



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Yene Byun, Finance Manager

Meeting Date: July 8, 2021

Subject: Policy F-14 – Payables Procedure

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve Policy F-14 – Payables Procedure as amended.

Issue/Background Summary:

Policy F-14 –Payables Procedure was last reviewed on April 9, 2020. The policy is proposed for amendment in order to allow administration to provide the payment of honorarium for elders or cultural advisors in the form of petty cash despite limits on petty cash usage upon approval by CAO.

Additionally, the proposed amendment reflects day-to-day duties of Records and Accounting Clerk and Executive/ Operations Assistant in payables procedure.

Policy, Bylaw or Legislation:

None.

Financial/Budgetary Implications:

None, other than staff time to administer.

Time Requirements – Staff and Elected Officials:

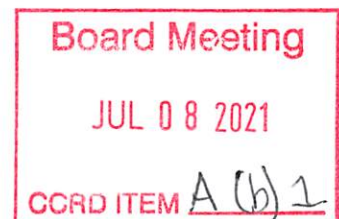
N/A

Options to Consider:

1. Accept or deny the amendments.
2. Table the policy for the next board meeting.

Submitted by: _____
Yene Byun, Finance Manager

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer



F-14 Payables Procedure

Purpose: The purpose of this policy is to establish procedures, duties and responsibilities for the handling of vendor payments. Such payments may be in the form of petty cash, credit card, cheques or electronic funds transfers.

Policy: Other relevant policies:
Purchase and Procurement - Policy A-26
Signatories - Policy F-3
Payment issue dates - Policy F-1

Limit on Credit Card Usage

The CU Mastercard shall not be used under any circumstances, for the payment of goods or services which are not directly associated with the operations of the regional district. Spending limits are as detailed in the Purchase and Procurement Policy A-26

Limits on Petty Cash Usage

Amounts exceeding \$50 per entry may not be disbursed from petty cash. Exemptions apply for the payment of honorariums for elders or cultural advisors. CAO has the authority to approve the payment. Policies F-3 and F-1 do not apply.

Limits on Direct Payments (Electronic Funds Transfers or EFT's)

See segregation of duties later in this policy. Vendors will be added by staff at the Williams Lake and District Credit Union at the request of two regional district signatories.

Procedure

- 1 Bills received by hand, facsimile, email or regular mail shall immediately be stamped as received. Payments will not be issued for statements or packing slips - invoices are required. The requisition request form will be attached to the bill.
2. Upon receipt of copies, scans, emails or facsimiles, effort shall be made to determine the availability of the original bill. Notwithstanding the foregoing, vendors will be encouraged to provide original documents. Emailed invoices may be accepted as originals provided that the vendor will not be issuing the invoice in another form at a later date.
3. Bills will be approved by the authorized purchaser by initialling the bill pursuant to the limits as determined in Purchase and Procurement Policy A-26. The signature may be obtained by email, by hand, or by fax and if not placed on the original bill, shall be attached to the original bill prior to payment.
4. Bills will be checked for accuracy. This includes the proper provision for applicable taxes, including, if necessary, verification of GST registration. Extensions will be checked and verification for the receipt of the goods will be undertaken. Packing slips will be matched and filed with the bill.
5. Once authorization has been obtained and the bill verified, the bill shall be entered as a "bill" in the accounting program.

F-14 Payables Procedure – continued – page 2

6. Payment (or "pay bills") will be issued pursuant to Payment Issue Dates Policy F-1 and signed pursuant to Signatories Policy F-3. Payments will be issued immediately after generation and will not be held.

Direct Payment (Electronic Funds Transfers - EFT)

Certain vendors may be paid by electronic funds transfer (EFT) through the regional district's banking provider and Policies F-1 and F-12 apply. Direct payments are generally issued to vendors with whom the regional district has an ongoing obligation and particularly where the due dates cannot be satisfied in a timely manner in accordance with the regional district's payment issue dates.

The process for issuing payments by EFT will follow steps #s 1-6, above, except that the "pay bills" function in #6 will be changed to record a direct payment as opposed to a cheque.

Accessing the online banking system and therefore, the ability to pay by EFTs are password protected. When the bill has been paid in the accounting system, the actual transaction to remove it from the bank account will be undertaken. The bank confirmation for each transaction will be printed and attached to the paid bill for filing and must have two authorizations for the transaction. Bills paid by direct payment will be filed separately. The bank confirmation number will be recorded in the accounting system.

Segregation of duties

- | | |
|---|---|
| Administrative Assistant
(AA) | - check extensions, taxes
- eliminate potential for duplication |
| Records and Accounting Clerk
(RAC) | - verification of GST registration
- verify receipt of goods (packing slips) |
| Executive/Operations Assistant
(EOA) | - ensure purchase authorization
- "enter bills" including bills to be paid by EFT in the accounting system
- "pay bills" - generate cheque pursuant to Policy F-1
- obtain signatures pursuant to Policy F-3
- disburse, receive and manually record petty cash activity |

- | | |
|---|--|
| Executive Assistant
(EA) | - check extensions, taxes
- eliminate potential for duplication
- verification of GST registration
- verify receipt of goods (packing slips)
- ensure purchase authorization
- "enter bills" including bills to be paid by EFT in the accounting system
- "pay bills" - generate cheque pursuant to Policy F-1
- obtain signatures pursuant to Policy F-3 |
|---|--|

CENTRAL COAST REGIONAL DISTRICT
POLICIES

F-14 Payables Procedure – continued – page 3

- Project Manager** - review bills related to projects (which a project manager has the (CEDO, Planning Coordinator) responsibility of the planning, procurement and execution of) prior to bill payment
- Operation Manager (OM)** - approve/review bills prior to bill payment
- mail cheques prepared by others
- in the absence of the FM, pay or authorize vendors online by direct payment method (EFTs)
- Finance Manager (FM)** - review bills prior to bill payment
- verify codes, cost centre, other
- pay vendors online by direct payment method (EFT's) and obtain one other authorization on the receipt generated by the banking system. Record confirmation number in accounting system.
- "enter bills" including bills to be paid by EFT in the accounting System in the absence of AA
- "pay bills" - generate cheque pursuant to Policy F-1 in the absence of AA
- reconcile credit card account and enter as a bill for payment
- mail cheques prepared by others
- payroll entry and pay cheque generation
- petty cash review and reconciliation; replenish or make bank deposits.
- sign cheques
- Chief Administrative Officer (CAO)** - mail cheques prepared by others
- review bill payments
- disburse, receive and manually record petty cash activity
- authorize online direct payment method (EFT's)
- sign cheques

Adopted: October 13, 2011
Amended: September 12, 2013
Amended: March 13, 2014
Amended: June 11, 2015
Amended: April 9, 2020



To: Courtney Kirk, CAO

From: Evangeline Hanuse, Planning Coordinator

Meeting Date: July 8, 2021

Subject: A-30 – Staff Social Media Policy

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives Policy A-30 – Staff Social Media Policy.

THAT the Board of Directors of the Central Coast Regional District amends Policy A-30 – Staff Social Media Policy.

Issue/Background Summary: Policy A-30 Staff Social Media Policy was last amended on October 12, 2017. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-30 Staff Social Media Policy
Policy A-24 Policy Development and Review

Financial/Budgetary Implications: None.

Time Requirements – Staff and Elected Officials: None.

Options to Consider:

The policy is still sound and the only updates were formatting and framing some of the language more positively.

Submitted by: Evangeline Hanuse
Evangeline Hanuse, Planning Coordinator

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

Board Meeting
 JUL 08 2021
 CCRD ITEM A) (b)2.

A-30 – Staff Social Media Policy

Preamble: This policy will govern the publication of any commentary, creation, editing, and posting of pages on social media by employees and any commission of the Central Coast Regional District (CCRD).

Social media is a collective term for the range of digital platforms and channels available to create and publish content to the internet. This includes but is not limited to: Facebook, Twitter, YouTube, LinkedIn, and Instagram.

This policy is in addition to and complements any existing or future social media policies regarding the use of technology, computers, e-mail, and the internet.

All uses of social media must follow the same ethical standards that CCRD employees must otherwise follow.

Purpose:

Social media provides an opportunity for the Central Coast Regional District (CCRD) to communicate to the public about the events and activities of the CCRD. It can also be a useful tool for communicating with residents during emergency operations.

This policy is designed to establish guidelines for Staff when communicating through the CCRD's social media accounts (i.e. in an official manner). Additionally, it offers guidance for Staff navigating their professional/public roles and their work-related social media channels.

The policy is intended to:

- Ensure awareness of privacy and security considerations when using social media;
- Ensure sensitive and personal information is identified and managed appropriately;
- Ensure awareness of roles and responsibilities when using social media; and
- Encourage a balanced, objective and respectful online engagement and information sharing with the public.

Policy:

1.0 Setting Up Social Media Accounts

Social media identities, logon ID's, user-names and passwords may not use CCRD's name without prior approval from the Chief Administrative Officer (CAO). Once created, logon information must be distributed to the staff members who will have publishing privileges.

The official CCRD logo or another pre-approved image that is attributable to the Central Coast must be used as the profile image. Other pre-approved photos may be used as a cover photo, if the platform provides a space for one and provided they have been pre-approved

A-30 – Staff Social Media Policy..... page 2

by the CAO. No new accounts should be established without the consultation and authorization of the ~~Chief Administrative Officer~~ CAO.

2.0 Approved Users

The Official CCRD Social Media sites shall be managed by the Administrative Assistant or, should the Administrative Assistant not be able to monitor or respond to Social Media, a designate assigned by the ~~Chief Administrative Officer~~ CAO. If a Departmental account (e.g. Emergency Management, Economic Development) is established it shall be managed by the Manager of the Department or a designate.

3.0 Publishing and Posting

The CCRD's Core Values are:

Accountability, Transparency, Good Governance, Professionalism, Integrity, Productivity, Sustainability, Inclusiveness and Resilience.

The tone of all posts, in all channels, shall be positive and professional, and aligned with CCRD values. Postings shall be clear, easy to understand, and direct the public to the CCRD's website for further information, or to further information on Provincial or Federal governments or their affiliated agencies.

Posts will not:

- contain party political material;³⁵
- seek to persuade the public of a particular view;³⁵
- promote personal images of Directors or their individual proposals, decisions or recommendations, or personalize issues; ~~and/or-~~
- canvas matters before the Board, or suggest bias or pre-determination on planning or program matters.

Posts will follow the CCRD Communications and Engagement Plan. If there is a conflict between the Plan and this policy, this policy will prevail.

Staff are prohibited from disseminating any private organizational information, or any in-camera items.

Confidential information including information from a third party may not be published on any of the CCRD's social media sites.

4.0 Monitoring

Social media channels for the CCRD are not a traditional/formal customer service channel. They are not monitored and are not an emergency help-line. Official CCRD Social Media accounts should contain information about where to call for an immediate response, or in the event of an emergency. As the social media channels are currently used exclusively for information sharing, privacy settings have been adjusted to reduce and/or eliminate commenting functions. This allows the information to be posted in a more controlled manner.

A-30 – Staff Social Media Policy...page 3

5.0 CCRD and Your Audience

As a public service provider, CCRD will show respect for a diverse set of customs, values, and points of view and be in alignment with CCRD's website. Do not say anything contradictory or in conflict with CCRD's website. Do not post anything disrespectful or derogatory. Refrain from posting topics that may be considered objectionable or inflammatory, which includes politics or religion. Topics posted will not be considered objectionable or inflammatory, which includes politics or religion.

If the Board as a whole has *publicly* taken a position on an issue, then the CCRD can use social media to share that opinion. This information should only be posted if the Board has publicly published their positions, and have done so in a relatively non-controversial manner.

In regards to political issues, such as a referendum, only post general information as required pursuant to the *Local Government Act*. Sharing and liking posts are always to provide clarity or information without publicly stating a position.

6.0 Controversial Issues

If the media contains any misrepresentations about the CCRD, corrections to factual information can only be made after gaining approval from the ~~Chief Administrative Officer~~ CAO. Ensure that only factual information is presented when posting about another party and that it does not reflect poorly on that party. Avoid engaging in any online conversations related to controversial issues during work or in your role as a CCRD employee.

Should the CCRD receive a negative post, the ~~Chief Administrative Officer~~ CAO will determine the appropriate response – i.e. if the comment deserves a response or if it should be deleted. If a negative post or comment is found online about the CCRD, Staff shall not counter with another negative post. Please consult the ~~Chief Administrative Officer~~ CAO so a proper response can be determined.

7.0 Correcting Mistakes

If an error is made, make a correction as soon as possible. If you choose to modify a post, make it clear that you have done so. If accused of posting something inappropriate (copyrighted material, defamatory statements, etc.), address this quickly and in an appropriate manner, such as removal of the post, so as to not risk legal action.

