



**To:** Board of Directors, CCRD  
**From:** Courtney Kirk, CAO/CFO  
**Meeting Date:** February 10 - 11, 2021  
**Subject:** 2021 Grant in Aid Application Deadline Extension

**Recommendation:**

Resolution 1:

***THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision: 2021 Grant in Aid Application Deadline Extension.***

Resolution 2:

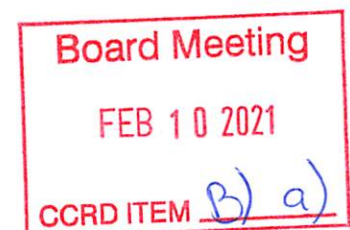
***THAT the Board of Directors of the Central Coast Regional District authorizes an Extension to the 2021 CCRD Grant-in-Aid Application Deadline to March 01, 2021 with applications for funding to be considered for award by the CCRD Board of Directors during the March 11, 2021 regular meeting.***

**Issue/Background Summary:**

The 2021 pool of grant in aid applications is exceptionally small, potentially as a consequence of community organizations feeling the strain of COVID-19. CCRD Administration requests that the Board waive the deadline and board review application timelines contained in CCRD Policy F-17 and extend the grant in aid deadline to March 1, 2021 to accommodate further advertising of the Grant-in-Aid opportunity in the hopes that a more substantial pool of applicants may be realized.

**Policy, Bylaw or Legislation:**

*CCRD Policy F-17 – Application for Grant in Aid* provides for a February 1 or ‘first business day in February’ deadline for applications and states that incomplete or late applications will not be considered. Only the CCRD Board of Directors may waive these policy directives by way of resolution.



**Business Continuity (H,M,L)**

CCRD Services continue to be impacted by the additional organizational constraints presented by COVID-19. Other organizations very likely are experiencing similar strain.

**Financial/Budgetary Implications:**

Provided the Board decides on the Grant-in-Aid 2021 Awards during the March 11, 2021 regular meeting, the Five-Year Financial Planning for 2021-2025 will not be impeded and the awards may be dually incorporated therein.

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

Minimal.

**Options to Consider:**

1. As recommended
2. Do not extend the deadline and proceed with review of the Grant in Aid applications as per the policy during the February 11, 2021 regular meeting.

Submitted by:  \_\_\_\_\_  
Courtney Kirk, CAO/CFO



**To:** Board of Directors, CCRD

**From:** Courtney Kirk, CAO/CFO

**Meeting Date:** February 10 - 11, 2021

**Subject:** Special Meeting Requests for the Purpose of Board Review and Consideration of the 5-Year Financial Plan 2021-2025 Development

**Recommendation:**

Resolution 1:

***THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision: Special Meeting Requests for the Purpose of Board Review and Consideration of the 5-Year Financial Plan 2021-2025 Development.***

Resolution 2:

***THAT the Board of Directors of the Central Coast Regional District authorizes a Special Board Meeting to be held on Thursday, February 25, 2021 at 10 am by virtual means for the purpose of review of the CCRD 5 Year Financial Plan 2021-2025 and 2<sup>nd</sup> and 3<sup>rd</sup> review of the associated bylaw, and to review final drafts of resolutions prior to submissions to AVICC;***

***AND THAT attending Directors be remunerated at the special work assignment hourly rate according to the length of time required to complete the Special Meeting agenda.***

Resolution 3:

***THAT the Board of Directors of the Central Coast Regional District authorizes a Special Board Meeting to be held on Thursday, March 25, 2021 at 10 am by virtual means for the purpose of final review and adoption of the CCRD 5 Year Financial Plan 2021-2025 and associated bylaw;***

***AND THAT attending Directors be remunerated at the special work assignment hourly rate according to the length of time required to complete the Special Meeting agenda.***

**Board Meeting**  
**FEB 10 2021**  
**CCRD ITEM B) b)**

**Issue/Background Summary:**

CCRD Administration requests that the Board authorize two special meetings to accommodate budget development and review and adoption, as the finance and management teams in particular have been focused intensively on the 2020 audit and making additional preparations for the field audit to take place by virtual means the week of February 15, 2021. Deferring the next Five Year Financial Plan 2021-2025 review to take place on February 25 will free Administration to continue critical focus on the audit and allow more meaningful focus and engagement with the Board on the budget development during the special meeting. Deferring the final adoption of the Five Year Financial Plan 2021-2025 to take place on March 25, 2021 will allow more time for public consultation prior to final adoption.

**Policy, Bylaw or Legislation:**

The CCRD board meeting procedures bylaw permits Special Meetings providing sufficient public notice as per the bylaw is observed.

**Business Continuity (H,M,L)**

CCRD Services continue to be impacted by the additional organizational constraints presented by COVID-19.

**Financial/Budgetary Implications:**

Administration projects that a maximum of \$2500 additional governance expenses than the normally anticipated expenses associated with 10 regular board meetings a year.

- Should the special meetings each take a full day, additional governance costs of \$1250 (\$250 x 5) in February and \$1250 in March for director remuneration may be incurred for a total of \$2500 maximum additional remuneration expenses.
- Should the special meetings each take a half day, additional governance costs of \$625 (\$125 x 5) in February and \$625 in March for director remuneration may be incurred for a total of \$1250 minimum additional remuneration expenses (should full quorum be observed at both meetings).

The Regional District continues to enjoy significant savings in governance expenses due to the travel restrictions currently being followed as per the CCRD COVID-19 Business Continuity and Services Restoration Plan. The maximum total projected remuneration for both virtual special meetings is less than the total travel costs would have been for the February 10-11 board meeting to have taken place in person.

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

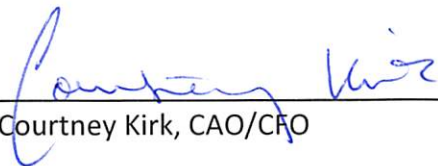
There are additional time requirements in the preparation and recording of two additional Board meetings, however, the benefits exceed the costs from the Administrative

perspective as the audit and field audit preparation requirements will remain consuming until the field audit is complete on February 19, 2021.

Officials would be required to take additional time in February and March in preparation for, and in attendance of, the special meetings.

**Options to Consider:**

1. As recommended
2. Do not approve the Special Meetings in principal and do all further five year financial plan review and adoption at the March 11 regularly scheduled board meeting, with staff to undertake public consultations without further board review of the budget.
3. Approve the special meetings with different dates and times than those proposed in the RFD.

Submitted by:   
\_\_\_\_\_  
Courtney Kirk, CAO/CFO



**CCRD REPORT**

**To:** Courtney Kirk, CAO

**From:** Ken McIlwain, Operations Manager

**Meeting Date:** February 10 & 11, 2021

**Subject:** CCRD COVID-19 BUSINESS CONTINUITY AND SERVICES RESTORATION PLAN UPDATE

**Board Meeting**  
 FEB 10 2021  
 CCRD ITEM B) c)

**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District endorse the insertion of the new addition to Appendix I: Safety Plan for Thorsen Creek Water and Recycling Operations No. 10 to the CCRD COVID-19 BUSINESS CONTINUITY AND SERVICES RESTORATION PLAN.*

**Background:**

At the June 11, 2020 regular CCRD board meeting, the board reviewed and endorsed the CCRD COVID-19 BUSINESS CONTINUITY AND SERVICES RESTORATION PLAN as a living document with the expectation that there will be additions and amendments required and that these changes be presented regularly to the board of directors. June 11, 2020 meeting minutes are as follows:

**(a) CCRD COVID-19 Business Continuity and Restart Plan**

**20-06-27 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional receive the CCRD COVID-19 Business Continuity and Restart Plan. **CARRIED**


In response to the Plan, the Board inquired about mental health supports available for directors, staff, commissioners, and service volunteers of the Central Coast Regional District to cope with challenges presented by the pandemic and to support service delivery within each respective role for the duration of the crisis. Further, the Board questioned beyond the pandemic, the possibility of exploration


into training and professional development opportunities. CAO Kirk will look into the eligibility of counselling and training options.

**20-06-28 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District endorse the COVID-19 Business Continuity and Services Restoration Plan as a living document to guide CCRD service delivery through the COVID-19 pandemic with additions and amendments brought forward during regular board meeting cycles for the duration of the pandemic. **CARRIED**

In light of the recent outbreak of active cases of COVID-19 in the Bella Coola Valley, the following was added to **Appendix I: Safety Plan for Thorsen Creek Waste and Recycling Operations;**

10. During a local outbreak of COVID-19, TCWRC will stop accepting waste requiring payment of tipping fees (with the exception of bagged commercial) in order to reduce interactions between staff and the public. Staff will monitor active cases locally and when a significant drop in active cases is confirmed, CCRD management will issue approval for TCWRC to begin accepting all waste again.

