

Regular Board Meeting Agenda

Date: June 9, 2022, 9:00 am, 3:00 pm

Pages

A. Call to Order

Recommended Statements:

Acknowledgements of First Nations' Territories

1. The meeting is being recorded and the recording will be made publicly available on our website
2. The meeting is called to order at 9 a.m. on June 9, 2022
3. 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. May 12, 2022 Regular Board Meeting Minutes

1

D. Delegation

D.1. Land Use Delegation: End of the Road Coffee Shop

8

Seeking a letter of support.

Proposed Resolution: "THAT the Board of Directors of the Central Coast Regional District direct administration to send a letter of support for the lease and development of a coffeeshop"

D.2. Hagensborg Governance Study: Econics

9

E. Bylaws and Policies

E.1. Public Hearing: Verbal Report

E.2. Firvale Wilderness Camp Rezoning

11

THAT Bylaw #504, cited as the “Bella Coola Valley Zoning Amendment Bylaw No. 504, 2021”, having been given due and detailed consideration by the Board be now read a third time.

THAT Bylaw #504, cited as the “Bella Coola Valley Zoning Amendment Bylaw No. 504, 2021”, 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.

E.3. A-29 Personnel Policy

25

THAT the Board of Directors of the Central Coast Regional District approves revised Personnel Policy A-29 as presented.

E.4. Election and Assent Voting Bylaw & Mail Ballot Authorization and Procedure Bylaw

Recommendation 1:

THAT Bylaw 515, cited as the "Election and Assent Voting Bylaw No. 515, 2022" be now introduced and read a first time.

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.

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 third time.

THAT Bylaw 515, cited as the "Election and Assent Voting Bylaw No. 515, 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.

Recommendation 2:

THAT Bylaw 516, cited as the "Mail Ballot Authorization and Procedure Bylaw No. 516, 2022" be now introduced and read a first time.

THAT Bylaw 516, cited as the "Mail Ballot Authorization and Procedure Bylaw No. 516, 2022" having been given due and detailed consideration by the Board, be now read a second time.

THAT Bylaw 516, cited as the "Mail Ballot Authorization and Procedure Bylaw No. 516, 2022" having been given due and detailed consideration by the Board, be now read a third time.

THAT Bylaw 516, cited as the "Mail Ballot Authorization and Procedure Bylaw No. 516, 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.

F. Operations Updates and Policy Matters Arising

F.1. Administrative Services

F.1.1.	2021 Statement of Financial Information	60
	<p>THAT the Statement of Financial Information (SOFI) pursuant to the Financial Information Act (FIA) for the year ended December 31, 2021 be approved and submitted to the Ministry of Municipal Affairs and Housing.</p>	
F.1.2.	RFD: Use of the Airport Hanger Suite	68
	<p>THAT the Directors of the Central Coast Regional District authorize administration to utilize the suite at the airport hanger for new hires transitioning to the area;</p> <p>AND THAT administration is authorized to negotiate the rental rate for the suite from \$0 to market rate per month for a term that does not exceed 6 months.</p>	
F.2.	<u>Operations and Public Works Services</u>	
F.2.1.	CCRD Communicable Disease Plan	69
	<p>Recommendation</p> <p>THAT the Directors of the Central Coast Regional District approve the replacement of the CCRD Covid-19 Safety Plan with the Central Coast Regional District Communicable Disease Plan.</p>	
F.2.2.	Hagensborg Water System Update	80
F.2.3.	Denny Island Water System Update	82
F.2.4.	Bella Coola Valley Flood Risk Assessment and Modeling Update	84
F.2.5.	Heat Mapping Grant Application	
	<p>THAT the Board of Directors of the Central Coast Regional District approves Administration to apply for the UBCM Community Emergency Preparedness Fund – Extreme Heat Risk Mapping, Assessment, and Planning by June 24, 2022.</p>	
F.3.	<u>Leisure Services</u>	
F.3.1.	2022 Centennial Pool Operations Update	
F.3.2.	Support Letter for the Cariboo Chilcotin Coast Tourism Marketing Association	85
	<p>THAT the Board of Directors of the Central Coast Regional District direct Administration to write a support letter from the CCRD to the Cariboo Chilcotin Coast Tourism Marketing Association.</p>	
F.4.	<u>Transportation Services</u>	

F.4.1.	June 2022 Bella Coola Airport Service Update	92
F.5.	<u>Land Use and Planning Services</u>	
F.5.1.	Referral – Request on a Residential Use Application	98
	<p>THAT the Board of Directors of the Central Coast Regional District reviews the referral regarding Province of BC Referral Request on a Residential Use Application and direct administration to submit the following comments _____.</p>	
F.5.2.	Outer Coast OCP Report	
	Request for Direction	
F.6.	<u>Governance</u>	
F.6.1.	Denny Island Recreation Commission Minutes	101
F.6.2.	Ocean Falls Community Revitalization Committee Minutes	104
F.6.3.	UBCM Discussion	109
	<p>THAT the following meeting requests be submitted to UBCM:</p>	
F.6.4.	Request for Direction: Board Remuneration	112
	<p>Recommendation:</p> <p>THAT:</p> <ol style="list-style-type: none"> 1. The Local Work Assignment pay structure be removed from the remuneration bylaw and replaced with a monthly stipend structure. <p>OR</p> <p>The Local Work Assignment pay structure be affirmed by the Board, and that it be increase to \$41/hour.</p> <ol style="list-style-type: none"> 2. An annual increase to remuneration and expenses by the rate of inflation each year be incorporated into the Remuneration Bylaw. 3. The expenses in S.2.(b), c), d), g), h), i), and j) be amended to reflect the changes captured in Attachment A of the report titled Remuneration Bylaw Review and dated May 30, 2022. 4. Air Travel clause in S.2. d) of the Remuneration Bylaw, be amended to allow for expense reimbursement of children’s air travel if the Director is a care giver to that child and alternative arrangements could not be provided for their care. 	

F.6.5. Service Area Taxation Discussion

Requested By Director Bertrand.

G. Executive Reports

- G.1. Electoral Area C: Chair Kennedy
- G.2. Electoral Area A: Director Bertrand
- G.3. Electoral Area B: Director 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:

90 (1)A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(c)labour relations or other employee relation

I. General Correspondence

- I.1. AVICC Update 119
- I.2. Denny Island Radar Public Consultation 122

J. Adjournment



Central Coast

REGIONAL DISTRICT

That we may be good people together

DRAFT REGULAR BOARD MEETING MINUTES

DATE: May 12, 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.

REGULAR BOARD MEETING MINUTES – May 12, 2022

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

PART I – INTRODUCTION

1. Call to Order

A quorum was declared, and Chair Kennedy called the meeting to order at 9:12 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).

2. Adoption of Agenda

22-05-01 M/S Directors Schooner/Schlichting THAT the Agenda be adopted as presented.

UNANIMOUSLY CARRIED

(A) ADOPTION OF MINUTES

a) Regular Board Meeting April 7, 2022

22-05-02 M/S Directors Schooner/Schlichting THAT the minutes from the April 7, 2022 Board Meeting be adopted as presented.

UNANIMOUSLY CARRIED

PART II – PUBLIC CONSULTATION

(B) DELEGATION

Fawn & Patrick Gunderson re Douglas Road Subdivision Referral

Chair Kennedy welcomed the delegation and noted that there was an allotted time of 15 minutes to present. The Gunderson's noted that they were two out of the four property owners of the subdivision referral application. There is a clear housing shortage in the Bella Coola Valley and the subdivision opportunity is a way to provide housing and land to more people. The idea is also to get more lots than less and keep the lots affordable. There has been a lot of local interest in the lots.

The Gunderson's asked if the lot sizes were 5 acres would there be no provision of donating park land to the Central Coast Regional District (CCRD). The Board agreed that this is true. The Gunderson's noted that 5% of the land would be 1.6 acres with the value of at least \$100,000. The Gunderson's also asked what kind of park it needs to be and whether it could be a nature trail. CAO Slingerland noted that the chunk of land would be donated and the regional

district absorbs this into the parks service. Parks come with a fair amount of maintenance and operation costs. The local government, through their Official Community Plan process, determines the percentage of land. Five percent is the maximum allowed pursuant to the *Local Government Act*. CAO Slingerland requested that the Gunderson's put a proposal together with lot sizes, which can be evaluated by the Board.

The Board asked about an archaeology report. The Gunderson's noted that a Preliminary Archaeology Report was obtained. The Board directed the Gunderson's to reach out to Sam Pascoe, the Acting Stewardship Director, as well as Clyde Tallio, for further local knowledge from the Nuxalk Nation.

The delegation ended at 9:45 am.

PART III – LOCAL GOVERNANCE

(C) BYLAWS AND POLICIES

a) Request for Decision: Policies for Review, Revision, Rescind or Adoption

1) Policy A-29 – Personnel Policy

22-05-03 **M/S Directors Northeast/Schooner** THAT the Education Assistance Policy be left to the discretion of Central Coast Regional District CAO to make decisions based on the approved budget.

UNANIMOUSLY CARRIED

22-05-04 **M/S Directors Northeast/Schooner** THAT the Board of Directors of the Central Coast Regional District increase the years of service awards in line with the District of Vanderhoof.

UNANIMOUSLY CARRIED

25-05-05 **M/S Directors Northeast/Schooner** THAT s. 4.04 Group Benefits be amended to offer benefits to part-time employees who have completed one year of service.

UNANIMOUSLY CARRIED

25-05-06 **M/S Directors Northeast/Schooner** THAT the Board of Directors of the Central Coast Regional District approves the existing vacation pay entitlement.

UNANIMOUSLY CARRIED

25-05-07 **M/S Directors Northeast/Schooner** THAT the Board of Directors of the Central Coast Regional District approves sick leave at 1.5 days per month.

UNANIMOUSLY CARRIED

25-05-08 **M/S Directors Northeast/Schooner** THAT the Personnel Policy be updated to reflect the changes and brought back for adoption.

UNANIMOUSLY CARRIED

2) Policy E-2 – UBCM Meeting Request Policy

22-05-09 **M/S Directors Schooner/Northeast** THAT the policy titled UBCM Meeting Request Policy be adopted.

UNANIMOUSLY CARRIED

(D) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

(a) Outer Coast Meeting

22-05-10 M/S Directors Schooner/Schlichting THAT the Board of Directors of the Central Coast Regional District approve the changing of the time and location of the July 14, 2022 Regular Board meeting to 10:00 am at the Gvúkva'áus Haířzaqv (House of the Heiltsuk) on Wabalísla Street, Bella Bella, British Columbia; and

THAT Option 2, the Board leave from Bella Coola on Thursday, July 14th, attend the board meeting, stay the night in Bella Bella and return to Bella Coola on Friday, July 15th be the preferred travel arrangement. **UNANIMOUSLY CARRIED**

Operations & Public Works Services

- (b) Bella Coola Valley Flood Risk Assessment & Modelling Project Update
- (c) Denny Island Community Water System Project Update
- (d) Hagensborg Water System Upgrades Project Update

Leisure Services

- (e) Oversight of the Centennial Pool Operations and Management

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

The Board recessed at 10:38 a.m.

The Board reconvened at 10:56 a.m.

- (f) Denny Island Recreation Commission Service Options

22-05-12 M/S Directors Schlichting/Schooner THAT the Board of Directors of the Central Coast Regional District tables the Denny Island Recreation Commission service options item to the next regular Board meeting.

UNANIMOUSLY CARRIED

Alternate Director Schlichting wondered what happens to assets if the Denny Island Recreation Commission gets dissolved. CAO Slingerland noted that assets are held in trust or dispersed through negotiations, for example, to non-profit groups.

Transportation Services

- (g) Denny Island Airport Long Term Plan Discussion

22-05-13 M/S Directors Schlichting/Schooner THAT the Board of Directors of the Central Coast Regional District tables the Denny Island Airport long term plan discussion to another meeting.

UNANIMOUSLY CARRIED

The Board believes that the Heiltsuk Nation should be involved and asked for feedback in discussions about the Denny Island Airport.

Land Use and Planning Services

(h) Park Land Report

The Board asked in the Strategic Plan if there is an assessment of needs for Park Land or another document that guides thinking in this area. CAO Slingerland noted that the updating of the Official Community Plan would address Park Land.

It was noted that there should be a clear process for locals that want to subdivide land, hopefully with the intent to create more housing. The Nuxalk Nation is struggling for land as there was a need for over 300 homes in the past, and since that time population has only increased. Perhaps an avenue to address the referrals process and advocate is through UBCM.

(i) Bella Coola Valley Official Community Plan Report

22-05-14 M/S Directors Schooner/Northeast THAT the Central Coast Regional District directs Administration to proceed with Option 2: Full Bella Coola Valley Official Community Plan Update.

UNANIMOUSLY CARRIED

CAO Slingerland will bring Outer Coast Official Community Plan information to the next board meeting.

(j) Firvale Wilderness Camp Public Hearing in June

22-05-15 M/S Directors Schlichting/Kennedy THAT the Board of Directors of the Central Coast Regional District approve of a Public Hearing for the Firvale Wilderness Camp on June 8, 2022 at 7 pm;

AND THAT Director Northeast be appointed to lead the public hearing and be issued ½ days' pay to prepare and conduct the public hearing.

UNANIMOUSLY CARRIED

The Board questioned if there was a limit on commercial zoning. CAO Slingerland will provide further information on C-1 Commercial Zoning.

(k) Referral: Mining

22-05-16 M/S Directors Northeast/Schlichting THAT the following be submitted as a response letter to the mining referral: CCRD support is contingent on expressed approval of the Nuxalk Nation. The Board was clear in the previous mining referral about the importance of meaningful consultation with the Nuxalk Nation and the Central Coast Regional District taking the lead from the Nuxalk Nation. The provincial referral process is lacking in oversight regarding First Nations consultation. There is disappointment with the level of consultation that has taken place thus far. As for environmental impacts, salmon are being nearly wiped out already and mining may potentially impact the drinking water. These mountains are where goat hunting took place. There is no support for mining from the CCRD until the mining company comes to an agreement with the Nuxalk Nation.

UNANIMOUSLY CARRIED

Governance

(l) Election Contractor – Appointment of Chief Election Officer

22-05-17 M/S Directors Schlichting/Schooner THAT the Board of Directors of the Central Coast Regional District appoint Janet Prestley as the Chief Elections Officer to run the local government, and if applicable, SD#49 elections. **UNANIMOUSLY CARRIED**

(m) Ocean Falls Community Revitalization Committee Meeting #1 Highlights

(n) Director Remuneration

22-05-18 M/S Directors Schlichting/Schooner THAT the Board of Directors of the Central Coast Regional District approves Director Bertrand's remuneration at the Special Work Assignment rate for 3 hours for attending meetings at AVICC.

AND THAT the Board of Directors of the Central Coast Regional District approves Chair Kennedy and Director Northeast's remuneration at the Special Work Assignment rate for 1 hour for attending the Parcel Tax Review Panel meeting.

UNANIMOUSLY CARRIED

(o) Hagensborg Waterworks Governance Study Proposals

22-05-19 M/S Directors Northeast/Schooner THAT the Board of Directors of the Central Coast Regional District award Econics the Hagensborg Water Governance project and authorize Administration to enter into an agreement with Econics. **UNANIMOUSLY CARRIED**

The Board recessed at 11:58 p.m.
The Board reconvened at 12:35 p.m.

(E) EXECUTIVE REPORTS

(a) Electoral Area Reports

i.) Chair and Area C Report

Chair Kennedy reported that the Vancouver Island Regional Library came to an agreement with BCGEU librarians. Chair Kennedy also noted that this was a transition month for her and she sold her business which consumed a lot of personal energy and resources. There is also a bear safety meeting coming up mid-month.

ii.) Area A Report

Alternate Director Schlichting noted that Director Bertrand did not have anything to report. There is excitement about the potential in Ocean Falls.

iii.) Area D Report

Director Northeast stated that he is happy for the work that has gone in with the Share Shed reopening. Director Northeast is also pleased that a Recreation Coordinator has been hired. The Centennial Pool is a vital recreational activity.

v.) Area E Report

Director Schooner detailed that there was a lot accomplished at AVICC. It was good to get together with the Outer Coast Directors Bertrand and Hall. Director Schooner thanked CAO Slingerland and CCRD staff in assisting with organizing the logistics of the trip.

(F) IN CAMERA MATTERS

22-05-20 **M/S Directors Schooner/Schlichting** 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*: 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality and 90(1)(g) litigation or potential litigation affecting the municipality **UNANIMOUSLY CARRIED**

PART IV – GENERAL BUSINESS

(G) GENERAL CORRESPONDENCE

- (a) Extended Hour Child Care for Shift Workers**
- (b) BC Prosecution Service and the Public Interest**
- (c) Scheduled On-Call Improvements**
- (d) Preventing the spread of Avian Influenza**

(H) ADJOURNMENT

22-05-21 **M/S Directors Schlichting/Northeast** 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: _____ Board Meeting Date _____

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

Address: _____

Number of people attending: _____ Spokesperson Name: _____

Subject of presentation: _____

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

Contact person (if different than above): _____

Daytime telephone number: _____

Email address: _____

Will you be providing supporting documentation? yes no

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

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

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
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Contact person (if different than above): _____

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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) _____

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MEMO

To: Central Coast Regional District (CCRD) Board of Directors
 From: Kirk Stinchcombe, Managing Director, Econics
 cc: Curtis Slingerland, CAO, CCRD
 Date: 1 June 2022
 Re: Resident Engagement for Hagensborg Water and Fire Protection Service Governance Study

In April 2022, CCRD issued a Request for Proposals to select a consultant to complete a governance study for the Hagensborg water and fire protection service. The goal is to determine how residents can participate in decision-making related to the provision of the former improvement district services. Econics, a Victoria-based firm that specializes in water service sustainability, was fortunate to be selected to complete this work. For this project, we are once again partnering with Metroline Research Group, a full-service market research firm, that we have worked with many times over the past decade.

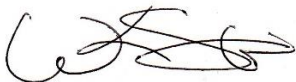
Over the next three months, Econics will complete research on governance options and how they might be enabled under legislation like the *Local Government Act*. Engagement activities with residents will also be completed, including the following:

- a survey open to all residents over 18 years old in the Hagensborg service area; this can be completed online or over the phone with a trained operator (a post card with information about this will be sent to all households by mail);
- two in-person focus groups with seven to nine people in each session (one session with people who are generally in favour of conversion to a regional district service and one with people who are less favourable);
- an in-person open house meeting held in the community and open to all residents;
- advertising about these activities through channels such as the CCRD website, posters in the community, Facebook posts, and a press release to local media (Coast Mountain News, Nuxalk Radio).

In order to get ahead of residents' summer vacation plans, this market research will be mostly completed in June 2022. The project schedule allows enough time to ensure that residents are well informed about opportunities to provide their views.

Econics will provide a short presentation at the 9 June CCRD Board of Directors meeting, mostly focused on the engagement plan. Board members will be asked to provide advice on the project, including the following questions:

- Who are interested community members that we should talk to (both those in favour of regional district conversion and those less so)?
- Are there channels to get information out that we might not have considered?
- Are there any project risks that we might not have considered?



Kirk Stinchcombe
 Managing Director, Econics



Skmana Creek Consulting Ltd.
Kelowna, BC
(250) 801-5325

Firvale Wilderness Camp
4330 Highway 20
Firvale, BC

April 28, 2022

Attention: Bobby Sherlock
Firvale Wilderness Camp

Re: Ratcliffe Creek Stream Channel Remediation
Construction Review

Further to our letter report of April 12, 2022 outlining our Preliminary Recommendations for the remediation of the Ratcliffe Creek channel in Firvale, BC, we have attended the site and reviewed the construction of the remedial works and provided guidance for adjustments and additional works. The following is a summary of our observations, recommendations and concurrence that works meet the intent of our Preliminary Recommendations.

Field Review

A field review of the site was performed by Mike Walsh, P.Eng. of Skmana Creek Consulting Ltd. (Skmana) on April 20-22, 2022. The review comprised of multiple foot traverses of the lower portions of Ratcliffe Creek fan and channel to assess hydraulic conditions and the construction of the proposed creek channel remediation.

Based on the details outlined in the preliminary recommendations and our observations, it was concluded during the initial site review that the magnitude and extent of the remedial measures proposed suitably addressed the required mitigation.

The remedial works were constructed using a 225 sized Volvo tracked excavator with a 750mm wide ripping bucket. All works were completed in dry conditions.

The following is a summary of the completed works:

- The East Channel cutoff was pulled approximately 2-2.5m away from the creek to remediate the eroded subvertical face and better align the channel to minimize deflection of the channel to the west.
- The new face of the East Channel cutoff was sloped at 2H:1V, with an average height of 2m and lined with coarse sub-angular material up to 600mm size to provide increased erosion protection.
- The West Channel berm was extended approximately 25m upstream from the originally proposed termination point to mitigate a point of historic channel avulsion.
- The West Channel berm was constructed along approximately 150m of the historic creek edge and sloped at 2H:1V with an average height of 1.85m.