8.0 Disclaimers

Using disclaimers may not have much legal effect on social media platforms. If you have any concerns with what you are posting, ask the CAO or a colleague for a second opinion.

9.0 Social Media at Work

Unless conducting CCRD related business, social media is not to be used while at work.

If you have a social media account for your own use, remain cautious about what you post as you are an employee of CCRD and may be seen as such by others. Consider any information you post online in conjunction with this policy.

A-30 Staff Social Media Policy cont... Page 4

10.0 Workplace Bullying and Harassment

Staff are not to post to their personal social media accounts any comments regarding confidential, controversial or sensitive issues before the CCRD. This restriction is to ensure that the CCRD can meet its obligation to provide Staff with a workplace free of harassment and bullying as outlined in the Respectful Workplace Policy – Policy E-8. As the CCRD is not able to monitor and manage social interactions outside its own official channels, it is not possible to ensure a workplace free of harassment and bullying unless Staff refrain from commenting on sensitive work issues in their personal social media feeds.

If, through a Staff member's personal use of social media, Staff identify posts or comments that could be viewed as bullying or harassing communications towards themselves or a Staff member, Staff should not respond or retaliate. Rather, a screenshot should be taken and referred to the CAO.

11.0 Copyright Laws

Staff will adhere to the laws governing intellectual property and must provide recognition to the original author/source.

12.0 Compliance with *Freedom of Information & Protection of Privacy Act*

Most information posted on the CCRD's social media platforms will be information that has already been captured in official documentation (e.g. the website, notices, news releases, project or communication plans). As such, the information used in social media, when otherwise captured through official documentation, is transitory and can be disposed of accordingly.

Officials and employees of local government in British Columbia are subject to the *Freedom of Information and Protection of Privacy Act* (the Act), and have a duty to understand the key sections of this Act, and must avoid disclosing any verbal or written material that is meant to be confidential concerning the CCRD, its board members, officers, staff members or clients.

All CCRD social media channels shall adhere to applicable local, provincial and federal laws, regulations and policies including the ~~Freedom of Information and Protection of Privacy Act (FOIPPA)~~. Site monitors must delete comments that contain third party personal information (phone numbers, addresses) and pictures of third parties.

Staff must not disclose or use confidential information gained by virtue of their association with the CCRD for personal gain, or to benefit friends, relatives or associates.

13.0 Enforcement

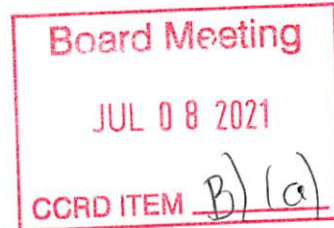
Policy violations will be subject to appropriate disciplinary action, up to and including termination for cause in accordance with CCRD Personal Policy and BC employment laws.

Adoption: June 12, 2014
Reviewed: April 13, 2017
Amended: October 12, 2017



July 2, 2021

Ref: 267521



Dear Chief Administrative Officers and Corporate Officers:

I am writing to provide an update on BC's Restart Plan as we carefully take steps out of the pandemic.

At the outset, I want to express my deep sympathies to the community of Lytton, the Lytton First Nation, and surrounding area for its devastating losses in the wildfire. I know that other communities throughout B.C. are also facing significant wildfire threats – and that you and your councils/boards are on the frontlines of response. Thank you for your unceasing dedication, and please reach out to the Ministry for any support that we can provide.

Government urges all British Columbia residents and visitors to seek out official sources of wildfire and emergency management information including the BC Wildfire Service at www.bcwildfire.ca and EMBC at www.emergencyinfbc.gov.bc.ca. There is useful recent information on what to do if under an evacuation order or alert [here](#), as well as EMBC's Emergency Operations Centre Communications [Toolkit](#) that may assist as you share information and reach out to your communities.

In regard to restart from the COVID-19 pandemic, as you are aware, [B.C.'s four-step restart plan](#) to bring B.C. back together was announced on May 25, 2021. The plan is focused on protecting people and safely getting life back to normal. On July 1, B.C. moved into [Step 3](#) of the restart plan and the provincial State of Emergency (SOE) was lifted: <https://news.gov.bc.ca/releases/2021PREM0043-001268>

Lifting the SOE moves the province towards a summer less limited by the pandemic, with more in-person social interactions and reduced restrictions. I recognize the changes brought about by this shift may require extra efforts from local government staff, as local governments transition back towards more normal operations over the coming days and weeks. I appreciate and thank you for all the extraordinary efforts local governments have made over the last eighteen months to keep their communities healthy and safe.

There are a few specific matters I would like to draw to your attention: the importance of safety measures in local government workplaces and facilities; information about conducting meetings and public hearings; and the bylaw adoption process.

COVID-19 Safety Plans

As we enter Step 3, employers will no longer be required to have a COVID-19 Safety Plan and will instead transition to [communicable disease plans](#). The PHO and WorkSafeBC are assisting employers to transition from COVID-19 Safety Plans to communicable disease plans – these plans focus on appropriate handwashing and personal hygiene, ventilation and staying home when sick. Outbreaks will continue to be managed by local public health teams including issuing additional restrictions or business closures if necessary.

Meetings and Public Hearings

As noted in my letter of July 17, 2021 highlighting the gradual shift in operations for council and board meetings and public hearings, local governments are now able to have in-person public attendance at these events as permitted by the recent amendments to the [PHO Gatherings and Events Order](#). Local government meetings must continue to adhere to the rules for organized gatherings for each step of the restart plan; for the current Step 3 these include:

- Indoor gatherings at a maximum number of 50 people or 50% capacity, whichever is greater;
- Develop and use a [communicable disease plan](#) (COVID-19 Safety Plans are no longer required, although components can be maintained to assist with the transition to Step 3, for example physical distancing);
- Physical distancing is no longer mandatory; and
- Mask wearing is recommended in indoor public spaces for all people 12 and older who are not yet fully vaccinated (proof of vaccination is not required). Local governments may ask the public, staff and trustees to wear a mask during this transition period (masks are no longer mandatory).

Step 3 of the restart plan and the end of the SOE will not impact how local governments have been conducting meetings or public hearings in the short term. [M192](#) continues to provide local governments with the authority needed to adapt to Provincial Health Officer (PHO) Orders and local circumstances for meetings and public hearings and remains in effect until September 28, 2021 (90 days after the end of the SOE).

Before M192 expires in September, local governments will want to proactively consider the new permanent authorities recently enacted through amendments to local government legislation (in [Bill 10](#)) to hold regular and committee meetings and public hearings electronically. Local governments who choose to use the new electronic meetings authorities can amend their procedure bylaws once the legislation is in force (90 days after the end of the SOE).

To support local governments with these changes, guidance will be shared in early July to provide information about the new electronic meeting authorities, questions to consider and procedure bylaw best practices for electronic meetings.

Bylaw Adoption

The authority of [M192](#) [Division 4 - *Bylaw Timing Requirements*] under the *COVID Related Measures Act* (CRMA) to adopt certain municipal financial bylaws in a single meeting will expire on July 10, 2021. After this date, municipal councils will be required to adopt bylaws over two meetings in accordance with section 135 of the *Community Charter*.

Updated information on these Orders and other information impacting local governments can be found here: <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/covid-19>

If you have questions regarding council or board meetings or timelines for the various pieces of information above, I encourage you to contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250 387-4020 or LGGovernance@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Faganello', with a stylized flourish at the end.

Tara Faganello
Assistant Deputy Minister

pc: Honourable Josie Osborne, Minister of Municipal Affairs
Gary MacIsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo



June 17, 2021

Ref: 267370

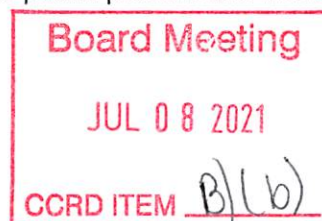
Dear Chief Administrative Officers and Corporate Officers:

[B.C.'s four-step restart plan](#) to bring B.C. back together was announced on May 25, 2021. The plan is focused on protecting people and safely getting life back to normal. Each step includes gradual changes for organized gatherings and workplaces. I encourage you to review the plan to begin to consider the impact on your operations, including for council and board meetings.

The purpose of this letter is to provide information to local governments of the current rules for council and board meetings, and to highlight the gradual shift to operations that will take place over the next weeks and months – in particular, for council and board meetings – as circumstances related to the pandemic ease.

As announced June 15th, B.C. is in Step 2 of our restart plan, meaning that indoor seated organized gatherings of up to 50 people are now permitted. As a result, local governments should begin planning and making best efforts to transition to limited in-person public attendance at in-person public hearings, council meetings and board meetings, as long as those hearings and meetings adhere to a local government's COVID Safety Plan and the provisions of the PHO Gatherings and Events Order that govern organized gatherings. Within that, we recognize that local governments' decisions around transitioning to in-person public attendance will depend on the unique circumstances in each community. Masks also continue to be mandatory for indoor public settings in Step 2.

In addition to following their COVID Safety Plans, local governments' events must continue to adhere to the rules for organized gatherings for each step of the restart plan, including the maximum number of people permitted. To be clear, 'maximum number of people' includes all elected officials, staff members, and members of the public present at a meeting or hearing.



...2

Local governments can continue to hold electronic meetings and electronic hearings under the authority of the COVID Related Measures Act (CRMA) including, [Ministerial Order M192](#). In support of the restart plan, the ministry recommends that local governments also begin to prepare for the interim steps needed after M192 under CRMA expires (90 days after the end of the state of emergency). While it is not yet possible to provide a date for the end of the state of emergency due to the changing nature of the pandemic, based on the information and data outlined in the restart plan, local governments will want to prepare for the end of the state of emergency. I will provide further communications with local governments when a firm date is confirmed.

Under CRMA

- Local governments must continue to make “best efforts” based on local circumstances to inform the public of meetings and provide alternative ways for the public to provide comment on agenda topics (e.g. email, letter, phone), participate electronically (if available) or attend in-person (if PHO health and safety requirements and guidelines can be met).
- Local governments may wish to review and confirm their current status of meetings, and if required develop a new resolution with respect to open and electronic meetings, and state how you will continue to meet the principles of openness, transparency and accountability under the current circumstances.
- All other rules prescribed in legislation or local government procedure bylaws continue to apply such as: notice requirements, voting rules, and recording of meeting minutes.

Updated information for local governments operating under CRMA and M192 can be found here: <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/covid-19>

As you may be aware, [Bill 10: Municipal Affairs Statutes Amendments Act, 2021](#) passed and includes changes to the electronic meeting rules in the *Community Charter*. Further work to update electronic meeting regulations for the City of Vancouver, regional districts and the Islands Trust will be completed to align meeting rules to ensure that the new, broader electronic meeting authorities apply to all local governments.

Our intention is that the new rules for electronic regular and committee meetings will be brought into force by regulation at the same time as amended electronic meetings regulations and to coincide with the expiration of M192 under CRMA (90 days after the end of the state of emergency). This will allow some time for local governments to consider the new authorities and whether to amend procedure bylaws so the transition between the expiration of M192 and your new procedures is relatively seamless. Further guidance material will be provided shortly to help with the understanding of the new electronic meetings authority.

Page 3

Please note that under the new rules, local governments are not required to adopt electronic meeting provisions in your procedure bylaw if you do not intend to hold electronic meetings; however, local governments are encouraged to proactively consider whether there are circumstances where the option for electronic meetings may be beneficial for your communities.

If you have any questions regarding council or board meetings or the timelines for the new electronic meeting rules, I encourage you to contact our Governance and Structure Branch. You can reach the Governance and Structure Branch by phone or email at: 250 387-4020 or LGGovernance@gov.bc.ca

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Faganello', written in a cursive style.

Tara Faganello
Assistant Deputy Minister

Enclosure - Attachment 1: FAQ

pc: Honourable Josie Osborne, Minister of Municipal Affairs
Gary Maclsaac, Executive Director, UBCM
Nancy Taylor, Executive Director, LGMA
Todd Pugh, Executive Director, CivicInfo

Attachment 1: FAQs

Now that the PHO is permitting the public to attend meetings, are local governments required to have in-person public meetings?

Ministerial Order 192 continues to give local governments the flexibility to conduct electronic meetings. However, the Order requires local governments to undertake “best efforts” to provide space for the public to attend open meetings and facilities that enable the public to hear, or watch and hear, meetings if the meeting is held electronically.

What do local governments do if they are unable to provide a place for the public to attend in-person and be physically distant or the technology is not available to support electronic participation at meetings?

