

44

Calls with Local Governments on COVID-19
Recovery Engagement with All Local Governments
Minister of Municipal Affairs and Housing & Municipal Mayors and RD Chairs
AGENDA

Date: July 20, 2020

Time: 10:30-12:00pm

Duration: 1.5 hrs

Event Summary	Teleconference with Minister Selina Robinson, Municipal Mayors, Regional District Board Chairs and Senior Local Government Staff
Key contacts	

Time	Agenda Items:
2 mins	Minister Robinson: Welcome
5 mins	Minister Robinson: Overview of Calls
40 mins	Mayors and Chairs: Initial Ideas Two-minutes for each local government to make initial remarks and speak to what is currently happening around economic recovery in your community.
40 mins	Mayors and Chairs: Discussion Given the values, outcomes and criteria that government is using to guide our economic recovery, what ideas for recovery are being talked about in your communities that would meet governments objectives?
3 mins	Minister Robinson: Closing Remarks

Please send any follow up questions to MAH.Minister@gov.bc.ca

Board Meeting

JUL 09 2020

CCRD ITEM

B/C

A photograph of a young woman with dark, curly hair, smiling and looking down at a smartphone she is holding. The image is partially covered by a large yellow diagonal shape that contains the main text.

Building BC's Recovery, Together

SHARE YOUR IDEAS

Get involved
gov.bc.ca/recoveryideas



Contents

MESSAGE FROM THE PREMIER	2
MESSAGE FROM MINISTER OF FINANCE AND DEPUTY PREMIER	4
HOW HAS COVID-19 AFFECTED BC'S ECONOMY?	6
NEXT STEPS	8
PUTTING BC VALUES INTO OUR RECOVERY	10
HAVE YOUR SAY – IT'S IMPORTANT	12
<i>What we need to hear from you</i>	12
<i>Three ways you can have your say</i>	13
<i>Who else we'll be hearing from</i>	14
LIST OF BUSINESS SECTORS THAT HAVE RESTARTED	15

Message from the Premier

THE COVID-19 PANDEMIC HAS CHALLENGED

and changed our province.

More than 2,500 British Columbians have been diagnosed with COVID-19, and, tragically, more than 165 loved ones have died. Their passing occurred despite the heroic efforts of nurses, doctors and health-care workers.

Our friends and neighbours suddenly found themselves out of work. Some people were able to keep working from home, but if they had school-age kids, it required a lot of juggling. For others living in rural communities, working from home was not an option, and some traveled to remote work sites.

Across BC, thousands more kept working in grocery stores, transportation, pharmacies and other essential services to ensure we had what we needed while we fought to flatten the curve. Many business owners did their part to help flatten the curve by taking the difficult step of closing their doors.

Even if you haven't been touched directly by illness or job loss, you're likely facing some uncertainty about the future. We all are.

But there are better days ahead of us.

We've already taken critical steps to protect people's health, homes and incomes.

In partnership with Ottawa, we've taken steps to maintain basic incomes, protect jobs and assist businesses. These measures are just the start.

Recently, with the guidance of Health Minister Adrian Dix and Provincial Health Officer Dr. Bonnie Henry, we announced our plan to carefully restart BC. Now we begin to turn our attention from a restart to recovery. But recovery means more than just returning to what we had before.



Like you, I know that British Columbia can bounce back better than ever. We can build a stronger, more resilient BC by putting people at the centre of every decision we make.

We can build a BC where strong public services are always there when people need them. We can meet the challenge of the climate crisis. And we can do so in partnership with Indigenous peoples to ensure that everyone can benefit from our progress.


But we can't do it without you. This document is the start of a discussion about what kind of a province we want to build.

Throughout the pandemic, we have emphasized transparency — by explaining the problem, sharing the evidence, charting a direction. That's the same approach we need to plan our economic recovery.

Today, I'm asking you to have your say by completing BC's online survey, participating in a virtual townhall or replying to this paper with your ideas and priorities. We'll be reaching out during the coming weeks and months to hear your views and hear from community, Indigenous, business and other groups across the province.

Since the pandemic began, British Columbians' response showed clearly that we are at our best when we work together. Your input will help us shape the decisions as we invest our \$1.5 billion Economic Recovery Fund and plan for our next budget.

