



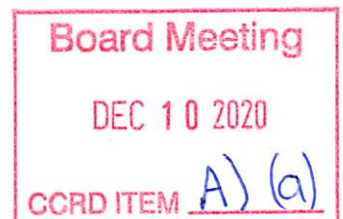
# Central Coast

## REGIONAL DISTRICT

*That we may be good people together*

### DRAFT REGULAR BOARD MEETING MINUTES

DATE: November 12, 2020



### 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 12, 2020 via videoconference

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, PC  Operations Manager Finance Manager Executive Assistant Contractor	Courtney Kirk  Evangeline Hanuse  Ken McIlwain (portion) Ye-Ne Byun (portion) Destiny Mack Donna Mikkelson

### **PART I – INTRODUCTION**

#### **1. Call to Order**

Acting Chair Kirk called the meeting to Order at 9:15 a.m. and acknowledged that chairing the meeting was taking place via electronic means, with staff and Directors participating from Nuxalk ancestral territory, as well as Directors joining from the traditional territory of the Heiltsuk Nation. Acting Chair Kirk further acknowledged that the Central Coast Regional District also encompasses areas that are the traditional territories of the Wuikinuxv Nation, Kitasoo Xai'xais Nation and the Ulkatcho First 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 Hall 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 2020-November 2021.

- ii) The Acting Chair advised the Board that nominations were open for the Office of Vice Chair. Chair Schooner nominated Director Kennedy for the Office of Vice Chair. Director Northeast seconded the nomination. Director Kennedy accepted the nomination. The Acting Chair made a further call for nomination for Vice Chair. Director Bertrand nominated Director Northeast for the Office of Vice Chair. Director Northeast respectfully declined the nomination. The Acting Chair made a final call for nominations for Vice Chair. There were no further nominations.

Director Kennedy was declared Vice Chair of the Regional District November 2020-November 2021.

Chair Schooner assumed facilitation of the meeting.

### 3. Adoption of Agenda

**20-11-01 M/S Directors Northeast/Kennedy** THAT the Agenda be adopted as amended by: adding a delegation from the Qqs (Eyes) Projects Society. **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.

Director Bertrand made the following disclosure:

"With regard to the delegation of the Qqs Projects Society, I disclose that I have an association with the delegate who is my wife. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

### (A) ADOPTION OF MINUTES

#### a) Regular Board Meeting October 8, 2020

**20-11-02 M/S Directors Kennedy/Northeast** THAT the minutes from the October 8, 2020 Board Meeting be received. **CARRIED**

**20-11-03 M/S Directors Kennedy/Northeast** THAT the October 8, 2020 minutes be adopted as received. **CARRIED**

## **PART II – PUBLIC CONSULTATION**

### **(A) DELEGATION**

See City West delegation and Qqs Projects Society delegation further in the minutes.

- a) City West Delegation
- b) Qqs (Eyes) Projects Society

## **PART III – LOCAL GOVERNANCE**

### **(B) BYLAWS AND POLICIES**

#### **(a) Policies for Review, Revision, Rescind or Adoption**

##### **1. Policy A-23 – Purchase and Use of Communication Tools**

- 20-11-04**     **M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District amend Policy A-23 Purchase and Use of Communication Tools to include the Bella Coola Volunteer Fire Department – Fire Chief and to reference personal communication devices rather than Blackberry. **CARRIED**

#### **(b) Bylaws for Review, Revision, Rescind or Adoption**

##### **2. Bylaw 491 Untidy and Unsightly Premises**

- 20-11-05**     **M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives Bylaw 491. **CARRIED**
- 20-11-06**     **M/S Directors Kennedy/Northeast** THAT Bylaw #491, cited as the Prohibiting Untidy and Unsightly Premises Service Bylaw No. 491, 2020, having been reconsidered and having met all prerequisites for final adoption be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**

### **(C) OPERATIONS UPDATES & POLICY MATTERS ARISING**

#### **ADMINISTRATIVE SERVICES**

- (a) CCRD COVID-19 Business Continuity and Services Restoration Plan: Discussion regarding potential revision of the associated safety planning toward a potential reopening of the Free Store at Thorsen Creek Waste and Recycling Centre, Bella Coola Valley while the pandemic health emergency continues**

- 20-11-07**     **M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the item for discussion. **CARRIED**

After some discussion, it was decided to postpone this item to the February 2021 board meeting with the attendance of an interested delegation on the subject of the Share Shed.

## **DELEGATIONS**

### **a) City West Delegation**

**Mayor Lee Brain, City of Prince Rupert**  
**Stefan Woloszyn, CEO of CityWest**

The delegates made their presentation to the Board as follows.

Mayor Brain began by indicating that the City of Prince Rupert has owned the company CityWest for 110 years. It is one of the longest running municipal corporations in Canada. It has functioned in various ways throughout the years and is currently a telecon company doing internet services. The focus of today is the Connected Coast project.

From a community perspective, Mayor Brain understands what it is like for outside companies to come and note all the things they will do, yet in the end they do the bare minimum. It is a struggle to get the basics done. Therefore, Mayor Brain knows what it looks like to partner with communities on the ground and how to engage. The commitment is to get urban level internet solutions to each of the rural communities in the Central Coast Regional District.

Mr. Woloszyn is the new CEO of CityWest. Mr. Woloszyn shared a Google Earth map of 3,400 km of fibre optic cable line during his presentation. For the Central Coast Regional District's jurisdictional area, there are a few landings proposed. If the permitting process goes smoothly there will be connectivity delivered to communities in 2021. There is an engagement process that has been developed for the Central Coast, the first part of which involves meaningful engagement with First Nations communities.

By engaging with local communities, Mr. Woloszyn articulated that there will be clear understanding of what First Nations and communities want. The response will be to deliver a system to the community that is desired. There is a social responsibility to deliver solutions that locals want and need.

The Board asked about engagement practices with First Nations communities who will be utilizing this internet service. During the wildfire in Williams Lake a few years ago it was clear that emergency response platforms needed attention, as the high-speed internet was threatened.

Mr. Woloszyn responded that the process of engagement with Heiltsuk is in the infancy stage. In future they will be reaching out with CityWest attending the community in person or virtually. Conversations in the future are positively anticipated.

The Board indicated recognition that the way forward is to get high speed internet for communication and emergency preparedness and further is looking forward to future dialogue. In terms of emergency preparedness, information will be more accurate, and citizens will have

correct information and ease of mind. Provincial wide we do need emergency communication to be standardized. There may be increasing fires and thus an increased threat to internet.

A member of the Board noted that he had seen an economic plan that was excellent work.

The Board indicated that in the Central Coast Regional District there are local internet service providers. The Board asked whether CityWest had any proprietary control over who delivers end of mile service and what freedom of market there was for end of mile service in various communities.

Mr. Woloszyn responded that they will leave it to the community to choose who they will want to purchase internet services from as it is an open platform. Mr. Woloszyn recognizes that currently the Central Coast Communications Society (CCCS) provides wireless solutions and microwave shots in the Bella Coola Valley. There is an open door in terms of competitive practice. The approach of CityWest is to engage with businesses and ISPs once the community's wants are pinpointed. This process is driven by the user and then the solutions are revealed.

Mayor Brain conveyed that CityWest is moving forward with other regional districts and agreements. There are also agreements and partnerships with First Nations. In future, further discussions can be had in a closed environment regarding commercial opportunities locally.

