



CENTRAL COAST REGIONAL DISTRICT

DATE: October 13, 2016
TO: Darla Blake, CAO
CC: Chair Alison Sayers and Board of Directors
FROM: Donna Mikkelson, CFO
SUBJECT: Financial Report Budget vs Actual Jan-Sept 2016

RECOMMENDATION:

THAT the financial report of actual revenue and expenditures against the annual budget for the period January to September, 2016 be received.

Attached is a report of income and expenditures for the first 3/4 of 2016.

Revenue

As reported in July, other revenue is below budget. The grant revenue from Northern Development Initiative Trust (NDI) for arena paving (\$13,000) will not proceed in 2016 and a request for extension has been approved in the event that the paving crew returns to the valley in 2017. Capital gains were realized from the January 2015 fire at the landfill and this may be returned to operations revenue in 2016 (\$53,000).

Provincial/Federal Grant revenue is below budget due to annual contributions not yet being received for the Gas Tax Agreement (Community Works Fund). We will receive the balance of the funding in November pursuant to our agreement with UBCM. We received \$5,000 more than expected from the province for the regional district basic grant allocation and this has been used to support Bella Coola Airport operations.

Revenue from user fees and charges is above budget due to exceeding targets for swimming pool admissions (\$12,000 over – for lessons, in particular) and for more than anticipated usage for disposal fees at the landfill.

Board Meeting
OCT 20 2016
CORD ITEM C(i)

Expenditures

50035 Capital Works

Capital Works expenditures are under budget by \$81,000. The 2016 budget called \$57,000 to be expended at the landfill for yard and transfer bins and storage containers. There has been no progress to date on the new roof proposed for the Denny Island Airport (\$18,000), nor the aircraft tie downs and terminal building porch (\$2,500 each). The Bella Coola Parks and Recreation budget will remain underspent due to the postponement of the paving project at the Snootli Creek ice rink (\$20,000), but the appliances for the concession building have been purchased and installed (\$7,600); the GPS has not yet been purchased for use with the Bella Coola Waterworks system (\$4,000) and shared with Solid Waste Management (\$4,000); and the Denny Island Recreation Commission has not yet purchased a new awning for outdoor events (\$1,500).

50050 Community Groups

Grants in Aid to community groups were disbursed in August after the receipt of the annual tax requisition and are on target with the budget.

50055 Community to Community Forum

There has been no progress to date on having a community to community forum with the regional district and First Nations.

50060 Contingency

Economic Development (\$6,000 for outer coast travel) and Solid Waste Management (\$18,000 for engine or other packer truck) are underspent so far this year, but have plans to use the funds in the last quarter of 2016. The General Operations contingency (\$10,000) may be used to continue the employment of the Support Technician for the months of November and December.

50089 Emergency Management Initiatives

\$26,000 remains in the Emergency Management Initiatives to spend on a project that has yet to be approved by the province. The deadline for expending these funds is approaching and options include requesting another extension in order to update the regional district Emergency Plans (from 2005) or returning the funds to the province.

50131 Planning

Funds have been set aside in the Community Works Fund for the Solid Waste Management Plan (\$40,000). To date, \$20,000 has been spent on this initiative and the project will be 2/3 completed by year end. Final adoption and approval of the Plan by the board is anticipated to be completed by March 31, 2017. Provision

Expenditures cont'

for a landfill assessment (\$12,000) is mostly completed, although the funds have not yet been disbursed. The Community Works Fund also provides for asset management planning, which is underway (\$35,000) with \$10,000 being spent to date. The Bella Coola Airport Master Plan project (\$50,000) is in progress and completion is estimated at or near year end. The Feasibility Study funding for swimming pool options (\$20,000) is also underspent and is expected to cost approximately \$10,000.

See Transportation and Land Use Coordinator and Public Works Manager's reports for further information on these initiatives.

50185 Nuxalk Agreement – Water Supply

The annual payment to the Nuxalk Nation for water supply (\$21,275) was paid out when the tax requisition was received in August. This amount remains the same as it has in the past with no provision for inflationary increases.

50190 Operating Expenses

Operating expenses are underspent, partially because we're only ¾ of the way through 2016. Winter expenses (snow plowing) at the airport are weather dependent. Expenses for the swimming pool will come in under budget due to careful management at the facility. Denny Island Recreation is well under budget (by \$12,000) but this may change once the 3rd quarter expenses are reported.

50205 Professional Development

Profession development expense will likely be underspent in 2016 due in part to the cancellation of participation at the Municipal Administration Training Institute (MATI) and the cancellation of hiring of a new intern. The Bella Coola Fire Department has budgeted \$12,500 for training initiatives to accommodate regulatory requirements and this has partially progressed. Fall conferences are coming up in November and this will bring actuals more into line with the budget.

50206 Professional Fees

The Governance and Service Delivery Study is underway and will meet budget projections by the end of the year or shortly thereafter. Plans to update the Official Community Plan (OCP) (\$20,000) will remain unspent in 2016 but the funds will be used to leverage other funding sources in 2017. The annual audit fees will be booked at year end (\$27,000).

Expenditures cont'

50240 Solid Waste Management

This line item is to be expended under the Community Works Fund schedule. Of the \$667,000 budgeted, \$349,000 has been expended on the construction and paving of the transfer station, bringing power to the site, site preparation for the recycling building and for the design and construction of the recycling building. The remaining funds will be used to complete the construction of the recycling building, fencing, water and septic service. See Public Works Manager's report for additional information.

50245 Special Projects

The 2016 budget includes the design and build of a new metal pile area at Thorsen Creek (\$20,000) and this remains unspent.

Respectfully Submitted,



Donna Mikkelson, CFO

Central Coast Regional District
Revenue & Expenditures - Actual vs Budget
 All Schedules Combined

	<u>Jan - Sep 16</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Apportioned Administration Serv	180,622	180,622
Local Taxation	731,053	731,053
Nuxalk Nation Contributions	77,500	103,750
Other Revenue	37,385	175,149
Provincial/Federal Grants	385,380	498,361
Regional Hospital District		13,325
User Fees and Charges	163,635	154,848
40015 · Claims reimbursement	6,985	
Total Income	<u>1,582,560</u>	<u>1,857,108</u>
Gross Profit	1,582,560	1,857,108
Expense		
50000 · Apportioned Administration fees	180,622	180,622
50030 · Bank charges	1,664	2,000
50035 · Capital Works	32,582	113,687
50040 · Communications	12,744	16,975
50045 · Community Development	56,916	76,500
50050 · Community Groups - Grants	27,015	20,849
50055 · Community to Community Forum		10,000
50060 · Contingency		50,049
50076 · Directors' Expense	31,450	82,113
50085 · Elections	183	
50089 · Emergency Mmgt Initiatives		26,306
50131 · Planning	30,103	192,000
50135 · Insurance Expense	28,613	27,467
50138 · Interest Expense	9,761	19,621
50165 · Maintenance	40,402	69,168
50175 · Memberships, dues & subscriptio	2,984	3,000
50185 · Nuxalk Agreement - Water Supply	21,275	23,917
50190 · Operating expenses	129,050	223,179
50195 · Payroll Expenses	449,346	568,891
50205 · Professional Development Expens	32,385	66,550
50206 · Professional Fees	81,357	183,479
50240 · Solid Waste Management	254,966	667,351
50245 · Special Projects	1,320	20,000
50250 · Supplies & small tools	28,678	55,110
50294 · Utilities	24,130	31,096
50295 · VIRL Regional Library Services	38,463	51,255
50316 · Asset Replacement	30,254	30,254
50999 · Landfill Post Closure Reserve	30,000	30,000
Total Expense	<u>1,576,261</u>	<u>2,841,439</u>
Net Ordinary Income	6,299	(984,331)
Other Income/Expense		
Other Income		
40004 · Budget surplus, begin of year		1,329,124
Total Other Income		<u>1,329,124</u>

10:44 AM
10/13/16
Accrual Basis

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Central Coast Regional District
Revenue & Expenditures - Actual vs Budget
All Schedules Combined

	<u>Jan - Sep 16</u>	<u>Budget</u>
Other Expense		
50224 - Budget surplus, end of year		344,793
Total Other Expense		344,793
Net Other Income		984,331
Net Income	6,299	



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CENTRAL COAST REGIONAL DISTRICT

DATE: October 13, 2016

TO: Darla Blake, Chief Administrative Officer
CC: Chair Alison Sayers and Board of Directors

FROM: Donna Mikkelson, Chief Financial Officer

SUBJECT: 2016 Budget Variance – Operations Support Technician

RECOMMENDATION:

THAT the employment of the Operations Support Technician be authorized to continue until December 31, 2016.

Background

With financial assistance from Northern Development Initiative Trust (NDI) the regional district hired a Local Government Intern whose term expired in May 2016. At that time, Administration elected to not re-apply for another intern, but instead, using the funds already set aside, decided to continue the services of the LG Intern in the role of Operations Support Technician. The current budget provides for this position to the end of October 2016.

In reviewing the 2016 work plan, and recognizing the value of the role, especially as it relates to the Public Works Department, Administration has developed a plan to continue this employment until the end of December. No new funds are being requested and the expense can be accommodated in existing budgets. Since employment expenses for November and December were not contemplated in the annual budget, the board is being requested to approve this position for a period of two additional months.