If after “best efforts,” local governments are unable to provide space for the public to attend open meetings or provide facilities for the public to hear, or watch and hear electronic meetings, they must pass a resolution stating the basis for why they are unable to do so. The resolution must also include the means by which they are ensuring openness, transparency, accessibility and accountability in respect of the meeting.

When can local governments amend the procedure bylaw to allow for electronic regular and committee meetings?

Local governments must not amend their procedure bylaw until the amendments in Bill 10 have been brought into force by regulation. The new authorities for electronic meetings will be brought into force when M192 expires under CRMA (90 days after the end of the state of emergency). Further guidance on the new authorities will be provided to local governments in the coming weeks.

Do new authorities mean local governments must amend the procedure bylaw?

No. The new rules give local governments the choice and flexibility as to whether to choose to conduct regular or committee meetings electronically once the legislation is in force.



To: Courtney Kirk, CAO
From: Yene Byun, Finance Manager
Meeting Date: July 08, 2021
Subject: Budget vs Actual January – June, 2021

Board Meeting
JUL 08 2021
CCRD ITEM B)(C)

Recommendation:

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

Service Summary:

COVID-19 has had the regional district operating in a context of ongoing uncertainty, and the pandemic continues to have a significant financial impact on the CCRD. The loss of variable revenue, such as 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 maintained focus on core service delivery and supporting the provincially coordinated response to COVID-19.

The other major financial component this year is the conversion of the Hagensborg Waterworks and Fire Protection District to services of the regional district, which continues to occupy significant time and administrative resources to effect the transition.

Grant Funded Projects Administered Under the Service:

Approximately 25 separate grants are under financial administration in 2021, representing 84% of total revenues. This is in addition to the 24 mandated functions and services already under financial administration.

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

The Board began the process of re-imagining the strategic plan during a special workshop for the same on July 27 and 28, 2020. The board adopted the CCRD 2019-2022 Strategic Plan amendments later in the October 8 meeting, arising from COVID-19 related resourcing and capacity constraints and therefore the 2021 annual budget aligns with the Board's updated priorities.

Financial service 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.

Financial/Budgetary:

The Budget Variance Report for the period January to June, 2021 is attached. The Board adopted the Five-Year Financial Plan for the period 2021 – 2025 in March, 2021.

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

Financial service 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. Apportioned administration is as developed in conjunction with the Five-Year Financial Plan and as mandated by policy.

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: _____
Yene (Sandra) Byun, Finance Manager

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

**Financial Variance Report
January to June 2021**

Attached is the Revenue & Expenditures – Actual vs Budget report for the period January 1 to June 30, 2021. The figures reflect that most of revenues and expenditures remain unreceived and unspent, but also shows that progress is being made.

REVENUE

-Overall, revenues are at 50% of budget. This is deemed to be in line with overall projections given that we are currently 1/2 of the way through the year.

-Property taxation revenues are recorded, although the actual funds will not be transferred from the province until the end of July or early August.

-Regional District Basic Grant (\$200,000) has not yet been received.

-The Nuxalk Nation contributions to landfill operations reflect the period January to September, 3/4 of the annual budget.

-User fees are in line with projections but we expect to continue to experience the loss of user fee revenue from recreation programming, and especially, Bella Coola Airport due to the Covid-19 pandemic. The user fees from landfill operations have already exceeded the budget for the entire year (\$37,500). This is attributable to the implementation of the new fee structure bylaw #499 adopted by the board of directors in December 2020. Directors may remember that this bylaw will be reviewed on or before October 2021 in order to prepare for budget discussions later this winter. The Bella Coola Waterworks water toll revenue has been recorded (\$52,000 against a budget of \$55,000). However, the Hagensborg Waterworks invoicing will not occur until July 1st. The anticipated revenue is \$88,000 budgeted but not yet received.

-Provincial/Federal Grant revenue is below budget due in part to annual contributions not yet being recorded from the Gas Tax Agreement for the Community Works Fund. As the board was notified at the June board meeting, UBCM paid the full portion of the grant in June as opposed to splitting the payments between July and November as is usually the case. The CWF grant is \$9,100 more than budgeted. Further, UBCM has notified local governments that a “top up” is also anticipated but at this time, we have no idea of when that payment will arrive or how much it will be.

The following program actual revenue is in line with budget projections:

70

- a) Strategic Priority Funding for Denny Island Water (\$1.4 million) and for the Swimming Pool (\$2.7 million) has been deferred from 2020 and recorded as revenue in 2021. Likewise, provincial grants for the Bella Coola Valley Risk Assessment and Flood Modeling (\$.5 million) was also deferred and recorded in 2021. Funding for the Hagensborg Waterworks Potable Water project (\$1.46 million) was received in 2020 and recorded as revenue in 2021.
- b) The swimming pool also received \$991,000 from the Community Economic Recovery Infrastructure Program as budgeted. The financial plan includes a grant from Northern Development Initiative Trust (\$250,000).
- c) New Provincial grant revenue has been issued in the amount of \$55,000 as part of the COVID-19 Safe Re-start Grant. (Directors may recall that \$340,000 was issued in 2020 bringing the total to \$395,000.) The Bella Coola Airport also received \$180,000 for COVID-19 Airport Relief Funding.
- d) Funding (\$15,000) has been received for the Hagensborg Waterworks conversion and (\$40,000) for a study to assess options for governance of the converted services.
- e) \$206,000 grant funding was deferred from 2020 which includes funding from Rural Dividend for tourism and capacity development; from Rural Dividend for Regional Connectivity project; from NDIT for Love Northern BC grants; from Vancouver Coastal Health for the Active Communities Project on Denny Island; from UBCM for 2019 Housing Needs Report Program; from NDIT for 2019 Community Planning for Housing grants; and from the province for a Hagensborg Waterworks Asset Planning Grant.

Budget revenue not yet received includes:

- f) Great Bear Playground (\$902,000);
- g) Replacement of Gas Fuelling System at the Bella Coola Airport (568,000);
- h) Organics Infrastructure Program at the Thorsen Creek Waste and Recycling Centre (\$98,000);
- i) Official Community Plan (OCP) and Asset Management Plan Updates (\$50,000) (from the Community Works Fund);
- j) Cultural Safety and Humility Training (\$50,000); and
- k) CRI FireSmart Community (\$104,000);

- l) Centennial Pool Renewal grant from Northern Development Initiative Trust (NDIT) (\$250,000);
- m) Grant Writer funding from NDIT (\$8,000); and
- n) Economic Development Capacity Funding from NDIT.

Sources of funding that are budgeted but not yet found include:

- o) a 1/3 contribution to the Organics Infrastructure Program at Thorsen Creek (\$50,000) and
- p) a possible contribution for ground water program and/or interim cover at the Waste & Recycling Centre (\$300,000).

EXPENDITURES

ADMINISTRATIVE SERVICES

Community Works Fund

- There have been no funds expended so far this year. Funds have been set aside (\$752,000) for Centennial pool retrofit project, Denny Island water system project, asset management planning, implementing a new accounting standard (Asset Retirement Obligations), the contribution towards a FCM Municipal Asset Management Program for OCP updates and developing the landfill operations and closure plan.

Feasibility Studies

- Feasibility studies have been put on hold this year due to the realignment of board priorities in the October amendment to the Strategic Plan arising from COVID-19 related resourcing and capacity constraints. Remaining funds (\$25,000) will carry over and be available for the planned studies in 2022. There have been no expenditures in 2021.

General Operations

-Overall, actual expenditures are well below budget.

-Directors'/Governance expenses are approximately 18% of budget. It is down from budget largely on account of convention and board meeting travel costs and board public relations expenses not yet incurred.

-Professional Fees: Audit expenses of \$33,000 will not be incurred until year end. Financial service fees have been recovered until March 18 by funding from EMBC so that we can provide ongoing support for CCRD EOC financial processes and accounting. Other consulting fees have been budgeted for records management, CAO evaluation, IT support, staff work planning support, engagement support and director remuneration bylaw review. There remains \$80,000 left to be expended for those initiatives.

Legal fees budgeted at \$20,000 also are largely unexpended. \$1,200 has been incurred so far.

- \$6,000 of the budget \$17,000 for capital works has been spent for new computer work stations. The purchase of board room chairs and a screen and camera for public board meetings will take place later in the year.

- The bulk of the operating and maintenance expenditures are under budget. \$55,000 was budgeted for office building upgrades and property maintenance and this is not yet spent.

- Payroll expenses are underspent to date. Two vacant positions (Public Works Technician and Recreation Coordinator) are anticipated to be filled in the immediate future and these positions will bring expenses in line with the budget.

Professional development expenses are 24% expended with several opportunities scheduled for later in the year.

Grants in Aid

- Remaining funds (\$5,675) was carried forward to 2021 and 2021 grants will be disbursed to community groups in August after the receipt of the annual tax requisition. \$1,900 of the total allocation (\$18,760) was paid out early at the request of the applicant.

DEVELOPMENT SERVICES

Economic Development

- Less than 1/3 of the planned and budgeted expenditures have been incurred to date. The \$141,000 budgeted for Economic Development Initiatives projects and it has not yet been fully expended although some progress has been made on the carving and installation of cultural pieces at the airport. The budget includes funding from Rural Dividend for Rural and Remote Communications Connectivity and 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.)

- \$10,000 has been set aside for NDIT Community Promotion Video project and Love Northern BC Program funded by NDIT. Of this, \$2,300 has been expended to date.

- Approximately ½ of the \$10,550 budgeted has been expended for the contract grant writer as funded by NDIT.

- \$5,000 was budgeted for Ocean Falls Revitalization Committee travel costs in case we cannot secure grant funds to offset the costs. This remains unspent.

Land Use Planning

- \$24,000 of the total Housing Needs Assessment project budget (\$52,000) has been spent on Urban Systems Ltd's professional services in regard to reviewing materials for stakeholder engagement sessions, finalizing survey and reviewing housing projection methodology.

- Funds (\$80,000) have been earmarked for OCP updates for Bella Coola Valley and exploratory OCP planning for the outer coast communities and this project is still in the planning stages.

Street Lights

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

ENVIRONMENTAL SERVICES**Solid Waste Management**

-\$5,300 remains unspent in the Solid Waste Management Maintenance budget of \$6800 for mowing, weed eating contract, other building and equipment maintenance which will be undertaken later in the season.

-Approximately 50% of the total operating expenditures have been expensed which is commensurate with seasonal expectations.

-\$10,000 remains unspent in the capital works budget for 4 new bins at Thorsen Creek Waste and Recycling Centre.

-\$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 34% of the anticipated expenses have occurred.

-\$15,000 was budgeted for maintenance items, including a service/teardown of all hydrants and curb stop mapping. These expenditures have not yet occurred.

-\$37,000 remains unspent in the contingency budget which includes provision for replacement of main water meter.

-\$5,000 has not yet been spent to replace a gate valve at a specified location

-\$6,000 also remains unspent for a water operator contract which is meant to deal with regular maintenance issues.

Denny Island Waterworks

- \$1,600 of the \$1,462,000 has been spent on engineer services delivered by Urban System for the Denny Island Water System project.

Hagensborg Waterworks

- \$25,500 of the total special project budget (\$1,473,000) has been spent on Urban Systems Ltd's professional services for Hagensborg Water System Upgrade project and Hagensborg water asset inventory. Works also include groundwater potential evaluation and an environmental permit application.

LEISURE SERVICES**Parks & Recreation – Bella Coola**

- The remaining funds (\$17,000) for the trail construction and the bridge installation supervision project funded by Rural Dividend have not been expended.

- \$13,000 was budgeted for park maintenance contract, ice rink asphalt repairs, and road maintenance in the big cedar trail.

- \$10,000 remains unspent for fencing ball diamond, striking around concession, and railings on concession at Walker Island parks.

- 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.

- There is no expenditure to report other than standard operational costs such as insurance and utility costs.

Recreation – Denny Island

- Funds (\$8,300 of \$9,300 budgeted) for initiatives associated with the Active Communities Project from Vancouver Coastal Health have been spent on the new scope of this project, trail construction in Denny Island.

- \$3,500 was budgeted for capital works and \$4,600 for contingency, neither of which was expended.

- \$3,000 remains unspent in the program expense budget for small allotments for Christmas gifts, Halloween fireworks, and Easter Supplies.

Swimming Pool

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

- \$23,000 was budgeted in capital works for a pool pump and sand filter units. These have not yet been purchased.

- Three separate grant funds totalling \$3.9 million have been secured through the Community Economic Recovery Infrastructure funding Program (\$990,840) and through the Strategic Priority Fund (Gas Tax) (\$2,690,991) and from NDIT (\$250,000) for the pool retrofit project. The expenditures have not yet occurred,

Vancouver Island Library

- There is nothing significant to report financially. Expenditures are in line with budget.