- A historic channel bifurcation path was re-established on the lower end of the West Channel to provide an alternate creek path and/or a depositional area for gravels as the creek approaches the lower gradient zone at the base of the fan.
- The end of the West Channel was recontoured and widened to better define the flow path to the east culverts and increase the material deposition area available.
- The West Channel berm and channel definition work developed a curvilinear channel approximately 5.5 - 7m wide.
- The completed channel was roughened and intermittent random cobbles were placed in the flow path to slow future creek flow, promote a variable flow path and reduce erosion.

Photos are presented in the Appendix with their locations and orientation referenced in Figure 1.

Observations & Recommendations

Based on observation of the terrain and construction, several issues were observed that influence the effectiveness of the remediation for containing impacts from future creek flooding, erosion and material deposition. The following is a summary of these issues and recommendation:

1) Channel Maintenance

It is evident that the Ratcliffe Creek channel is active and will be subject to continuing channel erosion and material input (sand, gravel & debris) from upstream. To ensure on-going protection from the completed works, it must be understood that seasonal reviews and intermittent maintenance of the constructed channel works will be required. The frequency and magnitude of such maintenance will be primarily driven by the significance of freshet and flood events. It should also be noted that the performance of any maintenance on the channel works may be subject to permitting requirements from the applicable provincial and/or federal agencies.

2) Creek Avulsion

In our review it was recognized that the lower fan of Ratcliffe Creek has been subject to multiple historic avulsion events where the creek has partially or wholly diverted from its established location, causing flooding and erosion on the property to the west. Furthermore, some of the more recent and significant flooding was observed to have originated on the western bank upstream of the east channel cutoff. It is our opinion that a significant portion of the recent flooding that occurred to the western property was natural and unrelated to the east channel cutoff constructed in 2019. Nevertheless, to help mitigate this circumstance, the western berm was extended 25m in a best effort to address the historic point of avulsion.

3) Debris Storage & Conveyance

The function of the completed works in mitigating flooding of the property to the west and the highway will be contingent on available storage within the debris basin and on the continuing capacity of the east culverts. To ensure their continuing service, it is expected that intermittent debris removal and ditching by the highways maintenance contractor will be required.

It was also recognized that the two east culverts that convey Ratcliffe Creek under Highway 20 are presently partially blocked with debris; reducing their capacity by 25% and 50% respectively. This issue will tend to cause a backup of flow in the highway ditch and likely result in the deposition of material that would normally clear if the culverts were fully open. It is recommended that the maintenance contracted be requested to clean the two inlets to re-establish free flowing conditions.

4) Creek Hazard

In extreme flow events there is a recognized potential that the erosion, transportation and/or deposition of debris can occur and may result in the creek losing confinement and establishing a new path on the fan. It must be recognized that the works recommended are intended to mitigate reasonable flood flows estimated to be less than a 1:50 year return period within the zone of the constructed works. No assessment of the upper segment of the creek fan was performed and it must be recognized that there is a potential that erosion and/or loss of channel confinement upstream of the remediation works may still occur.

Conclusions

Based on our review of the site and the constructed works, we believe the works were suitably constructed using appropriate materials and construction technique and will minimize the uncontrolled erosion and flow avulsion occurring on the lower portions of the Ratcliffe Creek fan.

Report Use and Limitations

This report is prepared for the exclusive use of Firvale Wilderness Camp and its designated representatives and may not be used by or assigned to other parties without the written permission of Skmana Creek Consulting Ltd.. The Ministry of Forests, Lands, Natural Resource Operations and Rural Development and the Central Coast Regional District can also utilize this report for reference, zoning and permitting purposes.

It should be noted that the recommendations and conclusions provided in this report are based on a limited review and estimated creek hydraulics. Creek actions may vary from those projected due to subsurface conditions and natural occurrences that could not be anticipated.

The works completed cannot be considered permanent and will require on-going maintenance to maintain their effectiveness.

In cases where our recommendation are not followed, Skmana's responsibility is limited to interpreting accurately the information provided and observed, at the time of their determination or measurement during the preparation of the Report.

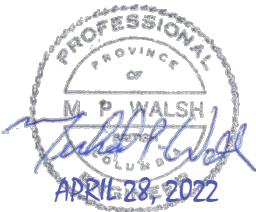
The material in this report reflects Skmana's best judgment and professional opinion in light of the information available to it at the time of preparation. Any use which a third party makes of this report or any reliance on or decision to be made based on it are the responsibility of such third parties. Skmana accepts no responsibility for damages, if any, suffered by any third party as a

result of decision made or action based, or lack thereof, on this report. No other warranty is made, either expressed or implied.

Soil and surface water information presented in the factual data and described in this report are the observed conditions at the time of their determination or measurement. Unless otherwise noted, those conditions form the basis of the recommendations in the report. Surface water flow may vary between and beyond reported locations and can be affected by annual, seasonal, and meteorological conditions.

The report and assessment have been carried out in a manner consistent with that level of care and skill ordinarily exercised by members of the engineering profession currently practicing under similar conditions in the jurisdiction in which the services are provided, subject to the time limits and physical constraints applicable to this report. The discussion and recommendations presented above are based on limited third party field information and inferences from surficial features. Inherent variability in surface and subsurface conditions may create unforeseen situations.

Prepared by:



Mike Walsh, P.Eng.
Skmana Creek Consulting

Permit to Practice #1003145

Photos



Photo 1 - East Channel cutoff from u/s



Photo 2 - Extension of west berm to cutoff avulsion point



Photo 3 - Upper west channel looking d/s



Photo 4 - West Channel looking u/s from end of East Channel cutoff



Photo 5 - West Channel looking d/s



Photo 6 - West Channel bifurcation looking d/s



Photo 7 - End of West Channel berm and developed debris basin



Photo 8 - Existing ditch block



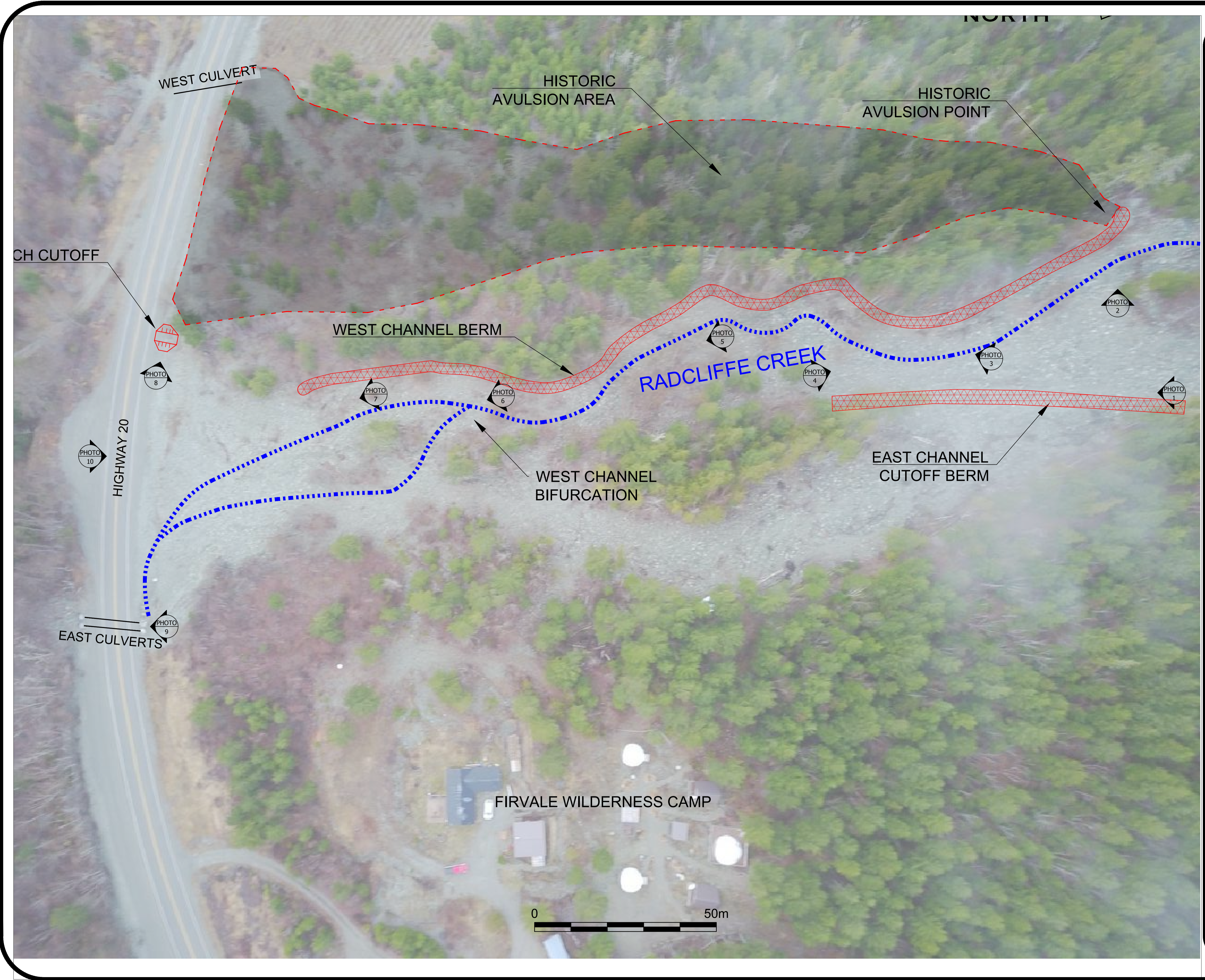
Photo 9 - East culverts inlet blockages



Photo 10 - Ratcliffe Creek lower fan looking u/s

Firvale Camp - Plan Post Construction.dwg

14.10.2003



General Notes

**RATCLIFFE CREEK CHANNEL REMEDIATION
FIRVALE WILDERNESS CAMP, FIRVALE, BC
FIGURE 1**

No.	Revision/Issue	Date
0	AS BUILT	04/28/22

Firm Name and Address
 SKMANA CREEK CONSULTING
 3038 ALLEGRO MEWS
 Kelowna, BC
 (250) 801-5325

Project Name and Address
 FIRVALE CREEK
 WILDERNESS CAMP
 4330 HIGHWAY 20
 FIRVALE, BC

Project	2022-009	Sheet	01
Date	28.04.2022		
Scale	NOT TO SCALE		

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 504**

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

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

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

1. Bella Coola Valley Zoning Bylaw No. 71, 1984 is hereby amended as set out in Schedule A attached to and forming part of this bylaw.
2. This Bylaw may be cited as “Bella Coola Valley Zoning Amendment Bylaw No. 504, 2021.”

READ A FIRST TIME this 8th day of September, 2021.

READ A SECOND TIME this 8th day of September, 2021.

PUBLIC HEARING HELD this 19th day of October, 2021.

PUBLIC HEARING HELD this 8th day of June, 2022.

READ A THIRD TIME this 9th day of June, 2022.

RECONSIDERED AND FINALLY ADOPTED this ___ day of _____, 2022.

Chair

Chief Administrative Officer

I hereby certify the above to be a true and correct copy of Bylaw No. 504, 2021 cited as “Bella Coola Amendment Bylaw No. 71, 1984 Amendment Bylaw No. 504, 2021”.

Chief Administrative Officer

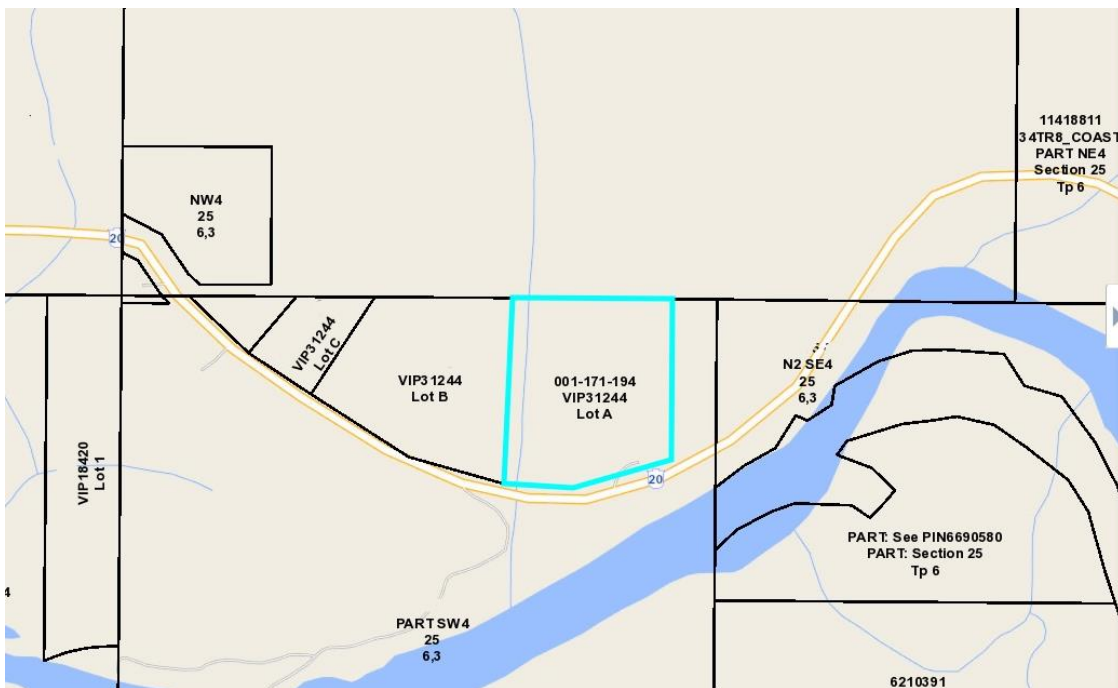
**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 504**

SCHEDULE 'A'

MAP AMENDMENT

1. The zoning map is hereby amended by rezoning property legally described as "Lot A, Section 25, Township 6, Range 3, Coast District, Plan 31244" from Large Holdings District, R-1, to General Commercial District, C-1.

4330 Hwy 20, Firvale





To: Curtis Slingerland, CAO
CC: Board of Directors, CCRD
From: Evangeline Hanuse, CO
Meeting Date: June 9, 2022
Subject: Firvale Wilderness Camp 2nd Public Hearing & Bylaw No. 504

Recommendation:

THAT Bylaw #504, cited as the “Bella Coola Valley Zoning Amendment Bylaw No. 504, 2021”, having been given due and detailed consideration by the Board be now read a third time.

THAT Bylaw #504, cited as the “Bella Coola Valley Zoning Amendment Bylaw No. 504, 2021”, 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.

Issue/Background Summary:

A Public Hearing was held on June 8, 2022 for the Firvale Wilderness Camp rezoning application. Attached is the geotechnical assessment on the property and remediation works undertaken by Skmana Creek Consulting.

A discussion was also had with John Pickles of Vancouver Coastal Health that the processes are complete for drinking water and the sewerage system, and the permit to operate a water system has been issued.

The first time Bylaw #504 has been read was on September 8, 2021. The first Public Hearing was held on October 19, 2021, the second Public Hearing was held on June 8, 2022.

Options to Consider:

1. Adopt the re-zoning bylaw.
2. Deny the rezoning bylaw.

Submitted by: Evangeline Hanuse
Evangeline Hanuse, Corporate Officer

Reviewed by: [Signature]
Curtis Slingerland, Chief Administrative Officer

Submitted by: Evangeline Hanuse
Evangeline Hanuse, Corporate Officer

Approved by: 
Curtis Slingerland, Chief Administrative Officer

A-29 Personnel Policy

Purpose: The purpose of the Personnel Policy is to provide guidance on the general employment practices and conditions at the Central Coast Regional District (CCRD). It is designed to help understand the expectations and obligations of employees and the employer (CCRD).

1.0 INTRODUCTION

1.01 Scope

These guidelines cover CCRD employees which are defined below and who maintain a continuous, regular, employment status. If there is a conflict between this Personnel Policy and any bylaw or employment agreement, the bylaw or employment agreement shall prevail to the extent of the inconsistency.

Definitions

Employee means a person who is employed by the CCRD and includes full-time, part-time, casual, seasonal, or temporary employee.

Full-Time Employee means a person who is employed to work no less than 35 hours per week and has completed a probation period, if any.

Part-Time Employee means a person who is employed to work less than 35 hours per week and has completed a probation period, if any.

Casual Employee means a person who is employed on an as-needed and on-call basis to cover absences.

Temporary Employee means a person who is employed for a specific project or fixed period of time.

Seasonal Employee means a person who is employed on a short-term seasonal basis.

1.03 Living Document

The Personnel Policy is a living document and the CCRD (the employer) reserves the right to amend, or discontinue any of the information contained in this policy. The CCRD commits to make the best effort to review changes to the Policy with staff prior to implementation. Every Employee is responsible for keeping abreast of any changes in the Policy that are approved by the Board which may affect their areas of responsibilities.

If there are any questions not addressed by the policy, please bring them to the attention of your supervisor or the Chief Administrative Officer (CAO).

2.0 EMPLOYMENT PHILOSOPHY

2.01 Teamwork

The employment philosophy at the CCRD recognizes that both the Employee and the CCRD have rights and responsibilities, and that management and staff must work together as a team to create a positive work environment.

2.02 Open Communication

The Employee is directly responsible to their supervisor for the work they do and their supervisor is the person to whom they should go first for information or instruction, or to share ideas, comments or concerns. This rule applies even when the issue is with the immediate supervisor. Most issues can be addressed in this way. However, if the Employee feels that things have not been adequately or fairly addressed by their supervisor and the difficulties persist, the Employee should let their supervisor know and then discuss the matter with the CAO. Provided this process has been followed, the CCRD has an open door policy.

Open communication is encouraged and no Employee will suffer any form of reprisal or retaliation from raising a concern in a responsible and respectful manner.

2.03 Equal Opportunity Employment

The CCRD is an equal opportunity employer and does not discriminate with respect to race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or criminal or summary conviction unrelated to employment or intended employment.

2.04 Anti-Nepotism

Nepotism undermines a sense of fairness and public trust in local government. The CCRD adheres to the *Human Rights Code* to ensure that family relationships do not unduly or unfairly enhance or restrict a person's opportunity to pursue employment or be awarded government contracts. In the recruitment and hiring process, and in the awarding of contracts, relatives of Employees as well as individuals who reside with Employees will be given the same consideration as other candidates or bidders, subject to the following:

- CCRD Employees must notify their supervisor or the CAO if a direct relative or an individual they reside with is seeking employment or a contract with the CCRD or is also already employed by the CCRD;
- No Employee shall participate in or comment on the recruitment or procurement process where the Employee, candidate, or contractor is a relative of or an individual who resides with the Employee to avoid favoritism, a conflict or a perceived conflict of interest;
- Employees who are direct relatives or who reside together may not be employed together in situations where a reporting relationship exists between one Employee over the other or where one Employee has input or decision-making power over the other Employee's performance evaluation, salary, conditions of work or similar matters; and
- Employees who are direct relatives or who reside together may not be employed together in circumstances where the working relationship affords an opportunity for collusion between the two Employees that could have a detrimental effect on the CCRD's interests.

The above restrictions may be waived or relaxed provided the CAO is satisfied that sufficient safeguards have been put in place to ensure that the CCRD's interests are not compromised.

2.05 Harassment in the Workplace

The CCRD is committed to providing a work environment in which all managers, Employees and elected officials are treated with respect and dignity and can contribute to a productive and professional atmosphere that is free of discrimination, violence or harassment.

Anyone who works for the CCRD who believes that they have been harassed in the workplace may use the procedures outlined in the “*Respectful Workplace Policy – Policy E-8*” available on the CCRD Website at www.ccrd-bc.ca. It is the responsibility of all employees to read and understand this policy and to attest to having reviewed it.

3.0 EMPLOYMENT AND COMPENSATION

3.1 Orientation

Immediate supervisors are responsible for conducting an orientation session with all new employees as soon as practicable upon commencement of employment.

3.02 Position Descriptions

Position descriptions are prepared by the CAO for each position in the CCRD. A Position Description includes:

- a) Position title
- b) General description
- c) Key responsibility areas and tasks
- d) Supervisor of the Position
- e) Key competency and experience and education requirements
- f) Compensation

3.03 Probation Review

Except as set out in an employee contract, the probationary period is three (3) months for a new Full-Time, Part-Time, Seasonal or Temporary Employee. During this period, both the Full-Time, Part-Time, Seasonal or Temporary Employee and the CCRD can determine if the position is a suitable fit for the Employee. Should the Full-Time, Part-Time, Seasonal or Temporary Employee prove unsuitable, employment may be terminated. Notice of termination of employment, or money in lieu of notice, will be as per the individual’s employment agreement, or in the event there is no agreement, per the *Employment Standards Act*. In exceptional situations a supervisor may extend the probationary period.