Respectfully Submitted,

Donna Mikkelson,
Chief Financial Officer





CENTRAL COAST REGIONAL DISTRICT

DATE: October 13, 2016

TO: Darla Blake, CAO

CC: Chair Alison Sayers and Board members

FROM: Tanis Shedden, Community Economic Development Officer

SUBJECT: Community Economic Development Report

RECOMMENDATION

THAT the Community Economic Development Report dated October 13, 2016 be received.

EXECUTIVE SUMMARY

Vancouver Coastal Health Engagement

The CEDO and Director Hall attended the Vancouver Coastal Health Active Transportation Forum in Roberts Creek. A Summary of the forum is attached to this report. Additionally, participants of the forum provided information about many resources that local organizations can explore as they pursue implementing bicycle infrastructure. These resources have been summarized and will be distributed via e-mail to interested parties, as well as on our website in the Economic Development area.

The Health Communities Collaboration Agreement 2016 – 2019 was signed by VCH and CCRD administration early October. The document can be found on our website in the Economic Development area.

Rural Dividend Application

The Rural Dividend application is for funds to undertake a thorough review and update of the Bella Coola Valley Official Community Plan. This will ensure that the CCRD is operating with current up-to-date community based information to develop a resilient community and economy.

Many initiatives that have come forward over the years require the CCRD and Province to come together with local residents to acknowledge and address land-use and potential land-uses in the Bella Coola Valley. The OCP is a strategic document that ensures that any economic development planning is grounded in the community vision.

Board Meeting

OCT 20 2016

CCRD ITEM C(k)

The Rural Dividend application is well underway and the CEDO is seeking letters of support from individuals, businesses, and organizations in the Bella Coola Valley. Anyone who is interested in submitting a letter is asked to get in touch with the CEDO before October 25.

Economic Development Advisory Committee

The September 21, 2016 EDAC meeting was postponed until November. This was to accommodate our volunteers and their participation in the Destination Development Workshop facilitated by Destination BC and Cariboo Chilcotin Coast Tourism Association during the day on September 21. As well as, the Economic Development Building Blocks Workshop that was held on October 12 in Hagensborg.

The Economic Development Building Blocks Workshop was put on by the CCRD, Ministry of Jobs, Tourism, and Skills Training, Cariboo Chilcotin-Coast Tourism Association, and Community Futures. A summary of the day's events will be tabled at the October 20, 2016 Board meeting.

UBCM

The CEDO attended UBCM in Victoria September 26 – 30. It was a privilege to be able to attend UBCM this year. The number of people and communities that are represented makes it an effective forum to meet and discuss common ideas with others facing similar issues or working with similar resources.

Over the course of the week the CEDO was able to take in many workshops and seminars. This included: Understanding the Village, Regulatory Changes Affecting Agri-tourism in BC, Is Drought in Your Future? Provincial and Local Government Response and Preparedness, Emergency Management BC Update, Weird Weather: Straight Talk about Adaptation, and Panel on Strong Economy and Jobs.

Information that emerged at UBCM –

- The BC Air Access Program intake will be accepting applications mid-October.
- There is still over 15 million dollars remaining in this year's 25 million Rural Dividend program
- The Clean Water Waste Water program is enabling municipalities and regional districts to gain access to funds with a cost sharing of 50% federal government/33% provincial government/17% local government.

Respectfully submitted



Tanis Shedden
Community Economic Development Officer

SUMMARY

October 2016

MOVING BEYOND URBAN CENTRES: Active Transportation Forum



We connected, shared and came away inspired! Here is a collection of some of the great ideas from the day:

BUILDING THE CULTURE

It's a slow and steady game. Small actions can have large impact, and every success builds momentum!

- It takes local ownership – build a community vision for how *everyone* gets around.
- Nudge the 60% of people who are interested but unsure. Listen to barriers, encourage curiosity!
- People learn by doing. Get them walking or cycling!
- Be realistic. First change how people make *short* trips.
- Perceived safety is as important as real safety – continually work to create both.
- Make room for e-bikes! They are helping to make cycling more inclusive.
- Measure progress and communicate the successes, big and small! Expand the definition of success. Involve the media.

CHAMPIONING CYCLE TOURISM

So much potential on our glorious West Coast!

- Market cycle tourism as a full experience of your community – connect cycling routes with popular sights, attractions, events and amenities.
- Map it! Make it easier for cyclists and beneficial to local businesses by mapping things like accommodations, food, bike shops, breweries and risky road sections.
- Make popular sights and attractions bicycle friendly, and encourage local businesses to do the same! Think bike racks, storage lockers, water fountains...
- Educate staff at tourism desks and relevant local businesses, and provide resources.
- Leverage integration with other modes of transportation (BC Ferries) and neighbouring communities.
- Take advantage of existing infrastructure, like defunct forestry roads.

LEVERAGING PARTNERSHIP

If you want to go fast, go alone. If you want to go far, go together.

- Elected officials, local government staff, community advocates, health professionals, local businesses, tourism agencies, schools, community service providers – we all have different jurisdictions, mandates, strengths, expertise and abilities. Partner to access this goldmine!
- “Champions” for active transportation are vital to success – seek them out as partners and support their dogged efforts!
- Create a shared long-term vision.
- Community members are partners too – be sure to engage, with a focus on inclusion!
- Think regionally – partner across jurisdictions for things like advancing cycle tourism or sharing bike/ped count tools.

DESIGNING THE INFRASTRUCTURE

Making it easier and keeping people safer!

- Design for the movement of *people!* – ensuring safety and accessibility no matter which mode of travel they choose, be it walking, cycling, transit or car.
- Design for the future transportation vision, not the current crisis.
- Design for the everyday, not the exception or special occasion.
- Take ‘risks’ and try small demonstration projects. Think lighter, quicker, cheaper! Create “sticky” places.
- Context *really* matters. From terrain, to number and types of users on a path, to average speeds and typical weather conditions – safety is achieved by designing for the local context.
- Use destination-based signage to encourage walking and cycling. It's great for tourism too!



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: October 13, 2016
SUBJECT: Land Use Planning Report

Recommendation:

- 1. That the Land Use Planning Report dated October 13, 2016 be received.

	Zoning	Subdivision	Maps & Plans	Other Related* (specify)	Land Referrals & Updates
Number of Enquiries	6		4	1	4
Method of Inquiry					
Email/I-Net			1	1	3
Phone	2		1		1
In-Person	1		2		
Hard Copy	3				
Number of Applications	0	0			

Zoning

-Local realtor confirming zoning for a Highway 20 property.

-Representative from the Ministry of Forests, Lands & Natural Resource Operations requesting zoning for a Hagensborg property.

-Local resident met to discuss recent property purchase, zoning and permitted uses with regards to future development.

Board Meeting
OCT 20 2016
CCRD ITEM c(1)

-See separate report on agenda in advance of amending Bylaw No. 465 in response to a question posed at the September board meeting.

-See separate report in response to resolution #16-09-23 in advance of amending Bylaw No. 466.

- See separate report for Public Hearing Minutes/Summary Bylaw No. 466.

Subdivision - None

Maps & Plans

-Individual looking for boundary maps of North Salloompt area for possible trail development.

-Request and issuance of new civic address on Salloompt Road.

-Permission granted from the Integrated Cadastral Information Society for the planning department of the Cariboo Regional District to download base mapping to utilize the GIS for the CCRD's OCP mapping needs.

-Responded to a BC Assessment enquiry confirming current tenants occupying Bella Coola Airport terminal building and lease lots.

Other Related*

-Received and distributed BC Assessment land sales reports for August & September.

Land Referrals/Updates

-Miles Trevor, Naysash Bay & McBride Bay, application for commercial float camp and water authorization for 2 years.

-Alison Krimmer, east of Hagensborg, unnamed stream, application for water for two dwellings, indefinite term.

-Shearwater Marine, Denny Island, Licence of Occupation to construct a roadway to divert industrial traffic delivering to the landfill and trucks hauling gravel to public road resurfacing from residential and elementary school access road, 10-30 years.

Responded to above as interests unaffected.

-Front Counter BC-zoning clearance letter request for private moorage on Hunter Island.



Transportation and Land Use Coordinator



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

TO: Darla Blake, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: October 13, 2016
FROM: Ken McIlwain, R.P.F. Public Works Manager
SUBJECT: Public Works Monthly Report

Board Meeting
OCT 20 2016
CCRD ITEM C(m)

RECOMMENDATIONS:

- 1. THAT the September 2016 Public Works Report be received.

**PUBLIC WORKS FUNCTIONS AND SERVICES
SEPTEMBER 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 September.



Photo: J.P. and crew pour reinforced steel slab for new recycling building at TCWRC.

2. Public Works Manager, Ken McIlwain and Recycling Attendant, Joseph Fletcher attended the annual Southern Interior Waste Managers Conference in Williams Lake. It was a great chance to share challenges and successes with waste managers from other regional districts across much of the province. Common challenges faced by regional districts and landfills include:
- monitoring and control of asbestos containing waste entering landfills;
 - implementation of organics collection and composting programs;
 - long delays from Ministry of Environment for SWMP plan approval;
 - no provincial plan or requirement for recycling of industrial, commercial and institutional waste; and
 - product stewardship programs not covering the cost of recycling (example BC Used Oil Management Association and Large Appliances).

