

CENTRAL COAST REGIONAL DISTRICT
 PO BOX 186
 BELLA COOLA, BC V0T 1C0

KPMG LLP
 177 Victoria Street, Suite 400
 Prince George, BC V2L 5R8
 Canada

April 9, 2020

Ladies and Gentlemen:

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as "financial statements") of Central Coast Regional District ("the Entity") as at and for the period ended December 31, 2019.

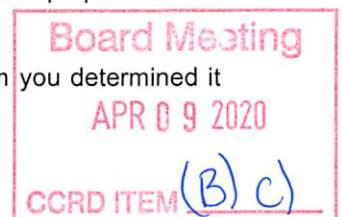
GENERAL:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in **Attachment I** to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

RESPONSIBILITIES:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated January 7, 2019, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.
 - f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.



- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

INTERNAL CONTROL OVER FINANCIAL REPORTING:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

FRAUD & NON-COMPLIANCE WITH LAWS AND REGULATIONS:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - otherswhere such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

SUBSEQUENT EVENTS:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

RELATED PARTIES:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

ESTIMATES:

- 8) Measurement methods and significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.

GOING CONCERN:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.

MISSTATEMENTS:

- 10) The effects of the uncorrected misstatements described in Attachment II are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- 11) We approve the adjustments provided to you during the audit described in Attachment II.

NON-SEC REGISTRANTS OR NON-REPORTING ISSUERS:

- 12) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 13) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

OTHER:

- 14) The Board of Directors has approved the December 31, 2019 consolidated financial statements.
- 15) We confirm that the landfill closure and post closure liability is management's best estimate based on assumptions available to us. We have not as of yet obtained a formal engineering study of the landfill.
- 16) We confirm that the subsequent events notes in the consolidated financial statements are complete based on assumptions available to us and knowledge regarding COVID-19 at the time of the auditors' report.

Yours very truly,

By: Ms. Courtney Kirk, Chief Administrative Officer

Attachment I – Definitions**MATERIALITY**

Certain representations in this letter are described as being limited to matters that are material. Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both.

FRAUD & ERROR

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Attachment II

#

71

Central Coast Regional District
 Year End: December 31, 2019
 Engagement properties
 Date: 1/1/2019 To 12/31/2019

G5

Preparer	Preparer	Preparer MCR 3/19/2020	Reviewer
Reviewer	Reviewer	Post signoff	Post signoff

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
SAM1	12/31/2019	Province Debt Reserve Fund	26010		9,901.08			
SAM1	12/31/2019	WW1 Balance, begin of year - Other	34145			9,901.08		
Debt reserve fund liability is not a true liability with MFA.								
					9,901.08	9,901.08		
Net Income (Loss)			699,041.78					

Central Coast Regional District
Year End: December 31, 2019
Adjusting Journal Entries
Date: 1/1/2019 To 12/31/2019

G3

Preparer	Preparer	Preparer MCR 3/19/2020	Reviewer
Reviewer	Reviewer	Post signoff	Post signoff

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
1	12/31/2019	Asset Replacement Fund	26020			81,165.58		
1	12/31/2019	Contribution from Gen Operating	33010		656,058.38			
1	12/31/2019	GCOP Balance, begin of year	34050		81,165.58			
1	12/31/2019	GCOP Balance, begin of year	34050			18,314.00		
1	12/31/2019	GCOP Balance, begin of year	34050			656,058.38		
1	12/31/2019	WCOP Balance, begin of year	36035		18,314.00			
		To balance funds and surplus for the current fiscal year.						
2	12/31/2019	GCOP Balance, begin of year	34050		164,660.41			
2	12/31/2019	Amortization	33012-200			85,934.97		
2	12/31/2019	Amortization - Parks	33013-200			30,802.39		
2	12/31/2019	Amortization - Paving	33014-200			22,766.51		
2	12/31/2019	Depreciation Expense	36006-360			25,156.54		
		To reconcile opening general capital accumulated surplus.						
3	12/31/2019	Accumulated amortization - furn	16011		13,550.47			
3	12/31/2019	Accumulated amortization - park	16031		451.03			
3	12/31/2019	Amortization	33012-200			13,550.47		
3	12/31/2019	Amortization - Parks	33013-200			451.03		
		To adjust amortization of 2019 capital asset additions so that amortization commences when item is available for use.						
4	12/31/2019	Accumulated amortization - park	16031			2,452.76		
4	12/31/2019	Amortization - Parks	33013-200		2,452.76			
		To record depreciation on Greenspace play area for 2019.						
5	12/31/2019	Deferred grant	21095			4,642.00		
5	12/31/2019	UBCM Grant	40190-250		4,642.00			
		Client provided adjusting journal entry.						
6	12/31/2019	Recreation Projects - Other	16030		73,582.94			
6	12/31/2019	Work in progress	18000			73,582.94		
		To re-classify Greenspace play area from work in progress, as it was completed in November 2019.						
7	12/31/2019	GCOP Balance, begin of year	34050			7,667.70		
7	12/31/2019	Interest and other	40095-200		7,667.70			
		To correct accumulated surplus for current year opening balances.						
								Factual
8	12/31/2019	Deferred grant	21095		872.10			
8	12/31/2019	Provincial Grants - Other	40130-200			872.10		
		Client adjustment for overspend on RD Klonik Riverside Greenspace in 2018.						
9	12/31/2019	Retained Earnings	32000			4,077.70		
9	12/31/2019	GCOP Balance, begin of year	34050		4,077.70			
		To close out water capital accumulated surplus from the prior year.						
								Factual
10	12/31/2019	ADMIN Balance, begin of year - Other	34000		39.00			
10	12/31/2019	AIR Balance, begin of year - Other	34005			10.00		
10	12/31/2019	REFUSE Balance, begin of year - Other	34020			49.00		
10	12/31/2019	Interest Income	40100-200			39.00		
10	12/31/2019	Operating expenses - Other	50190-210		10.00			
10	12/31/2019	Operating expenses - Other	50190-220		49.00			
		To reclassify for financial						

Central Coast Regional District
 Year End: December 31, 2019
 Adjusting Journal Entries
 Date: 1/1/2019 To 12/31/2019

G3-1

Preparer	Preparer	Preparer MCR 3/19/2020	Reviewer
Reviewer	Reviewer	Post signoff	Post signoff

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
statement purposes.								
11	12/31/2019	Deferred grant	21095		15,291.97			
11	12/31/2019	Provincial Grants - Other	40130-210			15,291.97		
Client adjusting entry 1017a								
					1,042,885.04	1,042,885.04		
Net Income (Loss)			699,041.78					

Central Coast Regional District
 Year End: December 31, 2019
 Reclassification entries
 Date: 1/1/2019 To 12/31/2019

G4 **74**

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
R1	12/31/2019	5038-5 #100 Chequing	10005		11,436.32			
R1	12/31/2019	A/R - Operating	12500			11,436.32		
		To re-class outstanding deposit item from accounts receivable to bank as at December 31, 2019.						
R2	12/31/2019	Prepaid exp - Water Supply	10275		21,275.00			
R2	12/31/2019	Accounts Payable	20000			21,275.00		
		To reclass pre-payment made to Nuxalk Nation for water supply to correct account.						
					32,711.32	32,711.32		
Net Income (Loss)			699,041.78					



FINANCIAL SERVICE REPORT

To: Courtney Kirk, CAO
From: Ye-Ne Byun, Finance Manager
Meeting Date: April 9, 2020
Subject: Budget vs Actual January – March, 2020

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the report.

Service Background:

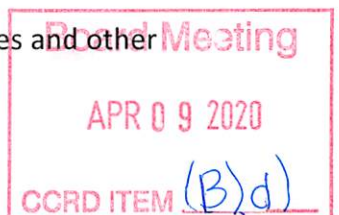
In March 2020, the World Health Organization announced the Covid-19 outbreak as a pandemic and may have a significant financial impact on the regional district. The regional district will experience the following indicators of financial implications in relation to the Covid-19 pandemic:

- Temporary declines in the fair value of investments and investment income
- The loss of variable revenue including landfill, recreation, and especially user fees revenue at the Bella Coola Airport due to reduced transportation services

These factors present uncertainty over future cash flows and may have a significant financial impact on future operations. An estimate of the financial effect is not practicable at this time.

The regional district is facing a significant number of potential financial challenges:

- Additional costs incurred in supporting vulnerable populations, implementing provincial orders, and operating Emergency Operation Centers;
- Anticipated delay in the completion of capital projects, with the concern that federal and provincial grant funding may be taken away if deadlines are not met;
- Assessing whether they should and/or could use accumulated surplus reserves and other restricted reserve funds to meet operational needs;



The Financial Services department will continue to monitor and assess the financial impact of the Covid-19 so that we will ensure sustainable service delivery as a core function of the regional district at this critical time.

Financial/Budgetary:

Budget Variance Report for the period January to March, 2020 is attached.

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

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

CCRD Mandate for Service Delivery:

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

Respectfully Submitted by: 
Ye-Ne (Sandra) Byun, Finance Manager

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

Financial Variance Report January to March 2020

Attached is the Revenue & Expenditures – Actual vs Budget report for the period January 1 to March 31, 2020. The figures reflect that most of revenues and expenditures remain unreceived and unspent, but also shows that progress is being made.

REVENUE

-Property taxation revenues are recorded, although the actual funds will not be transferred from the province until the end of July or early August. The Nuxalk Nation contributions to landfill operations reflect the period January to March. User fees are in line with projections but we may experience the loss of user fees revenue from landfill, recreation, especially Bella Coola Airport due to Covid-19 pandemic.

-Provincial/Federal Grant revenue is below budget due in part to annual contributions not yet being received from the Gas Tax Agreement for the Community Works Fund. We will receive the funding in July and November pursuant to our agreement with UBCM.

Also, the UBCM Strategic Priorities Fund has not yet being claimed or received for both the swimming pool (\$2,691,000) and the Denny Island Water System (\$1,470,900) in 2020.

- \$785,000 grant funding was deferred to 2020 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 EMBC for the Bella Coola Valley LiDar and Ortho-imagery project; from UBCM for a Bella Coola Valley Risk Assessment and Flood Modeling project; from Vancouver Coastal Health for the Active Communities Project; from UBCM for 2019 Housing Needs Report Program; from NDIT for 2019 Community Planning for Housing grants.

EXPENDITURES

Administrative Services

Community Works Fund

- There have been no funds expended so far this year. Funds have been set aside for Centennial pool retrofit project, Denny Island water system project, asset management planning, developing the landfill closure plan, and the landfill conformance review.

Feasibility Studies

- Expenses not yet incurred this year. Funds have been earmarked for feasibility studies related to establishment of a fire protection service on Denny Island, Street Lighting on Michelle Drive, and the contribution towards Ministry of Municipal Affairs and Housing Infrastructure Feasibility grant for a multi-purpose airport building at Denny Island Airport.

General Operations

- Approximately, 20% of expenses have been expended to date including audit fees, financial service fees, payroll and other operating expenses.
- Audit expenses have not yet incurred due to only one third of the year.
- Financial service fees will be recovered partially by funding from EMBC so that we can provide ongoing support for CCRD EOC financial processes and accounting.

