

## Regular Board Meeting Agenda

Date: Thursday, October 13, 2022, 9:00 am

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## 7. Executive Reports

7.a.	<u>Chair Kennedy Electoral Area C</u>
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7.c.	<u>Director Hall Electoral Area B</u>
7.d.	<u>Director Northeast Electoral Area D</u>
7.e.	<u>Director Schooner Electoral Area E</u>

## 8. In Camera Matters

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):

- 8.a. (e)the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 8.b. (c)labour relations or other employee relations;
- 8.c. (c) Labour relations

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## 10. Adjournment



## Regular Board Meeting Minutes

**Thursday, September 8, 2022, 9:00 am**

Directors Present      Director Daniel Bertrand, Electoral Area A  
Director Travis Hall, Electoral Area B  
Chair Jayme Kennedy, Electoral Area C  
Director Lawrence Northeast, Electoral Area D  
Director Samuel Schooner, Electoral Area E

Staff Present            CAO Curtis Slingerland  
OM Ken McIlwain  
CFO Yene Byun  
Meg Schadt

### 1. Call to Order

Chair Kennedy called the meeting to order at 9:10 AM. The meeting is being recorded and the recording will be made publicly available on our website. We acknowledge the unceded territories, of the Nuxalk, Heiltsuk and Kitasoo Xai'xais, where we live and provide services.

### 2. Adoption of Agenda

#### 2.a Introduction of Late Items

**22-09-01**

**Moved By** L. Northeast

**Seconded By** S. Schooner

That the Agenda be adopted as read

**CARRIED UNANIMOUSLY**

### 3. Adoption of Minutes

#### 3.a Board Meeting Minutes

**22-09-02**

**Moved By** T. Hall

**Seconded By** L. Northeast

THAT the Board of Directors of the Central Coast Regional District approve the minutes of the July 14th, 2022 Regular Board Meeting as presented.

**CARRIED UNANIMOUSLY**

**22-09-03**

**Moved By** L. Northeast

**Seconded By** S. Schooner

THAT the Board of Directors of the Central Coast Regional District approve the minutes of the August 8, 2022 Special Board Meeting as presented

**CARRIED UNANIMOUSLY**

#### **4. Delegation**

##### **4.a Leo Lawson and Bo Reid**

D. Bertrand declared a conflict on this item. (Legal counsel for Heiltsuk Nation on unrelated matters.)

Executive Director Bo Reid and Capital project manager Leo Lawson presented on a request to partner with the Heiltsuk Tribal Council to upgrade the airport in Bella Bella. A recent accomplishment by the Heiltsuk Tribal Council, was receiving final formal approval, to established new airport road. The current road is paved over an existing logging road and is failing. The new road will be 100% funded by the Province. There is funding available for a new airport, the current airport was constructed in the late 70's early 80's. The Bella Bella Airport. is fifth busiest in spring summer. They are looking to rebuild and expand the current terminal building Heiltsuk would like to partner as they are eligible for funds but needs to partner with CCRD. Executive Director Bo Reid expressed thanks for the opportunity to present today. Director Hall would like to ensure that the new plan has solutions for parking and traffic flow. Mr. Lawson advised that there are some preliminary drawings. Applications will open June 30th, 2023, for the strategic partnership initiative.

**22-09-04**

**Moved By** S. Schooner

**Seconded By** L. Northeast

*THAT the Directors of the Central Coast Regional District support partnering with the Heiltsuk Tribal Council for the purposes of obtaining a grant to upgrade the regional airport in Bella Bella;*

*AND THAT administration be authorized to enter into an agreement with the Heiltsuk Tribal Council to advance the upgrading of the airport in Bella Bella.*

**CARRIED UNANIMOUSLY**

**5. Bylaws and Policies**

**22-9-05**

**Moved By** J. Kennedy

**Seconded By** L. Northeast

That the Directors of the Central Coast Regional District lay Bylaw 518,2022 Board remuneration on the table and take up item 6.e.3

**CARRIED UNANIMOUSLY**

**5.a Bylaw 518,2022 Board Remuneration**

Chair Kennedy, called meeting back at 10:19 AM

CAO Curtis Slingerland, explained difference between the current bylaw and the proposed bylaw.

**22-09-07**

**Moved By** L. Northeast

**Seconded By** T. Hall

THAT Bylaw 518, cited as the “CCRD Board Remuneration and Expenses Bylaw No. 518, 2022” be now introduced and read a first time.

**CARRIED UNANIMOUSLY**

**22-09-08**

**Moved By** L. Northeast

**Seconded By** T. Hall

THAT Bylaw 518, cited as the "CCRD Board Remuneration and Expenses Bylaw No. 518, 2022" having been given due and detailed consideration by the Board, be now read a second time.

**CARRIED UNANIMOUSLY**

**22-09-09**

**Moved By** L. Northeast

**Seconded By** T. Hall

THAT Bylaw 518, cited as the "CCRD Board Remuneration and Expenses Bylaw No. 518, 2022" having been given due and detailed consideration by the Board, be now read a third time.

**CARRIED UNANIMOUSLY**

**5.b F-18 Annual Board Adjustment Policy**

**22-09-10**

**Moved By** S. Schooner

**Seconded By** T. Hall

THAT the Directors of the Central Coast Regional District approve and adopt Policy F-18 titled "Annual Board Adjustment Policy".

**CARRIED UNANIMOUSLY**

**6. Operations Updates and Policy Matters Arising**

**6.a Administrative Services**

**6.a.1 Financial Controller**

CFO Yene Byun presented on the request for a full time Financial Controller. With losing the current contract controller who is an amazing asset, the incorporation of the Hagensborg waterworks and once the Denny Island waterworks is completed, these changes have increased workload of the finance department, and this allows for a secession plan. There is risk to the organization when only one person is trained to oversee the functions of a role.

The new role will stay with in the total amount allocated for the payroll budget.

Chair Kennedy expressed her thanks for Ms. Byun's work and keeping the finance department in good working order.

**22-09-11**

**Moved By** S. Schooner

**Seconded By** T. Hall

THAT the Board of Directors of the Central Coast Regional District approve the new full-time permanent position, Financial Controller commencing on October 1, 2022.

AND THAT the Board of Directors of the Central Coast Regional District approve the reallocation of \$55,000 - \$56,000 payroll expense for hiring a Financial Controller

**CARRIED UNANIMOUSLY**

## **6.b Operations and Public Works Services**

### **6.b.1 Communication and Connectivity Study**

The directors would like to use the remaining grant funds to look at last mile solutions for Denny Island and Ocean Falls.

**22-09-12**

**Moved By** D. Bertrand

**Seconded By** S. Schooner

That the Directors of the Central Coast Regional District direct administration to explore updating the study within the remaining budget of the grant.

**CARRIED UNANIMOUSLY**

### **6.b.2 Denny Island Water System**

OM Ken McIlwain presented on update for water system, looking to get direct distribution competed. The tender package should be

coming soon. There are several properties outside of the new waterworks due to limits on the well and engineering.

### **6.b.3 Hagensborg Water System**

From the report Mr. McIlwain highlighted: met with the stewardship director for Nuxalk to review upgrades and archeological protocols, things are comfortably moving forward. We are looking to add another well but there is a shortage of well drillers, looking to coordinate with other activity in valley. Test pits should be completed in the next couple of months.

### **6.b.4 Bella Coola Airport**

Mr. McIlwain, stressed from the report, the positive feed back received about the progress, and things are moving forward nicely to complete the project by end of year.

Chair Kennedy acknowledged of passage of Queen Elisabeth.

### **6.b.5 Community Works Funding**

Referred matter for strategic planning, to allow for a deep dive in to spending and proposals.

## **6.c Leisure Services**

### **6.c.1 Centennial Pool Report**

Chair Kennedy, remarked on her happiness with how successful the pool season was and extend gratitude for staff, who operated the full season with no closures.

Mr. McIlwain Appreciated the kind words, the staff deserve accolades for their hard work. We found a balance this year, of programing and staffing.

## **6.d Transportation Services**

## **6.e Land Use and Planning Services**

### **6.e.1 Denny Island- Coast Guard**

CAO Mr. Slingerland, reviewed package from Coast Guard with board



**22-09-13**

**Moved By** L. Northeast

**Seconded By** D. Bertrand

THAT the Board of Directors of the Central Coast Regional District (CCRD) direct administration to send a letter to the Canadian Coast Guard (CCG) stating that the CCRD has no objections with the installation of the proposed RADAR tower and communications equipment on Denny Island, and further:

- The CCRD is satisfied with the Canadian Coast Guard's consultation process, as outlined in the ISED's Default Public Consultation Process;
- The proposed tower is a permitted use;
- The proposed concept and location is acceptable; and
- The CCRD has been consulted and concurs with the tower location.

**CARRIED UNANIMOUSLY**

**6.e.2 Central Coast Regional District Housing Needs Report Projection Update**

The Board received the report, there are questions around the formula used to determine growth and the accuracy of the numbers used to generate the report.

**6.e.3 Helicopter Landings Discussion**

Taken up after delegation as per motion

There is a proposal to Transport Canada, to allow for helicopter landing at the Bella Coola Eagle Lodge. There are community concerns about livestock and quality of life. While the CCRD does not have jurisdiction over this request, we can provide comment to Transport Canada. Ms. MacKay, articulates the boards interest in the matter. Feels that a helipad is not a permitted use under permitted uses and would like a letter sent detailing that.

We could direct staff to further investigate staff, to investigate permitted use. Mr. Slingerland advised we have looked into permitted use, while we can allow for uses, we cannot exceed our

authority such as regulating air traffic. We have Zoning in place, but this doesn't affect Transport Canada's regulations, we can engage in advocacy with Transport Canada.

Thanks to Ms. Mackay for attending.

Chair Kennedy Adjourned the meeting for a break at 10:08 AM to come back at 10:15 AM.

**22-09-06**

**Moved By** L. Northeast

**Seconded By** D. Bertrand

That the Directors of Central Coast Regional District direct the administration to invite Transport Canada as the delegation, and write a letter of concern regarding helicopter activity outside of designated area and THAT a letter is written to the operators advising of concerns and inviting consultation with the nation.

**CARRIED UNANIMOUSLY**

## **6.f Governance**

### **6.f.1 Electoral Area Directors Orientation Manual**

Mr. Slingerland provided overview of the submitted manual.

Chair Kennedy adjourned the meeting for Lunch at 11:56 AM to return in 45 minutes.

Chair Kennedy called back to order at 12:52 PM

**22-09-14**

**Moved By** L. Northeast

**Seconded By** S. Schooner

*THAT the Board of Directors of the Central Coast Regional District endorse the Electoral Area Orientation Manual as a living document to be updated and maintained by administration;*

*AND THAT the Electoral Area Orientation Manual be presented to the Board of Directors following the local government election in October 2022.*

**7. Executive Reports**

**7.a Chair Kennedy (Electoral Area C)**

The Local government elections are upon us, I am excited about improvements the organization has made to the elections process. I would also like to thank and commend the elections team, Janet Prestley, Chief Elections Officer as well as Louise Hopkins and Evangeline Hanuse, Deputy Elections Officers, for their hard work getting the information out to the public and help making the elections accessible. July 28th Director Schooner and I met with Coastal leaders, to discuss advocacy efforts with BC Ferries for better access and more equitable service for northern routes and improved ambulance service in small communities. it was great together in that way and I hope that we can continue to do so. We met with Haida Gwaii to discuss the advocacy plan, and that we can move forward with a united voice, as we have common interests as coastal regions.

We had a late wet start to summer, July/August but we saw heat wave after heat wave in the province as well on the central coast, hope everyone was able to stay cool and enjoy a somewhat normal summer, being able to travel and get together after the challenges of the last couple of years. Another successful pool season has come to a close, and I would like to extend a thank you to the pool staff and pool manager for all their hard work and thank you to all those who came out to the pool this year.

UBCM is upcoming next week, I am looking forward to representing the region, meeting with ministers, and brining forward issues that effect remote communities like ours. Next weekend the fall fair is upcoming, and it should be sunny which is very unusual. I Hope everyone comes out and supports the fair, and a huge thank you to the volunteers who put so much hard work into the fair, which is a long-standing activity in our community.

**7.b Director Bertrand (Electoral Area A)**

We had an amazing meeting in ocean falls, kindly hosted by Ocean Falls improvement with representatives of both Heiltsuk and Nuxalk also attended by Premier Horgan. the Premier was very excited to see his old haunts and very interested to receive an update at UBCM. We have had another meeting since then, which was poorly attended due to scheduling

conflicts, with summer holiday plans and other meetings. Looking forward to continuing the conversation and completing the revitalization committee assessment report for review by all parties. We've seen the construction of radio tower, it seems to be complete now, so the timing of their request seemed a bit late, but it has added new visual attraction to Denny Island. Family has COVID-19 right now, I have so far avoided it, I will continue to practice good hygiene and will hopefully still be able to attend UBCM and see everyone there.

**7.c Director Hall (Electoral Area B)**

Thanks everyone for your participation, sorry things have been crazy in the village for me and for not making to a few meetings anxiety is high, and feeling out of place due not attending, things are going well I got a boat, getting ready for salmon fest in the village, COVID numbers are a concern in the village as numbers are spiking, it's important to wear masks in populated areas.

I am looking forward to UBCM, from previous experiences is usually a very successful networking and advocacy tool for elected MLAs and what have you.

Condolences to family and friends who have lost, we lost an elder and a young man recently, it has been a tough summer, tough year really. I encourage those experiencing grief to reach out, they are not alone, look out for each other at these times.

I was really happy to see the nations request for assistance with airport, it's unusual to see so many airports in a region. The airports are an important piece of emergency services for the region. Working together is part of what makes the region and the board so successful. Thank you to all who spend time and commit time to these processes for your constituents and nations respectively.

Thank you to the nations for allowing the regional district to perform its duties in their territories.

**7.d Director Northeast (Electoral Area D)**

Good afternoon everybody, I've recently returned back to the valley, so I don't have much to report on, with technology I was able to keep up with goings-on, for the most part it was an uneventful summer in the valley that is no fires, no floods, no earthquakes, I'm told it was a little hotter some

days and others a little cooler and wetter some days. That's what it like living in a coastal rain forest and that is the way it should be. I've been home a few weeks I'm back at it at work. I enjoy working with board and staff, but I am happy to hear from the constituents so if you see me in the grocery store or you want to tag me on Facebook, I want to hear your concerns, and when I am able to then bring those concerns to the board for these kind people to look over and consider.

By way of news if you're down at the harbour you'll notice the harbour board is working with small craft harbours to make some improvements down there. The turning dolphin by the ferry dock is in need of repairs from my understanding, you may notice some shuffling and extra movement down there.

The Music festival went off well I'm sure people enjoyed that. I have to go out of town next week for some medical stuff and UBCM, I'm hoping to attend Fall Fair before attending UBCM.

#### **7.e Director Schooner (Electoral Area E)**

I had COVID about three weeks ago, I'm experiencing aftereffects from that the brain fog and take a few hours to feel half decent. Today is a better day with all the pains of COVID, I totally get what everyone was saying about now, As Chair Kennedy was saying we had meeting about BC Ferries and BC ambulance, we've had our own experiences with BC ambulance, and it hasn't been good. It's been terrible here this past weekend, there was a lady, I'm not sure of the whole story but there was no ambulance available, and no one to attend.

We were invited to meet Adrian Dix, about how the plan isn't working, and witness the people are at risk and the effects. the possibility of accidents as we all know it, is always there, Murphy's Law. I haven't the official time from Chris Olsen, but I will make myself available for the meeting, as this is such an important cause we need to make them accountable they tried to fix something that wasn't broken. Something that was working here, it doesn't make sense, they should take BC off the logo, as it's not meant for BC now, it's only meant for the major cities. they need a new plan, they need to come up with it now, and we can't accept anything else. the person I'm talking about just about passed away, the members had to carry her out with out proper training so there are a lot of needs there that I see.

There isn't much more to report on, I'd also like to thank you guys for the last few years, we have one more meeting, seems crazy, that I won't be on here anymore, I won't say forever but for now.

