



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

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

RECOMMENDATIONS:

1. THAT the October 2016 Public Works Report be received.
2. THAT the CCRD Board of Directors authorizes staff to pursue the 2017 BC Hydro Re-Greening Grant in order to undertake planting of trees at the new eco-depot and transfer station site at Thorsen Creek.

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

SOLID WASTE MANAGEMENT

1. Construction of the foundation and slab for the new recycling building at Thorsen Creek Waste and Recycling Centre continued through October.



November 3, 2016

Board Meeting

NOV 10 2016

Page 1

CCRD ITEM C(h)

2. **ACTION ITEM:** CCRD was invited to apply to the BC HYDRO Re-Greening Grant. Under this grant program BC Hydro covers the cost of purchasing trees and shrubs from a local garden centre or nursery and they claim carbon credits. This is good timing for the new recycling and transfer station site. By spring, much of the infrastructure will be in place at the new site and we can plant trees and shrubs without interfering with construction.

This is a small grant program and the expenditures are expected to be less than \$10,000. It is recommended that the CCRD board support the Public Works Manager in an application to BC Hydro for funding under the Re-greening grant program.

RECREATION FACILITIES

1. The Centennial Pool is winterized.
2. New signage has arrived for Walker Island Park and Snootli Park and will be installed over the coming months.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

1. Staff are working with the Bella Coola Volunteer Fire Department of updating operating procedures.

STRATEGIC PUBLIC WORKS INITIATIVES

SOLID WASTE MANAGEMENT PLAN (SWMP) UPDATE

The third Solid Waste Advisory Group meeting is scheduled for November 9th and solid waste planners Carey McIver and Maura Walker are expected to present the CCRD Board at the November 10th meeting the content from the draft plan that will go out for public consultation.

ASSET MANAGEMENT PLANNING

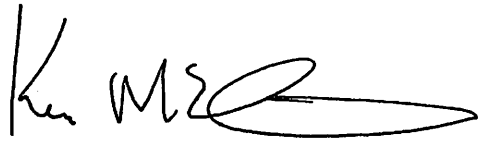
Condition assessments were completed for the asphalt runways and aprons at Denny Island Airport and Bella Coola Airport. The results will be integrated into the CCRD Asset Management Plan.

SHEARWATER / DENNY ISLAND WATER

Staff have received a copy of the engineering report from John Motherwell outlining the results of the recent drilling program on SD#49 property on Denny Island. SD#49 is examining options going forward and will keep the CCRD apprised of the direction they are going with development of their water system. CCRD has expressed an interest in working with SD#49 to

examine the potential for collaboration on a community water system to expand water delivery beyond SD#49's property.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ken McIlwain". The signature is fluid and cursive, with a large, sweeping underline that extends to the right.

Ken McIlwain, RPF
Public Works Manager

Denny Island Recreation Commission

23 October 2016

Meeting Minutes

RECEIVED

OCT 31 2016

Present: Crystal Anderson, Pauline Imamura, Kathy Sereda

Central Coast Regional District

Meeting called to order 6:35 pm

Agenda

Motion to approve agenda

Pauline Imamura

Kathy Sereda

Minutes of previous meeting 29 June 2016

Motion to approve previous minutes

Kathy Sereda

Pauline Imamura

Old Business

-supplies / equipment

The coffee maker and thermos pump still need to be purchased. Kathy volunteered to look online and order them. Discussed purchasing the awning. Kathy was going to ask Steve if he found out what would be appropriate for the building. Once a cost has been calculated we will need to submit a request to the CCRD as per bylaw anything over \$500.00 must be approved by the CCRD even if it has been previously approved in our annual budget. A request by Jayme to purchase up to \$500.00 for fitness equipment was approved at our May 2016 meeting that was not spent. Since Jayme has moved, Krista Rhonda and Les are putting a list of sport and fitness equipment together so we should see some expenditure there.

New Business

-Betty Hadley resignation

Much discussion on Betty's resignation from DIRC and why it was shared. Betty is an asset to the community and her ability to understand and deal with the financial and governance the CCRD requires will be missed by the DIRC.

Recruitment of DIRC 2017

After Betty resigned the CCRD posted the position, no names were submitted. They will post another request for 2017/18 year/s. Kathy is appointed for 2017 so they will appoint 3 new DIRC members. It may have to do with CCRD rejecting or previously deferring those community members who are now no longer interested. After a late start and a restricted number of board members it is making it difficult to have a quorum. Suggestions to have a November "Wine & Cheese & Tea & Cakes" DIRC Open House. Educate the community members on DIRC and GET THEM INVOLVED!

Board Meeting
NOV 10 2016
CCRD ITEM C(i)

DIRC 23 Oct 2016 Meeting Minutes

New Business cont'

Halloween gHOSTs

Halloween Hosts including Kathy got together and made a plan for Halloween Fun – Airport Haunted Maze – Bonfire – Food- Fireworks. The Hosts are requesting \$1000.

Motion to approve a budget up to \$1000.00 for Halloween having no one item over \$ 500.

Kathy Sereda

Pauline Imamura

Workshops

Recycle Workshop

Beyond the politics the Recycle Workshop was a huge success. The food was great and served first. The Hall was packed with about 50 people, everybody stayed with full engagement. Defiantly well worth it.

Pauline still wants to do her Doggie First Aide, but is concerned whether this fits into the CCRD's requirements for DIRC workshops. Crystal will ask the CCRD for clarification.