Grants in Aid

- Grants in Aid to community groups will be disbursed in August after the receipt of the annual tax requisition.

Development Services**Economic Development**

- \$2,300 of the total Economic Development Initiatives budget (\$143,000) has been expended. The budget includes funding from Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement.
- The following projects are funded by Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement, through the Economic Development budget.

- Nuxalk Nation Cultural Liaison and Interpretation
 - Trailhead Kiosks
 - Carving and Installation of Nuxalk Cultural Pieces
 - Airport Greenspace and play area at the Airport
 - Klonik Riverside Greenspace and Viewing Area
 - Trail Rehabilitation and Construction
 - A Pedestrian Bridge at the Beaver Pond
- There have been no funds spent on the special project budget which includes NDIIT Community Promotion Video project, Central Coast regional communications committee, and food hub or food security feasibility project. The funding sources for the regional communications committee and food hub/security feasibility project have not been found.

Land Use Planning

- There is no significant financial activity to date but \$7,300 of the total housing needs assessment project budget (\$78,000) has been spent on Urban Systems Ltd's professional services in regard to reviewing engagement materials and surveying development and revisions.

Street Lights

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

Environmental Services

Solid Waste Management

- \$8,000 remains unspent in the Solid Waste Management Maintenance budget for mowing, weed eating contract or other maintenance projects which will be undertaken later in the season.

- \$400,000 was budgeted for free store construction and Organics Infrastructure composting project and has not yet expended but the source of funds for free store construction and contribution for Organics Infrastructure project was not determined at the time of budget adoption.

Bella Coola Waterworks

- Most of expenses not yet incurred due to only 1/3 of the year but the annual payment to the Nuxalk Nation for water supply (\$21,275) has been paid out.

Denny Island Waterworks

- \$4,600 of the \$1,471,000 has been spent on engineer services delivered by Urban System for the Denny Island Water System project.

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.

- We will be receiving significant grant funding (\$902,655) from Ministry of Municipal Affairs and Housing for the Great Bear Playgrounds project.

- There are no expenditure to report.

Recreation – Denny Island

- There has been no financial activity to date beyond apportioned administration charges And the asset replacement fund. \$13,700 was deferred to 2020 for a project coordinator for initiatives associated with the Active Communities Project from Vancouver Coastal Health.

Swimming Pool

- There have been no significant financial activity so far as we are early in the year.

- In 2020, the \$2,971,000 budgeted for the major pool renovation has not yet been expended.

Vancouver Island Library

- There is nothing significant to report financially, but 1st Quarter levy payment has been made directly to VIRL for 2020. Most of expenditures have not yet incurred as the Vancouver Island Regional Library remain closed as a result of the Covid-19 pandemic.

Protective Services

Emergency Management

--\$35,000 was budgeted for contribution to the Nuxalk Nation for the Shared Emergency Program Coordinator.

-There has been no significant financial activity to date but as reported earlier, additional costs may be incurred in supporting mandated efforts of the local health authority and operating Emergency Operation Center.

Emergency Management Initiatives

-\$6,300 of the total UBCM FireSmart Planning & Activities Grants budget (\$20,000) has been expended on the FireSmart training in the outer coast. (Please see the April Protective Service Report regarding the FireSmart Training Update). Grant payment will be issued when the project is completed.

- The budget includes funding (\$150,000) from UBCM for the Bella Coola Valley LiDar Survey and Ortho-imagery project. One half of the project funding received in 2018 and of this \$33,000 was expended in 2019, primarily by Urban Systems who have been engaged to complete the initiative. The remaining funds (\$42,000) was deferred to 2020. The balance of funding will be available upon the completion of the project.

- The regional district has also 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 this remains unexpended in 2020.

Fire Protection

- Funds have been set aside for capital works including an electric door opener and fan installation and also for the building or equipment maintenance including the paintwork for the fire hall and commercial vehicle inspections.

- We will be receiving funding from UBCM for Bella Coola Fire Department Equipment Update Project.

- There are no expenditure to report.

Transportation Services

Bella Coola Airport

-\$26,000 budgeted for terminal updates, a fence replacement, and other improvement have not occurred.

-\$37,500 remains unspent for brush removal, crack sealing contract, mowing weed eating contract, and other building or equipment maintenance.

-\$30,000 budgeted for Safety Management Systems preparation and external audit consulting fees has not yet occurred.

- \$350 of the \$3,600 has been spent on the obstacle removal project at Bella Coola Airport which is funded from BC Air Access Program (BCAAP). Reporting of expenses and claims for reimbursement will be submitted to the BC Air Access Program when the project is completed.

-The remaining funds (\$30,210) from Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement has not been expended.

Denny Island Airport

-\$11,800 has been spent on crack sealing project at Denny Island Airport which was completed in Feb, 2020.

- \$5,500 budgeted for brushing a runaway has not expended.

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

04-06-20

Accrual Basis

	<u>Jan - Dec 20</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Apportioned Administration Serv	496,298	496,298
Local Taxation	760,261	760,261
Nuxalk Nation Contributions	52,500	105,000
Other Revenue	104,509	856,837
Provincial/Federal Grants	954,935	6,689,705
Regional Hospital District		13,500
User Fees and Charges	104,531	343,101
Total Income	<u>2,473,034</u>	<u>9,264,702</u>
Gross Profit	2,473,034	9,264,702
Expense		
50000 · Apportioned Administration fees	496,298	496,298
50030 · Bank charges	257	2,030
50035 · Capital Works	11,790	1,554,517
50040 · Communications	5,941	26,870
50045 · Community Development	4	501,150
50050 · Community Groups - Grants		20,725
50055 · Community to Community Forum		5,000
50060 · Contingency		74,506
50076 · Directors'/Governance Expense	14,258	130,539
50082 · Econom Development Initiatives	2,319	143,034
50085 · Elections		1,500
50089 · Emergency Mmgt Initiatives		520,000
50090 · Emergency Plan update (PHII)		2,400
50131 · Planning	3,567	70,204
50135 · Insurance Expense	39,416	45,777
50138 · Interest Expense	21	9,213
50165 · Maintenance	1,008	106,491
50175 · Memberships, dues & subscriptio	2,631	3,785
50185 · Nuxalk Agreement - Water Supply	21,275	25,000
50190 · Operating expenses	67,286	263,434
50195 · Payroll Expenses	172,716	733,194
50205 · Professional Development Expens	4,489	22,100
50206 · Professional Fees	14,193	189,500
50240 · Solid Waste Management		95,000
50245 · Special Projects	18,915	4,851,293
50250 · Supplies & small tools	5,752	36,243
50294 · Utilities	10,774	43,350
50295 · VIRL Regional Library Services	15,590	62,358
50299 · Records Management	860	5,000
50316 · Asset Replacement	45,603	45,603
50499 · Contribution to Nuxalk Emergenc		33,000
50999 · Landfill Post Closure Reserve		30,000
Total Expense	<u>954,961</u>	<u>10,149,114</u>
Net Ordinary Income	1,518,073	(884,412)

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

	<u>Jan - Dec 20</u>	<u>Budget</u>
Other Income/Expense		
Other Income		
40004 · Budget surplus, begin of year	_____	1,194,206
Total Other Income		1,194,206
Other Expense		
50224 · Budget surplus, end of year	_____	309,794
Total Other Expense		309,794
Net Other Income		884,412
Net Income	<u><u>1,518,073</u></u>	<u><u> </u></u>



To: Courtney Kirk, CAO
From: Evangeline Hanuse, Planning Coordinator
Meeting Date: April 9, 2020
Subject: **PLANNING AND LAND USE: HOUSING NEEDS ASSESSMENT SERVICE UPDATE**

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the report.

Service Background:

Municipalities and regional districts in B.C. are required to complete housing needs reports by April 2022 and every five years thereafter.

Housing needs reports are a way for communities to better understand their current and future housing needs. These reports can help identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. A housing needs report is critical to developing a housing strategy or action plan.

The Planning Coordinator is the lead staff tasked with liaising with Urban Systems in their involvement with the housing needs report. The CEDO, assists in a supportive role with all aspects of the housing needs report.

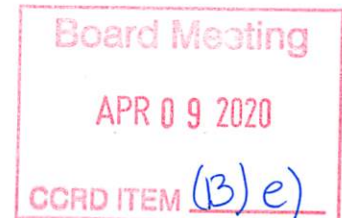
Quarterly Highlights:

The housing needs assessment is progressing with the completion of the survey (attached to this report). The survey covers all electoral areas. Currently the survey in Ocean Falls is underway with the other communities to soon follow. Weekly contact is made with staff at Urban Systems through phone calls or emails.

Grant Funded Projects Administered Under the Service:

Project: Housing Needs Assessment

Funders: NDIT, UBCM



Total Amount of Approved amount of funding: \$85,000 (UBCM 2019 Housing Needs Reports Program - \$75,000/ NDIT Housing Needs Assessment - \$10,000)

Spent 2019 : \$2,358.90

Spent 2020 : \$7,317.13

Total Expenditures : \$9,676.03

Remaining Funds: \$75,323.97

Feasibility Studies Authorized Under the Service:

N/A

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

Although the Housing Needs Assessment is not directly in the current Strategic Plan, it is an operational need due to new legislative requirements as set out by the *Local Government Act*.

CCRD Mandate for Service Delivery:

The requirements related to housing needs reports are detailed in legislation and associated regulations:

- *Local Government Statutes (Housing Needs Reports) Amendment Act, 2018, S.B.C. 2018, c. 20*

Local Government Act

- Section 429 (2.1) – Content of regional growth strategy
- Section 473 (2.1) – Official community plan content and process requirements
- Part 14, Division 22 – Housing needs reports
- Housing Needs Report Regulation (OIC, Order-in-Council 205)

Respectfully Submitted by: _____
Evangeline Hanuse, Planning Coordinator



To: Courtney Kirk, CAO
From: Evangeline Hanuse, Planning Coordinator
Meeting Date: April 9, 2020
Subject: BC ASSESSMENT SERVICE UPDATE

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the report.

Service Background:

BC Assessment determines ownership and tax liability, classifies and values each property in BC each year. Assessed values reflect the physical condition and use of properties as of October 31. The assessed values are based on comparable markets sales on or about the previous July 1.

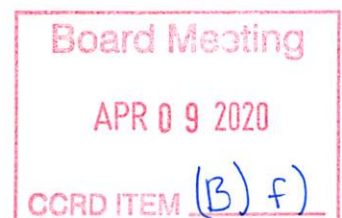
Quarterly [or Bi-Annual or Annual] Highlights:

On the November 14, 2019 regular board meeting it was resolved that Administration was to write a letter to the Ministry of Forest Lands and Natural Resource Operations and to BC Assessment advising that there are a large number of unregistered foreshore and water lots; and that there is a resulting loss of property tax revenue to the CCRD as well as potential unmitigated and unregulated environmental impacts.