**8. In Camera Matters**

**22-09-15**

**Moved By S. Schooner**

**Seconded By L. Northeast**

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:

**CARRIED UNANIMOUSLY**

**8.a (c)labour relations or other employee relations;**

**8.b (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;**

**22-09-02IC**

**Moved By L. Northeast**

**Seconded By D. Bertrand**

THAT the Board of Directors of the Central Coast Regional District appoint Clark Wilson to the Ocean Falls Community Revitalization Committee

**CARRIED UNANIMOUSLY**

**8.c (k)negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages**

**8.d UBCM**

**9. General Correspondence**

**9.a Invitation to Cariboo Chilcotin Coast Tourism AGM**

**9.b Vancouver Island Regional Library UMBC letter**

**9.c Notification letter**

**9.d Notification from BC Hydro**

**9.e BC Crisis Line**

**10. Adjournment**

**22-9-16**

**Moved By** S. Schooner

**Seconded By** D. Bertrand

THAT the meeting be adjourned at 2:14 PM

**CARRIED UNANIMOUSLY**

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Board Chair

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Corporate Officer



## REQUEST FOR DECISION

**To:** Board of Directors, CCRD  
**From:** Curtis Slingerland  
**Meeting Date:** October 13, 2022  
**Subject:** CCRD Board Remuneration and Expense Bylaw No. 518, 2022

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### Recommendation:

***THAT Bylaw 518, cited as the “CCRD Board Remuneration and Expenses Bylaw No. 518, 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.***

***And that THAT the Board of Directors of the Central Coast Regional District resolves that F-18 Annual Board Adjustment Policy goes into effect starting in January 2023***

### Issue/Background Summary:

The Board previously discussed remuneration at the June 9, 2022 and July 14, 2022 regular board meetings. The first, second and third readings of the bylaw occurred at the September 13, 2022 meeting.

The bylaw has been drafted with the previously provided comments from the Board that it wished to see a stipend system with a per meeting compensation for alternative directors and additional meeting above and beyond the regularly scheduled meetings of the Board. The transition to a ‘salary’ style system means that the per month payments to directors are higher to encompass the ending of Local Work Assignment payments.

Dependant-care was made more inclusive, though the function of the previously proposed bylaw would not change as it had made an allowance for older than 12 years old with a discussion with the CAO.

Dependant-care was increased to \$100 a meeting, and the additional language on use of expenses related to this for conferences was added.

Technology expenses were amended to reflect discussions of the Board with a \$1,000 initial allowance, and \$500 additional provided half-way through the term. The specification to computer was dropped as well. The overall cost increase will be slight in comparison to the existing expenses as this represents a \$1,500/term cost per director, while the existing expenses is \$1,200/term per director (\$300 a year expense for printing costs).

Cell phone costs were increased nominally by inflation.



There was a definition added 'Out of Town Travel' to provide clarity on when that additional remuneration would be provided. The distance was reduced from 100km to 50km. The 50 km is a simple round number, but it could be any distance the Board finds appropriate. For example, some local governments use 30 km, 100 km, or even simply leaving the boundaries of an electoral area. The 50 km was left in the bylaw, but the Board can amend this before readings if they wish.

There are provisions added to automobile travel to provide specific budgeting to Electoral Area A to allow for travel to other communities within the Electoral area to a maximum expense of \$2,500.

One other item was discussed among the Board which was an hourly rate for special meetings. Instead of \$150 a meeting, it could be simply an hourly rate of \$40/hour. This would mean those Special Meetings that take a few minutes to adopt a bylaw or solve a time sensitive issue and are attended electronically will not cost the CCRD significantly in costs but would also compensate the Directors for their time.

Finally, policy F-18 Annual Board Adjustment was developed to have remuneration increased by CPI every January. This will help keep remuneration current, avoiding large increases every few years. This Policy was passed by the board at the September 8, 2022 meeting.

**Policy, Bylaw or Legislation:**

Bylaw No 495 – Board Remuneration Bylaw

**Financial/Budgetary Implications:**

The expectation is that most of the changes will be slight increases from the past. The Remuneration model was aimed to try and stay similar to what was the existing financial cost of remuneration. The other changes try to balance increases with inflation, so there will be a slight increase in overall remuneration.

The one area where there may be a significant increase may be the childcare as compared with previous financial burdens with this expense. This proposed bylaw expands the areas in which it can be utilized and doubles the per meeting rate. This may not be significant increase overall as it represents a small portion of total remuneration. It will also be dependant on the number of Directors with dependants under their care.

While the percentages of variance may seem quite high, the dollar value of the changes are quite modest. This is due to the limited financial position of the Central Coast Regional District. The changes outlined below will require that an additional \$8,765 in revenue be drawn in the next budget to accommodate the update. While the taxation implications are not completely known at this time, it is estimated to be less than 1% in taxation impact or can be reallocated within the existing governance budget.

The following table indicates the anticipated financial implications.

**Financial Implications**

	The current Bylaw No.495	The Proposed Bylaw No.518	Variance \$	Variance%
Chair Monthly Allowance	\$7,200	\$9,600	\$2,400	33%
CCRHD Chair Monthly Allowance	\$900	\$1,080	\$180	20%
Vice Chair Board Meeting Stipend	\$4,500	\$5,875	\$1,375	31%

Board Meeting Stipend	\$17,600	\$23,100	\$5,500	31%
Attendance at Conventions	\$21,000	\$24,360	\$3,360	16%
Special Meetings Stipend	\$8,000	\$1,640	-\$6,360	-80%
Chair Cell Phone/internet Allowance	\$900	\$1,080	\$180	20%
Cell Phone/internet Allowance	\$2,400	\$2,880	\$480	20%
Technology Allowance	\$6,000	\$7,500	\$1,500	25%
Out of Town Representation	\$250	\$290	\$40	16%
Travel for Out-of-Town Representation				
Per Half Day	\$125	\$145	\$20	16%
Per Full Day	\$250	\$290	\$40	16%
Child Care Subsidy	\$50	\$100	\$50	100%
<b>Total</b>	<b>\$69,175</b>	<b>\$77,940</b>	<b>\$8,765</b>	<b>13%</b>

Please note that the following assumptions were taken into consideration for discussions purposes only.

- 1) There were 11 board meetings.
- 2) Vice Chair was acting as Chair at a couple of board meetings.
- 3) All the directors attended AVICC, Electoral Area Directors Forum, and UBCM,
- 4) Chair attended Chair/CAO Forum.
- 5) There were 4 two-hour special meetings,
- 6) Private Residence Allowance, Meal Expenses, Automobile Travel Reimbursement, Air Travel were not included as there will be no change.

#### **Time Requirements – Staff and Elected Officials:**

No significant time requirements.

#### **Options to Consider:**

The Board can:

- Adopt the proposed bylaw
- Amend the proposed bylaw and then adopt the bylaw
- Reject the proposed bylaw. In this case, the current bylaw (No.495) will remain the guide of remuneration.

Approved by:   
Curtis Slingerland, Chief Administrative Officer

**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 518, 2022**

**CCRD BOARD REMUNERATION AND EXPENSES BYLAW**

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Being a bylaw to establish remuneration and provide for reimbursement of expenses for the Central Coast Regional District board of directors and to repeal Bylaw 495

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**WHEREAS** the Board of Directors of the Central Coast Regional District is authorized 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 five-year 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 495 cited as the "CCRD Remuneration and Expenses Bylaw No. 495, 2020" 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; and
3. This bylaw may be cited as "CCRD Board Remuneration and Expenses Bylaw No. 518, 2022".

READ A FIRST time this 8<sup>th</sup> day of September 2022,

READ a SECOND time this 8<sup>th</sup> day of September 2022,

READ A THIRD time this 8<sup>th</sup> day of September 2022,

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Chair, Jayme Kennedy

\_\_\_\_\_  
Chief Administrative Officer,  
Curtis Slingerland

Certified a true copy of Bylaw No. 518, 2022 cited as CCRD Board Remuneration and Expenses Bylaw No. 518, 2022 was adopted on \_\_\_\_\_.

\_\_\_\_\_  
Corporate Administrator

**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 518, 2022**

**CCRD BOARD REMUNERATION AND EXPENSES BYLAW SCHEDULE 'A'**

**Definitions:**

For the purposes of this bylaw:

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

'*Out of Town Representation*' means an event that requires the Director attend as part of their Director duties to the Central Coast Regional District and is located at least 50 kilometers from their usual residence.

'Special Meeting' means a meeting of the board, not present in the CCRD Boards official meeting schedule.

**1. BOARD MEMBER REMUNERATION:**

1. Monthly Stipend:	Chair	\$800
	CCRHD Chair	\$90
	Vice Chair	\$575
	Director	\$525
	Alternate Director (per meeting)	\$460
2. Attendance at Conventions (AVICC, UBCM, etc.): (Approved by resolution of the board or policy)		
	Per Day	\$290
3. Special Meetings of the Board are at an hourly rate:		
	Chair	\$45/Hour
	Director	\$40/Hour
4. Out of Town Representation:		
	Per Day	\$290
5. Travel for Out-of-Town Representation:		
	Per Half Day	\$145
	Per Full Day	\$290

6. Board Member Remuneration will be reviewed and increased by CPI (as per F-18 Annual Board Adjustment Policy) and effective every January.

## **2. REIMBURSEMENT FOR EXPENSES:**

### **Travel Expenses**

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

The daily allowance for meals includes:

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

\*Provided such meals have not been provided as part of a convention or other event.

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.

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

10. Automobile travel shall be reimbursed as per Canada Revenue Agency's Automobile Allowance Rates in effect at the time of travel. It is the responsibility of individual directors to report actual travel distance to the Chief Financial 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 to a maximum of \$2,500.

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

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

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

11. Alternate directors will not be compensated for travel incurred within the electoral area they represent.

**Other Expenses:**

12. The sum of \$1,000.00 will be paid to each director when they take office, either at the beginning of the term or after being installed after a by-election, in expectation of purchasing technology capable of conducting Regional District business. Additionally, \$500 will be made available to the Directors for any maintenance for their technology two years into their four-year term. The director must possess technology capable of conducting Regional District business.
13. The sum of \$60 per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.
14. The sum of \$90 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.
15. A dependant-care subsidy, to a maximum of \$100 per board meeting will be provided to directors in recognition of dependant-care costs incurred for attendance at regular board meeting, if applicable.
16. For the purposes of conferences, a dependant-care subsidy up to a maximum of \$100 per day will be provided to directors in recognition of childcare costs incurred for attendance at those conferences, if applicable.
17. If a Director is unable to find a suitable caregiver for the purposes of conferences, the Director may use the \$100 per day subsidy towards costs associated with having a dependant travel with the Director.
18. Reimbursement for remuneration and expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

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

For clarity, directors are paid the following items through the payroll system on the last working day of each month and signed expense vouchers are not required for reimbursement:

- i. Board meeting stipend and monthly allowances;
- ii. Costs associated with technology;
- iii. The directors' cellular phone and internet allowance;
- iv. The Chair's cellular phone and internet allowance.



**INFORMATION REPORT**

**To:** Curtis Slingerland, CAO  
**CC:** Board of Directors, CCRD  
**From:** Meg Schadt, Executive Assistant  
**Meeting Date:** October 13, 2022  
**Subject:** Hagensborg Waterworks District Website

**Introduction:**

This report advises of the changes to the Hagensborg Waterworks District website: [Hagensborg Waterworks District - Hagensborg Waterworks & Fire Protection District \(hwwdistrict.ca\)](http://Hagensborg Waterworks District - Hagensborg Waterworks & Fire Protection District (hwwdistrict.ca))

**Issue:**

With the transfer of services (Hagensborg water and fire department) from the Hagensborg Waterworks district (HWD) to the Central Coast Regional District (CCRD), the HWD's website needed to be moved or decommissioned. Staff have recovered all the files from hwwdistrict.ca and stored them on our server. The access to the site information was removed and the landing page changed to advise that ccrd.ca is where current information on the services can be found.

The domain name was set to expire in November 2022 however it takes 90 days for Google to update it's indexing, and we have been advised of a decent amount of traffic that goes to the HWD website. The plan is to set up a redirect from the HWD website to the CCRD website and to let the domain name expire this year, however because it takes Google 90 days to update the index the redirect will remain in effect until November 2023.

Staff will conduct a review of the files received from the HWD and will consider which ones remain relevant to residents.

Respectfully,

Submitted by:   
Meg Schadt, Executive Assistant

Approved by:   
Curtis Slingerland, Chief Administrative Officer





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## **FINANCIAL SERVICE REPORT**

**To:** Curtis Slingerland, Chief Administrative Officer

**From:** Yene Byun, Chief Financial Officer

**Meeting Date:** October 13, 2022

**Subject:** Budget vs Actual Variance Report January – September 2022

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### **Background:**

The finance department overcame significant challenges due to extra workload with the conversion of the Hagensborg Waterworks and Fire Protection District to the services of the regional district.

Training began in July with the hiring of the current full time Accounting Clerk and having hired the full time Financial Controller to assist in the management of the transition.

We have started gathering staff input on preliminary 2023 budget and significant budget items will be presented to the board during budget committee meetings to seek the board's direction and approval. In addition, a budget committee will recommend solutions to the board to address budgetary challenges of a few services within the regional district.

### **Grant Funded Projects Administered Under the Service:**

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

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

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

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

### **Financial/Budgetary:**

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

**Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:**

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

**CCRD Mandate for Service Delivery:**


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

Respectfully,

Submitted by:

  
\_\_\_\_\_  
Yene Byun, Chief Financial Officer

Reviewed by:

  
\_\_\_\_\_  
Curtis Slingerland, Chief Administrative Officer

**Budget Variance Report: September 2022**

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

**REVENUE**

Overall, revenues are at 45% of budget. This is deemed to be below expectations given that we are currently  $\frac{3}{4}$  of the way through the year.

**Property taxation/Parcel taxation**

Property taxation and parcel tax revenues are recorded, and the levies were received at the end of July.

**Regional District Basic Grant**

The Basic Grant (\$200,000) has now been received. An unexpected additional \$54,000 was deposited as a one-time bonus for 2022 and which was roughly about a quarter of the regular Basic Grant Payment. The province has notified local governments that we will be returning to the regular Regional District Basic Grant program with no bonus in 2023.

**The Nuxalk Nation contributions to landfill operations**

Per the agreement, the first, second and third quarter of Nuxalk Nation contributions revenue have been recognized. It reflects the period January to September, is as budgeted.

**User fees**

User fees revenues are at 80% of budget which is in line with projections.

- The user fee revenue for Bella Coola parks and recreation programs has exceed the budget by 35%.
- The swimming pool season has concluded, and it has recorded \$18,450 against a budget of \$23,000. User fees are lower than projected due to the shortened operating season compared to previous.
- The airport user fee revenue is currently at 67% of budget.
- The user fees from landfill operations are at 63% of budget.
- The Bella Coola Waterworks water toll revenue (\$59,000 against a budget of \$60,000) and the Hagensborg Waterworks water toll invoices has been recorded (\$92,000 against a budget of \$94,000). Currently, in the Bella Coola Waterworks approximately \$10,100 or 17% of the billing is not yet collected and \$7,900 or 8 % of the Hagensborg Water tolls is not yet collected.
- The fire tolls billing for the Hagensborg Fire Protection and Bella Coola Townsite (\$38,000) has been entered and the revenues are in line with budget.

**Provincial/Federal/Other Grant revenue**

Provincial/Federal Grant revenue is about 40% of the annual budget. We have received  $\frac{1}{2}$  of annual contributions from the Gas Tax Agreement for the Community Works Fund at the beginning of August. The rest of the funding will be deposited later this year pursuant to our agreement with UBCM. There will a \$154,000 shortfall in grant revenue from UBCM for Indigenous Cultural Safety and Cultural Humility Training and CCRD Costal CWPP Project as the funding programs were ended.

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

**The following programs actual revenues are in line with budget projections:**

- Strategic Priority Funding for Denny Island Water (\$1.4 million) and for the Swimming Pool (\$2.7 million) has been deferred from 2021. Likewise, provincial grant for the Bella Coola Valley Risk Assessment and Flood Modeling (\$450,000 as also deferred and recorded a revenue in 2022. Funding for the Hagensborg Waterworks Potable Water project (\$1.45 million) has been deferred from 2021 and recorded as revenue in 2022.
- The swimming pool also received \$991,000 from the Community Economic Recovery Infrastructure Program as it has not been expended and has been deferred from 2021.
- The CCRD was awarded a grant of \$563,000 from the province for Replacement of Gas Fuelling System at the Bella Coola Airport and \$51,000 was spent on professional fees for the project in 2021 and the remaining funds \$512,000 were deferred from 2021. This is an active project for the 2022 year and currently underway.
- Funding (\$40,000) has been received from the province for a study to assess options for governance of the converted services has not progressed since there was no response received to the Request for Proposals in 2021. It has been deferred from 2021 and recorded as revenue in 2022. The study is nearing completion and is expected to be presented to the Board after the election.
- \$176,000 grant funding was deferred from 2021 which includes funding
  - from Rural Dividend for tourism and capacity development
  - from Rural Dividend for Regional Connectivity project
  - from NDIT for Love Northern BC grants
  - from Vancouver Coastal Health for the Active Communities Project on Denny Island- We completed the project at the beginning of 2022.

**Budget revenue not yet received includes:**

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

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

**EXPENDITURES**

Overall, expenditures are at 15% of budget.

**Administrative Services**

**Community Works Fund**

There have been no funds expended so far this year.

