

aa@ccrd.ca

From: no-reply@upanupstudios.com on behalf of CCRD Website <no-reply@upanupstudios.com>
Sent: December 4, 2019 2:23 PM
To: info@ccrd-bc.ca
Subject: Webform submission from: Delegation Form

Submitted on Wed, 12/04/2019 - 14:23

Submitted by: Anonymous

Submitted values are:

Date of Application

2019-12-04

Board Meeting Date

2019-12-12

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

Hagensborg Water Preservation Group

Address

1507 Mackenzie Hwy 20

Number of people attending

4 - 6

Spokesperson Name

John Breffitt

Subject of presentation

Concerns/anomalies arising from the recent Hagensborg Waterworks District Referendum on Conversion.

Purpose of presentation

information only

Contact person (if different than above)

Joy MacKay

Daytime telephone number

250-799-5588/250-799-5420

Email address

jmackay@netbistro.com

Will you be providing supporting documentation?

no





To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Evangeline Hanuse, Housing Needs Assessment & Lands Coordinator

Meeting Date: December 12, 2019

Subject: Policy A-5(a) – Prerequisites for Agenda Items – Responding to Compliments and Complaints

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve the proposed changes.

Issue/Background Summary:

This policy is carried forward from the November 14, 2019 meeting as an outstanding item.

Policy, Bylaw or Legislation:

Financial/Budgetary Implications:

None

Time Requirements – Staff and Elected Officials:

None

Options to Consider:

Approve or deny changes to the policy.

Submitted by: E. Hanuse

Evangeline Hanuse, Housing Needs Assessment & Lands Coordinator

Reviewed by: _____

Courtney Kirk, Chief Administrative Officer

Board Meeting
 DEC 12 2019
 CCRD ITEM A a) 1.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-5(a) - Prerequisites for Agenda Items – Responding to Compliments and Complaints

Preamble: Both staff and electoral area directors receive and respond to spoken concerns and complaints from members of the public on an on going basis. In order to reduce potential conflict and/or misinterpretation, it is prudent to define the requirements necessary to have a matter placed before the Board at the monthly meeting.

Policy: That upon receipt of spoken complaints or concerns, staff are encouraged to attempt good faith resolution of the matter. Where a complaint is not satisfied ^{by} by, Administration, Staff and directors- encourage- the complainant to submit a written letter, outlining the nature of the complaint. The letter will be received by staff 7 days prior to the monthly board meeting. This will allow all area directors the opportunity to view the concern before passing a resolution. Letters of complement received and put them directly into the Board Agenda.

By asking for a submission in writing, the board will be able to address the issue in its intended context, the time management at board meetings will be enhanced and the most effective solution will be found.

Date: October 11, 1994

Amended: July 11, 2013

Amended: April 14, 2016

Amended: ~~November 14, 2019~~

December 12, 2019

December 13, 2018

Board Meeting
NOV 14 2019
CORD ITEM *D(b) 10*



REQUEST FOR DECISION

To: Board of Directors, CCRD

From: Evangeline Hanuse, Housing Needs Assessment and Lands Coordinator

Meeting Date: December 12, 2019

Subject: Policy A-5(b) – Amend, Review and Approve

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve Policy A-5(b) Board Meeting Agenda as amended.

Issue/Background Summary:

Policy A-5(b) was last reviewed in April 2016. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-5(b) Board Meeting Agenda
Policy A-24 Policy Development and Review

Financial/Budgetary Implications:

None.

Time Requirements – Staff and Elected Officials:

None.

Options to Consider:

Provide suggestions for further amendment.

Submitted by: Ehanuse
Evangeline Hanuse

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

Board Meeting
 DEC 12 2019
 CCRD ITEM A a) 2.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-5(b) - Board Meeting Agenda

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

Policy Background: The Board has, in its Board Meeting Procedures Bylaw #449, 2015, 477, 2017 adopted an agenda format that is shared by many municipalities and regional districts. The agenda served the purpose of ensuring that the Board’s meetings conformed to statutory requirements, and that all the business required to be dealt with by the Board be dealt with in an orderly manner. The agenda did not, however, provide for as much time as may be desirable to debate issues of importance to the region’s communities.

Policy Goal: It is the goal of this policy to reserve Regional Board Meeting prime time to the consideration, reflection and debate of policies that contribute to the Regional District’s Mission Statement.

Policy Objectives:

- 1) Directors will have read the agenda material prior to a Board Meeting.
- 2) Directors will ensure that their alternates are fully informed of current issues and the alternate will have read the agenda material prior to a Board Meeting if it is expected that he/she will attend on behalf of the director.
- 3) To allow such additional time on the agenda as may be required to perform the Board’s statutory duties.
- 4) To implement this policy and amend the agenda notwithstanding the agenda format prescribed in the Regional District’s Board Meeting Procedures Bylaw #449, 2015 477, 2017,

Deleted: .

Initially approved at the regular Board Meeting of October 11, 2000

- Amended: January 9, 2002
- Amended: April 7, 2004
- Amended: July 11, 2013
- Amended: April 14, 2016
- Amended: December 12, 2019

Deleted: March 29

December 13, 2018

A-5(b) - Board Meeting Agenda

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

Policy Background: The Board has, in its Board Meeting Procedures Bylaw #477, 2017 adopted an agenda format that is shared by many municipalities and regional districts. The agenda serves the purpose of ensuring that the Board’s meetings conform to statutory requirements, and that all the business required to be dealt with by the Board be dealt with in an orderly manner. The agenda did not, however, provide for as much time as may be desirable to debate issues of importance to the region’s communities.

Policy Goal: It is the goal of this policy to reserve Regional Board Meeting prime time to the consideration, reflection and debate of policies that contribute to the Regional District’s Mission Statement.

Policy Objectives:

- 1) Directors will have read the agenda material prior to a Board Meeting.
- 2) Directors will ensure that their alternates are fully informed of current issues and the alternate will have read the agenda material prior to a Board Meeting if it is expected that he/she will attend on behalf of the director.
- 3) To allow such additional time on the agenda as may be required to perform the Board’s statutory duties.
- 4) To implement this policy and amend the agenda notwithstanding the agenda format prescribed in the Regional District’s Board Meeting Procedures Bylaw #477, 2017

Initially approved at the regular Board Meeting of October 11, 2000

Amended: January 9, 2002

Amended: April 7, 2004

Amended: July 11, 2013

Amended: April 14, 2016.

Amended: December 12, 2019



REQUEST FOR DECISION

To: Board of Directors, CCRD

From: Ken McIlwain, Airport Manager

Meeting Date: December 12, 2019

Subject: Policy A-9 (a) Facilities Inspection Policy – Airport Operations

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve A-9 (a) Facility Inspection Policy - Airport as amended.

Issue/Background Summary:

Policy A-9 (a) was last amended in June 2014. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-9 (a) Disposal of Assets
 Canadian Aviation Regulations (SOR/96-433)
 Bella Coola Airport Operations Manual
 Aerodromes Standards and Recommended Practices (TP 312) 4th Edition

Financial/Budgetary Implications:

None. Policy is self explanatory.

Time Requirements – Staff and Elected Officials:

The proposed amendment will make the Airport Manager responsible for addressing and reporting on corrective actions. This is essentially already taking place; however, this policy formalizes roles and responsibilities.

Options to Consider:

None.

Submitted by: 
 Ken McIlwain, Airport Manager

Reviewed by: _____
 Courtney Kirk, Chief Administrative Officer

Board Meeting
 DEC 12 2019
 CCRD ITEM A a) 3.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-9 (a) - Facilities Inspection Policy – Airport Operations

Preamble: Inspections of the airport terminal building, runway and grounds are beneficial to the Regional District both in correcting potential safety hazards and planning for the future expenditures. An inspection report will provide guidelines for the continued successful operation of the airport and will assist in ensuring that the users of the facilities have safe and reliable access.

