

Regular Board Meeting Agenda

Date: Thursday, July 14, 2022, 9:00 am

Member present Daniel Bertrand
Travis Hall
Jayme Kennedy
Lawrence Northeast
Samuel Schooner

Pages

A. Call to Order

Recommended Statements:

1. Acknowledgements of First Nations' Territories
2. The meeting is being recorded and the recording will be made publicly available on our website
3. The meeting is called to order at _____ a.m. on _____
4. Roll call of attending directors

B. Adoption of Agenda

B.1. Introduction of Late Items

Recommended Motion

That the Agenda be adopted as read / or amended by adding...

C. Adoption of Minutes

C.1. DATE Board Meeting Minutes

C.1.1. June 24, 2022 Special Meeting Minutes

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D. Delegation

D.1. Cariboo Chilcotin Coast Tourism Marketing Association

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Tim Milne (in person), Andre Keurbis, Chair & Glenn Mandziuk, Acting CEO

E. Bylaws and Policies

| | | |
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| E.1. | <u>Request for Decision: Repealing Centennial Pool Commission Bylaw</u> | 9 |
| E.2. | <u>Request for Direction: Board Remuneration Bylaw Updates</u> | 12 |
| F. | Operations Updates and Policy Matters Arising | |
| F.1. | <u>Administrative Services</u> | |
| F.1.1. | Election Update | 28 |
| F.1.2. | Variance Report: Jan- June 2022 | 31 |
| F.1.3. | Electoral Area Tax Report | 46 |
| F.1.4. | Electoral Area Directors Orientation Manual | 59 |
| | Alison Sayers will lead the Board on a discussion on the draft CCRD Directors Orientation Manual. | |
| F.2. | <u>Operations and Public Works Services</u> | |
| F.2.1. | Hagensborg Water System Quarterly Update | 136 |
| F.2.2. | Denny Island Water System Quarterly Update | 138 |
| F.2.3. | Bella Coola Valley Flood Risk Assessment Update | 140 |
| F.3. | <u>Leisure Services</u> | |
| F.3.1. | MRDT Decision | 142 |
| | THAT the Board of Directors of the Central Coast Regional District direct administration to send to the Cariboo Chilcotin Coast Tourism Marketing Association in support of their application to renew the MRDT. | |
| | or | |
| | Receive for Information. | |
| F.4. | <u>Transportation Services</u> | |
| F.5. | <u>Land Use and Planning Services</u> | |
| F.5.1. | Emergency Management Updates | 148 |
| F.5.2. | Referral: Goldplay Mining | 150 |
| F.5.3. | Referral: City West Connected Coast Network Corp | 153 |
| F.6. | <u>Governance</u> | |
| F.6.1. | Request for Decision: 2023 Budget Development Process | 157 |
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| F.6.3. | DIRC Minutes - June 15, 2022 | 180 |
| F.6.4. | Ocean Falls Community Revitalization Committee Meeting Minutes - June 29, 2022 | 181 |

G. Executive Reports

- G.1. Chair Jayme Kennedy
Electoral Area C
- G.2. Electoral Area A - Director Bertrand
- G.3. Electoral Area B - Director Travis Hall
- G.4. Electoral Area D - Director Northeast
- G.5. Electoral Area E - Director Schooner

H. In Camera Matters

Recommended Motion

THAT the Board of Directors of the Central Coast Regional District close the meeting to the public for the purpose of consideration of items that fall under the following sections of the Community Charter:

I. General Correspondence

- I.1. Letter from Province Regarding Wildfires 184
- I.2. Notice of Change of Status of Treaty Negotiations 186
Letter to Director Bertrand notifying of treaty developments.

J. Adjournment

Recommended Motion

THAT the meeting be adjourned.



Central Coast

REGIONAL DISTRICT

That we may be good people together

DRAFT SPECIAL BOARD MEETING MINUTES

DATE: June 24, 2022

ATTENTION

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

The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well-being of the Central Coast through the professional and efficient delivery of mandated regional and community services.

SPECIAL BOARD MEETING MINUTES – June 24, 2022

| | | |
|----------------|--|--|
| In Attendance: | Electoral Area A Electoral Area C Electoral Area D Electoral Area E | Director Daniel Bertrand Chair Jayme Kennedy Director Lawrence Northeast Director Samuel Schooner |
| Staff: | Chief Administrative Officer Recording Secretary Operations Manager Chief Financial Officer | Curtis Slingerland Evangeline Hanuse Ken McIlwain Ye-Ne Byun |

A. Call to Order

A quorum was declared, and Chair Kennedy called the meeting to order at 10:07 a.m. and acknowledged the territories of the Nuxalk Nation, Heiltsuk Nation, and Wuikinuxv Nation, and respective First Nations territories on which CCRD provides services. She advised that the meeting was being recorded and would be made available to the public on the regional district website (ccrd.ca).

B. Adoption of Agenda

22-06-01SP M/S Directors Schooner/Northeast THAT the Agenda be adopted as presented.

UNANIMOUSLY CARRIED

C. Delegation

1. EMBC Dike Assessment Project

Ryan Wainwright, David Schadt

Mr. Schadt summarized the high-water levels that prompted an overflight of orphaned dykes in the Bella Coola Valley area. The report that was delivered by the Ministry of Forests, Lands and Natural Resource Operations Region and District (FLNRORD) identified the Upper Hagensborg dike had breached and there had been significant sloughing into the river due to it. The strong recommendation from Brian Epps with FLNRORD and the flight assessor was to get an engineer to assess what kind of works should be done to ensure the structural integrity of the dike remains in tact when river flows are set to increase. This site was specifically identified as a strong energy portion as the river takes a bend. If it's not brought up to a strong level the concern is the water could divert through the woods and impact the nearby farm and highway.

Emergency Management BC (EMBC) is requesting CCRD assistance in obtaining an engineer to assess the emergency work that needs to be done for the dike repair. EMBC would reimburse these costs to the CCRD in a timely manner.

Mr. Wainwright echoed David Schadt's summary and raised the following:

This reimbursement approach to regional districts is one that EMBC has used with other orphan dike structures in the province. EMBC has worked with the Regional District of Okanagan-Similkameen (RDOS) who were very conscious about not being the owner of dike structures. EMBC will provide a letter to the CCRD assuring the CCRD that this engineer assessment has the CCRD acting as an agent of the province and that

these measures are temporary to get through the snow melt. Further, this does not imply dike ownership being transferred to the CCRD and the work is considered an emergency response measure. In mid-winter, EMBC would look at whether it is a cost-effective option to move rip rap material to the valley.

Director Northeast asked whether there is likelihood down the road that the CCRD will be held responsible for the dikes if this item raised is followed through with.

Mr. Wainwright responded that the legislation is very clear. Local governments are responsible under the Emergency Program Act to respond to emergencies and recover from emergencies. The orphan dikes issue is province wide. EMBC is not going to do a bait and switch. This is one particular high threat location that was identified by one of the provincial experts with considerable experience working in the Bella Coola Valley. Orphan dikes are a problem for the province to solve and not for local government to be drawn in to. The problem is well understood. The solutions are not clear. If in the future there is a discussion about local authorities taking over orphan structures that would have to come from a widely open pocketbook.

Director Bertrand noted the flood assessment report from 2020 and asked if there has been a comprehensive hydrological analysis as recommended in the report.

Mr. Wainwright responded that there has not been a comprehensive hydrological analysis because the current structure is that the province views this as the responsibility of local governments. Soon there will be a preparedness fund grant available for this type of thing.

22-06-02SP M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District requests Administration to proactively work with EMBC and the Nuxalk Nation in preparing for a joint application to get a hydrological analysis done. **UNANIMOUSLY CARRIED**

Mr. Wainwright pointed out that time is of the essence for this work. As far as the province is concerned, EMBC can direct award to make sure the work occurs within the public safety window. Two weeks down the road may not line up with the urgency of the report.

22-06-03SP M/S Directors Schooner/Northeast THAT the Board of Directors of the Central Coast Regional District support the engineer's report coordinated by the CCRD and direct award as necessary while putting aside the Procurement Policy. **UNANIMOUSLY CARRIED**

2. Cariboo Chilcotin Coast Tourism Marketing Association

Sydney Redpath

Ms. Redpath has been the Director of Marketing for the Cariboo Chilcotin Coast Tourism Marketing Association (CCCTMA) for 3.5 years. A briefing document and request for letter of support was sent at the last regular board meeting regarding the renewal of the Municipal and Regional District Tax (MRDT). MRDT is a 3% consumer tax applied to the sales of short-term accommodation. These funds are reserved for the uses of tourism promotion under the provincial tax code. The process of renewal the CCCTMA is required by the province and includes attaining support from eligible overnight accommodators and respective municipalities and regional districts. A submission of a 5-year strategic plan is required to submit to the province. The compilation of the strategic plan includes engagement of broader tourism industry.

The 5-year strategic plan was undertaken with significant stakeholder engagement and consultation with accommodators, tourism experience providers and community representatives involved in tourism throughout 2020

to 2022. There is ongoing and quarterly input and direction from the Cariboo Chilcotin Coast Tourism Association (CCCTA) Board of Directors and industry representative regional marketing committee including:

- live recordings of annual marketing results in 2019, 2020 and 2021 Annual General Meetings
- 21 community presentations and feedback sessions to industry across 9 regional collection areas from 2019 to 2021 both in person and virtual
- countless emails and phone calls
- in person communication with tourism businesses, accommodators and community representatives
- monthly newsletter distribution on marketing results and requests for feedback from accommodators and quarterly e-newsletter distribution
- 21 interviews with high industry stakeholders to refine feedback
- annual stakeholder satisfaction survey and open public access etc.

Members from the Central Coast were present during all the touchpoints highlighted. Director Kennedy noted that she is on the Board of the CCCTA and declared a conflict of interest in any decisions that will be made and will not vote in any resolutions but will be present during the delegation. Director Bertrand asked about certain operators in Denny Island and Ocean Fall being on the CCCTA website. Ms. Redpath responded that businesses must fill out a form on the website to be included and various businesses are currently prodded to sign up.

Director Schooner asked where the funding for the organization comes from. Ms. Redpath replied that the CCCTMA's sole funding comes from MRDT. The contract through Destination BC is on the CCCTA side. Director Schooner noted that tourism operators are struggling and asked how the 3% tax will affect businesses? Further, there is not a lot of marketing regarding the Central Coast and coastal Indigenous people. Ms. Redpath responded that the 3% is a consumer tax passed through the business and this is remitted the same as PST to the Ministry of Finance. MRDT is applicable to the majority of BC. The CCCTMA is unique in that it covers a large area.

Ms. Redpath noted that CCCTMA strives for representation. The overall illustration of engagement for the Five Year Strategic Plan included support from operators on the Central and Outer Coast. The Great Bear Tales project is online and has fantastic documentation of stories from representatives from coastal First Nations that are wonderful to watch and listen.

Director Schooner noted that the Nuxalk Nation will be looking to the government for something similar and wanted to declare a conflict. It was noted that without Chair Kennedy and Director Schooner there would not be quorum on a decision. Director Northeast requested time to think about this subject and there should be a tabling of the discussion to the next Board meeting. Ms. Redpath noted that the application for renewal is due no later than August 1, 2022.

Director Kennedy acknowledged that she has never had a customer that was concerned about the 3% tax being too much and stated that the money comes back to the region. Ms. Redpath noted that there is \$30,000 per year in marketing with Destination BC. The rationale for an MRDT program to the region was that the priorities of the contract through Destination BC and the Ministry of Tourism were changing away from marketing to destination development. Being the Destination Management Organization (DMO) for the region, it was clear that not having DMO's like other regions do that encompass municipalities, that the Cariboo Chilcotin Coast would be at a significant disadvantage when it came to marketing dollars and losing funding. Previously it was whatever the organization could scrape together and now the CCCTMA has over 1 million marketing dollars.

The Board recessed at 11:03 am

The Board reconvened at 11:15 am

3. Nuxalk Nation – Highway 20 Danger Trees

Ezra Mecham & Clayton Beier

Mr. Mecham described the area between Tatsquan Creek and Tonquin Road along Highway 20. In November 2020 there was a late Fall storm that hit which caused a heavy snow load and serious damage that took the highway out for 2 days. During that time, workers were put at risk, as well as the ambulance and highway clean up crews. Elijah Mecham spearheaded a treatment plan to address danger trees.

Mr. Beier noted the project consists of on reserve and off reserve areas. For the on-reserve portion, Indigenous Services Canada is looking to provide the entirety of funding for this portion. The off-reserve portion is still uncertain in terms of funding but BC Hydro will provide the arborists required in the BC Hydro right of way. The Ministry of Transportation and Infrastructure (MOTI) will be involved but are difficult to reach. A budget was presented on the breakdown of each stakeholder. It was recommended that the on-reserve and off-reserve portions should be done simultaneously to reduce costs. Realistically end of October and early November would be a cut off for completing the work. Mr. Beier's role in this work is project manager.

Mr. Mecham noted in 2020 that he and Hans Granander did a report for the Nation and had spent 2 days assessing potential for damage to the highway. The hospital is located downtown and this is a crucial route for the ambulance, as well as food trucks etc. The hillside of the area of concern is a foot of soil and the rest is rocks. The trees are growing on an exposed granite hillside. A huge strike zone with 40 m plus trees that could come down on Highway 20. The hope with the treatment plan is to leave as much of a juvenile and cedar component to keep slope stability rather than remove all of the timber. Slope stability will stay in tact and community use from removed timber is a potential. Further, heli-logging is the chosen option as there will not be stress on the slope itself this way. The treatment area is on the mountain side and helicopters cannot cross over the road and a nearby drop zone needs to be in place.

Director Bertrand noted that this is a provincial highway and MOTI puts a lot of money into the Coquihala and Malahat highways for example so why is MOTI not providing more money or paying for the entirety of the project? Mr. Mecham noted there has been no luck contacting MOTI. They are asking for support from the CCRD financially and need help in securing funding from different agencies through lobbying for example.

Director Bertrand offered that the Board could provide a letter of support and a last resort would be financial assistance. There is a deadline today of bringing forth advocacy items to the Union of BC Municipalities (UBCM). CAO Slingerland can make meeting request amendments and also shift priorities.

22-06-04SP M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District directs Administration to make a UBCM Minister's meeting request with MOTI in support of the Nuxalk Nation's Highway 20 tree mitigation proposal. **UNANIMOUSLY CARRIED**

D. Bylaws and Policies

1) Election and Assent Voting Bylaw No. 515

22-06-05SP M/S Directors Bertrand/Schooner THAT Bylaw 515, cited as the "Election and Assent Voting Bylaw No. 515, 2022" be now introduced and read a first time. **UNANIMOUSLY CARRIED**

22-06-06SP M/S Directors Bertrand/Schooner THAT Bylaw 515, cited as the "Election and Assent Voting Bylaw No. 515, 2022" having been given due and detailed consideration by the Board, be now read a second time. **UNANIMOUSLY CARRIED**

22-06-07SP M/S Directors Bertrand/Schooner THAT Bylaw 515, cited as the “Election and Assent Voting Bylaw No. 511, 2022” having been given due and detailed consideration by the Board, be now read a third time.
UNANIMOUSLY CARRIED

22-06-08SP M/S Directors Bertrand/Schooner THAT Bylaw 515, cited as the “Election and Assent Voting Bylaw No. 511, 2022” 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.
UNANIMOUSLY CARRIED

E. Operations Updates and Policy Matters Arising

1. Governance

1) RFD: July 14, 2022 Outer Coast Open House

22-06-09SP M/S Directors Bertrand/Northeast THAT the Directors of the Central Coast Regional District authorize Administration to conduct community engagement in the form of an open house after the Regular Board meeting on July 14, 2022 in consultation with Director Hall;

AND THAT the Directors of the Central Coast Regional District direct Administration to send a letter to the Heiltsuk Tribal Council inviting members and senior leaders to the open house.

UNANIMOUSLY CARRIED

2) Director Reimbursement Outer Coast Meeting

Director Schooner expressed that he is not willing to attend the July Outer Coast meeting without his family. To attract future Directors the CCRD should allow funds for the attendance of families. Directors should not be made to absorb expenses of taking families. Director Schooner would have to pay for accommodations for his family as well as their meal expenses if he were to attend the Outer Coast meeting.

Chair Kennedy expressed interest in what other regional districts do in terms of Director family costs and what are the costs associated with this particular case? CAO Slingerland noted that there would be no extra costs in terms of the boat travel, need an additional hotel room or two depending on who is going and what the needs are. Other expenses are food. That could align with the same as the Directors or just the core costs such as transportation and the hotel. The estimated cost of one hotel room is around \$200. Director Schooner said this childcare should also be addressed in the future. CAO Slingerland said this is covered under board remuneration bylaw which will be brought forward in the July meeting for review and comment.

22-06-10SP M/S Directors Northeast/Bertrand THAT Director Schooner be provided an additional room for his family for the Outer Coast Meeting.
UNANIMOUSLY CARRIED

3) UBCM Submission: First Nations Inclusive Governance

22-06-11SP M/S Directors Schooner/Northeast THAT the Board of Directors of the Central Coast Regional District approve the submission to UBCM of the First Nations Inclusive Governance meeting request in collaboration with the Regional District of Nanaimo and the Alberni-Clayoquot Regional District.
UNANIMOUSLY CARRIED

F. **General Correspondence**

1) **Amber Minich, Ocean Falls Improvement District**

22-06-12SP **M/S Directors Schooner/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the letter from the Ocean Falls Improvement District AND THAT this item will be tabled until the Ocean Falls Revitalization Committee’s final report is received. **UNANIMOUSLY CARRIED**

G. **Adjournment**

22-06-13SP **M/S Directors Schooner/Bertrand** THAT the meeting be adjourned.

Chair

Corporate Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: July 11, 2022 Board Meeting Date July 14, 2022

Name of person or group wishing to appear before the Board of Directors: CCCTMA
Andre Keurbis, Board of Directors Chair, Glenn Mandziuk, Acting-CEO
Tim Milne, Director Great Bear Project, CCCTA Interim Director Marketing

Address: 204-350 Barnard Street, Williams Lake, BC V2G4T9

Number of people attending: 3 Spokesperson Name: Andre Keurbis, Glenn Mandziuk, Tim Milne

Subject of presentation: Letter of support for MRDT renewal

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

Contact person (if different than above): _____

Daytime telephone number: Andre 250-217-6438 and Glenn 250-469-1033 and Tim 250-260-0096

Email address: andre@afk-consulting.com and amy@landwithoutlimits.com and tmlne@ridelounge.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.*



REQUEST FOR DECISION

To: Board of Directors, CCRD
From: Curtis Slingerland, CAO
Meeting Date: June 9, 2022
Subject: Bylaw 517 – Repeal Centennial Pool Commission

Recommendation:

1.

THAT Bylaw 517, cited as the “Centennial Pool Operations and Management Repealing Bylaw No. 517, 2022” be now introduced and read a first time.

THAT Bylaw 517, cited as the “Centennial Pool Operations and Management Repealing Bylaw No. 517, 2022” having been given due and detailed consideration by the Board, be now read a second time.

THAT Bylaw 517, cited as the “Centennial Pool Operations and Management Repealing Bylaw No. 517, 2022” having been given due and detailed consideration by the Board, be now read a third time.

THAT Bylaw 517, cited as the “Centennial Pool Operations and Management Repealing Bylaw No. 517, 2022” 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.

2.

THAT the Board of Directors of the Central Coast Regional District direct administration to prepare an advisory committee to provide advice and comment on pool operations for the 2023 season and beyond.

Issue/Background Summary:

At the Regular Board meeting on May 12, 2022 the Board of Directors of the Central Coast Regional District passed the following motion in relation to the operations of Centennial Pool:

22-05-11 M/S Directors Schlichting/Northeast *THAT the Board of Directors of the Central Coast Regional District repeals Bylaw 277: A Bylaw to establish a Commission for the Centennial Pool operation and management for Electoral Areas C, D, and E of the Central Coast Regional District, thereby authorizing CCRD Administration to directly oversee pool operations and management.*

UNANIMOUSLY CARRIED

Administration has prepared the bylaw to repeal the Pool Commission and has taken over direct management of pool operations. Pool operations are now directly run by the Recreation Coordinator with oversight from the Operations Manager.

Discussion

The repeal of *Central Coast Regional District Centennial Pool Operations and Management Amending Bylaw No. 263, 1996* and *Central Coast Regional District Centennial Pool Operations and Management Bylaw No. 277, 1994* will formalize the direct management of the pool operations by the CCRD.

An advisory committee has been requested by the former pool commissioners in their letter to the Board. With operations for the 2022 underway, it is not recommended that an advisory committee be established this late in the season. If the Board desires public advice and participation in the process, an advisory committee would be an effective avenue to garner that feedback.

If the Board is in favor of establishing an advisory committee for the 2023 season and beyond, administration would return to the Board with the committee's terms of reference and start recruitment in the spring of 2023. If the Board does not wish to establish a committee, then operations would continue based on the approved budget and available programming capabilities.

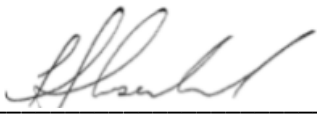
Financial/Budgetary Implications:

Establishing a committee to provide comments and oversight to pool operations will be a significant draw on staff time for the Recreation Coordinator. The Recreation Coordinator will need to be hired earlier than in previous years so that schedules, training plans, and programming reports can be developed and presented to the committee. Corporate administration will need to support the Recreation Coordinator and in bringing the recommendations towards the Board.

Options to Consider:

1. The Board could choose to not repeal the bylaws and direct administration to re-establish the Centennial Pool Commission.
2. The Board could opt to not establish an advisory committee for the pool.

Respectfully Submitted by: _____



Curtis Slingerland, Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 517

Being a bylaw to repeal the Centennial Pool Operations and Management Bylaw No. 227 and amending Bylaw 263, in order to dissolve the Centennial Swimming Pool Commission

WHEREAS the Board of the Directors of the Central Coast Regional District established the Centennial Swimming Pool Commission by Bylaw 277 in 1994;

AND WHEREAS the Board of Directors of the Central Coast Regional District amended Bylaw 227 by Bylaw 263 in 1996;

AND WHEREAS the Board of Directors of the Central Coast Regional District wishes to disband the Centennial Swimming Pool Commission at the request of the Commission;

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

1. Bylaw 277 cited as the “Central Coast Regional District Centennial Pool Operations and Management Bylaw No. 277, 1994” is hereby repealed.
2. Bylaw 263 cited as the “Central Coast Regional District Centennial Pool Operations and Management Amending Bylaw No. 263, 1996” is hereby repealed.
3. This bylaw may be cited for all purposes as “Centennial Pool Operations and Management Repealing Bylaw No. 517, 2022.”

READ A FIRST TIME THIS day of , 2022

READ A SECOND TIME THIS day of , 2022

READ A THIRD TIME THIS day of , 2022

ADOPTED this day of , 2022

Chair

Chief Administrative Officer

I hereby certify that the above is a true and correct copy of Bylaw 517, cited as “Centennial Pool Operations and Management Repealing Bylaw No. 517, 2022.”

Chief Administrative Officer



REQUEST FOR DIRECTION

To: Board of Directors, CCRD
From: Curtis Slingerland, CAO
Meeting Date: July 14, 2022
Subject: Board Remuneration

Recommendation:

THAT the following changes be made to the remuneration bylaw and brought back for adoption prior to the local government elections:

Issue/Background Summary:

The Central Coast Regional District Bylaw No. 477 was adopted last in 2017, with no amendments since that adoption.

There are five attachments for the Board's consideration

- 1) The Current Board Remuneration Bylaw.
- 2) A proposed bylaw using the current model of remuneration with Local Work Assignments, with updated changes to expenses.
- 3) A proposed bylaw using a new model of remuneration based on monthly stipends to all Directors, and updated changes to expenses.
- 4) A table that details the differences between the options.
- 5) A Policy for increasing Board remuneration annually.

Board Remuneration

For the Board's consideration, the two policies proposed increase the stipends per inflation. Option 2 is an attempt to incorporate the Local Work Assignments into the remuneration.

While Board meetings are a good determination of work, there is likely much more work outside Board meetings that Directors undertake that do not necessarily get compensated under the current structure. A monthly stipend system would alleviate this.

Currently there are 12 scheduled meetings for the CCRD in 2022 and that is what the monthly stipend was based on (as well as the LWA). Some months have several meetings, other months do not have a meeting scheduled. For unscheduled meetings or future committee meeting (i.e. Special Meetings), it is suggested there be a small stipend to cover any unplanned meetings. \$150 a meeting is suggested under Option 2.

There is additional language on annual increases and attaching them to inflation. A policy attached details how this process might play out. Annual increases allow for an automatic increase that can aid in keeping Board Remuneration from falling to far below an appropriate level and are minimal administrative work. Remuneration should still be reviewed periodically (as inflation isn't a perfect indicator of work load), but an annual increase allows for remuneration to stay at a reasonable level.

Expenses

The Expense portion of the bylaw is same for both options. The proposed policies increase cell reimbursement and add a technology portion. The Technology portion provides \$1,000 once a term for a Director to purchase a computer for Regional District business. There is an additional \$300 a year provided for IT support.

There is also an increase to childcare subsidies, and expansion to conferences as well. Finally, there is a clause that allows for the use of childcare subsidies for expenses to have a child attend a conference if a suitable caregiver cannot be found. The cost would be the same but provides additional options to those that must care for children.

Finally, a clause was added that limits expenses to what is budgeted for a Director. This allows the Board each year to determine reasonable expense limits.

General

These policies are completely optional by the Board. They can even act as a 'buffet' of options for the Board to pick and choose which they think make the most sense. For example, you may wish to have updated expenses but the current remuneration model. The policies are offered as options that might be of interest to the Board.

Implementation

It is recommended that the new remuneration system come into effect when practicable, or set to align with the new Board after the local government elections this year. A committee rate would be recommended to limit the expenses that could be incurred from a potential budget committee.

Policy, Bylaw or Legislation:

CCRD Bylaw No. 477, 2017 - the current source of authority for remuneration of Directors and Expenses.

Community Charter S.104 (1) (c) – allows for Directors to vote on issues related to remuneration, expenses and benefits payable to one or more member in relation to their duties as a member.

Financial/Budgetary Implications:

Depending on the actions taken by the Board in consideration of the above recommendations, there is likely to see an increase in costs.

Time Requirements – Staff and Elected Officials:

No substantial impact for either party.

Options to Consider:

There are several options available to the Board as discussed above. The Board has wide discretion on how to set remuneration and expense reimbursement and can choose some of these recommendations, all of them or none of them.

Respectfully Submitted by: 
Curtis Slingerland, Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO.XXX

CCRD BOARD REMUNERATION AND EXPENSES BYLAW SCHEDULE 'A'

For the purposes of this bylaw

‘Out of Town Representation’ means an event that requires the Director attend as part of their Director duties to the Central Coast Regional District and is located at least 100 kilometers from their usual residence.

‘Childcare’ means care for a child of the age 12 years or younger, or in the case the Director has provided information to the CCRD entailing need for care of someone older.

BOARD MEMBER REMUNERATION:

| | | |
|--|-----------------------------------|-------|
| 1. Monthly Stipend: | Chair | \$690 |
| | CCRHD Chair | \$85 |
| 2. Board Meeting Stipend: | Vice Chair (when acting as Chair) | \$515 |
| | Director (or alternate director) | \$460 |
| 3. Local Work Assignments for which a prior consensus of the Board has been reached: | | |
| | Per hour | \$41 |

It is the responsibility of individual directors to report local work assignments to the Chief Administrative Officer for reporting to the board of directors.

| | | |
|--|---------|-------|
| 4. Attendance at Conventions (AVICC, UBCM, etc): | | |
| | Per Day | \$290 |

(for which a prior consensus of the Board has been reached)

| | | |
|---|--------------|-------|
| 5. Out of Town Representation: | | |
| | Per Day | \$290 |
| 6. Travel for Out of Town Representation: | | |
| | Per Half Day | \$145 |
| | Per Full Day | \$290 |

7. Board Member Remuneration will be reviewed and increased by CPI (as per policy) and effective every January.

REIMBURSEMENT FOR EXPENSES:

Travel Expenses

8. All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted. Prior arrangements may be made to have registration fees, air travel and/or accommodation expenses paid directly by the regional district, in which case no reimbursement shall be made to the director.
9. A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to regional district business. The private accommodation rate is \$50/night.
10. For full days, directors may claim a per diem of \$100 which includes all meals plus \$11 for incidentals.

The daily allowance for meals includes:

- a) \$22 for breakfast,
- b) \$27 for lunch and
- c) \$40 for the evening meal

In order to claim a meal allowance, the Director must be away from home on regional district business for the entire period noted beside the applicable meal. For clarity, meals for Electoral Area Directors for areas A and B will be paid at actual costs by the regional district when they are in Bella Coola on regional district business.

When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed. Where meals are provided, there is no reimbursement if the director chooses to eat elsewhere.

11. Automobile travel shall be reimbursed as per Canada Revenue Agency's Automobile Allowance Rates in effect at the time of travel. It is the responsibility of individual directors to report actual travel distance to the Chief Administrative Officer for reimbursement.

The Director for Electoral Area A shall be provided with the opportunity for one trip annually to attend other communities in the electoral area at the expense of the regional district. Total expenses for this trip are limited to a maximum of \$1,000.

The amount compensated for automobile travel outside the regional district shall not exceed the amount that would be compensated for air travel to the same destination.

Where travel expense is reimbursed to this office that exceeds our kilometre rate, our kilometre rate shall be used for reimbursement to directors or committee/commission members. Any remaining balances will be credited to the administrative travel account.

For attendance at conventions, if requested, an advance may be made.

12. Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.
13. The sum of \$1,000.00 will be paid to each director when they take office, either at the beginning of the term or after being installed after a by-election, in expectation of purchasing a computer capable of conducting Regional District business. Additionally, \$300/year will be made available to the Directors for any maintenance for their computer. Any software required by the director will be provided or paid for by the Director. The director must purchase a computer capable of conducting Regional District Business.
14. The sum of \$60 per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.
15. The sum of \$90 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.
16. A child care subsidy, to a maximum of \$75 per board meeting will be provided to directors in recognition of child care costs incurred for attendance at regular board meeting, if applicable.
17. For the purposes of conferences, a childcare subsidy up to a maximum of \$75 per day will be provided to directors in recognition of child care costs incurred for attendance at those conferences, if applicable.
18. If a Director is unable to find a suitable caregiver for the purposes of conferences, the Director may use the \$75 per day subsidy may used towards costs associated with having a dependant travel with the Director.
19. Reimbursement for remuneration and expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

20. All expense reimbursement will only be paid to the extent that it has been budgeted annually for the Director. If a Director requests expenses reimbursement beyond what has been budgeted for that year, the request must be approved by the Board.

For clarity, directors are paid the following items on board meeting day and signed expense vouchers are not required for reimbursement:

- i. Board meeting stipend and monthly allowances;
- ii. 2(f) costs associated with technology;
- iii. 2(g) the directors' cellular phone and internet allowance;
- iv. 2(h) the Chair's cellular phone and internet allowance.

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO.XXX

CCRD BOARD REMUNERATION AND EXPENSES BYLAW SCHEDULE 'A'

For the purposes of this bylaw

'Out of Town Representation' means an event that requires the Director attend as part of their Director duties to the Central Coast Regional District and is located at least 100 kilometers from their usual residence.

'Childcare' means care for a child of the age 12 years or younger, or in the case the Director has provided information to the CCRD entailing need for care of someone older.

BOARD MEMBER REMUNERATION:

| | | |
|---|----------------------------------|-------|
| 1. Monthly Stipend: | Chair | \$800 |
| | CCRHD Chair | \$90 |
| | Vice Chair | \$575 |
| | Director | \$525 |
| | Alternate Director (per meeting) | \$460 |
| 2. Attendance at Conventions (AVICC, UBCM, etc): | | |
| | Per Day | \$290 |
| (for which a prior consensus of the Board has been reached) | | |
| 3. Special Meetings of the Board/ Committee meetings | | |
| | Per Meeting | \$150 |
| 4. Out of Town Representation: | | |
| | Per Day | \$290 |
| 5. Travel for Out-of-Town Representation: | | |
| | Per Half Day | \$145 |
| | Per Full Day | \$290 |
| 6. Board Member Remuneration will be reviewed and increased by CPI (as per policy) and effective every January. | | |

REIMBURSEMENT FOR EXPENSES:

Travel Expenses

7. All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted. Prior arrangements may be made to have registration fees, air travel and/or accommodation expenses paid directly by the regional district, in which case no reimbursement shall be made to the director.
8. A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to regional district business. The private accommodation rate is \$50/night.
9. For full days, directors may claim a per diem of \$100 which includes all meals plus \$11 for incidentals.

The daily allowance for meals includes:

- a) \$22 for breakfast,
- b) \$27 for lunch and
- c) \$40 for the evening meal

In order to claim a meal allowance, the Director must be away from home on regional district business for the entire period noted beside the applicable meal. For clarity, meals for Electoral Area Directors for areas A and B will be paid at actual costs by the regional district when they are in Bella Coola on regional district business.

When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed. Where meals are provided, there is no reimbursement if the director chooses to eat elsewhere.

10. Automobile travel shall be reimbursed as per Canada Revenue Agency's Automobile Allowance Rates in effect at the time of travel. It is the responsibility of individual directors to report actual travel distance to the Chief Administrative Officer for reimbursement.

The Director for Electoral Area A shall be provided with the opportunity for one trip annually to attend other communities in the electoral area at the expense of the regional district.

The amount compensated for automobile travel outside the regional district shall not exceed the amount that would be compensated for air travel to the same destination.

Where travel expense is reimbursed to this office that exceeds our kilometre rate, our kilometre rate shall be used for reimbursement to directors or committee/commission members. Any remaining balances will be credited to the administrative travel account.

For attendance at conventions, if requested, an advance may be made.

11. Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.
12. The sum of \$1,000.00 will be paid to each director when they take office, either at the beginning of the term or after being installed after a by-election, in expectation of purchasing a computer capable of conducting Regional District business. Additionally, \$300/year will be made available to the Directors for any maintenance for their computer. Any software required by the director will be provided or paid for by the Director. The director must purchase a computer capable of conducting Regional District Business.
13. The sum of \$60 per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.
14. The sum of \$90 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.
15. A childcare subsidy, to a maximum of \$75 per board meeting will be provided to directors in recognition of child care costs incurred for attendance at regular board meeting, if applicable.
16. For the purposes of conferences, a childcare subsidy up to a maximum of \$75 per day will be provided to directors in recognition of childcare costs incurred for attendance at those conferences, if applicable.
17. If a Director is unable to find a suitable caregiver for the purposes of conferences, the Director may use the \$75 per day subsidy may used towards costs associated with having a dependant travel with the Director.
18. Reimbursement for remuneration and expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.
19. All expense reimbursement will only be paid to the extent that it has been budgeted annually for the Director. If a Director requests expenses reimbursement beyond what has been budgeted for that year, the request must be approved by the Board.

For clarity, directors are paid the following items on board meeting day and signed expense vouchers are not required for reimbursement:

- i. Board meeting stipend and monthly allowances;
- ii. 2(f) costs associated with technology;
- iii. 2(g) the directors' cellular phone and internet allowance;
- iv. 2(h) the Chair's cellular phone and internet allowance.

Comparative of Remuneration Models

| | <u>Current</u> | <u>Option 1</u> | <u>Option 2</u> |
|--|--|--|-----------------------------------|
| Chair | Monthly Stipend of \$600 + Local Work Assignment of \$36/hour | Monthly Stipend of \$690 + Local Work Assignment of \$41/hour | Monthly Stipend of \$800 |
| CCRHD Chair | Monthly Stipend of \$75 | Monthly Stipend of \$85 | Monthly Stipend of \$90 |
| Vice Chair | Board Meeting Stipend of \$450 (When Acting as Chair) + LWA of \$36/hour | Board Meeting Stipend of \$515 (When Acting as Chair) + LWA of \$41/hour | Monthly Stipend of \$575 |
| Director | \$400 a meeting stipend + LWA of \$36/hour | \$460 a meeting stipend + LWA of \$41/hour | Monthly Stipend of \$525 |
| Alternate Director | \$400 a meeting stipend | \$460 a meeting stipend | \$460 a meeting stipend |
| Convention Attendance | \$250 per day | \$290 per day | \$290 per day |
| Unscheduled Meetings / Committee Meetings | Would fall under normal Board Meeting Stipend | Would fall under normal Board Meeting Stipend | \$150 a meeting stipend |
| Out of Town Representation | \$250 per day | \$290 per day | \$290 per day |
| Travel for Out of Town Representation | \$125 per half day, \$250 per day | \$145 per half day, \$290 per day | \$145 per half day, \$290 per day |
| Annual Increase | None | CPI Increase | CPI Increase |

Comparative of Expense Models

| | <u>Current</u> | <u>Proposed</u> |
|--|----------------------------------|---|
| Technology | \$300/year for printing expenses | \$1,000 per term for purchase of computer; \$300/year for IT maintenance |
| Director Cell | \$50/month | \$60/month |
| Chair Cell | \$75/month | \$90/month |
| Childcare | \$50/board meeting | \$75/board meeting |
| Childcare - Conferences | Not currently recognized | \$75/day |
| Travel - Caregiver | Not currently recognized | Use of Childcare - Conferences |
| Overall Expense limit to be established as part of Budget | Not currently in bylaw | Expense limit established in budget for Director. Requests beyond that limit must be approved by Board. |

A-XX Board Annual Raise Policy

Purpose: The purpose of the Board Annual Raise Policy is to ensure that remuneration for members of the Board is adjusted on an annual basis to keep pace with inflation.

