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## CENTRAL COAST REGIONAL DISTRICT BROADCASTING JUNE 2017 REPORT

DATE: June 1, 2017  
TO: Donna Mikkelson, Acting CAO  
CC: Chair Alison Sayers and Board members  
FROM: Bridget Horel, Community Economic Development Officer  
SUBJECT: Broadcasting Report



### RECOMMENDATIONS:

1. THAT the Broadcasting Report dated June 1, 2017 be received.
2. THAT the CCRD Board elect to purchase a new conference phone and include \$1,500 in the budget for 2018.
3. THAT the CCRD Board postpone the decision about livestreaming until after the new Chief Administrative Officer is hired.

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### Communications for Board Meetings - Conference Phone and Video Live Streaming

At the April 13<sup>th</sup> regular meeting of the CCRD Board, the Board requested that live streaming of Board meetings be explored to both assist with engagement of CCRD residents and to assist in transparency and accountability with regards to Board decisions and resolutions. The Board requested that a new conference phone be explored to address challenges with hearing participants during Board meetings.

#### Conference Phone

A local organization, experiencing similar challenges in hearing participants, uses a conference phone produced by Polycom. The conference phone model used (Polycom® SoundStation2™) has specifications for small to midsize conference rooms that seat up to 10 participants. The system has three microphones in the console and, depending on the model, there are options to purchase expansion microphones that can be placed beside individual speakers.

In Canadian dollars, the total quoted price for this product (before tax) would be approximately \$720 with an expansion microphone kit costing an additional \$200.

Conference Phone Price Range: \$720-1200

#### Video Live Streaming

Building on the CEDO Broadcasting Report, dated January 28<sup>th</sup> 2016, an additional option for live streaming was explored. YouTube offers live streaming. The CCRD would need to set up a YouTube channel and then use either the "stream now" or "event" functions of YouTube to stream the CCRD Board Meetings live. A link can be sent out and shared on different social media platforms (i.e. Facebook) to notify community members of the live stream. The videos stay on the CCRD YouTube channel until removed. While setting up a YouTube channel does

not have a fee and free encoding software can be downloaded for live streaming, the CCRD administration does not currently have a dedicated device with a camera for office use. Should the Board of Directors choose to pursue live streaming of their regularly scheduled board meetings, a trial live stream of the CCRD regularly scheduled meeting could be undertaken and a similar process to that established for audio recordings could be followed for records management.

**Considerations**

*Cost* - A price range for the designated device would be approximately \$500-1500.

*Staff Time* - To ensure the quality of the live stream is satisfactory, staff may have to periodically monitor the technical elements of the stream.

*Bylaw Review* - Dependent on the Board decision, the following bylaws would need to be revised:

- 1. Central Coast Regional District Board Meeting Procedures Bylaw 449, 2015
- 2. Central Coast Regional District Records Management Bylaw 453, 2015

*CEDO 2016 Broadcasting Report* - There are additional options for live streaming through companies, such as Swagit (used by Fraser Valley Regional District and the City of Yellowknife) and Granicus (used by the Town of Qualicum Beach) that have considerable costs associated with them. The pro's and con's of systems such as this are outlined in the CEDO Broadcasting Report, dated January 28<sup>th</sup> 2016.

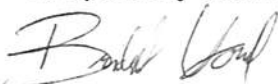
**Options**

Administration is presenting three options for the decision around live streaming:

- 1. The CCRD Board decide that regularly scheduled meetings will not be live streamed.  
Or
- 2. The CCRD Board postpone the decision about live streaming until after the new Chief Administrative Officer is hired.  
Or
- 3. The CCRD Board direct CCRD administration to pursue a trial live stream of the CCRD Regularly scheduled meetings and engage in a bylaw review.

Based on previous analysis of costs, requirements for staff time and technical expertise, and the changes required to the above bylaws, the CCRD administration recommends option 2.