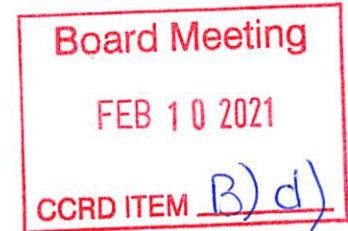
Respectfully Submitted by:   
 Ken McIlwain, RPF

Reviewed by:   
 Courtney Kirk, Chief Administrative Officer



**FINANCIAL SERVICE REPORT**

**To:** Courtney Kirk, CAO  
**From:** Ye-Ne Byun, Finance Manager  
**Meeting Date:** February 11, 2020  
**Subject:** Budget vs Actual January – December, 2020 Variance Report



**Recommendation:**

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

**Service Summary/Quarterly Highlights:**

COVID-19 has the regional district continuing to operate in a context of uncertainty, and the pandemic continues to have a significant financial impact on the CCRD. The loss of variable revenue including recreation, swimming pool and especially user fee revenue at the Bella Coola Airport due to reduced transportation services has created unprecedented financial challenges.

To mitigate the fiscal impacts, the Financial Services department and staff have been rethinking budgets to focus on core service delivery and to support the provincially coordinated response to COVID-19.

The regional district received a COVID-19 Safe Restart Grant from the province in November of \$340,000. Financial services are developing specific recommendations as to how the grant should be allocated to meet CCRD's restart needs as we progress through the budgeting process for 2021.

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

Approximately 24 separate grants are under financial administration in 2020, representing 63% of total revenues. This is in addition to the 22 mandated functions and services already under financial administration.

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

The annual budget was adopted in March 2020. The board of directors adopted the CCRD 2019-2022 Strategic Plan Amendments at the October 8th meeting. Amendments included realignments arising from COVID-19 related resourcing and capacity constraints and



therefore there are components of the budget that don't align with the Board's updated priorities.

Financial services is a key support in moving the regional district forward in all strategic goals and priorities; In particular, Goal #1 – Good Governance and Administration – Fostering efficiency in Service Delivery.

**Feasibility Studies Authorized Under the Service:**

\$42,200 has been set aside for feasibility studies related to establishment of a fire protection service on Denny Island (\$17,200), Street Lighting on Michelle Drive (\$5,000) and the contribution (\$20,000) towards a Ministry of Municipal Affairs and Housing infrastructure feasibility grant for a multi-purpose airport building at Denny Island Airport.

Denny Island Fire Protection Preliminary Study was undertaken in 2020 but the COVID strategic plan held progress on the other planned studies.

**Financial/Budgetary:**

Budget Variance Report for the period January to December, 2020 is attached. The board will be considering the second presentation of the Five-Year Financial Plan for the period 2021 – 2025 in due course.

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

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

**CCRD Mandate for Service Delivery:**

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

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

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

## CENTRAL COAST REGIONAL DISTRICT

**Budget to Actual Financial Variance Report  
January to December 2020**

Attached is the Revenue & Expenditures – Actual vs Budget report for the period January 1 to December 31, 2020. It is important to note that these figures and this commentary is pre-audit and the numbers are not final. At the time of writing, finance staff is working hard to prepare for the year end and audit which is to take place virtually commencing on February 16<sup>th</sup>.

Following is a preliminary explanation of variances.

**REVENUE**

**Overall, actual total revenues are about 52% of the total budget for the year.**

Note 1 – Other Revenue

Budget: \$856,900    Actual: \$225,600    Variance: \$631,300 under budget

- The funding of \$50,000 from UBCM for Indigenous Cultural Safety and Cultural Humility Training and \$104,000 from UBCM for CCRD Coastal Community Wildfire Protection Plan project were included in the budget but the projects have not yet proceeded due to pending discussions with Heiltsuk for developing a scope of work for the projects. Both projects have been delayed due to the pandemic.

- The budget presumed potential grant revenue to offset expenditures of \$55,000 which was not secured for a special project budget for Central Coast Regional Communications Committee. The funding sources have not been found and so this portion of the budget remains unexpended.

Note 2 - Provincial/Federal Grants

Budget: \$6,689,700    Actual: \$3,020,600    Variance: \$3,669,100 under budget

-\$903,000 was budgeted for the Great Bear Playground project and this initiative has not advanced. The commencement date for the project was March 18, 2020 and the completion date is March 31, 2025. Due to Covid-19 impacts on staff work load and other projects taking priority...specifically Flood Hazard Mapping, HWD, DI Water and Airport Certification; the preferred option is to include this in the 2021 budget and move forward with design and engineering this spring, with construction to follow this fall and spring of 2022. We also anticipate having more project management contract help available in 2021.

-The shared cost agreement between the regional district and the province for Hagensborg Community Potable Water Distribution and Treatment Project No. IG0125 was signed in

March 2020, as per the authorizing board resolution. In accordance with the agreement, we received an advance of \$1,462,420 in March which had not been originally contemplated in the 2020 budget due to the timing of the board resolution. No funds were expended in 2020, but will carry over to 2021.

- Revenue from the UBCM Strategic Priorities Fund (Gas Tax Funding) for both the swimming pool and the Denny Island Water System has not yet been received. The regional district recorded \$280 in revenue for the pool project (against a budget of \$2,691,300) and \$8,932 for Denny Island Water (against a budget of \$1,470,900).

-The budget includes \$250,000 in anticipated revenue for free store construction at TCWRC. The grant source for this project was not found in 2020.

-\$150,000 was budgeted for the Organics Infrastructure composting project but the project has not yet proceeded due to progress on securing the matching funds required for the capital and operating costs of the project, as the grant awarded to CCRD only covers a portion of the needed capital funds. A discussion was had with Nuxalk Nation in 2019 with the remainder of the financial support needed committed in principle, however COVID has delayed progression of the funding conversation to a full commitment of the needed funding.

-Of the \$143,000 budgeted and available for Economic Development Initiatives, only \$2,300 was realized. This is the funding from Rural Development for cultural welcome pieces, trailhead kiosks, pedestrian bridge and trail development near the Bella Coola Airport. \$55,000 was also budgeted for a regional communications and food hub/security feasibility projects but funding sources were not secured.

#### Note 3 –User Fees and Charges

Budget: \$343,100    Actual: \$232,300    Variance: \$110,800 under budget

-User fees and charges at the swimming pool is under budget by only \$ 4,400 in spite of a shortened operating season due to the pandemic.

- User fees are in line with budget projections at the Thorsen Creek Waste & Recycling Centre (\$29,000 - \$30,000).

-Slow Pitch and other recreation fees (concession building rentals) in Bella Coola Parks and Recreation is under budget by \$4,000, as a result of closure of non-essential services to comply with physical distancing restrictions.

- With COVID-19, airport revenues have taken a significant hit. User fees and charges will fall short of budget projections at the Bella Coola Airport by \$100,000 due to reduced transportation services.

**EXPENDITURES**

Overall, approximately 22% of the total budgeted expenditures have been expended.

<b>Administrative Services</b>
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**Community Works Fund**

- Funds have been earmarked for the Centennial pool retrofit project, the Denny Island water system project, asset management planning, developing the landfill closure plan, and the landfill conformance review.
- \$33,400 of the \$95,000 budgeted has been spent on engineering services delivered by Morrison and Hershfield for a landfill preliminary review and lifespan analysis at the Thorsen Creek Waste & Recycling Centre.
- Expenditures for the Denny Island Water system project and the centennial pool retrofit can be found under those particular schedules.

**Feasibility Studies**

- \$4,800 has been spent on Denny Island Fire Protection Preliminary Study.
- \$37,000 remains unspent in the feasibility studies budget for Street Lighting on Michelle Drive, and the contribution towards a Ministry of Municipal Affairs and Housing infrastructure feasibility grant for a multi-purpose airport building at Denny Island Airport due to the realignment of board priorities in the October amendment to the Strategic Plan.

**General Operations**

- Approximately, 77% of expenses have been expended to date including financial service fees, consulting fees for IT support, payroll and other operating expenses.
- Financial service fees have largely been recovered by funding from EMBC and we have been able to provide ongoing support for CCRD EOC financial processes and accounting. We are under budget by approximately \$40,000 on this line item.
- As the board is already aware, the capital works budget has been exceeded by approximately \$6,000 for upgrading our central server which was necessary as we experienced a critical failure in our previous server and we were in urgent need of a substantial upgrade. This emergency purchase of office server was approved by board resolution at the July 9, 2020 meeting. The overage has been derived from other sections of the general operations budget.
- Payroll expenses are down by \$40,000 due in part to positions becoming vacant part way through the year and those vacancies not being filled.
- Professional development and employee travel expenses are \$16,000 lower than budgeted due to travel restrictions related to the pandemic and the resulting cancellation of gatherings. Likewise, Directors governance expenses are reduced by \$50,000 overall despite added expenditures for consultant expenses related to board governance assistance in strategic planning and other work.
- Administration supplies are approximately \$7,400 over budget due in part to the necessary accommodation of remote work sites due to COVID-19 protocols. Expenditures include TeamViewer software, Datto monthly subscription for cloud back up service and data recovery, desk lamps and respirators.

**Grants in Aid**

- All 2020 grants have been disbursed to community groups approved by the board at the February 13-14, 2020 meeting.
- Remaining funds (\$5,675) will be carried forward to 2021.