Policy: An Aerodrome Inspection of the Bella Coola Airport will be carried out on a regular basis by personnel provided by Transport Canada. Inspection observations are in reference to the 4th edition of Transport Canada’s publication “Aerodrome Standards and Recommended Practices (TP312)”. Observations are classified as:
1) Required Improvements
2) Recommendations
3) Other

All required improvements identified by Transport Canada will be brought immediately to the attention of the CAO.

It is the responsibility of the Airport Manager and/or Accountable Executive to inform and respond to Transport Canada, CCRD CAO and to the Board of Directors, as to the progress made in complying with required corrective action taken in addressing the inspection details.

Such corrective action will be documented in the monthly Transportation Services report until the airport is in compliance with the inspection report. In the event that finances or other barriers do not allow for immediate compliance a schedule will be identified in which these items will be listed with an anticipated completion date together with an explanation of the delay.

Date: August 09, 1994
Amended: June 12, 2014

Amended: December 12, 2019

Deleted:
Deleted:
Deleted: Transportation Services Coordinator



REQUEST FOR DECISION

To: Board of Directors, CCRD
From: Ken McIlwain, Airport Manager
Meeting Date: December 12, 2019
Subject: Policy A-9 (c) Facilities Inspection Policy – General

Recommendation:

THAT the Board of Directors of the Central Coast Regional District review Policy A-9 (c) Facility Inspection Policy – General.

Issue/Background Summary:

Policy A-9 (c) was last amended in September 2015. According to the regional district's development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

The 2015 policy amendment involved changing the policy to be 'complaint based'.

Policy, Bylaw or Legislation:

Policy A-9 (c) Facility Inspection Policy - General

Financial/Budgetary Implications:

None. Policy is self explanatory.

Time Requirements – Staff and Elected Officials:

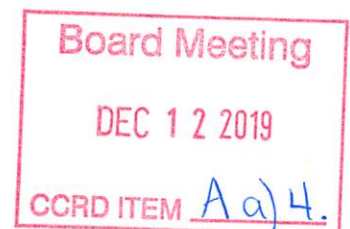
None.

Options to Consider:

None.

Submitted by: 
Ken McIlwain, Airport Manager

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-9 (c) - Facilities Inspection Policy – General

Preamble: An inspection policy will help to identify and prescribe corrective or mitigative measures, thus reducing, the potential of injury to staff, volunteers and the public at CCRD facilities.

Policy: Due to limited manpower and financial constraints, the inspection policy for CCRD facilities shall be solely complaint driven with the exception of facilities covered by a separate inspection policy. Complaint driven inspection reports are initiated either in response to a complaint by a member of the public or CCRD staff. Once a complaint is received, staff shall, within two working days, inspect the site and determine what maintenance or mitigative measures are required to ensure public and worker safety. Complaints, inspections and corrective maintenance shall be recorded for the purpose of informing the asset management plan, budgeting and in the event of a legal claim.

Date: September 13, 1994

Amended: September 10, 2015

Reviewed: December 12, 2019

November 14, 2019



To: Board of Directors, CCRD
CC: Courtney Kirk, CAO
From: Evangeline Hanuse, Housing Needs Assessment & Lands Coordinator
Meeting Date: December 12, 2019
Subject: Policy A-10 – Filing Disclosures

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve the proposed changes.

Issue/Background Summary:

This policy is carried forward from the November 14, 2019 meeting as an outstanding item.

Policy, Bylaw or Legislation:

Financial/Budgetary Implications:

None

Time Requirements – Staff and Elected Officials:

None

Options to Consider:

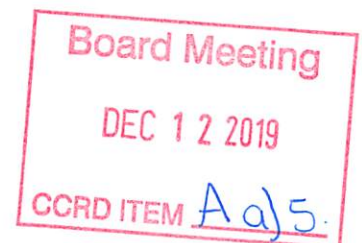
Review the policy.

Submitted by: *E. Hanuse*

Evangeline Hanuse, Housing Needs Assessment & Lands Coordinator

Reviewed by: _____

Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-10 - Filing Disclosures

Preamble: The Regional District is required to comply with the provisions of the Financial Disclosure Act, specifically the filing of disclosure forms.

Policy: That all Directors and Officers of the Regional District file the required disclosure forms under the provisions of the Financial Disclosure Act; such disclosure to be filed once annually, in January between the 1st and 15th, and such other times as may be required.

Access to written disclosures, section 6 (1) of the Act, statements of disclosure filed by nominees or municipal officials are available for public inspection during normal business hours. Statements filed by designated employees are not routinely available for public inspection.

Date: September 14, 1993
Amended: October 8, 1997
Amended: April 12, 2012
Amended: July 11, 2013
Amended: March 10, 2016

Reviewed: December 12, 2019

[December 13, 2018](#)





REQUEST FOR DECISION

To: Board of Directors, CCRD
From: Ye Ne Byun, Financial Controller
Meeting Date: December 12, 2019
Subject: Policy A-20 Disposal of Assets

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve A-20 Disposal of Assets as amended.

Issue/Background Summary:

Policy A-20 was last reviewed in September 2015. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-20 Disposal of Assets
Policy A-24 Policy Development and Review
Local Government Act – Division 6 Disposing of Land & Improvements s 285-288

Financial/Budgetary Implications:

None, other than in the event of an asset disposal. Policy is self explanatory.

Time Requirements – Staff and Elected Officials:

None other than in the event of an asset disposal.

Options to Consider:

None.

Submitted by: 
Ye Ne Byun, Financial Controller

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

Board Meeting
DEC 12 2019
CCRD ITEM A a) b.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-20 - Disposal of Assets

Preamble: An asset disposal policy ensures that assets representing expended tax dollars are disposed of in a fair and transparent fashion, taking into account best practices, and in accordance with *Disposing of Land and Improvements and Disposal of Water Systems, Sewer Systems and Utilities* (sections 285-288) of the *Local Government Act, RSBC, 2015*.

Deleted: Part 5, Division 5.
Deleted: 186
Deleted: /
Deleted: 1996.

Definitions: "Assets" means any type of tangible, physical property, either singularly or as a component or part of another item of tangible physical property.

"Interest in land and improvements" means the multi-year lease agreements the CCRD has with various lease holders at the Bella Coola Airport or other CCRD facilities.

"Immediate Family Member" means father, mother, sister, brother, stepfather, stepmother, stepsister, stepbrother, father/mother/sister/brother-in-law, spouses/common law spouses, and/or children.

"Value" means replacement value for an item of similar age and condition

Policy: Assets held by the Regional District that are no longer needed shall be disposed of as follows:

1. Any item having an estimated value of less than \$1000 may be posted on the Regional District's website and public notice boards located at postal outlets within the Regional District.
2. Any item having an estimated value of \$1000 or more must be published on the Regional District's website, in the local newspaper and simultaneously posted on public notice boards at postal outlets within the Regional District.
3. The Chief Administrative Officer and/or designate be authorized to receive any and all offers and to accept none or one offer ~~that would~~ in order to provide the most benefit to the Regional District, up to an amount of \$10,000. The sale of assets with a value greater than \$10,000 must be approved by the Board of Directors.
4. No assets shall be sold to CCRD staff, Directors or immediate family members prior to assets being offered for sale to the public. Additionally, no preferential treatment in acquisition shall be given to CCRD staff, Directors or immediate family members.
5. The CCRD shall notify the public of any disposition of an interest in land and improvements. Notice must be published on the Regional District's website and in the local newspaper.

Deleted: ¶
Deleted: ¶

Adopted: June 14, 2007
Amended: September 13, 2012
Amended: September 10, 2015

November 14, 2019

Preamble: An asset disposal policy ensures that assets representing expended tax dollars are disposed of in a fair and transparent fashion, taking into account best practices, and in accordance with *Disposing of Land and Improvements and Disposal of Water Systems, Sewer Systems and Utilities (sections 285-288)* of the *Local Government Act, RS2015*.