I hope you will participate in planning BC's recovery — to help shape it, just as you helped flatten the curve.



JOHN HORGAN

Premier of British Columbia

Message From Minister of Finance and Deputy Premier

SINCE THE FIRST CASE OF COVID-19 IN BC, our government has focused on addressing the most pressing needs of British Columbians during the crisis.

We have had three main priorities: keeping people safe by supporting our hospitals and health-care workers; helping British Columbians who need it with programs like income supports; and making sure that essential services like groceries and public transit continue to be available.

The health threat of COVID-19 is far from over. But we are making progress.

Thanks to the efforts of everyone from front-line doctors to families who practiced safe physical distancing, we have flattened the curve.

We know many people are still worried about losing their jobs or their homes, and are anxious about the future. Business owners are worried about confidence. When will people feel confident enough to resume spending, and when will entrepreneurs feel the time is right to invest and expand again?

As we start preparing for the road ahead, we won't lose sight of these immediate concerns, and we'll keep doing everything we can to provide help to the people who need it.

Throughout the pandemic, businesses providing essential services remained open safely. In mid-May we began to restart BC, allowing more businesses and services like parks to open safely. Now it is time to begin getting our economy back to pre-pandemic levels deliberately and safely.



Rebuilding our economy after COVID-19 will be a massive job. But we're starting from a strong place. We have a lot of advantages in BC, from our natural resources and clean technology, to our capacity for research, to our culture of innovation and entrepreneurship. We're the gateway to Asia and a major port to the US. And our most important advantage is our people.

Our province's inherent strengths have not been lost during the pandemic. That is why, even though times are tough, and uncertainty clouds the year ahead, I have never been more optimistic about the future of British Columbia. By building on our strengths, and drawing on new ideas, we will restore economic growth and achieve a vibrant, inclusive, competitive economy.

The road to recovery will not be easy, but I know we can emerge stronger than ever.



CAROLE JAMES

Minister of Finance and Deputy Premier

WHAT HAVE WE DONE SO FAR

When the pandemic hit, our government quickly put in place a **\$5 BILLION** COVID-19 Action Plan that protects people's health, provides financial relief to people and businesses who need it, and builds BC's plan for economic recovery.

Some of the measures are intended to help the majority of British Columbians. For example, BC Hydro rates have been reduced by **1 PERCENT**, which helps almost all people and businesses in the province save money. Other measures are more targeted, focusing help on those who need it most.

The \$5 billion action plan is designed to complement measures brought in by the federal government, to amplify the benefits to people in BC. To take one example, the federal CERB offers people who have lost work due to COVID-19 a benefit of **\$2000** per month. The BC Emergency Benefit for Workers (BCEBW) offers CERB recipients an additional **\$1,000** one-time payment.

How has COVID-19 affected BC's economy?

It's too early to calculate the full economic consequences of COVID-19, or even say what will happen to our economy in the months ahead before the virus is controlled. But we do know the economic impact of this pandemic is as bad as any we have ever seen in the history of our province. Hundreds of thousands of British Columbians have lost their jobs. Everyone has a family member, friend or neighbour facing unemployment.

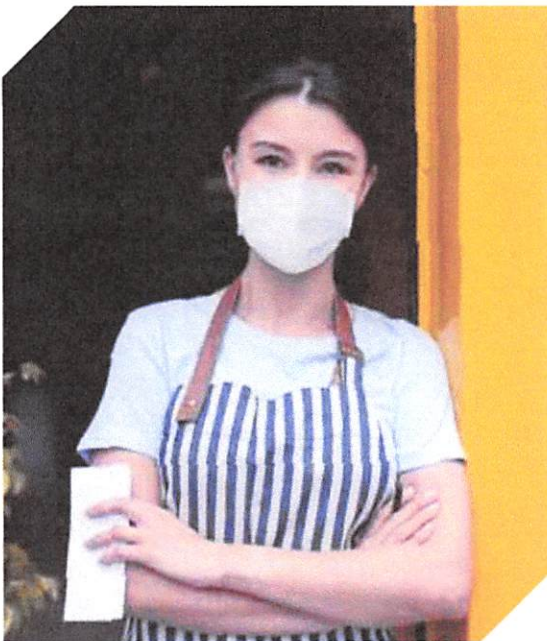
The crisis came about very suddenly. Like jurisdictions across the country and around the world, we are facing unemployment levels similar to those of the Great Depression — but this time they appeared in a matter of weeks, a process that took years in the 1930s.