<b>Development Services</b>
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**Economic Development**

- overall, 39% of the anticipated expenditures have been booked (or \$126,000 of \$323,000 budgeted).
- \$2,300 of the total Economic Development Initiatives budget (\$143,000) has been expended. The budget includes funding from Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement. (Nuxalk Nation cultural liaison and interpretation, trailhead kiosks, carving and installation of cultural pieces, airport greenspace and play area at the airport, Klonik riverside greenspace and viewing area, trail rehabilitation and construction, and a pedestrian bridge at the Beaver Pond.)
- \$6,000 has been spent on Community Promotion Video project funded by Northern Development Initiative Trust. This is in addition to the \$5,500 which was spent in 2019. The total budget was \$20,000 and \$11,000 has been expended so far. This project too, is no longer in alignment with current board priorities.
- The budget presumes potential grant revenue to offset a budget of \$55,000 which was not secured for a special project budget for Central Coast regional communications committee, and food hub or food security feasibility study. The funding sources for the regional communications committee and food hub/security feasibility project have not been found, as such this portion of the budget remains unexpended.
- \$9,000 has spent on the business plan workshop in conjunction with Bella Coola Valley Learning Society funded by the province. The project was completed in 2020, and we commenced claim submission and received payment accordingly. This project was not budgeted, but expenses were covered directly by a grant and supported by board resolution .

**Land Use Planning**

- Financial activity in 2020 primarily consisted of \$30,190 of the total Housing Needs Assessment project budget (\$78,000) being spent on Urban Systems Ltd's professional services for analysis and charting of quantitative data and collection of engagement surveys and entering them in engagement database.

**Street Lights**

- Both Valley and townsite street lights expenditures are generally in line with budget projections (about \$1,000 over budget).

<b>Environmental Services</b>
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**Solid Waste Management**

- 40% or \$286,000 of the total Solid Waste Management budget (\$715,000) has been expended.
- \$16,000 remains unspent in the capital works budget for fencing the landfill and installing a septic system at Thorsen Creek Waste and Recycling Centre.
- \$4,600 remains unspent in the Solid Waste Management maintenance budget for mowing, weed eating contract or other maintenance projects.
- \$ 250,000 was budgeted for free store construction but the source of funds has not yet been determined and no expenditures have been made.
- As noted earlier in the revenue section, \$150,000 has been set aside for Organics Infrastructure composting project, 2/3 of the funding has been secured through a grant and discussions for the remaining capital costs of this project are pending with the Nuxalk Nation.

### **Bella Coola Waterworks**

- Approximately 50% of the total budgeted expenditures have been spent (\$39,500 of \$78,600)
- \$19,000 was budgeted for replacement of gate valve and main water meter but this has not yet expended.
- The annual payment to the Nuxalk Nation for water supply (\$21,275) has been paid out. This amount has not been changed since prior to 2009.

### **Denny Island Waterworks**

- \$9,000 of the \$1,471,000 has been spent on engineer services delivered by Urban Systems for the Denny Island Water System project.

<b>Leisure Services</b>
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### **Parks & Recreation – Bella Coola**

- \$11,000 remains unspent for capital works including raising field fence lines at the ball field and installing railing on the concession building.
- \$8,000 of the total maintenance budget (\$19,000) has been spent on labour cost for re-staining at the concession, ground and site maintenance at Walker Island and Nusatsum Park.
- Operating expenses were slightly over budget to accommodate extra cleaning and janitorial expense at Walker Island Park due to the coronavirus.
- The remaining funds (\$9,400) for the trail construction and the bridge installation supervision project funded by Rural Dividend has not been expended.
- The CCRD was awarded a grant of \$902,655 from Ministry of Municipal Affairs and Housing for the Great Bear Playgrounds project which includes playground upgrades at Walker Island and Nusatsum parks and it has not yet commenced.

### **Recreation – Denny Island**

- Of the \$35,000 budgeted and available, \$7,000 has been expended, or 20%.
- The remaining funds (\$11,900) for initiatives associated with the Active Communities Project from Vancouver Coastal Health will be spent in the new scope of this project, trail

construction in Denny Island. We anticipate the completion of the project by the end of the second quarter 2021.

- \$3,500 was budgeted for capital works and \$8,400 for contingency, neither of which was expended.

- Actual expenditures for program expense (\$700) included small allotments for Christmas gifts, Halloween fireworks, and Easter Supplies. \$3,500 was budgeted in this category.

### **Swimming Pool**

- Overall, \$106,000 has been expended against the budget of \$3,101,000.

- Payroll expenses are \$10,000 under budget due to a shortened operating season made necessary by COVID-19. Likewise, maintenance and operating expenses are below budget.

- \$2,971,000 was deferred to 2020 for the pool retrofit project and the project is largely unexpended.

### **Vancouver Island Regional Library**

- Payments to VIRL have been made in the amount of \$62,358 exactly as budgeted.

- The budget contained \$4,600 for director remuneration and travel, but none of this was expended and no expenses were claimed for meeting participation.

<b>Protective Services</b>
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### **Emergency Management**

- Expenses for all active emergency tasks are recorded in the following schedule.

- \$33,000 was budgeted for contribution to the Nuxalk Nation for the Shared Emergency Program Coordinator and this has not yet been disbursed. All other expenditures are in line with budget projections.

### **Emergency Management Initiatives**

- \$6,500 of the total UBCM FireSmart Planning & Activities Grants budget (\$20,000) has been expended on the FireSmart training in the outer coast. This project is now complete.

- The budget includes funding (\$150,000) from UBCM for the Bella Coola Valley LiDAR Survey and Ortho-imagery project and the contribution (\$52,000) from the Ministry of Transportation and Infrastructure for obtaining LiDAR data for the Highway 20, Bella Coola Valley. The acquisition of the LiDAR data has been completed.

- The regional district has also been approved for grant funding (in 2018) for a Bella Coola Valley Risk Assessment and Flood Modeling project in the amount of \$500,000 and \$20,700 was expended in 2020. This funding stream will allow us to move to the next phases of the Bella Coola Valley Flood Risk Assessment and Modeling project after wrapping up of Phase 1 funded through UBCM Community Emergency Preparedness Fund (\$150,000). The completion date of the project has been extended to September, 2021.

- The CCRD was awarded a grant of \$50,000 from UBCM for Indigenous Cultural Safety and Cultural Humility Training and no expenditures have been made to date. The project completion date per the grant agreement is August 30, 2021.

- \$104,000 has been granted from UBCM for CCRD Coastal Wildfire Protection Plan (CWPP) project and the funds has not yet been expended. Discussions with the Heiltsuk Tribal Council for developing a scope of work are still pending for this project and an extension has been sought.
- Additional costs have been incurred in supporting mandated efforts of the local health authority and the operation of CCRD's regional Emergency Operation Center to help ensure the safety of the public and CCRD staff, and to ensure CCRD essential services continue. Many of these costs have been offset by reimbursement from EMBC.

### **Fire Protection**

- \$63,000 of the \$93,000 budget, or 68% was expended in 2020.
- The CCRD was awarded a grant of \$25,000 from UBCM for Bella Coola Fire Department Equipment Update Project. Firefighting personal protective equipment turnout gear came in on budget, has been received and is in use.
- \$9,000 remains unspent in the capital works and the building maintenance budget for an electric door opener and the paintwork at the fire hall; however, \$2500 was spent on installing the exhaust fan which was purchased in 2019.
- \$3,500 was budgeted for consulting fees with regard to developing a training plan and operations manual and this has not been spent, nor has the \$1,500 budgeted for legal fees intended to be used to review the mutual aid agreement. \$1,400 was expended to assist with management of grant projects.
- Operating and maintenance costs are underspent by \$3,300 and \$7,300 respectively. Fuel expenses were down from the prior year and building maintenance costs for painting the exterior of the firehall (\$5,000) did not take place.

### **Transportation Services**

#### **Bella Coola Airport**

- As reported earlier to the board of directors, the sudden and dramatic loss of user fee revenue at the Bella Coola Airport has a significant impact on the operating budget. In response to this financial impact, staff reviewed discretionary costs for opportunities to reduce costs and re-evaluate the budget and as a result, some of the capital works projects and the maintenance projects were put on hold in 2020. As reported earlier to the board, the Bella Coola Airport certification was re-instated.
- \$26,000 budgeted for capital works (terminal updates, a fence replacement, and other improvement) has not occurred. In a mid-year financial evaluation of the airport operations due to the reduction in service, these projects were set aside.
- \$21,000 less than budgeted for brush removal, crack sealing contract, mowing weed eating contract, and other building or equipment maintenance. Again, these projects were deferred on account of the pandemic and the resultant reduction in service.
- Except for snow plowing which exceeded the budget by \$4,000, all other operating expenses were down due to the service reduction for a total of \$21,000 in savings. These expenses include janitorial services and fuel.



- \$29,000 budgeted for Safety Management Systems preparation and external audit consulting fees has not yet occurred. Despite not using outside resources for the SMS portion of the budget, airport recertification was obtained.

- \$900 of the \$3,600 has been spent on the obstacle removal project at Bella Coola Airport which is funded from BC Air Access Program (BCAAP). The \$2,700 remaining will be finished off with seeding this spring.

- The remaining funds (\$30,210) from Rural Dividend (2018) for Bella Coola Airport Tourism and Capacity Enhancement have not been expended. This project which involves surveying and appraisal of airport lands continues to move along and work will extend probably to the end of 2021.

### **Denny Island Airport**

- Overall, expenses are below budget by \$15,000.

- \$11,800 has been spent on crack sealing project at Denny Island Airport which was completed in Feb, 2020. The actual expenditure is assigned to capital works, but the budget for this project was assigned to "contingency". \$6,000 of the total budgeted contingency (\$17,800) was not spent.