3.04 Performance Review & Planning

The CCRD believes that every Employee should have the opportunity to grow and develop at work. The opportunity for growth and development is founded on all of the Employee’s interest and abilities, the CCRD’s needs, and available resources.

The employee and their supervisor will work together to plan their development and will

evaluate the Employee on an annual or as-needed basis. It is a two-way process between the Employee and their supervisor and should be viewed as an opportunity for the Employee to know how they are performing and for the CCRD to know how well it is meeting the Employee's needs. Changes to an Employee's scope of duties may be clarified during this evaluation process.

3.05 Compensation

The philosophy at the CCRD is to compensate Employees at a fair and competitive level. A salary range will be set for each position at the CCRD on the basis of a survey of compensation levels for comparable positions in British Columbia local governments similar to CCRD's size and other data such as inflation, cost of living and competitive recruitment factors. The Employee's initial placement in the range will be determined prior to or at the time of employment based on a combination of level of education plus years of experience and the nature of the job requirements. Advancement within the range will be based on increasing experience within the position and satisfactory performance. A review of the salary range rates are to be conducted, at minimum, every three years. Salary adjustments will be based on satisfactory performance and at the sole and absolute discretion of the CCRD.

The CCRD recognizes that from time to time, the Employee may be asked to undertake responsibilities other than those in their own Position Description, such as responsibilities resulting from a vacant position, or in other circumstances. In the event this happens, the CCRD will review the increased responsibilities and may, if appropriate, provide the Employee with additional compensation. If it is determined that additional compensation is warranted, the Employee will be provided with a letter or agreement outlining the arrangement.

3.06 Professional Associations and Memberships

The CCRD will pay a Full-Time, Part-Time Employee's membership dues for a recognized professional association if membership is a requirement of their position. Other association membership dues will be paid as approved by the CAO or as established in Employee contracts.

3.07 Educational Assistance Policy (EAP)

Policy Statement

The CCRD is committed to a work environment that encourages continuous learning as a means of maintaining a competent workforce which provides a high standard of service and professionalism to the public.

Purpose

The purpose of this policy is to provide clear criteria outlining education assistance the CCRD may provide to Employees who wish to undertake relevant continuing education, with the CAO's approval.

This policy covers both the financial educational assistance and assistance with working arrangements, which may be provided to assist Employees balance the demands of work and further studies.

This policy will differentiate between CCRD required education (and professional development) and Employee initiated education and to what level CCRD will assist, as part of its EAP.

The EAP provides a tool for the CCRD CAO and eligible Employees to assist with supporting academic activities that directly relate to the organization's needs, identified knowledge, skills and behaviors.

The EAP is **not** an Employee benefit, right or entitlement; it is a management program for CCRD and professional development. Participation in the EAP is at the sole and absolute discretion of the CAO.

Objective

The purpose of the EAP will be used when skill gaps for the Employee are evident or identified during the performance evaluation process; or where an Employee has been identified in the organization to potentially fulfill organizational gaps during work place planning opportunities. These gaps or opportunities will be described, and documented in the Employee's professional development work plan and the organization's workforce planning document.

The CCRD recognizes the importance of investing in the learning and development of its workforce to increase Employee engagement and career growth and will provide some financial assistance and other opportunities to Employees who complete pre-approved outside educational courses.

There must be a measurable link between the Employee's increased competencies and the organization's workforce planning efforts.

Eligibility

This policy applies to all Full-time and Part-Time Employees who have successfully completed their probationary period and who have received approval from the CAO.

Eligibility will be at the discretion of the CAO in accordance with sufficient budget, and within keeping of this policy.

Originations of Request

Requests for educational assistance may be initiated by the Employee or management.

Eligible Employees may initiate requests for educational assistance to:

- Maintain/enhance current skills
- Develop new skills/competencies for career development within the organization

Management may initiate requests for educational assistance to:

- Ensure Employees have mandated certification
- Address a shortage of skilled workers in specific areas
- Develop a pool of Employees for succession planning
- Address performance expectations of the Employee as specified on the performance management development/improvement plan

Conditions

Course must be delivered by a legitimate educational institution, agency or proprietor of continuous learning services. Classroom and e-learning programs through distance learning and correspondence courses are acceptable.

Study, classroom and any required travel time will not be paid time. All study time must also be done during non-work time unless pre-approval from the CAO or direct supervisor is obtained to study on work time.

The course(s) requested must be work-related and consistent with the Employee's work development plan, as discussed with and approved by the CAO.

Approval for course funding will be subject to budget sufficiency and workplace impact, therefore, course planning and pre-approval will be a pre-requisite. Before an Employee registers for a course, they must provide a written request and obtain approval, first from their supervisor and then from the CAO. Approval for travel and other course related fees may be reimbursed with the CAO's approval and at the CAO's sole discretion.

Where CCRD Pays 100% of Cost

Where the CCRD requires an Employee to participate in training programs, workshops or attend conferences (with the prior approval of the CAO), the CCRD will pay registration fees and provide reasonable travel, accommodation and meal allowance expenses, in accordance with CCRD policy.

Where CCRD Pays a Portion of Cost

Where an eligible Employee receives pre-approval of the CAO to participate in training programs, courses or workshops relevant to the Employee's current position and work development plan will be eligible for partial reimbursement. Courses will be taken on the Employee's own time. The Employee will pay all fees and costs upfront. The Employee may submit a request for reimbursement of up to 50% of fees and text books upon evidence of paid registration and proof of purchase;; with the remaining reimbursement paid upon successful completion of the course (with a course transcript or workshop certificate showing successful completion).

To qualify for the reimbursement:

1. The Employee must meet this programs eligibility;
2. The course **must** relate to the needs of the CCRD, and
3. The Employee must provide a formal written request to the CAO on the reasons why they wish to take the course, and obtain formal written pre- approval from the CAO
4. The course or workshop must be successfully completed.

In the case of the CAO seeking reimbursement for course related expenses, the above noted guidelines apply and the Board's approval is required.

On completion of the course, the Employee must submit a copy of the transcript or completion certificate along with the payment receipt to the Chief Financial Officer (CFO) for reimbursement.

3.08 Corrective Action

Except if otherwise agreed to at the time of hiring, the objective of the CCRD is to hire an Employee for the long term, and the CCRD expects that each Employee will maintain satisfactory performance and conduct themselves in an appropriate and professional manner. However, there are times when there is a need for improvement. This may include on-the-job performance as well as general discipline issues such as harassment, general conduct and work habits. For further information, refer to the *Respectful Workplace Policy E-8* on the CCRD website at www.ccrd-bc.ca.

3.09 Internal Postings

The CCRD will provide an opportunity for current Employees to apply for non-management positions before recruiting someone from outside the CCRD by posting vacancies in the CCRD Office. Management positions will also be posted however concurrent recruitment will take place. Internal applicants with the necessary qualifications and experience will be interviewed for suitability for the position. If an Employee is successful in being selected for the new position, they will be required to serve a probationary period of three months. The Employee's supervisor will conduct a performance evaluation for him/her upon completion of the probationary period.

The vacated position will not be held open during the probation period in a new position unless it can be done so without impact on business operations. There is no obligation for the CCRD to allow Employees to return to their prior position; however the employer will endeavour to provide that opportunity during the probationary period.

3.10 Personnel Service – Milestone Recognition

Purpose

To provide an opportunity for the CCRD to honour Employees who have reached a years-of-service milestone or retirement.

Recognition

Personnel will be recognized by the CAO for milestones, and will be presented with a certificate, a cheque/gift of equal value at the Employee's option, and a letter recognizing the years of service.

Upon reaching a years of service milestone below, Employees will be presented a Years of Service certificate or retirement certificate as well as a cheque or gift of equal value at the Employee's option in the corresponding amounts:

- | | |
|--------------------------------|--|
| • Five years of service | \$ 50.00 |
| • Ten years of service | \$150.00 |
| • Fifteen years of service | \$300.00 |
| • Twenty years of service | \$500.00 |
| • Twenty-five years of service | \$750.00 |
| • 30+ years of service | Dealt with on an individual Basis up to a value of \$1,000 |

4.0 EMPLOYEE BENEFITS AND PENSION PLAN

4.01 Summary

Full-time Employees are eligible to participate in the CCRD benefits and pension plan. A summary of benefits is below. For further details, please refer to the benefit booklets from the benefit provider, available from the Finance Manager, or on-line.

4.02 Pension Plan

Participation in the BC Municipal Pension Plan is mandatory for all regular, Full time Employees. Full-time Employees shall complete their probationary period prior to be enrolled in the pension plan. Approval of the CAO is required to move it to an earlier date. Rates are set by the BC Municipal Pension Plan. Check out the Municipal Pension Plan website at mpp.pensionsbc.ca for further information.

4.03 WorkSafeBC

If an Employee suffers an injury or illness while at work and cannot perform all or any of their duties, they may be covered under WorkSafeBC. The amount the Employee will receive and the length of time the benefit will be paid depends on WorkSafeBC's adjudication of their claim, their salary and the degree of their injuries. If an Employee is injured on the job, they should first seek medical attention if required and let their supervisor know as soon as possible.

If an Employee is entitled to WorkSafeBC benefits, the benefits will be paid directly to them and the CCRD will maintain benefits during compensable leave. For additional information check out the WorkSafeBC website at www.worksafebc.com.

4.04 Group Benefit Plans – 100% CCRD Premium Paid

The CCRD's obligation to provide coverage is limited to eligible Full-Time Employees, and to those Part-Time Employees who have completed at least one year of service. Probationary time and enrolment assessment which is at the benefit carrier's discretion. Currently the CCRD pays 100% of benefit plan premiums. This will be reviewed periodically for changes in rates and adjusted accordingly. In future, Employees may be required to pay a portion of the premium.

The CCRD's obligation under this section is not to be or to act as a self-insurer for benefits. The CCRD makes the benefit plan available for eligible Employees and, where applicable, will pay premiums to an insurance carrier of the CCRD's choice. All decisions regarding eligibility and coverage shall be made by such insurance carrier and therefore the CCRD will not be responsible or liable for such decisions.

Particulars associated with specific insurance providers are at the discretion of the provider and may change without notice. Benefits are arranged with the assistance of benefit providers. Additional information and further details can be found at benefit provider's website.

4.05 Benefits if an Employee Leaves the CCRD

All benefits cease if you are no longer working for the CCRD, however, there may be conversion privileges for life insurance and pension portability options. Please refer to

your benefit booklets or contact the benefit provider.

5.0 ABSENCES FROM WORK

5.01 Leave of Absence

There are a number of leaves of absence that may apply to Employees as set out in the *Employment Standards Act*. Any changes in the Act will automatically take effect at the CCRD. Requests for leaves of absence must be in writing and be pre-approved by the CAO or the Board of Directors.

5.02 Benefits While on Leave of Absence

Benefits, such as life insurance, dental and extended health, may continue during a leave of absence as governed by the *Employment Standards Act* and/or the terms and conditions of the contracts between the CCRD and the benefit carriers. In situations where benefits can be continued, eligible Employees will be required to pay any premiums required by either a lump sum payment before the period of leave begins or by providing a series of post-dated cheques to the CCRD.

5.03 Vacation Leave

Casual and Part-Time Employees will be entitled to annual vacation as per the table below:

DURING	VACATION ENTITLEMENT
Up to Dec 31st of Year 1	4.0% of earnings
The next year ending on December 31 st (the first full year)	5.0% of earnings
Years 2 to 5 inclusive	6.0% of earnings
Years 6 to 10 inclusive	7.0% of earnings
Years 11 to 15 inclusive	8.0% of earnings
Year 16 +	9.0% of earnings

Seasonal employees will be entitled to annual vacation as per the table above, except that they are not required to work 12 consecutive months. Each season they are employed will constitute a full year for the purposes of vacation pay rates.

Full-Time Employees will be entitled to annual vacation as per the table below, unless otherwise determined through an employment contract with the CCRD.

DURING	VACATION ENTITLEMENT BASED ON FULL YEAR'S SERVICE
Up to Dec 31st of Year 1	Prorate to 2 weeks equivalent (10 working days)
Year 1 to Year 2 inclusive	2 weeks (10 working days)
Years 2 to 5 inclusive	3 weeks (15 working days)

Years 6 to 10 inclusive	4 weeks (20 working days)
Years 11 to 15 inclusive	5 weeks (25 working days)
Year 16 +	6 weeks (30 working days)

The CCRD strongly encourages and expects Employees to use their annual vacation in the calendar year in which it is earned and every effort will be made to accommodate vacation requests.

Written requests for vacation entitlement to be carried forward to the next year may be considered only in special circumstances and must be approved by the CAO or by the Board if the CAO is making the request.

Unless there are special circumstances, vacation schedules should be established early in the year. Vacation requests are to be made in writing to the Employee’s supervisor. While the CCRD will endeavor to accommodate requests, changes may need to be made to ensure there is adequate coverage in the Employee’s department and that key responsibilities are covered. Final approval of vacation time will rest with the CAO.

Policy A-2 Office Hours & Period of Closure indicates the CCRD Office is closed between December 24th and January 1st each year and Employees wishing to take time off during this period must use their vacation time. Employees wishing to work during this time may do so with the approval of the CAO. If the Employee is out of vacation, they will be considered as being on approved absence without pay while the office is closed.

Should an Employee leave the employment of the CCRD, the Employee will be paid for any unused vacation time.

5.04 Public Holidays

The CCRD recognizes the following public holidays:

- | | |
|---------------------------------|------------------------------------|
| New Year’s Day | B.C. Day |
| Family Day | Labour Day |
| Good Friday | Thanksgiving Day |
| Easter Monday | Remembrance Day |
| Victoria Day | Christmas Day |
| Canada Day | Boxing Day |
| National Indigenous Peoples Day | Ntl Day for Truth & Reconciliation |

When a public holiday falls on a weekend, the first week day following the holiday will be taken in lieu of the holiday, unless notified otherwise by the CCRD.

5.05 Sick Days

Employees are entitled to annual and accumulated annual paid sick days. Sick days will accrue at the rate of 1.5 days per month. Sick days are to be used for the time an Employee is absent from work because they are ill or injured. Employees must provide their direct supervisor or the CAO with advanced notice of the need to take sick time, whenever

possible. In an emergency, the Employee must make best efforts to notify their direct supervisor or the CAO that they are taking a sick day(s) as soon as practicable. If sick leave is greater than 3 days, the Employee may be requested to provide a note from a doctor outlining their medical restrictions or limitations that are preventing them from attending at work and their anticipated date of return to work.

Before returning from sick leave, the CCRD may request that the Employee provide a written note from the doctor stating that you are fit to return to work and/or whether or not they have any medical restrictions or limitations that ought to be taken into account.

See “Employee Benefits” Section or contact the CFO for information regarding short term and long term disability plans.

The CCRD will provide no less paid sick days to all Employees than that which is required by the *Employment Standards Act*, which may be amended from time to time.

Employees are not entitled to a payout of any accumulated and unused sick days upon termination of their employment with the CCRD for any reason, including their resignation or retirement.

5.06 Bereavement Leave

In the event of death or life-threatening illness of someone in the Employee’s immediate family the Employee may take up to 3 days off work with pay. However, the length of this leave may be extended under some circumstances with prior approval from the CAO, with consideration given to travel time involved and the complexity of the situation. Bereavement leave should be taken within a reasonable time period, however, it need not be on consecutive days. The Employee can also choose to take less than 3 days’ leave.

Immediate family is defined as the Employee’s spouse, child, parent, sibling, grandchild, grandparent, parent-in-law, and any person who lives with the Employee as a member of their family. Spouse includes common-law spouses and same sex partners.

Time off *without* pay may be granted in the event of the death of an extended family member or to attend the funeral of another person.

5.07 Leaves as Established by the Employment Standards Act

Entitlements outlined in the *Employment Standards Act* include the following:

- Compassionate Care
- Critical Illness
- COVID-19 and Vaccination
- Jury Duty
- Reservist
- Disappearance and Death of a Child
- Domestic and Sexual Violence
- Bereavement; and

may be amended from time to time.

If the Employee requires a type of leave as established under the *Employment Standards Act*,

they should make a written request to their supervisor with as much notice as practical in the circumstances. For non-emergent items, at least 4 weeks before the start of their leave would be ideal.

5.08 Maternity Leave

Entitlement for maternity leave will be as outlined in the *Employment Standards Act*. If the Employee requires this leave they should make a written request to their supervisor at least 4 weeks before the start of their leave.

5.09 Parental Leave

Entitlement for parental leave will be as outlined in *Employment Standards Act* and is available for either the birth mother or father, or an adopting parent. Should an Employee require this leave they must make a written request to their supervisor at least 4 weeks before the start date.

5.10 Family Responsibility Leave

Entitlement for “family responsibility leave” will be as outlined in the *Employment Standards Act*. Therefore, an Employee is entitled to up to 5 days of unpaid leave during each employment year to meet responsibilities relate to

- a) The care, health or education of a child in the Employee’s care, or
- b) The care or health of any other member of the Employee’s immediate family

Employees may be encouraged to use all paid leave entitlement such as vacation time and banked overtime prior to applying for this leave. The Employee and the CAO will collectively determine whether there will be a reduction in pay, time in lieu provisions enacted, or the use of vacation days to offset the time away.

Should an Employee need to take this leave, they should notify their supervisor as soon as possible so that appropriate steps can be taken to cover their absence.

5.11 Personal Leave of Absence without Pay

Permission to take an unpaid personal leave of absence may be granted on approval and at the discretion of the CAO providing the leave does not conflict with the business and scheduling needs of the CCRD. Employees will be required to use all paid leave entitlement such as vacation time and banked overtime prior to applying for unpaid leave of absence.

For an approved personal leave of absence of more than one month, the CCRD reserves the right to fill the position with another person. When the Employee returns from an approved Personal Leave of Absence, the CCRD will make every reasonable effort to provide a position at a level of compensation equal to the level vacated, however, the CCRD does not guarantee one will be available.

5.12 Prescribed Form

Any request for absence from work will be done so in the prescribed form as set by the CAO and amended from time to time. It is the CAO’s discretion to receive requests that are not in keeping

with a prescribed form.

6.0 HOURS, ATTENDANCE AND OVERTIME

6.01 Hours of Operation

While official public business hours at the CCRD Office are currently as outlined in Policy A-2 (8:30 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. Monday to Friday) Full-Time Employees are expected to work 7 hours per day. Typical hours of work for a full time Employee are 35 hours per week; however this may change based on operational needs. The Employee shall be expected to demonstrate flexibility and commitment in respect to hours necessary to complete work assignments, however, the regular hours of work shall be based on a five (5) day work week.

6.02 Flexible Work Hours

The CCRD supports flexible work hours and in determining the acceptability of flexible hours the effect on customer service, workload and impact on other areas of operation must be addressed and receive approval of the CAO.

Time in attendance at regularly scheduled meetings of Board or committees, and time spent in work related meetings outside regular hours should try to be accommodated as part of the Employee's regular work day.

6.02.01 Remote Working

The CCRD strives to create a positive, enjoyable and collegial work space that fosters cooperative and collaborative working relationships. In order for the CCRD to be successful in that goal, generally speaking, you are expected to work in the office with your colleagues or in person, as applicable. However, the CCRD recognizes that there are times that may require certain employees to work from home from time to time.

The purpose of the Remote Working Policy is to provide eligible Employees with flexibility in limited circumstances where the job, the person and the home environment are deemed suitable to allow you to work from home.

In order to take advantage of this flexibility, you must make a written request to your supervisor in advance of actually working from home.

To be eligible to work from home, you must have successfully completed your probationary period (if applicable) and be a Full-Time Employee.

The following criteria must be considered by your supervisor when determining whether a remote work arrangement is appropriate:

- Proven ability to perform;
- Demonstrated ability to work independently;
- Proven dependability and trustworthiness;

- Significant job knowledge;
-
- Nature of job duties and CCRD performance expectations;
- Reason(s) for the request; and
- Any other relevant considerations (i.e. Public health guidelines or orders).

If approved in advance by your supervisor, eligible Employees may be permitted to work from home on an infrequent and temporary basis in the following circumstances:

- During times of inclement weather conditions;
- Where an uncontrollable and unpredictable issue arises which makes the commute to work difficult or inefficient;
- When specific work assignments can be more effectively completed away from the office; or
- When an employee is not able to attend at the office due to illness or injury but is medically able to perform work at home.

Regularly scheduled remote working arrangements may also be approved in the following circumstances:

- where working from home will not negatively impact your work, service to the public, or ability of your co-workers to perform their duties;
- when your work can be reasonably be done from home; and
- where you have demonstrated that you are self-motivated, self-disciplined, can work independently, are able to manage distractions and have the ability to meet deadlines.

All remote working arrangements are to be decided by your immediate supervisor or the CAO at their sole discretion.

Employees working at home are expected to adhere to the usual requirements regarding hours of work, including breaks and mealtimes, as applicable, and be available to respond by phone and email during their expected hours of work.