The 2 ½ day conference afforded the opportunity to tour some of the Cariboo Regional District's (CRD) waste handling facilities. Highlights included the largest biomass energy generating facility in North America which receives the bulk of wood waste from CRD facilities, the regional landfill at Gibraltar Mines, the Wildwood Transfer Station and the Potato House Sustainable Living Project with community composting and gardens.

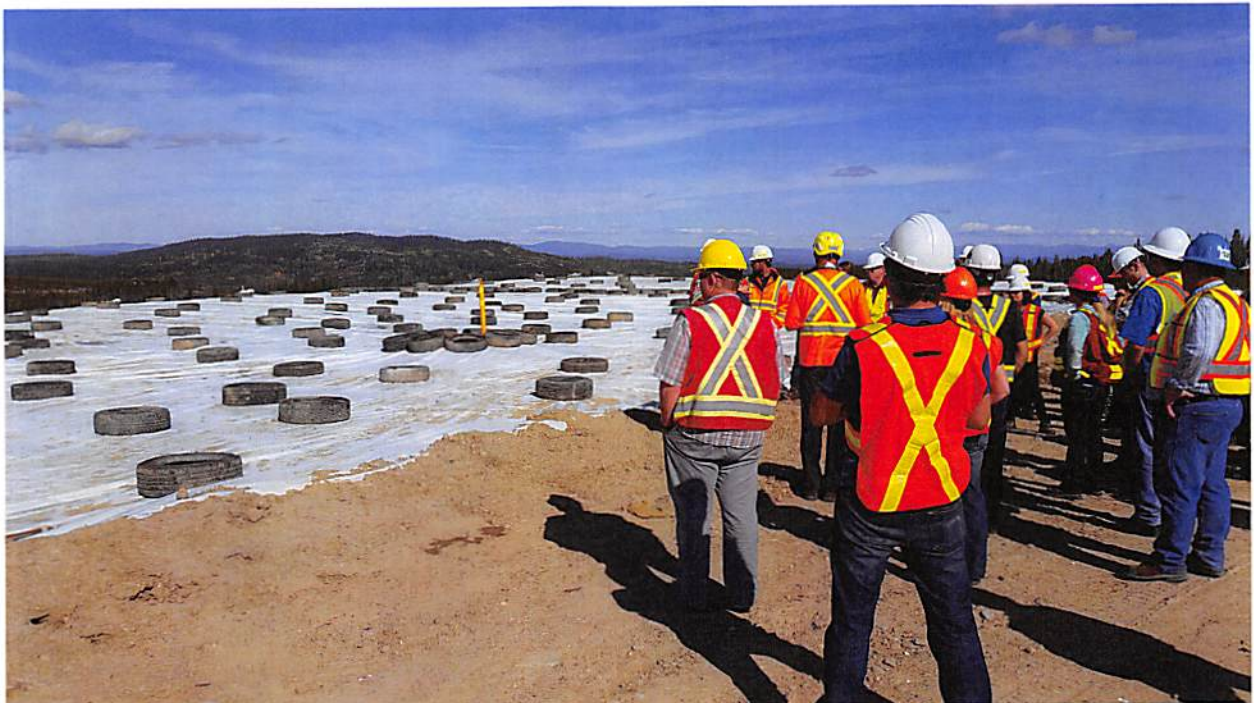


Photo: Temporary cover tarps prevent water ingress into the Gibraltar Regional Landfill footprint, reducing leachate generation.

The effective use of temporary cover tarps such as those shown in the photo above, is something being considered for the Thorsen Creek Landfill, in order to reduce leachate generation in areas that may still be used for future filling.



Photo: The Potato House Project in down town Williams Lake introduces the public to sustainable living concepts. Garden beds are rented to downtown restaurant owners for fresh produce and compost bins are set up along the back laneway to facilitate drive-by composting.

3. A 6500 Watt Honda generator was purchased for construction operations at the new transfer station and recycling site at Thorsen Creek. The cost (\$3279.55) was slightly less than providing temporary power to the site, and could be done quickly.
4. Five large tub skids of used paint and paint cans were sent out to Product Care for recycling. Revenue for this shipment was \$225.
5. The recycling depot is now averaging a full 53 foot semi load of recyclable paper, plastic and packaging every month with revenues in the \$500 range per load.
6. Fencing installed near the active face of the landfill is proving effective at containing wind-blown garbage, particularly plastic bags.
7. A full Occupational Health and Safety Program is now developed and in effect at TCWRC. Employees and Contractors are now undergoing training on reporting requirements.
8. Landfill Contractor Martin Nygaard and Recycling Attendant Joseph Fletcher attended SWANA Landfill Operation Basics training in Williams Lake. Feedback from the attendees was excellent and has already resulted in improved landfilling practices at Thorsen Creek Landfill.

9. Landfill engineering consultants Morrison and Heshfield produced the final technical memorandum outlining landfill priorities and associated costs. This memorandum will assist and inform the solid waste management planning process.

RECREATION FACILITIES

1. **Walker Island & Snootli Parks:** Appliances were installed in Walker Island Concession. The BBQ received a new coat of Sikkens Cedar Stain. A new sign for the entrance to Snootli Park has been ordered.

Over the Thanksgiving weekend, Bear(s) upended 'bear proof' garbage bins at Walker Island' and enjoyed a feed of Chester Fried Chicken, complete with plum sauce and a side of Mojos. A six-pack of empty Milwaukee beer cans at the scene indicates a level of desperation on the part of hungry bears preparing for a long winter ahead.



Photo: Walker Island Park was subject to bear mischief over the Thanksgiving weekend.

Opportunities to better secure or upgrade garbage bins will be looked at over the coming year.

2. **Centennial Pool:** During the pool season, staff had noticed patches of liner coming loose from the pool tank. Concern was expressed from staff and the Public Works Department, that this could indicate that the liner is near the end of its lifespan. A decision was made to drain the pool at the end of the season and inspect the condition of the liner in order to better facilitate financial planning around future capital expenditures. The inspection has been completed and the sections of delamination appear to be minimal and unlikely to spread or increase in size. The edges of the existing liner around the missing patches are

still reasonably well bonded to the marcite underneath and as a general comment, the vast majority of the liner appears to be well bonded and of sufficient thickness to last several more years before deterioration will require replacement of the liner. There are sections of the liner, specifically over existing cracks in the pool tank (result of high water damage), where the liner did not bond well with the filler used in the cracks. These cracks are also likely the location of shifting caused from filling or draining the tank, expansion and contraction of the tank related to temperature fluctuations, or ice expansion on the pool surface. The stress caused by this movement and the poor bonding is resulting in transfer of the cracks through the liner material. The result will likely be that, as water and chemicals gradually permeate under the liner along these cracks, the liner will start to fail or separate from the marcite along these zones. Other locations associated with jets, ladders or fixtures are also showing signs of liner deterioration.



Photo: Portion of liner delamination adjacent to crack in pool tank.

There is some speculation that the surface of the liner is becoming progressively more pitted as the surface gradually wears. This theory is supported by observation of an accumulation of material in the sand filter, similar in consistency to that of the liner. Anecdotal reports also indicate that algae build-up on the pool tank walls and bottom is getting progressively worse each year. Algae is now continually present in certain areas of the pool. While not a health concern according to the health inspector, the algae is aesthetically an issue and a turn-off to the public.

In conclusion, it is expected the pool tank will remain serviceable for the 2017 season. To ensure sustainable service delivery, it is critical to finalize a plan for tank and mechanical system replacement as soon as possible.

- 3. **Nusatsum Park:** Removal of the old outhouse is in this year's work plan, but has yet to be completed.
- 4. **Snootli Skating Rink:** During the summer, vehicle(s) gained access to the rink surface and performed 'donuts'. Damage sustained to the southeast corner of the rink will require adjustment and replacement of about 10 panel sections. A lock has since been placed on the gate to the facility. Plans are underway to make the rink more secure so that the gate can be re-opened to the public.



Photo: Damage to south east corner of the ice rink.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

- 1. CCRD has been working with Vancouver Coastal Health to identify new sampling sites that are better distributed.
- 2. Public Works Operation Support Technician Kyle Mettler has completed the draft Operational Guidelines for the Bella Coola Volunteer Fire Department (BCVFD). The manual is under review by CCRD staff and Chief Sorensen of the BCVFD.

STRATEGIC PUBLIC WORKS INITIATIVES

SOLID WASTE MANAGEMENT PLAN (SWMP) UPDATE

The second Solid Waste Advisory Group (SWAG) meeting was hosted on September 7th to look at options and opportunities going forward. Planners Carey McIver and Maura Walker are currently writing a draft version of the updated plan to be presented to the SWAG and CCRD Board of Directors. The technical memorandum from Engineering firm Morrison and Hershfield

was received and is being integrated into the draft plan. The next SWAG meeting will take place November 9th, followed by a presentation to the CCRD on November 10th.

ASSET MANAGEMENT PLANNING

Research and planning is underway to determine future efforts and budgeting around asset management planning over the coming years.

SHEARWATER / DENNY ISLAND WATER

The recent announcement of the Clean Water and Wastewater Fund caused staff to examine the suitability of this grant program as a funding source for construction of a water system for the Shearwater Area of Denny Island, in accordance with the conceptual design completed by John Motherwell Engineering.