PROTECTIVE SERVICES

Emergency Management

-\$33,000 was budgeted for contribution to the Nuxalk Nation for the Shared Emergency Program Coordinator and this has not yet been disbursed.

-\$39,000 remains unspent for consulting fees with regard to emergency management support.

-There has been no significant financial activity to date.

Emergency Management Initiatives

-The regional district has 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 the remaining funds (\$488,000) were deferred to 2021. 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 and currently \$480,000 remains in the budget.

- 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 the completion date of the project has been extended to March, 2022.

- 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 will be offset by reimbursement from EMBC.

Fire Protection- Bella Coola

- \$9,700 remains unspent in the capital works budget for an electric door opener, concrete floor work and electrical panel work at the fire hall.

- \$5,000 was budgeted for consulting fees with regard to developing a training plan and operations manual and this has not been spent.

Fire Protection- Hagensborg

- There is nothing significant to report financially. Less than 50% of budgeted expenses have been incurred.

TRANSPORTATION SERVICES**Bella Coola Airport**

- Overall, actual expenditures are well below budget.

- \$34,000 budgeted for capital works (electrical repairs to the terminal building, west end clearing, and bear proof garbage can) has not occurred.

- \$36,000 remains unspent for brush removal, crack sealing contract, mowing weed eating contract, and other ground or runway maintenance. \$1400 of the \$20,000 budgeted has been spent for snow clearing.

- \$10,000 budgeted for Safety Management Systems external audit consulting fees and other consulting fees with regard to project development and design support has not yet occurred. Supplies and tools are underspent by \$8,000.

- The CCRD was awarded a grant of \$568,000 from Ministry of Transportation and Infrastructure for replacement of JET A and LL100 AV gas fueling system at Bella Coola airport. The project is still in the planning stage.

- \$2,700 is available for the obstacle removal project at Bella Coola Airport which is funded from BC Air Access Program (BCAAP). Due to contractor availability, the seeding was not completed this spring and has been moved to the fall.

- The remaining funds (\$30,210) from Rural Dividend 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

- \$14,000 was budgeted for terminal roof repair at Denny Island airport and this has not been spent, nor has the \$4,000 budgeted for maintenance.

- There has been no significant financial activity to date.

5:22 PM
07/02/21
Accrual Basis

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

	Jan 1 - Jul 2, 21	Budget
Ordinary Income/Expense		
Income		
Apportioned Administration Serv	559,565	559,565
Local Taxation	878,064	889,689
Nuxalk Nation Contributions	78,750	105,000
Other Revenue	41,591	587,715
Provincial/Federal Grants	4,518,108	10,002,679
Regional Hospital District		13,500
User Fees and Charges	200,999	358,630
Total Income	<u>6,277,077</u>	<u>12,516,778</u>
Gross Profit	6,277,077	12,516,778
Expense		
50000 · Apportioned Administration fees	559,565	559,565
50030 · Bank charges	537	2,130
50035 · Capital Works	6,097	125,200
50040 · Communications	19,927	38,663
50045 · Community Development	5,720	600,550
50050 · Community Groups - Grants	1,883	18,760
50060 · Contingency		93,154
50076 · Directors'/Governance Expense	25,072	122,638
50082 · Econom Development Initiatives	3,640	141,135
50085 · Elections		1,500
50089 · Emergency Mmgt Initiatives	5,972	487,884
50090 · Emergency Plan update (PHII)		2,400
50131 · Planning	106	103,000
50135 · Insurance Expense	49,557	62,496
50138 · Interest Expense	196	9,213
50165 · Maintenance	19,931	174,000
50175 · Memberships, dues & subscriptio	3,522	4,424
50185 · Nuxalk Agreement - Water Supply		26,000
50190 · Operating expenses	120,527	287,656
50195 · Payroll Expenses	332,599	820,886
50205 · Professional Development Expens	10,879	37,750
50206 · Professional Fees	48,829	273,000
50240 · Solid Waste Management	10,694	62,000
50245 · Special Projects	64,305	9,216,393
50250 · Supplies & small tools	11,725	54,425
50294 · Utilities	17,941	53,299
50295 · VIRL Regional Library Services	47,765	63,687
50299 · Records Management	860	1,000
50316 · Asset Replacement	33,603	33,603
50318 · Contribution to reserve account		72,793
50499 · Contribution to Nuxalk Emergenc		33,000
50999 · Landfill Post Closure Reserve		50,000
Total Expense	<u>1,401,450</u>	<u>13,632,205</u>
Net Ordinary Income	4,875,627	(1,115,427)

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

	<u>Jan 1 - Jul 2, 21</u>	<u>Budget</u>
Other Income/Expense		
Other Income		
40004 · Budget surplus, begin of year		3,712,570
Total Other Income		3,712,570
Other Expense		
50204 · Budget deficit, begin of year		11,820
50224 · Budget surplus, end of year		2,585,323
Total Other Expense		2,597,143
Net Other Income		1,115,427
Net Income	<u>4,875,627</u>	

DRAFT



Central Coast
REGIONAL DISTRICT

Housing Needs Assessment Report

Board Meeting
JUL 08 2021
CCRD ITEM B) (d)

Report prepared by:

URBAN SYSTEMS Ltd.

200-286 St. Paul Street, Kamloops BC | 250-374-8311

Contact: Alison Rustand

Email: ARustand@urbansystems.ca

This report is prepared for the sole use of the Central Coast Regional District. No representations of any kind are made by Urban Systems Ltd. or its employees to any party with whom Urban Systems Ltd. does not have a contract. Copyright 2021.

Contents

Executive Summary.....	ES-1
1.0 Introduction	1
1.1 About the Central Coast Regional District.....	1
1.2 Structure.....	4
1.3 Policies and Related Studies.....	4
1.3.1 Official Community Plan for Bella Coola Valley (1999).....	4
1.3.2 Zoning Bylaw No. 71 for Bella Coola Valley (1984).....	5
1.3.3 Zoning Bylaw No. 202 for Area A – Pruth Bay (1993).....	6
1.3.4 Community Economic Development Operating Plan (2016-2019).....	6
1.4 Methodology	6
1.4.1 Addressing Geographies and Jurisdictions.....	6
1.4.2 Process.....	8
1.4.3 Housing Needs Report Requirements.....	8
1.4.4 Census Information.....	9
1.4.5 Data Limitations.....	10
2.0 Community Profile.....	11
2.1 Population Characteristics	11
2.1.1 Age.....	12
2.1.2 Mobility.....	14
2.1.3 School Enrollment	15
2.1.4 Homelessness.....	16
2.2 Households.....	17
2.2.1 Households	17
2.2.2 Households by Size.....	17
2.2.3 Household Tenure.....	18
2.2.4 Households in Subsidized Housing.....	19
2.3 Community Growth.....	20
2.3.1 Population Projections.....	20
2.3.2 Household Projections.....	22
2.3.3 Projected Dwelling Sizes Needed.....	23
2.4 Key Findings.....	25
2.4.1 Population Characteristics.....	25

2.4.2	Households	25
2.4.3	Community Growth.....	26
3.0	Income and Economic Profile	26
3.1	Income	27
3.1.1	Median Income.....	27
3.1.2	Median Income by Economic Family Type.....	27
3.1.3	Households by Income Brackets.....	28
3.1.4	Owner Versus Renter Household Income.....	29
3.2	Economy.....	30
3.2.1	Economic Indicators.....	30
3.2.2	Commute to Work	31
3.3	Key Findings.....	32
3.3.1	Income.....	32
3.3.2	Economy.....	33
4.0	Housing Profile.....	33
4.1	Dwelling Units.....	33
4.1.1	Structure Type.....	33
4.1.2	Period of Construction.....	34
4.1.3	Average Shelter Cost	35
4.1.4	Short-Term Rentals	36
4.1.5	Cooperatives and Subsidized Housing	37
4.1.6	Housing Construction and Demolition.....	37
4.2	Housing Values.....	37
4.2.1	Median Owner-Estimated Housing Values	37
4.2.2	Assessed Housing Values by Number of Bedrooms.....	38
4.3	Core Housing Need.....	39
4.4	Key Findings.....	42
4.4.1	Dwelling Units.....	42
4.4.2	Housing Values	42
4.4.3	Core Housing Need.....	42
5.0	Community Engagement	43
5.1	Stakeholders.....	43
5.2	Engagement Outcomes	44
6.0	Gap Analysis.....	44

6.1	Market Ownership.....	45
6.2	Market Rental Gap Analysis	44
6.3	Non-Market Rental.....	44
6.4	Homelessness	44
6.5	Suitability	44
6.6	Key Findings.....	46
7.0	Summary of Key Areas of Need.....	47
7.1	Number of Units Needed by Unit Size	47
7.2	Statements of Key Areas of Local Need in the CCRD.....	48
7.2.1	Affordability	48
7.2.2	Suitability.....	49
7.2.3	Adequacy.....	50
8.0	Recommendations.....	52

Figures

Figure 1.1:	Map of CCRD Electoral Areas	3
Figure 1.2:	Methodology.....	8
Figure 2.1:	CCRD Population by Electoral Area (2006-2016).....	12
Figure 2.2:	Median Age, CCRD only (2006 - 2016)	13
Figure 2.3:	Population by Age (2016)	14
Figure 2.4:	1-year Mobility (2016)	15
Figure 2.5:	Student Enrollment in SD 49 (2001/2002 – 2016/2017).....	16
Figure 2.6:	Household by Size (2016)	18
Figure 2.7:	Household by Tenure (2016)	19
Figure 2.8:	Projected Median Age (2016, 2020, 2025).....	22
Figure 2.9:	Projected Average Household Size (2016, 2020, 2025).....	23
Figure 3.1:	Median Before-Tax Income (2016).....	27
Figure 3.2:	Households by Income Category (2016).....	29
Figure 3.3:	Median Household Income by Tenure (2016)	30
Figure 3.4:	Labour Force Status (2016).....	31
Figure 3.5:	CCRD Commute to Work for Population in Private households (2016).....	32
Figure 4.1:	Dwellings by Structure Type (2016).....	34
Figure 4.2:	Dwellings by Period of Construction (2016).....	35

Figure 4.3: CCRD Quarterly Availability of Short-Term Rentals (2017-2020) 37

Figure 4.4: Median Owner-Estimated Value of Dwellings (2016) 38

Figure 4.5: Private Households Below Housing Standards by Tenure (2016)..... 40

Figure 4.6: CCRD Private Households by Core Housing Need and Tenure (2016)..... 41

Figure 4.7: CCRD Private Households by Core Housing Need and By Tenure (2016)..... 41

Tables

Table 1.1: CCRD Subregions (Electoral Areas and First Nations Main Reserves) 7

Table 2.1: Private Households (2006 - 2016) 17

Table 2.2: Households in Subsidized Housing (2016) 20

Table 2.3: Projected Population (2016 – 2025) 21

Table 2.4: Projected Households (2016, 2020, 2025)..... 23

Table 2.5: Area A, Anticipated Housing Unit Sizes Needed (2020 and 2025)..... 24

Table 2.6: Area E, Anticipated Housing Unit Sizes Needed (2020 and 2025) 24

Table 2.7: Katit 1, Anticipated Housing Unit Sizes Needed (2020 and 2025) 25

Table 3.1: Median Economic Family Income by Type, Before Tax (2016)..... 28

Table 4.1: Average Shelter Cost by Tenure for Private Households (2016) 36

Table 4.2: Average Residential Values by Type and Bedroom Type 38

Table 6.1: CCRD Homeownership Gap Analysis, 20% Down Payment (2019)..... 46

Table 6.2: CCRD Homeownership Gap Analysis, 10% Down Payment (2019)..... 46

Table 6.3: Homeownership Gap Analysis with 20% Down Payment (2016) 42

Table 6.4: Homeownership Gap Analysis with 10% Down Payment (2016) 43

Table 6.5: Rental Gap Analysis 44

Table 6.6: CCRD Suitability Gap Analysis (2016)..... 45

Table 6.7: Area B (Bella Bella) Suitability Gap Analysis (2016) 46

Table 7.1: Projected Housing Units in CCRD (2016 – 2020 and 2020 -2025)..... 47

Appendices

Appendix A - Glossary

Appendix B – Required Tables

Appendix C – Engagement Summary

FIRST NATIONS ACKNOWLEDGEMENTS

The Central Coast Regional District acknowledges that its operations and electoral areas occur within the traditional and unceded territories of the Nuxalk Nation, Heiltsuk Nation, Wuikinuxv Nation, Kitasoo/Xai'Xais Nation, and Ulkatcho Nation.

