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**REQUEST FOR DECISION**

**To:** Board of Directors, CCRD

**From:** Courtney Kirk, CAO

**Meeting Date:** February 13-14, 2020

**Subject:** Revenue Anticipation Borrowing Bylaw No. 493

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**Recommendation:**

*THAT Bylaw 479, cited as "Revenue Anticipation Borrowing Bylaw No.493, 2020" be now introduced and read a first time.*

*THAT Bylaw 479, cited as the "Revenue Anticipation Borrowing Bylaw No. 493, 2020", having been given due and detailed consideration by the Board be now read a second and third time."*

*THAT Bylaw 479, cited as the "Revenue Anticipation Borrowing Bylaw No. 493, 2020, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Corporate Officer."*

**Issue/Background Summary:**

The regional district operates to a large extent, on the tax levy requisitioned from the province. Regular and extraordinary expenditures are paid for the entire fiscal year, but the annual requisition is not received until August. This bylaw allows administration to borrow funds to continue operations from January – July if necessary until the annual requisition is received.

**Policy, Bylaw or Legislation:**

The *Local Government Act* provides for borrowing, by bylaw, pursuant to Section 404.

**Financial/Budgetary/Asset Management Implications:**

The annual tax requisition will exceed \$700,000 in 2020. This bylaw provides for borrowing of \$450,000. The costs of borrowing (interest expense) will be determined by the actual amount borrowed and the length of time it takes to pay it back.

Board Meeting  
FEB 13 2020  
CCRD ITEM AC)1)

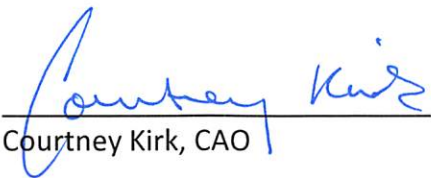
**Time Requirements – Staff and Elected Officials:**

Minimal. Done in the normal course of business.

**Options to Consider:**

The CCRD already has a line of credit with the Williams Lake and District Credit Union. Any further extension to the line of credit will attract a 1% up-front, one-time fee. Regional District funds are also retained by the Municipal Finance Authority (Money Market Funds), and depending on the cash needs, may be redeemed without charge.

Staff is reviewing current rates and charges related to borrowing from financial institutions and will determine the course of action as and when appropriate.

Respectfully Submitted by:   
Courtney Kirk, CAO

BYLAW NO. 493

A bylaw to provide for the borrowing of such sums of money as may be requisite to meet the 2020 current lawful expenditures of the Regional District.

WHEREAS the Board of the Central Coast Regional District is empowered by Section 404 of the *Local Government Act* to provide by bylaw for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, from all sources, to pay for those expenditures has been received.

AND WHEREAS to meet the 2020 current lawful expenditure of the Regional District it is deemed expedient that the Board borrow an aggregate sum of \$450,000;

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

1. It shall be lawful for the Regional Board to borrow upon the credit of the Regional District from a chartered bank, credit union, or Municipal Finance Authority the sum of FOUR HUNDRED AND FIFTY THOUSAND DOLLARS (\$450,000), in such amounts as may be required and at the prevailing interest thereon;
2. Pursuant to Section 404(2) of the *Local Government Act*, all monies so borrowed and interest payable thereon shall be repaid when the anticipated revenue with respect to the annual tax requisition is received from the province;
3. The form of the obligation or obligations to be given as an acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chairperson and the Chief Administrative Officer of the Regional District;
4. There is hereby set aside as security for the liability hereby authorized to be incurred, being that part of the tax requisition from member electoral areas for the year 2020 deemed by the Regional District expedient to be so set aside;
5. This bylaw may be cited as "Revenue Anticipation Borrowing Bylaw No. 493, 2020".

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

RECONSIDERED AND ADOPTED this 13th day of February, 2020.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Administrative Officer

I hereby certify this to be a true and correct copy of Bylaw No. 493, 2020, cited as the "Revenue Anticipation Borrowing Bylaw No. 493, 2020", as adopted.

\_\_\_\_\_  
Chief Administrative Officer



**To:** Courtney Kirk, CAO  
**From:** Evangeline Hanuse, PC  
**Meeting Date:** February 13, 2020  
**Subject:** Converting Bylaw 45

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District completes three readings of Bylaws 491 and 492.***

**Issue/Background Summary:**

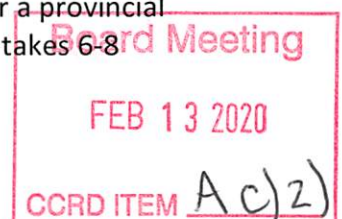
A constituent wrote a letter to the Board dated August 20, 2019 regarding a request to inspect a property at 1105 Highway 20, due to the property violating Bylaw 45 – Prohibition of Untidy and Unsightly Premises. This brought up a great opportunity to research this bylaw and the issue of converting supplementary letters patent to establishing bylaws, as the bylaw is so out of date it is still in the pre-1982 form.

During the September 12, 2019 Regular Board Meeting, the complaint letter was received by the Board. For the October 10, 2019 Board Meeting there was a verbal update regarding Bylaw 45 by the CAO.

On November 14, 2019, the Board resolved as follows: THAT the Board of Directors of the Central Coast Regional District directs Administration to investigate and report back to the Board on steps to properly repeal the bylaw; AND THAT the Board of Directors directs Administration to notify the complainant accordingly.

In order to commence a conversion, the steps include converting Bylaw 45 to a modern bylaw under s. 341 of the *Local Government Act*. To do this, Bylaw 491 is proposed to convert Bylaw 45 to a service establishing bylaw and then use Bylaw 492 to repeal Bylaw 491. CCRD has neither the capacity nor additional resources to enforce breaches of Bylaw 45. The Board further directed that the matter of nuisance properties would be addressed comprehensively with a view to the Region as a whole.

Once the Board gives three readings of Bylaws 491 and 492 together, and two-thirds of the participants in the service provide consent, these bylaws may be submitted for a provincial review and statutory approval by the Inspector of Municipalities. This process takes 6-8 weeks' time.



**Policy, Bylaw or Legislation:**

Bella Coola Valley Prohibition of Untidy or Unsightly Premises Bylaw No. 45, 1981

*Local Government Act*

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

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

**Financial/Budgetary Implications:**

N/A

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

Minimal Administration requirements

**Options to Consider:**

1. Give three readings of Bylaws 491 and 492
2. Table the readings for the next meeting

Submitted by: *ehanuse*  
Evangeline Hanuse, Planning Coordinator

Reviewed by: *Courtney Kirk*  
Courtney Kirk, Chief Administrative Officer

**REGIONAL DISTRICT ESTABLISHMENT OF PROHIBITING UNTIDY AND UNSIGHTLY PREMISES SERVICE  
BYLAW NO. 491, 2020**

**A bylaw to convert the Prohibiting of Untidy and Unsightly Premises Service to a Service Establishment  
Bylaw in the Central Coast Regional District**

**WHEREAS:**

Supplementary Letters Patent dated July 24, 1981 granted the Central Coast Regional District the authority to prohibit untidy and unsightly premises within the Electoral Areas C, D and E;

Pursuant to section 341 (3) of the *Local Government Act*, a regional district may adopt a bylaw to convert a continued service to one exercised under the authority of an establishing bylaw and may in the same bylaw amend the power to the extent that it could if the power were in fact exercised under the authority of an establishing bylaw;

The Board of the Central Coast Regional District wishes to convert the Prohibiting Untidy and Unsightly Premises function for the Areas C, D and E to a service exercised under the authority of an establishing bylaw;

The consent of all of the participants has been obtained in accordance with the *Local Government Act*.

NOW THEREFORE the Board of the Regional District in an open meeting duly assembled enacts as follows:

**1. CONVERSION**

The function of Prohibiting Untidy and Unsightly Premises for Areas C, D and E as granted to the Central Coast Regional District by Supplementary Letters Patent dated July 24, 1981 is hereby converted and established to a service.

**2. SERVICE AREA BOUNDARIES**

The boundaries of the service area under this bylaw are the whole of Electoral Areas C, D and E.

**3. PARTICIPATING AREAS**

The participants of the service established under this bylaw are Electoral Areas C, D and E.

**4. COST RECOVERY**

The annual costs shall be recovered by one or more of the following:

- a. Property values taxes imposed in accordance with the *Local Government Act*;
  - b. Parcel taxes imposed in accordance with the *Local Government Act*;
  - c. The imposition of fees and charges;
  - d. Revenues raised by other means authorized under the *Local Government Act* or another Act; and/or
  - e. Revenues received by way of agreement, enterprise, gift, grant or otherwise.
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**5. MAXIMUM REQUISITION**

In accordance with the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is \$0 per \$1,000 of taxable value of land and improvements, whichever is greater.

**6. CITATION**

This bylaw may be cited for all purposes as the "Prohibiting Untidy and Unsightly Premises Service Bylaw No. 491, 2020."

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

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

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

\_\_\_\_\_  
Courtney Kirk  
Chief Administrative Officer

\_\_\_\_\_  
Samuel Schooner  
Chair

I hereby certify this to be a true and correct copy of the "Prohibiting Untidy and Unsightly Premises Service Bylaw No. 491, 2020."