Respectfully submitted,



Bridget Horel  
**Community Economic Development Officer**



CENTRAL COAST REGIONAL DISTRICT  
ECONOMIC DEVELOPMENT ADVISORY COMMITTEE  
REGULAR MEETING MINUTES

DATE: May 25, 2017

Board Meeting  
JUN 08 2017  
CORD ITEM   C(j)  

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.*

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**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)**

**REGULAR MEETING MINUTES – May 25, 2017**

**In Attendance:**

Wilma Hallam – Member at Large (Meeting Chair)  
Keith Hamilton – Nuxalk Development Corporation Representative  
Ana Santos – Denny Island Representative  
Rodney Krimmer – Member at Large

**Regrets:**

Garrett Newkirk – Bella Coola Harbour Authority

**Absent:**

Robert Duncan – Member at Large/Wuikinuxv Tribal Manager  
Director Sam Schooner CCRD Director, Electoral Area E

**Vacancies:**

Ocean Falls Representative  
Heiltsuk Economic Development Corporation Representative  
1 Member at Large

**1. Call to Order**

The CEDO called the meeting to order at 7:05pm

- a) Introductions: CEDO provided some background information about past education and experience. EDAC members introduced themselves and provided a brief description of their backgrounds.
- b) Acknowledgments: CEDO acknowledged the passing of Ernest Hall and his contributions to EDAC. CEDO acknowledged the staff changeover and the work that the previous CEDO had undertaken.

**2. Election of Chair**

EDAC members discussed the role of the Chair and expressed the desire to have the chair rotate so that each member has the opportunity to participate in full. Participation in EDAC has been low and there is an interest in examining the meeting structure. A discussion followed around the high level of formality for a group that has an advisory role as opposed to a decision making role.

**EDAC 17-05-01** W Hallam/R Krimmer That the Chair position be filled on a rotating basis.

**CARRIED**

**EDAC 17-05-02** K Hamilton/W Hallam That the EDAC Terms of Reference be reviewed by the CCRD to assess the structure of the EDAC.

**CARRIED**

**EDAC 17-05-03** A Santos/K Hamilton That W Hallam act as the chair during this meeting

**CARRIED**

**3. Adoption of Agenda**

A request was made to have the current EDAC participants listed on the agenda and to have the agenda act as a table of contents with page numbers. The CEDO will incorporate this request into future EDAC meeting packages.

**EDAC 17-05-04** R Krimmer/A Santos that the EDAC Agenda dated May 25 2017 be adopted.

**CARRIED**

**4. Adoption of Minutes**

**EDAC 17-05-05** K Hamilton/A Santos that the EDAC Meeting Minutes dated November 24 2016 be adopted after a minor adjustment is made on page 3 to edit Easter to Eastern and Nuxalk Nation Development Corporation is adjusted to read Nuxalk Development Corporation.

**CARRIED**

**5. Contract Grant Writer Position**

- a) **Job Posting and Response:** CEDO explained that the application made to Northern Development Initiative Trust (NDIT) was successful and that the contract position is for a six month period. There is a requirement for the grant writer to apply to a minimum of \$200,000 in grant funding and to work for a minimum of 400 hours. The CEDO gave an update that the job posting is now closed and candidates are being interviewed. The CEDO hopes to have the contract grant writer position filled shortly.
- b) **Process for Allocating Grant Writer Time:** The CEDO described several factors to consider when preparing to work with a grant writer. The organization has to be prepared, the project has to be developed, and there has to be a funding source that is suitable to the organization and the project. The CEDO shared a list of those organizations who had previously requested access to the grant writer's time. It was clarified that organizations who had not previously requested grant funding support could still be considered to access the grant writer's time.
- c) A framework for allocating the grant writer's time was outlined and all EDAC members were in agreement that projects must promote/contribute to economic development in the region and that a statement indicating this should be included on communications materials. EDAC members shared an expectation that there would be a capacity building component as part of the program to help develop the grant writing skills of the organizations working with the grant writer.

EDAC members are in favour of playing a role in the process of selecting suitable projects. Due to timing, this will be done through email and phone correspondence when between scheduled meetings.

**EDAC 17-05-06** R Krimmer/K Hamilton that the framework for allocating the grant writer's time include criteria that projects must contribute to community economic development in the region, the organization is at an appropriate level of readiness to work with a grant writer (i.e have someone who could work with the grant writer, have a clearly developed project, etc).Projects must contribute to the ability to fulfil the NDIT requirements.

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CARRIED

**EDAC 17-05-07** A Santos/K Hamilton that a mid-term review of the process for allocating grant writer time be held at the September 2017 EDAC meeting.