Employees are required to keep a record of hours worked on each day and to submit that record on a weekly basis as they would if they were working from the office and/or travelling for work. No overtime hours should be worked without a supervisor's prior express written authorization.

Employees who work at home must proactively, and without request, keep their supervisor informed of progress on all work and of any problems or complications that may arise. The Employee's job performance will be evaluated similarly as if the work were performed at the CCRD's workplace.

Remote working arrangements must comply with health and safety requirements of the *Workers Compensation Act* and Occupational Health and Safety Regulations. All employees working remotely are expected to conduct an assessment of the work area and report any hazards to their

supervisor. Employees must ensure their work at home location is safe, ergonomically suitable, free from background noise or distraction, and conducive to working. The Employee's supervisor will make the necessary arrangements, on a case-by-case basis, to follow-up with the Employee as necessary to address any health and safety requirements or reported incidents.

The obligation to protect the CCRD's confidential information continues to apply to Employees while they are working remotely. Employees are also still subject to the requirements of the *Freedom of Information and Protection of Privacy Act* as it pertains to the storage and protection of personal information.

Employees are required to take reasonable steps to safeguard the security and confidentiality of CCRD information while working remotely, including with respect to information technology (IT) requirements. In the event that the Employee becomes aware that confidential information belonging to the CCRD has been, or may have been, compromised or disclosed, the Employee must immediately report the details to their supervisor.

The ability to work from home is a privilege and not a right. Therefore, if you are believed or found to be taking advantage of this privilege, the privilege may be revoked, and you may be subject to disciplinary action up to and including termination of employment for just cause.

6.03 Rest Periods

An unpaid lunch break of a minimum of one-half hour and up to one hour long will be taken at 12:00 noon when the CCRD Office will be closed or at a time convenient to workload. Other break times will be in accordance with the *Employment Standards Act*.

6.04 Overtime

6.04.01 Employees' Overtime Compensation Policy

A week runs from Sunday through Saturday for the purposes of calculating overtime. Both the number of hours worked in a day and the number of hours worked in a week must be looked at when calculating overtime.

All overtime, except in extraordinary or emergency circumstances, must be pre-approved by your supervisor.

Where an Employee is required by their supervisor to work overtime, they shall be entitled to compensation in accordance with the *Employment Standards Act* and *Regulation* or as established by an employment contract.

Where an Employee performs overtime on the Employee's own initiative due to what the Employee deems to be extraordinary or emergency circumstances, such overtime must be approved by the supervisor or CAO to qualify for compensation.

In accordance with the *Employment Standards Act* and *Regulation*, Employees receive overtime compensation for time worked in excess of 8 hours a day or 40 hours a week.

Daily Overtime

If an Employee works in excess of 7 hours and less than 8 hours in a working day, they are given 1 hour of paid time off work for each hour of overtime worked.

If an Employee works in excess of 8 hours and less than 12 hours in a working day, they are given 1.5 hours of paid time off work for each hour of overtime worked.

If an Employee works in excess of 12 hours in a working day, they are given 2 hours of paid time off work for each hour of overtime worked.

Weekly Overtime

If an Employee works in excess of 35 hours and less than 40 hours in the work week, they are given 1 hour of paid time off work for each hour of overtime worked.

If an Employee works in excess of 40 hours in the work week, they are given 1.5 hours of paid time off work for each hour of overtime worked.

Statutory Holiday Overtime

If an Employee is required to work on statutory holiday, they are given 1.5 hours of paid time off work for the time worked up to 12 hours and 2 hours of paid time off work for the time worked over 12 hours.

Paid time off must be taken within one month of the week in which the overtime was earned or, if the CAO approves, it can be taken within the calendar year.

Overtime during Emergency Situations

Overtime pay in money is restricted to emergency situations in compliance with Emergency Management BC (EMBC) policies only when an emergency Task Number is issued. The CAO's discretion may be exercised in appropriate circumstances.

6.04.02 Management's Overtime Compensation Policy

CCRD management's overtime compensation policy is governed by the *Employment Standards Act* and *Regulation*. In emergency situations, managers' overtime compensation is permitted in compliance with EMBC policies only when an emergency Task Number is issued. The CAO's discretion may be exercised in appropriate circumstances.

6.05 Attendance

Regular and punctual attendance is expected of all Employees. An Employee must notify their supervisor as soon as possible of any unscheduled or unexpected absence. In challenging times, communication with management is key. Failing to properly notify one's supervisor of their absence may lead to discipline, up to and including termination from employment.

7.0 GENERAL INFORMATION

7.01 Pay Periods

CCRD implements a semi-monthly payroll policy.

7.02 Termination of Employment

Resignation

All Employees who are resigning from the CCRD are asked to give a minimum of three weeks' written notice. The notice period should not contain vacation days. The CCRD may waive such notice, in whole or in part, in the CCRD's sole and absolute discretion and provide the Employee a lump sum amount representing the salary they would have earned had they worked until the resignation date.

Termination

If the CCRD chooses to terminate an Employee's employment for any reason other than just cause, they will be entitled to notice of termination of employment, or payment in lieu of notice, as per their letter of employment, employment contract or in accordance with the *Employment Standards Act*, as applicable.

On leaving the CCRD an Employee will receive a final pay cheque covering all monies owed to them, including regular pay and any remaining vacation time, minus statutory amounts owed. The CFO can provide information on termination of the Employee's benefits.

Before leaving, the Employee must return any CCRD property to their supervisor including records, documents (and copies of records and documents) files, keys, pager, cell phone, calling cards, credit cards, software, hardware, tools, equipment, etc. The Employee's supervisor will conduct an exit interview with the Employee and their feedback will remain confidential, unless they agree otherwise.

7.03 Outside Employment

Should an Employee have another job or business (including consulting) it must not conflict with their duties and responsibilities at the CCRD. "Conflict" means that the other job or business, for example:

- creates any demand of time while working for the CCRD
- uses information that is confidential to the CCRD
- involves the use of the CCRD's office, equipment or supplies
- causes performance to fall below accepted standards
- creates other concerns or issues related to the Employee's employment with the CCRD

7.04 Letters and Verification of Employment

An Employee requiring verification of employment for banks, landlords, insurance, etc. is to make the request in writing and forward it to the CFO for completion.

7.05 Smoking

Provincial regulation indicates smoking is not permitted in public place. This includes anywhere within the CCRD's facilities or vehicles. Employees and visitors who wish to smoke may smoke outside at least 30 meters from the main entrance(s).

7.06 External Communications

Any requests for information from the media (such as newspapers, television, etc.) should be referred to the CAO for response.

7.07 Travel

If business travel is required as part of an Employee's job, they will be reimbursed for mileage, accommodation, ferry fares, air fare, meals, and other necessary expenses in accordance with CCRD Board Remuneration and Expenses Bylaw, Schedule 'A' 2. Reimbursement for expenses. Reimbursement for expenses shall be made only upon the submission of a signed expense voucher in the format approved by the CFO. Employees are covered by the CCRD's insurance policy while traveling on CCRD business.

8.0 COMPUTER EQUIPMENT AND CELL PHONES

8.01 Computer Equipment

Software

Employees are to comply with the CCRD's software use standards including the use of designated software packages and the need for valid software licences.

System Security

The user of a computer workstation is responsible for logging off the system when not in use and at the end of the day.

8.02 Cellular Phones

CCRD Policy A-23 Purchase & Use of Communication Tools provides an overview for CCRD Employees.

Employees are to have no reasonable expectation of privacy in the CCRD issued devices.

9.0 CONDUCT AND SAFETY

9.01 Conduct and Safety

In compliance with *Workers Compensation Act* and WorkSafeBC policies, the CCRD is committed to providing a safe, efficient and productive environment for every Employee. It is recognized that this objective can only be achieved by the promotion of positive attitudes and acceptance of individual responsibility.

10.0 CONFIDENTIALITY

10.01 Confidentiality

Employees must not, either during their employment with the CCRD or at any time afterwards, divulge or disclose any secret or confidential information including but not limited to all files, information, records or documents (hardcopy or in electronic form) pertaining to the CCRD’s business, its employees, its elected officials, partners, stakeholders or any other person with whom the CCRD has any dealings or other information which, in good faith and good conscience, ought not to be disclosed, which they receive or become aware of in the course of their employment (“Confidential Information”)

All Confidential information must be kept confidential except as reasonably required to perform their duties and responsibilities or as required by law. The use of Confidential Information is prohibited unless prior written consent of the CCRD is received. This duty survives the termination of, resignation or retirement from employment.

11.0 FREEDOM OF INFORMATION & PRIVACY ACT

11.01 Compliance with Freedom of Information & Protection of Privacy Act

Boards and Employees of local government in British Columbia are subject to the *Freedom of Information and Protection of Privacy Act*, and have a duty to understand the key sections of this Act, and must avoid disclosing any verbal or written material that is meant to be confidential concerning the CCRD, its board members, officers, staff members or clients.

Employees must not disclose or use confidential information gained by virtue of their association with the CCRD for personal gain, or to benefit friends, relatives or associates.

I have read the attached Personnel Policy and understand its intent and will comply with its standards.

Print Name of Employee

Signature of Employee

Date Signed

Amended: April 10, 2014

Amended: May 14, 2015

Amended: September 8, 2016

Amended: July 16, 2018

Amended: December 2021

Amended: June 09, 2022

MEMO

DATE: May 13, 2022

TO: Central Coast Regional District Board
Chief Administrative Officer

FROM: Janet Prestley, Chief Election Officer

REFERENCE: 2022 Election Bylaws

Attached for the Board's consideration are two election bylaws: Election and Assent Voting Bylaw and the Mail Ballot Authorization and Procedure Bylaw.

Election and Assent Voting Bylaw

There are four amendments to this bylaw and these are explained below.

Access to Nomination and Endorsement Documents

Local governments are required by the *Local Government Act* to provide the public with access to nomination and organizational endorsement documents. The updated bylaw identifies how the public can view these documents and the length of time they will be available to the public for.

Elector Registration

After the 2018 Local Government Election, staff provided a report to the Board on December 13, 2018 recommending changes to the existing bylaw. The CCRD has utilized the provincial voters list for elector registration and it was recommended that this be changed to same day registration. The advantages and disadvantages are listed below.

The advantages include:

- the work involved with adopting the Provincial voters list as the register of resident electors is eliminated,
- the cost of advertising advance registration is saved,
- the cost of printing of a list of registered electors is saved,
- this type of registration is well suited for a smaller sized community, and
- a portion of administrative staff time spent on the election is reduced as the CEO does not need to prepare a list of electors.

Election and Assent Voting Bylaw (continued)

Elector Registration (continued)

The disadvantages include:

- more time is required to process electors on voting day because all electors must provide proof of identity and residency which must be recorded,
- potential for frustration increases if some electors do not have the documents required for proof of identity and residency thus requires the completion of additional paperwork to vote; and
- candidates will not have a list of registered electors to use for campaigning.

The process for same day registration is as follows:

- elector provides two pieces of ID to the poll clerk to confirm identity and residency,
- elector prints his/her name, address, last six digits of their social insurance number or date of birth in the voting book,
- elector signs the voting book stating that they are entitled to vote,
- poll clerk writes the pieces of identification the elector provided in the column in abbreviated form: for example: DL = driver's licence MSP = medical services card Visa = Visa card. It is just the type of identification provided, the numbers are not recorded.
- poll clerk initials the voting book to verify that the information entered is correct.

If an elector doesn't have two pieces of ID with them, there is an additional form that can be completed so that the elector can vote.

The attached bylaw reflects same day registration.

Special Voting Opportunities

Also identified in the staff report was the inclusion of the option to provide mobile voting. A bylaw can identify specific places, dates and times that a special voting opportunity will take place. Here is an example:

Anyplace Hospital
987 6th Street
Anyplace BC, V0T 1X2
Friday, October 13, 2018
10:00 am to 3:00 pm

Only electors who are residents, patients or workers at this location may vote at this special voting opportunity.

Prior to the end of the nomination period, it is difficult to ascertain which electoral/school district areas will be having an election. The wording within the bylaw allows the Chief Election Officer to establish dates, locations and voting hours in accordance with the *Local Government Act*. So once the nomination period ends, it can be determined if special voting opportunities are required.

Election and Assent Voting Bylaw (continued)

Resolution of Tie Vote After Judicial Recount

The existing election bylaw does not indicate the process involved in the case that there is a tie vote. Legislation indicates that if this isn't identified in the bylaw, the default is to have a run-off election which results in additional expenses. An alternative to having a run-off election, once the judicial recount process is completed, is to have the tie vote being resolved by lot which means placing those candidates' names in a hat and drawing the successful candidate from it.


It is very rare to encounter a tie vote although it would be prudent to include this process in the bylaw.

Mail Ballot Authorization and Procedure Bylaw

Mail ballots are authorized under the existing Election Bylaw and outline specific elector eligibility criteria. The pandemic prompted the Provincial Government to review the existing criteria for mail ballots that resulted in the *Local Government Act* being amended as of June 17, 2021 to allow anyone the ability to register to receive a mail ballot.

The bylaw should reflect this change in legislation as well as explain the process so that it is clear for everyone – candidates, electors and staff. Therefore, a new Mail Ballot Authorization and Procedure Bylaw that is consistent with the process outlined in the *Local Government Act* is being presented for the Board's consideration.

Respectfully submitted,



Janet Prestley
Chief Election Officer

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 515, 2022**

A Bylaw to Conduct Elections and Assent Voting

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

1. CITATION

This Bylaw may be cited for all purposes as “Election and Assent Voting Bylaw No. 515, 2022.”

2. ACCESS TO NOMINATION AND ENDORSEMENT DOCUMENTS

(a) As authorized under *Local Government Act* Section 89.7, public access to nomination documents must be provided by the District from the time of delivery until 30 days after the declaration of election results. These documents can be viewed at the District office during office hours: 8:30 am to 4:00 pm Monday to Friday excluding statutory holidays and weekends.

(b) As authorized under *Local Government Act* Section 89.8, public access to elector organization endorsement documents will be provided by the District from the time of delivery until 30 days after the declaration of election results. These documents can be viewed at the District office during office hours: 8:30 am to 4:00 pm Monday to Friday excluding statutory holidays and weekends.

3. ELECTOR REGISTRATION

A person may register as an elector only at the time of voting for all elections and assent voting.

4. ADVANCE VOTING OPPORTUNITIES

In accordance with Section 107 of the *Local Government Act*, a required advance voting opportunity will take place on the 10th day before general voting day and a second advance voting opportunity will not be held.

5. SPECIAL VOTING OPPORTUNITIES

As authorized under Section 109 of the *Local Government Act*, the Chief Election Officer may establish the dates, locations, and voting hours within the limits set out in the *Local Government Act*, for the special voting opportunities.

6. ORDER OF NAMES ON BALLOT

The order of names of candidates on the ballot will be arranged alphabetically by their surnames in accordance with Section 117 of the *Local Government Act*.



7. NUMBER OF SCRUTINEERS AT VOTING PLACES

The number of scrutineers for each candidate that may attend at an election is one (1) scrutineer for each ballot box in use.

8. NUMBER OF SCRUTINEERS FOR ASSENT VOTING

As authorized under Section 181 of the *Local Government Act*, for assent voting, the number of scrutineers for the question and the number of scrutineers against the question that may attend at each voting place is one (1) scrutineer.

9. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 151 of the *Local Government Act*.

10. REPEAL

Central Coast Regional District Elections Bylaw No. 482, 2018 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME on this 9th day of June, 2022

ADOPTED on this 9th day of June, 2022

JAYME KENNEDY
CHAIR

CURTIS SLINGERLAND
CHIEF ADMINISTRATIVE
OFFICER

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 516, 2022**

The Board of the Central Coast Regional District, in open meeting, enacts as follows:

1. TITLE

This bylaw may be cited as “Mail Ballot Authorization and Procedure Bylaw No. 516, 2022”.

2. AUTHORIZATION AND DEFINITIONS

2.1 Voting may be done by mail ballot and registration of election may be done by mail in conjunction with mail ballot voting.

2.2 The Chief Election Officer may establish the time limits in relation to voting by mail.

2.3 In this bylaw:

Applicant means an elector who wants to vote by mail and make a request for a mail ballot;

Authorized Person means a person that the applicant has authorized, on the applicant’s behalf, to:

- a) pick up a mail ballot package; or
- b) drop off a completed mail ballot package.

Register of Mail Ballots means the records that the Chief Election Officer must keep in order to address any challenges to an elector’s right to vote.

2.4 The definitions contained in the *Local Government Act* shall apply in this bylaw.

3. APPLICATION PROCEDURE

3.1 An Applicant shall apply by giving their name and address to the Chief Election Officer during the period:

- a) commencing 30 days before general voting day, and
- b) ending at 4:00 pm on Thursday, two days before general voting day.

3.2 Upon the Applicant making a request for a mail ballot, the Chief Election Officer shall, between the time when the ballots are ready and 4:00 pm on Thursday, two days before general voting day:

- (a) make available to the Applicant, a mail ballot package which contains:
 - i. the content set out in Section 110(7) of the *Local Government Act*;
 - ii. additional instructions to complete it; and
 - iii. a statement advising the elector must meet the eligibility to vote criteria and attest to such fact;

3. APPLICATION PROCEDURE (continued)

- (b) record in the Register of Mail Ballots and, upon request, make available for public inspection:
 - i. the name and address of the elector to whom the mail ballot package was issued; and
 - ii. any other information that the Chief Election Officer deems helpful to maintain the register of mail ballots.

3.3 As per the Applicant's direction, the Chief Election Officer may distribute the mail ballot package in any of the following ways:

- a) Canada Post;
- b) courier at the expense of the applicant;
- c) picked up by the Applicant at a designated time and location; or
- d) picked up by an Authorized Person at a designated time and location.

3.4 The Chief Election Officer may request that the Authorized Person show identification and sign a form before providing the Authorized Person with the mail ballot package.

4. VOTING PROCEDURE

4.1 To vote by a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the Chief Election Officer.

4.2 After marking the ballot, the elector shall:

- a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
- b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
- c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope; and
- d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer at the address specified so that it is received by the Chief Election Officer no later than the close of voting on general voting day.

5. BALLOT ACCEPTANCE OR REJECTION

5.1 Until 8:00 pm on general voting day, the Chief Election Officer shall, upon receipt of the return envelope and its contents:

- a) immediately record the date of receipt in the Register of Mail Ballots; and
- b) open the return envelope.

5. BALLOT ACCEPTANCE OR REJECTION (continued)

- 5.2 When the Chief Election Officer examines the certification envelope, the Chief Election Officer shall:
- a) confirm the identity of the elector as an Applicant on the Register of Mail Ballots;
 - b) determine the fulfilment of the requirements as outlined in *Local Government Act* Section 70 and the completeness of any application to register, if required; and
 - c) determine the completeness of the certification envelope.
- 5.3 If the Chief Election Officer is satisfied that the elector has met the requirements in Section 5.2, the Chief Election Officer shall:
- a) mark the certification envelope as “accepted”; and
 - b) place the accepted certification envelope with the other certification envelopes.
- 5.4 If the Chief Election Officer determines that:
- a) he/she is not satisfied as to the identify to the elector; or
 - b) the elector has not completed the application to register properly;
- the Chief Election shall mark the certification envelope as “rejected”, indicate the reason for the rejection and set aside the rejected certification envelope unopened.
- 5.5 The Chief Election Officer shall retain all opened and unopened certification envelopes in his/her custody.
- 5.6 After 4:30 pm on Thursday, two days before general voting day, the Chief Election Officer, in the presence of at least one other person, including any candidate representatives, shall:
- a) deal with any challenges to the electors involving the accepted certification envelopes;
 - b) open the certification envelopes;
 - c) remove the secrecy envelopes containing the ballots; and
 - d) place the secrecy envelope containing the ballot in the ballot box.
- 5.7 If the Chief Election Officer receives a return envelope with its contents after 4:30 pm on Thursday, two days before general voting day but before the close of general voting, the Chief Election Officer shall:
- a) handle those return envelopes in accordance with Section 5.1 at the time that the Chief Election Officer receives the return envelopes;
 - b) retain all accepted certification envelopes until the close of general voting day;
 - c) process the accepted certification envelopes in accordance with Sections 5.2 to 5.5 after the close of general voting day.

5. BALLOT ACCEPTANCE OR REJECTION (continued)

- 5.8 As soon as possible after all of the secrecy envelopes have been placed in the ballot box, in the presence of at least one other person and any candidate representatives, the Chief Election Officer shall supervise:
- a) the opening of the ballot box;
 - b) the opening of the secrecy envelopes and
 - c) the counting of the ballots in accordance with the provisions of the *Local Government Act*.
- 5.9 If the Chief Election Officer receives a return envelope with its contents after the close of general voting day, the Chief Election Officer shall:
- a) mark the return envelope as “rejected”;
 - b) indicate the reason why the return envelope was rejected on the return envelope; and
 - c) place the unopened return envelope with the other rejected return envelopes.