\$777,500 has been set aside for:

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

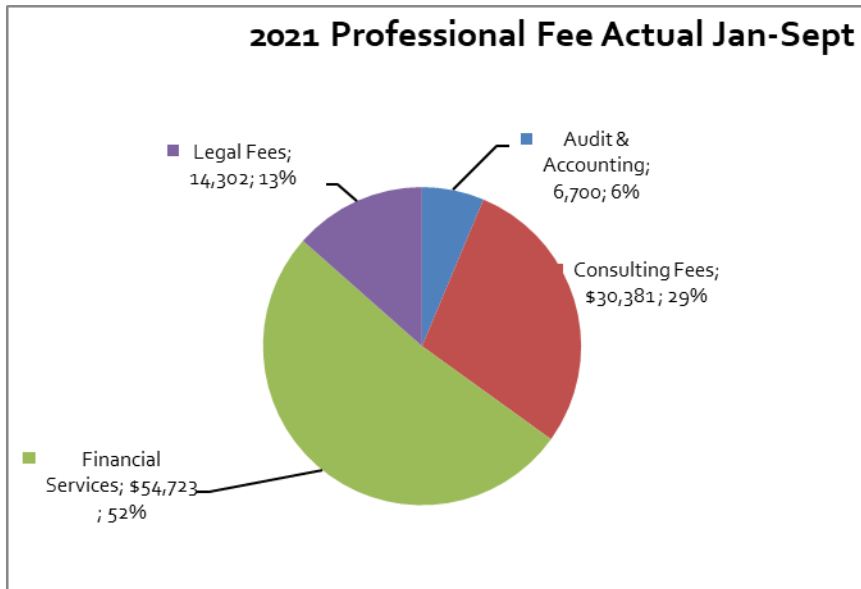
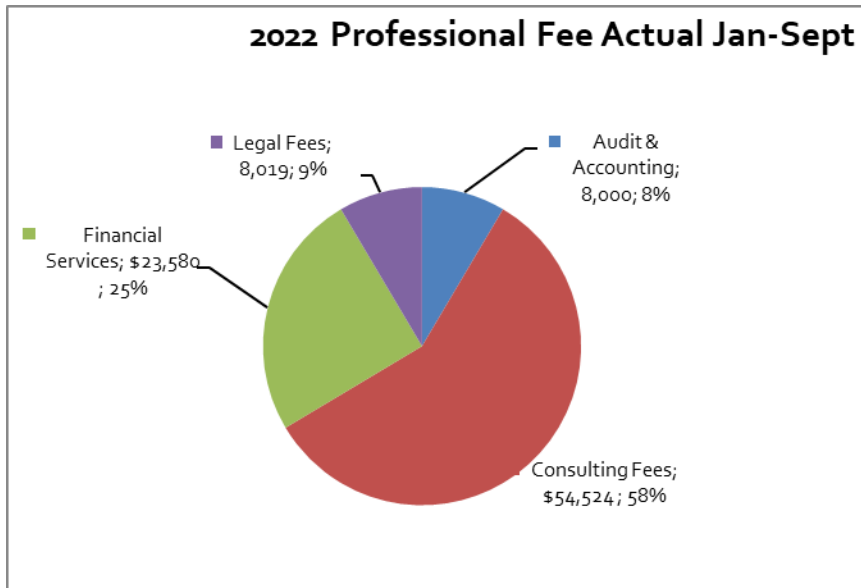
**Feasibility Studies**

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

**General Operations**

- Approximately, 50% of expenses have been expended to date.
- Directors'/Governance expenses are approximately 60% of budget. It is down from budget largely on account of upcoming in – person Board meeting travel costs not yet incurred.
- 62% of election expenses have been expended to date. However, extra travel expenses, consulting fees, and other additional election expenses are anticipated to be incurred in the four quarter. The costs will be recovered partially by funding from School District. 49 in accordance with the cost share agreement. It is expected that election expenses will exceed the original budget.
- \$94,000 Professional Fees have been incurred to date. This is 45% of the budget. Professions fees consist of the following areas: Audit expenses, Consulting fees, Financial service fees, and Legal fees. 2022 Audit expenses will not be incurred until year end. However, the audit fees for the year of 2021 exceeded budget by approximately \$8,000 due to a budgeting discrepancy which did not provide for extra work associated with the compilation of schedules of revenue and expenditures, and preparation and net filing of 2021 T4 Return and ROE assistance or out of pocket expenses. The Legal fees, financial service fees and consulting fees are under budget projections.

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



- \$25,000 of the budget \$73,000 for capital works has been spent on new laptops and related accessories for the CAO and the management team and Microsoft 365 Conversion cost. The capital works budget also includes the main office building renovation cost that have not yet commenced.
- 67% of operating expenses have been expended to date and maintenance expenditures are 42 % of budget.
- Payroll expenses are approximately 58% of budget which is underspent at the end of September, but the numbers will be more in line by the end of the year. Vacant positions such as Executive Assistant as well as Full time Accounting Clerk and Financial Controller positions have been filled in the third quarter. The position of Public Works Technician has yet to be filled but is anticipated to be later this year.

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

- Professional development expenses are 46% expended. The majority of staff members were planning on taking a Local Government Management Association course in foundations of local government, but since it was full, it is possible that this will occur later this year or in the following year.
- \$40,000 has been granted from the province a study to assess options for governance of the converted services, Hagensborg Waterworks and Hagensborg Fire Protection. \$15,000 has been expended in 2022 for the Hagensborg water service governance study. The final report will be presented to the Board in the November meeting.

**Grants in Aid**

- Grants in aid were paid out pursuant to board resolution in August.

**Development Services**

**Economic Development**

- \$127,500 was budgeted for Economic Development Initiatives projects and it has not yet been expended. The budget includes the grant funding from Rural Dividend for Rural and Remote Communications Connectivity and Bella Coola Airport Tourism and Capacity Enhancement.
- \$7,500 has been set aside for NDIT Community Promotion Video project and Love Northern BC Program funded by NDIT but the funds have not yet been expended. However, film editor has been secured and the work will commence in November, and it will be complete before years end.
- The Ocean Falls Revitalization Committee Meeting expenses exceeded budget by approximately \$5,000 due to the larger scope of the meeting. The overage will be mostly offset by funding from UBCM through C2C program and the contribution from the province.
- \$79,000 has been set aside for a full time Economic Development Officer and a contract grant writer as primarily funded by NDIT. Hiring will be commencing later this year.

**Land Use Planning**

- \$3,500 grant funding from NDIT was deferred from 2021 and \$1,500 has been spent on updating the Housing Needs Assessment with the new population and household data. The final report was presented to the Board in the September board meeting and the project was complete.

**Streetlights**

- Both Valley and town site streetlights expenditures are in line with budget projections. Approximately, 84% of expenses have been expended to date.

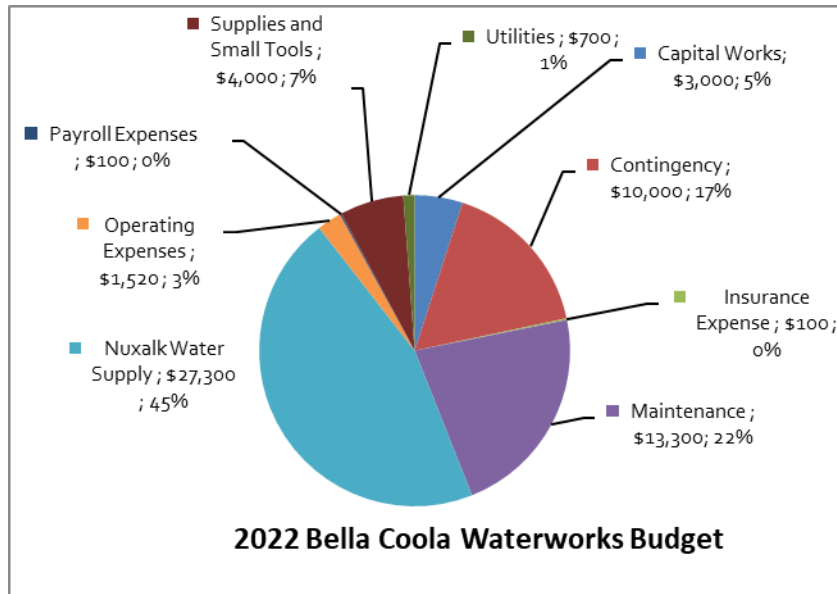
**Environmental Services**

**Solid Waste Management**

- \$6,000 remains unspent in the Solid Waste Management maintenance budget for equipment maintenance and building maintenance which will be used for the reparations of gutters on the recycle building.
- Approximately 65% of the total operating expenditures have been expensed which is commensurate with seasonal expectations.
- \$98,000 has been granted from the province for Organics Infrastructure Composting Project and it has not yet expended.

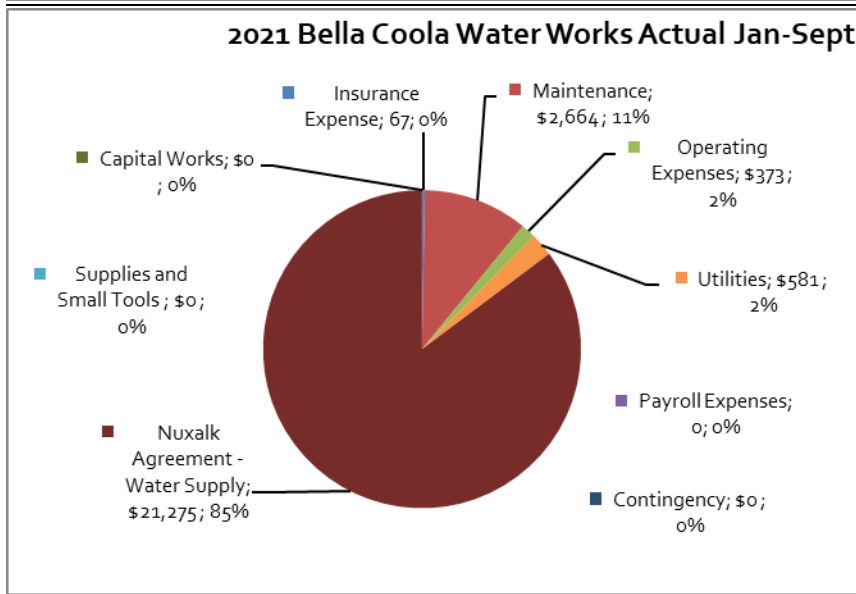
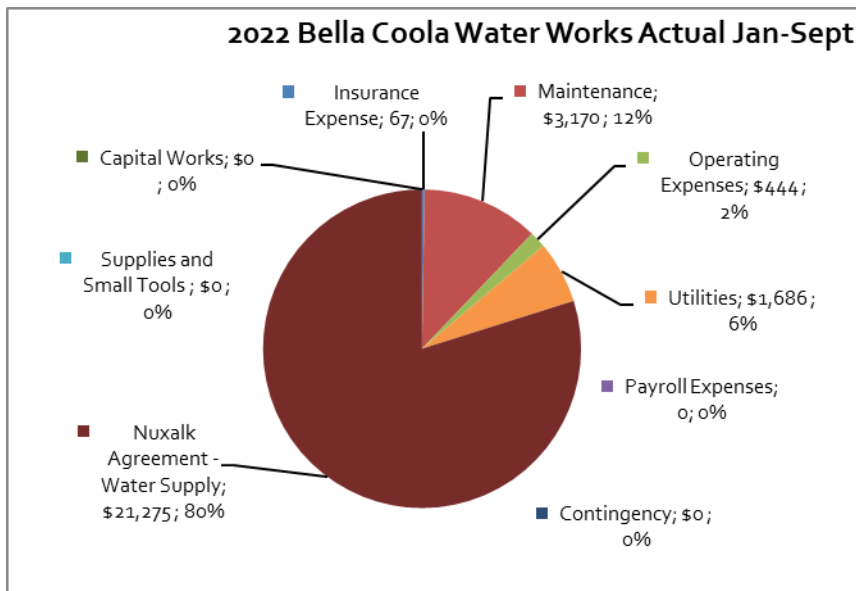
**Bella Coola Waterworks**

- The annual payment to the Nuxalk Nation for water supply (\$21,275) has been paid out in August.
- \$3,000 of the total maintenance budget (\$13,000) has been spent on, line flushing and installing hydrant flag as well as seasonal ground site maintenance. The remaining budget is expected to be expended for water leak repairs and to locate two water shut offs and reinstall new curb stop valves.





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



**Denny Island Waterworks**

- \$152,000 of the \$1,453,000 budgeted has been spent on engineer services delivered by Urban System for the Denny Island Water System project and CCRD's portion of engineer service fees with respect to Steve Emery Contracting's first phase of work per the sales agreement with SD 49.

**Hagensborg Waterworks**

- \$16,400 of the total special project budget (\$3,157,000) has been spent on Urban Systems Ltd.'s professional services for Hagensborg Water System Upgrade project and Hagensborg water asset inventory.
- 50% of the maintenance budget has been expended on hydrant maintenance, testing, painting, and flushing as well as ground site maintenance incurred by the summer. \$5,000 remains unspent in the maintenance budget for a service of trash pumps and generator and other ground/site and building maintenance items.

## **Leisure Services**

### **Parks & Recreation – Bella Coola**

- The remaining funds (\$17,000) for the trail construction and the bridge installation supervision project funded by Rural Dividend has not been expended.
- 65% of the maintenance budget has been expended for ball field maintenance, ice rink repairs, Walker Island concession building maintenance, and as well as ground site maintenance from the seasonal contacts.
- The CCRD was awarded a grant of \$902,655 from Ministry of Municipal Affairs and Housing for the Great Bear Playgrounds project and \$700 was spent in 2021 and the remaining funds \$901,900 were deferred from 2021 and it has not yet been expended this year.

### **Recreation – Denny Island**

- \$3,600 was budgeted for contingency and \$1,600 for supplies and small tools, neither of which was expended.
- \$3,200 remains unspent in the program expense budget for small allotments for Christmas gifts, and Halloween fireworks.

### **Swimming Pool**

- Supplies and small tools expenses are approximately 92% of budget and 61% of operating expenses have been expended.
- \$23,000 was budgeted in capital works for a pool pump and sand filter units but remained unspent as the equipment did not need to be replaced this year.
- \$3,000 was budgeted for contingency where 50% of this was expended for the pool safety plan update.
- 16% of the professional development budget (\$14,000) was spent. This was under budget due to a smaller staff as well as having staff return that were provided training and courses in previous years.
- In Special Projects, three separate grant funds totalling \$3.9 million have been secured through the Community Economic Recovery Infrastructure funding Program (\$990,840) and through the Strategic Priority Fund (Gas Tax) (\$2,690,991) and from NDIT (\$250,000) for the pool retrofit project. The expenditures have not yet occurred, and the project is still in the planning stages.

### **Vancouver Island Library**

- 1st, 2nd, and 3rd Quarter levy payments have been made directly to VIRL for 2022. Expenditures are in line with budget.

## **Protective Services**

### **Emergency Management**

- \$27,000 was budgeted for contingency and it has not yet expended.
- 67% of Emergency Co-ordinators fees have been expended to compensate Emergency Planning Co-ordinators in Ocean Falls and Denny Island.

### **Emergency Management Initiatives**

- The regional district has been approved for grant funding (in 2018) for a Bella Coola Valley Risk Assessment and Flood Modeling project in the amount of \$500,000 and the remaining funds \$446,000 were deferred from 2021. The completion date of the project has been extended to March 2024. This funding stream will allow us to move to the next phases of the Bella Coola Valley Flood Risk Assessment and Modeling project after wrapping up of Phase 1 funded through UBCM Community Emergency Preparedness Fund (\$150,000). We are currently in Phase III of the project. The \$70,000 spent this year to date was for professional services to incorporate the LiDAR of the study area, topographic survey of channel banks and bridge structures, hydrometric station flow data, predicted tide conditions, and other available information to develop the model.
- The CCRD was awarded a grant of \$25,000 from UBCM for Denny Island Sea-Can and supplies project and the \$15,000 spent this year to date was for a high cube container including delivery as well as supplies for finishing the sea-can interior. The completion date of the project has been extended to December 2022. The emergency supplies are being ordered and the project will be complete before years end.
- As per the Board direction from the June 24 special board meeting, \$23,000 has been spent on Urban Systems Ltd.'s professional services for Hagensborg orphan dike assessment. It was not included in the budget, but the expenses will be recovered by funding from EMBC.
- The CCRD was awarded a grant of \$50,000 from UBCM for Indigenous Cultural Safety and Cultural Humility Training in 2020 and no expenditures have been made to date. The project has been cancelled as the funding program was ended in 2022.
- \$104,000 has been granted from UBCM for CCRD Coastal Wildfire Protection Plan (CWPP) project and the funds has not yet been expended. No further extensions were to be issued and the grant was closed.

### **Fire Protection- Bella Coola**

- 68% of expenses have been expended to date.
- \$5,000 budgeted for capital works (an electric door opener at the fire hall) has not occurred.