CARRIED

- d) Eligibility - There was a discussion around whether or not businesses could access the grant writers time. The CEDO explained that the NDIT funding guidelines would allow for this but that the Local Government Act states that a local government cannot provide *assistance* to a business unless it is under a partnering agreement. A copy of the relevant section of the Local Government Act was shared with EDAC members.

K Hamilton requested clarification to verify if allowing an individual business to use the CCRD grant-writer is viewed as *assistance* to private business. He would like to have a better understanding of the rationale. The CEDO will follow up with K Hamilton about this prior to the July 27<sup>th</sup> EDAC meeting.

#### 6. Draft 2017 Community Economic Development (CED) Plan

An initial draft for the 2017 Community Economic Development Plan was presented for discussion. The CEDO explained that the draft CED Delivery Plan is based on the CED Operating Plan 2016-2019, the findings from the 2016 Building Blocks Workshop, as well as conversations with the outgoing CEDO and initial conversations with community organizations. The CEDO noted that section 3.5 *Support and Participate in Regional Economic Alliances and Initiatives* had been added to the existing strategies.

- e) Contribution Agreements: The CEDO shared background that the intent of the Contribution Agreements is to support local organizations with a long-term plan. The initiatives will further develop the foundation for local community economic development in the region.

The Bella Coola Valley Sustainable Agriculture Society, Bella Coola Trails Alliance, and Bella Coola Harbour Authority had been previously identified as organizations to include in the 2017 CED Delivery Plan. The initial draft includes a section around establishing Contribution Agreements with some or all of these organizations. EDAC members felt that the Contribution Agreements with Bella Coola Harbour Authority and Bella Coola Trails Alliance required more discussion.

**EDAC 17-05-08** K Hamilton/W Hallam that a Contribution Agreement with the Bella Coola Valley Sustainable Agriculture Society be established to support the organization as it builds a self-sustaining structure.

A discussion around different potential structures for the contribution agreement funds occurred and an interest in developing a revolving micro-loan fund for entrepreneurs was identified by EDAC members. It was decided that the CEDO and K Hamilton would set up a time to discuss this concept further and that the CEDO would review CCRD legislation/bylaws/policies to determine whether or not this is possible to establish.

A decision was made to further discuss the Contribution Agreement component of the draft plan and to review the rest of the draft plan at the July 2017 EDAC meeting so that all EDAC members have time to prepare comments and feedback.

## 7. Discussion

### (a) Use of Ministry of Jobs Tourism and Skills Training (JTST) Staff

#### i. Business Retention and Expansion (BRE) Workshop

A one pager on the BRE workshop was provided to EDAC members and a discussion around the workshop revealed that there was interest in having the workshop hosted on Denny Island. Questions were brought forward around whether or not there was a minimum number of attendees required, if JTST was able to host the workshop on Denny Island, and potential timing of the workshop. CEDO will follow up with JTST staff to determine answers to the questions arising and report back to EDAC members.

#### ii. Economic Development Planning Support

CEDO explained that the JTST staff time can also be used for support in economic development planning.

### (b) Destination Development Update

An update of the status of the Destination Development Planning for the Chilcotin Central Coast Region was provided. The situation analysis and needs assessment have been completed and the draft Destination Development Plan is being reviewed by a regional working group. The plan is expected to be presented back to communities sometime in June 2017 with a target for completion of the final plan sometime in July 2017.

### (c) Meeting Schedule for remainder of 2017

The draft meeting schedule was reviewed with a discussion about whether or not a change to daytime meetings would increase the number of EDAC members who are able to attend. All those at the meeting were flexible with timing but evenings had been working well for them. The CEDO will follow up with members who were not present to ask if a change in time would allow them to attend.

Unless otherwise determined, the meeting schedule will stay the same and the next meeting for EDAC will be July 27<sup>th</sup>.

### (d) Representation on EDAC

The CEDO outlined that there are three openings on EDAC as there is not currently a representative from the Ocean Falls community or from the Heiltsuk Economic Development Corporation. There is also an opening for one Member at Large. CEDO asked EDAC members to bring suggestions forward. There was consensus that it would be beneficial to reach out for new EDAC members and that it would be beneficial to have a Nuxalk member on EDAC.