The trigger for this crisis was also unusual. The problem did not start within the economy itself, with something like a stock-market crash or a housing bubble. This time it was a sudden, external shock that forced governments everywhere to temporarily close large parts of the economy in order to prevent many deaths and far greater economic damage.

The people who have been most affected work in the services sector, especially in public-facing jobs like retail stores, restaurants, tourism, and social services.

As a result, women and young people in particular have seen terrible increases in unemployment. Part-time, informal, and self-employed workers have also been disproportionately harmed.

The unusual characteristics of this economic downturn mean the recovery will probably look different than recoveries after previous downturns.



And since the effects have not been the same for all people, or all sectors of the economy, our rebuilding plan can't be one-size-fits-all, either.

The COVID-19 pandemic has helped us appreciate that “front-line” workers are not just on the front lines of health care. They include the thousands of other essential workers who have kept BC moving in challenging times.

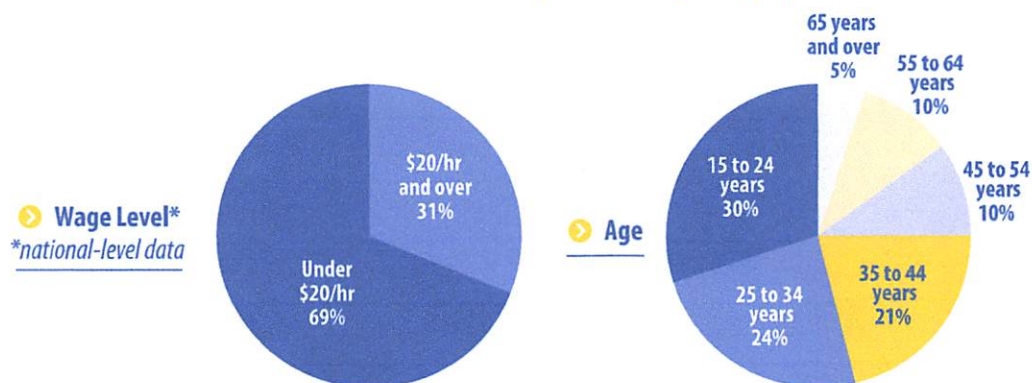
FIGURE 1: BC industries with biggest job losses due to COVID-19

	% of industry's jobs lost	Share of total job loss	% of job losses that were women
All industries	13%	100%	54%
Accommodation and food services	50%	30%	65%
Retail trade	19%	19%	57%
Construction	14%	11%	10%
Information, culture and recreation	22%	8%	57%
Other services (except government)	29%	11%	70%
All other industries	4%	22%	49%

Grocery store clerks, truck drivers and farmers have kept the food supply chain open. Child-care workers have made it possible for nurses, firefighters and others to go to work knowing their kids are in good hands. Bus drivers have ensured public transit is there for those who need it. The list of essential workers is long. We are grateful to them all.

These examples remind us that when we talk about “the economy,” we are talking about people. The economy is not an abstract thing, separated from people’s real lives. Although we often use numbers to measure economic trends, behind those numbers are real people.

Above all else, a strong economy means one that benefits people. This understanding — that the economy is people — will guide us as we move into the next phase of our economic recovery.

FIGURE 2: Share of total job losses by category

Source: All data is from the Statistics Canada Labour Force Survey. All numbers are unadjusted. February to May 2020.

Next Steps

There is still a lot of uncertainty about what will happen with the pandemic. How quickly we bounce back depends on a number of questions no one can yet answer. When will we have a vaccine? How quickly can we develop an effective treatment? We don't know.

Still, we can and must start to move forward, with caution.

Economically, the immediate challenge is to get people back to work as quickly and safely as possible, starting with those who have been hurt the most by the pandemic.