Definitions: “Assets” means any type of tangible, physical property, either singularly or as a component or part of another item of tangible physical property.

“Interest in land and improvements” means the multi-year lease agreements the CCRD has with various lease holders at the Bella Coola Airport or other CCRD facilities.

“Immediate Family Member” means father, mother, sister, brother, stepfather, stepmother, stepsister, stepbrother, father/mother/sister/brother-in-law, spouses/common law spouses, and/or children.

“Value” means replacement value for an item of similar age and condition

Policy: Assets held by the Regional District that are no longer needed shall be disposed of as follows:

1. Any item having an estimated value of less than \$1000 may be posted on the Regional District’s website and public notice boards located at postal outlets within the Regional District.
2. Any item having an estimated value of \$1000 or more must be published on the Regional District’s website, in the local newspaper and simultaneously posted on public notice boards at postal outlets within the Regional District.
3. The Chief Administrative Officer and/or designate be authorized to receive any and all offers and to accept none or one offer in order to provide the most benefit to the Regional District, up to an amount of \$10,000. The sale of assets with a value greater than \$10,000 must be approved by the Board of Directors.
4. No assets shall be sold to CCRD staff, Directors or immediate family members prior to assets being offered for sale to the public. Additionally, no preferential treatment in acquisition shall be given to CCRD staff, Directors or immediate family members.
5. The CCRD shall notify the public of any disposition of an interest in land and improvements. Notice must be published on the Regional District’s website and in the local newspaper.

Adopted: June 14, 2007

Amended: September 13, 2012

Amended: September 10, 2015

Amended: December 12, 2019



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Evangeline Hanuse, Housing Needs Assessment & Lands Coordinator

Meeting Date: December 12, 2019

Subject: Policy A-21 – Use of Flood Mitigation Resources

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve the proposed changes.

Issue/Background Summary:

This policy is carried forward from the November 14, 2019 meeting as an outstanding item.

Policy, Bylaw or Legislation:

Financial/Budgetary Implications:

None

Time Requirements – Staff and Elected Officials:

None

Options to Consider:

Review and accept updates to the policy.

Submitted by: Evangeline Hanuse

Evangeline Hanuse, Housing Needs Assessment & Lands Coordinator

Reviewed by: _____

Courtney Kirk, Chief Administrative Officer

Board Meeting
 DEC 12 2019
 CCRD ITEM *A21*

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-21 - Use of Flood Mitigation Resources

Preamble: The Board of Directors recognizes the scope of flood potential on the Central Coast and particularly within the Bella Coola Valley and desires to optimize flood mitigation through the Regional District's Emergency Program, in accordance with the goals of the British Columbia Emergency Response Management System; and

Whereas the principle resources for the provision of flood mitigation works are provided to the Regional District by Emergency Management British Columbia (EMBC); and

Whereas it is a requirement of EMBC funding agreements that local governments undertake critical infrastructure assessments for the purposes of rating projects by standardized consequence of loss criteria,

Policy: Therefore the Regional District will focus its flood mitigation efforts to protect public infrastructure that benefits the greater population guided by the following definitions:

1. Transportation, utility and safety infrastructure including, but not limited to, roads, bridges, dikes, airports and ports, rights-of-way, etc.;
2. Schools, government offices, public building (or those deemed essential) and associated lands; and
3. Populated areas containing a significant representation of the above.

Recognizing the responsibilities of private landowners in designated flood hazard lands, as outlined by the BC Compensation and ~~Financial Disaster Assistance Regulation~~ Disaster Financial Assistance Regulation, private landowners and residents are responsible for having a plan, as well as tools and equipment necessary to protect their homes and properties (sandbagging, for example).

CCRD will only assist private landowners and residents with the provision of sandbags and sand, during a flood event where EMBC have allocated a task number; upon availability of sandbags and sand, after critical public infrastructure has been protected, in the first instance; and where assistance is provided to private landowners and residents, priority will be given to known vulnerable properties.

Adopted: February 12, 2009

Reviewed: September 12, 2013

Amendment: November 13, 2015

~~Reviewed: September 6, 2018~~

December 12, 2019

December 13, 2018





REQUEST FOR DECISION

To: Board of Directors, CCRD

From: Ken McIlwain, Airport Manager

Meeting Date: December 12, 2019

Subject: Policy A-22 Safety Management Policy – Bella Coola Airport

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve Policy A-22 Safety Management Policy – Bella Coola Airport as amended.

Issue/Background Summary:

Policy A-22 was last reviewed in April of 2015. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

The proposed amendments are to update the delegation of roles and responsibilities as per the current Airport Operations Manual and Safety Management System.

Policy, Bylaw or Legislation:

Policy A-22 Safety Management Policy – Bella Coola Airport
Canadian Aviation Regulations – Part 1, Subpart 7

Financial/Budgetary Implications:

None. Policy is self explanatory.

Time Requirements – Staff and Elected Officials:

None.

Options to Consider:

None.

Submitted by: 
Ken McIlwain, Airport Manager

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

Board Meeting
 DEC 12 2019
 CCRD ITEM Aa)8.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-22 - Safety Management Policy – Bella Coola Airport

Preamble: Safety is paramount to the overall operations cycle of the Bella Coola Airport. Creating and maintaining a facility which strives to minimize risks and hazards is beneficial to all airport users. Safety inspections of the airport terminal building, runway and grounds are integral to identifying and correcting potential safety hazards and mitigating risk. Regular safety monitoring will provide the basis for guidelines for the continued successful operation of the airport and will assist in ensuring that users of the facilities have safe and reliable access. The Safety Management Policy was developed in response to Transport Canada's Canadian Aviation Regulations Part I, Subpart 7.

Deleted: is free of

Policy: The Accountable Executive and/or Airport Manager, as identified in the Bella Coola Airport Safety Management System Manual, will be responsible for establishing, implementing and managing the safety system with the cooperation and assistance of established designates. Adherence to documented processes and procedures will ensure regular safety audits are conducted and all stakeholders will be given the opportunity to participate in the process. Focus of audits will be on the behaviour of people as well as on the conditions of the operations area. All new or recurring risks, hazards, incidents or occurrences are to be reported immediately.

Deleted: the Bella Coola Airport Commission or

It is the expectation that all stakeholders will;

- familiarize themselves and comply with safety policies, processes and procedures;
- have the opportunity to participate in developing safety standards and procedures;
- accept responsibility and accountability for their own behaviour and recognise the safety of others;
- communicate any issue having a safety impact to the Accountable Executive and/or Airport Manager through the designed processes and procedures;
- have the opportunity to report risks, hazards, incidents or occurrences with impunity and anonymity.

It is the expectation that the Accountable Executive and/or Airport Manager will;

- recognise the importance of the safety of airports stakeholders, users, suppliers and contractors;
- openly communicate information about all safety incidents or occurrences per the processes and procedures identified in the Safety Management System Plan and share lessons learned from such occurrences;
- support safety training and awareness programs;
- monitor, evaluate and measure Bella Coola Airport activity against industry activity to ensure best safety practices are incorporated;
- demonstrate a continual commitment to excellence in safety at the Bella Coola Airport.

Adopted: October 14, 2010

Reviewed: April 12, 2012 **Reviewed:** April 9, 2015

November 14, 2019

Amended: December 12, 2019



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Evangeline Hanuse, Housing Needs Assessment & Lands Coordinator

Meeting Date: December 12, 2019

Subject: Policy A-27 Preparedness Planning – Information Technology

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve Policy A-27 Preparedness Planning – Information Technology as amended.

Issue/Background Summary:

Policy A-27 was introduced for amendment at the November 14th meeting of the board and was deferred to the December meeting.