To date the status of this situation is as follows:

- Director Bertrand and CAO Kirk are progressing with communications with BC Assessment
- Director Bertrand has researched case law that is related to illegal presences
- BC Assessment is researching the status of assessment on various foreshore lots
- Due to the COVID-19 pandemic there will be and assumed delay in accessing timely information from BC Assessment

Respectfully Submitted by: _____
Evangeline Hanuse, Planning Coordinator



February 28, 2020

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

RECEIVED

MAR 10 2020

Central Coast Regional District

Attention: Chair Samuel Schooner

Dear Chair Schooner:

Subject: 2020 Grant Writing Support
Northern Development Project Number 6610 20

The Northern Development Initiative Trust board appreciates your interest and application to the 2020 Grant Writing Support program. The purpose of this funding is to provide grant writing support for priority community projects and to provide assistance to non-profits and First Nations located in or near your community. We are pleased to advise you that your application has been approved for a rebate grant of up to \$8,000.00 toward a community grant writing position. Northern Development is flexible as to when you contract or hire these services during 2020.

The Central Coast Regional District must submit a completed Grant Writing Support program reporting form which can be found on Northern Development's website at www.northerndevelopment.bc.ca/funding-programs/capacity-building/grant-writing-support/. This report must verify a minimum of \$10,500 in wages or contract payments, a minimum of 400 hours spent on grant writing services, and a minimum of \$200,000 of grant applications during the approved calendar year. The minimum requirements must be met in order for Northern Development to issue the full \$8,000.00 rebate. Complete reporting is required prior to February 28, 2021.

The Northern Development Board wants to see the Central Coast Regional District reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,


Joel McKay
Chief Executive Officer

Board Meeting

APR 09 2020

CCRD ITEM (B)g

- c: Courtney Kirk, Chief Administrative Officer, Central Coast Regional District
Matthew Wheelock, Community Economic Development Officer, Central Coast Regional District

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SPECIAL REPORT

To: Courtney Kirk, CAO
CC: Board of Directors, CCRD
From: Ken McIlwain, Operations Manager
Meeting Date: April 9, 2020
Subject: Thorsen Creek Waste and Recycling Centre - COVID-19 Measures

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives this report.

Issue/Background Summary:

Over the past several weeks, CCRD staff and contractors have implemented measures to reduce the risk of exposing staff, contractors and the public to the COVID-19 virus at CCRD facilities. These measures are derived from guidance provided by the Ministry of Health and WorkSafe BC, as well as measures implemented by other local governments across the province.

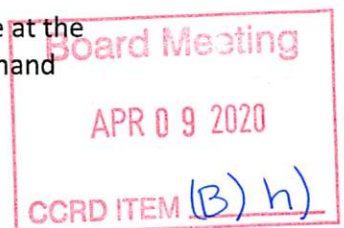
The Province of BC has recently defined what constitutes an essential service during this COVID-19 pandemic. Waste and recycling collection are listed under Sanitation Services with wording as follows: "Waste (garbage and organics) and recycling collection, processing and disposal."

In addition to measures around sanitation, personal protective equipment and procedures, the following steps have been taken at Thorsen Creek Waste and Recycling Centre:

1. The Free Store/Share Shed has been closed to the public.

Rationale:

- Staff are unable to monitor the free store to ensure that physical distancing is taking place between members of the public.
- Staff are unable to monitor the goods being dropped off and have no way to quarantine the goods for a long enough period to ensure that any viruses that may have been present are gone.
- There is no handwashing facility or hand sanitizer station available at the Free Store for customer use. Staff have tried to source additional hand sanitizing stations through our suppliers and have had no success.



- Other Regional Districts are closing Share Sheds as well.

2. The Recycle Depot has stopped accepting donated deposit beverage containers.

Rationale:

- Beverage containers come in contact with people's mouths and ultimately saliva which is known to carry viruses. Staff feel there is unnecessary risk involved with sorting and handling of beverage containers.
- The local Encorp (Return-It) Depot has closed until further notice, as have approximately 83 of the 171 other Encorp Depots across the province. Thorsen Creek Recycle Depot has very limited storage for donated beverage containers. With no bottle drives under way by non-profits, we would quickly run out of room to store beverage containers.
- CCRD is not obligated to accept beverage containers as one of our recycling programs. It is a service that we provide to help offer customers a 'one stop' experience.

3. The recycle depot is allowing a maximum of 4 customers in at a time.

Rationale:

- After watching public use of the facility and gauging what is reasonable with respect to maintaining a physical distance of 2 meters (as recommended by BC Ministry of Health) from other members of the public or staff, it is felt that allowing any more than 4 customers in at a time would jeopardize their ability to maintain the recommended physical distancing. Based on further observations going forward, or changing recommendations from public health agencies, this limit could change.

4. Customers are being temporarily requested to minimize their trips to the Transfer Station and Recycle Depot. They are also being requested to limit their waste to household garbage and recycling, and if possible, to save their loads of construction debris etc. to a later date. To be clear, we are not turning away any customers that do show up with non-household waste. Tipping fees are collected as normal, but with extra precautions around sanitizing and physical distancing. Commercial haulers are being directed to the active face of the landfill for dumping of waste.

Rationale:

- These measures are in place to minimize personal interactions between staff and the public and are in line with direction from the BC Ministry of Health around limiting excursions to essential business only. Non-household waste coming into the transfer station requires the attendant to inspect the load and collect payment of tipping fees. These activities could increase the risk of transmission of the COVID-19 virus. Here is the current messaging from the BC Ministry of Health:

British Columbians are asked to stay home. The more you stay at home, the safer it will be for everyone in your community. It reduces the possibility of spreading COVID-19 to others.

Physical distancing from others is important. The number of people getting sick across British Columbia is growing. Staying away from others is the only way to keep people from getting the disease. No community is immune. COVID-19 can be spread by people who have minimal symptoms. Someone who seems healthy could spread it to parents, grandparents or other people in our community. Some of these people could get seriously ill from this virus.

Stay home except for essential errands. For example

- Go to the grocery store only once a week
- Send one household member on errands to reduce the number of potential exposures
- Exercise at home or stay at least 2 metres from other people if you go for a walk in your neighbourhood
- Avoid public places like malls
- Do not have visitors

- The nature of the CCRD request is similar to that issued by some other Regional Districts. For example, Regional District of Central Kootenay and Thompson Nicola Regional Districts issued these notices:

Nelson, BC: The Regional District of Central Kootenay (RDCK) is implementing a number of temporary measures at Resource Recovery facilities in response to the COVID-19 outbreak. These measures will help protect the health and safety of staff and the public by minimizing personal interactions, and will also help reduce demands on waste and recycling facilities.

These measures are temporarily in place at all RDCK-operated Resource Recovery facilities (landfills, transfer stations and recycling depots).

BEFORE YOU GO TO AN RDCK WASTE OR RECYCLING FACILITY

- ***Do NOT visit a facility if you are feeling unwell, experiencing flu-like symptoms or have been potentially exposed to the coronavirus.***
- ***Consider if your trip is essential or if it can wait. While isolation at home is a great opportunity to do yard work, purge your closets, or complete renovations, waste materials from these projects can remain at home for now.***
- ***Only waste that has the risk of attracting pests or going rancid should be brought for disposal.***
- ***If you have access to curbside collection, please use that service and do not come to our facilities. Rural residents dropping off household garbage, our municipal curbside collection partners, and commercial collectors take priority right now.***

WHEN YOU ARRIVE AT AN RDCK WASTE OR RECYCLING FACILITY

- ***We will no longer accept ANY payments from residents who wish to dispose of waste and recyclables at our facilities (excluding Edgewood and Burton).***
- ***Residential loads will be limited to household garbage only, and no bulky items will be accepted. We will accept up to one pick-up truck load (or equivalent) maximum per week per customer.***

- *Commercial loads will continue as per normal. We will still accept all material types and charges will be placed on accounts. During this time, receipts will not be provided. If you wish to set up a commercial account, please contact the RDCK.*
- *Site staff have the right to refuse any load that contains prohibited items or does not meet the limitations above.*
- *Site staff will use social distancing protocols to allow 6 feet of distance between themselves, their colleagues and the public. This will include restricting the number of users on site.*
- *Please keep a minimum of 6 feet away from other customers and staff when dropping off waste.*
- *Reuse facilities (commonly called "Free Stores") are closed.*
- *Other measures will be taken to adapt staff duties as needed.*

Thompson Nicola Regional District

*In our continued efforts to slow the spread of COVID-19 while continuing essential solid waste services, the Thompson-Nicola Regional District is asking residents to **only visit disposal facilities when absolutely necessary.***

In order to reduce the number of people visiting disposal facilities we are asking residents to only bring in garbage generated from inside your home (kitchen, bathroom, etc.) and ensure that it is bagged and tied closed.

Please only bring in recycling from essential items such as paper, cardboard, and containers coming from the grocery stores or pharmacy.

Customers are encouraged to limit their trips to an Eco-Depot or Transfer Station and limit the time they spend on site. By pre-sorting recycling you will be able to quickly deposit material and limit interaction with attendants.

We are asking residents to hold onto the following items when possible to dispose of at a later time:

- *Construction or renovation waste*
- *Yard waste*
- *Batteries*
- *Used oil*
- *Tires*
- *Electronics and small appliances*
- *Paint & other household hazardous waste*
- *Scrap metal*
- *Propane tanks*
- *Appliances*
- *Mattresses & furniture*
- *Clothing donations*

"This is not the time to load up your truck from a home renovation project or spring cleaning. We saw a large increase in customers over the weekend that seemed to be doing just that. Please hold onto these items if possible until we return to normal operations," said Ken Gillis, TNRD Chair.

CCRD Procedures and Measures for Staff and Public


The following are other measures CCRD Operations has implemented at the Transfer Station and Recycle Depot to help protect staff and the public and to prevent the spread of COVID-19 virus:

- Hand sanitizer stations are located at the door to the recycle depot and on the desk of the transfer station office.
- Staff are supplied with nitrile gloves.
- Staff have access to handwashing.
- Cardboard is quarantined for 48 hours before baling.
- The transfer attendant sterilizes the point of sale machine after each transaction and requires customers to maintain 2 meters separation during processing of transactions.
- The transfer station attendant wipes down cash with sterile disinfectant wipes from those whose have no choice but to pay with cash.
- Signage is in place prohibiting people who have travelled outside the country in the last 14 days, or who are unwell, from entering the Recycling Depot or Transfer Station office.

Staff are very focused on maintaining services levels to the highest degree possible without compromising the safety of staff and the public. We will continue to look for ways to improve safety and continue a high quality of service delivery.

Attendants on site have reported positive feedback from customers around the measures being taken to help protect staff and the public, as well as prevent the spread of the COVID-19 virus. We all hope to have operations return to normal as quickly as possible.

Respectfully,

Submitted by: 
 Ken McIlwain, Operations Manager

Reviewed by: _____
 Courtney Kirk, Chief Administrative Officer



CCRD SERVICE REPORT

To: Courtney Kirk, CAO
From: Ken McIlwain, Operations Manager
Meeting Date: March 12, 2020
Subject: BELLA COOLA FIRE PROTECTION SERVICE UPDATE

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Fire Protection Service Report dated April 9, 2020.

Service Background:

The CCRD is responsible for provision a fire suppression service to a portion of Electoral Area E (service area). The service was established March 31, 1992 through CCRD Bylaw 175, cited as "Bella Coola Fire Suppression Service Establishment Bylaw No. 175". This service is delivered through the operation of the Bella Coola Volunteer Fire Department (BCVFD).