\_\_\_\_\_  
Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT  
BYLAW NO. 492, 2020

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

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

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

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

**1. CITATION**

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

**2. REPEAL**

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

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

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

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

\_\_\_\_\_  
Courtney Kirk  
Chief Administrative Officer

\_\_\_\_\_  
Samuel Schooner  
Chair

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

\_\_\_\_\_  
Courtney Kirk  
Chief Administrative Officer





**To:** Board of Directors, CCRD  
**CC:** Courtney Kirk, CAO  
**From:** Destiny Mack, EA  
**Meeting Date:** February 13, 2020  
**Subject:** Board Meeting Calendar 2020 – Amendment

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**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District review and approve the amendments made on the 2020 Board Meeting Calendar to reflect Bylaw 490: new requirements, for a two day board meeting in February and a two day meeting in September.*

**Issue/Background Summary:**

On the December 12, 2019 Board Meeting the Board amended Bylaw 490 – Board Meeting Procedures Bylaw.

**Policy, Bylaw or Legislation:**

Bylaw 490 – Board Meeting Procedures Bylaw  
Bylaw 477 – CCRD Board Remuneration and Expenses Bylaw

**Financial/Budgetary Implications:**

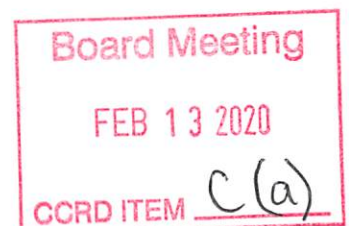
- See attached; Bylaw 477 (references below)
- 1. H. and I. Monthly Allowance for Chair is \$600 + \$75 for cell phone and Board \$400 + \$50 as per Bylaw 477 (this will stay the same)
- 1. C. Local Work Assignments \$36/hr or;
- 1. E. Out of town Representation (Area A and B) \$125/half day or \$250/full day
- 2. C. Meals \$22/breakfast x 2 days and \$40/dinner x 1 day

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

- Administration: Some additional efforts to arranging travel logistics
- Board: Additional time for Bella Coola Valley Directors without compensation as remuneration bylaw per meeting.

**Options to Consider:**

1. Recommendation



Submitted by: Destiny Mack  
Destiny Mack, Executive & Operations Assistant

Reviewed by: Courtney Kirk  
Courtney Kirk, Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

**COPY**

BYLAW NO. 477, 2017

CCRD BOARD REMUNERATION AND EXPENSES BYLAW

Being a bylaw to establish remuneration and provide for reimbursement of expenses for the CCRD board of directors.

WHEREAS the Board of Directors of the Central Coast Regional District is authorised by to provide for the payment of remuneration and expenses to the Board associated with carrying out regional district business, provided such remuneration is consistent with the annual financial plan;

AND WHEREAS the board of directors has deemed it necessary to update the rate structure and expenses allowed from time to time;

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

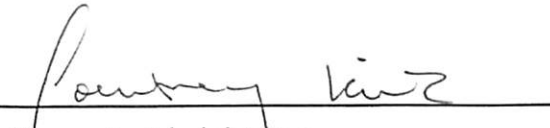
1. Bylaw 442 cited as the "CCRD Remuneration and Expenses Bylaw No. 442, 2014" is hereby repealed.
2. Remuneration shall be paid and expenses reimbursed to members of the Regional Board consistent with Schedule 'A' attached hereto and forming part of this bylaw;
3. This bylaw may be cited as "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017".

READ A FIRST and SECOND time this 12th day of October, 2017.

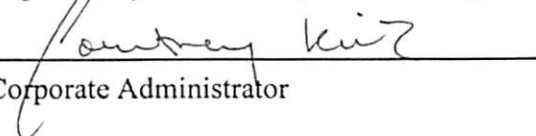
READ A THIRD time this 9<sup>th</sup> day of November, 2017

ADOPTED this 14th day of December, 2017

  
 Chair

  
 Corporate Administrator

"Certified a true copy of Bylaw No. 477, 2017 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017" as adopted on December 14, 2017"

  
 Corporate Administrator

CENTRAL COAST REGIONAL DISTRICT  
 BYLAW NO. 477  
 CCRD BOARD REMUNERATION AND EXPENSES BYLAW  
 SCHEDULE 'A'

**1. BOARD MEMBER REMUNERATION:**

- a) Monthly Allowance: Chair..... \$600  
 CCRHD Chair ..... \$75
- b) Board Meeting Stipend: Vice Chair (when acting as Chair)..... \$450  
 Director (or alternate director)..... \$400

c) Local Work Assignments for which a prior consensus of the Board has been reached:

Per hour..... \$36

It is the responsibility of individual directors to report local work assignments to the Chief Administrative Officer for reporting to the board of directors.

- d) Attendance at Conventions (AVICC, UBCM, etc): Per Day..... \$250  
 (for which a prior consensus of the Board has been reached)
- e) Out of Town Representation: Per Day..... \$250
- f) Travel for Out of Town Representation: Per Half Day..... \$125  
 Per Full Day..... \$250

**2. REIMBURSEMENT FOR EXPENSES:**

- a) All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted. Prior arrangements may be made to have registration fees, air travel and/or accommodation expenses paid directly by the regional district, in which case no reimbursement shall be made to the director.
- b) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to regional district business. The private accommodation rate is \$50/night.
- c) The daily allowance for meals includes \$22 for breakfast, \$27 for lunch and \$40 for the evening meal provided such meals have not been provided as part of a convention or other event. Where meals are provided, there is no reimbursement if the director chooses to eat elsewhere. For full days, directors may claim a per diem of \$100 which includes all meals plus \$11 for incidentals.

In order to claim a meal allowance, the Director must be away from home on regional district business for the entire period noted beside the applicable meal. For clarity, meals for Electoral Area Directors for areas A and B will be paid at actual costs by the regional district when they are in Bella Coola on regional district business.

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

- d) Automobile travel shall be reimbursed as per Canada Revenue Agency's Automobile Allowance Rates in effect at the time of travel. It is the responsibility of individual directors to report actual travel distance to the Chief Administrative Officer for reimbursement.

The Director for Electoral Area A shall be provided with the opportunity for one trip annually to attend other communities in the electoral area at the expense of the regional district.

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

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

- e) For attendance at conventions, if requested, an advance may be made.
- f) Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.
- g) The sum of \$300.00 will be paid to each director annually, in May, in recognition of costs associated with paper and printer supplies.
- h) The sum of \$50 per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.
- i) The sum of \$75 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.
- j) A child care subsidy, to a maximum of \$50 per board meeting will be provided to directors in recognition of child care costs incurred for attendance at regular board meeting, if applicable.
- k) Reimbursement for remuneration and expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

For clarity, directors are paid the following items on board meeting day and signed expense vouchers are not required for reimbursement:

- i. 1(a) Board meeting stipend and monthly allowances;
- ii. 2(f) costs associated with paper and printing supplies;
- iii. 2(g) the directors' cellular phone and internet allowance;
- iv. 2(h) the Chair's cellular phone and internet allowance.

# 2020 - Board Meeting Calendar

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Board Meetings
UBCM September 21-25, 2020
AVICC April 17-19, 2020
Chair/CAO Forum March 24 & 25, 2020

CAO Forum February 25-27, 2020
LGLMA May 6-8, 2020
Electoral Area Directors Forum February 4 & 5, 2020

Jan 1 - New Year's Day
Feb 17 - Family Day
Apr 10 - Good Friday
Apr 13 - Easter Monday
May 18 - Victoria Day

Jun 21 - Nat. Ind. People's Day (June 19 In Lieu)
Jul 1 - Canada Day
Aug 3 - BC Day
Sep 7 - Labour Day

Oct 12 - Thanksgiving Day
Nov 11 - Remembrance Day
Dec 25 - Christmas Day
Dec 26 - Boxing Day(Dec 28 in Lieu)

# 2020 - Board Meeting Calendar

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July - Bella Bella						
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Jan 1 - New Year's Day      Feb 17 - Family Day      Apr 10 - Good Friday      Apr 13 - Easter Monday      May 18 - Victoria Day

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Oct 12 - Thanksgiving Day      Nov 11 - Remembrance Day      Dec 25 - Christmas Day      Dec 26 - Boxing Day (Dec 28 in Lieu)

Board Meeting Dates



**CCRD SPECIAL REPORT**

**To:** Board of Directors, CCRD  
**From:** Courtney Kirk, CAO  
**Meeting Date:** February 13 -14, 2020  
**Subject:** ADMINISTRATION SPECIAL REPORT

**Recommendation:**

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

**Background:**

Administration undertook an internal review in the fall of 2019 as to the current approach of delivering service reports to the Board.

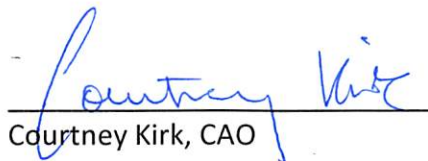
Staff discussed options to normalize a schedule and develop a more vigorous template to standardize service update information, apprise the Board of progress on grant funded projects, and to incorporate financial information impacting service outcomes in greater depth.