Policy, Bylaw or Legislation:

Policy A-27 was adopted in 2013 and requires updating. Please note that Appendix A contains confidential information such as staff names, phone numbers and software licences and is therefore not included as part of the public package. Apart from the policy name change, amendments provide for assistance to the CAO via a “team” approach and other minor changes.

Financial/Budgetary Implications:

None, other than staff time to administer.

Time Requirements – Staff and Elected Officials:

Variable and dependent on disaster occurrences.

Options to Consider:

None. Policy relates to administrative procedures.

Submitted by: Ehanuse
Evangeline Hanuse, Housing Needs Assessment & Lands Coordinator

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

Board Meeting
 DEC 12 2019
 CCRD ITEM Aaj9.

A-27 ~~Disaster Recovery Plan~~ Preparedness Planning – Information Technology

Preamble: The primary objective of the ~~Disaster Recovery Plan~~ Preparedness Planning- Information Technology Policy is to protect the organization in the event that all or part of its operations and/or computer services are rendered unusable.

The plan should minimize disruption of operation and ensure some level of organizational stability and an orderly recovery after a disaster.

Policy: Management personnel are responsible for protecting all assets of the organization. These assets include employees, physical property, information and records relating to the conduct of business. This policy specifically addresses information technology systems and records management. ~~which will be rolled into an all-inclusive Business Continuity Plan in due course.~~

Authority

The decision to implement ~~disaster recovery~~ Preparedness Planning procedures is the responsibility of the CAO or designate. The Preparedness Planning ~~Disaster Recovery~~ Team (the Team) will convene as soon as possible after a disaster has occurred to assess damages and make recommendations to the CAO.

Distribution

This plan will be distributed to and used by those persons responsible for its implementation and operation. These individuals, the Team, -are identified in Appendix A. ~~This document~~ Appendices will be maintained and updated by the Administrative Assistant whenever significant changes occur.

Basic Recovery Plan Requirements

The basic requirements for the Recovery plan are as follows:

- ~~Disaster recovery~~ Preparedness Planning team Team
- Preparedness Planning ~~Disaster recovery~~ documentation backup
- Backup computer facilities
- Recovery Plans

Disaster Recovery Team

~~Data Managers (Disaster Recovery~~ Team members) are specifically responsible for:

- Identifying and protecting all assets within their assigned area of control.
- Understanding their obligation to protect the organization's assets.
- Developing, coordinating, testing and maintaining it by keeping the information it contains current.
- Being familiar with the Plan and understanding their part in the recovery effort.
- Reducing potential risks by implementing any monitoring established security measures and procedures and initiating corrective action when violations are observed.
- Ensuring that the procedures set forth in the Plan are properly executed in the event of a disaster.

The ~~team~~ Team will ~~consist of the Data Managers (Appendix A) who will~~ be responsible for one or more of the following functions.

- Recovery Electronic Data administration
- Insurance notification
- Supplies
- Systems software
- Application software
- Facilities
- Hardware
- Communications
- Operations

In the event of a disaster or major failure, the ~~team~~ Team will convene with as many ~~team~~ Team members as possible. All members of the ~~team~~ Team will assess damage to computer facilities, control and coordinate recovery/backup actions and make recommendations to the CAO.

Disaster Recovery Preparedness Planning Documentation

Inventory Necessary Office Equipment

- Desk and chair
- Computer
- Computer software
- Telephone
- Calculator

Catalog of Supporting Equipment

- Servers
- Server Software
- Data backups
- Phone System

Insurance and Budget

- The Chief Financial Office will review insurance coverage.
- The Annual budget will be the loss deductible of \$1,500.

Backup computer facilities

Offsite storage of ~~system~~ data files backup

In the event that disaster occurs, having backup stored off site is critical. Appendix F defines the backup schedule. Offsite ~~backup of server~~ ~~Copy of all computer backups~~ to an external ~~hard drive~~ storage device is done ~~weekly~~ daily and stored ~~in our safety deposit box at the Williams Lake and District Credit Union, Bella Coola~~ offsite with the Administrative Assistant or designate.

Backup facilities

In the case of fire or natural disaster it may become necessary to move/relocate the office to a backup location. The location currently designated is the ~~upstairs office located at the Bella Coola Airport, Hagensborg~~ airport satellite office in the hangar.

Recovery Plans

~~Disaster Preparation~~ Preparedness Planning

This section outlines the minimum steps required to ensure the CCRD can fully recover from a disaster.

1. The ~~disaster plan~~ Preparedness Plan must be kept current, and all of the ~~team~~ Team members must be made aware of any changes.
2. A copy of the Preparedness Plan ~~Disaster plan~~ is stored offsite in the CCRD safety deposit box at the Williams Lake and District Credit Union Bella Coola Branch.
3. All ~~team~~ Team members should be aware of the consequences of a disaster and what they can do while recovery is in progress.
4. Procedures and lead times for replacement equipment and communications should be established.

In the event that there is warning of an impending disaster, (e.g. potential flood situations, fire or potential building damage) the following steps should be taken:

1. Notice should be given to as many ~~team~~ Team members as possible.
2. The CAO should be briefed and a decision should be made whether to shut down the systems.
3. The ~~team~~ Team should convene and review whatever actions may be necessary.

Emergency Response

This section details the basic actions to be taken in the event of a disaster situation.

1. The CAO or assignee will be notified as soon as possible.
2. The ~~team~~ Team will be notified and assembled as soon as reasonable under the circumstances.
3. Team members will assess damages to their individual areas of expertise.
4. Team members will advise the CAO as to the extent of damage and recovery procedures necessary so that the decision to move the office can be made after the assessment of damage done to the current office.
5. Pertinent vendors will be contacted and negotiations will be made for the delivery of equipment. Delivery time will be noted.
6. All ~~team~~ Team members will be given an estimated time to return to either full or degraded service.
7. Each ~~team~~ Team member will supervise their own area of expertise.
8. Computer facilities will be secured.

Recovery Procedures

If it is decided to transfer the office and computers to the off site location:

- It is assumed that the basic emergency procedures have been followed as detailed in Recovery Plans
- An inventory of the status of existing equipment and files will be compiled
- Initiate the recovery site.
- An estimated time of delivery of computers and equipment will be established
- Systems will be tested and loaded as soon as the vendors release them to the CCRD

Recovery Timetable

The following timetable does not take into account the amount of time required to re-input data which may have been lost during recovery period.

Day 1	Convene the disaster recovery Preparedness Planning team Team and assess damages. Contact vendors to replace needed equipment.
	If able restore programs and data, test integrity of programs and data. Begin restoring communications and networking capabilities.
Day 2	Restore operations to priority departments
	Determine priority of data processing
Day 4	Delivery and setup new equipment. Restore full communications and networking capabilities

~~Disaster Recovery Plan~~ Preparedness Planning Review

The Preparedness Planning ~~Disaster Recovery~~ Team will convene annually to review the Plan and Appendices. Updates or revisions will be made at this time.

Appendix D - Hardware Requirements

Minimum four computers	CFO, CAO, Ops Mgr, Admin	Required immediately
Printer/Photo copier/scanner/fax		
Telephones		
Desks and chairs		
Sundry office supplies		

Appendix E - Setup and configuration for Network

Setup and configuration of Network will be conducted by Sandtronic Business Systems. (see Appendix B, Key contacts)

Appendix F - Disk Backup Schedule

All data stored on the server is backed up daily. Each day the storage device on the server is replaced with the duplicate storage device. A backup storage device is taken off site daily by the Administrative Assistant or designate.

All data stored on Staff “U:” drive on the server all Staff “C:” on their computers are not backed up to server therefore not to the offsite backup.

