



CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING AGENDA – May 10, 2018 at 9:00 am

PART I - INTRODUCTION

1. **Call to Order**
2. **Adoption of Agenda – Introduction to Late Items**
 - a) **Late Item - Emergency Management Report**

3. **Disclosures of Financial Interest**

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

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

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

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

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

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

4. **Disclosures of Interests Affecting Impartiality**

The Chair to remind Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

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

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

(A) **IN CAMERA MATTERS**

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

(B) **ADOPTION OF MINUTES**

- (a) **Adoption of minutes – April 26, 2018**

Page 1-8

PART II- PUBLIC CONSULTATION

1. **Delegations –**

- a. **Hagensborg Waterworks District, Kevin O'Neill, Chair & Joy Mackay CAO – Provincial Planning Grant Application – 10:30 am**

Page 9

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- (a) Chief Administrative Officer Report – dated May 10, 2018 Page 10-14
- (b) Appointments to the B.C. Ferry Authority BOD, dated April 6, 2018 Page 15
- (c) Request for Decision – Late Water Tolls, dated May 10, 2018 Page 16
- (d) Resolutions Process Issue at AVICC Convention – AVICC, dated April 18, 2018 Page 17
- (e) Letter from the Lieutenant Governor of British Columbia, dated April 13, 2018 Page 18

Financial Services

- (f) Financial Report Budget January to April 2018, report dated May 2, 2018 Page 19-25
- (g) Climate Action Revenue Incentive (CARIP) Public Report for 2017. Page 26-43

Development Services

- (h) Community Economic Development, report dated May 10, 2018 Page 44-54
- (i) AECOM Meeting Minutes, dated March 21, 2018 Page 55-56

Operations

- (j) Operations Manager Report dated May 3, 2018 Page 57-59
- (k) Denny Island Airport Commission Meeting Minutes – dated April 10, 2018 Page 60

Leisure Services Commissions

- (l) Centennial Pool Commission minutes, dated April 3, 2018 Page 61
- (m) Centennial Pool Renewal – Northern Development Initiative Trust, dated April 25, 2018 Page 62
- (n) Canada Summer Job Application/Agreements Page 63-65

Protective Services

- (o) Emergency Management Report, Late Item Page 66
- (p) 2018 Emergency Operations Centres & Training – Approval and Terms & Conditions Page 67-68
- (q) Strategic Wildfire Prevention Initiative – Approval of 2018 FireSmart Planning & Activities Grant (SWPI-968: Central Coast Wildfire Cross Training Page 69-70
- (r) Strategic Wildfire Prevention Initiative – Approval of 2018 FireSmart Planning & Activities Grant (SWPI-969: CCRD FireSmart Boards) Page 71-72

Transportation Service

- (s) Transportation Report, monthly report dated May 3, 2018 Page 73-77

(D) EXECUTIVE REPORTS

- (t) Chair's Report and Area C Electoral Area Report
- (u) Electoral Area Reports
 - i) Area A
 - ii) Area B
 - iv) Area D
 - v) Area E

PART IV – GENERAL BUSINESS

(E) GENERAL CORRESPONDENCE

- (v) Nusatsum Flood Remediation – Tom Mesi dated April 5, 2018 Page 78-79
- (w) The Coast Sustainability Trust II (CSTII) – 2018 First Quarter Report, dated April 15, 2018 Page 80-86

(F) ADJOURNMENT



CENTRAL COAST REGIONAL DISTRICT
DRAFT REGULAR BOARD MEETING MINUTES

DATE: April 26, 2018

ATTENTION

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

Board Meeting
MAY 10 2018
CCRD ITEM B(a)

REGULAR BOARD MEETING MINUTES – April 26, 2018

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Director, Frank Johnson *by phone Director, Travis Hall *by phone Chair, Alison Sayers *by phone Alternate Director Gary Brown Director, Samuel Schooner *by phone
Excused:	Electoral Area D	Director Richard Hall
Staff:	Chief Administrative Officer Financial Manager Operations Manager Recording Secretary	Courtney Kirk Donna Mikkelson *by phone Ken McIlwain Destiny Mack
Guests:	PMT Chartered Professional Accountants LLP	

PART I - INTRODUCTION

1. Call to Order

The Chair called the meeting to order at 10:08 am and acknowledged the meeting was taking place in the unceded territory of the Nuxalk Nation for those teleconferencing from within Nuxalk territories.

2. Adoption of Agenda

18-04-01 M/S Directors Johnson/Brown that the agenda be adopted as amended. **CARRIED**

3. Disclosures of Financial Interest

The Chair reminded Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter* to disclose any financial interests during the meeting when the matter is discussed. The declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the subject matter which is being discussed.

Directors did not disclose any financial interests in agenda items.

4. Disclosures of Interests Affecting Impartiality.

The Chair reminded Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

No disclosures affecting impartiality were made.

PART II – LOCAL GOVERNANCE

Financial Services

a) Audit Planning

18-04-02 M/S Directors Johnson/Brown that the Audit Planning Letter be received. **CARRIED**

The Financial Manager discussed the content of the audit planning report and the Auditors clarified that no further business is required of the audit planning letter.

b) Audit Findings

18-04-03 M/S Directors Johnson/Brown that the Audit Findings be received. **CARRIED**

The Auditors were invited to comment on their findings. The Auditors related that with limited numbers of staff, controls and check-and-balances could become challenging. The Auditors recommend that to reduce potential for fraud, the accounting function should be better spread through the organization. The main issue identified is that whoever is receiving payments at the front be a different person from the person who records the payment that's been received and a different person again look over reconciliations at the bank. A need for cross-training was emphasised.

The directors discussed the first of the auditors' recommendations and asked clarifying questions.

At the Chair's request, the CAO outlined that Administration is currently short staffed and continues efforts to fill positions. As new staff come on, Administration will prioritise better segregation of roles and cross-training to ensure bookkeeping functions continue seamlessly irrespective of staff absences.

The Auditors outlined their third recommendation that deals with items that were sold outside of the Region's policies. The Auditors recommend that staff review policies and procedures to ensure that they are familiar with what is in place.

The Auditors provided a fourth recommendation respecting purchasing limits. Staff members are required to seek approvals for expenditures above their spending limit in advance of issuing payment.

At the request of the Chair to speak to the findings, the CAO assured that staff will be asked to review the audit findings and discuss internal steps to address the findings. In addition, a review of the procurement policy is underway that should accelerate when a new CFO comes on. Director Hall suggested a periodic review of the financial management policies by the staff. Administration agreed this was a good idea to implement.

c) Consolidated Financial Statements

- 18-04-04** M/S Brown/Schooner that the Consolidated Financial Statements (Date) be received.
CARRIED

The auditors discussed the 2018 consolidated financial statements, including auditing requirements and standards, and reviewed their audit opinion. The Auditors summarised the actual financial statements verbally for the Board.

Director Schooner left the meeting at 10:35 am.

Director Johnson asked if there was carry-over from the year before on the statement of operations. The Financial Manager indicated that the biggest piece was from the grants received for the airport, as actual completion deadlines were not until March 2018, so some of the financials were deferred until 2018.

The Directors thanked the auditors for their presentation and the Financial Manager for her work on the audit.

- 18-04-05** M/S Johnson/Hall that the 2017 Consolidated Financial Statements be approved.
CARRIED

A Recess was called at 10:42 am

The meeting moved to the Regional Hospital District Board meeting.

The meeting resumed at 11:05 am

Governance

(A) ADOPTION OF MINUTES

- a) Regular Board Meeting, March 29, 2018.

- 18-04-06** M/S Directors Brown/Hall that the March 29, 2018 minutes be adopted as read.
CARRIED

(B) Development Services

- 18-04-07** M/S Directors Hall/Brown that the request for decision for a Contribution Agreement between the Denny Island Community Development Association and the Central Coast Regional District dated April 29th 2018 be received.
CARRIED

- 18-04-08** M/S Directors Johnson/Hall that the Board of Directors of the Central Coast Regional District create a contribution agreement with the Denny Island Community Development Association/Central Coast Chamber of Commerce for up to \$5000 to support the

marketing and rebranding initiative in order to support resident attraction, local business retention and expansion, and promoting the community to travelers.

CARRIED

(C) Operations

18-04-09 M/S Directors Hall/Johnson that the request for decision for 2018 Spring Cleaning Event be received.

CARRIED

Administration discussed and apologized for an error in communication that lead to the Nuxalk Nation advertising the spring clean-up event in the flyer that was distributed to the community that morning in advance of seeking the Board's approval on the resolution.

Director Johnson requested clarification on financial implications of the proposed event which Administration answered through reference to the report. Chair Sayers asked for clarification on proposed dates which was provided as May 14th -19th (downtown) May 28th - June 1st (4-Mile).

18-04-10 M/S Directors Brown/Johnson that the Board of Directors of the Central Coast Regional District approve administration to develop and implement a schedule that will provide for two weeks of extended operating hours for Thorsen Creek Waste and Recycling Centre and that tipping fees as set out in Bylaw 348, be reduced by 50% for all properly sorted loads of residential waste during this same time period, and furthermore, that in the event of extenuating circumstances, Administration is granted the flexibility to apply the reduced rate to additional days of operation and add days of operation in order to ensure the successful completion of the spring cleaning event.

CARRIED

(D) EXECUTIVE REPORTS

a) Electoral Area Reports

Area A – Director Johnson

Director Johnson provided a brief update on Wuikinuxv's hydro project and indicated the grand opening is coming up in May. Director Johnson also expressed concern about wellness challenges in the community from drug and alcohol addictions. He indicated that bears are still in hibernation.

Director Johnson then updated the Board on exploratory conversations he'd been having regarding the possibility of representatives of the CCRD attending the upcoming WKNTC AGM (June 2018) to present on the equalization strategy and seek a support resolution. Director Johnson sought a resolution as follows from the Board of Directors to support Administration in pursuing a potential invite to the meeting.

Director Schooner rejoined the meeting at 11:15 am.

18-04-11 M/S Directors Johnson/Hall that the CAO do a presentation to WKNTC regarding Regional District services, CCRD equalization strategy and other topics of interest.

CARRIED

Director Schooner indicated that it is important to ensure that a member of the Board of Directors is present at the meeting. Chair Sayers asked for confirmation from Director Johnson as to whether he planned to attend. Director Johnson confirmed he would be attending. Chair Sayers thanked Director Schooner and echoed the importance of the presence of a Board member at any function the CCRD is attending with other elected officials.

Chair Sayers asked for clarification on potential dates. The CAO indicated that the AGM is scheduled for June 6-7th. Possible transportation was discussed. Director Schooner indicated his hope that the Chair, or himself, or Director Hall might also travel to the AGM given Frank would be serving his concurrent role as Chief of Wuikinuxv at the AGM. Chair Sayers clarified a portion of the earlier meeting discussion Director Schooner may have missed where Board members were invited to remain on the line after the meeting adjourned to discuss schedules and logistics respecting possible upcoming travel dates in May and June to represent the Region as elected officials.

b) Chair and Electoral Area C Report

Chair Sayers shared her perspective on the great success of AVICC and commended the Board for its decision to have the full Board attend together as a team. Chair Sayers emphasised the impact the CCRD made through attendance at the Electoral Area Directors' forum at AVICC and the consequential outpouring of support for the equalization strategy. Chair Sayers reflected on the [emotionally] moving time when that particular body said 'well let's get a resolution on the floor' and the overwhelming support for the resolution from the AVICC body as a whole that essentially directed the AVICC Executive to advocate on the equalization strategy.

Chair Sayers emphasised that it is great that there are entities outside the CCRD that want to help, such as the Alberni Clayquot Regional District whose Chair John Jack, seasoned Director Tony Bennett and CAO propose a conference call to explore ways that the ACRD might help in moving the equalization strategy forward, as the ACRD Board overwhelmingly supported the collaboration toward moving the equalization strategy forward during their last meeting.

Chair Sayers shared that elected officials from the village of Port Hardy indicated they want to help. Chair Sayers related that an elected official from AVICC approached her and shared that the particular concept of the equalization strategy was the most powerful thing he has seen come to the floor of an AVICC conference ever.

Chair Sayers emphasised that the CCRD has hit on something big and that other local government officials are relieved to have someone finally identify the problem correctly and give everybody the vocabulary and the means to discuss it in a way that is much more honest than what has been going on over the decades as to what the problem is, and further that we have offered a solution. Chair Sayers thanked everyone for their work, and emphasised this is an indication of how hard everyone has worked on the strategy and refining the language to share it so there is just the right detail to not overwhelm.

Chair Sayers also shared details of the meeting she arranged with Minister Robinson which the Alternate Director Brown and the CAO attended just before AVICC. Minister Robinson provided some clear direction as to what she needs from the CCRD before she would be willing to advance the concept to Cabinet.

Chair Sayers expressed a special thank you to the community for all their work in making the Lieutenant Governor's visit a success. Chair Sayers acknowledged all the work by the staff and community in making her visit so clearly memorable.

c) Electoral Area Reports continued

Area B – Director Hall

Director Hall expressed that he wished to echo the sentiments of the Chair with respect to the AVICC and the work that was done. Director Hall shared that elected officials have also been in communication with him as to seeking ways to offer support. Director Hall wanted to ensure that a presentation is brought to Heiltsuk Tribal Council, both with respect to equalization and the joint emergency management planning that is being discussed in other communities. Director Hall hopes to see some momentum and success growing from those efforts. Director Hall emphasised there is much work to be done yet on the advocacy pieces and offered appreciation for the commitment by the Board of Directors and staff. Director Hall is looking forward to what comes next with respect to further relationship building within the communities of the region.

Area D – Alternate Director Brown

Alternate Director Brown expressed that he also wished to echo the sentiments expressed about all the work that was done at the AVICC and everything that is going on with the advocacy work and the partnerships that the Board is trying to promote in moving forward.

Area E – Director Schooner

Director Schooner expressed that he was quite moved by the Chair's words and acknowledged the hard work taking place through the organization including the work of the CAO and Administration in spite of being strained for human resources. Director Schooner shared he can see the product of the advocacy work happening all around and congratulated the work of Director Hall and the Chair, and everyone else in making the whole thing come together. Director Schooner expressed it's been a big team effort and that's what we are all about at the CCRD. Director Schooner emphasised the importance of going to visit the Heiltsuk Nation and share further the vision and details of what the CCRD is doing and what the Board is accomplishing, and that we are not done yet looking ahead to the outcomes of the AVICC work and what may come with UBCM.

(E) BYLAWS AND POLICIES –

a) Bylaw 480 Centennial Pool Rates and Charges 2018

18-04-12 M/S Directors Johnson/Hall that the Request for Decision Bylaw 480 Centennial Pool Rates and Charges 2018 be received.

CARRIED

The Chair reviewed the recommendations contained in the report. The Chair asked Administration to speak to the recommendations. The Operations Manager brought attention to some ambiguity in the track changes version of the proposed bylaw. Details of the proposed bylaw were clarified and reviewed.

18-04-13 M/S Directors Johnson/Brown that Bylaw 480, cited as "Centennial Pool Rates and Charges Bylaw 480, 2018" having been given due and detailed consideration by the Board be now read a second and third time.

CARRIED

18-04-14 M/S Directors Hall/Johnson that Bylaw 480, cited as "Centennial Pool Rates and Charges Bylaw 480, 2018" having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.

CARRIED

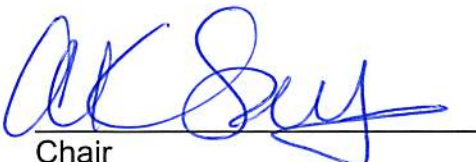
b) Policy A-12(b) Centennial Pool – Pay Scale amendments

18-04-15 M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District adopt Policy A-12(b) Centennial Pool – Pay Scale as amended. **CARRIED**

It was discovered that an administrative error had occurred and that the policy amendments were missed for inclusion in the publicly posted agenda package. However, as the item was a carry-over from the March 29, 2018 board meeting the proposed amendments to the policy were already publicly available by referring to the March 2018 public agenda package. Copies of the proposed amendments from the March 2018 meeting were redistributed to the Board. Administration and the Board discussed whether the policy amendments could be deferred to the May board meeting. Given work was beginning at the pool, the importance of considering the policy amendments here and now at the April board meeting was emphasised. The Board and Administration then discussed details of the proposed new position and pay scale adjustments, as detailed in the proposed policy revisions. Director Johnson sought clarification as to whether criminal record checks were done for pool employees. Administration confirmed that criminal record checks are done.

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 11:55 am.


Chair


Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: April 30, 2018 Board Meeting Date May 10, 2018

Name of person or group wishing to appear before the Board of Directors: Hagensborg Waterworks District : Kevin O'Neill (Chair), + Jay Mackay (Corporate Administrative Officer)

Address: Box 25 Hagensborg, BC V0T1H0

Number of people attending: 2 Spokesperson Name: _____

Subject of presentation: Conversion Review

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) Provincial Planning Grant Application

Contact person (if different than above): Jay Mackay

Daytime telephone number: 250-982-2777

Email address: Hwwdistrict@gmail.com

Will you be providing supporting documentation? yes no

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

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

Board Meeting
MAY 10 2018
CCRD ITEM 1(a)



P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

To: Board of Directors
From: Courtney Kirk, CAO
Meeting Date: May 10, 2018
Subject: Administration Report

RECOMMENDATIONS:

THAT the Board of Directors of the Central Coast Regional District receive the Administration Report.

ADMINISTRATIVE MATTERS:

Board Meeting

All action items from previous board meetings have been completed with the exception of:

1. An advocacy letter from the Board of Directors has not yet been submitted to the Ministry of Transportation and Infrastructure to support road maintenance and infrastructure replacement needs at Ocean Falls. However, a detailed discussion took place with MOTI staff Todd Hubner and Kasey Foyston during their visit to the CCRD on November 21st, 2017 wherein Administration verbally relayed the feedback constituents from Ocean Falls provided during the Board's October 2017 meeting. MOTI continues to welcome a letter from the Board once it is prepared.
2. Recommendations for revisions to the Regional District's meeting procedures bylaw particularly with respect to holding in-camera meetings by telephone has not yet been undertaken by Administration. However, Administration notes the emphasis placed on the matter by the Chair during the December 14th, 2017 meeting. A teleconference apparatus has been ordered for better facilitation of teleconference meetings.
3. A sales agreement detailed the following resolution could not be successfully negotiated as hoped:

17-12-42 M/S Directors Schooner/Johnson that the CCRD Board of Directors approve administration to negotiate and enter into a sales agreement with one, or both, Community Forests in the Bella Coola Valley, to dispose of the decked timber located on Bella Coola Airport Property and adjacent Licence to Cut tenure.



The Operations Manager reports that due to site access challenges and timing issues a satisfactory agreement could not be achieved. The intention of Operations is now to proceed with auctioning of the timber in accordance with the CCRD's disposal of assets policy.