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

- \$4,000 remains unspent in the maintenance budget for Self- Contained Breathing Apparatus maintenance and furnace maintenance at the fire hall including other ground/site maintenance item.

**Fire Protection- Hagensborg**

- Approximately, 69% of operating expenses have been expended to date.
- \$5,000 has been set aside for Firemen's honorariums neither of which was expended.
- \$7,000 remains unspent in the maintenance budget for ground/site maintenance and fire extinguishers maintenance.

**Transportation Services**

**Bella Coola Airport**

- \$5,000 of the capital budget (\$15,000) has been spent on field site preparation and seeding. The remaining \$10,000 is budgeted for the local contribution toward RATI Bella Coola Airport Renovation Project.
- \$9,000 remains unspent in the maintenance budget. 65% of maintenance expenses have been spent on de-icing the runway and a large portion of the ground/site maintenance being used during the summer season for mowing and weed eating contract.
- Operating expenses are about 78% expended, leaving \$17,000 available which is on target for the year.
- The remaining funds (\$30,210) from Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement has not been expended. This project which involves surveying and appraisal of airport lands has not been completed.
- The CCRD was awarded a grant of \$563,000 from Ministry of Transportation and Infrastructure for replacement of JET A and LL100 AV gas fueling system at Bella Coola airport. \$51,000 was spent in 2021 and the remaining funds \$512,000 were deferred from 2021. \$47,000 of the total special project budget (512,000) has been expended.
- \$328,000 has been granted from Western Economic Diversification Canada for Bella Coola Airport terminal renovation project and 83% of renovation expenses (\$274,000) have been expended to date.

**Denny Island Airport**

- \$14,000 was budgeted in capital works for terminal roof repair at Denny Island airport and this has not been spent. However, the reduced scope of terminal roof repair was complete, and the repair cost (\$1,000) has been recognized as building maintenance expense.

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

	<u>Jan 1 - Oct 4, 22</u>	<u>Budget</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Apportioned Administration Serv	744,284	744,284
Local Taxation	938,846	939,471
Nuxalk Nation Contributions	78,750	105,000
Other Revenue	27,194	1,298,725
Provincial/Federal Grants	4,305,701	10,568,929
Regional Hospital District		13,500
User Fees and Charges	386,821	486,776
<b>Total Income</b>	<u>6,481,597</u>	<u>14,156,685</u>
<b>Gross Profit</b>	6,481,597	14,156,685
<b>Expense</b>		
50000 · Apportioned Administration fees	744,284	744,284
50030 · Bank charges	899	1,950
50035 · Capital Works	29,443	143,100
50040 · Communications	29,694	44,945
50045 · Community Development		550,550
50050 · Community Groups - Grants	23,440	23,441
50060 · Contingency	1,445	192,129
50076 · Directors'/Governance Expense	102,554	185,386
50082 · Econom Development Initiatives		127,495
50085 · Elections	9,421	15,000
50089 · Emergency Mmgt Initiatives	108,928	475,849
50126 · Firemen's Honorarium		5,000
50131 · Planning		143,414
50135 · Insurance Expense	46,176	64,301
50138 · Interest Expense	4,614	9,423
50165 · Maintenance	47,612	103,133
50175 · Memberships, dues & subscriptio	3,802	4,434
50185 · Nuxalk Agreement - Water Supply	21,275	27,300
50190 · Operating expenses	219,253	319,144
50195 · Payroll Expenses	543,298	983,261
50205 · Professional Development Expens	12,304	39,671
50206 · Professional Fees	110,750	239,105
50240 · Solid Waste Management		112,500
50245 · Special Projects	507,300	10,660,473
50250 · Supplies & small tools	43,224	77,349
50294 · Utilities	32,818	45,283
50295 · VIRL Regional Library Services	66,226	66,226
50299 · Records Management	860	1,000
50316 · Asset Replacement	61,730	61,730
50318 · Contribution to reserve account		856,395
50624 · Budget Deficit, end of year		1,637,339
50999 · Landfill Post Closure Reserve	70,000	70,000
<b>Total Expense</b>	<u>2,841,349</u>	<u>18,030,610</u>
<b>Net Ordinary Income</b>	3,640,247	(3,873,925)

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10/04/22

Accrual Basis

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

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	<u>Jan 1 - Oct 4, 22</u>	<u>Budget</u>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
40004 · Budget surplus, begin of year		3,635,715
<b>Total Other Income</b>		3,635,715
<b>Other Expense</b>		
50204 · Budget deficit, begin of year		(1,637,339)
50224 · Budget surplus, end of year		1,399,128
<b>Total Other Expense</b>		(238,211)
<b>Net Other Income</b>		3,873,926
<b>Net Income</b>	<u><u>3,640,247</u></u>	<u><u>1</u></u>



## REQUEST FOR DECISION

**To:** Curtis Slingerland, Chief Administrative Officer

**CC:** Board of Directors, CCRD

**From:** Ken McIlwain, Operations Manager

**Meeting Date:** October 13, 2022

**Subject:** Application to the *UBCM Community Emergency Preparedness Fund – Volunteer and Composite Fire Department Training & Equipment*

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### Recommendations:

***THAT the Board of Directors of the Central Coast Regional District approves staff to submit a grant application to the UBCM Community Emergency Preparedness Fund – Volunteer and Composite Fire Department & Equipment British Columbia grant program to assist with the purchase of firefighting equipment and/or training for the Bella Coola and Hagensborg Volunteer Fire Departments.***

***THAT the Board of Directors of the Central Coast Regional District supports the proposed activities to be undertaken under the UBCM Community Emergency Preparedness Fund – Volunteer and Composite Fire Department & Equipment British Columbia grant program and is willing to allocate the required resources to provide overall grant management.***

### Issue/Background Summary:

#### **Program overview**

UBCM has announced another intake under their Community Emergency Preparedness Fund – Volunteer and Composite Fire Department Training & Equipment. “*The intent of this funding stream is to build the resiliency of volunteer and composite fire departments in preparing for and responding to emergencies through the purchase of new or replacement equipment and to facilitate the delivery of training.*”

“*The Volunteer & Composite Fire Departments Equipment & Training funding stream can contribute a maximum of 100% of the cost of eligible activities to a maximum of \$30,000.00. However, due to the number of fire departments that may be under their jurisdiction, regional districts can apply for a maximum of \$30,000.00 for each fire department that they have established a service area for in a single application.*”

#### **Project description**

Both the Hagensborg and Bella Coola Volunteer Fire Departments struggle to afford new or enhanced/optional equipment within the traditional budget limitations of the fire protection services. This grant program offers small fire departments an opportunity to enhance their

training and fire response capabilities. Both Fire Departments are keen to pursue this funding opportunity.

**Policy, Bylaw or Legislation:**

CCRD Policy A-18 – Funding Proposals:

*“That all funding proposals be carried out with and through Board direction and authorization, and that once in place, the proposal shall be executed on behalf of the Board by the Chief Administrative Officer or designate.”*

**Financial/Budgetary Implications:**

Funding announcements are to be expected within 90 days of the October 21, 2022, application deadline. Based on this timing, any funding awarded is likely be included in the 2023 CCRD financial plan before it goes for adoption.

There is no matching funding required from the regional district, however additional points can be gained in the grant evaluation process through cash or in-kind contributions from the applicant.

**Time Requirements – Staff and Elected Officials:**

Responsibility for the assessment/scoping of the proposed equipment purchases or training and the project budget will fall to the Fire Chiefs and volunteers/contractors as delegated by the Fire Chiefs. Fire Chief Norton has also assisted with the development of the application content.

Coordination, completion, and submission of the grant application will be the responsibility of CCRD staff and is expected to take approximately 1 day of time and would be led by operations/admin staff. Purchasing of equipment and processing of payment is expected to take 1 day of time and involve operations/admin and finance staff. Reporting and claim submission are expected to take approximately 1 day of staff time and would involve effort from finance and operations/admin staff.

**Options to Consider:**

1. Proceed with grant application as per recommendation.
2. Do not proceed with grant application.

Submitted by:   
Ken McIlwain, Operations Manager

Reviewed by:   
Curtis Slingerland, Chief Administrative Officer



DATE: October 5, 2022  
TO: Ken McIlwain, CCRD Operations Manager  
FROM: Jacob Scissons  
FILE: 3383.0005.02  
SUBJECT: **DENNY ISLAND COMMUNITY WATER SYSTEM – SEPTEMBER 2022 UPDATE**

## RECENT WORK COMPLETED

- The distribution system watermain is being installed through the School District #49 property. Navigating around the existing Croil Lake watermain has proven to be a bit challenging given the age / condition of these pipes.
- Fire hydrants, water services, and tees to the CCRD portion of the system are being installed in conjunction with this work.
- AWC Solutions has completed the treatment plant deficiencies and the facility is now ready to be brought online.



## NEXT STEPS

- Water samples will be collected for submission to Vancouver Coastal Health for the complete Phase 1 (School District #49) portion of the system.
- The design and tender package for the CCRD distribution system contract is being advanced for projected issuance later this fall.

Sincerely,

**URBAN SYSTEMS LTD.**



Jacob Scissons, P.Eng.  
Project Manager

U:\Projects\_KAM\3383\0005\02\C-Correspondence\CI-Client\2022-10-05 Denny Island Water System - September 2022 Update.docx

DATE: October 5, 2022  
TO: Ken McIlwain, CCRD Operations Manager  
FROM: Jacob Scissons  
FILE: 3383.0005.02  
SUBJECT: **HAGENSBORG COMMUNITY WATER SYSTEM – SEPTEMBER 2022 UPDATE**

## RECENT WORK COMPLETED

- The site review with Nuxalk Nation has been completed and an approach to archeological review / monitoring has been drafted.
- The reservoir site has been selected and Kynoch Resources will be conducting an environmental review in the coming weeks to assess tree clearing and establish a setback from Snootli Creek.
- Reservoir specifications have been advanced including consultation with steel tank manufacturers to confirm product availability, delivery times, and cost estimates.
- The geotechnical test pits for the watermain alignments have been laid out and plans are being made to complete this fieldwork in the coming month.

## NEXT STEPS

- Test well drilling is pending to confirm the quantity and quality of the proposed new groundwater source. Well drilling contractors are extremely busy and scheduling this work continues to be a significant challenge.
- Vancouver Coastal Health review will be completed following water quality testing.
- Once the water source is confirmed, the design package can be completed and procurement of the works can commence.

Sincerely,

**URBAN SYSTEMS LTD.**



Jacob Scissons, P.Eng.  
Project Manager

U:\Projects\_KAM\3383\0014\01\C-Correspondence\C1-Client\2022-10-05 Hagensborg Water System - September 2022 Update.docx



## INFORMATION REPORT

**To:** Curtis Slingerland, Chief Administrative Officer  
**CC:** Board of Directors, CCRD  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** October 13, 2022  
**Subject:** Bella Coola Fire Department Phone Issues

---

### **Recommendation:**

N/A

### **Introduction:**

This report summarizes the challenges faced by the Bella Coola Volunteer Fire Department (BCVFD) in relation to the emergency fire phone service in August and September 2022.

### **Issue:**

The Deputy Fire Chief of the BCVFD contacted CCRD staff on August 18 to report that the main emergency line (250-799-5321) to the fire hall was malfunctioning and that they had switched the interconnect for the radio system over to the secondary line (250-799-5626) to the fire hall. CCRD staff notified other local fire departments of the issue and posted a public notice on social media requesting the public to use the alternate fire hall number in the event of an emergency. TELUS was contacted regarding the phone line issue and staff were informed there would be a lengthy delay before it could be addressed. Fortunately, the TELUS technician was in Bella Coola and was advised of the situation and was able to respond and fixed the incoming line on August 24<sup>th</sup>. A social media notice was released advising the issue had been rectified.

On September 16, the Deputy Fire Chief of the BCVFD contacted CCRD staff to report that once again, the main emergency phone line was not working, and they were also having issues with the secondary line. The other local fire departments were notified, and a notice was issued on social media advising the public of the issue. A TELUS technician was able to respond on September 19<sup>th</sup> and the issue was identified as being corroded lines within the fire hall. The phone jack and cords from the jack to the phones were replaced, and phone service was restored. The public notice was updated to indicate the problem was resolved.

The issues experienced highlight the benefits of having redundancy built into our emergency response communications and response. The regional district is grateful for the cooperation received from other local fire departments during these periods of phone outage.

Respectfully,



Submitted by: \_\_\_\_\_  
Ken McIlwain, Operations Manager



Approved by: \_\_\_\_\_  
Curtis Slingerland, Chief Administrative Officer



**REQUEST FOR DIRECTION**

**To: Curtis Slingerland, CAO**  
**CC: Board of Directors, CCRD**  
**From: Meg Schadt, Executive Assistant**  
**Meeting Date: October 13, 2022**  
**Subject: Preliminary Report BC Elections Commission**

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**Recommendation:**

THAT the Directors of the Central Coast Regional District direct administration to submit a letter to the BC Elections Commission with the following comments: \_\_\_\_\_;

AND THAT the links for the public hearings and web survey be posted to the CCRD website to encourage public participation in the process.

**Background:**

The preliminary report from the BC Elections Commission (BCEC) has been released. The full report is available to be [read online](#). The BCEC are seeking input on the proposed boundaries from local governments and individuals within the province. As such, they have requested comment from the Central Coast Regional District.

The BCEC is also planning [public hearings](#) and conducting a [web survey](#) where comments can be submitted.

**Discussion:**

The following is an excerpt from the Preliminary report pertaining to the Central Coast region:

*North Coast*

This riding encompasses Haida Gwaii, the North Coast and the Central Coast. Other than the urban centre of Prince Rupert, its sparse population is spread across numerous towns, villages and islands. Many communities are accessible only by water or air, subject to favourable weather and available transport. The district covers 120,665 sq. km, and its population is 59.1% below the electoral quotient. We considered combining North Coast with Skeena, but that would have compounded the accessibility challenges caused by this area's vast geography. We also considered moving the Bella Coola valley into the Cariboo-North Thompson riding, since they share a transportation corridor along Highway 20, but decided against this because it would make the population of the North Coast even smaller. We propose no consequential changes to its existing boundaries.

*Prince George and the Cariboo*

The Prince George and the Cariboo area is made up of four electoral districts situated in the centre of the province. Prince George is the most populous city in this area with 76,708 residents. Other communities include Quesnel, Williams Lake and 100 Mile House. This part of the province is mostly rural, with many people living in remote locations. The population is relatively sparse and it is growing slower than the provincial average. The two current Cariboo ridings, Cariboo-Chilcotin and Cariboo North, fall significantly below the usual deviation range at -40.9% and -49.6% respectively. The population of the two existing Prince George ridings are within the usual deviation range. We considered combining the two Cariboo electoral districts into one riding; however, we concluded that the better alternative for effective representation is to keep four ridings and propose boundary adjustments that bring the population of each electoral district within the usual deviation range. We also considered adding the Bella Coola valley to Cariboo-North Thompson but decided against that because it would have further reduced the small population of the North Coast electoral district.

The full report is attached.

**Options:**

1. Submit comments as per the recommended resolution.
2. Submit no comments.

Respectfully,

Submitted by:   
Meg Schadt, Executive Assistant

Approved by:   
Curtis Slingerland, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Curtis Slingerland, Chief Administrative Officer  
**CC:** Board of Directors, CCRD  
**From:** Meg Schadt, Executive Assistant  
**Meeting Date:** October 13, 2022  
**Subject:** Director A Remuneration

---

### Issue/Background Summary:

We have received a request from Director Bertrand for remuneration of expenses for Ocean Falls Improvement Committee work and for travel to the outer coast to a total of \$1010.63.

Under Bylaw 495 Schedule A, 2. (d): *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.* This section of the bylaw covers the submitted expenses of \$580.63. This amount will be issued as per the bylaw and in line with previous practices.

The remainder request for remuneration in the amount of \$430 is for committee work with the Ocean falls Community revitalization Committee and hasn't yet been approved by the board.

### Financial/Budgetary Implications:

The amounts requested are included with in the budgeted items

### Discussion:

Options:

- 1) Approve requested remuneration under Bylaw 495 Schedule A, 1 (c) *Local Work assignments, (f) Travel for Out of Town Representation.* Recommended motion:

***That the Central Coast Regional District Board remunerate Director Bertrand \$430 for committee work that occurred over June/July/August of 2022***

- 2) Deny request for remuneration.





**Central Coast**  
REGIONAL DISTRICT

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

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

Respectfully,

Submitted by:   
Meg Schadt, Executive Assistant

Reviewed by:   
Curtis Slingerland, Chief Administrative Officer



Date Submitted: October 3, 2022

Directors Remuneration & Expenses  
Claim Form

**\*Please Attach All Original Receipts\***

Total expenses/remuneration claimed: \$ \_\_\_\_\_

Director's Name: Daniel Berkman

Signature: [Handwritten Signature]

(Please note: reimbursement for travel expenses and remuneration outside of regular board meetings shall only be made upon the submission of a signed expense form that is received by administration at least two days prior to the next cheque run day. Except for regular monthly Board meeting remuneration, all CCRD cheques, including director expenses and additional remuneration, are cut mid and end of month. Unnecessary travel costs (i.e. costs incurred outside what is necessary for regional district business) will not be reimbursed and extraordinary costs will be reimbursed on a case-by-case basis by way of resolution of the Board.)