**8. Community Updates**

A Santos provided an update on some of the projects occurring on Denny Island including a recycling project, community garden, collaboration with Vancouver Coastal Health on senior care, and establishment of a committee tasked with the creation of a Volunteer Fire Brigade on Denny Island. K Hamilton provided an update on the work being done by Nuxalk Development Corporation including development of a sustainable forestry plan, opening of Copper Sun Gallery at a new location, and launching of a river rafting business. R Krimmer described his involvement with the Bella Coola Valley Community Forest including the outreach and communications efforts currently underway.

**9. Adjournment**

The meeting was adjourned at 9:30pm





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**CENTRAL COAST REGIONAL DISTRICT**

TO: Donna Mikkelson, Acting Chief Administrative Officer  
 FROM: Cheryl Waugh, Transportation and Land Use Coordinator  
 DATE: June 1, 2017  
 SUBJECT: Land Use Planning Report

**Recommendation:**

1. That the Land Use Planning Report dated June 1, 2017 be received.

	Zoning	Subdivision	Maps & Plans	Other Related* (specify)	Province of BC Land Referrals & Updates
<b>Number of Enquiries</b>	9	1	3	5	3
<b>Method of Inquiry</b>					
<b>Email/I-Net</b>	8		2		3
<b>Phone</b>	1	1		2	
<b>In-Person</b>			1	2	
<b>Hard Copy</b>				1	
<b>Number of Applications</b>	0	1 pending			

Board Meeting  
 JUN 08 2017  
 CCRD ITEM (K)

**Zoning**

-A property owner enquired about zoning and was provided with a Rezoning pamphlet and zoning/OCP bylaw copies.

-An appraiser requested zoning and OCP designations for a commercial property in the townsite and was also provided applicable excerpts from the zoning/OCP bylaws.

75:11

-A local business owner enquired about zoning and rezoning procedures for a house and property on Hwy. 20.

-Six separate enquiries were received from a local realtor seeking zoning, property identification or related information on several different parcels.

**Subdivision**

-A local property owner enquired about zoning and the process for subdivision. They were given basic information and referred to the Ministry of Transportation and Infrastructure website.

**Maps & Plans**

-A new property owner requested map excerpts of avalanche hazard areas for the waterfront and a Hwy 20 property.

-Request from an insurance company for a map or description of the Hagensborg boundary where it meets Hwy 20.

-A former member of the OCP Advisory Committee requested confirmation of the scale of the cadastral maps of the valley and was also provided with pdf documents of the OCP Land Use maps.

**Other Related\***

-Law firm requested clearance confirmation of any outstanding issues with a commercial property in the townsite.

-Assisted a property owner with change of address information for taxation purposes. Referred to the Surveyor of Taxes after confirming that was the correct office.

-A local resident requested information on commercially-zoned land in the Hagensborg area for a development plan. They also spoke with the CEDO and were given the contact information for both local realtors and rezoning information.

-A civic address was issued for a property on Lost Lake Forest Service Road.

-The local CO Service requested absentee owner information for a Hwy 20 property where bears have been foraging, causing concerns for the neighbours.

-Received and distributed the monthly BC Assessment property sales report to the CFO/CEDO.

-Met with the CEDO and by phone with the CCRD's planning consultant and the GIS technician for the Cariboo RD to discuss the Official Community Plan update. The conversation was specific to the mapping components and included discussion and clarification surrounding parcel layers, boundaries, Crown Land, flood plain, local and provincial park boundaries, First Nation Reserve Land and agricultural mapping. The objective was to ensure there was a measure of understanding by all parties as to goals and assignments for digital map production. A local GIS tech has also been contracted to work on the infrastructure layer of the maps. Regular communications have continued via email.

See also the CEDO's monthly report for an update on the Official Community Plan within the Strategic Initiatives.

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**Province of BC Land Referrals/Updates**

-Shawna deGrace, Medby Creek, domestic water licence application.

-Nuxalk Forestry Limited Partnership, application for King Island, Dean Channel, Big Bay, North Bentinck Arm for heli-logging drop sites, float camp, etc. for two years.

-0966556 BC Ltd, Nascall Lake, water licence amendment, commercial power for 40 years.