After consultation with John Motherwell, it was determined that the completion deadline of March 31, 2018 which is a program requirement of the Clean Water and Wastewater Fund, is not compatible with the length of time required to acquire the statutory right of ways and Licence of Occupation, complete engineering and design, and ultimately construction phases required to complete the proposed system infrastructure. The project also relies on coordination with SD#49 and/or Shearwater Marine, which poses additional challenges, as both parties are pursuing individual efforts to develop and/or distribute potable water.

At this point administration recommends further consultation with SD#49 to establish what opportunities exist, if any, with respect to establishing a community water system, timelines and budgetary requirements.

Respectfully submitted,



Ken McIlwain, RPF
Public Works Manager

Centennial Pool Commission

Meeting Minutes

17 August 2016

Present: R. Hilland, K. Lansdowne, J. Cole

Guest: Nicola Koroluk, Pool Manager

Meeting commenced at 5 pm at the Pool.

Board Meeting
OCT 20 2016
CCRD ITEM C(n)

- 1. Pool Manager's Report - Nicola reported on several items: (1) The heater continues to malfunction due to air getting into the lines. Ken is looking into this.
- (2) The minimum wage is currently \$10.45 per hour; this increase affects three employees.

Motion: That the salaries of junior staff be adjusted to reflect this increase and to bring their pay up to the minimum wage.

Hilland/Cole:Passed

Nicola will ask Donna to look after this.

- (3) Employees: Training for Bronze Medallion and Cross is being offered. Some staff members are starting to leave, but those remaining will work more hours. Staff teaching lessons for the first time have requested some preparation time. Nicola suggests giving 25% of actual teaching time for preparation, with a maximum of five hours.

- (4) The Fun Day and Swim Meet were successful, with 50 people attending. The sale of ice cream bars was profitable. The staff enjoyed the event.

Motion: To adopt the Pool Manager's Report as presented.

Hilland/Lansdowne:Passed

- (5) A note in the suggestion box suggested the purchase of a slide. This needs to be costed out.

2. Financials - Income: Counter Sales, General Admission, Pool Rentals and Pool Lessons are all over budget. Thus it may be possible to purchase new pool covers. Expenses: Equipment Maintenance is high but Chemicals is low. At this point Professional Development is high but staff will be paying back the cost of the courses they took. Program Expense is low so Nicola suggested purchasing some items for use during afternoon swims. Two staff members have completed training which should be reflected in their pay.

Motion: That appropriate payment adjustments be made for Lauren (as of 1 Aug) and Brianna (25 July) to reflect the completion of their upgrades.

Hilland/Lansdowne:Passed

Motion: That the Commission approve the pool financial report provided by the CCRD as presented by the Pool Manager.

Hilland/Cole:Passed

3. Pool feasibility Study - Russ will speak to Ken concerning this study. The Commission would like to have some tangible result (other than silence) from the contractors.

4. Pool Close Date - The staff remaining in Bella Coola re willing to work in September during after school hours if the weather is good.

5. Adjournment

Motion:That the Pool Commission meeting be adjourned.

Hilland/Cole:Passed

Next Meeting Wednesday 31 August at 5 pm at the pool

Centennial Pool Commission
Meeting Minutes
31 August 2016

Present: C. Nygaard, R. Hilland, J. Kyle, J. Cole
Guest: Nicola Koroluk, Pool Manager

Meeting called to order at 5:10 pm at the Pool

1. Scheduling and Closure – For September 1, 2, and 5 the pool will be open to the public from 1:00 – 6:30 pm and be closed on Saturday, Sept 3 and Sunday, Sept 4. On Sept 7 and 9 the hours will be 4:00 – 6:30 pm. On Saturday Sept 10th there will be a triathlon; it will be the last day for public swimming for this year. There may be a private opening for Acwsalcta School the next week. It was noted that this closing is two weeks later than it has been in the past.

Motion: That the schedule be accepted as presented.

Hilland/Nygaard:Passed

2. Staffing – Four staff members have already left to return to school. The discrepancy between the required minimum wage and wages paid has been corrected. Nicola will remain Pool Manager through mid-September during which time she will prepare a report of this summer's opening, with suggestions for things to do next year. Various programs went well this year and it is suggested that more be included next year.
3. Pool Feasibility Study – So far, no report has been received. Russ circulated an email exchange between Ken and the engineering firm.
4. Facility – The heater is still an issue.

Next Meeting – 28 September, Time and place TBA

Centennial Pool Commission
Meeting Minutes
5 October 2016

Present: R. Hilland, K. Lansdowne, N. Koroluk, J. Kyle, B. Lande, J. Cole

Russ called the meeting to order at 2:00pm at the library.

Motion: To accept the resignation of Russ Hilland as Acting Chairman of the Commission, effective immediately.

Hilland/Landowne:Passed

Nicola assumed the Chairmanship of the Commission and led the rest of the meeting.

1. Revenue and Expense Report – The figures were reviewed and the report was accepted for information. The Board would like some items to be clarified by the CFO.

Motion: To invite Donna Mikkelson to the next Commission meeting to provide the Board with additional information.

Hilland/Kyle:Passed

Russ will circulate to commissioners the pool budget prepared last fall.

2. Pool Condition Assessment Report – This report has recently been received by the CCRD office.

3. Pool Manager's Report

Lessons – Revenue was twice what was budgeted for, ie. a very successful season. Sessions were very busy so two instructors are needed at all times. More access to shallow water is needed.

Aquafit – A successful season.

Passes – Passes, especially family, were used more this year, but advance advertising should be done prior to season opening.

The pool blankets must be replaced for next year.

The lining of the pool needs to be addressed, perhaps going back to the concrete.

A new chlorinator would be useful.

The heaters are all right but a "day tank" for fuel storage would help the air-in-pipes problem.

Program equipment such as rafts/floats is needed.

The pool is not winterized yet although the clean-up is mostly done. It is requested that the CCRD truck or someone hired to pick up garbage during the next season.

Staff - No formal evaluations were completed at the end of the season; however, the PM had ongoing talks with individual staff during the summer.

Motion: To approve the Pool Manager's Report as presented.

Hilland/Lande:Passed

Items to be included in the budget for 2017

Two instructors for lessons

Pool blankets

Lining for pool

Increased shallow area

Chlorinator

"Day tank" for fuel

Program equipment

Garbage pick up

Grants may be available for some of these items.

Next meeting: Monday, 24 October at 1:15 pm (location to be determined) **It is requested that PWM Ken McIlwain and CFO Donna Mikkelson attend this meeting to clarify the PCA Report and financial matters**



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Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

September 20, 2016

Chair Alison Sayers and Board
Central Coast Regional District
PO Box 186
Bella Coola, BC V0T 1C0

RECEIVED

SEP 26 2016

Dear Chair Sayers and Board,

Central Coast Regional District

Re: Adopted 2017 – 2021 Financial Plan

On behalf of the Board of Trustees of Vancouver Island Regional Library (VIRL), please find enclosed important information regarding the recently adopted **2017 – 2021 Financial Plan**. This information can also be found on the VIRL website: www.virl.bc.ca/about-us/reports-and-plans.

As dictated by provincial legislation, the VIRL Board has adopted a balanced budget for 2017. The Financial Plan and supporting information (which includes an "At a Glance" sheet, informative video, press release and VIRL's recent report "Assessing the Economic Impact of Vancouver Island Regional Library on our Member Communities") provides you with the necessary details to address questions that may arise in your community.

The Vancouver Island Regional Library Board has adopted a balanced budget of \$35,583,706. Municipal and rural levies will contribute \$21,247,495 to the library budget, an average increase of 4.25% or a per capita increase of \$1.59. The weighted vote was 91% in favour of the budget. The focus of the 2017 budget is to ensure that VIRL continues to meet its service standards, and to incorporate the requirement to keep costs in line while meeting the needs of our communities. The 2017 budget supports the Board's Strategic Plan: Your Voice, Your Library, and reinforces the principles of the Consolidated Facilities Master Plan.

It is our goal to balance the pressures of maintaining existing services and evolving business, in order to meet the expectations of our communities with available funding and resources. The Board's commitment to financial sustainability and quality service delivery for our communities is further underscored in the **2017-2021 Financial Plan**.

Sincerely,

Bruce Jolliffe
Chair, Vancouver Island Regional Library Board of Trustees

Board Meeting
OCT 20 2016
CCRD ITEM C(6)

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



2017 BUDGET



2017 BUDGET: "FINANCIAL SUSTAINABILITY: ALWAYS A PRIORITY"

- The 2017 Budget is firmly grounded in the deliverables designated by the Board of Trustees and follows the direction provided by and supported by the Board's 5-year Strategic Plan: Your Voice, Your Library;
- The Budget continues to balance the aspirations of the present with the need for financial sustainability;
- The Budget addresses the challenges of meeting our service standards and the needs of our communities, as well as the need to maintain our facilities in a sustainable manner;
- 2017 represents the 7th year of a 15-year program developed under the Consolidated Facilities Master Plan to fund the rejuvenation and the long term sustainability of our facilities;
- New budget requests consist of staff-driven proposals to improve customer service and accessibility to VIRL's services;
- The Board of Trustees takes the management and stewardship of public funds very seriously and continues to demonstrate financial leadership, ensuring value for the tax dollars spent. The 2017 Budget will continue to build on core values and business practices, with consensus and cooperation, to move the Strategic Plan forward.