An informal request for a Yoga Retreat. Not sure if it will be for this year or next, but is within our budget.

2017 Budget

Discussion on expenses to date, purchases still to be made – 2017 Budget based on a larger 2016 year end anticipated surplus – Budget proposal tweaked –

Motion to accept DIRC 2017 Proposed Budget as amended and submit to the CCRD for approval.

Kathy Sereda

Pauline Imamura

Adjournment

Motion to adjourn 8:15 pm

Pauline Imamura

Kathy Sereda



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CENTRAL COAST REGIONAL DISTRICT

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

Recommendations:

- 1) That the Transportation Report dated November 3, 2016 be received.

Bella Coola Airport

Transport Canada

The threshold displacement on Runway 05 of 120 meters/394 feet remains.

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

Obstacle Limitation Surfaces

Tree and brush removal on the east end of the runway and east side of Klonnik Creek was delayed pending an environmental assessment and is scheduled for later this month. The zone of trees on the east side of the creek will be removed mechanically with specialized equipment later this month.

An environmental assessment has been completed by Kynoch Resources encompassing the previously surveyed areas east and west of the airport. The report is concise and will form a companion piece to the survey for a grant application.

Funding research continues to support an application for obstacle tree removal to the BC Air Access Program.

Master Plan Development

The consultants from Tetra-Tech have submitted updated manuals/plans for the Bella Coola Airport Operations Manual, Wildlife Management Plan, Safety Management System and the Emergency Response Plan. I will be scheduling a review of their document amendments and recommendations in November. A Tetra-Tech team member also assessed the number of aircraft movements over recent years and reviewed our rates and charges bylaws.

Denny Island Airport

The Denny Island Airport Commission will be meeting later this month to review their budget and identify projects for 2017.

Cheryl Waugh

Board Meeting
NOV 10 2016
CCRD ITEM C(K)

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Electoral Area Reports

- i) Area A
- ii) Area B
- iii) Area C – see Chair Report
- iv) Area D
- v) Area E

Board Meeting
NOV 10 2016
CCRD ITEM 0

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 466**

Being a bylaw of the Central Coast Regional District to amend Bella Coola Valley Zoning
Bylaw No. 71, 1984

WHEREAS the Board of the Central Coast Regional District can amend its zoning bylaw from time to time;

NOW THEREFORE the Board of the Central Coast Regional District in open meeting assembled, enacts as follows:

- 1) Bylaw No. 71, being the "Bella Coola Valley Zoning Bylaw, 1984" is hereby amended as set out in Schedules A and B attached to and forming part of this bylaw.
- 2) This Bylaw may be cited as "Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 466, 2016."

READ A FIRST TIME this	8th	day of	September, 2016
READ A SECOND TIME this	8th	day of	September, 2016
PUBLIC HEARING HELD this	11th	day of	October, 2016
READ A THIRD TIME this	20th	day of	October, 2016
RECONSIDERED AND FINALLY ADOPTED this	10th	day of	November, 2016

CHAIR

CHIEF ADMINISTRATIVE OFFICER

I hereby certify the above to be a true and correct copy of Bylaw No. 466, cited as "Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 466, 2016"

CORPORATE ADMINISTRATOR

Board Meeting
NOV 10 2016
CCRD ITEM E(a)

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 466**

SCHEDULE 'A'

SECTION ONE TEXT AMENDMENT

1) Section 8.0 – LARGE HOLDINGS DISTRICT, R-1 is hereby amended by inserting the following zone variation after section 8.5 and renumbering pages accordingly:

8.6 Zone Variation R-1(a)

1. In this Zone Variation, the following commercial uses are additional permitted uses:
 - i. retail sales of produce, meat and seafood, groceries including snack foods and beverages, personal-care products such as bath and beauty items, baked goods, giftware such as clothing and jewellery, kitchen and household supplies such as cookbooks, cleaners and containers, alcoholic beverages including wine, beer, cider, spirits and coolers; and
 - ii. storage of items to be sold on the retail premises.
2. Residential camp is not a permitted use in this zone variation.
3. Retail and storage uses are limited to a maximum of 112 square metres in an accessory building or buildings.
4. As conditions of use, the following requirements must be met:
 - i. a minimum of five parking spaces to be provided on site for customers;
 - ii. the appropriate provincial authorization for the storage and sale of alcoholic beverages to be obtained; and
 - iii. all other requirements of the R-1 zone, including setbacks, to be met.

SECTION TWO MAP AMENDMENT

1) The zoning map is hereby amended by rezoning property legally described as “Lot 1, Plan 17048, Sec. 7, Twp 4, Range 3, Coast Range 3 Land District” from Large Holdings District, R-1, to Large Holdings District, R-1(a) as shown on Schedule B to Bylaw No. 466, 2016

CENTRAL COAST REGIONAL DISTRICT

BYLAW No. 467

Being a bylaw to amend the Central Coast Regional District Board Meeting Procedures Bylaw 449, 2015 and replace with Central Coast Regional District Board Meeting Procedures Bylaw 467, 2016.

WHEREAS Section 225 of the *Local Government Act* (RSBC 2015) directs the Board of the Central Coast Regional District to regulate Board Meetings by bylaw,

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

SHORT TITLE

- 1. a) This Bylaw may be cited as the "Central Coast Regional District Board Meeting Procedures Bylaw 467, 2016."