-Lydian Holdings BC Ltd, Nascall Bay, licence issued for 30 years, moorage for residential purposes.

CCRD responded to above as 'interests unaffected'.



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Transportation and Land Use Coordinator

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**CENTRAL COAST REGIONAL DISTRICT  
OPERATIONS DEPARTMENT  
MAY 2017 REPORT**

**TO:** Donna Mikkelson, Interim CAO  
**CC:** Board Chair Alison Sayers and Board Members  
**DATE:** June 1, 2017  
**FROM:** Ken McIlwain, Operations Manager  
**SUBJECT:** Operations Monthly Report

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**RECOMMENDATIONS:**

1. THAT the May 2017 Operations Report be received.

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**CCRD OPERATIONS  
MAY 2017 HIGHLIGHTS**

**SOLID WASTE MANAGEMENT**

1. The purchase and delivery to TCWRC of the 2005 Sterling Hook Lift Truck is now complete. Three 30 cubic yard waste bins were purchased from Wasteline Containers at a cost of \$20,159.00 plus taxes. The bins will facilitate transfer of waste and recycling between the transfer station and the landfill.
2. On June 1<sup>st</sup>, well drillers started drilling a well on the west side of the newly developed transfer station area at TCWRC. The well will be used for water supply and groundwater testing.

**RECREATION FACILITIES**

1. Centennial Pool: A suitable liner product for the pool was sourced and contractors are currently working on cleaning and patching areas of delaminated marcite and cracks in the structural concrete shell in preparation for application of the new paint-on liner product. Due to delays in accessing products as well as contractor/pool staff availability, we will not meet the target opening date of June 1.

Board Meeting  
JUN 08 2017  
C(k)

## BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

1. No fire calls were reported in the month of May.
2. Two fire department members attended live fire training in 100 Mile House this past month.

## STRATEGIC INITIATIVES

### CENTENNIAL POOL UPGRADE

All architect reports, assessments and plans are in place to finalize the grant application to the Strategic Priority Fund.

### DENNY ISLAND WATER

The conceptual design of the proposed Denny Island Water System is complete and will form the basis of a grant application to the Strategic Priority Fund. A Memorandum of Understanding has been signed between CCRD and School District #49 outlining the partnership for the construction of the Denny Island Community Water System.

### ASSET MANAGEMENT PLANNING

A draft work plan has been received from Urban Systems and is being re-worked to include financial analysis by CCRD serviced/function and asset management policy development.

Respectfully submitted,



Ken McIlwain, RPF  
Operations Manager

Centennial Pool Commission

Meeting Minutes

10 May 2017

Present: K. Lansdowne, J. Kyle, N. Koroluk, C. Nygaard, C. Thommasen, J. Cole

Guest: Ken McIlwain

1. Staffing - Mykaila Dixon has been hired as Pool Manager and will start work on Monday, 15 May. Staffing for June is being worked on.

2. Preseason Pool Preparations - Ken reported that cleaning has started and product application to the liner will soon begin. New ladders and railings will be installed in the pool and gutters of the main building will be repaired.

3. Strategic Priorities Grant p- Preparation of the "Centennial Pool Renewal" grant application is well underway and letters of support are being received. A lengthy discussion of the facilities and possible amenities took place among the Commission members and Ken McIlwain. Specifics of funding for the project are being worked out by CCRD staff.

Next Meeting Tuesday 23 May at 5:30 in the School Board Office.

Board Meeting
JUN 08 2017
CCRD ITEM <u>C(1)</u>

Centennial Pool Commission

Meeting Minutes

23 May 2017

Present: N. Koroluk, J. Kyle, R. Hilland, K. Lansdowne, C. Thommasen, J. Cole

Guest: Mykaila Dixon, Pool Manager

1. Policies - Policy A-12(b), Centennial Pool - Pay Scale, and Policy A-12(c) - Centennial Pool Payment During Training have been accepted as amended by the CCRD Board.

The Commission wishes to add, after the first sentence of Policy A-12(c) Item 3, the following sentence which was unwittingly omitted:

"Transportation costs will be reimbursed at 50% of cost to a maximum of \$300."

Motion: That the above sentence be added to Item 3 of Policy A-12(c).