- \$5,500 was budgeted for brushing the runway and \$8,400 has been spent on the project. Total maintenance is down by \$9,000 from budget.



**To:** Board of Directors, CCRD

**CC:** Courtney Kirk, Chief Administrative Officer

**From:** Yene Byun, Finance Manager

**Meeting Date:** February 11, 2021

**Subject:** Hagensborg Water District Signing Authorities and Accounts at WLDCU

**Recommendation:**

*THAT in the matter of the Hagensborg Water District account (5113-6) at the Williams Lake and District Credit Union, the Central Coast Regional District Board of Directors authorize signatories for payment issuing and all other purposes including online banking and safety deposit boxes, if any, as follows: any TWO of the following: Chief Administrative Officer, Finance Manager, Operations Manager, and Financial Management Services Provider as designated by the CAO; and further,*

*THAT upon instruction from any two of the above individuals, Central Coast Regional District Board of Directors authorizes the Hagensborg Waterworks District account 5113-6 at the Williams Lake and District Credit Union be closed and the funds transferred to the Central Coast Regional District account 5038-5.*

**Issue/Background Summary:**

The Order of the Lieutenant Governor in Council No. 624 which is effective on January 01, 2021 orders that the rights, property and assets of the Hagensborg Waterworks District are transferred to and vested in the Central Coast Regional District. Accordingly, the former Hagensborg Waterworks District has accounts at the Williams Lake and District Credit Union which now belong to the Central Coast Regional District. Signing authorities must be assigned to conduct the business of the converted services and to close the accounts and transfer remaining funds to the Central Coast Regional District.

**Policy, Bylaw or Legislation:**

- Order of the Lieutenant Governor in Council (No. 624 dated December 14, 2020)
- Conversion and Continuation Bylaws 501 and 502
- Policy F-3 Signatories

**Asset Management (H,M,L)**

N/A

**Board Meeting**  
 FEB 10 2021  
 CCRD ITEM B) e)

IT (H,M,L)

N/A

Business Continuity (H,M,L)

N/A

Financial/Budgetary Implications:

N/A

Time Requirements – Staff and Elected Officials:

Time requirements of staff are minimal.

Options to Consider:

Policy F-3, Signatories, states: "It is the policy of the Central Coast Regional District that designated signatories for payment issuing purposes and online banking shall be TWO of the following: electoral area directors, Chief Administrative Officer, Chief Financial Officer, Finance Manager, Operations Manager, and Financial Management Services Provider as designated by the CAO."

Because the Hagensborg Water District accounts will be closed and transferred to the regional district, it will not be necessary for the directors to complete all the paperwork associated with account access and they have therefore been removed from the recommendation. However, while not recommended, it is the board's prerogative to be added as signatories pursuant to Policy F-3.

Submitted by:

  
\_\_\_\_\_

Yene Byun, Finance Manager

Reviewed by:

  
\_\_\_\_\_

Courtney Kirk, 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:** February 10-11, 2021 (tabled from Dec. 10, 2020)

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

**Board Meeting**  
 FEB 10 2021  
 CCRD ITEM (B) f)

**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:**

Note that this item was presented to the CCRD board at the regular board meeting on December 10, 2020 and postponed for consideration at today's meeting.

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  
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		MULT	TAX RATE		TAX \$/CLASS	
		DI Prop	Area A		DI Prop	Area A	DI Prop	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



**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Evangeline Hanuse, Planning Coordinator  
**Meeting Date:** February 10-11, 2021  
**Subject:** Federation of Canadian Municipalities' Municipal Asset Management Program Grant Opportunity

**Board Meeting**  
**FEB 10 2021**  
**CCRD ITEM B) g)**

Recommendations:

*THAT the Board of Directors of the Central Coast Regional District rescinds resolution 20-12-25 [M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities Municipal Asset Management Program for the Official Community Plan. Be it therefore resolved that the Central Coast Regional District commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipaliteis' Municipal Asset Mangement Program to advance our asset management program: - Background research; - Consultation; - Drafting the Official Community Plan; - Finanlizing the Official Community Plan; Be it further resolved that the Central Coast commits \$10,000 from its budget toward the costs of this initiative. CARRIED].*

And replaces the rescinded resolution with:

*THAT the Board of Directors of the Central Coast Regional District directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Asset Management Plan. Be it therefore resolved that the Central Coast Regional District commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:*

- *Background research and assessment*
- *Community consultation*
- *Drafting new Asset Management Plan and policies*

*Be it further resolved that the Central Coast Regional District commits \$10,000 from its budget toward the costs of this initiative.*

Issue/Background Summary:

At the December 10, 2020 regular board meeting, the board passed a resolution to support an application to the FCM with considerable emphasis in the supporting resolution on the Official Community Plan update project. After working with the Federation of Canadian Municipalities, it was clarified that CCRD would need to elevate focus on regional Asset



Management Planning to qualify for funding under the program. While the project will still contribute to the development of the Official Community Plan review and update scheduled to commence in 2021, project focus, as noted in the updated resolution, would be placed on updating CCRD's Asset Management Plan and policy development.

The funding application has now been submitted, along with a letter stating that permission would be sought from the Board to rescind and replace resolution 20-12-25 to better reflect the revised direction of the grant.

**Policy, Bylaw or Legislation:**

Bylaw 302 – Bella Coola Official Community Plan

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

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



January 20, 2021

Federation of Canadian Municipalities  
24 Clarence St  
Ottawa, ON K1N 5P3

To Whom It May Concern:

The purpose of this letter is to reference Central Coast Regional District Resolutions below:

**20-12-24 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the request for decision: Funding application authorization to offset costs of Official Community Planning. **CARRIED**

**20-12-25 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Official Community Plan. Be it therefore resolved that the Central Coast Regional District commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Background research
- Consultation
- Drafting the Official Community Plan
- Finalizing the Official Community Plan

Be it further resolved that the Central Coast Regional District commits \$10,000 from its budget toward the costs of this initiative. **CARRIED**

I would like to note that it is the intent of CCRD administration to request this resolution be amended at the next regular Board meeting on February 11, 2021 to reflect the activities of updating the Asset Management Plan and developing asset management policies, strategies and roadmap.

The resolutions would be updated to say the following:

That the Board of Directors of the Central Coast District directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Asset Management Plan and developing asset management policies, strategies and roadmap. Be it therefore resolved that the Central Coast Regional District commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

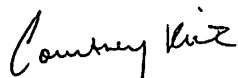
- Background research and assessment
- Community consultation

- Drafting new Asset Management Plan and policies

Be it further resolved that the Central Coast Regional District commits \$10,000 from its budget toward the costs of this initiative.

Thank you for your time and consideration on this matter. Please do not hesitate to contact Evangeline Hanuse for any questions at (250) 799-5291.

Respectfully,

A handwritten signature in cursive script that reads "Courtney Kirk".

Courtney E. Kirk  
Chief Administrative Officer



**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Evangeline Hanuse, Planning Coordinator  
**Meeting Date:** February 10-11, 2021  
**Subject:** Organic Extension Project



**Recommendation:**

THAT the Board of Directors of the Central Coast Regional District signs the support letter regarding the BC Organic Sector Extension Project for the Kwantlen Polytechnic University.

**Issue/Background Summary:**

On January 19, 2021 the Planning Coordinator met with Kent Mullinix, Director of Sustainable and Food Security and Angeli dela Rosa, Research Assistant, of Kwantlen Polytechnic University. They are working on a BC Organic Sector Extension Project. The Institute for Sustainable Food Systems is conducting a study for the development and implementation of an organic agriculture and food system extension service in BC. Their goal is to bring forth a comprehensive Organic Sector Extension Service development, implementation, operations, and funding plan for BC. This project is funded by the BC Ministry of Agriculture.

Extension programming can address immediate (e.g. on farm soil fertility management) or long term (consumer support for organic farming and purchase of organic foods) challenges. Likewise, extension programming can focus on technical (e.g. food production methods, pest management), social (e.g. food security/sovereignty, consumer support), environmental (e.g. climate change mitigation, soil health), economic (e.g. farm profitability, farm business management, land valuation and protection policy), and other aspects impacting the sector.

Existing organic extension services are perceived as uncoordinated, decentralized, and wholly lacking. The certified organic sector has specific challenges pertaining to certification, organic standards, sourcing organic inputs, and organic pest management strategies among other challenges. There is no entity, program, or policy framework focused on strategic coordination of organic extension services across the province. Most extension programming is soft-money (grant) funded. This limits their long-term impact and capacity.

Current support for Kwantlen's BC Organic Sector Extension Project include the Kwantlen Polytechnic University (Institute for Sustainable Food Systems; Sustainable Agriculture & Food Systems), University of British Columbia (Centre for Sustainable Food Systems;

Sustainable Agricultural Landscapes Lab, BC Food Web), Thompson Rivers Univeristy (Applied Sustainable Ranching), University of the Fraser Valley (Dr. Renee Prasad), and Northern Environmental Action Team (Northern Co-Hort Program). Currently, support is being sought from regional districts across the Province. The CCRD board can assist this endeavour by signing off on a support letter for the BC Organic Extension Project.