The Housing Needs Assessment Report does not portend to make any statements on First Nations interests in their territories, impinge aboriginal title (in making conclusions about how private property is impacted by the legal common law concept of aboriginal title, which is not yet resolved in the courts), nor does it reflect the ambitions or perspectives of the respective First Nations with their own housing departments or authorities and objectives within CCRD's statutory geographical boundaries.

EXECUTIVE SUMMARY

The Central Coast Regional District (CCRD) Housing Needs Assessment provides broad and in-depth compilation and analysis of key quantitative data from the 2016 census, BC Assessment, BC Housing, and other sources together with community engagement information.

The CCRD is the only regional district within in BC that has no incorporated municipalities and that also services First Nations reserves. The CCRD has five electoral areas: Area A (the outer coast), Area B (Bella Bella, Heiltsuk Nation’s resident community), and Areas C, D, and E, which comprise the Bella Coola Valley. The CCRD shares overlapping jurisdiction with and within the traditional and unceded territories of the Heiltsuk Nation, Nuxalk Nation, and Wuikinuxv Nation, as well as the Kitasoo/Xai’Xais Nation and Ulkatcho Nation. Area B is the only electoral area that is entirely a First Nations reserve, Bella Bella 1, which is the main reserve of Heiltsuk Nation. The Wuikinuxv Nation community is located on Katit 1 within Area A, while the resident community of Nuxalk Nation is located on Bella Coola 1 within Area D. Areas C and E do not have any reserves within their boundaries. Housing Needs Assessments as a rule focus on non-reserve areas under the jurisdiction of the local government. Although the Nations within the CCRD have opted to use CCRD services, reserves are distinguished as being under exclusive First Nation and federal jurisdiction, and therefore not under CCRD or provincial jurisdiction.

Information on population trends, household composition, the state of housing, income, and housing values, as well as other challenges unique to the CCRD are brought together to understand the housing needs of residents of the CCRD and its electoral areas and First Nations communities (collectively referred to throughout as subregions). It is acknowledged that, for First Nations communities, the methodology of the Housing Needs Assessment limits its ability to truly understand the scope of the housing needs. For instance, local Band housing waitlists are not taken into account, and quantitative analysis relies on census information and not Band membership data, which is usually more complete.

Key findings of the Housing Needs Assessment are as follows:

DEMOGRAPHICS



The CCRD’s median age increased from 37.5 to 41.3 between 2006 and 2016.

- In the CCRD, the population grew by 4% between 2006 and 2016.
- Area B and Area D are the only areas to experience net decreases in population between 2006 and 2016. Electoral Area A grew the most (47.1%) followed by Area C (17.4%).
- Area A, C and D have median ages above 50 years. Area B and Area E’s median ages are 37.3 and 38.
- Bella Coola 1 has the youngest median age of 29.4 years in 2016.



ECONOMY



median income

In 2016, couples with children in the CCRD had the highest median income at \$78,464.

- Between 2001 and 2016, the median income in the CCRD rose by \$13,236, or 38.1%, from \$24,746 to \$48,000. Area D has the highest median income of \$62,592. There are three areas below the CCRD's median income: Bella Coola 1, Area E, and Area A. Of the three, Bella Coola 1 has the lowest median income with \$36,032.
- In 2016, couples with children in the CCRD had the highest median income at \$78,464. Lone-parent families and persons not in economic families have the lowest median income (\$38,272 and \$23,125, respectively).

CURRENT HOUSING CONDITIONS



average residential value

According to BC Assessment data, in 2019 the average residential value of a dwelling in the CCRD was \$191,295.

- The greatest proportions of housing in the CCRD were built before 1980 and between 1981 and 2000, with 43% for each period. The remainder, 15% was built in 2001 or later.
- The prevalence of homeownership in the CCRD increased from 59% in 2001 to 66% in 2016.
- In all areas, except Area E, the majority of households are owner-households. In Area E, 60% of households are renters and 40% are owners.
- In 2016, 34.2% of renter households were in core housing need, which is twice the rate of owner households (15.4%).
- Renter households were also more than twice as likely to be in extreme core housing need than owner households in the CCRD.
- Single family homes are unaffordable for households earning the overall median income for CCRD, which is the most common dwelling type.
- Lone-parent households in the CCRD are only able to afford manufactured homes, as single-family homes and multiplexes are unaffordable.
- Homeownership for Area C and Area D is unaffordable for median income earners.

FUTURE HOUSING NEED



net increase in the number of households

From 2016 to 2025, the CCRD is projected to see a net increase in the number of households of 12.

- Area A, Katit 1, and Area E are projected to see modest growth in the number of households.
- Area B, Area C, Area D, and Bella Coola 1 are projected to see decreases in the number of households in this timeframe.
- Overall, there is projected to be a need for 32 homes: 16 in Area A, 10 in Area E, and 6 in Katit 1 (Wuikinuxv).



1.0 Introduction

The CCRD has unique housing concerns but also shares common challenges with the rest of BC in related to housing availability and affordability. The housing stock is aging and falling into disrepair with limited and minimal new home construction to replace them. The remoteness of the five electoral areas and First Nations communities also increases barriers for affordable housing needs to be met. Building costs are well beyond the market value of homes and the scope of affordable housing grants.

By carrying out the Housing Needs Assessment, the CCRD aims to support effective housing policy and housing development with a baseline understanding of existing housing needs, and affordability and suitability challenges for residents. This Housing Needs Assessment has also been undertaken to comply with *Local Government Act* legislation and as such contains all expected components.



The Housing Needs Assessment aims to

- Describe key community demographics and characteristics;
- Provide a complete description of the housing situation in the CCRD;
- Project population and household numbers over the next ten years;
- Describe key aspects of the economy in the CCRD;
- Provide information on housing values in the CCRD;
- Profile the variety of household types by tenure and income;
- Establish core housing need indicators (i.e. adequacy, suitability, affordability);
- Indicate existing housing gaps in the ownership and rental market; and
- Describe recommended next steps to support housing in the CCRD.

This Housing Needs Assessment was funded by the Province of British Columbia (BC) through the Union of BC Municipalities and Northern Development Initiative Trust to support local governments in complying with *Local Government Act* legislation. This requires local governments to develop housing needs assessments to deepen their understanding of housing needs within their jurisdiction. This report discusses the most significant information particular to the Central Coast Regional District (CCRD), however further tables required by the *Local Government Act* are included in Appendix B. For more detail on the legislative requirements of Housing Needs Reports see Section 1.4.3.

1.1 About the Central Coast Regional District

The Central Coast Regional District (CCRD) was incorporated in 1968 and serves a population of 3,319 residents, according to the 2016 census, living within five electoral areas and three First Nations communities. The CCRD's electoral boundaries encompass an area of 24,000 square kilometers in the heart of British Columbia's (BC) central coast.

The CCRD's governance body is made up of five electoral areas (A, B, C, D, and E) and the area encompasses the communities of Wuikinuxv Nation, Heiltsuk Nation (Bella Bella, or Area B), and Nuxalk Nation. Kitasoo/Xai'Xais Nation also forms part of the central coast First Nations communities, however its resident community is outside of the CCRD boundaries and therefore was not included in the Housing Needs Assessment. The CCRD also includes several unincorporated communities of Bella Coola, Hagensborg, Firvale, Stuie, Denny Island, Ocean Falls, and Rivers Inlet.

A note about places and names:

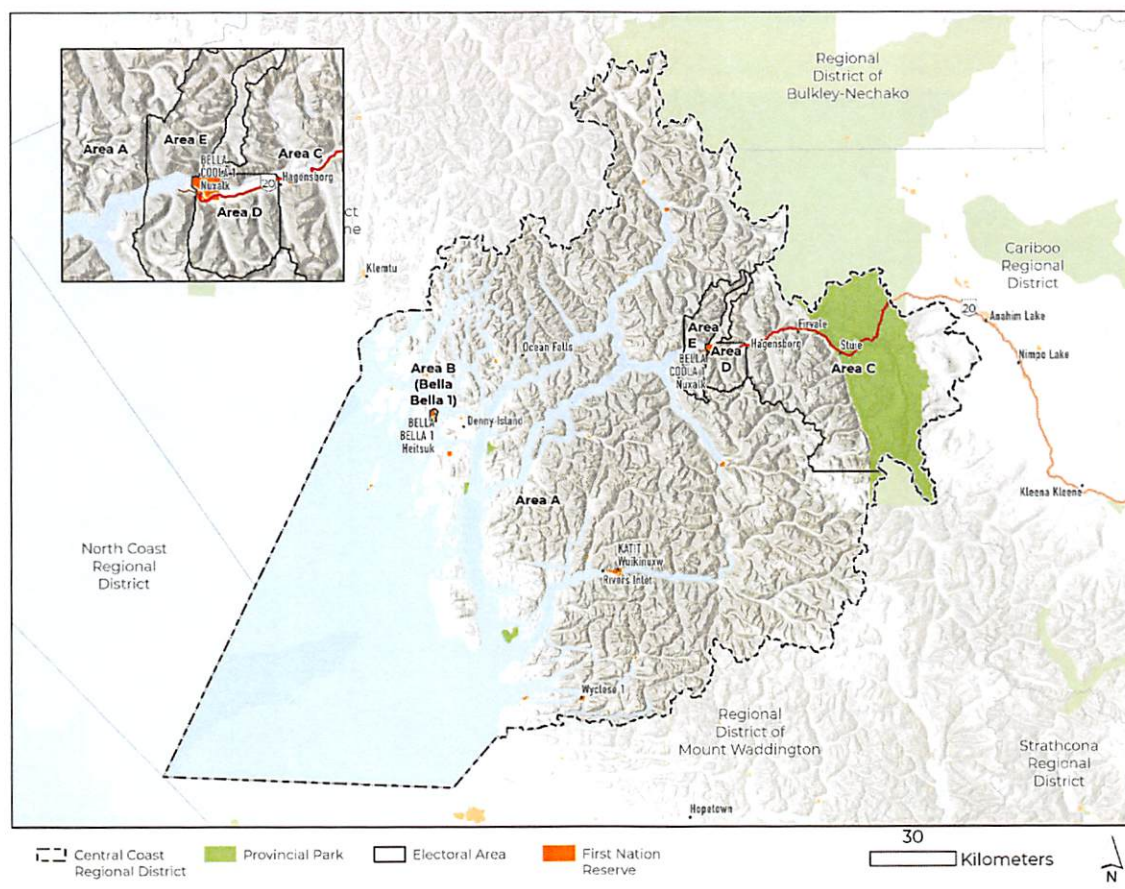
Throughout the document, electoral areas are referred to by their formal title, such as Area A, Area C, etc. Similarly, First Nations resident communities are referred to by their reserve names. This may be an unfamiliar way for CCRD residents to refer to local places, however it is necessary in the Housing Needs Assessment due to the way the data has been sourced. For example, referring to Wuikinuxv instead of Katit 1, or Heiltsuk instead of Bella Bella 1 would be erroneous, due to the fact that there may be community members living elsewhere who are not included in the census data. To facilitate easy reference to the place names used in the Housing Needs Assessment, a descriptive list is provided below and at the beginning of each section in the document:

- Area A: Ocean Falls, Denny Island, Rivers Inlet
- Katit 1: Wuikinuxv Nation
- Area B/Bella Bella 1: Heiltsuk Nation
- Area C: Hagensborg, the Saloompt, Firvale, Stuie, and The Precipice
- Area D: Four Mile, Hagensborg, Augsburg Church west to Tatsquan Creek
- Bella Coola 1: Nuxalk Nation
- Area E: Bella Coola town site

Figure 1.1 shows the Electoral Areas within the CCRD and First Nations.



Figure 1.1: Map of CCRD Electoral Areas



1.2 Structure

The Housing Needs Assessment is structured in the following way:

- Section 1.0 describes the purpose, relevant policies and related studies, general information about the community, as well as the methodology used to conduct this study.
- Section 2.0 provides description and analysis of the demographic profile of the CCRD which is based primarily on quantitative data from the census, but also on sources from School District 49, the CCRD, and BC Housing. Topics discussed are population change, household composition and size, and population projections.
- Section 3.0 provides comprehensive information on incomes and economic factors, including household incomes and unemployment rates based on census data.
- Section 4.0 profiles the number and type of dwelling units in the CCRD, trends in construction and demolition, housing values, and housing need based on census indicators.
- Section 5.0 provides information on engagement methodology, stakeholders interviewed, and engagement results.
- Section 6.0 breaks down the housing gaps in terms of income and supply for market ownership, market rental housing, and non-market rentals. In this section housing types needed to fill critical gaps in supply are listed.
- Section 7.0 provides a final summary of main points drawn both from quantitative data indications as well as engagement results.
- Section 8.0 provides a list of recommendations for the CCRD and organizations within the regional district which could be developed into next steps to address housing concerns.