**1 Purpose of expense/remuneration claim:**

- Regular Board Meeting
- Special meeting of the Board
- Board approved committee meeting
- Convention/conference
- Board approved training
- Board approved work assignment

Committee name: Ocean Falls Revitalization Committee for Area A travel

Convention or conference name: \_\_\_\_\_

Description of training: \_\_\_\_\_

Description of work assignment: \_\_\_\_\_

June 29, August 24 = virtual Ocean Falls revitalization meetings  
July 18 = Premier's visit

2 Date(s): Sept 30 - October 2, Aug 24, July 18, June 29 Location: virtually & Ocean Falls Sept 3 - Oct 2 = Area A travel

3 Is this Remuneration pre-approved by the bylaw?  YES  NO

If YES, please provide section(s): Remuneration bylaw, Area A Director travel & special work assignment

If NO, has a resolution approving the expense/remuneration already been secured?  YES  NO

If YES please provide Resolution #: \_\_\_\_\_

If NO meeting date when your resolution will be sought: \_\_\_\_\_

(Attached is a blank Request for Decision)

4 Did you travel to attend?  YES  NO

If YES, mode of transportation: private boat for Sept 30 - October 2

(\*note total ground travel expense remuneration not to exceed cost of single return flight to meeting destination)

Private/rental car: Total KM \_\_\_\_\_ km x \$.59 = \$ \_\_\_\_\_

Flight: \$ \_\_\_\_\_ Paid by CCRD: YES NO \$ \_\_\_\_\_

Taxi Cab: \$ \_\_\_\_\_ Paid by CCRD: YES NO \$ \_\_\_\_\_

Ferry: \$ \_\_\_\_\_ Paid by CCRD: YES NO \$ \_\_\_\_\_

Water Taxi: \$ 168.63 Paid by CCRD: YES NO \$ \_\_\_\_\_

for gas



Date submitted: October 3, 2002

5 Did you require accommodation to attend? YES  Hotel/motel Paid by CCRD: YES  NO  NO

Facility name: \_\_\_\_\_

Rate: #nights: \_\_\_\_\_ x \$ \_\_\_\_\_ (+taxes) \$ \_\_\_\_\_

Private #nights: \_\_\_\_\_ x \$50/night \$ \_\_\_\_\_

6 Did you pay for meals to attend? (\*do not submit claim for meals that were provided)

Date	Breakfast \$22.00	Lunch \$27.00	Dinner \$40.00	*Full Day \$100.00	Actual (Bella Coola)	Sub Total
Sept 30			✓			40
Oct 1				✓		100
Oct 2	✓					22
<b>Total Meals</b>						

(Please note: a full day includes meals plus \$11 for incidentals. The CCRD does not pay incidentals for less than a full day. Outer-coast directors please provide receipts for actual meal expense claims while meeting in Bella Coola)

\$162

7 Remuneration for work assignments, travel days, conventions, committees and trainings: (\*please note: travel remuneration is provided for day of travel only and not for each day out of town)

Date	Travel full day \$250.00	Travel 1/2 day \$125.00	Convention or Training Full day \$250.00	Convention or Training 1/2 day \$125.00	Special meeting of the Board No hours	Local work assign or committee No hours	Sub total
July 18	✓						
Aug 24					x	x \$36/hr	250
June 29					x	2 x \$36/hr	72
Sept 30		✓			x	3 x \$36/hr	108
Oct 2		✓			x	x \$36/hr	125
					x	x \$36/hr	125
<b>Total</b>					x	x \$36/hr	660

8 Regular Board Meeting Remuneration (Please check child care if being claimed as meeting expense)

- Meeting Date: \_\_\_\_\_
- Chair \$600 + \$75 cell monthly
  - Vice Chair \$450 (when acting as Chair only)
  - Director \$400 + \$50 cell (also payable to alternate director in lieu)
  - Child care \$50
  - CCRHD \$75

9 Registration/other (describe): \_\_\_\_\_ \$ \_\_\_\_\_

10 Total Expenses \$ \_\_\_\_\_

11. Less cash advances/expenses paid directly by CCRD \$ 1010.53

12. Total Expenses owed to claimant \$ \_\_\_\_\_

Suite 615, 100 Park Royal South  
Skwxwú7mesh Traditional Territory  
West Vancouver, BC V7T 1A2  
www.ahma-bc.org

T: 604 921 2462  
TOLL-FREE: 1 888 921 2462  
F: 604 921 2463



Aboriginal Housing Management Association  
Celebrating 25 Years

RECEIVED AT FRONT DESK

SEP 12 2022

Central Coast Regional District

September 6, 2022

Niit, hello!

The Aboriginal Housing Management Association is a grassroots organization made up of 41 members that are Indigenous Housing and Service providers. Our members represent over 8,000 Indigenous families living in urban, rural and northern regions of British Columbia. Created by Indigenous Peoples, AHMA is Canada's FIRST Indigenous Housing Authority.

We enclose AHMA's Provincial Urban, Rural, and Northern Indigenous Housing Strategy with this letter, which outlines our long-term vision to provide culturally safe, secure, and affordable housing to Indigenous Peoples in British Columbia. This historic strategy is a powerful step forward in claiming and protecting all Indigenous Peoples' social, economic, and Indigenous housing rights.

After a year of in-depth consultation with Indigenous organizations, community members, and housing & service providers, the strategy was developed. An Indigenous Advisory Council guided the process, providing expert advice and traditional Indigenous knowledge to ensure the strategy responds adequately to the unique needs of Indigenous Peoples.

We invite our members, partners, extended Indigenous communities, and municipalities to stand with us and endorse our strategy. AHMA's goal is for every Indigenous community to access and reclaim their inherent rights to housing. AHMA respects that each community is vibrantly unique, and each endorsement connects us by collectively acknowledging the importance of Indigenous community-led housing. Visit our website to find out more about endorsement – <http://www.ahma-bc.org/how-to-support>.

If you have any questions about AHMA's strategy, please don't hesitate to reach out. I look forward to connecting with you soon.

Toyuxsuut nuun, Thank you!

Margaret Pfoh  
Chief Executive Officer, AHMA



Forest Enhancement  
Society of British Columbia

RECEIVED

SEP 13 2022

Central Coast Regional District

August 31, 2022

Dear Samuel Schooner and Central Coast (Regional District) Directors,

People who work in B.C.'s forests are innovative and creative. They have enthusiastically stepped forward with unique ideas to enhance our forests and then delivered on their projects. Since the inception of the Forest Enhancement Society of BC (FESBC) in 2016, \$238 million has been put in the hands of local people to enhance our forests, and the work they've done is fantastic.

The diversity of organizations with a passion for forestry in B.C. is a tremendous strength we all benefit from, and it provides an incredible source of innovation. Organizations delivering forest enhancement projects now range from Indigenous peoples, community forests, grassroots community associations, municipalities, regional districts, woodlots, the Ministry of Forests, the Habitat Conservation Trust Foundation, the Ministry of Environment, contractors, forest consultants, and forestry companies both big and small. In many cases, FESBC projects have brought diverse groups to work together for the first time. The spirit of collaboration and the resulting positive relationships is a foundation for deeper partnerships moving forward.

FESBC funded forestry projects have successfully contributed toward transformation:

- increased Indigenous peoples' participation and leadership in the forest economy,
- driving climate action using forests in B.C.,
- reducing wildfire risks to numerous communities throughout the province,
- accelerating ecological recovery in areas devastated by beetle epidemics and wildfires,
- improving wildlife habitat, and
- creating jobs in forest-dependent communities.

Going forward, with your support, FESBC will continue to work with local communities and others to enhance British Columbia's forests.

We are proud to share this FESBC Accomplishments Report with you and encourage you to learn more at [www.fesbc.ca](http://www.fesbc.ca)

Sincerely,

Jim Snetsinger, Board Chair  
Forest Enhancement Society of BC

(418) RD - 7

**Sent:** September 27, 2022 11:35 AM

**Subject:** Vancouver Island Regional Library 2023 Budget Adopted

Good Morning,

**Re: Vancouver Island Regional Library 2023 Budget Adopted!**

On behalf of the Board of Trustees of Vancouver Island Regional Library (VIRL), I am writing to inform you the Board adopted the [2023 Budget](#) at its September 24 meeting, with a total budget of \$33,140,504 for 2023. Municipal and regional levies will contribute \$27,501,775 to the library budget, an average increase of 8.10% over 2022. The Budget was supported by 86% of Trustees in attendance. For quick facts and information, please see our [2023 Budget-at-glance](#).

With costs rising everywhere, these are challenging times for organizations, governments, families, and individuals in every corner of VIRL's service area. I truly believe now more than ever is the time to commit to investing in our libraries. After all, libraries ensure equitable access to technology, educational materials, children's resources, and so much more, no matter your circumstances or challenges. As always, I am proud to lead a Board that was able to deliver a budget that will not compromise on service, and affirms our confidence in and commitment to our world-class library system.

VIRL delivers tremendous economies of scale and significant returns on investment, by working with 38 local governments across a 42,000 km<sup>2</sup> service area. The library offers accessible, cost-free spaces in 39 communities, and access to downloadable content, books, movies, music, technology and regular events, as well as a Books by Mail service.

"Like so many other sectors, libraries have seen significant increases in the costs to deliver our critical services," says Joel Adams, VIRL's Director of Finance. "With 97% of our costs fixed, there is little room for us to shave our budget without negatively impacting our services. I would like to thank our Board of Trustees for recognizing the return-on-investment libraries provide to our communities, for their tireless support of our library system, and for approving a budget that allows us to maintain the service levels our communities expect from us."

Budget 2023 confirms VIRL's commitment to going permanently fine-free, to ensure the broadest community access to the library's collections and services. Budget 2023 also reflects VIRL's projected economic operating conditions, including high inflation, increasing demand for services, supply chain challenges, regulatory pressures and the increasingly complex operating realities in the communities we serve.

In early 2023, VIRL will begin implementing its new strategic plan. All are invited to participate in the Strategic Planning process – please visit <https://virl.bc.ca/strategic-plan/> for more information.

Sincerely,



Gaby Wickstrom  
Chair, VIRL Board of Trustees

*Sent on behalf of Gaby Wickstrom, Chair, Vancouver Island Regional Library Board of Trustees.*



**Mariah Patterson**  
Executive Assistant  
Vancouver Island Regional Library  
Phone: 250-729-2310  
Email: [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca)  
Web: [virl.bc.ca](http://virl.bc.ca)

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# 2023 VIRL Budget

**Adopted September 24, 2022**

**By Vancouver Island Regional Library Board of Trustees**



**Vancouver Island Regional Library  
Administration**

Box 3333 – 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 | e: [info@virl.bc.ca](mailto:info@virl.bc.ca)

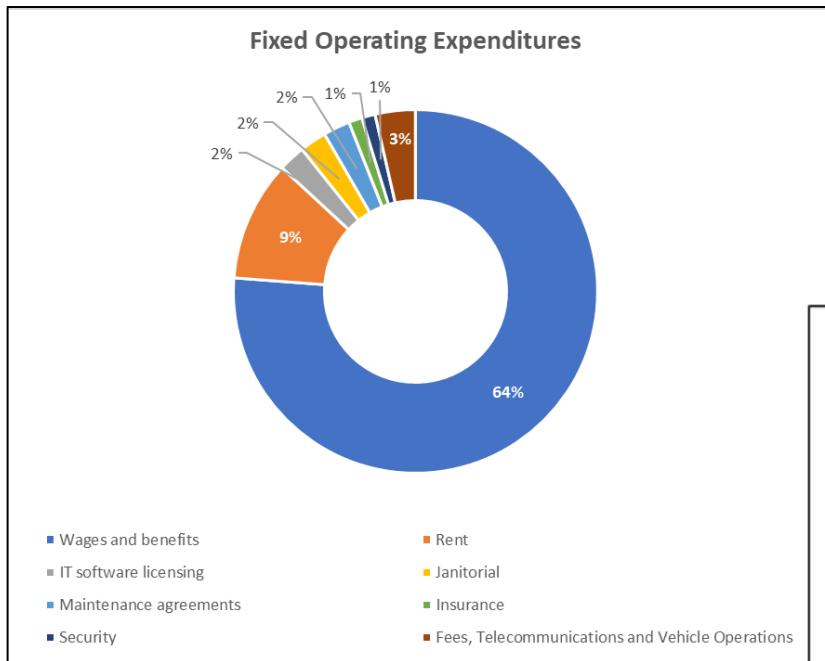
**[virl.bc.ca](http://virl.bc.ca)**



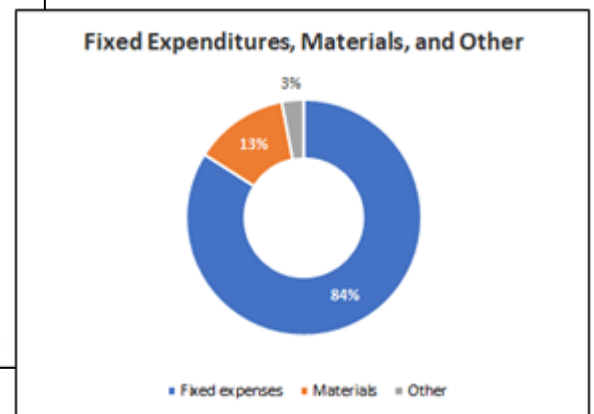


## 2023 VIRL Budget

### Overview



Approximately 84% of Vancouver Island Regional Library (VIRL)'s operating expenditures are fixed, through contractual arrangements or critical service expectations. A breakdown of the 84% is shown in the figures at left and below.



VIRL has vendor commitments to materials purchases at 13% to both maintain service levels and offset real and market annual inflation. These materials costs reflect 40% discounts owing to economies of scale, and track alongside VIRL's cohort. With these commitments, we consider 97% of VIRL's budget as being fixed expenditures. This provides VIRL with limited ability to adjust expenditure rates in most budget categories.

### Analysis of Fixed Costs

Fixed costs include:

- Wages and Benefits – VIRL's largest expenditure, accounting for approximately 65% of operating costs. We are anticipating labour pressure in 2023 given BCGEU main table negotiations and unprecedented in-year (2022) replacement staffing demands related to COVID, staff shortages, and other factors.

The majority of wages are driven by collective agreements. For 2023, the following assumptions regarding wage increases have been included:

- BCGEU: increase of 3% included, consistent with the recently ratified collective agreement
- CUPE: increase over 2022 based on estimated staff positions for 2023
- Pages: increases historically reflect changes in minimum wage rates. For 2023, VIRL has aligned Page salaries with living wage reports, as per Living Wage for Families BC (LWFBC).

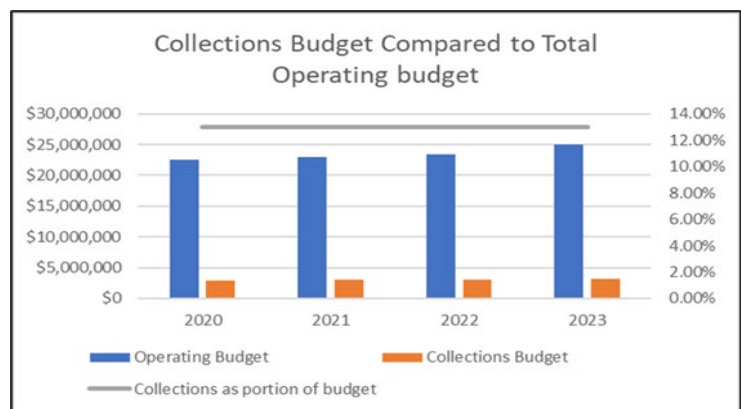
- Using the LWFBC rate for Nanaimo brings the rate of pay for all Pages from minimum wage to \$16.33 per hour, using the last published rate in 2021.
  - Exempt: increase of 3%, consistent with unionized staff
  - Updates to some branch staff compliments to ensure VIRL meets its health & safety and service commitments
- Rent – estimated 2.5% increase based on price escalation included in multi-year agreements, after accounting for decreased rental payments resulting from opening new branches
- Computer Networking Costs – increases due to additional software licensing costs, reflective of market conditions
- Janitorial – estimated 2.5% increase based on price escalation included in multi-year agreements and increased square footage due to new branches opening
- Maintenance Agreements – landscaping, snow removal, garbage/recycling, and HVAC estimated 4.0% increase based on historical trends for increased costs
- Insurance – increase over 2022 based on discussions with insurance agent, reflective of general market conditions
- Security – 10% increase due to market conditions
- Fees, Telecommunications, and Vehicle Operations
  - Includes fees paid to service providers for payroll processing, banking, debit/credit card processing, staff credit cards for purchases and travel, and others. Vendors, such as ADP and Moneris, continue to implement annual price increases
  - Telecommunications – consistent with 2022 budget
  - Vehicle Operations – includes operation of delivery vehicles and factors in the significant increases in fuel prices, insurance, and repairs & maintenance

**Firm Costs - Library Materials**

Library materials represent 13% of VIRL’s 2023 budget, and include physical and digital items within VIRL’s core collection – a key component of our service offering.