~~The following computers/files are copied to the Share Centre drive daily for 8 consecutive days:~~

Computers

~~8. CAO, Admin, Public Works, Sr Admin~~

Files

- ~~— Company Files— Quickbooks~~
- ~~— Share folder~~
- ~~— All active folders/documents~~
- ~~— All email and email data folders (contacts, calendars)~~
- ~~— The CFO backs up folders by sending them to an offsite backup~~

~~Once a week all backups on the Share Centre are copied to an external hard drive which is secured in the CU safety deposit box.~~

~~Quickbooks files are also backed up every 4th exits to Administrative Assistant’s USB storage and kept offsite after hours.~~

Adopted: October 10, 2013
~~— Amended: November 14, 2019~~

A-27 Preparedness Planning – Information Technology

Preamble: The primary objective of the Preparedness Planning-Information Technology Policy is to protect the organization in the event that all or part of its operations and/or computer services are rendered unusable.

The plan should minimize disruption of operation and ensure some level of organizational stability and an orderly recovery after a disaster.

Policy: Management personnel are responsible for protecting all assets of the organization. These assets include employees, physical property, information and records relating to the conduct of business. This policy specifically addresses information technology systems and records management.

Authority

The decision to implement Preparedness Planning procedures is the responsibility of the CAO or designate. The Preparedness Planning Team (the Team) will convene as soon as possible after a disaster has occurred to assess damages and make recommendations to the CAO.

Distribution

This plan will be distributed to and used by those persons responsible for its implementation and operation. These individuals, the Team, are identified in Appendix A. Appendices will be maintained and updated by the Administrative Assistant whenever significant changes occur.

Basic Recovery Plan Requirements

The basic requirements for the Recovery plan are as follows:

- Preparedness Planning Team
- Preparedness Planning documentation backup
- Backup computer facilities
- Recovery Plans

Disaster Recovery Team

Team members are specifically responsible for:

- Identifying and protecting all assets within their assigned area of control.
- Understanding their obligation to protect the organization's assets.
- Developing, coordinating, testing and maintaining it by keeping the information it contains current.
- Being familiar with the Plan and understanding their part in the recovery effort.
- Reducing potential risks by implementing any monitoring established security measures and procedures and initiating corrective action when violations are observed.
- Ensuring that the procedures set forth in the Plan are properly executed in the event of a disaster.

The Team will be responsible for one or more of the following functions.

- Recovery Electronic Data administration
- Insurance notification
- Supplies
- Systems software
- Application software
- Facilities
- Hardware
- Communications
- Operations

In the event of a disaster or major failure, the Team will convene with as many Team members as possible. All members of the Team will assess damage to computer facilities, control and coordinate recovery/backup actions and make recommendations to the CAO.

Preparedness Planning Documentation

Inventory Necessary Office Equipment

- Desk and chair
- Computer
- Computer software
- Telephone
- Calculator

Catalog of Supporting Equipment

- Servers
- Server Software
- Data backups
- Phone System

Insurance and Budget

- The Chief Financial Office will review insurance coverage.
- The Annual budget will be the loss deductible of \$1,500.

Backup computer facilities

Offsite storage of data files backup

In the event that disaster occurs, having backup stored off site is critical. Appendix F defines the backup schedule. Offsite backup of server to an external storage device is done daily and stored offsite with the Administrative Assistant or designate.

Backup facilities

In the case of fire or natural disaster it may become necessary to move/relocate the office to a backup location. The location currently designated is the airport satellite office in the hangar.

Recovery Plans

Preparedness Planning

This section outlines the minimum steps required to ensure the CCRD can fully recover from a disaster.

1. The Preparedness Plan must be kept current, and all of the Team members must be made aware of any changes.
2. A copy of the Preparedness Plan is stored offsite in the CCRD safety deposit box at the Williams Lake and District Credit Union Bella Coola Branch.
3. All Team members should be aware of the consequences of a disaster and what they can do while recovery is in progress.
4. Procedures and lead times for replacement equipment and communications should be established.

In the event that there is warning of an impending disaster, (e.g. potential flood situations, fire or potential building damage) the following steps should be taken:

1. Notice should be given to as many Team members as possible.
2. The CAO should be briefed and a decision should be made whether to shut down the systems.
3. The Team should convene and review whatever actions may be necessary.

Emergency Response

This section details the basic actions to be taken in the event of a disaster situation.

1. The CAO or assignee will be notified as soon as possible.
2. The Team will be notified and assembled as soon as reasonable under the circumstances.

3. Team members will assess damages to their individual areas of expertise.
4. Team members will advise the CAO as to the extent of damage and recovery procedures necessary so that the decision to move the office can be made after the assessment of damage done to the current office.
5. Pertinent vendors will be contacted and negotiations will be made for the delivery of equipment. Delivery time will be noted.
6. All Team members will be given an estimated time to return to either full or degraded service.
7. Each Team member will supervise their own area of expertise.
8. Computer facilities will be secured.

Recovery Procedures

If it is decided to transfer the office and computers to the off site location:

- It is assumed that the basic emergency procedures have been followed as detailed in Recovery Plans
- An inventory of the status of existing equipment and files will be compiled
- Initiate the recovery site.
- An estimated time of delivery of computers and equipment will be established
- Systems will be tested and loaded as soon as the vendors release them to the CCRD

Recovery Timetable

The following timetable does not take into account the amount of time required to re-input data which may have been lost during recovery period.

Day 1	Convene the Preparedness Planning Team and assess damages. Contact vendors to replace needed equipment.
	If able restore programs and data, test integrity of programs and data. Begin restoring communications and networking capabilities.
Day 2	Restore operations to priority departments
	Determine priority of data processing
Day 4	Delivery and setup new equipment. Restore full communications and networking capabilities

Preparedness Planning Review

The Preparedness Planning Team will convene annually to review the Plan and Appendices. Updates or revisions will be made at this time.

Appendix D - Hardware Requirements

Minimum four computers	CFO, CAO, Ops Mgr, Admin	Required immediately
Printer/Photo copier/scanner/fax		
Telephones		
Desks and chairs		
Sundry office supplies		

Appendix E - Setup and configuration for Network

Setup and configuration of Network will be conducted by Sandtronic Business Systems. (see Appendix B, Key contacts)

Appendix F - Disk Backup Schedule

All data stored on the server is backed up daily. Each day the storage device on the server is replaced with the duplicate storage device. A backup storage device is taken off site daily by the Administrative Assistant or designate.

All data stored on Staff "U:/" drive on the server all Staff "C:/" on their computers are not backed up to server therefore not to the offsite backup.

Adopted: October 10, 2013

Amended: November 14, 2019



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Evangeline Hanuse, Housing Needs Assessment & Lands Coordinator

Meeting Date: December 12, 2019

Subject: Policy F-17 – Amend, Review and Approve

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve Policy F-17 Application for Grant-In-Aid Funding as amended.

Issue/Background Summary:

Policy F-17 was last reviewed in November 2016. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years. The CCRD staff are appreciative of the input and assistance Jess Housty provided to streamline the Grant-in-Aid Application process.

Policy, Bylaw or Legislation:

Policy F-17 Application for Grant-in-Aid
S. 263(1)(c) *Local Government Act*

Financial/Budgetary Implications:

None.

Time Requirements – Staff and Elected Officials:

None.

Options to Consider:

Provide suggestions for further amendment.

Submitted by: Evangeline Hanuse
Evangeline Hanuse, Housing Needs Assessment & Lands Coordinator

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

Board Meeting
 DEC 12 2019
 CCRD ITEM Aa) 10.

F-17 – Application for Grant-in-Aid

Purpose: To enable the Board to allocate budgeted Grant-in-Aid funds in a consistent and fair manner by ensuring comparable consideration is given to all applications.

Eligibility: Organizations must meet the following criteria in order to be considered for a Grant-in-Aid:

1. Have a mailing address and contact representative within the Central Coast Regional District;
2. Be non-partisan, non-denominational and not for profit OR at the approval of the CCRD Board be a well-established community group;
3. Provide a service to the residents within the Regional District; and
4. Have additional funding sources other than the CCRD (i.e. other grants, donations, membership revenue, corporate donations, etc.).