These people include:

- *Indigenous peoples and new Canadians;*
- *Women;*
- *Young adults (18 to 35 year olds);*
- *People earning less than \$30/hr; and*
- *Service sector workers.*

Getting people working again will not be easy. Employers must see demand for their services, so they can hire. Workers need transit to get to work and schools for their children. Consumers need confidence they can shop safely. All these factors have to come together to build our recovery.

The pandemic has exposed underlying gaps in our economy and society. We all now better appreciate the importance of workplace safety, strong public services, and our collective responsibility to take care of each other.



As we move from restart to recovery, we have the chance to address those gaps, and to do much more. We can build back better than before.

For many years, our province's social and economic development have been hampered by a failure to acknowledge and address the title and rights of First Nations. Since the 1970s, the courts have confirmed and defined inherent title and rights, but government legislation and policies have not kept up. The results have included prolonged negotiations, protracted litigation, and confrontations — all of which have hurt First Nations and kept us all, as British Columbians, from reaching our full potential in a way we can all benefit from.

Those are some of the reasons why, in November 2019, the Legislature voted unanimously to pass the *Declaration of the Rights of Indigenous Peoples Act*.

Similarly, taking action on climate change and keeping BC clean opens up incredible opportunities for jobs and growth. This argument is gaining support around the world — including from organizations like the International Energy Association and former central banker (and now-UN Special Envoy for Climate Change) Mark Carney.

By building partnerships with Indigenous peoples, businesses, research and education institutions, and workers, we are moving toward a low-carbon economy. That means a cleaner province for future generations, and a strong and diverse economy based on innovation.

The choices we make in the coming weeks and months can help us build an economy — and a province — that works for everyone. Reconciliation and clean growth will be at the heart of our recovery.

While some might say we can't afford to make significant investments now, we know that we can't cut our way back to where we were before — let alone to a better, fairer, more sustainable and more prosperous future.

WHAT HAVE WE DONE SO FAR

Supporting People – Highlights

People whose ability to work has been affected by the outbreak can get a tax-free **\$1,000** one-time payment, the BC Emergency Benefit for Workers (BCEBW) to supplement the CERB.

About **86 PERCENT** of British Columbians will receive enhanced payments up to **\$564** in July 2020 through an expanded BC Climate Action Tax Credit.

Renters will get help through temporary relief of up to **\$500/MONTH**, a moratorium on most evictions during BC's emergency order, and a freeze on new annual rent increases by landlords.

ICBC customers on a monthly Autoplan payment plan, who are facing financial challenges due to COVID-19, can **DEFER THEIR PAYMENT** for up to 90 days with no penalty.

BC Hydro customers who have lost income can receive a three-month credit, saving the average residential customer **\$477**.

Putting BC values into our recovery

Before COVID-19, BC had one of Canada's fastest growing economies and lowest unemployment rates. But for years, many people and communities had not seen the full benefit of all that growth.

Some of those inequities have become even more noticeable during the pandemic. For example, for people in communities where broadband access is unavailable or unaffordable, working from home may be impossible. For workers in sectors like film or tourism, the pandemic has had a devastating and potentially long-lasting impact. In other sectors, like transportation or the resource sector, employment has been hit less hard, but there is still increased uncertainty about what the future holds.

The pandemic has also reminded us how important our health care system is to our quality of life, and how many rely on mental health services and personal care homes.

The pandemic has affected people across our province — from Port Hardy to Cranbrook, Surrey to Fort Nelson. But COVID-19 is also a chance to take stock and start building a better BC. We can't go back to an economy that only benefited those at the top, while leaving others behind.

We believe that everyone deserves the chance to learn, work and build a secure future with a good quality of life. We believe that public services should be there when people need them. We are convinced we must continue to confront the threat of climate change and the need for reconciliation with First Nations.



There are some key values we all share as British Columbians.

ONE IS A COMMITMENT TO EQUITY – economic opportunity should be available to all. Everyone should have an opportunity to improve their standard of living and participate fully in their local community.

A SECOND IS TAKING CARE OF EACH OTHER THROUGH CO-OPERATION AND PARTNERSHIP – we're stronger when we work together, from little things like checking in on elderly neighbours or coaching a team, to providing quality public services like health care to everyone.