6. CHALLENGE OF ELECTOR

An applicant exercising the right to vote by mail under the provisions of *Local Government Act* Section 110 may be challenged in accordance with, and on the grounds specified within Section 126 of the *Local Government Act* up until 4:30 pm Thursday, two days before general voting day.

7. ELECTOR’S NAME ALREADY USED

If, upon receiving a request for a mail ballot, the Chief Election Officer determines that another person has voted or has already been issued a mail ballot in the elector’s name, the Chief Election Officer shall comply with *Local Government Act* Section 127.

8. REPLACEMENT OF SPOILED BALLOT

- 8.1 If an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer, the elector may request a replacement ballot by:
- a) advising the Chief Election Officer of the ballot spoilage; and
 - b) mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer.
- 8.2 Upon receipt of the spoiled ballot package, the Chief Election Officer shall record such fact and proceed in accordance with Part 4 of this bylaw.



READ A FIRST, SECOND AND THIRD TIME on this 9th day of June, 2022

ADOPTED on this 9th day of June, 2022

JAYME KENNEDY
CHAIR

CURTIS SLINGERLAND
CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

To: Board of Directors, CCRD

From: Curtis Slingerland, CAO

Meeting Date: June 9, 2022

Subject: Election and Assent Voting Bylaw & Mail Ballot Authorization and Procedure Bylaw

Recommendation 1:

THAT Bylaw 515, cited as the "Election and Assent Voting Bylaw No. 515, 2022" be now introduced and read a first time.

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.

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 third time.

THAT Bylaw 515, cited as the "Election and Assent Voting Bylaw No. 515, 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.

Recommendation 2:

THAT Bylaw 516, cited as the "Mail Ballot Authorization and Procedure Bylaw No. 516, 2022" be now introduced and read a first time.

THAT Bylaw 516, cited as the "Mail Ballot Authorization and Procedure Bylaw No. 516, 2022" having been given due and detailed consideration by the Board, be now read a second time.

THAT Bylaw 516, cited as the "Mail Ballot Authorization and Procedure Bylaw No. 516, 2022" having been given due and detailed consideration by the Board, be now read a third time.

THAT Bylaw 516, cited as the “Mail Ballot Authorization and Procedure Bylaw No. 516, 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.

Issue/Background Summary:

According to the *Local Government Act*, an election bylaw must be adopted 56 days before the first day of the nomination period for the election. The Central Coast Regional District’s (CCRD) Chief Election Officer (CEO) has reviewed the current election bylaw, titled Election and Assent Voting Bylaw No. 482, 2018 and has recommended a series of changes. These changes are outlined in the attached memorandum. In addition to the review of the current voting procedures it was recommended that the CCRD adopt a bylaw to outline the procedure for mail ballot voting.

Policy, Bylaw or Legislation:

CCRD Bylaw No. 482, 2018.

Local Government Act Section 56 & 110.

Financial/Budgetary Implications:


The CCRD has budgeted \$15,000 to administer the 2022 local government general elections.

Time Requirements – Staff and Elected Officials:

No substantial impact for either party.

Options to Consider:

The Board could consider rejecting the changes to the bylaw and leaving in place Election and Assent Voting Bylaw No. 482, 2018.

Approved by: 
Curtis Slingerland, Chief Administrative Officer



REQUEST FOR DECISION

To: Curtis Slingerland, Chief Administrative Officer
CC: Board of Directors, CCRD
From: Yene Byun, Chief Financial Officer
Meeting Date: June 9, 2022
Subject: Filing Under the Financial Information Act – SOFI 2021

Recommendation:

THAT the Statement of Financial Information (SOFI) pursuant to the Financial Information Act (FIA) for the year ended December 31, 2021 be approved and submitted to the Ministry of Municipal Affairs and Housing.

Issue/Background Summary:

None. Routine annual requirement.

Of significance to the readers of this report, are the criteria used in determining the specifics of what expenditures constitute remuneration and expenses reported. The Regulations for this reporting vary from what other authorities may deem to be remuneration or expenses. For clarity, the following table provides the specifics in this regard:

SCHEDULE OF REMUNERATION AND EXPENSES

Pursuant to the Financial Information Regulation, Schedule 1, Section 6

Remuneration	Salary, hourly wages (pool) including stat holiday and vacation pay, overtime
	Cell Phone allowance
	Directors per diem
	Directors meeting remuneration
	Taxable benefits to employees (Life insurance)
	Medical Services Plan (MSP) premiums – taxable benefit

Expenses	Directors annual payment for printing supplies
	Directors monthly travel allowance, travel to board meetings
	Conventions & professional development conferences: accommodation, meals, airfares or other travel (per km), taxi fare, registration fees
NOT INCLUDED in above	Employers portion of Canada Pension Plan contributions (CPP) and Employment Insurance (EI) premiums
	Employers portion of Municipal Pension Plan (MPP) – taxable income in the future
	Non taxable benefits (extended health, dental, short and long term disability, health and AD&D)
	WorksafeBC premiums

Policy, Bylaw or Legislation:

The *Financial Information Act* requires that within 6 months after the end of each fiscal year of a public body, it must prepare a statement of financial information for that fiscal year. It must contain a schedule showing

- i) In respect of each employee earning more than a prescribed amount, the total remuneration paid to the employee and total amount paid for the employee's expenses, and
- ii) A consolidated total of all remuneration paid to all other employees.

For the purposes of this reporting, the classification prescribed for "employees" includes an officer, director, commissioner, elected official or similar person employed in or appointed to a position in the corporation.

Further, it must contain a schedule showing

- i) The total amount paid to each supplier of goods or services during the fiscal year that is greater than a prescribed amount, and
- ii) A consolidated total of all other payments made to suppliers of goods or services during that fiscal year.

The prescribed amounts may vary from time to time, and are set by the *Financial Information Act Regulations*.

The Statement of Financial Information as attached, is submitted along with a copy of the audited financial statements and a detailed checklist, both of which are not included in this report to the board.

Financial/Budgetary Implications:

There are no financial or budgetary implications.

Time Requirements – Staff and Elected Officials:

This report takes approximately 2.5 days of staff time to complete. Board consideration is minimal since it is undertaken in the normal course of a board meeting.

Please note the requirement for signatures from the Chief Administrative Officer and the Chair of the Board.

Options to Consider:

None.

Respectfully Submitted by: _____
Ye-Ne (Sandra) Byun, Chief Financial Officer

Approved by:  _____
Curtis Slingerland, Chief Administrative Officer

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

FIR Schedule 1, sections 6(2), (3), (4), (5) and (6)

1. Elected Officials, Employees appointed by Cabinet and Members of the Board of Directors

Name	Position	Remuneration	Expenses
Bertrand, Daniel	Director, Area A	\$6,426	\$4,317
Schlichting, Mark	Alternate Director, Area A	\$741	
Hall, Travis	Director, Area B	\$6,715	\$6,860
Kennedy, Jayme	Director, Area C	\$9,988	\$1,248
Northeast, Lawrence	Director, Area D	\$6,801	\$975
Schooner, Sam	Director, Area E	\$6,804	\$3,516
Hall, Richard	Alternate Director, Area E	\$1,122	\$142
Total		\$38,597	\$17,058

* The total includes charter air travel, meals and accommodation expenses to bring directors to in-person board meetings

**2. Other Employees (excluding those listed in Part 1 above)
(List all employees, alphabetically, with remuneration and expenses exceeding \$75,000, excluding those listed in Section 1 above)**

Name	Position	Remuneration	Expenses
Byun, Yene	Finance Manager	\$77,128	\$2,826
Kirk, Courtney	CAO, CFO	\$120,914	\$2,911
Mcllwain, Ken	Operations Manager	\$104,574	\$3,318
Consolidated total of other employees with remuneration and expenses of \$75,000 or less	All others	\$247,944	\$25,957
Total All employees excluding elected officials		\$550,560	\$35,012

3. Reconciliation

Total remuneration – elected officials, employees appointed by Cabinet and members of the Board of Directors	\$55,655
Total remuneration – other employees	\$585,572
Sub Total	\$641,227
Reconciling Items – Employer share of Municipal Pension Plan, CPP, EI and Worksafe BC premiums and employee benefits not included in above, but included in financial statement	\$117,345
Total per Statement of Revenue and Expenditure (Dir Expense & Wages)	\$758,572

CENTRAL COAST REGIONAL DISTRICT
2021 FINANCIAL REPORTING

STATEMENT OF SEVERANCE AGREEMENTS

Fir, schedule 1, subsection 6(7)

There were no severance agreements made between the Central Coast Regional District and its non-unionized employees for the year ended December 31, 2021.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

FIR, Schedule 1, section 5

The Central Coast Regional District has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES**1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000**

Supplier Name	Aggregate amount paid to supplier
BC Hydro	\$35,867
Don Nygaard & Son Ltd.	\$148,753
Exton and Dodge Land Surveying Inc.	\$35,348
KPMG	\$49,935
Lidstone & Company	\$178,727
Mikk's Admin Services	\$115,587
Morrison Hershfield Limited	\$39,563
Municipal Insurance Association of BC	\$42,570
Municipal Pension Plan – Company Portion	\$41,301
New Season Services	\$35,265
Sayers, Alison	\$29,722
Telus Communications Inc.	\$27,585
Urban Systems Ltd	\$116,491
Vancouver Island Regional Library	\$63,687
Total Aggregate amount paid to suppliers (A)	\$960,401

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

(B)	\$482,953
------------	------------------

3. Total of payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	0
Consolidated total of contributions exceeding \$25,000	0
Consolidated total of all grants and contributions exceeding \$25,000 (C)	\$ 0

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers (A)	\$960,401
Consolidated total of payments of \$25,000 or less paid to suppliers (B)	\$482,953
Consolidated total of all grants and contributions exceeding \$25,000 (C)	-
Reconciling Items – Wages & related costs	\$758,572
- Purchase of tangible capital assets included elsewhere	(338,013)
- Transfer to Landfill post closure fund	\$80,261
- Amortization	\$271,417
- Reimbursement for COVID-19 pandemic response expense, wildfire response expense, flood response expense from other agencies	(\$29,268)
- Municipal Pension Plan – Company portion included in (A) and (D)	(\$41,301)
- Conventions & Professional development expenses, travels and accommodation expenses and registration fees to a third party on behalf of the employee and directors included in (B) and (D)	(\$37,386)
Total per Statement of Operations (Consolidated)	\$2,107,636

CENTRAL COAST REGIONAL DISTRICT
FINANCIAL REPORTING FOR THE YEAR ENDED DECEMBER 31, 2021

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Board of Directors of the Central Coast Regional District and approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Chair Jayme Kennedy
June 9, 2022

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Yene Byun, CFO
Officer Assigned Responsibility for
Financial Administration under the
Local Government Act.

CENTRAL COAST REGIONAL DISTRICT
2021 FINANCIAL REPORTING

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible to ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises this responsibility through meetings with management and with the auditors.

The external auditors, KPMG, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the regional district's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The auditors have full and free access to the Board of Directors and meet annually.

On behalf of the CENTRAL COAST REGIONAL DISTRICT

Yene Byun, CFO
Officer Assigned Responsibility for
Financial Administration

Curtis Slingerland, CAO
Officer Assigned Responsibility for
Corporate Administration

Prepared pursuant to Financial Information Regulation, Schedule 1, section 9



REQUEST FOR DECISION

To: Board of Directors, CCRD
From: Curtis Slingerland, CAO
Meeting Date: June 9, 2022
Subject: Use of the Airport Hanger Suite

Recommendation

THAT the Directors of the Central Coast Regional District authorize administration to utilize the suite at the airport hanger for new hires transitioning to the area;

AND THAT administration is authorized to negotiate the rental rate for the suite from \$0 to market rate per month for a term that does not exceed 6 months.

Background

In 2021, the regional district finalized its purchase of a hanger building at the Bella Coola Airport. The hanger has a residential suite in the building. Administration, in preparation for a series of new hires, is looking to utilize the suite for new staff transitioning to the community. The rental of the suite has the potential of being an initial perk to attract candidates and as such, administration would like flexibility to negotiate the monthly rent for the suite.

The suite is currently empty and not bringing in any revenue for the regional district. Any rent collected by the suite would offset facility maintenance.

Respectfully Submitted by:



Curtis Slingerland, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors, CCRD
From: Curtis Slingerland, CAO
Meeting Date: June 9, 2022
Subject: Communicable Disease Plan

Recommendation

THAT the Directors of the Central Coast Regional District approve the replacement of the CCRD Covid-19 Safety Plan with the Central Coast Regional District Communicable Disease Plan.

Background

As of April 8, 2022, employers in British Columbia are no longer required to have a COVID-19 Safety Plan and must follow communicable disease guidance instead. Due to the isolated nature of the community, the CCRD COVID-19 Safety Plan has been left in affect. With the loosening of restrictions, it is advisable that the regional district move in concert with the province and adopt a communicable disease plan.

Discussion

By adopting the Communicable Disease Plan the regional district will be making itself more accessible to the public and loosen restrictions. Safety measures and assessments will still remain in place. In the event of a change in provincial guidance, an incident or increased risk the Chief Administrative Officer or designate will have the authority to issue new safety guidance and put in place temporary measures.

With the final adoption of the Personnel Policy, staff who are feeling ill will be expected to take advantage of the newly instituted sick days and stay home.

Options

1. Adopt the Communicable Disease Plan
2. Leave the CCRD COVID-19 Safety Plan in place.
3. Provide direction on amendments to the Communicable Disease Plan

Respectfully Submitted by:

Curtis Slingerland, Chief Administrative Officer



Central Coast
REGIONAL DISTRICT
That we may be good people together



PREVENTION



COMMUNICABLE DISEASE PLAN

JUNE 9, 2022

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1.0 Overview

Purpose

The purpose of this document is to provide Central Coast Regional District staff with important information required to help prevent and manage communicable disease in the workplace.

It is important to understand that the Chief Administrative Officer is the primary steward of this plan and is supported by department heads/managers in its' implementation. As such, more stringent safety plans may be activated at the discretion of the CAO depending on site-specific circumstances for each function or service of the regional district. All employees, relevant contractors and employer representatives must be prepared to implement additional measures at any given time on written instruction from the Chief Administrative Officer or designate.

Public health directives

The Provincial Health Officer (PHO) for BC is responsible for monitoring the health of the population across the province and for providing independent advice to the ministers and public officials on public health issues.

The responsibilities of the PHO are outlined in the *Public Health Act* and include the following:

- provide independent advice to the ministers and public officials on public health issues;
- monitor the health of the population of BC and advise on public health issues and on the need for legislation, policies and practices;
- recommend actions to improve the health and wellness of the population of BC;
- deliver reports that are in the public interest on the health of the population and on government's progress in achieving population health targets;
- establish standards of practice for and conduct performance reviews of Medical Health Officers; and
- work with the BC Centre for Disease Control and Prevention and BC's Medical Health Officers across the province to fulfill their legislated mandates on disease control and health protection.

Employers must be prepared to implement or maintain additional measures at times when the risk of communicable disease in their region or workplace is elevated, as advised, and directed by public health. Public health's specific guidance for a particular communicable disease will be followed where their information differs from this document.

WorkSafeBC directives (Workers Compensation Act/OHS Regulation requirements)

WorkSafeBC is a provincial agency dedicated to promoting safe and healthy workplaces across BC. They partner with workers and employers to prevent work-related injury, disease, and disability. Their services include education, prevention, compensation and support for injured workers, and no-fault insurance to protect employers and workers.

WorkSafeBC helps businesses meet their obligations under the *Workers Compensation Act* and the Occupational Health and Safety Regulation. All employers in BC have an obligation under the *Act* to ensure the health and safety of workers and other parties at their workplace.

To assist employers in the fundamental components of communicable disease prevention, WorkSafeBC has developed Communicable disease prevention: A guide for employers. This guide describes a four-step process to help employers reduce the risk of communicable disease in their workplace, which involves understanding the level of risk in the workplace, application of

the fundamentals and implementing appropriate measures, communicating policies and protocols to all workers, and updating measures and safeguards as required.

Employers should consider how best to communicate to workers about potential exposures in the workplace. A system should be introduced so workers (including joint health and safety committee representatives and worker representatives) are able to inform management of concerns related to being exposed in the workplace. Open communication is key to finding out about specific tasks that concern workers as well as gaining input on appropriate control measures to keep workers safe.

Workers should know and understand their workplace health and safety responsibilities — and those of others. Workers have three key rights:

- the right to know about hazards in the workplace;
- the right to participate in health and safety activities in the workplace; and
- the right to refuse unsafe work.

The Central Coast Regional District has established the following communicable disease plan:

Recognize hazards/assess risks

Every workplace is unique. Employers must regularly assess all hazards within their operations, taking appropriate steps to eliminate or control the associated risk. This process is referred to as a risk assessment.

Within workplaces, there are many routine situations where staff will have contact with customers, coworkers, and the physical environment itself (surfaces, doors, equipment etc.). During times of outbreaks, these encounters could give rise to contact with communicable diseases if not controlled adequately.

All employers must think about the risks in their workplace and take steps to control them. Such controls will include adhering to current public health orders, if applicable, public health advice, as well as implementing best practices to keep employees and customers safe.

When selecting a safeguard or a combination of safeguards, the regional district will start at the top of the hierarchy outlined below to control the hazards. A less effective safeguard will be chosen only when more effective solutions are impracticable. The CCRD will continuously monitor to ensure they are providing the best level of protection to workers.

The hierarchy of controls (in order of their effectiveness):

Elimination or substitution: Has the employer fully considered eliminating or postponing work tasks that may create a risk of exposure? Are there opportunities to work from home or can work processes be changed to eliminate or reduce contact with others?

Engineering controls: Are engineering controls, such as physical barriers, practicable?

Administrative controls: Has the employer fully considered how work practices can be altered to minimize exposure, such as physical distancing or enhanced cleaning protocols?

Personal protective equipment (PPE): This last form of protection should only be considered after careful consideration of the previous control measures. The use of gloves and face masks may be considered where none of the above controls are possible/effective. If gloves and masks are used, proper usage guidelines should be followed.

2.0 Stay Home or Isolated from Others When You're Sick

What employees should know

All employees should stay home or isolate from others in congregate living situations when they are sick or show symptoms of illness. They should also follow public health recommendations.

- www.bccdc.ca/health-professionals/clinical-resources/communicable-disease-control-manual

and HealthlinkBC

- www.healthlinkbc.ca/services-and-resources/healthlinkbc-files/category/disease-prevention

If you become sick at work

Workers who have symptoms upon arrival to work or become ill during the day should promptly separate themselves from other workers, inform their supervisors and go home or isolate from others.

What employers should know

An important way to reduce the spread of communicable diseases is to keep sick people away from those who are not sick. The regional district will review and communicate their sick leave policies and practices to employees every year before flu season and any time there is a risk of a communicable disease.

- For the flu, all employees are advised to stay home or isolated from others if they are sick until at least 24 hours after their fever is gone without the use of fever-reducing medicines, or after symptoms have improved.

3.0 Hygiene/Cleaning

Personal hygiene/cleaning

Depending on the communicable disease, it's possible for people to become infected if they touch contaminated surfaces and then touch their nose, mouth, or eyes. The most reliable way to prevent infection from surfaces is to wash your hands. Washing your hands often and practicing good hand hygiene will reduce the chances of getting or spreading germs. Washing your hands with soap and hot water for at least 20 seconds is most effective. This is because soap actively destroys the surface of some viruses, and a soapy lather reduces the number of germs left on your skin. Alcohol-based hand rubs will be provided and can be used to disinfect your hands when soap and water are not available.

Other things to consider:

- Cover your mouth and nose with a disposable tissue or the crease of your elbow when you sneeze or cough.
- Do not share food, drinks, utensils, etc.
- Avoid unnecessary contact.
- Consider physical distancing.
- Wear a mask.

Facility, vehicle and equipment hygiene

Viruses and germs can land on surfaces. It's possible for people to become infected if they touch those surfaces and then touch their nose, mouth or eyes. The following are general guidelines for cleaning and disinfecting common work areas, vehicles and equipment.

At a minimum, clean and disinfect commonly touched surfaces at the beginning and end of each shift, Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. When cleaning and disinfecting, individuals should wear disposable gloves compatible with the products being used as well as any other PPE required according to the product manufacturer's instructions.

Cleaning and disinfecting surfaces can also reduce the risk of infection

Always follow standard practices and appropriate regulations specific to your type of facility for minimum standards for cleaning and disinfection. This guidance is indicated for buildings in community settings and is **not** intended for healthcare settings or for other facilities where specific regulations or practices for cleaning and disinfection may apply. Additionally, this guidance only applies to cleaning and disinfection practices to prevent the spread of exposures. It does not apply to any cleaning or disinfection needed to prevent the spread of other germs.