The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors. Responsibility for day to day operational oversight of the BCVFD lies with the Fire Chief of the Fire Department, or in his/her absence, the Deputy Chief. The Fire Chief is supported by a Training Officer. These positions are currently filled by volunteers.

CCRD Bylaw No. 290 establishes a Mutual Aid Fire Fighting Assistance Agreement between the BCVFD, the Nuxalk Volunteer Fire Department, Hagensborg Volunteer Fire Department and Nusatsum Volunteer Fire Department. The purpose of the Mutual aid agreement is to facilitate and establish protocol for departments to assist one another when required.

Infrastructure managed under this service includes a fire hall located on the Bella Coola Townsite. The fire hall houses a pumper truck and tanker/support truck as well as a variety

Board Meeting
APR 09 2020
CCRD ITEM (B) i

of fire equipment. The rear of fire hall contains a training/meeting area for volunteer fire fighters.

2019 revenue sources (unaudited) for the Bella Coola Fire Protection Service were:

- Tax Levy - \$34,385
- Fire Tolls - \$3,595
- Grant in lieu of taxes - \$3,577

2020 projected revenue sources (unaudited) for the Bella Coola Fire Protection Service were:

- Tax Levy - \$34,385
- Fire Tolls - \$3,595
- Grant in lieu of taxes - \$5,411
- Carry Forward Surplus - \$24,822

In the adopted 2020 budget, there is no increase in the tax levy.

Quarterly [or Bi-Annual or Annual] Highlights:

- There have been four call-outs since the start of the year. These included a call to assist RCMP with traffic control and 3 mutual aid calls (2 house related and one for a wildfire call in the Noosgulch area).
- The fire department lost two volunteer members in February leaving a roster of 11 active volunteer members.
- The base station radio and phone patch system started malfunctioning this winter, with users experiencing static and poor transmission distances. As a short-term fix, radio equipment from Bella Coola Search and Rescue is being used. Work is underway to clearly diagnose the issue and identify the best fix. The cost of new radio equipment should be covered by the \$25,000 in UBCM grant funding, received for new fire department equipment.
- Staff and fire department personnel continue to move forward in developing a training plan to help demonstrate and ensure firefighters have achieved the competencies specified for the Exterior Operations **Service Level** as described in the British Columbia Fire Service Minimum Training Standards - Structure Firefighters Competency and Training Playbook, 2nd Edition May 2015.

Grant Funded Projects Administered Under the Service:

The CCRD applied for, and has received funding from the Community Emergency Preparedness Fund. The funding is provided by the Province of BC and administered by the

Union of BC Municipalities. CCRD has been awarded \$25,000 to purchase equipment for the BCVFD.

As of yet, the funding agreement has not been received, however the announcement was made by the MLA for North Coast, that the BCVFD and other Bella Coola Fire Departments were to awarded this funding.

Feasibility Studies Authorized Under the Service:

N/A

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

Strategic Plan Goal: There is nothing in the current Strategic Plan that speaks directly to the Bella Coola Fire Protection Service.

Financial/Budgetary:

Total Service Budget (Including Grants):

Total 2020 Budgeted Revenues: \$93,213 (including special project grant revenues)

Percent total expenditures to April 6, 2020: 20%

Budget without grant revenues or expenditures:

Subtotal 2020 Revenues: \$68,391 (excluding special project grant revenues)

Percent total expenditures to April 6, 2020: 28 %

Grant Funded Special Projects

The following are 2020 Grant Funded Special Projects revenue and expenditures for Bella Coola Fire Protection.

- 1) Special Project: UBCM Community Emergency Preparedness Fund - Volunteer & Composite Fire Departments Equipment & Training
Total Grant Revenue: 2020 Projected Revenue – \$25,000

Revenue	
Received	\$0.00
Spent 2020	\$0.00

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

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

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

The total apportioned administration costs determined for CCRD's Bella Coola Fire Protection Service was calculated to be \$6,036 for 2020 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024.

Respectfully Submitted by:



Ken McIlwain, RPF

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer



CCRD SERVICE REPORT

To: Courtney Kirk, CAO

From: Ken McIlwain, Operations Manager

Meeting Date: March 12, 2020

Subject: BELLA COOLA RECREATION SERVICE UPDATE

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Recreation Service Report dated April 9, 2020.

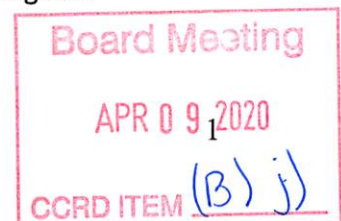
Service Background:

The CCRD is responsible for provision of the Bella Coola Recreation Service with electoral areas C, D and E participating. Originally established in 1974 as a function of the Regional District, the function was converted to a service of the regional district in December of 2000 through CCRD Bylaw 328, cited as "Bella Coola Recreation Service Establishment Bylaw No. 328".

The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors. Two volunteers currently oversee delivery of recreation programming and assist with facility maintenance and oversight.

Facilities managed under this service include Walker Island Park, Snootli Creek Park, Nustasum Park and Snootli Ice Rink. The facilities offer the following amenities:

- Walker Island Park has a fenced soft ball field with viewing bleachers, soccer field, playground area, concession building, covered BBQ pit area and outhouse bathroom facilities.
- Snootli Creek Park has a network of walking trails featuring the "Big Cedars", a beaver pond and an outhouse bathroom facility.
- Nusatsum Park features a small playground area.
- Snootli Creek Ice Rink has a full-sized outdoor ice rink with a warming hut.



Current recreation programming offered by the regional district includes a slow pitch softball league and a volleyball league.

2020 projected revenue sources for the Bella Coola Recreation Service are:

- Tax Levy - \$27,132
- Provincial Basic Grant - \$3,589
- Rec Program Registration Fees - \$2,275
- Concession Rentals - \$1,000

There has been a decrease in the tax levy for this service from \$32,329 in 2019, to \$27,132 in 2020. This was accommodated through utilization of the carry forward surplus from 2019.

Quarterly [or Bi-Annual or Annual] Highlights:

- The Parks Maintenance Contract is currently advertised as an Invitation to Tender. It closes April 24, 2020.
- Due to the COVID-19 pandemic, playgrounds have been closed to the public. This decision was made based on advice received from Vancouver Coastal Health Authority and reflects similar decisions made by other local governments across BC.

Grant Funded Projects Administered Under the Service:

Currently, a small portion of the Rural Dividend Airport Tourism and Capacity Enhancement Project is being administered under the Recreation Service. The portion involved pertains to the project management of trail enhancement and kiosk construction in Snootli Creek Park. Over the past 2 years, trails networks in Snootli Creek Park have been enhanced with this grant funding. Plans are underway for a pedestrian bridge and further trail work.

Feasibility Studies Authorized Under the Service:

Currently a feasibility study for construction of an ice arena is identified in the CCRD's strategic plan. There is currently no budget in place to undertake the work.

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

Strategic Plan Goal:

Goal 3	Improving Our Infrastructure – Investing in Safe and Sustainable Public Works and Services
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Action	Priority	Sponsor	Target	Completion/Comments
Walker Island Playground and Nusatsum Playground <ul style="list-style-type: none"> Grant Approval Construction 	#1	CAO/PW	2 nd Q/19 2020	

Ice Arena Feasibility Study Snootli Creek	#2	CAO/PW	2020	
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Goal 4	Effective Community Planning – Enhancing Our Social, Health, Environmental and Economic Systems			
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Action	Priority	Sponsor	Target	Completion/Comments
Promote Health/Social Services <ul style="list-style-type: none"> Rejuvenate BCV Recreation Commission 	#1	CAO/Jayme	2020	

Strategic Priorities Update:

A grant application has been submitted to Infrastructure Canada under the New Building Canada – Small Communities grant program for reconstruction of playgrounds at Walker Island and Nusatsum Park. The application is currently being vetted by Infrastructure Canada.

There are zero funds budgeted in the adopted 2020 CCRD budget for an Ice Arena Feasibility Study.

Please refer to future administration reports with respect to rejuvenation of a recreation commission.

Financial/Budgetary:

Total Service Budget (Including Grants):

Total 2020 Budgeted Revenues: \$954,130 (including special project grant revenues not yet awarded)

Percent total expenditures to April 6, 2020: 2%

Budget without grant revenues or expenditures:

Subtotal 2020 Revenues: \$34,496 (excluding special project grant revenues)

Percent total expenditures to April 6, 2020: 55 %

Grant Funded Special Projects

The following are 2020 Grant Funded Special Projects revenue and expenditures for Bella Coola Recreation Service.

- 1) Special Project: Great Bear Playgrounds Project – Not confirmed
Total Grant Revenue: 2020 Projected Revenue – \$919,634


Revenue	
Received	\$0.00
Spent 2020	\$0.00

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

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

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

The total apportioned administration costs determined for CCRD's Bella Coola Recreation Service was calculated to be \$13,645 for 2020 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024.

Respectfully Submitted by: 
Ken McIlwain, RPF

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

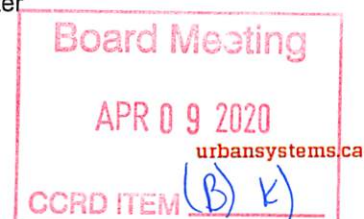
PROJECT UPDATE



Date: April 6, 2020
 To: Ken McIlwain, CCRD
 cc: Steve Dishkin, SD #49
 From: Jacob Scissons
 Subject: **DENNY ISLAND COMMUNITY WATER SYSTEM
 PROJECT UPDATE – APRIL 2020**

The following is a summary of key project activities pertaining to next steps of the Denny Island Community Water System project. Milestone dates are provided for each action item.

Item	Discussion	Timeline
1.0	Permits and Approvals	
1.1	Vancouver Coastal Health has issued the <i>Water Supply System Construction Permit</i> for the CCRD water distribution system, which is valid for one year from March 6, 2020. All comments regarding the water supply and treatment infrastructure have been addressed and the SD #49 <i>Water Supply System Construction Permit</i> is pending.	Info. April 2020
1.2	The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development <i>Conditional Water Licence</i> application for the Central Coast Regional District's proposed groundwater diversion has been submitted. The preliminary review by FrontCounter BC has been completed and a Water File No. has been assigned. The application has been passed along to Water Authorizations Staff for adjudication.	ongoing
1.3	Both of the Ministry of Transportation and Infrastructure <i>Permits to Construct, Use, and Maintain Works Within the Right-of-Way of a Provincial Public Highway</i> have been issued, which reflect the revised pipe cover of 0.9 metres and are valid until September 30, 2020.	Info.
1.4	The Fisheries and Oceans Canada <i>Request for Review</i> and Ministry of Forests, Lands, Natural Resource Operations, and Rural Development <i>Water Sustainability Act Section 11 Notification</i> applications are pending.	May 2020
1.5	The Central Coast Regional District and School District #49 are drafting an agreement in support of the Vancouver Coastal Health <i>Operating Permit</i> .	May 2020
1.6	The design team is navigating complications between BC Hydro and Boralex regarding the regional transmission lines and local distribution lines to determine the preferred means of supplying power to the proposed water treatment plant.	ongoing



PROJECT UPDATE

Date: April 6, 2020
 File: 3383.0005.02
 Subject: DENNY ISLAND COMMUNITY WATER SYSTEM
 Page: 2 of 2

Item	Discussion	Timeline
2.0	Legal Survey	
2.1	The statutory right-of-way for the reservoir has been posted and the right-of-way plan has been submitted to the Land Title Office. The right-of-way agreement is currently being prepared by the Province.	April 2020
3.0	Construction Status	
3.1	The reservoir assembly is complete and the record drawings, O&M manual, and warranty certificate have been provided. The tank will be commissioned once potable water is available to the site.	ongoing
3.2	Requests for Proposals / Quotations are being prepared for the next phases of work, consisting of: <ul style="list-style-type: none"> - Supply and installation of a pre-engineered treatment plant to include treatment / disinfection equipment, system controls, HVAC, and safety equipment; and - Supply and installation of the piping between the water treatment plant and reservoir. 	April 2020

Sincerely,
URBAN SYSTEMS LTD.