Director Schooner thanked the delegates Mayor Brain and Mr. Woloszyn for their presentation and concluded the delegation.

Recess was called at 10:33 a.m.

The regular meeting reconvened at 10:40 a.m.

#### **b) Qqs (Eyes) Projects Society Delegation**

##### **Jess Housty, Executive Director**

The delegate made her presentation to the Board as follows.

Ms. Housty began her presentation by explaining that the Qqs (Eyes) Projects Society is a Heiltsuk charitable non-profit which operates youth and family programs. Ms. Housty is the Executive Director of the organization.

A Heiltsuk food security assessment was recently conducted in Bella Bella. Qqs works in partnership with social agencies in the community. In September, a series of meetings were held with short, long, and medium priorities discerned. Through this opportunity, the need for the food security assessment was identified.

In September and October, a community survey was delivered door to door. 90 out of 350 households responded. The content of the survey worked to assess six categories of information including local food programs, gardening, traditional foods, dietary restrictions, local shopping options, and a community food security snapshot. It was hoped to gain an understanding of how familiar community members were with existing services, how many households grow their own

food, how people access traditional foods, and how to assist in this, as well as how many people currently manage dietary restrictions.

There are 34 programs that exist in community. Individuals have a mixed level awareness of what is currently available. Ms. Housty notes that there is a lot more work to do to streamline communication and deliver comprehensive and collaborative services.

Through open ended feedback, it was discerned that a zero-barrier food bank was desired. This initiative will start on December 1. In the gardening portion of the survey and the question of how many households currently grow their own food, one-third of households are already growing their own food and there is interest among others to begin gardening. Efforts will be scaled up for the following year for household gardening.

In terms of traditional foods, Ms. Housty noted that the survey asked how many times per week people are eating traditional foods and what the barriers are. There was strong feedback that cross community trade is how much of the traditional food is received.

For the dietary restriction portion of the survey, it was asked if individuals were under medical or voluntary dietary restrictions and whether there was a perception of access to nutritionists and local and affordable groceries. Half of reported households are managing a restrictive diet. None of those on a restrictive diet feel they have what they need including local shopping options. Most of the groceries sold come from the Lower Mainland and/or internationally.

The survey noted that 78% of respondents were interested in meat products from the Bella Coola Valley and that 63% were interested in logistical support to help move buy or trade items between coastal communities. The local Heiltsuk economic development sector will work to develop relationships with suppliers in the central coast. There is potential and excitement for a refrigerated unit on BC Ferries to move perishable foods back and forth.

For the community snapshot portion of the survey, Bella Bella ranked less than 5 out of 10 on each of the survey elements. Heiltsuk members were generous with giving clear and useful feedback. A report card model was developed to track food security progress that can be replicated every year or every 5 years with the hopes that the rank will increase each time as projects are implemented.

The final report was sent to the Central Coast Regional District, including the 25 specific recommendations. Ms. Housty expressed that she is looking forward to an implementation plan and ensuring clear leads and timelines are denoted. Projects and initiatives will include a micro grant program, a local butcher, a seed bank, and a commercial green house. Realistically, 3-5 years are needed to implement everything in the study. There is interest to have Central Coast Regional District involvement particularly to assist linking Qqs with local food systems leaders.

Ms. Housty concluded by noting that she is open to the idea of a letter or a motion of support for the work the society is doing. This will help demonstrate support with fundraising efforts. Further, if the Board were to meet with the Heiltsuk Tribal Council, she invites a conversation at that table for feasibility for a regional trade piece.

Chair Schooner praised the excellent presentation and mentioned a local to Bella Coola Valley food security group local that Ms. Housty could get in touch with.

The Board reiterated that there is a local food security group in Bella Coola. There is common ground for working together. Directors of the Board may be able to answer some questions.

That Board expressed excitement about ideas associated with food security. Locally, Bella Coola is building capacity and potential and in future we should be able to coordinate regionally. The Board noted that the window of transportation is challenging but would be interested in seeing more local meats and seafood available for trade or purchase as these trade pieces benefit the region's residents.

Chair Schooner thanked Ms. Housty for her presentation and concluded the delegation.

### **PUBLIC WORKS**

See further in minutes.

### **FINANCIAL SERVICES**

#### **(b) Financial Report – Budget vs. Variance Report**

**20-11-08 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional receive the Budget vs. Actual – January to October 2020 Report.  
**CARRIED**

Director Bertrand noted that currently the CCRD does not have a Community Economic Development Officer and questioned the status of the video project. CAO Kirk updated that to fulfill the foundational requirements for all of the services in the region, it was prioritized to recruit a Records and Accounting Clerk to assist with the burden on staff who are playing multiple roles, as part of an ongoing assessment human resource needs taking a boarder view of the full organizational priorities, capacity constraints and operational challenges presented by COVID-19. Currently an economic development workplan for 2021-22 is under development which will be brought forward as part of the budgeting discussions with the Board. In short, the film is not complete but has not been prioritised. There may be an opportunity to complete the film through a contract opportunity which may be appropriate for the previous CEDO to undertake.

### **PUBLIC WORKS**

#### **(a) Service Report: Solid Waste Service Update**

**20-11-09 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Service Report: Solid Waste Service Update.  
**CARRIED**



**(b) Project Update: Denny Island Community Water System – October 2020**

- 20-11-10 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the Project Update: Denny Island Community Water System – October 2020. **CARRIED**

**DEVELOPMENT SERVICES**

**(c) Housing Needs Report**

- 20-11-11 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Housing Needs Report. **CARRIED**

**LEISURE SERVICES**

**(d) Library Services: Appointment to the 2021 Vancouver Island Regional Library Board**

- 20-11-12 M/S Directors Northeast/Schooner** THAT the Board of Directors of the Central Coast Regional District appoints Director Kennedy to serve as the representative on the Vancouver Island Regional Library Board of Trustees. **CARRIED**

Director Northeast nominated Director Hall for position of Alternate. Director Bertrand seconded the nomination. Director Hall accepted the nomination.

- 20-11-13 M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District appoints Director Hall to serve as the Alternate representative to the Vancouver Island Regional Library Board of Trustees, in the case where the appointed representative cannot be present. **CARRIED**

**(e) Denny Island Recreation Commission: Minutes September 25, 2020 and November 4, 2020**

- 20-11-14 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Recreation Commission minutes from September 25, 2020 and November 4, 2020.

**(f) Centennial Pool Commission: Minutes October 9, 2020 and October 21, 2020**

- 20-11-15 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receive the Centennial Pool Commission Meeting Minutes from October 9, 2020 and October 21, 2020. **CARRIED**

## **PROTECTIVE SERVICES**

### **(g) Bella Coola Valley Flood Risk Assessment and Modelling Update**

- 20-11-16 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Bella Coola Valley Flood Risk Assessment and Modelling Update. **CARRIED**

## **GOVERNANCE**

### **(h) Letter from Deputy Minister of Municipal Affairs and Housing**

- 20-11-17 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receive the letter from Deputy Ministry of Municipal Affairs and Housing. **CARRIED**

### **(i) Letter from Deputy Ministry of Emergency Management BC**

- 20-11-18 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the letter from Deputy Ministry of Emergency Management BC. **CARRIED**

### **(j) Letter from Assistant Deputy Minister of Finance (LATE ITEM)**

- 20-11-19 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the letter from Assistant Deputy Minister of Finance.

## **(C) EXECUTIVE REPORTS**

### **a. Electoral Area Reports**

#### **Area E and Chair Report: Chair Schooner**

Chair Schooner thanked the Board and presented his verbal report as follows.