BOARD MEETINGS

Definitions

- 2. In this Bylaw:

"Board" means the Board of Directors of the Regional District;

"CCRD" means the Central Coast Regional District;

"CCRD's notice board" means the notice board located at the Regional District's Administration Office.

"Chair" means the Chair of the Regional District;

"Community Charter" means "Community Charter, Chapter 26, 2003" as amended from time to time by the Provincial Government;

"Emergency" the definition of an emergency situation will be determined by the Chief Administrative Officer in conjunction with the Chair.

"Person responsible for Corporate Administration" means the Chief Administrative Officer, or his/her alternate, to which has also been assigned the corporate responsibilities of a Director of Corporate Administration for the Regional District;

"Local Government Act" means the "Local Government Act (RSBC 2015)" as amended from time to time by the Provincial Government;

"Regional District" means the Central Coast Regional District;

"Regional District's administration office" means the Regional District's offices located at 626 Cliff Street, Bella Coola, British Columbia.

"Regular meeting" means regular monthly meetings of the Board held on the second Thursday of each month (with the exception of January and August).

Board Meeting
NOV 10 2016
CCRD ITEM E(b)

“*Special meeting*” means either a public meeting held outside of the time of a regular meeting, or an in-camera meeting closed to the public in accordance with Div 3 of the *Community Charter*, that is called by the Board to deal with a specific item(s).

“*Vice-Chair*” means the Vice-Chair of the Regional District.

Application of Rules of Procedure

3. a) All meetings of Board shall be governed by:
 - i) the *Local Government Act*;
 - ii) as further regulated in this Bylaw; and
 - iii) where it is not inconsistent with provisions of this Bylaw or the *Local Government Act*, by *Robert’s Rules of Order*.

Inaugural Meeting

4. a) The inaugural meeting of the Board must be held after November 1 in each year, in accordance with section 215(1) of the *Local Government Act*.
- b) The inaugural meeting shall be chaired by the Person responsible for corporate administration or a Member until such time as the Chair and Vice-Chair have been elected. The Person responsible for corporate administration or a Member shall act as the Chair only for the purpose of conducting the election of the Chair and Vice-Chair.

Election of Chair and Vice-Chair

5. a) The Board shall elect a Chair and Vice Chair from amongst its Members at the first meeting held after November 1st in each year pursuant to section 215(1) and (4) of the *Local Government Act*

Time and Location of Meetings

6. a) Regular Meetings shall be held on the second Thursday of each month, excluding the months of January and August.
- b) Regular Meetings and In-Camera Meetings of the Board shall be held in the Regional District’s administration office, except that one Regular Meeting per year shall be held in either Electoral Area ‘A’, or Electoral Area ‘B’. The location of meetings held in Electoral Area ‘A’ or Electoral Area ‘B’ shall alternate from year to year.
- c) Regular Meetings shall be called to order at 8.30am or, if no quorum is present at that time, as soon as a quorum is assembled. Where no quorum has been assembled by 11:00 a.m., the meeting shall be deemed cancelled.
- d) Subject to the meeting extension provisions of this Section, Regular Meetings shall be adjourned not later than 8:00 p.m.

- e) Where the business of a Regular Meeting is not concluded by 8:00 p.m., the Chair may order the meeting extended by 1 hour.
- f) Where the business of a Regular Meeting is not concluded by 9:00 p.m., the Board may, by resolution, extend the meeting by a further 30 minutes.
- g) Where the business of a Regular Meeting is not concluded by the time the meeting is adjourned, the unfinished business shall be placed on the agenda of the next Regular Meeting.

Notice of Regular Meetings

- 7. a) At least 72 hours before any meeting regulated by this Bylaw the Person responsible for corporate administration must give public notice of time, place and date of the meeting by way of a notice on the CCRD's notice board.
- b) At least forty eight (48) hours before a regular meeting of the Board, the person responsible for corporate administration must give further public notice of the meeting by:
 - i) posting a copy of the agenda on the CCRD's notice board and website; and
 - ii) leaving copies of the agenda at the reception counter at the Regional District Offices for the purposes of making them available to members of the public.

Notice of Special Meetings

- 8. a) Except where notice of a special meeting is waived by a unanimous vote of all directors under Section 220(3) of the *Local Government Act*, before a special meeting of the Board the person responsible for corporate administration must:
 - i) at least 24 hours before the date of the meeting, give notice of the general purpose, time, place and date of the meeting by way of a notice posted on the CCRD's notice board and website; and
 - ii) at least 5 days before the date of the meeting, mail to each member the notice of the general purpose, time, place and date of the meeting.
- b) Despite section 8(a), in the case of an emergency, notice of a special meeting may be given in accordance with section 220(4) of the *Local Government Act*, and (a) with the consent of the Chair and 2 Directors, less than 5 days before the date of the meeting, and (b) need not be given in writing.

