent back to the OCPAC and that the committee develop a selection process to include the Nuxalk Nation for participation as a member(s) and that a letter be sent directly to the Nuxalk Nation Band Administrator inviting participation.

CARRIED

Public Works

j) Public Works Monthly Report dated July 2, 2015

Public Works Manager Ken McIlwain and Local Government Intern, Kyle Mettler, joined the table to speak to the report.

Much of the recycling program at the Thorsen Creek site was made possible by a stewardship agency known as Multi-Material BC (MMBC) and has been a big success to date.

A new stewardship agency named StewardChoice is about to come onto the scene and may ultimately threaten the CCRD's situation if they undermine MMBC. A letter has been drafted to StewardChoice to provide feedback regarding the CCRD's concerns with their proposed stewardship program.

Tenders are being called for construction of the Walker Island concession building and close on July 23rd. Construction will begin in September after the ball season has finished. A lot of the material will come from the fallen trees at the landfill.

Centennial Pool repairs to the change rooms are substantially complete.

The PWM acknowledged Doug Baker for his volunteer time monitoring garbage levels at Nusatsum Park.

15-07-19 M/S Directors McCullagh/Schooner that the Public Works Department Report dated July 2, 2015 be received.

CARRIED

15-07-20 M/S Directors Schooner/Hall that the Chair of the CCRD Board of Directors sign a letter designed to provide feedback to StewardChoice regarding CCRD concerns with their proposed stewardship plan, and further that this letter be copied to the division of the BC Ministry of Environment responsible for reviewing and approving Stewardship Plans.

CARRIED

15-07-21 M/S Directors Schooner/Hall that a letter of thanks be sent to Doug Baker acknowledging his volunteer time monitoring and managing Nusatsum Park refuse levels.

CARRIED

Leisure Services Commissions

- k) Centennial Pool Commission
 - i. Meeting minutes dated June 24, 2015

15-07-22 M/S Directors Schooner/McCullagh that the Centennial Pool Commission minutes dated June 24, 2015, be received.

CARRIED

Although there was no quorum for this meeting, an email vote was circulated to commissioners regarding the position of the pool manager and it was approved. Nicola Koroluk has stepped down as chair of the pool commission and has taken the position of pool manager for the 2015 season.

Transportation Services

- l) Bella Coola Airport/Denny Island Airport.
 - i. Transportation & Land Use Coordinator's Report – dated July 2, 2015.

15-07-23 M/S Directors McCullagh/Schooner that the Transportation & Land Use Coordinator's Report – dated July 2, 2015 by received.

CARRIED

(D) EXECUTIVE REPORTS

- a) Chair's Report – No Report

Electoral Area Reports

- i. **Area A** – Verbal Report

Director McCullagh described the recent Vancouver Island Regional Library meeting where the VIRL annual report was discussed.

- ii. **Area B** – No Report
- iii. **Area C** – No Report
- iv. **Area D** - Verbal Report

Director Hall has had a couple of enquiries from the public about the Hagensborg Water District and would like to know the history of the water districts in the valley so he can better address queries. He is particularly interested in the relationship between the CCRD and the Hagensborg Water District. When the CFO returns, she and the CAO will pull together some history for Director Hall. Director Sayers, as representative for Area C, is also interested in the history of the water districts.

- v. **Area E** – Verbal Report

Director Schooner reported on some of the changes at the Bella Coola Harbour Authority (BCHA). They are in the process of hiring a new manager and during the interim have two part-time workers who are doing a good job. There are a lot of applications and the Terms of Reference are starting to shape up. The last meeting of the BCHA was boisterous but good. Garrett Newkirk is the new chair and Sam Schooner is the vice chair.

(E) BYLAWS AND POLICIES

- a) Policy A-3 – Office Security & File Security, review proposed amendments.

Further revisions were made since the agenda package was developed and an updated version of Policy A-3, with amendments, was circulated for review.

15-07-24 M/S Directors McCullagh/Hall that Policy A-3, Office Security & File Security be approved as amended.

CARRIED

- b) Policy P-4 – Overnight Camping in Community Parks, review with proposed amendments.

15-07-25 M/S Directors McCullagh/Hall that Policy P-4 – Overnight Camping in Community Parks be approved as amended.

CARRIED

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- a) AVICC – Memo – June 2015 Update to Members
- b) AVICC – Memo – 2015 AVICC AGM & Convention Minutes
- c) AVICC – Memo – Future Years AVICC AGM & Convention Dates
- d) Vancouver Island Regional Library – 2014 Annual Report

15-07-26 M/S Directors McCullagh/Schooner that items (F) a)-d) be received.

CARRIED

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 2:46 p.m.

Chair

Corporate Officer

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CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES

DATE: September 10, 2015

Board Meeting
OCT 08 2015
CCRD ITEM B(b)

(12)

REGULAR BOARD MEETING MINUTES September 10, 2015

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Chair Reg Moody-Humchitt
	Electoral Area C	Vice Chair Alison Sayers
	Electoral Area D	Director Richard Hall
	Electoral Area E	Director Samuel Schooner
	Chief Administrative Officer	Darla Blake
	Chief Financial Officer	Donna Mikkelson (portion)
	Recording Secretary	Cheryl Waugh

Members of the gallery - one

PART I - INTRODUCTION

1. **Call to Order**
The Chair called the meeting to order at 11:15 a.m.

2. **Adoption of Agenda**
a) (Introduction of late items)

Delegation postponed to October 2015

15-09-01 M/S Directors McCullagh/Sayers that the agenda be adopted as amended.

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.

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.

(A) **IN CAMERA MATTERS**
(a) In Camera Meeting

15-09-02 M/S Directors Sayers/McCullagh that the meeting move in camera for consideration of items under s 90(1)(a), (f) and (g) and s 90(2)(a) and (b) of the *Community Charter*.

CARRIED

RECONVENE

The regular meeting reconvened at 1:17 p.m.

(b) Matters brought out of camera

13

15-09-06IC M/S Directors Sayers/McCullough that the following be released from in camera:

THAT the Central Coast Regional District officially request the province to undertake and fund a governance study for the Central Coast.

CARRIED

(B) ADOPTION OF MINUTES

a) Regular Board Meeting July 9, 2015

Discussion on the intent of Resolution 15-07-18 from the July 9, 2015 Board meeting.

15-09-03 M/S Directors Sayers/Hall that Resolution 15-07-18 be amended to read as follows:
That the Official Community Plan Advisory Committee 2015 – Terms of Reference be sent back to the OCPAC and that the committee develop a selection process for participation of members; And,

That a letter be sent to the Nuxalk Nation Chief and Council with a copy to the Band Administrator, inviting participation.

CARRIED

15-09-04 M/S Directors Sayers/McCullagh that the minutes dated July 9, 2015 be adopted as amended.

CARRIED

PART II – PUBLIC CONSULTATION

1. Delegations –

a) RCMP – Community Update

Postponed until October 8, 2015

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Chief Administrative Officer's Report dated September 3, 2015

The CAO reviewed highlights of the report, which included grant information, a review of a proposed noise bylaw, protective services and background information on Improvement Districts.

15-09-05 M/S Directors McCullagh/Schooner that the Central Coast Regional District Board of Directors, determine that no further action be taken with establishing a Noise Bylaw due to the administrative burden and costs associated with establishing such a bylaw.

CARRIED

15-09-06 M/S Directors Sayers/Schooner that the Chief Administrative Officer's Report dated September 3, 2015 be received.

CARRIED

b) MIABC Voting Delegate – decision required.

15-09-07 M/S Directors McCullagh/Schooner that the Central Coast Regional District Board of Directors hereby appoints Vice Chair Alison Sayers as the Municipal Insurance Association of BC(MIABC) Voting Delegate; and Chair Reg Moody-Humchitt as the Alternate; And,

That Administration provides MIABC with the names and email addresses for the director(s) appointed as voting delegate and alternate, no later than Friday 11th September 2015.

CARRIED

c) Hagensborg Waterworks District requires a decision from the Board whether to support and apply for an Infrastructure Planning Grant on behalf of Hagensborg Waterworks District to complete an Asset Management Plan

15-09-08 M/S Directors McCullagh/Sayers that, the CCRD supports the application by the Hagensborg Waterworks District (HWD) for an Infrastructure Planning Grant to complete an Asset Management Plan, and further, CCRD agrees to apply on behalf of the HWD to the Ministry of Community Sport and Cultural Development for the said Infrastructure Planning Grant funding.

CARRIED

d) Comox Valley Regional District – British Columbia Conservation Tax Incentive Program proposal, support for proposal at UBCM

15-09-09 M/S Directors Sayers/McCullagh that the proposal of the Comox Valley Regional District British Columbia Conversation Tax Incentive Program for the Union of BC Municipalities be received.

CARRIED

Financial Services

e) Financial Report January - August 2015, dated September 2, 2015

The financial report for the period January to August indicates that revenues and expenditures overall are in line with the five year financial plan as approved by the board of directors in March.

15-09-10 M/S Directors Schooner/McCullagh that the Financial Report for the period January 01 to August 31, 2015, dated September 2, 2015, be received.

CARRIED

Development Services

f) Economic Development

- i. Community Economic Development Officer Report dated September 2, 2015.

15-09-11 M/S Directors McCullagh/Schooner that the Economic Development Report dated September 2, 2015 be received.

CARRIED

- ii. Grants and Workshops Report dated September 2, 2015.

15-09-12 M/S Director Sayers/McCullagh that the Grants and Workshops report dated 2 September, 2015 be received.

CARRIED

15-09-13 M/S Director Sayers/Schooner that the Board of Directors of the Central Coast Regional District request the CCRD administration submit an application to Northern Development Initiative Trust for 2016 Small Town Love Marketing Initiative program.

CARRIED

15-09-14 M/S Director Sayers/Hall that the Board of Directors of the Central Coast Regional District request the CCRD administration work collaboratively with regional partners to create a 2016 event that addresses the regional Food Security concern.

CARRIED

15-09-15 M/S Director Schooner/Sayers that the Board of Directors of the Central Coast Regional District request the CCRD administration put a grant application forward to the Pacific Salmon Foundation Community Salmon Program to fund a 2016 regional food security event.

CARRIED

15-09-16 M/S Director McCullagh/Schooner that the Board of Directors of the Central Coast Regional District support CCRD administration host a Grant Writing Workshop for Central Coast residents in the Bella Coola Valley.

CARRIED

- iii. Economic Development Advisory Committee Minutes dated July 23, 2015.

15-09-17 M/S Directors Sayers/Schooner that the Economic Development Advisory Committee Minutes dated July 23, 2015 be received.

CARRIED

RECESS

RECONVENE

The regular meeting reconvened at 2:42 p.m.

g) Land Use Planning

- i. Land Use Planning Report dated September 3, 2015

- 15-09-18** M/S Directors Schooner/McCullagh that the Land Use Planning Report dated September 3, 2015 be received.

CARRIED

Director Sayers clarified the role of the Official Community Plan Advisory Committee (OCPAC) for the Board's information. The focus is to review the current plan and the committee has already met several times in 2015. The committee was confused by the Board's resolution 15-07-18 in July and was uncertain how to proceed when it was felt they were just getting underway with their objective.

The Nuxalk Nation has valuable resources that could benefit the actions identified as part of the output of the committee. Discussion determined that a letter be sent to the Nuxalk Nation Chief and Council asking for their support through administration to assist in moving forward with the OCP review and outcomes.

- 15-09-19** M/S Directors Sayers/Schooner that further to the amendment of resolution 15-07-18, a letter be sent directly to Nuxalk Nation Chief and Council, and copied to the Band Administrator, requesting the sharing of resources at an administrative level to develop a draft review of the CCRD's Official Community Plan (OCP) and that such a draft OCP be shared with the CCRD Board and Nuxalk Nation Chief and Council for input.

CARRIED

Public Works

- h) Public Works Monthly Report dated September 3, 2015

- 15-09-20** M/S Directors Sayers/Schooner that the Public Works Department Report dated September 3, 2015 be received.

CARRIED

- i) Changes to Thorsen Creek Waste and Recycle Centre Safety Program Report dated September 3, 2015.

- 15-09-21** M/S Directors McCullagh/Schooner that the changes to Thorsen Creek Waste and Recycle Centre Safety Program Report dated September 3, 2015 be received.

CARRIED

Leisure Services Commissions

- j) Centennial Pool Commission – minutes from meetings dated July 15, and August 5, 2015.

- 15-09-22** M/S Directors Schooner/Sayers that the Centennial Pool Commission minutes dated July 15 and August 5, 2015, be received.

CARRIED

Protective Services

- k) Emergency Management – see CAO Report (sinking of Pacific Grizzly at Bella Coola Harbour).