Applications may be for operational or capital expenses, and recurring or one-time events.

The total value of disbursement is at the discretion of the Board of Directors but may not exceed the maximum of \$0.10 per thousand dollars of assessed property values (approximately \$15,000). The amount of individual disbursement is determined based on eligibility and the total number of applications received.

Application Process and Timeline:

December: Call for applications

February 1 OR first business day in February: Applications due

February: Eligible and complete applications presented to CCRD Board at February Regular Meeting for consideration and final decision

After March 31: Applicants advised in writing of whether or not their proposal is approved for funding

August: Funds disbursed to successful applicants

December 31 OR last business day in December: Deadline for funding report

Incomplete or late applications will not be considered. Please use the checklist to ensure you are submitting all the required information. If you require funds to be disbursed sooner than August, please include a note in your application.

Once the final decision is made by the Board of Directors, the CAO or designate will administer disbursements.

Reports for successful applicants should follow the Appendix C – Report on Grant-in-Aid Funding template. The CCRD reserves the right to request that unspent funds be returned. Failure to report on time without prior written consent from the CCRD may result in revocation of funds and/or ineligibility for future funding.

DISCLAIMER:

The Regional District will not provide assistance in contravention of s. 263(1)(c) of the *Local Government Act*. Furthermore, the Regional District does not intend to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

Please submit applications to:

Administrative Assistant
Central Coast Regional District
PO Box 186
626 Cliff Street
Bella Coola, BC V0T 1C0

info@ccrd.ca

Date: December 11, 2014 - Resolution 14-12-43
Amended: November 13, 2015 – Resolution 15-11-28
Amended: November 10, 2016 – Resolution 16-11-20
Amended: November 14, 2019 - Resolution

F-17- Application for Grant-In-Aid – APPENDIX ‘A’

Please ensure the following are included in your Grant-in-Aid application. Incomplete applications will not be considered. Please include this checklist with your application.

- A completed and signed application form (Appendix B);
- The budget and detailed cost estimates, revenues and expenses (if the application is for a project based initiative only the budget for the project is required);
- A copy of your organizations most recent financial statements, including an income statement and balance sheet OR, if applying for less than \$500, a written financial report for the previous year;
- A description of your organizations mandate, mission, and objectives; and
- A list of key dates and/or milestones for the initiative.

We typically receive more applications in a given year than we have the budget to fund. Competitive applications will demonstrate alignment with some or all of the following priorities:

- Promote volunteer participation and engagement.
- Promote a healthy lifestyle through sport, recreation, leisure, and/or social opportunities.
- Celebrate community pride and diverse heritage and culture through art, festivals, and/or events.
- Meet the needs of the community by using new approaches and techniques.
- Exercise coordination, cooperation, and collaboration with other groups to prevent duplication of projects, programs, services, or events.
- Adhere to the CCRD Integrated Strategic Plan 2019-2022.
- Provide a service that meets a community need.

Please briefly demonstrate how the above priorities will be achieved.

F-17 APPLICATION FOR GRANT-IN-AID FUNDS – APPENDIX B

Name of Organization: _____
 Name of Contact Person: _____ Position: _____
 Mailing Address: _____
 Phone #: _____ Email: _____
 Are you a: (Yes/No) Society _____ Charity _____ Corporation/Company _____ Other _____
 Registration Date: _____ Registration # _____
 (Note: Registration date and number are only required if the application is for more than \$500.)

Proposed use of funds (select one):

- Operational Funding (not to exceed 50% of annual operating budget)
- Capital Expenditure
- Events – recurring
- Events – one-time

Source Name	Cash requested from CCRD	Your in-kind (\$ value) contributed	Confirmed		% of Total initiative
			Cash	In-Kind	
Your organization					
CCRD					
Total					100%

Has your organization received CCRD Grant-in-Aid funding support in the past 3 years? (Y / N)
 If yes, please list the project/initiative title, year, and amount received below.

Are CCRD Grant-in-Aid funds being used to leverage other funding applications? (Y / N)
 Are you aware of other foundations, funding organizations, or government programs that align with your organizations mandate, mission, and objectives? _____
 Identify the Electoral Area(s) that directly benefit from your application _____

 Date Signature

 (Please print name) Position

Please submit applications to:

Administrative Assistant
 Central Coast Regional District
 PO Box 186
 626 Cliff Street
 Bella Coola, BC V0T1C0

 info@ccrd.ca

F-17 Application for Grant-In-Aid – APPENDIX C

REPORT ON GRANT-IN-AID FUNDING
Due on or before last working day of December of current year

Name of Organization	
Mailing Address	
Name of Contact Person (Position)	
Email Address	
Total Amount Received from the CCRD	
<p>Please provide the following information on separate sheets of paper. Responses should be numbered as listed below.</p> <ol style="list-style-type: none"> 1. A descriptive narrative summary of activities undertaken; 2. An evaluation of the benefits received by the community with regards to the initiative that was undertaken; 3. A statement of actual revenue and expenses (clearly identifying how the CCRD funds were used) 	

Please submit reports to:

Administrative Assistant
 Central Coast Regional District
 PO Box 186
 626 Cliff Street
 Bella Coola, BC V0T 1C0

info@ccrd.ca

F-17 – Application for Grant-in-Aid

Purpose: To enable the Board to allocate budgeted Grants-in-Aid funds in a consistent and fair manner; by ensuring comparable consideration is given to all applications.

Eligibility: Organizations must meet the following criteria in order to be considered for a Grant-in-Aid.

1. Have a mailing address and contact representative within the regional district;
2. Be non-partisan, non-denominational and not for profit OR at the approval of the CCRD Board be a well-established community group;
3. Provide a service to the residents within the regional district; and
4. Have funding sources other than the Central Coast Regional District (ie- other grants, donations, membership revenue, corporate donations, etc.

Applications may be for:

1. Operation Funding
2. Capital Expenditure
3. Events- Reoccurring
4. Events – One-time

Only one application per organization will be accepted, per year.

The Regional District does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

The Regional District does not intend to regularly fund operations such that existence of the service is dependent on CCRD Grant-in-Aid funding..

Application Process:

In the month of December each year, staff will advertise the process for organizations to submit a Grant-in-Aid application to the Regional District for consideration in the following year.

Organizations must submit the Grant-in-Aid Application Form with all supporting documentation (as outlined in Appendix A) no later than 4pm February 1st or the first business day in February. Incomplete or late applications will not be considered.

Approval Process:

Prior to the February Regular Meeting of the Board, all applications will be reviewed for eligibility and to ensure the correct documentation has been submitted.

A report of all eligible applications with a completed administrative checklist as the cover page will be presented to the Board at the February meeting for their consideration and final decision.

Release of Funds:

Applicants will be advised in writing as to whether or not they have been awarded a Grant-in-Aid.

Organizations awarded Grant-in-Aid will receive funding in August of each year.

If the organization requires Grant-in-Aid funding before August, it must submit a request in writing for early release of the Grant-in-Aid.

Conditions of Funding:

Funds must be used for the purpose for which they were granted.

Organizations that received Grant-in-Aid funds must report to the CCRD how the funds were spent no later than the last working day of December of the granting year (using Appendix C – Report on Grant-in-Aid funding as a guide).

In the event that any portion of funds are not expended, the CCRD reserves the right to request the return of said funds.

Funds that are not used for the intended purpose or a failure to report by the determined date without prior written consent from the Board of Directors will result in a request to return the funds. Failure to do so will result in the applicant being ineligible for funding for a period of 3 year. At the discretion of the Board of Directors this ineligibility period may be extended beyond the 3 years.

Administration:

CCRD Administration may amend Appendix A, B and C as required.