ABOUT THE BOARD OF TRUSTEES

- The Board of Trustees govern the library system in accordance with the Library Act and consists of representatives appointed from 28 member municipalities and 10 regional districts;
- An autonomous board guides and supports the operation of all public library services in VIRL's service area. In addition to governance, two primary functions are lobbying and advocacy to ensure that resources are available to fulfill the Mission, Vision and Values of Vancouver Island Regional Library.

ABOUT VANCOUVER ISLAND REGIONAL LIBRARY

- Serves 430,000 people in 39 branch libraries, a virtual branch and books-by-mail service;
- The fifth largest library system in British Columbia circulating over one-million items including books, magazines, CD's and DVD's, employing over 390 people;
- With a cooperative spirit, VIRL participates in the provincial interlibrary loan program which creates extraordinary value for money spent.

2017 BUDGET

AT A GLANCE:
LEVY INCREASE

FACILITIES MASTER PLAN
1.19%

NEW BUDGET REQUESTS
1.72%

NET OPERATIONS
1.34%

TOTAL AVERAGE INCREASE
4.25%

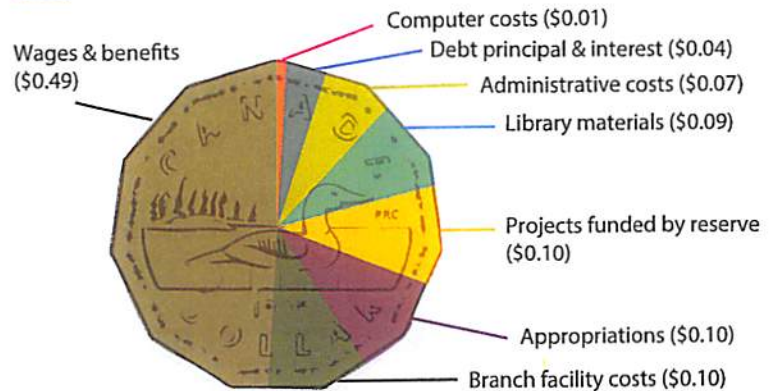


BUDGET BREAKDOWN

2017

1 AVERAGE PER CAPITA INCREASE \$1.59

2 HOW YOUR \$1.00 IS SPENT



3 THE 4.25% INCREASE EXPLAINED

1.19% CONSOLIDATED FACILITIES MASTER PLAN



\$0.25 Facilities maintenance
\$0.21 Furniture, fixtures and equipment

TOTAL VISITORS TO VIRL* IN 2016...

3.5 million

1.72% NEW BUDGET REQUESTS



Read Down Your Fines for Children's Cards
Additional Staff Hours to Increase Service
Increased Office Space
Finance System Review

1.34% NET OPERATIONS

\$0.06 Library materials
\$0.24 Wages benefits & provisions
\$0.03 Debt servicing
\$0.17 Other operating costs



*in-branch & online



from the Board Table

The 2017-2021 Financial Plan Sustainability: Always a Priority

On September 17, 2016, the Vancouver Island Regional Library (VIRL) Board of Trustees adopted a balanced operating budget of \$35,583,706 for 2017. The Board's commitment to meeting its core service standards sustainably is underscored in the adopted 2017-2021 Financial Plan (Sustainability: Always a Priority). Highlights of the adopted 2017 Budget include additional staffing to improve service levels, a reaffirmed commitment to the children's Read Down Your Fines initiative for 2017, and an integrated financial system review.

Financial planning is the process of allocating resources to achieve the Board's established service standards. The Board's budget and financial planning supports Vancouver Island Regional Library's service standards by developing a long term view of VIRL requirements and by attempting to balance the timing and funding of programs, corporate initiatives, infrastructure renewal, and revitalization of service locations which are essential to maintaining a relevant library system.

The focus of the 2017 Budget is to ensure that VIRL continues to meet its service standards, and to incorporate the requirement to keep costs in line while meeting the needs of our communities. The 2017 Budget supports the Board's Strategic Plan: Your Voice, Your Library, and reinforces the principles of the 15-year Consolidated Facilities Master Plan.



A first annual event, GeekCON 2016 drew hundreds to the Nanaimo Harbourfront branch, which combined comic culture with literacy.

Financial Plan

2017 Business Cases



Read Down Your Fines (on children's cards): Fines represent a significant barrier for many families in VIRL's service area. In fact, 10% of children's card holding customers cannot access their library's services because they have fines above \$10 – and 60% of those children have not visited their library in over a year. With early literacy such an important part of achieving VIRL's mission, the VIRL Board approved a Read Down Your Fines initiative in 2015. Based on the results of the 2015 initiative, which returned many children to borrowing again, the Board approved the initiative again for 2017. The Read Down Your Fines initiative takes place during the Summer Reading Club (SRC), which sees an average of 5,000 children participate. Participation in SRC has increased steadily: up 6% in 2016 over 2015.



Additional Staff Support (new positions and replacement hours): With 39 branch libraries across a wide, geographic area, and many located in rural communities, ensuring adequate staffing during operating hours at every branch has been extraordinarily difficult. The result is an impact on service. The Board has approved replacement hours which will provide relief for these anticipated staff shortages where required. Additional positions including Community Support Technicians and a Systems Support Technician, allow VIRL to bridge service gaps today to ensure that library service levels are sustainable across the system.



Integrated Financial System Review: VIRL employs a number of third-party services to manage finance and accounting, human resources and payroll, and general internal and external records. Held fiscally responsible for a \$35 million budget, as well as the records, management and payroll of over 390 employees (full and part-time), the Board has approved the review of an integrated financial system that would improve efficiencies and reduce redundancy in managing these critical assets. The financial system review would not only mitigate increasing staff hours required to maintain these multiple services, it would seek to better serve VIRL stakeholders, including staff.

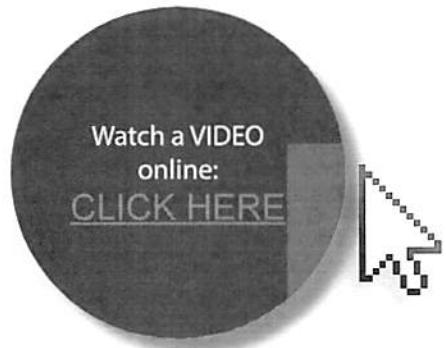


2017 BUDGET

Sustainability: Always a Priority



- The 2017 Budget is firmly grounded in the deliverables designated by the Board of Trustees and follows the direction provided by and supported by the Board's 5-year Strategic Plan: Your Voice, Your Library;
- The Budget continues to balance the aspirations of the present with the need for financial sustainability;
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- New budget requests consist of staff-driven proposals to improve customer service and accessibility to VIRL's services;
- The Board of Trustees takes the management and stewardship of public funds very seriously and continues to demonstrate financial leadership, ensuring value for the tax dollars spent. The 2017 Budget will continue to build on core values and business practices, with consensus and cooperation to move the Strategic Plan forward.



2017 BUDGET

AT A GLANCE:
LEVY INCREASE

FACILITIES MASTER PLAN
1.19%

NEW BUDGET REQUESTS
1.72%

NET OPERATIONS
1.34%

TOTAL AVERAGE INCREASE

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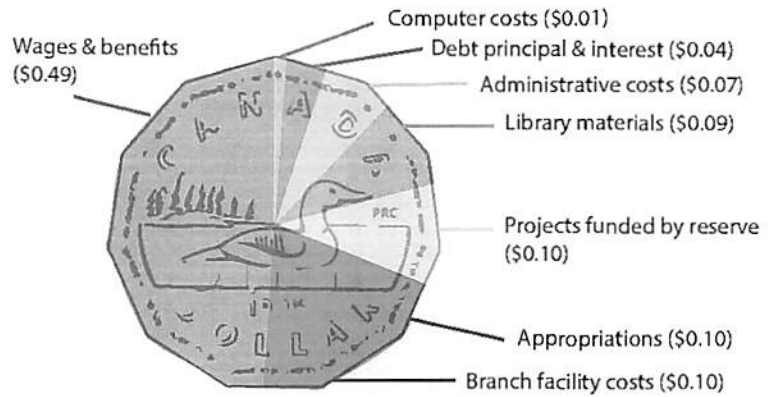
BUDGET BREAKDOWN

2017

15

1 AVERAGE PER CAPITA INCREASE \$1.59

2 HOW YOUR \$1.00 IS SPENT



3 THE 4.25% INCREASE EXPLAINED

1.19% CONSOLIDATED FACILITIES MASTER PLAN

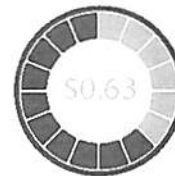


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TOTAL VISITORS TO VIRL* IN 2016...