For purposes of Board remuneration, CPI will be calculated using the B.C. Consumer Price Index increase from October to October. In order to maintain consistent data, the following website and table will be used:

www.statcan.gc.ca

Consumer Price Index

Consumer Price Index by Province, and for Whitehorse, Yellowknife and Equaliuit.

If the CPI is negative, remuneration will be red circled and the negative percentage will be deduced from a future raise when the CPI is positive.

Example:

CPI is -1.1% - Remuneration red circled.

Following Year CPI is 2%. Minus 1.1% and remuneration recommendation would be .9%.

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 477, 2017

CCRD BOARD REMUNERATION AND EXPENSES BYLAW

Being a bylaw to establish remuneration and provide for reimbursement of expenses for the CCRD board of directors.

WHEREAS the **Board of Directors of the Central Coast Regional District is authorised by to provide for the payment of remuneration and expenses to the Board associated with carrying out regional district business, provided such remuneration is consistent with the annual financial plan;**

AND WHEREAS the board of directors has deemed it necessary to update the rate structure and expenses allowed from time to time;

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

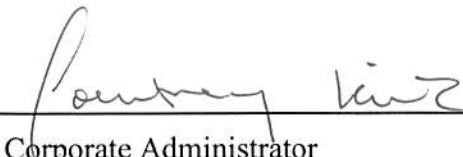
1. Bylaw 442 cited as the "CCRD Remuneration and Expenses Bylaw No. 442, 2014" is hereby repealed.
2. Remuneration shall be paid and expenses reimbursed to members of the Regional Board consistent with Schedule 'A' attached hereto and forming part of this bylaw;
3. This bylaw may be cited as "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017".

READ A FIRST and SECOND time this 12th day of October, 2017.

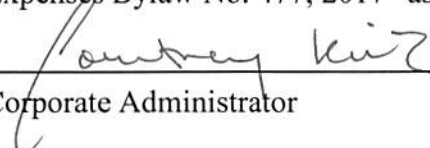
READ A THIRD time this 9th day of November, 2017

ADOPTED this 14th day of December, 2017


Chair


Corporate Administrator

"Certified a true copy of Bylaw No. 477, 2017 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017" as adopted on December 14, 2017."


Corporate Administrator

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 477
CCRD BOARD REMUNERATION AND EXPENSES BYLAW
SCHEDULE 'A'

1. **BOARD MEMBER REMUNERATION:**

- a) Monthly Allowance: Chair.....\$600
CCRHD Chair \$75
- b) Board Meeting Stipend: Vice Chair (when acting as Chair)..... \$450
Director (or alternate director)..... \$400
- c) Local Work Assignments for which a prior consensus of the Board has been reached:
Per hour..... \$36

It is the responsibility of individual directors to report local work assignments to the Chief Administrative Officer for reporting to the board of directors.

- d) Attendance at Conventions (AVICC, UBCM, etc): Per Day..... \$250
(for which a prior consensus of the Board has been reached)
- e) Out of Town Representation: Per Day..... \$250
- f) Travel for Out of Town Representation: Per Half Day..... \$125
Per Full Day..... \$250

2. **REIMBURSEMENT FOR EXPENSES:**

- a) All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted. Prior arrangements may be made to have registration fees, air travel and/or accommodation expenses paid directly by the regional district, in which case no reimbursement shall be made to the director.
- b) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to regional district business. The private accommodation rate is \$50/night.
- c) The daily allowance for meals includes \$22 for breakfast, \$27 for lunch and \$40 for the evening meal provided such meals have not been provided as part of a convention or other event. Where meals are provided, there is no reimbursement if the director chooses to eat elsewhere. For full days, directors may claim a per diem of \$100 which includes all meals plus \$11 for incidentals.

In order to claim a meal allowance, the Director must be away from home on regional district business for the entire period noted beside the applicable meal. For clarity, meals for Electoral Area Directors for areas A and B will be paid at actual costs by the regional district when they are in Bella Coola on regional district business.

When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed.

- d) Automobile travel shall be reimbursed as per Canada Revenue Agency's Automobile Allowance Rates in effect at the time of travel. It is the responsibility of individual directors to report actual travel distance to the Chief Administrative Officer for reimbursement.

The Director for Electoral Area A shall be provided with the opportunity for one trip annually to attend other communities in the electoral area at the expense of the regional district.

The amount compensated for automobile travel outside the regional district shall not exceed the amount that would be compensated for air travel to the same destination.

Where travel expense is reimbursed to this office that exceeds our kilometre rate, our kilometre rate shall be used for reimbursement to directors or committee/commission members. Any remaining balances will be credited to the administrative travel account.

- e) For attendance at conventions, if requested, an advance may be made.
- f) Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.
- g) The sum of \$300.00 will be paid to each director annually, in May, in recognition of costs associated with paper and printer supplies.
- h) The sum of \$50 per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.
- i) The sum of \$75 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.
- j) A child care subsidy, to a maximum of \$50 per board meeting will be provided to directors in recognition of child care costs incurred for attendance at regular board meeting, if applicable.
- k) Reimbursement for remuneration and expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

For clarity, directors are paid the following items on board meeting day and signed expense vouchers are not required for reimbursement:

- i. 1(a) Board meeting stipend and monthly allowances;
- ii. 2(f) costs associated with paper and printing supplies;
- iii. 2(g) the directors' cellular phone and internet allowance;
- iv. 2(h) the Chair's cellular phone and internet allowance.



To: Curtis Slingerland, CAO

CC: Board of Directors, CCRD

From: Evangeline Hanuse

Meeting Date: July 14, 2022

Subject: 2022 Local Government Election Update

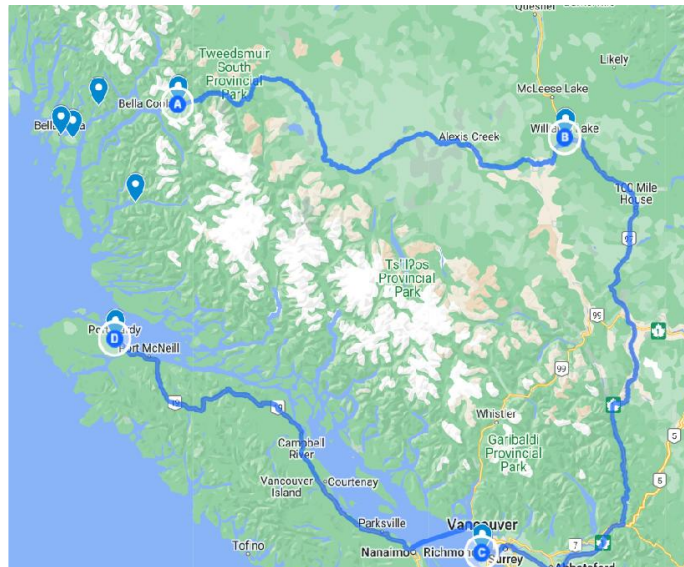
Issue/Background Summary:

Nomination documents

The nomination period for the 2022 Local Government Elections is from Tuesday, August 30, 2022 at 9:00 am to Friday, September 9, 2022 at 4:00 pm. The unique nature of the Central Coast mail system means that candidates should submit their paperwork as soon as possible for it to arrive on time if being sent in the mail. For example, if someone in Bella Coola were to mail a letter out to Bella Bella, the letter would travel via highway to Williams Lake, on to Richmond, then Port Hardy and then would make its way to Bella Bella via airplane.

Sending a package Xpresspost may not make a difference as well due to the mail truck arriving and then leaving 3x per week into Bella Coola pending on the highway being fully open and navigable. During this time period there will also be a statutory holiday on Monday, September 5th (Labour Day). Nominees can email or fax nomination documents to the Chief Election Officer by the deadline of September 9, 2022 by 4:00 pm but the original nomination papers **must** be received by the Chief Election Officer or Deputy Chief Election Officer by 4:00 pm on Friday, September 16th.

This information will be relayed in newspaper ads and on the CCRD website to ensure clarity on the unique situation of the Central Coast. Candidates will be encouraged to submit paperwork early to above any issues.



Candidate Information

According to the Government of BC website:

“To be eligible to run for local government office in a general local election or a by-election, a person must meet certain eligibility requirements. They do not have to live or own property in the local government where they are running for office.

To be eligible to run for office, a person must:

- Be 18 years of age or older on general voting day
- Be a Canadian citizen
- Have been a resident of British Columbia for at least six months immediately before filing nomination documents
- Not be disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding office, or be otherwise disqualified by law

A person is ineligible to run for office in a general local election or by-election if they:

- Have been convicted of and sentenced for an indictable offence and are in custody
- Have been found guilty of an election offence, such as intimidation or vote-buying, and are prohibited from holding office
- Are judges of the Provincial Court, Supreme Court or Court of Appeal
- Are involuntarily confined to a psychiatric facility or other institution
- Have been disqualified for specified reasons such as failing to:
 - File a candidate disclosure statement in a previous election
 - Make an oath of office
 - Attend local government meetings in the manner and frequency required by the *Community Charter*
- Been disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or from being nominated for, being elected to or holding the office, or be otherwise disqualified by law”

Further, “Prospective candidates for local government office must be nominated, consent to the nomination, submit nomination documents, pay a nomination deposit (if applicable) and submit a financial disclosure statement that details their corporate and personal holdings to run for local office.”

Important Dates

As a reminder, other deadlines to note include the following:

| | |
|---------------------------|---|
| September 9, 2022 | Nomination period ends at 4 pm – Declaration of Candidates to be announced |
| September 13, 2022 | 4 pm deadline for the challenge of nominations |
| September 14, 2022 | Last day to meet the 30-day requirement for non-resident property owners to register on general voting day (October 15, 2022) |
| September 16, 2022 | 4 pm deadline for candidates to withdraw |

- October 5, 2022** Required advance voting opportunity (according to legislation)—8 am to 8 pm
- October 15, 2022** General voting day – 8 am to 8 pm
8 pm deadline for Chief Election Officer to receive mail ballots

Additional Information:

- The two nominators have to be eligible electors in the electoral area in which the candidate is running. For example, a person living in Electoral Area D can run in Electoral Area C but the nominators have to be residents or own property in Electoral Area C. It is up to the candidate to ensure that the nominators are eligible electors.
- This year there will be same day voter registration. To register on voting day, eligible resident electors are required to show two pieces of identification that proves who they are and where they live. If neither piece of identification shows the elector’s residential address, they may make a solemn declaration as to their place of residence.
- There are no restrictions regarding who can request a mail ballot. To do this a voter will give their name and address to the Chief Election Officer 30 days before general voting day until 4:00 pm on Thursday, October 13, 2022, two days before general voting day.

Local Elections Legislation:

- *Local Government Act*
- *Local Election Campaign Financing Act*
- *Community Charter*
- *Vancouver Charter*
- *School Act*
- *Offence Act*

The following report and its information will be added to the election page on the CCRD website (<https://www.ccrd.ca/governance/2022-local-elections>). The public is encouraged to regularly check the website for updates.

Submitted by: *Evangeline Hanuse*
Evangeline Hanuse, Corporate Officer

Approved by: *Curtis Slingerland*
Curtis Slingerland, Chief Administrative Officer



FINANCIAL SERVICE REPORT

To: Curtis Slingerland, Chief Administrative Officer

From: Ye-Ne Byun, Chief Financial Officer

Meeting Date: July 14, 2022

Subject: Budget vs Actual Variance Report January – June, 2022

Background:

COVID-19 has the regional district continuing to operate in a context of uncertainty, and the pandemic continues to have a financial impact on the CCRD, particularly the Bella Coola Airport service. There is still a long way to go to reach a normal state of affairs but the forecast for the evolution in passenger numbers gives good reason to be optimistic.

The finance department has been faced with significant extra workload due to the conversion of the Hagensborg Waterworks and Fire Protection District to the services of the regional district. To mitigate the transition and to be stabilized, training will begin in July with the hiring of a new full time Accounting Clerk and having hired the temporary clerk to assist in the onboard process.

Water billings and fire tolls billings for Bella Coola Townsite and Hagensborg were completed in early July and the new rates were applied in accordance with bylaw #508 and #510 adopted by the board of directors in December 2021 and February 2022.

Staff have identified a few services which will begin to run into significant budgetary challenges over the next few years. A budget committee will be recommended to create a working group to recommend solutions the board to address those challenges.

Grant Funded Projects Administered Under the Service:

Approximately 23 separate grants are under financial administration in 2022, representing 80% of total revenues. This is in addition to the 24 mandated functions and services already under financial administration.

Board Priorities - Service Specific Progress of CCRD Strategic Plan 2019 – 2022:

The Board began the process of re-imagining the strategic plan during a special workshop for the same on July 27 and 28, 2020. The Board adopted the CCRD 2019-2022 Strategic Plan amendments later in the October 8, 2021 meeting, arising from COVID-19 related resourcing and capacity constraints and therefore the 2022 annual budget aligns with the Board's updated priorities.

Financial service aligns with the regional district strategic goals and priorities to foster sustainable wellbeing through the efficient delivery of mandated regional/community services; In particular, "Goal #1 – Good Governance and Administration – Fostering efficiency in Service Delivery" is well supported by financial service.

**Central Coast Regional District
Financial Variance Report
January – June 2022**

Financial/Budgetary:

Budget Variance Report for the period January to March, 2021 is attached. The board adopted the Five-Year Financial Plan for the period 2022 – 2026 in March 2022.

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

Financial service is an important and key component to all services and functions and is a significant part of apportioned administration. The department strives to ensure that the regional district maintains a high degree of integrity and compliance within the organization. This is necessary to ensure our communities and neighborhoods continue to benefit from the services provided.

CCRD Mandate for Service Delivery:

Financial services are a core component of the delivery of all services and functions of the regional district as regulated by our own policies and procedures, the Local Government Act and other provincial and federal legislation.

Respectfully Submitted by:

Ye-Ne Byun
Ye-Ne (Sandra) Byun, Chief Financial Officer

Approved by:


Curtis Slingerland, Chief Administrative Officer

**Central Coast Regional District
Financial Variance Report
January – June 2022**

Budget Variance Report: July 2022

The figures reflect that some of revenues and expenditures remain unreceived and unspent, but also shows that progress is being made.

REVENUE

Overall, revenues are at 44% of budget which is on target given that we are currently half of the way through the year.

Property taxation

Property taxation revenues are recorded, although the actual funds will not be transferred from the province until the end of July or early August.

Regional District Basic Grant

The Basic Grant (\$200,000) has now been received.

The Nuxalk Nation contributions to landfill operations

Per the agreement, the first and second quarter of Nuxalk Nation contributions revenue have been recognized. It reflects the period January to June, 1/2 of the annual budget.

User fees

User fees are in line with projections.

- The user fee revenue for recreation programs has already exceed the budget but the swimming pool user fee revenue has not yet incurred as the pool didn't open to the public until the beginning of July.
- The airport user fee revenue is currently at 41% of budget.
- The user fees from landfill operations are at 34% of budget.
 - It is behind budget projections only temporarily since the entries for June landfill charges have not yet been made at the time of writing.
- The Bella Coola Waterworks water toll revenue (\$59,000 against a budget of \$60,000) and the Hagensborg Waterworks water toll invoices has been recorded (\$92,000 against a budget of \$94,000).
- The fire tolls billing for the Hagensborg Fire Protection and Bella Coola Townsite has been entered and was mailed at the beginning of July. We anticipated \$38,000 revenue from both of the services.

Provincial/Federal/Other Grant revenue

Provincial/Federal Grant revenue is below budget due in part to annual contributions not yet being received from the Gas Tax Agreement for the Community Works Fund. We will receive the funding in July and November pursuant to our agreement with UBCM. There will a \$154,000 shortfall in grant revenue from UBCM for Indigenous Cultural Safety and Cultural Humility Training and CCRD Costal CWPP Project as the funding programs were ended.

The following program actual revenue is in line with budget projections:

- Strategic Priority Funding for Denny Island Water (\$1.4 million) and for the Swimming Pool (\$2.7 million) has been deferred from 2021. Likewise, provincial grant for the Bella Coola

**Central Coast Regional District
Financial Variance Report
January – June 2022**

Valley Risk Assessment and Flood Modeling (\$450,000 as also deferred and recorded a revenue in 2022. Funding for the Hagensborg Waterworks Potable Water project (\$1.45 million) has been deferred from 2021 and recorded as revenue in 2022.

- The swimming pool also received \$991,000 from the Community Economic Recovery Infrastructure Program as it has not been expended and has been deferred from 2021.
- The CCRD was awarded a grant of \$563,000 from the province for Replacement of Gas Fuelling System at the Bella Coola Airport and \$51,000 was spent on professional fees for the project in 2021 and the remaining funds \$512,000 were deferred from 2021.
- Funding (\$40,000) has been received from the province for a study to assess options for governance of the converted services has not progressed since there was no response received to the Request for Proposals in 2021. It has been deferred from 2021 and recorded as revenue in 2022.
- \$176,000 grant funding was deferred from 2021 which includes funding
 - from Rural Dividend for tourism and capacity development
 - from Rural Dividend for Regional Connectivity project
 - from NDIT for Love Northern BC grants
 - from Vancouver Coastal Health for the Active Communities Project on Denny Island- We completed the project at the beginning of 2022.

Budget revenue not yet received includes:

- Great Bear Playground (\$613,810 of \$902,000);
- the Regional Air Transportation Initiative Program for Bella Coola Airport Terminal Renovation (\$328,000)
- Organics Infrastructure Program at the Thorsen Creek Waste and Recycling Centre (\$98,000);
- Centennial Pool Renewal grant from Northern Development Initiative Trust (NDIT) (\$250,000);
- Grant Writer funding from NDIT (\$8,000)
- Economic Development Capacity Funding from NDIT (\$50,000)

**Central Coast Regional District
Financial Variance Report
January – June 2022**

EXPENDITURES

Overall, expenditures are at 11% of budget.

Administrative Services

Community Works Fund

There have been no funds expended so far this year.

\$777,500 has been set aside for:

- Centennial pool retrofit project
- Denny Island water system project
- 5-year effectiveness review of the CCRD Solid Waste Management Plan
- Updating Official Community Plan
- Asset management planning
- Implementing a new accounting standard (Asset Retirement Obligations)
- Advancing the groundwater monitoring portion of the Landfill Development, Operation and Closure Plan.

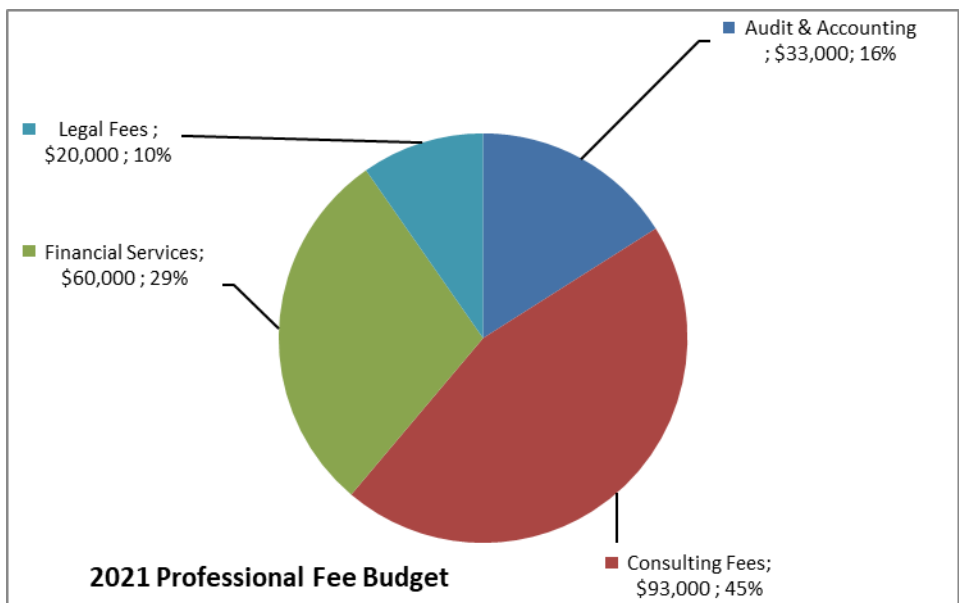
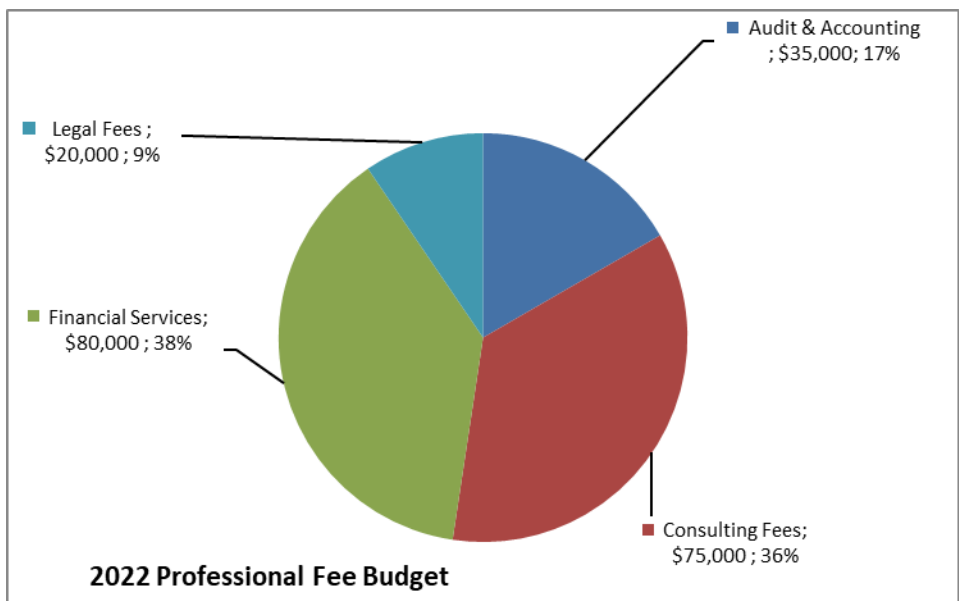
Feasibility Studies

Feasibility studies have been put on hold due to the realignment of Board priorities in the October, 2021 amendment to the Strategic Plan arising from COVID-19 related resourcing and Capacity constraints. Remaining funds (\$18,000) will carry over and be available for the Planned studies in 2023.

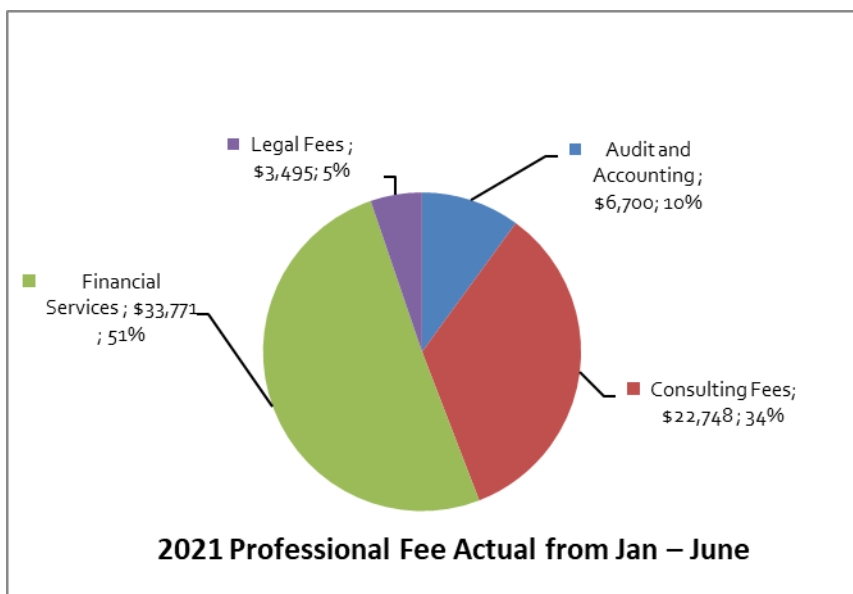
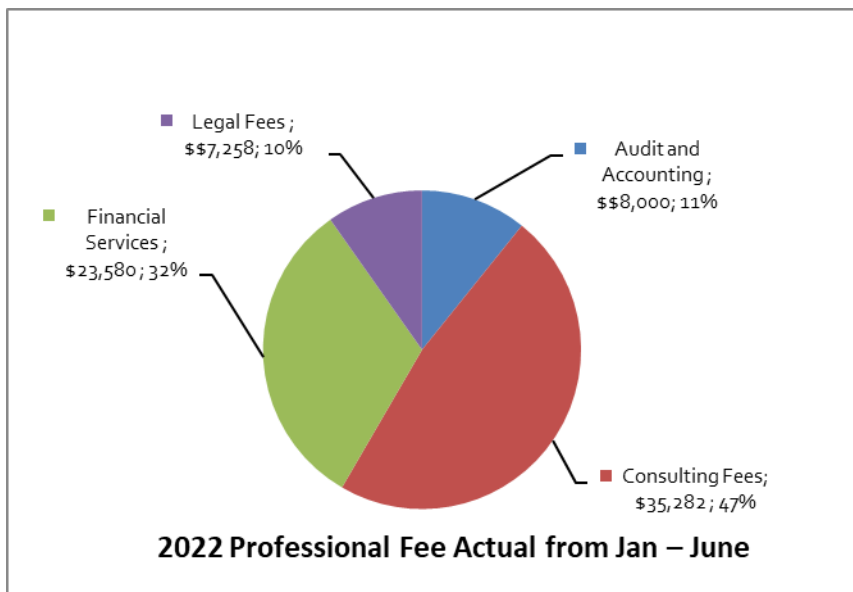
General Operations

- Approximately, 33% of expenses have been expended to date.
- Directors'/Governance expenses are approximately 30% of budget. It is down from budget largely on account of UBCM convention and upcoming in – person Board meeting travel costs not yet incurred.
- \$74,000 Professional Fees have been incurred to date. This is 35% of the budget. Professions fees consist of the following areas: Audit expenses, Consulting fees, Financial service fees, and Legal fees. 2022 Audit expenses will not be incurred until year end. However, the audit fees for the year of 2021 exceeded budget by approximately \$8,000 due to a budgeting discrepancy which did not provide for extra work associated with the compilation of schedules of revenue and expenditures, and preparation and net filing of 2021 T4 Return and ROE assistance or out of pocket expenses.

Central Coast Regional District
Financial Variance Report
January – June 2022



**Central Coast Regional District
Financial Variance Report
January – June 2022**



- \$11,000 of the budget \$73,000 for capital works has been spent on a new laptop and related accessories for the CAO and Microsoft 365 Conversion cost. The capital works budget also includes a new laptop and related accessories for the staff and the main office building renovation cost. It will take place later in the year.
- 41% of operating expenses have been expended to date and maintenance expenditures are 17 % of budget.
- Payroll expenses are approximately 38% of budget which is underspent at the end of June, but the numbers will be more in line by the end of the year. Vacant positions (Executive

**Central Coast Regional District
Financial Variance Report
January – June 2022**

Assistant, Full time Accounting Clerk, Public Works Technician) are anticipated to be filled in the third quarter.

- Professional development expenses are 16% expended with several opportunities scheduled for later in the year.
- \$40,000 has been granted from the province a study to assess options for governance of the converted services, Hagensborg Waterworks and Hagensborg Fire Protection and the project is in progress but the funds have not yet been expended.

Grants in Aid

- There is no expenditure to report but 2022 grants will be disbursed to community groups in August after the receipt of the annual tax requisition.

Development Services

Economic Development

- \$127,500 was budgeted for Economic Development Initiatives projects and it has not yet been expended. The budget includes the grant funding from Rural Dividend for Rural and Remote Communications Connectivity and Bella Coola Airport Tourism and Capacity Enhancement.
- \$7,500 has been set aside for NDIT Community Promotion Video project and Love Northern BC Program funded by NDIT but the funds have not yet been expended. However, film editor has been secured and the work will be complete before years end.
- \$10,000 was budgeted for Ocean Falls Revitalization Committee and the \$4,000 spent this year to date was for professional services to assist in attending meetings with the Ministry regarding OFRC.
- \$79,000 has been set aside for a full time Economic Development Officer and a contract grant writer as primarily funded by NDIT. Hiring will be commencing once an Executive assistant position has been filled.

Land Use Planning

- There has been no significant financial activity to date.
- \$3,500 grant funding from NDIT was deferred from 2021 and it will be spent on updating the Housing Needs Assessment in July with the new population and household data.

Street Lights

- Both Valley and town site street lights expenditures are in line with budget projections. Approximately, 47% of expenses have been expended to date.

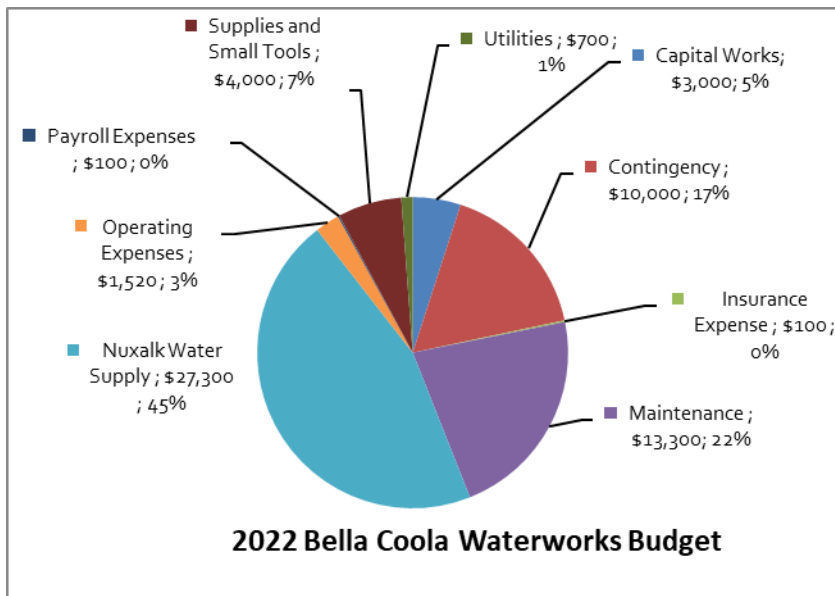
Environmental Services

Solid Waste Management

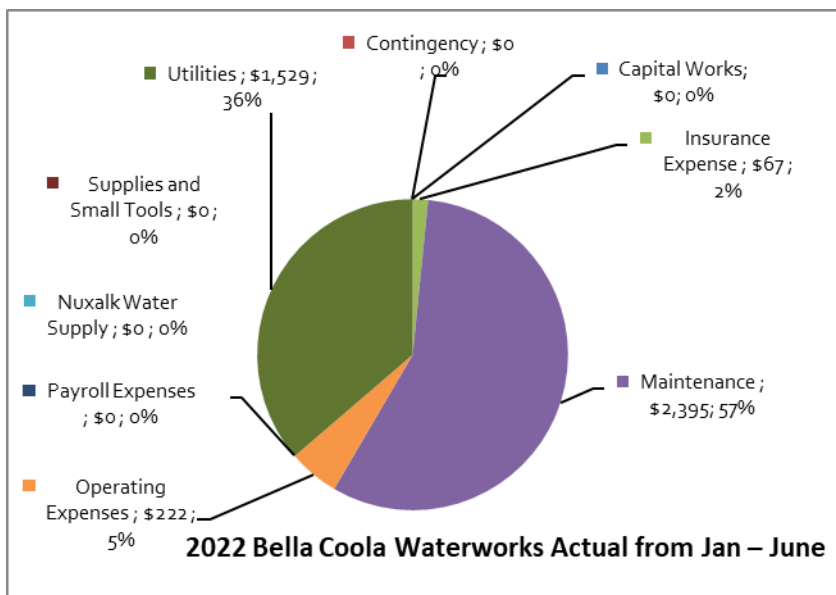
- \$7,000 remains unspent in the Solid Waste Management maintenance budget for mowing, weed eating contract, other building and equipment maintenance which will be undertaken later in the season.
- Approximately 48% of the total operating expenditures have been expensed which is commensurate with seasonal expectations.
- \$98,000 has been granted from the province for Organics Infrastructure composting project and it has not yet expended.

Bella Coola Waterworks

- The annual payment to the Nuxalk Nation for water supply (\$21,275) will be paid out in August after the receipt of the annual tax requisition.
- \$2,000 of the total maintenance budget (\$13,000) has been spent on line flushing and installing hydrant flag.



**Central Coast Regional District
Financial Variance Report
January – June 2022**



Denny Island Waterworks

\$150,000 of the \$1,453,000 budgeted has been spent on engineer services delivered by Urban System for the Denny Island Water System project and CCRD’s portion of engineer service fees with respect to Steve Emery Contracting’s first phase of work per the sales agreement with SD 49.

Hagensborg Waterworks

- \$8,700 of the total special project budget (\$3,157,000) has been spent on Urban Systems Ltd’s professional services for Hagensborg Water System Upgrade project and Hagensborg water asset inventory.
- \$7,000 remains unspent in the maintenance budget for a service of trash pumps and generator and other ground/site and building maintenance items.

Leisure Services

Parks & Recreation – Bella Coola

- The remaining funds (\$17,000) for the trail construction and the bridge installation supervision project funded by Rural Dividend has not been expended.
- \$6,800 remains unspent in the maintenance budget for park maintenance contract, trail and ball field maintenance, ice rink repairs, and road maintenance in the Snootli Park.
- The CCRD was awarded a grant of \$902,655 from Ministry of Municipal Affairs and Housing for the Great Bear Playgrounds project and \$700 was spent in 2021 and the remaining funds \$901,900 were deferred from 2021 and it has not yet been expended this year.

**Central Coast Regional District
Financial Variance Report
January – June 2022**

Recreation – Denny Island

- \$3,600 was budgeted for contingency and \$1,600 for supplies and small tools, neither of which was expended.
- \$3,000 remains unspent in the program expense budget for small allotments for Christmas gifts, Halloween fireworks, and Easter Supplies.

Swimming Pool

- There has been no significant financial activity so far as the pool season has just started at the beginning of July.
- Supplies and small tools expenses are approximately 31% of budget and 25% of operating expenses have been expended to date.
- \$23,000 was budgeted in capital works for a pool pump and sand filter units and \$3,000 was budgeted for contingency which includes provision for replacement of the hot water tank at the pool.
- \$14,000 remains unspent in the professional development budget which will be utilized for training expenses for new or returning staff at the pool.
- In Special Projects, three separate grant funds totalling \$3.9 million have been secured through the Community Economic Recovery Infrastructure funding Program (\$990,840) and through the Strategic Priority Fund (Gas Tax) (\$2,690,991) and from NDIT (\$250,000) for the pool retrofit project. The expenditures have not yet occurred and the project is still in the planning stages.

Vancouver Island Library

- 1st and 2nd Quarter levy payments have been made directly to VIRL for 2022. Expenditures are in line with budget.

Protective Services

Emergency Management

- \$27,000 was budgeted for contingency and it has not yet expended.
- There has been no significant financial activity to date.

Emergency Management Initiatives

- The regional district has been approved for grant funding (in 2018) for a Bella Coola Valley Risk Assessment and Flood Modeling project in the amount of \$500,000 and the remaining funds \$446,000 were deferred from 2021. The completion date of the project has been extended to September 2022. Discussions are underway with the EMBC to provide an extension to allow sufficient time to complete the analysis/mapping. This funding stream will allow us to move to the next phases of the Bella Coola Valley Flood Risk Assessment and Modeling project after wrapping up of Phase 1 funded through UBCM Community Emergency Preparedness Fund (\$150,000). We are currently in Phase III of the project.

**Central Coast Regional District
Financial Variance Report
January – June 2022**

The \$42,000 spent this year to date was for professional services to incorporate the topographic survey fieldwork into the model and prepare hydraulic analysis and model calibration.

- The CCRD was awarded a grant of \$50,000 from UBCM for Indigenous Cultural Safety and Cultural Humility Training in 2020 and no expenditures have been made to date. The project has been cancelled as the funding program was ended in 2022.
- \$104,000 has been granted from UBCM for CCRD Coastal Wildfire Protection Plan (CWPP) project and the funds has not yet been expended. No further extensions were to be issued and the grant was closed.
- The CCRD was awarded a grant of \$25,000 from UBCM for Denny Island Sea-Can and supplies project and the \$8,000 spent this year to date was for a high cube container including delivery. Additionally, supplies are being ordered and we are hoping to have the project completed within the third quarter.

Fire Protection- Bella Coola

- 66% of expenses have been expended to date.
- \$5,000 budgeted for capital works (an electric door opener at the fire hall) has not occurred.
- \$4,000 remains unspent in the maintenance budget for Self- Contained Breathing Apparatus maintenance and furnace maintenance at the fire hall including other ground/site maintenance item.