4. Advocacy letters have not been prepared and sent on behalf of the Board to the MOTI and DFA on behalf of Area C residents regarding the hazardous situation that was created as a result of the October 25th high water event, requesting special consideration of their plight (resolution 17-12-44). Notably, considerable advocacy has taken place. MOTI has just completed a major project involving bank armouring at Jourdenais Rd that will better protect Highway 20 and properties in the immediate vicinity from potential flooding events. As human resource capacity issues are addressed in Administration, recommended language for the Board directed advocacy letters will be forthcoming. Particularly the DFA letter will be more effective with some administrative research and focus on the policy/regulatory framework that can be problematic for local residents.
5. Appreciation letters from the Board of Directors have not yet been drafted and sent as per the following resolutions:

18-02-46 M/S Directors Brown/Hall that the letter from UBCM Local Government Program Services regarding funding approval for the regional district's Flood Mapping: Bella Coola Valley LiDAR Survey and Orthoimagery project, be received and that staff draft a letter of appreciation on behalf of the Board Chair.

18-02-47 M/S Directors Brown/Schooner that the letter from UBCM Local Government Program Services regarding 2017 Emergency Social Services – Approval and Terms and Conditions and funding approval for ESS Volunteer Recruitment, Training and Equipment project be received, and that staff draft a letter of appreciation on behalf of the Board Chair.

18-02-48 M/S Directors Johnson/Hall that the letter from the Ministry of Transportation BC Air Access Program dated January 24, 2018 be received and that staff acknowledge the financial contributions and specific Ministry personnel for the Bella Coola Airport obstacle removal project by drafting a letter to the Minister on behalf of the Board Chair.

6. Outcomes of the Agr-Spirit Grant Submission are unknown at this time. As such, the following resolution remains to be implemented by Administration:

18-03-20 M/S Directors Brown/Hall the Central Coast Regional District agree to receive AgriSpirit Fund contributed money and enter into an agreement with the Denny Island Community Development Association to transfer funding and delegate responsibilities to the Denny Island Community Development Association.

7. Work under the following resolution is underway but is as yet incomplete:

18-03-22 M/s Directors Hall/Brown that the Board of Directors of the Central Coast Regional District support the expenditure of up to \$40,000 Community Works Fund to complete engineering pre-design work for the Denny Island Water System.

8. Work under the following resolution continues to be prioritized and is underway with particular emphasis on upcoming in community presentations sharing background information on the equalization strategy and seeking letters or resolutions for support. A priority setting and presentation development workshop is scheduled with the Board of Directors on Wednesday May 9th at 3 pm to review work done to date and prioritise further efforts.

18-03-26 M/S Directors Hall/Brown that the Board of Directors resolve to prioritize the background documentation, briefing note and template for letters of support regarding the regional district's proposed Equalization Strategy.

9. With the current vacancy of the CEDO position, collaborative work with Denny Island representatives to implement the following resolution has not moved forward since the passing of the resolution, however it remains a priority of Administration and will be addressed as human resource constraints are addressed.

18-04-08 M/S Directors Johnson/Hall that the Board of Directors of the Central Coast Regional District create a contribution agreement with the Denny Island Community Development Association/Central Coast Chamber of Commerce for up to \$5000 to support the marketing and rebranding initiative in order to support resident attraction, local business retention and expansion, and promoting the community to travelers.

10. The CAO had a productive meeting with the Administrator of WKNTC and secured an invite to provide a presentation to the WKNTC AGM as per the following resolution:

18-04-11 M/S Directors Johnson/Hall that the CAO do a presentation to WKNTC regarding Regional District services, CCRD equalization strategy and other topics of interest.

Administration is actively working on presentation materials for the June 5th-6th presentation and has been offered half a day to go through the background, issue, and solutions materials in depth. The agenda is still subject to review by the WKNTC Chiefs, so while promising the potential opportunity to present to the WKNTC AGM may change. The Administrator cautioned it may not be possible to welcome a political envoy, as the AGM is scheduled to take place in a small, remote retreat and is for the purpose of tribal council business. Opportunity to provide a technical presentation is likely with Director Johnson having the ability to bring forward a request for support resolution during the WKNTC

resolution session as the Wuikinuxv elected chief. More details will be forthcoming as they are received.

Administration sent a letter to the Chief of the Heiltsuk Tribal Council seeking feedback as to whether there might be appetite for a further meeting with CCRD representatives on the equalization strategy and joint emergency management coordination opportunities, along with possible dates to align with a proposed visit by the CAO and Recovery Manager to Bella Bella to present on the Red Cross wildfire supports and possible Era of Mega Fires special multimedia presentation. Administration has not yet heard back from HTC officials.

Personnel

The CCRD welcomed Cheryl VaaVaai to the Administrative Assistant position beginning May 7, 2018. Cheryl bring numerous years of front counter office experience to the position. Welcome Cheryl!

Temporary Office Assistant Destiny Mack has provided excellent transitory services and is being considered for an internal placement to continue to provide administrative support within the organization at the executive level, including administrative support in emergency management coordination until the funding and partnership dialogues with EMBC, the federal government, and the Nuxalk Nation materialize into the opportunity to implement a shared emergency coordinator.

The third round of recruitment toward filling the position of CFO is underway. Applications closed April 20th, 2018. To address the human resource need while the third round of recruitment is underway, Administration continues to temporarily contract financial management services. A potential candidate for the CFO position is scheduled to meet members of the board on May 10th.

Recruitment toward fulfilling the Community Economic Development Officer position is underway. This position is partially funded by a grant contribution from NDIT. Applications closed on April 30, 2018. Candidates are currently being reviewed.

The Nuxalk Nation and CCRD successfully collaborated to secure NDIT funds through the Nuxalk Nation to hire an intern to serve both the CCRD and Nuxalk Nation administrations (a shared position that is employed by the Nation through NDIT financial support). NDIT is currently considering the pool of candidates. A meeting between administrations to discuss the status of the internship collaboration is imminent, and further details will likely be available to be brought to the Board of Directors at the June meeting.

Given the unprecedented amount of grant funds secured by the CCRD this fiscal year and current human resource constraints, Administration is currently prioritising human resource needs and project/work-planning.

GOVERNANCE MATTERS

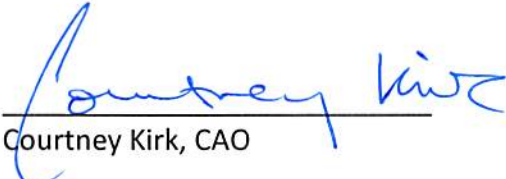
AVICC

During the February 2018 board meeting, the Board of Directors moved as follows:

18-02-12 – M/S Directors Johnson/Brown that the 2018 AGM Convention call for nominations for the AVICC Executive be received and that Director Schooner be nominated for Director at Large position on the 2018-19 AVICC Executive.

Director Schooner's nomination was accepted and he received a standing ovation from near the entire AVICC membership during the Candidates' Speeches at the AVICC, during which speech he declared that due his commitment to dedicate more time to his children he would be declining a seat on the AVICC executive if elected.

Respectfully Submitted,



Courtney Kirk, CAO

B.C. Ferry Authority

OFFICE OF THE CHAIR

500 – 1321 Blanshard Street
Victoria, BC V8W 0B7

April 6, 2018

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Fax (250) 380-3958

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Ms. Alison Sayers, Chair
Central Coast Regional District
626 Cliff Street, P.O. Box 186
Bella Coola, BC V0T 1C0

Mr. Philip Germuth, Chair
Regional District of Kitimat-Stikine
300 – 4545 Lazelle Avenue
Terrace, BC V8G 4E1

Mr. Andrew Hory, Chair
Regional District of Mount Waddington
2044 McNeill Road, P.O. Box 729
Port McNeill, BC V0N 2R0

Mr. Barry Pages, Chair
Skeena-Queen Charlotte Regional District
14, 342 – 3 Avenue West
Prince Rupert, BC V8J 1L5

APPOINTMENTS TO THE B.C. FERRY AUTHORITY BOARD OF DIRECTORS

I am writing further to my correspondence of July 24, 2017 seeking nominations to the Board of Directors of B.C. Ferry Authority.

It is my pleasure to announce that the following nominees have been appointed Directors of B.C. Ferry Authority effective April 1, 2018:

- Shelley Chrest
Central Vancouver Island & Northern Georgia Strait Appointment Area
Term ending March 31, 2021
- Michael Pucci
Northern Coastal & North Island Appointment Area
Term ending March 31, 2021

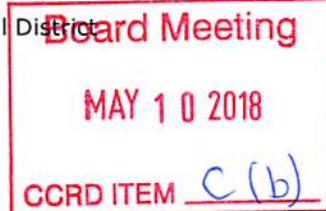
The B.C. Ferry Authority was privileged to receive nominations of a high standard and we extend to you, your Board, administrators, and staff, our thanks for working with us to make our appointment process effective.

Sincerely,



Yuri L. Fulmer
Chair, Board of Directors
B.C. Ferry Authority

cc: Ms. Cynthia Lukaitis, Vice President & Corporate Secretary
Ms. Courtney Kirk, Chief Administrative Officer, Central Coast Regional District
Mr. Robert Marcellin, Administrator, Kitimat-Stikine Regional District
Mr. Greg Fletcher, Administrator, Regional District of Mount Waddington
Mr. Doug Chapman, Chief Administrative Officer, Skeena-Queen Charlotte Regional District





REQUEST FOR DECISION

To: Courtney Kirk, CAO
From: Administrative Assistant
Meeting Date: May 10, 2018
Subject: Outstanding Water Tolls

Recommendation:

THAT the Board of Directors of the Central Coast Regional District authorize Administration to send out a Notice of Water Shut Off to those premises that have 2018 water toll charges outstanding on May 31, 2018, pursuant to Section 5 of Bylaw 282 and amending Bylaw 354.

Issue/Background Summary:

Self-explanatory.

Policy, Bylaw or Legislation:

In accordance with Bylaw 282 and amending Bylaw 354 the Regional Board may, by resolution, order the water shut off to any premises on which there are tolls or other charges owing for 120 days or longer.

Financial/Budgetary Implications:

The Regional District’s annual operating budgets rely on revenue such as water tolls. Unpaid tolls impact our financial position and if too many tolls are unpaid could present implementation challenges in operations.

Time Requirements – Staff and Elected Officials:

None for elected officials, minimal staff time required.

Options to Consider: N/A

Submitted by: Destiny Mack
Destiny Mack, Administrative Assistant

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Board Meeting
MAY 10 2018
CCRD ITEM C (c)



RECEIVED

APR 23 2018

Central Coast Regional District

April 18, 2018

by email: thall@heiltsuknation.ca and thall@ccrd-bc.ca

Director Travis Hall
Central Coast Regional District
626 Cliff Street
Bella Coola, BC V0T 1C0

Dear Director Hall:

Re: Resolutions Process Issue at AVICC Convention

It is with a heavy heart that I became aware of your experience speaking at the con mic during the resolution session at our AVICC Convention last weekend.

Please be reassured that AVICC is committed to providing a safe and respectful environment for all its members and that we celebrate diversity in all its forms.

I will be contacting members of our Executive Committee to discuss how we can work towards measures to address this, or other incidents of this nature, in the future.

Please accept my most sincere apologies.

I very much enjoyed working with yourself and other members of CCRD at the Electoral Area Forum as we drafted our resolution "by committee." Cooperation and collaboration is what AVICC is really all about and I trust we can work together on projects going forward.

Sincerely,

Director Edwin Grieve,
President, AVICC

cc: Chair Alison Sayers, Central Coast Regional District

Board Meeting
MAY 10 2018
CCRD ITEM e(d)



Lieutenant Governor of British Columbia

RECEIVED 18

APR 19 2018

Central Coast Regional District

April 13, 2018

Ms. Alison Sayers
Chair
Central Coast Regional District
626 Cliff St
Box 186
Bella Coola BC V0T 1C0

Dear Ms. Sayers:

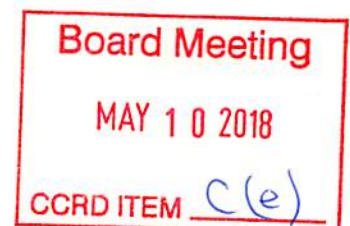
I had such a great time visiting with you and the residents of Bella Coola during my recent trip. The tour of the valley highlighted the breath-taking scenery that your community is set in, and I was so pleased for the opportunity to meet some the friendly people who call Bella Coola home. You are all blessed to live in such a beautiful part of our province.

Thank you so much for the lovely hand made shawl with its pin made from western red cedar and for the cloth lined basket. They are beautiful pieces and will remind me of the great time I had with you. Please extend my thanks to your staff, particularly Bridget, who made us feel so welcome. Your thoughtfulness is very much appreciated.

Best wishes to you and those you represent for much success and happiness.

Yours sincerely,

The Honourable Judith Guichon, OBC
Lieutenant Governor of British Columbia





DATE: May 02, 2018

TO: Courtney Kirk, Chief Administrative Officer

CC: Chair Alison Sayers and Board of Directors

FROM: Donna Mikkelson

SUBJECT: Financial Report Jan-April 2018

RECOMMENDATION:

That the January – April 2018 Financial Report be received.

Summary

This report covers the financial information for the first one third of the year against the annual budget for 2018. Consequently, the figures reflect that most revenues and expenditures remain unreceived and unspent, but also shows that progress is being made.

REVENUES

Property taxation revenues are recorded, although the actual funds will not be transferred from the province until the end of July or early August. The Nuxalk Nation contributions to landfill operations reflect the period January to June. User fees are in line with projections and will escalate over the summer months.

Grant funding has been received in advance of expenditures, from the UBCM for flood risk assessments, mapping and mitigation planning; from Rural Dividend for marketing enhancement and brand implementation, tourism and capacity development, tourism enhancement, and connectivity; and from EMBC for Bella Coola valley risk assessment and flood modeling.

Board Meeting
 MAY 10 2018
 CCRD ITEM C(F)

EXPENDITURES

Administrative Services

Community Works Fund

Expenditures in the Community Works Fund include the purchase of the airport hangar. The bulk of the proposed expenditures relate to the Denny Island Water project as the regional district's local contribution to the grant from the Strategic Priorities Fund. The remaining funds are planned to be expended as the regional district's local contribution to the Strategic Priorities Fund for the swimming pool rehabilitation project.

Feasibility Studies

There have been no funds expended so far this year. Funds are earmarked for expenditures related to a fire department on Denny Island.

General Operations

Expenses not yet incurred due to only 1/3 of the year being expensed to date include website development, election expenses, audit fees, payroll and other operating expenses.

Grants in Aid

Early payouts of grants in aid have been completed with the balance to be paid out in August.

Development Services

Economic Development

Additional economic development initiatives for 2018 include the components of the Rural Dividend funding (\$236,900 total) which has commenced with the development of the Klonik riverside greenspace. Several other initiatives will follow (trail construction and rehabilitation, pedestrian bridge, trailhead kiosks, etc).

Land Use Planning

There are no significant initiatives associated with land use planning in 2018. Current expenditures relate to administrative charges for in house planning service and assistance.

Street Lights

Both valley and townsite street lights expenditures are in line with budget projections.

Environmental Services

Solid Waste Management

Expenditures are under budget. Proposed expenditures for special projects include a free store, compost building and a filling plan and are dependent on receiving grant funds not yet applied for. Capital project include fencing, railings, and site development at the transfer station which will proceed in due course. (See Operations Report).

Waterworks – Bella Coola

There is nothing significant to report financially, although planned expenditures include a GPS/tablet for locating shut offs.

Leisure Services

Parks & Recreation - Bella Coola

\$20,000 has been received from Rural Development for tourism enhancement which has not yet commenced. Other proposed projects include paving the skating arena and the purchase of playground equipment which is subject to grant funding not yet applied for.

Recreation – Denny Island

There has been no financial activity to date beyond apportioned administration charges and the asset replacement fund. There has been \$15,300 received from Vancouver Coastal Health's Active Communities program for the Bella Bella Swim and Paddle lessons. Funds are to be fully expended by October 31.

Swimming Pool

See the Operations Report for particulars of activity to date. Two staff members commenced work at the facility on April 25th. Apart from general operations and maintenance, the bulk of the proposed expenditures relate to the major construction project for pool refitting.

Vancouver Island Regional Library

Expenditures are in line with budget projections. Payment has been made directly to VIRL for the first half of 2018.

Protective Services

Emergency Management

Proposed expenditures for hiring an emergency coordinator have not yet commenced. The budget also includes \$10,000 for director's expenses associated with the development of emergency councils and this has not yet been expended.

Emergency Management Initiatives

Significant grant funding has been received for the Bella Coola Valley Risk Assessment and Flood modelling project and for Flood Mitigation Planning and Mapping. We will also be receiving funding from UBCM for FireSmart initiatives and from the Community Emergency Preparedness funding streams. There are no expenditures to report.

Fire Protection

Funds have been set aside for various capital works supplies including an electric door opener, radios, turn out hear and repairs to the storage shed. There is nothing significant to report.

House Numbering

Proposed and actual expenditures relate to administrative fees and charges that have been recorded for the year. There will be no additional financial activity in 2018.

Transportation Services

Bella Coola Airport

See Transportation Report for detail regarding progress to date. More than \$420,000 has been budgeted for lot development and project management associated with the obstacle removal project currently underway. Final claims from NDIT and BCAAPO are being submitted for the completion of the 2017 portion of this project which was finished at the end of March.

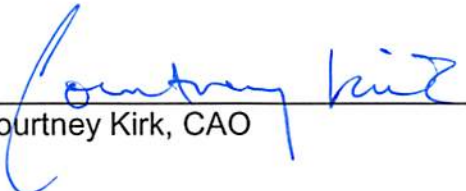
Denny Island Airport

There have been no significant expenditures to date. The Denny Island Airport Commission has \$17,000 budgeted to undertake the construction of a new roof on the terminal building.