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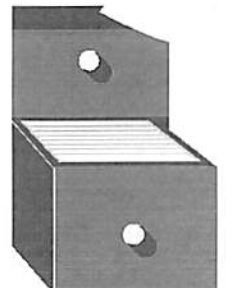
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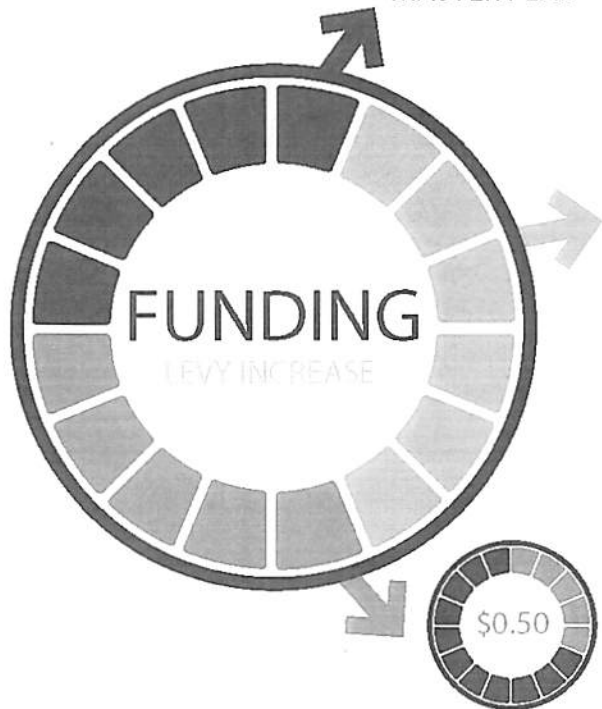
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Finance System Review

1.34% NET OPERATIONS

\$0.06 Library materials
\$0.24 Wages benefits & provisions
\$0.03 Debt servicing
\$0.17 Other operating costs



*in-branch & online



Facilities Updates



The refreshed Port Hardy branch

Sooke

The District of Sooke announced on May 28th that land is confirmed for a new 10,000 - 12,000 sq. ft. library near the town centre and that planning is underway. The public will soon be invited to a public consultation session to provide feedback and receive information about their new branch.

Chemainus

A site has been selected and work is being conducted to ensure the land meets all environmental standards. The planning process will commence shortly and a public consultation session is being arranged for the near future.

Tahsis

A suitable space was found in the local school to house the Tahsis branch. VIRL staff are working with the Village towards the next steps in the planning process.

Tofino

A feasibility study has been conducted and pre-planning is being considered. VIRL staff have made a presentation to Council regarding the Board's Facility Policy & Funding.

Nanaimo Wellington

Following the public open house held on April 14th, customer feedback has since been incorporated in the planning process. The new facility, located at the Country Club Centre, is expected to open in 2017.

Sidney/North Saanich

VIRL staff have reviewed a stand-alone location for a new North Saanich branch at the Panorama Recreational Centre. Following the results of a joint public consultation session, the District of North Saanich is pursuing further feedback from the community. VIRL is in dialogue with both Sidney and North Saanich with respect to facilities for both jurisdictions.





The bustling Creativity Commons during GeekCON 2016

Facilities Updates (continued)

“Investment in
our organization
moves our
Strategic Plan
forward.”

Hornby Island

The branch is currently undergoing refurbishment and expected to reopen in November, 2016.

Masset

Discussions regarding a new library are underway with Masset seeking to identify viable land for the project.



What's Happening @



Welcome, Port Hardy!

On June 11, the community of Port Hardy gathered to celebrate the official opening of the Port Hardy branch of Vancouver Island Regional Library (VIRL). Over 200 members of the community gathered in their refreshed, 3,200 sq. ft. library to the tune of a magic act, ribbon and cake cutting and a new collection of materials. Outside of the fanfare, 12 new library card customers were signed up.

VIRL's Human Library

A growing global phenomenon, "The Human Library", is where you can borrow a 'human book' and get to know the real story behind the "cover" of stories or labels people struggle with. ShawTV covered the story about this new edition to VIRL's growing, progressive collection at the Gabriola branch: [Shaw TV Spot](#)



GeekCON 2016

A [first annual celebration](#) of geek culture drew big crowds to the Nanaimo Harbourfront library on Saturday, August 20. Over 300 turned out for the first event of its kind and featured a panel from the gaming industry, a cosplay competition, Magic the Gathering tournament, Minecraft tournament, Medieval Chaos demo, Harry Potter and the Cursed Child discussion group, and book signing by fantasy author, Cynthea Masson, live drawing demonstrations from comic artist Ken Steacy, plus a visit by the 501st Legion (Star Wars Cosplay Charity Organization).



Lynda.com Live!

Starting September 17, VIRL is offering customers access to one of the most popular online learning tools [available with Lynda.com](#)! Now library cardholders can gain unlimited access to thousands of industry-leading, video tutorials on everything from graphic design to marketing and business - supporting VIRL's mission to enrich lives through universal access to knowledge and lifelong learning!



International Award Winners

Two VIRL staff are recipients of two of only five 2016 American Libraries Association Presidential Citation Awards. The international award recognizes innovation in programs and library services. The two awards honoured [VIRL's Correctional Centre Book Club and Library](#), and [Librarians on the Radio](#) program.



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer

FROM: Cheryl Waugh, Transportation and Land Use Coordinator

DATE: October 13, 2016

SUBJECT: Transportation Report – Bella Coola & Denny Island Airport

Recommendations:

- 1) That the Transportation Report dated October 13, 2016 be received.
- 2) That the CCRD enter into agreement with Matthews Contracting for winter maintenance services at the Bella Coola Airport for the 2016/2017 season.

Bella Coola Airport

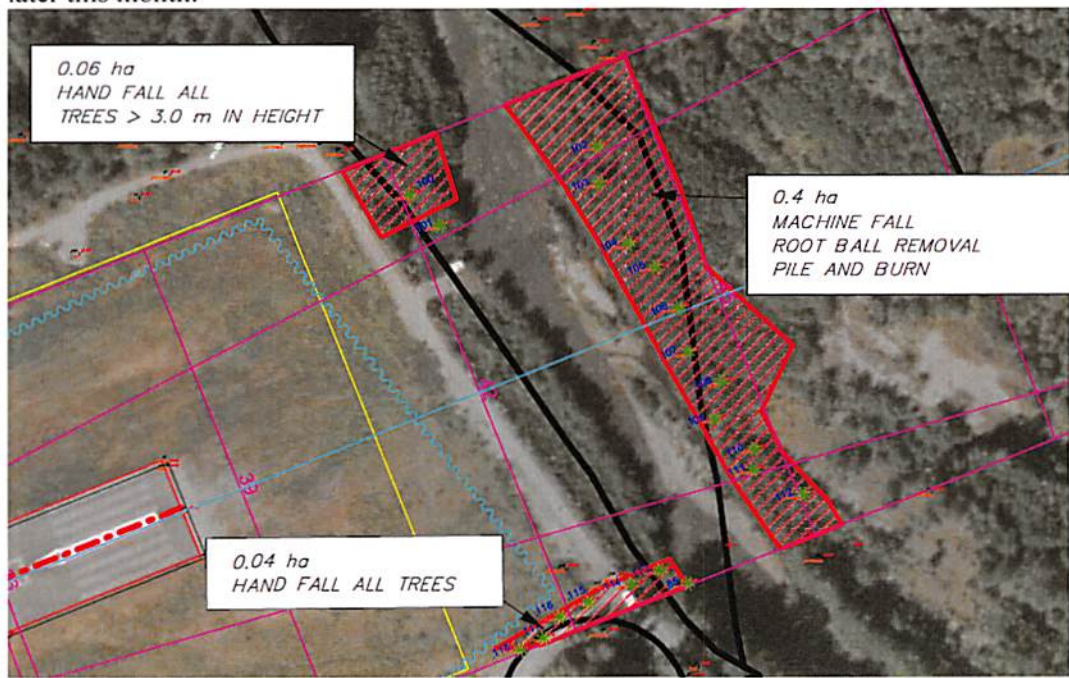
Transport Canada

The threshold displacement on Runway 05 of 120 meters/394 feet remains. The NOTAM associated with the displacement was recently revised due to a recalculation of obstacle heights.

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 is scheduled for later this month.



Transportation Report-October 13, 2016

Board Meeting
 OCT 20 2016
 CCRD ITEM C(2)

With the assistance of Ken McIlwain, the project area has been flagged and an exhibit map created to assist with contractor bids.

The much larger project involves substantial tree removal from both the east and west end of the runway with specific obstacles identified from the professional survey undertaken in July. An environmental assessment is being conducted within the next week and the results of the assessment and the survey will combine to produce informing documents for a funding application to the BC Air Access Program (BCAAP).

The BCAAP is administered under the Ministry of Transportation and Infrastructure and provides capital cost-sharing contributions to airport infrastructure projects that will result in significant, incremental economic benefit, safety upgrades or the rehabilitation of existing infrastructure. We have been told by the program's representative that the BCAAP may be able to fund the removal of trees to clear our flightways. Funding can be up to 75% of the project total, which must be 'shovel ready' in order to receive approval. The remaining funding source(s) must be identified in the application and research is ongoing to identify this. Confirmation of application intake and deadline dates has been requested from the Ministry as the two previous intakes were in April of 2015 and 2016 but we are hearing that the next intake for 2017/2018 begins mid-October and closes mid-December 2016.

Master Plan Development

The consultants from Tetra-Tech have begun work on the Airport Master Plan. Two representatives visited the valley in September to conduct site inspections and interviews. With preliminary work well underway the project schedule is on track with an interim report expected before the end of October.

Winter Maintenance

One response was received to the request for Expression of Interest for winter maintenance services at the airport. Matthews Contracting has now submitted a quote which includes an annual base rate amount and hourly rates for individual equipment. It is recommended the CCRD enter into agreement with Matthews Contracting. *See above, Recommendation 2)*

Miscellaneous

- Changed door access code for upstairs meeting room
- Invoiced two private aircraft for landing fees
- Meteorologists from Environment Canada were at the airport in early October checking weather instruments and locating other measuring devices in Bella Coola.
- Main floor thermostat in the terminal building needed replacing.