Chair Schooner acknowledged the gratitude and honour he felt for being nominated as Chair, and noted his feeling of great respect for the position.

Regarding the last flooding event, Chair Schooner reached out to some of the Wuikinuxv members, including former Chief, and former Board member, Frank Johnson. Chair Schooner noted that Mr. Johnson is doing well.

Chair Schooner thanked everyone for the continuation of the work being done for the Central Coast Regional District.

#### **Area A Report: Director Bertrand**

Director Bertrand thanked Chair Schooner and presented his verbal report as follows.

*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.*

Director Bertrand reported that a Remembrance Day ceremony on Denny Island was held yesterday, which was well attended while being socially distanced.

Director Bertrand further noted that the Wuikinuxv Nation was recently evacuated due to a flood warning. He thanked CAO Kirk and staff for assisting Wuikinuxv members for Administration's part in providing support and aid to the Wuikinuxv community during the emergency. No homes were significantly damaged, and residents returned to the village within a week.

Regarding Ocean Falls, Director Bertrand shared there has been troubling reports of violence and an apparent breakdown of governance within the Ocean Falls Improvement District.

Director Bertrand offered his congratulations to Chair Schooner and Vice Chair Kennedy. Noting a sense of humility, Director Bertrand observed that he was not nominated for either position, and shared his perception that he has perhaps overextended himself in a leadership capacity without authorization from the Board. Director Bertrand noted that he interprets his fellow directors' decision to not nominate him as an apparent lack of confidence in his conduct or leadership. Going forward, Director Bertrand committed to self reflect toward governing himself in an improved manner. Director Bertrand thanked Director Hall for his honesty acknowledging he had been unnecessarily harsh toward Director Hall in a previous discussion.

Director Bertrand invited the Board to approach him directly if they view his conduct or advocacy is out of balance, as he is open to feedback and would be appreciative of it. Director Bertrand noted that he has worked hard for the Board and put time on regional and Bella Coola matters when asked to do so. At times this was done at great personal expense and anxiety, such as with the Bella Coola Community Forest and United Coast leadership table. Going forward, Director Bertrand noted his intent to withdraw from the United Coast leadership table and will speak with the Chair of that group. Any final outcomes of that discussion will be shared with the CCRD Board.

Chair Schooner noted the value that Director Bertrand is to the Board and the CCRD.

### **Area B Report: Director Hall**

Director Hall thanked the Chair and presented his verbal report as follows.

Director Hall attended the first meeting for the AVICC executive. In that meeting there was a focus on the next convention which will be virtual. The meeting also included questions and discussion around resolutions that eventually get brought to UBCM. In the past the CCRD utilized AVICC to bring forward Financing Reconciliation to the attention of the Province.

Director Hall is noting more issues around the fact that Area B is limited within the *Local Government Act* and this affects the Heiltsuk Nation, as well as people within the regional district. Geography is also a huge barrier to the layout of the regional district, making it difficult to have open communication from afar. Director Hall indicates that it is interesting to see the relationships forming within the Bella Coola valley.

Director Hall shared his view that continuing dialogue within avenues like the AVICC is vital as well as further developing relationships. Director Hall is pleased that Ms. Housty presented regarding food security. It was good to see an increased number of people gardening this year. Going forward it will be satisfying to explore relationships within food security and the local sharing of food.

Director Hall concluded by thanking everyone at the table for the work being done.

### **Area C Report: Director Kennedy**

Director Kennedy thanked the Chair and presented her verbal report as follows.

Director Kennedy acknowledged Director Bertrand and apologized if she acted in a selfish way. She expressed her hope that the Board can continue to act cohesively noting there is value in what everyone brings to the table. Director Kennedy came to the Director position wanting to bring the region together and it was not intended if she played a part in pushing the Board further apart. Director Kennedy apologized if this was the case and expressed that each member brings value to the table.

Director Kennedy asserted the fact that the Directors are half way through their terms and would like to take the opportunity to say that she values each Director and a moment should be taken to look back at how far the organization has come. The organization is moving in a positive direction.

Director Kennedy acknowledge the huge milestone that took place since the last Board meeting. The Bella Coola Airport certification was reinstated and now the CCRD again operates a fully certified airport. Director Kennedy thanked and acknowledged OM McIlwain for his incredible work in having the certificate reinstated, along with David Flegel. Despite Mr. Flegel's personal setbacks, he continues to be an amazing member of the community and provided critical assistance with the huge project that has benefited the entire region. Further, Director Kennedy acknowledged the efforts of CAO Kirk and her part in navigating the relationship with Transport Canada and remaining steady with the organization.

Director Kennedy conveyed that the flooding threats to all central coast communities are a real threat and danger for people. The Wuikinuxv residents that evacuated their communities underwent trauma and unknowingness of what would happen to their homes. The anxiety from the 2010 floods reveals itself and Director Kennedy wanted to acknowledge the coming together of the communities.

In terms of recreation, Director Kennedy reported that the road to Purgatory had its bridge replaced and work is being completed on the M. Gurr trail. These are the jewels in the crown of the Bella Coola Valley, and it is important to have access to these recreation areas.

In respect to the COVID-19 spike that is occurring, Director Kennedy notes that we must remain diligent and continue social distancing as well as taking the usual precautions. The local Remembrance Day ceremony that occurred was limited to 50 attendees.

In conclusion, Director Kennedy is looking forward to projects getting going that have been waiting since the Provincial election was called. This was a challenging time for staff waiting on projects for the province to get cabinet together. It is hoped that there will be continuity with current projects. Director Kennedy thanked everyone for their hard work.

#### **Area D Report: Director Northeast**

Director Northeast thanked the Chair and presented his verbal report as follows.

Director Northeast noted that the past two years as Director has flown by. Director Northeast acknowledged Director Bertrand and the tremendous amount of work he has done. Director Northeast apologized for reading the room wrong and indicated he would leave the matter at that.

Director Northeast cannot express enough how thankful he is for the work going on at the level of Director and Administration. Further, there has been an uptick in community involvement in key areas, despite the COVID-19 virus. Various committees have been started which have re-engaged volunteers.

Director Northeast noted that he brought the Share Shed item to the Board and is satisfied that the Board has given the topic due consideration. With the current COVID-19 situation, the Share Shed cannot open safely until we reach Level 4 of the pandemic. Director Northeast is open to ideas on the Share Shed and is willing to listen to and discuss ideas.

#### **IN CAMERA MATTERS**

**20-11-20 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District close the meeting to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy*. **CARRIED**

The regular board meeting went in camera at 12:13 p.m.

#### **(E) ADJOURNMENT**

**20-11-21 M/S Director Hall/Kennedy** THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned

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Chair

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Chief Administrative Officer

## CENTRAL COAST REGIONAL DISTRICT

### POLICIES

#### E-11 CCCR BOARD APPOINTMENTS TO EXTERNAL ORGANIZATIONS

##### PREAMBLE

To further the Central Coast Regional District's goal of Good Governance and Administration, the following policy assists the CCRD Board in making principled decisions regarding Board appointments to external organizations.

##### INTERPRETATION

**Nomination:** A nomination is to be understood as the act of officially suggesting someone for a position. For further clarity, there is no expectation in a Board supported nomination of direct reporting or decision-making accountability to the CCRD Board.