Jacob Scissons, P.Eng.
 Project Manager

U:\Projects_KAM\3383\0005\02\C-Correspondence\C1-Client\2020-04-06 Denny Island Water System Update.docx

DIRC Meeting Minutes, March 23, 2020

Conference call attended by: Dan Bertrand, Ramona Goossen, Victoria Graham, Lon Sheehan, Krista Roessingh, as well as Courtenay Kirk, Mark Schlicting, and Jean Wood for the first portion of the meeting.

1. Agenda agreed upon by all members
2. In light of the Covid-19 outbreak, members discussed alternative ways to support the community including: participating in the Qqs' library book delivery program, beach clean-ups, door-to-door delivery of Easter chocolates, sailing regatta, a scavenger hunt, and a contribution to the gazebo/firepit project at the Community Centre. Members agreed to organize at least the last 3 items for this spring. We will plan to resume regular programming after summer (Fall Fair, Hallowe'en, Christmas event).
3. Courtenay:
 - board budget meeting on the 30th
 - auditors have to determine our surplus from last year
 - Donna has been in to help with finances and likely has final figures re: our budget and surplus
 - BC Assessment values are not ready until March
 - budget request should be forward looking, not based on last year's figures
 - thinks there is roughly \$9K in surplus
 - DIRC can also request and requisition up to \$24K through a tax increase
 - Donna will follow up with the auditor's phone number
4. Motion passed: The DIRC budget request for 2020 will be for roughly the same amount of usable funds as were in the 2018 budget, without any consequent tax increase.
5. Motion passed: The DIRC is not requesting any additional levy to property taxes to support its budget for this year.
6. Active Communities Grant: Motion passed to request permission from Matthew Wheelock to contact the funder regarding using the funds to hire a contractor to build a foot trail and small lake dock to create lake swimming access and hiking opportunity on DI.



From:
Sent: April-06-20 12:26 PM
To:
Subject: AGENDA FW: Policy Directive 20-11 - Hours of Sale and Delivery, Liquor Retail Outlets

Hi Destiny,

Please also add the email below and linked document (policy directive) to the package again under Protective Services, CCRD COVID-19 Response.

Thanks and kind regards,

Courtney

From:
Sent: April 6, 2020 12:23 PM
To:
Subject: fw: Policy Directive 20-11 - Hours of Sale and Delivery, Liquor RetailOutlets

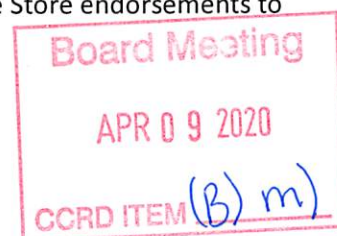
From: "LCRB Liquor Policy LCRB:EX" <LCRBLiquorPolicy@gov.bc.ca>
Sent: Friday, April 3, 2020 6:07 PM
To: "LCRB Liquor Policy LCRB:EX" <LCRBLiquorPolicy@gov.bc.ca>
Subject: Policy Directive 20-11 - Hours of Sale and Delivery, Liquor RetailOutlets

Hello,

I am writing to announce [Policy Directive 20-11](#).

In response to the COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's March 2020 declaration of a public health emergency, the Liquor and Cannabis Regulation Branch (LCRB) is putting in place time-limited measures to support public health direction and recommendations.

To assist retailers in implementing the Provincial Health Officer's recommendations, including in relation to social/physical distancing and protecting vulnerable populations, the LCRB is temporarily extending the hours of liquor service for Licensee Retail Stores, Wine Stores, Special Wine Stores and Manufacturer Onsite Store endorsements to begin no earlier than 7 a.m. and end no later than 11 p.m.



Associated with the extension of hours of liquor service, the LCRB is also authorizing delivery services to purchase liquor on behalf of a customer from a liquor store or from any licensee authorized to sell in unopened containers, and deliver and sell that liquor to a customer, provided the delivery does not take place between 11:30 p.m. and 7 a.m.

This new policy is effective immediately and will be in effect until July 15, 2020. Licensees do not need to apply to change their hours of sale.

Please note: this policy does not override any additional requirements or limitations placed on a business's hours of liquor service by a local government or First Nation.

This authorization will be reviewed as the provincial health context changes. If you have any questions about this policy, please email LCRBLiquorPolicy@gov.bc.ca.

Thanks,

Mary Sue Maloughney
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch

From:
Sent: April-06-20 12:23 PM
To:
Subject: AGENDA FW: Guidelines for Local Governments Operating under Emergency Program Act Ref: (#253096)
Attachments: LG_order guidelines_final.pdf

From: Deputy Minister, MAH:EX <MAH.deputyminister@gov.bc.ca>
Sent: March 30, 2020 9:42 AM
Cc: Halls, Lori D EMBC:EX <Lori.D.Halls@gov.bc.ca>
Subject: Guidelines for Local Governments Operating under Emergency Program Act Ref: (#253096)

Mayors, Regional Chairs and Chief Administrative Officers:

As you know, on March 18, 2020, following the public health emergency declared by Dr. Bonnie Henry, the Province of British Columbia declared a provincial state of emergency to support COVID-19 response. Last Thursday March 26, 2020, the Minister of Public Safety and Solicitor General, the Honourable Mike Farnworth, issued a series of additional orders to further support the government-wide approach to COVID-19 response and recovery, which included securing critical supply chains, making sure critical infrastructure and materials are readily available, ensuring people have access to essential goods and services to keep society running, and ensuring public safety order are enforced.

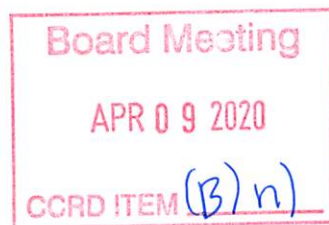
In addition, orders were issued that address local governments' immediate procedural concerns about their ability to meet electronically and needing to hold council or board meetings where the public can attend. Local governments need to be able to function and make necessary decisions to ensure their community is working for people. The orders were made recognizing that the current COVID-19 pandemic means that local governments needed more flexibility in some procedures so that they could make those necessary decisions—such as passing budgets. At the same time, important principles of transparency and accountability still need to guide local government actions.

Attached are guidelines to provide practical advice to local governments about enhancing transparency and public participation while operating under this order.

We will continue to provide guidelines and other supports to help you implement directives from the Public Health Official and the Minister of Public Safety and Solicitor General. Please continue to stay apprised of daily updates being provided by the government and updated on the COVID-19 website (listed below). We have created various channels for you and your teams to raise issues and ideas to government, including weekly calls hosted by the Honourable Minister Robinson, but please do not hesitate to reach out directly to me if you have questions or require assistance addressing an issue and are unsure where to connect.

Thank you for your continued efforts and partnership in this challenging time.

Sincerely,



Kaye Krishna
Deputy Minister
Ministry of Municipal Affairs
and Housing

Provincial COVID-19 Resources

- BC Government [COVID 19 Provincial Support and Information](#) website provides a hub through which you can access critical information as it is updated, including the provincial health officer's [Pandemic Preparedness Page](#) and the [BC Centre for Disease Control COVID](#) site.
- Toll-free non-health phone line at: **1 888 268-4319 (1-888-COVID19)**, is open between 7:30 a.m. and 8:00 p.m. seven days a week for non-medical information about the emergency (including latest information on travel recommendations and social distancing, as well as access to support and services from the provincial and federal governments).
- Daily operational Provincial Emergency Operation Centre (PREOC) calls hosted by Emergency Management BC (EMBC) in each region for emergency planning/program staff with local governments, First Nations, and Health representatives or medical health officers, other key regional organizations. PREOCs act as a clearing house for questions of all kinds, including pandemic response task numbers and funding eligibility. If your emergency staff have not yet connected into those calls, please contact EMBC to join:

Central Region (CTL)	preoc3.ops1@gov.bc.ca
Northeast Region (NEA),	preoc5.ops1@gov.bc.ca
Northwest Region (NWE)	preoc6.ops1@gov.bc.ca
Southeast Region (SEA)	preoc4.ops1@gov.bc.ca
Southwest Region (SWE)	preoc2.ops1@gov.bc.ca
Vancouver Island Region (VIR),	preoc1.ops1@gov.bc.ca

Guidelines for Local Governments Operating under Emergency Program Act, Ministerial Order M083

On March 26, 2020 an [order](#) was issued under the *Emergency Program Act* that addresses local governments' immediate procedural concerns about their ability to meet electronically and needing to hold council or board meetings where the public can attend. The purpose of this guidance is to provide practical advice to local governments about enhancing transparency and public participation while operating under this order.

For information about orders related provincial and local states of emergencies, bylaw enforcement and mutual aid agreements please see: <https://news.gov.bc.ca/>

Local governments need to be able to function and make necessary decisions to ensure their community is working for people. The order was made recognizing that the current COVID-19 pandemic means that local governments needed more flexibility in some procedures so that they could make those necessary decisions – decisions such as passing budgets. At the same time, important principles of transparency and accountability still need to guide local government actions.

A local government's purpose includes providing for good government to its community, providing stewardship of public assets in the community, providing for necessary services and fostering the social, environmental and economic well-being of its community. It is recognized that public participation is essential to these purposes.

Local governments will need to continue to fulfill these purposes and their accountability to their communities, taking reasonable measures to ensure that the effects of the order's necessary limitations on public participation are mitigated. As well, they will need to continue to comply with procedural and other rules not affected by this order.

What does this order allow local governments to do?

- Under this order, local governments will be able to hold council and board meetings to make necessary essential decisions for their community in this state of emergency, without the public present, with the expectation that decisions made on the order will focus on emergency and time restricted decisions related to finances.
- It will also make it easier for elected officials to meet through electronic mediums while allowing local governments to conduct their day-to-day business as they follow physical distancing guidelines
- Local governments will also be able to do three readings and the adoption of a bylaw in the same day.

Why is this order needed?

- We are currently in an unprecedented situation. Local governments' ability to make decisions to protect their community is a critical piece of their ability to provide good government to their communities.
- During emergency situations like this, it's important that all governments work together to protect the health and safety of people and encourage a positive, calm approach in communities.
- The ability of local governments to make decisions to ensure their community is working for the safety, security and best interests of its people is a fundamental part of our governing system.
- If municipal councils and regional district boards are not able to function because they can't convene a legal meeting, then they will not be in a position to do their part during this pandemic or support the ongoing services and functions of the local government.
- This order will allow local governments to make necessary decisions to protect their communities while following the physical distancing guidelines.
- Regional Districts are also facing the unique pressure of needing to pass their annual budgets by the end of this month.