Denny Island Airport

The Denny Island Airport Commission did not meet over the past month.



Transportation & Land Use Coordinator



CENTRAL COAST REGIONAL DISTRICT

DATE: 13 October 2016
TO: Board Members
FROM: Board Chair Alison Sayers
SUBJECT: Chair and Electoral Area C Report

UBCM Convention in Victoria September 25-30

I was re-elected as a Director at Large on the UBCM Executive for one year. Thanks very much to the board for nominating me. I am very excited and honoured to serve another year on behalf of all local governments in BC.

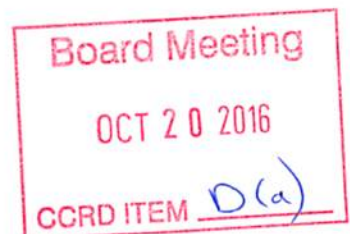
Highlights of the convention included:

- Pre-conference workshop on forestry policy and consultation;
- Meeting with MCSCD staff to provide updates, primarily with regards to the governance study and any news regarding our OCP update and economic development;
- CCRD resolution regarding the introduction of PAs into BC was endorsed almost unanimously;
- Climate change workshop - it appears there are maps completed of the Bella Coola Valley with regards to flooding, we just need to figure out how to access them (I will follow up about this);
- Minister Fassbender announced successful funding applications at the convention, and provided a letter confirming funding through the CCRD, for the Hagensborg Waterworks Districts - Hagensborg Asset Management Planning.

I am happy to discuss any aspect of the convention, as well as my work on the Executive, in greater depth if anyone wishes. I highly encourage other directors to attend the convention in Vancouver in September 2017.

Destination BC interview

Nancy Arsenault from Destination BC interviewed me as Chair of CCRD regarding my impressions and thoughts on tourism in the Central Coast. Destination BC is participating in a province-wide tourism development initiative (Destination Development Planning) which involves creating 10-year tourism development plans for key areas in the province. Her questions and the planning overview are attached and I am happy to elaborate on any answers I gave her, as well as additional questions I asked her regarding how the plan will be developed and how it will unfold.



Indigenous Cultural Competency Training Program

I have started the six-week online training program as part of CCRD's commitment to Truth and Reconciliation work, as budgeted by the board for this fiscal year. So far it is very interesting and helpful.

MaPP

The Marine Planning Partnership is formally asking for continued CCRD participation in the implementation and management phase of the Central Coast Marine Plan.

This plan was developed jointly between the Province of BC and the four Central Coast First Nations, with input from other stakeholders, including all local governments in the four planning areas.

I have asked for more information, including a Terms of Reference, and further details regarding options for covering administrative time and expenses, which will hopefully be forthcoming in time for our November meeting.

I would appreciate the board's consideration of this matter at a future meeting, as far as the best way for CCRD to participate.

Mid Coast Ferry Working Group

CCRD has been invited by the co-chairs of this group - Pat Corbet of Cariboo Chilcotin Coast Tourism Association, and Keith Henry CEO of Aboriginal Tourism BC - to participate as local government in the meetings of this group as they work with the province to plan the re-instated route between Port Hardy and Bella Coola, as well as the mid-coast local service that will eventually replace the Nimpkish.

This is an opportunity for CCRD to participate, under our economic development and advocacy mandates, in this important planning work, if the board wishes.

I would appreciate the board's consideration of who, if anyone, the best person might be to fill this role, as well as an alternate. I have confirmed that CCRD would be able to participate in meetings via teleconference, so there would be no cost to CCRD for travel.

Respectfully submitted

**Alison Sayers
Central Coast Regional District
Chair and Director Area C**



DESTINATION DEVELOPMENT PROGRAM OVERVIEW

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Destination British Columbia is offering destination development planning assistance to support the ongoing viability of BC's tourism sector. The Destination Development Program will facilitate the collaboration of local, regional and provincial agencies, First Nations, destination marketing organisations (DMOs), tourism operators and other community interests to guide the long-term growth of tourism experiences and revenues.

The Program will provide strategic direction to the tourism industry to enhance the quality of the visitor experience by ensuring tourism services, amenities and practices are exceptional.

PROGRAM OVERVIEW

Destination development is the strategic planning and development of defined areas to support the evolution of desirable destinations for travelers. Destination development strategies will pull together planning, policy and capacity building efforts to ensure areas around the province are well positioned to make future strategic decisions, address impediments to tourism growth and capitalize on future tourism opportunities.

Through destination development, we envision a province that is a world-class tourism destination, offering remarkable products and experiences that are authentic, driven by visitor demand, and exceed expectations.

PROGRAM GOALS

- Make British Columbia the most highly recommended destination in North America.
- Create strategic plans for tourism development and improve return-on-investment for government and private sector investments in tourism assets.
- Elevate British Columbia's ability to compete as a premium destination while making the province more attractive for investment.

PROGRAM OUTCOMES

By taking a coordinated approach to destination development planning, there will be better alignment of long term planning and development efforts that would support:

- Strategically targeted, well-informed and leveraged investments of public and private sector funds; and,
- Increased tourism revenue and higher levels of repeat visits and recommendations to communities around the province.



DESTINATION DEVELOPMENT PROGRAM OVERVIEW

89

As a result of the destination development planning process, the following outputs will be created in each planning area:

1. **Situation Analysis** that will provide an in depth overview of the current market trends and existing destination development activities or issues that are directly affecting tourism in your area
2. **Asset Inventory** that will provide an updated list of tourism assets to assist in strategy development, implementation and further tourism planning.
3. **10-Year Destination Development Strategy** to guide long term planning and development that will include:
 - a. Identification of the area's unique products, amenities and experiences;
 - b. Identification of strategic priorities;
 - c. Identification of policy areas that may impede future development activities;
 - d. Identification of partners and resources needed to support goals, and
 - e. Guidance on action and implementation planning

PLANNING APPROACH

Destination development focuses solely on the supply side of tourism by providing compelling experiences, quality infrastructure and remarkable service to entice repeat visitation. Components include: planning and management; product development; festivals and events; tourism investment and funding; policy; and access, transportation, signage and way-finding.

It is anticipated that the creation of a destination development strategy will take six to 12 months. Destination BC will provide expertise and assistance to facilitate planning sessions and stakeholder interviews, while additional sub-groups may be created to work on specific destination development topics.

PLANNING PARTICIPANTS

Your Regional Destination Marketing Organization (RDMO) will work with you to ensure the destination planning process in your planning area is adequately represented by a variety of stakeholders to enable well-rounded discussions, perspectives and guidance. Participants in your planning process might include individuals from the following organizations:

- Tourism Industry (CDMOs, tourism businesses and associations)
- Local and Regional government, including First Nations
- Provincial Government Ministries
- Local and Regional Economic Development & Economic Development Trusts
- Not-for-Profit Organizations (heritage/arts/cultural organizations, community groups)



DESTINATION DEVELOPMENT PROGRAM OVERVIEW

85

PARTICIPANT COMMITMENT

A planning area process will typically involve multiple face-to-face facilitated meetings to gather stakeholder input. The locations of these meetings will be based on stakeholder feedback. On average, a program participant can expect to be part of three to four planning sessions over a six to 12 month period.

COST

The cost of creating a planning area's destination development strategy will be covered by Destination British Columbia.

CONTACTS

Cariboo Chilcotin Coast Tourism Association

Amy Thacker
CEO
Amy@landwithoutlimits.com
250-392-2226

Destination British Columbia

Alison McKay
Manager,
Destination Development
Alison.McKay@DestinationBC.ca
604-660-3754

Monique Willis
Coordinator,
Destination Development
Monique.Willis@DestinationBC.ca
604-660-3763



September 2016

Greetings!

Thank you for agreeing to participate in a Destination Development Planning stakeholder interview regarding the Chilcotin Coast area that includes the Great Bear Rain Forest.

I look forward to our upcoming conversation. To assist you in preparing for the call, here are the questions that I'd welcome your thoughts and input on during our call.

1. What are your overall perceptions of tourism in the Chilcotin Coast/Great Bear Rain Forest area?
2. What are the key issues facing the Chilcotin Coast/Great Bear Rain Forest area that will impact the tourism destination development over the next 10 years?
3. What are the key gaps or challenges facing the Chilcotin Coast/Great Bear Rain Forest area that the destination development planners should be aware of?
4. Are there any projects in the pipeline, untapped or undeveloped visitor opportunities in the area that this project should be aware of?
5. Is there anything that can be done differently to help drive business to tourism operators in the area?
6. Is there anything else you can think of that I should take into consideration when developing the destination development plan?

If you have any research or intelligence (performance metrics) you could share to assist with developing the Situation Analysis, could you please forward them in an email?

Sincerely,

Nancy Arsenault, Managing Partner
Destination BC Facilitator

Tourism Cafe Canada
www.tourismcafe.org
250.941.7702





CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer
FROM: Cheryl Waugh, Transportation and Land Use Coordinator
DATE: October 13, 2016
SUBJECT: Response to Information Request, Zoning Amendment Bylaw No. 465

Recommendation:

- 1. That the report, Response to Information Request, dated October 13, 2016, be received.

Bella Coola Valley Zoning Amendment Bylaw No. 465, 2016

At the September board meeting, after resolution #16-09-20, the Chair asked for explanation from the CCRD’s planning consultant regarding the ‘parent zone’ qualities for R-1 and why a variation was not applied in this zone rather than the C-1 Commercial Zoning District. Below is the response to a similar question previously asked of our consultant, Kelly Gesner.