**Appointment:** An appointment is to be understood as the act of officially designating someone to a position. For further clarity, as per the policy provisions below, there is an expectation that the appointee is directly accountable to the CCRD Board in the appointee's decision-making and representation of CCRD and that reporting is required.

##### POLICY

###### Appointment

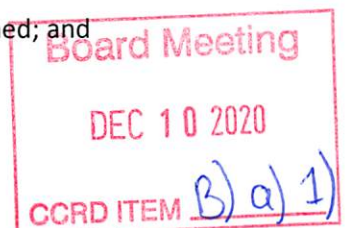
1. Appointments must take the form of a CCRD Board adopted resolution.
2. (a) For the CCRD Board to appoint a director to an external organization:
  - a. Clear expectations must be articulated;
    - i. Be in compliance with board bylaws and board policies;
    - ii. Shall be relevant to the CCRD Board's strategic plan and annual objectives; and
    - iii. It must be perceived by the CCRD Board to add value to the governance of the entity
  - b. External organization appointments may be on annual or multi-year basis

###### Terms of Reference

3. In the case of an external organization appointment, the external organization's terms of reference may be received and accepted by the CCRD Board prior to the appointment.

###### Reporting

4. An appointee is responsible for assuring that reporting expectations are met:
  - a. The CCRD Board must receive all minutes of external organizations to which the CCRD Board appoints a representative;
  - b. A regular process of reporting to the CCRD Board must be established; and



- c. Any recommendations as a result of the CCRD appointment to the external organization requiring action or approval for action by the CCRD Board or Administration must first be considered by the CCRD Board.

#### **Administration**

- 5. The Chief Administrative Officer may assign a staff person to act as a key contact between the CCRD and any external organizations to which the board has appointed a representative.
- 6. The Board will consult with Administration and weigh the administrative burden of a given appointment in advance of a decision on the appointment.

#### **Role of the Board Representative**

- 7. The Chair of the CCRD Board shall recommend the representative on behalf of the CCRD Board to any external organizations after the resolution of appointment is carried. The representative shall be expected to act in a liaison capacity only and will not be expected to advocate on behalf of the external organizations;
- 8. The CCRD Board's representative will be expected to always reflect a regional perspective on all issues before an external organization to which that director has been appointed;
- 9. On any policy issues wherein a CCRD Board policy has not been articulated, or a change has been requested, or the board's perspective is required, the appointee will report back to the CCRD Board and request direction;
- 10. The CCRD Board's representative will be expected to function within the policies and resolutions of the CCRD Board.

#### **Remuneration**

- 11. CCRD Board appointees to external organizations shall be entitled remuneration as per the CCRD governing Board remuneration bylaw. A CCRD Board resolution outlining supported remuneration for the CCRD Board appointee to an external organization must be carried prior to any remuneration being paid.

#### **Rules of External Organization**

- 12. Where support from the CCRD Board as a whole is sought on regional matters, a request in writing supported by a resolution of the external organization is required.





**To:** Courtney Kirk, CAO

**CC:** Board of Directors, CCRD

**From:** Evangeline Hanuse, Planning Coordinator

**Meeting Date:** December 10, 2020

**Subject:** Final Adoption of Prohibiting Untidy and Unsightly Premises Repeal Bylaw No. 492, 2020

Board Meeting

DEC 10 2020

CCRD ITEM B(b)(1)

**Recommendation:**

***THAT Bylaw #492, cited as the Prohibiting Untidy and Unsightly Premises Repeal Bylaw No. 492, 2020, having been reconsidered and having met all prerequisites for final adoption be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.***

**Issue/Background Summary:**

The Bella Coola Valley Prohibition of Untidy and Unsightly Premises, Bylaw No. 45, 1981, is the focus of repeal as CCRD has limited capacity for enforcement and as an older bylaw considerable administrative time would be necessary to review and bring the bylaw into alignment with current legislative standards and requirements. The Board drew attention to the antiquated bylaw by way of a constituent's concern of an untidy and/or unsightly premises which was the subject of a letter of complaint to the CCRD.

Bylaw 491 was read three times to convert Bylaw 45 into a current form that could be addressed for repeal. Bylaw 492 was read three times to repeal Bylaw 491. These bylaws were submitted to the province to review and given statutory approval by the Inspector of Municipalities. During the CCRD Board's regular meeting held on November 12, 2020, Bylaw 491 was adopted converting Bylaw 45.

As mandated, there was a one month period that has now been met where someone could challenge the Repeal Bylaw 492 to the Supreme Court. Bylaw 492 has not been challenged and therefore Bylaw 492 can now be adopted which will repeal Bylaw 491 (the converted Bella Coola Valley Prohibition of Untidy and Unsightly Premises, Bylaw 45). Upon adoption of Bylaw 492, Bylaw 45 will be repealed.



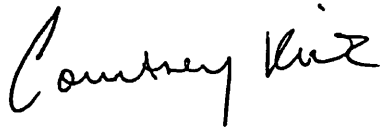
**Policy, Bylaw or Legislation:**

Bylaw 45 – Bella Coola Valley Prohibition of Untidy and Unsightly Premises

Bylaw 491 – Prohibiting Untidy and Unsightly Premises Service Bylaw No. 491, 2020

Bylaw 492 – Prohibiting Untidy and Unsightly Premises Repeal Bylaw No. 492, 2020

Submitted by: \_\_\_\_\_  
Evangeline Hanuse, Planning Coordinator

A handwritten signature in black ink, appearing to read "Courtney Kirk". The signature is written in a cursive, flowing style.

Reviewed by: \_\_\_\_\_  
Courtney Kirk, Chief Administrative Officer

**CENTRAL COAST REGIONAL DISTRICT  
BYLAW NO. 492, 2020**

**A Bylaw to repeal the Prohibiting of Untidy and Unsightly Premises that prohibited untidy and unsightly premises within the Electoral Areas C, D and E**

**WHEREAS** section 349 of the *Local Government Act* provides for a local government, by bylaw, to amend or repeal an establishing bylaw at the option of the Board of Directors;

**AND WHEREAS** the Board of Directors of the Central Coast Regional District has adopted "Prohibiting Untidy and Unsightly Premises Service Bylaw No. 491, 2020" for the purpose of prohibiting untidy and unsightly premises within the Electoral Areas C, D and E.

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

**1. CITATION**

- 1.1. This bylaw may be cited as "Prohibiting Untidy and Unsightly Premises Repeal Bylaw No. 492, 2020".

**2. REPEAL**

- 2.1. Bylaw No. 491 cited as the "Prohibiting Untidy and Unsightly Premises Service Bylaw No. 491, 2020" is hereby repealed in its entirety.

READ A FIRST, SECOND, AND THIRD TIME this 13<sup>th</sup> day of February, 2020.


APPROVED BY THE INSPECTOR OF MUNICIPALITIES this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

PASSED AND FINALLY ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

  
Courtney Kirk  
Chief Administrative Officer

  
Samuel Schooner  
Chair

I hereby certify this to be a true and correct copy of the "Prohibiting Untidy and Unsightly Premises Repeal Bylaw No. 492, 2020."