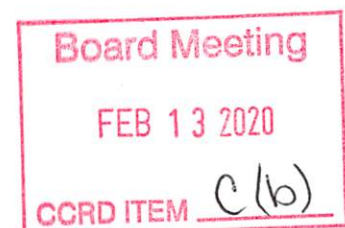
Administration then constructed a year-in-advance calendar specifying meeting dates for particular CCRD Service Updates (attached). The schedule should work to provide predictability for the Board and public as to when information of interest will be updated through the year and to allow staff the opportunity to report on services in greater depth, though less frequently.

Administration further developed a CCRD Service Update template to use for each scheduled service report through 2020 (attached).

The purpose of this report is to review the new schedule and report template with, and to solicit feedback from, the Board.

Respectfully Submitted by:

  
Courtney Kirk, CAO





		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<b>Reports to the Board</b>													
Admin - Strategic Plan/Priorities Progress	CAO			X			X			X			X
Admin- Audit Recommendations Progress Report	CAO									X			
Admin - Property/facility Maintenance - June, Dec	CAO/OM						X						X
Admin - Bylaw review	PC/CAO		X	X	X	X	X			X	X	X	X
Admin - Policy review	PC/CAO		X	X	X	X	X			X	X	X	X
Admin - Appointments	AA/CAO											X	X
Finance - General Variance	FM		X		X			X			X		
Finance - Budget	CAO		X	X									X
Finance - Audit	FM				X	X							
Emergency Preparedness MOU - BCV	CAO/EPC			X			X			X			X
Emergency Preparedness Regional/OuterCoast	CAO		X		X			X			X		
Feasibility - Denny Island Fire Service	CAO/OM			X		X						X	
Regional Development - Economic	CEDO		X			X				X		X	
Regional Development - Financial Assistance - Grants	CEDO/Urban/FM		X	X	X	X	X	X		X	X	X	X
Regional Development - Community - Denny Island Recreation (Commission)	CEDO				M							M	
Regional Development - Ocean Falls Revitalization Committee	CEDO				M			M			M		
Regional Development - Bella Coola Airport Ec Dev/Tourism Enhancement Project	CEDO/OM			X			X					X	
Planning and Land Use - Zoning and Planning -BCV	PC				X			X			X		
Planning and Land Use - Zoning and Planning - Calvert Island	PC				X			X			X		
Planning and Land Use - Regional Community and Land Use	PC				X			X			X		
Planning and Land Use - Housing Needs Assessment	PC			X			X			X			X
Planning and Land Use - House Numbering	PC						X						X
Planning and Land Use - BC Assessment	PC			X				X				X	
Transportation Services - Bella Coola Airport	OM			X			X			X			X
Transportation Services - Denny Island Airport Operations	OM			X			X			X			X
Transportation Services - Denny Island Airport Commission (minutes)	Commission		M	M	M	M	M	M		M	M	M	M
Fire Protection - Bella Coola Townsite	OM/Chief				X						X		
Centennial Pool - Retrofit Project - SPF/NDIT/CW	Consultant		X	X	C			C			C		C
Centennial Pool - Operations	OM												
Centennial Pool - Commission (minutes)	Commission		M	M	M	M	M	M		M	M	M	M
Parks and Recreation	OM				X								
Solid Waste Management - TCWRC	OM		X			X				X		X	
Solid Waste Management - TCWRC - Composting Facility	OM					X							
Solid Waste Management Regional	OM											X	
Bella Coola Townsite Water	OM					X					X		
Denny Island Waterworks Project - SPF/CW	OM/Urban		X	X	X	X	X	X		X	X	X	X



## CCRD SERVICE REPORT

**To:** Courtney Kirk, CAO

**From:**

**Meeting Date:**

**Subject:** [insert name of service] SERVICE UPDATE

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### Recommendation:

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

### Service Background:

*[This is intended as a BRIEF generic section that should be drafted for reuse with each scheduled service report. The intent is to have this section serve as a reminder to the Board/Public of key aspects of the service. This section should include the following:*

- *What the service is (i.e. the purpose it serves or the value to constituents it provides*
- *Electoral or Service Areas where the service is provided;*
- *governance of the service (i.e. is there a Commission involved)*
- *Administration of the service (i.e. lead RD staff involved in service delivery)]*

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

*[This section is intended to serve as a placeholder for any key operational updates (successes or challenges) worthy of advising the Board. This section should change with each report. Pictures may be included in this section of the report.]*

### Grant Funded Projects Administered Under the Service:

*[This section should provide the Board with an itemized list of grant funded projects being administered under the service and a brief meaningful update on their status].*

**Project:** [Project name]

Funder(s): [Funding agencies]

Percent complete: [This section may change each reporting cycle]

Tentative completion date: [This section may change each reporting cycle]

Total Funding awarded: [Insert the total grant funds awarded]

Total grant funds expended to date: [insert the percent total of grant funds expended]

Administrative Comments: [*This section may change each reporting cycle and should speak to any successes and challenges*]

**Feasibility Studies Authorized Under the Service:**

[*This section should provide the Board with an itemized list of feasibility studies being administered under the service and a brief meaningful update on their status. If not applicable insert N/A*]

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

[This section should provide the Board with an itemized list of Board Priorities relevant to 2020 being administered under the service and a brief meaningful update on their status]

Strategic Plan Goal: [*Goal 1, 2, 3 or 4 – cut and paste*]

Priority: [*cut and paste*]

Status: [*This section may change each reporting cycle*]

**Financial/Budgetary:**

***Service Budget Variance Report Attached***

Total Budget (Including Grants):

Total 2020 Revenues: \_\_\_\_\_ (including special project grant revenues)

Percent total expenditures to date: \_\_\_\_\_

Budget (User Fees and Requisition Only):

Subtotal 2020 Revenues: \_\_\_\_\_ (excluding special project grant revenues)

Percent total expenditures to date: \_\_\_\_\_

Grant Funded Special Projects

Special Project \_\_\_\_\_ Total Grant Revenue: \_\_\_\_\_

Percent total expended: \_\_\_\_\_

***Notes on Financial Variance Report:***

[Insert here an indication of whether contemplated expenditures under the 2020 budget are on track, ahead of schedule or delayed and highlight a brief explanation of any outliers].

**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 \_\_\_\_\_ service was calculated to be \$\_\_\_\_\_ for 2020 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024.

**CCRD Mandate for Service Delivery:**

*[This section should also be drafted once and simply be reused each reporting cycle, unless there is a change in bylaw impacting the service and the new bylaw should be indicated. The particular references should include any legislative direction for a service (i.e. ‘thou shalt’ under the Emergency Program Act, and/or CCRD bylaws establishing and governing the service. It is only necessary to provide the legislative reference and not particular sections from the legislation/bylaw(s). Board and public who wish to learn more are informed sufficiently to look up the governance mandate information if they wish.]*

Respectfully Submitted by: \_\_\_\_\_  
[name of author]



**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** February 13, 2020  
**Subject:** Special Board Meeting to Review Pool Proposals

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District schedules a special board meeting for Thursday, February 27, 2020 to review with staff the results of the Centennial Pool Request for Proposal process and approve a lead proponent for the project; and further, that the scheduling of this meeting is contingent on the receipt of one or more valid proposals.***

***THAT the Board of Directors of the Central Coast Regional District be remunerated for the special meeting (should it take place) as a special work assignment at \$125 per attending director.***

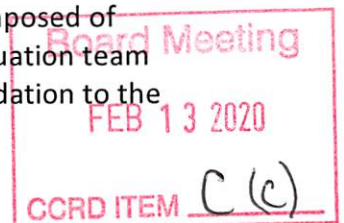
***THAT the Board of Directors of the Central Coast Regional District appoints Director \_\_\_\_\_ to participate in the evaluation team.***

**Issue/Background Summary:**

The CCRD is currently advertising for qualified proponents to submit proposals for the renewal of the Centennial Pool facility in Hagensborg. The deadline for submission of proposals is 2 p.m. on February 11, 2020.

The reason for a special meeting is the need to meet the February 28<sup>th</sup> deadline set by Northern Development Initiative Trust for funding contract finalization which requires quotes/pricing on the Centennial Pool Renewal Project.

The evaluation process intends to involve a technical review team composed of CCRD staff, a pool design contractor(s) and a Pool Commission member. The technical review team will score proposals and provide a recommendation to a final evaluation team composed of CCRD staff, a CCRD Board Member and Pool Commission Member(s). The evaluation team will review the findings of the technical review team and provide a recommendation to the CCRD Board of Directors at the February 27, 2020 Special Meeting.



**Policy, Bylaw or Legislation:**

CCRD Bylaw No. 490 – Board Meeting Procedures Bylaw  
CCRD Bylaw No. 477 – CCRD Board Remuneration and Expenses Bylaw  
CCRD Policy A-26 – Purchasing and Procurement

**Financial/Budgetary Implications:**


The meeting is expected to take up to a maximum of 3.5 hours (1/2 day) depending on the level of discussion required. It is proposed that the meeting would be held by teleconference with meeting materials being supplied by email in advance of the meeting. As per Board Meeting Procedure, a minimum of one director would be present at the CCRD Boardroom. It is not anticipated that any travel costs would be incurred. Should the board choose to remunerate themselves, the rate for a ½ day is \$125 in accordance with Bylaw 477.

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

The meeting is expected to take up to 3.5 hours of elected official and staff time.