The Board was apprised that 4,000 sand bags were transported from Bella Coola to Bella Bella in July to assist with mitigating extreme leakage from the community's reservoir. Severe drought conditions elevated the risk of an imminent water shortage. The sand bags

will be replaced by Emergency Management BC this fall and put back into the CCRD's flood protection stores.

Transportation Services

- i. Transportation Report - Bella Coola Airport/Denny Island Airport dated September 3, 2015.

15-09-23 M/S Directors Sayers/Schooner that the Transportation Report – dated September 3, 2015 by received.

CARRIED

(D) EXECUTIVE REPORTS

- a) Chair's Report – No report

Electoral Area Reports

- i. **Area A** – No report
- ii. **Area B** – No Report
- iii. **Area C** –

Director Sayers provided a written report in which she reviewed NDIR remaining funds, the Marine Planning Partnership meeting attended by teleconference in August, Centennial Pool Committee August meeting, her upcoming participation at the UBCM convention and clarification of the regional district's zoning bylaw to a constituent.

15-09-24 M/S Directors McCullagh/Hall that Director Sayer's written report for Area C dated September 3, 2015 be received.

CARRIED

- iv. **Area D** –

Director Hall says he now has a better understanding of the Hagensborg Waterworks District. Of his attendance at the July Economic Development Advisory Committee meeting, he said it was good to discuss the consideration of reconnecting with businesses.

- v. **Area E** –

Director Schooner commented on the boat sinking at the Harbour and said the Coast Guard was impressed with the way the process was handled. The Bella Coola Harbour Authority has a new hire with Drew Kovacic as manager.

(E) BYLAWS AND POLICIES

- a) Bylaw No. 450, Bella Coola Townsite Curfew Regulation, 2015 (repealing Bella Coola Townsite Curfew Regulation Bylaw No. 8, 1977)

15-09-25 M/S Directors Hall/McCullagh that Bylaw No. 450 cited as the "Bella Coola Townsite Curfew Regulation, Bylaw No. 450, 2015", be now introduced and read a first time.

CARRIED

- 15-09-26** M/S Directors McCullagh/Sayers that Bylaw No. 450 cited as the "Bella Coola Townsite Curfew Regulation, Bylaw No. 450, 2015", having been given due and detailed consideration by the Board, be now read a second and third time.
CARRIED
- b)** Central Coast Economic Development Commission Bylaw No. 451, 2015 (repealing Central Coast Economic Development Commission Bylaw No. 374, 2004)
- 15-09-27** M/S Directors McCullagh/Sayers that Bylaw No. 451 cited as "Central Coast Economic Development Commission Bylaw No. 451, 2015", be now introduced and read a first time.
CARRIED
- 15-09-28** M/S Directors Sayers/McCullagh that Bylaw No. 451 cited as "Central Coast Economic Development Commission Bylaw No. 451, 2015", having been given due and detailed consideration by the Board, be now read a second and third time.
CARRIED
- c)** Denny Island Recreation and Leisure Activities Commission Bylaw No. 441, 2015 OR Denny Island Recreation Commission Bylaw No. 441, 2015 – (a bylaw to establish a Recreation Commission for Electoral Area A and to repeal bylaws 95, 109, 296 and 320)
- 15-09-29** M/S Directors Hall/Sayers that Bylaw No. 441 cited as "Denny Island Recreation and Leisure Activities Commission Bylaw No. 441, 2015", be now introduced and read a first time.
CARRIED
- 15-09-30** M/S Directors Sayers/Schooner that Bylaw No. 441 cited as "Denny Island Recreation and Leisure Activities Commission Bylaw No. 441, 2015", be amended by removing the words '*and Leisure Activities*', having been given due and detailed consideration by the Board, be now read a second and third time as amended.
CARRIED
- d)** Bella Coola Airport Rates and Charges Bylaw No. 452, 2015 (repealing Bella Coola Airport Rates and Charges Bylaw No. 422, 2014)

Rates and charges are reviewed every two years and must be updated for new rates to be effective January 1, 2016 due to the lack of revenue and pending deficit in 2016. The lease agreements have been removed from the bylaw and will be treated as stand-alone documents and will be negotiated with the lessees.

Bylaw No. 452 proposes a 10% increase to the fuel surcharge and landing fees. The formerly named *Departure Head Tax* will now be called an Airport Improvement Fee and increases from \$5 to \$7 per departing passenger. There are also slight increases to aircraft parking fees and advertising.

Overall this should result in a \$9,000 increase to 2016 revenue and the bylaw will be reviewed every two years until the regional district is more comfortable with its financial position at the Bella Coola Airport. The airport has never been taxed and has always been 100% operated on user fees.

- 15-09-31** M/S Directors McCullagh/Schooner that Bylaw No. 452 cited as “Bella Coola Airport Rates and Charges Bylaw No. 452, 2015”, be now introduced and read a first time.
CARRIED
- 15-09-32** M/S Directors Sayers/Hall that Bylaw No. 452 cited as “Bella Coola Airport Rates and Charges Bylaw No. 452, 2015”, having been given due and detailed consideration by the Board, be now read a second and third time.
CARRIED

 - e) A-9(c) – Facilities Inspection Policy – General - Review with proposed amendments
- 15-09-33** M/S Directors McCullagh/Schooner that Policy A-9(c), Facilities Inspection Policy – General, be approved as amended.
CARRIED

 - f) A-12 (d) – Centennial Pool – Children Six Years and Under - Review
- 15-09-34** M/S Directors Schooner/Sayers that Policy A-12(d), Centennial Pool– Children Six Years and Under be approved as reviewed.
CARRIED

 - g) A-20 - Disposal of Assets Policy - Review with proposed amendments
- 15-09-35** M/S Directors McCullagh/Sayers that Policy A-20, Disposal of Assets, be approved as amended.
CARRIED

 - h) A-31 – Bylaw Development and Reviews – Introduction
- 15-09-36** M/S Directors McCullagh/Sayers that Policy A-31, Bylaw Development and Reviews, be approved as presented.
CARRIED

 - i) A-32 – CCRD Website Privacy Policy
- 15-09-37** M/S Directors Hall/McCullagh that Policy A-31, CCRD Website Privacy Policy, be approved as presented.
CARRIED

 - j) E-1 – Committee/Commission Reporting Requirements – Review with proposed amendments
- 15-09-38** M/S Directors Sayers/McCullagh that Policy E-1, Committee/Commission Reporting Requirements, be approved as amended.
CARRIED

 - k) P-1 – Delegation of Public Hearings – Review with proposed amendment
- 15-09-39** M/S Directors McCullagh/Schooner that Policy P-1, Delegation of Public Hearings, be approved as amended.
CARRIED

- l) P-2 – Application/Approval Process for Land Use Bylaws – Review with proposed amendment

15-09-40 M/S Directors McCullagh/Schooner that Policy P-2, Application/Approval Process for Land Use Bylaws, be approved as amended.

CARRIED

- m) P-3 – Administration of Agricultural Land Commission and Soil Conservation Act Application Fees – Reviewed with proposed amendments

15-09-41 M/S Directors Schooner/McCullagh that Policy P-3, Administration of Agricultural Land Commission and Soil Conservation Act Application Fees, be approved as amended.

CARRIED

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- (a) **Ministry of Community, Sport and Cultural Development** – Green Communities Committee congratulations for our efforts on reducing greenhouse gas emissions in 2014 (dated 29 July 2015)
- (b) **Auditor General for Local Government** – release of annual report for the Office of the Auditor General for Local Government 2014-2015 (dated 16 July 2015)
- (c) **Auditor General for Local Government** – release of Performance Audit for Local Government (dated 2 September 2015)
- (d) **The Office of the Ombudsman** – 2014-2015 Annual Report (dated 20 July 2015)
- (e) **Province of British Columbia Legislative Assembly** – Selina Robinson, MLA – Invitation to meet Opposition MLAs during UBCM (dated 24 August 2015)
- (f) **Geoscience BC** – Invitation to attend Geoscience BCs 10th Anniversary Dinner (dated 21 August 2015)
- (g) **Minister of Energy and Mines** – response to CCRD letter to minister requesting the Order in Council no. 148 be rescinded – (dated 11 August 2015)
- (h) **Islands Trust** – response to CCRD letter advising Route 10s “the Connector” is not considered a minor route by BC Ferries (dated 20 July 2015) – now awaiting further response from the Executive Committee of Islands Trust
- (i) **Assistant Deputy Minister Emergency Management BC** – response to CCRD letter to the Attorney General and Minister of Justice regarding increasing funds to Emergency Management BC instead of downloading responsibility to regional districts who do not have the resources or expertise to fully deliver emergency services (dated 21 August 2015)
- (j) **Great Bear Rainforest Land Use Order/BMTAs/Conservancy – Ministry of Forests, Land and Natural Resource Operations** – (dated 6 August 2015) – CCRD response letter/submission to the proposed Land Use Order Objectives and Potential Biodiversity, Mining and Tourism Areas/Conservancy – Great Bear Rainforest Order

15-09-26 M/S Directors McCullagh/Schooner that items (F) (a)-(j) be received.

CARRIED

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 4:06 p.m.

Chair

Corporate Officer

09.45 am. -
10.00 am.

(22)

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 412
SCHEDULE "C"

DEFERRED to
08 OCT 2015
MEETING.

DELEGATION to BOARD REQUEST FORM

Date of Application: 12 March 2015 Board Meeting Date: 10 SEPT 2015.

Name of person or group wishing to appear before the Board of Directors: _____

R.C.M.P. Representative
(invitation also to Chief Wally Webber & reps)

Mailing Address: RCMP, Bella Coola B.C. VOT 1C0
Box 1230

Number of people attending: 1 Spokesperson Name: various.

Subject of presentation: 1/4ly update on various RCMP activities & internal planning underway for Bella Coola detachment.

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

Contact person (if different than above): _____

Daytime telephone number: _____

Email address: edward.wells@rcmp-qrc.gc.ca

Will you be providing supporting documentation? yes no

- If yes:
- handouts (recommend delivered in advance)
 - 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.

deferred

Board Meeting
OCT 08 2015
CCRD ITEM l. a.

Board Meeting
SEP 10 2015
CCRD ITEM II l.(a)



CENTRAL COAST REGIONAL DISTRICT

TO: Chair Reg Moody and Board of Directors
FROM: Darla Blake, CAO
**SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT -
01 October 2015**

-
1. **RECOMMENDATION -**
THAT the Chief Administrative Officer's Report dated 01 October 2015 be received.

 2. **RECOMMENDATION - Airport Lease**
THAT the Central Coast Regional District Board of Directors, approves the 20 year lease between CCRD and Chris Quinn for the land comprising the Bella Coola Airport, legally described as Lot 1, Plan VIP56294, Section 2, Township 2, Range 03, Coast Range 3 Land District, and further,

the Central Coast Regional District (CCRD) Board of Directors authorizes the Chair and Corporate Administrator as signatories on behalf of the CCRD, to sign and seal the said lease.

STRATEGIC PLANNING

All 2015 Strategic Priorities updates will be included as appropriate under specific activity reports:

1. **Solid Waste Management Plan:**
Public Works Manager's reports

2. **Shearwater Water System:**
Public Works Manager's reports

3. **Asset Management Planning:**
Public Works Manager's reports

4. **Official Community Plan:**
Report under Development Services, elsewhere in the agenda

5. **Economic Development Plan:**
Community Economic Development Officer's reports

Board Meeting
OCT 08 2015
CCRD ITEM <u>C(a)</u>

GOVERNANCE MATTERS

UBCM

- **Congratulations to Director Alison Sayers** on her election to the Executive of UBCM as a Director at Large, representing communities across British Columbia.
- Director Sayers and CAO Blake met with Ministry Community Sport and Cultural Development executive directors and staff to discuss various matters including: governance/restructure, strategic investment funding future, planning and assessment matters.

Notes from UBCM conference (presentations will be available on the UBCM website):

Electoral Area Directors Forum:

Minister Fassbender (Ministry of Community Sport and Cultural Development) spoke to the Electoral Area Directors Forum. He advised that forum that he intends to go on a provincial road trip to see the challenges in rural communities.

Highlights of his speech include:

Connectivity in Rural Areas –

The “Telus deal” will provide connectivity to small communities in conjunction with rural health.

There is a provincial (matching funds) connectivity grant of \$10M delivered by NDIT which has been launched to work with the federal program and Network BC.

BC Grant Program -

There will be a BC Grant program for delivering services to First Nations.

Comments from the Floor –

There was a request that more information on small water systems be made available, including regulatory changing coming that may eliminate onerous requirements. The Minister advised that issues of treatment of water are being driven by health authorize (and this will remain), however he went further to say the ministry would look at small water systems including funding and support into the future.