Respectfully submitted,

Donna Mikkelson

Reviewed:


Courtney Kirk, CAO

Central Coast Regional District
2018 Budget vs Actual Comparison January to April 2018 By Service

	<u>Jan-Dec 18</u>	<u>Jan-Apr 18</u>	<u>\$ Change</u>	<u>% Change</u>
	Budget	Actual		
Revenue				
Apportioned Administration Fees	198,420	198,420	0	0.0%
Local Property Taxation	744,611	744,611	0	0.0%
Parcel Taxes		0		
Nuxalk Nation Contributions	107,100	52,500	54,600	104.0%
Other Revenue	581,561	96,711	484,850	501.34%
Provincial/Federal Grants	2,988,488	1,266,097	1,722,391	136.04%
Regional Hospital District	13,500	0	13,500	100.0%
User Fees & Charges	316,395	114,019	202,376	177.49%
Cost Recovery	100,038			
Total Revenue	5,050,113	2,472,358	2,477,717	104.26%
Expenditures				
<u>Administrative Services</u>				
Community Works Fund	355,829	60,578	295,251	487.39%
Feasibility Studies	10,000	0	10,000	100.0%
General Operations	924,138	232,862	691,276	296.86%
Grants In Aid	15,000	9,792	5,208	53.19%
<u>Development Services</u>				
Economic Development	400,948	49,486	351,462	710.23%
Land Use Planning	64,392	26,620	37,772	141.89%
LSA Street Lighting (BC Townsite)	13,479	3,250	10,229	314.74%
Valley Street Lighting	5,857	1,704	4,153	243.72%
<u>Environmental Services</u>				
Solid Waste Management	724,772	160,407	564,365	351.83%
Waterworks Operating (LSA BC Town site)	66,947	18,266	48,681	266.51%
Waterworks Capital (LSA BC Townsite)	0	0	0	0.0%
<u>Leisure Services</u>				
Parks & Recreation - Bella Coola	125,250	8,312	116,938	1,406.86%
Recreation - Denny Island	26,982	1,106	25,876	2,339.6%
Swimming Pool	1,227,297	18,497	1,208,800	6,535.11%
Regional Library (VIRL)	67,732	33,676	34,056	101.13%
<u>Protective Services</u>				
Emergency Management	93,175	31,581	61,594	195.04%
Emergency Management Initiatives	674,900	19,669	655,231	3,331.29%
Fire Protection (LSA Townsite)	121,628	16,823	104,805	622.99%
House Numbering	2,151	2,151	0	0.0%
<u>Transportation Services</u>				
Airport - Bella Coola	715,223	91,577	623,646	681.01%
Airport - Denny Island	28,664	2,987	25,677	859.63%
Total Expenditures	5,664,364	789,344	4,875,020	617.6%

Central Coast Regional District
2018 Budget vs Actual Comparison January to April 2018 By Service

	<u>Jan-Dec 18</u>	<u>Jan-Apr 18</u>	<u>\$ Change</u>	<u>% Change</u>
Excess (Deficiency) of Revenue over Expenditures	(614,251)	(609,800)	(2,397,303)	(0.73%)
Other Income/Expense				
Other Income				
40004 · Surplus, beginning of year	<u>642,103</u>	<u>743,143</u>	<u>(101,040)</u>	<u>(13.6%)</u>
Total Other Income	<u>642,103</u>	<u>743,143</u>	<u>(101,040)</u>	<u>(13.6%)</u>
Other Expense				
50204 · Deficit, beginning of year	1,330	0	0	0
50224 · Surplus, end of the year	<u>26,522</u>	<u>133,343</u>	<u>(106,821)</u>	<u>(80.11%)</u>
Total Other Expense	<u>27,852</u>	<u>133,343</u>	<u>(106,821)</u>	<u>(79.11%)</u>
Net Other Income	<u>614,251</u>	<u>609,800</u>	<u>5,781</u>	<u>0.73%</u>
	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0.0%</u></u>

Climate Action Revenue Incentive (CARIP) Public Report for 2017

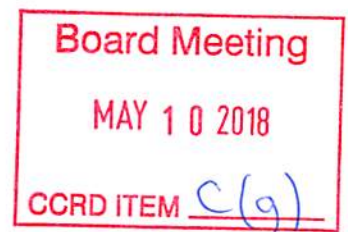
Local Government:
CENTRAL COAST REGIONAL DISTRICT

Report Submitted by:
Name: Courtney Kirk
Role: Chief Administrative Officer
Email: cao@ccrd-bc.ca
Phone: 250-799-5291



Date: May 14, 2018

The Central Coast Regional District has completed the 2017 Climate Action Revenue Incentive Program (CARIP) Public Report as required by the Province of BC. The CARIP report summarizes actions taken in 2017 and proposed for 2018 to reduce corporate and community-wide energy consumption and greenhouse gas emissions (GHG) and reports on progress towards achieving carbon neutrality.



Survey Template

For the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*

Local governments are required to submit the *2017 CARIP Climate Action/Carbon Neutral Progress Survey* on or before June 1, 2018.

Use Template to Collect Information

In response to local government input, this Survey Template has been created to assist with collecting information for the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*, and follows the same structure as the survey.

Responses entered into this Template can be cut and pasted into the online survey. The survey asks for up to five actions in each category, and there is a place in the survey to report additional actions if desired. In this Template, simply add more lines to the tables to report more than five actions.

Use Template to Assist with Reporting

Local governments are also required to publicly report the information submitted in the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*. There is no ability for survey respondents to generate a report of survey responses, in turn:

- A PDF copy of your survey responses will be sent to you once your completed survey has been submitted.
- Given that it is challenging to edit the PDF document, you are encouraged to use your populated version of this Template, or your own, to report your CARIP results publicly.
- You may also choose to create a report in another format that contains the information submitted in the *2017 CARIP Climate Action/Carbon Neutral Progress Survey*.

Further information on CARIP can be found on the [Ministry of Municipal Affairs and Housing website](#).

The Government of BC will not collect, use, or disclose personal information using SurveyMonkey®. Please be aware however that IP addresses are collected by SurveyMonkey® itself, and these IP addresses and other information collected will be stored on SurveyMonkey®'s servers located outside of Canada. Please do not provide any third-party information (i.e. refer to others) in your responses to the survey.

2017 BROAD PLANNING ACTIONS

Broad Planning Actions

Broad Planning refers to high level planning that sets the stage for GHG emissions reductions, including plans such as Official Community Plans, Integrated Community Sustainability Plans, Climate Action Plans or Community Energy Emissions Plans. Land use planning that focuses on Smart Growth principles (compact, complete, connected, centred) plays an especially important role in energy and GHG reduction.

Community-Wide Actions Taken in 2017	
Community-Wide Actions Proposed for 2018	

Corporate Actions Taken in 2017	
	Bella Coola Airport Master Plan - adopted
	Solid Waste Management Plan - public consultation and adoption
	Service Delivery and Governance Study - adopted
	Emergency Plans - updated
Corporate Actions Proposed for 2018	
	Creation of Central Coast Emergency Councils

Broad Planning		
What is (are) your current GHG reduction target(s)?	(Please provide details here) N/A	
Are you familiar with your community's community energy and emissions inventory (e.g. CEEI or another inventory)?		No

What plans, policies or guidelines govern the implementation of climate mitigation in your community?	
• Community Energy and Emissions (CEE) Plan	No
• Community- Wide Climate Action Plan	No
• Integrated Community Sustainability Plan	No
• Official Community Plan (OCP)	No
• Regional Growth Strategy (RGS)	No
• Do not have a plan	Yes
• Other:	No
Does your local government have a corporate GHG reduction plan?	No

2017 BUILDING AND LIGHTING ACTIONS

Building and Lighting Actions

Low-carbon buildings use the minimum amount of energy needed to provide comfort and safety for their inhabitants and tap into renewable energy sources for heating, cooling and power. These buildings can save money, especially when calculated over the long term. This category also includes reductions realized from energy efficient street lights and lights in parks or other public spaces.

Community-Wide Actions Taken in 2017	
Community-Wide Actions Proposed for 2018	

Corporate Actions Taken in 2017	
	(3) LED lights at ice rink
	Completion of transfer station, recycling building and attendant's officer with high efficiency lighting
	Airport window replaced with energy efficient product
	New pool cover for outdoor swimming pool
Corporate Actions Proposed for 2018	
	Energy efficient design for swimming pool mechanical system

Building and Lighting	
The Province has committed to taking incremental steps to increase energy-efficiency requirements in the BC Building Code to make buildings net-zero energy ready by 2032. The BC Energy Step Code--a part of the BC Building Code--supports that effort	
Is your local government aware of the BC Energy Step Cost?	No
Is your local government implementing the BC Energy Step Code?	No

2017 ENERGY GENERATION ACTIONS

Energy Generation Actions

A transition to renewable or low-emission energy sources for heating, cooling and power supports large, long-term GHG emissions reductions. Renewable energy including waste heat recovery (e.g. from biogas and biomass), geo-exchange, micro hydroelectric, solar thermal and solar photovoltaic, heat pumps, tidal, wave, and wind energy can be implemented at different scales, e.g. in individual homes, or integrated across neighbourhoods through district energy or co-generation systems.

Community-Wide Actions Taken in 2017	
	Supported Heiltsuk Tribal Council application to Norther Development Initiative Trust for heat pumps
Community-Wide Actions Proposed for 2018	

Corporate Actions Taken in 2017	

Corporate Actions Proposed for 2018	

Energy Generation	
Is your local government developing, or constructing:	
<ul style="list-style-type: none"> • A district energy system • A renewable energy system 	No No
Is your local government operating:	
<ul style="list-style-type: none"> • A district energy system • A renewable energy system 	No No
Is your local government connected to a district energy system that is operated by another energy provider?	Yes
Are you aware of the Integrated Resource Recovery guidance page on the BC Climate Action Toolkit ?	No
Are you familiar with the 2017 " List of Funding Opportunities for Clean Energy Projects Led by First Nations and Local Governments? "	No

2017 GREENSPACE/NATURAL RESOURCE PROTECTION ACTIONS

Greenspace Actions

Greenspace/Natural Resource Protection refers to the creation of parks and greenways, boulevards, community forests, urban agriculture, riparian areas, gardens, recreation/school sites, and other green spaces, such as remediated brownfield/contaminated sites as well as the protection of wetlands, waterways and other naturally occurring features.

Community-Wide Actions Taken in 2017	
	Supported development of Bella Coola Trail Master Plan
Community-Wide Actions Proposed for 2018	

Corporate Actions Taken in 2017	
	Airport obstacle clearing – archaeological and environmental assessments
	Expanded Snootli Creek Regional Park
	Developed greenspace at Thorsen Creek Waste & Recycling Centre
Corporate Actions Proposed for 2018	
	Continue to develop re-greening at Thorsen Creek Waste & Recycling Centre
	Develop Klonik Creek greenspace park/riparian area
	Develop greenspace park area at Airport
	Construction of new trail network at Airport and Snootli Creek park
	Re-greening of riparian area west end of airport

Greenspace	
Does your local government have urban forest policies, plans or programs?	No
Does your local government have policies, plans or programs to support local food production?	No

2017 SOLID WASTE ACTIONS

Solid Waste Actions

Reducing, reusing, recycling, recovering and managing the disposal of the residual solid waste minimizes environmental impacts and supports sustainable environmental management, greenhouse gas reductions, and improved air and water quality.

Community-Wide Actions Taken in 2017	
	2 week spring cleanup event promoting community clean up
	Classroom workshops promoting 3 R's in schools
	Christmas writing contest for recycling events
Community-Wide Actions Proposed for 2018	
	2 week spring cleanup event promoting community clean up
	Blue bin recycling promotion

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Corporate Actions Taken in 2017	
	Continue in-house recycling
Corporate Actions Proposed for 2018	
	Continue in-house recycling

Solid Waste	
Does your local government have construction and demolition waste reduction policies, plans or programs?	Yes
Does your local government have organics reduction/diversion policies, plans or programs?	No

2017 TRANSPORTATION ACTIONS

Transportation Actions

Transportation actions that increase transportation system efficiency, emphasize the movement of people and goods, and give priority to more efficient modes, e.g. walking, cycling, ridesharing, and public transit, can contribute to reductions in greenhouse gas emissions and more livable communities.

Community -Wide Actions Taken in 2017	
	Bella Coola Trails Master Plan developed
	Facilitated meeting to discuss improved parking at harbour
Community-Wide Actions Proposed for 2018	
	Facilitate continuation of public transport
	Support Bella Coola Trail Master Plan development

Corporate Actions Taken in 2017	
	Obstacle removal at airport to increase capacity and efficiencies
Corporate Actions Proposed for 2018	
	Further obstacle removal at airport to increase capacity and efficiencies

Transportation	
Does your local government have policies, plans or programs to support:	
• Walking	No
• Cycling	No
• Transit Use	Yes
• Electric Vehicle Use	No
• Other (trail alliance)	Yes
Does your local government have a transportation demand management (TDM) strategy (e.g. to reduce single-vehicle occupancy trips, increase travel options, provide incentives to encourage individuals to modify travel behavior)?	No
Does your local government integrate its transportation and land use planning?	Yes

2017 WATER AND WASTEWATER ACTIONS

Managing and reducing water consumption and wastewater is an important aspect of developing a sustainable built environment that supports healthy communities, protects ecological integrity, and reduces greenhouse gas emissions.

Community-Wide Actions Taken in 2017	
Community-Wide Actions Proposed for 2018	

Corporate Actions Taken in 2017	
	Leak repair on water distribution system
	Conceptual design on Denny Island Water system (proposed) with water conservation strategies incorporated
Corporate Actions Proposed for 2018	
	Further design work on Denny Island Water System

Water Conservation	
Does your local government have water conservation policies, plans or programs?	No

2017 CLIMATE CHANGE ADAPTATION ACTIONS

This section of the CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Please identify the THREE climate impacts that are most relevant to your Local Government.	
<ul style="list-style-type: none"> • Warmer winter temperatures reducing snowpack • Changes to temperature and precipitation causing seasonal drought • Heatwaves impacting population health • Increased temperatures increasing wildfire activity • Increased temperatures affecting air quality • Changing temperatures influencing species migration and ecosystem shifts • Extreme weather events contributing to urban and overland flooding • Sea level rise and storms causing coastal flooding and/or erosion 	<p>.....</p> <p>.....</p> <p>.....</p>
Other:	

In 2017 has your local government addressed the impacts of a changing climate using any of the following?	
Risk and Vulnerability Assessments	Yes
Risk Reduction Strategies	No
Emergency response planning	Yes
Asset management	No
Natural/Eco asset management strategies	No
Infrastructure upgrades (e.g. storm water system upgrades)	No
Beach Nourishment projects	No
Economic diversification initiatives	No
Strategic and financial planning	Yes
Cross-department working groups	Yes
OCP policy changes	No
Changes to zoning and other bylaws and regulations	No
Incentives for property owner (e.g. reducing storm water run-off)	No
Public education and awareness	Yes
Research	No
Mapping	No
Partnerships	Yes
Other:	

Climate Change Adaptation Actions Taken in 2017	
Please elaborate on key actions and/or partnerships your local government has engaged in to prepare for, and adapt to a changing climate. Add links to key documents and information where appropriate.	
Climate Change Adaptation Actions Proposed for 2018	
	Wildfire Risk Reduction Firesmart Community boards
	Wildfire cross training for volunteer fire departments
	Bella Coola valley risk assessment and flood modeling
	Emergency social services volunteer recruitment, training and equipment
	Bella Coola valley flood LIDAR and orthoimagery
For more information please contact:	

<p>The following are key resources that may be helpful to your local government in identifying climate impacts, as well as, strategies, actions and funding to deal with them. For those resources that you have used, please indicate whether they were useful in advancing your work in climate change adaptation?</p>	
<p> Indicators of Climate Change for British Columbia, 2016 Plan2Adapt Climate Projections for Metro Vancouver Climate Projections for the Capital Region Climate Projections for the Cowichan Valley Regional District Province of BC's BC Adapts Video Series Preparing for Climate Change: An Implementation Guide for Local Governments The Public Infrastructure and Engineering Vulnerability Committee's (PIEVC) protocol Sea Level Rise Primer BC Regional Adaptation Collaborative Webinars www.ReTooling.ca Water Balance Model The Water Conservation Calculator </p> <p>Funding:</p> <p> National Disaster Mitigation Program (NDMP) Community Emergency Preparedness Fund (CEPF) Municipalities for Climate Innovation Program (MCIP) Climate Adaptation Partner Grants (FCM) Infrastructure Planning Grants (MAH) Federal Gas Tax Fund </p>	<p> Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Haven't Used Useful Useful Haven't Used Haven't Used Useful Useful </p>
<p>Other:</p>	

2017 OTHER CLIMATE ACTIONS

Other Climate Actions

This section provides local governments the opportunity to report other climate actions that are not captured in the categories above.

Community-Wide Actions Taken in 2017	
Community-Wide Actions Proposed for 2018	
	Continued community forest logging activity to maximize use of wood fibre as a carbon sink and sustainable GHG friendly building product & regenerate the landscape with high carbon consuming early seral stage forests

	Explore support to increase procurement from local food producers or other initiatives of the Bella Coola Valley Sustainable Agricultural Society

Corporate Actions Taken in 2017	
Corporate Actions Proposed for 2017	

Other	
Are you familiar with the Community Lifecycle Infrastructure Costing Tool (CLIC) ?	Yes
Have you used CLIC?	No

INNOVATION AND PEER-TO-PEER LEARNING

Innovation

This section provides the opportunity to showcase an innovative Corporate and/or Community-Wide GHG reduction and/or climate change adaptation activity that your local government has undertaken and that has had, or has the potential to have, a significant impact. You are welcome to repeat an action that has already been listed.

Projects included here may be featured as success stories on the B.C. Climate Action Toolkit and/or shared with other local governments to inspire further climate action. Please add links to additional information where possible.

Communities that have conducted innovative initiatives may want to consider raising their profile through applications to [CEA's Climate and Energy Action Awards](#), [UBCM Climate and Energy Action](#)

[Award](#), [FCM Sustainable Communities Awards](#) or through submissions to [FCM's National Measures Report](#).

Community-Wide Action
<p>For more information contact:</p>
Corporate Action
<p>For more information contact:</p>

Programs, Partnerships and Funding Opportunities

Local governments often rely on programs, partnerships and funding opportunities to achieve their climate action goals. Please share the names of programs and organizations that have supported your local government's climate actions by listing each entry in the box below.

Mitigation

Programs and Funding
<p>National Disaster Mitigation Program (NDMP) Community Emergency Preparedness Fund (CEPF) Infrastructure Planning Grants (MAH) Federal Gas Tax Fund</p>

Adaptation

Programs and Funding

2017 CARBON NEUTRAL REPORTING

Local governments are required to report on their progress in achieving their carbon neutral goal under the Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee (GCC) has established a common approach to determining carbon neutrality for the purposes of the Climate Action Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, especially the [Becoming Carbon Neutral: A Guide for Local Governments in British Columbia](#).

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for greenhouse gas (GHG) emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual Climate Action Revenue Incentive Program (CARIP) reports.

Reporting Emissions

Did you measure your local government's corporate GHG emissions in 2017?	No
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from services delivered <u>directly</u> by your local government:	n/a
If your local government measured 2017 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent) from <u>contracted</u> services:	n/a
TOTAL A: CORPORATE GHG EMISSIONS FOR 2017	tCO₂e

Reporting Reductions and Offsets

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2017 by one or a combination of the following actions:

- undertake GCC-supported Option 1 Project(s)
- undertake GCC-supported Option 2 Project(s)
- purchase carbon offsets from a credible offset provider

If applicable, please report the 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO₂e)) being claimed from Option 1 GHG Reduction Projects:

OPTION 1 PROJECTS	REDUCTIONS

Energy Efficient Retrofits	n/a
Solar Thermal	n/a
Household Organic Waste Composting	n/a
Low Emission Vehicles	n/a
Avoided Forest Conversion	n/a
TOTAL B: REDUCTIONS FROM OPTION 1 PROJECTS FOR 2017	tCO2e

If applicable, please report the names and 2017 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO2e)) being claimed from Option 2 GHG Reduction Projects:

OPTION 2 PROJECT NAME	REDUCTIONS
TOTAL C: REDUCTIONS FROM OPTION 2 PROJECTS FOR 2017	tCO2e

If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO2e)) from an offset provider for the 2017 reporting year:

(NOTE: DO NOT INCLUDE ANY FUNDS THAT MAY BE SET ASIDE IN A CLIMATE ACTION RESERVE FUND)

OFFSET PROVIDER NAME	OFFSETS
	n/a

TOTAL D: OFFSETS PURCHASED FOR 2017	tCO2e

TOTAL REDUCTIONS AND OFFSETS FOR 2017 (Total B+C+D) = **tCO2e**

Corporate GHG Emissions Balance for 2017

Your local government's Corporate GHG Emissions Balance is the difference between total corporate GHG emissions (direct + contracted emissions) and the GHG emissions reduced through GCC Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2017 = (A – (B+C+D)) = **tCO2e**

**If your Corporate GHG Emissions Balance is negative or zero,
your local government is carbon neutral.
CONGRATULATIONS!**

If applicable, please record any emissions reductions you will be carrying over for future years and the source of the emissions reductions, including the year they were earned (E.g., Organics diversion, 2016 100 tCO2e).