1.3 Policies and Related Studies

The following policies that will have the greatest impacts on housing within the CCRD are the Official Community Plan and Zoning Bylaws, both of which may need updating. The most recent study is the Community Economic Development Operating Plan was conducted from 2016 to 2019. The HNA reviewed these policies and plans as they relate to housing and did not consider their efficacy in meeting the housing needs identified in this report.

1.3.1 Official Community Plan for Bella Coola Valley (1999)

The Official Community Plan (OCP) is a policy document used by local governments to guide land use decisions and to establish policies and goals regarding community development. As a long term, visionary document, the OCP will help the CCRD manage and plan community housing and development.

There is deficient information in the OCP as to what the housing needs are in the Bella Coola Valley. It is understood that the CCRD is in the process of applying for funding to update their OCP.

1.3.2 Zoning Bylaw No. 71 for Bella Coola Valley (1984)

Zoning Bylaw No. 71 is in place for only the Bella Coola Valley.

Residential use areas are defined as:

R-1 Large Holdings District – Each lot shall have an area of not less than 8,000 square metres. The following uses are permitted: agricultural use, forestry use, silviculture, residential camp, campground use, single family dwelling, home occupation and accessory buildings and uses. Not more than one dwelling unit shall be erected on one lot, except for lots with an area of four hectares or more where a maximum of two dwelling units are permitted.

R-2 Small Holdings District – Each lot shall have an area of not less than 4,000 square metres. The following uses are permitted: single family dwelling, home occupation, and accessory buildings and uses. Not more than one dwelling unit shall be erected on one lot.

R-3 Urban Residential District – Each lot shall have an area of not less than 2,000 square metres. The following uses are permitted: single family dwelling, home occupation, and accessory buildings and uses. Not more than one dwelling unit shall be erected on one lot.

R-4 Two Family Residential – Each lot shall have an area of not less than 1,000 metres, except where no community water system is provided each lot shall have an area of not less than 2,000 square metres. The following uses are permitted: single family dwelling, two family dwelling, home occupation, and accessory buildings and uses. Not more than one dwelling unit shall be erected on one lot.

R-5 Mobile Home Park Residential District – Each lot shall have an area of not less than 1 hectare. The following uses are permitted: mobile home parks, accessory residential use for caretaker of the mobile home park, home occupations, and accessory buildings and uses.

RM-1 Multiple Family Residential District – The following uses are permitted: townhouses, apartment buildings, home occupations, and accessory buildings and uses. The maximum permitted density for townhouses shall be 1 unit per 500 m² of lot area and for apartment buildings shall be one unit per 250 m² of lot area.

RM-2 Multiple Family Residential District – The following uses are permitted: townhouses, apartment buildings, home occupations, accessory buildings and uses, and two-family dwelling. The maximum permitted density for townhouses shall be one unit per 500 m² of lot area and for an apartment building shall be one unit per 250 m² of lot area, and for a two-family dwelling shall be one unit per 250 m² of lot area.

1.3.3 Zoning Bylaw No. 202 for Area A – Pruth Bay (1993)

The Calvert Island Zoning Bylaw was first adopted in 1993 to regulate private property located on Calvert Island in Area A. Given the small area and population in the area, there are only a few permitted uses, which are:

- Single family dwelling;
- Agricultural use;
- Horticultural use;
- Silviculture use;
- Home occupation;
- Schools, churches and community centres;
- Harbour and dock facilities;
- Parks;
- Public utility buildings;
- Garbage dumps;
- Cemeteries; and
- Accessory buildings and structures.

Additional regulation in terms of housing indicates that only one single family dwelling may be constructed per lot, unless the lot is over four hectares.

1.3.4 Community Economic Development Operating Plan (2016-2019)

The Plan addresses a wide range of opportunities. Among these was addressing housing concerns through regional district policies and bylaws. A key strategy noted was to update the OCP to ensure consideration is given to the multifaceted diversified nature of the new economy and addresses a community vision, housing density, business core, industry, agricultural land reserve etc.

1.4 Methodology

This section explains the methodology used for the Housing Needs Assessment, including how the geographies were addressed and incorporated into the research and analysis, and the data sources used.

1.4.1 Addressing Geographies and Jurisdictions

The CCRD is the only regional district within in BC that has no incorporated municipalities and that also services First Nations reserves. The CCRD shares overlapping jurisdiction with and within the traditional and unceded territories of the Heiltsuk Nation, Nuxalk Nation, and Wuikinuxv Nation, as well as the Kitasoo/Xai'Xais Nation and Ulkatcho Nation. Area B is the only electoral area that is entirely a First Nations reserve, Bella Bella 1, which is the main reserve of Heiltsuk Nation. The Wuikinuxv Nation community is located on Katit 1 within Area A, while the resident community of Nuxalk Nation is located on Bella Coola 1 within Area D. Areas C and E do not have any reserves within their boundaries.

Housing Needs Assessments as a rule focus on non-reserve areas under the jurisdiction of the local government. Although the Nations within the CCRD have opted to use CCRD services, reserves are distinguished as being under exclusive First Nation and federal jurisdiction, and therefore not under CCRD or provincial jurisdiction.

However, in the case of the CCRD, First Nations living on-reserve account for 57% of the population, and 62% of the population claims Aboriginal identity in the 2016 census. Heiltsuk Nation community comprises Area B, and so the housing needs of this community should be addressed within the scope of Housing Needs Assessment. Moreover, Bella Coola 1 forms an important part of the residential area of the Bella Coola Valley, and so looking at the housing needs of one area and not the other would be illogical. As a result, the housing needs of First Nations communities within the CCRD have been analyzed as part of the Housing Needs Assessment, using the same methodology used for non-reserve areas.

For this report, reserve data will be displayed alongside electoral areas to maintain the whole picture. Throughout the text, the electoral areas and reserves will be referred to as “subregions”. However, reserve data will be separated out of the Required Tables in Appendix B to ensure that Provincial requirements are met. Instances where data was suppressed, or otherwise unavailable, the respective community will not appear in the figures, tables, or text of the specific subsection.

Table 1.1 describes each electoral area’s population, growth, size, and main communities including reserves.

Table 1.1: CCRD Subregions (Electoral Areas and First Nations Main Reserves)¹

Subregion	Square KM	Communities
Area A	19,825	Ocean Falls, Denny Island, Rivers Inlet
Katit 1	6.58	Wuikinuxv Nation
Area B/Bella Bella 1	28	Heiltsuk Nation
Area C	3,975	Hagensborg, the Saloompt, Firvale, Stuiie, and The Precipice
Area D	304	Four Mile, Hagensborg, Augsburg Church west to Tatsquan Creek
Bella Coola 1	13.56	Nuxalk Nation
Area E	1.96	Bella Coola town site
Total	24,154.1	

Source: Canada Census Program, Census Profile 2011, 2016

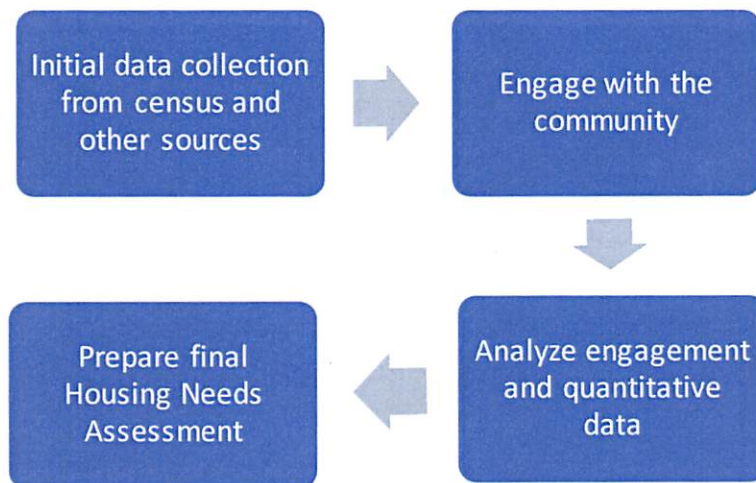
¹ CCRD webpage < www.ccrd.ca/governance/electoral-areas >

1.4.2 Process

The Housing Needs Assessment is developed through the collection and analysis of information from the latest census, BC Housing, BC Assessment, CMHC, and other sources, together with information collected during a comprehensive engagement phase. The engagement activities aim to include people from all the relevant geographical areas and from a range of different perspectives. These two streams of information are compiled and provided as a comprehensive analysis which results in key findings as well as initial recommendations.

Figure 1.2 shows the process used to collect information, engage with the community, and analyze data in order to prepare the Housing Needs Assessment.

Figure 1.2: Methodology



1.4.3 Housing Needs Report Requirements

Housing Needs Reports regulations require the collection of approximately 50 different data indicators about past and current population, households, income and economy, and housing stock, as well as projected population, households, and housing stock.² Most of this data is made available by the Government of BC through their data catalogue. While not all 50 data indicators are summarized in the body of the report, all required data that is currently available can be found in Appendix B. Some data indicators have not yet been made available and are noted as such (e.g., historical BC Assessment data). Data is collected from a number of sources, including:

- Statistics Canada 2006, 2011, and 2016 censuses and 2011 National Household Survey, via:
 - Data available online through Census profiles and data tables

² https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/summaryhnrrequirements_apr17_2019.pdf

- Custom Housing Needs Report data provided by the Ministry of Municipal Affairs and Housing (MAH)
 - BC Housing
 - BC Assessment
 - BC Stats
 - AirDNA
 - Central Coast Regional District

It should be noted that this report at times refers to “Band housing”. This term is used for rental housing provided by First Nations and is the term used in the census, whether the First Nation refers to themselves as a Band or a Nation or other terminology.

This document fulfills Housing Needs Report requirements for the Central Coast Regional District, providing information on housing needs across the housing continuum, including an estimate of the number and size of housing units required to address existing demand and future growth over the next five years. This report is intended to be used by the CCRD, First Nations, and other stakeholders to inform the planning and development of housing, through local plans, policies, and the management of development. It is also a public document intended to support decision-making around housing and provide information to stakeholders to help improve local understanding of housing needs.

This report provides an overview of housing needs based on analysis of this quantitative data from these sources, as well as qualitative data from community engagements. This data is used to identify housing units required currently and over the next five years, number of households in core housing need, and statements about key areas of local need, in fulfilment of Housing Needs Reports regulations.³ Due to low populations in the CCRD geographies there are some instances where quantitative data has been lacking. In these instances, information has been sought by engaging local experts, or other alternative information sources.

1.4.4 Census Information

Most data in this study were sourced from the Statistics Canada census, particularly population, demographics, households, income, and the economy. The focus is on 2016 with comparisons generally to 2006 and 2011 to show recent trends. According to the census profile information online for 2016, the non-response rate for the CCRD for the short-form questionnaire was 11.8%. The non-response rate for the long-form census was 7.3%. In addition, readers should note that the custom tabulation of census

³ <https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/policy-and-planning-tools-for-housing/housing-needs-reports>

data for 2016, 2011 and 2006 count only the population in private households which is less than the total population. Where custom tabulation data has been used, this is noted.

In general, the study has favoured using medians rather than averages for indicators such as income or age. Medians can provide a clearer picture of the situation which shows where the middle data marker is, and does not skew data based on anomalies (e.g. one or two very high salaries or a number of very low salaries could skew average income data).

1.4.5 Data Limitations

There are limitations to the data used in this report. Significant limitations that may affect interpretation of the data presented in this report are described here.

1.4.5.1 Different Census Datasets

This report refers to both the standard Census Profile from Statistics Canada and a custom data set that was prepared by Statistics Canada for the purpose of Housing Needs Reports. This data provides some information not available in the Census Profiles. However, it is based on a 25% sample. It also differs slightly from the Census Profiles as it only reports on private households and excludes those living in institutions or any form of collective dwelling. Both the Census Profiles and custom data sets are used and are referenced.

1.4.5.2 Age of Data

The most recent national census was completed in 2016 and is now several years old. While it provides important demographic and housing information, it does not capture more recent trends. Other, more recent sources of data are used where possible and quantitative data is supplemented with stakeholder engagement which provides insight into emerging trends. The next national census is scheduled for 2021 and results will begin to become available in 2022.

1.4.5.3 2011 National Household Survey

The 2011 National Household Survey (NHS) was voluntary and had a much lower response rate than the mandatory long-form census. Because of this, data from the 2011 NHS is of a lower quality than census data. In particular, this adversely impacted income data, and any comparisons between Census income data and NHS income should be viewed with caution; overall income trends between 2006 and 2016 are therefore a more reliable indicator of future income direction than 5-year trends.