**Options to Consider:**

1. Proceed with scheduling a Special Board Meeting February 27, 2020.
2. Schedule a Special Board Meeting at another time during the week of February 24<sup>th</sup>.
3. Deal with this matter at the regular Board Meeting on March 12, 2020 and request a deadline extension from Northern Development Initiative Trust.

Submitted by:   
Ken McIlwain, Operations Manager

Reviewed by:   
Courtney Kirk, Chief Administrative Officer



**CCRD SERVICE REPORT**

**To:** Courtney Kirk, CAO/CFO  
**From:** Ye-Ne Byun, Finance Manager  
**Meeting Date:** February 13, 2020  
**Subject:** FINANCIAL SERVICE UPDATE

**Recommendation:**

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

**Service Background:**

The Financial Services department overcame significant challenges in 2019 with the departure of the Chief Financial Officer in May. Training began in July with the hiring of the current Finance Manager and we are now stabilized, having utilized outside resources to assist in the management of the transition.

**Annual Highlights:**

In 2019, the regional district recorded revenue in the amount of \$3.0 million against budget projections of \$5.8 million. The shortfall is directly related to grants from other organizations for which the work was unable to be completed and was therefore deferred to 2020. Of particular significance are the two grants from the Gas Tax Agreement Strategic Priorities Fund for the Swimming Pool Retrofit (\$1.0 million) and the construction of the Denny Island Water System (\$1.495 million).

Overall, total revenues are expected to be 51% of budget; total expenditures 41%. With exception of grant funded projects, normal revenues and expenditures are in line with budget and significant variances are noted separately by object.

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

Approximately 21 separate grants were under financial administration in 2019, representing 42% of total revenues. This is in addition to the 22 mandated functions and services already under financial administration.

**Feasibility Studies Authorized Under the Service:**

In the 2019 budget, \$9,000 was set aside for Denny Island Fire Department (\$5,000), Michelle Drive Street Lights (\$2,000) and a New Skating Rink (\$2,000).

Board Meeting  
FEB 13 2020  
CCRD ITEM C (d)

The Strategic Plan calls for feasibility studies to be conducted in the areas of fees and charges bylaws, the ice arena at Snootli Creek, and fire service needs in the outer villages. No feasibility studies were undertaken in 2019, as a consequence of reprioritization of staff resources under the new CCRD strategic plan 2019-2022 and financial services transition.

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

The annual budget was adopted in March 2019. The board goal setting and priorities occurred later in 2019 and therefore there are components of the budget that don't align with the strategic plan document. Financial Services and Administration as a whole continues effort to align the 2020 budget and 2020-2025 five year financial plan to CCRD strategic plan 2019-2020 priorities. Further reporting for the Board's review will be available in March.

Financial services aligns with the regional district vision to be a sustainable group of communities and also supports the mission to foster sustainable wellbeing through the professional and efficient delivery of mandated regional and community services. The regional district core values of transparency, accountability, integrity, productivity, professionalism and good governance are well supported by financial services.

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.

Certain board strategic priorities are contained in the attached variance report.

**Financial/Budgetary:**

Budget Variance Report for 2019 is attached.

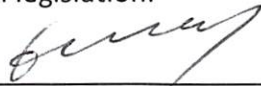
**Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:**

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

**CCRD Mandate for Service Delivery:**

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

Respectfully Submitted by:

  
Ye-Ne (Sandra) Byun, Finance Manager

Reviewed by:

  
Courtney Kirk, Chief Administrative Officer



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

	<u>Jan - Dec 19</u>	<u>Budget</u>	
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Apportioned Administration Serv	402,626	402,626	
Local Taxation	760,261	760,261	
Nuxalk Nation Contributions	108,000	105,000	Note 1
Other Revenue	237,586	588,014	Note 2
Provincial/Federal Grants	1,143,021	3,656,743	Note 3
Regional Hospital District	13,500	13,500	
User Fees and Charges	368,176	348,776	Note 4
<b>Total Income</b>	<u>3,033,170</u>	<u>5,874,920</u>	
<b>Gross Profit</b>	3,033,170	5,874,920	
<b>Expense</b>			
50000 · Apportioned Administration fees	402,626	402,626	
50030 · Bank charges	1,455	2,000	
50035 · Capital Works	342,774	1,110,901	Note 5
50040 · Communications	20,773	29,695	Note 6
50045 · Community Development	93,944	244,285	Note 7
50050 · Community Groups - Grants	11,920	17,500	Note 8
50060 · Contingency	732	47,028	Note 9
50076 · Directors'/Governance Expense	126,300	136,687	Note 10
50082 · Econom Development Initiatives	15,241	208,271	Note 11
50085 · Elections	(17)	1,500	
50089 · Emergency Mmgt Initiatives	(874)	600,000	Note 12
50131 · Planning	7,834	28,800	Note 13
50135 · Insurance Expense	40,728	38,858	
50138 · Interest Expense	9,188	9,213	
50165 · Maintenance	59,161	107,895	Note 14
50175 · Memberships, dues & subscriptio	3,022	4,580	
50185 · Nuxalk Agreement - Water Supply	21,275	25,000	
50190 · Operating expenses	285,917	265,737	Note 15
50195 · Payroll Expenses	632,416	682,936	Note 16
50205 · Professional Development Expens	29,123	54,675	Note 17
50206 · Professional Fees	117,490	124,450	Note 18
50245 · Special Projects	130,708	1,812,009	Note 19
50250 · Supplies & small tools	39,254	47,990	Note 20
50294 · Utilities	38,935	41,150	
50295 · VIRL Regional Library Services	60,540	60,540	
50299 · Records Management	1,108	1,685	
50316 · Asset Replacement	37,154	37,154	
50499 · Contribution to Nuxalk Emergenc	11,000	35,000	Note 21
50999 · Landfill Post Closure Reserve	30,000	30,000	Note 22
<b>Total Expense</b>	<u>2,569,727</u>	<u>6,208,165</u>	
<b>Net Ordinary Income</b>	463,443	(333,245)	
<b>Other Income/Expense</b>			

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

	<u>Jan - Dec 19</u>	<u>Budget</u>
<b>Other Income</b>		
40004 · Budget surplus, begin of year		683,244
<b>Total Other Income</b>		<u>683,244</u>
<b>Other Expense</b>		
50204 · Budget deficit, begin of year		95
50224 · Budget surplus, end of year		349,904
<b>Total Other Expense</b>		<u>349,999</u>
<b>Net Other Income</b>		<u>333,245</u>
<b>Net Income</b>		<u><u>463,443</u></u>

## CENTRAL COAST REGIONAL DISTRICT

**Financial Variance Report (pre-audit)  
January to Dec 2019**

Attached is the Revenue & Expenditures – Actual vs Budget report for the period January 1 to December 31, 2019. This information is preliminary and will change in conjunction with the field audit by KPMG, scheduled to take place from February 18th to 21<sup>st</sup>. Where actuals are in line with the budget, no comment is made. Figures used are rounded to the nearest thousand.

**REVENUE**

**Overall, actual total revenues are about 51% of the total budget for the year.**

Note 1 - Nuxalk Nation Contributions

Budget: \$105,000      Actual: \$108,000      Variance: \$3,000 over budget

- Nuxalk Nation contributions to solid waste management at the Thorsen Creek Waste and Recycling Centre exceeded projections by \$3,000 due to their extra contributions to provide for five additional operating days in late October and November. This relates to the Strategic Plan Goal 2 – Building our Capacity – Strengthening relationships and innovative partnerships regarding funding for bear encounters and First Nations cultural sensitivities on bear encounters.

Note 2 - Other Revenue

Budget: \$588,000      Actual: \$238,000      Variance: \$350,000 under budget

- As reported in September, the regional district absorbed \$10,000 of revenue in 2019 which was over-recorded in 2018 from NDIT Capacity Development funds used for supporting the CEDO position, due to a vacancy in the Economic Development Officer position. (Strategic Plan Goal 4 Effective Community Planning – Enhancing our social, health, environmental and economic systems - Economic Development Officer business support/capacity building etc.)
- The budget includes \$47,000 in anticipated revenue for new playground equipment (Parks & Rec – BC) but the grant source was not determined at the time of budget adoption. This project did not proceed due to the submission of a more fulsome application for parks and playgrounds (Strategic Plan Goal 3 – Improving our Infrastructure – Investing in safe and sustainable public works and services)
- Revenue from the timber sales at the Bella Coola Airport exceeded budget by \$14,500
- As per board resolution \$8,000 was received from the asset replacement fund for general operations for the replacement of the furnace.
- Interest income exceeded budget by \$14,000 due to missed projections which didn't include the income generated through CCRD investments at Municipal Finance Authority.
- The actual revenue in this category was well under budget by \$360,000 due to coding which placed the Rural Dividend revenue under Provincial/Federal Grants (see below).

- Revenue from Multi Material BC exceeded projections by \$4,000 in 2019.