How do local governments balance community involvement in decision making and complying with public health orders?

- Locally elected officials are charged with making decisions that affect the daily lives of residents, families, the business community and many others. Public participation in local decision-making continues to be a foundational principle of the local government system.
- Local governments need to ensure that they are meeting the public health orders and necessary physical distancing – yet they also need to keep functioning so that they can continue to make needed decisions about public services, assets and finance.
- Where local governments can still operate “in person” while complying with the public health orders and necessary physical distancing, that can be done. The [BC Centre for Disease Control COVID](#) website includes the latest information on public gatherings and event planning as well as physical distancing.

What are some practical approaches local governments can implement to provide for community involvement in decision making?

- While local governments will not be required to allow community members to attend their meetings while this order is in effect, there are other ways they can maintain transparency (e.g. through web sites and social media) and there are many ways to allow the community to participate.
- For example:
 - To the greatest extent possible, local governments consider digital platforms to encourage communication and support engagement of the public (that may include creating moderated digital spaces for discussions);
 - Provide on-line streaming of council and board meetings that include opportunities for “real time” question and answer;
 - Provide an enhanced web presence that provides critical information about discussion, debate, and decisions and includes timely posting of draft minutes;
 - Where possible, allow for remote presentations from delegations, or provide clear opportunities for written submissions.

Do other rules under the *Community Charter, Local Government Act* and *Vancouver Charter* still apply?

- Public participation in local government decisions typically occurs in a number of ways: election of representatives to a council or board; notification of upcoming meetings and agenda topics; observing debate and decision-making on most topics; addressing decision-makers on matters of interest; reviewing minutes of proceedings; and reviewing annual reports and financial statements
- The effect of this order is only to temporarily modify requirements that relate to in-person observation of council and board debate and decision making, and potentially addressing decision-makers.
- Local governments understand the importance of being transparent and inclusive and will need to continue to do what they can to be open to the public in these extraordinary times.
- Local governments will need to continue to comply with all other legislative rules such as electoral approval processes. Other transparency provisions such as annual reporting, and conflict of interest and ethical standards rules also continue to apply. Decision making will continue to require a majority of council or board members in agreement to move an action forward.

- Local governments will want to carefully consider how they are complying with the rules and principles set out in the local government legislation and if there are ways to go beyond meeting those current minimum standards in the legislation.
- For example, as a best practice, most local governments already provide for advance publication of agendas and have rules for how presentations and delegations are received at meetings.
- Local governments will want to consider how to modify and enhance those practices to address the current required physical distancing (e.g. where possible, allow for remote presentations, or provide opportunities for enhanced written submissions).

What guidance do you have for local governments to ensure they are acting in the best interest of their community if residents can't participate in meetings?

- Elected officials always have a responsibility to consider the best interests of their communities and they are accountable to people living in those communities. That is key to the purpose of local governments.
- During this unprecedented time, it is critical that local government elected officials consider what it means to provide for the good governance of their communities. Good governance includes providing for the stewardship of a community's public assets and acting in way that is accountable, transparent, ethical, collaborative and respectful of the rules of law.
- Elected officials will want to carefully consider the types of decisions that they are making and how they as elected officials are representing their communities in that decision-making process.
- Understandably, as most local government resources will be directed towards this emergency, local governments will want to focus their decision making on the necessary essentials. That includes considering suspending or postponing decisions and moving very cautiously if they are considering new or controversial initiatives that aren't directly related to addressing this emergency.
- Local government administrators can provide needed guidance and can check in with the local government's legal and other advisors to understand which decisions are the most essential and which can be deferred. And local governments would want to seek legal advice about adjusting or delaying any public processes currently already underway.

How can a local government safely provide for public hearings?

- Local governments are required to hold public hearings prior to the adoption of several different kinds of bylaws including official community plans and some zoning bylaws.
- Local governments will need to think carefully about whether in some cases, delay of statutory processes requiring public hearings is the most appropriate and practical approach.
- Local governments may also want to consider whether it is appropriate to waive public hearings where they are not legally required, such as on proposed zoning bylaws that are consistent with the official community plan.
- Where a public hearing is required, members of the public who believe their property may be affected by a proposed bylaw must continue to be provided a reasonable opportunity to be heard, which can include **written submissions**.
- The Ministry understands the potential challenge of public hearing requirements and will be providing additional guidance in the near term.

Will these changes last forever?

- No, these changes will expire once we are no longer in under an emergency situation.
- Once the state of emergency is over, local governments will again have to follow all of the open meeting rules and procedural requirements set by local government legislation

Who asked for these changes to be made?

- The ministry continues to hear from local governments concerned about their inability to conduct meetings to make important decisions for their community while also following the public health orders and the safe physical distancing recommendations set out by our Provincial Health Officer.
- Without this order any decision made at a council meeting without the public present could be at risk of a legal challenge

Where do local governments get more information about COVID 19 response?

- BC Government's COVID 19 Provincial Support and Information website provides a hub through which you can access critical non-health information as it is updated, including provincial health officer orders, as well as get access to the BC Centre for Disease Control COVID site, which provides authoritative health-related information visit: bccdc.ca

- As well, there is a toll-free phone line open at 1-888-268-4319 (1-888-COVID19) between 7:30 a.m. and 8 p.m. seven days a week for non-medical information about the virus (including latest information on social distancing, as well as access to support and services from the provincial and federal governments)
- For more information about Provincial support and health information, visit gov.bc.ca/COVID-19.

Where can local governments get more advice on these orders?

- For a list of orders and notices, the [PHO Site](#).
- For best practice advice on how local governments support transparency please email lggovernance@gov.bc.ca



Central Community Health Centre
132 West Esplanade, 5th Floor
North Vancouver, BC V7M 1A2
P: 604.983.6700 F:604.983.6702

March 21, 2020

Hagensborg Waterworks District
P.O. Box 25
Hagensborg, BC V0T 1H0

Central Coast Regional District
P.O. Box 186
Bella Coola, BC V0T 1C0

RE: Community Water System Serving Hagensborg

The intent of this letter is to detail the expectations of Vancouver Coastal Health (VCH) for the community water system currently operated by the Hagensborg Waterworks District (HWD). We realize both Boards are likely occupied with the process of dissolving the Improvement District and transferring the governance of the system over to the Central Coast Regional District (CCRD). However water system projects do take some time and with the upcoming transfer of governance, it is a good time to make it clear to all parties what our expectations are for this water system.

VCH requires water purveyors to provide safe potable water without a long-standing Boil Water Advisory. Water purveyors can decide what means of financial support they can obtain to meet our expectations. There is no question that the water source for the HWD requires treatment as per the Drinking Water Protection Act (DWPA) and its Regulation (DWPR). The community is fortunate to have a water source with great water chemistry; however, there is the need to effectively minimize the microbiological contamination which is an inevitable feature of all surface water sources. VCH has patiently given HWD many years to work out a plan of treating the water in the manner that would work for the community, such as the Point of Entry (POE) treatment pilot project. However, the project showed that the use of POE units to be an inviable option which was valuable information and served the objectives of the project. Since then there have been no further water treatment plans devised although we do credit the HWD Board for doing a great job in gaining access to a level of grant funding unexpected for an Improvement District.

Attached to this letter is the Drinking Water Treatment Objectives [Microbiological] for Surface Water Supplies in British Columbia which is a part of the Drinking Water Officer's Guide. This guide outlines the performance outcomes required of a water system utilizing surface water as a water source. In summary, the water system needs to minimally meet these five treatment objectives:

Board Meeting
APR 09 2020
CCRD ITEM (B) 0

- 4 Log reduction (99.99%) of viruses
- 3 Log reduction (99.9%) of cysts (giardia, cryptosporidium, toxoplasmosis)
- 2 forms of treatment (chlorine plus UV or Ozone or other)
- 1 NTU turbidity (requiring treatment)
- 0 detected coliforms

After the water treatment plans have been finalized, a Construction Permit Application (CPA) will need to be submitted to our Public Health Engineer. This is an application prepared by the engineer of your choice which lays out the entire proposed changes to the water system. We understand there is an imposed deadline of August 31, 2020 to have the grant funds received by the CCRD. In order to meet this deadline, the submission of a CPA needs to be done well in advance of that deadline as a project the size of this will take some time to process.

VCH is not concerned how the money to fund the required water system upgrade project is obtained. What VCH is concerned about is the need for the water system to move towards meeting the surface water treatment objectives so the Boil Water Notice can be removed. It needs to be clearly understood that if the community loses the \$3.8 million dollar infrastructure money which has been granted to them, for whatever reason, there will still be the requirement to have a viable water system treatment plan with project timeline submitted to VCH by August 31 2020. Construction will need to commence soon afterwards.

Final note. The current Covid-19 situation is having an ever increasing impact on our society and the ability of getting tasks completed. If you start having challenges progressing with the required tasks we recommend contacting the funding providers to see about obtaining an extension to the August 31 deadline so as not to jeopardize losing the funding.

If you have any questions or require further information, please contact the undersigned by phone at 604-983-6756 or email at phil.muirhead@vch.ca.

Sincerely,



Phil Muirhead, CPHI(C)
 Environmental Health Officer
 Drinking Water Officer
 Central Community Health Centre
 Vancouver Coastal Health

cc: Geoff McKee; VCH Medical Health Officer - Gibsons
 Jonathan Choi; VCH Acting Manager, Health Protection - North Vancouver
 Michael Wu; VCH Public Health Engineer - Vancouver



DRINKING WATER TREATMENT OBJECTIVES (MICROBIOLOGICAL) FOR SURFACE WATER SUPPLIES IN BRITISH COLUMBIA

Version 1.1 / November 2012

1. Objective

To provide a general overview of microbiological drinking water treatment objectives for surface water supplies in British Columbia.

2. Background and Regulatory Framework

There are three main types of microorganisms (pathogens) that pose risks to human health in drinking water: viruses, bacteria and protozoa. The B.C. [Drinking Water Protection Act](#) (DWPA) (2001) and [Drinking Water Protection Regulation](#) (DWPR) (2003) specify water quality standards, monitoring schedules, applicability and recommended treatment aimed at reducing the risks from these pathogens.

Schedule A of the DWPR specifies bacteriological water quality standards for potable water¹ for the protection of human health. These standards represent partial drinking water treatment goals and are consistent with the [Guidelines for Canadian Drinking Water Quality: Guideline Technical Document — Escherichia coli](#) and total coliform (Health Canada, 2012a).

Schedule B of the DWPR outlines the monitoring schedule and its applicability based on population served. Section 5 of the regulation requires that surface water sources must, as a minimum, receive disinfection. Reducing risks from virus and protozoa through disinfection of drinking water are dealt with through the application of best management principles as outlined in this document and detailed in the [Guidelines for Canadian Drinking Water Quality](#) (GCDWQ). As no one type of treatment system is effective in treating all hazards, a multi-barrier approach is usually required to adequately address all risks, which typically includes two or more forms of treatment.