1.4.5.4 Projections

The projections contained in this report offer possible scenarios and should be used with caution. In reality, local conditions like population, immigration patterns, decisions on growth and density, and market forces impact the nature of the projections. Wherever possible, the projections should be informed by an understanding of the context within Victoria and the CRD. To note, population projections presented in this report are based on the BC Stats population projections developed for the CRD.

1.4.5.5 Covid-19

The statistical data reported in this document was collected prior to Covid-19 and may not entirely reflect current housing trends.

2.0 Community Profile

Section 2.0 introduces key information which will form the basis of the analysis into housing needs in the CCRD. It includes a population profile to identify age characteristics, mobility, and homelessness. Households, including the size, composition, and the number of households renting or owning their homes. Key projections are identified for population and household growth, as a first step to understanding future housing need in CCRD.

Key to places and names:

- Area A: Ocean Falls, Denny Island, Rivers Inlet
- Katit 1: Wuikinuxv Nation
- Area B/Bella Bella 1: Heiltsuk Nation
- Area C: Hagensborg, the Saloompt, Firvale, Stuie, and The Precipice
- Area D: Four Mile, Hagensborg, Augsburg Church west to Tatsquan Creek
- Bella Coola 1: Nuxalk Nation
- Area E: Bella Coola town site

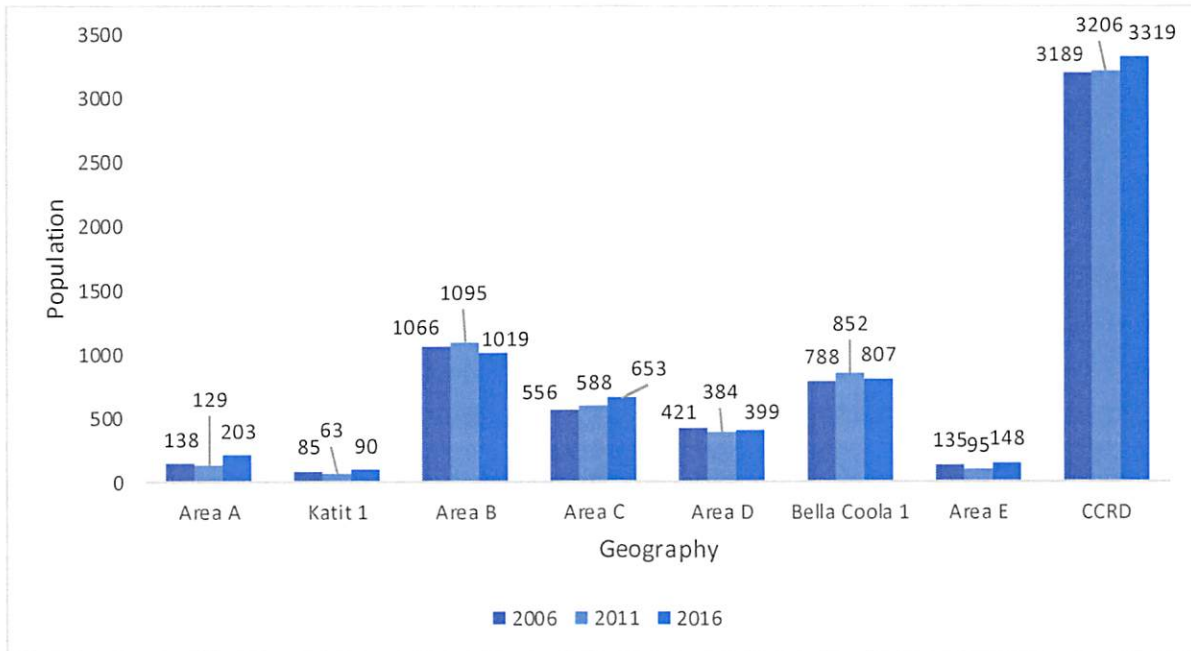
2.1 Population Characteristics

Demographic information is important to understand as the composition of a community impacts housing need. Section 2.1 breaks down the number of, age and mobility of CCRD residents as well as school enrollment at SD49. Population

The total population in the CCRD is 3,319. The subregions with the highest population area Area B with 1,019 and Bella Coola 1 with 807 people. In the CCRD, the population grew by 4.1% between 2006 and 2016. Area B and Area D are the only areas to experience net decreases during this time (-4.4% and -5.2% respectively). Proportionately, the areas that grew were Area A (47.1%), Area C (17.4%), Area E (9.6%), Katit 1 (5.9%), and Bella Coola 1 (2.4%).

Figure 2.1 depicts the total population of each electoral area with the CCRD between 2006 and 2016.

Figure 2.1: CCRD Population by Electoral Area (2006-2016)



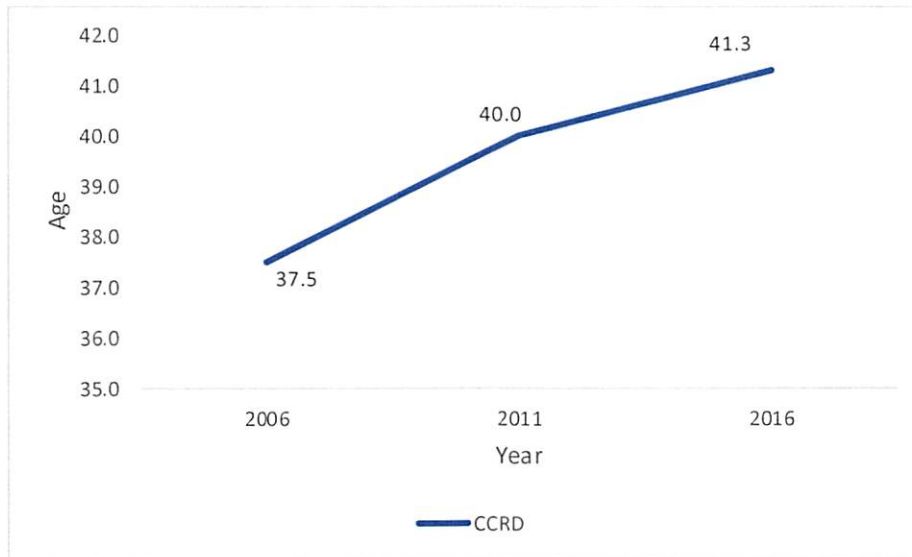
Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

2.1.1 Age

The CCRD’s median age in 2016 is 41.3 years. This is an increase of 3.8 since 2006. There are three areas with median ages over 50: Area A (52.3), Area C (52.6) and Area D (51.7). Area B and Area E are both below CCRD’s median age (37.3 and 38.0, respectively). Bella Coola 1 has the youngest median age with 29.4 years. Katit 1 did not have median age data available.

Figure 2.2 shows the median age of CCRD for census years 2006 through 2016.

Figure 2.2: Median Age, CCRD only (2006-2016)



Source: Statistics Canada Census Program, Census Profiles 2001, 2006, 2011, 2016

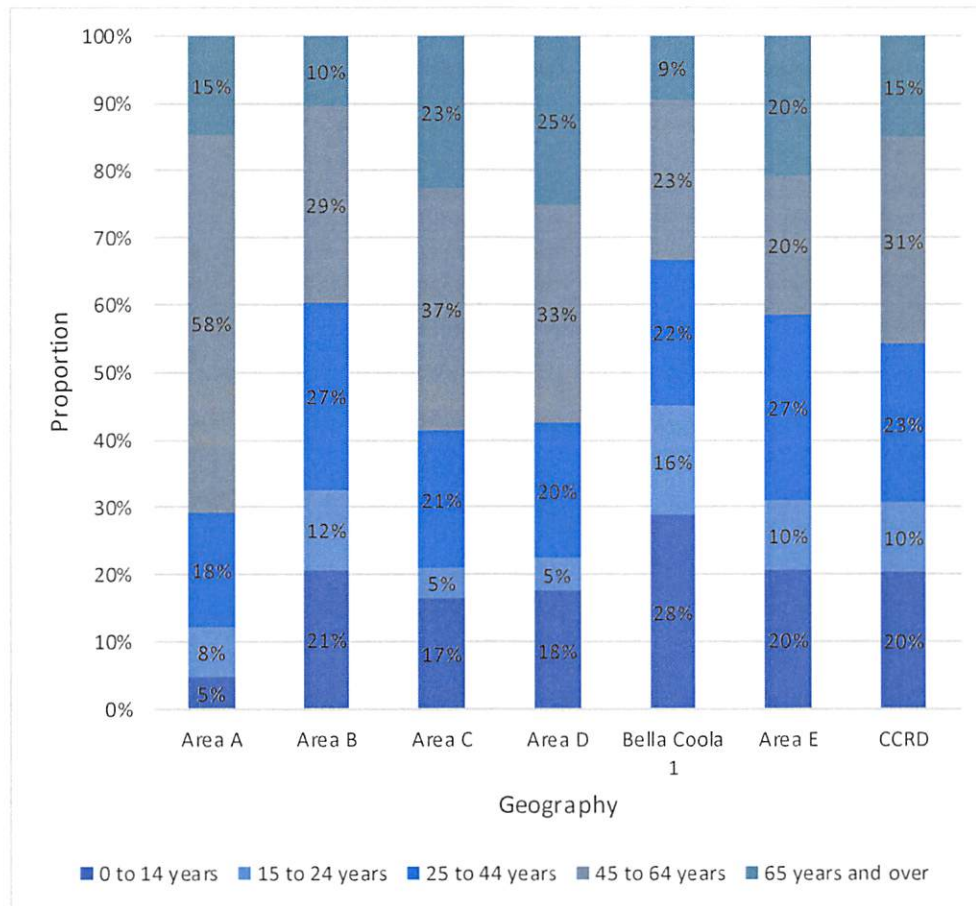
When broken down by age, the largest population segment in the CCRD in 2016 is between the ages of 45 and 64 years of age (30.9%). The next largest segments are between the ages of 25 and 44 (23.3%) and 0 and 14 (20.3%). The two smallest groups are between 15 and 24 (10.4%) and 65 and over (15.1%).

A sizable proportion (57.5%) of Area A's population is between the ages of 45 and 64, and another 15% is aged 65 or over. Area C and Area D also have greater proportions of their population aged 45 to 65 (36.6% and 32.5%, respectively), and 65 or older (22% and 25%, respectively). These are also the areas with the highest median ages as noted above.

Bella Coola 1's population has the largest proportion of residents aged 14 or younger, 28.4%, followed by Area B with 20.6% and Area E with 20%. Area A has the smallest proportion of residents aged 14 or younger at 5%.

Figure 2.3 shows the population within the CCRD broken down by electoral area and age cohort.

Figure 2.3: Population by Age (2016)



Source: Statistics Canada Census Program, Census Profiles 2006, 2011, 2016

2.1.2 Mobility

Mobility status refers to the place of residence of a person on the date of the census in relation to their place of residence on the same date in a previous year. Persons who lived in the same residence on the same reference day are considered non-movers. Those who lived elsewhere are considered movers. Movers include non-migrants and migrants. Non-migrants are those who moved within the same census subdivision while migrants are those who previously lived outside the census subdivision. Interprovincial migrants moved to the CCRD from within BC while interprovincial migrants moved from another province or territory. There were no migrants into the CCRD from outside of Canada⁴.

In 2016, 12% of the CCRD's population had moved within the last year. Of the 12%, 5% of the movers had moved within the CCRD, 6% came from elsewhere in British Columbia and 1% came from other provinces.

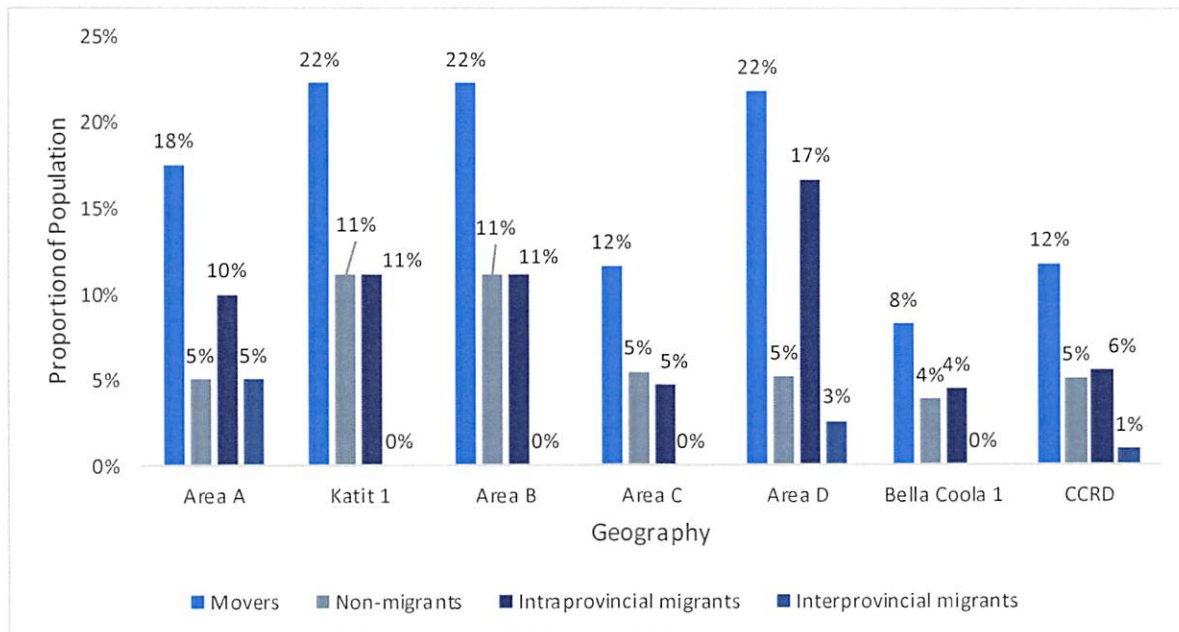
⁴ Mobility and Migration Reference Guide, Census of Population, 2016

Katit 1, Area B, and Area D had the highest proportion of movers (22%) compared to other regions in the CCRD. Bella Coola 1 had the smallest percentage of movers at 8%, followed by Area C with 12%.