  
Courtney Kirk  
Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Courtney Kirk, CAO

**CC:** Chair Samuel Schooner and Board of Directors

**From:** Ken McIlwain, Operations Manager

**Meeting Date:** December 10, 2020

**Subject:** Bylaw 499 - Solid Waste Disposal Rates and Charges



### Recommendation:

*That Bylaw #499, cited as the "Central Coast Regional District Solid Waste Disposal Rates and Charges Bylaw No. 499, 2020", be now introduced and read a first time;*

*That Bylaw #499, cited as the "Central Coast Regional District Solid Waste Disposal Rates and Charges Bylaw No. 499, 2020" having been given due and detailed consideration by the Board be now read a second and third time; and*

*That Bylaw #499, cited as the "Central Coast Regional District Solid Waste Disposal Rates and Charges Bylaw No. 499, 2020" having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.*

### Issue/Background Summary:

The Central Coast Regional District adopted the final draft of the CCRD Solid Waste Management Plan in March 2017 and it was subsequently approved by the province. Bylaw 348 was adopted in 2002 and the disposal rates and charges have not been updated since that time.

### Policy, Bylaw or Legislation:

**Schedule A of Bylaw 348** contains the user rates and charges which have been in effect at the Thorsen Creek Waste and Recycling Centre since 2002. The rates and charges in that bylaw are mixed together with regulatory provisions and should be separated for future ease of review and amendment. A future bylaw will be brought forward to repeal Bylaw 348 with a view to update the regulatory portion to bring it into compliance with current provincial regulation and legislation.

### **Solid Waste Management Plan**

Strategy 1.3: Provide regulatory incentives to encourage source-separation

- Amend Refuse Disposal Regulatory Bylaw No. 348, 2002 to not only reflect current operational policies and procedures at the TCWRC but also to restrict the disposal of Product Stewardship materials at the new Eco-Depot and Transfer Station
- Gradually increase revenues from user fees contained in the bylaw for non-household waste where practical to encourage waste diversion behaviors and improve the financial sustainability of the solid waste management system in the Bella Coola Valley.
- Restrict the disposal of commercial cardboard if the CCRD and MMBC are able to collaborate on the costs of transporting this material to markets.

### **Board Strategic Plan**

An excerpt from the Strategic Plan which was approved by the board of directors in October 2020, prioritizes bylaw updates which are related to the Strategic Goal of “Good Governance and Administration”. Also identified under this goal is a stated priority of updating revenue-related bylaws as follows: “The Board wishes to explore a bylaw framework that supports landfill user fees being increased gradually/incrementally, in particular with regards to commercial landfill inputs.”.

### **Financial/Budgetary Implications:**

The Solid Waste Management Plan adopted in 2017 contemplated an increase of 25% in user fees to take effect in 2018. A rates and charges bylaw was not put forth at that time and user fees have generally been in the range of \$25,000 to \$30,000 annually over the last several years. It is expected that the user fees will increase to \$37,500 in 2021.

Despite the projected increase to user fees, the Solid Waste Management will still face a shortfall in the order of \$40,500. See Financial Plan presentation for further information.

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

There will initially be an increase in time requirements for staff to process new rates and charges.

### **Options to Consider:**

1. Introduce and read bylaw 499 once and provide additional input to staff. Request the bylaw to be amended further and brought back to the February meeting of the board for further readings and adoption.

Submitted by:   
Ken McIlwain, Operations Manager

Reviewed by:   
Courtney Kirk, Chief Administrative Officer

**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 499, 2020**

**SOLID WASTE DISPOSAL RATES AND CHARGES**

Being a bylaw to establish solid waste management rates and charges at the Thorsen Creek Waste and Recycling Centre within electoral areas C, D & E and to amend and replace Schedule A to Bylaw 348.

WHEREAS the by Bylaw No. 402, 2011 the Central Coast Regional District established the function of establishing, developing, operating, managing and maintaining a solid waste and recycling centre;

AND WHEREAS the Central Coast Regional District board of directors has deemed it necessary and is empowered to update the rate structure and develop new rates and charges for solid waste and other disposal;

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

1. Schedule "A" to Bylaw 348 cited as the "Central Coast Regional District Refuse Disposal Regulatory Bylaw No. 348, 2002" and subsequent amendments thereto, is hereby amended and replaced with the attached Schedule "A", Solid Waste Disposal Rates and Charges.

2. This bylaw may be cited as the "Central Coast Regional District Solid Waste Disposal Rates and Charges Bylaw No. 499, 2020".

READ A FIRST and SECOND time this 10<sup>th</sup> day of December, 2020

READ A THIRD time \_\_\_\_ day of \_\_\_\_\_

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

\_\_\_\_\_  
Chair

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

"Certified a true copy of Bylaw No. 499, 2020 cited as the "Central Coast Regional District Solid Waste Rates and Charges Bylaw No. 499, 2020" as adopted on \_\_\_\_\_."

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



## CENTRAL COAST REGIONAL DISTRICT

## BYLAW NO. 499

CCRD SOLID WASTE DISPOSAL RATES AND CHARGES  
SCHEDULE 'A'**Definitions:**

**“Biomedical Waste”** means solid waste such as soiled sheets, garments and other similar solid waste. Excluded is waste material from pathology, operating rooms, laboratories and other hospital operations, which produce potentially infectious waste considered to be special waste;

**“Controlled Waste”** means certain hazardous waste, liquid waste and Municipal Solid Waste which is approved for disposal at the Thorsen Creek landfill site but which, because of its inherent nature and quantity, may require special handling and disposal techniques to avoid creating health hazards, nuisances, or environmental pollution. Controlled Waste includes, but is not limited to:

- a. Demolition waste including:
  - i. Roofing materials;
  - ii. Clean construction materials
  - iii. Drywall/gypsum board;
  - iv. Stumps, land clearing debris;
  - v. Yard and garden waste (branches 2” and under)
- b. Contaminated soils:
  - i. Traces of petroleum products;
  - ii. Catch basin and manhole material
- c. Fish shrimp shells, animal carcasses;
- d. Steel cable;
- e. Biomedical waste;
- f. Loads containing fish feed totes

**“Corrugated Cardboard”** means recyclable waste from industrial, commercial, institutional sources which includes, but is not limited to containers or materials used in containers consisting of 3 or more layers of Kraft paper material and having smooth exterior liners and a corrugated or rippled core, but excluding containers which are impregnated with blood, grease, oil, chemicals, food residue, was; or have polyethylene, foil or other non-paper liners; or are contaminated with a material which will render the corrugated cardboard not marketable;

**“Construction/Demolition Waste”** means waste produced from the construction, renovation, and demolition of building, bridges, wharfs, rail lines and other structures, but does not include waste containing or contaminated with asbestos, creosote, PCB treatments, paints or chemicals of any kind;

**“Hazardous Waste”** means gaseous, liquid and solid waste which, because of its inherent nature and quantity, requires special disposal techniques to avoid creating health hazards, nuisances, or environmental pollution. Hazardous Wastes are toxins or poisons, corrosives, irritants, strong sensitizers, flammables, explosives, infectious waste, condemned food, etc., flammable wastes excluding plastics, paper products and the like;

**“Ignitable”** means having the properties of:

- a. Flammable gas,
- b. Flammable liquid, or
- c. Flammable solids, or substances susceptible to spontaneous combustion or substances that on contact with water emit flammable gasses as defined in the Special Waste Regulations of the Environmental Management Act;

**“Metal”** means recyclable ferrous and non-ferrous metallic materials which include, but are not limited to: sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, bathtubs, fencing, bicycle frames, automotive parts, machinery, appliances, garbage cans, metal furniture, tire rims and metal cans. It does not include metal that is incorporated into a product or packaging, such as a couch, that does not compose more than 50% of produce weight and that cannot be readily separated from the non-metallic components;

**“Radioactive Waste”** means waste containing a prescribed substance as defined in the Atomic Energy Control Act in sufficient quantity or concentration to require a licence for possession or use under the Act and regulations made under that Act;

**“Reactive Waste”** means waste which is:

- a. Explosive, oxidizing, or so unstable that it readily undergoes violent change in the presence of air or water;
- b. Generates toxic gasses, vapours, or fumes by itself or when mixed with water; and
- c. Polymerizes in whole or in part by chemical action and causes damage by generating heat or increasing volume; as defined in the Special Waste Regulations of the Environmental Management Act;

**“Refuse”** means discarded or abandoned materials, substances or objects; but does not include Controlled Waste and Prohibited Waste;

**“Stewardship Materials”** means any waste or recyclable materials in an approved stewardship plan as defined in the Recycling Regulation of the BC Environmental Management Act.