The issue of unincorporated improvement districts not being able to apply for grants from the province and therefore requesting funding from regional districts was raised. The Minister was asked by a number of regional districts that this issue be addressed once and for all by the Province.

PROTECTIVE SERVICES

Proposed Changes to *Fire Services Act* regarding Fire Service Training and Inspections – see report under Protective Service elsewhere on the agenda.

TRANSPORTATION SERVICES

Airport Lease – Chris Quinn

The Board are being asked to approve a 20 year lease between CCRD and Chris Quinn for land comprising the Bella Coola Airport, legally described as Lot 1, Plan VIP56294, Section 2, Township 2, Range 03, Coast Range 3 Land District.

This is a new lease and therefore requires initial authorization from the Board to enter into the agreement, once approved and signed by the Chair and Corporate Administrator, all subsequent renewals or amendments can be authorized by the CAO as Corporate Administrator.

Administration therefore recommends that the Central Coast Regional District Board of Directors, approves the 20 year lease between CCRD and Chris Quinn for the land comprising the Bella Coola Airport, legally described as Lot 1, Plan VIP56294, Section 2, Township 2, Range 03, Coast Range 3 Land District, and further, the Central Coast Regional District (CCRD) Board of Directors authorizes the Chair and Corporate Administrator as signatories on behalf of the CCRD, to sign and seal the said lease.

Respectfully Submitted



Darla Blake
Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT

DATE: 1 October, 2015
TO: Board Chair Reginald Moody and Board Members
FROM: Tanis Shedden, Community Economic Development Officer
SUBJECT: Economic Development Report

RECOMMENDATION

THAT the Board of Directors receive the Economic Development Report dated 1 October, 2015.

ECONOMIC DEVELOPMENT REPORT

2016 Small Town Love Application

An application to the Small Town Love Marketing Initiative Program has been made for "Love Bella Coola Valley". NDIT has informed the CEDO that, barring any changes at the NDIT Board level, they are looking to roll out the 2016 Small Town Love program in the spring. This will ensure "Love Bella Coola Valley" is up and running before the summer high season.

EDAC:

The Economic Development Advisory Committee has set the following dates to kick off business walks in the Bella Coola Valley and Denny Island.

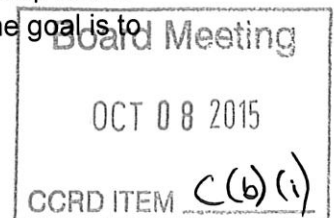
On Thursday, October 15th two teams from EDAC will be visiting some businesses in the Bella Coola Valley. An article will appear in the Coast Mountain News on October 8th and on bulletin boards and social media to inform the business community that this event is coming up.

On Saturday, October 24th the Central Coast Chamber of Commerce (CCCC) is hosting an informal Business Fair to coincide with the Business Walks taking place in the Bella Coola Valley.

CCRD directors are strongly encouraged to engage in this process.

Grant Writing Workshop

On Friday, October 16th from 11am to 1:15pm there will be a grant writing workshop at the Nuxalk Band Administration Office. The workshop will be hosted by NDIT and the goal is to



have a Webinar feature that can be accessed by individuals who are unable to personally attend.

This is also an opportunity to show off potential projects that are seeking NDIT funding to Dean McKinley (Director of Economic Development) while he is in the Bella Coola Valley facilitating the Workshop.

Economic Development Plan:

The EDAC visioning sub-committee is discussing the vision for Economic Development in the Central Coast Regional District via e-mail. The vision will be brought before the November 26th EDAC meeting before being brought to the CCRD Board of Directors.

Food Security

The CEDO has engaged with the Bella Coola Valley Sustainable Agricultural Society and together they are working on structuring a local food in retail discussion between local producers and regional retailers. The dates that are being put forward for this event are November 4th and 5th.

The plan is to bring in a facilitator from the Nelson Co-op board to assist in the discussion and provide information about Nelson Co-op's successes and challenges in promoting and integrating local food and supporting local growers. There will be community meeting with invitations sent to regional retailers (Heiltsuk Band Store, Denny Island Grocery Store, Grow Your own, Mountain Valley Organics, Co-op, Shop-easy, etc.), local growers, Farmers' Institute, institutional reps (hospital, Transition House, Healthy Beginnings, schools) and a facilitated discussion surrounding the potential speed bumps, challenges, how we can overcome them and strategies to increase local supply.

Respectfully submitted,



Tanis Shedden
Community Economic Development Officer



CENTRAL COAST REGIONAL DISTRICT
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
REGULAR MEETING MINUTES

DATE: 24 September 2015

ATTENTION

The EDAC minutes are draft and subject to amendment. Final approval and adoption by the EDAC will follow a resolution to receive the minutes by the CCRD Board of Directors, at their next scheduled meeting.

Board Meeting
OCT 08 2015
CCRD ITEM C(b)(ii)



ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)

REGULAR MEETING MINUTES – 24 September, 2015

In Attendance: Randy Hart (Chair) (Nuxalk Economic Development Corporation)
Markus Schieck (Community at Large)
Ernest Hall (Community at Large)
Lori Campbell (Community at Large) by telephone
Ana Santos (Denny Island Community) by telephone
Wilma Hallam (non-voting volunteer to committee)
Bo Reid (Heiltsuk Economic Development Corporation) by telephone
Tanis Shedden (CEDO)
Kyle Mettler (Local Government Management Intern)

Absent: Director Richard Hall (CCRD Director, Electoral Area D)
Garrett Newkirk (Bella Coola Harbour Authority)
Tracy Switzer (Ocean Falls Community)

1. **Call to Order**

The Chair called the meeting to order at 7.03pm.

2. **Adoption of Agenda**

EDAC 15-09-01 M/S Hall/Santos that the agenda be adopted.

CARRIED

3. **Adoption of Minutes**

EDAC 15-09-02 M/S (E) Hall/Schieck that the EDAC Meeting Minutes dated 23 July, 2015 be adopted.

CARRIED

4. **Action Items**

Business Walks

- (a) **Set a date**
- (b) **First wave business identification**
- (c) **Business Walks package**
- (d) **Media release**

Discussed as a block.

There was a group discussion on format and relevance of questions provided by NDIIT BRE Interview platform. Some minor changes were made to make the questions more relevant to the Regional District. Randy Hart asked about clarifying the “succession planning” questions. Hart brought up adding an explanation portion of selling a business or closing it and giving a new entrepreneur the

opportunity to start up their own business. An additional explanation portion was added to the question surrounding current constraints businesses are facing to include examples such as limited internet, transportation, ferries, trained personnel, etc.

Date was discussed and set at October 15th. Two groups will be visiting local businesses as an inaugural Business Walks for the Bella Coola Valley. The two groups will be Markus Schieck and Tanis Shedden and Lori Campbell and Ernest Hall. The businesses that will be approached will be discussed by the teams. Additionally, the Business Walks event on Denny Island will take the form of a Business Fair on Oct 24th. More on this on p.3.

EDAC 15-09-03 M/S (E) Hall/Campbell that the inaugural Business Walks take place October 15th in the Bella Coola Valley. That (E) Hall will write an article for the CM news to meet the October 1st deadline, and Shedden will create bulletin board/social media announcement.

CARRIED

EDAC Vision Statement

Noted there are many competing visions of what the valley should be. The EDAC will create an economic development vision statement (very high level/general) for CCRD Board approval. To gather community input there is an opportunity to engage people around the Federal Election. The vision needs further discussion and the subcommittee should do this via e-mail/telephone before the next EDAC meeting in November. The CEDO will follow up with the OCPAC to get a better idea when they will be needing the vision for their process. The subcommittee is Tanis, Markus, Lori, Ana.

EDAC 15-09-04 M/S Schieck/Santos that the subcommittee discuss and bring an economic development vision to the next EDAC meeting November 26th for approval.

CARRIED

5. Discussion

(a) Collaborative Project Funds – Food Security

The CEDO has connected with Bella Coola Valley Sustainable Agricultural Society through Dayna Chapman. The goal of this project is to bring local food to local retailers (including Outer Coast Communities). The project will be by invitation and will bring transporters, retailers, and producers together this November to answer the “how” question. Bo Reid suggested working to get this organized around the November CCRD Board meeting to leverage resources and ensure that the people who need to be there can be there. The CEDO will follow up with BCVSAS and see if November 6 will work for the invited parties.

(b) Workshops - Grants and Location Scouting

The CEDO has a date for a potential NDIIT grant writing workshop in Bella Coola on Oct 16. There needs to be at least 20 attendees. Ernest Hall and Randy Hart expressed interest in attending and have suggested that the CEDO reach out to Nuxalk Nation. Ernest will bring the date to BCVT and the BCVAC to gauge their level of interest in attending. It was suggested that the CEDO explore funding

opportunities to bring individuals from Outer Coast communities to attend the workshop. The CEDO will look into funding Outer Coast participants through the collaborative funds.

The CEDO has been in contact with an individual who is interested in hosting a location scouting workshop to get more local locations on the British Columbia Film Association scouting website: creativeBC. The goal is to create one or two templates for residents to view at this event. The goal is to get other residents to put their land/property on the site as a potential location for filming.

EDAC 15-09-05 M/S Hall/Santos that the CEDO will send e-mails gauging Grant Writing Workshop interest to Wilma Mack (Nuxalk Nation) and organizations in the Bella Coola Valley and Outer Coast communities.

CARRIED

(c) Adopt-a-bin

Project costs are projected at approximately \$20,000 for ten bear proof bins. The issue is structuring the long run upkeep and maintenance of the bins. Randy Hart suggested using Business Walks as a platform to gauge interest from local businesses in participating in the program. This "Adopt-a-bin" project was designed to be a first step in town beautification. The Central Coast is known for its 'pristine' environment and the lack of access to garbage cans is a problem. The teams participating in the October 15th will informally collect and gauge community interest in hosting a bin.

6. General Information

(a) The OCPAC is behind deadline having not met in July or August. Their next meeting is tentatively scheduled for early October.

The meeting has been scheduled for October 13th and the CEDO will find out more about where in the process they are in terms of the review and where the EDAC vision statement for Economic Development in the CCRD will fit.

(b) Letter to Ministry of Forest, Land and Natural Resources; Future JSP meeting

The letters written to the ministry about the Great Bear Rainforest Order will not be released to the public. Joint Solutions Project has cancelled their meeting in Bella Coola with no date rescheduled.

**(c) Community Updates:
Bella Bella – Bo Reid**

Heiltsuk Nation is currently building a new band store following the fire several years ago. An airport expansion is in the works within the next 6 months and there is talk about a clay project being established.

Denny Island – Ana Santos

Businesses on Denny Island can come and go quickly. There is not a lot of "togetherness" in the business community. Ana hopes that being a part of EDAC and having closer ties with

the CCRD will improve the dynamic in the business community. There are problems with the roads, airport building, recycling, etc. and community members are always looking for ways to upgrade and improve the situation. October 24th the Central Coast Chamber of Commerce (CCCC) is hosting an informal Business Fair to coincide with the Business Walks taking place in other communities. The CCCC will use this event to collect the required information from local businesses and to facilitate interaction among them.

Bella Coola Valley – Ernest Hall

Ernest is unsure about the results following this tourism season and will follow up with local operators to get a picture of how the season went as a whole. Markus Schieck indicated that there are less tourists in the Bella Coola Valley due to the ferry cuts. Ernest indicated that he was uncertain about this due to accommodators being very busy.

7. Adjournment

The next meeting will be Thursday, November 26th. A Business Walks report will be circulated at this time with findings and recommendations for future Business Walk efforts.

EDAC 15-09-06 M/S Schieck/(E) Hall, that the EDAC meeting of Thursday 24 September 2015 be adjourned at 8.57 pm.

CARRIED



CENTRAL COAST REGIONAL DISTRICT

DATE: 1 October, 2015
TO: Board Chair Reginald Moody and Board Members
FROM: Tanis Shedden, Community Economic Development Officer
SUBJECT: **Nuxalk Nation NDIT Grant Applications**

RECOMMENDATION

THAT the Nuxalk Nation NDIT Grant Applications report dated 1 October, 2015 be received.

THAT the Central Coast Regional District Board of Directors support Nuxalk Nation in their application to the Northern Development Initiative Trust Economic Diversification Infrastructure program for a grant of \$250,000.

THAT the Central Coast Regional District Board of Directors support Nuxalk Nation in their application to Northern Development Initiative Trust Community Halls and Recreation Facilities program for a grant of \$30,000.

BACKGROUND

Northern Development Initiative Trust's application process requires all applicants submit the complete application to a municipality or regional district with the request for a resolution to support.