Fire Protection- Hagensborg

- Approximately, 51% of expenses have been expended to date.
- \$5,000 has been set aside for Firemen’s honorariums neither of which was expended.
- \$8,000 remains unspent in the maintenance budget for land scape and fire extinguishers maintenance.
- \$10,000 of the total budget (\$11,000) has been spent on supplies and small tools including 4 sets of SCBA masks and SCBA tanks.

Transportation Services

Bella Coola Airport

- \$5,000 of the capital budget (\$15,000) has been spent on field site preparation and seeding.

**Central Coast Regional District
Financial Variance Report
January – June 2022**

- \$17,000 remains unspent in the maintenance budget for brush removal, mowing weed eating contract, refuse pick up and disposal contract, and other building and equipment maintenance.
- Operating expenses are about 65% expended, leaving \$27,000 available which is on target for the year.
- The remaining funds (\$30,210) from Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement has not been expended. This project which involves surveying and appraisal of airport lands has not been completed.
- The CCRD was awarded a grant of \$563,000 from Ministry of Transportation and Infrastructure for replacement of JET A and LL100 AV gas fueling system at Bella Coola airport. \$51,000 was spent in 2021 and the remaining funds \$512,000 were deferred from 2021. \$21,000 of the total special project budget (512,000) has been expended.
- \$328,000 has been granted from Western Economic Diversification Canada for Bella Coola Airport terminal renovation project and \$53,000 has been expended.

Denny Island Airport

- \$14,000 was budgeted in capital works for terminal roof repair at Denny Island airport and this has not been spent, nor has the \$8,000 budgeted for maintenance.
- There has been no significant financial activity to date.

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

| | <u>Jan - Dec 22</u> | <u>Budget</u> |
|--|---------------------|-------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Apportioned Administration Serv | 744,284 | 744,284 |
| Local Taxation | 912,596 | 939,471 |
| Nuxalk Nation Contributions | 52,500 | 105,000 |
| Other Revenue | 9,689 | 1,298,725 |
| Provincial/Federal Grants | 4,145,442 | 10,568,929 |
| Regional Hospital District | | 13,500 |
| User Fees and Charges | 294,442 | 486,776 |
| Total Income | <u>6,158,953</u> | <u>14,156,685</u> |
| Gross Profit | 6,158,953 | 14,156,685 |
| Expense | | |
| 50000 · Apportioned Administration fees | 744,284 | 744,284 |
| 50030 · Bank charges | 643 | 1,950 |
| 50035 · Capital Works | 15,478 | 143,100 |
| 50040 · Communications | 18,266 | 44,945 |
| 50045 · Community Development | | 550,550 |
| 50050 · Community Groups - Grants | | 23,441 |
| 50060 · Contingency | | 192,129 |
| 50076 · Directors'/Governance Expense | 52,754 | 185,386 |
| 50082 · Econom Development Initiatives | | 127,495 |
| 50085 · Elections | 156 | 15,000 |
| 50089 · Emergency Mmgt Initiatives | 49,699 | 475,849 |
| 50126 · Firemen's Honorarium | | 5,000 |
| 50131 · Planning | | 143,414 |
| 50135 · Insurance Expense | 45,768 | 64,301 |
| 50138 · Interest Expense | 4,595 | 9,423 |
| 50165 · Maintenance | 25,932 | 103,133 |
| 50175 · Memberships, dues & subscriptio | 3,493 | 4,434 |
| 50185 · Nuxalk Agreement - Water Supply | | 27,300 |
| 50190 · Operating expenses | 153,243 | 319,144 |
| 50195 · Payroll Expenses | 331,856 | 983,261 |
| 50205 · Professional Development Expens | 5,477 | 39,671 |
| 50206 · Professional Fees | 79,084 | 239,105 |
| 50240 · Solid Waste Management | | 112,500 |
| 50245 · Special Projects | 232,338 | 10,660,473 |
| 50250 · Supplies & small tools | 29,684 | 77,349 |
| 50294 · Utilities | 25,720 | 45,283 |
| 50295 · VIRL Regional Library Services | 33,113 | 66,226 |
| 50299 · Records Management | 860 | 1,000 |
| 50316 · Asset Replacement | 61,730 | 61,730 |
| 50318 · Contribution to reserve account | | 856,395 |
| 50624 · Budget Deficit, end of year | | 1,637,339 |
| 50999 · Landfill Post Closure Reserve | 70,000 | 70,000 |
| Total Expense | <u>1,984,172</u> | <u>18,030,610</u> |
| Net Ordinary Income | 4,174,782 | (3,873,925) |

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

| | <u>Jan - Dec 22</u> | <u>Budget</u> |
|---------------------------------------|-------------------------|-----------------|
| Other Income/Expense | | |
| Other Income | | |
| 40004 · Budget surplus, begin of year | | 3,635,715 |
| Total Other Income | | 3,635,715 |
| Other Expense | | |
| 50204 · Budget deficit, begin of year | | (1,637,339) |
| 50224 · Budget surplus, end of year | | 1,399,128 |
| Total Other Expense | | (238,211) |
| Net Other Income | | 3,873,926 |
| Net Income | <u><u>4,174,782</u></u> | <u><u>1</u></u> |



INFORMATION REPORT

To: Curtis Slingerland, Chief Administrative Officer
From: Yene Byun, Chief Financial Officer
Meeting Date: July 14, 2022
Subject: Service/Electoral Area Taxation Report from 2018 to 2022

Summary:

At the regular Board meeting on June 9, 2022, the Board directed administration to report on the taxation history by the electoral areas and services.

The amount of tax levied to individual properties within the Central Coast Regional District is calculated by determining the amount of funds required to provide each service. Those costs are then allocated amongst the total of the assessed value of the properties within each service, or electoral area. BC Assessment Authority determines the assessed value of properties. The provincial Surveyor of Taxes collects, levies and distributes the regional district tax requisition (the amount of funds required to provide the service) amongst the individual properties based on the assessed value.

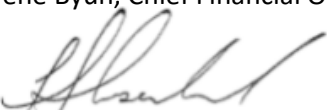
Authority to levy taxes is generally contained within an establishing bylaw. A limit for each \$1,000 of assessed value is usually imposed on each service or function.

The annual requisition to the province is submitted in early April in conjunction with the adoption of the Five-Year Financial Plan on or before March 31st. The Regional District receives the levy in one lump sum at the beginning of August.

Attached to this report are:

- Tax Requisition History by Electoral Area
- Tax Requisition History by Service
- History of Residential Tax Rates per \$1,000 of Assessed Value by Service – Area A, B, C, D, E
- History of Average Residential Property Tax by Electoral Area

Respectfully Submitted by: Ye-Ne Byun
Yene Byun, Chief Financial Officer

Approved by: 
Curtis Slingerland, Chief Administrative Officer

Central Coast Regional District
Average Residential Property Tax
2018-2022

| <u>Electoral Area</u> | <u>2022</u> | <u>2021</u> | <u>2020</u> | <u>2019</u> | <u>2018</u> |
|-----------------------|-------------|-------------|-------------|-------------|-------------|
| Area A | \$231 | \$244 | \$282 | \$297 | \$253 |
| Area B | \$727 | \$834 | \$910 | \$965 | \$634 |
| Area C | \$807 | \$684 | \$659 | \$642 | \$626 |
| Area D | \$634 | \$554 | \$540 | \$526 | \$513 |
| Area E | \$421 | \$346 | \$302 | \$292 | \$258 |

*Includes 5.25 % collection fee to surveyor of taxes

Central Coast Regional District
 Residential Tax Rates per \$1,000 of Assessed Value By Service
 2018- 2022 Area A

| | Area A | | | | |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|
| | 2022 | 2021 | 2020 | 2019 | 2018 |
| Administrative Services | | | | | |
| A - General Operations | 0.536 | 0.805 | 0.907 | 1.300 | 1.265 |
| B - Grants in Aid | 0.084 | 0.058 | 0.062 | 0.065 | 0.066 |
| C - Feasibility Fund | | | 0.041 | 2.0% | |
| Development Services | | | | | |
| D - Economic Development | 0.070 | 0.080 | 0.168 | 0.135 | 0.152 |
| E - Land Use Planning | 0.180 | 0.222 | 0.239 | 0.064 | 0.105 |
| F - Valley Street Lighting | | | | | |
| Environmental Services | | | | | |
| G - Solid Waste Management | | | | | |
| Leisure Services | | | | | |
| H - Parks & Recreation - Bella Coola | | | 0.048 | 2.3% | 0.050 |
| I - Recreation - Denny Island | | | 0.254 | 12.5% | 0.285 |
| J - Swimming Pool | | | 0.231 | 13.8% | 0.298 |
| K - Vancouver Is. Regional Library | | | 0.209 | 10.3% | 0.377 |
| Protective Services | | | | | |
| L - Emergency Management | 0.236 | 0.252 | 0.209 | 0.226 | 0.377 |
| M - Emergency Management Initiatives | | | | | |
| N - House Numbering | | | | | |
| Transportation Services | | | | | |
| O - Airport - Bella Coola | 0.061 | 0.097 | 0.105 | 0.110 | 0.092 |
| P - Airport - Denny Island | | | | | |
| TOTAL | 1.398 | 1.757 | 2.033 | 2.235 | 2.407 |

Central Coast Regional District
 Residential Tax Rates per \$1,000 of Assessed Value By Service
 2018-2022 Area B

| | Area B | | | | |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|
| | 2022 | 2021 | 2020 | 2019 | 2018 |
| <u>Administrative Services</u> | | | | | |
| A - General Operations | 0.540 | 0.811 | 0.914 | 1.300 | 1.273 |
| B - Grants in Aid | 0.085 | 0.058 | 0.062 | 0.065 | 0.067 |
| C - Feasibility Fund | | | 0.001 | | |
| <u>Development Services</u> | | | | | |
| D - Economic Development | 0.070 | 0.080 | 0.169 | 0.135 | 0.153 |
| E - Land Use Planning | | | 0.240 | 0.064 | 0.105 |
| F - Valley Street Lighting | 0.181 | 0.224 | | | |
| <u>Environmental Services</u> | | | | | |
| G - Solid Waste Management | | | | | |
| <u>Leisure Services</u> | | | | | |
| H - Parks & Recreation - Bella Coola | | | | | |
| I - Recreation - Denny Island | | | | | |
| J - Swimming Pool | | | | | |
| K - Vancouver Is. Regional Library | 0.233 | 0.245 | 0.256 | 0.285 | 0.300 |
| <u>Protective Services</u> | | | | | |
| L - Emergency Management | | | | | |
| M - Emergency Management Initiatives | 0.238 | 0.254 | 0.211 | 0.226 | 0.380 |
| N - House Numbering | | | | | |
| <u>Transportation Services</u> | | | | | |
| O - Airport - Bella Coola | | | | | |
| P - Airport - Denny Island | | | | | |
| TOTAL | 1.347 | 1.671 | 1.893 | 2.075 | 2.279 |

Central Coast Regional District
 Residential Tax Rates per \$1,000 of Assessed Value By Service
 2018- 2022 Area C

| | Area C | | | | |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|
| | 2022 | 2021 | 2020 | 2019 | 2018 |
| Administrative Services | | | | | |
| A - General Operations | 0.5396 | 0.811 | 0.914 | 1.300 | 1.274 |
| B - Grants in Aid | 0.0845 | 0.058 | 0.062 | 0.065 | 0.067 |
| C - Feasibility Fund | | | 0.041 | | |
| | | | | | |
| Development Services | | | | | |
| D - Economic Development | 0.0702 | 0.080 | 0.170 | 0.135 | 0.153 |
| E - Land Use Planning | 0.1814 | 0.224 | 0.240 | 0.064 | 0.105 |
| F - Valley Street Lighting | 0.0591 | 0.056 | 0.043 | 0.042 | 0.035 |
| | | | | | |
| Environmental Services | | | | | |
| G - Solid Waste Management | 0.8317 | 0.830 | 0.847 | 0.781 | 0.797 |
| | | | | | |
| Leisure Services | | | | | |
| H - Parks & Recreation - Bella Coola | 0.1751 | 0.205 | 0.185 | 0.230 | 0.165 |
| I - Recreation - Denny Island | | | | | |
| J - Swimming Pool | 0.9100 | 0.604 | 0.561 | 0.451 | 0.349 |
| K - Vancouver Is. Regional Library | 0.2331 | 0.245 | 0.256 | 0.285 | 0.300 |
| | | | | | |
| Protective Services | | | | | |
| L - Emergency Management | 0.2378 | 0.254 | 0.211 | 0.226 | 0.380 |
| M - Emergency Management Initiatives | | | | | |
| N - House Numbering | | 0.044 | | 0.008 | |
| | | | | | |
| Transportation Services | | | | | |
| O - Airport - Bella Coola | | | | | |
| P - Airport - Denny Island | | | | | |
| | | | | | |
| Local Area Services (LSA) | | | | | |
| Q - Fire Protection (Area E+) | | | | | |
| R - Street Lights (Area E) | | | | | |
| S - Denny Island Water (SRV/A#4) | | | | | |
| T - Hagensborg Fire Protection | | | | | |
| U - Hagensborg Waterworks | | | | | |
| TOTAL | 3.323 | 3.411 | 3.537 | 3.587 | 3.640 |

Central Coast Regional District
 Residential Tax Rates per \$1,000 of Assessed Value By Service
 2018-2022 Area D

| | Area D | | | | |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|
| | 2022 | 2021 | 2020 | 2019 | 2018 |
| Administrative Services | | | | | |
| A - General Operations | 0.535 | 0.803 | 0.905 | 1.286 | 1.262 |
| B - Grants in Aid | 0.084 | 0.058 | 0.062 | 0.064 | 0.066 |
| C - Feasibility Fund | | | 0.041 | - | |
| Development Services | | | | | |
| D - Economic Development | 0.070 | 0.080 | 0.168 | 0.134 | 0.152 |
| E - Land Use Planning | 0.180 | 0.222 | 0.238 | 0.063 | 0.104 |
| F - Valley Street Lighting | 0.059 | 0.056 | 0.042 | 0.041 | 0.035 |
| Environmental Services | | | | | |
| G - Solid Waste Management | 0.825 | 0.823 | 0.839 | 0.773 | 0.789 |
| Leisure Services | | | | | |
| H - Parks & Recreation - Bella Coola | 0.174 | 0.203 | 0.183 | 0.227 | 0.163 |
| I - Recreation - Denny Island | | | | | |
| J - Swimming Pool | 0.903 | 0.598 | 0.556 | 0.446 | 0.345 |
| K - Vancouver Is. Regional Library | 0.231 | 0.243 | 0.253 | 0.282 | 0.297 |
| Protective Services | | | | | |
| L - Emergency Management | 0.236 | 0.251 | 0.209 | 0.223 | 0.376 |
| M - Emergency Management Initiatives | | | | | |
| N - House Numbering | | 0.044 | 0.007 | 0.008 | 0.016 |
| Transportation Services | | | | | |
| O - Airport - Bella Coola | | | | | |
| P - Airport - Denny Island | | | | | |
| Local Area Services (LSA) | | | | | |
| Q - Fire Protection (Area E+) | | | | | |
| R - Street Lights (Area E) | | | | | |
| S - Denny Island Water (SRVA#4) | | | | | |
| T - Hagensborg Fire Protection | | | | | |
| U - Hagensborg Waterworks | | | | | |
| TOTAL | 3.296 | 3.380 | 3.503 | 3.548 | 3.606 |

Central Coast Regional District
 Residential Tax Rates per \$1,000 of Assessed Value By Service
 2018-2022 Area E

| | Area E | | | | |
|--------------------------------------|--------------|--------------|--------------|--------------|--------------|
| | 2022 | 2021 | 2020 | 2019 | 2018 |
| Administrative Services | | | | | |
| A - General Operations | 0.532 | 0.773 | 0.871 | 1.238 | 1.207 |
| B - Grants in Aid | 0.083 | 0.055 | 0.059 | 0.062 | 0.063 |
| C - Feasibility Fund | - | - | 0.039 | - | - |
| Development Services | | | | | |
| D - Economic Development | 0.069 | 0.077 | 0.162 | 0.129 | 0.145 |
| E - Land Use Planning | 0.179 | 0.213 | 0.229 | 0.061 | 0.100 |
| F - Valley Street Lighting | 0.058 | 0.054 | 0.041 | 0.040 | 0.033 |
| Environmental Services | | | | | |
| G - Solid Waste Management | 0.820 | 0.792 | 0.808 | 0.744 | 0.755 |
| Leisure Services | | | | | |
| H - Parks & Recreation - Bella Coola | 0.173 | 0.195 | 0.177 | 0.219 | 0.156 |
| I - Recreation - Denny Island | - | - | - | - | - |
| J - Swimming Pool | 0.897 | 0.576 | 0.535 | 0.430 | 0.330 |
| K - Vancouver Is. Regional Library | 0.230 | 0.234 | 0.244 | 0.271 | 0.284 |
| Protective Services | | | | | |
| L - Emergency Management | 0.235 | 0.242 | 0.201 | 0.215 | 0.360 |
| M - Emergency Management Initiatives | - | - | - | - | - |
| N - House Numbering | - | 0.042 | 0.007 | 0.007 | 0.015 |
| Transportation Services | | | | | |
| O - Airport - Bella Coola | - | - | - | - | - |
| P - Airport - Denny Island | - | - | - | - | - |
| Local Area Services (LSA) | | | | | |
| Q - Fire Protection (Area E+) | - | - | - | - | - |
| R - Street Lights (Area E) | - | - | - | - | - |
| S - Denny Island Water (SRVA#4) | - | - | - | - | - |
| T - Hagensborg Fire Protection | - | - | - | - | - |
| U - Hagensborg Waterworks | - | - | - | - | - |
| TOTAL | 3.276 | 3.253 | 3.373 | 3.417 | 3.449 |

Central Coast Regional District
 Tax Requisition Summary By Electoral Area
 2018- 2022 Area A

| | Area A | | | | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|
| | 2022 | 2021 | 2020 | 2019 | 2018 |
| <u>Administrative Services</u> | | | | | |
| A - General Operations | \$ 60,991 | \$ 82,384 | \$ 86,427 | \$ 117,600 | \$ 111,746 |
| B - Grants in Aid | \$ 9,551 | \$ 5,899 | \$ 5,903 | \$ 5,886 | \$ 5,842 |
| C - Feasibility Fund | | | \$ 3,881 | | |
| <u>Development Services</u> | | | | | |
| D - Economic Development | \$ 7,929 | \$ 8,173 | \$ 16,047 | \$ 12,233 | \$ 13,438 |
| E - Land Use Planning | \$ 20,503 | \$ 22,741 | \$ 22,742 | \$ 5,804 | \$ 9,244 |
| F - Valley Street Lighting | | | | | |
| <u>Environmental Services</u> | | | | | |
| G - Solid Waste Management | | | | | |
| <u>Leisure Services</u> | | | | | |
| H - Parks & Recreation - Bella Coola | | | | | |
| I - Recreation - Denny Island | | \$ 4,532 | \$ 4,532 | \$ 4,532 | \$ 4,532 |
| J - Swimming Pool | | | | | |
| K - Vancouver Is. Regional Library | \$ 26,350 | \$ 24,910 | \$ 24,201 | \$ 25,770 | \$ 26,343 |
| <u>Protective Services</u> | | | | | |
| L - Emergency Management | \$ 26,881 | \$ 25,769 | \$ 19,920 | \$ 20,425 | \$ 33,333 |
| M - Emergency Management Initiatives | | | | | |
| N - House Numbering | | | | | |
| <u>Transportation Services</u> | | | | | |
| O - Airport - Bella Coola | | | | | |
| P - Airport - Denny Island | \$ 6,973 | \$ 9,973 | \$ 9,973 | \$ 9,973 | \$ 8,122 |
| <u>Local Area Services (LSA)</u> | | | | | |
| Q - Fire Protection (Area E+) | | | | | |
| R - Street Lights (Area E) | | | | | |
| S - Denny Island Water (SRVA#4) | | | | | |
| T - Hagensborg Fire Protection | | | | | |
| U - Hagensborg Waterworks | | | | | |
| TOTAL Tax Levy for Area A | 159,179 | 179,850 | 193,625 | 202,221 | 212,601 |
| TOTAL Tax Levy | 912,596 | 775,314 | 760,261 | 760,261 | 744,611 |
| % of Total Tax Levy | 20.5% | 24.9% | 27.0% | 28.4% | 29.9% |

CENTRAL COAST REGIONAL DISTRICT
 Tax Requisition Summary By Electoral Area
 2018-2022 Area B

| | Area B | | | | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|
| | 2022 | 2021 | 2020 | 2019 | 2018 |
| <u>Administrative Services</u> | | | | | |
| A - General Operations | \$ 1,390 | \$ 1,959 | \$ 2,447 | \$ 3,440 | \$ 2,469 |
| B - Grants in Aid | \$ 218 | \$ 140 | \$ 167 | \$ 172 | \$ 129 |
| C - Feasibility Fund | | | \$ 110 | | |
| <u>Development Services</u> | | | | | |
| D - Economic Development | \$ 181 | \$ 194 | \$ 454 | \$ 358 | \$ 297 |
| E - Land Use Planning | \$ 467 | \$ 541 | \$ 644 | \$ 170 | \$ 204 |
| F - Valley Street Lighting | | | | | |
| <u>Environmental Services</u> | | | | | |
| G - Solid Waste Management | | | | | |
| <u>Leisure Services</u> | | | | | |
| H - Parks & Recreation - Bella Coola | | | | | |
| I - Recreation - Denny Island | | | | | |
| J - Swimming Pool | | | | | |
| K - Vancouver Is. Regional Library | \$ 601 | \$ 592 | \$ 685 | \$ 754 | \$ 582 |
| <u>Protective Services</u> | | | | | |
| L - Emergency Management | \$ 613 | \$ 613 | \$ 564 | \$ 598 | \$ 737 |
| M - Emergency Management Initiatives | | | | | |
| N - House Numbering | | | | | |
| <u>Transportation Services</u> | | | | | |
| O - Airport - Bella Coola | | | | | |
| P - Airport - Denny Island | | | | | |
| <u>Local Area Services (LSA)</u> | | | | | |
| Q - Fire Protection (Area E+) | | | | | |
| R - Street Lights (Area E) | | | | | |
| S - Denny Island Water (SRVA#4) | | | | | |
| T - Hagensborg Fire Protection | | | | | |
| U - Hagensborg Waterworks | | | | | |
| TOTAL Tax Levy for Area B | 3,469 | 4,040 | 5,072 | 5,492 | 4,419 |
| TOTAL Tax Levy | 912,596 | 775,314 | 760,261 | 760,261 | 744,611 |
| % of Total Tax Levy | 0.4% | 0.6% | 0.7% | 0.8% | 0.6% |

Central Coast Regional District
 Tax Requisition Summary By Electoral Area
 2018- 2022 Area C

| | Area C | | | | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|
| | 2022 | 2021 | 2020 | 2019 | 2018 |
| <u>Administrative Services</u> | | | | | |
| A - General Operations | \$ 56,989 | \$ 72,095 | \$ 75,794 | \$ 102,803 | \$ 97,458 |
| B - Grants in Aid | \$ 8,924 | \$ 5,162 | \$ 5,177 | \$ 5,145 | \$ 5,095 |
| C - Feasibility Fund | | | \$ 3,404 | | |
| <u>Development Services</u> | | | | | |
| D - Economic Development | \$ 7,409 | \$ 7,153 | \$ 14,072 | \$ 10,694 | \$ 11,720 |
| E - Land Use Planning | \$ 19,158 | \$ 19,901 | \$ 19,944 | \$ 5,074 | \$ 8,062 |
| F - Valley Street Lighting | \$ 6,245 | \$ 4,992 | \$ 3,549 | \$ 3,316 | \$ 2,701 |
| <u>Environmental Services</u> | | | | | |
| G - Solid Waste Management | \$ 87,840 | \$ 73,817 | \$ 70,315 | \$ 61,786 | \$ 60,979 |
| <u>Leisure Services</u> | | | | | |
| H - Parks & Recreation - Bella Coola | \$ 18,495 | \$ 18,217 | \$ 15,368 | \$ 18,174 | \$ 12,602 |
| I - Recreation - Denny Island | | | | | |
| J - Swimming Pool | \$ 96,109 | \$ 53,678 | \$ 46,554 | \$ 35,658 | \$ 26,671 |
| K - Vancouver Is. Regional Library | \$ 24,621 | \$ 21,799 | \$ 21,224 | \$ 22,527 | \$ 22,975 |
| <u>Protective Services</u> | | | | | |
| L - Emergency Management | \$ 25,118 | \$ 22,550 | \$ 17,469 | \$ 17,855 | \$ 29,071 |
| M - Emergency Management Initiatives | | | | | |
| N - House Numbering | | \$ 3,945 | \$ 625 | \$ 621 | \$ 1,214 |
| <u>Transportation Services</u> | | | | | |
| O - Airport - Bella Coola | | | | | |
| P - Airport - Denny Island | | | | | |
| <u>Local Area Services (LSA)</u> | | | | | |
| Q - Fire Protection (Area E+) | | | | | |
| R - Street Lights (Area E) | | | | | |
| S - Denny Island Water (SRVA#4) | | | | | |
| T - Hagensborg Fire Protection | | | | | |
| U - Hagensborg Waterworks | | | | | |
| TOTAL Tax Levy for Area C | 350,908 | 303,308 | 293,495 | 283,651 | 278,548 |
| TOTAL Tax Levy | 912,596 | 775,314 | 760,261 | 760,261 | 744,611 |
| % of Total Tax Levy | 45.2% | 42.0% | 40.9% | 39.8% | 39.2% |

Central Coast Regional District
 Tax Requisition Summary By Electoral Area
 2018-2022 Area D

| | Area D | | | | |
|--------------------------------------|----------------|----------------|----------------|----------------|----------------|
| | 2022 | 2021 | 2020 | 2019 | 2018 |
| <u>Administrative Services</u> | | | | | |
| A - General Operations | \$ 31,205 | \$ 40,673 | \$ 42,194 | \$ 57,809 | \$ 55,594 |
| B - Grants in Aid | \$ 4,887 | \$ 2,912 | \$ 2,882 | \$ 2,893 | \$ 2,907 |
| C - Feasibility Fund | | | \$ 1,895 | | |
| <u>Development Services</u> | | | | | |
| D - Economic Development | \$ 4,057 | \$ 4,035 | \$ 7,834 | \$ 6,013 | \$ 6,685 |
| E - Land Use Planning | \$ 10,490 | \$ 11,227 | \$ 11,103 | \$ 2,853 | \$ 4,599 |
| F - Valley Street Lighting | \$ 3,420 | \$ 2,816 | \$ 1,975 | \$ 1,864 | \$ 1,541 |
| <u>Environmental Services</u> | | | | | |
| G - Solid Waste Management | \$ 48,097 | \$ 41,645 | \$ 39,143 | \$ 34,744 | \$ 34,785 |
| <u>Leisure Services</u> | | | | | |
| H - Parks & Recreation - Bella Coola | \$ 10,127 | \$ 10,278 | \$ 8,555 | \$ 10,220 | \$ 7,189 |
| I - Recreation - Denny Island | | | | | |
| J - Swimming Pool | \$ 52,625 | \$ 30,283 | \$ 25,916 | \$ 20,051 | \$ 15,214 |
| K - Vancouver Is. Regional Library | \$ 13,481 | \$ 12,298 | \$ 11,815 | \$ 12,668 | \$ 13,106 |
| <u>Protective Services</u> | | | | | |
| L - Emergency Management | \$ 13,753 | \$ 12,722 | \$ 9,725 | \$ 10,040 | \$ 16,584 |
| M - Emergency Management Initiatives | | | | | |
| N - House Numbering | | \$ 2,225 | \$ 348 | \$ 349 | \$ 693 |
| <u>Transportation Services</u> | | | | | |
| O - Airport - Bella Coola | | | | | |
| P - Airport - Denny Island | | | | | |
| <u>Local Area Services (LSA)</u> | | | | | |
| Q - Fire Protection (Area E+) | | | | | |
| R - Street Lights (Area E) | | | | | |
| S - Denny Island Water (SRVA#4) | | | | | |
| T - Hagensborg Fire Protection | | | | | |
| U - Hagensborg Waterworks | | | | | |
| TOTAL Tax Levy for Area D | 192,140 | 171,115 | 163,385 | 159,506 | 158,896 |
| TOTAL Tax Levy | 912,596 | 775,314 | 760,261 | 760,261 | 744,611 |
| % of Total Tax Levy | 24.8% | 23.7% | 22.8% | 22.4% | 22.4% |

Central Coast Regional District
 Tax Requisition Summary By Electoral Area
 2018-2022 Area E

| | Area E | | | | |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|
| | 2022 | 2021 | 2020 | 2019 | 2018 |
| <u>Administrative Services</u> | | | | | |
| A - General Operations | \$ 11,424 | \$ 15,173 | \$ 15,828 | \$ 22,259 | \$ 19,629 |
| B - Grants in Aid | \$ 1,789 | \$ 1,086 | \$ 1,081 | \$ 1,114 | \$ 1,026 |
| C - Feasibility Fund | | | \$ 711 | | |
| <u>Development Services</u> | | | | | |
| D - Economic Development | \$ 1,485 | \$ 1,505 | \$ 2,939 | \$ 2,315 | \$ 2,360 |
| E - Land Use Planning | \$ 3,840 | \$ 4,188 | \$ 4,165 | \$ 1,099 | \$ 1,624 |
| F - Valley Street Lighting | \$ 1,252 | \$ 1,050 | \$ 741 | \$ 718 | \$ 544 |
| <u>Environmental Services</u> | | | | | |
| G - Solid Waste Management | \$ 17,609 | \$ 15,535 | \$ 14,684 | \$ 13,378 | \$ 12,282 |
| <u>Leisure Services</u> | | | | | |
| H - Parks & Recreation - Bella Coola | \$ 3,708 | \$ 3,834 | \$ 3,209 | \$ 3,935 | \$ 2,538 |
| I - Recreation - Denny Island | | | | | |
| J - Swimming Pool | \$ 19,266 | \$ 11,297 | \$ 9,722 | \$ 7,721 | \$ 5,372 |
| K - Vancouver Is. Regional Library | \$ 4,936 | \$ 4,588 | \$ 4,432 | \$ 4,878 | \$ 4,627 |
| <u>Protective Services</u> | | | | | |
| L - Emergency Management | \$ 5,035 | \$ 4,746 | \$ 3,648 | \$ 3,866 | \$ 5,855 |
| M - Emergency Management Initiatives | | | | | |
| N - House Numbering | | \$ 830 | \$ 131 | \$ 134 | \$ 245 |
| <u>Transportation Services</u> | | | | | |
| O - Airport - Bella Coola | | | | | |
| P - Airport - Denny Island | | | | | |
| <u>Local Area Services (LSA)</u> | | | | | |
| Q - Fire Protection (Area E+) | | | | | |
| R - Street Lights (Area E) | | | | | |
| S - Denny Island Water (SRVA#4) | | | | | |
| T - Hagensborg Fire Protection | | | | | |
| U - Hagensborg Waterworks | | | | | |

| | | | | | |
|---------------------------|---------|---------|---------|---------|---------|
| TOTAL Tax Levy for Area E | 70,345 | 63,832 | 61,290 | 61,417 | 56,102 |
| TOTAL Tax Levy | 912,596 | 775,314 | 760,261 | 760,261 | 744,611 |
| % of Total Tax Levy | 9.1% | 8.8% | 8.5% | 8.6% | 7.9% |

Central Coast Regional District
 Tax Requisition Summary By Service
 2018-2022

| | 2022 | 2021 | 2020 | 2019 | 2018 | | | | | |
|--------------------------------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|
| Administrative Services | | | | | | | | | | |
| A - General Operations | \$ 162,000 | \$ 212,285 | \$ 222,690 | \$ 303,911 | \$ 286,897 | | | | | |
| B - Grants in Aid | \$ 25,369 | \$ 15,200 | \$ 15,210 | \$ 15,210 | \$ 15,000 | | | | | |
| C - Feasibility Fund | | | \$ 10,000 | 1.3% | | | | | | |
| D - Economic Development | \$ 21,061 | \$ 21,061 | \$ 41,346 | \$ 31,613 | \$ 34,500 | | | | | |
| E - Land Use Planning | \$ 54,459 | \$ 58,599 | \$ 58,598 | \$ 15,000 | \$ 23,734 | | | | | |
| F - Valley Street Lighting | \$ 10,917 | \$ 8,858 | \$ 6,265 | \$ 5,898 | \$ 4,785 | | | | | |
| G - Solid Waste Management | \$ 153,546 | \$ 130,996 | \$ 124,142 | \$ 109,908 | \$ 108,045 | | | | | |
| Leisure Services | | | | | | | | | | |
| H - Parks & Recreation - Bella Coola | \$ 32,329 | \$ 32,329 | \$ 27,132 | \$ 32,329 | \$ 22,329 | | | | | |
| I - Recreation - Denny Island | | | \$ 4,532 | \$ 4,532 | \$ 4,532 | | | | | |
| J - Swimming Pool | \$ 168,000 | \$ 95,257 | \$ 82,192 | \$ 63,430 | \$ 47,257 | | | | | |
| K - Vancouver Is. Regional Library | \$ 69,988 | \$ 64,187 | \$ 62,358 | \$ 66,596 | \$ 67,633 | | | | | |
| Protective Services | | | | | | | | | | |
| L - Emergency Management | \$ 71,400 | \$ 66,400 | \$ 51,326 | \$ 52,783 | \$ 85,580 | | | | | |
| M - Emergency Management Initiatives | | | | | | | | | | |
| N - House Numbering | | \$ 7,000 | \$ 1,104 | \$ 1,104 | \$ 2,151 | | | | | |
| Transportation Services | | | | | | | | | | |
| O - Airport - Bella Coola | | | | | | | | | | |
| P - Airport - Denny Island | \$ 6,973 | \$ 9,973 | \$ 9,973 | \$ 9,973 | \$ 8,122 | | | | | |
| Local Area Services (LSA) | | | | | | | | | | |
| Q - Fire Protection (Area E+) | \$ 35,760 | \$ 34,385 | \$ 34,385 | \$ 34,385 | \$ 23,197 | | | | | |
| R - Street Lights (Area E) | \$ 13,000 | \$ 18,784 | \$ 9,008 | \$ 13,589 | \$ 10,849 | | | | | |
| S - Denny Island Water (SRVA#4) | | | | | | | | | | |
| T - Hagensborg Fire Protection | \$ 87,794 | | | | | | | | | |
| U - Hagensborg Waterworks | | | | | | | | | | |
| TOTAL | 912,596 | 100.0% | 775,314 | 100.0% | 760,261 | 100.0% | 760,261 | 100.0% | 744,631 | 100.0% |

Central Coast Regional District



Orientation Manual for Electoral Area Directors

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Introduction

Congratulations on your recent election to the Central Coast Regional District Board of Directors! The intent of this manual is to ensure a comprehensive briefing for newly elected officials on all aspects of the CCRD's operations and procedures, as well as to ensure outstanding issues and concerns are considered following local government elections. The manual and associated orientation will also serve as an important refresher for those re-elected to office.

This manual has been designed to assist you as you undertake your new role and the many responsibilities that it holds. It will also serve as a reference for you throughout your term. Reasons for development of this manual are as follows:

- 1) **The issues are complex** – From overlapping government jurisdictions, to new environmental and fiscal challenges, local leaders must deal with increasingly complex issues while still being mindful of the basics such as providing sustainable solid waste management, and safe and reliable drinking water.
- 2) **The demands and expectations are high** – Complex issues and relationships can mean intense demands on your time. Your constituents expect you to solve problems and ensure a bright future for their community thoughtfully, quickly, and efficiently.
- 3) **Technology has changed the governing environment** – A local government website with current information, social networking, virtual public meetings, and online government services, are critical for local governments to provide effectively. Many residents are comfortable interacting regularly with online information and services, but we must continue to ensure that no one is left out.
- 4) **Instant feedback** – Today's technology means you can be constantly connected to your constituents and that your work is more visible than ever, subject to instant, round-the-clock scrutiny and feedback. Appropriate use of technology is empowering for citizens and elected officials. It can also be stressful, unless used judiciously and with respect for the process of healthy civil discourse.
- 5) **Resources to meet increasing needs are often scarce** – Local leaders must find ways to raise revenue in lieu of heavy tax increases. Because of CCRD's geographical remoteness and low number of taxable properties relative to the number of people it serves, this challenge is particularly and uniquely acute in our region.
- 6) **Teamwork is essential** – While you ran and became elected as an individual, you are now a member of a team. You cannot govern, create policy, or lead the community alone. The best way to achieve your goals and serve your constituents is to work in partnership with other members of the CCRD Board.
- 7) **Governing is difficult** – Your success as an elected official depends on your ability to balance many views; including your own.