<b>Solid Waste, excluding Controlled Waste</b>	<b>Tipping Fee</b>	<b>Other Charges</b>	<b>Notes</b>
Residential household refuse-bagged	No Charge		
Residential Refuse – Loose	\$15 per cubic meter	Minimum Charge \$5	Includes large

(unbagged)			household items such as furniture, swimming pools
Commercial, institutional or industrial general refuse – <u>Includes bagged waste</u>	\$15 per cubic meter	Minimum Charge \$5	
Commercially or Institutionally generated corrugated cardboard	\$15 per cubic meter	Minimum Charge \$5	
Note 1: In the event that an incoming load contains multiple categories of waste, the higher of the applicable minimum charges will be applied.			
Note 2: Metals, clean wood waste and cardboard must be sorted and disposed of in the appropriate bins at the transfer station or in landfill area as directed by attendant.			

Controlled Waste	Tipping Fee	Other Charges	Notes
Construction & Demolition Waste	\$20 per cubic meter	Minimum Charge \$5 Unsorted \$40 per cubic meter	See Note 1 below.
Clean Wood Waste	\$15 per cubic meter	Minimum Charge \$5	
Yard & Garden Waste	\$15 per cubic meter	Minimum Charge \$5	
Stumps, land clearing debris	\$20 per cubic meter	Minimum Charge \$30	
Steel Cable	\$100 per cubic meter	Minimum Charge \$5	Maximum 10' lengths
Fishing Nets	\$50 per cubic meter	Minimum Charge \$5	
Cooking Oil	Free		Accepted at attendant's discretion
Animal Carcasses	\$25 per cubic meter	Minimum Charge \$5	No charge for critters disposed of by a government agency
Asbestos	\$25 per cubic meter	Minimum Charge \$25	
Creosoted/Treated wood	\$75 per cubic meter	Minimum Charge \$5	
Hydrocarbon Contaminated Soil	\$100 per cubic meter	Minimum Charge \$100 plus any estimated out of pocket treatment costs	Must be Ministry of Environment Approved and receive CCRD approval
Other Waste such as large items requiring special handling, or items that are not suitable for landfilling such as concrete, asphalt	As determined by CCRD		
Note 1: Loads of construction and demolition debris must have metals and clean wood waste separated and be disposed of in the designated bins at the transfer station. Deposition of unsorted waste must receive CCRD permission.			
Note 2: In the event that an incoming load contains multiple categories of waste, the higher of the applicable minimum charges will be applied.			



Recyclable Materials	Tipping Fee	Other Charges	Notes
Fridges/Freezers/ODS Containing Appliances	\$20 each		Doors must be removed and no food inside
Large Appliances (stoves, washers, dryers, dishwashers)	\$10.00 each		
Recyclable Metal	\$15 per cubic meter	Minimum Charge \$5	All motors must have fluids removed. Metal tanks must be empty prior to disposal.
Mattresses and box springs	\$15 per item		
Tires (Light Vehicle and bicycle) with Rims Removed	Free		
Tires with Rims (light vehicle)	\$10.00 each		
Commercial, farm and off-road tires	Charged according Tire Stewardship BC pricing plus \$10 handling fee per tire		Rims must be removed
Vehicle Hulks (light Duty passenger vehicles)	\$150 each		All fluids, batteries and tires must be removed by a licenced inspection facility unless otherwise authorized by CCRD
Commercial Vehicle Hulks	As determined by CCRD		
1 lb propane tanks	Free		
Propane tanks >1lb to 100 lb	\$5.00		
Stewardship program materials such as household generated packaging, cardboard, light bulbs, light fixtures, paint, household hazardous waste, batteries, used oil & Antifreeze, oil filters and containers, small appliances, and electronics.	FREE		Certain stewardship programs prohibit the collection of commercially generated items. In such instances a tipping fee will be assessed.

Other Rates & Charges	Amount (\$)		Notes
Dumping of 4-yard bins with CCRD Packer Truck	\$2.50 per bin		This charge is in addition to tipping fees

Storage of 4-yard bins at transfer station	\$1/bin per day		Bins lids must be properly secured to prevent access by bears or other wildlife
Special Opening of Landfill	At cost plus 20%		Subject to approval by CCRD

<b>Prohibited Waste – The following wastes are not accepted for landfilling</b>			
Liquid waste - with the exception of cooking oil which must be disposed of in accordance with the transfer station attendant's direction			
Hazardous waste with the exception of asbestos and hydrocarbon contaminated soils			
Ignitable wastes			
Reactive Wastes			
Radioactive waste			
Biomedical/Medical Waste			
Pool Chemicals			
Solid waste that is on fire or smouldering			
Metal that is recyclable			
Clean wood waste			
Stewardship materials			



**To:** Board of Directors, CCRD

**From:** Courtney Kirk CAO

**Meeting Date:** December 10, 2020

**Subject:** Housekeeping Amendment to Bylaw 470

**Recommendation:**

That the Board of Directors of the Central Coast Regional District make a first second and third reading of a replacement to bylaw 470 simply correcting the word 'six' with 'seven' in the first line of section 2 of Bylaw 470.

**Issue/Background Summary:**

Bylaw 470 contains an inconsistency likely the result of a typo. Section 2 of the Bylaw reads that "[t]he Commission shall consist of **six** members as follows". However, Section 2 goes on to describe the six members as being composed of "**Seven (7)** interested members at large".

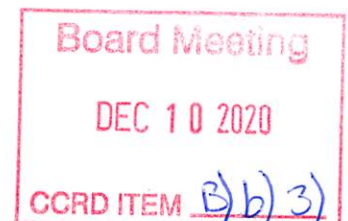
Administration proposes a housekeeping amendment to the bylaw which involves adopting a new bylaw (revised bylaw number) with the typo corrected (by replacing the single word 'six' with the word 'seven' to replace the existing bylaw.

It is hoped the effort will minimize confusion as to the number of Commission members intended in the bylaw into the future. Notably, the historic interpretation of the bylaw has been seven commission members.

**Policy, Bylaw or Legislation:**

Bylaw 470 – Prohibiting Untidy and Unsightly Premises Repeal Bylaw No. 492, 2020

Submitted by: Courtney Kirk  
Courtney Kirk, Chief Administrative Officer



**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 470**

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**Being a bylaw to establish the Central Coast Regional District Denny Island Airport Operations and Management Commission.**

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**WHEREAS** pursuant to establishing Bylaw No. 188, 1992, the Central Coast Regional District is empowered to operate a community airport and facilities on Denny Island in Electoral Area A;

**AND WHEREAS** the Board of Directors of the Central Coast Regional District deem it necessary to establish an advisory commission to assist in the operation of the airport and facilities;

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

**THAT**

1. The Denny Island Airport Operations and Management Commission ('the Commission') is hereby established.

2. The Commission shall consist of six members as follows:

Seven (7) interested members-at-large

All members are appointed by the Board for a term of one year. Each member is eligible for reappointment at the expiry of his or her term.