Electronic Meetings

9. a) Subject to the conditions set out in the *Community Charter*, sections 128 (1), (2) and (3) and where sections 221(1), (2) or (3) of the *Local Government Act* are met, a special Board meeting may be conducted by means of electronic or other communication facilities if:
- (i) the Chair requires it pursuant to making a declaration of a state of local emergency under the *Emergency Program Act, RSBC 1996, c. 111*; or
 - (ii) the Board requires it.
- b) Subject to the conditions set out in the *Community Charter*, sections 128 (1)(b) and where sections 221(2) of the *Local Government Act*, a Member who is unable to attend at a regular or special Board meeting, in person, may participate in the meeting by means of electronic or other communication facilities, where the member is:
- (i) physical incapacity due to injury or illness;
 - (ii) inclement weather;
 - (iii) physical absence from the Regional District boundaries while acting in the capacity as a Member on Regional District Matters; or
 - (iv) the presence of an emergency under the *Emergency Program Act, RSBC 1996, c. 111*;
 - (v) another reason which, in the view of the Board, renders attendance in person by the Member impractical.
- c) Any Member participating at a meeting in accordance with section 9(b) must be in receipt of the agenda and any applicable staff reports as have been provided to Members not participating electronically before the Board meeting and any information handed out at the Board meeting must be sent to that Member during the meeting or the matter will be adjourned to the next regular meeting.
- The only exception to the statement above is with respect to in-camera meetings where no agenda or staff reports are made available to any member who is not at the meeting; and for the purpose of ensuring and maintaining confidentiality no board member may participate in an in-camera meeting electronically.
- d) Notice of a special Board meeting required under section 8 and conducted under section 9(a) must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
- e) A Member participating electronically by audio means only must indicate his or her vote verbally.
- f) A minimum of one Board member must be physically present in the designated meeting location identified in the public notices.
- g) Although every effort will be made to accommodate electronic participation in meetings, nothing in this Bylaw shall be construed to guarantee any Director

electronic access to a Board Meeting. In the event of an equipment failure or other occurrence which prevents or limits electronic participation, the Board Meeting will not be adjourned. Electronic participation in Board Meetings may be restricted by the capacity or dependability of the equipment employed.

BOARD PROCEEDINGS

Attendance at Public Meetings

10. a) Subject to Section 226(1) of the *Local Government Act* and Section 90 of the *Community Charter*, all meetings shall be open to the public.
- b) Pursuant to Section 90 of the *Community Charter*, meetings may be closed to the public. Before closing a meeting or part of a meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- c) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*

Minutes of Meetings

11. a) Minutes of the Board meetings shall be administered pursuant to Section 223 of the *Local Government Act*. For the purposes of section 223 of the *Local Government Act*, the designated officer is the person responsible for corporate administration.
- b) In accordance with sections 97(1) and (2) of the *Community Charter*, minutes of the proceedings of the Board or of a body referred to in section 97 must be open for public inspection at the Regional District offices during their regular office hours, unless,
- c) Subsection 97(1)(b) and (c) relates to minutes of a Board meeting for that part of the meeting that is closed to the public pursuant to section 90 of the *Community Charter*.

Calling Meeting to Order

12. a) A quorum for a meeting of the Board shall be the majority of the Members of a Board.
- b) As soon after the time specified for a Board meeting as there is a quorum present, the Chair, if present, must take the chair and call the Board meeting to order, however, where the Chair is absent, the Vice- Chair must take the chair and call such meeting to order.
- c) If a quorum of the Board is present but the Chair or the Vice-Chair do not attend within 15 minutes of the scheduled time for a Board meeting:

- i) the person responsible for corporate administration must call to order the Members present, and
- ii) the Members present must choose a Member to preside at the meeting; and the Member chosen to preside shall do so unless the Chair or Vice-Chair arrives, in which case, the Chair or Vice-Chair shall preside at the meeting.

Agenda

- 13. a) Prior to each Regular Board meeting, the person responsible for corporate administration must prepare an agenda setting out all the items for consideration at that meeting.
- b) The deadline for submissions by the public to the person responsible for corporate administration of items for inclusion on the Regular Board meeting agenda is 4:00 pm seven days prior to the meeting.
- c) At least 48 hours before a regular meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda with any applicable staff reports to each Member at the place where the Member has directed notices be sent and place a copy of the agenda and supporting documentation on the Regional District website.
- d) At least 24 hours before a special in-camera meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda notice (noting relevant sections of Section 90 of the *Community Charter*) to each Member at the place where the Member has directed notices be sent and post a copy of the agenda notice on the Regional District website. Supporting documentation will only be handed out to Members physically present at the start, and collected at the end of the Special In-Camera Meeting. To uphold and ensure confidentiality Members must be physically present to attend an in-camera meeting. There will be no provision for Members to attend in-camera meetings electronically, nor be provided an in-camera agenda, or take part in any in-camera meeting electronically.
- e) The Board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 15.

Order of Proceedings and Business

- 14. a) The business of every Regular Meeting of the Board shall follow an agenda prepared in the form outlined in Schedule "A" attached to and forming part of this Bylaw.

Late Items

15. a) An item of business not included on the agenda must not be considered at a Board meeting unless introduction of the late item is approved by the Board at the time allocated on the agenda for such matters.
- b) If the Board makes a resolution under section 15(a), information pertaining to late items must be distributed to the Members.

Voting at Meetings

16. a) The following procedures apply to voting at Board meetings:
 - i) when debate on a matter is closed the Chair must put the matter to a vote of Members;
 - ii) after the Chair finally puts the question to a vote under subsection (i), a Member must not speak to the question or make a motion concerning it;
 - iii) the Chair's decision about whether a question has been finally put is conclusive;
 - iv) where a Member calls for a recorded vote, the names of the Members voting in favour and those opposed shall be recorded by the Person responsible for corporate administration.