#### Note 3 - Provincial/Federal Grants

Budget: \$3,657,000    Actual: \$1,143,000    Variance: \$2,514,000 under budget

- Revenue for the EMBC Bella Coola River and Tributaries Risk Assessment (\$500,000) was received in 2018 and deferred to 2019 at year end, and is again being deferred to 2020.
- Revenue was recognized (\$33,000) in the grant from UBCM for the LiDAR Survey and Orthoimagery project. The total budget for this project was \$150,000 and \$117,000 remains unexpended and will be recorded in 2020.
- Revenue from the UBCM Strategic Priorities Fund for both the swimming pool and the Denny Island Water System has not yet been received. The regional district recorded \$9,000 in revenue for the pool project (against a budget of \$1,013,900) and \$25,000 for Denny Island Water (against a budget of \$1,495,000) (Strategic Plan Goal 3 – Improving our infrastructure – Investing in safe and sustainable public works and services)
- Denny Island Airport had \$17,000 budgeted for a roof replacement, with no source of funds determined at budget adoption. This was not completed in 2019.
- The Federal/Provincial Gas Tax Agreement (aka Community Works Fund) administered by UBCM saw the revenue double from that in the budget. The additional one-time payment was approved for disbursement by the Federal Government in the 2019 Budget to supplement the fiscal 2018/19 allocation. Instead of the \$197,000 budgeted, the CCRD received \$392,000.
- \$182,000 was received from Community Workforce Response Grants for GIS & Mapping Training, First Host Front Line Host Training and Grant Writing training in 2019 which had not been originally contemplated in the 2019 budget. (Strategic Plan Goal 4 – Effective community planning – enhancing our economic systems – business support/capacity building)
- \$13,000 had been budgeted from the 2017 approved application to Vancouver Coastal Health for the Denny Island Recreation Commission water safety program which did not proceed. This has been deferred to 2020.

#### Note 4 – User Fees and Charges

Budget: \$349,000    Actual: \$368,000    Variance: \$19,000 over budget

- User fees fell short of budget projections at the Thorsen Creek Waste & Recycling Centre by \$8,000. This is due to a lack of community demolition projects which were experienced in previous years.
- User fees exceeded budget by \$1,000 at the swimming pool.
- User fees and charges at the Bella Coola Airport exceeded budget by \$24,000 in landing fees and passenger fees due to higher traffic volumes.
- Slow Pitch and other recreation fees (concession building rentals) in Bella Coola Parks and Recreation exceeded budget by \$1,000.

**EXPENDITURES**

**Overall, approximately 41% of the total budgeted expenditures have been expended.**

Note 5 - 50035 Capital Works

Budget: \$1,111,000      Actual: \$343,000      Variance: \$768,000 underspent

- At the Denny Island Airport, \$17,000 was budgeted for a roof replacement and this has not occurred, and the funding sources have not been found, as noted above.
- The Fire Protection budget included an electric door opener (\$12,000), a computer (\$1,200) and turn out gear (\$3,300). The turnout gear actual cost was \$6,000. \$10,000 was spent on renovations to the storage shed and installation of a ventilation fan (\$3,000), nozzles (\$2,000) and a fill station for the compressor used for the SCBA equipment (\$5,000).
- \$3,700 has been budgeted for Bella Coola Parks and Recreation improvements (concession building railings) and not yet spent.
- As noted above, the \$1,013,900 budgeted for the major pool renovation has not yet been spent.
- \$27,000 was budgeted for fencing the landfill and for installing a septic system at Thorsen Creek Waste and Recycling Centre. To date \$7,400 has been spent on site development expenses, which were necessary for continued operations.
- \$3,400 was budgeted for a GPS purchase for the Bella Coola Waterworks and has not been purchased.
- The Denny Island Recreation Commission completed their storage addition slightly under budget.
- The records show an over expenditure in the general operations schedule by \$8,000 but this is offset in the revenue section by receiving funds from the Asset Replacement Fund (See Note 2). This was used to replace the furnace in the administration offices.
- As shown in Note 18, certain Special Projects (\$224,000) were moved to this category in recognition of them being properly recognized as capital assets.

Note 6 – 50040 Communications

Budget: \$30,000      Actual: \$21,000      Variance: \$9,000 underspent

- Telephone expenses (16,000) are under budget by \$6,000. Conference calls for the Economic Development Advisory Committee (\$1,000) were not separated in the accounts and general administration calls were reduced by \$2,000 over the year. Other underspending is attributed to all accounts by smaller degrees.
- Internet and other communications expenses are under budget by \$3,000. Extra charges had been budgeted for internet at the airport terminal, but actual costs were \$2,000 less.

Note 7 - 50045 Community Development

Budget: \$244,000      Actual: \$94,000      Variance: \$150,000 underspent

- \$10,000 was budgeted in the Community Works Fund schedule for an electrical shed at the Snootli Creek arena for Parks and Recreation service and was not expended.
- \$147,000 remains unspent in the Centennial pool budget for a portion of the pool tank renovation design which is part of the pool retrofit project.
- The Denny Island Water system budget through the Community Works Fund (\$30,000) was underspent by \$26,000. The expenditures (\$4,000) are recorded as work in progress along with an additional \$25,000 which was spent on this project using Strategic Priority grant funding.
- Grant Writer expenses (\$11,000) were fully completed.

Note 8 – 50050 Community Groups – Grants

Budget: \$17,000      Actual: \$12,000      Variance: \$5,000 underspent

- \$2,500 was budgeted for a contribution to the fitness facility at Lobelco Hall for Bella Coola Parks & Recreation but this has not yet expended.
- \$3,000 remains unspent in 2019 Grant-in-Aid funds and it is carried over to the 2020 Grant-in-Aid program.

Note 9 - 50060 Contingency

Budget: \$47,000      Actual: \$1,000      Variance: \$46,000 underspent

- At the Bella Coola Airport, \$12,000 budgeted for unforeseen costs which included provision for additional snow clearing and recertification expenses. No funds were expended from the contingency account.
- \$8,500 remains in the Land Use Planning budget for matching potential grant funding to update the Official Community Plan.
- \$2,000 has been budgeted for central dispatch system which would potentially be used to receive and coordinate fire calls and \$8,000 was budgeted to allow for unforeseen or unexpected costs. None of the contingency was spent, although this line item provided for the fill station for the compressor for the SCBA expenditure found under capital works.

Note 10 – Directors’/Governance Expense

Budget: \$137,000      Actual: \$126,300      Variance: \$11,000 underspent

- Directors’ remuneration is under budget by \$4,000, half of which is attributable to the Vancouver Island Regional Library representative who made no claims for attendance at VIRL meetings.
- Directors conventions and travel exceeded budget by \$6,000. This is offset by the airfares and travel allowance being under budget by \$7,000.
- Boards Public relations is under budget by \$5,000. Actual costs for the monthly “Chair’s Message” were lower than originally projected.

- Extended health benefits are under budget by \$2,000 due to eligibility requirements of the benefit provider. Some benefits requested were not provided.

Note 11 - 50082 Economic Development Initiatives

Budget: \$208,000      Actual: \$15,000      Variance: \$93,000 underspent

- The budget includes funding from Rural Dividend for 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.) \$70,000 of these funds were moved to capital works to record the construction of assets. Certain components of these expenditures went over budget, while others are under budget. This will be re-worked in the 2020 budget process.

Note 12 - 50089 Emergency Management Initiatives

Budget: \$600,000      Actual: (\$1000)      Variance: \$601,000 underspent

- \$25,000 of the total Emergency Management Initiatives budget of \$600,000 has been expended. The funds received from UBCM were spent on Emergency Operations Centre training and supplies. These costs are unrecorded since the revenue was used to directly offset the expenditures resulting in net zero revenue and expense.
- This section applies to the EMBC grant funding (\$150,000) for the Bella Coola Valley LiDar Survey and Orthoimagery project. One half of the project funding received in 2018 was deferred to 2019, and of this \$33,000 was expended, primarily by Urban Systems who have been engaged to complete the initiative.
- The regional district has also been approved for grant funding (in 2018) for a Bella Coola Valley Risk Assessment and Flood Modeling project in the amount of \$500,000 and this remained unexpended in 2019 as the deliverables for this project are held to the completion of the BCV LiDar Survey and Orthoimagery project.

Note 13 – 50131 Planning

Budget: \$29,000      Actual: \$8,000      Variance: \$21,000 underspent

- \$10,000 remains in the Community Works Funds for asset management planning but this has not yet expended.
- \$9,000 has been earmarked for feasibility studies related to establishment of a fire protection service on Denny Island, Street Lighting on Michelle Drive, and a New Skating Rink/Arena in Bella Coola. As noted earlier, the Strategic Plan developed after the adoption of the budget had the effect of altering these priorities.
- \$3,000 was budgeted for assistance in restructuring a new bylaw for water rates and charges, but the work was completed internally and the funding was not required.

Note 14 - 50165 Maintenance

Budget: \$108,000      Actual: \$59,000      Variance: \$49,000 underspent

- \$5,000 for brushing at the Denny Island Airport was not paid for in 2019. The Denny Island Airport Commission also budgeted \$8,000 for crack sealing the runway, and the work has been declared complete and we are just waiting for an inspection.
- \$9,000 remains unspent in the Bella Coola Airport runway maintenance budget for labour and supplies for pressure washing and crack sealing. The sealant was purchased in 2019.
- \$ 5,000 was budgeted for exterior painting of the fire hall for the Bella Coola Fire Department building but this has not yet been spent.
- \$3,000 remains unspent in the Walker Island concession building maintenance budget for staining.