- 8) **You can't please everyone** – Being a member of the CCRD Board means making tough and sometimes unpopular decisions. Tight budgets, high expectations, increasing demands, and unforeseen conflicts make the job of leading today's local governments very difficult. It requires resilience, a commitment to learning about the issues, a willingness to compromise, an ethical centre, and above all, a commitment to do what is best for your community and the entire region.
- 9) **There are few perfect solutions** – Governing is an ongoing process of weighing options, sharing ideas, seeking feedback and input, assessing facts and data, and making the best possible overall decision on the basis of information and resources you have.

The objectives of this orientation manual are to:

- Provide an opportunity for the newly elected Board to receive information about CCRD and processes of local government;
- Provide an opportunity for senior staff to explain the operation of their respective departments and acquaint the Board with relevant issues, departmental concerns, outstanding and future issues and other matters;
- Lay the foundation for ongoing frank discussion, trust, and teamwork between elected and appointed officials at the CCRD;
- Familiarize all Directors with goals, policies, procedures, rules, and regulations that pertain to the operation of the Board;
- Acquaint and familiarize the Board with the duties and responsibilities of staff and Board, understand their relationship to each other, and provide an opportunity for the Board to understand the functions of our local government workforce.

You will notice that there are notes throughout the manual that reference relevant material in the attached Schedules. Please note that there are also a few Union of British Columbia Municipalities (UBCM) Fact Sheets that are not specifically referenced throughout the manual, so you may wish to read through these individually (all are included in Schedule E).



Reconciliation Statement

The Central Coast Regional District is committed to continual engagement and meaningful efforts in the ongoing and often complex process of Reconciliation. The CCRD shares overlapping jurisdiction with and within the traditional and unceded territories of the Heiltsuk Nation, Nuxalk Nation, and Wuikinuxv Nation, as well as the Kitasoo/Xai'Xais Nation and Ulkatcho Nation.

CCRD's reconciliation efforts are guided by the principles enshrined in the Truth and Reconciliation Commission of Canada's Calls To Action, the Report of the Royal Commission on Aboriginal Peoples, and the United Nations Declaration on the Rights of Indigenous People. Just as importantly, efforts are also guided by continuous improvement of 1:1 and government-to-government relationships at the community level, including but not limited to:

- acknowledging and condemning the historical genocide of Indigenous peoples of the Central Coast through smallpox, forced sequestration of communities to reservations and residential schools, suppression of traditional governance, legal customs and land and stewardship responsibilities, the denial of human dignity and human rights, and other means as detailed extensively in Canadian Royal Commission reports;
- acknowledging the ongoing and continuing systemic colonialism and genocide of Indigenous peoples still occurring in our region, Canada, and the world today;
- acknowledging and working to change ongoing oppression of and racism towards indigenous people in our region;
- engaging in opportunities for collaboration between CCRD and local Indigenous peoples;
- acknowledging and honouring the colonial governance structure of Chief and Council, and the traditional governance structure of hereditary chieftainship;
- open communication and transparency of decision-making;
- encouraging, modelling, and promoting inclusive behaviour by CCRD staff and elected officials;
- requiring cultural competency training for staff and elected officials;
- continuous creation and improvement of policy via an inclusive lens;
- affirmative action hiring policies and practices.

CCRD is a colonial government established in 1968 by the Province of British Columbia, and acknowledges and honours the fact that Indigenous peoples in the Central Coast region, and throughout what is now called Canada, are sovereign nations and have been governing themselves since time immemorial.

CCRD's Mission, Vision, and Strategic Plan

The Central Coast Regional District is governed by an elected body of five Electoral Area Directors. As an EA Director for the CCRD, you are responsible, in concert with the other Directors, for making important decisions about the scope of services that CCRD provides and how to pay for those services. Together you and the other Directors are also responsible for establishing policies that affect every dimension of our community – local economic growth, land use and planning, critical infrastructure, regional collaboration, long-term financial management, and more. These decisions are generally best when guided by a clearly defined set of principles. CCRD's guiding principles are embodied in the following statements:

CCRD MISSION

To foster the sustainable socioeconomic and environmental well-being of the Central Coast through the professional and efficient delivery of mandated regional and community services

CCRD VISION

Our vision for the Central Coast Regional District is an inclusive, resilient, and sustainable group of communities thriving as a diverse locally-influenced economy within a safe, healthy, and natural environment.

These principles are the goals for our local government, and outline our community's vision for its future. Your responsibility as an elected official, serving as a member of the local government leadership team, is to help support, improve, and put in place policies, programs, and services that will carry out the mission to make the community's vision come true.



STRATEGIC PLAN

In 2019, the CCRD Board identified and adopted as part of their Strategic Plan, the following Core Values and Strategic Goals:

CORE VALUES

| | |
|-----------------|----------------|
| Good Governance | Transparency |
| Professionalism | Accountability |
| Inclusiveness | Collaboration |
| Resilience | Integrity |
| Productivity | Sustainability |

STRATEGIC GOALS



Good Governance and Administration:
Fostering Efficiency in Service Delivery



Building Our Capacity:
Strengthening Relationships and Innovative Partnerships



Improving Our Infrastructure:
Investing in Safe and Sustainable Public Works



Effective Community Planning:
Enhancing Our Social, Health, Environmental and Economic Systems

It will be your task as the new CCRD Board, to develop a new Strategic Plan to guide you over the next four-year term. Your priorities will help define how the CCRD serves and guides the community. They also guide the Board and help ensure that you and your fellow Directors operate from a shared foundation that defines an overall direction and your leadership team's commitment to the community. You will learn more about Strategic Planning further along in this manual. Please see **Schedule C** for CCRD's complete current plan.

Local Government Structure

GUIDING PROVINCIAL LEGISLATION: THE COMMUNITY CHARTER AND THE LOCAL GOVERNMENT ACT

Local governments are created by the Provincial government through the *Community Charter* and the *Local Government Act*. The *Community Charter* establishes areas of responsibility for local governments and establishes a framework within which local governments, particularly municipalities, must operate.

The *Local Government Act* sets out regulations for specific areas of responsibility. Of the two pieces of legislation, the *Local Government Act* is the most relevant for regional districts, particularly for CCRD which is the only regional district in British Columbia with no municipalities within its borders. The table below sets out the division of responsibilities between the two pieces of legislation.

| <u>Community Charter</u> | <u>Local Government Act</u> |
|--|--|
| <ul style="list-style-type: none"> ▪ Principles, Purposes and Interpretations ▪ Municipal Government <ul style="list-style-type: none"> ○ Purposes, Powers, and Limits on Powers ○ Public Participation and Council Accountability ○ Municipal Procedures, including Council Roles and Responsibilities ○ Financial Management ○ Municipal Revenue ○ Bylaw Enforcement and Related Matters ▪ Governmental Relations, including Provincial-Municipal Relations, Provincial Regulations, and Dispute Resolutions | <ul style="list-style-type: none"> ▪ Incorporation of Municipalities and Regional Districts ▪ Boundary Expansions and Amalgamations ▪ Elections ▪ Regional Districts <ul style="list-style-type: none"> ○ Governance and Procedures ○ General Powers and Responsibilities ○ Service Structure and Establishing Bylaws ○ Financial Management ○ Bylaw Enforcement ▪ Regional Growth Strategies ▪ Planning and Land Use Management ▪ Heritage Conservation ▪ Improvement Districts ▪ Local Government Legal Proceedings |

The *Community Charter's* purposes are to provide local governments (particularly municipalities and their councils) with:

- a) a legal framework for the powers, duties and functions that are necessary to fulfill their purposes;
- b) the authority and discretion to address existing and future community needs; and
- c) the flexibility to determine the public interest of their communities and to respond to the different needs and changing circumstances of their communities.

Municipal purposes defined by the *Community Charter* are to provide for the good government of its community, for services, laws and other matters of community benefit, for stewardship of the public assets of the community and to foster the economic, social and environmental well-being of its community.

The *Local Government Act* is the primary legislation governing regional districts and improvement districts service provision and approval processes. The Act also applies broadly to all local governments including municipalities in relation to matters such as incorporation, boundary changes, statutory requirements for elections, and planning and land use powers. The Act also includes key provincial powers such as the authority for the office of the Inspector of Municipalities. And, while the *Community Charter* is focused on municipalities, it should be noted that many provisions, such as public accountability and procedural matters, apply to regional districts as well.

REGIONAL DISTRICTS

Legislation enabling the creation of regional districts was introduced in 1965. There are currently 27 regional districts, which cover the majority of the province, except for the Stikine region in the northwest and the Northern Rockies Regional Municipality in the northeast. The legislative powers and requirements for regional districts are contained mainly in the *Local Government Act*.

Regional districts are made up of municipalities (referred to as member municipalities), and unincorporated areas (referred to as electoral areas). The only exception is the CCRD, which provides service to only Indigenous peoples, unincorporated communities, and rural areas. The individual jurisdictions that comprise a regional district work together to enable the organization to fulfill its purposes as a service provider, administrative agency, and federation.

The *Local Government Act* prescribes the purposes of regional districts as follows:

s. 185 recognizing that regional districts are an independent, responsible, and accountable order of government within their jurisdiction, the purposes of a regional district include:

- 1. providing good government for its community*
- 2. providing the services and other things that the board considers are necessary or desirable for all or parts of its community*
- 3. providing for stewardship of the public assets of its community, and*
- 4. fostering the current and future economic, social, and environmental well-being of its community*

First and foremost, **regional districts are local government service providers**. They exist to play three important service-related roles:

- 1. Local:** They are the local governments for their electoral areas, responsible for providing basic local services such as community planning, water supply, and fire protection. For example, CCRD's Bella Coola Water service provides water only to properties in Electoral Area E.

2. **Inter-jurisdictional:** They are inter-jurisdictional service bodies that provide local government sub-regional services across jurisdictional boundaries to different combinations of municipalities (where applicable) and electoral areas. For example, CCRD's Centennial Pool provides service to Electoral Areas C, D, and E in the Bella Coola Valley.
3. **Regional:** They are regional service bodies, responsible for providing important regional services to their entire regional communities. For example, CCRD's Emergency Management service is mandated to provide coordinated emergency management services to all five electoral areas.

Regional districts establish and provide their services, including maintaining the assets associated with those services, in direct response to the expressed needs, desires and instructions of the municipalities and electoral areas that comprise the region. At the CCRD, the regional district Board of Directors, on which only and all electoral areas are represented, serves as the political forum in which these needs, desires, and instructions are expressed.

There are certain services that every regional district is required by provincial law to deliver. General government administration, emergency management, and solid waste management planning are perhaps the most notable. The number of required services is small relative to the number of voluntary services most regional districts choose to provide.

The range of services provided by different regional districts is vast. Here is a list of CCRD's current services:

| | | | |
|---|---|--|---|
|  | Emergency Management |  | Fire Protection |
|  | Airports (Bella Coola, Denny Island) |  | Library Services |
|  | Solid Waste Management and Recycling |  | House Numbering |
|  | Centennial Pool |  | Street Lighting |
|  | Parks and Recreation |  | Land Use Planning |
|  | Water Services (Bella Coola, Hagensborg, Denny Island) |  | Community and Economic Development |

More details are provided for each service later in this manual, including the Community Bus service provided by the Central Coast Regional Hospital District.

ADVOCACY

Outside of service delivery, another broad set of actions carried out by regional districts, including the CCRD, involves efforts to influence the federal and provincial governments through various advocacy initiatives mandated by the Board on behalf of constituents in the region. Much of this advocacy work occurs within the framework of the Union of BC Municipalities annual convention, which is described later in this manual.

The CCRD's efforts, including potentially establishing new services, existing service enhancements, as well as advocacy priorities, are steered by the Board of Director's mandated Strategic Plans and related Advocacy Plans.

ELECTORAL AREAS

Electoral areas are regions outside municipal boundaries, often referred to as rural or unincorporated areas. CCRD has five electoral areas as follows:

Electoral Area A

Commonly referred to as the "Outer Coast," Area A includes Ocean Falls, Denny Island and Wuikinuxv/Rivers Inlet, and all points in between. The boundary commences west of the Bella Coola town site and follows the regional district boundaries north almost to the First Nations community of Klemtu (Kitasoo Xai-Xais Nation), and south past Rivers Inlet and Wuikinuxv, home and traditional territory of the Wuikinuxv Nation.

Population:

Electoral Area B

This area consists of seven square kilometres located on Campbell Island, also known as Bella Bella. It is the home and traditional territory of the Heiltsuk Nation.

Population:

Electoral Area C

Located in the eastern portion of the regional district, this area is situated at the upper (eastern) end of the Bella Coola Valley. It includes Hagensborg, the Saloompt, Firvale, Stuie, and The Precipice, and borders the Cariboo Regional District. It is the traditional territory of the Nuxalk Nation, and partly also the Uikatcho Nation.

Population:

Electoral Area D

Commencing in Hagensborg, this area runs from the Augsburg Church west to Tatsquan Creek, and includes two reserves: Four Mile and Townsite (Nuxalk). It is the home and traditional territory of the Nuxalk Nation.

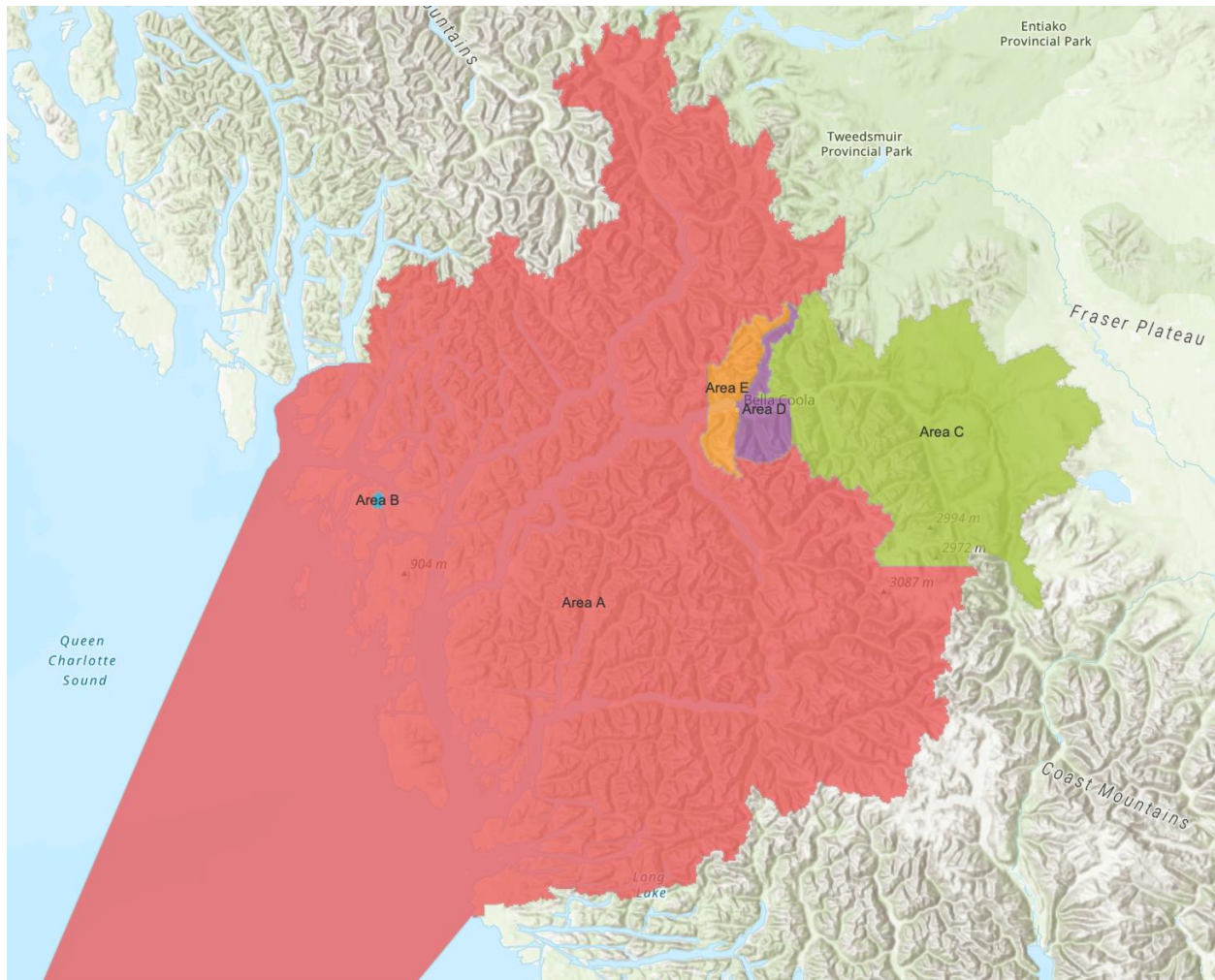
Population:

Electoral Area E

Electoral Area E encompasses the Bella Coola town site, which consists of a small residential population and contains the majority of the commercial activity in the valley. It is the home and traditional territory of the Nuxalk Nation.

Population:

CCRD Electoral Areas



(Image: Urban Systems)

MUNICIPALITIES

While CCRD has no municipalities within its borders, and therefore no member municipalities at the Board table, it is helpful to understand a little bit about municipal structure within BC.

A municipal government can provide any service that its Council considers necessary or desirable, much in the same way that regional districts can provide services that the Board

considers reasonable or desirable. However, the provincially-required services that municipalities must provide differ from the requirements for a regional district. For example, municipalities are required to bear all expenses related to road construction and maintenance within the boundaries of the municipality, as set out in *Division 5* of the *Community Charter*.

Directors may be interested to know that past explorations by CCRD into the possibility of incorporating Bella Coola into a municipality have ultimately concluded without further action due to the financial burden of the municipal road maintenance requirement. The tax increase to property owners in Bella Coola to maintain roads would be astronomical, and therefore prohibitive.

The Chair of a regional district and the Mayor of a municipality function in similar ways, however a Mayor holds a few special powers set out in the *Community Charter* that a regional district Chair does not have.

One other significant difference involves budgeting. Municipalities can have a discretionary fund which can be used each year for unexpected or unforeseen expenses. The nature of how it is spent is determined by Council. Regional districts, on the other hand, by law do not have discretionary funds at the regional level. Some regional districts set aside a certain amount of funding for each electoral area (based on a *per capita* or other formula), which can be spent at the discretion of each Director to support specific projects or events in their electoral area. CCRD, due to a number of factors, including the wide discrepancy between tax contributions from each electoral area, combined with a very small budget, uses a regional approach, rather than an electoral area approach, to maintain fairness throughout the region. (is this true? Not sure I have this right)

There are other specific differences between municipalities and regional districts that are beyond the scope of this manual, given that there are no member municipalities within CCRD.

IMPROVEMENT DISTRICTS

Improvement Districts are another order of local government (referred to as “local authorities”) which provide a defined set of services to a subset of constituents (such as to a subdivision, neighbourhood, or community) of another regional government body, such as a regional district.

There are currently about 200 improvement districts in BC. Within the CCRD region, there are two: the **Ocean Falls Improvement District (OFID)** and the **Noosatsum Waterworks Improvement District (NWID)**. On January 1st, 2021, the water supply and distribution and fire protection services of a third improvement district, the Hagensborg Waterworks Improvement District, were converted into services of the CCRD.

Every improvement district is governed by a board of elected trustees, elected by the property owners serviced by the improvement district, at an Annual General Meeting. They are responsible for service delivery in similar but less formal ways as Directors of a regional district. The powers exercised by the trustees (to enact and enforce its regulations and

charges, to assess and collect taxes, to acquire, hold and dispose of lands, to borrow money and to expropriate land) flow from the improvement district's bylaws, the Local Government Act and other applicable statutes. Typically, an improvement district provides one or two services. OFID is a rare exception, and provides nine services, which is the most of any improvement district in BC.

Improvement districts are no longer eligible for **most types of** financial support from the Province of BC or the Government of Canada for capital projects, unless the improvement district agrees to transfer the provision of its services to a municipality or regional district. Over the years, many improvement districts have either incorporated as municipalities or have transferred the services they provide to municipalities or regional districts.

REGIONAL DISTRICT BOARDS

The *Local Government Act* establishes the Board as the governing body of a regional district. Regional district Boards are a federation of elected officials from the communities within the region. Despite any change in its membership, through elections or otherwise, the Board of a regional district is a continuous decision-making body and may complete any proceedings started but not completed before the election or other change, such as resignation, disqualification, or death.

The elected officials on an RD Board are Electoral Area Directors, Councillors or Mayors representing member municipalities, and treaty First Nations elected representatives. Because CCRD has no municipalities and no treaty lands within its borders, its Board is a federation of only EA Directors.

The Board of Directors in every regional district is a collective decision-making body that acts through resolutions and bylaws. Before a resolution can be made, or a bylaw adopted, voting must occur. In municipalities, voting is a relatively straightforward matter: every member of council votes on every issue, and every member receives one vote. In regional districts, voting is not always so simple, for a variety of reasons that mostly come into play only for larger regional districts. At CCRD, every EA Director gets one vote on every decision, **with the exception of services that are provided only to the electoral areas in the Bella Coola Valley, in which case only the EA Directors for Areas C, D, and E vote.** **(I know this is the way it's supposed to be, but does CCRD follow this practice?)**

ELECTORAL AREA DIRECTORS

A person elected, acclaimed, or appointed to office on a Board must make an oath or solemn affirmation of office within certain time limits as set out in the *Local Government Act*, in the presence of the Corporate Officer or Chief Elections Officer. Once a Board member takes office, the member is entitled to hold that office through its term and to vote and otherwise act in the office during that time unless the member resigns or becomes disqualified. In most cases, a resignation or disqualification results in a by-election, which is a special election held outside of the normal four-year time frame for local government elections.

It is important for all Directors to take seriously the four-year commitment that comes with being elected. By-elections, especially for CCRD, are expensive and time-consuming, and depending on other circumstances at the time of the by-election, may also come with a cost regarding workload and stress level of staff.

The Directors of a regional district must generally agree on what services will be provided and at what cost. As such, all CCRD Directors are expected to:

- Consider the well-being and interests of the entire region, as well as the communities they represent, when making decisions
- Participate in Board and committee meetings and contribute to decision-making
- Carry out other duties as assigned by the Board, such as chairing committee meetings
- Follow the rules in legislation, bylaws, and Board policies

ALTERNATE DIRECTORS

By law, every Director must appoint an Alternate Director, who will attend meetings on their constituents' behalf when the elected Director cannot attend. Time limits, eligibility, limits on the number of meetings an EA Director can miss before they are disqualified from continuing to hold office, and related matters are set out in the *Local Government Act*.

On behalf of an absent EA Director, the Alternate Director may take the place of, vote, and generally act in all matters for the absent EA Director, including in relation to a matter delegated to that Director by the Board.

BOARD CHAIR AND VICE CHAIR

At the November meeting of the CCRD Board every year, the Directors nominate and elect by a majority vote two Directors: one to serve as Board Chair, and one to serve as Vice Chair.

The Chair is the head and Chief Executive Officer of the regional district. The Chair has all the responsibilities of a Director, plus a number of additional responsibilities. Under the *Local Government Act*, the Chair must:

- See that the law is carried out for the improvement and good governance of the regional district
- Recommend bylaws, resolutions and other measures that may assist in the peace and good governance of the regional district
- Communicate information to the Board, for example from the Chief Administrative Officer or from meetings attended outside the region
- Chair board meetings, including overseeing their conduct, maintaining order, and knowing the rules of governing meetings
- Establish standing committees and appoint people to those committees
- Direct the management of regional district business and affairs
- Suspend regional district officers and employees if the chair believes this is necessary, subject to confirmation by the board

The Vice Chair has, during the absence, illness or other disability of the chair, all the powers of the chair and is subject to all rules applicable to the chair. At the discretion of the Chair, the Vice Chair may also generally work very closely with the Chair in terms of preparation for meetings, discussion of key issues, and the like, in order to be prepared to take on the Chair's responsibilities on very short notice if needed.

If the Chair and the Vice Chair are not present at a meeting of the Board, the Directors present may elect an Acting Chair who, during that meeting, has all the powers of the Chair and is subject to all rules applicable to the Chair.

CENTRAL COAST REGIONAL HOSPITAL DISTRICT

All, or portions of, regional districts are designated under provincial law as regional hospital districts (RHDs) for the purpose of raising capital funds for hospital facilities in their areas. RHDs provide the local share (about 40%) of funding for capital costs associated with construction, acquisition and maintenance of hospital facilities and major equipment. These capital costs are shared with the health authorities according to criteria established by legislation.

In our region, the CCRD Board is also the Central Coast Regional Hospital District (CCRHD) Board. CCRHD meetings are usually very short, and generally focus on the budget for the Community Bus service.

The Chair and Vice Chair of the CCHRD are elected for the CCRHD Board, using the same procedure by which they are elected for the CCRD Board.

Board Accountability

CONFLICT OF INTEREST

In order to maintain strong public confidence in local governments, persons in elected office must be, and appear to be, free of conflict and from personal interest and benefit when carrying out their duties and exercising their authority.

This area is regulated by Part 4, Division 6 of the *Community Charter*. At a meeting of the Board or a committee (or any meeting referred to in section 93 of the *Community Charter*, such as a Commission of the Board), if a Director has a direct or indirect pecuniary interest in a matter or another interest in a matter that constitutes a conflict of interest, the Director must declare their interest and declare in general terms why it is a conflict. Once the declaration is made, the Director must not:

- a) remain or attend at any part of the meeting during which the matter is under consideration;
- b) participate in any discussion of the matter at such a meeting;
- c) vote on a question in respect of the matter at such a meeting; or
- d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

If a Director has made the declaration, but later receives legal advice on the issue and then determines that they were wrong regarding their entitlement to participate in respect of the matter, the Director may return to the meeting and withdraw the declaration by stating upon which basis the Director has determined that they are entitled to participate.

A Director who has a direct or indirect pecuniary interest in a matter must not use their office to attempt to influence in any way a decision, recommendation, or other action made or taken regarding that matter:

- a) at one of the types of meetings listed above;
- b) by an officer or an employee of the CCRD; or
- c) a person who has been delegated certain responsibilities by the Board.

Moreover, a Director must not use their office to attempt to influence in any way a decision, recommendation, or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

As a consequence of contravening these provisions pertaining to conflicts of interest, inside influence and outside influence, the Director is disqualified from continuing to hold office until the next general local election, unless the contravention was done inadvertently or because of an error in judgement made in good faith.

RESTRICTIONS ON ACCEPTING GIFTS

A Director must not, directly or indirectly, accept a fee, gift, or personal benefit that is connected with the Director's performance of their duties. There are exceptions to this rule which are:

- a) a gift or personal benefit received as an incident of protocol or social obligations that normally accompany the responsibilities of office;
- b) compensation authorized by law; and
- c) a lawful contribution made to a Director who is a candidate for election.

If the Director does receive a gift or personal benefit that exceeds \$250 in value or the collective total value of such gifts and benefits received directly or indirectly from one source in any 12-month period exceeds \$250, the Director, as soon as reasonably practical, must file with the CCRD's Corporate Officer a disclosure statement indicating:

- a) the nature of the gift or benefit;
- b) its source including, if it is from a corporation, the full names and addresses of at least 2 individuals who are directors of the corporation;
- c) when it was received; and
- d) the circumstances under which it was given and accepted.

Again, upon failure to disclose the above information, the Director is disqualified from continuing to hold office until the next general local election unless the contravention was done inadvertently or because of an error in judgement made in good faith.

RESTRICTIONS ON PROVIDING ASSISTANCE

A regional district Board's general powers, as set out in *Part 8, Division 1, Section 263* of the *Local Government Act*, include "to provide assistance for the purpose of benefiting the community or any aspect of the community". Many newly elected officials mistakenly assume this means that a regional district Board is able to directly help businesses.

Providing assistance in this manner is restricted as set out in *Section 273*, as follows:

"a board must not provide assistance to an industrial, commercial or business undertaking".

In this case, "assistance" includes a grant, benefit, advantage, lending money, guaranteeing repayment of borrowing, an exemption from a tax, fee, or charge, and other forms of assistance as identified in *Section 271* and *Section 272*.

The only exception to this is that a Board may provide assistance under a partnering agreement with a business.

DISCLOSURE OF CONTRACTS

If the CCRD enters into a contract with a Director or a person who was a Director at any time during the previous six (6) months and that person has a direct or indirect pecuniary interest, that contract must be reported at an open public Board meeting and the Corporate Officer must be advised of the contract as soon as reasonably practical.

Once again, the consequence for failure to do so, is disqualification from office until the next general local election, unless the contravention was done inadvertently or because of an error in judgement made in good faith.

RESTRICTIONS ON USE OF CONFIDENTIAL/INSIDER INFORMATION

As defined in Section 117 of the *Community Charter*, a Director, current or former, must not use information or a record that was obtained in the performance of their office and is not available to the general public for the purpose of gaining or furthering a direct or indirect pecuniary interest of the Director.

Disqualification from office until the next general location election is the penalty for contravention of this provision.

If any regional district Director or former Director has contravened any conflict of interest legislation, and realized financial gain in relation to that contravention, the regional district or any elector may apply to the Supreme Court for an order under this section. The Supreme Court may order the Director or former Director to pay to the regional district an amount equal to all or part of the person's financial gain as specified by the court.

With respect to all issues surrounding conflicts of interest in any of their forms as described above, when in doubt, err on the side of caution and make the declaration, and/or seek legal advice from your own lawyer.

Remuneration (REVISE to bylaw to be updated in 2022, plus Appendix: Bylaws)

STIPENDS, ALLOWANCES, AND REMUNERATION

According to CCRD Bylaw No. 477 (2017), *Board Remuneration and Expenses*, Board remuneration is as follows:

- a) The CCRD Chair's monthly allowance is \$600
- b) The CCRHD Chair's monthly allowance is \$75
- c) The Board meeting stipend for each Director (except for the Chair) is \$400
- d) The Board meeting stipend for the Vice Chair, when acting as Chair, is \$450
- e) The per hour remuneration for Local Work Assignments, for which a prior consensus of the Board has been reached, is \$36
- f) The per day remuneration for all Directors for attendance at conventions (AVICC, UBCM, Chairs and CAOs, etc.), for which a prior consensus of the Board has been reached, is \$250
- g) The per day remuneration for out-of-town representation (such as meetings with Ministers, not associated with UBCM), for which a prior consensus of the Board has been reached, is \$250
- h) Remuneration for out-of-town travel, for which a prior consensus of the Board has been reached, is \$250 per full day, and \$125 per half day.

TRAVEL EXPENSES

- a) All reasonable expenses incurred for travel and accommodation will be reimbursed at cost. In most cases, however, CCRD will pay the vendor directly.
- b) If a Director uses non-commercial facilities (such as staying with a friend or relative), a payment of \$50/night is remitted to the Director.
- c) Meals are reimbursed as follows: Breakfast: \$22; Lunch \$27; Supper: \$40. Alternatively, for full day events, Directors may claim \$100/day, which includes an additional \$11 for incidentals. Meals that are provided as part of a conference or convention, or similar, are not reimbursed.
- d) Automobile travel shall be reimbursed as per current Canada Revenue Agency allowance rates.
- e) The Director for Electoral Area A may travel once annually to the other communities within Area A at the expense of the regional district.
- f) Alternate directors are not compensated for travel within their community or within the regional district.

OTHER EXPENSES

- a) Paper/printer costs: \$300 annually per Director
- b) Personal cell phone/internet costs: \$50/month per Director, \$75/month for the Chair
- c) Childcare subsidy: \$50 per Board meeting per Director when applicable

Timing of payments and procedures for submitting receipts are outlined in the bylaw.

TRAVEL AND ACCIDENT INSURANCE

CCRD provides travel and accident insurance to staff and elected officials, including Alternate Directors. This policy covers CCRD-related business travel only.

Describe here

Board and Staff Relationship

The success of a Board - Chief Administrative Officer (CAO) relationship depends very much on the care and effort that is put into building and maintaining that relationship. Some of the steps that can promote a positive relationship include:

- A common approach to the handling of concerns and complaints;
- Communicating requests for staff action through the Chief Administrative Officer;
- Communicating any request for Board action through the Chair;
- Discussing any questions on items on the agenda with the Chief Administrative Officer prior to the Board meeting;
- Advance Notice – The CCRD’s professional image is preserved when prior notice is given to staff that certain information will be sought during meetings, thereby allowing a thorough and accurate response. Frequent, open, and frank discussion is encouraged between Directors and the CAO.

FUNCTION OF THE BOARD

The Board is the legislative body charged with the responsibility to provide good government for its region, and is one of the region’s primary decision-makers for consequential decisions, such as approving budgets and determining tax increases. The Board also maintains a high-level strategic focus on the community’s goals, major projects, and other long-term considerations such as community growth, land use, capital improvement plans, and strategic planning, rather than on administrative details.

The Board also reviews and evaluates (ideally annually) the Chief Administrative Officer’s performance, hires a CAO as needed, and also releases (fires) the CAO when necessary.

At CCRD, the hiring, releasing, and evaluating of a CAO by the Board has historically most often been undertaken with the help of an outside consultant, and when needed, a lawyer.

FUNCTION OF THE CHIEF ADMINISTRATIVE OFFICER (CAO)

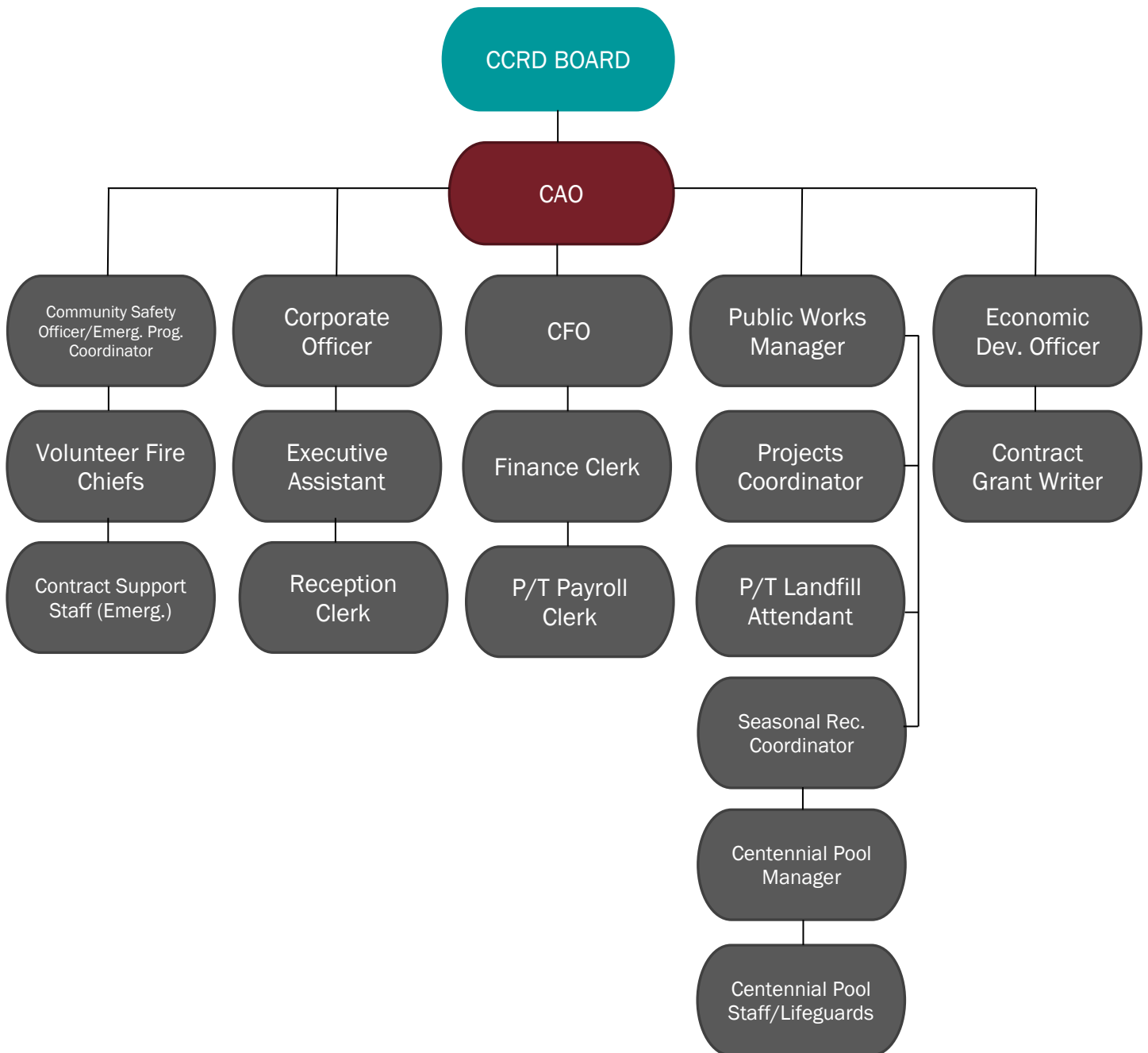
The Chief Administrative Officer (CAO) is one of the officer positions that must be established under Sections 234-235 of the *Local Government Act*. The CAO has the following general powers, duties, and functions:

- Overall management of the operations and services of the regional district;
- Ensuring that the policies, programs and other directions of the Board are implemented; and
- Advising and informing the Board on the operation and affairs of the regional district.

Further information regarding the role and function of CCRD’s CAO is discussed later in this manual, under Statutory Staff Roles.