A THIRD IS SELF-RELIANCE – we have what it takes to build an innovative, creative economy that competes with the best, not one that works only for those at the top and leaves others behind. We value our environment and are committed to a low-carbon economy that achieves our commitment to fight climate change.

AND A FOURTH IS OPTIMISM AND SENSE OF URGENCY

– the conviction that working together we can build our province even better than before, recognizing we also need to act boldly now because people are hurting.

Coming out of COVID-19, our priorities for a stronger BC include:

- **STRENGTHENING OUR HEALTH CARE SYSTEM** – making sure we're ready for future threats and that people can always get the care they need, including mental-health services;
- **CREATING AND RESTORING** good-paying and sustainable jobs;
- **BECOMING MORE SELF-SUFFICIENT** – growing BC's manufacturing capacity and protecting our access to essential supplies and food security;
- **IMPROVING EDUCATION**, training and apprenticeship opportunities so that good jobs don't go unfilled;
- **TAKING ADVANTAGE OF BC'S ABUNDANT CLEAN ENERGY**, growing an economy that is innovative and clean – and exporting made-in-BC, low-carbon services, products and technologies to the world;
- **MOVING FORWARD ON MEANINGFUL RECONCILIATION** with Indigenous peoples, so that we can all benefit from BC's success;
- **BUILDING THE CRITICAL INFRASTRUCTURE** and services that all communities need to thrive — from new roads, hospitals and schools to highspeed internet;
- **ENSURING THAT BC IS ON A STRONG FISCAL FOOTING**, ready and able to provide the services people count on.

We were already investigating ideas to grow BC's economy and create family-supporting jobs of the future through innovation and technology before the pandemic.

The final report of BC's innovation commissioner, *"Putting Innovation to Work for British Columbia: Growing B.C. Companies,"* and the final report of the Emerging Economy Task Force were both released last month. We will draw on these recommendations to help guide us as we work with researchers and industry to grow a resilient, sustainable economy that works for people.

WHAT HAVE WE DONE SO FAR

Supporting Business – Highlights

Most commercial property tax bills have been reduced by an average **25 PERCENT**, providing up to **\$700 MILLION** in relief. And to give commercial landlords and businesses more time to pay their reduced property taxes, late payment penalties for commercial properties have been waived until October 1, 2020.

Businesses with a payroll over \$500,000 can **DEFER THEIR EMPLOYER HEALTH TAX PAYMENTS** until September 30, 2020. (Businesses with a payroll under this threshold are already exempt.)

Payments for provincial sales tax (PST), hotel tax, carbon tax, motor fuel tax and tobacco tax are deferred, freeing up capital for businesses to use now when they need it.

The BC Business COVID-19 Support Service serves as a single point of contact for businesses throughout the province looking for information on resources available to them.

Small businesses that had to close due to COVID-19 can have their BC Hydro bills forgiven for three months, saving on average **\$363**.

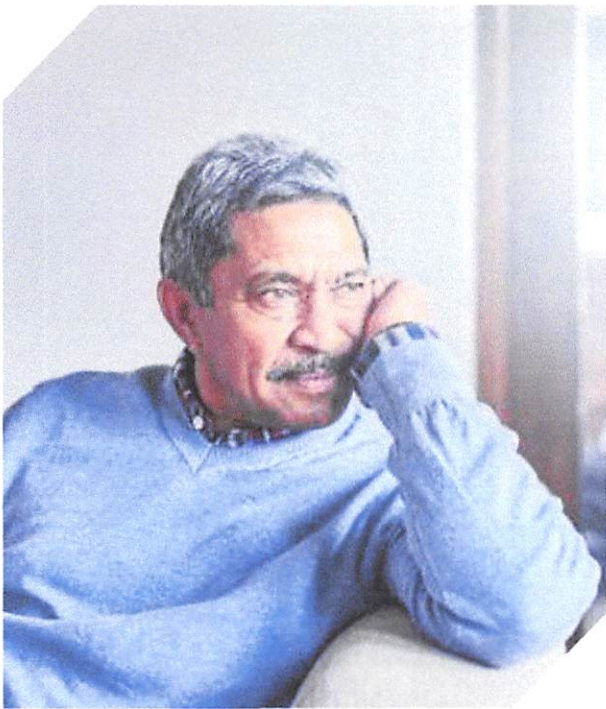
Have your say – it's important

COVID-19 is a wake-up call that we need to be better prepared and that, although there will be financial costs, we can never again let a pandemic affect people and our economy so much.