CCRD Administration will provide a reference document to the board of directors that shows potential distribution of annual funding per electoral area, that is based 50% on assessment value and 50% on Census Canada population figures. Final discretion for allocation of the funds rests with the board of directors,

Date: December 11, 2014 - Resolution 14-12-43
Amended: November 13, 2015 – Resolution 15-11-28
Amended: November 10, 2016 – Resolution 16-11-20

F-17- Application for Grant-In-Aid – APPENDIX ‘A’

Please ensure the following are included in your Grant-in-Aid application. Incomplete applications will not be considered. Please include this checklist with your application.

- A completed and signed application form (Appendix B);
- The budget and detailed cost estimates, revenues and expenses (if the application is for a project based initiative only the budget for the project is required);
- A copy of your organizations most recent financial statements, including an income statement and balance sheet OR, if applying for less than \$500, a written financial report for the previous year;

Please provide the following information.

- A description of
 - (a) Your organizations mandate, mission, and objectives;
 - (b) How the success of the initiative will be evaluated;
 - (c) How this initiative will provide a service to Central Coast Regional District residents or a direct benefit to a community in the Central Coast Regional District;
 - (d) How the initiative will be funded in future years (Write ‘N/A’ if the application is for a one-time project/event);
- List of key dates and/or milestones for the initiative;

The Central Coast Regional District has a limited budget for the Grant-in-aid program and the program may be oversubscribed. To better understand the impact CCRD funding will have on the success of your initiative and the Central Coast Regional District, please answer the following questions.

Place a checkmark beside the following priorities that your application aligns with. For each checkmark please provide a paragraph (no more than 500 words) demonstrating how your organizations application aligns with the priority.

- Promote volunteer participation and engagement.
Promote a healthy lifestyle through sport, recreation, leisure, and/or social opportunities.
- Celebrate community pride and diverse heritage and culture through art, festivals, and/or events.
- Meet the needs of the community by using new approaches and techniques.
- Exercise coordination, cooperation, and collaboration with other groups to prevent duplication of projects, programs, services, or events.
- CCRD Integrated Strategic Plan 2015-2019
- Provide a service that meets a community need.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-17 APPLICATION FOR GRANT-IN-AID FUNDS – APPENDIX B

Name of Organization: _____

Name of Contact Person: _____ Position: _____

Mailing Address: _____

Phone #: _____ Email: _____

Are you a: (Yes/No) Society _____ Charity _____ Corporation/Company _____ Other _____

Registration Date: _____ Registration # _____

Note: Registration date and number are only required if the application is for more than \$500.

Proposed use of funds (select one):

- Operational Funding (not to exceed 50% of annual operating budget)
- Capital Expenditure
- Events – reoccurring
- Events – one-time

List any other funding partners (cash or in-kind) that will be contributing to the success of the initiative identified above.

Partners	In-Kind	Cash	% of total initiative
Your organization			
CCRD			
Total			100%

Has your organization received CCRD Grant-in-Aid funding support in the past 3 years? (Y / N)

If yes, please list the project/initiative title, year, and amount received below.

Are CCRD Grant-in-Aid funds being used to leverage other funding applications? _____

Are you aware of other foundations, funding organizations, or government programs that align with your organizations mandate, mission, and objectives? _____

CENTRAL COAST REGIONAL DISTRICT
POLICIES

41

Identify the Electoral Area(s) that directly benefit from your application. _____

Please review Application Checklist for required documentation and definitions.:

Date

Signature

(Please print name) Position

Mail to: Central Coast Regional District, Box 186, Bella Coola, BC V0T 1C0

F-17 Application for Grant-In-Aid – APPENDIX C

REPORT ON GRANT-IN-AID FUNDING
Due on or before last working day of December of current year

Name of Organization	
Mailing Address	
Name of Contact Person (Position)	
Email Address	
Total Amount Received from the CCRD	
Please attach copies of invoices(s) if funds were for a project or capital expenditure. <input type="checkbox"/> Attached	
Please provide the following information on separate sheets of paper. Responses should be numbered as listed below. 1. A descriptive narrative summary of activities undertaken; 2. An evaluation of the benefits received by the community with regards to the initiative that was undertaken; 3. A statement of actual revenue and expenses (clearly identifying how the CCRD funds were used)	

Mail to: Central Coast Regional District
Box 186, Bella Coola, BC V0T 1C0
Or Email to: info@ccrd-bc.ca



REQUEST FOR DECISION

To: Board of Directors, CCRD

From: Ye Ne Byun, Financial Controller

Meeting Date: December 12, 2019

Subject: Policy F-5 Administration Cost Recovery from Services

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve Policy F-5 Administration Cost Recovery from Services as amended.

Issue/Background Summary:

Policy F-5 was last reviewed in November 2015. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

Policy F-5 Administration Cost Recovery from Services
Policy A-24 Policy Development and Review
Local Government Act s 379(1) – *All costs incurred by a regional district in relation to a service, including costs of administration attributable to the service, are part of the costs of that service.*

Financial/Budgetary Implications:

The financial and budgetary implications of this policy are significant. In 2019 the total administration cost recovery was \$402,626, representing approximately 7% of total projected/budgeted expenditures. This policy has the effect of expensing administration costs to all functions and services, and at the same time, providing revenue to the General Operations schedule.

Time Requirements – Staff and Elected Officials:

None not normally contemplated in the preparation of the annual budget and 5 Year Financial Plan.

Options to Consider:

Nothing specific.

Submitted by: 
Ye Ne Byun, Financial Controller

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

Board Meeting
 DEC 12 2019
 CCRD ITEM Aaj 11.

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-5 - Administration Cost Recovery from Services

Preamble: A policy to ensure a reasonable apportionment of general administration costs to the various services provided by the CCRD.

It should be noted that within the definition of administration costs are included the following cost items:

- General liability insurance
- Budget preparation
- Financial audit services
- Staff involvement in the delivery of the service
- Board involvement in the delivery of the service
- Office related expenses

Policy: That in conjunction with the preparation of the annual budget each year, the Chief Financial Officer shall provide a schedule of Administration Charges to Services.

The amount determined for apportionment will be calculated by considering particularly, the estimated amount of time and effort required by the regional district to administer the service, relative to other services provided by the regional district.

Date: September 14, 1993
Reviewed: March 3, 2004
Reviewed: November 15, 2012
Amended: November 13, 2015
Reviewed: December 12, 2015

December 13, 2018

Deleted: March 29

F-5 - Administration Cost Recovery from Services

Preamble: A policy to ensure a reasonable apportionment of general administration costs to the various services provided by the CCRD.

It should be noted that within the definition of administration costs are included the following cost items:

- General liability insurance
- Budget preparation
- Financial audit services
- Staff involvement in the delivery of the service
- Board involvement in the delivery of the service
- Office related expenses

Policy: That in conjunction with the preparation of the annual budget each year, the Chief Financial Officer shall provide a schedule of Administration Charges to Services.

The amount determined for apportionment will be calculated by considering particularly, the estimated amount of time and effort required by the regional district to administer the service, relative to other services provided by the regional district.

Date: September 14, 1993
Reviewed: March 3, 2004
Reviewed: November 15, 2012
Amended: November 13, 2015
Reviewed: December 12, 2019



Central Coast

REGIONAL DISTRICT

DRAFT REGULAR BOARD MEETING MINUTES

DATE: November 14, 2019

Board Meeting
DEC 12 2019
CCRD ITEM B(a)

ATTENTION

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

REGULAR BOARD MEETING MINUTES – November 14, 2019

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Director Daniel Bertrand Director Travis Hall Director Jayme Kennedy Director Lawrence Northeast Chair Samuel Schooner
Staff:	Chief Administrative Officer Recording Secretary, EA Operations Manager Community Ec. Dev. Officer	Courtney Kirk Destiny Mack Ken McIlwain (portion) Matthew Wheelock (portion)
Delegation:	Bella Coola RCMP Hagensborg Water Preservation Group	Sgt. Richard Marshall Joy MacKay/John Breffitt

PART I – INTRODUCTION

1. Call to Order

Acting Chair CAO Kirk called the meeting to order at 10:17 a.m. and acknowledged the meeting was taking place in the unceded traditional territory of the Nuxalk Nation.