Organizational Chart

The CCRD is comprised of departments, each headed by a lead staff. This administrative team meets regularly as a team, and individually with the CAO, to discuss issues and general solutions to administrative or service delivery issues, and will recommend options to the Board on policy development.



Statutory Staff Roles

Sections 233-238 of the *Local Government Act* define two statutory roles within local government, appointed by the Board: a Corporate Officer, and a Chief Financial Officer. And, while not a statutorily required position, nearly all local governments in BC also have a Chief Administrative Officer. The same person may be appointed to two or more positions. Before taking on the duties of office, a person appointed to an officer position(s) for a regional district must swear or affirm an oath of office.

CHIEF ADMINISTRATIVE OFFICER (CAO)

The Chief Administrative Officer oversees the conduct of all regional district business in pursuing the regional district's purpose and serving the will of the Board. At CCRD, the office of the Chief Administrative Officer:

- Reviews services, service areas, programs, budgets, and policy initiatives;
- Makes recommendations to the Board;
- Ensures that the Board's directives are carried out;
- Establishes standards and priorities for civic administration;
- Motivates and monitors performance to ensure standards are met, priorities are pursued, and high-quality regional district services are consistently and sustainably delivered; and
- Manages organizational development to ensure good communication between departments and coordinated efforts to address regional district priorities.

The CAO is appointed by the CCRD Board and is responsible to the Board for the execution of the Board's decisions and the work of CCRD departments and services. The CAO attends meetings of the Board and may speak to the matter under discussion.

CHIEF FINANCIAL OFFICER (CFO)

The CFO is assigned the responsibility of financial administration, which includes the following powers, duties, and functions:

- Receiving all money paid to the regional district;
- Ensuring the keeping of all funds and securities of the regional district;
- Expending and disbursing money in the manner authorized by the board;
- Investing funds, until required, in authorized investments;
- Ensuring that accurate records and full accounts of the financial affairs of the regional district are prepared, maintained and kept safe;
- Exercising control and supervision over all other financial affairs of the regional district.

The CFO is appointed by the Board, and reports directly to the CAO, as reflected in CCRD's organizational chart.

CORPORATE OFFICER

The Corporate Officer is assigned the responsibility of corporate administration, which includes the following powers, duties and functions:

- Ensuring that accurate minutes of the meetings of the Board and committees are prepared and that the minutes, bylaws and other records of the business of the Board and committees are maintained and kept safe;
- Ensuring that access is provided to records of the Board and committees, as required by law or authorized by the Board;
- Certifying copies of bylaws and other documents, as required or requested;
- Administering oaths and taking affirmations, declarations, and affidavits required to be taken under this or any other Act relating to regional districts;
- Accepting, on behalf of the board or regional district, notices and documents that are required or permitted to be given to, served on, filed with, or otherwise provided to the Board or regional district;
- Keeping the corporate seal and having it affixed to documents as required.

The Corporate Officer is appointed by the Board, and reports directly to the CAO, as reflected in CCRD's organizational chart.

SUSPENSION AND TERMINATION OF OFFICERS

Given the complexities of employment law, CCRD Directors are encouraged to exercise due diligence and seek legal counsel before making a decision to suspend or dismiss an officer or employee. Expensive lawsuits and severance payouts have resulted in serious financial and political consequences for several local governments in BC over the past few years, due to a lack of due diligence by Boards and Councils.

The Chair has the power to suspend an officer or employee if they consider it necessary. The suspension must be reported to the Board at its next meeting, and the Board then has the option to confirm the suspension, confirm and extend the suspension, or reinstate or dismiss the officer or employee.

The Board may dismiss an officer by terminating their appointment in either of the following ways:

- If for cause, immediately without any period of notice
- In any other case, with reasonable notice and a two-thirds affirmative vote of the council or board
-

An officer must be provided an opportunity to be heard by the council or board before their appointment is terminated. **The termination is subject to any contracts of employment and other legal rules that are in effect.**

Regional District Services

The CCRD offers a variety of services pursuant to the provisions of the *Local Government Act*. For the most part, authority to operate individual services is provided by bylaw subject to the approval of the Provincial Government's ministry responsible for local government affairs.

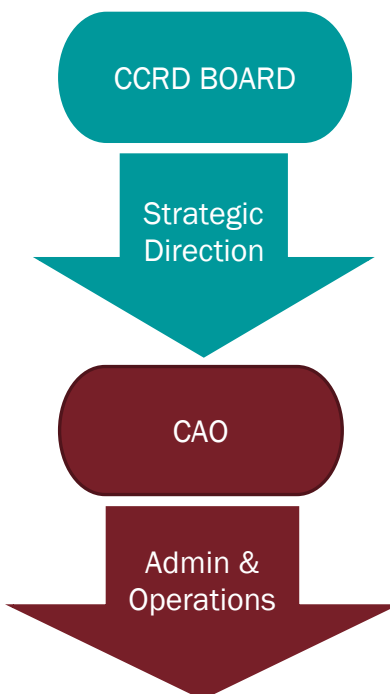
Subject to the specific limitations and conditions established by the *Local Government Act*, regional districts may operate any service that the board considers necessary or desirable. Services may be operated by the regional district or through another public authority, person, or organization. Corporate powers also provide for contracting with another public authority and to establish corporations, partnerships, or joint ventures to operate services.

Generally, bylaws which establish new services require the assent or approval of the electors which may be obtained through various methods including petition, counter petition, or voting.


ADMINISTRATION

A regional district's administration is commissioned with the day-to-day operation of the regional district and is limited by the policies and bylaws of the regional Board, the requirements of the *Local Government Act*, the regional district's Letters Patent and supplementary Letters Patent, as well as other relevant statutes.

The CCRD operates in accordance with the Board-Chief Administrative Officer (CAO) model of local government. The central feature of this model is the separation of governance and administration. The Board is the governing body responsible for setting a vision, developing strategies to achieve the vision, and formulating policies. The CAO is the professional manager responsible for administration. The CAO implements the Board's policies and decisions, handles all operations, and ensures quality service delivery.



FINANCIAL SERVICES

The Financial Services function oversees the financial operations of the CCRD, safeguards the regional district's financial assets, coordinates the budgeting activities, and maintains the CCRD's technological infrastructure. 

The Financial Services Department focuses on the following main areas throughout the year:

Financial Planning

The first area involves compiling an understandable, comprehensive, five-year Financial Plan that meets the statutory requirements and stewardship expectations of the general public. The Financial Plan or budget outlines the expenses that are necessary to meet the service levels and operating requirements of the CCRD. The budget also identifies where the revenues will come from to pay for the identified expenses. Capital items include things like the airport buildings, the Centennial Pool, and water distribution systems. Each year a portion of the tax revenues are budgeted to be set aside in reserve funds for management (maintenance and replacement) of these assets over time. The Board will have the opportunity to hear presentations from the staff relating to each upcoming Financial Plan in December of each year. After a public consultation process in early Spring, a bylaw will be presented to the Board for approval by March 31st. Municipal governments are not allowed under legislation to run an operating deficit.

Taxes and Utilities

Regional districts in BC have the power to impose a property tax levy on private properties within their boundaries, the value of which is determined by BC Assessment Authority. Taxes are collected annually by the Surveyor of Taxes. As well, regional districts have the power to collect fees-for-service from direct users of any utility services provided by the regional district. In the case of CCRD, this includes the Bella Coola Townsite Water System, the Hagensborg Water System, and the Denny Island ater system.

The amount of tax levied to individual properties within the Central Coast Regional District is calculated by determining the amount of funds required to provide each service. Those costs are then allocated amongst the total of the assessed value of the properties within each service, or electoral area. BC Assessment Authority determines the assessed value of properties. The provincial Surveyor of Taxes collects, levies and distributes the regional district tax requisition (the amount of funds required to provide the service) amongst the individual properties based on the assessed value.

Authority to levy taxes is generally contained within an establishing bylaw. A limit for each \$1,000 of assessed value is usually imposed on each service or function.

The annual requisition to the province is submitted in early April in conjunction with the adoption of the Five-Year Financial Plan on or before March 31st. The Regional District receives the levy in one lump sum at the beginning of August. In the months between, CCRD,

as is typical for all governments in BC, borrows it's needed funds from the Municipal Finance Authority of BC, discussed later in this manual.

CCRD Tax rates per \$1,000 of assessed value by class – 2022

| Class | Area A | Area B | Area C | Area D | Area E |
|--------------------------|--------|--------|--------|--------|--------|
| 01 Residential | | | | | |
| 02 Utilities | | | | | |
| 04 Major Industry | | | | | |
| 05 Light Industry | | | | | |
| 06 Business/Other | | | | | |
| 07 Managed Forest | | | | | |
| 08 Recreation/Non-Profit | | | | | |
| 09 Farm | | | | | |

Financial Reporting

The third area of focus for Financial Services is to maintain and report the financial affairs of the CCRD in an efficient, accurate and timely manner. The annual financial statements are audited by a Board-appointed auditor.

A separate report is prepared to itemize the total remuneration and expenses and benefits paid to each Director.

Annually, a Statement of Financial Information (SOFI) report is also prepared that shows the remuneration of staff over \$75,000 and suppliers over \$25,000.

Financial Services prepares a quarterly report for the Board itemizing the budget-to-actual expenditures to help inform Directors how the CCRD is performing compared to the Financial Plan.

Finally, department heads are supplied a budget-to-actual expenditures analysis on a bi-weekly basis to assist them with managing the expenditures in their respective departments.

The Financial Services Department processes and pays all supplier invoices and processes payroll for all staff members every two weeks, and for Directors once per month.

Other

The CCRD'S reserve funds are invested according to Board policy to preserve capital, insure liquidity, and achieve a high rate of return. The Local Government Act limits the investment instruments to those guaranteed by the Federal or Provincial Governments or by any of the five major Schedule "A" banks. Is this CCRD's practice???

Risk management and coordinating the CCRD's liability insurance are also functions falling under the Financial Services mandate. The CCRD's liability insurance is purchased through

the Municipal Insurance Association (MIA) which is a self-insurance pooling program made of 85% of the local governments in BC.

Financial Services' day to day operations include: Cash Management, Accounts Payable and Receivable, Payroll and Benefits Administration, Borrowing and Investing, Grant Funding applications, various Provincial reporting i.e. Gas Tax, and Local Government Data Entry reporting.

EMERGENCY MANAGEMENT

Emergency Management is the coordination and implementation of steps and resources required for the mitigation and prevention, preparedness, response, and recovery tasks associated with emergencies. Emergency Management activities include planning, training, and responding to emergencies such as wildfires, tsunamis, earthquakes, and flooding.

The Central Coast Regional District (CCRD) Emergency Management Plan (January 2018) is the guiding document for how the CCRD will:

- Identify and determine potential risk to Central Coast communities
- Provide policy guidance and direction to emergency management organizations
- Review and update emergency plans
- Establish and maintain an emergency training program and conduct exercises
- Establish procedures for implementing emergency plans
- Establish procedures for notifying people who may be impacted by emergencies
- Coordinate the provision of food, clothing, shelter, transportation, and medical services in an emergency
- Set priorities for restoring essential services
- Recommend priorities to essential service providers.

When an emergency occurs in our region which necessitates action from the CCRD's Emergency Management Program, the Board is immediately functioning under the guidance of the *Emergency Programs Act*. This Act provides the CCRD, including the Board, extraordinary powers and responsibilities to protect the safety of its communities, including but not limited to the following:

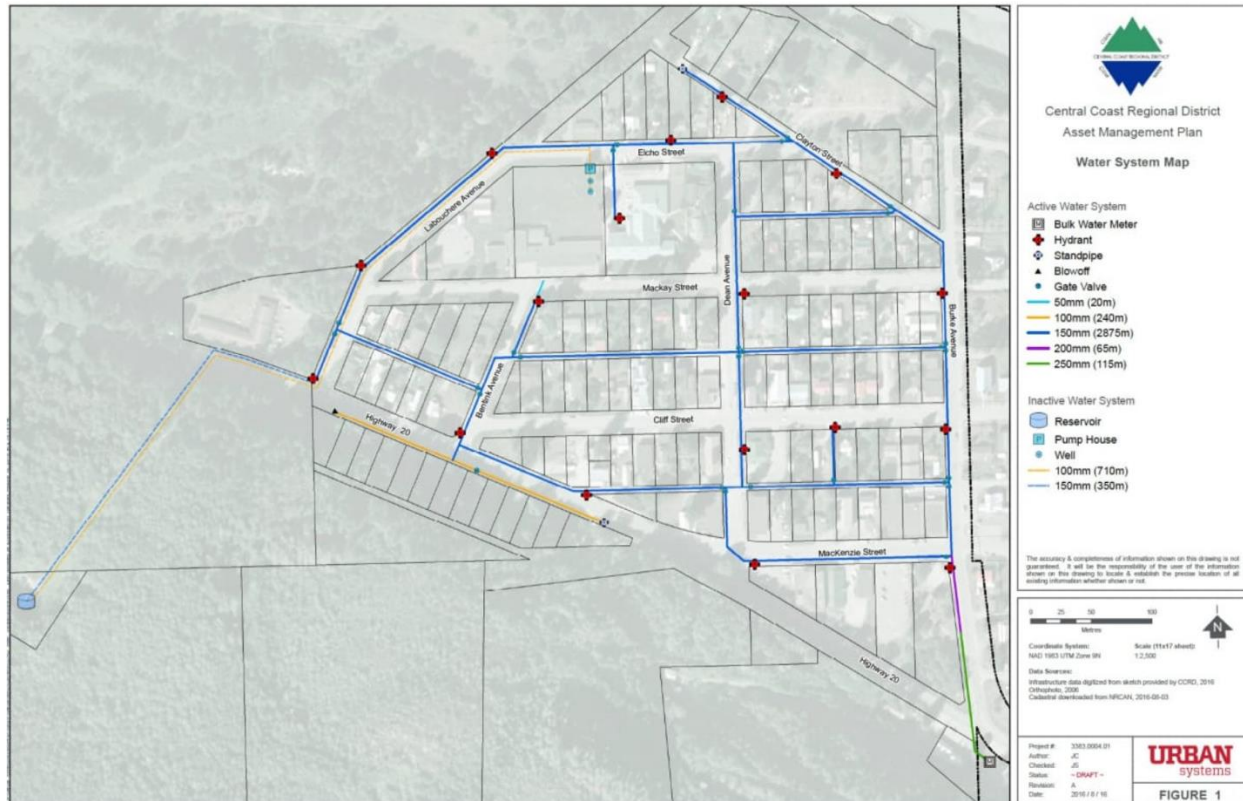
- The Act grants the CCRD Chair the power to declare a State of Local Emergency (SOLE), generally at the recommendation of the CCRD's Emergency Programs Coordinator.
- The Act empowers the CCRD to undertake all acts and implement all procedures that it considers necessary to prevent, respond to, or alleviate the effects of an emergency or disaster
- The Act protects the CCRD from liabilities as a result of undertaking actions or procedures during an emergency, as long as those actions or procedures were undertaken in good faith

WATER

CCRD currently provides water service to homes and businesses in the Bella Coola townsite (Electoral Area E) and homes and businesses in Hagensborg (portions of Electoral Areas C and D); and is beginning development of a new service to provide water to several residences on Denny Island (Electoral Area A).

Bella Coola

The Bella Coola Townsite Water service is a distribution system which carries water - which CCRD purchases via a service agreement from the [Nuxalk Nation](#) - to homes and businesses within the Bella Coola townsite. This is a fee-for-service system, which means that direct users of the system cover the costs of operating it. The Bella Coola Townsite Water System serves 82 connections.



Hagensborg

Hagensborg Water Service was established as a CCRD service on January 1st, 2021, after several decades of existence as a service of the now-defunct Hagensborg Waterworks District. The Hagensborg Water System serves 220 connections, as a fee-for-service system.

(map here)

Denny Island

Denny Island Water System will also be a fee-for-service system for several residences on Denny Island. Planning and preliminary work on-the-ground continue, and initial operation has not yet commenced. It will serve an estimated [redacted] connections, and is being planned and constructed in partnership with School District 49.



SOLID WASTE MANAGEMENT (NEEDS UPDATING)

In British Columbia, regional districts develop solid waste management plans under the provincial Environmental Management Act. These plans are long term visions of how each regional district would like to manage its solid wastes in accordance with the pollution prevention hierarchy. [CCRD's Solid Waste Management Plan](#) (SWMP) will be renewed on a 10-year cycle to ensure that it reflects the current needs of the region as well as current market conditions, technologies and regulations.

The CCRD submitted its first SWMP to the Province for approval in 1996. This plan was not approved due to concerns regarding plan financing. Consequently, the CCRD revisited the planning process and prepared a revised plan which the Province approved in 2004.

This draft document represents an update of the CCRD's solid waste management plan and once approved by the Province (along with any approval conditions), becomes a regulatory

document for solid waste management and serves to guide the solid waste management related activities and policy development in the CCRD. In conjunction with regulations and operational certificates that may apply, this plan regulates the operation of sites and facilities that make up the region's waste management system.

The CCRD Board of Directors approved the SWMP in open public meeting on March 9, 2017. It has been submitted to the BC Ministry of Environment and Climate Change Strategy for review and finalization.

The plan details waste and diversion targets, all aspects of management of waste at the Thorsen Creek Waste and Recycling Centre, pollution prevention targets, future planned facilities and services, and estimated expenditures through 2026. All Directors should familiarize themselves with the contents of the plan.

PARKS AND RECREATION

Parks and Recreation services in Electoral Areas C, D and E are managed through the CCRD Operations Department. Bella Coola Valley recreation programming, ice rink flooding and park scheduling are handled by several dedicated volunteers.

The Denny Island Recreation Commission provides the service in a portion of Electoral Area A. The authority to maintain the service is provided by the Regional District Board of Directors via bylaw. Commissioners who serve the function are appointed annually by the Board.

CCRD's recreation and parks sites include: Nusatsum Regional Park, Centennial Pool, Snootli Creek Regional Park, Snootli Creek Ice Rink, and Walker Island Regional Park.

CCRD's recreational programs include: slow pitch softball, volleyball, and pool programs and lessons.

CENTENNIAL POOL

Originally built in 1967, the Centennial Pool was constructed with proceeds from the federal government as part of their Centennial celebrations. It is located in Hagensborg, east of the Bella Coola town site. The volunteer **Centennial Pool Commission** is charged with its operations and management by authority of a Regional District bylaw enacted by the Board of Directors.

The operation of the facility is funded through local tax dollars from Electoral Area C, D, and E; a portion of the Provincial Basic Grant; and user fees. Because it is an outdoor pool, it is operated only during the months of June through August.

The swimming pool has provided lifeguard training and leadership opportunities for the youth of the Bella Coola Valley since it commenced operations. It offers Red Cross swimming lessons, lifesaving and First Aid, leadership training, private rentals, school classes, public and lap swims.

STREET LIGHTING

CCRD is responsible for the installation and maintenance of 24 street lights in the Bella Coola Valley. A list of locations of these street lights can be found in Schedule A of the [Street Lighting Bylaw](#).

HOUSE NUMBERING

At the request of community groups (the R.C.M.P., the Ambulance Service and valley Volunteer Fire Departments), the Central Coast Regional District enacted a bylaw to establish a house numbering service in Electoral Areas C, D and E, primarily to accommodate emergency situations. This service complements the house numbering which was already in place on the federal reserve lands of Four Mile Reserve and Townsite Reserve.

Although each dwelling in the valley has been issued a house number, participation in terms of signage is currently voluntary. All residents are urged to consider appropriate house identification numbers for their properties in order to assist emergency personnel.

COMMUNITY AND ECONOMIC DEVELOPMENT

Following a Collaborative Economic Development Meeting in October of 2014, Central Coast Regional District residents identified using a community economic development approach as a suitable match to achieve the economic development outcomes community members and stakeholders envision for the region.

Community Economic Development puts emphasis on inclusion and works to ensure the community, as a whole, participates in developing the economy. It encourages businesses to operate with long-run environmental, cultural, community, and economic well-being in mind. This approach ensures the economy is led by local decision makers.

The Community Economic Development Officer (CEDO) supports community economic development through research, government liaison, communications and marketing. A clear set of community priorities is essential to ensure that the Economic Development Services function of the Central Coast Regional District is working towards the future that is envisioned by the local residents.

This CCRD Economic Development Operating Plan is a multi-year strategy created to identify the role CCRD administration can play within its Economic Development Service to support regional economic and community development efforts. The plans focus areas are derived from the October 2014 collaborative meeting, input from the Economic Development Advisory Committee, regular engagement with local, regional, and provincial organizations, regular engagement with members of the public, and an Economic Development Building Blocks Workshop held October 2016.

Grant-In-Aid

The Central Coast Regional District has a long history of providing grants to organizations within the Regional District boundaries.

In general, the Board supports non-profit, non-partisan and non-denominational applicants. Due to the limited assessment base, the total average annual amount requisitioned by the Regional District cannot exceed approximately \$15,000 pursuant to the *Local Government Act*.

Applications for assistance are governed by Policy F-17, enacted by the CCRD Board of Directors. Applications are accepted and considered by the Board at the February Board meeting each year. The deadline for all applications is February 1st. Payout to grant recipients is undertaken in August.

Grant Writing Support

The CCRD values the hard-working community groups and volunteers who undertake projects, programs, and services that benefit communities in our Region.

Funded in part by Northern Development Initiative Trust, the Community Grant Writer assists the CCRD with grant applications, identifying funding sources, and submissions in support of qualifying community organizations.

The CCRD Grant Writer Support Program is intended to:

- secure more funding dollars to support community economic development projects and initiatives within the CCRD; and
- build grant writing capacity and expertise within local organizations.

Community organizations operating in the Central Coast region who are seeking funding for a community economic development initiative have an opportunity to access the Community Grant Writer.

Northern Development Initiative Trust

Northern Development Initiative Trust (Northern Development) was established in November 2004 (with Act amendment in September 2005) by the provincial government to foster economic development and job creation in central and northern British Columbia.

Established through these acts of legislation, and initially infused with two deposits totaling \$185 million, Northern Development is a regionally operated economic development funding corporation for central and northern British Columbia. Northern Development operates independently from government and provides the funding and ability to identify and pursue new opportunities for stimulating economic growth and job creation within the region.

In addition to flowing funding into communities, Northern Development makes a difference through working with municipalities, regional districts and First Nations to build economic development staff and program capacity.

It is a catalyst for communities to reach their economic potential. The Northern Development Initiative Trust covers more than 70% of the province, from Lytton to Fort Nelson and from Valemount to Haida Gwaii, including thirty-nine incorporated communities, nine regional districts, one regional municipality and eighty-eight First Nations communities.

By legislated mandate, Northern Development project investments must fall within one of the following ten primary investment areas:

- Agriculture
- Economic Development
- Energy
- Forestry
- Mining
- Olympic Opportunities
- Pine Beetle Recovery
- Small Business
- Tourism
- Transportation

Over the years, many CCRD projects, initiatives, and services have been funded in part by Northern Development. Every year, the CCRD Board appoints one EA Director to sit on Northern Development's Northwest Regional Advisory Committee. This Committee recommends funding applications to Northern Development's Board of Directors, which makes the final decisions for project investments.

AIRPORTS

Bella Coola Airport

Supplementary Letters Patent #2 was issued by the Province of BC to CCRD (then Ocean Falls Regional District) in 1972 for the purposes of an airport and facilities in electoral areas C and D. At that time, the volunteer Bella Coola Airport Commission was an active participant in the general operations at the airport. Airport operations are now directly overseen by the Public Works Manager. Pacific Coastal is the only airline which offers scheduled service to and from Bella Coola.

Bella Coola Airport is certified for operation by Transport Canada, and long-term operations strategies are guided by the Bella Coola Airport Master Plan, which was endorsed by the CCRD Board in 2017. For continued, long-term success at the Bella Coola Airport, the CCRD stated the following objectives to be integral to the Master Plan:

Aircraft Safety

The safety of air craft operations is paramount. Transport Canada standards and the Bella Coola Airport Operations Manual are key references for facility development.

Airport Capacity

Increases in air craft movements, passengers, and freight will determine the requirement for the expansion of facilities such as aprons/taxiways, terminals, support facilities, vehicle parking, ground access, and other associated infrastructure.

Forecast Demand

There are no official aviation forecasts; therefore, a well-defined forecasting methodology identifies current drivers and aviation demands. The forecasts provide future projections for passenger growth, which, in turn, determine terminal, airside, and landside infrastructure sizing and the suitability of existing aircraft for the Bella Coola Airport.

Regional Planning

The Master Plan is, in principle, a guiding document that will assist the CCRD in making airport investment decisions over the plan period. The planning philosophy projects the aviation needs of the region for the long term. The development of the Bella Coola Airport should be consistent with regional development, which requires taking impacts of air transport growth to the community into account. Factors like aircraft noise, airspace protection, and the hazards of aircraft operations are essential to the plan to ensure that the airport meets the region's air service expectations. The Master Plan also identifies the required lands for practical development during the master planning period.

Comparable Aerodrome Rates and Charges Review

A comparison of current rates and charges issued by other comparable local and regional aerodromes allows the CCRD to periodically review its current rate structure in order to better capitalize on existing and future sources of revenue potential.

Groundside Activities

The plan identifies potential land uses and alternate sources of revenue for the airport. Opportunities and trends prompted by the stakeholders' consultation assisted the team in determining both aviation and non-aviation land uses.

Land Uses

Aviation (requiring airfield access) and non-aviation land uses (not requiring airfield access).

Denny Island Airport

The Denny Island Airport function was established by a [bylaw](#) adopted in 1992 by the CCRD Board when the community requested that an existing runway become a function of the Central Coast Regional District. The airport itself is a registered aerodrome and does not have a scheduled airline servicing the community. The land is secured by a licence of occupation granted by the Province of British Columbia. The volunteer [Denny Island Airport Commission](#) oversees operations.

Bella Bella Airport [\(include this or not?\)](#)

The Heiltsuk Nation owns and operates the only other Transport Canada certified airport in the region, in Bella Bella on Campbell Island.

LAND USE PLANNING

Land use planning provides for the orderly development of properties within the Central Coast Regional District. Long range planning includes the development of land use policies and regulations. The policies and vision for the communities are bylaws adopted as Official Community Plans (OCP). Land use regulations are bylaws adopted as zoning bylaws.

The Central Coast Regional District currently has land use bylaws in place in the Bella Coola Valley, or Electoral Areas C, D and E. They include a [zoning bylaw](#), the [Bella Coola Valley Official Community Plan](#), and a subdivision servicing bylaw. Another portion of the Regional District with land use regulations in place is on Calvert Island in Electoral Area A. The vast majority of Electoral Area A is unregulated.

Subdivision Servicing and Control

Subdivisions in Electoral Areas C, D and E are governed by the *Bella Coola Valley Subdivision Control Bylaw No.72* which was adopted in 1984. The authority for subdivision approval rests with the BC Ministry of Transportation District Manager.

The approving officer may refuse to approve any subdivision of any parcel of land unless all the requirements of the subdivision bylaw and other applicable regulations have been observed. They may also refuse to approve a subdivision if any existing use on that particular parcel is non-conforming in respect to any other bylaw.

In any subdivision, the Central Coast Regional District stipulates that each parcel must be supplied with sufficient potable water by either being connected to a community water system, or by having proof of availability of sufficient groundwater sources to service the lots being created. The CCRD may also require the owner of the land being subdivided to provide, without compensation, land for public open space in locations and to the extent required by the approving officer for the purpose of providing sufficient open space within the proposed subdivision for park and public use.

Agricultural Land Reserve

Notwithstanding the other provisions of the subdivision bylaw, all lands within the [Agricultural Land Reserve \(ALR\)](#), except those exempted, are subject to the provisions of the [Agricultural Land Commission Act](#) and regulations, thereby not permitting the subdivision of land and the development of new non-farm uses unless approved by the [Agricultural Land Commission](#).

The *Agricultural Land Commission Act* sets the legislative framework for the establishment and administration of the agricultural land preservation program. The ALR takes precedence over, but does not replace, other legislation and bylaws that may apply to the land. Local governments are expected to plan in accordance with the provincial policy of preserving agricultural land. It is the responsibility of the local government under [section 21 of the Act](#), to forward applications to the Commission.

FIRE PROTECTION

A small but dedicated group of volunteers manages and delivers CCRD's Fire Protection service and maintains the fire halls and equipment. This service is also the subject of a mutual aid agreement between all volunteer fire departments in the Bella Coola Valley (Electoral Areas C, D and E). This includes the Noosatsum Waterworks Improvement District as well as the [Nuxalk Nation](#) Fire Department.

Bella Coola Fire Department

The Bella Coola Fire Local Service Area was established by [bylaw](#) in 1992 when the Regional District became responsible for the defunct improvement district which had provided fire protection, street lighting, and water service to the Bella Coola town site located in Electoral Area E.

Hagensborg Fire Department

The Hagensborg Fire Local Service Area was established by bylaw in **2021** when the CCRD absorbed the services of the Hagensborg Waterworks Improvement District.

Other Regional Fire Services

Fire protection services in Ocean Falls are the responsibility of the Ocean Falls Improvement District. The [Heiltsuk Nation](#) has the authority in Bella Bella, and the [Wuikinuxv Nation](#) in Wuikinuxv and Rivers Inlet.

LIBRARY

The Province of British Columbia enacted a regulation in 1994 under the [Library Act](#) that required the Central Coast Regional District to adopt an establishing bylaw for the purpose of replacing School District No. 49 in the Vancouver Island Regional Library District.

The Central Coast Regional District assumed responsibility for the public library function pursuant to provincial government regulation as established by Regional District bylaw. CCRD requisitions taxes locally to provide quarterly contributions to the Vancouver Island Regional Library (VIRL). All electoral areas participate and pay for the service.

The VIRL, based in Nanaimo, is represented by a Board of Directors who meet quarterly on Vancouver Island. CCRD appoints one Electoral Area Director annually to represent CCRD as a member of the Vancouver Island Regional Library Board of Directors.

The Bella Coola branch of the regional library is located on the Bella Coola town site (Electoral Area E). All other Central Coast communities are serviced by a “Book by Mail” program offered by Vancouver Island Regional Library.

COMMUNITY BUS

Public transit in the Bella Coola valley commenced operations in 2006. The transit service is funded by the Bella Coola General Hospital, and Vancouver Coastal Health Authority in partnership with British Columbia Transit and the Central Coast Regional Hospital District. The operating company, Bella Coola Valley Bus Company Ltd., is authorized to operate, manage and maintain a Public Passenger Transportation System within the Bella Coola Transit Service Area pursuant to the British Columbia Transit Act.

Committees, Boards, and Commissions

Commissions and Committees are an important part of some of the services the CCRD delivers. Individual Directors are assigned to help each Committee or Commission that is responsible to provide a service to the community. CCRD Commissions are usually composed of local volunteers who are not on the board. Committees are generally temporary (ad hoc), such as a Hiring Committee to hire a new CAO, and are struck by the Board as needed.

In addition, the CCRD is also represented on Boards in other organizations by Directors. These include: Vancouver Island Regional Library Board (see “**Library**” earlier in this manual); the Municipal Finance Authority Board (see “**Elected Officials Associations**”), the Municipal Insurance Association (see “**Elected Officials Associations**”) and Northern Development Initiative Trust (see “**Community and Economic Development**”).

Commission and Board assignments for Directors occur every year at the November meeting, in conjunction with elections for Chair and Vice Chair. Ad hoc committee assignments occur as needed.

CENTENNIAL POOL COMMISSION

Originally built in 1967, the Centennial Pool was constructed with proceeds from the federal government as part of their Centennial celebrations. It is located in Hagensborg, east of the Bella Coola town site. The operation of the facility is funded through local tax dollars from Electoral Areas C, D, and E; a portion of the Provincial Basic Grant; and user fees.

The volunteer Centennial Pool Commission is charged with its operations and management by authority of a Regional District bylaw enacted by the Board of Directors.

The seven members of the Commission are appointed each January in open public meeting by the Board. The Pool Commission Establishing Bylaw was enacted in open public meeting on July 5th, 1994.

DENNY ISLAND AIRPORT COMMISSION

The Denny Island Airport function was established by bylaw adopted in 1992 when the community requested that an existing runway become a function of the Central Coast Regional District. The airport itself is a registered aerodrome and does not have a scheduled airline servicing the community. The land is secured by a licence of occupation granted by the Province of British Columbia. The volunteer Denny Island Airport Commission oversees the maintenance and operations of the airport.

The Denny Island Airport Commission Establishing Bylaw was first enacted in 1992, then updated in 2017 in open public meeting by the CCRD Board.

DENNY ISLAND RECREATION COMMISSION

The Denny Island Recreation Commission (DIRC) receives authority from the Central Coast Regional District Board of Directors to provide recreational services to the residents of Denny Island.

The function is supported by tax dollars which are levied on land and improvements in Electoral Area A, in addition to a portion of the provincial basic grant received annually from the Province of B.C.

The DIRC provides the majority of community activities which historically have included a fitness program, games, youth development, workshops, and special events.

The current DIRC was established through a bylaw enacted by the CCRD Board of Directors on October 8th, 2015.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

The purpose of the Economic Development Advisory Committee (EDAC) is to provide achievable and sustainable recommendations on community economic development to the CCRD Board for their considerations. EDAC will assist CCRD Staff with implementing resolutions from the Board in regards to community economic development. The EDAC will approach community economic development with the theory of developing from “inside out” or bottom up for the entire region, from a holistic, collaborative, and community driven perspective.

Board Meetings

TYPES OF BOARD MEETINGS

There are several types of CCRD meetings you may attend during your four years as an EA Director. These are described in detail in the *Local Government Act*, and each type is outlined below. Note that provisions relating to the conduct of local elected officials and some of the council procedure rules under the *Community Charter* apply also to regional districts. These provisions include: open meeting rules, ethical standards, disclosure of confidential information, and disqualification of elected officials and elector approval processes, including the alternate approval process for new services.

REGULAR MEETINGS

The timing of regular CCRD Board meetings and procedures to be followed at meetings are established in CCRD's *Board Meeting Procedures* bylaw. All regional district Board meetings must be open to the public, except for those specific situations outlined in the legislation where the public can be excluded. (See "Closed Meetings" below.)

With annual Board approval of the meeting calendar for the upcoming year, CCRD generally holds 10 regular Board meetings every year, on the second Thursday of each month. With very rare exceptions, there are no regular public meetings in January or August.

When the time for the Regular meeting is reached, the Chair determines whether there is a quorum (at least three Directors present). If there is a quorum, then the Chair calls the meeting to order and follows the order of the agenda as determined by the Board Meeting Procedures bylaw.

There are a few things to note regarding regular meetings of the CCRD Board:

- **CCRD does not issue proclamations**, in accordance with *Policy A-28 Proclamations and Declarations*
- **The minutes record only a brief opening statement of the subject matter, not debate.** Motions, movers and seconders are recorded along with the results of the vote.
- **A bylaw must receive three readings before it is considered for adoption.** In most cases, there must be at least one day between third reading and adoption of the bylaw. If approval from another agency is required, then the approval of that agency (ie: Ministry of Transportation) must be given after third reading, but before final adoption. The bylaw can only be amended or repealed by another bylaw. The bylaw comes into force either the date the bylaw is adopted or a future date, if specified in the bylaw. **EXCEPTION:** Section 890(9) of the *Local Government Act* authorizes a Board to adopt an Official Community Plan or Zoning Bylaw at the same meeting at which the plan or bylaw passes third reading, as long as there are no outstanding approvals from other agencies.

SPECIAL MEETINGS

Special meetings, whether public or in camera, are meetings of the Board which are not scheduled regular public meetings. Special meetings can be called by the Chair or any two EA Directors, for any number of reasons. They should be used judiciously as a tool for discussion and decision-making, and generally only for which the Board must make a decision that cannot wait until the next regular public meeting.

Historically, most special meetings at CCRD have occurred in March, and have to do with budget approval before the provincially-legislated deadline of March 31st each year.

There are public notification procedural requirements that must be followed when calling a special meeting.

PUBLIC HEARINGS

Public Hearings are a legislated requirement which must take place after the first reading, but before the third reading, of a bylaw to amend an Official Community Plan or a Zoning Bylaw. They provide an opportunity for those members of the public who believe their interests are affected by the development to speak to the Board and communicate their concerns. Public hearings are held as required, generally as a separate special meeting. Generally, a public hearing will be held after the Regular meeting at which the bylaw receives first and second reading, but before third reading is scheduled on the agenda.

Any written material (including petitions) from the public to be considered at a public hearing is sent to the Corporate Officer and included in the agenda package for that meeting. If members of the public provide written copies of material to the Board at the Public Hearing, the Corporate Officer will keep a copy of that material for the record.

Generally, either the Chair or the appropriate EA Director presides at Public Hearings, and opens the proceedings by reading a statement that outlines procedures for the hearing and who is entitled to speak during the hearing. The purpose of a Public Hearing is to listen to what members of the public have to say about a proposed development bylaw, not to engage in a debate with them. It is very important that the Board maintains a degree of open-mindedness and remains open to influence, so there is no perception of bias by the public. To quote an article from the Union of British Columbia Municipality (UBCM) News, June 1986:

“There must be no suspicion of suppression by any member of [the Board] of any person attending the public hearing. There is a duty to:

- 1. Listen to all representations;*
- 2. Have an open mind; and*
- 3. Give the public the opportunity of presenting all views.*

There is no duty on [Board]Members to:

- 1. Make their views known individually or collectively;*
- 2. Disclose their deliberations;*
- 3. Debate the merits of the proposal; or*

4. Attempt to sell the project, amendments or zoning,

And in fact, to do so, would give the appearance of having already closed your minds on the subject.”