SOURCE OF CARRY OVER EMISSION REDUCTIONS (and year earned)	REDUCTIONS
BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR	tCO2e

Carbon Neutral Reporting	
Does your local government have a climate reserve fund or something similar?	No

GCC CLIMATE ACTION RECOGNITION PROGRAM

Green Communities Committee (GCC) Climate Action Recognition Program

The joint Provincial-UBCM Green Communities Committee (GCC) is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the GCC with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: for local governments who demonstrate progress on fulfilling one or more of their Charter commitments

Level 2 – Measuring GHG Emissions: for local governments that achieve level 1, and who have measured their Corporate GHG Emissions for the reporting year and demonstrate that they are familiar with their community’s energy and emissions inventory (i.e. CEEI)

Level 3 – Accelerating Progress on Charter Commitments: for those local governments who have achieved level 1 and 2 and have demonstrated undertaking significant action (corporately or community wide) to reduce GHG emissions in the reporting year (i.e: through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: for local governments who achieve carbon neutrality in the reporting year.

For purposes of Level 3 recognition, if applicable, please identify any new or ongoing corporate or community wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time or financial resources and is intended to result in significant GHG reductions:

PROJECT NAME:

Based on your local government's 2017 CARIP Climate Action/Carbon Neutral Progress Survey, please check the GCC Climate Action Recognition Program level that best applies:

Level 1 – Demonstrating Progress on Charter Commitments	XX
Level 2 – Measuring GHG Emissions	
Level 3 – Accelerating Progress on Charter Commitments	
Level 4 - Achievement of Carbon Neutrality	
Not Sure	



CENTRAL COAST REGIONAL DISTRICT

Encompassing the Coastal Communities of Ocean Falls, Bella Bella, Denny Island, Oweekeno and the Bella Coola Valley

44

P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

To: Courtney Kirk, CAO
From: Bridget Horel, CEDO
Meeting Date: May 10, 2018
Subject: Community Economic Development Monthly Report

Board Meeting

MAY 10 2018

CCRD ITEM c(h)

RECOMMENDATION:

THAT the Board of Directors of the Central Coast Regional District receive the Community Economic Development Monthly Report.

CCRD COMMUNITY ECONOMIC DEVELOPMENT HIGHLIGHTS

Community Economic Development Officer and Contract Grant Writer Positions

The CCRD posted for the contract Grant Writer Contract position and the Community Economic Development Officer position in 2018 as the funding for both of these positions was successful through Northern Development Initiative Trust. The Contract Grant Writer posting closed April 16th and Jessie MacDonald has been contracted for this position. The CEDO position closes on April 30th and shortlisted candidates will be interviewed.

BC Wildfires and Economic Recovery

The Central Coast Regional District's Wildfire Recovery Program is continuing to supporting social and economic recovery until June 2018. Over 405 households have been supported by the two visits from the Red Cross in January and March, 2018. In addition, many households that have accessed the supports independently. 28 businesses have accessed and been supported by Community Futures Cariboo Chilcotin (Williams Lake) to complete their applications to Red Cross for support for small businesses, First Nations cultural livelihoods, and Not-for-Profits. Community Futures representatives, under the Business Ambassador program, were in Bella Coola in March, 2018. Business and Community Member Wildfire Impact surveys were conducted from January to March and the information will be used to inform the Wildfire Recovery Plan. Two local contractors, were employed to conduct the Community Member surveys and have completed their contract obligations. Currently, Red Cross Support to Small Business is planning on a visit to Bella Coola for May 8, 2018 to assist any businesses requiring application support for Red Cross economic recovery programs. The application deadline for Red Cross supports for small businesses has been extended from May 4 to May 31, 2018. The Wildfire Recovery Manager is currently looking into a couple of options for recovery events for community strengthening and working on completing the Wildfire Recovery Plan.

Rural Tourism Symposium

The CEDO attended the *2018 Rural Tourism Symposium: Beyond the Wildfires* April 13th to 15th in Williams Lake. The symposium was hosted by the Cariboo Chilcotin Tourism Association (CCCTA). There were representatives from a variety of organizations including Emergency Management BC, Destination BC, CCCTA, Bella Coola Valley Tourism, Thompson

River University, Ministry of Tourism Arts and Culture, Ministry of Forest Lands Natural Resource Operations and Rural Development. There were also economic development officers, recovery managers, and tourism operators from several communities impacted by the wildfires. Topics covered included: marketing strategies, key issues and opportunities for tourism in the Chilcotin Cariboo Coast region, considerations for legalized cannabis in the workplace, and the power of storytelling for community resilience. Attached to this report is the conference agenda.

Economic Development Advisory Committee

An EDAC meeting was held on March 22nd, 2018. The March 22nd EDAC meeting minutes are included in this agenda package. Topics discussed included local procurement and business façade/beautification, cannabis, regional connectivity, and contribution agreements. Below are the recommendations that came out of the March 22nd meeting.

That the EDAC supports efforts to maximize local procurement and training opportunities wherever possible in the CCRD procurement policies.

That the revised Terms of Reference be adopted by the Board of Directors.

That the CCRD enter into a Contribution Agreement with DIDCA to further their marketing initiatives in order to support local business expansion and retention, resident attraction and promotion to travellers.

The new Terms of Reference was adopted at the March 29th Board Meeting and there is a request for decision to address the last recommendation listed above.

As per Board request, a record of recommendations made by EDAC has been developed with all recommendations made in 2018 compiled. EDAC members expressed an interest in receiving information about the Board's response to recommendations from EDAC.

BC Ferries Terminal Development and Ferry Advisory Committee

On March 21st the CEDO met with BC Ferries staff BC Ferries involved with terminal development in Bella Coola, Ocean Falls, and McLoughlin Bay, members of the consulting team working with BC Ferries, and some stakeholders in Bella Coola to learn about recent terminal upgrades in preparation for the Northern Sea Wolf and about potential future plans for terminal development. The functionality of the current vessel, the customer profile/user group, and the the various needs for ferry service (emergency, transportation of local people and goods, visitor traffic, and economic development) were all discussed. Some topics brought up were identified by BC Ferries as being more appropriate for discussion at the Ferry Advisory Committee level.

The BC Ferry Advisory Committee will be holding its next meeting in Richmond on May 18, 2018. The last FAC meeting was held in Prince Rupert in October 2017. It is anticipated that there will be additional information to share about the launch of the new Northern Sea Wolf service after the May meeting. The meeting minutes from the October meeting are

available at:

[https://www.bcferries.com/files/AboutBCF/publicconsultation/facminutes/nc/NCC_fall_2017 - summary.pdf](https://www.bcferries.com/files/AboutBCF/publicconsultation/facminutes/nc/NCC_fall_2017_-_summary.pdf).

There are five representative on the FAC from the Central Coast. Community members are encouraged to connect with the FAC representative in their electoral area if there is a topic they would like brought forward to the FAC meetings. Contact information for the Ferry Advisory Committee representatives for the Central Coast and email addresses are listed on the FAC website at:

<https://www.bcferries.com/about/publicconsultation2/FAC/nc/members.html>

Submitted by: _____

Bridget Horel, Community Economic Development Officer

Reviewed by: Courtney Kirk
Courtney Kirk, CAO.

CARIBOO CHILCOTIN TOURISM ASSOCIATION
 2018 RURAL TOURISM SYMPOSIUM
BEYOND THE FIRES

WILDFIRE RECOVERY
 AND INDUSTRY DEVELOPMENT

APRIL 13-15, 2018

CARIBOO MEMORIAL RECREATION COMPLEX
 GIBRALTAR ROOM - WILLIAMS LAKE



PROUDLY PRESENTED TO YOU BY





BEYOND THE FIRES 2018 RURAL TOURISM SYMPOSIUM

FRIDAY - APRIL 13, 2018

LOCATION

Tourism Discovery Centre
1660 S. Broadway, Williams Lake, BC

6:30 PM – 7:00 PM

Registration Desk & Information Booth

7:00 PM – 9:00 PM

City of Williams Lake Opening Reception



Mayor Walt Cobb states, "the City of Williams Lake is honoured to be the host community for the Cariboo Chilcotin Coast Tourism Association's 2018 Rural Tourism Symposium – 'Beyond the Fires'. The CCCTA is a strong advocate of our local tourism industry, and is a key partner in promoting our area. The City of Williams Lake recognizes the importance of the tourism industry's significant contributions to our local economy and to ensuring that our region remains vibrant and attractive. This year, it is especially meaningful for Williams Lake to host the CCCTA Symposium in the wake of the Summer 2017 wildfires. Our tourism industry has only just begun to feel the effects of the devastation, and we know there is much hard work ahead of us all to support the businesses that rely on the tourism industry."



The City of Williams Lake welcomes delegates beginning Friday evening. Williams Lake is known as the "hub" of the Cariboo. The community is a vital part of the Highway 97 Cariboo Connector – the gateway to Northern BC – and is the junction for Highway 20 to all points west, leading to the West Coast and Bella Coola. Williams Lake is a bustling city that serves as the business centre for much of the Cariboo Chilcotin Coast region. With a thriving business community, a full facility hospital, a Thompson Rivers University campus, a world class recreation complex, unbeatable outdoor recreational opportunities, and a rich arts and culture community, Williams Lake is a city bursting with opportunity!

THIS SYMPOSIUM IS A GREEN EVENT



The Cariboo Chilcotin Conservation Society is proud to assist with the 2018 Rural Tourism Symposium's waste management to ensure the impact of this event is minimized. We encourage each of you to respect our green event protocol and reflect on the importance of sustainability throughout this event. The Cariboo Chilcotin Conservation Society promotes land use and management decisions which enhance the stability, quality of life, and economic viability of the community over the long term. In addition, the Conservation Society aims to ensure the preservation and maintenance of healthy, functioning ecosystems



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BEYOND THE FIRES 2018 RURAL TOURISM SYMPOSIUM

SATURDAY- APRIL 14, 2018

LOCATION

Cariboo Memorial Complex, Gibraltar Room
525 Proctor St, Williams Lake, BC

7:15 AM – 7:45 AM

Breakfast Buffet

7:30 AM – 4:00 PM

Registration Desk & Information Booth

8:00 AM – 8:30 AM

Opening Remarks



Jackie Tegart: Elected MLA, Fraser Nicola

Jackie Tegart was elected as MLA for Fraser-Nicola on May 14, 2013. She currently serves as Liberal Caucus Chair. Prior to being elected as MLA, Jackie served three terms on the Village of Ashcroft council. She was a school board member for 17 years, serving as chair for 15 of those years. She also served as President of the BC School Trustees Association. Jackie was the facilitator for BC Healthy Communities' Interior Region, the coordinator for Community Futures (which plays a significant role in entrepreneurial and community development), and was a partner in Painted Ladies Gallery and Gifts.

8:30 AM – 9:30 AM

Understanding the BC Emergency Response System

Carol McClintock: Executive Director of Organizational Learning and Public Education at Emergency Management BC

Peter Prendergast: Senior Regional Manager for Emergency Management BC



Carol and Peter will draw on their many years of experience in emergency and disaster management and outline BC's emergency response structure and our PreparedBC tourism resources

Carol McClintock has worked with EMBC for the past 10 years and holds a Master's Degree in Disaster and Emergency Management. Post the 2017 Freshet and Wildfire season, Carol's team was tasked with organizing the series of after action debriefs and meetings to identify prevalent themes, findings and recommendations for continuous improvement. Her portfolio includes overseeing public education, online communications, training and exercises.



Peter Prendergast has a background in resource management, law enforcement, emergency medical response and critical incident stress management. He has supervised four of the six regions in the province and currently supports staff in the Central and South East Regions. In addition to supporting First Nation communities and Local Governments with the four pillars of emergency management, his day to day activities include support for the public safety lifeline volunteer groups of highway rescue, search and rescue, emergency social services, emergency radio communications and the provincial emergency program aircraft service.

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BEYOND THE FIRES 2018 RURAL TOURISM SYMPOSIUM

SATURDAY- APRIL 14, 2018

9:30 AM – 9:45 AM



Connecting with TRU Tourism Education & Research

Rob Hood: Associate Professor, Thompson Rivers University

Tourism education programs at TRU are a blend of theory and practice, often connecting with businesses/organizations/communities to engage in projects to benefit both student learning and businesses, organizations and communities. Rob will share some past examples of projects to begin the conversation about possible opportunities to work with tourism operators in the CCCTA region.

Rob Hood works with the Tourism Management Department at TRU where he served as Department Chair for 7 years and Dean of the Faculty of Adventure, Culinary Arts and Tourism for 3 years. He's used his expertise in survey research to examine topics such as resident views on tourism development, tourism operator views on destination development, and outdoor recreation management issues such as mountain biking.

9:45 AM – 10:15 AM



Business Transition into the New Landscape

Deb Arnott & Karen Eden: Community Futures

Community Futures will share the Business Ambassador Program and the data collected to date. Additional programs are being initiated through Community Futures in partnership with other stakeholders, an overview will be provided.

Debra joined Community Futures in 1992 and is passionate about working with rural development. Debra was in a business partnership with her husband Brian in the logging industry and they made the decision to close their business following the wildfire. Prior to working with Community Futures, she was the Treasurer/Deputy Clerk for Local Government including many years in the Financial Institution. Debra is a Certified Aboriginal Economic Developer, completed a course in Northwest Economic Development and participated on the Rural Advisory Council for three years.



Karen came from an accounting and manufacturing company background before starting with Community Futures Cariboo Chilcotin in 1996. From 2010 to 2015 Karen has served as a director for the Community Futures British Columbia Association and still is a member on many of the working committees. Outside of Community Futures she served as the Co-chair for the Williams Lake Communities in Bloom committee, the past co-chair of Williams Lake Senior Secondary School Parent Advisory Group for 5 years. Karen is currently an active and proud member of the Williams Lake Rotary club. for three years.

10:15 AM – 10:30 AM

Red Cross: An Update on Programs

10:30 AM – 10:45 AM

Break





BEYOND THE FIRES 2018 RURAL TOURISM SYMPOSIUM

SATURDAY- APRIL 14, 2018

10:45 AM – 11:45 AM



ImpactX - Exploring Changing Climate and Sustainability Issues to Assess Future Risks to your Business

Deirdre Campbell, Managing Director, Canada for Beattie Tartan

This past January a group of dedicated tourism and sustainability professionals organized the inaugural IMPACT Sustainability Travel and Tourism Conference. The focus was on the positive and sustainable growth of Canada's tourism industry which is being impacted by climate change, over-tourism, silo'd urban and rural planning and misrepresentation of local cultures. Join co-founder Deirdre Campbell as they review the outcomes from this definitive conference. As well they will review best practices in positive story sharing from destinations recovering from major disasters and disruptions, and successfully rebuilding their visitor economies.

CATERING PROVIDED BY

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'CATERING'

11:45 AM – 1:00 PM



Lunch

Dawn Rueckl, Senior Policy Analyst, Ministry of Tourism, Arts & Culture

The Tourism Policy Branch in the Ministry of Tourism, Arts and Culture leads policy development, analysis and strategic planning to bring the tourism perspective to community and economic development in BC. Dawn Rueckl, Senior Policy Analyst, takes us through some of the ways that Tourism Branch represents the industry in its work to ensure tourism is considered in policy decisions of other ministries and ensure that tourism continues to work for communities and business alike.

1:00 PM – 2:00 PM



Post-Disaster Marketing - Keys to Messaging and Proactive Story-Telling to Ensure your Region owns the Story

Deirdre Campbell, Managing Director, Canada for Beattie Tartan

Deirdre will share some key lessons learned in post-event marketing from across a wide range of experiences. From local British Columbia experiences, here in the Cariboo to international event support, Deirdre and the team at Beattie Tartan have a wealth of knowledge on issues management and recovery marketing.





BEYOND THE FIRES 2018 RURAL TOURISM SYMPOSIUM

SATURDAY- APRIL 14, 2018

2:00 PM – 3:00 PM

Tourism Emergency Preparedness - A New Future

Richard Porges: VP Corporate Development, Destination BC
Walt Judas: CEO, Tourism Industry Association of BC
Amy Thacker: CEO, Cariboo Chilcotin Coast Tourism Association

The world sees BC as a welcoming safe place with spectacular natural beauty. This spectacular nature powers the stories and hospitality of the tourism industry – it is our strength but this very nature can also present challenges. Destination BC's Tourism Marketing Committee has struck a sub-committee on Emergency Preparedness and Reputation Management to review how to be more prepared for future events.



3:00 PM – 3:15 PM

Break

3:15 PM – 4:15 PM



One Toke Over the Line: Legalized Cannabis & the Workplace

Cameron Wardell, Associate at Mathews, Dinsdale & Clark

The legalization of marijuana is only months away. Is your workplace ready? Although little time remains the structure of the regulation of legalized cannabis remains unclear. More troublesome still is the absence of guidance from both the federal and provincial governments with respect to the impact on British Columbian workplaces. Legalization for recreational use will undoubtedly be a challenge for employers. These challenges may be made even more complex in situations of remote workplaces as may be common in the tourism and hospitality industry.

Managing the off-duty conduct of your employees in employer-provided accommodations may throw even more confusion into the mix. Now is the time for employers to revisit their rules and expectations concerning substance use and potential abuse in the workplace. Cam will present on the present (and upcoming) regulation of cannabis as well as the relevant and often intersecting obligations of safety, privacy and human rights in the workplace.

Working out of the Vancouver Law Firm of Mathews, Dinsdale & Clark, Cameron provides representation in a wide range of employment-related disputes and litigation including wrongful dismissals, restrictive covenant disputes and the pursuit and defence of injunctive relief. Cameron has appeared before all levels of court in British Columbia, as well as various administrative tribunals and the Federal Court. Cameron is the current Co-Chair of the Canadian Bar Association BC Branch Employment Law Section, as well as the Co-Chair of the Civil Litigation (Vancouver) Section. Cam also tweets about the law and labour and employment from his Twitter account @CWardellesq.

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BEYOND THE FIRES 2018 RURAL TOURISM SYMPOSIUM

SATURDAY- APRIL 14, 2018

4:15 PM – 5:00 PM



Key Tourism Issues

Walt Judas: CEO, Tourism Industry Association of BC

Although there are numerous issues within the tourism industry, there is both confidence and evidence that creative solutions can be found. You will learn about TIABC's strategic priorities and how it is working with operators, DMO's, government and sectors on initiatives to ensure a healthy and vibrant tourism industry in all regions of the province.

Walt has been involved in the tourism industry for some 25 years, having worked at BC Pavco, Port Metro Vancouver and Tourism Vancouver prior to joining TIABC in May, 2015. As CEO, Walt's responsibilities include leading multiple advocacy files, building relationships with members and industry stakeholders, communicating the value of BC's visitor economy to various audiences, and setting the strategic course for TIABC. Prior to joining the organization, he spent 15+ years at Tourism Vancouver as vice president of Marketing Communications, Membership and Sport.

6:00 PM – 9:00 PM

PLEASE
JOIN
US!