Materials are VIRL’s second largest operating expenditure, and overall, Collections expenditures have remained steady at 13% of operating budget.

Collections dollars are eroded by the combination of actual and market inflation, at a rate of 12% from 2020 to 2022, with 2023 projections continuing at higher than historic rates. The cost of books and other print materials are subject to inflationary increases, and digital materials are subject to shifting licensing models which lead to cost pressures.



The result is that over time, VIRL’s buying power is eroded. VIRL manages these tensions by carefully monitoring usage, making adjustments to our purchasing strategies, working with other libraries to leverage digital discounts and working with a primary print vendor to ensure the greatest discount.

- Approximately 65% of physical materials are purchased through a single vendor, Library Bound Inc. (LBI), which allows VIRL to recognize savings of approx. 40% on most titles.
- Like many Canadian public libraries, VIRL has seen a substantial increase in user demand for digital eBooks, eAudiobooks, and streaming video, especially since the COVID-19 pandemic began in early 2020.
- Responding to user demand and feedback, VIRL changed to a subscription Streaming Video service in 2021. In 2022, costs increased over 50%. For 2023, a more modest increase of 15% is anticipated to meet patron demand.

Reducing spending on materials would have negative impacts on VIRL's service delivery, including but not limited to:

- Not responding to user demand for electronic products, which increased exponentially throughout the pandemic and has not dropped off
- Not keeping pace with actual increasing market costs: reducing this line item only defers the costs to future years, given increased demand for collections
- Longer times between holds, impacting service delivery
- Smaller availability of titles

## **Analysis of Unfixed Costs**

The remaining 3% of costs are unfixed, with VIRL having some discretion over the amounts budgeted. However, there are tradeoffs to consider with regards to reducing these line items, and in some cases a portion of the expenditure is essentially fixed.

- Automotive, Travel and Vehicle Operations
  - Slight increase in staff travel over 2022, as VIRL staff re-start physical meetings
  - Reducing travel means less efficiency through collaboration
- Board Expenses
  - Continued reduction in meeting costs as virtual and/or hybrid meetings are scheduled
  - Could potentially reduce further, depending on how the Board would like its meetings to function
- Building and Equipment Maintenance
  - Annual increases due to market conditions and additional maintenance required on new, larger facilities
  - Reducing this line item only defers the costs to future years, when these will likely become more costly to address
- Consulting and Professional
  - Consistent with 2022
  - Some is essentially fixed – an audit is required under the *Library Act*, legal fees are required to adequately respond to labour issues and union grievances
- Office, Photocopier and Postage
  - Price increases on office supplies and other related expenditures due to supply chain, reflective of general market conditions
  - Limited ability to make substantial reductions without impacting service delivery
- Promotions and Advertising
  - Increase over 2022 represents inflationary increases, and additional resources to generate attendance and awareness

- Reducing this line item would impact program attendance and awareness of services provided
- Programming
  - Expected to increase as physical programming expands post pandemic
  - Reducing this line item would impact the services provided to communities
- Training and Workshops
  - Consistent with 2022
  - Reductions would lead to reduced staff engagement/satisfaction, and to reduced quality of services provided
- Utilities (heat, hydro, natural gas, water & sewer) – estimated 5.0% increase based on increases in utilities markets, and increased square footage of branches
  - Limited ability to control these costs without reducing operating hours

Please see Schedule C-1 for the detailed operating budget, with variances compared to 2022.

Overall, operating expenditures increased significantly over 2022 due to unforeseen inflation and other market conditions impacting all aspects of VIRL’s operations. Items not already covered under existing multi-year contracts in 2023, but are critical operating components, will be impacted most by market inflation.

### **Needs Based Budget**

For the 2023 budget process, staff developed preliminary estimates on a “needs based” approach. This approach involved evaluating what level of budget is required to continue to provide the current level of service, before evaluating how that impacts the overall budget and member levy.

This method provides a global picture of VIRL’s cost pressures and allows for detailed discussion of where to prioritize spending.

Staff have historically attempted to keep the increase to the Operating Levy (before any proposed business cases) in the range of 2 – 3%, in line with direction provided by the Executive Committee and Board of Trustees. For the 2022 Budget, the increase was 1.50%, which reflected operating conditions at the time and allowed VIRL to keep the operating levy lower than previous years. A levy increase in the 2 – 3% range for 2023 is unsustainable given the current economic conditions.

<b>Approved Increases – Operating Levy</b>				
<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
1.67%	2.61%	2.23%	1.87%	1.50%

### **Inflation Indicators**

Inflation in BC since March 2020 has steadily increased, leading to higher operating and capital costs. In June 2022, Statistics Canada reported another 31-year high in inflation of 8.1%, due to supply chain issues and world events.

COVID-19 has had a profound impact on VIRL’s supply chain resulting in increased lead times on ordering products, including some that are not available. Additionally, because of a lack of qualified suppliers, trades and consultants, there are additional delays and often increased costs due to decreased supply.

The construction sector impacts VIRL's costs related to new projects, repairs and maintenance, and other facilities items and continued its trend upwards in 2021 into 2022. As previously discussed, this sector continues to see unprecedented price increases and pressures on labour and supplies.

The 2023 Budget reflects the current inflation rate at the time of preparation (8.1% for June 2022) as the target levy increase.

## Revenue

### Preliminary Assumptions

VIRL anticipates continuing to receive approximately 92% of its revenue from member levies and approximately 6% from government grants. The remaining 2% is made up of ancillary revenues such as interest income, miscellaneous fees (photocopiers, sale of promotional items, room rentals, etc.).

### Adult Material Fines

As part of the 2022 Budget, the Board approved a business case for elimination of future fines for adult materials and elimination of existing fines for adult materials on all accounts. In summary, as of January 1, 2022:

- No overdue fines charged for late returns of adult materials.
  - Retroactively eliminated all adult material fines on patron records.
- When adult materials are deemed "lost" or "damaged", a replacement fee is assessed for the materials, and elimination of the previous processing fee. Thus:
  - Eliminated processing fees for lost/billed materials on all accounts.
  - Adjusted the replacement fee for library materials from the list price to VIRL's discounted price.
  - Replacement fees continue to be refunded if lost materials are returned.
- The elimination of fines does not extend to interlibrary loans from other institutions.

VIRL committed to reporting to the Board on the impact of eliminating adult material fines. VIRL tracked and analyzed the effect of not charging fines on return rates, and the impact on the overall collection for materials not returned.

VIRL has approximately 6 months of data at the time of this report. However, the spring job action impacted operations and the data collected.

The data to date shows a slight increase in overdue items, from 0.03% of total physical collections in 2020 to 0.06% of total physical collections as of June 2022. Despite the slight increase, the level of overdue items has had a negligible impact on wait times and was anticipated based on the experience of other systems that have eliminated fines. All indications are that over time, VIRL will return to 2020 levels.

The budget provided an additional \$207,390 to offset the lost revenue, which is included in the 2023 levy on the assumption VIRL will continue to not charge adult fines.

The financial impact is only one aspect of the 2022 approved business case. The non-monetary impacts, such as removing barriers to access and improved literacy, are strongly aligned with VIRL's Mission and Values. Research from the American Library Association notes

“[t]he correlation between literacy and income inequality, health outcomes, and rates of incarceration, among other issues of social and economic justice, underscores how literacy intersects with equity, access, and inclusion.”

**Non-Levy Revenue**

Non-levy revenue goes towards operating expenditures and helps to offset the amount charged to members through the Operating Levy. Forecasted amounts are based on historical actuals, as well as changes in market conditions.

**Additional Cost Pressures**

Fiscal 2023 will also bring specific cost pressures in the areas of:

- New accessibility legislation, introducing required improvements for VIRL facilities and services
- BC’s commitment to the United Nations Declaration on the Rights of Indigenous People

These cost pressures are being evaluated as part of the budget process.

**Impact on Operating Levy**

Combining all factors discussed above, the operating levy would be \$23,450,032, representing a 7.72% increase over 2022. Please see Schedule A for additional information.

**Capital Expenditures**

**Preliminary Assumptions**

Each budget year, VIRL adopts a 5-year capital plan. Capital projects are funded by the two levies created as part of the Consolidated Facilities Master Plan (CFMP), that identify targeted funding to new construction, renovations, furniture and equipment, investment in IT infrastructure and equipment, replacement of delivery vehicles, and other items.

<b>Approved Increases – Capital Levy</b>				
<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
1.22%	1.36%	1.27%	1.01%	1.00%

The new branch in Sooke opened to the public in March 2022, and is VIRL’s nineteenth community where an upgraded facility or new build has been realized since 2011.

The 2022 – 2026 Financial Plan included a hiatus on new capital projects for 2022, to allow for construction prices to level out and to update the existing CFMP. Recently the Port Alberni renovation was paused, due to high prices received on the tender. The CFMP is being updated to reflect current operating conditions.

VIRL staff continue to address repair and maintenance items as required at all branches. The CFMP levies also fund purchases of furniture and equipment, IT infrastructure, delivery vehicles, and other items. Maintaining a replacement cycle for these items ensures patrons continue to receive top quality service and engaging spaces.

*Fixed and Variable Expenditures*

VIRL maintains repayments of long-term borrowings in support of capital projects at Chemainus, Cowichan Lake, Nanaimo Harbourfront, Nanaimo North, and Sooke. This accounts for approximately \$1.4 million of fixed capital costs each year.

With the remaining funds in the capital budget, staff seek to balance projects between urban and rural locations, and ensure adequate funding for preventative maintenance and continued investment in furniture, equipment, and technology.

Historically, VIRL established capital projects for the next year through the capital plan. Rising construction prices from 2020 to 2022 have shown this model is not effective at capturing the cost of a project, since time between budget approval and project execution can be lengthy.

The capital plan has been developed with the intention of prioritizing projects for 2023, while not finalizing project budgets. This is done to recognize the experience gained from tendering Port Alberni and other capital projects, that costs cannot be accurately estimated until closer to the project being tendered.

To allow VIRL to continue work on capital projects, the 2023 capital plan includes an allotment of capital funds, with final allocation to projects to be established in 2023, based on the priorities established through the revised CFMP. The Board will be informed of the allocated amounts as projects move forward with planning.

### **Impact on Capital Levies**

The CFMP includes two levies, with each having target amounts. Using the targets established through the CFMP, the projected total Capital Levy for 2023 would be an increase of 0.38% over 2022 as follows:

	<b>2023</b>	<b>2022</b>	<b>\$ Increase</b>	<b>% Increase</b>
FFE Levy	1,604,616	1,742,644	(138,028)	(0.54)%
Facilities Levy	2,447,128	2,210,810	236,318	0.92%
<b>Total Capital Levies</b>	<b>\$4,301,744</b>	<b>\$3,953,454</b>	<b>\$98,290</b>	<b>0.38%</b>

#### *Furniture, Fixtures, Equipment & Systems Levy*

This levy is established through the CFMP as \$8/ft<sup>2</sup> indexed to CPI. From 2011 to 2022, there were annual increases in this levy to close the gap between the target amount and the amount collected.

#### *Facilities Levy*

This levy is established as an additional 1.25% to be added “until such time that the pent up demand is satisfied”. Given the demand for facility projects, this threshold will not be reached as of 2023.

### **Impact on Total Levy**

Based on the information discussed above, budgeted increases are:

	<b>2023</b>	<b>2022</b>	<b>\$ Increase</b>	<b>% Increase</b>
Operating Levy	\$23,450,032	\$21,486,977	\$1,963,055	7.72%
Capital Levies	\$4,051,743	\$3,953,454	\$98,290	0.38%
<b>Total Member Levy</b>	<b>\$27,501,775</b>	<b>\$25,440,431</b>	<b>\$2,061,345</b>	<b>8.10%</b>

## **Conclusion**

The Executive Committee provided detailed feedback at the meetings in July and August, which has been included in the 2023 Budget as presented. While the levy increase for 2023 is higher than in prior years, it reflects the current operation conditions faced by VIRL and the level of funding required to maintain existing services.





# Schedules

### Proposed Changes to Member Levies

	<u>2023 Levy</u>	<u>2022 Levy</u>	<u>Change</u>	<u>% Change to Total Levy</u>
Operating Levy ( <b>Note 1</b> )	\$23,450,032	\$21,486,977	\$1,963,055	7.72%
Capital Levies				
Furniture, Fixtures, Equipment & Systems Levy	1,604,616	1,742,644	(138,028)	-0.54%
Facilities Levy	2,447,128	2,210,810	236,318	0.93%
<b>Total Member Levies</b>	<b><u>\$27,501,775</u></b>	<b><u>\$25,440,431</u></b>	<b><u>\$2,061,344</u></b>	<b><u>8.10%</u></b>

**Note 1**

*Summary of Operating Levy*

Core Levy	23,450,032	21,159,587	2,290,445	
Business Cases	-	327,390	(327,390)	
<b>Operating Levy</b>	<b><u>\$23,450,032</u></b>	<b><u>\$21,486,977</u></b>	<b><u>1,963,055</u></b>	

### 5 Year History of Member Levies

	<u>2019 Levy</u>	<u>2020 Levy</u>	<u>2021 Levy</u>	<u>2022 Levy</u>	<u>2023 Levy</u>
Operating Levy	\$19,968,385	\$20,586,216	\$20,792,079	\$21,486,977	\$23,450,032
Capital Levies					
Furniture, Fixtures, Equipment & Systems Levy	1,409,647	1,538,097	1,642,644	1,742,644	1,604,616
Facilities Levy	1,762,059	1,926,371	2,065,805	2,210,810	2,447,128
<b>Total</b>	<b><u>\$23,140,091</u></b>	<b><u>\$24,050,684</u></b>	<b><u>\$24,500,528</u></b>	<b><u>\$25,440,432</u></b>	<b><u>\$27,501,775</u></b>
<b>Increase in Total Levy</b>	<b>\$1,048,004</b>	<b>\$910,593</b>	<b>\$449,844</b>	<b>\$939,904</b>	<b>\$2,061,343</b>
<b>Percentage Increase - Approved, Including Business Cases</b>	<b>4.74%</b>	<b>3.94%</b>	<b>1.87%</b>	<b>3.84%</b>	<b>8.10%</b>

### 5 Year Financial Plan By Year

	<b>Proposed 2023</b>	<b>2024</b>	<b>Projected</b>		
			<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Revenues</b>					
Member Levies	\$27,501,775	\$28,611,717	\$29,316,834	\$29,903,171	\$30,501,235
Grants	1,308,218	1,308,218	1,308,218	1,308,218	1,308,218
Overdue Fees	0	0	0	0	0
Investment Income	50,000	50,000	50,000	50,000	50,000
Other Branch Revenue	190,000	193,800	197,676	201,630	205,662
Transfers from Reserves	4,090,511	4,090,511	2,490,511	2,290,511	2,240,511
MFA Borrowing	0	0	0	0	0
<b>Total Revenues</b>	<b>\$33,140,504</b>	<b>\$34,254,246</b>	<b>\$33,363,238</b>	<b>\$33,753,530</b>	<b>\$34,305,626</b>
<b>Expenditures</b>					
Operating Expenditures	21,730,695	22,165,309	22,608,615	23,060,787	23,522,003
Library Materials	3,242,555	3,339,832	3,440,027	3,543,227	3,649,524
Capital	2,750,000	3,356,855	1,568,491	927,413	814,374
Debt Servicing	1,340,510	1,340,511	1,340,511	1,340,511	1,340,511
Transfers To Reserves	4,076,744	4,051,744	4,405,592	4,881,587	4,979,219
<b>Total Expenditures</b>	<b>\$33,140,504</b>	<b>\$34,254,246</b>	<b>\$33,363,238</b>	<b>\$33,753,530</b>	<b>\$34,305,626</b>
<b>Percentage Increase in Member Levies</b>	<b>8.10%</b>	<b>4.04%</b>	<b>2.46%</b>	<b>2.00%</b>	<b>2.00%</b>