There is no time limit for a Public Hearing. However, once the Public Hearing is closed, the Board must not receive any further information or commentary from the proponent or the public. If any new material is to be received and considered, then the Public Hearing must be reopened, so that all have the opportunity to hear what is being discussed.

COMMITTEE OF THE WHOLE

A Committee of the Whole meeting is typically utilized by a local government when public input on a matter is sought on issues other than those matters referred to in a Public Hearing. The CCRD Board has not historically utilized Committee of the Whole proceedings, thus it is not defined or referred to in *Bylaw 497 Board Meeting Procedures Bylaw*. However, because it is common practice for many local governments in BC, it is included here for reference.

WORKSHOPS

A workshop is a meeting of the Board for the purpose of focusing on a particular topic that is timely for the business of the CCRD, and that may require further depth of review and discussion than time would allow in a regular meeting of the Board. A workshop does not intend or include any decision-making by the Board. Matters that arise during a workshop that require a decision must be tabled as a resolution at the next regular meeting of the Board. A workshop is not a regular meeting, is not the result of any statute, and is not the continuation of an adjourned meeting.

CLOSED MEETINGS

Closed (also known as *in camera*) meetings are Board meetings from which the public is excluded from attending. The basis for closing meetings to the public **must** be found in one of the subsections of Section 90 of the *Community Charter*. As a general rule, matters that fall within the 3 Ls (Land, Litigation/Legal and Labour Relations) are grounds to close the meeting.

The purpose of a closed session is for the Board to deal with matters of a sensitive or confidential nature. The material to be considered at a closed session will be distributed only to Directors, the Chief Administrative Officer, and Senior staff who are directly involved in the matter. This material is **never** distributed to the public nor to the media, even if requested by these people pursuant to the *Freedom of Information and Protection of Privacy Act*. **It is essential that the confidentiality of the matters discussed in closed sessions is maintained.**

Closed sessions are subject to the same rules and regulations that apply to Regular meetings of the Board. The Chair will preside for the closed session meetings. A bylaw cannot be read or adopted in a closed session.

Closed sessions are held only as needed. If a closed session is necessary, then it is usually held immediately prior to or immediately following a Regular meeting. On occasion, there may be closed sessions called at other times. All Directors will be notified as soon as possible about the date and time, but no less than 24 hours in accordance with legislation, as a Closed meeting must be announced by resolution in an open (ie: Regular or Special) meeting. In addition, the Board may enter into a Closed session at any time during a public or open (ie: Regular) meeting.

For additional clarity, the *Local Government Act* refers to the following Section 117.2 of the *Community Charter*, which applies to regional districts:

(substitute "Director" for "council member" and "regional district" for "municipality")

(1) A council member or former council member must, unless specifically authorized otherwise by council,

(a) keep in confidence any record held in confidence by the municipality, until the record is released to the public as lawfully authorized or required, and

(b) keep in confidence information considered in any part of a council meeting or council committee meeting that was lawfully closed to the public, until the council or committee discusses the information at a meeting that is open to the public or releases the information to the public.

(2) If the municipality suffers loss or damage because a person contravenes subsection (1) and the contravention was not inadvertent, the municipality may recover damages from the person for the loss or damage.

AGENDA ITEMS

A Director wishing to have an item put before the Board for action should consult the Chair. The Chair will determine whether the item can or should be placed on the agenda and whether input from staff or other resources is required before the issue is added to the agenda.

Is this CCRD's current procedure? If the Director does not receive the desirable response (or at the suggestion of the Chair, if there is not adequate time to place the issue on the agenda), the Director may bring forward a motion themselves. This is referred to as a "Notice of Motion" and there are three options for placing a motion on the agenda:

1. Circulate a copy of the motion to all Directors 24 hours before meeting. It is helpful to include the Chief Administrative Officer and the Corporate Officer as well. Under the Board's Procedure Bylaw, a motion can be introduced at a Board meeting **ONLY** if a copy of the motion has been delivered to the Chair or the Corporate Officer at least 24 hours before a Board meeting or if all Directors unanimously agree to waive this requirement.
2. Provide Notice of Motion – There is an opportunity during each regular Board meeting to provide Notice of Motion to be included for the next Regular meeting. These are typically motions pertaining to issues that the Board has advance notice or that may require additional information from staff or other resources.
3. Put forward the motion as a "New Business" item under "Introduction of New Business/Supplementary Information", which occurs before "Approval of the Agenda"

during order of business as outlined in the Procedure Bylaw. These are usually less significant issues that the Board believes they have sufficient information to address.

Meeting Procedures

The business of the Board is regulated by the CCRD's *Board Meeting Procedures Bylaw*. Where that bylaw and the *Community Charter* and *Local Government Act* are silent on an issue, then *Robert's Rules of Order* will govern by default.

Robert's Rules of Order (or "parliamentary procedure") were developed to ensure that meetings are fair, efficient, democratic, and orderly. It helps Chairs run effective meetings without being overbearing, or being railroaded by others at the meeting.

MOTIONS AND HOW THEY WORK

Motions are the vehicles for decision making. It is usually best (and most often required) to have a motion before the Board prior to discussing an agenda item, to help everyone focus on the motion before them. (Refer to **Agenda Items** for procedures for putting a motion before the Board). CCRD staff usually will include a recommended motion as part of their reports to the Board, which are included as part of the Agenda outline.

There are six steps in dealing with a motion:

1. Make the motion;
2. Second the motion;
3. State the motion;
4. Debate the motion;
5. Put forward the question;
6. Vote; and
7. Announce the result of the vote.

In order to bring a matter before the Board for discussion, there must be a motion (ie. a formal statement to take action). Once a Director moves the motion (the "Mover"), another Director is required to second the motion (the "Secunder"). If no one seconds the motion, then the motion cannot be brought before the Board for debate.

Once the motion has been moved and seconded, then debate on the motion amongst the Directors can begin. Every Director has the right to speak. Generally, a Director who has spoken is not entitled to speak in debate again until every other Director who wishes to speak has had the opportunity to do so. It is important to note that the Mover cannot speak against the motion, however, the Secunder may do so.

During the course of debate, there are a number of secondary motions which can be considered before the vote on the main motion. The two most common secondary motions are:

- 1) a motion to amend the motion; and
- 2) a motion to refer the matter back to staff for further information.

Votes on secondary motions must be held before a vote on the main motion.

When debate appears to be finished, the Chair may ask if the Board is ready for the question. *(It is worth noting here that a Director may not force the Chair to call the question by saying “Question”, which is a frequent error of convention at local government tables.)* The Chair will state the motion and then ask who is in favour of the motion. The Chair will then ask who is opposed to the motion. The Chair will announce whether the motion is adopted or not and the names of those members that voted contrary to the question will be recorded as part of the minutes. The Chair will then proceed to the next order of business. Although the Mover of a motion cannot speak against a motion as previously noted, the Mover can vote against the motion.

Once the motion is passed, it becomes the official decision of the Board and the approved course of action for the CCRD. Even when a Director votes against a motion, that Director is still bound by the decision of the Board. Debate on the matter is closed and the Board is expected to support that decision, unless the Board subsequently adopts another motion which impacts that decision.

VOTING AT MEETINGS

As stated earlier in this manual, there will be votes on motions which are debated at Board meetings. Unless otherwise required by Provincial Legislation or another *Rule of Order*, all decisions of the Board are made by majority of Directors present at the meeting. A majority for the CCRD is three, when all of the Board is present.

On occasion, some bylaws will require an affirmative vote of at least two-thirds of all members of the Board. A two-thirds affirmative vote for the CCRD Board is three.

If a Director who is present at the time of the vote abstains from voting, the Director is deemed to have voted in the affirmative.

The Chair, as a Director, is entitled to vote on any question. The Chair’s vote carries the same weight as every other vote.

If the number of votes for and against a motion is equal (ie. a tie, for example if only four Directors are present at a meeting, and two vote for a motion and two vote against it), the motion is defeated. **EXCEPTION:** When an appeal of the decision of the Chair (ie. a motion to sustain/appeal a decision of the Chair) results in a tie vote, the decision is sustained; not defeated.

POSTPONING VS. TABLING

“Tabling” means to temporarily set aside (for consideration at the same meeting) an issue or issues to deal with a more urgent matter. The term “tabling” is commonly misused when the intent of the Board is to terminate discussion of an item until another day or until something specific is completed. The correct term under those circumstances is “postpone”. For example, one may suggest an item be postponed to the next meeting, or to a certain date, or until a staff report addressing certain issues is presented to the Board.

Additional Information

Schedule G – UBCM Fact Sheet #4 – Meetings
Schedule E – Robert’s Rules of Order Cheat Sheet

RECONSIDERATION OF A DECISION

Brought by a Director

If a Director wishes to have a decision reconsidered by the Board, then the Director can bring a motion to reconsider the decision at the next meeting, provided that the Director voted on the prevailing side. This means that the Director must have voted in favour of the adopted motion. This reconsideration must be done before any action has been taken to implement the motion by staff, and it cannot have received approval by the electors and cannot already have been brought back for reconsideration by the Chair or any other Director, in accordance with the CCRD’s *Board Meeting Procedures Bylaw*.

Brought by the Chair

According to Section 217 of the *Local Government Act*, the Chair may call for reconsideration of a matter, at the meeting of the Board following the original vote. The Chair may not return an item for reconsideration if it has had the assent of the electors or it has already been reconsidered by the Board under Section 217 of the Act.

The effect of rejecting a bylaw or resolution is that it is deemed to be repealed and is of no effect.

Guidelines for Working Together As a Team of Electoral Area Directors

Differences of opinion amongst Directors are a normal and healthy part of the decision-making process. To ensure that a thorough and fair process has been followed before reaching a final decision, Directors are expected to listen to and respect others' opinions on every issue, and to review all administrative research, advice, and options, as well as any policy and budgetary consequences, before voting on any matter.

The final decision might not be one that every individual Director personally agrees with and they may even have opposed it. It is important to emphasize that once the final decision is passed by a motion at a regular meeting of the Board, all members of the Board must accept and move forward with the position taken.

Establishing and enhancing relationships with each other in a political and decision-making setting where colleagues at times disagree, is key to working effectively as a Board.

To this end, the Chair and the Board commit to:

- Actively listen to their peers in order to understand their perspective
- Keep an open mind to alternative ideas and solutions
- Share information with all Directors so everyone is well-informed
- Share credit with all involved in a success story
- Express appreciation for the contribution of colleagues
- Follow proper meeting etiquette including:
 - Not adding items to the immediate agenda unless the issue is critical and time sensitive
 - Being prepared for the meeting
 - Attending punctually
 - Ensuring introductions are done
 - Following proper process (Rules of Order)
 - Minimizing sidebar conversations
 - Allowing the person speaking to finish their comments
 - Turning off cell phones and the like
- Focus comments on the issue and not judge the people involved
- Respect the confidential nature of the information with which they are entrusted
- Be honest with colleagues at all times
- Monitor body language and avoid disrespectful behaviours such as eyerolling, book-closing, slumping chairs, and “sighing.”
- Accurately represent the statements and positions of colleagues
- Use humour carefully
- Reflect on behaviour and if they have overstepped these guidelines, apologize
- Accept, in a non-defensive manner, feedback from colleagues
- Look first to the Chair to hold colleagues accountable to these commitments. If the Chair is not taking action, “call” colleagues on their behaviour in a respectful manner using actions or tactics that are in proportion to the misbehaviour. Minimize the amount of intervention that is required in a public venue, and follow up in more depth with a colleague in a private setting.

CODE OF ETHICAL CONDUCT

Policy E-7 Ethical Standards of Conduct for Elected Officials, commits the CCRD Board to strive to conduct public business with integrity, in a fair, transparent, and honest manner, and with respect for one other, for staff, and for the public. Each Director must recognize the unique contribution and role each person has in making the regional district a better place to work and live.

Directors should thoroughly read *Policy E-7*, which can be found in this document as Schedule G. It provides guidelines for elected officials in the areas of:

1. Acting in the public interest
2. Complying with the law
3. Conduct of members
4. Respect for process
5. Conduct of public meetings
6. Decisions based on merit
7. Communication
8. Conflict of interest
9. Gifts and favours
10. Confidential information
11. Use of public resources
12. Advocacy
13. Policy role of members
14. Positive workplace environment
15. Implementation of the policy
16. Compliance and enforcement of the policy

Policies, Bylaws, and Strategic Planning

The CCRD receives its authority to regulate from the *Local Government Act* and *Community Charter* and must be the designated authority to enforce regulations pertaining to certain issues in order for any bylaw to be legal and enforceable. Depending on the issue or situation, many factors must be considered to determine whether local government action is warranted and if so, which regulatory tool should be utilized. CCRD does not employ a bylaw enforcement officer. When enforcement is necessary, CCRD may rely on legal counsel and the RCMP.

Please refer to the **Regular Meetings** section of this Manual for an explanation on the reading of bylaws.

UNDERSTANDING POLICY-BASED DECISION MAKING

Policy is a plan of action agreed to by a group of people with the power to carry it out and enforce it. Policy can be as specific as adopting a bylaw establishing rates and charges for a service, or can be broader, such as an Official Community Plan, which provides a generalized course of action regarding future land use and development. Generally, policy-making means deciding *what* is going to be done in CCRD communities, not *how* the CCRD is going to do it.

Good public policy is:

- Beneficial to the community;
- Necessary to move the community forward or to respond to a specific emerging need;
- Consistent with the government's overall mission;
- Easily understood by the community in general and by those who will be most affected by it;
- Open to change or improvement as circumstances change or evaluation suggests a new direction;
- Responsive to urgent needs, emerging challenges, or needed changes of direction; and
- Able to be enacted on the basis of ease of enforcement.

Policy-making can be passive as well as active. Deciding not to act (or not deciding), deciding to do something the way it was done last year, or making a special exception to a rule, are all policy decisions. It is important for each Director to become familiar with CCRD Board policies and bylaws which are included as Schedules A and B.

STRATEGIC PLANNING

Today's local governments generally use strategic plans to set clear policy goals and priorities for action. The CCRD's strategic plan is a four-year plan coinciding with the term of the Board. The 2019-2022 Strategic Plan is attached as Schedule C for information.

A strategic planning or goal-setting process:

- Moves the organization and the community toward a desired future;
- Provides a framework for action by CCRD staff;

- Guides the entire regional district team in the same direction by sharing different ideas and then agreeing on which goals will be priorities;
- Helps Directors manage their time more effectively by deciding what the Board will focus on;
- Establishes clear guidelines for the Chief Administrative Officer and staff; and
- Provides guidelines and priorities for budgeting, particularly when facing financial constraints.

A strategic plan defines broad policy goals that span several years. Strategic priorities, objectives and actions narrow the timeframe and describe how the organization will achieve the long-term goals. The strategic plan serves as a framework for setting annual priorities and defining action strategies.

Strategic Planning Steps

A strategic planning goal-setting process follows these general steps:

1. **Identify issues and needs.** Challenges to be pursued, needs to be met, or problems to be solved are identified by the Board and Chief Administrative Officer and often emerge from constituent feedback or from a broad constituent involvement process.
2. **Define goals.** Goals define the desired outcome in response to a challenge, need, or problem. Goals often identify a point or outcome to work toward, beyond what the Board can accomplish in one year or even one term of office.
3. **Establish action strategies/objectives.** Strategies, objectives, targets, or milestones define steps intended to be taken within a specified timeframe to move toward goals. Strategies are usually tied to the annual financial plan and define measurable achievements so that progress can be assessed.
4. **Choose priorities.** Priorities define what will be done first based on both need and available resources. Money is often the key factor in determining priorities. But to ensure that attention is paid to the most important challenges, needs, or problems – not just to the affordable ones – the Board may not wish to discuss financial issues during initial discussions of priorities.
5. **Provide resources for action.** Translating goals and strategies into services and actions is generally a staff role but Directors monitor progress on the priorities the Board has set. The annual financial plan is the operating framework for accomplishing the work that has been agreed to. The next section in this document will focus on linking policy goals and available funds.
6. **Evaluate progress.** Unsolicited feedback gives the Board one way to assess progress towards its goals; it is also an important indicator of how well government priorities are connecting with constituents’ needs and interests. Regular and rigorous measures of performance are important as well. Performance measures can include surveys to assess how constituents view services and overall government performance.

Although the CCRD’s Strategic Plan is developed for a four-year period, it is evaluated on an ongoing basis and supplemented with an annual review session each fall. Included in these

review sessions is an opportunity to present “blue-sky” ideas which are defined as creative ideas that are not limited by current thinking or beliefs – in other words, the sky is the limit! This ideal approach, however, must be tempered with the reality of CCRD’s significant financial and human resource constraints.

LINKING POLICIES AND MONEY: BUDGETING AND FINANCIAL PLANNING

Regional districts are required to adopt a five-year financial plan by bylaw before March 31st each year. A regional district is not authorized to make expenditures other than those included in the financial plan, unless there is an emergency situation. Regional districts must not propose expenditures that exceed the proposed funding sources for that year. Any actual deficit accrued in a particular service must be included in the following year’s financial plan as expenditure for that service. The Board must undertake a process of public consultation regarding a proposed financial plan before it is formally adopted.

The financial plan is the CCRD’s most important annual policy statement. It defines how the local government team will implement its priorities for the next fiscal year and where the money will come from to carry out that work plan.

The annual financial plan is much more than a spending plan. It is:

- A statement of priorities for the community;
- A management blueprint for providing services;
- The document that translates policies into action;
- A tool for protecting the government’s long-term financial health; and
- A communication document for the public.

The process of developing and monitoring the annual financial plan requires the cooperation of citizens, the Board, the Chief Administrative Officer and all staff. It is challenging for many reasons:

- The population of the community has diverse needs and preferences and not everyone has the same ability to pay for services;
- Provincial and federal regulations can affect local government activities;
- Many local government services are difficult to plan and evaluate;
- Budget decisions are made in a political environment with pressure to address short-term problems and respond to special needs – sometimes at the expense of long-term planning;
- Engaging constituents in the budget process is important and highly recommended but it is also extremely challenging as few members of the public attend CCRD meetings or provide input during consultation;
- Elected officials often have differing views about priorities for spending and raising money;
- Constituents’ desire for public service often exceeds their willingness to pay taxes or fees; and
- Typically, there is not enough money to fund all identified needs.

Adding to the challenge of local government budgeting are:

- demands for lower taxes; regulations that limit local revenue-raising authority;
- local, national and global economic challenges that affect local revenue; and
- reductions in provincial and federal financial support.

To succeed, it is important for the Board to be well-prepared, well-informed, and willing to work as a team for the good of the entire region.

The following sections provide a snapshot of CCRD's budget process. They focus on what you, as an elected official, need to know to make good decisions about CCRD's financial plan. The CFO is the best resource for providing details on the District's approach to budgeting. You will be provided information on the budget process during the orientation session, but are encouraged to ask questions at any time. Reviewing the current year operating budget is recommended if you are new to elected office.

ANNUAL FINANCIAL PLAN

The Annual Financial Plan lays out CCRD's financial plan for the upcoming fiscal year. Generally, the CFO will prepare a budget for the Board to review, revise and adopt. Budget preparation and review are based on guidelines and priorities established by the strategic plan and the administrative team.

Typical components of a financial plan include:

- A message from the CFO highlighting major service area priorities, changes from previous years, and key challenges for the current year as well as a summary of revenue and expenditures;
- A summary of service area priorities and a breakdown of how money has been allocated to carry out those priorities and produce specific outcomes;
- Details on revenue, its sources, changes in sources of revenue, and issues for further study, including tax requisition;
- Details on expenditures organized by service area, including operating expenses for the specific fiscal year and capital expenses that can be spread over multiple years for public improvements and acquisitions; and
- Comparative data showing how spending has changed over several years, including, in some cases, projections for the following year.

THE FIVE-YEAR FINANCIAL PLAN

The Five-Year Financial Plan is a bylaw that, under provincial legislation, must be adopted by the Board before the end of March each year.

Typical components of the Five-Year Financial Plan include:

- Revenue and expenditures by service over the next five years
- Revenue and expenditures by objects over the next five years

ANALYZING AND INTERPRETING FINANCIAL PLANS

CCRD Directors can assess the proposed financial plan by asking the following questions:

- Does the financial plan reflect local priorities? Review the budget against the CCRD's Strategic Plan goals and strategies to make sure that it allocates money appropriately. If something is missing, ask why.
- Is the budget balanced, and was it balanced in prior years? The *Community Charter* requires local governments to adopt "balanced" budgets. Your job is to make sure the financial assumptions for revenues and expenditures that produce the balanced budget are sound.
- How is the revenue structure changing? Examine revenue trends to assess how reliable the revenue projections are, and what changes in the revenue structure will mean for this financial plan and the region's longer-term financial health.
- How is the service expenditure plan changing? In looking at expenditure requests, which are usually organized by service area and objects, focus on areas where significant changes are proposed and ask why if that is not clear.
- How do proposed capital projects support local priorities? Does long-term spending affect long-term financial health? Make sure that proposed capital spending projects are consistent with agreed-upon priorities and review and discuss funding for capital projects, as well as plans for asset management.
- Does the budget include reserves for emergencies? Is the budget just balanced or does it include funds for emergencies? Reserve funds help local governments meet future fiscal challenges.
- Does the budget include reserves to fund asset management for each service's asset?

PARTICIPATORY FINANCIAL PLANNING

The residents of the Central Coast are the primary customers for the services you will fund in the annual financial plan. Engaging constituents in shaping the budget potentially increases their trust and strengthens their connection with government. The *Community Charter* requires that a public consultation process is undertaken regarding the proposed financial plan before it is adopted annually in March (as a bylaw), so Directors should plan on soliciting and listening to their feedback.

EVALUATING THE EFFECTIVENESS OF POLICIES

Data Collection

The first and last measure of good government is constituent satisfaction. Conducting a survey is an efficient tool used for service delivery planning, budgeting, goal setting, and performance measurement. Ongoing feedback tools such as community meetings are also utilized for these purposes.

Data Analysis and Benchmarking

The Chief Administrative Officer and senior staff may routinely analyze data collected in surveys and other performance feedback systems. Benchmarking, which compares trends over time or compares locally collected data with indicators from other regions, will help staff identify emerging problems and find ways to solve them.

Public Feedback

Lastly, it is important to keep constituents in the loop on policy and service delivery effectiveness. Regular reports on local government activities, annual reports, and access to documents and data keep citizens informed about government effectiveness in carrying out priorities and encourages ongoing feedback to both the Board and staff.

CONCERNS AND COMPLAINTS PROCESS

As a representative of the public, you can expect that complaints or concerns will be brought to you frequently. Generally, concerns and complaints are one of two types:

- a) General concerns regarding the CCRD, but which do not necessitate any immediate action or response.
- b) Those which are specific in nature and require action or response.

In the case of general concerns, you may wish to listen and consider the matter. If you believe it to be sufficiently important, or if a number of similar concerns are raised, you may wish to discuss the matter with the Chair and CAO to have it included on an agenda as a topic for consideration by the Board.

For specific issues, questions or complaints, you may find it useful to try to refer the complainant to the lead staff that you feel may be responsible. If you are unsure, refer the matter to the CAO.

If the complainant does not want to deal directly with staff, you can collect as much information as you can and refer the matter to the CAO to assign to staff. The CAO will then respond on your behalf or provide you with the information from staff, to enable you to respond directly.

In either case, the CAO is available to advise elected officials of possible appropriate responses to the complainants.

It is important for Directors to weigh carefully whether or not they should deal directly with the complainant or refer them to staff. The following are some of the risks to the CCRD when complaints are handled directly by Directors:

- It tends to remove responsibility from the staff who are supposed to handle such matters, thereby, reducing their effectiveness for the future.
- If elected officials begin to accept such demands frequently, they may find themselves impossibly overloaded having to deal with minor and repetitive matters.

- Elected officials, by design of good governance practices, usually do not have an intimate knowledge of every aspect of the organization of the CCRD and how it works, including extensive knowledge of legislation or existing policy. Thus, it is all too easy for a Director to inadvertently provide incorrect or misleading information, which may impact their and CCRD's credibility in the community.

Attendance At Functions

As a Director on the CCRD Board, you may be invited during your term to attend many events. You will receive some of these invitations directly from community members, and some through email from an organization. You should respond directly to the individual organization in all instances EXCEPT when directed to respond to CCRD staff. Where you are requested to RSVP to staff, please do so by responding to them as soon as possible to ensure deadlines are met.

Directors are authorized to attend the following events with the approval of the Board in any given year, provided there are sufficient funds in CCRD's budget:

- The Union of BC Municipalities Annual Convention (UBCM);
- The Association of Vancouver Island and Coastal Communities Annual Convention (AVICC).

The CAO may also attend the above conventions, subject to approval by Board resolution.

Directors may, by resolution of the Board, attend meetings, courses, seminars, conferences, conventions, and any other functions related to their service on the CCRD Board.

If a Director is invited to attend a function and is officially representing the CCRD, the District will cover the cost to purchase the event ticket, registration, and travel expenses (when applicable and if approved by the Board), but would exclude spouses or other guests the member wishes to have attend with them.

Elected Officials Associations

CCRD is a member of the Association of Vancouver Island and Coastal Communities (AVICC), Union of British Columbia Municipalities (UBCM), and the Federation of Canadian Municipalities (FCM). These organizations exist to provide a collective voice for local government at the local, provincial, and federal government levels.

Member local governments become involved in the services provided by AVICC and UBCM by initially submitting resolutions of the Board for debate and endorsement at the AVICC Annual General Meeting and conference. AVICC-endorsed resolutions are then submitted to the Union of British Columbia Municipalities for further debate and endorsement. Provincial government representatives are in attendance at UBCM annual conventions and are fully aware of issues of importance coming from member local governments to be endorsed. The Board may also resolve to submit a resolution to FCM for debate and endorsement at its annual convention.

ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES (AVICC)

The Association of Vancouver Island and Coastal Communities (AVICC) is the longest established area association under the umbrella of the [Union of BC Municipalities](#) (UBCM). The area association was established in 1950. It now has a [membership of 53 municipalities and regional districts](#) that stretches from the North Coast Regional District down to the tip of Vancouver Island and includes Powell River, the Sunshine Coast, the Central Coast and the North Coast. The Association deals with issues and concerns that affect large urban areas to small rural communities.

The [Annual General Meeting & Convention](#) held in April each year provides members with the opportunity to bring forward issues and concerns from their individual communities through resolutions and debates. The [Executive](#) is constantly working to make this event informative while giving members an opportunity to share their issues. Further information on AVICC is available at www.avicc.ca.

UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM)

The Union of British Columbia Municipalities (UBCM) is a non-profit organization consisting of members formed for the purpose of representing the various local governments of the Province in one organization and allowing a common voice for local government. Through conventions, UBCM provides an opportunity for local governments of all sizes and from all areas of the province to come together, share experiences, and take united positions. These positions are then taken to other orders of government and organizations involved in local affairs. UBCM is involved in intergovernmental committees, regular meetings with Provincial Ministers and has contact with senior government on a daily basis. It provides central services for its members through a variety of programs and is an important source of information for local government.

An Annual General Meeting and Convention for UBCM takes place mid-late September. Further information on UBCM is available at www.ubcm.ca

FEDERATION OF CANADIAN MUNICIPALITIES (FCM)

The Federation of Canadian Municipalities (FCM) represents the interests of local governments on policy and program matters that fall within federal jurisdiction. Members include Canada's largest cities, small urban and rural communities, and 18 provincial and territorial municipal associations. It has been the national voice of local government since 1901. Since then, local governments have maintained a strong advocacy role in lobbying the federal government to include local governments concerns in policy development and national decision-making. Through their national organization, FCM makes sure the federal government understands the full impact of their decisions on local governments and taxpayers.

Local government leaders from all parts of Canada assemble annually in early June, to establish FCM policy on key issues.

FCM also invites its members to submit resolutions. However, these resolutions should be on subjects of national local government interest and fall within the jurisdiction of the federal government. Further information is available at www.fcm.ca.

LOCAL GOVERNMENT LEADERSHIP ACADEMY (LGLA)

The Local Government Leadership Academy (LGLA) is a leadership development initiative that serves local government and First Nations elected officials and senior administrators throughout the Province of British Columbia by improving the competencies needed to effectively manage and lead BC's communities.

The LGLA is governed by a board representing the Union of BC Municipalities, Ministry of Community Services, Local Government Management Association, Municipal Finance Authority, and First Nations Leadership Council. The Municipal Insurance Association and BC Assessment also have the opportunity to sit on the LGLA Board. Further information is available at www.lgla.ca

MUNICIPAL FINANCE AUTHORITY OF BC

The Municipal Finance Authority of British Columbia (MFA) was created in 1970 to contribute to the financial well-being of local governments throughout BC. The MFA pools the borrowing and investment needs of BC communities through a collective structure and is able to provide a range of low cost and flexible financial services to our clients equally, regardless of the size of the community. The MFA is independent from the Province of British Columbia and operates under the governance of a Board of Members appointed from the various Regional Districts within the province.

The MFA provides long-term, short-term, and equipment financing, investment management, and other financial services to communities and public institutions in BC.

Every year, CCRD borrows money from the MFA to cover the costs of providing services for the year, until the yearly tax requisition is collected by BC Assessment and remitted to CCRD, at which time CCRD then pays off the loan from the MFA.

The MFA is governed by a Board of Trustees, which exercises the executive and administrative powers and duties of the organization, including the selection of the secretary and treasurer and our external auditors, with both appointments approved by the Members of the Authority.

The Members of the Authority are elected officials appointed by the Boards of each regional district in BC. The number of MFA Members (currently 39) is based on the population of the regional districts. The Members of the Authority represent all 28 regional districts.

The Members meet twice a year, once at the Annual General Meeting (AGM) held before March 31st each year, and again in the fall, in conjunction with the annual Union of BC Municipalities Convention. At these meetings, the Members review requests for financing and authorize the issue and sale of securities. At the AGM, the Members elect ten Trustees, including the Chair and Vice-Chair. Four Trustees must be from Metro Vancouver, one from the Capital Regional District, and the other five from the remaining regional districts.

Regional district member and alternate member appointments are requested annually in mid-November and are due by the last day of February of the following year. The CCRD Board chooses which Director will serve on the MFA Board every year in November, in conjunction with elections for Chair and Vice Chair, and other Commission and Committee appointments. More information can be found at www.mfa.bc.ca.

MUNICIPAL INSURANCE ASSOCIATION OF BC

The Municipal Insurance Association of BC (MIABC) is a member-owned reciprocal insurance pool. Members are all local government in BC. MIABC offers several types of insurance options to its local government members, as well as UBCM, LGLA, CivicInfo BC, and itself, including: liability, property, facility user, cyber, volunteer accident, and legal expense insurance.

Similar to the governance structure of the MFA, one CCRD Director is appointed each year in October to represent CCRD at the MIABC Annual General Meeting. At this meeting, members elect the Board of Directors, which includes elected officials and staff representatives from member communities.

MIABC also offers training opportunities and risk management grants to its members. More information: <https://www.miabc.org>

UBCM and FCM Resolutions

Each year, the CCRD Board has an opportunity to forward resolutions to the Union of BC Municipalities (UBCM) and the Federation of Canadian Municipalities (FCM) annual conventions to influence the direction of public policy and advocacy work of each organization. These resolutions are usually regarding topics that are common to many if not all local governments in BC and/or Canada, and are under the authority of either the federal or provincial government.

UBCM RESOLUTIONS

Resolution Categories

Resolutions submitted to UBCM are separated into the following categories:

- A. Section A resolutions address priority issues relevant to all local governments.
- B. Section B resolutions are divided into three parts:
 - Part 1: Resolutions that support established UBCM policy.
 - Part 2: Resolutions on new issues or issues considered previously but not endorsed, within the jurisdiction of local government.
 - Part 3: Resolutions on new issues or issues considered previously but not endorsed, outside the jurisdiction of local government.
- C. Section C resolutions are resolutions that are referred to similar resolutions in the Resolutions Book; to policy papers, reports, or special sessions at Convention; or to Area Associations.

Procedures for Submitting UBCM Resolutions

1. Members are urged to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration. The CCRD's Area Association is the Association of Vancouver Island and Coastal Communities (AVICC) and their deadline for resolutions is typically early February. The deadline for submission of resolutions directly to UBCM is June 30th.
2. Resolutions received after the submission deadline of June 30th will not be printed in the Resolutions Book and may only be admitted for debate by special motion during Convention. Resolutions received after the deadline will be examined by the Resolutions Committee and separated into the following categories:
 - Emergency resolutions recommended to be admitted for debate
 - Late resolutions not recommended to be admitted for debate

A resolution may be deemed emergency in nature only if the topic has arisen since the June 30th deadline. Emergency resolutions may be discussed only after all Section A resolutions have been debated, but not before the time printed in the Convention Program. No other late resolutions will be admitted for debate; they will instead be entered automatically into the resolutions cycle for the following year, starting with consideration by the appropriate Area

Association. Referral to the following year ensures that these issues are not lost and that the broader membership may still consider the resolutions.

Guidelines for Drafting UBCM Resolutions

All resolutions consist of a preamble and an enactment. The preamble describes the issue and the enactment outlines the action being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

Preamble

The preamble begins with "WHEREAS" and is a concise sentence about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution. The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment

The enactment begins with the phrase "THEREFORE BE IT RESOLVED" and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by UBCM. Keep the enactment as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

Writing Tips

- a) Address one subject in the text of the resolution. Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is too complex for them to understand quickly.
- b) Use simple, action-oriented language and avoid ambiguous terms. Explain the situation briefly and state the desired action clearly. Delegates can then consider the resolution without having to analyse complicated wording or vague concepts.
- c) Provide factual background information. Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully. Submit background information in one of the following two formats:
 - a. Supplementary Memo - A brief, one-page memo from the sponsor local government, which outlines the background that led to the adoption of the resolution by the council or board.

b. Council/Board Report - A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential information and submit it with the resolution. Resolutions submitted without background information will not be considered until the sponsor has provided adequate background information.

- d) Construct a brief, descriptive title. A title identifies the intent of the resolution and is usually drawn from the "enactment clause". For ease of printing in the Resolutions Book and for clarity, the title should be no more than three or four words.
- e) Check legislative references for accuracy. Where necessary, identify:
 - the correct legislation, including the title of the act or regulation
 - the correct jurisdictional responsibility (responsible ministry or department, and whether it is provincial or federal)
- f) Focus on issues that are province-wide. The issue identified in the resolution should be relevant to other local governments across the province. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC regional districts and municipalities.

UBCM Gold Star Resolutions Criteria

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

Handling of Resolutions at the UBCM Conference

Please refer to **Schedule F – UBCM Conference Procedures for Handling Resolutions**, and the UBCM website.

FCM RESOLUTIONS

Resolution Categories

Resolutions submitted to FCM are separated into the following 5 categories:

- A. Resolutions on issues that are the direct responsibility or concern of Canadian municipalities, and that fall within the jurisdiction of the federal government, and/or the provincial and territorial governments acting at the inter-provincial/territorial level. Category “A” resolutions adopted with concurrence will be sent to the relevant government minister and will remain FCM policy for a three-year period.

- B. Resolutions that are not a municipal responsibility, and/or which do not fall within federal or inter-provincial jurisdiction. No action is taken on category “B” resolutions.
- C. Resolutions directed at FCM members or at FCM as an organization. Category “C” resolutions adopted with concurrence will be forwarded to the Executive Committee for review and action; the Executive Committee will report on its progress to the Board.
- D. Resolutions on specific matters dealt with by FCM in the previous three years that are in accordance with FCM’s standing policy. These resolutions will be received for information only. FCM staff are authorized to inform a sponsoring municipality that its resolution will be categorized as “D” or “E”.
- E. Resolutions on specific matters that have been considered by FCM within the previous three years and are not in accordance with FCM policy. These resolutions will be received for information only. FCM staff are authorized to inform a sponsoring municipality that its resolution will be categorized as “D” or “E”.

Procedures for Submitting FCM Resolutions

1. The deadline for submission of resolutions to FCM’s Annual Conference is the second Monday of January each year.
2. Standing Committees responsible for the subject area of a resolution will determine whether the resolution submitted for the Annual Conference should be dealt with there. The FCM Board of Directors must agree that the resolution is appropriate for debate by the general membership at the Annual Conference.
3. Standing Committees or the Executive Committee may recommend that resolutions previously dealt with by the FCM Board be submitted to the Annual Conference for consideration by the entire membership. These resolutions may be amended to ensure that their content clearly reflects the key issue yet maintain its intent.
4. Resolutions received after the deadline that cannot be processed in time for inclusion in the Policy Development Guide will be held for action by the Board of Directors at its next meeting in September, except for those resolutions that are determined by the Executive Committee to be of an emergency nature.
5. Resolutions submitted after the regular deadline, as an emergency, must be received a minimum of six days prior to the first day of the conference, to allow sufficient time for staff analysis and subsequent consideration by the Executive Committee at its scheduled meeting the evening before the first day of the Conference.
6. Resolutions that are not debated at the Annual Conference because of insufficient time or lack of quorum of Accredited Representatives (quorum consists of 50 Accredited Representatives) or because it missed the deadline, will be presented at the first meeting of the new Board of Directors in September.