**Policy, Bylaw or Legislation:**

N/A

**Financial/Budgetary Implications:** None.

**Time Requirements – Staff and Elected Officials:** None.

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

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



(Date)

To whom it may concern,

**Re: Letter of Endorsement in Concept for BC Organic Extension Service**

In our capacity as the Board of Directors of the Central Coast Regional District (CCRD), we would like to formally endorse the BC Organic Extension Project concept put forward by the Institute for Sustainable Food Systems at Kwantlen Polytechnic University. We support the objectives of the proposed extension service to:

- Work with Indigenous communities to increase their food security through organic and regenerative agriculture.
- Support all food producers to adopt organic and regenerative agricultural practices.
- Increase public awareness and understanding about organic agriculture and food.
- Make organic and regenerative farms and food businesses more productive, profitable, and viable.

Organic extension services in the CCRD would help address regional food security, support our local food producers to use available farmland more effectively, and increase the amount of local, sustainably grown food.

Regards,

Samuel Schooner  
CCRD Chair



**To:** Courtney Kirk, CAO

**CC:** Board of Directors, CCRD

**From:** Evangeline Hanuse, Planning Coordinator

**Meeting Date:** February 10-11, 2021

**Subject:** Referral – Subdivision Application – Shearwater Marine

**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District receive the referral.*

**SUMMARY:**

The proposed conventional subdivision application is for District Lot 1596, Range 3, Coast District.

The proposed subdivision will create a separate lot in south portion of DL 1596. Access will be by water as all activities will be related to marine industrial activities.

Applicant: Bazett, David – Bazett Land Surveying

**CCRD Mandate for Service Delivery:**

Section 460 of the *Local Government Act* (LGA) requires local governments to consider applications for amendments to OCPs and zoning bylaws, and permits issued under Part 14 (including development permits, temporary use permits, development variance permits, tree cutting permits)

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

Reviewed by:   
Courtney Kirk, Chief Administrative Officer

**Board Meeting**  
 FEB 10 2021  
 CCRD ITEM B)i)1



**To:** Courtney Kirk, CAO

**CC:** Board of Directors, CCRD

**From:** Evangeline Hanuse, Planning Coordinator

**Meeting Date:** February 10-11, 2021

**Subject:** Referral – License of Occupation – Roadway Application – Everatt

**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District receive the referral.*

**SUMMARY:**

The project is a proposed statutory right-of-way road across Crown Land to access a private principle residence from a maintained forest service road. The property was bought without having physical access after a flood took out the original access road. The total length of the new proposed access road is 1092 m of which 610 m are along an old existing logging road which requires very minimal upgrades such as cutting a few small trees and leveling out some sections in order to use.

There are no proposed bridging, existing or proposed fencing, cattleguards, pipelines, powerlines, large cut and fill slopes, or culverts required for or impacted by this access road. The road will have minimal impact on important wildlife habitat, has a low projected archaeological significance, does not have any fish habitat within or adjacent to the proposed area, and will not be visible from any viewpoint.

Kristoffer Everatt states has met with the Nuxalk Nation on this matter and discussed the road without any issues.

**REFERRAL DETAILS:**

*Transportation*  
*Referral Number: 127086485 - 001*  
*Reference Number: Forests, Lands and Natural Resource Operations / 14150534*  
*Request Sent: November 24, 2020*  
*Response Due: February 22, 2021*

**Board Meeting**  
**FEB 10 2021**  
**CCRD ITEM** *Bj:12.*



You are invited to comment on the following Crown land Industrial application. A response is optional. If no response is received by the deadline, the application and adjudication process will move ahead.

This is a Crown Land application for Transportation – Roadways purposes.

Proponent: Kristoffer Everatt

Tenure Type: License of Occupation

Intended Land Use/background context: Construction of new roadway/reactivation of old roadway 1.1 km in length in the Noosgulch River area, Bella Coola. The proponent has applied to construct a roadway branching from an existing roadway tenured to a neighbor near the Noosgulch Forest Service Road to access the applicant’s private land.

Legal Description: That part of unsurveyed crown land, Range 3 Coast District, containing 1.92 hectares or less.

Schedule/Term of Proposal: 10 years

**CCRD Mandate for Service Delivery:**

Section 460 of the *Local Government Act* (LGA) requires local governments to consider applications for amendments to OCPs and zoning bylaws, and permits issued under Part 14 (including development permits, temporary use permits, development variance permits, tree cutting permits)

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

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



**To:** Courtney Kirk, CAO

**CC:** Board of Directors, CCRD

**From:** Evangeline Hanuse, Planning Coordinator

**Meeting Date:** DATE

**Subject:** Referral – Proposed Conventional Subdivision Application - Mecham

**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District receive the referral.*

**SUMMARY:**

Proposed Conventional Subdivision Application for:  
NW 1/4 of the SW 1/4 of section 28, Township 8, Range 3 And  
SW 1/4 of the SW 1/4 of Section 28, Township 8, Range 3, Coast District

This is an application to subdivide property. The purpose of this subdivision is a boundary adjustment so that there will be one title north of the highway and one title south of the highway.

**REFERRAL DETAILS:**

*Proponent: Keith Mecham and Leah Mecham as well as Keith Mecham and Mark Mecham (executors of the will of Edith Mecham)*

**CCRD Mandate for Service Delivery:**

Section 460 of the *Local Government Act* (LGA) requires local governments to consider applications for amendments to OCPs and zoning bylaws, and permits issued under Part 14 (including development permits, temporary use permits, development variance permits, tree cutting permits)

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

**Board Meeting**  
  
**FEB 10 2021**  
  
 1 | Page  
**CCRD ITEM 8) 3.**

Reviewed by: Courtney Kirk  
Courtney Kirk, Chief Administrative Officer

**PROPOSED SUBDIVISION PLAN OF THE NORTH WEST 1/4  
OF THE SOUTH WEST 1/4 OF SECTION 28,  
AND PART OF THE SOUTH WEST 1/4 OF THE SOUTH WEST 1/4 OF SECTION 28,  
TOWNSHIP 8, RANGE 3, COAST DISTRICT.**

BCGS 93D.049



The intended plot size of this plan is 432mm in width by 594mm in height (C Size) when plotted at a scale of 1:2000.

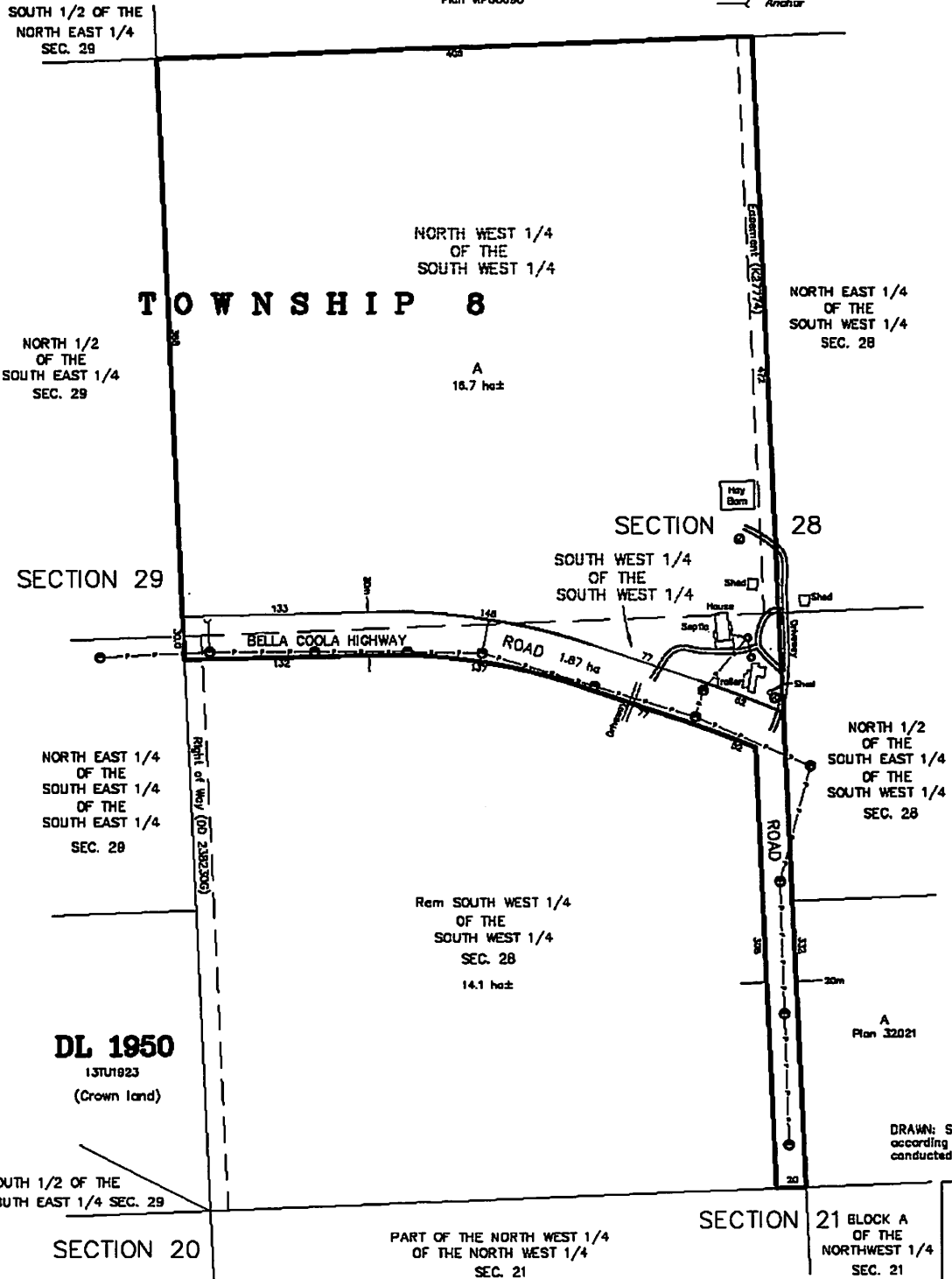
**LEGEND**

- ⊙ Well
- Overhead Hydro
- Hydro Pole
- Service Pole
- Anchor

A  
Plan VP60690



**TOWNSHIP 8**



DRAWN: September 28, 2020  
according to a field survey  
conducted on August 18, 2020