Hilland/Cole:Passed

2. Pool Preseason Update - Mykaila reviewed progress so far and noted things still to be done: Pool Tank - The cleaning is nearly complete and will be followed by an acid wash. Then lines need to be painted and the pool filled.

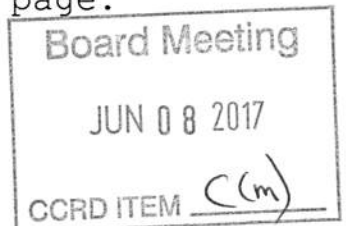
Furnace - The ducting is badly corroded and needs to be replaced. Parts have been ordered.

Chlorinators - Two are here and will be installed soon.

Siding - The siding has been pressure washed and will be stained as weather permits.

Staff Meeting - Mykaila plans a staff meeting for Thursday.

Publicity - Mykaila will update the Facebook page.



Pool blankets and Supplies - Blankets, toys - is there a better word?, and chemicals will be ordered by the end of the week.

Opening Date - Opening is planned for Saturday, 10 June.

3. Strategic Priorities Grant - Letters of support are still being received. Ken McIlwain is working with the architect on a presentation package. Russ will meet with Bridgit Horel (CEDO) this week to work on the finalization of the application.

Next Meeting Tuesday 6 June at 5:30 pm at the School Board office. Ken will be presenting details of the grant application submitted.



Received  
May 31/17

## DIRC -2<sup>nd</sup> meeting of 2017

May 11, 2017

Members present: Kathy Sereda (ksereda@hotmail.com), Rhonda Orobko, Ramona Gossen, Krista Roessingh  
Other attendees: Ana Santos

### Last meeting minutes

-read, motion to accept by Kathy, seconded by Ramona, passed.

### Old business

-Proposals we put forward to CCRD (bylaw review and budget): Wendy or Donna said they would call Rhonda about a month ago before CCRD meeting to review but she did not get a call. Rhonda sent another email May 7th to Donna with a copy of proposed changes to bylaw from last meeting and did not get a response. Need to access CCRD meeting minutes from April and May meetings to see if our meeting and proposed changes were covered and what the results were.

-Bylaw review: Membership should be approved by outgoing and current members rather than by CCRD.

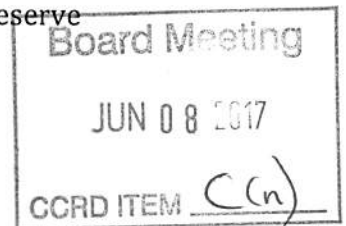
-gym equipment: approved with modification – CCCC will provide the shelving instead of SW.

-Ana: Janitor works for the school district and does what's in his job description. We can't ask him to do additional cleans.

Ramona to CCCC: Who is responsible for cleaning supplies and repairs? What does our rent cover?

-Ramona will: Propose to DICDA posting a calendar in foyer so people can reserve for regular and special event use

- Pamphlet and funding request sheet
- edits: add photos and names of all current members
- otherwise text and format are approved



-Easter: successful – lots of great feedback. Rhonda put up a poster and asked for volunteers in writing – helped to get more people involved.

### New business

-Community building kitchen and storage needs – suggestion to form a working group with DICDA members to work out a plan, then we will contribute CCRD funds. Storage – needs something other than a key lock. Ramona will find out what DICDA plans are for storage and whether we can contribute for a larger storage area.

- Suggestion that all committee execs on the island meet quarterly to work on common business
  
- Request for a flatscreen TV monitor for exercise classes, one that people can plug their devices into. Approve community member to purchase one for max. \$499 and get reimbursed.
  
- Also need 2 non-stick frying pans, juice jugs, generic neutral colour rectangle and round tablecloths
  
- Events:
  - DISCO doing auction in June,
  - Fishing derby: Dave and Pauline are organizing, requested \$750 for prizes (no receipts over \$250). All DIRC members agreed.
  - SW is putting together a committee for Canada 150 event. All DIRC members agree to contribute \$750 total but no receipts should be for over \$499.
  - Clean-up? Generally in May. SW provides bags and gloves etc. Rec commission has done BBQ. DIRC members decided on 10am May 28<sup>th</sup> with lunch BBQ.
  