**Variance Analysis**  
**Comparison of 2022 Consolidated Budget to 2023 Proposed Consolidated Budget**

	2022 Budget (Adopted)	2023 Budget (Proposed)			Increase (Decrease)	% Change
		Operating	Capital	Consolidated		
<b>Revenues</b>						
Member Levies	\$25,440,431	\$23,450,032	\$4,051,743	\$27,501,775	\$2,061,343	8.10%
Grants Received	1,308,218	1,308,218		1,308,218	-	0.00%
Investment and Rental Income	100,000	50,000		50,000	(50,000)	-50.00%
Overdues Fees	-	-		-	-	0.00%
Lost Books/Cards	20,000	20,000		20,000	-	0.00%
Miscellaneous Fees	12,610	15,000		15,000	2,390	18.95%
Photocopiers	70,000	40,000		40,000	(30,000)	-42.86%
Book and Promotional Item Sales	15,000	15,000		15,000	-	0.00%
Fundraising/Donations	125,000	100,000		100,000	(25,000)	-20.00%
Transfers from Reserves	4,183,455	-	4,090,511	4,090,511	(92,944)	-2.22%
MFA Borrowing	-	-	-	-	-	0.00%
<b>Total Revenues</b>	<b>31,274,714</b>	<b>24,998,250</b>	<b>8,142,254</b>	<b>33,140,504</b>	<b>1,865,789</b>	<b>5.96%</b>
<b>Expenditures</b>						
Automotive, Travel and Vehicle Operations	159,954	201,469		201,469	41,515	25.95%
Bank and Payroll Production Charges	85,000	93,620		93,620	8,620	10.14%
Board Expenses	50,000	45,000		45,000	(5,000)	-10.00%
Branch and Facility Costs	2,997,810	3,169,945		3,169,945	172,135	5.74%
Building and Equipment Maintenance	113,914	129,000		129,000	15,086	13.24%
Communications and Internet	313,708	306,750		306,750	(6,958)	-2.22%
Computer Networking Costs	1,075,000	778,650	400,000	1,178,650	103,650	9.64%
Consulting and Professional Fees	210,000	212,894		212,894	2,894	1.38%
Insurance	150,000	175,000		175,000	25,000	16.67%
Library Materials	3,090,959	3,242,555		3,242,555	151,596	4.90%
Office, Photocopier and Postage	375,000	420,700		420,700	45,700	12.19%
Promotion and Advertising	21,000	31,000		31,000	10,000	47.62%
Programming	79,000	109,001		109,001	30,001	37.98%
Training and Workshops	130,000	129,050		129,050	(950)	-0.73%
Wages and Benefits	15,166,459	15,928,616		15,928,616	762,157	5.03%
Capital	1,910,797	-	2,350,000	2,350,000	439,203	22.99%
Debt Servicing	1,392,657	-	1,340,510	1,340,510	(52,147)	-3.74%
Transfers to Reserves	3,953,455	25,000	4,051,744	4,076,744	123,289	3.12%
<b>Total Expenditures</b>	<b>31,274,714</b>	<b>24,998,250</b>	<b>8,142,254</b>	<b>33,140,504</b>	<b>1,865,789</b>	<b>5.96%</b>
<b>Net Operations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**Variance Analysis**  
**Comparison of 2022 Operating Budget to 2023 Proposed Operating Budget**

	<b>2022 Operating Budget (Adopted)</b>	<b>2023 Operating Budget (Proposed)</b>	<b>Increase (Decrease)</b>	<b>% Change</b>
<b>Revenues</b>				
Member Levies	\$21,486,977	\$23,450,032	\$1,963,055	9.14%
Grants Received	1,308,218	1,308,218	-	0.00%
Investment and Rental Income	100,000	50,000	(50,000)	-50.00%
Overdue Fees	-	-	-	0.00%
Lost Books/Cards	20,000	20,000	-	0.00%
Miscellaneous Fees	12,610	15,000	2,390	18.95%
Photocopiers and Printing	70,000	40,000	(30,000)	-42.86%
Book and Promotional Item Sales	15,000	15,000	-	0.00%
Fundraising/Donations	125,000	100,000	(25,000)	-20.00%
Transfers from Reserves	230,000	-	(230,000)	0.00%
<b>Total Revenues</b>	<b>23,367,805</b>	<b>24,998,250</b>	<b>1,630,445</b>	<b>6.98%</b>
<b>Expenditures</b>				
Automotive, Travel and Vehicle Operations	159,954	201,469	41,515	25.95%
Bank and Payroll Production Charges	85,000	93,620	8,620	10.14%
Board Expenses	50,000	45,000	(5,000)	-10.00%
Branch and Facility Costs	2,997,810	3,169,945	172,133	5.74%
Building and Equipment Maintenance	113,914	129,000	15,086	13.24%
Communications and Internet	313,708	306,750	(6,958)	-2.22%
Computer Networking Costs	425,000	778,650	353,650	83.21%
Consulting and Professional	210,000	212,894	2,894	1.38%
Insurance	150,000	175,000	25,000	16.67%
Library Materials	3,090,959	3,242,555	151,596	4.90%
Office, Photocopier and Postage	375,000	420,700	45,700	12.19%
Promotion and Advertising	21,000	31,000	10,000	47.62%
Programming	79,000	109,001	30,001	37.98%
Training and Workshops	130,000	129,050	(950)	-0.73%
Wages and Benefits	15,166,459	15,928,616	762,157	5.03%
Transfers to Reserves	-	25,000	25,000	0.00%
<b>Total Expenditures</b>	<b>23,367,805</b>	<b>24,998,250</b>	<b>1,630,445</b>	<b>6.98%</b>
<b>Net Operations</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

## Variance Analysis Comparison of 2022 Capital Budget to 2023 Proposed Capital Budget

	<b>2022 Capital Budget (Adopted)</b>	<b>2023 Capital Budget (Proposed)</b>	<b>Increase (Decrease)</b>	<b>% Change</b>
<b>Revenues</b>				
Member Levies	\$3,953,454	\$4,051,743	\$98,289	2.49%
Transfers from Reserves	3,953,455	4,090,511	137,056	3.47%
MFA Borrowing	-	-	-	0.00%
<b>Total Revenues</b>	<b>7,906,909</b>	<b>8,142,254</b>	<b>235,345</b>	<b>2.98%</b>
<b>Expenditures</b>				
Computer Networking Costs	650,000	400,000	(250,000)	-38.46%
Capital	1,910,797	2,350,000	439,203	22.99%
Debt Servicing	1,392,657	1,340,510	(52,147)	-3.74%
Transfers to Reserves	3,953,455	4,051,744	98,289	2.49%
<b>Total Expenditures</b>	<b>7,906,909</b>	<b>8,142,254</b>	<b>235,345</b>	<b>2.98%</b>
<b>Net Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

### Total Member Levy

Municipalities	Total 2022 Levy	2023 Operating Levy	Change in Operating Levy	% Change in Operating Levy	Maintenance, Fixtures & F&E Levy	Facilities Levy	Capital Levies	Total 2023 Levy	Change in Total Levy over 2022	% Change in Total Levy over 2022
Campbell River	1,750,493	1,605,507	127,042	8.59%	109,860	167,543	277,403	1,882,910	132,417	7.56%
Comox	754,434	694,029	56,835	8.92%	47,490	72,425	119,916	813,945	59,511	7.89%
Courtenay	1,511,463	1,362,160	85,579	6.70%	93,209	142,148	235,357	1,597,516	86,053	5.69%
Cumberland	222,475	210,211	22,309	11.87%	14,384	21,937	36,321	246,532	24,057	10.81%
Daajing Giids	38,946	34,242	1,348	4.10%	2,343	3,573	5,916	40,158	1,212	3.11%
Duncan	255,208	227,039	11,490	5.33%	15,536	23,693	39,228	266,267	11,059	4.33%
Gold River	49,924	45,278	3,112	7.38%	3,098	4,725	7,823	53,102	3,178	6.37%
Ladysmith	443,650	414,747	40,041	10.69%	28,380	43,281	71,661	486,407	42,757	9.64%
Lake Cowichan	163,581	153,539	15,378	11.13%	10,506	16,023	26,529	180,068	16,487	10.08%
Lantzville	221,694	213,240	25,998	13.88%	14,591	22,253	36,844	250,085	28,391	12.81%
Masset	30,781	26,035	37	0.14%	1,781	2,717	4,498	30,533	-248	-0.81%
Nanaimo	5,155,191	4,677,144	323,072	7.42%	320,043	488,083	808,126	5,485,270	330,079	6.40%
North Cowichan	1,658,657	1,529,129	128,228	9.15%	104,634	159,572	264,206	1,793,335	134,678	8.12%
North Saanich	905,656	834,011	69,094	9.03%	57,069	87,033	144,102	978,113	72,457	8.00%
Parksville	778,715	716,770	59,068	8.98%	49,046	74,798	123,845	840,614	61,899	7.95%
Port Alberni	839,444	779,055	70,061	9.88%	53,308	81,298	134,607	913,661	74,217	8.84%
Port Alice	24,754	24,601	3,694	17.67%	1,683	2,567	4,251	28,851	4,097	16.55%
Port Clements	11,414	10,262	621	6.44%	702	1,071	1,773	12,035	621	5.44%
Port Hardy	168,085	153,350	11,385	8.02%	10,493	16,003	26,496	179,846	11,761	7.00%
Port McNeill	96,963	89,755	7,860	9.60%	6,142	9,366	15,508	105,263	8,300	8.56%
Qualicum Beach	562,522	528,416	53,310	11.22%	36,158	55,143	91,301	619,717	57,195	10.17%
Sayward	13,479	12,469	1,085	9.53%	853	1,301	2,154	14,623	1,144	8.49%
Sidney	839,644	726,286	17,123	2.41%	49,698	75,792	125,489	851,776	12,132	1.44%
Sooke	760,176	717,206	75,162	11.71%	49,076	74,844	123,920	841,127	80,951	10.65%
Tahsis	14,600	11,719	-612	-4.97%	802	1,223	2,025	13,744	-856	-5.87%
Tofino	220,019	199,659	13,831	7.44%	13,662	20,835	34,497	234,156	14,137	6.43%
Ucluelet	133,587	131,029	18,202	16.13%	8,966	13,673	22,639	153,668	20,081	15.03%
Zeballos	4,567	4,235	378	9.80%	290	442	732	4,967	400	8.76%
<b>TOTALS</b>	<b>17,630,124</b>	<b>16,131,121</b>	<b>1,240,729</b>	<b>8.33%</b>	<b>1,103,805</b>	<b>1,683,363</b>	<b>2,787,167</b>	<b>18,918,289</b>	<b>1,288,164</b>	<b>7.31%</b>
<b>Regional Districts</b>										
Alberni-Clayoquot	523,888	487,102	44,626	10.09%	33,331	50,832	84,163	571,265	47,377	9.04%
Capital	315,360	284,837	18,484	6.94%	19,491	29,724	49,215	334,052	18,692	5.93%
Central Coast	66,226	54,726	-1,209	-2.16%	3,745	5,711	9,456	64,181	-2,045	-3.09%
Comox Valley	1,433,476	1,361,895	151,182	12.49%	93,190	142,121	235,311	1,597,206	163,730	11.42%
Cowichan Valley	2,150,072	2,038,290	222,340	12.24%	139,474	212,706	352,180	2,390,470	240,398	11.18%
Mount Waddington	161,102	137,153	1,086	0.80%	9,385	14,313	23,698	160,851	-251	-0.16%
Nanaimo	2,524,008	2,365,101	233,325	10.95%	161,837	246,810	408,647	2,773,748	249,740	9.89%
North Coast	51,985	47,183	3,277	7.46%	3,229	4,924	8,152	55,335	3,350	6.44%
qathet	28,314	27,407	3,493	14.61%	1,875	2,860	4,735	32,142	3,828	13.52%
Strathcona	555,880	515,217	45,721	9.74%	35,255	53,765	89,020	604,237	48,357	8.70%
<b>TOTALS</b>	<b>7,810,311</b>	<b>7,318,911</b>	<b>722,325</b>	<b>10.95%</b>	<b>500,811</b>	<b>763,765</b>	<b>1,264,576</b>	<b>8,583,487</b>	<b>773,177</b>	<b>9.90%</b>
<b>TOTALS</b>	<b>25,440,435</b>	<b>23,450,032</b>	<b>1,963,052</b>	<b>9.14%</b>	<b>1,604,616</b>	<b>2,447,128</b>	<b>4,051,743</b>	<b>27,501,775</b>	<b>2,061,340</b>	<b>8.10%</b>

**Population Portion of Levy**

Municipalities	Total 2022 Population Portion of Levy	2022 Net Population	2023 Population	Less Band Population	2023 Net Population	Population Increase (Decrease) From Previous Year	Population % Change From Previous Year	2023 Population Portion of Core Levy	Maintenance, Fixtures & F&E Levy	Facilities Levy	Total 2023 Population Portion of Total Levy	Change in Total Population Levy From Previous Year	% Change in Total Population Levy From Previous Year
Campbell River	984,022	36,167	37,755	(1,132)	36,623	456	1.26%	903,416	61,818	94,276	1,059,510	75,488	7.67%
Comox	413,068	15,182	15,211		15,211	29	0.19%	375,225	25,676	39,157	440,057	26,989	6.53%
Courtenay	785,270	28,862	28,902		28,902	40	0.14%	712,954	48,785	74,400	836,140	50,870	6.48%
Cumberland	124,013	4,558	4,688		4,688	130	2.85%	115,644	7,913	12,068	135,625	11,612	9.36%
Daajing Giids	25,657	943	931		931	(12)	-1.27%	22,966	1,571	2,397	26,934	1,277	4.98%
Duncan	139,412	5,124	5,121		5,121	(3)	-0.06%	126,325	8,644	13,183	148,151	8,739	6.27%
Gold River	34,608	1,272	1,257		1,257	(15)	-1.18%	31,008	2,122	3,236	36,365	1,757	5.08%
Ladysmith	245,849	9,036	9,213		9,213	177	1.96%	227,266	15,551	23,716	266,534	20,685	8.41%
Lake Cowichan	99,335	3,651	3,600		3,600	(51)	-1.40%	88,805	6,077	9,267	104,149	4,814	4.85%
Lantzville	103,825	3,816	3,874		3,874	58	1.52%	95,564	6,539	9,973	112,075	8,250	7.95%
Masset	20,787	764	724		724	(40)	-5.24%	17,860	1,222	1,864	20,945	158	0.76%
Nanaimo	2,757,123	101,336	101,987		101,987	651	0.64%	2,515,814	172,150	262,538	2,950,502	193,379	7.01%
North Cowichan	883,571	32,475	32,850		32,850	375	1.15%	810,343	55,449	84,563	950,356	66,785	7.56%
North Saanich	325,541	11,965	12,500		12,500	535	4.47%	308,350	21,099	32,178	361,627	36,086	11.08%
Parksville	372,338	13,685	13,871		13,871	186	1.36%	342,170	23,414	35,707	401,290	28,952	7.78%
Port Alberni	518,579	19,060	19,101		19,101	41	0.22%	471,183	32,242	49,170	552,595	34,016	6.56%
Port Alice	17,712	651	707		707	56	8.60%	17,440	1,193	1,820	20,454	2,742	15.48%
Port Clements	7,781	286	275		275	(11)	-3.85%	6,784	464	708	7,956	175	2.25%
Port Hardy	120,285	4,421	4,351		4,351	(70)	-1.58%	107,330	7,344	11,200	125,875	5,590	4.65%
Port McNeill	65,734	2,416	2,441		2,441	25	1.03%	60,215	4,120	6,284	70,619	4,885	7.43%
Qualicum Beach	251,209	9,233	9,387		9,387	154	1.67%	231,558	15,845	24,164	271,568	20,359	8.10%
Sayward	8,652	318	326		326	8	2.52%	8,042	550	839	9,431	779	9.01%
Sidney	334,982	12,312	12,279		12,279	(33)	-0.27%	302,898	20,726	31,609	355,234	20,252	6.05%
Sooke	410,374	15,083	15,539		15,539	456	3.02%	383,316	26,229	40,001	449,546	39,172	9.55%
Tahsis	9,468	348	296		296	(52)	-14.94%	7,302	500	762	8,563	(905)	-9.56%
Tofino	68,618	2,522	2,618		2,618	96	3.81%	64,581	4,419	6,739	75,739	7,121	10.38%
Ucluelet	52,810	1,941	2,055		2,055	114	5.87%	50,693	3,469	5,290	59,452	6,642	12.58%
Zeballos	3,211	118	120		120	2	1.69%	2,960	203	309	3,472	261	8.12%
<b>Regional Districts</b>	<b>9,183,836</b>	<b>337,545</b>	<b>341,979</b>	<b>(1,132)</b>	<b>340,847</b>	<b>3,302</b>	<b>0.98%</b>	<b>8,408,010</b>	<b>575,335</b>	<b>877,418</b>	<b>9,860,763</b>	<b>676,929</b>	<b>7.37%</b>
Alberni-Clayoquot	223,539	8,216	10,470	(2,207)	8,263	47	0.57%	203,832	13,948	21,271	239,050	15,511	6.94%
Capital	113,783	4,182	6,332	(2,222)	4,110	(72)	-1.72%	101,385	6,938	10,580	118,903	5,120	4.50%
Central Coast	41,002	1,507	3,625	(2,233)	1,392	(115)	-7.63%	34,338	2,350	3,583	40,271	(731)	-1.78%
Comox Valley	675,371	24,836	25,926	(310)	25,616	780	3.14%	631,895	43,239	65,941	741,075	65,344	9.67%
Cowichan Valley	980,485	36,037	41,128	(2,511)	38,617	2,580	7.16%	952,604	65,184	99,409	1,117,197	136,712	13.94%
Mount Waddington	44,730	1,644	3,329	(1,689)	1,640	(4)	-0.24%	40,456	2,768	4,222	47,445	2,715	6.07%
Nanaimo	1,163,893	42,778	44,602	(1,057)	43,545	767	1.79%	1,074,168	73,502	112,095	1,259,764	95,871	8.24%
North Coast	26,772	984	2,604	(1,470)	1,134	150	15.24%	27,973	1,914	2,919	32,807	6,035	22.54%
qathet	11,590	426	489	-	489	63	14.79%	12,063	825	1,259	14,147	2,557	22.06%
Strathcona	254,855	9,367	10,414	(754)	9,660	293	3.13%	238,293	16,306	24,867	279,465	24,610	9.66%
<b>TOTALS</b>	<b>12,720,216</b>	<b>467,522</b>	<b>490,898</b>	<b>(15,585)</b>	<b>475,313</b>	<b>7,791</b>	<b>1.67%</b>	<b>11,725,016</b>	<b>802,308</b>	<b>1,223,564</b>	<b>13,750,888</b>	<b>1,030,674</b>	<b>8.10%</b>