Dinner Theatre - Maranatha Christian School

1278 Lakeview Crescent, Williams Lake, BC

Maranatha Players Present: The Rest of the West - A Melodrama

The Maranatha Players are a group of young people in grades 8-12, who attend Maranatha Christian School. The director of the program, Becky Strickland has worked to develop the program over the last 16 years, with the goal of encouraging young people to explore the arts, gain confidence and work as a team.

The students give many hours of their after school time in preparing for a show. As a group they truly take ownership of what they are working to create. Each year the dinner theatre is performed as a fundraiser for the students who are taking part in one of the school trips overseas. Next March a group of students will be heading to Romania where they will take part in a mission trip and see what the world is like beyond our borders.



Shuttle Schedule

5:40 PM

Coast Hotel

5:45 PM

Sandman

5:50 PM

Ramada

6:05 PM

Coast Hotel

6:10 PM

Sandman

6:15 PM

Ramada

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SUNDAY- APRIL 15, 2018

LOCATION

Cariboo Memorial Complex, Gibraltar Room
525 Proctor St, Williams Lake, BC

7:15 AM – 7:45 PM

Breakfast Buffet

8:00 AM – 11:30 AM

Registration Desk & Information Booth

8:00 AM – 8:15 AM

Opening Remarks

8:15 AM – 9:30 AM

Destination BC: Marketing & Destination
Development After the Wildfires

Tracy Bains: Marketing Manager, Strategy and Channel Integration
Richard Porges: Vice President of Corporate Development
Peter Harrison: Director of Industry Partnerships and Visitor Services

Ninety eight per cent of tourism businesses in the Cariboo Chilcotin Coast were affected by the wildfires of summer 2017. As the primary destination marketing organization for the province, Destination BC will share an overview of the marketing activities taken to counteract losses to tourism due to the unprecedented scale, duration and impact of the wildfires on travel within the region, as well as the destination development efforts underway.



9:30 AM – 10:30 AM



Cariboo Chilcotin Coast: A Story of Resiliency and Beauty

Rita Giesbrecht: Country Light Publishing

Rita will present Cariboo Chilcotin Coast: A Story of Resiliency and Beauty. This will be an overview of the presentation the Chris and Rita are about to embark on in partnership with the CCCTA; it will carry the message that our unique, and spectacular region is not destroyed by fire, but in fact regenerated by fire; that we live in a land where everyone, one way or another, lives on the land and embraces the natural cycles that form it, and inform our lives and our very nature. We embrace our sense of place and invite the world to do the same.

10:30 AM – 10:45 AM

Break

10:45 AM – 11:45 AM

Town Hall Meeting

11:45 PM

Lunch

12:00 PM

Town Hall Review & Closing Remarks

Minutes of Meeting

Date of Meeting	March 21, 2018	Start Time	3:00 PST	Project Number	60562705
Project Name	Bella Coola & McLoughlin Bay Concept				
Location	Meeting with Central Coast Region & Bella Coola Stakeholders – Bella Coola Terminal				
Attendees	AECOM- Courtney Gosselin, Neil Snowball PFS – Nastaran Moradinejad BC Ferries (BCF)- Peter Bolzar, Stephen Mayall Central Coast Regional District – Bridget Horel, noted Courtney Kirk absent Tweedsmuir Travel – Markus Scieck Nuxalk Development Corporation – Keith Hamilton Bella Coola Harbour Authority – Neil McLachlan				
Distribution	All				
Minutes Prepared By	Courtney Gosselin				

PLEASE NOTE: If this report does not agree with your records of the meeting, or if there are any omissions, please advise, otherwise we will assume the contents to be correct.

	Action
<ol style="list-style-type: none"> 1. Introductions 2. Project Intro and BCF Draft Concepts Discussion 3. AECOM/BC Ferries discussed purpose of the meeting, development of concepts and timing: <ol style="list-style-type: none"> a. Peter/Stephen explained 12 year capital planning process for BCF and where these projects fit, funding structure b. Bridget indicated AECOM/BCF should reach out to MoTi to discuss further. Noted some new staff, Kacey, etc. Indicated Brian has these contacts c. Discussion around whether captains have vetted the Phase 2 concept for Bella Coola on the breakwater. BCF clarified they are on steering committee and have indicated the location of the future berth will work with coast pattern in the area d. Will this concept fit the need for emergency evacuation boats? Yes. It will fit the Northern Expedition 4. Current Terminal Functionality <ol style="list-style-type: none"> a. Current queuing is at the Co-op parking lot in Bella Coola (adjacent to hwy) prior to movement onto the terminal for boarding. Signage, wayfinding, line markings on the ground and no proper lighting noted as current challenges with the site queuing process. Assuming 3 years until capital funding changes occur, can we do something to remedy these issues now at current site? b. Staging for boarding currently starts around 6-7 am, it can be dark and 	See red

Board Meeting
 MAY 10 2018
 CCRD ITEM c(i)

<p>hard to see the parking lot, given the hill on Hwy</p> <ul style="list-style-type: none"> c. Coffee provided to customers d. Parking along hwy and beside Harbour Marina noted as big constraint on the area. Tourists from AB, often park trailers/vehicles along the Hwy and can leave their vehicles parked there for a number of days, which creates constraints along the hwy in the high season. Should we be thinking about additional parking, outside of the AEQ due to this issue e. Tweedsmuir manages the queuing and staging currently as contract to BCF f. At seasonal height, 3 staff managing the queuing and led to the terminal for boarding g. Harbour Authority indicated they currently own/operate the washrooms near the site. Agreement with BCF and Harbour Authority for maintenance cost currently h. Harbour Authority indicated commercial harbor activity is not as active as demand for recreational. However, they are funded for commercial <p>5. Customer Profile/User Group</p> <ul style="list-style-type: none"> a. Tourist season indicated as ~May to October b. High season is primarily 95% European Tourists doing the loop from Vancouver Port Hardy (Island) or from Calgary to Port Hardy (Island), small % go onto Bella Bella, Ocean Falls, Shearwater for tourism c. Off Season – mostly local use d. Sea Wolf vessel may increase the local use as there are more direct routes now to Port Hardy e. Accommodation of kayaks noted for this vessel – need stacking device as there is not much room on the deck <p>6. Nuxalk Development Corporation</p> <ul style="list-style-type: none"> a. Discussion regarding Nuxalk's current economic activities and aspirations/in progress b. Active logging and tourism activities c. Exploring fish processing, produce hydroponics, tourism expansion d. Review concepts in relationship to how they improve Nuxalk's economic development opportunities ie. Shipping frozen cargo (fish) e. Connections between Bella Bella and Bella Coola more advantageous for produce shipping f. Sea Wolf does not currently have refrigeration for this type of cargo g. Fisheries reconciliation Act could change the dynamic of commercial fisheries in the area and activities in and around the BCF terminal – will heavily increase First Nations fish processing/economic demands h. Noted National Aboriginal Day is June 21 and aligns with the Bella Coola Sea Wolf first sailing i. Noted would prefer sails in the future start earlier to match seasonal tourism with May start <p>7. Next Steps</p> <ul style="list-style-type: none"> a. CCRD indicated AECOM/BCF should come back for further stakeholder engagement once a concept plan is drafted – CCRD will assist in lining up stakeholder meeting and invitations b. AECOM, BCF and Markus conducted site visit to Co-op parking lot post meeting to discuss current queuing and site arrangement 	
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**CENTRAL COAST REGIONAL DISTRICT
OPERATIONS DEPARTMENT
MAY 2018 REPORT**

TO: Courtney Kirk, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: May 3, 2018
FROM: Ken McIlwain, RPF Operations Manager
SUBJECT: Operations Monthly Report

Board Meeting
MAY 10 2018
CCRD ITEM c(j)

RECOMMENDATIONS:

1. **THAT the May 2018 Operations Report be received.**

**CCRD OPERATIONS
MAY 2018 HIGHLIGHTS**

SOLID WASTE MANAGEMENT

1. Fencing materials have arrived and fence layout is nearing completion at the new transfer station and recycling depot site at Thorsen Creek. The amount of coarse rock in the ground presents a challenge for installing fence posts.
2. Significant demolition waste was at received at TCWRC in March due to the demo of old buildings at SD#49's SAMS property in Hagensborg. This included asbestos containing materials.

RECREATION FACILITIES

1. **Centennial Pool:** The pool facility is undergoing cleaning and prep work for a targeted May opening.
2. **Skating Rink:** The Ministry of Transportation responded to our inquiry regarding whether there were any paving activities planned in the Bella Coola Valley for 2018. They advised that although their budget has yet to be fully finalized, there is no asphalt paving forecasted in their resurfacing program, for this coming construction season. There will be seal coating taking place.
3. **Walker Island Park:** Contractors: Wayne Bittner, Bill Wilson and Brent Cole donated time and equipment to fall timber and clear land on the right field extension area at the Walker Island Ball Park. This will make it easier to recover balls hit over the right field fence.



Photo: Volunteers clearing right field extension at Walker Island Ball Park.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

1. A newsletter was sent out to water system rate payers, updating them on rates and charges for 2018 and plans going forward.
2. Heartwood G.I.S. and Forestry was contracted hourly to locate and G.P.S. water shut-offs on the townsite and stake the curb stop valve boxes. This will be followed up with a digital mapping product that will allow CCRD personnel to display a map on a GPS enabled tablet or mobile device and locate shut-offs.

STRATEGIC INITIATIVES

CENTENNIAL POOL UPGRADE

In June of 2017, CCRD applied to the Gas Tax - Strategic Priority Fund, administered by UBCM, for \$2.7 million to undertake a renewal of the Centennial Pool. CCRD was recently notified that we have been awarded funding in the amount of \$2.7 million. The funding will support the construction of a new pool basin, hot pool and mechanical system.

A grant for a further \$250,000 has been awarded by Northern Development Trust towards completion of the pool project. This additional funding will support expansion of the pool building to allow for a training space on the west end and also some renovation of the change rooms.

DENNY ISLAND WATER

In June of 2017, CCRD applied to the Gas Tax - Strategic Priority Fund, administered by UBCM, for \$1.5 million to undertake establishment of a water distribution system for Denny Island in partnership with SD#49. CCRD was recently notified that we have been awarded funding in the amount of \$1.5 million. Pre-design work is now underway. Surveying and geo-technical field work took place in April. This work will allow the water system engineer to confirm potential service area boundaries and also help refine construction cost estimates.

In the near future, it is expected that our water system engineers will host a public presentation on Denny Island to share technical aspects of the proposed system and answer questions from potential water system users.

Respectfully submitted,



Ken McIlwain, RPF
Operations Manager

DENNY ISLAND AIRPORT COMMISSION MEETING MINUTES
April 10th, 2018

Meeting Brought to Order: 7:05pm

Present: Mark Schlichting, Jean Wood, Doug Sharkey, Steve Emery, Ingmar Lee

Guests: Travis Olinger, Ana Santos

Absent: Danny Oliver (off island)

Acceptance of Agenda: Mark/Jean, carried

Acceptance of Last Meeting Minutes: Ingmar/Steve, carried

Election of 2017 Chairman: Amidst crying, snivelling, and begging, the freight train struck, Sharkey was nominated. Ingmar/Mark, carried

New Business:

- 1. Joe’s Salmon Lodge would be sharing the DASH7 with Shearwater, and therefore should be billed accordingly.
- 2. Rocks on runway: Cleaning of runway and taxi-way completed.
Hired Jessica as casual labour to sweep asphalt clear.
- 3. DASH7: 4 flights/week starting June 21, ending Sep 5. (Information provided by Shearwater.)
- 4. Brushing contract: Contract to be publicly posted for bidding. Completion required by June 8.
- 5. Discussion with Wilderness Airline dispatcher about windsock to happen promptly.

Old Business:

- 1. Request for proposals to renovate the roof: Will discuss with CCRD to bring to the next meeting.

Meeting Adjourned: 8:00pm. Jean/Steve, carried. (Round bought by the new/old Chair! :)

Board Meeting
MAY 10 2018
 CCRD ITEM C(k)

Centennial Pool Commission
Minutes
3 April 2018

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

Guest: Ken McIlwain

Pool Renewal Grant

Ken provided some details regarding the process involved in accessing the funds and also regarding a potential timeline for the construction itself.

Commission members who have suggestions concerning the facility (what might be included or considered) should send them to Joan, who will then forward them en masse to Ken).

2018 Pool Season Preparations

There will be enough staff to work during April at getting the pool ready to open in May.

Nicola will contact prospective staff to ensure they send in their applications.

Policy Considerations

A policy needs to be in place for program contractors at the pool, including items regarding payment and scheduling. The Commission feels that anyone delivering courses at the pool, other than staff, must be contracted to the CCRD.

Clarification of what policies the CCRD currently has in place is needed.

Next meeting: TBA (late April)

Board Meeting
MAY 10 2018
CCRD ITEM C(1)

April 25, 2018

Central Coast Regional District
PO Box 186
Bella Coola, BC V0T 1C0

RECEIVED

MAY 04 2018

Attention: Chair Alison Sayers

Central Coast Regional District

Dear Chair Sayers:

Subject: Centennial Pool Renewal
Economic Diversification Infrastructure Program
Northern Development Project Number 5502 50

Northern Development exists to stimulate economic growth through strategic and leveraged investments that build a strong and diversified economy in central and northern B.C. Our vision is that Northern B.C. is home to world-class industries, diversified regional economies and growing, energetic communities.

I am pleased to advise you that the Economic Diversification Infrastructure application from the Central Coast Regional District for the 'Centennial Pool Renewal' project was approved for a grant up to \$250,000 from the Northwest Regional Development Account on April 18, 2018.

This approval is open for a period of twelve months from the date of approval, within which we expect all funding sources to be secured, a contract entered into with Northern Development, and the project commenced. It is important to note that expenditures incurred prior to both parties signing a contract will not be reimbursed.

We wish you every success with your project. We are excited to see how your project will stimulate economic growth and strengthen our region.

Sincerely,



Joel McKay
Chief Executive Officer

- c: Courtney Kirk, Chief Administrative Officer, Central Coast Regional District
- Ken McIlwain, Operations Manager, Central Coast Regional District

Board Meeting
MAY 10 2018
CCRD ITEM C(m)

Web: www.ccrd-bc.ca



From: SV-SF-CSOS [<mailto:no-reply-aucune-reponse@hrsdc-rhdcc.gc.ca>]
Sent: Tuesday, April 24, 2018 1:54 PM
To: Courtney Kirk
Subject: Canada Summer Jobs Application / Agreement

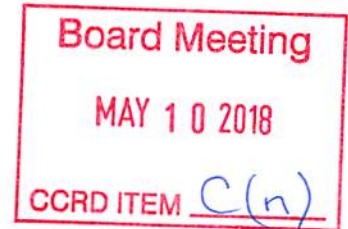
This is a system generated e-mail. Please do not reply

2018/04/24

Courtney Kirk
 Central Coast Regional District
 PO BOX 186
 BELLA COOLA BC V0T 1C0

Project Number: # 015445992

Subject: Canada Summer Jobs Application/Agreement



We are pleased to inform you that your Canada Summer Jobs application for funding has been approved.

Please note that the amount of approved funding may differ from the amount you requested in your application. You will find additional details on the approved job(s), duration of work and funding by consulting your agreement on the [Grants and Contributions Online Services](#) (GCOS) website. **For your agreement to be valid, you must confirm that you agree with it by clicking on Sign Agreement in your GCOS account.**

Only costs incurred during the period indicated in the agreement may be eligible for reimbursement. You are responsible for any costs you incur outside the agreement's start and end dates. If, for any reason, the conditions under which you proposed to hire the student(s) have changed, you must advise me immediately.

The following are details about the documents that will be required as part of your agreement:

1. The **Employer and Employee Declaration** must be completed and signed by both you and the student on the first day of work. This form enables Service Canada to validate the eligibility of the student you have hired. You are required to submit the Employer Employee Declaration through your GCOS account within seven days of the student beginning employment.

No advance or payment will be provided until Service Canada has received the Employer and Employee Declaration(s).

2. Be sure to give all students a copy of the [Are You In Danger?](#) brochure, as it provides an important message concerning health and safety. Please also discuss it with them as part of their initial orientation. This discussion will be in addition to your workplace-specific health and safety orientation and training

- 3. The [Career Tool Factsheet](#) is an easy-to-use, web-based search tool that provides detailed information about the benefits of working in various occupations and helps students determine the education and training they need to pursue to get quality jobs. All students must receive a copy of the Career Tool Factsheet.
- 4. The [Grants and Contribution Direct Deposit Request](#) is used to request that payments be made via direct deposit. If you wish to have payments made via direct deposit, submit the Grants and Contribution Direct Deposit Request and attach a copy of your void check through your GCOS account as early as possible.
- 5. Once the project has ended, you must complete the **Payment Claim and Activity Report**. This document is used to request payments and report on Canada Summer Jobs activities. You are required to submit your Payment Claim and Activity Report through your GCOS account no later than 30 days after the departure of the last student.

If this document is not received within 30 days after the last student completes his or her employment, we may not reimburse you. We may also consider any advances we have issued as overpayments.

If you indicated in your application that you intend to employ priority students, you are expected to make all reasonable efforts to recruit these priority students.

You will be expected to employ the students in the jobs described in the agreement, paying them, at a minimum, the amount you specified in your application and for at least the number of hours and weeks indicated in the agreement. Failure to meet the conditions of the agreement may lead to its termination. You must read the [Articles of Agreement](#) included with the Agreement as they are legally binding.

As part of the federal governments commitment to transparency in the use of public funds, information about funded projects will be posted on the Canada Summer Jobs web page. And to better connect students with prospective employers, the information posted will include your organizations name and email address.

If you are interested in advertising your job vacancies, you are invited to visit www.jobbank.gc.ca. Job Bank offers free job postings to employers, including job listings for students.

At the end of the summer, as part of the close-out of your agreement, you and the student(s) that you hire will be asked to complete a survey to support performance reporting as well as to improve program administration.

If you have any questions, please contact me at (800) 548-2375.

Please include your project number in all future correspondence.

Sincerely,

HERLE, CHERYL
 Service Canada
 220 4TH AVENUE SOUTHEAST
 Calgary AB T2G 4X3
w-t-summer-ete-gd@servicecanada.gc.ca

Enclosures

Please note: The number of job(s) requested displayed in your GCOS agreement corresponds to the number of jobs requested in your original GCOS application.

INSERT

LATE ITEM

EMERGENCY MANAGEMENT
PROGRAM REPORT

Board Meeting
MAY 10 2018
CCRD ITEM C(0)

Local Government Program Services

...programs to address provincial-local government shared priorities



March 20, 2018

RECEIVED

MAR 29 2018

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

Central Coast Regional District

Administration provided
by UBCM

Funding provided by
Province of B.C.

Re: 2018 Emergency Operations Centres & Training - Approval and Terms & Conditions

Dear Chair and Board,

Thank you for submitting an application under the Community Emergency Preparedness Fund for the 2018 Emergency Operations Centres & Training program.

I am pleased to inform you that the Evaluation Committee has approved funding for your project, *Deployable EOC Kit with Communications and Training*, in the amount of \$25,000.00.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Transportation & Infrastructure has provided funding for this program and the general Terms & Conditions for this grant are enclosed. In addition, in order to satisfy the terms of the contribution agreement, we have the following requirements:

- (1) The funding is to be used solely for the purpose of the above named project and for the expenses itemized in the budget that was approved as part of your application;
- (2) All expenditures must meet eligibility requirements as defined in the Program & Application Guide;
- (3) All project activities must be completed within 12 months and no later than March 29, 2019;
- (4) The final report is required to be submitted to UBCM within 30 days of project completion and no later than April 30, 2019;
- (5) Any unused funds must be returned to UBCM within 30 days following the project end date.