- Rhonda: Ball gloves – ones at school are all wet and moldy, may need to be replaced. Rhonda may be willing to start up ball. May need a new catcher's pad and new helmet.
  
- Canoe? Would need PFDs, under lock and key? Equipment budget is probably used up already, but health and wellness workshop budget is \$5K and we have no plans to use it. **Krista will ask CCRD for budget update, liability, (also what about general liability for other events/activities?), reallocations.**
  
- Ana has a projector at her house that belongs to DIRC
- Steve said one of the speakers blew at the last event and needs to be repaired

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**CENTRAL COAST REGIONAL DISTRICT**

TO: Donna Mikkelson, Acting Chief Administrative Officer  
FROM: Cheryl Waugh, Assistant Emergency Program Coordinator  
DATE: June 1, 2017  
SUBJECT: Emergency Program Report

Board Meeting  
JUN 08 2017  
CCRD ITEM   6  

**Recommendation:**

**1. That the Emergency Program Report dated June 1, 2017 be received.**

- The Emergency Executive Committee meeting held on May 25<sup>th</sup> was attended by the Assistant Emergency Program Coordinator, the recording secretary and via phone, for a portion, by the Deputy EPC for Denny Island. Minutes from this meeting can be found in a separate report. The next EEC meeting is scheduled for June 22<sup>nd</sup>.
- Environment Canada’s Pacific & Yukon Region will be issuing the summer 2017 “Integrated Seasonal Climate Bulletin” June 13<sup>th</sup>. The bulletin will review the weather from this past spring, present the current hydrological and forest fire conditions, and, given the latest long-range forecasts, discuss some of the anticipated impacts for this summer.
- The May 15<sup>th</sup> snow survey was received from the BC River Forecast Centre, which includes data from 23 snow courses and 71 automated snow weather stations around the province. The information collected by the Ministry of Environment Snow Survey Program and partners, and climate data from Environment and Climate Change Canada have been used to form the basis of the following report summary:

**Table 1 - BC Snow Basin Indices – May 15<sup>th</sup>, 2017**

Basin	% of Normal	Basin	% of Normal
Upper Fraser West	NO DATA	Boundary	139
Upper Fraser East	78	Similkameen	149
Nechako	127	South Coast	133
Middle Fraser	122	Vancouver Island	104
Lower Fraser	147	Central Coast	91
North Thompson	114	Skagit	NO DATA
South Thompson	122	Peace	79
Upper Columbia	102	Skeena-Nass	NO DATA
West Kootenay	156	Stikine	55
East Kootenay	157	Liard	NO DATA
Okanagan	151	Northwest	NO DATA

Current advisories, warnings, freshet information, hydrometric monitoring, river modelling and snow data are available on the River Forecast Centre website: <http://bcrfc.env.gov.bc.ca/>.

- The Regional Agrologist for the Cariboo Chilcotin Coast passed on information about the Premises Identification Program. Premises Identification is one of the pillars of Canada's livestock traceability system and links livestock and poultry to geographic locations. The British Columbia Premises Identification Program was established to reduce the impact of livestock disease or natural disaster emergencies by gathering and organizing information about the location of animals, the types of animals at each location and how to contact those responsible for the health of those animals quickly. Link for more information: <http://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/food-safety/premises-id-for-livestock-poultry>
- Emergency Management BC (EMBC) sent notice of Swift Water Awareness Level Training. Search and Rescue (SAR) Volunteers are required to complete this online training every 3 years per the Provincial Operating Guidelines. Current training access keys are available through the CCRD or Bella Coola SAR and are valid until July 2017.
- RCMP Sgt. Justin Thiessen has been reassigned and until the position is filled, Cst. Scott Monuik is the Acting Detachment Commander.

Assistant Emergency Program Coordinator



CENTRAL COAST REGIONAL DISTRICT  
EMERGENCY EXECUTIVE MEETING  
MINUTES  
May 25, 2017 – 3:00 pm

In Attendance: Cheryl Waugh, Assistant Emergency Program Coordinator  
Russell Snow, Denny Island Deputy Emergency Program Coordinator, joined the meeting at 3:20pm  
Wendy Kingsley, Secretary

Absent: Samuel Schooner, Committee Chairperson  
Roger Harris, Nuxalk Nation Representative  
Ed Backmann, Ocean Falls Deputy Emergency Program Coordinator

Cheryl Waugh and Wendy Kingsley did a preliminary review of bylaws, Central Coast Regional District Emergency Management Organization Extended Service Establishing Bylaw No. 324, 2000, and Central Coast Regional District Emergency Measures Regulatory Bylaw No. 325, 2000 took place. It was agreed that a further review of Bylaw 325 was needed and that recommendations for amendments would be discussed at the next meeting.