Note 15 – 50190 Operating Expense

Budget: \$266,000      Actual: \$286,000      Variance: \$20,000 overspent

- \$3,000 been budgeted for “force account” work at Thorsen Creek Waste and Recycling Centre and \$8,000 was overspent due to extra work associated with site maintenance (filling potholes), spring cleanup extra days and the extra openings in the fall.
- \$6,000 was budgeted for stumpage fees from Ministry of Forest at the Bella Coola airport and \$20,000 was spent in 2019 due to higher than expected stumpage rates determined by the province. This is part of the obstacle removal project.

Note 16 – 50195 Payroll Expense

Budget: \$683,000      Actual: \$632,000      Variance: \$51,000 underspent

- The variance in payroll expense is directly related to the exit of the former Chief Financial Officer in May 2019 (\$71,000 underspent – see also Note 18).
- The balance of the variance is attributable to the hiring of a Planning Coordinator (\$21,000) who is also working on the Housing Needs Assessment, which is partially funded by grants from UBCM and NDIT and was not included in the original budget.

Note 17 - 50205 Professional Development Expense

Budget: \$55,000      Actual: \$29,000      Variance: \$26,000 underspent

- Bella Coola Fire Department had budgeted for updating edukits from the Justice Institute, Live Fire Building Structure in conjunction with the Nuxalk Nation, and Chain saw training (total \$16,300), all of which did not proceed. They did attend the Fire Chief’s Conference and Live Fire Training in 150 Mile House (\$5,000).
- Expenses for the Capilano University public administration course exceeded budget by \$3,000.
- ESS (Emergency Social Services) course was not budgeted (\$2,000) but the expenses were mostly reimbursed by EMBC.
- Specific training courses for the Executive Assistant ran \$3,000 less than budgeted due to a course cancellation at TRU. Excel training (\$2,000) did not occur.



- Asset Management training (\$3,000), the Emergency Preparedness Conference (\$2,500) and the Aviation Council Conference (\$2000) were not attended. Land Use Planning training (\$3,500) was replaced with Bylaw Drafting and actual expenditures were \$2,000 less.

Note 18 - 50206 Professional Fees

Budget: \$124,000      Actual: 117,000      Variance: \$7,000 underspent

- Audit and Accounting fees exceeded the \$29,000 budget by \$6,000 due to a budgeting discrepancy which did not provide for extra work or out of pocket expenses.
- Professional fees were budgeted for the Bella Coola Airport operations safety management systems and audit for airport recertification (\$35,000) due to the requirement to focus on the obstacle removal project first. There was an additional allotment of \$5,000 for lot and right of way surveying for recertification, which was covered under Rural Dividend grant funding.
- Consulting fees for land use planning assistance in the amount of \$8,500 remains unspent.
- In Parks and Recreation, the budget provided for an inspection by Municipal Insurance Association and audit fee associated with the playground at Walker Island (\$4,000) which did not occur due to the development of an application for grant funding to replace the playground equipment.
- Financial services fees exceeded budget by \$42,000 by Dec 31<sup>st</sup>. This is offset by a reduction in payroll expenses due to the exit of the previous Chief Financial Officer. (See Note 16)

Note 19 - 50245 Special Projects

Budget: \$1,812,000      Actual: \$131,000      Variance: 1,681,000

- All of the \$52,000 budgeted remains outstanding for the Bella Coola Airport lot survey and development portion of the funding from Rural Development
- \$4,000 of the \$113,000 remains unspent on the obstacle removal project at the Bella Coola Airport which is funded from BC Air Access Program (BCAAP).
- The bulk of the special projects budget (\$1,495,000) is intended for the Denny Island Waterworks service. The total costs in 2019 (\$25,000) have been moved to work in progress, along with Community Works Funding for the same project (\$4,000)
- \$47,000 was budgeted for new playground equipment at Bella Coola Parks and Recreation, but the source of funds has not been identified and spending did not occur. Instead, a new and broader application was submitted.
- \$14,000 was budgeted for the Denny Island Recreation Commission for a Project Coordinator for initiatives associated with the Active Communities Project funded by Vancouver Coastal Health. The resources required to complete the project were not found and this will move forward to 2020.
- \$224,000 was moved from the Special Projects line item to capital works to properly recognize those expenditures as capital assets. (See Note 5.)

Note 20 – Supplies & Small Tools

Budget: \$48,000      Actual: \$39,000      Variance: \$9,000

- \$1,000 remains in each of the following budgets: fire protection, swimming pool, general operations
- \$4,000 is underspent at the Bella Coola Airport which is related to a budget for signage and posts in the parking lot.
- Other functions also underspent to varying degrees.

Note 21 - 50499 Contribution to Nuxalk for Emergency Coordinator

Budget: \$35,000      Actual: \$11,000      Variance: \$24,000 underspent

- The budget includes \$35,000 to be contributed to the Nuxalk Nation for the Shared Emergency Program Coordinator position which was finalized last fall. Because the position was not filled at the beginning of the year, approximately 1/3 was expended in 2019.

Note 22 - 50999 Landfill Post Closure Reserve

Budget: \$30,000      Actual: \$30,000      Variance: \$0

- During the 2018 audit KPMG did not obtain sufficient appropriate audit evidence regarding the landfill closure and post closure estimates and therefore concluded that a scope limitation existed. Per their review of management's working papers and disclosures in the consolidated financial statements, the District was not able to determine a complete, accurate liability and whether the liability was valued appropriately.
- The KPMG Audit Findings Report for the year ended December 31, 2018 noted as follows "The uncorrected entry regarding the landfill closure and post-closure liabilities had an effect on our auditors' report and we provided a qualified opinion due to a limitation in our audit scope."
- See Operations Manager report as a separate agenda item.

# 2020 Budget

Board Meeting  
FEB 13 2020  
CCRD ITEM C(e)

# Five Year Financial Plan 2020-2025

Board Meeting  
FEB 13 2020  
CCRD ITEM C(f)



**To:** Board of Directors, CCRD

**CC:** Courtney Kirk, CAO

**From:** Ye-Ne Byun, Finance Manager

**Meeting Date:** February 13, 2020

**Subject:** Signing Authority with Williams Lake Credit Union

**Recommendation:**

*THAT pursuant to Policy F-3 Signatories, the Board of Directors of the Central Coast Regional District approve Ye-Ne Byun, Finance Manager to serve as a CCRD signing authority with Williams Lake and District Credit Union which includes online banking and safety deposit box privileges.*

**Issue/Background Summary:**

Self-explanatory. This resolution will provide the Finance Manager with signing authority on Regional District accounts and enable her to sign cheques and access online banking services and the safety deposit box.

**Policy, Bylaw or Legislation:**

Policy F-3 Signatories

**Financial/Budgetary Implications:**

None.


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

None.

**Options to Consider:**

None.

Submitted by:   
Ye-Ne Byun, Finance Manager

Reviewed by:   
Courtney Kirk, Chief Administrative Officer

Board Meeting  
 FEB 13 2020  
 CCRD ITEM C(g)



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**CCRD SERVICE REPORT**

**To:** Courtney Kirk, CAO  
**From:** Community Economic Development Officer  
**Meeting Date:** February 13<sup>th</sup>, 2020  
**Subject:** ECONOMIC DEVELOPMENT SERVICE UPDATE

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**Recommendation:**

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

**Service Background:**

The Community Economic Development Service seeks to serve, support and encourage the economy and the economic wellbeing of residents throughout the central coast region. This includes areas such as employment, training and skills, opportunities, the identification, application and delivery of both services and capital-investment grant-funded projects and relevant mitigative and protective services that would minimise economic disruption in the event of an unexpected event.

The service covers all electoral areas of the central coast region; A, B, C, D and E.

The Community Economic Development Officer leads the service and reports to the CAO.

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

In the first quarter of 2020, the CEDO hopes to; complete the Business Training workshop, present the findings of the Communications and Connectivity Feasibility Survey in all of the central coast communities, progress and possibly complete the CCRD website celebratory film, and support the Housing Needs Assessment and Lands coordinator with the Housing Needs Assessment.

The Economic Development Advisory Committee Terms of Reference are being amended.

The CEDO is also assisting in the coordination of the FireSmart and FireSmart Community Board training in Bella Bella in March.



In addition, the CEDO will progress the new 2020-2023 Community Economic Development Operating Plan and begin the process of investigating funding sources and planning to progress a new Official Community Plan for the Bella Coola Valley.

In furtherance of the CCRD board's meeting with Minister Trevena, Minister of Transportation and Infrastructure regarding the establishment of a Vancouver Health/BC Transit health connector sea bus for the outer coast communities as well as a bus service route between Bella Coola and Williams Lake, the CEDO is progressing discussions with Vancouver Coastal Health and BC Transit.

The CEDO will also be organising the correspondence and coordinating the progression of the Ocean Falls Revitalization Committee.

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

**Project:**

1. **Business Workshop Training** (in conjunction with Bella Coola Valley Learning Society)

**Funder:**

Community Workforce Response Grant

**Percent complete:**

66%

**Tentative completion date:**

February 29, 2020

**Total Funding awarded:**

\$215,328 (awarded to the CCRD)

**Total grant funds expended to date:**

\$188,354

**Administrative Comments:**

Due to the weather and limited attendee availability, the trainings have been rescheduled twice. The final before the funding deadline of the end of February) dates are February 10<sup>th</sup> and 11<sup>th</sup> and 24<sup>th</sup> and 25<sup>th</sup>.