Board Meeting
 MAY 10 2018
 CCRD ITEM C(p)



For program information, visit the Funding Programs section at:

www.ubcm.ca

LGPS Secretariat

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: lgps@ubcm.ca
Phone: (250) 356-2947

Applicants who submitted funding requests for Justice Institute of British Columbia (JIBC) Emergency Operations Centres courses are advised that if an EOC course is approved for funding under the regular Provincial EOC training program, this cost will no longer be eligible through the CEPF grant.

Please note that descriptive information regarding successful applicants will be posted on the UBCM and /or provincial government websites, and all final report materials will be made available to the provincial government.

On behalf of the Evaluation Committee, I would like to congratulate the Central Coast Regional District for responding to this opportunity to develop EOC capacity to support the resiliency of BC communities.

If you have any questions, please contact Local Government Program Services at (250) 387-4470 or by email at cepf@ubcm.ca.

Sincerely,



Rebecca Bishop
Program Officer

cc: Courtney Kirk, CAO

Enclosure

RECEIVED

APR 16 2018

Central Coast Regional District



The Strategic Wildfire Prevention Initiative is managed by the SWPI Working Group. For program information, visit the Funding Program section at:

www.ubcm.ca

LGPS Secretariat

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: swpi@ubcm.ca
Phone: (250) 356-2947

Local Government Program Services

...programs to address provincial-local government shared priorities

April 10, 2018

COPY

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

RE: Strategic Wildfire Prevention Initiative - Approval of 2018 FireSmart Planning & Activities Grant (SWPI-968: Central Coast Wildfire Cross Training)

Dear Chair Sayers and Board,

Thank you for submitting an application under the 2018 FireSmart Planning & Activities Grant Program for the above noted project.

I am pleased to inform you that the Evaluation Committee has approved funding for your project in the amount of \$10,000.00.

Grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The conditions of approval are outlined in the Program & Application Guide and the general Terms & Conditions are attached. In addition, please note the approved grant is also subject to the following requirements:

- (1) The funding is to be used solely for the purpose of the above named funding program and project, and for the expenses itemized in the budget that was approved as part of your application;
- (2) Funds are not transferable to other projects;
- (3) All funded activities are to take place within 12 months of approval;
- (4) FireSmart home and property assessments, including Home Ignition Zone structure and site hazard assessments (including aerial and GIS-based assessments) can only be conducted with the private property owners' consent;

Board Meeting

MAY 10 2018

CCRD ITEM

C(9)

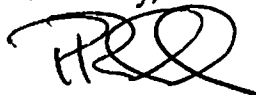
(5) The final report is required to be submitted within 30 days of project completion and no later than May 10, 2019. The report must include:

- Completed and signed copy of the final report form
- Financial summary
- Copies of any community assessments, FireSmart Community Plans or any other plan that was developed or updated as part of the 2018 SWPI FireSmart Planning & Activities grant.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to address community safety issues in your community.

If you have any questions, please contact Local Government Program Services at (250) 356-2947 or by email at swpi@ubcm.ca.

Sincerely,



Peter Ronald
Programs Officer

cc: *Courtney Kirk, Chief Administrative Officer, Central Coast Regional District*

Enclosure

Local Government Program Services

...programs to address provincial-local government shared priorities



FIRST NATIONS' Emergency Services
BRITISH COLUMBIA



BRITISH COLUMBIA
www.gov.bc.ca

The Strategic Wildfire Prevention Initiative is managed by the SWPI Working Group. For program information, visit the Funding Program section at:

www.ubcm.ca

LGPS Secretariat

Local Government House
525 Government Street
Victoria, BC, V8V 0A8

E-mail: swpi@ubcm.ca
Phone: (250) 356-2947

April 6, 2018

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

COPY

RECEIVED

APR 12 2018

Central Coast Regional District

RE: Strategic Wildfire Prevention Initiative - Approval of 2018 FireSmart Planning & Activities Grant (SWPI-969: CCRD FireSmart Boards)

Dear Chair Sayers and Board,

Thank you for submitting an application under the 2018 FireSmart Planning & Activities Grant Program for the above noted project.

I am pleased to inform you that the Evaluation Committee has approved funding for your project in the amount of \$10,000.00.

Grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The conditions of approval are outlined in the Program & Application Guide and the general Terms & Conditions are attached. In addition, please note the approved grant is also subject to the following requirements:

- (1) The funding is to be used solely for the purpose of the above named funding program and project, and for the expenses itemized in the budget that was approved as part of your application;
- (2) Funds are not transferable to other projects;
- (3) All funded activities are to take place within 12 months of approval;
- (4) FireSmart home and property assessments, including Home Ignition Zone structure and site hazard assessments (including aerial and GIS-based assessments) can only be conducted with the private property owners' consent;

Board Meeting
 MAY 10 2018
 CCRD ITEM C (r)

(5) The final report is required to be submitted within 30 days of project completion and no later than May 6, 2019. The report must include:

- Completed and signed copy of the final report form
- Financial summary
- Copies of any community assessments, FireSmart Community Plans or any other plan that was developed or updated as part of the 2018 SWPI FireSmart Planning & Activities grant.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to address community safety issues in your community.

If you have any questions, please contact Local Government Program Services at (250) 356-2947 or by email at swpi@ubcm.ca.

Sincerely,



Peter Ronald
Programs Officer

cc: *Courtney Kirk, CAO, Central Coast Regional District*

Enclosure



**CENTRAL COAST REGIONAL DISTRICT
OPERATIONS DEPARTMENT
MAY 2018
TRANSPORTATION REPORT**

TO: Courtney Kirk, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: May 3, 2018
FROM: Ken McIlwain, Operations Manager
SUBJECT: Transportation Monthly Report

Board Meeting
MAY 10 2018
CCRD ITEM C(5)

RECOMMENDATIONS:

- 1. THAT the May 2018 Transportation Report be received.**

**TRANSPORTATION
MAY 2018 HIGHLIGHTS**

1. With improving weather conditions, work has been progressing on obstacle removal, lot development and green space development at the Bella Coola Airport. The following is a summary of accomplishments over the past three months:

February

- Met with landowners to apprise them of progress and updates;
- Reviewed beaver ponds and east end falling area with RPBio for fish and habitat issues.

March

- Tree topping started on private land east of airport - 3-4 trees topped;
- 1.5 acre patch of cottonwoods on the east 50% on airport lease and 50% on private land was hand felled, trail through it cleaned up; and
- Approximately 100 large cottonwoods felled on North side of Snootli Creek Park from center line of flight path to the northern edge.

April

- Spring burning of 60% of airfield grass with Hagensborg Fire Department;
- Commence greenspace renovation of inner field next to taxiway and east end, 9.0 acres done by Apr 30;
- Clear, level, rake, seed and build access trails to Klonnik Creek area between dike and Klonnik Creek 0.75 acres;
- Remove brush, small trees, stumps over 200 metre stretch of dike that incurs on the 75 m center line to no obstacle limit;
- Cutting, cleaning up garbage, old steel and wire between aircraft hangers on vacant lots;

- Establish perimeter, public advertising and tender viewing of Phoenix Road greenspace area 2.0 acres;
- Remove western fence near end of take off area;
- Remove south fence line;
- Rake and level and stake out 360 trees on 3 x 3 metre spacing and plant 360 Noble and Grand Fir on west end near beaver pond;
- Feller buncher south side of airport property 30 metre strip by 800 metres long;
- Arrange agreement with DFO on cutting and clearing 8.0 acres on southwest end of flight path;
- Start feller bunching DFO 8 acres;
- Survey additional areas with Archaeologist and Nuxalk guardians;
- 15 trees topped on private land to east of airport;
- Hand clean falling debris from beaver pond on west end and machine clean upland area; and
- Tour area with Bernie Elkin - Nuxalk Stewardship Office.



Photo: (Left to right) Sid Edgar (Totem), David Flegel (Bella Coola River Contracting) and Brendan Pootlass (Totem) finish riparian planting.



Photo: Contractor Mitch Lorimer prepares the ground for riparian planting at the west end of the airport property.

2. The dike road on the east end of the airstrip has long been used by hikers, quads and fishermen. This is a safety concern because landing aircraft often come very close to the dike on approach and the distraction of people or motorized vehicles is a legitimate safety concern. A trail has been relocated onto the flats beside Klonnik Creek to allow an alternate route that is safe for aircraft and trail users. The area is being developed as a green space with grant funding from the Rural Dividend Fund. A trail has been packed and grass seed applied to the beach like area.

Further riparian plantings are in the works. These plantings will consist of smaller trees that will not exceed the height threshold and impose on the obstacle limitation surface. The intent is to create an area that is easily maintained, provides safe passage for trail users and is an attractive location for travelers to visit. The site may be further enhanced with development of some interpretive signage.



Photo: Totem crew packing new trail along the Klonnik Creek at east end of airstrip.

3. CCRD has not yet received notice of BC Air Access Funding needed to complete the obstacle removal in 2018.

4. **Denny Island Airport:**

Please see Denny Island Airport Commission Minutes.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ken McIlwain". The signature is stylized with a large, sweeping underline.

Ken McIlwain, RPF
Operations Manager

TOM MESI
BOX 472
BELLA COOLA B.C.
VOT.100
tommesi811@gmail.com
250-982-0088

RECEIVED

APR 05 2018

Central Coast Regional District

C.C.R.D.

Bella Coola B.C.

Dear CCRD board;nusatsum property owners;

With regard the nusatsum flood remediation. I would ask you please to view upstream from the Baily bridge note the big black rocks midstream those are the original rip rap from the first bridge the missing land upstream to the new leaning spruce ,is now the island below the bridge when the spruce falls in a new bedload will add to the downstream island which is the cause of much erosions effecting even to the airport...the sandbar above this has the spawn channels destroyed by nusatsum overflows and the failed berm from n.douglas drive this year we lost run of pinks and presently no coho are being observed? Please view the photos at nusatsum property owners assn. The 2010 multi dept meeting had my proposals for salmon enhancement, which we see the protection was not built? It is suggested we can now access the river through the berm failure in tom mesi's creek now 5 feet deep in the spawn channel ... we can truck in 2 meter rock and build a large groin to push the river onto the bedrock on the north side .. this would as the sanbar builds on the south create an extension of the spawn channel

About ¼ mile new which this channel before overflows had always near 100% survival apecially if we push spawn gravel to the south bank from tom mesis creek which will be dug out when the rules apply

And withdraw by pushing the channel clear if we screen the sand out we have sand to cover the boulders pushed up.... and the douglas drive site a great push to build the douglas drive dyke extension as this is working very well we would have the springs between the present failure and new works as new habitat

If dfo make threats return same as they are aquiesing wonton destruction when they could have been involved in 2010 and 2011

Funds will come as an embarrassment to the highway dept and golders failed engineering... just do it

Please contact me by e mail my son Ole Mesi has authority to manage.



APRIL 5 2018

Board Meeting
MAY 10 2018
CCRD ITEM E(v)

MESI 2006



APR 05 2018

Central Coast Regional District



The Coast Sustainability Trust II

Eric van Soeren, Trustee

730 Walker's Hook Road
Salt Spring Island, B.C. V8K 1N5

Phone: 250-537-1533
Cell: 250-526-0533
Fax: 250-537-1534
Email: eric@vansoeren.net
www.coastsustainabilitytrust.com

April 15, 2018

Travis Hall, Director
Central Coast Regional District
PO Box 186
Bella Coola, BC
V0T 1C0

RECEIVED

APR 23 2018

Central Coast Regional District

Dear Travis Hall,

Re: The Coast Sustainability Trust II (CST II) – 2018 First Quarter Report

Enclosed for your information is a copy of the CST II - 2018 First Quarter Report.

Thank you for your continued support and involvement in the CST II. Please feel free to contact me if you would like to discuss anything in the report or the CST II in general.

Yours truly,

Eric van Soeren
Trustee

encl.

Board Meeting
MAY 10 2018
CCRD ITEM E(w)

**The Coast Sustainability Trust II**

Eric van Soeren, Trustee

730 Walker's Hook Road
Salt Spring Island, B.C. V8K 1N5

Phone: 250-537-1533

Cell: 250-526-0533

Fax: 250-537-1534

Email: eric@vansoeren.netwww.coastsustainabilitytrust.com

April 15, 2018

Frank Johnson, Director
Central Coast Regional District
PO Box 578
Bella Coola, BC
V0T 1C0

RECEIVED

APR 23 2018

Central Coast Regional District

Dear Frank Johnson,

Re: The Coast Sustainability Trust II (CST II) – 2018 First Quarter Report

Enclosed for your information is a copy of the CST II - 2018 First Quarter Report.

Thank you for your continued support and involvement in the CST II. Please feel free to contact me if you would like to discuss anything in the report or the CST II in general.

Yours truly,

Eric van Soeren
Trustee

encl.

The Coast Sustainability Trust II

Report of the Trustee as of March 31, 2018

General

The Province of British Columbia created the Coast Sustainability Trust (CST) in 2002 to mitigate the negative effects on workers, contractors and communities, including First Nations of:

1. provincial government land use decisions related to the Land and Resource Management Plan process; and
2. the implementation of Ecosystem Based Management (EBM)

in the Central Coast, North Coast, Haida Gwaii, Comox Strathcona Regional District and the Regional District of Mount Waddington. In December 2007 the CST was rolled over into the CST II.

CST II Account Balances and Distributions

As of March 31, 2018 the CST II balances and distributions were as follows:

Account Balances		
Community Matching Fund Account		\$976,204
EBM Adaptive Management Account		\$580,059
EBM Matching Fund Account		\$680,344
Landscape Reserve Planning Account		\$16,381
Total available funds		<u>\$2,252,988</u>
Distributions to beneficiaries to date		
Forest Worker Severance	LRMP process	\$2,933,857
	EBM	\$2,155,976
Contractor Mitigation	LRMP process	\$10,749,764
	EBM	\$2,983,342
Community Matching Funds		\$19,515,083
EBM Adaptive Management Sub-trust		\$129,234
EBM Land Use Planning Sub-trust		\$209,068
ESAMDAP Sub-trust		\$132,486
EBM Training		\$620,633
EBMWG Sub-trust		\$1,633,855
Landscape Reserve Planning Sub-trust		\$735,000
Total Distributions to beneficiaries		<u>\$41,798,298</u>
Total available funds plus distributions		\$44,051,286

In addition to the original \$35,000,000 given to the CST, five other sub-trusts of the CST and CST II were funded by the province. These five sub-trusts combined have received a total of \$3,373,320 from the Province of BC. Further, during 2011 the BC Forestry Revitalization Trust advanced \$2,767,714 to

Types of Projects Approved for Community Matching Fund Assistance

Regional Steering Committee	Total Project Size	Amount Requested of CST	Rejected by CST or abandoned by applicant	Amount still under consideration by CST	Number of Approved Projects	Amount approved by CST	Amount disbursed by CST
Central Coast	\$27,776,742	\$7,134,970	\$3,196,640	\$293,750	65	\$3,644,580	\$3,367,080
Comox Strathcona	\$59,593,292	\$14,249,419	\$10,149,585	\$0	47	\$4,099,833	\$4,099,833
Mount Waddington	\$114,245,547	\$10,620,075	\$6,520,075	\$0	56	\$4,100,000	\$4,078,171
North Coast	\$75,664,284	\$10,384,990	\$6,184,991	\$	44	\$4,100,000	\$3,870,000
QCI Haida Gwaii	\$60,832,006	\$8,258,769	\$4,158,769	\$0	57	\$4,100,000	\$4,100,000
Total:	\$338,111,520	\$50,648,222	\$30,210,059	\$293,750	269	\$20,044,413	\$19,515,083

In order to stimulate economic activity, each RSC considers and approves projects that fit into the strategic priorities of their area or, if no formal strategic priorities have been developed, projects that clearly fall into the range of initiatives that likely would be included. The types of projects vary to some extent by the chosen strategic direction of each RSC. Following is a table that shows the type of projects approved for CST funding support:

Types of projects approved for CST Funding

Regional Steering Committee	Total Project Size	Amount approved by CST	Nature of Approved Project					
			Agriculture & NTFPs	Aquaculture & processing	Forestry	Infra-structure	Planning	Tourism
Central Coast	\$19,016,457	\$3,644,580	\$87,501	\$757,090	\$130,854	\$1,192,144	\$598,146	\$878,845
Comox Strathcona	\$32,887,773	\$4,099,833	\$12,500	\$1,137,000	\$0	\$824,000	\$190,500	\$1,935,833
Mount Waddington	\$38,767,183	\$4,100,000	\$91,400	\$292,111	\$15,000	\$1,652,856	\$39,500	\$2,009,133
North Coast	\$23,420,557	\$4,100,000	\$58,147	\$980,120	\$50,000	\$788,856	\$38,640	\$2,184,237
Haida Gwaii	\$47,740,201	\$4,100,000	\$200,549	\$274,060	\$162,398	\$1,836,754	\$165,232	\$1,461,007

Total: \$161,832,171 \$20,044,413 \$450,097 \$3,440,381 \$358,252 \$6,294,610 \$1,032,018 \$8,469,055

Percent of Approved Amounts

2.2% 17.2% 1.8% 31.4% 5.1% 42.3%

In the Mount Waddington and Comox Strathcona Regional Districts and on the North Coast the highest concentration of project approvals related to the enhancement of tourism opportunities, with an emphasis on eco and cultural tourism. Examples are support for Nisga'a in the construction of a Welcome House in Gitwinksihlkw, the BC Ocean Boating Tourism Association, the construction or renovation of First Nations Big Houses and carving sheds, construction of First Nations owned tourist

accommodation in Haida Gwaii, Kitamaat and Klemtu, support for tourism associations on the Central Coast, Northern Vancouver Island and Haida Gwaii, production of an Art Route brochure in Haida Gwaii, assistance to the Haida in the construction of a cultural center and a totem pole carving project, assistance to the Kwakiutl First Nation of a resort upgrade, assistance to the Bella Coola Valley Museum to help make it an even better attraction, funding for self directed walking tours in Campbell River and the Comox Valley, a mountain Sports Centre and an outdoor wilderness centre at Mount Washington, bear watching operations in Phillips Arm for the Kwiakah First Nation and in the Orford River Estuary for the Homalco First Nation, and the promotion of movie film sites in northern Vancouver Island. In aggregate, 42.3% of CST funding has gone to assist tourism related projects.