Furthermore NDIT's application process states the following:

"The municipality or regional district determines whether it will provide a resolution of support for the funding request from the appropriate account. The resolution of support must clearly state the amount of the funds requested, whether the request is for a grant, loan, or combination grant/loan, and the appropriate regional development account from which the funds will be provided."

The following project summary describes the project being proposed by Nuxalk Nation. The complete application will be made available to the Central Coast Regional District Board of Directors for their 12 November regularly scheduled meeting. However, as

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CCRD ITEM C(b)(iii)

this is after NDIT'S application intake date of 8 November, a general background has been provided by the project management team.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'T. Shedden', with a long horizontal line extending to the right.

Tanis Shedden
Community Economic Development Officer

RECEIVED

SEP 30 2015

September 29th, 2015

Attention: Tanis Shedden
Central Coast Regional District

Central Coast Regional District

Nuxalk Nation respectfully requests Central Coast Regional District Resolutions in favour of making applications to Northern Development Initiative Trust for \$250,000 (Infrastructure) and \$30,000 (Community Halls), and to Coast Sustainability Trust for \$250,000 towards the construction of the Restaurant/Gift House and Big House. The balance of funding will come from Coast Opportunity Fund.

OUR VISION: NUXALK PATHWAY TO CULTURAL TOURISM

A river rushing. Lush mountains and towering trees. The land that calls.

An ancient path. A rest stop, or two.

A shared meal, and maybe a story.

Then, the Big House. Ancestors.

This is Nuxalk country.

Welcome.

The Nuxalk Pathway to Cultural Tourism has been in development for three years, beginning with the Nuxalk Council intention to build an Aboriginal Tourism Strategy for the Nation. Aboriginal Tourism is a growing industry in BC, but in Bella Coola strategies for working collaboratively with non-First Nations have not been implemented yet. Tourism is critical to the economy in the Valley today. Its success relies on a series of activities and events that appeal to wide audiences that are collaborative in nature, as seen in the recent success of the Bella Coola Motel.

In 2014 Nuxalk Nation received a grant from Coast Opportunity Funds (COF) to purchase the Bella Coola Motel lands. Now under Nuxalk ownership and with First Nations management & staff, this little motel has proactively leveraged its good will, forged new and solid relationships, and upgraded its premises, thus setting the stage for a larger vision. It is key to the development of the proposed Nuxalk Pathway to Cultural Tourism.

Historically, this utterly amazing piece of land which hugs the Bella Coola River, belonged to the Nuxalk People. It was home to an important Big House, used year round for cultural and seasonal business. Beneath the land lies an ancestral grave site of historic significance. At some point it was presented by the Nuxalk people as a gift to the early non-First Nations settlers. By the 1920s it housed the still standing tiny Hudson Bay Trading Post. Today it is fee simple land within the Central Coast Regional District, bordering the Nuxalk Nation Reserve. Our vision is an indigenous-inspired restaurant on the Bella Coola Motel site, eventually replacing the motel units with long house style cabins.

Moving forward we will build a Cultural Path leading from the Restaurant/Gift House and Long House Cabins along the Bella Coola River, past the commemorative Oolichan Pole, historic Song House and Carving Shed, past the Community Hall, straight to the very heart of the Nuxalk - the proposed Big House. Here, along this path, we will welcome our families, friends, guests, neighbours and visitors.

The work on this project included culturally respectful dialogue with Nuxalk Hereditary Chiefs, Chief and Council, band administration, and meaningful consultation with community members, tourism stakeholders, regional district staff and businesses in the Bella Coola Valley. These on-going discussions are encouraging: people understand the importance of a coordinated tourism strategy that benefits all.

The Nuxalk Pathway to Cultural Tourism project will forge multiple connections to nearby communities, local & regional accommodations, artisan galleries & gift shops, tour operators, the Visitor Info Centre co-located with Copper Moon Gallery in partnership with the Nuxalk Development Corporation, and the Bella Coola Valley Tourism Association. It will create employment, new business, offer reasonable security in a changing economic environment, and capitalize on the Great Bear Rainforest as a world-class tourist draw, thus building a solid foundation for long-term economic prosperity. Most importantly, it will bring together Nuxalk and non-First Nations communities in an exciting venture to build a mutually beneficial cultural eco-tourism economy in the Bella Coola Valley.

PROJECTED BUDGET

Big House	\$1,800,000	80x90=7200s x \$250/sf
Restaurant/Gift House		
1688 sf @\$230/sf =	\$388,240	
Basement: 825sf @ \$80/sf =	\$66,060	
Crawlspace: 863sf @\$20/sf =	\$17,260	
Septic System:	\$70,000	
Kitchen	\$110,000	
Contingency @ 20%	\$150,568	
Electrical Breakdown: \$35/sf	\$59,080	
Mechanical Breakdown: \$25/sf	\$42,200	
Total	\$903,408	
Total funding required	\$2,703,408	
Funding Sources		
Coast Opportunity Fund	\$2,203,408	(designated Nuxalk Nation funds)
Coast Sustainability Trust	\$250,000	(designated Nuxalk Nation funds)
Northern Development Trust	\$250,000	(CCRD Resolution required)*
Other costs		
Nuxalk contribution	\$58,000	(architectural/engineering fees)
Western Economic Diversification	\$500,000	(pathway/hall upgrades – intended)
Northern Development Trust	\$30,000	(pathway/hall CCRD Resolution required)*

*Completed applications will be forwarded to CCRD by November 5th, 2015

Submitted by
 Marianne Weston
 Morrison & Associates for Nuxalk Nation



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer

FROM: Cheryl Waugh, Transportation and Land Use Coordinator

DATE: October 1, 2015

SUBJECT: Land Use Planning Report

Recommendations:

1. That the Land Use Planning Report dated October 1, 2015 be received
2. That Nancy Anderson be appointed to the Official Community Plan Advisory Committee

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

Zoning

-Local realtor enquiry for Hwy 20 property, water, sewer, zoning

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 CCRD ITEM C(c)

-Out of area realtor asking about zoning on Denny Island. There is no zoning.

-Surveyor's office asking for zoning on 3 connected Hagensborg lots

-Surveyor's office asking for zoning of a property which, after some searching, turned out to be in the Chilcotin.

Subdivision

-Ministry of Transportation & Infrastructure asking for the contact for Nusatsum Improvement District re water service

-Local resident's insurance company showed an extra acre attached to the property. A search confirmed the property had been subdivided in 1976 and the acre is no longer associated with the the resident's property.

Maps & Plans

-Out of area realtor requested Highway 20 property outline

-Out of town enquiry for location/access of property south side of valley near Hagensborg

-Airport leaseholder asked for confirmation of boundaries for his lease lot

Other Related*

-Seasonal resident attended the office with concerns about neighbour working with equipment on their land to mitigate flood risk by influencing the direction of the Bella Coola River. The described activity indicated there is no in-stream works, however, this property owner's concerns were for his land, which is downstream of the neighbour. No assistance has been available from the Province or DFO. CCRD could not assist other than confirming with DFO there is no longer a habitat officer here to attend.

-Credit Union confirming a Hwy 20 property has not been assigned a civic address

Land Referrals/Updates

-Bella Coola Community Forest Ltd – Kwatna Inlet, Temporary Licence issued for 2 years for heli-drop, log storage, handling

-Interfor Corporation – Cousins Inlet near Twin Lakes, Application for Licence of Occupation for 5 years for log handling, storage, camp tie-up – *CCRD responded 'interests unaffected'*. The application had been forwarded to the Ocean Falls Improvement District

Cheryl Waugh

Transportation and Land Use Coordinator



CENTRAL COAST REGIONAL DISTRICT

DATE: 01 October 2015

TO: Board Chair Reginald Moody and Board Members

FROM: Chief Administrative Officer Darla Blake

SUBJECT: **OCPAC 2015 Terms of Reference**

RECOMMENDATION

That Central Coast Regional Board of Directors approves the OCPAC 2015 Terms of Reference, as amended and presented to the 08 October 2015 CCRD Board meeting.

BACKGROUND

Over several months the Official Community Plan Advisory Committee (OCPAC) and the Board have been drafting and revising the proposed OCPAC Terms of Reference to ensure inclusiveness in the Official Community Plan (OCP) process.

The board has made several recommendations and the OCPAC have provided the Board with their feedback on the Boards recommendations.

While the OCP is a CCRD bylaw every effort is going to be made to align our OCP with Nuxalk Nation plans, and possibly other things as well. Therefore, a letter has been sent to Nuxalk Chief and Council inviting them to be part of the Advisory Committee and advising them of our process and that a draft of the OCP will be presented to them for feedback and input.

Attached to this report is a proposed Terms of Reference for the OCPAC which makes clear the desired relationship and involvement with the Nuxalk Nation and the OCPAC process.

CONCLUSION

Much consideration has been given to the Terms of Reference for the OCPAC, and many revised versions have been presented to the Board to ensure opportunities for participation, feedback and input is afforded to Nuxalk Nation.

Administration is of the view that the latest version of the Terms of Reference provides the clarity of intention and process, which meets the Board's expressed desires.

Respectfully Submitted
 Darla Blake
Chief Administrative Officer

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CCRD ITEM C(a)



Central Coast Regional District Official Community Plan Advisory Committee 2015

Terms of Reference

Introduction

The Central Coast Regional District (CCRD) wishes to update the Official Community Plan (OCP) for the Bella Coola Valley, which encompasses Electoral Areas C, D and E. Last adopted in 1999, the current OCP planned for a small increase in commercial and industrial development and modest growth in residential development for the next five to ten years, which would have included up to 2009. Some changes to the Agricultural Land Reserve and Provincial Forest within the OCP area were also expected.

The CCRD wishes to undertake an OCP review that will develop and incorporate an updated vision for the Bella Coola Valley based on economic, social and environmental considerations, including new or amended policies that will support any revised goals. The OCP review will include research and development of an updated community profile and digitization of the existing maps (land use and hazard lands).

An OCP Advisory Committee (OCPAC), comprising interested citizens and a CCRD Board representative has been created to provide input and advice on the review process. CCRD will make every effort to recruit and retain a diverse and well-rounded committee.

The OCP review process will also actively engage the Nuxalk Nation, other government agencies, community organizations and the general public in the updating of OCP vision/goals and policies, as well as in identifying strategies and actions that can be taken to implement the plan.

Special attention will be paid to engaging the Nuxalk Nation at all stages of the OCP review and development, beginning with recruitment of members of the Nuxalk community to the OCPAC. Nuxalk Band Administration may be contacted informally by CCRD staff throughout the OCP review, and during development of the OCP itself. The OCPAC will be briefed on relevant community planning documents and processes in use by the Nuxalk Nation. Finally Nuxalk Chief and Council will be presented with a draft of the OCP for feedback and input. This in-depth engagement is with the intent of building a solid and open working relationship between CCRD and Nuxalk Nation, as well as ensuring that the OCP is not in direct conflict with relevant Nuxalk Nation community planning.

After all input is collected, the CCRD Board of Directors will make final revisions (as needed) to the OCP, and as a final stage will adopt the OCP as a CCRD bylaw, replacing the OCP bylaw currently in place. This final stage may also include development of clear agreements and protocols with Nuxalk Chief and Council, if appropriate and necessary.

Mandate

The Bella Coola Valley Official Community Plan Advisory Committee for 2015 (Areas C, D and E) provides advice to the CCRD board and staff on matters related to the Official Community Plan review process..

Responsibilities

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

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

Authority

The Bella Coola Valley OCPAC 2015 is a volunteer, advisory committee to the board of the CCRD and has the authority to provide advice to the board on matters related to its mandate.

Membership

Prospective members will be solicited through community advertisement, utilizing the normal channels, for volunteer applicants interested in OCPAC membership.

The volunteer membership of the OCPAC shall comprise of a maximum of 5 voting members and include 1 CCRD director, and/or 1 member of the CCRD Economic Development Advisory Committee and 3 members-at-large from the community with related interest/experience, including but not limited to those involved in agriculture, environmental or land use planning. Accommodation may also be made for the participation of non-voting members. Appointment to the OCPAC shall be by resolution of the regional district board, based on recommendations of the Chief Administrative Officer (CAO).