The DWPA and the DWPR give drinking water officers (DWOs) the flexibility and discretion to address public health risks through treatment requirements in operating permits to deal with pathogenic risks. Discretion of the drinking water officer also includes, but is not limited to, understanding the source water characterization, effectiveness of system-specific treatment technologies, operational management issues and reasonable time frames to achieve incremental improvements to existing systems. With respect to water quality analyses, the issuing official should

¹ Potable water is defined under the *Drinking Water Protection Act* as water provided by a domestic water system that (a) meets the standards prescribed by regulation, and (b) is safe to drink and fit for domestic purposes without further treatment.

ensure that he/she has adequate data to determine that the proposed treatment is adequate to address public health risks in relation to relevant microbiological and chemical/physical parameters.

Existing water supply systems may have some appreciable risk for certain parameters without treatment in place. In such cases, it is acceptable from a public health perspective for water supply systems to present drinking water officers with a continuous improvement plan that addresses implementing treatment for these parameters within a reasonable time period.

3. Purpose and Scope

Under the DWPA, water suppliers have the responsibility to provide potable water to all users of their systems. Drinking water treatment requirements are site specific, risk based and dependent on a number of factors, including source water quality and efficacy of treatment technology.

This document provides the basic minimum framework towards goals for drinking water treatment for pathogens in surface water supply systems in British Columbia. It may also be used as a general reference for assessing progress towards updating or improving existing water supply systems. This document does not address the treatment of groundwater or disinfection of distribution systems.

These objectives rely on the [Guidelines for Canadian Drinking Water Quality \(See Summary table - Health Canada, 2014\)](#) as a primary reference for potability. However, given site-specific conditions of water systems in various regions of B.C., it is necessary to apply these guidelines in consideration of a risk assessment of individual cases. In all cases, the drinking water officer must be contacted to confirm the necessary treatment objectives for microbiological parameters when planning or upgrading water supply systems.

4. Treatment Objectives

These objectives provide treatment requirements that address the following microbiological parameters: enteric viruses, pathogenic bacteria, *Giardia* cysts and *Cryptosporidium* oocysts. The general objectives are as follows and described in more detail below:

- 4-log reduction or inactivation of viruses.
- 3-log reduction or inactivation of *Giardia* and *Cryptosporidium*.
- Two treatment processes for surface water.
- Less than or equal to (\leq) one nephelometric turbidity unit (NTU) of turbidity.
- No detectable *E. Coli*, fecal coliform and total coliform.

These drinking water treatment objectives provide a minimum performance target for water suppliers to treat water to produce microbiologically safe drinking water. Depending on specific situations, the actual amount of treatment required will depend on the risks identified and may require greater levels of treatment. Water treatment is only one part of the multi-barrier approach to providing safe drinking water. Choosing an appropriate water source, protecting that source and reducing distribution system risks can be essential complementary steps to providing treatment when dealing with microbiological risks.

While there are numerous precautionary treatment steps available to reduce the risk of microbiological contamination of drinking water supplies, no system is fail-safe. Risk management is based on applying scientific

evidence that documents the quality and variability of the water source and the efficacy of management measures selected to achieve acceptable public health outcomes.

4.1. 4-log Inactivation of Viruses

Viruses are micro-organisms that are incapable of replicating outside a host cell. In general, viruses are host specific, which means that viruses that infect animals or plants do not usually infect humans, although a small number of enteric viruses have been detected in both humans and animals (Health Canada, 2011). Viruses are ubiquitous and often species-specific. Viruses of concern in drinking water are those that cause human illness or are capable of cross-species transfer. The role of nonhuman viruses as facilitators of pathogens or in transmitting genetic material that could be pathogenic is not clearly understood; hence, overall reductions of viruses in source water are preferred.

Health Risk Management Outcomes for Enteric Viruses

The level of risk deemed tolerable or acceptable by Health Canada for enteric viruses has been adopted from the World Health Organization's (WHO) [Guidelines for Drinking-Water Quality](#) (WHO, 2004) based on the Disability Adjusted Life Year (DALY) as a unit of measure for risk.

The basic principle of the DALY is to calculate a value that considers both the probability of experiencing an illness or injury and the impact of the associated health effects (Murray and Lopez, 1996a; Havelaar and Melse, 2003; cited from Health Canada, 2011). The WHO (2004) guidelines adopt 10^{-6} DALY/person per year as a health risk management target. Table 1 describes the relationship between viruses in source water and the level of treatment necessary to achieve this health risk management goal.

Table 1: Overall treatment requirements for virus log reduction as a function of approximate source water concentration to meet a level of risk of 1×10^{-6} DALY/person per year)
(Cited in Health Canada, 2011)

Source water virus concentration (no./100 L)	Overall required treatment reduction for viruses (log ₁₀)
1	4
10	5
100	6
1000	7

Treatment Objectives for Enteric Virus

A minimum 4-log reduction of enteric viruses is recommended for all surface water sources. Depending on the surface water source, especially those subject to human fecal contamination, a greater than 4-log reduction may be necessary (See Table 1).

Reductions can be achieved through physical removal processes, such as filtration, and/or through inactivation processes, such as disinfection (Health Canada, 2011). Disinfection of water systems is recommended as a means to

provide safeguards to the water system. Enteric viruses are readily inactivated by the use of chemical disinfection such as chlorine.

Ultraviolet (UV) light disinfection systems may be used to reduce viruses in water, but the effectiveness of UV varies significantly among different types of viruses. Double-stranded DNA viruses, such as adenoviruses, are more resistant to UV radiation than single-stranded RNA viruses, such as HAV (Meng and Gerba, 1996; cited in Health Canada, 2011).

Because of their high level of resistance to UV treatment and because some adenoviruses can cause illness, particularly in children and immunocompromised adults, adenoviruses have been used by the U.S. EPA as the indicator pathogen for establishing UV light inactivation requirements for enteric viruses in the [Long Term 2 Enhanced Surface Water Treatment Rule](#) (LT2ESWTR) (U.S. EPA, 2006). Accordingly, the LT2ESWTR requires a UV dose of 186 mJ/cm² to achieve 4-log inactivation of viruses (U.S. EPA, 2006).

For water supply systems in Canada, UV disinfection is commonly applied, most often in combination with chlorine disinfection or other physical removal barriers such as filtration (Health Canada, 2011). A UV dose of 40 mJ/cm² is considered to be protective of human health as most enteric viruses are inactivated at this dosage; however, this dosage would provide only a 0.5-log inactivation of adenovirus. Additional log removal credits may be obtained through the addition of free chlorine.

For drinking water sources considered to be less vulnerable to human fecal contamination, the drinking water officer may accept an enteric virus such as rotavirus as the target pathogen to determine the UV dose required for 4-log inactivation of viruses. Where a system relies solely on UV disinfection for pathogen control and the source water is known or suspected to be contaminated with human sewage², either a higher UV dose such as that stated in the LT2ESWTR or a multi-barrier treatment strategy should be adopted.

The physical removal of viruses can be partially achieved by clarification and filtration processes. Clarification is generally followed by the filtration process. Some filtration systems, however, are used without clarification (direct filtration). Many treatment processes are interdependent and rely on optimal conditions upstream in the treatment process for efficient operation of subsequent treatment steps.

Drinking water treatment plants that meet the turbidity limits established in the [Guidelines for Canadian Drinking Water Quality: Supporting Documentation — Turbidity](#) (Health Canada, 2012b) can apply the estimated physical removal credits for enteric viruses. For example, for conventional filtration, the virus credit is 2-log and for direct filtration the virus credit is 1-log.

Alternatively, log removal rates can be established on the basis of demonstrated performance or pilot studies. The physical log removal credits can be combined with the disinfection credits to meet overall treatment goals. In all cases, the drinking water officers must be consulted when planning treatment for a water supply system.

It is recommended that water supply systems should provide, as a minimum, 4-log reduction of viruses for all surface water systems.

² The Ministry of Health is awaiting further clarification from Health Canada as to what constitutes as *human fecal contamination*. In lieu of clarification, it is best to use as much available information as possible to make an informed decision on a case-by-case basis.

4.2. 3-log Inactivation of *Giardia* and *Cryptosporidium*

Protozoa such as *Giardia* and *Cryptosporidium* are relatively large pathogenic microorganisms that multiply only in the gastrointestinal tract of humans and other animals. They cannot multiply in the environment, but their cysts/oocysts can survive in water longer than intestinal bacteria, and they are more infectious and resistant to disinfection than most other microorganisms (Health Canada, 2004).

Health Risk Management Outcomes for *Giardia* and *Cryptosporidium*

While *Giardia* and *Cryptosporidium* can be responsible for severe and, in some cases, fatal gastrointestinal illness, the *Guidelines for Canadian Drinking Water Quality* have not established maximum acceptable concentrations for these protozoa in drinking water. Routine methods available for the detection of cysts and oocysts have low recovery rates and do not provide any information on their viability or human infectivity. Until better monitoring data and information on the viability and infectivity of cysts and oocysts present in drinking water are available, measures should be implemented to reduce the risk of illness as much as possible.

Treatment Objectives for *Giardia* and *Cryptosporidium*

The goal of surface water treatment is to reduce the presence of disease-causing organisms and associated health risks to an acceptable safe level.

Treatment of drinking water is another integral part of the multi-barrier approach. In addition to disinfection, where warranted by source water conditions, physical treatment of surface supplies should be included. Because *Giardia* and *Cryptosporidium* are ubiquitous in surface waters in Canada and more resistant to disinfection than most other infectious organisms, it is desirable that treatment achieves at least a 99.9% (3-log) reduction of *Giardia* and *Cryptosporidium* (Health Canada, 2004).

Giardia may be partially inactivated by large doses of free chlorine, ozone or chlorine dioxide. Filtration can be effective in removing *Giardia* cysts and *Cryptosporidium* oocysts, but the performance is significantly dependant on the methods of filtration and operational performance. *Giardia* and *Cryptosporidium* may also be inactivated using UV disinfection. Many commercially available UV systems have undergone testing to verify that the dosage provided under design operating conditions achieves the 3-log inactivation required.

It is recommended that water supply systems should provide, as a minimum, 3-log reduction of *Giardia* and *Cryptosporidium* for systems that have a water source considered to have low risk of these parasites and have not had an outbreak of the disease. A higher level of reduction may be required if the situation justifies it.

4.3. Two Methods of Treatment (Dual Treatment)

Health Risk Management Outcomes for Dual Treatment of Drinking Water

Some microbiological agents of concern are more resistant to certain forms of treatment than others. Ultimately, the best approach to ensure complete disinfection of water intended for human use is a multi-barrier one, which begins with collecting water from the cleanest source possible.

As most disinfection systems require clear water to ensure maximum efficiency, it may be necessary to combine multiple specific treatment technologies. To provide the most effective protection, the *Guidelines for Canadian*

Drinking Water Quality recommend that filtration and one form of disinfection be used to meet the treatment objectives.

Alternatively, two forms of disinfection (for example, chlorination and UV disinfection) may be considered if certain criteria are met.