When to clean and when to disinfect

Cleaning with products such as soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces.

When confirmed or suspected communicable disease cases are low, cleaning once a day is usually enough to sufficiently remove germs that may be on surfaces and will help maintain a healthy facility. Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection.

You may want to either clean more frequently or choose to disinfect (in addition to cleaning) in shared spaces if the space is a high traffic area or if certain conditions apply that can increase the risk of infection from touching surfaces:

- [Reportable Disease Data Dashboard \(http://www.bccdc.ca/health-professionals/data-reports/reportable-diseases-data-dashboard\)](http://www.bccdc.ca/health-professionals/data-reports/reportable-diseases-data-dashboard) is an interactive tool which provides summary statistics on a variety of reportable diseases and current conditions in BC.
- [BC COVID-19 Dashboard](#) is a provincial website which provides current information and details related to Covid-19 in the province and in each Health Authority
- Low vaccination rates in your community.
- Infrequent use of other prevention measures, such as hand hygiene; or
- The space is occupied by people at increased risk for severe illness.

If there has been a sick person in your facility within the last 24 hours, you should clean AND disinfect the space.

Determine what needs to be cleaned

Consider the type of surface and how often the surface is touched. Generally, the more people who touch a surface, the higher the risk. Prioritize cleaning high-touch surfaces at least once a day. If the space is a high traffic area, or if certain conditions (listed above) apply, you may choose to clean more frequently or disinfect in addition to cleaning.

Consider the resources and equipment needed

Keep in mind the availability of cleaning products and the personal protective equipment (PPE) appropriate for the cleaners and disinfectants used (as recommended on the product label or product information sheets).

Clean high-touch surfaces

During periods of communicable disease events, you may need to clean high-touch surfaces at least **twice** a day or as often as determined is necessary. Examples of high-touch surfaces include pens, counters, shopping carts, tables, doorknobs, light switches, handles, stair rails, desks, keyboards, phones, toilets, faucets, and sinks.

Protect yourself and other cleaning staff

- Ensure cleaning staff are trained on proper use of cleaning (and disinfecting, if applicable) products.
- Read the instructions on the product label or product information to determine what safety precautions are necessary while using the product. This could include PPE (such as gloves, glasses, or goggles), additional ventilation, first aid procedures, or other precautions.
- Wash your hands with soap and water for 20 seconds after cleaning. Be sure to wash your hands immediately after removing gloves.
 - If hands are visibly dirty, always wash hands with soap and water.
 - If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.
- Special considerations will be made for people with asthma. Some cleaning and disinfection products can trigger asthma attacks.

Disinfect safely when needed

If you determine that regular disinfection may be needed

- If your disinfectant product label does not specify that it can be used for both cleaning and disinfection, clean visibly dirty surfaces with soap or detergent before disinfection.
- Use a disinfectant product that is effective against the communicable disease.
- **Always follow the directions on the label** to ensure safe and effective use of the product. The label will include safety information and application instructions. Keep disinfectants out of the reach of children. Many products recommend keeping the surface wet with a disinfectant for a certain period (see “contact time” on the product label).
 - Check the product label to see what PPE (such as gloves, glasses, or goggles) is required based on potential hazards.
 - Ensure adequate ventilation (for example, open windows).
 - Use only the amount recommended on the label.
 - If diluting with water is indicated for use, use water at room temperature (unless stated otherwise on the label).
 - Label diluted cleaning or disinfectant solutions clearly.
 - Store and use chemicals out of the reach of children and pets.
 - Do not mix products or chemicals.
 - Do not eat, drink, breathe, or inject cleaning and disinfection products into your body or apply directly to your skin. They can cause serious harm.
 - Do not wipe or bathe people or pets with any surface cleaning and disinfection products.

4.0 Ventilation

For all activities that take place indoors, basic principles of good indoor air quality include supplying outdoor air to replenish indoor air, thereby removing and diluting contaminants that naturally accumulate in indoor settings, especially in well-sealed buildings.

Strategies to optimize ventilation system functionality

- Maintain ventilation systems. WorkSafeBC requires employers to ensure that heating, ventilation and air conditioning (HVAC) systems are designed, operated, and maintained as per standards and specifications for ongoing comfort for workers (Part 4 of the OHS Regulation).
- Ensure preventative maintenance is conducted (for example, regular filter changes and inspection of critical components).
- Make sure the system is properly balanced, which means verifying that the system meets its design conditions for air flow, temperature, pressure drop, noise and vibration.
- During periods of communicable disease events, limiting occupancy in facilities or vehicles will be considered. Promotion of employees to work from home may also be considered.

5.0 Promotion of Employee Vaccinations

The Central Coast Regional District will support provincial public health messaging for vaccinations against pandemic or communicable diseases and may collaborate with public health to offer vaccination clinics in public facilities.

The Central Coast Regional District recognizes the public health benefits of vaccination programs to reduce illness, disability and death from community acquired diseases. Programs may be created to encourage employee participation in public health vaccination programs.

The Central Coast Regional District recognizes every employee's right to determine their own health choices and will not mandate employees to be vaccinated nor discriminate against employees who choose not to vaccinate.

Reasons to get Vaccinated.

1. **Vaccine-preventable diseases have not gone away**
The viruses and bacteria that cause illness and death still exist and can be passed on to those who are not protected by vaccines.
2. **Vaccines will help keep you healthy**
Vaccines can prevent short term illnesses and prevent long term chronic disability or increased risk of cancer depending on disease.
3. **Vaccines are important to your overall health along with proper diet and exercise**
Vaccines play an important part of maintaining health along with eating healthy foods, exercising and getting regular check-ups. They are one of the most convenient and safest preventive care measures available.
4. **Vaccination can mean the difference between life and death**
Vaccine-preventable infections can be deadly. Example: Every year in the US, prior to the COVID-19 pandemic, approximately 50,000 adults died from vaccine-preventable diseases.

5. **Vaccines are safe**
Potential side effects associated with vaccines are uncommon and much less severe than the diseases they prevent.
6. **Vaccines will not cause the diseases they are designed to prevent**
Vaccines contain either killed or weakened viruses, making it impossible to get the disease from the vaccine.
7. **Young and healthy people can get very sick, too**
Infants and older adults are at increased risk for serious infections and complications, but vaccine-preventable diseases can strike anyone. If you are young and healthy, getting vaccinated can help you stay that way.
8. **Vaccine-preventable diseases are expensive**
Diseases not only have a direct impact on individuals and their families, but also carry a high price tag for society as a whole.
9. **When you get sick, your children, grandchildren, and parents may be at risk, too**
Adults are the most common source of pertussis (whooping cough) infection in infants which can be deadly for babies. When you get vaccinated, you are protecting yourself and your family as well as those in your community who may not be able to be vaccinated.
10. **Your family and co-workers need you**
Millions of adults get sick from vaccine-preventable diseases, causing them to miss work and leaving them unable to care for those who depend on them, including their children and/or aging parents.

6.0 Promotion of Employee Mental Health

A communicable disease event may cause increased levels of stress or anxiety for employees. This is because some communicable diseases are new or evolved so the scientific facts about the hazards and risks of the disease may be unknown or uncertain. Uncertainty increases stress.

As part of this plan, it is a good opportunity to review related organizational policies and programs such as:

- Employee & Family Assistance Program – consult CCRD Personnel Policy for benefits
- Mental Health Resources
- [WorkSafeBC Resources - managing-mental-health-effects-covid-19-guide-for-employers](#)

PROJECT UPDATE



Date: May 31, 2022
To: Ken McIlwain
From: Jacob Scissons
Subject: **HAGENSBORG WATER SYSTEM UPGRADES
PROJECT UPDATE – MAY 2022**

The following is a summary of key dates, recently completed activities, and next steps for the Hagensborg Water System Upgrade project.

KEY DATES

- The *Section 11 Water Sustainability Act Notification* has been reviewed by the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (MFLNRORD) for the trenchless watermain crossings of local creeks. Work is clear to proceed with appropriate environmental monitoring and best practices in place and completion by June 30, 2022. This approval will be extended to reflect the revised construction schedule.
- The project completion date for the *Investing in Canada Infrastructure Program* grant is March 31, 2024.

RECENT WORK COMPLETED

- The water distribution system upgrades are being refined based on the asset inventory and condition assessment.
- Coordination with the team leading the fibre optic installation project is ongoing to address potential utility conflicts with the existing / proposed watermains.
- The proposed layout for a new reservoir and emergency backup intake from Snootli Creek have been advanced.
- Consultation with Nuxalk Nation is underway to identify archaeological review and protocol steps.

NEXT STEPS

- The geotechnical fieldwork will be scheduled.
- The Ministry of Transportation and Infrastructure (MOTI) permit application will be prepared and submitted for review, comment, and approval.
- The design package will be submitted to Vancouver Coastal Health (VCH) for review, comment, and approval.
- Test well drilling plans will be confirmed and scheduled with hydrogeological input.
- Public engagement will commence to communicate key information regarding the project and the proposed water system upgrades.
- The procurement approach will be developed, including consideration of a single construction contract vs separate contracts for the linear (watermain) and facility (water treatment plant) works.

PROJECT UPDATE

Date: May 31, 2022
File: 3383.0007.01
Subject: HAGENSBORG WATER SYSTEM UPGRADES
Page: 2 of 2



Sincerely,
URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read "J. Scissons".

Jacob Scissons, P.Eng.
Project Manager

U:\Projects_KAM\3383\0014\01\Correspondence\C1-Client\2022-05-31 Hagensborg Water System Upgrades - May 2022 Update.docx

PROJECT UPDATE



Date: May 31, 2022
To: Ken McIlwain
From: Jacob Scissons
Subject: **DENNY ISLAND COMMUNITY WATER SYSTEM
PROJECT UPDATE – MAY 2022**

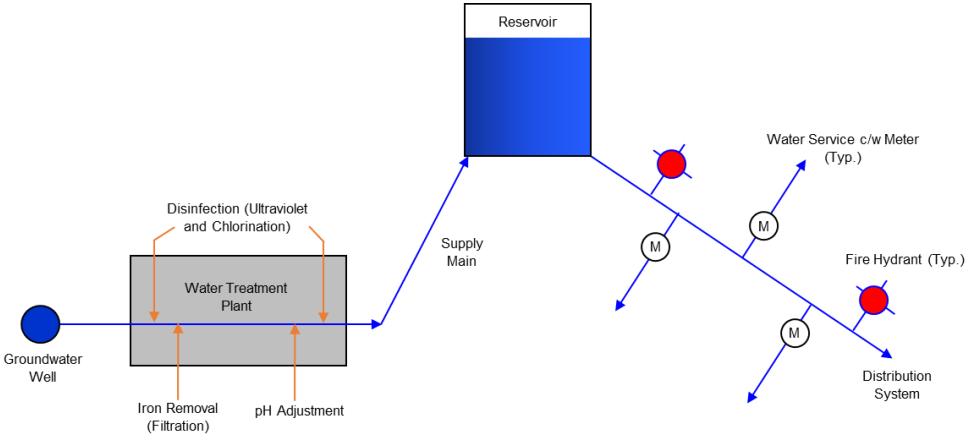
The following is a summary of key dates, recently completed activities, and next steps for the Denny Island Community Water System project.

KEY DATES

- The Vancouver Coastal Health (VCH) *Water Supply System Construction Permit* for the CCRD water distribution system has been issued and is valid to February 12, 2023.
- The Ministry of Transportation and Infrastructure (MOTI) *Permit to Construct, Use, and Maintain Works Within the Right-of-Way of a Provincial Public Highway* has been issued and is valid until December 31, 2022.
- The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (MFLNRORD) has issued the CCRD’s *Conditional Water Licence*, a condition of which is that the infrastructure work be completed and water beneficially used by December 31, 2023.
- The project completion date for the *Strategic Priorities Fund* grant is June 30, 2023.

RECENT WORK COMPLETED

- With commissioning of the various water system components approaching, a system overview is provided below for context:



- Groundwater Well - the well contractor has received the pump and other required components and installation is pending mobilization to Denny Island.
- Water Treatment Plant – the treatment facility has been positioned on site with mechanical and electrical connections complete. The BC Hydro electrical service has also been completed.
- Reservoir - the tank filling and disinfection plan has been reviewed with the contractor.

PROJECT UPDATE

Date: May 31, 2022
File: 3383.0005.02
Subject: DENNY ISLAND COMMUNITY WATER SYSTEM
Page: 2 of 2



- Distribution System – the watermain installation for the SD #49 portion of the service area is nearing completion with specific stubs for CCRD distribution system connections being installed.
- VCH has outlined expectations regarding operator training / certification, water quality testing / monitoring, and similar in anticipation of system commissioning.

NEXT STEPS

- Commissioning of the well, treatment plant, and reservoir are the main priority for the coming month.
- The CCRD / SD #49 operating agreement will be finalized and reviewed with VCH.
- Tender documents for construction of the CCRD water distribution system will be advanced. Updated cost estimates will also be prepared.
- The team will connect with MOTI regarding the required culvert / creek crossings at Whiskey Cove and Whiskey Slough to determine if coordination with road upgrades can be aligned. Environmental approvals will follow.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read "J Scissons", written over a circular stamp.

Jacob Scissons, P.Eng.
Project Manager

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PROJECT UPDATE



Date: May 31, 2022
To: Ken McIlwain
From: Heather MacKnee, Jacob Scissons
Subject: **BELLA COOLA VALLEY FLOOD RISK ASSESSMENT AND MODELLING
PROJECT UPDATE – MAY 2022**

The following is a summary of key dates, recently completed activities, and next steps for the Bella Coola Valley Flood Risk Assessment and Modelling project.

KEY DATES

- The Completion Date for the EMBC Disaster Mitigation Unit Grant is September 30, 2022. Discussions are underway with EMBC to provide an extension to allow sufficient time to complete the analysis / mapping.

RECENT WORK COMPLETED

- The topographic survey completed in late October, in combination with the LiDAR data for the region, has been entered into the 1-dimensional model. The model is in draft working form, pending detailed review.
- The specific design flow inputs for the Bella Coola River and tributaries (design hydrographs) have been developed and input into the model, and model calibration information has been gathered.
- Detailed model review is ongoing, including review of effective and ineffective flow areas, and sensitivity analyses for model inputs.
- The natural hazards assessment approach and scope are being confirmed. Phase 1 work will focus on a review of slope stability risks in existing / future development areas throughout the Valley.

NEXT STEPS

- The Phase 2 interim / summary report will be finalized as work is now shifting into Phase 3.
- The scope for the next phase of natural hazards assessment work will be developed.
- The hydraulic analysis will be advanced, including model calibration.
- Public engagement, mitigation planning, and policy development will be completed in future project phases.

Sincerely,
URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to be 'J Scissons', written over a light blue horizontal line.

Jacob Scissons, P.Eng.
Project Manager

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To: Curtis Slingerland, CAO

CC: Board of Directors, CCRD

From: Evangeline Hanuse, CO

Meeting Date: June 9, 2022

Subject: Support Letter for the Cariboo Chilcotin Coast Tourism Marketing Association

Recommendation:

THAT the Board of Directors of the Central Coast Regional District direct Administration to write a support letter from the CCRD to the Cariboo Chilcotin Coast Tourism Marketing Association.

Issue/Background Summary:

On May 19, 2022, the Cariboo Chilcotin Coast Tourism Marketing Association (CCCTMA) wrote a letter to the Central Coast Regional District requesting a letter of support from the CCRD to the CCCTMA for the regional Municipal and Regional District Tax (MRDT) application for renewal. Attached is the request letter and summary document of the MRDT collection program's importance.

Options to Consider:

1. Direct Administration to write the requested support letter.
2. Do not recommend a support letter.

Submitted by: Evangeline Hanuse
Evangeline Hanuse, Corporate Officer

Reviewed by: [Signature]
Curtis Slingerland, Chief Administrative Officer



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



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...



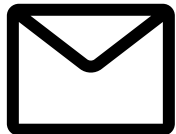
250,000,000+ Impressions



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



CCRD SERVICE REPORT

To: Curtis Slingerland, CAO

CC: CCRD Board of Directors

From: Ken McIlwain, Operations Manager

Meeting Date: June 9, 2022

Subject: BELLA COOLA AIRPORT AND FACILITIES SERVICE UPDATE

Service Background:

The CCRD is responsible for provision of the Bella Coola Airport and Facilities Service to electoral areas C, D and E. Originally established under Supplementary Letters Patent as a function of the Regional District in 1972, the CCRD undertook to convert the function to a service of the CCRD through Bylaw No. 410, adopted April 12th, 2012, with electoral areas C, D and E as participants.

The Bella Coola Airport is a fully certified airport and operates under Transport Canada Civil Aviation Airport Certificate 5151 p527. The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors. For regulatory purposes the CCRD CAO acts as the Accountable Executive and the CCRD Operations Manager is also the Airport Manager. The Community Safety Coordinator acts as the Safety Management System Co-ordinator. A contract Airport Attendant carries out daily duties including inspections and wildlife control.

The airside infrastructure managed under the Airport and Facilities Service includes a 1280 m (4200') by 30 m (100') paved runway with two taxiways and an apron, a LL100 Av Gas fueling facility, and a baggage/freight handling area. The landside infrastructure includes a passenger terminal, five leased spaces in the passenger terminal building, lease lots, a parking lot, a children's play area/green space and the CCRD Winter Maintenance Facility/Office.

The airport runway, taxiways and aprons are in relatively good condition, although resurfacing will likely be required within the next decade. The airport currently supports daily scheduled air service to Vancouver International Airport – South Terminal. Prior to

COVID-19, the Bella Coola Airport supplied service to approximately 11,000 passengers on an annual basis. The number of passenger movements dropped by more than two thirds during the height of the COVID-19 pandemic. Since the provincial reopening, passenger movements have recovered to slightly more than half pre-pandemic levels.

In 2016 the CCRD commissioned the development of the Bella Coola Airport Master Plan. It was completed in February of 2017. The Master Plan is a guiding document that will assist the CCRD in making operational and capital investment decisions over a 10 to 20-year time horizon.

The Master Plan addresses Aircraft Safety, Airport Capacity, Forecast Demand, Regional Planning, Revenue, Groundside Activities and Land Uses. The planning process included an analysis of existing infrastructure to help determine investment priorities. Stakeholder consultations were completed to gain insight from residents and stakeholders around opportunities and areas where improvement is desired. An Airport Land Use Plan was completed to provide a framework to guide future development at the airport over the long term (e.g., 20 years).

Quarterly [or Bi-Annual or Annual] Highlights:

- Pacific Coastal currently provides daily scheduled air service, seven days per week between Bella Coola and Vancouver. Starting at the beginning of July and lasting through to the end of September, we can expect to see a second flight added, 3 days a week, for a total of 10 flights a week.
- Scheduled passenger traffic between Bella Coola and Vancouver has increased to more than half of pre-pandemic levels. In April of 2022, there were 219 incoming and 240 outgoing passengers, which is about 57% of pre-pandemic (2019) levels.
- The Regional District was successful in obtaining an extension to the grant funding agreement through Pacific Economic Diversification Canada – Regional Air Transportation Initiative for the renovation of Airport Terminal building to increase passenger capacity and improve accessibility.
- The Regional District has entered into a contract with BW Bonn Interiors in the amount of \$324,601 to complete the Bella Coola Airport Terminal Enhancements. The majority of the project works are expected to be concluded by the end of October, 2022.
- The Request for Proposals process for the installation of a new fuel system at the Bella Coola Airport has concluded. Our airport engineers (HM Aero) completed the evaluation of proposals and Aviation Ground Fueling Technologies of Edmonton, AB has been identified as the lead proponent.

- COVID-19 measures continue to be in place at the Airport Terminal. Proof of vaccine is required in order to fly on Pacific Coastal scheduled service to and from Vancouver. Masks are required in public areas of the terminal. A germ shield has been installed at the Pacific Coastal counter in the airport terminal. Two hand sanitizer stations have been installed near the public entrance/exit of the terminal. Decals have been placed on the floor in front of the Pacific Coastal counter to remind people to physically distance when possible. Public areas of the terminal are being deep cleaned between scheduled flights. Pacific Coastal Airlines has a separate set of procedures in place for passengers.

Grant Funded Projects Administered Under the Service:

In March of 2018, the CCRD received \$392,282 in grant funding from BC Rural Dividend Program for the Bella Coola Airport Tourism and Capacity Enhancement Project. In addition to helping with obstacle removal, the funding has paid for trail development, a play area and green spaces at the airport. Further projects to be completed with this funding include a cultural piece at the airport, lot development and further trail enhancement. The funding is currently budgeted between the Airport, Economic Development and Parks and Recreation services. Staff is working with the province to secure project funding extensions as required.

In 2021, the CCRD was awarded \$563,000 in funding from BC Ministry of Transportation and Infrastructure to undertake construction of a new cardlock fueling station that will better meet environmental regulations and enhance the Bella Coola Airport accessibility to aviation aircraft, as an attendant will no longer be required for fueling.