CCRD particularly wishes to recruit members who:

- have a keen interest in, knowledge of, and/or experience with planning, particularly environmental or land use planning
- have a keen interest in, knowledge of, and/or experience with one or more of the following aspects of our community:

- housing
- mapping
- economic development
- agriculture

Meeting Procedures

- The Committee chair is to be elected by the OCPAC membership
- OCPAC meetings will be at the call of the committee chair, to be held at minimal, once per month
- OCPAC is to operate on a consensus basis wherever possible, otherwise decisions to be determined through vote, based on simple majority
- The chair is entitled to vote in all matters
- A member who abstains from voting will be deemed to have voted in the affirmative
- If a member perceives that he or she may have a direct or indirect pecuniary interest in a matter before the OCPAC or may, for any other reason, have a conflict of interest, the member must declare his or her interest or conflict and not participate in any discussion or vote regarding the matter in question
- All OCPAC meetings will be open to the public but comments from non-members will be restricted to a pre-identified questions and comments period
- A quorum will be three (3) members of the OCPAC
- At the end of every meeting a date will be set for the next meeting
- Meeting minutes will be distributed to the membership and to the CCRD as soon as practicable after each meeting and will include recommendations put forward to the board for their consideration

Media/Public Relations

OCPAC members should take due care when speaking in public or to the media. Opinions expressed should be clearly identified as individual opinions and not represented as OCPAC or CCRD opinions. Contact with the public or media regarding issues related to the work of the committee shall be referred by the committee chair to the regional board chair. Where necessary, the CAO or other relevant staff will assist the board or committee chair in responding to the media.

Tenure

The committee will serve until the end of 2015 or as otherwise directed by the board in order to complete its duties. The regional district board may at any time terminate the appointment of an OCPAC member.

Resources

The CAO will determine and assign a staff member as an advisor to the committee. Select office services will be available to the committee with the assistance of CCRD support staff.

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**CENTRAL COAST REGIONAL DISTRICT
PUBLIC WORKS DEPARTMENT
SEPTEMBER 2015 REPORT**

TO: Darla Blake, CAO
CC: Board Chair Reginald Moody and Board Members
DATE: October 1, 2015
FROM: Ken McIlwain, R.P.F. Public Works Manager
SUBJECT: Public Works Monthly Report

RECOMMENDATIONS:

1. **THAT the September 2015 Public Works Report be received.**
2. **THAT the CCRD Board of Directors approve an application to Northern Development Initiative Trust for funding assistance through their Community Halls and Recreation Facilities Program in order to undertake repairs and upgrades to the CCRD's Snootli Skating Rink facility.**

**PUBLIC WORKS FUNCTIONS AND SERVICES
SEPTEMBER 2015 HIGHLIGHTS**

SOLID WASTE MANAGEMENT

1. The BC Ministry of Environment (MoE) has released an Intentions Paper outlining the ministry's intentions for updating the Solid Waste Management Planning Guideline. The ministry is consulting with regional districts and other stakeholders, as well as providing opportunities for public comment. The ministry expects to implement a revised guideline in 2016.
2. Schnitzer Steel removed 438 tons of steel from the landfill in September.
3. Western Rubber removed 2759 tires from the landfill in September. New rules surrounding sorting and storage of tires require CCRD to restrict public access to the tire piles.
4. 3175 KG of printed paper and packaging recycling was picked up by Green by Nature on behalf of MMBC.

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- 5. One barrel pump and a bag stand have been stolen from our oil recycling depot.
- 6. The electric fence line on the northwest face of the landfill is being moved to the top of the gravel spoil pile to facilitate construction of the landfill face to 3H:1V ratio as per landfill criteria. The eastern and western faces are still over steepened and should be addressed in future development.
- 7. Significant progress continues with development of the safety program for the Thorsen Creek Waste and Recycling Centre.
- 8. Significant Expenditures: Don Nygaard & Son Ltd. was paid \$5412.59 before taxes for force account work related to clean up of the metal pile and earthworks.

RECREATION FACILITIES

- 1. **Walker Island & Snootli Parks:** As of the end of September, progress on the concession building has remained on schedule and the floor framing is complete.

One informal report of overnight camping at the Walker Island Park facility has been received. The individual(s) were reported to have left and no follow-up action was taken.

- 2. **Centennial Pool:** Closed for the season.
- 3. **Nusatsum Park:** Research was completed and a design for a new bench and picnic table were chosen. Efforts will be made to have these in place by next spring.
- 4. **Snootli Skating Rink: ACTION ITEM:** The ice rink is well over 20 years old. It is in desperate need of repaving, and requires numerous other repairs and upgrades in order to continue operation. This facility enjoys wide spread use by the entire valley, including school groups and youth of all ages. Many Bella Coola Valley residents learned to skate at this facility built by volunteers. There are constant inquiries about covering the rink and installing refrigeration to extend the skating season. Winter brings limited recreation opportunities for youth, and it is important to residents that this facility, continue to be maintained. The Parks and Recreation budget is very small, with a modest reserve available. In order to afford new asphalt paving, it is important to use the existing reserve to leverage additional funds through grants. The CCRD Parks and Recreation tax requisition is not sufficient to undertake recreation facility upgrades and we rely largely on grants and volunteer work for improvements. In anticipation of a paving contractor arriving in 2016, it is recommended that the CCRD apply to Northern Development Trust for a grant through the Community Halls and Recreation Facilities Program.

- 5. **Significant Expenditures and Contracts:** Wilmax Electric was paid \$1875.93 before taxes for the new power drop and temporary service for the concession construction.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

A review of legislative changes in under way.

BELLA COOLA AIRPORT

See Transportation Report

STRATEGIC PUBLIC WORKS INITIATIVES

SHEARWATER WATER SYSTEM

The project is on hold until grant funding can be accessed. Monitoring of new grant programs continues.

SOLID WASTE MANAGEMENT PLAN UPDATE

Last month it was reported that "It is desirable to wait to see if the new guidelines offer more flexibility to small regional districts." The Intentions Paper has now been released by the Ministry of Environment and a separate report has been prepared for the board with respect to the new guidelines and a recommended course of action.

ASSET MANAGEMENT PLANNING

During September and October information on water system components, condition and valuation is being compiled to inform the asset management plan.

Respectfully submitted,



Ken McIlwain, RPF
Public Works Manager



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, CAO
CC: Board Chair Reginald Moody and Board Members
DATE: October 1, 2015
FROM: Ken McIlwain, R.P.F., Public Works Manager
SUBJECT: Solid Waste Management Planning Process

RECOMMENDATION

1. That the Central Coast Regional District Board of Directors pause the solid waste management planning process until the BC Ministry of Environment releases a revised guideline for preparation of regional solid waste management plans.
2. That the Central Coast Regional District Board of Directors approves the Public Works Manager to proceed with submitting comments and feedback to the Ministry of Environment in regards to their Solid Waste Management Planning Guideline – Intentions Paper with an emphasis on improving flexibility for small regional districts with limited resources.

STRATEGIC PLAN

Goal 1 - Effective Planning and Implementation.

Objectives and Strategies

1.4 Ensure long term sustainability of Solid Waste Management.

1.4.1 Complete a comprehensive review and update of the Solid Waste Management Plan.

Established objectives for 2015 included completing Stage 1 of the planning process under the old Solid Waste Management Planning Guideline.

BACKGROUND

The CCRD Solid Waste Management Plan (SWMP) is in need of updating and is a strategic priority of the CCRD. The process has been started and some initial public consultation has been completed. This summer, an attempt was made at stakeholder engagement through establishment of a plan advisory committee. There was minimal response or interest from the public or other stakeholders in response to our call for interested parties. Staff have been working on some new strategies to engage with stakeholders, but are hamstrung by some of the requirements in the existing consultation process.

The existing provincial guidelines that stipulate how regional districts go about preparing a solid waste management plan are now 20 years old, and are geared towards new plans, versus updating of existing plans. Existing guidelines are very prescriptive and complicated, resulting in planning processes often taking in excess of 3 years. This summer, the Ministry of Environment

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notified stakeholders that they would be updating these guidelines to reflect new realities in how we manage waste and to help streamline the planning process.

On September 16th, the Ministry of Environment released an Intentions Paper (attached) outlining in broad terms the proposed changes to the new guidelines. Regional District staff has reviewed the proposed changes to the guidelines and the guiding principles surrounding consultation and the environment. Discussions with senior provincial policy staff also provided clarification around timelines and some insight into the feedback they are receiving from other regional districts. Because there are no legislative changes involved, ministry staff expect to be able to release draft guidelines early in 2016.

CONSULTATION

The Ministry of Environment is consulting with regional districts, stakeholders and the public with regard to the updating of the guidelines for preparation of a Solid Waste Management Plan (SWMP). Consultation will be complete by November 15, 2015.

LEGISLATION /POLICY

The Environmental Management Act requires that all regional districts prepare and submit a solid waste management plan to the Ministry of Environment.

BUDGET/FINANCIAL IMPLICATIONS

The existing 2015 budget accommodated planning and most of this amount can be carried forward to 2016 to help build up the required funds.

RISK MANAGEMENT

The Ministry has stated that Regional Districts already engaged in updating their solid waste management plans may continue on under the old guidelines or pause the process and continue under the new guidelines.

DISCUSSION

The proposed changes outlined in the Intentions Paper are long overdue. The existing planning guidelines are geared towards creating a new SWMP, not updating or amending an existing plan. The existing update process costs an extraordinary amount of money and staff resources.

The ministry's objectives for the updated guideline are to:

- Provide a results-based focus for solid waste management planning
- Provide increased clarity regarding ministry requirements
- Streamline the planning process and increase efficiency
- Provide flexibility in the planning process
- Maintain protection of public interest

The new guideline will:

- Increase clarity regarding ministry requirements and expected end results
- Include templates as much as possible for ease and consistency

- Update principles which guide the formation of policies and strategies contained in plans and any implementation bylaws
- Recommend that plans be renewed every ten years and considered a living document with a process outline for incorporating changes within the ten-year timeframe
- Encourage regular reporting on plan implementation
- Define consultation outcomes and promote best practices
- Emphasize cross-regional opportunities, sector partnerships and linkages to industry product stewardship programs

While a delay in our planning process is not necessarily desirable, there is an expectation that it will be far more efficient to proceed under the new guidelines, than to struggle through the guidelines from 20 years ago. The final product will also be more in line with modern day guiding principles in solid waste management and the provincial government's expectations for plan content.

CONCLUSION

It is recommended that the Board of Directors accept a minor delay in the CCRD solid waste planning process in order to capitalize on the efficiencies that will exist in the new guidelines. Furthermore, it is recommended that staff resources be focused on supplying meaningful feedback to the Ministry of Environment on the new guidelines, with focus on the need to accommodate small regional districts with limited resources.

Respectfully submitted,



Ken McIlwain, RPF
Public Works Manager



INTRODUCTION

The Ministry of Environment (the ministry) will be updating the guideline for preparation of regional solid waste management plans. The guideline outlines the process for regional districts to develop and coordinate a solid waste management plan. A solid waste management plan also acts as a blueprint for reducing disposal of municipal solid waste.

In May 2015, the Provincial government announced commencement of this project to update the planning guideline. The announcement also included six recommended principles for the future of solid waste in BC, building on MLA Marvin Hunt's review of solid waste diversion. These principles are incorporated and discussed in a section addressing guiding principles in the proposed updates (page 5 and 6 of this paper).

This paper outlines the ministry's intentions for updating the guideline and describes opportunities to comment on those intentions before work to update the guideline commences. The ministry is consulting with regional districts and other stakeholders, as well as providing opportunities for public comment. The ministry expects to implement a revised guideline in 2016.

The ministry's objectives for the updated guideline are to:

- Provide a results-based focus for solid waste management planning
- Provide increased clarity regarding ministry requirements
- Streamline the planning process and increase efficiency
- Provide flexibility in the planning process
- Maintain protection of public interest

This intentions paper includes:

- Background information related to the guideline and ministry targets
- Details regarding the ministry's proposed updates to the guideline:
 1. Scope of proposed updates
 2. Regional district planning and updating process
 3. Ministry of Environment role in plan development and implementation
 4. Targets
 5. Plan principles
 6. Public accountability mechanisms
 7. Plan content
 8. Compliance
- Links and information on providing comment to the ministry

Key Points

- Solid waste management planning remains important in B.C.—updating the guideline builds on a strong foundation
- The 20-year old guideline needs modernizing to reflect the current solid waste management landscape and the experience of regional districts and partners in the sector
- Updating the guideline should support the ministry's service plan targets for municipal solid waste
- A new guideline will:
 - » Increase clarity regarding ministry requirements and expected end results
 - » Include templates as much as possible for ease and consistency
 - » Update the principles which guide the formation of policies and strategies contained in plans and any implementation bylaws
 - » Recommend that plans be renewed every ten years and considered a living document with a process outlined for incorporating changes within the ten-year timeframe
 - » Encourage regular reporting on plan implementation
 - » Define consultation outcomes and promote best practices
 - » Emphasize cross-regional opportunities, sector partnerships and linkage to industry product stewardship programs
- Comments should be provided by November 15, 2015. See the [ministry's municipal waste management plans website](#)

BACKGROUND INFORMATION

The current guideline has been in place since 1994. It was developed to provide guidance for regional districts on legislative requirements for solid waste management planning.