“We did consider the option of rezoning to a R-1(a) – Large Holdings District variation – but the question then became “Are the uses on the property predominantly large-holdings (i.e., rural) in nature or are they commercial?” Either way [whether zoned C-1(a) or R-1(a)], the site-specific permitted uses would be the same. We feel that the main use of the property appears to be commercial in nature, so it seems more transparent and clear to all concerned to give it a commercial zone.”

Cheryl Waugh

Cheryl Waugh
Transportation & Land Use Coordinator

Board Meeting
OCT 20 2016
CCRD ITEM E(a)

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 465**

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. 465, 2016."

READ A FIRST TIME this	20th	day of	July, 2016
READ A SECOND TIME this	20th	day of	July, 2016
PUBLIC HEARING HELD this	31st	day of	August, 2016
READ A THIRD TIME this	8th	day of	September, 2016
RECONSIDERED AND FINALLY ADOPTED this		day of	, 2016

CHAIR

CHIEF ADMINISTRATIVE OFFICER

I hereby certify the above to be a true and correct copy of Bylaw No. 465, cited as "Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 465, 2016"

CORPORATE ADMINISTRATOR

Board Meeting
OCT 20 2016
 CCRD ITEM E(b)

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 465**

SCHEDULE 'A'

SECTION ONE TEXT AMENDMENT

- 1) Section 12.0 – GENERAL COMMERCIAL DISTRICT, C-1 is hereby amended by inserting the following zone variation after section 12.6 and renumbering pages accordingly:

12.7 Zone Variation C-1(a)

In this Zone Variation, “commercial use” is limited to uses that are accessory to the provision of traveller accommodation, such as administration, camping, restaurants, cafes, lounges, other food services, gift or souvenir retail sales, laundry service, business services, and recreation equipment rentals such as bikes and kayaks.

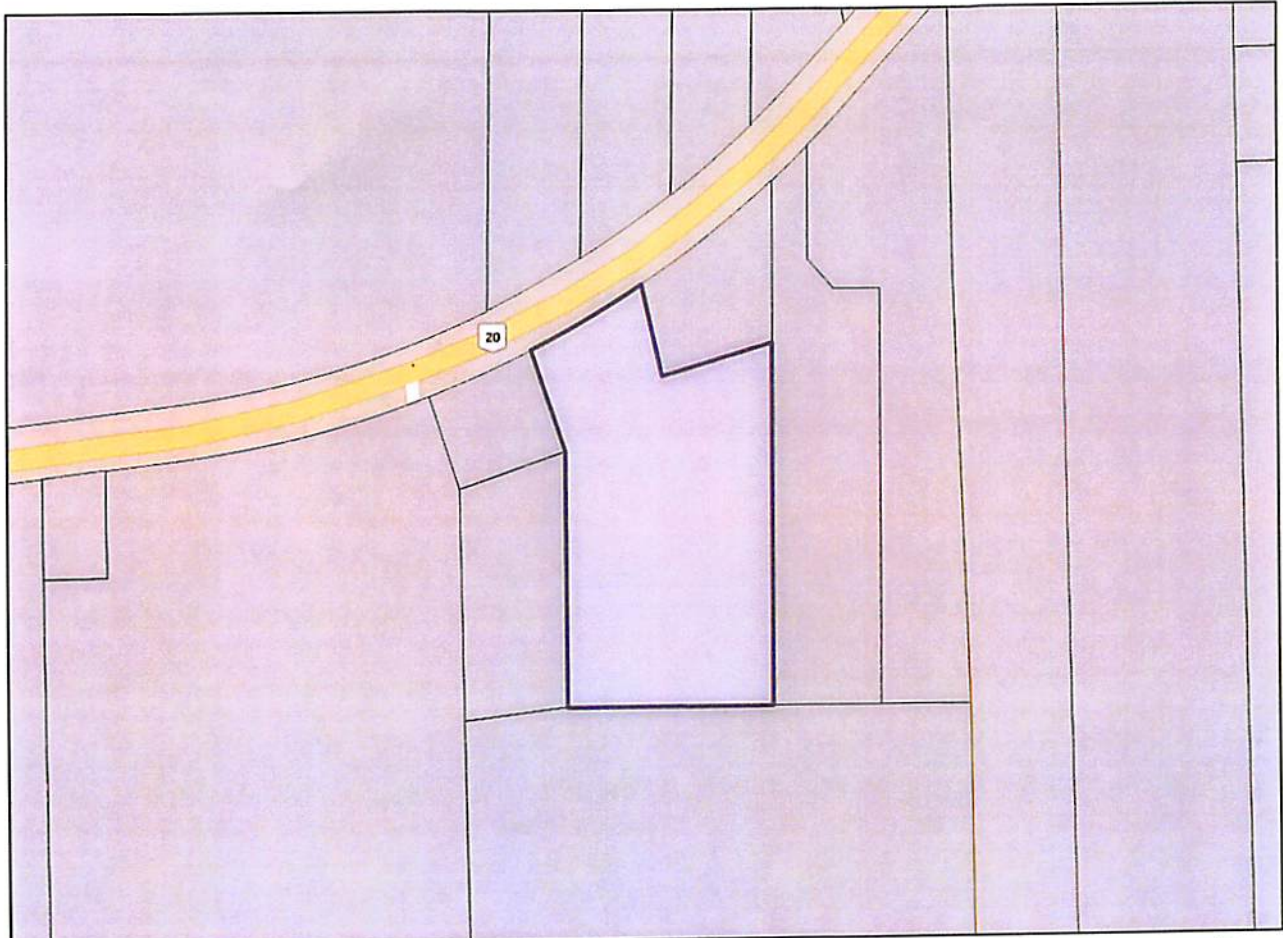
“Entertainment use” is limited to the provision of musical entertainment for guests.

SECTION TWO MAP AMENDMENT

- 1) The zoning map is hereby amended by rezoning property legally described as “Lot 11, Sec. 32, Township 1, Range 3, Coast Land District, Plan 29005, except Plan VIP64600” from Large Holdings District, R-1, to General Commercial District Variation, C-1(a) as shown on Schedule B to Bylaw No. 465, 2016

CCRD Bylaw No. 465 Schedule 'A'

1103 Hwy 20 Lot 11 S.32 Twp 1 Range 3



Sources: USGS, FAO, NPS, EPA, ESRI, DeLorme, TANA, and other suppliers; © 2010 Microsoft Corporation and its data suppliers



CENTRAL COAST REGIONAL DISTRICT

TO: Darla Blake, Chief Administrative Officer

FROM: Cheryl Waugh, Transportation and Land Use Coordinator

DATE: October 13, 2016

SUBJECT: Response to Resolution #16-09-23, Zoning Amendment Bylaw No. 466

Recommendation:

- 1. That the report, Response to Resolution #16-09-23, dated October 13, 2016, be received.**

Bella Coola Valley Zoning Amendment Bylaw No. 466, 2016

Resolution #16-09-23:

“M/S Directors Hart/Schooner that staff be directed to obtain more information from the planning consultant to clarify the planner’s reasoning for R-1(a) versus C-1(a) zoning variation and that it be verified the only existing use on the subject property is residential and the store and there are no other unknown commercial or industrial activities on the property.”

Confirmation has been received in writing from the applicant’s agent that the only existing use on the property at this time is residential and the store.

Below is the response from the planning consultant:

“I appreciate the fact that the directors see the merit of zone variations and support their wish to understand the logic behind the choice of variation.

Please note that the choice for the Mountain Valley Organics application would be between R-1(a) and C-1(b). The Eagle Lodge property is being – or has been – rezoned to C-1(a) zone variation. And the chief attribute of zone variations is that they are tailored to site-specific anomalies or needs. Thus, any subsequent C-1 variation would be (b), then the next, (c), and so on.

The choice of a zone variation is determined by the primary intended use of the site. In the case of Eagle Lodge, which was zoned R-1, Large Holdings District, the primary use of the site is

Board Meeting
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 CCRD ITEM E(c)

actually commercial. In the Land Use (Zoning) Bylaw, the permitted uses listed, in order, for C-1 properties are: commercial, assembly, entertainment, traveller accommodation, dwelling units located within a commercial building, accessory residential and accessory buildings and uses. It is clear that the intent for commercially-zoned properties is uses that are predominantly commercial in nature.

In the case of Mountain Valley Organics, the property is also zoned R-1. The permitted uses listed for properties zoned R-1 are: agricultural, forestry, silviculture, residential camp, campground, single-family dwelling, home occupation and accessory buildings and uses. The intent appears to be to foster a more agricultural or rural type of development. The subject property, on which the primary use is residential in nature, is sandwiched between agricultural to the north and across the highway to the south. Some commercial use is permitted, however, as the property is located in a Primary Settlement Area. In that respect, the following OCP statement is particularly applicable to this application: "In order to protect the rural character of the Valley and to avoid strip commercial development along the Highway, new commercial development will be directed to locate within a Primary Settlement Area, with the possible exception of tourist commercial development ..."

I hope that this helps to clarify the decision-making process when recommending that a zone variation be introduced.

*Kelly Gesner, RPP, MCIP
Landworks Consultants Inc."*



Cheryl Waugh
Transportation & Land Use Coordinator