Four (4) members shall constitute a quorum.

3. Meetings will be called as deemed necessary by four (4) members of the Commission or by the Commission Chair. In any case, the Commission shall meet no less than three (3) times per year.
4. A Chairperson shall be elected by the Commission at the first regular meeting in each year.
5. The Commission may arrange for secretarial services at the first regular meeting and may set the duties of the secretary such as; recording of the minutes, preparation and filing of all correspondence as directed by the Commission. Minutes shall be recorded for each meeting and forwarded to the Central Coast Regional District.
6. Areas of responsibility of the Commission shall be, but are not necessarily limited to the following:
 

Review and make recommendations regarding leases, budgeting, grant applications, airport improvements, airport revenues, marketing, airport development planning, rates and charges; and will include other matters as requested by the Central Coast Regional District from time to time, all of which shall be submitted to the Regional District for consideration and possible approval.
7. The powers delegated to the Commission shall not extend to or include any of the powers of the Regional District Board which are exercised by bylaw only.

8. The Commission shall, before the 30<sup>th</sup> day of October in each year, cause to be prepared and submitted to the Regional District, a detailed budget outlining its anticipated receipts and expenditures during the next calendar year.
9. Bylaws No. 228 and 298 are hereby repealed.
10. This bylaw may be cited as the "Central Coast Regional District Denny Island Airport Operations and Management Commission Bylaw No. 470, 2017".

**READ A FIRST TIME this**  
**READ A SECOND TIME this**  
**READ A THIRD TIME this**  
**RECONSIDERED AND FINALLY ADOPTED this**

7<sup>th</sup> day of December, 2016  
7<sup>th</sup> day of December, 2016  
7<sup>th</sup> day of December, 2016  
9<sup>th</sup> day of February, 2017

  
CHAIR

  
CHIEF ADMINISTRATIVE OFFICER



## REQUEST FOR DECISION

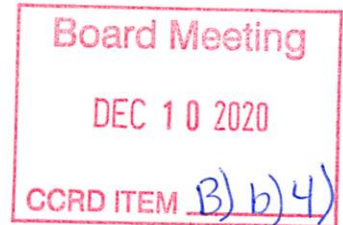
**To:** Courtney Kirk, CAO

**CC:** Chair Samuel Schooner and Board of Directors

**From:** Evangeline Hanuse, Planning Coordinator and  
YeNe Byun, Finance Manager

**Meeting Date:** December 10, 2020

**Subject:** Financial Implications of Denny Island Recreation Service Area  
Amendments



**Recommendation:**

*That the board of directors confirm or deny their intention to proceed with boundary adjustments to the Denny Island Recreation service area by removing those properties not benefitting from the service. Further that the board of directors direct administration to prepare an amending bylaw to reduce the size of the Denny Island Recreation participating area and to set the maximum tax requisition at \$xxxx/\$1,000 of net taxable value of land and improvement within the amended service area.*

**Issue/Background Summary:**

On September 15, 2020, CCRD board and staff met with the Executive Director, a Program Analyst and the Senior Policy Advisor for the Ministry of Municipal Affairs and Housing to better understand how service area boundaries for the Denny Island Recreation can be redrawn to exclude those properties whose owners never use the service. The Denny Island Recreation service area taxation is currently being borne by all taxable properties within Electoral Area A. However, the geography of Area A, and the vast distances between communities separated by water means that only a small portion of Area A residents (those on Denny Island) take advantage of the service.

**Policy, Bylaw or Legislation:**

Bylaw 329 (2020) establishes the Denny Island Recreation service area in which electoral area A is the sole participant. This is the bylaw which, if the boundary of the service area is to be changed, requires amendment. The bylaw establishes the boundaries of the service area (currently all of Electoral Area A) and states the method of cost recovery as well as the maximum amount that may be requisitioned for the service.

Bylaw 473 (2017) establishes the Denny Island Recreation Commission to provide for the operation and management of recreations programs on Denny Island. The bylaw includes

a terms of reference for the DIRC including meeting procedures, administration and financial matters, responsibilities and duties, and membership and terms.

**Financial/Budgetary Implications:**

See attached summary. If the Denny Island Recreation service levied a total of \$4,532, which they did in 2020, the average cost per residential property would be increased from \$6.64 to \$43.20, or a 651% increase. The property tax burden would be weighted more heavily to residential properties, where currently the burden is more significantly on utilities/business.

Currently Bylaw 329 has set the maximum amount that may be requisitioned for annual operating costs for the service at \$0.40/\$1,000 of net taxable value of land and improvements within the service area. Using that maximum rate, a maximum of \$3,012 could be requisitioned annually for the service

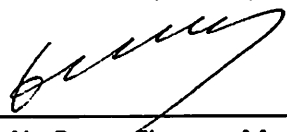
Participating Area	Land & Improvements	Tax Limit Rate	Tax Limit \$	Tax Levy \$
Electoral Area A (2020)	\$64,130,402	.40/\$1,000	\$25,652	\$4,532 (2020)
Denny Island Only	\$7,529,548	.40/\$1,000	\$3,012	
Denny Island Only	\$7,529,548	.80/\$1,000	\$6,024	
Denny Island Only	\$7,529,548	1.00/\$1,000	\$7,530	
Denny Island Only	\$7,529,548	1.20/\$1,000	\$9,035	

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

The time requirements of staff have included consultation with BC Assessment Authority to determine and document the properties on Denny Island by map and pursuant to the Assessment Roll. A small amount of consultant time (approximately \$400) was used to document the roll numbers and place them on a map. This has served as a basis to determine the cost implications based on the 2020 assessment roll and 2020 tax roll. Finance and Lands personnel have collaborated to generate this report and attached requisition summary for the board's consideration. Should the board elect to proceed with amendments to the current arrangement; additional staff time will be required to prepare the amendment bylaw which will also require the approval of the Inspector of Municipalities.

**Options to Consider:**

1. Do nothing. Receive the report for information.
2. Determine/examine the inclusion of other areas which may benefit from the service.
3. The recommendation, above, including the establishment of a new tax limit rate.

Submitted by:   
YeNe Byun, Finance Manager

  
Evangeline Hanuse, Planning Coord.

Reviewed by:   
Courtney Kirk, Chief Administrative Officer



REQUISITION \$	\$ 4,532.00	(DIRC Only - actual 2020)
HYDRO GRANT	\$ -	
FEDERAL GRANT	\$ -	
NET REQUISITION	\$ 4,532.00	
COLLECTION FEE	\$ 237.93	

Comparison of tax implications due to service area  
proposed amendment to change the boundaries  
from electoral area A to Denny Island properties only.