Key legislation and role of the guideline

The BC Environmental Management Act (EMA) includes provisions in Part 3 that require regional districts to develop a solid waste management plan, and to consult on the development and content of the plan. Under the EMA, the Minister of Environment (Minister) must be satisfied that adequate consultation has occurred, and may approve all or part of a solid waste management plan or amendment to a plan.

Provisions in the guideline are not mandatory requirements for regional districts to follow but recommended practices. The guideline provides advice to aid in plan development that is consistent with legislative requirements. It reflects ministry expectations regarding plans and desirable outcomes, defined by provincial targets and principles.

The need for change

Solid waste management planning continues to remain relevant and important in BC. Yet because the guideline was written more than twenty years ago, there is a need for housekeeping updates to bring currency to the document. For example, the guideline references old legislation such as the Waste Management Act and Municipal Act and has no reference to the EMA's Recycling Regulation.

During this time, regional districts have gained experience and expertise in preparing and renewing plans, and are asking the ministry for updates to the guideline to reflect current planning and consultation best practices. The guideline is often seen as overly prescriptive—for example, there are 22 potential points of involvement for provincial government staff in the planning process that may no longer be warranted.

In addition, the landscape for solid waste management has changed considerably. The list of industry stewarded products has continued to expand, and the roles and responsibilities for the management of those products has changed. Expertise within the waste management sector has grown, along with technological improvements and commercial opportunities associated with diversion and recycling/reuse.

Consultation and communication methods have also transformed in recent decades with increased use of mobile devices and online connectivity, prompting changes in consultation best practices among government and stakeholders.

Ministry service plan targets

Updates to the planning guideline should support the ministry's service plan targets for municipal solid waste. The ministry has set two provincial goals to reach by 2020:

- Lower the municipal solid waste disposal rate from 570 to 350 kilograms per person
- Have 75% of BC's population covered by organic waste disposal restrictions

PROPOSED UPDATES

1. Scope of proposed updates

The proposed updates focus on the planning process itself (rather than implementation of plans) and the role of regional districts and ministry staff throughout this process. New guiding principles and targets are being proposed by the ministry to update the high level direction set by the Province for municipal solid waste management.

At this time, the ministry is not proposing or seeking comment on updates that would require legislative changes—any changes to the guideline will be within the

framework of the EMA. The liquid waste management planning guideline is also not being updated at this time.

Waste management policy issues that might surface through consultation may not be resolved in this guideline update, but can inform separate policy work of the ministry. This guideline update will also not address technology/facility standards.

2. Regional district planning and updating process

Note that the updated guideline would only apply to regional districts amending their plan following implementation of the guideline. Existing plans are not impacted by the updates.

2.1. The planning process

A solid waste management plan aims to set long-term waste management goals and commitments in a region, so that short-term operational planning can be anticipated within this approved framework.

The three-stage process for developing a plan described in part 4 of the current guideline assumes that plan development occurs from scratch rather than building on existing plans. While some analysis of the waste management system and programming options described in this part of the guideline will remain valid, the new guideline would reflect that amendments to an existing plan may not require three distinct stages, and ministry reviews may be reduced along the way.

2.2. Plan timeframe

The current guideline directs regional districts to plan for at least a ten-year timeframe (section 26), to set out a time horizon for commitments (section 30), and to review their plans every five years (section 36.2). The ministry is proposing to clarify these provisions with the following information:

- The timeframe of ten years for the plans and the setting out of a time horizon for commitments is still valid.

- The five-year review should consider the implementation status, as well as the plan's effectiveness in meeting targets and commitments. This review could involve a third party to evaluate the plan's effectiveness, provide recommended updates if warranted, and share the findings and recommendations publicly.
- The plan should be renewed every ten years to ensure that a plan reflects the current municipal solid waste landscape and that the regional district can anticipate the task of renewing their plan within their other planning cycles. The renewal process should involve a full public consultation process and plan approval by the ministry.

2.3. Plan updates

There are numerous reasons why a regional district may want to update components of their plan. The five-year effectiveness review may result in recommendations to update programs and strategies to better meet commitments and targets. A change in annual disposal trends may signal a need to revise the plan's programs and strategies. Facility and infrastructure changes may be desired. Depending on the nature of the change, these may require plan updates, or an update to operational certificates following EMA 2(28).

Recognizing that plans contain operational details as well as higher level goals, the ministry would like to provide for an easier way for regional districts to update plans within the ten year timeframe. The ministry is proposing that the guideline include provisions for a plan to be a living document—by enabling regional districts to include particular information in schedules to the plan with a description of the process for updating the schedules over the life of the plan without resorting to an update of the full plan. Topics and information for inclusion in schedules could include:

- List of facilities and/or sites for solid waste management (e.g., storage, processing, disposal)
- Cost information (e.g., capital and operating costs for plan implementation)

- Plan programs and strategies
- Industry product stewardship programs operating in the region

Processes identified in the plan for updating the schedules would vary depending on the potential impact of the updates being contemplated—for example, an update may warrant simple public notification or full consultation. It may be appropriate to provide an analysis of impacts to adjacent regional districts and/or other stakeholders, and to show support from adjacent regional districts. Following an appropriate process for engaging stakeholders, regional districts could seek ministry approval for the updated schedule, rather than the whole plan. Note that any changes made through updates within the life of the plan should not contradict ministry policies.

3. Ministry of Environment role in plan development and implementation

3.1. Plan development—interactions with the ministry

Over the past several years, the ministry’s role in solid waste management planning has changed—reflecting increased capacity of regional districts and stakeholders in the waste management sector. The ministry is proposing to update the guideline to reflect this reality. The guideline could provide increased clarity regarding ministry requirements and expected end results. Reducing process uncertainty would serve to reduce instances where regional districts need to seek clarification or approval from the ministry for planning activities that meet the desired end result.

The ministry is proposing a streamlined process and role for involvement of the ministry in the planning process. In most cases, ministry staff would no longer participate on planning committees and would not need to review or approve interim steps in the process. A plan checklist/summary document could be submitted to the ministry along with the plan, consultation report, and approval request letter. This document, submitted and certified

under signature of a regional district corporate officer, could follow a specified template describing how the plan and planning process meet the ministry’s desired results and requirements, as the primary source of information in verifying that the plan complies with relevant legislation, the guideline and related ministry policy.

The guideline will reflect that the ministry would be less involved in contributing technical guidance through the planning process. Ministry staff may be involved in a planning process at specific points when there is a need (as is currently the case). Many regional districts have gained experience and expertise in this area and will not be greatly affected by this shift. The ministry recognizes that some regional districts may require additional professional reliance and support.

3.2. Plan implementation—interactions with the ministry

The ministry is not proposing any changes to the guideline with respect to the ministry’s interactions with regional districts in plan implementation. The ministry will continue to consider and issue operational certificates and permits following current legislative provisions. The Minister will continue to consider regional district bylaws related to the plan that require approval under the EMA. The ministry will continue to collect waste disposal information supplied by each regional district annually and will report out on disposal trends through Environmental Reporting BC and the ministry’s annual service plan report.

4. Targets

Setting targets helps to define the vision that a region wants to work toward. Ideally, everything in the plan should support movement towards those targets. Achieving regional targets requires collaboration from all stakeholders.

Section 98 of the guideline describes high level provincial waste reduction targets that are now outdated. However, these targets are generally seen as a beneficial tool for regional districts to drive action in

follows: 1) reduce as much as possible the amount or toxicity of materials that enter the solid waste stream through the use of closed loop systems and prevention practices; 2) facilitate reuse of materials as many times as possible before they enter the solid waste stream; and 3) facilitate recycling of as much material as possible.

3. Maximize beneficial use of waste materials and manage residuals appropriately
Technology and best practices will continue to develop. After measures to maximize the first 3 R's (reduce, reuse, recycle) have been utilized, waste management strategies can be prioritized as follows: 4) recover as much energy and/or material from the solid waste stream as possible through the application of technology; and 5) provide safe and effective residual management to the remaining solid waste stream.

4. Support polluter and user-pay approaches
Responsibility for the management of products is shifted from general taxpayers to producers and users. This shift in responsibility can be supported through the provision of market-based incentives, disposal restrictions on industry stewarded products, zoning to support eco-depots, and support for re-use and remanufacturing businesses. Education and behaviour change strategies aimed at consumers and businesses will help foster further waste reduction, re-use and recycling.

5. Manage tipping fees
Tipping fees should be structured to encourage diversion and recycling opportunities, while avoiding unintended consequences such as illegal dumping.

6. Separate organics and recyclables out of the garbage wherever practical
Maintaining a system to separate organics and recyclables out of garbage at the source will provide clean feedstock of greater economic value and potential end product use to the recycling industry while reinforcing behaviour to reduce, reuse, and recycle. The unique conditions in each regional district will influence the practicality of this approach.

7. Establish and enforce disposal bans

Disposal restrictions support diversion and a viable reuse and recycling sector. Consistent application of disposal restrictions by regional districts will help to ensure success.

8. Collaborate with neighbouring regional districts wherever practical
Regional districts working towards sharing major facilities for use by those within or outside regional district boundaries, and establishing consistent approaches where possible (e.g., disposal restrictions), will support the most efficient and effective overall municipal solid waste system.

9. Develop collaborative partnerships with stakeholders to achieve regional targets set in plans
Strengthen partnerships with stakeholders to achieve regional targets. All waste and recycling service providers, industry product stewards, and waste generators are key stakeholders in achieving these targets—cooperative efforts will optimize successful outcomes.

10. Level playing field within regions for both private and public solid waste management facilities
Solid waste management facilities within a given region should be subject to similar requirements. A consistent set of criteria should be used to evaluate the waste management solutions proposed by private sector as those proposed by a regional district or municipality. (Criteria may include, but are not limited to, meeting or exceeding environmental standards, alignment with zero waste approaches, cost factors and maintaining waste management as a public service.)

6. Public accountability mechanisms

6.1. Advisory committees

The guideline currently includes provision for public, technical and monitoring advisory committees (sections 8-12). "Reasonable efforts" should be made by regional districts to seek and invite stakeholder groups that reflect public, private sector and government interests. Regional districts with a small population and/or limited

their region. The current provincial targets set out in the ministry's service plan are 350 kg/capita disposal and 75% of the province's population under an organic waste disposal restriction by 2020. The ministry intends to update the guideline for currency, and to include additional direction that regional districts should set local targets and address how these align with, or vary from, provincial targets.

The guideline could also reference other targets that a regional district might set, such as contamination rates, residential food waste reduction, landfill restrictions for wood waste, restrictions of other materials (such as industry stewarded products) and/or greenhouse gas (GHG) reduction. To provide clarity and currency for regional districts, the ministry's service plan targets could be referenced directly in the guideline or included as a schedule to the guideline.

5. Plan principles

Sections 8.2 and 16 of the guideline describe consultation principles and environmental guiding principles with direction for regional districts to adopt these or equivalent principles along with regional objectives in their plans. The ministry proposes to recommend updated principles which guide the consultation process as well as the formation of policies and strategies contained in the plan and any implementation bylaws. Regional districts could adopt principles equivalent to those in the updated guideline or justify other principles that fit their unique situation.

5.1. Consultation principles

The ministry is proposing the following consultation principles, building on direction in the existing guideline (section 8):

- Stakeholder involvement begins at the design stage of the consultation process
- The consultation process engages a cross-section of the stakeholder group that may include waste and recycling service providers, product stewardship agencies, local environmental groups and recycling

organizations, residents within the plan's region, engineering and/or planning departments of the regional district's member municipalities, First Nations within or adjacent to the plan area, local business groups and ratepayers organizations, consumer groups, unions, large commercial and institutional solid waste generators, and local school districts

- Stakeholders are provided with effective and timely notice of consultation opportunities
- Stakeholders are able to determine the implications to their interest by reading the wording in the document that is the subject of the consultation
- Stakeholders are provided with sufficient time to respond to draft documents
- Proceedings and results of activities that are part of the consultation process are properly documented and available for public review so that stakeholders are able to see how the plan will or will not address their comments or issues

5.2. Environmental guiding principles

The ministry is proposing the following environmental guiding principles, building on direction in the existing guideline (section 16) and the guiding principles recommended in MLA Marvin Hunt's recent review of solid waste diversion in BC:

1. Promote zero waste approaches
Encourage a shift in thinking from waste as a residual requiring disposal to waste as a resource that can be utilized in closed loop systems. Zero waste is an approach that generates jobs, stimulates economic development, and maximizes efficient use of materials and energy.
2. Promote the 3 R's (Reduce, Reuse and Recycle)
Elevating the importance of the first 3 R's in the 5 R¹ hierarchy is consistent with zero waste approaches. Waste management strategies should be prioritized as

¹ The 5 R hierarchy prioritizes reduction, then reuse and recycling, then material or energy recovery, and after all other options are exhausted, residual management.

staff capacity could choose to establish a single encompassing advisory committee or use an established environment committee as long as appropriate stakeholder representation is included.