In August of 2021, the CCRD was awarded \$328,322 from Western Economic Diversification Canada for Bella Coola Airport terminal renovations. The renovations are targeted at improving accessibility, passenger capacity and efficiency of the facility. The construction contract has been awarded and work is expected to begin in June, 2022, with substantial completion by the end of November 2022.

Feasibility Studies Authorized Under the Service:

N/A

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

Advocacy Priority		Related Strategic Goal (2019-2022)		
Transportation - Emergency Medical Evacuations*		<i>Effective Community Planning</i>		
Advocacy Priority		Related Strategic Goal (2019-2022)		
Revenue - Bella Coola Airport: Exclusion of local governments from Canada Emergency Relief Benefit landlord/tenant relief funding		<i>Good Governance and Administration</i>		
Service Area	Priority Project	Related Strategic Goal	Timeline	Required Staff Capacity Actions
Bella Coola Airport	1) Return of Operations Certificate 2) Allocation of infrastructure funding through BC Air Access program*	<i>Improving Our Infrastructure</i>	2020 2020 - 2022	1) This is a non-negotiable item mandated by Transport Canada regulations, that must be met by November 2020; 2) See Page 4*

- The Airport has been awarded funding from the Ministry of Transportation and Infrastructure (MoTI) for the construction of a new self-serve fueling facility at the Bella Coola Airport. The project is funded 100% by MoTI through a BC Air Access Program funding agreement.
- The return of the Airport Certificate was achieved as per strategic priority #1 for the Bella Coola Airport.
- Accessing BC Air Access (BCAAP) funding (as per strategic priority project 2), will continue to be a challenge. Traditionally, BCAAP requires a contribution of 25% of the project cost from the CCRD. Options for securing a 25% contribution are most likely limited to the Community Works Fund, Asset Replacement Reserve or another funder such as Northern Development Initiative Trust (NDIT).

Financial/Budgetary:

2022 projected revenue sources (unaudited) for the Bella Coola Airport service are as follows:

- Passenger User Fees - \$86,800
- Landing Fees - \$26,500
- Ground Leases - \$8,126
- Terminal Rental - \$26,201
- Fuel Surcharge - \$6,000
- Fuel Sales - \$33,000

- Deferred Rural Dividend and BCAAP Grants - \$542,700
- RATI Terminal Enhancement Project Grant (not in budget) - \$328,322

Total Budget (Including confirmed grants):

Total 2022 Anticipated Revenues: \$1,057,949 (including confirmed grant revenues and carry forward surplus of \$84,005)

Percent total expenditures to May 30, 2022: \$198,964 or 19%

Budget (Excluding grant revenues):

Subtotal 2022 Revenues: \$270,932 (excluding special project grant revenues)

Percent total expenditures to May 30, 2022: \$191,933 or 71% (excluding special project expenditures)

Grant Funded Special Projects

The following are Grant Funded Special Projects budgeted revenue and expenditures for the Bella Coola Airport.

- 1) Special Project: BC Rural Dividend - Bella Coola Airport: Tourism and Capacity Enhancement Initiative #201802003 - RD Project Management Lot-development (502451-210)
Total 2022 Budgeted Grant Revenue: \$30,210
Total Expended: \$0.00
- 2) Special Project: Ministry of Transportation & Infrastructure - BC Air Access Program – Bella Coola Airport Fueling Station
Total 2022 Budgeted Grant Revenue: \$512,490
Total Expended: \$57,829
- 3) Special Project: Western Diversification Canada – Regional Air Transportation Initiative (RATI) – Bella Coola Airport Terminal Renovations
Total 2022 Budgeted Grant Revenue: \$328,322
Total Expended: \$0.00

Notes on Financial Variance:

The following comments apply to the 2022 budget as approved in the 2022-2026 financial plan:


- Spending of grant funds is expected to accelerate rapidly through the remainder of 2022.
- Passenger traffic on scheduled flights continues to increase slowly. We will have a better indication after the summer, as to what the annual revenues from passenger user fees will look like.
- Fuels sales for 2022 have been slow so far, but are expected to continue to strengthen as regional economic conditions improve.

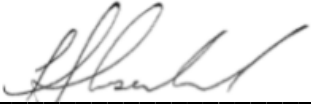
Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

Apportioning administrative (operational) costs to each service the CCRD operates is a requirement under the *Local Government Act* s. 379(1). The CCRD calculates apportioned administration using a two-pronged formula that considers:

- an estimate of staff time dedicated to a particular service (estimated from an average of approximate time spent the preceding year and time contemplated for the upcoming year); as well as
- an allocation of the combined total costs of Board governance, yearly audit and financial services, insurance and core administrative overhead (i.e. office space and supplies).

The total apportioned administration costs determined for CCRD’s Bella Coola Airport and Facilities Service is calculated to be \$114,856 for 2022 and incorporated as such into the CCRD Five Year Financial Plan 2022-2026.

Respectfully Submitted by: 
Ken McIlwain, RPF

Reviewed by: 
Curtis Slingerland, Chief Administrative Officer



REPORT TO THE BOARD

To: Curtis Slingerland, CAO
CC: Board of Directors, CCRD
From: Evangeline Hanuse, Community Safety Coordinator
Meeting Date: June 9, 2022
Subject: Referral – Province of BC Referral Request on a Residential Use Application

Recommendation:

THAT the Board of Directors of the Central Coast Regional District reviews the referral regarding Province of BC Referral Request on a Residential Use Application.

Summary:

The province has received a Crown land application from the proponent Hearthstone Investments Ltd and Agent Pacificus Biological Services Ltd. This application is for a dock structure on Crown foreshore and Crown upland which provides access to private property to the north. A small float and gangway are existing structures connected to a metal boardwalk on Crown upland that leads to the private residential property. The location of the residential dock is in Johnston Bay.

Legal Description:

That part of District Lot 1544, Range 2 Coast District, together with Unsurveyed Crown foreshore or land covered by water being part of the bed of Johnston Bay, Range 2 Coast District

Size (Area) ha (approx.): 0.1407

Schedule/Term of Proposal: 30 Years

Referral Details:

File Number: 1415266
Request Sent: May 26, 2022
Response Due: June 25, 2022
Proponent: Hearthstone Investments Ltd
Agent: Pacificus Biological Services Ltd
Tenure Type: Licence
Purpose: Residential

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

Recommended Comments and Considerations:

There are no CCRD bylaws applicable to this area. Attached is a screen snapshot of the subject parcels for reference.

Options:

1. Send the referral discussion above to MoTI.
2. Do not submit comments on the application.

Submitted by: 

Evangeline Hanuse, Corporate Officer

Approved by: 

Curtis Slingerland, Chief Administrative Officer

Attachment



DIRC - Tonight's Meeting Minutes May 18, 2022

1. Members called to order: 18:10

2. Members present: Mark, Steve, Charlotte, Jean
Also Krista (taking notes) and Pauline

3. Agenda accepted:
M/S Charlotte/Steve Passed

4. Last meeting's minutes accepted:
M/S Jean/Steve Passed

5. Treasurer's report:
-N/A

6. Old business:

-Trail/canoe: trail still needs more brushing, volunteer crew will do this month. Crystal has plan for markers, just need reflective tape, which can be bought at Marine Store.

Motion to cover cost of chainsaw gas and oil for brushing work parties and reflective tape for markers.

M/S Mark/Steve Passed

7. New business:

Motion for DIRC to pay for Community Cleanup supplies charged at Shearwater (food and bags etc.)

M/S Mark/Jean Passed

8. Adjournment: 18:21

DIRC Meeting Minutes Jan 19, 2022

1. Members called to order: 6:13pm

2. Members present: Mark, Jean, Steve. Fred also present.

3. Agenda accepted

M/S Mark/Steve Passed

4. Last meeting's minutes accepted.

M/S Jean/Mark Passed

5. Treasurer's report: N/A

-Confirmed \$424 in petty cash still held by Ramona; amount is in agreement with CCRD's books

-CCRD requested invoice for hall rental from DICDA

-Several unpaid statements from Shearwater, should have been sent to CCRD and paid directly, total \$502.00.

-Need to invoice DIRC from DICDA for 1/2 the fireworks, \$500+tax

Motion to approve Mark sending bill in to CCRD for just over \$1000 to cover the above expenses.

M/S Jean/Mark Passed

6. Old business

Motion to approve December 2021 expenses for up to \$500 for kids Christmas presents and Santa's gift

M/S Mark/Jean Passed

7. New business

Ask Dan to find out if there is new funding/taxation for DIRC for 2022, and how much funding remains.

8. Adjournment:

Motion to adjourn

M/S Mark/Jean Passed

Ocean Falls Community Revitalization Committee Meeting #2 Highlights

Meeting #2 Date: May 18, 2022

Meeting #2 Time: 9:00 AM – 12:00 PM

1. Committee Member Attendees

Committee Member	Representatives	Roles
Heiltsuk Nation	Carrie Humchitt	COO, Heiltsuk Nation Economic Development Corp; and, Member, Heiltsuk Tribal Council
	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

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. Meeting Highlights

Time	Topic	Highlights
9:00 AM	Opening of the Session	
9:15 AM	Reviewing the Draft Committee Terms of Reference	<ul style="list-style-type: none"> - Committee members approved the updated Terms of Reference - A representative from the Government of Canada will not sit on the Committee; however, they are available for questions that fall under the federal mandate
9:30 AM	Deepening the Understanding of First Nations Historic Connections to Ocean Falls	<ul style="list-style-type: none"> - Ocean Falls is part of Heiltsuk Nation’s traditional territory and Nuxalk Nation’s traditional territory - Heiltsuk submitted their comprehensive claims map in 1982; Ocean Falls is one of 26 major village sites that are Heiltsuk-speaking communities - Heiltsuk’s 15-year economic development plan references 13 major resource sectors; at the time of its writing, Elders emphasized the importance of the site and that it was an option for a satellite community - Heiltsuk and Nuxalk Nations would like to see Ocean Falls restored and brought back to its full potential - City West is the main contractor installing undersea fiberoptic cable as part of the Connected Coast project - City West is only committed to brining cable to the shoreline; it’s an open terminal that any internet service provider can plug into. At this time, no internet service provider has stepped forward to do this. This is likely because Ocean Falls is seen as too small of a market, and it would not be economically feasible to deliver high speed internet service onto shore. - Kevin Day, CTO of Ocean Falls Blockchain Inc, is drafting a business case as to why an internet service provider should connect the town. - Galaxy Broadband and Xplore Net internet providers are unreliable; many residents in Ocean Falls are resorting to StarLink. - The three largest buildings in Ocean Falls, all of which are derelict, are owned by Protective Holdings. Martin Valley Inn and Cyprus Apartments are concrete; Garden Apartments is timber frame. - The BC Office of the Fire Commissioner may have authority to deal with derelict buildings that are a fire hazard. The Garden

		<p>Apartments is a fire hazard</p> <ul style="list-style-type: none"> - The Old Bank Inn has built a park on the Garden Apartments land for the 9 kids who live in Ocean Falls. - There are currently some blossoming businesses in Ocean Falls, including the Ocean Falls Blockchain Company, Boralex LP, Ways Building, Old Bank Inn, Ocean Falls Museum. There are also some short-term rental properties, and a bar has recently been purchased. - Many of the properties in Ocean Falls, including trailers in a parking lot, are prime for squatting. Locals have expressed concerns for their safety, and that there aren't social services available to support a homeless population. - In case of a medical emergency, locals are retrieved via helicopter (weather dependent). There are no medical clinics or services in Ocean Falls. - There may be hazardous materials in the derelict buildings (such as asbestos and creosote pilings). The presence and/or quantity of these materials may vary from building to building. - An abatement contractor should complete an assessment. - The BC Office of the Fire Commissioner may have authority to deal with derelict buildings with creosote pilings, as these have been banned in residential construction for 10+ years. - The landfill(s) in Ocean Falls are nearly full; hazardous materials from derelict buildings may be prohibited from landfill. Demolishing derelict buildings may be cost-prohibitive. - Many owners of derelict properties haven't been to the community in years and may not know the state of their property(ies). - Absentee owners may have different reasons for keeping (derelict) property in Ocean Falls: upkeep costs and taxes are low; nostalgia; investment; inherited that may have been forgotten.
9:45 AM	Exploring Further the Current State	<ul style="list-style-type: none"> - Years ago, bottling water from Link Lake was considered as a new economic venture in Ocean Falls. However, it was considered surface water. At that time, there was a federal ban under NAFTA against bottled surface or lake water, which prevented this opportunity from being investigated further. This may not be true under NAFTA 2.0 and should be investigated. - One of the main employers in Ocean Falls is the fish farm operated by Mowi Canada West. Given new Minister's stance on fish farms, it is unclear as to the long-term viability of the Mowi farm. The potential of on-land fish farming should be

		<p>considered, considering the abundant water and power in the community.</p> <ul style="list-style-type: none"> - Given the abundant power and fresh water, the opportunity for hydroponic farming, including cannabis farming, should be investigated. - Heiltsuk is exploring tourism, cannabis production, kelp farming, and sustainable aquaculture opportunities. The Nation is interested in other economic opportunities as well as residential opportunities. - Nuxalk is exploring Bitcoin and solar opportunities, and is building a hydro project in the valley.
11:00 AM	In-Person Meeting Discussion	<ul style="list-style-type: none"> - In order to accommodate busy summer schedules, a hybrid (in-person and virtual) meeting is the best option. - Monday, July 18, was determined to be the most convenient date for an in-person, one-day meeting in Ocean Falls. - The in-person meeting could include an AGM meeting so that locals can participate and provide feedback.
11:15 AM	Planning for the Third Committee Meeting	<ul style="list-style-type: none"> - June 28 and 29 were both convenient dates for Meeting #3.
11:30 AM	Closing Remarks	<ul style="list-style-type: none"> - MNP has created a Microsoft Teams site for committee documents (such as agenda, minutes etc.); all committee members will be added to this site, should they wish to access documents.

4. Decision Log

Detail	Decisions	Status
Review Updated Terms of Reference	<ul style="list-style-type: none"> - Committee members approved updated Terms of Reference 	Approved
In-Person Meeting	<ul style="list-style-type: none"> - The in-person meeting will take place on Monday, July 18 	Approved

5. Action Register

Date Action Initiated	Actions	Responsible	Status
May 18	<ul style="list-style-type: none"> - Research whether NAFTA 2.0 prevents the bottling of surface or lake water 	MMA	In Progress
May 18	<ul style="list-style-type: none"> - Discuss the potential of on-land fish farming with the Committee’s federal counterpart 	MMA	In Progress
May 18	<ul style="list-style-type: none"> - Discuss the potential of hydroponic farming, including cannabis farming, with the 	MMA	In Progress

	Committee's federal counterpart		
May 18	- Research what authority, if any, the BC Office of the Fire Commissioner has over derelict buildings that are a fire hazard, as well as derelict buildings with creosote pilings.	MMA	In Progress
May 18	- Add map of derelict buildings to draft the Community Backgrounder	MMA	In Progress
May 18	- Add the Ocean Falls Museum to the Community Backgrounder	MMA	In Progress
May 18	- Investigate how remote BC communities fulfilled the "last mile" of the Connected Coast Project	MMA	In Progress
May 18	- Compile the list of opportunities, constraints and risk factors identified during the meeting for further discussion.	MNP	In Progress



Schedule A: UBCM Meeting Request Form

Directors Name:	
Issue / Situation:	
Brief Summary of the Request:	
Brief Summary of the Proposed Solution:	
To your knowledge, has this issue been raised by the CCRD in the past? If so, how is this request different?	



Schedule A: UBCM Meeting Request Form

Directors Name:	
Issue / Situation:	
Brief Summary of the Request:	
Brief Summary of the Proposed Solution:	
To your knowledge, has this issue been raised by the CCRD in the past? If so, how is this request different?	



Schedule A: UBCM Meeting Request Form

Directors Name:	
Issue / Situation:	
Brief Summary of the Request:	
Brief Summary of the Proposed Solution:	
To your knowledge, has this issue been raised by the CCRD in the past? If so, how is this request different?	



REQUEST FOR DIRECTION

To: Board of Directors, CCRD
From: Curtis Slingerland, CAO
Meeting Date: June 9, 2022
Subject: Board Remuneration

Recommendation:

THAT:

- 1. The Local Work Assignment pay structure be removed from the remuneration bylaw and replaced with a monthly stipend structure.***

OR

The Local Work Assignment pay structure be affirmed by the Board, and that it be increase to \$41/hour.

- 2. An annual increase to remuneration and expenses by the rate of inflation each year be incorporated into the Remuneration Bylaw.***
- 3. The expenses in S.2.(b), c), d), g), h), i), and j) be amended to reflect the changes captured in Attachment A of the report titled Remuneration Bylaw Review and dated May 30, 2022.***
- 4. Air Travel clause in S.2. d) of the Remuneration Bylaw, be amended to allow for expense reimbursement of children's air travel if the Director is a care giver to that child and alternative arrangements could not be provided for their care.***

Issue/Background Summary:

The Central Coast Regional District Board Remuneration and Expenses Bylaw No. 477 was adopted in 2017, and amended in July 2020.

There are changes that should be incorporated into the bylaw, including:

- addition of a 'Technology' component to capture provision of laptops or tablets to new board directors

- some general structure changes to strengthen the bylaw (for example, definitions on key terms)
- provisions around two day board meetings.

Additionally, there are options that the Board may consider in relation to different items such as:

- 1) Removal of the Local Work Assignment pay structure, and replacement with a monthly stipend.

The Local Work Assignment pay structure is unique to the CCRD, with most Regional District's paying a standard stipend to directors, with an additional amount on top of that to the Chair. It is recommended that the CCRD review whether it is more efficient use of time to consider a standard stipend. While the Local Work Assignment is useful in the context that it is a direct link between activity and remuneration, Directors are elected officials that do considerable 'behind the scenes' work. Therefore, it may be more appropriate to consider a stipend.

If a stipend is desired, setting it at a value won't be similar to other Regional Districts. The CCRD is unique in its size, proximity, and make up and does not have appropriate comparators. Therefore, if the Board wishes to set a monthly stipend, staff recommend it being set at a rate similar to what would be expected under the Local Work Assignment, with an increase of CPI since the last update. This would equate a 13.7% increase to the current rate. (January 2018 to April 2022).

For the period of from 2019 to May, 2022, the average amount of time the board has spent on local work assignment was 2 hours monthly. Based on the above factors, the recommendation is to establish a monthly stipend at \$82-100 /month.

If the Board prefers to keep the Local Work Assignment pay structure, it is recommended that it be increased by inflation, to \$41 an hour.

- 2) Incorporating an annually occurring increase

Currently the rates increase after a full bylaw review. Incorporating a clause that increases remuneration and expenses by the rate of inflation each year would help keep the rate of remuneration at an appropriate level, decreasing need to review a bylaw if there were no outstanding issues.

- 3) Amendments to the expense amounts to incorporate inflation and/or other changes

(see Attachment A for consideration)

- 4) Air Travel

Currently the bylaw allows for reimbursement of air travel, or reimbursement of vehicle allowance to a maximum of what would be the cost for comparable travel by air.

This may be amended to allow for consideration when the director is a care giver of a child. The inability to find alternative care giver may result in the director being out of pocket for an additional ticket for a child or be required to take personal vehicle. To foster an inclusive and diverse board, it may be appropriate to loosen the restrictions on this clause to allow for the purchase of a ticket for a child, or to increase the vehicle reimbursement rate. Consideration should also be given as to hotel accommodations if a child or dependant is required to travel with the director.

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.

Incorporation of a monthly stipend may minorly lower administrative time to process Local Work Assignments. Changes will impact the budget for the 2023 year.

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.

Even if the Board chooses to incorporate none of the suggested changes, it is still recommended to amend the bylaw to strengthen it in some respects that would not change the overall intent of the bylaw.

Approved by: 
Curtis Slingerland, Chief Administrative Officer

Section	Type	Current	Recommended	Reasoning
2. b)	Private Residence Allowance	\$ 50/ night \$22/Breakfast \$27/Lunch \$40/dinner \$11/incidentals	No Change	Based on other local governments, \$35 to \$50/night is standard. \$50/night makes sense for the time being
2. c)	Meal Expenses	\$11/incidentals	No Change	The current rates are reasonably close to other local governments
2. d)	Travel Reimbursement	CRA Allowance	No change	Standard for Local Governments
2. d)	Air Travel	Automobile Cost may not exceed Air Travel Cost	See report	
2. g)	Paper and Printer Expenses	\$300/year	Amendment to remove	This item can likely be removed with the provision of technology to the Directors.
2. h)	Director Cell and Internet Expense	\$50/month	Increase by 20% (\$10/month)	Many local governments do not have explicit policies on Director internet and cell use, but it is reasonable to expect significant usage of personal resources. 20% incorporates inflation from the last time the bylaw was updated, as well as a small increase to pre-emptively cover increased inflation over 2022.
2. i)	Chair Cell and Internet Expense	\$75/month	Increase by 20% (\$15/month)	The Chair expense is higher due to the higher expected use for CCRD business, compared to Directors.
2. j)	Child Care Subsidy	\$50/Board Meeting	Increase by 20% (\$10/meeting)	An increase to cover inflation increases and inflation increases over 2022.