Delegations

17. a) The board may, by resolution, allow an individual or a delegation to address the Board at the meeting on the subject of an agenda item, provided written application on a prescribed form has been received by the person responsible for corporate administration by 4:00 pm seven days prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those Members present. The prescribed form upon which written application is made for the purposes of Section 17(a) is outlined in Schedule "C" attached to and forming part of this Bylaw.
- b) The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- b) The person responsible for corporate administration may schedule delegations to another Board meeting or Advisory Body as deemed appropriate according to the subject matter of the delegation.
- d) The Person responsible for corporate administration may refuse to place a delegation on the agenda if the issue is not considered to fall within the purview of the Board. If the delegation wishes to appeal the decision of the person responsible for corporate administration, the person responsible for corporate

administration must distribute the information under separate cover to the Board for their consideration.

- e) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any member of the delegation:
 - i) uses offensive words in referring to any Member or member of the public;
 - ii) shouts, immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
 - iii) addresses issues not contained within the written application of the individual or delegation.

BYLAWS

Adoption of Bylaws

- 18. The procedure for the adoption of bylaws shall be as outlined in Schedule "B" attached to and forming part of this Bylaw.
 - a) The first three readings of a bylaw may take place at the same meeting.
 - b) Unless otherwise authorized by the *Local Government Act*, the Board shall not proceed with the final adoption of a bylaw prior to one day after the meeting where such bylaw has received third reading.
 - c) After a bylaw is adopted, and signed by the Person responsible for corporate administration and the Chair of the Board meeting at which it was adopted, the Person responsible for corporate administration must have it placed in the Regional District's records for safekeeping.

ADVISORY BODIES

- 19.
 - a) The Board may establish advisory bodies in the form of ad hoc committees, special committees, standing committees, commissions, or task forces. When doing so, the Board shall define the purpose of the advisory body created, and it shall establish the structure, the terms of reference, length of term, and the membership for such body.
 - b) Public attendance at meetings of bodies established under this section shall be governed by Division 3 of the *Community Charter*.
 - c) Minutes of advisory bodies established under Section 23 of this Bylaw shall be administered pursuant to Section 223(2), 226 and 227 of the *Local Government Act*.
 - d) Minutes and reports of advisory bodies shall be presented at the next Regular Meeting of the Board, or as otherwise directed by their respective terms of reference.

ENACTMENT

- 20. a) If any section, subsection, sentence or clause of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remaining portions of this bylaw.
- b) Bylaw #449 is hereby repealed.

READ A FIRST TIME this 20th day of October, 2016.

READ A SECOND TIME this 20th day of October, 2016.

READ A THIRD TIME this 20th day of October, 2016.

RECONSIDERED AND FINALLY ADOPTED this 10th day of November, 2016.

Board Chair

Chief Administrative Officer

Certified to be a true and correct copy of "Central Coast Regional District Board Meeting Procedures Bylaw 467, 2016.

Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 467
SCHEDULE "A"

REGULAR BOARD MEETING AGENDA – (Date/Time)

PART I - INTRODUCTION

1. **Call to Order**

a. (Swearing in of Directors/Alternates; appointment of Chair/Acting Chair)

2. **Adoption of Agenda**

a. (Introduction of late items)

3. **Disclosures of Financial Interest**

The Chair to remind 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.

A declaration under these section(s) requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

The following pro forma declaration is provided to assist in making the disclosure:

*"I, Board Member ***** disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a ***** (indirect/direct) **** (pecuniary/other) interest that constitutes a conflict of interest in item *** (*).*

*The reason for my declaration is: the item being discussed is *****.*

I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the Community Charter. "

4. **Disclosures of Interests Affecting Impartiality**

The Chair to remind 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. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

(A) **IN CAMERA MATTERS**

(a) **Matters Brought out of Camera**

(B) **ADOPTION OF MINUTES**

(a) **(Date) – Previous Board Meeting**

PART II- PUBLIC CONSULTATION

- 1. Delegations
 - a. Regional District Residents
 - b. Others

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- (a) Chief Administrative Officer report, includes Strategic Plan Update
- (b) Grants in Aid
- (c) Other administrative items, not specific to particular functions/services

Financial Services

- (d) Financial Update – (date)
- (e) Other Financial Reports

Development Services

- (f) Economic Development
- (g) Land Use Planning

Public Works

- (h) Public Works Manager Report

Leisure Services

- (i) Bella Coola Parks & Recreation Commission
- (j) Denny Island Recreation Commission
- (k) Centennial Pool Commission
- (l) Vancouver Island Regional Library

Protective Services

- (m) Emergency Management
- (n) Fire Protection
- (o) House Numbering

Transportation Services

- (p) Bella Coola Airport/Denny Island Airport

(D) EXECUTIVE REPORTS

- (a) Chair's Report
- (b) Electoral Area Reports

(E) BYLAWS AND POLICIES

- (a) Approval of bylaws – indicate what reading of a bylaw is being proposed
- (b) Review/approval of new or revised policies

PART IV- GENERAL BUSINESS

- (F) GENERAL CORRESPONDENCE**
Letters that do not require a Board Decision

- (G) ADJOURNMENT**

CENTRAL COAST REGIONAL DISTRICT

**BYLAW NO. 467
SCHEDULE "B"**

BYLAW APPROVAL RESOLUTIONS

1. For introduction and first reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., be now introduced and read a first time."