Committees advise the regional district on matters pertaining to waste management planning at all stages of the planning process, including but not limited to the development of environmental guiding principles, terms of reference for any planning studies, the design and implementation of the public review and consultation process, and terms of reference for the plan monitoring advisory committee.

The ministry is not proposing changes to the current guideline with respect to advisory committees, apart from emphasizing efficient committee formation. Ministry review of the committee's design for the public review and consultation process would not be necessary in most cases. To support regional districts, the ministry will develop template documents with terms of reference for the different types of committees, for adaptation specific to the needs of each regional district.

6.2. Public consultation

Effective public consultation is an essential element of the planning process. As well as appropriately scaled advisory committees, consultation is required at key stages in the process. Accountability as to the adequacy of consultation is a legislated requirement under the EMA Part 3(27).

The ministry is proposing that the updated guideline will focus on the outcomes related to consultation rather than the consultation methods.

One desired outcome is that community members and all impacted stakeholders are aware of the planning process and of opportunities to participate and/or provide input. The ministry could include in the guideline some consultation best practices—such as a minimum standard of notice to be provided at key stages in the planning process through advertisements in local newspapers for two consecutive weeks, and through online and direct notification methods. However, a regional

district would have flexibility on how to solicit meaningful input from stakeholders during the planning period.

A second key outcome that will be emphasized is that the consultation process is transparent, with community members able to see the results of consultation and how their concerns were addressed. The ministry will develop a consultation report template for use by regional districts to document the consultation tools used, stakeholder participation, analysis of issues raised and how those issues will be addressed in the plan.

A third key outcome is that regional districts can demonstrate accountability to the legislative requirements for consultation. The plan checklist / summary document submitted to the ministry when plan approval is sought (see section 3.1 of this intentions paper) could include certification from a regional district corporate officer to demonstrate that adequate consultation took place.

6.3. Reporting

Reporting is important because it helps keep the plan a living document with currency for both regional district boards and for the public. The current guideline (section 36) suggests annual reporting to the ministry regional manager. The ministry is proposing updating guidance for reporting as follows:

1. Annual reporting to the ministry of waste disposal information via the ministry's municipal solid waste disposal calculator²
2. Suggested annual or biannual reporting to the regional district board (and public) on topics determined to be of interest and relevance in the region. These may include but are not limited to:
 - Programs delivered each year and how they support the first 3Rs of the ministry's 5R hierarchy

² The municipal solid waste disposal calculator collects uniform, transparent, and accurate waste disposal data at the regional district level across BC

- How the plan contributes towards economic development, with emphasis on the reuse and recycling sectors
- Any challenges or opportunities identified within the waste management system
- Monitoring data for closed sites
- Compliance activities
- Landfill gas capture and reuse
- Spills, leaks and leachate collected at facilities
- Wildlife interactions and control measures

As well, the ministry is proposing that the five-year plan review results in a public report describing the regional district's progress towards their commitments and targets, the plan's effectiveness in meeting those targets, and any recommendations for updates to the plan.

7. Plan content

The ministry's proposed updates to the guideline focus on the planning process. Much of the plan content described in the current guideline (section 29) remains valid. The following additional content pieces are proposed:

- Including closure and monitoring information for facilities and sites that have previously been a part of the waste management system
- Preparing an analysis of efficiency/consistency opportunities with neighbouring regional districts and any options that will be pursued (i.e., a description of the participation with any other local government in the sharing of programs and facilities)
- Listing industry product stewardship programs operating in the plan area, strategies for how the regional district interacts with these programs, and a description of how these programs contribute to the achievement of targets/objectives
- Broadening section 29(g) to include a description of measures that key stakeholders within the plan

area have agreed to undertake to implement the plan (existing provision only asks for commitments from member municipalities and First Nations)

8. Compliance

No new ministry compliance activities are proposed, but the guideline will describe compliance avenues that are available. Under EMA section 120(11), it is an offence to contravene an approved waste management plan. Administrative monetary penalties (as per EMA's Administrative Penalties Regulation) may be used in cases where a clear violation of the terms and conditions of the plan occurs. The ministry's compliance policy will be followed for facilities with authorizations under the EMA. The guideline will also highlight provisions in EMA that provide authority for regional districts to enforce aspects of their plans.

The guideline could include the suggestion that regional districts identify options to promote compliance with the plan and develop a compliance strategy. Reporting commitments could be a component of the compliance strategy.

PROVIDING COMMENT

The ministry welcomes comments on the information and proposals outlined in this intentions paper. The ministry has prepared a comment form, which is posted on the [ministry's municipal waste management plans website](#). Those interested are invited to submit comments to the ministry using the comment form, or by separate submission if desired.

If you have any questions or comments please email: SWMP.IP@gov.bc.ca
Completed response forms or submissions may be submitted using the online form or as an attached file to this email address, or by mail to: PO Box 28159 Westshore RPO Victoria B.C. V9B 6K8

Comments should be submitted by: November 15, 2015

All submissions will be treated with confidentiality by ministry staff and contractors when preparing consultation reports. Please note, however, that comments you provide and information that identifies you as the source of those comments may be publicly available if a Freedom of Information request is made under the Freedom of Information and Protection of Privacy Act.

Thank you for your time and comments.

RECEIVED

SEP 08 2015

Denny Island Recreation Commission
Meeting Minutes from 9 June 2015

Central Coast Regional District

Members Present: Steve Emery, Mary Leslie, Ernie China, Kathy Sereda, Dave Neros,
Keith Urton, Crystal Anderson

Meeting called to order at 5:45 PM

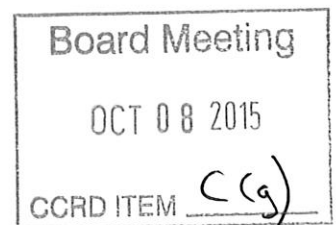
Minutes: Minutes approved from previous meeting

Finance: Receipts for \$46.56 turned in for community cleanup.

Community Cleanup: Community Cleanup was a success.

Canada Day: Date for July 1 at community building, including races and activities.
Details worked out on who will do what.

Adjourn at 6:45 PM



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SEP 08 2015

Central Coast Regional District

Denny Island Recreation Commission
Meeting Minutes from 28 August 2015

Members Present: Steve Emery, Mary Leslie, Ernie China, Keith Urton

Meeting called to order at 5:35 PM

Minutes: Minutes approved from previous meeting

Bi-laws: Review of the 2 bi-laws submitted from Darla. DIRC does not want to change the name. Discussion ensued. Steve made a motion to accept Bilaw 1 (as referenced in Darla's email to DIRC). Ernie seconded. Carried.

Budget planning: Mary to put a notice on board to get input for ideas for 2016. Make deadline October 15.

Oktoberfest: Date decided for October 3. Details worked out.

Halloween: It's on a Saturday and will have it at the airport again. Use fireworks purchased for Canada Day and pay out of petty cash.

Movie night: looking at doing double shows on Sunday nights and we each pick a night we are responsible for. Steve purchased a screen. 7 p.m. and 8:30 p.m. showings.

Assets: Still waiting on Donna to send a list of assets the DIRC owns. Ernie to meet with Betty to see what is in the hangar.

Names for 2016: Need to submit by October 1 but will need to clarify with CCRD.

Adjourn at 6:14 PM

Board Meeting
OCT 08 2015
CCRD ITEM C(h)

Centennial Pool Commission

Board Meeting Minutes

16 September 2015

Present: R. Hilland, C. Nygaard, K. Lansdowne, J. Kyle, A. Sayers, J. Cole

Guests: K. McIllwain, N. Koroluk

R. Hilland called the meeting to order at 2:00 pm.

Motion: To reinstate N. Koroluk as chairperson of the Commission.

Cole/Lansdowne:Passed

N. Koroluk assumed the position of chair and conducted the rest of the meeting.

1. Minutes of 5 August 2015

Motion: That the minutes of the 5 August 2015 Pool Commission meeting be approved.

Hilland/Cole:Passed

2. Summer Season Summary - Former manager N. Koroluk presented a wrap-up of the 2015 season. Highlights follow:
Pool opening went smoothly. First day of season was Friday, 5 June.

All Valley schools rented the pool during June. They would welcome more hours in the future (dependent on staffing).

Private lessons were popular.

Day camp - hard to get requisite registrations despite people saying they wanted their children to attend.

Swimming classes were popular; a fifth session would have been offered if staff had been available.

Life Saving courses, Aqua Fit and Swim Club were also popular.

Funds spent on janitorial services were well spent, allowing proper sanitization of the premises and freeing staff for other tasks.

Some maintenance issues are: concrete decking and liner, pool blankets, algae removal. The proliferation of algae seems to be related to inefficiencies in the circulation system.

Health and safety concerns were addressed by staff members and a board representative: Some concerns are

Board Meeting
OCT 08 2015
CCRD ITEM C(i)

lighting, rot in pump house, lack of some tank accessories, slip mats at the slide.

Some drywall in boys' change room needs replacing.

Other Recommendations - purchase of a winter blanket and program supplies (mats, noodles, etc)

Policies needing review over the winter - pay policies (pay with respect to qualifications, bonus pay/award for good work), risk assessment (for pool and programs held off grounds), fee structure (to reflect five-year goals). Some research has already been done on risk assessment.

3. Financial Statements - All items were near or below budget projections except for chemicals. This situation has been addressed. Capital Works funds were not used; they were budgeted to take care of potential emerging contingencies.

4. Compensation for Training - Aodhan Cearnaigh requested and will receive 50% towards his NLS training (in 2014).

Next Meeting - Wednesday, 14 October at 2 pm. Location TBA.



(62)

CENTRAL COAST REGIONAL DISTRICT

DATE: 01 October 2015

TO: Board Chair Reginald Moody and Board Members

FROM: Chief Administrative Officer, Darla Blake

SUBJECT: **Fire Services – Playbook and Changes to the *Fire Services Act***

RECOMMENDATION

THAT the Central Coast Regional District Board of Directors receives the report *Fire Services – Playbook and Changes to the Fire Services Act* dated 01 October 2015; and further,

THAT the Central Coast Regional District Board of Directors request Administration undertake due diligence and report back to the Board, as soon as practicable, on the pending changes to *Fire Services Act*, fire service training (as outlined in “the Playbook”) and responsibility for fire safety inspections of public buildings by regional districts; and further,

THAT the Central Coast Regional District Board of Directors request Administration acknowledge receipt of the letter from the Hagensborg Waterworks District (HWD) regarding minimum training standards and the training Playbook, and advise a more comprehensive reply will be provided at a future date, following due diligence.

STRATEGIC PLAN

Goal 3 – An Enhanced and Strengthened Region

3.2 Continually strengthen intergovernmental relationships

3.3 To collaborate with community-based organizations for mutual benefit

3.4 Foster effective governance

BACKGROUND

“Playbook”:

In September 2014, the Office of the Fire Commissioner published the *Structure Firefighters Competency and Training Playbook* (the Playbook). A second edition was released in May 2015.

The Playbook was established under the *Fire Services Act*. Its purpose is to set minimum levels of training and competency for firefighters, with the requirements for training explicitly linked to the level of service provided based on risk and capacity.

Board Meeting
OCT 08 2015
CCRD ITEM <u> C(5) </u>

By 30 June 2016, all local governments are expected to have formally adopted a service level and put in place a training program that meets the competency requirements set out in the Playbook.

Downloading of Fire Inspections and Enforcement for Public Buildings to Regional Districts:

At the annual Regional District Chairs/CAOs forum held on 24 – 25 March 2015, the topic of fire inspections in rural areas was raised. The discussion focused on the province intending to mandate regional districts to perform fire inspections of public buildings in rural areas.

While regional districts are supportive of the need to amend the *Fire Services Act* to close gaps ensuring the same level of protection to communities across the province, regional districts have been voicing their concerns to UBCM on the provincial downloading and associated costs for inspection and enforcement requirements.

Hagensborg Waterworks District:

CCRD has received a letter from the Hagensborg Waterworks District (HWD) with a number of requests relevant to the Playbook. Administration feels it is premature to respond to these requests until such time as a comprehensive report has been provided to the CCRD Board of Directors, for informed decision making. Administration would recommend at this point in time, a letter of acknowledgement be sent to the HWD, advise them CCRD's intention based on the Board's resolution to this report.

CONSULTATION

At this point in time, no formal consultation has been undertaken. However, Administration will consult with appropriate associations, the province and other regional districts during the CCRD due diligence process.