**Project:****2. Videography****Funder(s):**

Rural Dividend and NDIT

**Percent complete:**

50%

**Tentative completion date:**

May 31<sup>st</sup>, 2020

**Total Funding awarded:**

\$40,000

**Total grant funds expended to date:**

\$25,000

**Administrative Comments:**

Shooting for the film is complete. The remaining elements of the project include; the editing of the film clips by the film editor, gathering additional 'third-party' salmon clips from our media partners, coordinating with the cultural liaison coordinator and First Nations advisers in the Nuxalk, Heiltsuk and Wuikinuxv Nations, sourcing a females narrator and developing the wording for the narration, audio-recoding the narration and then editing that into the final film, then presenting the draft final film to the three Nations for review.

**Project:****3. Communications and Connectivity Feasibility Study****Funder(s):**

Rural Dividend

**Percent complete:**

80%

**Tentative completion date:**

May 31<sup>st</sup>, 2020

**Total Funding awarded:**

\$10,000



**Total grant funds expended to date:**

\$5,500

**Administrative Comments:**

The research is complete and the report has been written and distributed to each of the five communities in the region. The remaining element of the project is to present the project and its findings to each community, in person.

**Project:****4. Community Economic Development Officer Position****Funder(s):**

NDIT

**Percent complete:**

100%

**Tentative completion date:**

Ongoing (subject to successful annual grant award)

**Total Funding awarded:**

\$50,000

**Total grant funds expended to date:**

\$50,000

**Administrative Comments:**

The CEDO is applying for the funding for this position for 2020.

**Project:****5. Community Grant Writer****Funder(s):**

NDIT

**Percent complete:**

95%

**Tentative completion date:**January 31<sup>st</sup>, 2020**Total Funding awarded:**

\$8,200

**Total grant funds expended to date:**

\$8,200

**Administrative Comments:**

Rachelle Beveridge, delivering as the community grant writing service, has been incredibly successful this year in applying for over \$1,000,000 made up of 17 grants; 12 for the CCRD, 5 community grants (and an additional two that were prepared but not ultimately submitted).

A separate report detailing the breakdown of the applications is attached.

**Project:**

6. Fire Smart

**Funder(s):**

UBCM

**Percent complete:**

5%

**Tentative completion date:**March 31<sup>st</sup>, 2020**Total Funding awarded:**

\$10,000

**Total grant funds expended to date:**

\$0

**Administrative Comments:**

The CCRD is in communications with the Heiltsuk Executive Director to coordinate the training in early March in conjunction with the Bella Coola representative of the Ministry of Forests, Lands and Natural Resources Operations.

**Project:**

**7. Fire Smart Community Boards**

**Funder(s):**

UBCM

**Percent complete:**

5%

**Tentative completion date:**

March 31<sup>st</sup>, 2020

**Total Funding awarded:**

\$10,000

**Total grant funds expended to date:**

\$0

**Administrative Comments:**

The CCRD is in communications with the Heiltsuk Executive Director to coordinate the training in early March in conjunction with the Bella Coola representative of the Ministry of Forests, Lands and Natural Resources Operations.

**Project:**

**8. Bella Coola Valley Airport - Art Installation Project**

**Funder(s):**

Rural Dividend

**Percent complete:**

10%

**Tentative completion date:**

September 31<sup>st</sup>, 2020

**Total Funding awarded:**

\$40,000

**Total grant funds expended to date:**

\$895

**Administrative Comments:**

There have been a number of delays to this project but the CEDO is seeking to progress in the Spring of 2020.

**Project****9. Bella Bella Active Communities Grant****Funder(s):**

Vancouver Coastal Health

**Percent complete:**

10%

**Tentative completion date:**

October 31<sup>st</sup>, 2020

**Total Funding awarded:**

\$15,300

**Total grant funds expended to date:**

\$2,500 (approx.)

**Administrative Comments:**

This grant is to provide swimming instruction and water safety for residents, particularly children, in Bella Bella and Denny Island. This project has suffered a number of delays due to challenges delivering training in the community. A new approach has now been determined focused on sending suitable residents out of community to receive the training, which we are hopeful, will occur in the summer of 2020.

**Feasibility Studies Authorized Under the Service:****Board Priorities - Service Specific Progress of CCRD Strategic Plan 2019 – 2022:****Our Strategic Goals**

1. **Good Governance and Administration** – Fostering Efficiency in Service Delivery
2. **Building Our Capacity** - Strengthening Relationships and Innovative Partnerships
3. **Improving Our Infrastructure** – Investing in Safe and Sustainable Public Works
4. **Effective Community Planning** – Enhancing Our Social, Health, Environmental and Economic Systems

The CEDO position is supporting the advancement of each of the followings strategic priorities:

Action	Purpose	Who	When	Status
Lobby for improved Ferry and Road Transportation connectivity	G3	Board	On Going	High Priority (Get 2 <sup>nd</sup> vessel/boat service)
Assess need for OCP Planning and Zoning in critical outer areas of Region <ul style="list-style-type: none"> <li>• Ocean falls governance structure and authorities</li> <li>• Derelict buildings and Marine/Harbour Structures</li> <li>• Reclamation conversations? (i.e. polluter pays)</li> </ul>	G4	CAO/Urban Systems	1 <sup>st</sup> Q/19	Actioned (No desire in Denny Island)
Review Outer Coast Communications Needs	G1	Travis - Board Task Force	2 <sup>nd</sup> Q/19	Area A doesn't share this problem
Promote Health/Social Services <ul style="list-style-type: none"> <li>• Rejuvenate BCV Recreation Commission</li> <li>• Review Area D Wellness Services</li> <li>• Lobby for Health Services</li> <li>• Initiate Safe Inter-Regional Transit Systems Plan</li> </ul>	G4	CAO/Jayme Lawrence Board CAO	2020 1 <sup>st</sup> Q/19 On going 2 <sup>nd</sup> Q/19	
Ec. Dev. Officer Business Support/ Capacity Building and Tourism Development Action Plan	G4	CAO/EDO	4 <sup>th</sup> Q/19	
Official Community Plan BCV – Initiate <ul style="list-style-type: none"> <li>• Base Mapping</li> <li>• Zoning Mapping</li> <li>• Hazard Mapping</li> <li>• Business Licensing</li> <li>• Derelict Buildings, Wharfs and Vessels - Reclamation Requirements</li> </ul>	G4	CAO/Urban Systems	2019 2021	In Progress
Implement regional rebranding project	G1	CAO/EDO	4 <sup>th</sup> Q/19	In Progress
Inter-Community Table Top Exercises & C2C Mutual Understanding Events (i.e. Emergency Preparedness)	G4	CAO CEDO, SEPC	Q4 2019	
Continue to bridge gap between cultural groups, outer villages and government agencies <ul style="list-style-type: none"> <li>• CCRD Regional Meetings</li> <li>• General Sensitivity Training</li> </ul>	G4	CAO CEDO	2019	
Review Ocean Falls governance status	G1	CAO/Ar	4 <sup>th</sup>	

<ul style="list-style-type: none"> <li>• check letters patent – who has authority?</li> <li>• Are we ready for community planning?</li> <li>• Legal responsibility for abandoned buildings?</li> </ul>		ea A	Q/19	
Lobby Province to Address Bear Encounters	G1	Board/Area C /CAO	2020	UBCM
Share Shed	G3	CAO/CE DO	2020	
Review 1 <sup>st</sup> Nations Cultural sensitivities on bear encounters	G2	Frank/Board	2020	
Implement and Assess Current Public Communications and Engagement Strategy <ul style="list-style-type: none"> <li>• Regional Board Meetings</li> <li>• Web Site</li> <li>• Chairs Message</li> </ul>	G1	CAO	2 <sup>nd</sup> Q/20	In Progress
Review Legal responsibility for abandoned buildings throughout the region (i.e. Wharfs, Canneries)	G1	CAO	4 <sup>th</sup> Q/20	
Review and Update By-laws and Board Policies <ul style="list-style-type: none"> <li>• Emergency Mgt</li> <li>• Procedural By-Law</li> <li>• Fees and Charges</li> </ul>	G1	CAO	4 <sup>th</sup> Q/20	
Implement and Assess Current Public Communications and Engagement Strategy <ul style="list-style-type: none"> <li>• Regional Board Meetings [ck note: per policy]</li> <li>• Web Site [complete Action 13, assess]</li> <li>• Chairs Message [4ly, seek public feedback during budgeting]</li> </ul> [G1 CCRD SP]	G3, G4	CAO CEDO	Q2 2020	

### Financial/Budgetary:

#### Revenue

	2019 Budget	2019 Actual
Grants	308,951	267,457
Tax levy	31,613	31,613
Other	0	0
<b>Total</b>	<b>340,564</b>	<b>299,070</b>

#### Expense

	2019 Budget	2019 Actual
Special Projects	265,271	219,377

Other	117,097	110,864
Total	382,368	330,241

**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).

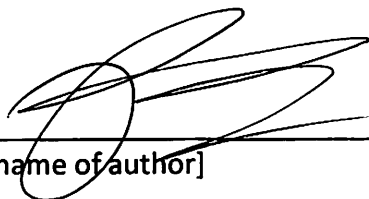
The total apportioned administration costs determined for the CCRD's Economic Development service is currently estimated to be \$94,708 for 2020, which represents 10.8% of the approximately \$875,000 of expenditures both supported by and administered under the service in 2020 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024.