2. For second reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., having been given due and detailed consideration by the Board, be now read a second time".

3. For third reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., be now read a third time."

4. Where the Board prefers to give second and third reading to a bylaw in a single resolution, a resolution stating:
"That Bylaw ..., cited as the ..., having been given due and detailed consideration by the Board be now read a second and third time."

5. For the final adoption of a bylaw, not less than one day following third reading of the bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration."

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 467
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: _____ Board Meeting Date _____

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

Address: _____

Number of people attending: _____ Spokesperson Name: _____

Subject of presentation: _____

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

Contact person (if different than above): _____

Daytime telephone number: _____

Email address: _____

Will you be providing supporting documentation? yes no

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

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

**Central Coast Regional District
Bylaw No. 468**

A bylaw to repeal Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 391, 2008.

WHEREAS the Central Coast Regional District can amend its zoning bylaw from time to time;

AND WHEREAS the Board of Directors adopted Bylaw No. 465, cited as ‘Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 465, 2016’;

NOW THEREFORE, the Board of Directors of the Central Coast Regional District, in open meeting assembled, enacts as follows:

1. Bylaw No. 391, cited as “Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 391, 2008” is hereby repealed.
2. This bylaw may be cited as the “Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 468, 2016”

READ A FIRST TIME this 10th day of November, 2016
 READ A SECOND TIME this 10th day of November, 2016
 READ A THIRD TIME this 10th day of November, 2016
 RECONSIDERED AND FINALLY ADOPTED this 8th day of December, 2016

CHAIR

CHIEF ADMINISTRATIVE OFFICER

I hereby certify this bylaw to be a true and correct copy of Bylaw No. 468, cited as the “Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 468, 2016.

CHIEF ADMINISTRATIVE OFFICER

Board Meeting
NOV 10 2016
CCRD ITEM <u>E (1)</u>

CENTRAL COAST REGIONAL DISTRICT

Bylaw No. 391

Being a bylaw of the Central Coast Regional District to amend Bella Coola Valley Zoning Bylaw No. 71, 1984

WHEREAS the Board of the Central Coast Regional District can amend its zoning bylaw from time to time;

NOW THEREFORE the Board of the Central Coast Regional District in open meeting assembled, enacts as follows:

- 1) Schedule A of Bella Coola Valley Zoning Bylaw No. 71, 1984 is hereby amended by rezoning the lands identified as crosshatched on Schedule 1 of this Bylaw from **Public Assembly (P-1) to Large Holdings (R-1)**.
- 2) This Bylaw may be cited as "Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 391, 2008."

READ A FIRST TIME this 11th day of September, 2008

READ A SECOND TIME this 11th day of September, 2008

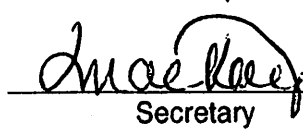
PUBLIC HEARING HELD this 7th day of October, 2008

READ A THIRD TIME this 9th day of October, 2008

RECONSIDERED AND FINALLY ADOPTED this 8 day of ~~April, 2008~~ ²⁰¹⁰ *WJ*



 Chairperson



 Secretary

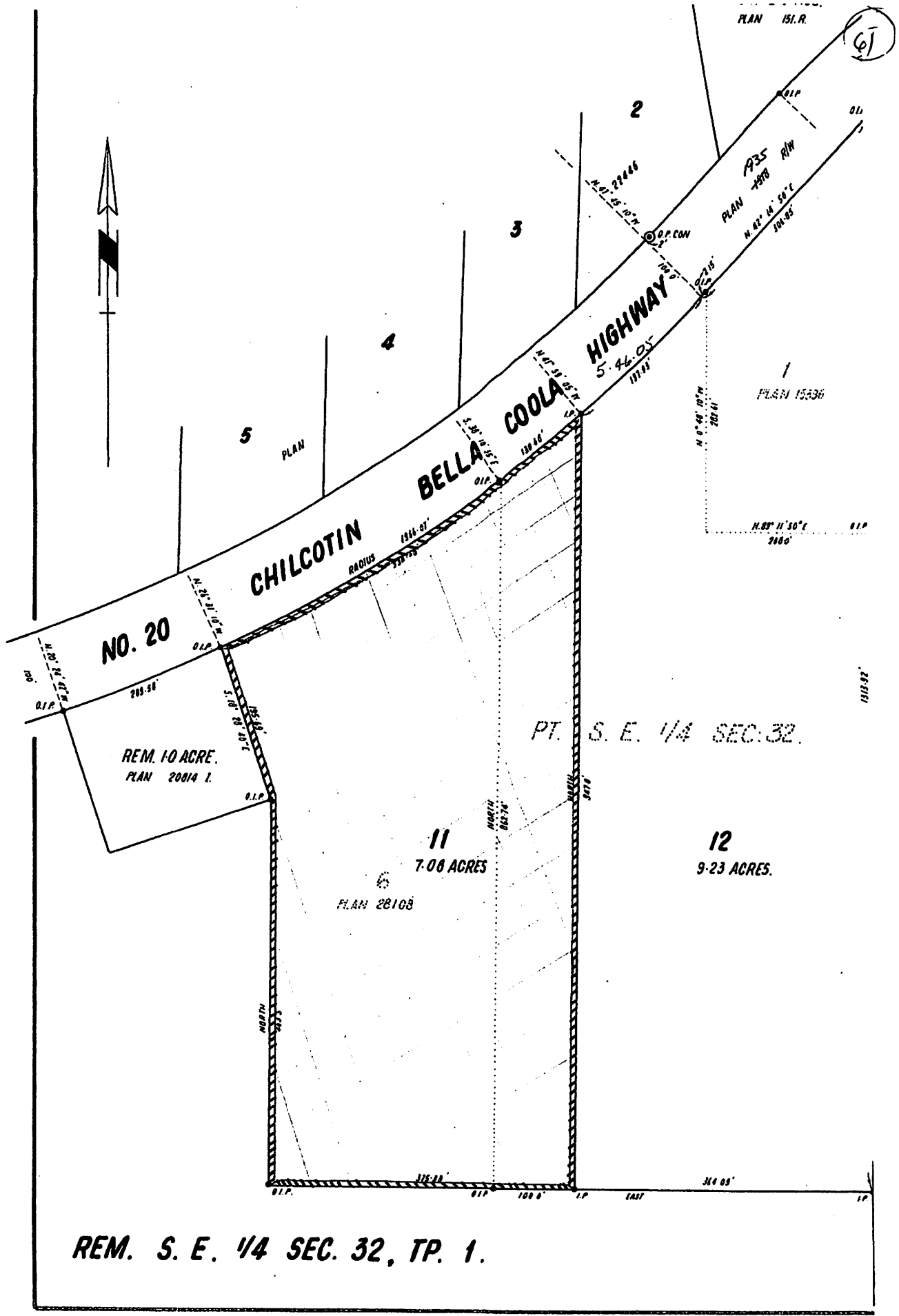
I hereby certify the above to be a true and correct copy of Bylaw No. 391, cited as Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 391"