LEGISLATION /POLICY

Fire Services Act
Provincial Responsibility for Fire Services Act and Regulations

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:

Yes – for investigation and due diligence

Requires further budget consideration

Yes – depending on impact of changes identified and reported back to the Board, following a comprehensive report after due diligence. Noting too, that the requirements under the Playbook and inspection/enforcement services will impact future budgets for Fire Service to the region.

RISK MANAGEMENT

Playbook –

Concerns have been raised on how the introduction of the Playbook will affect our liability exposure in the event an action is brought against the district for damages caused by fire suppression efforts. Our insurer, Municipal Insurance Association of BC, advised that the Playbook does not create a new source of liability.

Public Building Inspections and Enforcement –

At this point in time, we are waiting for a comment from our insurers on this matter. The Board will be advised in the report back to the Board following due diligence.

DISCUSSION

At this point in time, there is a significant amount of research and consultation to be done by Administration on the two fire service issues – the Playbook and the downloading to regional districts for public building inspections and enforcement.

Once a due diligence investigation has been undertaken with appropriate parties, Administration will provide the Board with a comprehensive report for formal decision making.

CONCLUSION

The changes to the *Fire Service Act* are bringing about many changes to the provision of fire services, including fire service training and safety inspections. Before the Board makes any decision on these issues, it is prudent for Administration to undertake a comprehensive due diligence and report back to the Board with the findings and recommendations.

Administration will be recommending that the Board of Directors receives the report Fire Services – Playbook and Changes to the *Fire Services Act* dated 01 October 2015; request Administration undertake due diligence and report back to the Board, as soon as practicable, on the pending changes to Fire Services Act, fire service training (as outlined in “the Playbook”) and responsibility for fire safety inspections of public buildings by regional districts; and request Administration acknowledge receipt of the letter from the Hagensborg Waterworks District (HWD) regarding minimum training standards and the training Playbook, and advise a more comprehensive reply will be provided at a future date, following due diligence.

Respectfully submitted



Darla Blake
Chief Administrative Officer



HAGENSBORG WATERWORKS DISTRICT,
Box 25, Hagensborg, B.C. V0T 1H0 Ph: 250 982 2777 Email: admin@hwwdistrict.ca

September 25, 2015

Mr. Reginald Moody-Humchitt, Chair
and Board Members
Central Coast Regional District
P.O. Box 186
Bella Coola, B.C. V0T 1C0

RECEIVED

SEP 28 2015

Central Coast Regional District

Dear Chair Moody-Humchitt and Board Members:

Re: British Columbia Fire Service - Minimum Training Standards
Structure Firefighters Competency and Training PLAYBOOK
Second Edition, Amended: May 2015

Pursuant to paragraph 3(3)(b) of the Fire Services Act of BC

The Fire Services Liaison Group was established in 2004, and the Union of British Columbia Municipalities is a member of this group that advocated to the Province of British Columbia on fire service issues. The Central Coast Regional District is a member of the Union of British Columbia Municipalities. Based on the FSLG Recommendations, the Office of the Fire Commissioner has now established the Structure Firefighters Competency and Training **PLAYBOOK**, requiring **all fire departments** in B.C. to **comply with the new Standards by 30 June 2016**.

This document, along with more supplementary material to follow, is a major step forward in establishing standardized service levels and training for all fire services in the province.

The **Playbook** is intended to identify standards and guide fire departments to attaining those standards. Training to meet the established standards can be achieved in many ways and the **Playbook** identifies the core competencies required of the training. However, without access to government funding, the cost is prohibitive to all small fire departments, including ours.

The Hagensborg Waterworks Trustees feel that funding for the **Playbook** implementation is the responsibility of the provincial government and the members of the Union of British Columbia Municipalities, which includes the **Central Coast Regional District as the valley's regional local government**, since they have access to government grants that are not available to improvement districts. This funding would ensure the **Playbook regulations** are fully implemented in an affordable manner, and followed by all fire services including improvement districts, societies and small community fire brigades, within regional district boundaries.

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In completing our review and establishing some of the administrative requirements of the PLAYBOOK, our Trustees have established that the Competencies level that the Hagensborg Waterworks District's Volunteer Fire Department would qualify for is 'Exterior Operations Level Firefighter'. The District would not qualify for 'Interior Operations Level Firefighter' nor 'Full-Service Operations Level Firefighter', at this time, without the appropriate funding and extensive training.

Of significant concern to us is the new required supervisory administrative position for '**Exterior Operations Level Risk Management Officer**'. This position requires extensive training, knowledge and experience. In the opinion of our Improvement District Trustees, this should be a paid position provided for by the Provincial Government to ensure establishment and continuity of the British Columbia Fire Service Minimum Training Standards throughout the Province, inclusive of the area under the responsibility of the Central Coast Regional District.

Our Trustees are requesting that the Directors of the Central Coast Regional District:

- 1) Establish a committee of all valley Fire Chiefs, as well as representatives of the Nuxalk Nation Band Council, the Trustees of the Hagensborg Water Works Improvement District – the AHJ of the Hagensborg Volunteer Fire Department, and the authorized representatives of all other fire departments of the valley. This Committee's focus would be to undertake a review of the valley fire service delivery and determine where they feel their fire departments most appropriately fit within the **Playbook** service levels, as a collaborative unit, to establish continuity in the level of fire service provided to the valley.
- 2) To provide on-going funding to establish and operate a Valley Emergency Call Service for the Fire Departments. This service is essential to ensure our valley residents have immediate response to the emergency fire calls. Currently residents may have to call several numbers to request assistance or report a fire, as the fire phones are in private residences. This is not an effective or efficient service. Often, people with access to the fire phones are at work, or simply not at home.
- 3) To lobby the Provincial Government to provide a paid, professional designation position for a Risk Management Officer to oversee all firefighting operations in the Central Coast Regional District. This position would oversee the Valley Emergency Call Service and ensure the continuity of the level of fire service provided to the valley, and that the **PLAYBOOK** required regulations are being established and followed, including competency training.
- 4) Lobby the Provincial Government to establish an on-line Pre-service Firefighter Education and Training Program, through North Island College, following the guidelines of Algonquin College's program, Code: 6236X01FWO in Ontario. This is a

DK

38 week course that focuses on the knowledge and competencies requirements of the National Fire Protection Association 1001 Professional Firefighter Qualifications, and the Operational Level Standards of National Fire Protection Association 472 Standard for Competence of Responders to Hazardous Materials.

5) Lobby the Provincial Government for on-going adequate funding to engage the services of a professional firefighter trainer to attend in the valley to provide training for volunteer firefighters who are engaged in the on-line training program and for those with experience, to have them certified to the Levels of Service now required by the **PLAYBOOK**.

6) Lobby the Provincial Government for on-going adequate funding to send a designated number of volunteer firefighters to educational facilities in the lower mainland for advanced training that cannot be offered locally through North Island College on-line, or by an on-site trainer.

7) To lobby the Provincial Government to extend liability insurance provided by Municipal Insurance Association of British Columbia to Improvement Districts. Currently, Improvement Districts are purchasing their own liability insurance, at an annual cost of thousands of dollars in local taxpayer's funds that could be applied to our local fire service expenses.

In support of our requests, noted below in 'blue' are quotes taken from the **PLAYBOOK** of the Office of the Fire Commissioner, from the report of the Fire Service Liaison Group of the Union of British Columbia Municipalities, and the Central Coast Regional District website.

****On the Central Coast Regional District website, the {quote} 'Mandate' states:** "Everything that the Regional District does fits into three categories. The First category is to provide services such as fire protection, water systems and street lighting to residents in the rural areas. These services are generally confined to small geographic areas."

****The Office of the Fire Commissioner **PLAYBOOK** {quote} "set out a competency-based ladder that provides for a minimum level of sequential training and operational requirements that must be met by each fire department. The Authority Having Jurisdiction will set the Service Level to be provided by its fire department, which in turn determines the minimum training Competencies that must be met by that department. The **PLAYBOOK** establishes the minimum training Competencies required and the standards from which they are drawn. It is the responsibility of each Authority Having Jurisdiction to select and declare its firefighting Service Level, which in turn determines the training Competencies that must be met by the fire service for which it is responsible. The **Playbook** standard outlines the minimum competencies which are drawn from the NFPA Standards."**

"Given the nature of the changes involved, a transitional period will exist until (30 June 2016). By that date:

- * each AHJ must formally have adopted a Service Level for each fire service for which it is responsible; and
- * each fire service must have a training program which meets both the Playbook Competency Requirements and the other training requirements needed to deliver the services which it is mandated to provide."

****From: Office of the Fire Commissioner Playbook - Page 6:**

"Background: Although the responsibilities that attach to the role of "Risk Management Officer" need to be met by all fire departments, this role is being mandated specifically for Exterior Operations Service Level departments, which typically will be the smaller departments in the Province. The intent is to ensure that these departments are formally addressing their obligations with regards to developing the administrative processes and guidelines that are necessary to implement the requirements of this Playbook as well as to ensure that a department meets its other statutory or regulatory obligations."

When reviewing the **Playbook**, and the **FSLG Recommendations** noted below, it appears there may be training support & funding available to all Fire Departments.

From: Improving the Fire Services: The Office of the Fire Commissioner's Response to the FSLG Report of November 9, 2012

****FSLG Recommendation 4: Support Training, Recruitment and Retention for Volunteer Departments.**

"That the Ministry of Public Safety and Solicitor General immediately provide support for training, recruitment and retention for volunteer fire departments in small and rural communities, including:

- * on going support for training and training opportunities
- * development of recruitment/retention programs and incentives."

OFC Response: The Office of the Fire Commissioner is responding to Recommendation #4 by undertaking a number of activities with a particular focus on volunteer fire departments in small and rural communities including: contributing to a Fire Service Education Program : LGMA Program" to be delivered by the LGMA, assisting local authorities to understand the training needs of fire departments more thoroughly (See Recommendation #3), working with the Justice Institute of BC and other stakeholders to ensure that existing provincial training funding is allocated in a fashion that meets future stakeholder needs (See Recommendation #3), and by continuing to provide information and advise to fire chiefs and fire departments on matters relating to fire suppression (e.g. training, recruitment and retention of volunteer firefighters).

DM

****FSLG Recommendation 8: Provide Administrative and Management Support to Volunteer Departments.**

"That local governments with support from the Office of the Fire Commissioner, ensure volunteer departments within their jurisdiction have the necessary administrative and management support."

Local Government Response: The Local Government Management Association will undertake to highlight the administrative and management requirements of volunteer fire departments as part of its fire service education program

LONGER TERM PRIORITIES TO BE ADDRESSED BY THE PROVINCIAL GOVERNMENT

****FSLG Recommendation 11: Improve Training Opportunities**

"That the Ministry of Public Safety and Solicitor General initiate projects intended to improve access to firefighter training and to provide leadership training for the BC fire/rescue service. The Office of the Fire Commission should lead the projects."

OFC Response: The OFC will work with the FSAC to enhance coordination of existing training. Additional initiatives outlined under recommendation #3 and #4 (e.g. the OFC's work with the JIBC and the Ministry of Advanced Education, Innovation and Technology to prioritize training) will also contribute to the objectives of Recommendation #11.

****FSLG Additional Recommendation: Extend Immunity to All Local Governments with Fire Departments in the Province**

The Leadership Group has recommended that the province grant statutory immunity from civil litigation to fire departments operating in British Columbia. In practice, this would likely involve the granting of statutory immunity to all local authorities operating fire departments.

Individual members of the fire service, either as employees on a full-time basis or as volunteers, are provided with immunity in British Columbia under Section 287 of the Local Government Act. This coverage is extended to firefighters operating on behalf of Municipalities, Regional Districts and Improvement Districts.

Fire departments established by Improvement Districts and registered societies are not eligible for coverage by MIA, even in cases where such fire departments offer fire service under agreement to a local government.

Response: The Fire Commissioner will work with the FSAC to further research the implications of this recommendation, and implementation options. In addition, the legislative amendments required to implement this recommendation would require due consideration by government.

Thank you for reviewing our requests.

Sincerely,



Chris Matthews,
Chair and Trustee



Dianne Tuck
Trustee

Hagensborg Water Works Improvement District

- FSLG Fire Services Liaison Group
- UBCM Union of British Columbia Municipalities
- CCRD Central Coast Regional District
- OFC Office of the Fire Commissioner
- AHJ Authority Having Jurisdiction
- NFPA National Fire Protection Association
- LGMA Local Government Management Association
- FSAC Fire Services Advisory Board
- MIA Municipal Insurance Association of British Columbia
- JIBC Justice Institute of British Columbia – Fire & Safety Division