2. Election of Chair and Vice Chair

- i) The Acting Chair advised the Board that nominations were in order for the Office of Chair. Director Kennedy nominated Director Schooner for Chair, Director Northeast seconded the nomination. Director Schooner accepted the nomination. The Acting Chair made two further calls for nomination for Chair. There were no further nominations. Director Schooner was the sole nominee for the Office of Chair.

Director Schooner was declared Chair of the Regional District November 2019- November 2020.

- ii) The Acting Chair advised the Board that nominations were open for the Office of Vice Chair. Director Bertrand nominated Director Kennedy for the Office of Vice Chair. Director Northeast seconded the nomination. Director Kennedy accepted the nomination. The Acting Chair made two further calls for nomination for Chair. There were no further nominations. Director Kennedy was sole nominee for the Office of Vice Chair.

Director Kennedy was declared Vice Chair of the Regional District November 2019- November 2020.

- iii) Chair Schooner and Vice Chair Kennedy each took the Oath of Office.

Chair Schooner assumed his duties as Chair and the meeting proceeded.

3. Adoption of Agenda

- 19-11-01 M/S Directors Northeast/Bertrand THAT the agenda be received. **CARRIED**
- 19-11-02 M/S Directors Northeast/Bertrand THAT the Agenda be adopted as presented. **CARRIED**

3. Disclosures of Financial Interest

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

No disclosures of financial interests were made.

4. Disclosures of Interests Affecting Impartiality.

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

No disclosures affecting impartiality were made.

PART II – PUBLIC CONSULTATION

DELEGATIONS

Sgt. Richard Marshall – Bella Coola RCMP

Sgt. Marshall began his presentation at 10:30 a.m.

Sergeant Richard Marshall began with an introduction of himself. He advised the Board that he has been stationed in the Bella Coola Valley for 4-5 months and has 21 years of policing experience in mainly small First Nations communities in Manitoba. Sgt Marshall further advised that there has not been an active commander in the Bella Coola Valley for approximately 1 year and as such his focus to date has been in ensuring the leadership needs within his detachment are effectively addressed and standards upheld.

Sgt Marshall expressed that he is hopeful that his term might be extended to 3 years in order for him to retire in Bella Coola and noted his appreciation of the community he is now serving and his interest in maintaining his dedication by potentially retiring in the community.

Sgt Marshall welcomed the Board to bring forward any issues or questions. He expressed that he holds his staff to high standards and understands that among some members in the community, previous local RCMP staff may have been seen to be difficult.

Sgt Marshall advised that currently the Bella Coola RCMP detachment is fully staffed and Constables include Andrew Mills, Marian Kahn, Scott MacDonald, and Amber Rosie.

Sgt Marshall noted that his current operational plans are to have more visibility and involvement in the community with regular visits to the schools and participation in events. He noted that although Bella Coola is relatively safe with little violence, issues noticed were vehicles broken into at the wharf over the summer, drinking, impaired driving, and drugs. He advised that his detachment will put more effort into catching impaired drivers, as well as addressing drugs in the community.

Sgt Marshall noted the Bella Coola detachment's appreciation for the collaboration with the CCRD for the Christmas Toy Drive. Praise was also given to Ace Hardware for donated materials to the detachment's Santa Clause event for the children in the community, which will go toward building a sleigh for handing out the collected Christmas gifts.

The Board suggested that it would be ideal if the 60 km/h speed zone through Hagensborg could be extended, and noted that there are concerns from the public regarding the speeding that occurs in this area.

The discussion turned to other areas where speeding is perceived to take place in the Bella Coola Valley. Sgt Marshall mentioned that at the Bella Coola Elementary School there isn't a sign posted limiting the speed at 30 km/h. Sgt Marshall explained that there needs to be a sign posted in order for 30 km/h to be enforceable and that there have been complaints of speeding in the school area. Discussion ensued as to the responsible agency for road signage which was determined to be the provincial government.

The Board questioned where the geographical authority of the Bella Coola RCMP detachment extends. Sgt Marshall responded that essentially the authority ends at the inlet waters and the Bella Bella RCMP detachment covers the area from just off the inlet shore out to the outer-coast. Sgt Marshall further explained that the Bella Coola RCMP detachment is connected with Westcoast Marine who covers both areas as the Bella Coola detachment does not own a boat and therefore cannot do much on the water. Sgt Marshall assured that there is intelligence communication between Bella Coola and Bella Bella.

Other policing concerns raised by the Board related to the number of sexual assaults in Bella Coola which the Board expressed as an ongoing and growing issue. As well, the Board voiced concern regarding the overdose epidemic that has also affected the regional district area.

The Board expressed appreciation that Sgt Marshall had interest in staying longer than the two-year term and that he is taking an interest in more public engagement.

The Chair thanked Sgt. Marshall for his presentation. Sgt Marshall's delegation concluded at 10:44 a.m.

Joy MacKay/John Breffitt – Hagensborg Water Preservation Group

Mr. Breffitt and Ms. MacKay began their presentation at 10:45 a.m.

Mr. Breffitt spoke for what he described as a concerned group of ratepayers of the Hagensborg Waterworks District (HWD). He advised the Board that HWD mailed out a ballot for the dissolution of the improvement district. He noted that in the minds of the Hagensborg water preservation group, the process has been rushed and there is not sufficient information for ratepayers to make an informed decision. Specifically, Mr. Breffitt expressed the group's view that ratepayers do not have sufficient understanding of the consequences and risks of conversion to the regional district to make an informed decision.

Mr. Breffitt noted the group's perception that from analysing the recording of the CCRD Board meeting held on October 10th 2019 that it appears CCRD intends on doing a full feasibility study. Mr. Breffitt expressed that ratepayers need information on administrative costs, taxation, a management strategy, fire response, and the loss of autonomy. Mr. Breffitt further expressed that in the group's view, the Hagensborg Water Improvement District Conversion Study that was recently completed was simply an overview and more of a promotional document toward conversion.

Mr. Breffitt shared the group's perspective from their review of the submitted grant funding proposal that Phase 2 involves installing a reservoir, which could include chlorination. Mr. Breffitt emphasised the group's concerns are about the levels of chlorination that could be needed in the water system. He further noted the group's general fear that the process is being sped through without careful consideration. Mr. Breffitt advised that Board that questions also are prevalent as to whether there would be water meters.

Mr. Breffitt explained to the Board that in the past the Department of Fisheries had agreed to build a new dam at the water collection source which would cost \$2 million dollars. Mr. Breffitt shared the group's understanding that if such a relationship moved forward, the capital costs and ongoing maintenance for the infrastructure would be incurred by DFO, and the infrastructure would be given to the Hagensborg Water Improvement District to provide drinking water to its constituents. Mr. Breffitt noted the group's perception that if chlorination were to be involved, then DFO would cease to be interested in partnering, which the group perceives as a potential loss of a potential 2 million dollar investment by the federal government as a consequence of proceeding with the project proposed in the grant application.

Mr. Breffitt further expressed the group's opinion that the grant money available for the project is understood to be approximately \$3.8 m and this does not appear to be a sufficient amount of money to meet the full needs of addressing the problems of the water system. Mr. Breffitt further noted the group's perception that the DFO dam did not appear to be included in the grant proposal where other monetary sources should have been identified in the proposal. Mr. Breffitt explained that the group is also apprehensive about what they perceive as a lack of engineering documents and cost analysis in the grant proposal. Mr. Breffitt further noted the group's concern that the