Guidelines for Drafting FCM Resolutions

1. Resolutions should always be drafted using a national vocabulary. Local references will detract from the national significance of resolutions.
2. Members submitting resolutions regarding Community Safety and Crime Prevention matters are advised to focus on the “principle” of the issue being addressed and avoid attempts to reword the Criminal Code.

3. All members are urged to observe the following format when preparing resolutions for submission to FCM:
 - a) The TITLE should be short and refer to the key intent of the resolution;
 - b) The DESCRIPTIVE CLAUSES (WHEREAS...) should clearly and briefly set out the reasons for a resolution and how it relates to municipal-federal issues (ie: medical cannabis). If the sponsor believes that the rationale cannot be explained in a few preliminary clauses, the problem should be stated more fully in supporting documentation;
 - c) The OPERATIVE CLAUSE (RESOLVED That...) must clearly set out the intent of a resolution and state a specific proposal for any action which the sponsor wishes FCM to take (i.e. RESOLVED That FCM urge/endorse/petition/write...). The wording should be clear and brief. Generalization should be avoided.
4. Background information, such as a regional district Board report, should be submitted with resolutions. When a resolution is not self-explanatory and when adequate information is not attached, FCM staff may return a resolution to the sponsor with a request for additional information or clarification before it is further considered.
5. Proof of endorsement by the sponsoring Board/Council must accompany all resolutions submitted to FCM.

Handling of Resolutions at the FCM Conference

1. Select resolutions will be packaged into a “Consent Agenda.”*
2. Resolutions can be removed from the Consent Agenda, for separate consideration, upon a motion by any member, and with a majority vote of Conference delegates. Only the mover will speak to such a motion. The remainder of the Consent Agenda shall be voted on as one motion.
3. All other resolutions in the *Policy Development Guide*, as well as emergency resolutions that do not appear in the Guide that have been placed on the agenda by the Executive Committee, are deemed to be duly moved and seconded by the originating municipality or provincial/territorial municipal association.
4. The Operative Clause(s) of all Category “A,” “B” and “C” resolutions will be read aloud, followed by the recommendations of the Board or Executive Committee.
5. A representative from the sponsoring municipality or municipal association will be given the first opportunity to speak.
6. Only FCM members in good standing are entitled to speak from the floor. All speakers must identify themselves and their municipality or association and must confine their remarks to a maximum of two minutes.
7. No delegate will be permitted to speak more than once on any resolution until other delegates wishing to speak have been heard.
8. Amendments to a resolution should be submitted in written form to the Chair of the Resolutions Plenary Session to ensure the wording is reflected in the official record.
9. Motions to refer a resolution will be in order at any time. Debate on a motion to refer must be confined to the merits of the referral motion.
10. At the close of debate, a vote will be called on the Operative Clause(s) section of a resolution.
11. Only duly Accredited Representatives are entitled to vote on resolutions. They will do so by Showing their voting credentials when the count is taken.

**A consent agenda is a meeting practice that groups routine business and reports into one agenda item. The consent agenda can be approved in one action, rather than addressing each item separately. In the case of large convention agendas like FCM's, using a consent agenda saves time. A consent agenda moves less controversial items along quickly so that there is time for discussing more controversial issues.*

SCHEDULES

Schedule A: Current CCRD Bylaws

Schedule B: Current CCRD Policies

Schedule C: CCRD Strategic Plan

Schedule D: CCRD Fact Sheets

Schedule E: UBCM Fact Sheets

Schedule F: UBCM Conference Procedures For Handling Resolutions




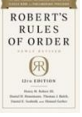








Schedule G: Policy E-7 Ethical Conduct

Schedule H: Robert's Rules of Order Cheat Sheet

The most common steps and types of motions used at CCRD are highlighted in light blue.

| Six Steps of Every Motion | Types of Motions |
|--|--|
| <ol style="list-style-type: none"> 1. Motion: A director raises a hand to signal the Chair, and states <i>"Madam Chair, I move that ..."</i> 2. Second: Another director seconds the motion. (<i>"Second"</i>) 3. Restate Motion: The Chair restates the motion and calls for discussion (<i>"Any discussion?"</i>) 4. Debate: Directors discuss the motion; A speakers list is useful, and imperative for large groups or contentious issues. 5. Vote**: The Chair restates the motion, then asks for affirmative votes (<i>"All in favour?"</i>) and then negative votes (<i>"Any opposed?"</i>) In cases of obvious consensus, the Chair may state <i>"If there are no objections, we will adopt the motion ..."</i>, then <i>"Hearing none, the motion is adopted."</i> 6. Announce the Vote: <i>"The motion is carried"</i> or <i>"The motion fails."</i> (Esp. important for virtual meetings.) **NOTE: <i>There is not an allowance within Roberts Rules of Order for meeting participants to call the vote by saying "Question". Only the Chair can call a vote. This is often misunderstood and used incorrectly.</i> | <ol style="list-style-type: none"> 1. Main Motion: Introduce a new item. Ex. <i>"I move that we approve full funding for Project A."</i> (Tip: Be very specific!) 2. Subsidiary Motion: Change or affect how to handle a main motion. Ex. Amend: <i>"I move that we amend the motion to state that we approve full funding for Project A, pending an updated timeline from the CAO";</i> or Refer: <i>"I move that we refer this motion to the Pool Committee."</i> 3. Privileged Motion: Important matter unrelated to pending business. Ex. Motion to recess or adjourn 4. Incidental Motion: Questions the procedure of other motions; must be voted on before the main motion (ex. <i>"I move that we divide the motion into two separate motions and discuss each separately."</i>) 5. Motion to Table: Sets a motion aside in favour of more urgent business. Ex. <i>"Madam Chair, because our speaker is now here, I move that we table this motion."</i> (This should not be used to kill a motion or postpone its debate indefinitely. If the motion is not picked up by the end of the meeting, it dies.) 6. Motion to Postpone: Delays a vote (can be used to reopen discussion on a motion) 7. Motion to Reconsider: (Tip: Use very sparingly and with caution.) Opens the floor to reconsider a previous issue that was voted on, tabled, or postponed. This may only be used once: a motion reconsidered cannot be reconsidered again. |
| Requesting Points of Something | |
| <p>Certain situations require attention in a meeting, but don't need a motion, vote, second, or debate. These are called "Points".</p> <ol style="list-style-type: none"> 1. Point of Order: Draws attention to a breach of rules or improper procedure (ex. When a member with a conflict of interest votes on a motion) 2. Point of Information: An additional point (non-debatable) so members can make fully informed votes 3. Point of Inquiry: Asks for clarification about a statement in a report 4. Point of Personal Privilege: Used to address physical comfort (temperature, noise) or accuracy of reports | |

Schedule I: Tips for Chair and Board

| TIPS FOR THE CHAIR AND THE BOARD | |
|---|--|
| <p>Follow the agenda. This keeps your team moving towards its goal.</p>  | <p>Model a culture of courtesy and respect. Expect others to do the same.</p>  |
| <p>Don't over-control or command. Let the group do its own work.</p>  | <p>Develop your board's procedural skills by using Robert's Rules appropriately and correctly.</p>  |
| <p>Control the flow of the meeting. Recognize members who ask to speak. Keep a speakers list.</p>  | <p>Listen. Give each speaker your undivided attention.</p>  |
| <p>Share the floor. Let all members speak once before allowing anyone to speak a second time.</p>  | <p>Monitor the emotional pulse of the discussions. Address emotions that may be hampering healthy discussion.</p>  |
| <p>Keep the discussion on track. When it gets off-track, gently guide your team back to the agenda.</p>  | <p>Allow group consensus to have the final authority, rather than you as Chair having final authority.</p>  |
| <p>Try not to put staff on the spot in a public meeting. Maintain good relationships and high public opinion by taking care of concerns before the public meeting begins.</p>  | <p>Be prepared by reading your package ahead of time. This saves time at the meeting.</p>  |

DATE: July 7, 2022
TO: Ken McIlwain, CCRD Operations Manager
CC: Curtis Slingerland, CCRD Chief Administrative Officer
FROM: Jacob Scissons
FILE: 3383.0005.02
SUBJECT: **HAGENSBORG COMMUNITY WATER SYSTEM**

1.0 PROJECT OVERVIEW / RECAP

The Hagensborg Community Water System is in need of repair and upgrade. Aging and leaking distribution pipes require replacement to address pressure issues and water wastage. Also, the system has been on a long-standing Boil Water Notice issued by Vancouver Coastal Health (VCH) and treatment of the source water is needed to ensure the water is safe for consumption. A new reservoir is also proposed to provide fire protection, water quality, and emergency storage improvements.

The water system was historically owned and operated by the Hagensborg Waterworks District (HWD). However, sponsorship from the Central Coast Regional District (CCRD) was required in order to secure grant funding to advance the required capital improvements. The grant covers 73% of the capital costs with the other 27% of funds sourced from available water utility reserve funds. A conversion process was subsequently completed, whereby the water system ownership and operation has been transferred from HWD to the CCRD. The conversion process was completed in December 2020 and the CCRD is now managing the water system.

2.0 PROJECT STATUS

The existing water distribution network has been mapped with a focus on identifying the sections of pipe that are most vulnerable (undersized, leaking, etc.). New watermains are proposed in several areas generally following the same alignment as the existing pipes (north shoulder of Highway #20 and edge of various side roads). Preliminary designs have been prepared and environmental approvals are in place to cross the various creeks along the new watermain route using a trenchless (horizontal directional drilling) approach.

The project team has had extensive dialogue with VCH to understand the treatment / water quality expectations and ongoing system monitoring / testing requirements. Part of this process was to explore the pros / cons of the existing Snootli Creek surface water source compared to a new groundwater well source. The groundwater option appears favourable based on the following:

- The treatment requirements are significantly less for groundwater than that of a surface water source. Provided that the new wells are rated as low risk of contamination, treatment could be limited to disinfection via chlorination.
- VCH has made it clear that chlorination is required for either a surface water or groundwater source. But again, if the new wells are rated as low risk of contamination, the amount of chlorine required could be minimized to a concentration lower than surface water would require.
- The estimated costs to construct new wells with a pumphouse and chlorinator is notably lower than the cost to construct a new surface water treatment plant with filtration, UV, chlorination, and similar equipment. This would allow grant funding to be used to construct the proposed reservoir and other work that would otherwise need to be part of a separate future phase 2 project.

- VCH is amenable to keeping the Snootli Creek surface water intake available as an emergency backup supply for fire fighting or other applicable events. This would provide beneficial flexibility and robustness for the water system.

In order to advance the design, the water source needs to be confirmed with water quality tested. As such, well drilling is a key next step that is discussed below.

3.0 NEXT STEPS

The project team has had preliminary discussions with Nuxalk Nation regarding archaeological protocols associated with the proposed work, as some activities will require digging in areas that were previously undisturbed. Upcoming discussions will focus on fieldwork including geotechnical test pit digging and well drilling. The archaeological protocol for the broader construction contract will then be developed.

Another topic being navigated by the team is the pending installation of buried fibre optic cables throughout Hagensborg. Coordination is required to ensure that the new fibre optic cables do not conflict with the existing or new watermains. This process is underway with the team from CityWest / WCI Corporation.

The intent is to have the designs complete and permits in place by fall 2022. This will allow the tender to be issued in early 2023. Tendering in the late winter / early spring has typically been a strategic way to seek competitive pricing from multiple contractor proponents. Contractors tend to be keener to secure work for the upcoming construction season than they are to bid additional work once the construction season is underway. In this current climate of supply chain issues and long delivery times, the team will strive to issue the tender by January 2023 providing an additional few months to work through project / equipment delivery logistics.

The intent is to leverage the grant funding to construct as much of the required water system upgrades as possible under this initial contract, limiting what work needs to be deferred to a future phase. Minimizing system complexity, including treatment steps, is also a priority so that the system will be easier and less costly to operate.

Sincerely,

URBAN SYSTEMS LTD.



Jacob Scissons, P.Eng.
Project Manager

U:\Projects_KAM\3383\0014\01\C-Correspondence\C1-Client\2022-07-07 Hagensborg Water System - Quarterly Update.docx

DATE: July 7, 2022
TO: Ken McIlwain, CCRD Operations Manager
CC: Curtis Slingerland, CCRD Chief Administrative Officer
FROM: Jacob Scissons
FILE: 3383.0005.02
SUBJECT: **DENNY ISLAND COMMUNITY WATER SYSTEM**

1.0 PROJECT OVERVIEW / RECAP

The intent of this project is to provide improved potable water (and fire protection capabilities) to the Denny Island community.

School District #49 (SD #49) is constructing a new groundwater well, treatment plant, reservoir, and supply pipe to serve the Shearwater Elementary School and adjacent facilities. Through a partnering arrangement with SD #49, the Central Coast Regional District (CCRD) is advancing design and construction of an expanded water distribution pipe network to service the broader Denny Island community.

The CCRD secured grant funding to cover 100% of the estimated capital cost of the project. Through a subsequent petition process, a water service area was established for Denny Island.

The viability of this project is largely attributed to the regional approach to water servicing leveraging the partnership with SD #49 and capital grant funding.

2.0 PROJECT STATUS

The majority of the work completed to date has been focused on getting the SD #49 infrastructure constructed and commissioned. This is because the well, treatment plant, and reservoir need to be operational before any distribution pipe network can be supplied with water. Also, Vancouver Coastal Health (VCH) needs to test the treated water and authorize it as safe for public consumption, which requires VCH inspection and testing of the constructed water supply, treatment, and storage components. The SD #49 system construction and VCH testing is expected to be completed by August 2022.

The CCRD water distribution system has been designed to a 75% level of detail. The Ministry of Transportation and Infrastructure (MOTI) permit is in place and environmental permits required from the Ministry of Forests (MOF) and Fisheries and Oceans Canada (DFO) are in process. The design will be advanced to a 100% level by confirming details such as fire hydrant spacing and water meter configuration. Final designs and permits are expected to be in place by September 2022.

3.0 NEXT STEPS

The CCRD water distribution system is planned to be tendered as a single construction contract. The project will be publicly tendered allowing for all interested contractor proponents to bid on. It is also recognized that there is local desire to participate in this project and cost efficiencies associated with engaging local labour, materials, equipment, and other resources. With limited grant funding available to complete the construction of the pipe network, the ability for general contractors bidding this tender to access local resources is key to the financial viability of this project.

In the current construction climate, significant cost premiums are being experienced due to supply chain issues, labour shortages, and similar challenges. For rural project sites, high bid prices (or no bid submissions) are a common occurrence.

The tender is targeted to be issued by September / October 2022. At this point:

- The SD #49 works are expected to be complete with VCH authorization in place. This allows MOTI road closures, prime contractor, and similar responsibilities to shift from the SD #49 contract to the CCRD contract phase;
- The water system design will be complete with all required permits expected to be in place; and
- Local proponents in the Denny Island / Bella Bella / Central Coast region will be in a position to quote labour, equipment, materials, accommodation, and similar services to general contractors bidding the CCRD contract.

The procurement / project delivery approach is based on ensuring a transparent and competitive process that provides the best value for money. The timing of the tender process is also aimed at receiving bids that are within the project budget. If the project were to be tendered today (mid construction season in BC), there is a notable risk that bids would exceed the project budget. In that scenario, the contract could only be awarded if additional funding was secured or if the project scope was reduced, either route requiring discussion with the CCRD Board and Denny Island rate payers. By tendering in the fall, with construction able to proceed through the winter in the coastal climate, the project team is optimistic that costs can be managed within this volatile market we are facing.

Sincerely,

URBAN SYSTEMS LTD.



Jacob Scissons, P.Eng.
Project Manager

U:\Projects_KAM\3383\0005\02\C-Correspondence\C1-Client\2022-07-06 Denny Island Water System - Quarterly Update.docx

DATE: July 7, 2022
TO: Ken McIlwain, CCRD Operations Manager
CC: Curtis Slingerland, CCRD Chief Administrative Officer
FROM: Jacob Scissons
FILE: 3383.0005.02
SUBJECT: **BELLA COOLA VALLEY FLOOD RISK ASSESSMENT AND MODELLING**

1.0 PROJECT OVERVIEW / RECAP

The currently available floodplain mapping for the Bella Coola River is from 1988. This mapping is outdated and does not reflect the present day development in the Valley nor the changes to the local watersheds following flooding events, forest fires, and climate change in recent decades. To ensure flood planning processes are well informed, a solid understanding and identification of floodplain risks and mapping is essential for public safety and protection of community assets.

The Central Coast Regional District (CCRD) has secured funding to conduct a comprehensive flood risk assessment and modelling exercise. The intent is to develop updated flood construction levels and floodplain mapping as well as prepare flood mitigation and implementation plans based on identified risks and various land uses throughout the Valley.

2.0 PROJECT STATUS

The Bella Coola River is a significant watercourse with a watershed over 5,000 km² in area. There are also numerous tributaries of varying size and activity feeding into the main river. As such, the modelling approach needed to be strategically developed to ensure that the appropriate level of detail and confidence is achieved, while being mindful of the level of effort required to undertake the work. A 1-dimensional model has been developed for the entire 75 km reach of the Bella Coola River. The team is assessing which areas, if any, require a 2-dimensional model due to factors such as complex flow patterns or higher potential impacts to developed areas.

Developing a hydraulic model of this scale and complexity requires several input parameters. The team has incorporated the LiDAR (aerial survey) of the study area, topographic survey of channel banks and bridge structures, hydrometric station flow data, predicted tide conditions, and other available information to develop the model. The hydraulic modelling is well underway and is expected to take until approximately October 2022 to complete.

3.0 NEXT STEPS

Once the modelling / analysis is complete, the focus will shift towards preparing flood mapping and developing mitigation strategies.

Updated floodplain maps will be prepared, specifically for the 1-in-20 and 1-in-200 year return periods. These maps will depict the predicted extents of the flood event as well as inundation depths and flood frequency discharge values (flood intensity rating) at select locations. The team is also working to export flood animations from any 2-dimensional areas of the model.

In addition to floodplain maps, flood hazard mapping is planned to be produced, which will indicate hazard ratings and inundation areas for various portions of the study area under the 1-in-200 year flood event.

Finally, flood mitigation strategies will be identified along with implementation considerations. Note that this does not necessarily mean structural flood mitigation measures such as dikes. Non-structural measures are typically the preferred means of flood management, such as avoiding development in areas of high flood risk. The team will assess various non-structural flood preparedness, mitigation, response, and recovery options in addition to structural options.

Sincerely,

URBAN SYSTEMS LTD.



Jacob Scissons, P.Eng.
Project Manager

U:\Projects_KAM\3383\0007\03\C-Correspondence\C1-Client\2022-07-07 Bella Coola Valley Flood Risk Assessment and Modelling - Quarterly Update.docx



INSIDE

HISTORY OF MRDT

WHAT WE'VE DONE

OUR 2023-28 PLAN

CARIBOO
CHILCOTIN
COAST 

2018-2023 MRDT RESULTS

TO-DATE (2022)

HISTORY OF MRDT

Municipal & Regional District Tax (MRDT) is an up to 3% consumer tax applied to sales of short-term accommodations (including online accommodation providers) within designated collection areas. The full 3% of MRDT collected within the Cariboo Chilcotin Coast is allocated to tourism marketing.

In 2019, over \$74 MILLION in MRDT dollars was collected and used by destinations throughout British Columbia to market tourism to their respective communities.

The Cariboo Chilcotin Coast Tourism Marketing Association, headquartered in Williams Lake, began collecting MRDT in 2018. This regional approach was identified by our tourism businesses as being the most effective way to compete against larger destinations on behalf of our smaller communities and rural areas.

The process to enable and renew the collection of MRDT occurs every 5 years, and is contingent on the signed support of our tourism businesses, municipalities and regional districts.

We are looking for your support to renew this crucial source of tourism marketing dollars to continue the growth and fostering of the Cariboo Chilcotin Coast region.



WHAT WE'VE DONE

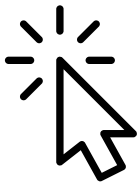
WE'VE INVESTED...

\$2.5 MILLION in MRDT Dollars
leveraged into
**\$4.4 MILLION of marketing to Cariboo Chilcotin Coast
tourism businesses.**

RESULTING IN...



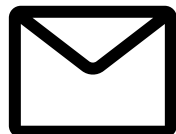
250,000,000+ Impressions



105,000+ Direct Referrals to Tourism Businesses



1,000,000+ Website Visits



27,000+ Emails Sent



20,600,000+ Television Impressions
across 1,500+ Commercials Placed

OUR 2023-28 PLAN

1. Promote targeted campaigns to our domestic and international markets to yield greater return-on-investment.
2. Refine our regional identity to further prioritize our natural, outdoor recreational spaces.
3. Implement and disseminate research and performance monitoring to our businesses.
4. Utilize marketing program data to determine campaign conversion and economic impact.
5. Work with Indigenous Tourism BC to promote and support Indigenous tourism.
6. Work with stakeholders and community groups to leverage the Destination BC Co-Op program.
7. Increase individual stakeholder digital literacy capacities.
8. Protect our region's natural environment by educating and attracting responsible visitors.
9. Support our sport, meetings, events and incentives markets.





QUESTIONS?

SYDNEY REDPATH, DIRECTOR OF MARKETING

E: SYDNEY@LANDWITHOUTLIMITS.COM

C: 250-617-4954



May 19, 2022

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

Dear Chair & Directors,

On behalf of the Cariboo Chilcotin Coast Tourism Marketing Association (CCCTMA) and our supporting accommodation businesses, I respectfully request inclusion of this letter to the next available Board meeting agenda.

The CCCTMA became an eligible entity for regional MRDT collection for the purposes of tourism marketing beginning May 2018. Since then, the value of this program has been undeniable for our region and invaluable to our businesses, especially throughout the COVID-19 pandemic.

We will submit our first application for renewal of the regional MRDT collection program by August 1, 2022. A summary document of this program's importance, key results since 2018 and strategies for 2023-2028 is included [HERE](#) (*the full-length version of the 5-Year Strategy is additionally available [HERE](#)*).

The CCCTMA has consulted with and will have obtained the signature support of the majority of eligible overnight accommodators in the Central Coast Regional District for the continuation of this program by submission of the renewal application.

We respectfully request a letter of support from the Central Coast Regional District to the CCCTMA for the regional MRDT application for renewal, thus continuing this invaluable source of funding for the Cariboo Chilcotin Coast region.

If you have any further questions, please contact our Director of Marketing at 250-617-4954 or by email at sydney@landwithoutlimits.com.

Sincerely,

A handwritten signature in black ink, appearing to be "SR", written over a light blue horizontal line.

Sydney Redpath
Director of Marketing



To: Curtis Slingerland, CAO
CC: Board of Directors, CCRD
From: Evangeline Hanuse
Meeting Date: July 14, 2022
Subject: Community Safety Coordinator Update

Issue/Background Summary:

This update covers the period from Tuesday, May 24th to Tuesday, July 5th.

The following are potential flood events that occurred:

- On June 5, 2022 at 3:00 pm a Flood Watch was issued for the Dean River with warmer temperatures in the previous week leading to the increase rate of snowmelt. The Dean River below Tanswanket Creek was steadily rising for 3 days and was flowing at 154 m³/s (cubic meters per second) (between 5-year and 10-year flow). As water levels were high, the Dean River was highly vulnerable to potential moderate to heavy rainfall. The public was advised to stay clear of the fast-flowing rivers and potentially unstable riverbanks. The fishing lodges in Kimsquit were contacted to be on alert, as well as the Rediscovery Camp operators. The lodges and camp were not in operation at the time.
- On June 15, 2022 at 2:00 pm a High Streamflow Advisory was issued for the Central Coast including the Bella Coola River, Dean River and surrounding tributaries. The on-going snowmelt runoff in the Central Coast lead to high flows with the prediction of a low-pressure weather system bringing rain and showers. The forecast predicted potential for flows in the 2-year to 5-year range. The public was advised to stay clear of the fast-flowing rivers and potentially unstable riverbanks.
- On June 16, 2022 at 11:45 am a Flood Watch was issued for the Central Coast. The forecast indicated potential for flows in the 5-year to 10-year range with an uncertainty as to the amount of rainfall that would affect the rivers.
- On June 28, 2022 a High Streamflow Advisory was issued for the Bella Coola River. There was on-going snowmelt run off from warm temperatures and a rainfall system approaching.
- During these advisories there were calls with Emergency Management BC, including David Schadt, and the Provincial Regional Emergency Operations Centre (PREOC). A draft evacuation plan is also informally in the works between CCRD, EMBC (David Schadt) and the Nuxalk Nation (Iris Siwallace).
- Flood alerts can be found at bcrfc.env.gov.bc.ca/warnings/index.htm and those related to the Central Coast are posted on ccrd.ca under Emergency Notices.

The following are potential fire events that occurred:

- The Coastal Fire Centre experienced a lightning storm in the early morning hours of June 28, 2022. The BC Wildfire Service identified four new spot fires in the Bella Coola Valley region, all of which were small spot fires and none were expected to grow. The four fires in the region were in the vicinity of Hump Lake (East of Nusatsum), West of Thorsen Creek, Four Mile Mountain and Noohawk Mountain. As of June 30, 2022 all fires were under control. With these events there were no communities at risk at the time. The Coastal Fire Centre did helicopter and foot patrols to monitor for any additional fires that may have been sparked by the lightning.
- There are no current fires, fire bans or restrictions in the Coastal Fire Centre as of July 4, 2022.
- *Current fire information can be found at [https://www2.gov.bc.ca/gov/content/safety/under Wildfire Service](https://www2.gov.bc.ca/gov/content/safety/under/Wildfire%20Service).*
- *Call the BC Wildfire Service to report all wildfires and or irresponsible behaviour that could start wildfires. **1-800-663-5555 or *5555 by cell phone.***

Other events:

- There are weekly inter-agency calls regarding the Highway 20 danger trees.
- The UBCM Extreme Heat Mapping grant was applied for on the deadline of June 24, 2022.
- Met with the team at Alertable to learn more about the alert app and what it can be used for.
- Facilitating Urban Systems engineers on the Upper Hagensborg dike on July 5, 2022.

Submitted by: *Evangeline Hanuse*
Evangeline Hanuse, Corporate Officer

Approved by: 
Curtis Slingerland, Chief Administrative Officer



To: Board of Directors, CCRD

From: Curtis Slingerland, CAO

Meeting Date: July 14, 2022

Subject: Referral – Goldplay Mining Inc – Notice of Work – Mines Act Permit Application

Recommendation:

THAT the Board of Directors of the Central Coast Regional District submits a comment to the Province stating that:

“While the subject application falls outside the jurisdiction of the Central Coast Regional District (CCRD), and the CCRD has no immediate concerns with the activities proposed, the CCRD would appreciate the opportunity to review and provide feedback on any expanded mining operations/activities on the site, as these may have regional impacts. The CCRD also wishes to relay its desire that the Province ensures adequate engagement and consultation with any and all First Nations communities that may be impacted by the proposed activities.”

Summary:

Please note that this referral applies to works that are outside the Central Coast Regional District’s (CCRD) boundary.

This referral application is related to a Notice of Work for a Mines Act Permit that would allow the proponent to undertake surface mineral exploration activities. As illustrated on the enclosed Map 1, the proposed works associated with this referral are outside the boundaries of the CCRD. The proponent is Goldplay Mining Inc.

Discussion:

While the application area falls outside the jurisdiction of the CCRD and there are no apparent concerns to the CCRD with the activities proposed, the CCRD may request the opportunity to review and provide feedback on any expanded mining operations/activities. The future construction and/or operation of a mine on the site may have regional impacts, including:

- Regional environmental impacts
- Potential watershed impacts, including water quality and drinking water sources
- Potential socio-economic impacts to the region associated with an influx of workers (both during construction and once operational)
- Potential mine access and transportation considerations

The CCRD may also wish to relay its desire that the Province adequately engages and consults all relevant First Nations communities that may be impacted by the proposed activities.

It is recommended that the Regional District provide comment on the application noting the abovementioned concerns. If the Board has any other comments or concerns, they would like to include, Administration can be directed to include those as well.

Alternative Options:

1. The Regional District can choose not to comment on the application, which signals neither approval or disapproval of the project.

Referral Details:

Referral Number: 147545092-01

Request Sent: June 21, 2022

Response Due: July 21, 2022

You are invited to comment on the following application(s). A response is optional. If no response is received by the deadline, the application(s) and adjudication process will move ahead.

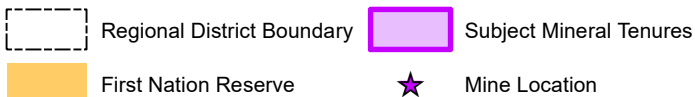
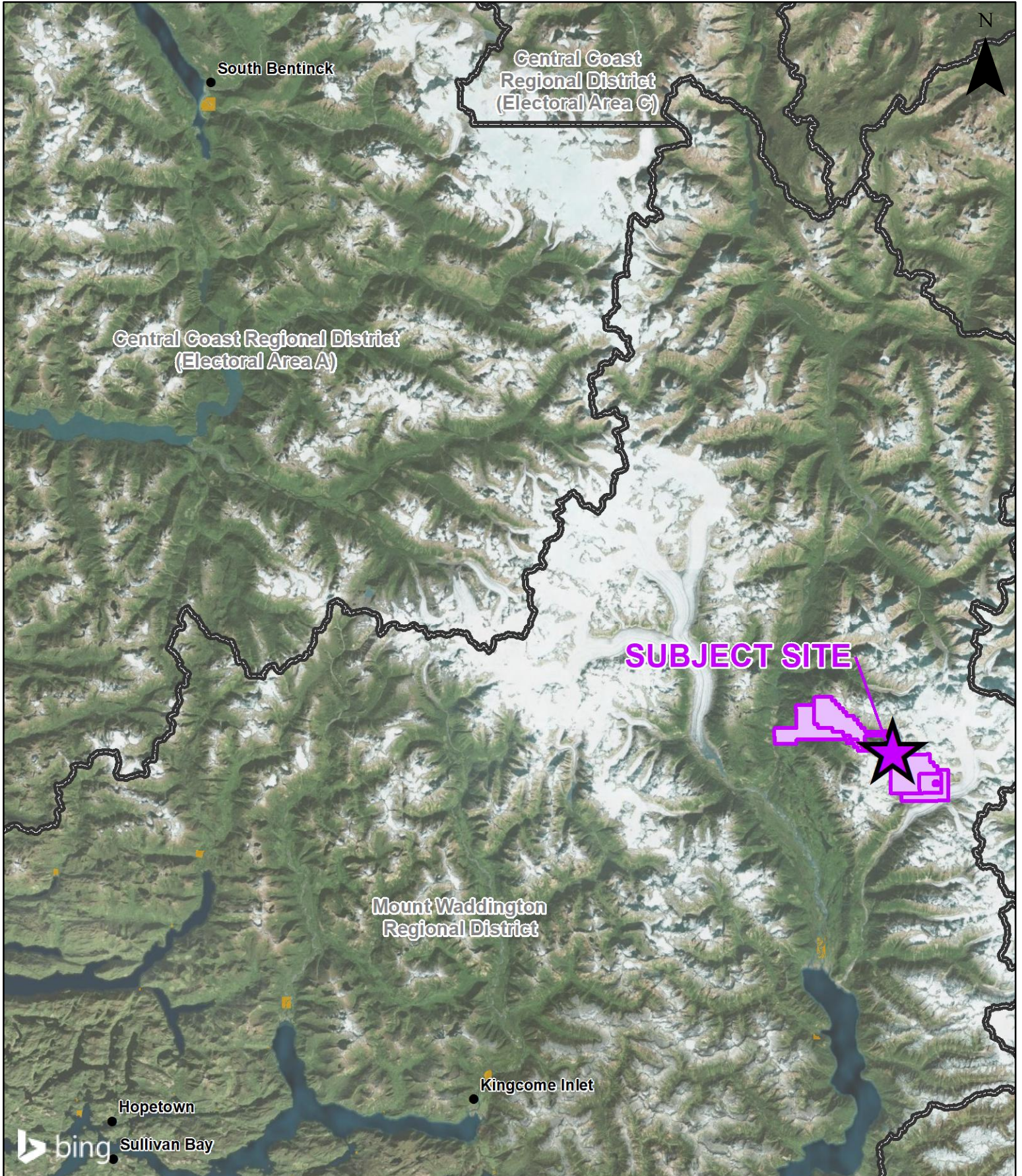
Proponent: Goldplay Mining Inc

Intended Land Use/Background Context: Mineral Exploration-Surface

Area of Disturbance in ha. (approx.): 3.50ha

Legal Description/Mineral Tenure Number: 1080694, 1074267, 1074266, 1080696, 1080695, 1081330, 1083767

Approved by: 
Curtis Slingerland, Chief Administrative Officer





To: Board of Directors, CCRD

From: Curtis Slingerland, CAO

Meeting Date: July 14, 2022

Subject: Referral – City West Connected Coast Network Corp. – Licence of Occupation for Telecommunications Utilities

Recommendation:

THAT the Board of Directors of the Central Coast Regional District submits no comments to the Province on the City West Connected Coast Network Corp Licence of Occupation referral for the installation of telecommunications utilities in the vicinity of Radar Passage, Rivers Inlet and Fitz Hugh Sound.

Summary:

This referral is an application for a licence of occupation for telecommunications utilities along the southern coastline of Electoral Area A as shown on the enclosed Map 1. The applicant is City West Connected Coast Network Corp. This is part of a larger project to install a subsea fibre-optic cable to bring reliable high-speed internet to remote coastal communities and First Nations.

Since licences of occupation do not require a survey, they are often issued in remote areas where legal survey costs required for leases or rights of way are prohibitive. Licences of occupation may also be issued where minimal improvements are proposed, and/or in cases where the Government wishes to retain management control over the use of the lands. The maximum term for a licence of occupation can vary, and a term of 'Indefinite 30 years' is listed in this instance.

Potential items to seek clarification from the Province on could include:

- How is the infrastructure being installed and what are the potential environmental impacts?
- Are there any First Nations concerns related to the proposed works associated with the Licence of Occupation?

The Connected Coast website suggests the works associated with this licence of occupation application is one phase of an overall initiative that will eventually result in a fibre-optic network spanning through the CCRD, from Southern Vancouver Island to Haida Gwaii and Lax Kw'alaams (see enclosed Connected Coast Build Status Map as obtained from the Connected Coast website).

Discussion:

Staff have evaluated the proposal and there are no relevant bylaws for the application area, including an Official Community Plan or zoning bylaws. While there is an existing zoning bylaw for Calvert Island, it does not extend to cover the Licence of Occupation application area. As such, the Regional District has limited grounds for opposing this application. It should also be noted that zoning bylaws often contain provisions allowing for the installation of public infrastructure and utilities within all areas covered by the bylaw. It is recommended that the Regional District not comment on the application, which signals neither approval or disapproval of the project. If the Board has misgivings about the venture, Administration can be directed to comment on those issues.

Alternative Options:

1. Direct Administration to make a submission outlining the concerns of the Board.
2. Given the potential positive impacts to rural communities and First Nations along the coastline of the CCRD that may result from this project, the Board may also direct Administration to make a submission expressing the Board's support for the project.

Referral Details:

Referral Number: 147351710-006
Request Sent: June 15, 2022
Response Due: July 15, 2022

You are invited to comment on the following Crown land application. A response is optional. If no response is received by the deadline, the application and adjudication process will move forward.

Proponent: City West Connected Coast Network Corp.

Intended Land Use/Background Context: Utilities for telecommunication

Schedule/Term of Proposal: Indefinite 30 years

Legal Description: That part of DL 158, together with unsurveyed Crown Foreshore or land covered by water being part of the beds of Goose Bay, Rivers Inlet, Fitz Hugh Sound, Irving Passage, Radar Passage, and Queen Charlotte Strait all of Range 2, Coast District; and Queen Charlotte Strait, Gordon Channel and Hardy Bay, all of Rupert District

Submitted by: 
Curtis Slingerland, Chief Administrative Officer





Lax Kw'alaams

Metlakatla First Nations

Ridley Island

Tlell

Oona River
Kitkatla

Bonilla Island

Kitamaat

Hartley Bay (Citga'at First Nation)

Butedale

Kiemtu (Kitasoo)

Ocean Falls

Bella Coola

Kaieete Pt

Addenbroke

Katit

Cape Scott

Port Hardy

Kingcome (Dzawada'enuxw First Nation)

Quatsino

Port McNeill

Echo Bay

Kyuquot

Sayward

Zeballos

Tahsis

Yuquot

Gold River

Campbell River

Lund

Comox

Tofino

Cillies Bay

Pope Landing

Qualicum Beach

Bamfield

Gabriola

Vancouver IX (2)

Port Renfrew

Saturna

Sidney

Victoria



REQUEST FOR DECISION

To: Curtis Slingerland, Chief Administrative Officer

CC: Board of Directors, CCRD

From: Yene Byun, Chief Financial Officer

Meeting Date: July 14, 2022

Subject: Budget Development Options

Recommendation:

THAT the Board of Directors of the Central Coast Regional District direct administration to update the Central Coast Regional District Board Meeting Procedure Bylaw No. 497, 2020 and schedule Committee of the Whole sessions for budget development after the general local government elections;

AND THAT the December in person meeting be made virtual and the budget for that meeting be allocated towards the work of the committee.