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:

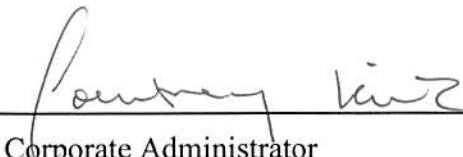
1. Bylaw 442 cited as the “CCRD Remuneration and Expenses Bylaw No. 442, 2014” is hereby repealed.
2. Remuneration shall be paid and expenses reimbursed to members of the Regional Board consistent with Schedule ‘A’ attached hereto and forming part of this bylaw;
3. This bylaw may be cited as “CCRD Board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

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

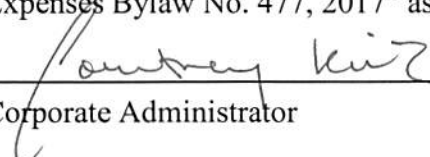
READ A THIRD time this 9th day of November, 2017

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.

UPDATE TO AVICC EXECUTIVE ON SHELLFISH AQUACULTURE MANAGEMENT ADVISORY COMMITTEE

May 5th, 2022

From: Daniel Arbour, AVICC - DFO/SAMAC representative

RE: Updates on DFO Shellfish Aquaculture Management Advisory Committee

Dear AVICC Executive and Staff,

This is my last update for the term as your representative on the DFO Shellfish Advisory committee. I have very much enjoyed the work and participation in the Committee, and am happy to report that over the past three years long-standing recommendations from Coastal communities regarding conditions of tenures and debris management was addressed by the industry and Federal government through both voluntary and regulatory measures. While change will not happen overnight, the direction is set for addressing ongoing concerns, which will help local government continue to support the sector and activities.

The latest meeting of SAMAC was on April 25th, 2022, and we covered the following topics:

Update on Conditions of Shellfish License taking effect in 2023

To refresh your memory, in 2021 DFO introduced the following new criteria as part of shellfish tenure conditions of license:

- 1) *New requirement for every company to label every piece of equipment and gear from 2023 on.*
This was seen as a key item to support producer responsibility, and accountability to the public.
- 2) *New requirements around traceability procedures.* DFO reported a large amount of illegal harvest finding their way through processing plant over the years. The new traceability standard is expected to put a significant dent into the flow of illegal product.
- 3) *Fish Habitat and Sea Floor Protection.* New protocols will trigger regular ocean clean-ups at farms. Quite often, debris that floats or finds its way to shore represents only a fraction of lost gear, which settles on the ocean floor.

2022 UPDATE: This is still on track to take effect. At the April 25th meeting DFO asked the advisory committee to what extent they should pursue non-compliant cases moving forward. I spoke up in favor of applying fines and threats to pull licenses for egregious cases where existing and new regulations are

not followed. No one from the other stakeholder groups opposed this comment, so DFO took this under advisement.

Aquaculture Area-Based Management set to be piloted in British Columbia

DFO confirmed that they will soon announce the first Area-Based pilot area in BC. They received 4 applications from different regions, and the selected area will be supported for the next two years. The goal of aquaculture area-based management is to establish principles of indigenous co-governance, ecosystem-based practices, and multi-stakeholder engagement in area planning and management. There is a thought that if things proceed well elements of this could be considered for the new Aquaculture Act, and perhaps shape overall coastal federal policy in the future.

Province of BC Update

BC staff reported on the changes to the Ministry, with split of a Ministry of Forests, and a new Ministry of Land, Water, and Resource Stewardship. Staff confirmed that permits and licenses for aquaculture will stay with the Ministry of Forests, while the Ministry of Agriculture will continue with involvement on the sanitation and traceability aspects of the sector.

Norovirus, Local Government and Septic/Sewage

In March/April 2022, a [norovirus outbreak](#) in oysters affected over 500 people in the US and Canada, linked to processing plants on the East side of Vancouver Island. This served as a good reminder that local government and the Province are not finished in diminishing the risk to ocean environments from our human waste (ie septic and sewage systems). At the April 25th meeting, I invited the CAO of our Comox Valley Regional District to make a presentation around the frameworks for septic/sewage management in BC; the role and opportunities for local government; and specifically efforts around consideration of a sewage connection system around Baynes Sound, and consideration of septic regulations. It was noted that only a couple of Regional Districts have septic regulations, and the shellfish sector noted that existing provincial regulations seem inadequate to reduce risks. A good conversation ensued, and perhaps in the future AVICC could support broader conversations around this topic as it can affect all marine life and ocean foods.

Terms of Reference for the Committee

Lastly, minor amendments to the SAMAC terms of reference were presented and adopted by members. These aim to clarify length of appointments, and facilitate better Indigenous participation in the future.

And with that dear colleagues, I want to thank you for the appointment; for your work on the AVICC executive, and I always welcome any questions you may have.

Best,

Daniel Arbour / Director Area A, Comox Valley Regional District / reachme@danielarbour.ca / 250-650-8480

Information Package for Canadian Coast Guard RADAR and Communications Tower on Denny Island

Background

The Canadian Coast Guard (CCG) is planning the installation and operation of a new maritime RADAR site on Denny Island. As part of the licencing process, Innovation, Science, and Economic Development Canada (ISED) requires a public consultation process take place in accordance with the ISED publication: *CPC-2-0-03-i5 Radiocommunication and Broadcasting Antenna Systems* (<https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>)

This information package, as well as a Public Notice published in the Coast Mountain News, May 26, 2022 (<https://www.coastmountainnews.com/e-editions/>), encompasses the public notification and 30 day commentary part of the process. Once the public commentary period is over, and all pertinent issues addressed, the CCG will request concurrence of the Land Use Authority and ISED for this installation.

Objective

As part of the Federal Government's Ocean's Protection Plan, the Canadian Coast Guard is undertaking a project to construct a new RADAR and communications site. This site's navigational abilities will be enhanced by the addition of VHF and Microwave antennas as well as a High Gain X-Band RADAR. The site is located 8 kilometres southeast of Bella Bella on Denny Island, BC at 505m elevation to enhance range of RADAR signals. The purpose of developing this new RADAR site includes but is not limited to:

- Enhance maritime situational awareness for the CCG and other federal partners such as National Defence and Port Authorities;
- Address immediate gaps in RADAR coverage on Canada's west coast in support of maritime safety activities;
- Enhance the CCG's ability to identify vessels and to improve the common operating picture in the area;
- Provide support to Transport Canada in enforcing the moratorium on tanker traffic on British Columbia's north coast; and
- Provide a back-up solution for Marine Communications and Traffic Services centres in the event of the loss of digital signals from vessels navigating in Canadian waters.

Description of the Site

The Canadian Coast Guard is proposing the installation of a 38m tower to support the installation of a maritime RADAR system and communications equipment on a remote mountain top in the southwest area of Denny Island. The equipment to operate the site will be contained in a 5mx10m aluminum building. The coordinates of the site are: 52°6'12.7" N, 128°4'27.6" W, on Provincial Crown Land. The site was chosen on this 505m high mountaintop due to the ability to see Lama Passage, Seaforth Channel, Fisher Channel, and the general maritime area around Bella Bella.

Access to the site is only by helicopter; there are no roads planned to the site. There is no electricity available, so the site will be powered by on-site diesel generators.



Map source: Google Maps

Existing Structures

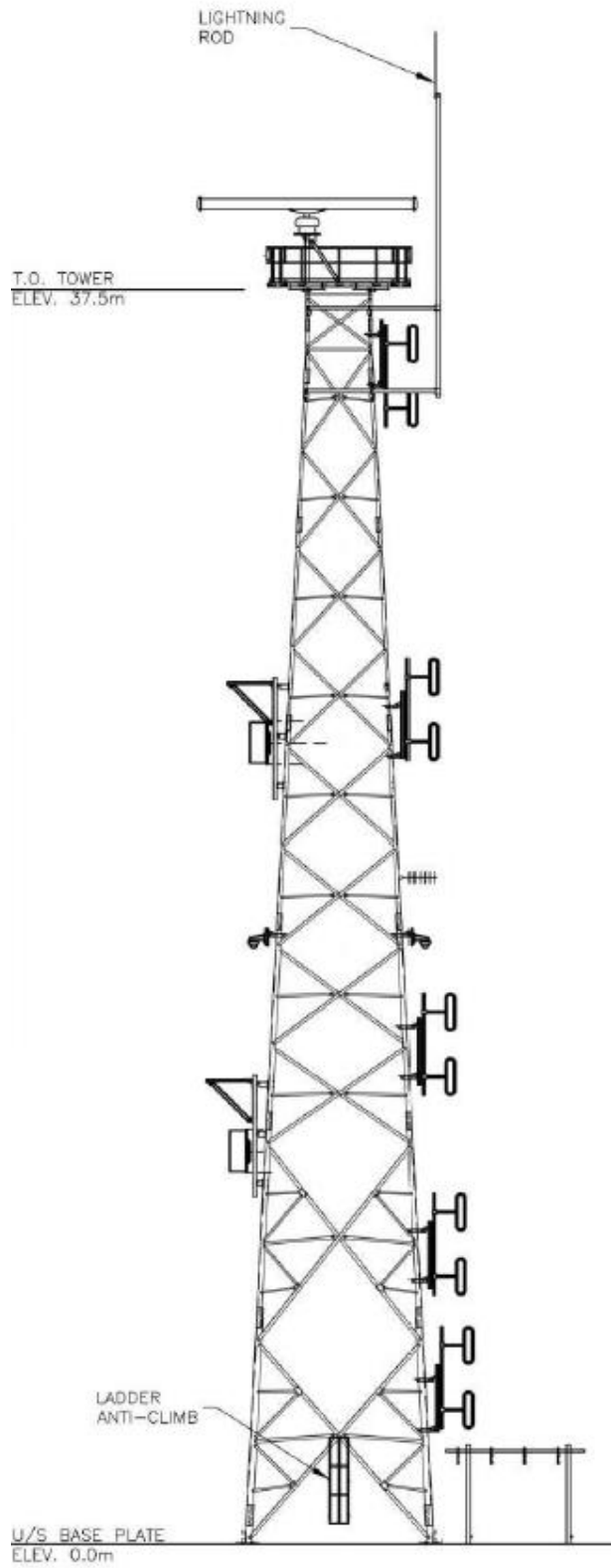
Given the remote location, there are no existing structures in the area that could be considered for this installation.

Future Sharing Possibilities

This tower can be made available for sharing with antennas from other organisations, considering space and power generation limits at the site.

Visibility of Tower

The proposed installation on a 505m high remote mountaintop approximately 2 km from the coast means that the tower will only be visible from the water, and the distance will minimise the visual impact of the installation.



TOWER PROFILE

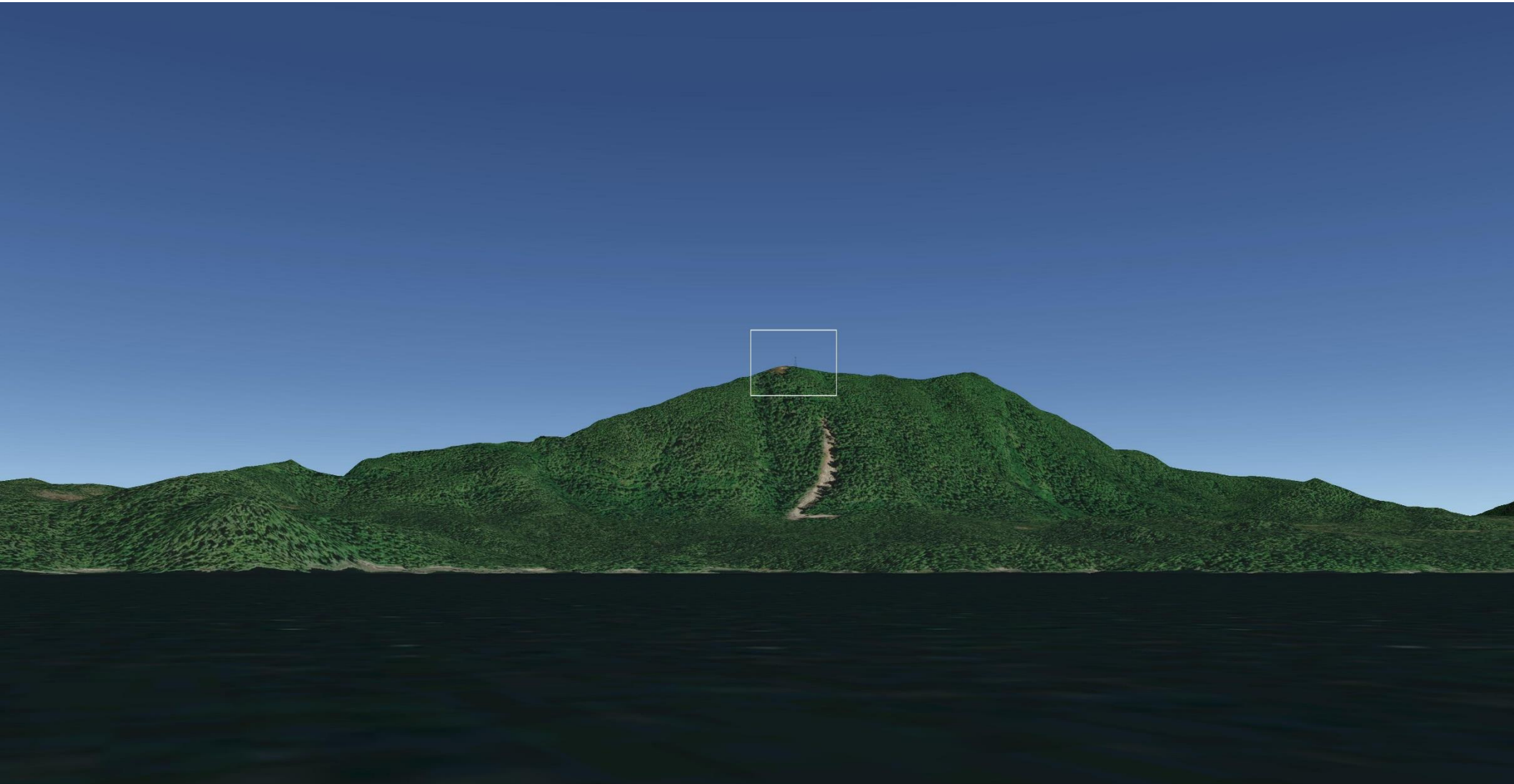


Photo Simulation of Denny Island RADAR Site
For Discussion Purposes Only

View of RADAR Tower from Inside Passage waters
of Lama Passage

Public Safety

I, D'Arcy Grant, P.Eng, attest that the radio installation described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public, including any combined effects of nearby installations within the local radio environment.

Public Access

The site is on a remote mountaintop with no road access. In addition, the equipment building is locked, and there is no ladder access to the tower.

Environmental Impacts

The site has been considered with respect to the impact on the environment, and has gone through the Impact Assessment Agency's process at: <https://iaac-aeic.gc.ca/050/evaluations/proj/83518>

Transport Canada and NAVCanada

The tower will be lit with aeronautical obstruction lighting to meet Transport Canada requirements. All Transport Canada and NAVCanada permits will be in place.

Proposed Antennas

The RADAR antenna is a Terma 21' long slotted waveguide antenna. It will be installed at the top of the tower, and will rotate at 15 rpm. Its height is approximately 1m.

There will be 5 VHF antennas on the side of the tower for communication with ships.

There will be 2 microwave antennas on the side of the tower for a communications links to and from the site.

General Information on antenna systems can be found at <http://www.ic.gc.ca/towers>.

Engineering

All structures on the site will respect good engineering practices, and the tower design is signed by a Professional Engineer from the province of British Columbia.

Land Use Authority Requirements

The local Land-Use Authority, Central Coast Regional District, does not have any known processes or protocols to follow for public consultation for new antenna support structures.

Contact Information***Proponent:***

Canadian Coast Guard
D'Arcy Grant, P.Eng
darcy.grant@dfo-mpo.gc.ca

Land Use Authority:

Central Coast Regional District
Evangeline Hanuse, Corporate Officer
Box 186, 626 Cliff St.
Bella Coola, BC V0T 1C0
Telephone: 250-799-5291
Email ehanuse@ccrd.ca

Innovation, Science, and Economic Development:

Northern British Columbia and Yukon District Office
280 Victoria Street, Room 203
Prince George BC V2L 4X3
Telephone: 1-800-667-3780 or 250-561-5291
Email: ic.spectrumprincegeorge-princegeorgespectre.ic@canada.ca

Commentary Period

Any person may comment by close of business day on 28 June, 2022, with respect to this matter.

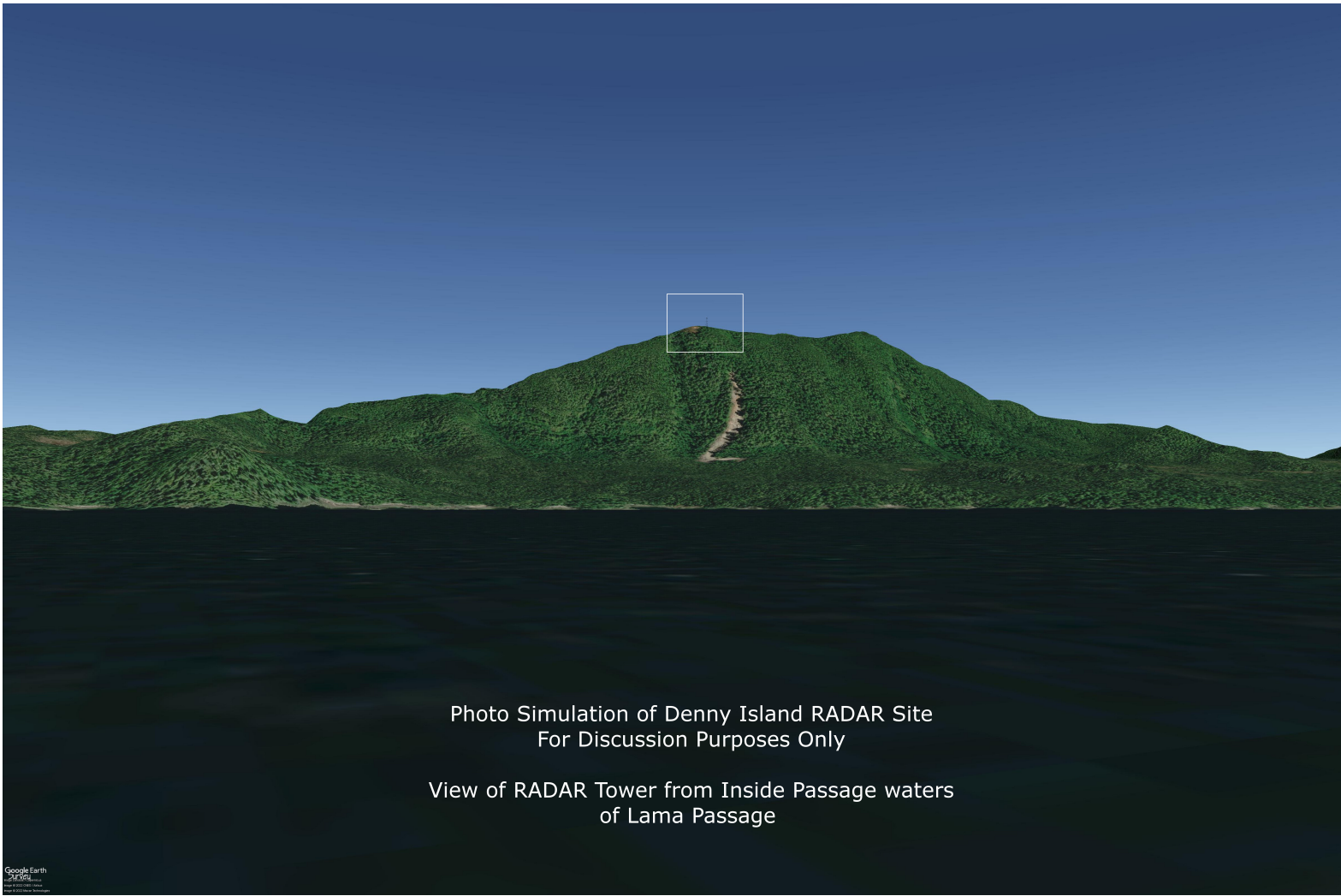


Photo Simulation of Denny Island RADAR Site
For Discussion Purposes Only

View of RADAR Tower from Inside Passage waters
of Lama Passage

Google Earth
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