Secretary

Board Meeting
 APR 08 2010
 CCRD ITEM *H(c)*

Board Meeting
 NOV 13 2008
 CCRD ITEM *H(c)*

Board Meeting
 OCT 09 2008
 CCRD ITEM *H(c)*



PLAN 151.R

61

2

3

4

5

PLAN

CHILCOTIN BELLA COOLA HIGHWAY

RADIUS

NO. 20

REM. 1.0 ACRE.
PLAN 20014 I.

PT. S. E. 1/4 SEC. 32.

11
7.06 ACRES

PLAN 28108

12
9.23 ACRES.

REM. S. E. 1/4 SEC. 32, TP. 1.

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 469**

A bylaw to repeal Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993

WHEREAS the Board of the Central Coast Regional District established an extended service for the purpose of contributing to the cost of animal control provided by the Nuxalk Nation through a bylaw, cited as "Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993";

AND WHEREAS the Board of Directors adopted Resolution 16-10-06 whereby the Board wishes to rescind Bylaw 212, in its entirety, in favour of a workable solution in consultation with the Nuxalk Nation given there has been no continuation of this service;

NOW THEREFORE the Board of the Central Coast Regional District, in open meeting assembled, enacts as follows:

- 1) Bylaw No. 212, cited as 'Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993' is hereby repealed, and
- 2) This Bylaw may be cited as "Animal Control Contribution Extended Service Establishment Repeal Bylaw No. 469, 2016."

READ A FIRST TIME this	10 th day of November, 2016
READ A SECOND TIME this	10 th day of November, 2016
READ A THIRD TIME this	10 th day of November, 2016
RECONSIDERED AND FINALLY ADOPTED this	08 th day of December, 2016

CHAIR

CHIEF ADMINISTRATIVE OFFICER

I hereby certify the above to be a true and correct copy of Bylaw No. 469, cited as ""Animal Control Contribution Extended Service Establishment Repeal Bylaw No. 469, 2016."

CHIEF ADMINISTRATIVE OFFICER

Board Meeting
NOV 10 2016
CCRD ITEM E (a)

F-17 – Application for Grant-in-Aid

Purpose: To enable the Board to allocate budgeted Grants-in-Aid funds in a consistent and fair manner; by ensuring comparable consideration is given to all applications.

Eligibility: Organizations must meet the following criteria in order to be considered for a Grant-in-Aid.

1. Have a mailing address and contact representative within the regional district;
2. Be non-partisan, non-denominational and not for profit OR at the approval of the CCRD Board be a well-established community group;
3. Provide a service to the residents within the regional district; and
4. Have funding sources other than the Central Coast Regional District (ie- other grants, donations, membership revenue, corporate donations, etc.

Applications may be for:

1. Operation Funding
2. Capital Expenditure
3. Events- Reoccurring
4. Events – One-time

Only one application per organization will be accepted, per year.

The Regional District does not intend to provide assistance under the provisions of the *Local Government Act* to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

The Regional District does not intend to regularly fund operations such that existence of the service is dependent on CCRD Grant-in-Aid funding.

Application Process:

In the month of December each year, staff will advertise the process for organizations to submit a Grant-in-Aid application to the Regional District for consideration in the following year.

Organizations must submit the Grant-in-Aid Application Form with all supporting documentation (as outlined in Appendix A) no later than 4pm February 1st or the first business day in February. Incomplete or late applications will not be considered.

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

Approval Process:

Prior to the February Regular Meeting of the Board, all applications will be reviewed for eligibility and to ensure the correct documentation has been submitted.

A report of all eligible applications with a completed administrative checklist as the cover page will be presented to the Board at the February meeting for their consideration and final decision.