- Russel Snow joined the meeting and was asked if there were any outer coast issues that he wished to discuss. Mr. Snow wanted to know if there was any funding for the Volunteer Firefighters on Denny Island to obtain regulation turnout gear. Mr. Snow was advised that Emergency Funding is only available for emergency related natural events and not specific to community firefighting. Cheryl will send him the April Emergency Program Report, which outlines some current or upcoming funding streams and will ask staff to consider any ways to assist Denny Island volunteer firefighters moving forward.

Cheryl Waugh advised that a contractor has been contracted to update the Emergency Plans and that public consultation and input will be part of the update and that the Deputy EPCs will be contacted directly for comment.

Next meeting: June 22<sup>nd</sup> 3pm

The meeting adjourned at 3:40pm

Respectfully submitted  
Wendy Kingsley, EEC Secretary

Board Meeting  
JUN 08 2017  
CCRD ITEM C(5)i



**CENTRAL COAST REGIONAL DISTRICT  
OPERATIONS DEPARTMENT  
MAY 2017  
TRANSPORTATION REPORT**

**TO:** Donna Mikkelson, Interim CAO  
**CC:** Board Chair Alison Sayers and Board Members  
**DATE:** June 1, 2017  
**FROM:** Ken McIlwain, Operations Manager  
**SUBJECT:** Transportation Monthly Report

**RECOMMENDATIONS:**

1. THAT the May 2017 Transportation Report be received.

Board Meeting  
JUN 08 2017  
CCRD ITEM C (p)

**TRANSPORTATION  
MAY 2017 HIGHLIGHTS**

1. Work is now underway on the 2017 obstacle removal project at the Bella Coola Airport.

To date, the following works have been completed:

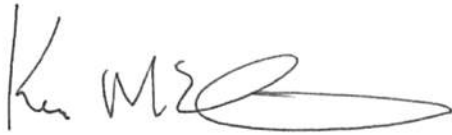
- Hiring of contract project manager;
- Completion of an environmental assessment and recommendations;
- Meetings with Nuxalk Nation Chief Councilor and Stewardship Office to discuss project and seek official support; this support has now been received and is speeding up the licencing process;
- Hiring of mapping contractor to supply digital mapping and GIS support for the project;
- Completion of mapping and integration of obstacle limitation survey;
- Engagement with private landowners regarding obstacles located on private property;
- Preparation and submission of applications for a Forestry Licence to Cut and an amendment to CCRD's existing Licence of Occupation at Snootli Creek Regional Park;
- Field work to identify operational challenges;
- Engagement with Pacific Coastal Airlines to determine most limiting obstacles for scheduled service;
- Meetings with Transport Canada to clarify airport standards and corrective actions required to bring aerodrome into compliance with TP312 regulations;
- Field work portion of Archeological Overview Assessment and CMT survey; and

- Legal survey and marking of private property boundaries in the vicinity of proposed operations.
- Topping of 3 large spruce east of the airport;
- Felling of large spruce and cottonwood east of airport and large cedar west of airport;
- Brushing of east face of dike and east side of Nooklikonnik Creek
- Old fencing removal;
- Engagement of SNC Lavalin to provide analysis of option around TP312 4<sup>th</sup> and 5<sup>th</sup> edition obstacle clearances;
- Felling of timber north of the airstrip and gravel berm; and
- Grubbing/clearing of strip to north of gravel berm that will allow the berm to be moved.

The project is on schedule and expected to be primarily complete by late fall, with the exception of field prep and seeding etc. which will likely have to wait until spring of 2018.

2. CCRD is working with Transport Canada and Pacific Coastal to finalize a mini-Airport Operations Manual.

Respectfully submitted,



Ken McIlwain, RPF  
Operations Manager