Filtration Exemption

A water supply system may be permitted to operate without filtration if the following conditions for exemption of filtration are met, or a timetable to implement filtration has been agreed to by the drinking water officer:

1. Overall inactivation is met using a minimum of two disinfections, providing 4-log reduction of viruses and 3-log reduction of *Cryptosporidium* and *Giardia*.
2. The number of *E. coli* in raw water does not exceed 20/100 mL (or if *E. coli* data are not available less than 100/100 mL of total coliform) in at least 90% of the weekly samples from the previous six months. Treatment target for all water systems is to contain no detectable *E. coli* or fecal coliform per 100 mL. Total coliform objectives are also zero based on one sample in a 30-day period. For more than one sample in a 30-day period, at least 90% of the samples should have no detectable total coliform bacteria per 100 mL and no sample should have more than 10 total coliform bacteria per 100 mL.
3. Average daily turbidity levels measured at equal intervals (at least every four hours) immediately before the disinfectant is applied are around 1 NTU, but do not exceed 5 NTU for more than two days in a 12-month period.
4. A watershed control program is maintained that minimizes the potential for fecal contamination in the source water. (Health Canada, 2012b)

Applying the filtration exemption criteria does not mean filtration will never be needed in the future. A consistent supply of good source water quality is critical to the approach, but source quality can change. Therefore, the exemption of filtration must be supported by continuous assessment of water supply conditions.

Changing source water quality can occur with changes in watershed conditions. Increased threats identified through ongoing assessment and monitoring may necessitate filtration. Maintaining the exemption condition relies on known current and historic source water conditions, and provides some level of assurance to water suppliers that a filtration system may not be necessary unless the risk of adverse source water quality increases.

It is recommended that dual water treatment should be applied to all surface water.

4.4. ≤ 1 NTU in Turbidity

Events such as sedimentation from road surfaces, higher surface runoff peak flows, landslides and debris flows increase a condition commonly referred to as "turbidity." Turbidity in water is caused by suspended organic and colloidal matter, such as clay, silt, finely divided organic and inorganic matter, bacteria, protozoa and other microscopic organisms. It is measured in nephelometric turbidity units (NTU) and is generally acceptable when less than 1 NTU, as per the exemption criteria in section 4.3, and becomes visible when above 5 NTU.

Health Risk Management Outcomes for Turbidity

Turbidity is an indicator of the potential presence of human pathogens such as bacteria and protozoa. Furthermore, a greater concentration of organic and/or microbiological matter in source water has the potential to disrupt or

overload drinking water disinfection processes, such as UV light and chlorination, to the point that they may no longer effectively control pathogens in the water. In addition, organic matter in the water can react with disinfectants such as chlorine to create byproducts that may cause adverse health effects (Health Canada, 2012b).

Treatment Objectives for Turbidity

In general, turbidity is caused by particles in water and can be effectively reduced by filtration. Depending on the filtration technologies applied to the water, filtered water from well operated filtration systems could have turbidity ranges from 0.1 to 1.0 NTU. The Canadian Guideline on turbidity applies to filtered surface water and is categorized by the type of filtration technology: conventional and direct filtration, slow sand or diatomaceous earth filtration, and membrane filtration. To comply with the Canadian Guideline, continuous monitoring of turbidity is required.

Turbidity is effectively reduced through filtration, using one of a number of common technologies. The goal of treating water for turbidity is to reduce its level to as low as possible and minimize fluctuation. For this reason, when filtration technology is employed, the system should strive to achieve a treated water turbidity target from individual filters or units of less than 0.1 NTU at all times. Where this is not achievable, the treated water from filters or units should be less than or equal to 0.3 NTU for conventional and direct filtration; less than or equal to 1.0 NTU for slow sand or diatomaceous earth filtration; and less than or equal to 0.1 NTU for filtration systems that use membrane filtration. Inability to achieve these objectives in filtered systems indicates a breakdown of the treatment train and potential health impacts to users.

For nonfiltered surface water to be acceptable as a drinking water source supply, average daily turbidity levels should be established through sampling at equal intervals (at least every four hours) immediately before the disinfectant is applied. Turbidity levels of around 1.0 NTU but not exceeding 5.0 NTU for more than two days in a 12-month period should be demonstrated in the absence of filtration. In addition, source water turbidity also should not show evidence of harbouring microbiological contaminants in excess of the exemption criteria under section 4.3 of this document.

It is recommended that turbidity of treated surface water should be maintained at less than 1 NTU. Where filtration is part of the treatment process, the turbidity levels should comply with the Canadian guideline on turbidity, entitled *Guidelines for Canadian Drinking Water Quality: Guideline Technical Document — Turbidity (Health Canada, 2012b)* (expected turbidity reduction depends on the filtration methods). Continuous monitoring of turbidity should be required for water systems with filtration to verify compliance with system performance objectives. Systems that meet the criteria for exemption from the requirement for filtration should be monitored to verify that the system continues to meet the exemption criteria.

4.5. No Detectable *E. Coli*, Fecal Coliform and Total Coliform

E. coli and other fecal coliforms are members of the total coliform group of bacteria, but *E. coli* is the only member found exclusively in the feces of humans and other animals. Other members of the total coliform group (including fecal coliforms) are found naturally in water, soil, and vegetation, as well as in feces. The presence of *E. coli* and other fecal coliforms in water indicates not only recent fecal contamination, but also the possible presence of intestinal disease-causing bacteria, viruses, and protozoa.

Health Risk Management Outcome for *E. Coli* and Total Coliform

The absence of *E. coli*, *fecal coliform* and total coliform is used as an indicator that treated water is free from intestinal disease-causing bacteria. Their presence in drinking water distributed from a treatment plant indicates a serious

failure and that corrective action is necessary. The presence of total coliform bacteria in the water distribution system indicates that the system may be vulnerable to contamination or experiencing bacterial regrowth.

Treatment Objectives for *E. coli*, Fecal Coliform and Total Coliform

E. coli, fecal coliform and total coliform are easily controlled with disinfection processes such as chlorine or UV light and can also be reduced by filtration. The DWPR calls for water suppliers to provide water with nondetectable *E. coli*, fecal coliform and total coliform based on sampling frequency established by the DWPR or through agreement with the drinking water officer.

In summary, according to Schedule A of the DWPR (updated 2008), the treatment target for all water systems is to contain no detectable *E. coli* or fecal coliform per 100 ml. Total coliform objectives are also zero based on one sample in a 30-day period. For more than one sample in a 30-day period, at least 90% of the samples should have no detectable total coliform bacteria per 100 ml and no sample should have more than 10 total coliform bacteria per 100 ml.

5. Conclusion

These objectives are intended to provide general requirements for surface water supply treatment systems in B.C. and rely on the *Guidelines for Canadian Drinking Water Quality* (Health Canada, 2014) as a primary reference for potability and treatment. However, given site-specific physical, chemical and biological conditions of water supplies throughout various regions in B.C., it may be necessary to apply these guidelines based on risk assessment of individual cases.

In all cases, the treatment objectives for microbiological parameters in specific water supply systems must be developed in consultation with a drinking water officer when planning or upgrading drinking water supply systems in the province.

6. References

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Health Canada, 2014. *Guidelines for Canadian Drinking Water Quality (Summary Table)*.

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[semt/pubs/water-eau/disinfect-desinfection-eng.php](http://www.hc-sc.gc.ca/ewh-semt/pubs/water-eau/disinfect-desinfection-eng.php)

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U.S. EPA, 2006. *National Primary Drinking Water Regulations: Long Term 2 Enhanced Surface Water Treatment Rule.*

<http://water.epa.gov/lawsregs/rulesregs/sdwa/lt2/index.cfm>

W.H.O., 2004. *Guidelines for Drinking-Water Quality.* World Health Organization.

http://www.who.int/water_sanitation_health/dwg/GDWQ2004web.pdf

Destiny Mack

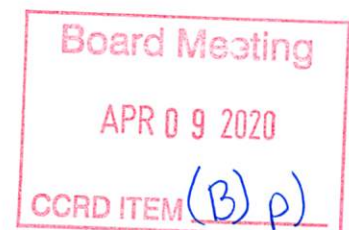
From:
Sent: April-06-20 10:19 AM
To:
Subject: fw: Hwy 20 travel

For the board pkg

From: "leilonny Wiebe"
Sent: Sunday, April 5, 2020 11:38 AM
To: "info@ccrd.ca" <info@ccrd.ca>
Subject: Hwy 20 travel

To. Whom this may concern,
I'm have written letters to the ministers Claire Trevena , Jennifer Rice ,Mike Farnsworth, last but important ,Adrian Dixon Requesting that they meet with any other ministries to restrict use of Hwy. 20 to essential services and any residents returning from medical.
I'm hopeful that they include you all and the Nuhalk Nation in this decision .
I hope to see some kind of posting or a announcement that this has been taken care of to help us protect the Bella Coola Valley.
Thank you for your time I know you are busy at this time .Leilonny wiebe

Sent from I pad



Destiny Mack

From: aa <aa@ccrd.ca>
Sent: April-06-20 1:57 PM
To: Destiny Mack
Subject: fw: Letter
Attachments:

For the board pkg

From: "Carol W."
Sent: Monday, April 6, 2020 1:54 PM
To: info@ccrd.ca
Subject: Letter

Board Members

Would please place the letter I wrote to you with regard to travel on Hwy 20, on your next monthly board meeting agenda for consideration and discussion.

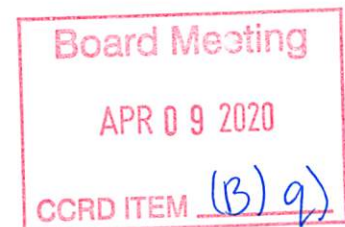
I realize you are not in a position to take direct action but perhaps all such letters you receive can be sent to appropriate offices with your request for consideration.

I attach a copy of letter sent to Jennifer Rice and also a post I would like to sent to Global news if the Band Council approves

Any thoughts you may have on these matters will be gratefully received

Carol Winkler

Sent from my iPad



Cancel

morningnews@globaltv.com

127



Subject: morningnews@globaltv.com

The Bella Coola Valley is fighting very hard to keep our population healthy, self distancing, isolating, using common sense. Lately we are seeing tourists coming in with campers , likely to fish or hike. Could you post this picture to remind all people that unnecessary travel should not be happening as per direction of Dr Henry and Hon Adrian Dix Would very much appreciate your assistance

Carol



Cindy Nygaard

YESTERDAY AT 7:14 PM

3

Like

Comment

Sent from my iPad

Found in Gmail Sent Mailbox **Winkler Carol**

Yesterday

To: jennifer.rice.mla@leg.bc.ca >**OPEN LETTER TO JENNIFER RICE, MLA**

Hello:

I am writing to express my concern about travellers coming down Hwy 20 through the Chilcotin and down the "Hill" into the Bella Coola Valley. Our remote community should not be exposed to the possibility of covid19 being brought in by these tourists.

I would ask that you take whatever steps are necessary to put an end to people coming here. Perhaps permission could be given for an information booth located at the top of the hill, manned by volunteers, who could advise the travellers to turn back. Coffee, tea or juice and a sandwich could be set out for a donation, so they have refreshments for their return trip.

These are my thoughts and opinions however I will post it locally in hopes others will contact you as well.

Carol Winkler

Sent from my iPad