In Area D, 17% of the population had moved into the region from elsewhere in British Columbia. This is notably higher than other areas within the CCRD. Only Areas A and D had residents move from other provinces. Lastly, there were no movers recorded for Area E.

Figure 2.4 shows the proportion of people living in the CCRD who have moved in the past year.

Figure 2.4: 1-year Mobility (2016)



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2.1.3 School Enrollment

In the CCRD and School District 49, there are four elementary schools and two high schools. The two high schools, Nusatsum Secondary and Sir Alexander Mackenzie Secondary, are in Hagensborg (Area C). There are also four elementary schools currently operating, and they are:

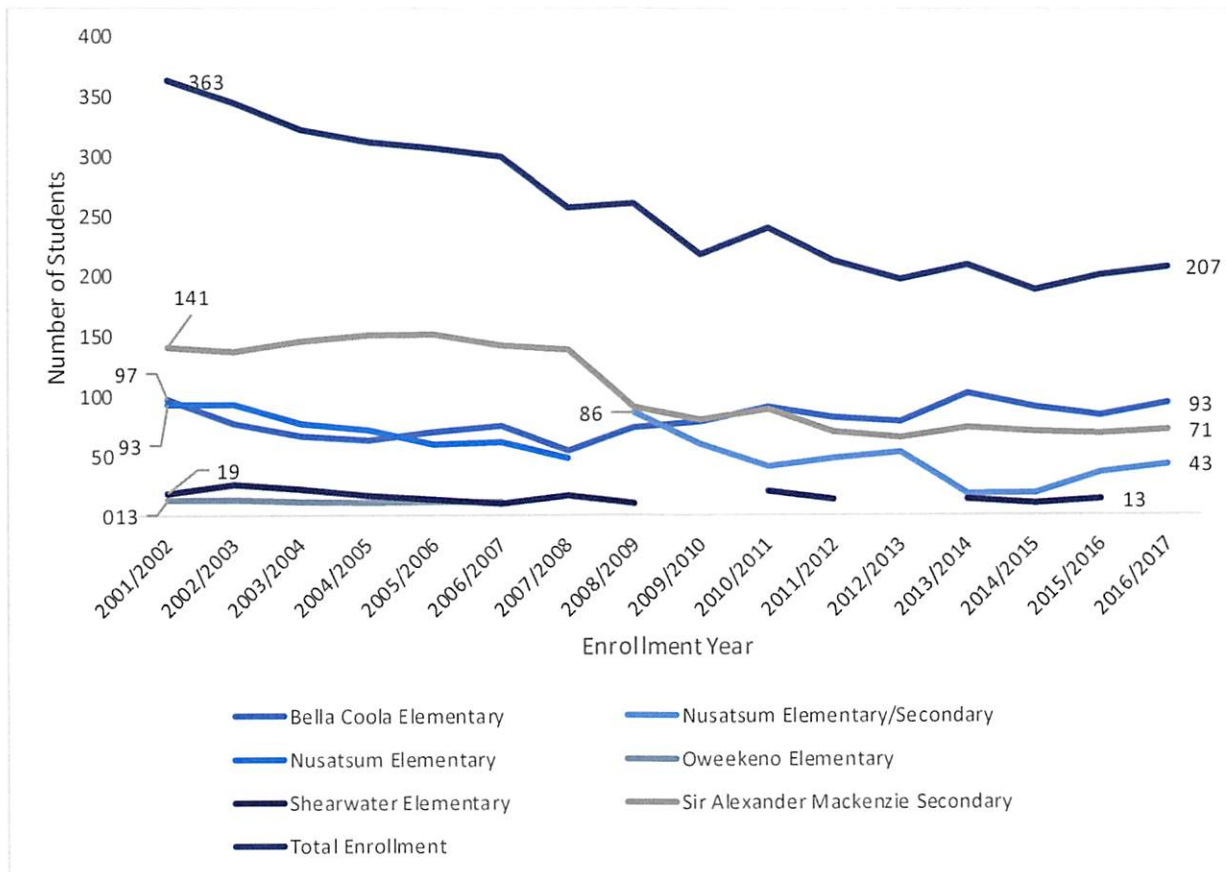
- Oweekeno Elementary (Area A, Wuikinuxv)
- Shearwater Elementary (Area A, Denny Island)
- Nasatsum Elementary (Area C, Hagensborg)
- Bella Coola Elementary (Area E, Bella Coola 1)

The total enrollment has decreased by 42% from 2001/2002 to 207 in 2016/2017. Where available, enrollment data for shows declines at all six schools. Sir Alexander Mackenzie Secondary and Nusatsum Elementary/Secondary saw the largest decreases. Sir Alexander Mackenzie Secondary school's enrollment

numbers decreased from by 70, or 49%, from 141 in 2001/2002 to 71 in 2016/2017. In turn, Nusatsum Elementary/Secondary declined by 43 students, or 50%, from 86 in 2008/2009 to 43 in 2015/2017.

Figure 2.5 depicts the historic trend in student enrollment across schools in School District 49 from 2001 through 2017.

Figure 2.5: Student Enrollment in SD 49 (2001/2002 – 2016/2017)



BC Data Catalogue, BC Schools – Student Enrolment and FTE by Grade

2.1.4 Homelessness

Information on homelessness was only available through interviews with community members. There is very little actual homelessness, but an unconfirmed number of people tend to couch surf at the homes of friends and family. This issue has only been noted for the Bella Coola Valley. Some squatting at abandoned buildings has also been mentioned.

See Section 5.0 for more information on homelessness.

2.2 Households

Housing need is determined in part by household composition in the CCRD, including the household size and whether they include dependents. Section 2.2 provides information on the number of households in the CCRD, the size of household, the household tenure (as owners or renters), and the number of households in subsidized housing.

2.2.1 Households

The number of private households in the CCRD is 1,285 in 2016. Area B has 330 households, the greatest number of all the subregions. Area C has 310, Bella Coola 1 has 245, Area D has 175, Area A has 120, and Area E has 70 households. Katit 1 has no data available for 2016 but in 2011 had 35 households.

Overall, the CCRD saw an increase of 8.9% in the number of households from 2006. Over the same period, Area A saw an increase of 100% in the number of households, the greatest of all the subregions in the CCRD. The number of households in Area C grew by 24% and in Area E the number grew by 7.7%. The number of households declined in Katit 1, Area B, Area D, and Bella Coola 1. The largest decrease, -22.2%, took place in Katit 1, while the other three areas declined by less than 5%.

Table 2.1 describes the number of private households, and change over time, within each subregion from census year 2006 through to 2016.

Table 2.1: Private Households (2006 - 2016)

	2006	2011	2016	Change (%)
Area A	60	55	120	100.0%
Katit 1	45	35	X	-22.2%
Area B	345	360	330	-4.3%
Area C	250	280	310	24.0%
Area D	180	175	175	-2.8%
Bella Coola 1	x	255	245	-3.9%
Area E	65	50	70	7.7%
CCRD	1,180	1,210	1,285	8.9%

Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

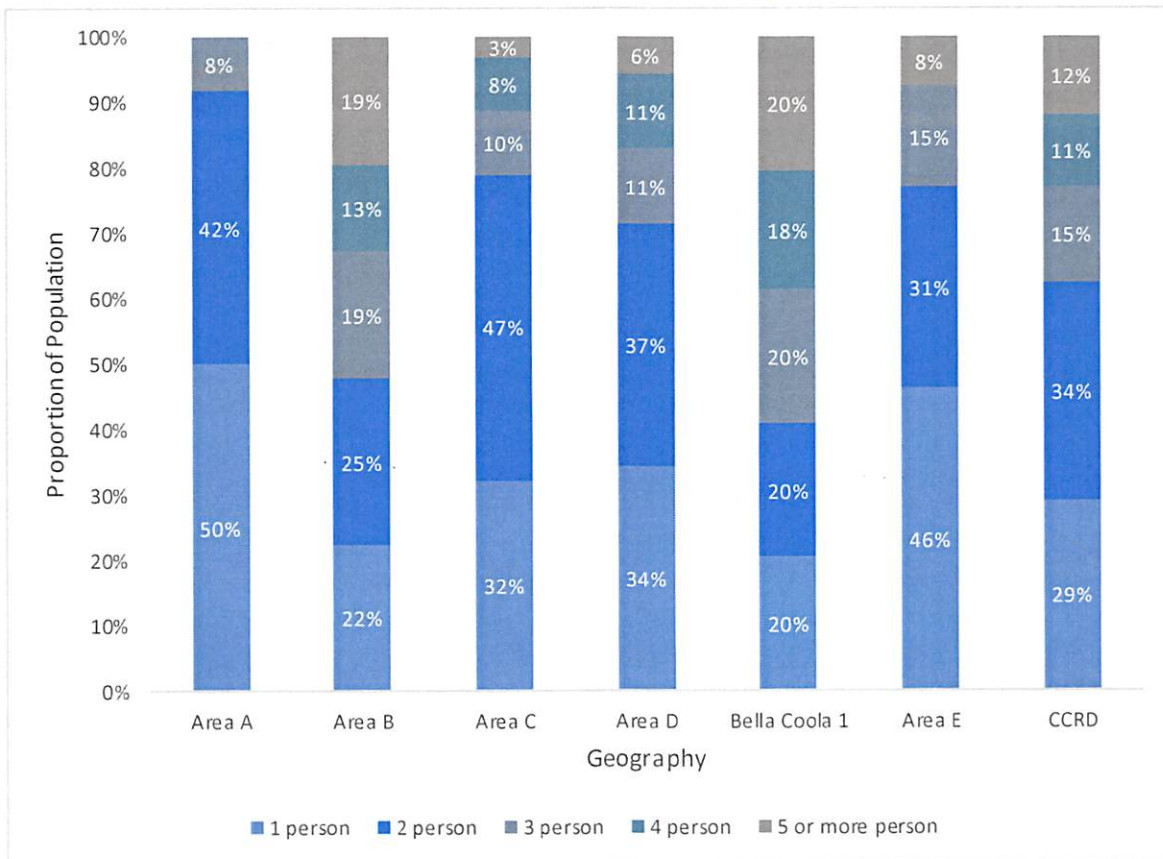
2.2.2 Households by Size

In 2016, 63% of households in the CCRD were either one person (29%) or two people (34%). The next most common household size is three people (15%), followed by five or more people (12%) and four people (11%). Household size in the CCRD has remained relatively stable over time at 2.6.

The proportion of one and two person households in Areas A, C, D and E exceeded 70%. In Area A, 92% are one person or two person households. The proportion of one and two person households in Area E is 77%, in Area C is 72%, and is 71% in Area D. In comparison, 58% of households in Bella Coola 1 and 51% in Area B have three-or-more people. Areas with smaller household sizes are likely to be empty nesters and retirees who could be overhoused and/or interested in downsizing to mitigate maintenance needs.⁵

Figure 2.6 shows the proportion of the CCRD population living in different household sizes within each electoral area.

Figure 2.6: Household by Size (2016)



Source: Statistics Canada Census Program, Custom Data Organization for BC Ministry of Municipal Affairs and Housing

2.2.3 Household Tenure

Between 2006 and 2016, the CCRD saw a net increase of 7% in homeownership. Homeownership went from 59% in 2001 to 73% in 2006 and then down to 66% in 2016. In 2016, 27% of households were renters

⁵ Statistics Canada Census data rounds data to the nearest 5 or 10 count, which can result in percentages not adding up to 100%.