Infrastructure improvements are another primary focus, and the biggest one in the Central Coast and Haida Gwaii. Some are aimed at enhancing tourism, such as adding an interpretive garden, salt water aquarium and movable webcams to the Visitor Information Centre in the Village of Queen Charlotte, creating or improving destination hiking or mountain biking trails, establishing a waterfront trail in Prince Rupert and renovating another so it is safe to use again, renovation of an RV park in the Village of Queen Charlotte, construction of RV and campground facilities and an all season all weather boat ramp in Campbell River, improving the dock at Holberg, upgrading the seaplane ramp in Seal Cove, Prince Rupert, improving cruise ship terminals, docks, harbours and marinas, and funding a new Bighouse in Bella Coola for the Nuxalk Nation. Other projects enhance industrial or commercial opportunities, such as an improved and expanded recycling transfer station in Prince Rupert, an industrial park in Port Alice, building a new town square in the Village of Queen Charlotte, or assistance in creating an Economic Development Zone on Quinsam Indian Reserve 12 in Campbell River. The Central Coast RSC voted to contribute \$35,000 to a Central Coast Business Enterprise and Visitor Centre, \$302,500 towards a project that provides Broadband Internet to the communities on the Central Coast, and \$400,000 to help the Wuikinuxv acquire road building and maintenance equipment and barge facilities that would have been lost to them on the withdrawal of Western Forest Products from their area. Funding was also approved to assist in the installation of Broadband Internet in seven Northern Vancouver Island communities. In aggregate, 31.4 % of CST funding has gone to assist infrastructure related projects.

A third focus is shellfish aquaculture and both shellfish and fin fish processing. The Comox Strathcona and Mount Waddington RSCs jointly elected to help fund a Shellfish Industry Investment Attraction Initiative promoted by the Vancouver Island Economic Developers Association (VIEDA). This was expanded to assist in attracting investment for shellfish processing. Support was given to the BC Shellfish Growers Association to help it with a business and market development initiative. The Homalco First Nation received a grant to assist in developing a scallop farming venture. The Central Coast, North Coast and Haida Gwaii RSCs agreed to support a combined North Coast – Skeena First Nations Stewardship Society and Turning Points Initiative Society application for assistance in developing a coast wide shellfish aquaculture initiative. The Central Coast RSC has also provided support to the Heiltsuk Nation Shellfish Co-operative, the Kitsoo Wild Fisheries Operation and the Bella Coola Harbour Authority Ice Plant. The North Coast RSC has provided funding to assist in performing Biotoxin studies. On Haida Gwaii, the Skidegate and the Old Massett Haida have received funding to help in training shellfish farm workers at two pre-commercial pilot projects. The Comox Strathcona RSC has also agreed to help the Komox First Nation in its plans to build a new shellfish processing facility. In aggregate, 17.2% of CST funding has gone to assist aquaculture and processing related projects.

To date, CST funding has been fairly evenly split, with 52.0 % of funding going to First Nations sponsored initiatives, and 48.0 % going to civic community sponsored initiatives. In fact, a significant

number of initiatives related to shellfish aquaculture, tourism, planning and broadband internet installations were joint initiatives between First Nations and civic communities.

Employment Impact of CST Funding

Following is a table which displays the employment impact of CST funding. The numbers are based on a combination of information submitted in the original applications, quarterly reporting as the project proceeded, and results of a survey taken of recipients of CST funding after the projects were completed. Numbers shown are actual employment or contract positions and have not been reduced to full time equivalents. Spin off jobs were not included as, especially in the case of tourism, the provision of high speed internet and long range planning, they are very difficult to estimate.

Regional Steering Committee	Full time Jobs while Project Active	Part time Jobs while Project Active	Full time Jobs when Project Completed	Part time Jobs when Project Completed
Central Coast	41	136	268	269
Comox Strathcona	84	249	202	209
Mount Waddington	86	268	180	222
North Coast	126	174	186	107
Haida Gwaii	217	259	100	119
Total:	554	1,086	936	926

Ecosystem Based Management Matching Fund Account

The purpose of the EBM Matching fund is to help mitigate the negative impacts of the implementation of Ecosystem Based Management on forest workers, contractors and both civic and First Nations Communities in the CST operating area.

Eleven replaceable contractors and 35 employees that were identified as having been negatively impacted by the implementation of EBM on Haida Gwaii have received the mitigation for which they were eligible, with total mitigation paid out of \$5,139,318.

In addition, the CST II Advisory Board agreed that up to \$200,000 per RSC could be used to match with industry, First Nations and/or civic communities to provide training for people that want to enter the harvesting side of the forest industry. To date twenty-five training initiatives worth \$788,981 have been approved. Of those, approvals worth \$168,348 were abandoned, resulting in net approvals of \$620,633. All of the net approvals have now been disbursed. The Trustee continues to have discussions with several other contractors, First Nations and licensees that plan to develop training programs specific to the needs of their operations, and the employees they have or intend to hire.

EBM Adaptive Management sub-trust

The goal of the EBM Adaptive Management sub trust is to invest in the Central Coast, North Coast and Haida Gwaii plan areas by:

1. funding the successful implementation and management of an Adaptive Management program that supports the goals of Ecosystem Based Management,
2. funding projects in an Annual Work Plan approved by the Joint Land and Resource Forum, and
3. investing in and supporting Adaptive Management, Ecosystem Based Management, and other specific uses as directed by the donor.

To date, five contracts totaling \$139,449 have been signed related to Ecosystem Based Management Adaptive Management on the North and Central Coast. All of those projects have been completed, and three came in under budget. Disbursements of \$129,234 have been made. The balance of the funds allocated to the EBM Adaptive Management sub-trust remains available for future projects. The Trustee is currently in discussions with staff from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development about possible new initiatives that will utilize these funds.

Landscape Reserve Planning sub-trust

The Landscape Reserve Planning (LRP) sub-trust was established in 2009 to support the First Nations represented by the Nanwakolus Council, the Coastal First Nations, and the Tsimshian Stewardship Committee in Landscape Reserve Planning. To date disbursements of \$735,000 have been made to those groups out of this fund. It is possible that these funds will be transferred to the EBM Adaptive Management sub-trust in 2018.

Looking Ahead

During the second quarter of 2018, I expect the following activity in CST II:

- Funding requests will continue to be received and evaluated by the one RSC that still has uncommitted funds.
- Funding Agreements for Community Matching Fund projects will continue to be signed and further disbursements will be made.
- The EBM Adaptive Management sub-trust will become active.
- More forest worker training programs will be developed by industry, First Nations and the Province of BC and be funded by the CST.

Eric van Soeren

Trustee

CENTRAL COAST REGIONAL HOSPITAL DISTRICT

"Our Vision for the Central Coast Regional District is an inclusive, resilient and sustainable group of communities thriving within a locally influenced, safe, healthy and natural environment"

REGIONAL HOSPITAL DISTRICT BOARD MEETING AGENDA – May 10, 2018 to be held at the Central Coast Regional District Office, in Bella Coola

1. **Call to Order**

2. **Adoption of Agenda**

3. **Disclosures of Financial Interest**

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

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

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

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

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

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

4. **Disclosures of Interests Affecting Impartiality**

The Chair to remind Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

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

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

(A) ADOPTION OF MINUTES

(a) April 26, 2018

Page 1-3

(B) REPORTS

(a) Bella Coola Valley Transit – System Review Report

Page 4-17

(C) ADJOURNMENT



CENTRAL COAST REGIONAL HOSPITAL DISTRICT
DRAFT REGULAR BOARD MEETING MINUTES

DATE: April 26, 2018

ATTENTION

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

Board Meeting

MAY 10 2018

CCRD ITEM A (a)

REGIONAL HOSPITAL DISTRICT BOARD MEETING MINUTES
April 26, 2018
 held at the Central Coast Regional District Office, in Bella Coola

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Director, Frank Johnson *by phone Director, Travis Hall *by phone Chair, Alison Sayers *by phone Alternate Director Gary Brown Director, Samuel Schooner *by phone
Excused:	Electoral Area D	Director Richard Hall
Staff:	Chief Administrative Officer Financial Manager Recording Secretary	Courtney Kirk Donna Mikkelson *by phone Destiny Mack
Guests:	PMT Chartered Professional Accountants LLP	

1. Call to Order

The Chair called the meeting to order at 10:47am.

2. Adoption of Agenda

18-04-01H M/S Directors Sayers/Brown that the agenda be adopted as presented.

CARRIED

3. Disclosures of Financial Interest

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

Directors did not disclose any financial interests in agenda items.

4. Disclosures of Interests Affecting Impartiality

The Chair reminded Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

Directors did not disclose any interests affecting impartiality.

(A) ADOPTION OF MINUTES

(a) February 9, 2018

18-04-02H M/S Directors Sayers/Brown that the Regional Hospital District Board Meeting Minutes dated February 9, 2018 be adopted as presented.

CARRIED

(B) FINANCIAL MATTERS

(a) Audit Planning Letter

18-04-03H M/S Directors Sayers/Hall that the Audit Planning Letter be received. **CARRIED**

Auditors mentioned that the letter is the standard letter sent before the audit begins.

Amendments:

18-02-04H M/S Directors Brown/Hall to receive Audit Planning Letter, Financial Statements and Independent Auditors' Report as one. **CARRIED**

(b) 2017 Consolidated Financial Statements

The Auditors mentioned that the management's responsibility for financial reporting is the same for CCRHD as it is for the CCRD and did not review management responsibility a second time. The Auditors explained that financial statements are prepared in accordance with Canadian public sector accounting practices. As auditors it is their responsibility to express an opinion on the statements based on the work done during the audit. The auditors declared that they have performed the necessary procedures to gather evidence in CCRHD financial statements, and they feel that they have enough evidence to provide an audit opinion.

The auditors then referred the Board to page 10 and highlighted that in their opinion the financial statements present fairly, and in all material respects, the financial position of the Central Coast Regional Hospital District as of December 31, 2017. The Auditors referred the Board to page 11 and highlighted that the CCRHD had limited financial activity. Overall the numbers are similar to the prior year. The auditors had nothing to draw the Board's attention to. The Auditors declared that they had nothing further to present on the Central Coast Regional Hospital District financial statements.

Chair Johnson and Directors expressed their thanks to the auditors.

18-02-04H M/S Directors Sayers/Brown that the Audit Planning Letter, Financial Statements and Independent Auditors report be approved. **CARRIED**

(C) ADJOURNMENT

Motion to adjourn M/S Directors Sayers/Hall **CARRIED**

There being no further business, the meeting was adjourned at 11:04am.

Chair

Corporate Officer

Bella Coola Valley Transit

System Review Report



Board Meeting

MAY 10 2018

CCRD ITEM B(a)

February, 2018



Bella Coola Valley Transit System Review

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Bella Coola Valley Transit System Review

Executive Summary

The purpose of this Service Review is to provide an assessment of the Bella Coola Valley Transit System and recommend short-term and long-term actions to improve its effectiveness and efficiency.

The report examines ridership and service levels, community requests for service changes, infrastructure, and transit system marketing.

A field visit was conducted from October 11-15, 2017 as a way to ride the bus, review the service and meet with stakeholders. During the field visit, phone and in-person interviews were conducted with representatives from Vancouver Coastal Health, Central Coast Regional District, Bella Coola Valley Operating Company and riders of the transit system, to determine how the system is working and if there are any improvements that could be made. Ridership data and trends were also analyzed to determine how the system is performing.

The following is a summary of the recommended actions identified in the report:

Marketing Ideas and Opportunities

- Promote Transit Service to Newcomers and Visitors
- Promote Service to Community Events
- Consistent Branding

Service-Related Ideas and Opportunities

- Consider trial Ferry Service
- Consider trial evening service on select nights
- Williams Lake Health Connection

Infrastructure Ideas and Opportunities

- Maintenance Agreement
- Continue to improve infrastructure through TRAN Transit Minor Betterments Fund¹ & BC Transit Bus Shelter Program

This report will be submitted to the Central Coast Regional District Hospital Board for information. Recommended actions identified in the report will not be pursued until direction is given from the Board.

¹ Ministry of Transportation and Infrastructure program to fund infrastructure projects to a maximum of \$100K per fiscal year. Projects must support or address one or more of the following goals: safety, customer service, ridership, accessibility, reduce GHG emissions.

1.0 Introduction

The purpose of this Service Review is to provide an assessment of the Bella Coola Valley Transit System and recommend short-term and long-term actions to improve its effectiveness and efficiency.

The report examines ridership and service levels, community requests for service changes, infrastructure, and transit system marketing.

A field visit was conducted from October 11-15, 2017 as a way to ride the bus and review the service and meet with stakeholders. During the field visit, phone and in-person interviews were conducted with representatives from Vancouver Coastal Health, Central Coast Regional District, Bella Coola Valley Operating Company and riders of the transit system, to determine how the system is working and if there are any improvements that could be made. Ridership data and trends were also analyzed to determine how the system is performing.

2.0 Transit System Background

Implemented in 2006, the Bella Coola Valley Transit System provides service within the Bella Coola Valley between Bella Coola and Firvale. The transit service operates through a funding partnership between Vancouver Coastal Health, BC Transit and the Central Coast Regional Hospital District. The service is delivered by the transit systems' operating partner, the Bella Coola Valley Bus Company.

The Bella Coola Valley Transit System offers paratransit service between Bella Coola, Four Mile, Hagensborg, Jourdenais and Glacierview, with service to Firvale available on request. The Bella Coola Valley Transit System operates as a Dial-a-Ride transit service, providing door-to-door service for people with mobility challenges and curb-to-curb service for other customers.

Service Summary

The Bella Coola Valley Transit System operates scheduled service between Bella Coola and Glacier View Monday through Saturday from 7:45 am to 6:15 pm. Service is not available on Sunday or Holidays. The service is available to anyone in the community, however, riders using the transit system for hospital trips are prioritized.

Bella Coola Valley Transit System Review

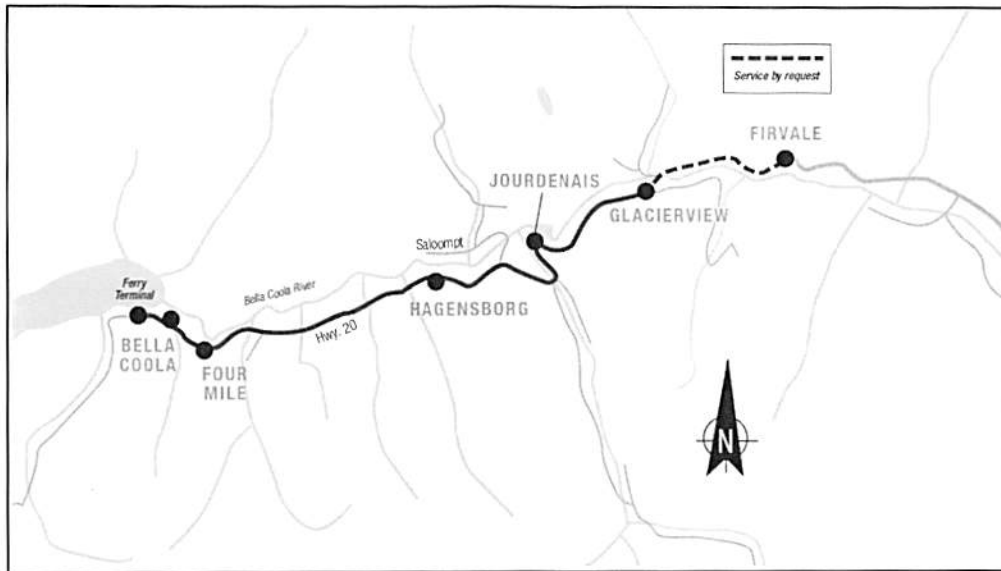


Figure 1 - Bella Coola Valley Transit System Map

Riders Guide Schedule

The system was last significantly changed in 2012 when the Riders Guide schedule was introduced.

The transit service is centered around the by-request model and loosely follows the Riders Guide schedule, the bus usually arrives within a 15-minute window of the scheduled time.

To schedule a pick-up, transit riders call the operator the day prior to their trip to request a pick up. The operator creates a schedule based on the requests received that day and notifies the riders of the schedule for the next day. Customers who did not schedule a pick-up can catch the bus at the bus stop in town or they can flag down the bus along the route.

Website

The Bella Coola Valley Transit System has a web page on the BC Transit website that explains how the systems works and how to schedule a trip, though the Riders Guide schedule is not posted on the site. BC Transit’s Trip Planner is not available for this system, so users are not able to go online to use the Google Trip Planner to plan out their trips. Transit information is also found on the Central Coast Regional District’s website explaining how the system works and how to schedule a trip.

Bella Coola							
To Glacerview				To Bella Coola			
Monday to Saturday				Monday to Saturday			
Lv. Bella Coola	Hagensborg	Jourdenais	Ar. Glacerview	Lv. Glacier View	Jourdenais	Hagensborg	Ar. Bella Coola
—	—	—	—	7:45	—	—	8:30
8:35	—	9:30	9:40	—	9:45	—	10:45
11:30	12:00	—	—	—	—	12:00	12:30
2:15	—	3:20	—	—	3:20	—	3:45
3:45	—	4:45	—	—	4:45	—	5:15
5:30	—	—	6:15	—	—	—	—

* Service to Firvale by request.

Figure 2 - Bella Coola Valley Transit System Schedule

Bella Coola Valley Transit System Review

Fleet

Service is operated by two different buses; a 2015 20-passenger ARBOC Monday through Thursday and a 2015 International Friday and Saturday. As of January 2018, the 2015 International will be replaced with a 2017 ARBOC. Both of these vehicles are fully accessible to passengers using wheelchairs and scooters, while offering ease of boarding to other passengers with mobility aids and families with strollers.

Fares

Bella Coola Valley Transit charges a single cash one-way fare of \$2.50 per passenger. Monthly passes and 10-ticket books are available for \$60 and \$22.50 respectively. These can be purchased at the Bella Coola Hospital.

3.0 Existing System Performance

Ridership is reported based on custom and conventional ridership. Custom is defined as dial-a-ride or requested service, whereas conventional ridership is based on pickups at the bus stop or passengers flagging down the bus without having a pre-arranged pick-up.

Ridership figures show that the system carried over 20,000 passengers in 2016/17, a sixteen per cent increase from the previous year. The chart below shows how the system's overall ridership has changed over the past seven years, as well as the respective conventional and custom portions of service.