Summary:

Administration is looking to involve the Board in a more in-depth budget and service level development process. This process would be set in place for the newly established Board after the general local elections in October 2022. This process would involve up to 2-6 meetings to go in depth into the core services of the regional district.

Several services are faced with challenges and this process looks to go into the options and set a course that ensures the long-term viabilities of those services.

The Board has two options for this exercise:

1. Local Government Act S. 218(1) allows the board to establish a select committee to provide an opinion and recommendations on a matter. This would be established through a resolution and an adopted term of reference.
2. Update the Central Coast Regional District Board Meeting Procedure Bylaw No. 497, 2020 (attached).

Discussion

Option 1 would have the board appoint three electoral areas to sit on the committee to review all of the reports and presentations and make recommendations to the board as a whole. It is recommended that two of the appointees be selected from the valley (electoral areas C, D & E) and one from the outer coast (electoral areas A & B). Its advantage is that three directors become very

fluent in all of the services and financial dealings of the regional district. The downside is that two directors will not be involved in the discussions.

Option 2 would have staff update the Central Coast Regional District Board Meeting Procedure Bylaw No. 497, 2020. If option 2 were selected administration would update the bylaw to include specific provisions around notices of motion and committee of the whole (COTW). A COTW is a mechanism where the whole board, or a portion of it, dissolves into a less formal advisory body for itself. While in the COTW, those present are not able to pass resolutions but only able to make recommendations to the Board, even if all of the members are present. While we can currently conduct a COTW, adding specific provisions and procedures are recommended. The COTW allows for any board member to attend any session and take part. As the regional district moved towards a more formalized weighted voting system (see attached) the COTW could better suit directors and the specific services they represent.

A final option, is to keep the status quo system where administration prepares draft budgets and makes recommendations.

To offset the costs two options are before the board:

1. One of the draft board remuneration bylaws has a special pay for committee meetings (as they are usually shorter in length and can be done after work hours). This would reduce the impact on the budget. This would be established in the updated Board Remuneration Bylaw that is before the board.
2. Make the December meeting virtual. December is slated as an in-person meeting, and the outer coast directors have expressed concerns traveling in the winter months. Additionally, each in person meeting represents a \$7,600 cost to the regional district.

Financial/Budgetary Implications:

Option 1.

Each committee member be paid a special rate of \$150 for attending the committee meeting. The anticipated financial impact is \$1,800 assuming 4 meetings.

or

Each committee members be paid at \$400 for attending the meeting (the current rate for a regular meeting).

The anticipated financial impact is \$4,800 assuming 4 meetings.

Option 2.

Each COTW attendee would be paid at \$400 for attending the meeting (the current rate for a regular meeting).

The anticipated financial impact is \$8,200 assuming 4 meetings and all directors in attendance. As these meetings would be service based, the amount would be lower as not all directors would need to be in attendance.

Or

Each committee member be paid a special rate of \$150 for attending the committee meeting.

The anticipated financial impact is \$3,000 assuming 4 meetings and all directors in attendance.

The extra costs will be recovered if the December board meeting will be held virtually.

Options:


1. Approve the recommended motion.
2. Adopt the attached Terms of Reference and appoint electoral areas as members of the committee.
3. Take no action.

Respectfully Submitted by:



Ye-Ne (Sandra) Byun, Chief Financial Officer

Approved by:



Curtis Slingerland, Chief Administrative Officer

Terms of Reference

Budget Committee of the Central Coast Regional District

Purpose

To receive information from CCRD staff and to make recommendations to the Board regarding the following:

- Annual Budget Process
- Financial Monitoring, Reporting and Forecasting of Regional District Services
- Financial Strategic Planning
- Audit Compliance, including meeting with the Auditor contracted for the CCRD annually
- Grant reporting and Policies
- Financial impacts of Board initiatives and strategic direction

The Committee will report information and recommendations to the Board to help increase transparency of financials of the CCRD, visibility to the greater public and increased comprehension by the Board.

Establishment, Authority and Composition

The Committee makes recommendations and reports to the Board for consideration. The Committee does not direct action of staff.

The Committee Members are appointed from the CCRD Board Members.

The Committee will consist of three (3) members of the CCRD Board Members.

The Board Chair will appoint Committee Chair and Committee Members.

All Board members are permitted to participate in committee meetings but must not vote unless appointed as a Committee Member.

Procedures

The Committee shall meet at least semi-annually.

The Committee may meet more regularly as established by the Committee Chair.

The Committee Chair shall work with staff to finalize an agenda, with Committee Members able to add agenda items through a Notice of Motion unless of a time sensitive nature in which the Committee Chair can approve items to the agenda without a Notice of Motion.

A quorum for business is a majority of Committee Members.

Staff support and record keeping (including minutes and agendas) shall be facilitated through the Chief Financial Officer of the Central Coast Regional District.

REGIONAL DISTRICT VOTING RULES – QUICK REFERENCE GUIDE
FACT SHEET 5 – Regional District Tool Kit 2005

| STATUTE SECTION | BOARD ACTION | ENTITLEMENT | COUNT | VOTES REQUIRED |
|----------------------------------|--|---------------------------|-----------|----------------|
| Corporate Powers | | | | |
| LGA 192(1) | Bylaw to delegate a power, duty or function | All | Directors | 2/3 |
| LGA 192(2) | Bylaw to revoke a board delegation | All | Directors | Majority |
| LGA 200(1) | Appointment of officers and employees | All | Directors | Majority |
| LGA 202(1) | Resolution to terminate an officer for cause | All | Directors | Majority |
| LGA 202(2) | Resolution to terminate an officer without cause | All | Directors | 2/3 |
| LGA 309 and 791(7)(b) | Authorizing the acquisition, expropriation or disposal of real property | All | Votes | Majority |
| LGA 798.1 | Emergency powers (emergency declaration bylaw) | All | Directors | 2/3 |
| Governance and Procedures | | | | |
| LGA 794(1) | Procedure, bylaws and enforcement | All | Directors | Majority |
| LGA 794(3) | Adopt certain bylaws at same meeting as third reading (bylaws not requiring approval, consent or assent) | All | Directors | 2/3 |
| LGA 795 | Appointment of select committees | All | Directors | Majority |
| LGA 838 | Bylaw to establish local community | All | Directors | Majority |
| LGA 791(4) | Administration and operation of a service (except general administration) | Participants ¹ | Votes | Majority |
| LGA 800(2)(a) (b) and (c) | General administration; electoral area administration; feasibility studies (no establishing bylaw required) | All | Directors | Majority |
| LGA 791(7)(a) | Authorizing persons to enter into contracts on behalf of the regional district | All | Votes | Majority |
| Service Powers | | | | |
| LGA 800 and Div 4.1 | Establishing bylaws | All | Directors | Majority |
| LGA 796.1(2)(b) | Giving consent for a service inside the regional district, provided by another regional district | All | Directors | Majority |
| LGA 796.2 | Authorities in relation to a service other than a regulatory service | Participants | Votes | Majority |
| LGA 797.1 | Specific regulatory and other powers | All | Directors | Majority |
| LGA 799 | Resolution requesting additional powers and exceptions | All | Directors | Majority |
| LGA 792(4) | Election of chairperson and vice chairperson | All | Directors | Majority |
| LGA 793(4) | Resolution to waive notice of special meeting | All | Directors | Unanimous |
| LGA 801(4) | Resolution to obtain approval of electors overall, instead of obtaining approval separately in the participating areas | All | Directors | 2/3 |
| LGA 801(2)(b) | Decision to obtain approval by alternative approval process | All | Directors | Majority |
| LGA 801.5(1) | Board consent on behalf of electoral participating area electors | All | Directors | Majority |
| LGA 801.5(3) | Resolution to dispense with electoral area director consent | All | Directors | 2/3 |
| LGA 802(1) | Amendment or repeal of establishing bylaws | All | Directors | Majority |
| LGA 802(2) | Dispense with electoral area director consent for amendment or repeal of establishing bylaws | All | Directors | 2/3 |
| LGA 813.02(2) | Service review or service withdrawal (appointment of | All | Directors | Majority |

¹ Note that LGA Section 791(11) states that if only one director would be entitled to vote, each director who is present is entitled to vote and has one vote.

| STATUTE SECTION | BOARD ACTION | ENTITLEMENT | COUNT | VOTES REQUIRED |
|---|---|--|-----------|----------------|
| | director to represent the board) | | | |
| LGA 950(2) | Heritage Conservation bylaw and permit procedures - resolution vary time limit for specific reapplication | Participants | Directors | 2/3 |
| Finance / Budget | | | | |
| CC 204 | Parcel tax roll review panel | All | Directors | Majority |
| LGA 791(7)(c) and 815 | Adopt the Financial plan / annual budget bylaw | All | Votes | Majority |
| CC Div 4 of Part 6 | Reserve Funds | Participants | Votes | Majority |
| CC 175 | Liabilities under agreements | All | Votes | Majority |
| LGA 821 | Bylaw to provide for revenue anticipation borrowing | All | Votes | Majority |
| LGA 822 | Bylaw for short term capital borrowing | All | Votes | Majority |
| LGA 823 and CC 179 | Loan authorization bylaws | All | Votes | Majority |
| LGA 823(3) | Resolution to dispense with EA director consent for amending or repealing a loan authorization bylaw | All | Directors | 2/3 |
| LGA 824 | Financing municipal undertakings | All | Votes | Majority |
| LGA 825 | Security issuing bylaws | All | Votes | Majority |
| LGA 808(2) | Bylaw to establish an annual variable tax rate system | Participants | Votes | Majority |
| LGA 809(3) | Bylaw to provide property tax exemptions | All | Directors | 2/3 |
| LGA 810(2) | Bylaw to provide property tax exemptions for heritage properties | All | Directors | 2/3 |
| LGA 810.1(5) | Repayment requirement in relation to heritage exemptions | All | Directors | 2/3 |
| LGA 811(2) | Bylaw to provide property tax exemptions for riparian property | All | Directors | 2/3 |
| LGA 287.2 | Indemnification against proceedings | All | Directors | 2/3 |
| Planning and Land Use Management | | | | |
| LGA 863 and 791(3)(f) | Bylaw to adopt a regional growth strategy (for entire regional district) | All | Directors | Majority |
| LGA 791(16) | Bylaw to adopt a growth strategy for an area less than the entire regional district | Participants (except per 791(17)) | Directors | Majority |
| LGA 791(3)(g) and Part 26 | Electoral area planning and land use management | All ² | Directors | Majority |
| LGA 193 | Bylaw to delegate public hearings | All | Directors | Majority |
| LGA 895(3) | Development approval procedures – resolution to vary time limit for specific reapplication | Participants | Directors | 2/3 |
| LGA 791(12) | Approval of cost sharing for Part 26 services | All (except per 791(12)(a) and 791(13)(a)) | Directors | Majority |

This guide was written as a resource for regional district boards and is provided as a reference for convenience only. This is not an official description of the application of regional district voting rules. For more complete information, please refer to the legislation.

² Subject to LGA 804.1 (Cost sharing for Part 26 services). Note that municipal directors do not vote if they have opted out of the planning services.

CENTRAL COAST REGIONAL DISTRICT

BYLAW No. 497

Being a bylaw to regulate the meetings of the Central Coast Regional District Board and to repeal Meeting Procedures Bylaw 494, 2020.

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

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

SHORT TITLE

1. This Bylaw may be cited as the “**Central Coast Regional District Board Meeting Procedures Bylaw 497, 2020.**”

BOARD MEETINGS

Definitions

2. In this Bylaw:

“*Board*” means the Board of Directors of the Regional District;

“*CCRD*” means the Central Coast Regional District;

“*CCRD’s notice board*” means the notice board located at the Regional District’s Administration Office.

“*Chair*” means the Chair of the Regional District;

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

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

“*Person responsible for Corporate Administration*” means the Chief Administrative Officer or his/her alternate to which has also been assigned the corporate officer responsibilities of a director of Corporate Administration for the Regional District; [s. 236 LGA]

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

“Mail” includes electronic mail constituting of attached documents in Microsoft Word or PDF format.

“Member” means a member of the sitting board of directors.

“Regional District” means the Central Coast Regional District.

“Regional District’s administration office” means the Regional District’s offices located at 626 Cliff Street, Bella Coola, British Columbia.

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

“Special meeting” means a board meeting other than a statutory, regular or adjourned meeting and includes workshops of the full board.

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

“Workshop” means a special meeting of the board for the purpose of focus on a particular topic that is timely for the business of the regional district and that may require further depth of review and discussion than time would allow in a regular meeting of the board but that does not intend decision-making by the board. Matters that arise during a workshop requiring decision must be tabled as a resolution at the next regular meeting of the board. A workshop is not a regular meeting, is not the result of statute and that is not the continuation of an adjourned meeting.

Application of Rules of Procedure

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

Inaugural Meeting

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

Election of Chair and Vice-Chair

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

Time and Location of Meetings

6. a) Unless otherwise determined by resolution of the Board, Regular and In Camera Meetings shall be held on the second Thursday of each month, excluding the months of January and August.
- b) A board may from time to time re-schedule a regular board meeting to a different date and time by resolution of the board.
- c) Regular Meetings and In-Camera Meetings of the Board shall be held in the Regional District's administration office, unless the location is changed by resolution of the board.
- d) Regular Meetings shall be called to order at 9 am or, in the event of weather or travel interruptions, as soon as quorum is assembled.
- e) Regular meetings of the Board must be adjourned by 7pm on the day scheduled for the meeting unless the Board resolves by unanimous vote to proceed beyond that time, and except for the regular meetings of the Board scheduled for February and September, which shall take place over two days. Items remaining on the agenda will be added to the agenda for the next regular meeting under Unfinished Business.

Notice of Regular Meetings

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

Notice of Special Meetings

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

Notice of In Camera Meetings

9. a) As per s. 89 of the *Community Charter*, a meeting of the Board must be open to the public except as provided in Division 3 of the *Community Charter*.
- b) Notice of In Camera Meetings which are closed to the public pursuant to section 90 of the *Community Charter* shall be deemed to be given in conjunction with the Notice of Regular Meetings under section 7 of this bylaw. In the event that an In Camera Meeting is also a Special Meeting provisions of section 8 apply.

Electronic Meetings

9. a) Subject to the conditions set out in the *Community Charter*, sections 128 (1), (2) and (3) and where sections 221(1), (2) or (3) of the *Local Government Act* are met, a **special** Board meeting may be conducted by means of electronic or other communication facilities if:
- (i) the Chair requires it pursuant to making a declaration of a state of local emergency under the *Emergency Program Act, RSBC 2015, c. 111*; or
 - (ii) the Board requires it.
- b) Subject to the conditions set out in the *Community Charter*, sections 128 (1)(b) and where sections 221(2) of the *Local Government Act*, a Member who is unable to attend at a **regular or special** Board meeting, in person, may participate in the meeting by means of electronic or other communication facilities due to:
- (i) physical incapacity due to injury or illness;
 - (i) inclement weather;
 - (ii) physical absence from the Regional District boundaries while acting in the capacity as a Member on Regional District Matters; or

- (iii) the presence of an emergency under the *Emergency Program Act, RSBC 1996, c. 111*;
 - (iv) another reason which, in the view of the Board, renders attendance in person by the Member impractical.
- c) Any Member participating at a meeting in accordance with section 9(b) must be in receipt of the agenda and any applicable staff reports as have been provided to Members not participating electronically before the Board meeting and any information handed out at the Board meeting must be sent to that Member during the meeting or the matter will be adjourned to the next regular meeting.
 - d) Notice of a special Board meeting required under section 8 and conducted under section 9(a) must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
 - e) A Member participating electronically by audio means only must indicate his or her vote verbally.
 - f) Except for meetings which are closed to the public (In Camera Meetings), the facilities must enable the public to hear, or watch and hear, the participation of the members attending electronically.
 - g) Although every effort will be made to accommodate electronic participation in meetings, nothing in this Bylaw shall be construed to guarantee any Director electronic access to a Board Meeting. In the event of an equipment failure or other occurrence which prevents or limits electronic participation, the Board Meeting will not be adjourned unless a quorum is no longer present. Electronic participation in Board Meetings may be restricted by the capacity or dependability of the equipment employed.

BOARD PROCEEDINGS

Attendance at Public Meetings

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

Attendance at In Camera Meetings

11. a) Pursuant to s.91 of the *Community Charter* the board may allow one or more officers and employees to attend or exclude them from attending, as it considers appropriate. In the event the board excludes the Recorder and/or the Chief Administrative Officer from the meeting, the board shall make provision for documenting the proceedings and for recording the meeting minutes.
- b) Members attending a Special In-Camera Meeting or a portion of a regular meeting held in camera via electronic means are responsible for ensuring that their participation is not overheard or otherwise accessible to members of the public.

Minutes of Meetings

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

Calling Meeting to Order

12. a) A quorum for a meeting of the Board shall be the majority of the Members of a Board.
- b) As soon after the time specified for a Board meeting as there is a quorum present, the Chair, if present, must take the chair and call the Board meeting to order, however, where the Chair is absent, the Vice- Chair must take the chair and call such meeting to order.
- c) If a quorum of the Board is present but the Chair or the Vice-Chair do not attend within 15 minutes of the scheduled time for a Board meeting:
 - i) the person responsible for corporate administration must call to order the Members present, and
 - ii) the Members present must choose a Member to preside at the meeting; and the Member chosen to preside shall do so unless the Chair or Vice-Chair arrives, in which case, the Chair or Vice-Chair shall preside at the meeting.

Agenda

13. a) Prior to each Regular Board meeting, the person responsible for corporate administration must prepare an agenda setting out all the items for consideration at that meeting.
- b) The deadline for submissions by the public to the person responsible for corporate administration of items for inclusion on the Regular Board meeting agenda is 4:00 pm seven days prior to the meeting.
- c) At least 48 hours before a regular meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda with any applicable staff reports to each Member at the place where the Member has directed notices be sent and place a copy of the agenda and supporting documentation on the Regional District website.
- d) At least 24 hours before a special in-camera meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda notice (noting relevant sections of Section 90 of the *Community Charter*) to each Member at the place where the Member has directed notices be sent and post a copy of the agenda notice on the Regional District website. Supporting documentation will only be handed out to Members present at the start, and collected at the end of the Special In-Camera Meeting. Documentation may be delivered electronically to Members attending a Special In-Camera Meeting by electronic means using password protected or other reasonably secure means. Members in receipt of Special In-Camera Meeting electronic documentation must delete the documentation at the close of the Special In-Camera Meeting.
- e) The Board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 15.

Order of Proceedings and Business

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

Late Items

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

Voting at Meetings

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

Delegations

17. a) The board may, by resolution, allow an individual or a delegation to address the Board at the meeting on the subject of an agenda item, provided written application on a prescribed form has been received by the person responsible for corporate administration by 4:00 pm seven days prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those Members present.

The board of directors may waive the requirement for written application.

The prescribed form upon which written application is made for the purposes of Section 17(a) is outlined in Schedule "C" attached to and forming part of this Bylaw.

- b) The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- c) The person responsible for corporate administration may schedule delegations to another Board meeting or Advisory Body as deemed appropriate according to the subject matter of the delegation.
- d) The Person responsible for corporate administration may refuse to place a delegation on the agenda if the issue is not considered to fall within the purview of the Board. If the delegation wishes to appeal the decision of the person responsible for corporate administration, the person responsible for corporate administration must distribute the information under separate cover to the Board for their consideration.
- e) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any member of the delegation:

- i) uses offensive words in referring to any Member or member of the public;
- ii) shouts, immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
- iii) addresses issues not contained within the written application of the individual or delegation.

BYLAWS

Adoption of Bylaws

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

ADVISORY BODIES

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

ENACTMENT

20. a) If any section, subsection, sentence or clause of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid

portion shall be severed and the part that is invalid shall not affect the validity of the remaining portions of this bylaw.

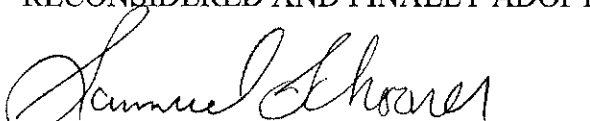
b) Bylaw #494 is hereby repealed.

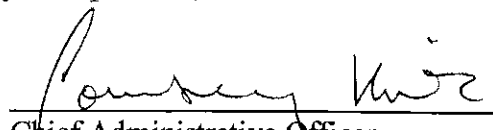
READ A FIRST TIME this 10th day of August, 2020.

READ A SECOND TIME this 10th day of August, 2020

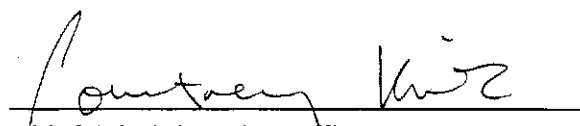
READ A THIRD TIME this 10th day of August, 2020

RECONSIDERED AND FINALLY ADOPTED this 9th day of September, 2020


Board Chair


Chief Administrative Officer

Certified to be a true and correct copy of "Central Coast Regional District Board Meeting Procedures Bylaw 497, 2020"


Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

**BYLAW NO. 497
SCHEDULE "A"**

REGULAR BOARD MEETING AGENDA – (Date/Time)

PART I - INTRODUCTION

1. **Call to Order**
 - a. **(Swearing in of Directors/Alternates; appointment of Chair/Acting Chair)**

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

3. **Disclosures of Financial Interest**

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

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

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

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

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

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

4. **Disclosures of Interests Affecting Impartiality**

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

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

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

UNFINISHED BUSINESS

- (A) **IN CAMERA MATTERS**
 - (a) **Matters Brought out of Camera**
- (B) **ADOPTION OF MINUTES**
 - (a) **(Date) – Previous Board Meeting**

PART II- PUBLIC CONSULTATION

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

PART III – LOCAL GOVERNANCE

(C) **OPERATIONS UPDATES & POLICY MATTERS ARISING**

Administrative Services

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

Transportation Services

Bella Coola Airport/Denny Island Airport

Public Works

- (d) **Public Works Manager Report**

Financial Services

- (e) **Financial Update – (date)**
- (f) **Other Financial Reports**

Development Services

- (g) **Community Economic Development**
- (h) **Land Use Planning**

Leisure Services

- (i) **Bella Coola Parks & Recreation Commission**
- (j) **Denny Island Recreation Commission**
- (k) **Centennial Pool Commission**

(l) Vancouver Island Regional Library

Protective Services

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

(D) EXECUTIVE REPORTS

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

(E) BYLAWS AND POLICIES

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

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

Letters that do not require a Board Decision

(G) ADJOURNMENT

CENTRAL COAST REGIONAL DISTRICT

**BYLAW NO. 497
SCHEDULE "B"**

BYLAW APPROVAL RESOLUTIONS

1. For introduction and first reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., be now introduced and read a first time."
2. For second reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., having been given due and detailed consideration by the Board, be now read a second time".
3. For third reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., be now read a third time."
4. Where the Board prefers to give second and third reading to a bylaw in a single resolution, a resolution stating:
"That Bylaw ..., cited as the ..., having been given due and detailed consideration by the Board be now read a second and third time."
5. For the final adoption of a bylaw, not less than one day following third reading of the bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration."

CENTRAL COAST REGIONAL DISTRICT

**BYLAW NO. 497
SCHEDULE "C"**

DELEGATION to BOARD REQUEST FORM

Date of Application: _____ **Board Meeting Date** _____

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

Address: _____

Number of people attending: _____ **Spokesperson Name:** _____

Subject of presentation: _____

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

Contact person (if different than above): _____

Daytime telephone number: _____

Email address: _____

Will you be providing supporting documentation? **yes** **no**

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

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

**CCCC/DICDA Regular Meeting
June 15, 2022**

**Tonight's
MINUTES**

1. Members called to order: 18:31
2. Members present: Steve, Ramona, Arianne, Pauline, Jean, Charlotte, Mark, Rusty, Sharkey, Fred
3. Agenda (amended and approved)
M/S Mark/Jean Passed
4. Approval of minutes from last meeting
M/S Charlotte/Rusty Passed
5. Treasurer's report
M/S Doug/Ramona Passed
6. Correspondence
 - Telus re: ISP for new broadband (Steve) - pending. Dan has reached out to several outfits.
 - Sharkey emailed Casey Foisin (sp?) at Ministry of Highways in Williams Lake; grader (?) should be here mid-July.
7. Old business
 - community hall and garden work party planning: next meeting. Greenhouse stored at SW.
 - CCCC website update: Still need to organize meeting with Chameleon Creative
 - electric composter, greenhouse updates: Pauline has not got ahold of rep. In OF. Perhaps Bella Coola could purchase the bailer.
 - CCCC website: group met to review changes needed. Pauline will contact Chameleon Creative about editing. Send letters to businesses regarding payment (?)
 - Funding for community hall sign (Dan): no funding available. Alternative: Charlotte will ask Crystal to design a sign that Rick could print and glue on wood. 8'x3' size. Someone to speak with Rob re: getting the wood. Add a light in future.
 - Outer coast CCRD meeting: July 14th 9am at the Bighouse. Dan will give new CCRD CAO a tour of DI.
8. New business, including committee reports
9. Next meeting date: July 13, 6:30pm
10. Adjournment: 19:24
M/S Charlotte/Mark Passed

DIRC Regular meeting minutes
June 15, 2022

1. Members called to order: 18:10
2. Members present: Mark, Steve, Charlotte, Jean
Also Ramona, Dan, and Pauline
3. Agenda: no agenda
4. Last meeting's minutes accepted:
M/S Dan/Mark Passed
5. Treasurer's report:
-N/A
6. Old business:
-Trail/canoe: no update
7. New business:
-Burning Man event: June 26th at airport. Private organization.
-Motion to lend the BBQ to the school for the year-end event
M/S Dan/Steve
8. Adjournment: 18:25
M/S Charlotte/Dan

Ocean Falls Community Revitalization Committee Meeting #3 Highlights

Meeting #3 Date: June 29, 2022

Meeting #3 Time: 9:00 AM – 12:00 PM

1. Committee Member Attendees

| Committee Member | Representatives | Roles |
|---|-------------------------------|---|
| Heiltsuk Nation | Reg Moody | Member, Heiltsuk Nation Band; and Elected Tribal Councillor |
| Nuxalk Nation | Terry Webber | Nuxalk Nation Elected Councillor |
| Central Coast Regional District (CCRD) | Daniel Bertrand | Director, Electoral Area "A" |
| Ocean Falls Improvement District (OFID) | Dylan Coburn | Member, Board of Trustees |
| Province of BC | Jennifer Rice | MLA, North Coast |
| Businesses of Ocean Falls | Les Marston, Toni Zeganish | Owners, Old Bank Inn |

2. Working Group Member Attendees and Facilitators

| Agency | Name | Title |
|--|--------------------|---|
| Ministry of Municipal Affairs (MMA) | Brent Mueller | Director, Governance Relations |
| | Catherine Lee | Senior Program Analyst, Government Relations, Governance and Structure Branch |
| Central Coast Regional District (CCRD) | Curtis Slingerland | CAO, CCRD |
| MNP | Bill Reid | Partner, Advisory Services |
| | Liz Fenje | Senior Consultant, Advisory Services |

3. Guests

| Agency | Name | Title |
|--------------------|------------|------------------|
| Urban Systems Ltd. | Eric Sears | Project Engineer |

4. Meeting Highlights

| Time | Topic | Highlights |
|---------|---|--|
| 9:00 AM | Opening of the Session | <ul style="list-style-type: none"> - Committee members welcomed - MNP facilitated a round-table of introductions |
| 9:15 AM | Highlighting of Urban System's Report | <ul style="list-style-type: none"> - Eric Sears, Project Engineer at Urban Systems, conducted a review of Ocean Falls' infrastructure and issued a report - The assets (water, sewer, and drainage) that Ocean Falls is responsible for maintaining and replacing is estimated in value to be around \$11 million - In Urban System's report, there were five (5) main recommendations: <ol style="list-style-type: none"> 1. Restore planning on the water system, noting that Ocean Falls is currently under a boil-water advisory; this is seen as a top priority for OFID, and related work is underway 2. Conduct a subsequent, detailed review of the conditions of existing community assets (e.g., reservoir inspections, condition assessments); this step will be important to inform a financial strategy moving forward 3. Conduct a detailed inspection of the reservoir with consideration of its eventual replacement 4. Update drainage infrastructure as the geography of Ocean Falls is subject to seasonal flooding, which has broad implications including for local roads 5. Pursue funding for water and sewer replacement; there are parts of the system that are failing, and a financial plan needs to be developed to start replacing such infrastructure on a prioritized basis - Urban Systems has estimated that costs would be in the range of \$7 million to repair water, sewer, and drainage systems, bringing them up to standard - Ocean Fall's basic provincial grant is \$200,000 (i.e., its annual tax requisite) - Ocean Falls is not currently taxing residents or businesses - Another constraint is OFID's current ineligibility for grants associated with municipal infrastructure <ul style="list-style-type: none"> o To be eligible for infrastructure grants, OFID would need to collaborate with the CCRD; typically, these grants are provided to Improvement Districts when they are converting over to a Regional District o The complexities and scope of what is required would need to be addressed with the CCRD |
| 9:30am | Building the Portfolio of Opportunities and | <ul style="list-style-type: none"> - Opportunity: Connecting the town with Broadband Internet <ul style="list-style-type: none"> o The Ministry of Citizen Services (responsible for the |

| | | |
|----------|--|---|
| | Understanding of Constraints | <p>Connected Coast Project) has been contacted and to seek guidance on opportunities for connecting Ocean Falls; will look to engage the OFID in these discussions</p> <ul style="list-style-type: none"> ○ OFID is in contact with RainCoast Networks about bringing internet from the shoreline into the community <ul style="list-style-type: none"> - Opportunity: Bottled Water from Link Lake <ul style="list-style-type: none"> ○ Currently exploring whether there is a federal policy related to the export of bulk water - Opportunity 3: On-Land Fish Farming <ul style="list-style-type: none"> ○ Exploring the state of related federal policies ○ A key constraint is a lack of space (cleared and serviced) ○ A next step is to inquire with Mowi leadership on their long-term plans - Will add the Ocean Falls Yacht Club to the opportunities section; Ken Maddison, Commodore (250 289 3396; kmaddy52@icloud.com) |
| 10:45 am | Advancing an On-Site Visit by the BC Office of the Fire Commissioner (Fire Service Advisor Inspection) | <ul style="list-style-type: none"> - A Fire Services Advisor, Ron Hull, will visit Ocean Falls to review the derelict buildings and create a fire risk assessment report; this visit will likely take place by mid-July - Ron Hull has been provided with the contact information for OFID |
| 11:00 am | Revisiting the Logistics for the In-Person Meeting | <ul style="list-style-type: none"> - The CCRD will explore the potential need for a larger water taxi to accommodate all participants - Regarding staying in Bella Bella, the Shearwater Sea Bus runs on the hour from Bella Bella to/from Shearwater; it is \$5 per person for a round-trip; cash only - Communications will be posted on the CCRD website in advance of the trip including a brief overview of the Committee and how various governance structures along with the Regional District work in collaboration - An "information package" will be provided to those planning on attending the in-person visit to Ocean Falls in advance of the trip |
| 11:30 am | Reviewing the Updated Community Backgrounder | <ul style="list-style-type: none"> - Updates made to the Community Backgrounder after Committee Meeting #2 were highlighted, and all of these updates were accepted by the Committee |
| 11:45 am | Planning for the Fourth Committee Meeting | <ul style="list-style-type: none"> - The fourth Committee meeting will take place after the in-person visit to Ocean Falls (July 18); the exact date will be determined after more deliberation |
| 11:55 am | Closing of the Session | <ul style="list-style-type: none"> - Committee members were thanked and the meeting adjourned |



June 28, 2022

Ref: 269899

Mayors and Regional District Chairs of British Columbia
Attendees of the May 2022 Regional Meetings with Minister Nathan Cullen and Minister Katrine Conroy

Dear Mayors and RD Chairs:

Thank you for taking the time to join Minister Nathan Cullen and Minister Katrine Conroy for the May 2022 regional meetings that provided an update from the BC Wildfire Service.

As a follow-up to the meetings, the BC Wildfire Service is sharing the Power Point Presentation (Presentation) that was shown at the meetings. The Presentation is attached to this email.

BC Wildfire Service information

- [Wildfire Service - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/wildfire-service)
- [Fire Weather - Province of British Columbia \(gov.bc.ca\)](https://www2.gov.bc.ca/gov/content/safety/fire-weather) (includes the current seasonal outlook)
- Facebook: <https://www.facebook.com/BCForestFireInfo/>
- Twitter: <https://twitter.com/BCGovFireInfo>

Mobile App

The BC Wildfire Service Mobile App has been updated to allow reporting wildfire including uploading photos. Additional enhancements include more accurate and timely push notifications, streamlined real-time information, and video tutorials.

- Apple (IOS): [Download directly from the App Store \(IOS\)](#)
- Android: [Download directly from the Google Play Store](#)

FireSmart BC

Wildfire prevention and preparedness is everyone's responsibility. British Columbians can play a critical role in mitigating wildfire risks by undertaking FireSmart initiatives to help reduce wildfire risks and create more fire-resilient communities. For information about how to FireSmart your home, property, and community, including accessing funding, visit: firesmartbc.ca.

Emergency preparedness

- [Public emergency preparation and recovery - Province of British Columbia \(gov.bc.ca\)](#)
- [EmergencyInfoBC | Your source for emergency response and recovery information \(gov.bc.ca\)](#)
- [River Forecast Centre - Province of British Columbia \(gov.bc.ca\)](#)

If you did not get a chance to speak during the meetings or if you have any additional questions or comments, please send an email to bcws.correspondence@gov.bc.ca.

Our plan is to take a summer break from these meetings and restart them in November after the 2022 UBCM Convention and Fall 2022 general local elections. Minister's Office staff will be in touch with you about the November date, time, and meeting information.

Minister Cullen is committed to continuing to meet with local elected leaders on a regular basis. **If there are particular topics or themes you would like to have covered in future meetings, please share these via email to MUNI.Minister@gov.bc.ca.**

Thank you again for your participation. Have a safe summer and Minister Cullen and I look forward to connecting with you in person at the 2022 UBCM Convention.

Sincerely,



Tara Faganello
Assistant Deputy Minister

pc: Chief Administrative Officers
Laurey-Anne Roodenburg, President, UBCM
Gary MacIsaac, Executive Director, UBCM
Candace Witkowskyj, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo BC
Ian Meier, Executive Director, BC Wildfire Service



June 27, 2022

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Ref. 55995

JUL 07 2022

Daniel Bertrand
Director, Electoral Area A
Central Coast Regional District
626 Cliff Street
Bella Coola BC V0T 1C0
Via email: dbertrand@ccrd-bc.ca

Central Coast Regional District

Dear Daniel Bertrand:

This letter is to advise you of a change in the status of the treaty negotiations between the Gwa'sala-'Nakwaxda'xw Nations (Gwa'sala-'Nakwaxda'xw), the Government of Canada (Canada) and the Province of British Columbia (BC) (collectively, the Parties).

With the support of the British Columbia Treaty Commission, the Parties have agreed to sign a Memorandum of Understanding (MOU) to transition directly to the last stage of treaty negotiations (Stage 5 of the BC Treaty Process) without signing an Agreement-in-Principle (AIP). The MOU will confirm the Parties' agreement to transition from AIP negotiations (Stage 4 of the BC Treaty process) to Stage 5 negotiations.

The MOU sets out a path to discuss key topics during future negotiations within Stage 5. The Parties anticipate several years of negotiations before concluding a legally binding treaty.

Plans are being discussed to have the MOU signed in person this summer in Port Hardy. Once signed, the MOU will be available on our ministry's website at: [Gwa'sala-'Nakwaxda'xw Nations - Province of British Columbia \(gov.bc.ca\)](http://Gwa'sala-'Nakwaxda'xw Nations - Province of British Columbia (gov.bc.ca))

If you have any questions or concerns, please do not hesitate to contact Wendy Hutchinson, Negotiator, Ministry of Indigenous Relations and Reconciliation at (250) 208-4363 or by email at Wendy.Hutchinson@gov.bc.ca.

Sincerely,

Heinz Dyck
Chief Negotiator

.../2

CC: Chief Terry Walkus
Gwa'sala-'Nakwaxda'xw First Nation

Colleen Hemphill, Chief Negotiator
Gwa'sala-'Nakwaxda'xw Nations

Samuel Schooner, Chair/Director
Electoral Area E
Central Coast Regional District

Wendy Hutchinson, Negotiator
Negotiations and Regional Operations Division
Ministry of Indigenous Relations and Reconciliation