Release of Funds:

Applicants will be advised in writing as to whether or not they have been awarded a Grant-in-Aid.

Organizations awarded Grant-in-Aid will receive funding in August of each year.

If the organization requires Grant-in-Aid funding before August, it must submit a request in writing for early release of the Grant-in-Aid.

Conditions of Funding:

Funds must be used for the purpose for which they were granted.

Organizations that received Grant-in-Aid funds must report to the CCRD how the funds were spent no later than the last working day of December of the granting year (using Appendix B – Report on Grant-in-Aid funding as a guide).

In the event that any portion of funds are not expended, the CCRD reserves the right to request the return of said funds.

Funds that are not used for the intended purpose or a failure to report by the determined date without prior written consent from the Board of Directors will result in a request to return the funds. Failure to do so will result in the applicant being ineligible for funding for a period of 3 year. At the discretion of the Board of Directors this ineligibility period may be extended beyond the 3 years.

Administration:

CCRD Administration may amend Appendix A and B as required.

CCRD Administration will provide a reference document to the board of directors that shows potential distribution of annual funding per electoral area, that is based 50% on assessment value and 50% on Census Canada population figures. Final discretion for allocation of the funds rests with the board of directors,



Date: December 11, 2014 - Resolution 14-12-43
Amended: November 13, 2015 – Resolution 15-11-28
Proposed amendment: November 9, 2016

Rationale: refine application to create greater transparency and objectivity in the Grant-in-Aid allocation process

F-17- Application for Grant-In-Aid – APPENDIX ‘A’

Please ensure the following are included in your Grant-in-Aid application. Incomplete applications will not be considered. Please include this checklist with your application.

- A completed and signed application form (Appendix A);
- The budget and detailed cost estimates, revenues and expenses (if the application is for a project based initiative only the budget for the project is required);
- A copy of your organizations most recent financial statements, including an income statement and balance sheet OR, if applying for less than \$500, a written financial report for the previous year;

Please provide the following information.

- A description of
 - (a) Your organizations mandate, mission, and objectives;
 - (b) How the success of the initiative will be evaluated;
 - (c) How this initiative will provide a service to Central Coast Regional District residents or a direct benefit to a community in the Central Coast Regional District;
 - (d) How the initiative will be funded in future years (Write ‘N/A’ if the application is for a one-time project/event);
- List of key dates and/or milestones for the initiative;

The Central Coast Regional District has a limited budget for the Grant-in-aid program and the program may be oversubscribed. To better understand the impact CCRD funding will have on the success of your initiative and the Central Coast Regional District, please answer the following questions.

Place a checkmark beside the following priorities that your application aligns with. For each checkmark please provide a paragraph (no more than 500 words) demonstrating how your organizations application aligns with the priority.

- Promote volunteer participation and engagement.
- Promote a healthy lifestyle through sport, recreation, leisure, and/or social opportunities.
- Celebrate community pride and diverse heritage and culture through art, festivals, and/or events.
- Meet the needs of the community by using new approaches and techniques.
- Exercise coordination, cooperation, and collaboration with other groups to prevent duplication of projects, programs, services, or events.
- CCRD Integrated Strategic Plan 2015-2019
- Provide a service that meets a community need.

APPLICATION FOR GRANT-IN-AID FUNDS – APPENDIX A

Name of Organization: _____

Name of Contact Person: _____

Position: _____

Mailing Address:

Phone # : _____

Email: _____

Are you a: (Yes/No) Society _____ Charity _____ Corporation/Company _____ Other _____

Registration Date: _____ Registration # _____

Note: Registration date and number are only required if the application is for more than \$500.

Proposed use of funds (select one):

- Operational Funding (not to exceed 50% of annual operating budget)
- Capital Expenditure
- Events – reoccurring
- Events – one-time

List any other funding partners (cash or in-kind) that will be contributing to the success of the initiative identified above.

Partners	In-Kind	Cash	% of total initiative
Your organization			
CCRD			
Total			100%

Has your organization received CCRD Grant-in-Aid funding support in the past 3 years? (Y / N)

If yes, please list the project/initiative title, year, and amount received below.

Are CCRD Grant-in-Aid funds being used to leverage other funding applications?

Are you aware of other foundations, funding organizations, or government programs that align with your organizations mandate, mission, and objectives? _____

Identify the Electoral Area(s) that directly benefit from your application. _____

Please review Application Checklist for required documentation and definitions.:

Date

Signature

(Please print name)

Position

Mail to: Central Coast Regional District, Box 186, Bella Coola, BC V0T 1C0

F-17- Application for Grant-In-Aid – APPENDIX ‘B’

REPORT ON GRANT-IN-AID FUNDING
Due on or before last working day of December of current year

Name of Organization	
Mailing Address	
Name of Contact Person (Position)	
Email Address	
Total Amount Received from the CCRD	
Please attach copies of invoices(s) if funds were for a project or capital expenditure.	
<input type="checkbox"/> Attached	
Please provide the following information on separate sheets of paper. Responses should be numbered as listed below.	
<ol style="list-style-type: none">1. A descriptive narrative summary of activities undertaken;2. An evaluation of the benefits received by the community with regards to the initiative that was undertaken;3. A statement of actual revenue and expenses (clearly identifying how the CCRD funds were used)	

Mail to: Central Coast Regional District
Box 186, Bella Coola, BC V0T 1C0
Or Email to: info@ccrd-bc.ca