**EKTON AND DODDS  
LAND SURVEYING INC.**  
133 BORLAND STREET  
WILLIAMS LAKE, B.C.  
V2S 1R1  
(250) 363-7111  
FILE No. 18102 Dwg. P



**To:** Courtney Kirk, CAO

**CC:** Board of Directors, CCRD

**From:** Evangeline Hanuse, Planning Coordinator

**Meeting Date:** February 10-11, 2021

**Subject:** Referral – Water Approval for Changes in and About a Stream

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District receive the referral.***

**SUMMARY:**

This is an application for gravel removal under Walker Creek bridge on Highway 20.

Although the deadline has passed for the response, the applicant is deferring work on the subject of this referral until the spring.

**REFERRAL DETAILS:**

*Water Approval for Changes in and About a Stream*

*Referral Number: 126873763 - 003*

*Reference Number: 568046*

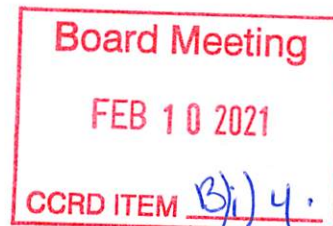
*Request Sent: November 5, 2020*

*Response Due: December 5, 2020*

*You are invited to comment on the following Crown land Industrial application. A response is optional. If no response is received by the deadline, the application and adjudication process will move ahead.*

*Proponent: MoTI*

*Agent: Fraser Koroluk, Kynoch Adventures*



*Legal Description: Ministry of Transportation & Infrastructure road right of way being part of Highway 20 including that part of the bed of Walker Creek, District Lot 319, Range 3, Coast District*

*Schedule/Term of Proposal: Works were proposed October 12<sup>th</sup> and end October 30<sup>th</sup>. Dates to be determined.*

**CCRD Mandate for Service Delivery:**

Section 460 of the *Local Government Act* (LGA) requires local governments to consider applications for amendments to OCPs and zoning bylaws, and permits issued under Part 14 (including development permits, temporary use permits, development variance permits, tree cutting permits).

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

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



## CCRD SERVICE REPORT

**To:** Courtney Kirk, CAO  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** February 10 & 11, 2021  
**Subject:** SOLID WASTE SERVICE UPDATE



### Recommendation:

*THAT the Board of Directors of the Central Coast Regional District receives the Solid Waste Service Report dated February 10<sup>th</sup>&11<sup>th</sup>, 2021.*

### Introduction:

The bulk of this month's solid waste service report is focused on sharing the initial findings of our landfill engineers from Morrison & Hershfield (MH) and furthering the ongoing discussion on the status Thorsen Creek Landfill. This engineering work is extremely important and should assist the CCRD Board of Directors with decisions around budgeting and how to ensure the long-term sustainability of the CCRD Solid Waste Service. The following are highlights from the work completed:

- The CCRD *Solid Waste Management Plan (SWMP)* states that CCRD will undertake a review of landfill operations and assess for compliance under the Provincial Landfill Criteria. This is also a requirement from the province. MH has completed a preliminary review and shared it's finding in draft form with CCRD. This will help the CCRD Board, staff and engineers to identify and prioritize investment in the landfill to help us achieve compliance in our landfill operations.
- The SWMP also says CCRD will complete a Development, Operations and Closure Plan (DOCP). Part of this plan includes a 'Lifespan Analysis'. Engineers use survey data and specifications from the criteria to determine what the final height of the landfill will be and how much longer we have before it is full and needs to be shut down. The procedure of shutting down a landfill is called 'Closure'. It is important to know how much it will cost to undertake 'closure' of the landfill so that the CCRD can plan to set enough money aside in a reserve fund dedicated to this purpose. It also allows our Auditors to document this liability in the CCRD's audit. MH has

completed the Lifespan Analysis and Closure Cost estimate work. They have shared their initial findings and these are discussed further on in this report.

- A significant question that has arisen around the board table over the past couple years is: in the long term, given the increasing costs of operating a landfill and achieving compliance with provincial regulations, would it be more cost effective for the CCRD to ship our waste out of the Bella Coola Valley, to a regional landfill elsewhere? MH has prepared an Options Analysis to help answer this question and to assist the CCRD Board of Directors with decision making around how we are going to dispose of our waste going forward. The findings are still preliminary and being refined, however the initial findings are shared further on in this report and will hopefully help stimulate questions for MH during their presentation at the February 11<sup>th</sup> Board Meeting.
- Further engineering work should be completed in the near future in order to help inform the ongoing discussion, planning and decision making around solid waste management in the Bella Coola Valley. MH will work with CCRD staff to examine whether there are any significant savings in closure costs if the CCRD were allowed to close the landfill in the near future under the specifications currently in the Operating Certificate that regulates the landfill. The environmental impact of closing the landfill under the older standard should be addressed in this review as well. A decision to close the landfill imminently, would also have significant repercussions to the cost of operating the CCRD solid waste service, due to the high cost of waste export.

### **Service Background:**

The CCRD is responsible for provision of solid waste management and recycling services in electoral areas C,D and E and solid waste planning services to all electoral areas within the regional district. The regional district also delivers solid waste and recycling services to the Nuxalk Nation through a Municipal Services Agreement.

The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors.

Thorsen Creek Waste and Recycling Centre is the only facility managed under this service. It consists of a landfill, transfer station, recycling depot and free store. The recycling depot is staffed by a part time employee of the regional district, while the landfill and transfer station are operated by a contractor.

Priorities and resource allocation within Solid Waste Management are guided by the CCRD Solid Waste Management Plan (SWMP) dated February 28, 2017 and adopted by the CCRD Board of Directors at the regular Board meeting in held March 9, 2017. The Solid Waste Management Plan was submitted to the Ministry of Environment and Climate Change Strategy for review and Ministerial approval was received January 21, 2019.



Ministerial approval was contingent on the CCRD committing to a Five-Year Effectiveness Review to be completed by December 31, 2022. The review is to include a review of any consultation/outreach efforts with Ocean Falls, Denny Island, Wuikinuxv and Bella Bella and also a plan for ongoing consultation. Consideration should be given to inclusion of this engagement effort in the CCRD Strategic Plan, as well as the completion of the 5-Year Effectiveness Review. Approval was also contingent on the CCRD submitting a Landfill Criteria Conformance Review of Thorsen Creek Landfill by September 30, 2021.

During the ministerial review of the CCRD's SWMP, the province asked the CCRD to commit to further consultation/outreach with all communities in the district. This is a strong reminder of the legislative requirement for regional solid waste planning. The following is an excerpt from the approval letter from Minister Heyman:

1. **By December 31, 2022, the CCRD must submit to ENV a Five Year Effectiveness Review. In addition to the scope outlined in the SWMP, the review must also include the following:**
  - a. **A summary of outreach efforts to all the communities within the regional district, but outside the scope of the SWMP. Communities to be consulted should include, but not be limited to: Ocean Falls, Denny Island, Oweekeno and Bella Bella. The summary must include a synopsis of the consultation completed and a plan for ongoing consultation.**
  - b. **A list of all known active and closed municipal solid waste landfills that have an active authorization (for example, an operational certificate or permit) or an abandoned permit, typically with incomplete or ongoing closure or post-closure requirements. The list should also include those landfills operated through federal funding. Landfills for which the authorization has been cancelled or the permit abandonment requirements have been completed, as well as unauthorized dumps, do not have to be listed in the SWMP. However, the CCRD can voluntarily include those sites in the list for information purposes.**

In addition to consultation efforts, CCRD staff are responsible, each year, for gathering and submitting regional waste data to the Ministry of Environment and Climate Change.

While there are clearly regional responsibilities and resources allocated around solid waste management, there is no established regional district service to recover costs associated with these efforts. In anticipation of increasing costs associated with community engagement throughout the region, staff are examining how best to segregate and budget for these costs.

In 2020, the projected expenditures to operate the landfill and contribute to post closure costs, total \$317,087.

Unaudited revenue sources for the solid waste service in 2020 were:

- Tax Levy - \$124,142
- Nuxalk Contribution - \$105,000
- Provincial Basic Grant - \$28,439
- User Fees - \$28,914

- Multi-Material BC - \$10,430
- Product Care/Encorp - \$4,569
- Misc - \$2,048

**Special Update on Landfill Engineering Initiative:**

- CCRD has contracted Engineers of Record, Morison & Hershfield (MH) to undertake landfill engineering works. The work is progressing well.