TOTAL LEVY **\$ 4,769.93**

	Class	Assmt Base DI Prop	Assmt Base Area A	MULT	TAX RATE DI Prop	TAX RATE Area A	TAX \$/CLASS DI Prop	TAX \$/CLASS Area A
RESIDENTIAL	01	6,769,398	45,619,799	1	0.5553	0.0479	\$ 3,758.76	\$ 2,185.32
UTILITIES	02	159,900	7,846,900	3.5	1.9434	1.6770	\$ 310.75	\$ 1,315.62
UNMANAGED FOREST	03	-		4	2.2210	0.1916	\$ -	\$ -
MAJOR INDUSTRY	04	-		3.4	1.8879	0.1629	\$ -	\$ -
LIGHT INDUSTRY	05	8,000	1,531,900	3.4	1.8879	0.1629	\$ 15.10	\$ 249.50
BUSINESS/OTHER	06	442,750	8,269,872	2.45	1.3604	0.1174	\$ 602.31	\$ 970.57
MANAGED FOREST	07	-	79,600	3	1.6658	0.1437	\$ -	\$ 11.44
RECR'N/NON-PROFIT	08	149,500	751,900	1	0.5553	0.0479	\$ 83.01	\$ 36.02
FARM	09	-	30,431	1	0.5553	0.0479	\$ -	\$ 1.46
TOTAL		7,529,548	64,130,402				\$ 4,769.93	\$ 4,769.93

Residential properties

87	\$43.20 avg per property
329	\$6.64 avg per property
651%	\$ 36.56 avg res property increase

\$78,000 Avg res property value - Denny Island
\$138,662 Avg res property value - Area A

79% res	46% res
6% utilities	28% utilities
13% business	20% business
2% other	6% other

Above shows who pays  
the property tax burden  
for Denny Island Recreation

Prepared: Nov 17, 2020



## CENTRAL COAST REGIONAL DISTRICT

### Daily health checks

A daily health check should already be included in every business's existing COVID-19 Safety Plan.

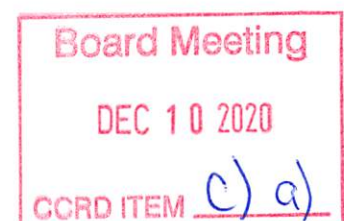
- [Review WorkSafeBC information on daily health checks](#)

### What employers need to do

- Employers must ensure that every worker performs a daily health check before entering the workplace. Health checks are mandatory self-assessments conducted by workers and includes confirming with their employer, in written or verbal format, that they have reviewed the complete list of entry requirements (included on this [entry check poster](#)) and that none of the prohibited criteria apply to them.
- Employers can use a number of methods to confirm that this self-assessment has taken place. Some examples include:
  - A written health check declaration completed by workers before entry.
  - An online health check form completed by workers before entry.
  - A verbal check in, done either in person, virtually, or by phone with every worker, confirming that the worker has completed their daily health check, and a record that this confirmation was received.
  - Other forms of a supervised daily health check process based on the above.
- Employers must not record workers' answers to specific questions about their health. Workers' medical information, such as symptoms, testing results and diagnosis, is private information and employers are cautioned that collecting this information may infringe on human rights, privacy, or employment law.

### What workers need to do

- Review the list of symptoms and potential exposure questions (included on this [entry check poster](#)).
- Complete the daily health check and inform your employer that you have done so, using the health check method at your workplace.
- If you have any of the symptoms or potential exposures listed on the health check, do not enter the workplace.



## Resources for employers and workers

An entry check poster for workers is available [here](#). This poster can be posted at the worksite to provide a list of the symptoms and restrictions that workers must review as part of a health check. Signage and messaging at the workplace on its own is not sufficient to satisfy the daily health check requirement.

## Frequently asked questions

### What are the key symptoms of COVID-19?

The current list of symptoms as identified by the BCCDC are included on this [entry check poster](#). These are new or worsening:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Loss of sense of smell or taste</li> <li>• Difficulty breathing</li> <li>• Sore throat</li> <li>• Loss of appetite</li> </ul> | <ul style="list-style-type: none"> <li>• Extreme fatigue or tiredness</li> <li>• Headache</li> <li>• Body aches</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> |
|--|--|

### What are the other entry requirements?

In addition to displaying any of the above new or worsening symptoms, other restrictions from entering a workplace include:

- If you have travelled outside of Canada within the last 14 days
- If you have been identified by Public Health as a close contact of someone with COVID-19
- If you have been told to isolate by Public Health

These restrictions are included on this [entry check poster](#).

### Who is responsible for doing health checks?

Employers are responsible for ensuring that health checks are completed by implementing appropriate protocols and training designated individuals to confirm they are done. Supervisors, health and safety personnel, or others may be tasked with confirming that workers have conducted the health check and recording that this confirmation was received. Workers are responsible for conducting the health check before entering the workplace and confirming this through the method required by the employer.

### What if a worker has a symptom of COVID-19 or potential exposure?

The worker must not enter the workplace. They must return home and use the [BC COVID-19 Self-Assessment Tool](#) or follow any public health advice they have been given.

**Are employers required to inform public health of those exhibiting symptoms?**

No.

**What if a worker refuses to confirm that a health check was completed?**

The order issued by the PHO requires that workers do the health check. If a worker refuses to take part in the health check, they must not enter the workplace.

**Do daily health checks have to be completed for trades people, contractors, or visiting staff?**

Yes.

**What information is the employer required to compile and collect?**

Employers should not be collecting any personal information about workers, including their responses to health check questions. Employers just need to collect a confirmation that a health check was done.

**Do daily health checks have to be completed for clients or the general public entering the workplace?**

No, the provincial health officer has only ordered daily health checks for all workers entering the workplace. However, a COVID-19 Safety Plan already requires that employers have policies prohibiting members of the public from entering the workplace if they are experiencing any COVID-19 symptoms or meet any of the other restricted criteria. For members of the public, posting signage at the entrance to the workplace is enough.

**If we implement an effective health check program, doesn't that mean no one with COVID-19 is at the workplace? Can we relax on our other protocols?**

No. Remember, not all COVID-19-positive people show symptoms, and asymptomatic people can still transmit the virus. All of your workplace protocols including physical distancing, barriers, masks, and cleaning protocols need to remain in place, and you must ensure that they are being followed appropriately.

## CENTRAL COAST REGIONAL DISTRICT

**DAILY HEALTH CHECKS**

Daily health checks or mandatory self-assessments have been performed or conducted by the following workers on the dates noted. The workers have confirmed that they have reviewed the complete list of entry requirements included on the entry check poster and have confirmed that none of the prohibited criteria apply to them.

Date	Worker							Other
	Byun	Hanuse	Kirk	Mack	McIlwain	Mikkelsen	Ward	
2020								
Nov 19								
Nov 20								
Nov 21								
Nov 22								
Nov 23								
Nov 24								
Nov 25								
Nov 26								
Nov 27								
Nov 28								
Nov 29								
Nov 30								
Dec 01								
Dec 02								
Dec 03								
Dec 04								
Dec 05								
Dec 06								
Dec 07								

Completed by Melanie Ward, Accounting and Records Clerk  
Central Coast Regional District



## Keep our workplace safe from COVID-19

Please do not enter this workplace if you:

- Have travelled outside of Canada within the last 14 days
- Have been identified by Public Health as a close contact of someone with COVID-19
- Have been told to isolate by Public Health
- Are displaying any of the following new or worsening symptoms:

- |                                   |                                |
|-----------------------------------|--------------------------------|
| • Fever or chills                 | • Extreme fatigue or tiredness |
| • Cough                           | • Headache                     |
| • Loss of sense of smell or taste | • Body aches                   |
| • Difficulty breathing            | • Nausea or vomiting           |
| • Sore throat                     | • Diarrhea                     |
| • Loss of appetite                |                                |

If you are displaying symptoms consistent with COVID-19, refer to HealthLink BC at 811.

worksafebc.com

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Work Safe BC