**Board of Trustees**  
**2023 VIRL Budget**  
**Schedule F**

**Assessment Portion of Levy**

Municipalities	Total 2022 Assessment Portion of Levy	2022 Converted Hospital Assessment	2023 Converted Hospital Assessment	Assessment Increase (Decrease) From Previous Year	% Change From Previous Year	2023 Assessment Portion of Core Levy	Maintenance, Fixtures & F&E Levy	Facilities Levy	Total 2023 Assessment Portion of Levy	Change in Total Assessment Levy From Previous Year	% Change in Total Assessment Levy From Previous Year
Campbell River	766,470	837,473,827	1,088,111,089	250,637,262	29.93%	702,091	48,042	73,267	823,400	56,930	7.43%
Comox	341,366	372,988,978	494,087,325	121,098,347	32.47%	318,804	21,815	33,269	373,888	32,522	9.53%
Courtenay	726,193	793,465,406	1,006,148,104	212,682,698	26.80%	649,205	44,423	67,748	761,376	35,183	4.84%
Cumberland	98,462	107,583,325	146,562,495	38,979,170	36.23%	94,568	6,471	9,869	110,907	12,445	12.64%
Daajing Giids	13,289	14,520,268	17,475,746	2,955,478	20.35%	11,276	772	1,177	13,224	(65)	-0.49%
Duncan	115,796	126,522,464	156,087,909	29,565,445	23.37%	100,714	6,892	10,510	118,115	2,319	2.00%
Gold River	15,316	16,734,833	22,117,095	5,382,262	32.16%	14,271	977	1,489	16,737	1,421	9.27%
Ladysmith	197,800	216,124,109	290,559,897	74,435,788	34.44%	187,480	12,829	19,565	219,874	22,074	11.16%
Lake Cowichan	64,246	70,197,439	100,326,106	30,128,667	42.92%	64,734	4,430	6,755	75,919	11,673	18.17%
Lantzville	117,869	128,788,057	182,377,009	53,588,952	41.61%	117,677	8,052	12,280	138,009	20,140	17.09%
Masset	9,995	10,920,665	12,669,951	1,749,286	16.02%	8,175	559	853	9,588	(407)	-4.08%
Nanaimo	2,398,067	2,620,216,964	3,349,659,760	729,442,796	27.84%	2,161,329	147,893	225,546	2,534,768	136,701	5.70%
North Cowichan	775,085	846,886,777	1,113,984,632	267,097,855	31.54%	718,786	49,184	75,009	842,979	67,894	8.76%
North Saanich	580,115	633,855,362	814,676,641	180,821,279	28.53%	525,661	35,969	54,855	616,485	36,370	6.27%
Parksville	406,377	444,022,575	580,560,418	136,537,843	30.75%	374,600	25,633	39,091	439,324	32,947	8.11%
Port Alberni	320,865	350,588,410	477,143,407	126,554,997	36.10%	307,871	21,067	32,128	361,066	40,201	12.53%
Port Alice	7,042	7,694,253	11,097,526	3,403,273	44.23%	7,161	490	747	8,398	1,356	19.25%
Port Clements	3,633	3,969,426	5,390,384	1,420,958	35.80%	3,478	238	363	4,079	446	12.28%
Port Hardy	47,800	52,228,022	71,322,228	19,094,206	36.56%	46,020	3,149	4,802	53,971	6,171	12.91%
Port McNeill	31,229	34,122,180	45,781,662	11,659,482	34.17%	29,540	2,021	3,083	34,644	3,415	10.94%
Qualicum Beach	311,313	340,151,948	460,074,618	119,922,670	35.26%	296,858	20,313	30,979	348,150	36,837	11.83%
Sayward	4,827	5,273,965	6,861,364	1,587,399	30.10%	4,427	303	462	5,192	365	7.56%
Sidney	504,662	551,412,679	656,173,316	104,760,637	19.00%	423,388	28,971	44,183	496,542	(8,120)	-1.61%
Sooke	349,802	382,206,437	517,468,098	135,261,661	35.39%	333,890	22,847	34,843	391,581	41,779	11.94%
Tahsis	5,132	5,606,880	6,845,592	1,238,712	22.09%	4,417	302	461	5,180	48	0.94%
Tofino	151,401	165,425,942	209,346,023	43,920,081	26.55%	135,078	9,243	14,096	158,417	7,016	4.63%
Ucluelet	80,777	88,259,562	124,505,612	36,246,050	41.07%	80,336	5,497	8,383	94,216	13,439	16.64%
Zeballos	1,356	1,482,135	1,975,985	493,850	33.32%	1,275	87	133	1,495	139	10.27%
<b>Municipalities Total</b>	<b>8,446,286</b>	<b>9,228,722,888</b>	<b>11,969,389,992</b>	<b>2,740,667,104</b>	<b>29.70%</b>	<b>7,723,111</b>	<b>528,470</b>	<b>805,945</b>	<b>9,057,525</b>	<b>611,240</b>	<b>7.24%</b>
<b>Regional Districts</b>											
Alberni-Clayoquot	300,349	328,172,680	439,017,331	110,844,651	33.78%	283,271	19,383	29,561	332,215	31,866	10.61%
Capital	201,578	220,251,135	284,316,054	64,064,919	29.09%	183,452	12,553	19,144	215,149	13,571	6.73%
Central Coast	25,224	27,561,110	31,597,213	4,036,103	14.64%	20,388	1,395	2,128	23,910	(1,314)	-5.21%
Comox Valley	757,744	827,939,396	1,131,363,837	303,424,441	36.65%	729,999	49,952	76,179	856,130	98,386	12.98%
Cowichan Valley	1,169,587	1,277,934,061	1,682,612,353	404,678,292	31.67%	1,085,686	74,290	113,297	1,273,273	103,686	8.87%
Mount Waddington	116,373	127,153,134	149,863,864	22,710,730	17.86%	96,698	6,617	10,091	113,406	(2,967)	-2.55%
Nanaimo	1,360,115	1,486,112,061	2,000,708,136	514,596,075	34.63%	1,290,934	88,335	134,715	1,513,984	153,869	11.31%
North Coast	25,212	27,547,867	29,770,491	2,222,624	8.07%	19,209	1,314	2,005	22,528	(2,684)	-10.65%
qathet	16,723	18,272,339	23,780,675	5,508,336	30.15%	15,344	1,050	1,601	17,995	1,272	7.61%
Strathcona	301,025	328,911,073	429,181,556	100,270,483	30.49%	276,924	18,949	28,898	324,772	23,747	7.89%
<b>Regional Districts Total</b>	<b>4,273,930</b>	<b>4,669,854,856</b>	<b>6,202,211,510</b>	<b>1,532,356,654</b>	<b>32.81%</b>	<b>4,001,905</b>	<b>273,838</b>	<b>417,619</b>	<b>4,693,363</b>	<b>419,433</b>	<b>9.81%</b>
<b>TOTALS</b>	<b>12,720,216</b>	<b>13,898,577,744</b>	<b>18,171,601,502</b>	<b>4,273,023,758</b>	<b>30.74%</b>	<b>11,725,016</b>	<b>802,308</b>	<b>1,223,564</b>	<b>13,750,888</b>	<b>1,030,673</b>	<b>8.10%</b>

## Weighted Votes

<b>Municipality/Regional District</b>	<b>2023 Levies</b>	<b>Votes</b>
Campbell River	1,882,910	27
Comox	813,945	12
Courtenay	1,597,516	23
Cumberland	246,532	4
Daajing Giids	40,158	1
Duncan	266,267	4
Gold River	53,102	1
Ladysmith	486,407	7
Lake Cowichan	180,068	3
Lantzville	250,085	4
Masset	30,533	1
Nanaimo	5,485,270	80
North Cowichan	1,793,335	26
North Saanich	978,113	14
Parksville	840,614	12
Port Alberni	913,661	13
Port Alice	28,851	1
Port Clements	12,035	1
Port Hardy	179,846	3
Port McNeill	105,263	2
Qualicum Beach	619,717	9
Sayward	14,623	1
Sidney	851,776	12
Sooke	841,127	12
Tahsis	13,744	1
Tofino	234,156	3
Ucluelet	153,668	2
Zeballos	4,967	1
Alberni-Clayoquot Regional District	571,265	8
Capital Regional District	334,052	5
Central Coast Regional District	64,181	1
Comox Valley Regional District	1,597,206	23
Cowichan Valley Regional District	2,390,470	35
Mount Waddington Regional District	160,851	2
Nanaimo Regional District	2,773,748	40
North Coast Regional District	55,335	1
qathet Regional District	32,142	1
Strathcona Regional District	604,237	9
<b>TOTAL Local Levies</b>	<b>27,501,775</b>	<b>405</b>

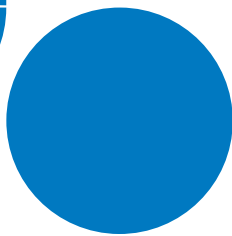
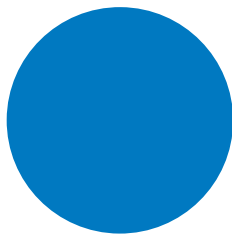
1/4% of Total Local Levies means Value for one vote = 68,754

Internal Note

June 2002 Board meeting the following motion was adopted:

***VIRL BR 02061:8***

***That the Board approve a new weighted vote formula in which each member jurisdiction receives 1 weighted vote plus 1 additional vote for each 1/4 percent of total VIRL tax contributions after the first 1/4 percent. Where the formula results in a fraction of a vote, normal rounding will apply.***



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September 28, 2022

Dear Leaders, Technicians, Friends, and Partners in Flood Management,

**RE: Invitation to Engage on the B.C. Flood Strategy Intentions Paper**

This is an update and an invitation to participate in the ongoing development of the B.C. Flood Strategy, which resumes this fall. We are seeking to address gaps in key policy questions in the *Intentions Paper* to help inform a draft Strategy. The *Intentions Paper* is an update to the Discussion Paper that was developed in collaboration with B.C. First Nations in 2021, and is being released in October 2022. Please note that these are invitation-only events and are not open to the public.

**Background**

The Ministry of Forests (FOR), supported by Emergency Management B.C. (EMBC), is leading the development of a B.C. Flood Strategy (the Strategy) in collaboration with First Nations and local governments, to support progress toward a more flood resilient British Columbia in a changing climate. It is intended to address provincial commitments in the B.C. [Declaration on the Rights of Indigenous Peoples Act](#) (Declaration Act) and align with the U.N. [Sendai Framework for Disaster Risk Reduction](#) relating to flood resilience in the province. The Strategy is intended to address ongoing flood management challenges, increase partnerships with First Nations and local governments, and improve public safety.

The Province started work towards the Strategy in 2020, with the intent for Flood Resilience (implementation) planning to follow. Early conversations with First Nations, local governments, and federal government agencies in July 2021 led to an *Intentions Paper* for the B.C. Flood Strategy. The *Intentions Paper* is a proposed strategic framework that includes a Vision, Outcomes and Principles for flood resilience in B.C. The framework sets four strategic ‘program areas’ and associated potential actions for future implementation. The Strategy will remain high level and leave more granular decisions for implementation planning.

Engagement with industry, academia, professionals, and non-government organizations (NGOs) was delayed due to redirection of resources toward response and recovery following the November 2021 flood events. The Provincial government is now continuing engagement on the Strategy, with the release of the *Intentions Paper* in October 2022.

Strengthening flood risk governance requires strong, coordinated roles at all levels of government, including First Nations. Upcoming engagements will apply a collaborative, reconciliation-based approach. First Nations (including Modern Treaty First Nations) and Local Governments are invited to come together to build relationships and to discuss the proposal for a B.C. Flood Strategy from a water basin and First Nations language group perspective – i.e., with attention to the geographies, socio-cultural, environmental, economic and governance considerations of B.C.’s nine major water basins and seven First Nations language groups.

Input is sought on the contents of the *Intentions Paper*, and to address key policy questions raised during engagement that was undertaken in 2020-2021. To support this work, virtual and in-person engagement sessions and a survey will run until December 2022, and a First Nations-Provincial government co-authorship process will run until late January 2022. A parallel engagement process, led by Simon Fraser University's Morris J. Wosk Centre for Dialogue and supported by Alderhill Planning Inc., seeks to collect feedback on the *Intentions Paper* from industry, academic, and not-for-profit stakeholders in flood resilience and will also be open to Indigenous participants as interest warrants.

Feedback received during the spring of 2021, and relevant feedback through related conversations since, will continue to be used to inform drafting of the B.C. Flood Strategy. It will be supplemented with information from upcoming engagements. First Nations, local governments and federal agencies are invited to attend one or more of three virtual engagements (**October 21<sup>st</sup>**, **November 1<sup>st</sup>**, and **December 9<sup>th</sup>**), and/or **one** of three in-person engagement events: in **Prince George (November 15<sup>th</sup>)**, **Chilliwack (November 29<sup>th</sup>)**, and **Kelowna (December 6<sup>th</sup>)**. An online survey opens in October with the release of the *Intentions Paper* and will be available for input until December.

Alderhill Planning uses an Indigenous approach to gathering and sharing information, wherein the goal of engagements is not strictly to extract information but to reciprocally share information with participants. Our reports are meant to be used as tools and information sources for communities engaging in work related to the topic, and so we share our drafts and raw notes (all anonymously) for participants to use and reference. These notes and drafts will contribute to a What We Heard Report that will guide the development of the B.C. Flood Strategy.

Registration links are below. Please email [BCFlood@alderhill.ca](mailto:BCFlood@alderhill.ca) if you have any questions. It is our hope that regions are equitably represented, so please check with your colleagues to ensure that only 1-2 representatives are sent per organization. If you are unable to attend the session that represents your region/interests, you may attend any virtual or any one of three in person events.

## Virtual: 8:30am to 12:30pm

**October 21st** – Coastal regions (Salishan, Wakashan Language families);

**November 1st** – Stikine River, Nass River, and Skeena River Basins (Dene, Tsimshianic, Haida Language families); and

**December 9th** – All water basin and language groups invited to hear overview of sessions.

\*Please RSVP at least one day before each session.

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## In-Person: 9:00am to 3:00pm

**Prince George - November 15th** – Mackenzie River, Taku River, Yukon River, Fraser River Basin (Dene, Algonquin and Salishan Language families);

**Chilliwack - November 29th** – Coastal regions and Fraser River Basin (Salishan, Dene, Ktunaxa Language families)

**Kelowna - December 6th** – Columbia River Basin (Ktunaxa and Salishan language families)

**Locations TBD**

\*Please RSVP at least two weeks in advance of the session you would like to attend.

**[Click Here to Register](#)**

\*\*For inquiries related to workshop logistics and registration, please contact [BCFlood@alderhill.ca](mailto:BCFlood@alderhill.ca).

\*\*\*Following your registration, Alderhill will send you an ICS (calendar) file that will allow you to hold the event and zoom link in your calendar.

If you will require closed captioning, or any other support for accessibility features, please contact [BCFlood@alderhill.ca](mailto:BCFlood@alderhill.ca) at least one week prior to the session.

For inquiries specific to the *Draft Intentions Paper* or the overall *B.C. Flood Strategy process*, please email: [BCFloodStrategy@gov.BC.ca](mailto:BCFloodStrategy@gov.BC.ca)

Sincerely,



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Laura Plante,  
Executive Director  
Integrated Resource Operations Division  
Ministry of Forests