**CCRD Mandate for Service Delivery:**

Bylaw 451

Bylaw 411

Respectfully Submitted by:



[name of author]

Project	Lead	Funder	Status	\$ Requested (CCRD)	\$ Requested (Community)	Contract Hours	>Contract hours
Administration / reporting	CCRD	NA	NA			75	1
Meet Matthew / internal	CCRD	NA	NA			16	
GIS Training	CCRD	BC Community Workforce Response Grant (CWRG)	Approved	\$ 102,610.00			
Grantwriter training	CCRD	BC Community Workforce Response Grant (CWRG)	Approved	\$ 100,443.00		44	
Hospitality training	CCRD	BC Community Workforce Response Grant (CWRG)	Approved	\$ 12,275.00			
Business Funding Training	CCRD	BC Community Workforce Response Grant (CWRG)	Approved	\$ 26,467.00			
Thorsen Creek Community Composting Facility	CCRD	BC Organics Infrastructure Program (OIP)	Approved ?	\$ 98,184.00		63	1.5
Wuikinuxv Mass Notification Sirens	Wuikinuxv	ISC Emergency Management Assistance Program	Approved	\$ 144,000.00		21	
Community kitchen and food hub	Lip'alhayc / Nuxalk	Victoria Foundation	Approved		\$ 114,000.00	20.5	
Housing Needs Assessment	CCRD	NDIT Housing Needs Assessment	Applied - pending	\$ 10,000.00		10	
Community kitchen (basic)	Lip'alhayc	BC Local Food Infrastructure Fund (LFIF)	Applied - pending		\$ 25,000.00	26	
Outer coast CWPPs	CCRD	UBCM Community Resiliency Investment (CRI)	Applied - pending	\$ 104,028.00		33.5	
Regional CWPPs (now Bella Coola Valley)	Nuxalk Lead	UBCM Community Resiliency Investment (CRI)	Applied - pending	\$ 111,400.00		21	
Lip'alhayc poles carving planning and governance	Lhalyamc Society	First Peoples Cultural Council	Applied - pending		\$ 25,000.00	21	
Firehall resources	CCRD / Bella Coola Fire Dept	UBCM Community Emergency Preparedness Fund (CEPF)	Applied - pending	\$ 25,000.00			3
Firehall resources	CCRD / Wuikinuxv Fire Dept	UBCM Community Emergency Preparedness Fund (CEPF)	Applied - pending		\$ 25,000.00	28.5	
Firehall resources	CCRD / Noosatsum Fire Dept	UBCM Community Emergency Preparedness Fund (CEPF)	Applied - pending		\$ 25,000.00		
Heiltsuk Mass Notification Sirens	CCRD	ISC Emergency Management Assistance Program	Supported application - pending				3
Indigenous cultural safety and humility training	CCRD	UBCM Community Emergency Preparedness Fund (CEPF)	Applied - pending	\$ 50,000.00		7	18
Community to Community C2C (for CRI-SWPI emerg preparedness)	CCRD	UBCM C2C	Applied - pending	\$ 5,000.00			4.5
Apples / gleaning social enterprise feasibility	CCRD	LFIF	requested by CCRD			5	
MakerSpace continued funding	MakerSpace	Rural Dividend	Retracted application			5	
Equine Therapy - Harm Reduction	Bella Coola Community Support Society	Community Action Initiative Harm Reduction	Joy lead			3.5	
<b>Total grantwriter hours (to end Nov)</b>				<b>202.5</b>	<b>93</b>	<b>400</b>	<b>31</b>
Total \$ granted (to end of Nov)				\$ 483,979.00	\$ 114,000.00		
Total \$ pending				\$ 305,428.00	\$ 100,000.00		
Total \$ refused				\$ -	\$ -		
<b>Total \$ requested</b>				<b>\$ 789,407.00</b>	<b>\$ 214,000.00</b>		<b>\$ 1,003,407.00</b>





**REQUEST FOR DECISION**

**To:** Board of Directors, CCRD

**CC:** Courtney Kirk, CAO

**From:** Matthew Wheelock, Community Economic Development Officer

**Meeting Date:** February 13<sup>th</sup>, 2020

**Subject:** Grant in Aid

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District resolve that Grant In Aid funds be distributed as per administrations recommendations as follows:***

Bella Coola Valley Ridge Riders	\$2,500
Bella Coola Valley Festival of the Arts	\$300
Qqs (Eyes) Projects Society (Bella Bella)	\$4,500
Bella Coola Valley Arts Council	\$750
Bella Coola Community Support Society (Equine Assisted Learning)	\$3,500
Denny Island Community Development Association	\$2,500
<b>Total:</b>	<b>\$14,050</b>

**Issue/Background Summary:**

A total of 6 applications were received from various community organizations, all of which were complaint, totaling \$14,050.

Attached is Summary Schedule (page 1) of all completed applications and an Administrative Ranking sheet. Individual applications are available to directors upon request.

**Policy, Bylaw or Legislation:**

F-17 Application for Grant in Aid –

**Board Meeting**  
**FEB 13 2020**  
**CCRD ITEM**   c(i)  

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

1. Have a mailing address and contact representative within the Regional District.

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

Applications may be for:

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

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

**IT (H,M,L)**

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

**Financial/Budgetary Implications:**


The legislation provides a maximum levy of \$0.10 per \$1,000 of assessment for granting aid to community groups. The Regional District has committed \$15,000 annually for the past several years.

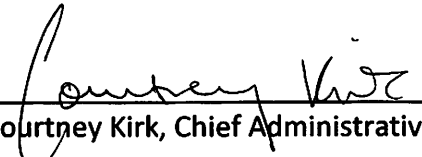
**Time Requirements – Staff and Elected Officials:**

Advertising and posting, acceptance and review of applications, contact grant applicants as to compliance, letters of success, payout, annual reporting.

**Options to Consider:**

1. Approve Grant in Aid applications
2. Do not approve Grant in Aid applications

Submitted by:   
 \_\_\_\_\_  
 Matthew Wheelock CEDO

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

**ADMINISTRATIVE RANKING  
2020 Grant-In-Aid Applications**

Automatic 0 for incomplete or late applications

Automatic 0 if the applicant has failed to meet reporting requirements for a CCRD Grant-in-Aid received in the past 3 years

	Bella Coola Valley Ridge Riders	Bella Coola Valley Festival of Arts	Oqs (Eyes) Projects Society	Belal Coola Valley Arts Council	Bella Coola Community Support Society (Equine Assisted Learning)	Denny Island Community Development Association					
<b>Section A (Community) 2 points each response possible points 14 Weight 47%</b>											
Promote volunteer participation and citizen engagement	2	2	2	2	2	2					
Promote a healthy lifestyle through sport, recreation, leisure, and/or social opportunities	2	2	2	2	2	1					
Celebrate community pride and diverse heritage and culture through art, festivals, and/or events	2	2	1	2	1	1					
Meet the needs of the community by using new approaches and techniques	1	1	2	1	1	1					
Exercise coordination, cooperation, and collaboration with other groups to prevent duplication of projects, programs, services, or events	1	2	2	2	2	1					
CCRD Integrated Strategic Plan 2015-2019	2	2	2	2	2	1					
Provide an ongoing service that meets a community need.	2	2	2	2	2	2					
<b>Total</b>	<b>12</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>12</b>	<b>9</b>					
<b>Total Points Section A</b>	<b>12/14</b>	<b>13-14</b>	<b>13/14</b>	<b>13/14</b>	<b>12/14</b>	<b>9/14</b>	<b>14/14</b>	<b>14/14</b>	<b>14/14</b>	<b>14/14</b>	<b>14/14</b>
<b>Section B (Financial) 4 points for no, 0 for yes, possible points 16 weight 53%</b>											
Is the application for funds to cover operational expenses?	0	0	0	0	4	4	0	0	0	0	0
Has your organization received funding through CCRD Grant-in-Aid in the past 3 years?	0	0	4	0	0	4	0	0	0	0	0
Is the application for funds greater than 25% of total initiative costs?	0	0	0	4	4	0	0	0	0	0	0
Is the CCRD Grant-in-Aid the only outside funding you are pursuing?	0	0	0	4	4	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Points Section B</b>	<b>0/16</b>	<b>0/16</b>	<b>4/16</b>	<b>8/16</b>	<b>12/16</b>	<b>8/16</b>	<b>0/16</b>	<b>0/16</b>	<b>0/16</b>	<b>0/16</b>	<b>0/16</b>
<b>Total</b>	<b>12</b>	<b>13</b>	<b>17</b>	<b>21</b>	<b>24</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Points</b>	<b>12/30</b>	<b>13/30</b>	<b>17/30</b>	<b>21/30</b>	<b>24/30</b>	<b>17/30</b>	<b>0/30</b>	<b>0/30</b>	<b>0/30</b>	<b>0/30</b>	<b>0/30</b>
<b>Total Weighted to page 1</b>	<b>40.00%</b>	<b>43.33%</b>	<b>56.67%</b>	<b>70.00%</b>	<b>80.00%</b>	<b>56.67%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>