**Task 1: Preliminary Landfill Conformance Review.** MH has submitted a draft Conformance Review. CCRD staff are currently providing feedback.

The report prepared by MH in 2016 to support the Solid Waste Management Planning process states, “The *Landfill Criteria for Municipal Solid Waste 2nd Ed British Columbia*, outlines that the conformance status of existing landfills should be evaluated and a Landfill Criteria Conformance Review must be completed. The Criteria should only be reviewed for requirements that apply to a particular site as there are site-specific exemptions. If upgrades are required, an Upgrading Plan shall be included. The document is requested to be submitted during the next SWMP review or within 5 years.”

CCRD is on schedule to have the conformance review completed in 2021.

Initial findings and suggested actions from our landfill engineers are summarized as follows:

- MH’s draft report states: “MH has found the landfill to be out of compliance with some components of the Criteria. However, it is expected that the majority of non-conformances identified in this review can be addressed through the development and implementation of a Design, Operations and Closure Plan (DOCP) and adoption of a suitable Environmental Monitoring Program.”
- The landfill planning work that is being undertaken in Tasks 2,3 and 4 below will address some of the nonconformances identified in this review. MH’s report states: “However, assuming the decision is made to continue using the landfill, it is recommended that the following actions are prioritized in future work for the site:
  - Implement a suitable environmental monitoring program to assess potential impacts of the landfill throughout its contaminating lifespan. This will assist the CCRD in future conformance reviews, as the MOE typically requires environmental data as justification for site specific exceptions from the Criteria.

- Develop a DOCP for the site, which demonstrates that the landfill will be planned, operated, monitored, and closed in accordance with the Criteria. Development of a DOCP will satisfy the majority of the non-conformances identified in this review.
- Update the Hydrogeology and Hydrology Assessment. This will involve completion of a drilling program to establish water levels and confirm groundwater flow direction. The new wells should form part of the groundwater monitoring program for the landfill.
- Update the landfill conformance review based on additional planning work completed for the site.”

**Task 2: Landfill Lifespan Analysis.** MH has submitted a draft report and it is currently being reviewed by CCRD staff.

The Lifespan Analysis will tell us approximately how many years of lifespan remain in the existing landfill footprint given certain assumptions. This will assist the CCRD with long term planning and assist with the modelling of the final landfill surface, which in part, determines the estimated landfill closure costs (closure will likely involve covering the landfill in a geomembrane and topsoil). The lifespan analysis also helps with assigning a value to the remaining airspace in the landfill.

MH looked at two options in their Lifespan Analysis. The first option involves no lateral expansion (so staying in the existing landfill footprint). The second option involves a small lateral expansion towards the east to optimize the geometry of the landfill. Initial findings are summarized as follows:

- The modelling work shows that option one (existing footprint) will provide approximately 32,000 m<sup>3</sup> of volume, which will allow for 12 more years of landfilling. The modelling assumes no increase in incoming waste volumes, compaction rates for waste and standard cover-to-fill ratios. The Quonset hut and other structures on the landfill footprint will need to be removed.
- Option 2, which involves a 15-meter expansion to the east, is expected to generate 75,000 m<sup>3</sup> of fillable volume. This is expected to increase the remaining lifespan to 30 years. The modelling assumes no increase in incoming waste volumes, compaction rates for waste and standard cover-to-fill ratios. Because this option requires a small lateral expansion, the Ministry of Environment would have to issue an approval. MH states: “All landfill development strategies must provide adequate environmental protection and ensure there are no long-term impacts to groundwater and surface water.”

**Task 3: Options Analysis.** This report is now complete in draft form and staff are working with MH to refine costing.

The purpose of the Options Analysis is to compare the long-term operational costs between continued landfill operations versus landfill closure and waste export. Some of the costing for the landfill operation is still being refined. The whole concept of waste export relies on the willingness of neighboring regional districts to accept waste from out of region. The costing for waste export is challenging to nail down without knowing exactly what neighboring regional districts would charge CCRD for tipping fees. Certain assumptions were made in the cost analysis and a sensitivity analysis was completed to look at the effect of tipping fees charged to the CCRD.

**OPTION 1A:** MH examined the option of barging waste to the Regional Landfill in Port McNeill. This is currently what is done with waste from Bella Bella and Klemtu. The cost is estimated at \$1100 per tonne. The Thorsen Creek Landfill currently receives approximately 900 tonnes of waste per year. This option would cost the CCRD approximately \$990,000 per year (this includes a 20% contingency), plus other existing costs for transfer station operation, apportioned administration, recycling operations, insurance and many other fixed costs.

The following table is an excerpt from the MH Thorsen Creek Landfill Planning Memorandum – Draft and shows the breakdown of anticipated costs associated with the option for waste export to the 7 Mile Landfill near Port McNeill:

Table 6 Option 1A Operational Cost Estimate – Haul to 7 Mile Landfill in RDMW

	Description	Quantity	Units	Estimated Unit Rate	Estimated Annual Cost
<b>1</b>	<b>Operational Costs</b>				
1.01	Disposal bin rental	1	LS	\$6,600	\$6,600
1.02	Stationary waste compactor*	1	LS	\$50,000	\$2,500
1.03	Hauling (roundtrip Bella Coola to 7 Mile Landfill)	2560	hr	\$165	\$422,400
1.04	BC Ferry (roundtrip Bella Coola to Port Hardy)	64	each	\$2,628	\$168,160
1.05	Tipping fees (out of region)	900	tonnes	\$200	\$180,000
1.06	Contribution to landfill	1	LS	\$50,000	\$50,000
				<b>Subtotal</b>	<b>\$829,660</b>
				Contingency (20%)	\$165,932
				<b>Annual Cost</b>	<b>\$996,000</b>
				<b>Cost per Tonne</b>	<b>\$1,107</b>

\*Cost of compactor is annualized over a 20-year expected lifespan

**OPTION 1B:** The second waste export option looked at by MH was the potential trucking of waste to the Gibraltar Regional Landfill north of Williams Lake, operated by the Cariboo Regional District (CRD). The CRD was not contacted in the preparation of the report and the tipping fee rate (\$200/tonne) used in the analysis are about the same as the CRD charges for loads of commercial construction and

demolition debris. Mixed commercial waste is charged at \$80 per tonne. There are significant penalties for loads of waste contaminated with more than 10% recyclable materials or construction and demolition materials.

The tipping fee estimate is the largest single cost item in this option and MH completed a sensitivity analysis to show the different in long term costs using both the \$80/tonne and the \$200/tonne tipping fee amounts.

The annual cost to truck waste to the closest regional landfill are estimated at \$464,000 annually, or \$516 per tonne. The following table is an excerpt from the MH Thorsen Creek Landfill Planning Memorandum – Draft and shows the breakdown of anticipated costs associated with the option for waste export to the Gibraltar Landfill north of Williams Lake:

	Description	Quantity	Units	Estimated Unit Rate	Estimated Annual Cost
<b>1</b>	<b>Operational Costs</b>				
1.01	Disposal bin rental	1	LS	\$6,600	\$6,600
1.02	Stationary waste compactor*	1	LS	\$50,000	\$2,500
1.03	Hauling (roundtrip Bella Coola to CRD)	896	hr	\$165	\$147,840
1.04	Tipping fees (out of region)	900	tonnes	\$200	\$180,000
1.05	Contribution to landfill	1	LS	\$50,000	\$50,000
				<b>Subtotal</b>	<b>\$386,940</b>
				Contingency (20%)	\$77,388
				<b>Annual Cost</b>	<b>\$464,000</b>
				<b>Cost per Tonne</b>	<b>\$516</b>

\*Cost of compactor is annualized over a 20-year expected lifespan

It should be noted that if the CCRD were to undertake waste export, there may be a desire to implement tipping fees for all waste in order to encourage recycling and to help pay for the cost of this service. Collection of tipping fees from all users would require additional staffing and perhaps a scale. These costs are not currently considered in the cost analysis of this option.

**OPTION 2:** Staff are still working with MH to identify the portions of the solid waste budget that are directly attributable to the landfill versus the transfer station and recycling depot operations. MH's initial draft cost projections for landfilling were identified at \$383,000 annually or \$426/tonne (contains a 20% contingency). Some costs associated with the recycling and the transfer station are included in this estimate. This initial estimate contains costs associated with environmental monitoring (groundwater sampling) and reporting, not currently budgeted for.

**Task 4: Landfill Liability Estimate (landfill closure and post closure costing).** The Landfill Liability Estimate is now complete in draft form. It is being reviewed by CCRD auditors and staff prior to finalization.

MH's draft report indicates that it will cost approximately \$2,000,000 to complete the closure of Thorsen Creek Landfill. There is a 40% contingency built into this estimate. The potential challenge of obtaining significant quantities of top soil for the final landfill surface is an example of an uncertainty which needs to be accounted for with a healthy contingency.