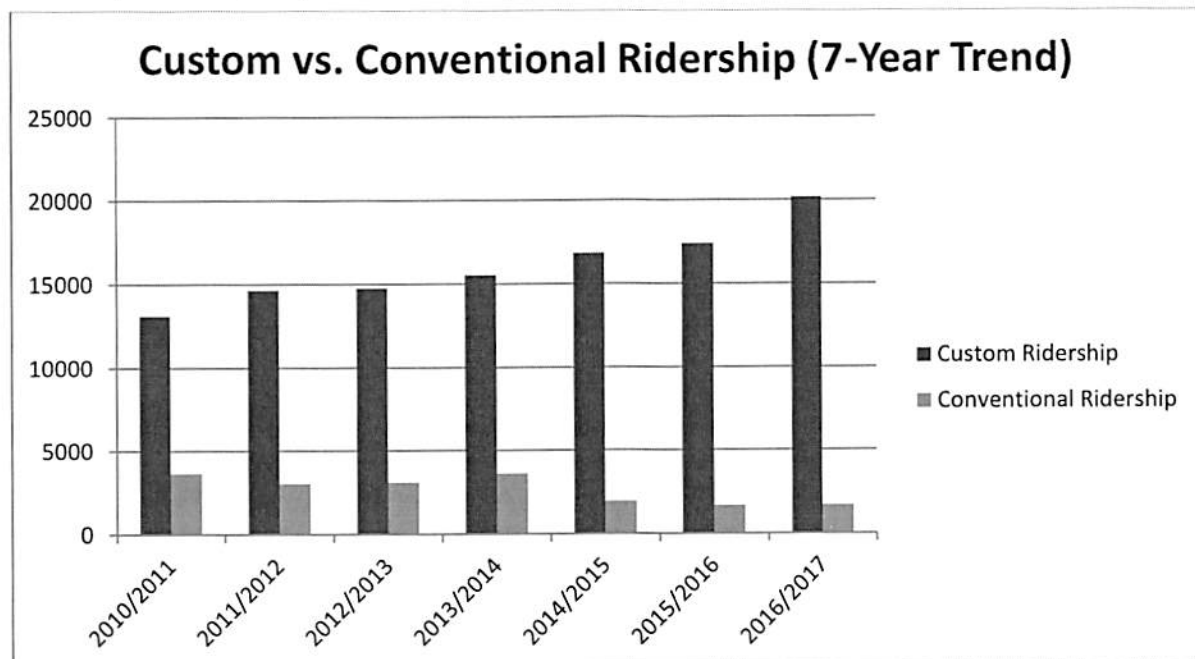


Figure 3 - Bella Coola Valley Transit System Annual Ridership Trend

In general, ridership trend shows:

- An overall increase over the past 7 years of 54 per cent
- A steady increase in ridership for the custom service

Bella Coola Valley Transit System Review

- A steady decrease in ridership for the conventional service, with a significant drop in service (14.3 per cent) in 2014/15

The custom system had 20,000 passengers in 2016/17, an increase of 16 per cent from the previous year. Of those passengers, approximately 63 per cent were handyDART users, 13 per cent were companions or attendants assisting handyDART users, and 23 per cent was made up of other Bella Coola residents requesting a ride.

There were over 1,600 passengers using the conventional service, which has remained relatively stable over the last three years. This could be due to transit riders becoming familiar with the on-request service.

Total Ridership by Month (2016/17)

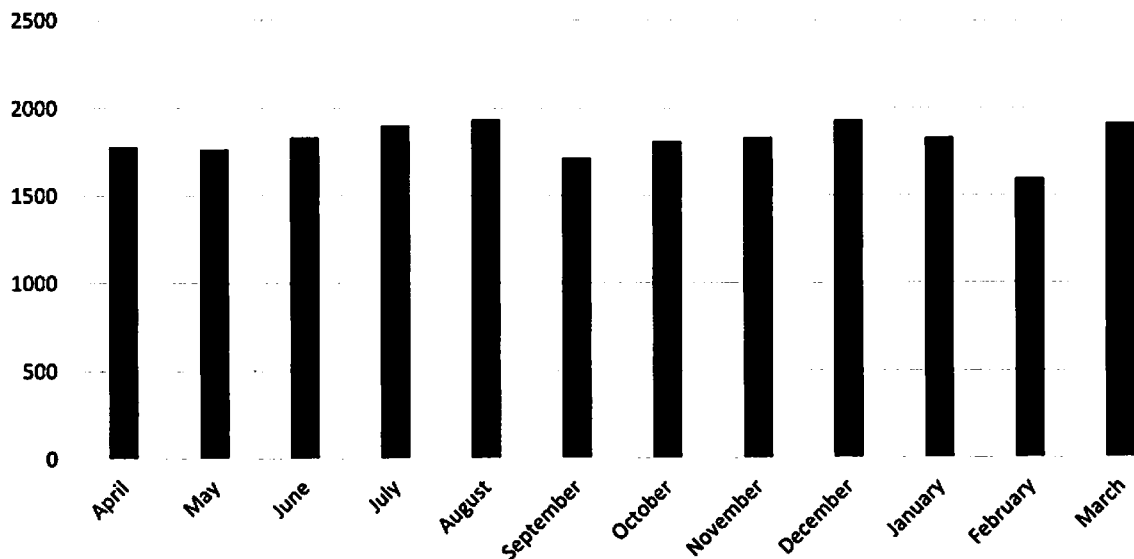


Figure 4 - Bella Coola Valley 2016/17 Monthly Ridership

Monthly ridership averages about 1800 boardings per month. Ridership remains fairly steady throughout the year, with a slight increase in service from June to October. This increase in ridership could be due to the number of tourists visiting the Valley during the summer months.

Within Bella Coola, some of the most frequent destinations visited during the site visit in October 2017 were:

- Bella Coola Hospital for the Adult Day Program
- Elders Drop-In Centre
- Commercial destinations and services within the downtown and highway commercial areas, including Hagensborg Store, Co-Op Grocery Store, Canada Post and Credit Union
- Housing and residence in Four Mile and Hagensborg
- Bella Coola Wharf

4.0 Demographic Changes

In 2016, Bella Coola Valley had a population of 2,010, a five percent increase from 2011 (StatsCanada Census Community Profiles).

- Approximately 20% of the population fall under the age of 14, the same as in 2011
- Approximately 65% of the population is between the age of 15-64, compared to 67% in 2011
- Approximately 15% of the population is 65 years of age or older, compared to 13% in 2011
- Median age increased to 41 years from 40 years (2011)

5.0 Challenges, Opportunities and Recommended Actions

Based on a review of the information and feedback from passengers and local transit partners, a number of challenges and opportunities have been identified, each with a recommended action to improve transit system ridership and reliability. These have been organized around themes of marketing, service and infrastructure.

MARKETING OPPORTUNITIES

A key way to continue to build ridership for the Bella Coola Valley Transit System is to undertake promotional activities. There are several strategies described below that will help promote the transit system.

1. Promote Transit Service to Newcomers and Visitors

Challenges/Opportunities: For newcomers to Bella Coola or visitors of the Valley, it is challenging to find information about the transit system and how to use it. There is an opportunity to advertise transit service to this group as a way to increase awareness and ridership.

Recommended Actions:

- Provide information through a 'new residents' package with all of the information one would need when moving to the Valley. This would be led by the Central Coast Regional District.
- Provide Riders Guides to hotels in the Valley to provide to guests upon arrival. This could be coordinated with Bella Coola Valley Tourism.
- Provide information through BC Ferries and Pacific Coastal Airline to customers booking trips to Bella Coola
- The operating company has developed a one-page poster that has been posted at the bus stop in Bella Coola to let people know how they can request a pick-up. This poster could be posted at a number of different locations, including hotels and restaurants, to let newcomers and visitors know about the transit service.

2. Promote Service to Community Events

Challenge/Opportunity: A way to continue to build ridership on the system is to promote service to community events. Below is a list of the regular bus trips that are not promoted through the riders guide or website.

Bella Coola Valley Transit System Review

- **Thursday evening community supper:** Each Thursday, a free community supper is held at 6pm at a Church on the corner of Burke Avenue and Mackay Street. The bus picks up a number of customers to bring them there for the start of the supper and will bring them home after. The community supper provides community members the opportunity to connect and socialize over a hot meal.
- **Sunday afternoon farmers market (summer):** Each Sunday from May to September, the Farmers Market is held from 10am to 1pm at Lobelco Fairgrounds off of Highway 20. Though service is listed as Monday to Saturday in the Riders Guide, the bus will do a number of trips to and from the Farmers' Market on Sunday.
- **Daily trips to the community pool (summer):** The bus regularly provides service for families to get to the pool during the summer months. The pool is located off of Highway 20 and, through discussions with the Regional District, a number of children and families are walking or hitchhiking along the highway to the pool. Promotion of a regular trip to the pool would help families plan their day around the trip to the pool and minimize the amount of hitchhiking.
- **Daily trips to the Adult Day Program at the hospital:** Each day throughout the year, community members take the bus to the Adult Day Program at the Bella Coola Hospital. This program provides a range of health, social and therapeutic recreational programs for older adults.

Recommended Action:

- Update the Riders Guide to reflect the extra service and regular trips that are being provided. Formalizing this service helps connect community and helps transit riders plan their day around these trips.

3. Consistent Branding

Challenges/Opportunities: Currently, posters and flag signs are using a branding developed by the Central Coast Regional District and Bella Coola Valley Bus Company. In addition to this, information on the Central Coast Regional District's website does not include any BC Transit branding or link to the Bella Coola webpage on the BC Transit website.

As a way to maintain awareness of the BC Transit brand, consideration should be given to developing a new flag sign for the bus stop as well as posters within the community.

Recommended Action: Design a new flag sign and poster that use BC Transit brand guidelines for consistent look and feel. Update BC Transit Bella Coola webpage and provide any revised content to the Regional District to update their webpage.

SERVICE RELATED OPPORTUNITIES

4. Ferry Service Reinstated

Challenge/Opportunity: Seasonal ferry service from Port Hardy will be reinstated in Summer 2018. The ferry will run service from June through to October. As a result, there could be an increase in the number of requests for pick-ups and drop-offs at the wharf. Consideration should be given to providing a regular trip to the Wharf when a ferry is scheduled to arrive or depart.

There are a number of challenges to consider when making scheduled connections between transit and ferries including scheduling constraints for transit service, schedule changes by BC Ferries and overall on-time performance of the ferry services.

Bella Coola Valley Transit System Review

The ferry does not have a regular daily schedule as departures and arrivals are scheduled sporadically throughout the summer. See Figure 5 for ferry arrival and departure dates.

Port Hardy – Bella Coola Direct 2018 Summer Service Schedule			
BELLA COOLA DEPARTURES (BELLA COOLA TO PORT HARDY)			
Dates**	Departures	Stops/Transfers	Arrival
June: 19, 21, 23, 25, 29	7:30 AM	Non-Stop	5:30 PM
July: 3, 5, 7, 9, 13, 17, 19, 21, 23, 27, 31			
Aug: 2, 4, 6, 10, 14, 16, 18, 20, 24, 28, 30			
Sept: 1, 3, 7, 11, 13, 15, 17, 21, 25, 27, 29			
Oct: 1			
PORT HARDY DEPARTURES (PORT HARDY TO BELLA COOLA)			
Dates**	Departures	Stops/Transfers	Arrival
June: 20, 22, 24, 26, 30	7:30 AM	Non-Stop	5:30 PM
July: 4, 6, 8, 10, 14, 18, 20, 22, 24, 28			
Aug: 1, 3, 5, 7, 11, 15, 17, 19, 21, 25, 29, 31			
Sept: 2, 4, 8, 12, 14, 16, 18, 22, 26, 28, 30			

Figure 5 - BC Ferries Port Hardy to Bella Coola 2018 Summer Service Schedule

The ferry is scheduled to leave at 7:30 am which would require passenger drop-off trip at 7:15am. The arrival time is scheduled for 5:30pm, which would require a pick-up trip at 5:45pm.

Previously, before the discontinuation of ferry service in 2013, discussions with Bella Coola Valley Bus Company suggest that ferry passengers typically drove onto the ferry and did not require transit service.

If the Central Coast Regional District were to consider offering service to the ferry, it would require an expansion to the service span to include these trips. An increase of approximately 1.5 hours for each morning drop off and approximately 1 hour for each evening pick-up, or approximately 100 annual service hours. The total cost would be approximately \$6,500 or a projected local share of costs of \$2,800 once provincial cost-sharing and expected passenger revenue was factored in (see Figure 6). The challenge is that it is very expensive (approximately \$21.60 a ride) given the number of expected passengers to be carried. In addition, a robust marketing plan would have to be carried out to let passengers booking a ferry trip to or from Bella Coola know that there is transit service available. This plan would be coordinated with BC Ferries.

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	Est. Ridership	Est. Revenue	Est. Operating Costs	Est. Total Costs*	Est. Net Local Share of Costs	Est. Provincial Share of Costs*
Weekday	238	\$128	\$4,722	\$4,722	\$2,389	\$2,205
Saturdays	65	\$35	\$1,282	\$1,282	\$648	\$598
Sundays	27	\$15	\$540	\$540	\$273	\$252

Figure 6 - High Level Cost Estimates for Service to Ferry

Recommended Action: That Central Coast Hospital Board determine whether service to the ferry is a priority for the Valley and if a pilot should be initiated.

5. Consider Trial Evening Service on Select Nights

Challenge/Opportunity: Occasionally there are requests for evening service from residents. Evening service can offer tremendous community benefit in terms of access to part time jobs, travel from school extra-curricular activities, social activities and overall safety. However, it can also be very expensive to provide such service since there needs to be enough service to enable transit to and from evening activities and ridership tends to be much lower than that which occurs during the day.

In general, evening service is not common within smaller B.C. communities of populations below 10,000, with only a single system (Port Edward, population 500) offering evening service in the less than 5,000 population range and a handful of communities offering it in the 5,000-10,000 range. Where evening service does exist in smaller communities, the most common way of introducing night service is to provide it on Friday nights only and then add further evenings as ridership grows.

If the Central Coast Hospital Board were to consider offering evening service on one night per week (i.e. on Friday nights), it could be implemented through an expansion. Expansion would add four hours per week or approximately 210 hours per year. The total cost would be approximately \$13,700 or a projected local share of costs of \$5,900 once provincial cost-sharing and expected passenger revenue was factored in (see Figure 7). The challenge is that it is very expensive (approximately \$19.50 a ride) given the number of expected passengers to be carried.

	Est. Ridership	Est. Revenue	Est. Operating Costs	Est. Total Costs*	Est. Net Local Share of Costs	Est. Provincial Share of Costs*
Friday	714	\$384	\$14,165	\$14,165	\$7,167	\$6,614

Figure 7 - High Level Estimate for Friday Evening Service

Recommended Actions: That Central Coast Hospital Board determine whether evening service is a priority for the Valley and if a pilot should be initiated for the summer months when there is an increase in tourists to the Valley.

6. Williams Lake Health Connection

Challenges/Opportunities: Through discussions with stakeholders, the desire for a Health Connection transit trip to Williams Lake was brought up by a number of different stakeholders. This service would eliminate the need to fly patients to Vancouver for medical services not provided in

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Bella Coola. Through discussions with Vancouver Coastal Health, it was explained that patients are being flown out weekly and a weekly transit connection would eliminate the cost of flight and accommodation to Vancouver. The service would also provide a connection for nurses to work at both Williams Lake and Bella Coola.

The 453km trip to Williams Lake takes about 8 hours without stopping. Considering the bus would need to stop along the way, the trip would take approximately 9 hours. If this service were to pick-up passengers in communities along the way, this would require additional time, with conservative estimates of a 10-hour one-way trip. The Health Connection trip would be required to span over two days. A second bus would be required to be in service for the Health Connection trip, as a spare bus is required for the Bella Coola service.

There are a number of challenges to consider when determining whether this service is feasible. One consideration is that the service is expensive given the number of expected passengers to be carried. This cost should be compared to the current costs accrued for flying patients in and out of the Valley for medical services. Additionally, if there is a desire to stop at communities along the route, additional agreements with local governments would be required. There are also a number of risks associated with transporting passengers with medical complications long distances.

Recommended Actions: Review request with Central Coast Hospital Board to determine whether a feasibility study should be completed to assess whether this service is viable.

INFRASTRUCTURE OPPORTUNITIES

7. Maintenance Agreement

Challenges/Opportunities: One of the challenges with the current infrastructure is there is no formal agreement for the maintenance of the bus stop. Maintenance includes the upkeep in terms of garbage removal and replacement of glass panes if one is to break. Previously, the operating company has maintained the bus stop, but there is no formal agreement in place. Previously, a pane of glass needed replacing and the operating company coordinated the work. BC Transit reimbursed the operating company directly in January 2015. Typically, as with other systems, the responsibility for maintenance lies with the local government partner and paid through fares collected from the service.

Recommended Actions: It is suggested that a formal agreement be put into place to determine who should be maintaining the current and any future bus stops.

8. Installation of New Bus Stops

Challenge/Opportunity: Bus stops are where transit customers and transit vehicles meet and interact. They not only frame the transit user experience, but form the most visible fixed indicator of transit service in the community. Currently, there is one stop in downtown Bella Coola. The shelter is a BC Transit branded E-series glass shelter. The shelter is in a visible and well-lit location and provides a safe sheltered place for people to wait for the bus. Through discussions with stakeholders, a few other locations were suggested for having formal stops and shelters installed.

- **Hagensborg Store:** The Hagensborg store is one of the main stops the bus regularly makes each day. The bus currently stops at the east side of the store, closest to the

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paved sidewalk. The bus is sometimes unable to stop there as cars will park there. Formalizing this stop will ensure that the bus always has a safe place to drop off and pick up customers.

- **Four Mile:** Four Mile and the surrounding neighbourhood is another regular stop that the bus makes. Formalizing a stop here with a shelter would provide a place where people could wait for the bus as opposed to having users walk along the highway to flag down the bus.
- **Wharf:** The Wharf is another location that the bus will often frequent. There are many fishermen who ride the bus each day and request a ride from the Wharf. Providing a formal stop with either a shelter or a bench would provide a comfortable place for passengers to wait for the bus.
- **Hospital:** The Hospital was another location that was identified for a shelter. The layout of the hospital parking lot provides a challenging environment for the bus to pull in and out to let passengers board and alight. The hospital has an existing overhang, but installation of a bench could be considered for those waiting for the bus.

Recommended Action:

- Review opportunities to make use of the BC Ministry of Transportation Transit Minor Betterments Fund to improve transit system infrastructure.
- Review the BC Transit Shelter Program for opportunities to fund capital costs of bus shelters. Liaise with Regional District staff to confirm there is capacity for additional stop installations.

5.1 Summary of Recommended Actions and Suggested Next Steps

Item #	Recommended Actions	Suggested Next Steps
Marketing Ideas and Opportunities		
1	Promote Transit Service to Newcomers and Visitors	Direct staff to work with BC Transit on a marketing strategy to target newcomers and tourists to promote transit service.
2	Promote Service to Community Event	Direct staff to work with BC Transit to develop the brochure, bus poster and other materials to promote the service.
3	Consistent Branding	BC Transit staff to review marketing budget for new flag sign and development of posters that use BC Transit brand guidelines for consistent look and feel.
Service-Related Ideas and Opportunities		
4	Consider trial Ferry Service	That Central Coast Hospital Board determine whether service to the ferry is a priority for the Valley and if a pilot should be initiated for the summer of 2018.

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5	Consider Trial Evening Service on Select Nights	That Central Coast Hospital Board determine whether evening service is a priority for the Valley and if a pilot should be initiated.
6	Williams Lake Health Connection	That Central Coast Hospital Board receive the report and discuss whether a Feasibility Study should commence to assess the viability of a Health Connection to Williams Lake.
Infrastructure Ideas and Opportunities		
7	Maintenance Agreement	That Bella Coola Valley Bus Company and Central Coast Hospital Board, in coordination with BC Transit's Annual Operating Agreement, develop a maintenance agreement for the maintenance of bus stops.
8	Continue to improve infrastructure through TRAN Minor Betterments Fund & BC Transit Bus Shelter Program	That BC Transit staff continue to liaise between TRAN and local transit partners to prioritize and implement infrastructure investment. BC Transit also to determine when a shelter could be installed pending a maintenance agreement.

6.0 Conclusion

This report presents a broad variety of considerations in the areas of service, infrastructure, and marketing. BC Transit staff would be pleased to further discuss and develop any of the ideas presented in this report with local transit partners in order to assist in determining how the Bella Coola Valley Transit System can continue to evolve.

It is recommended that the Central Coast Hospital District:

- Receive this report for review and comment;
- Provide direction on whether it would like to pursue any of the recommended actions presented.