The Landfill Criteria require a minimum post closure monitoring period of 30 years following the closure of a landfill. This mostly involves environmental monitoring and reporting. MH has estimated the cost of this at \$33,000 per year if CCRD brings an outside consultant in to do the water sampling and reporting. There is a reasonable chance that there will be the expertise locally to do this work when the time arrives and it could likely be done much more cost effectively.

**Summary of MH Initial Findings:**

MH provides the following initial findings in their draft report and will be presenting their findings to the CCRD in the February 11 board meeting:

"It is estimated that the CCRD has approximately 12 years of remaining landfill capacity within its existing footprint and 30 years with a minor lateral expansion. Considering that landfill closure costs are dependent on the size of the landfill footprint, it is expected that the CCRD can continue landfilling without significantly increasing estimated closure costs. There may also be ways of extending the life beyond the estimated 30 years associated with the minor lateral expansion covered in this memo.

Another factor to consider is potential landfill upgrade requirements. Should the MOE ever require a landfill liner and associated leachate treatment, or if environmental monitoring shows significant impacts to groundwater or surface water, the cost of constructing and operating additional infrastructure could make waste export the preferred solution. In general, unless there is a clear economic or environmental incentive to begin exporting waste, we would recommend continued landfill operation.

This includes making the necessary improvements to bring the landfill into compliance and focusing on operational improvements as outlined below. Landfills are a valuable resource that should be managed carefully to reduce consumption of airspace as much as possible.

Assuming the decision is made to continue operating the landfill, it is recommended that the CCRD focus on improving operations to extend the life of the landfill. Some regional districts in BC provide incentives to contractors for improved landfill operations, which includes achieving target compaction rates and waste to cover ratios, as well as pulling divertible material out of the landfilled waste stream.

The landfill consumption rate, waste density and waste to cover ratio should be tracked so that efforts can be focused on optimizing these key operational elements. It is also important to implement and encourage waste reduction measures in the community to lower the amount of waste sent to landfill.

A final consideration is that the CCRD should have a backup plan in case the landfill becomes too expensive, or if environmental impacts become unmanageable with continued operation. Further discussion on possible backup options is warranted, and it would be prudent to discuss export feasibility and potential costs with the CRD (one possible backup option).”

**Next Steps:**

One outstanding question that should still be investigated, is whether it is feasible, and whether there would be significant savings to the CCRD if we were to close the landfill under the existing specifications contained in the Operational Certificate that the Ministry of Environment issued to the CCRD for the landfill operation. The current specification calls for the final landfill cover to be a minimum of 1 meter of compacted soil, capped with .15m of topsoil and suitable vegetation. Typically, the final cover soil would consist of a low permeability soil (i.e. heavy clay content) that help prevent transmission of water through the landfill. The reasoning behind this, is that water moving through the landfill footprint facilitates transmission of leachate and other toxins into the water table below the landfill.

The feasibility of undertaking this type of final cover is contingent on accessing suitable soil cover locally. During their work identifying closure costs for the landfill, MH and staff felt there was not enough information available to be able to make the assumption on soil availability and/or assign costs to this type of final cover system. For this reason, MH generated costing assuming the use of a geomembrane cover system (essentially a very thick high-quality tarp with a very long lifespan). This is the preferred final cover system in the province and acceptable under the *Landfill Criteria*.

Another potential benefit to closing the landfill under the existing Operational Certificate, is it may negate the need for post closure environmental monitoring. Post closure responsibility is something that was introduced in the new Landfill Criteria. In the case of Thorsen Creek Landfill, MH is recommending a post closure monitoring period of 30 years (the minimum allowed under the *Landfill Criteria*).

While great progress has been made with the engineering work to date, there is still more work to do in order to help facilitate fully informed decision making by the CCRD.

**Quarterly [or Bi-Annual or Annual] Highlights:**

- Following the RFP process undertaken in late 2020, the CCRD entered into a contract with Don Nygaard & Son for the operation of Thorsen Creek Landfill and Transfer Station at a rate of \$9378.60 per month, starting January 1, 2021 and ending December 31, 2021.
- With the exception of the free store/share shed, all solid waste services are fully functioning with appropriate COVID-19 precautions in place. The transfer station was closed to non-household waste drop-off for approximately 2 weeks while the local COVID-19 outbreak was underway. Normal service resumed January 30, once a significant drop in local active cases was observed.
- The recycling depot is limiting customers to 4 at a time and asking people to respect physical distancing. Recycling materials are being quarantined prior to staff coming in contact with the materials.
- There is the need to engage the Nuxalk Nation on the issues facing the CCRD's solid waste management program and funding options as we move forward. The pandemic situation has complicated timelines with respect to furthering discussions with the Nuxalk Nation, and staff are exercising sensitivity in this regard.

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

The CCRD has received funding from the province under the Organics Infrastructure Grant Program for phase 1 of a small composting operation at Thorsen Creek Waste and Recycling Centre.

The funding covers 2/3s of the capital infrastructure costs for this project. The total project cost is approximately \$150,000. The CCRD is committed to discussions with the Nuxalk Nation to obtain help with sourcing the \$50,000 needed for the 1/3 contribution to the project. CCRD is also investigating other sources of potential funding for this project.

**Feasibility Studies Authorized Under the Service:**

N/A



Service Area	Priority Project	Related Strategic Goal	Timeline	Required Staff Capacity Actions
Solid Waste Management	Conformance review and compliance	<i>Good Governance and Administration; Improving Our Infrastructure</i>	2020	This is a non-negotiable top priority for this service area; the Board-endorsed Solid Waste Management Plan always guides top priorities for this service.
	Bylaw updates	<i>Good Governance and Administration</i>	2021	SWM bylaw updates to be prioritized, occurring before completion of Official Community Planning and subsequent bylaw update processes
	Composting facility design and construction	<i>Improving Our Infrastructure</i>	2021	Matching funds are needed for approved composting grant.

**Rationale:**

The Board prioritizes the conformance review and compliance, as guided by the Board-endorsed Solid Waste Management Plan, as a top priority for the service area due to non-negotiable provincial regulatory constraints. Bylaw updates are also critical to conformance and service sustainability. 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. The next Board priority is the composting facility project in light of ongoing safety, conflict, and political issues related to human-bear confrontations and interactions, and the possibility of CCRD being able to sell the compost as a new revenue stream. As well, organics are a potential primary source of toxins entering into the water table.

With respect to the CCRD Board’s Strategic Priorities shown in the table above, staff have advanced *Priority Project #1 – Conformance review and compliance*. A draft Preliminary Compliance Review has now been completed by engineering firm Morrison & Hershfield.

*Project #2 Bylaw Updates:* A new rates and charges schedule was adopted by the CCRD Board of Directors at their December 2020 meeting. Staff are working with the landfill contractor and local waste haulers to undertake effective implementation of the new rates and charges. The new rates will assist in revenue generation for the solid waste service.

*Project #3 Composting Facility Design and Construction* has not been initiated. Staff are currently looking for options to secure matching funds in the amount of \$50,000 in order to access approximately \$100,000 in funding from the provincial Organics Diversion Infrastructure Program.

**Financial/Budgetary:****Total Budget (Including Grants):**

Total 2020 Revenues: \$400,565 (including special project grant revenues)

Percent total expenditures to November 5, 2020: \$286,919 or 72%

**Budget (Tax Levy, Basic Provincial Grant, User Fees, Recycling Revenue, Nuxalk Contribution and Requisition Only):**

Subtotal 2020 Revenues: \$302,381 (excluding special project grant revenues)

Percent total expenditures to August 31, 2020: \$286,919 or 95%

**Grant Funded Special Projects**

Special Project: Composting Facility Total Grant Revenue: \$98, 184

Percent total expended: 0%

***Notes on Financial Variance:***

Expenditures for 2020 were fairly close to the budgeted amounts with the exception of Capital Works, where \$16,000 was budgeted and no expenditures took place. There was only \$1600 budgeted for contingency and staff were reluctant to move forward with the planned capital works which included \$6000 for new 4-yard bins and \$10,000 for electric fencing. Priorities for capital expenditures going forward include preparation of a Development, Operation and Closure Plan for the landfill, Hydrogeology Assessment, groundwater monitoring wells, bins, fencing, electric forklift, septic system and warehouse shelving.

Revenues from recycling collection incentives were slightly higher than projected and tipping fee revenue came in at \$28,914, just shy of the \$30,000 budgeted.

The following items remain as areas of concern for the 2021 budget:

- Sourcing a contribution for the capital costs of the Organics/Composting project at Thorsen Creek Transfer Station.
- Capital costs associated with moving towards compliance with the Landfill Criteria. Other capital projects such as a septic system so employees have access to washroom facilities are also important.

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

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

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

The total apportioned administration costs determined for CCRD's Solid Waste Management service was calculated to be \$79,004 for 2020 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024. Apportioned administration costs for 2021 have not been finalized.

**CCRD Mandate for Service Delivery:**

In British Columbia, Regional Districts are mandated by the Provincial Environmental Management Act to develop Solid Waste Management Plans that define how each regional district plans to manage its solid wastes, including waste diversion and disposal activities.

In 1975 the regional district was granted the function of Division 14 – Refuse Disposal through Supplementary Letters Patent. In 2011 this function was converted to a service of the regional district through Bylaw 402, with electoral areas C, D and E as participants.

Respectfully Submitted by:



Ken McIlwain, RPF , Operations Manager

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