To get there, your voice is essential. That's why we're asking you to share your ideas about BC's recovery.

WHAT WE NEED TO HEAR FROM YOU

Recovering from COVID-19 is about setting priorities. Your government's priority is people and the things that matter most in our everyday lives. Some of the critical questions that we need to answer together are:



- **WHAT DO WE NEED TO DO TOGETHER** to strengthen and improve our health care system? That means everything from our hospitals, clinics and personal care homes, to the medical staff and supplies.
- **WHAT IS THE TOP PRIORITY** for you personally when it comes to improving your quality of life? For some people that means affordable child care or housing — what does it mean for you?
- **WHAT WOULD MOST HELP IMPROVE YOUR WORK LIFE OR WORK PROSPECTS?** That could mean training to allow you to take advantage of job opportunities, or affordable child care closer to home.
- **ARE WE ON THE RIGHT TRACK?** Do you see your concerns and needs reflected in this approach?

THREE WAYS YOU CAN HAVE YOUR SAY

1. **SHARE YOUR OPINIONS:** An online survey is one of the fastest and easiest ways that you can ensure your opinions are heard. It's a chance to provide answers to some important questions and to give advice based on what you're seeing in your community. Visit gov.bc.ca/recoveryideas.
2. **RESPOND TO THIS PAPER:** This paper sets the stage for the challenges ahead of us. If you've read this far and already have some ideas and advice, you can submit them to recoveryideas@gov.bc.ca.
3. **PARTICIPATE IN VIRTUAL TOWNHALLS:** We've connected with tens of thousands of British Columbians in virtual townhalls — and there's more to come. This is a chance to share your comments and ask questions. Learn more about the virtual townhalls at gov.bc.ca/recoveryideas.



WHAT HAVE WE DONE SO FAR

Economic Recovery Task Force

THE PREMIER'S ECONOMIC RECOVERY TASK FORCE brings together leaders from business, labour, First Nations and not-for-profits to help ensure the Province's economic response to COVID-19 is effective and responsive to the needs of British Columbians.

The task force meets weekly to advise government on our economic response to the COVID-19 crisis. It includes Premier John Horgan, Finance Minister Carole James, Minister of Jobs, Economic Development and Competitiveness Michelle Mungall, other members of cabinet and leaders from business organizations, including the Business Council of BC, BC Chamber of Commerce, Vancouver Board of Trade, Surrey Board of Trade, the BC Federation of Labour, First Nations organizations and the not-for-profit sector.

The task force is helping ensure the benefits of provincial programs are reaching their intended targets and complementing federal programs.

WHAT HAVE WE DONE SO FAR

How WorkSafeBC is helping businesses restart safely

MANY BUSINESSES IN BC operated safely throughout the pandemic. Starting in mid-May, more businesses and services have started to open.

WorkSafeBC is providing sector-specific guidelines and other resources to help businesses with their planning. Every industry or sector is being asked to build on those guidelines to develop appropriate standards for health and safety measures in their areas.

Sector standards are then reviewed by WorkSafeBC, with input from public health officials.

Individual businesses and organizations do not need to submit their own plans for review or approval, but they must make them available to their workers and their customers by posting on the premises.

WorkSafeBC inspectors and public health officials will be working to ensure businesses have their COVID-19 Safety Plan in place, that it aligns with guidelines and sector standards, and that it is being followed. This will include inspectors visiting worksites across the province.

This approach strikes a balance between public health, the health and safety of workers, public confidence that shopping or visiting a business is safe, and not asking small businesses to develop complex plans for approval before they can begin to restart and rehire people.

WHO ELSE WE'LL BE HEARING FROM

As conversations across the province move from restart to recovery, it is clear recovery means more than returning to the past. This is an opportunity for businesses, organizations and non-profit agencies to help us generate solutions to address the challenges they face.

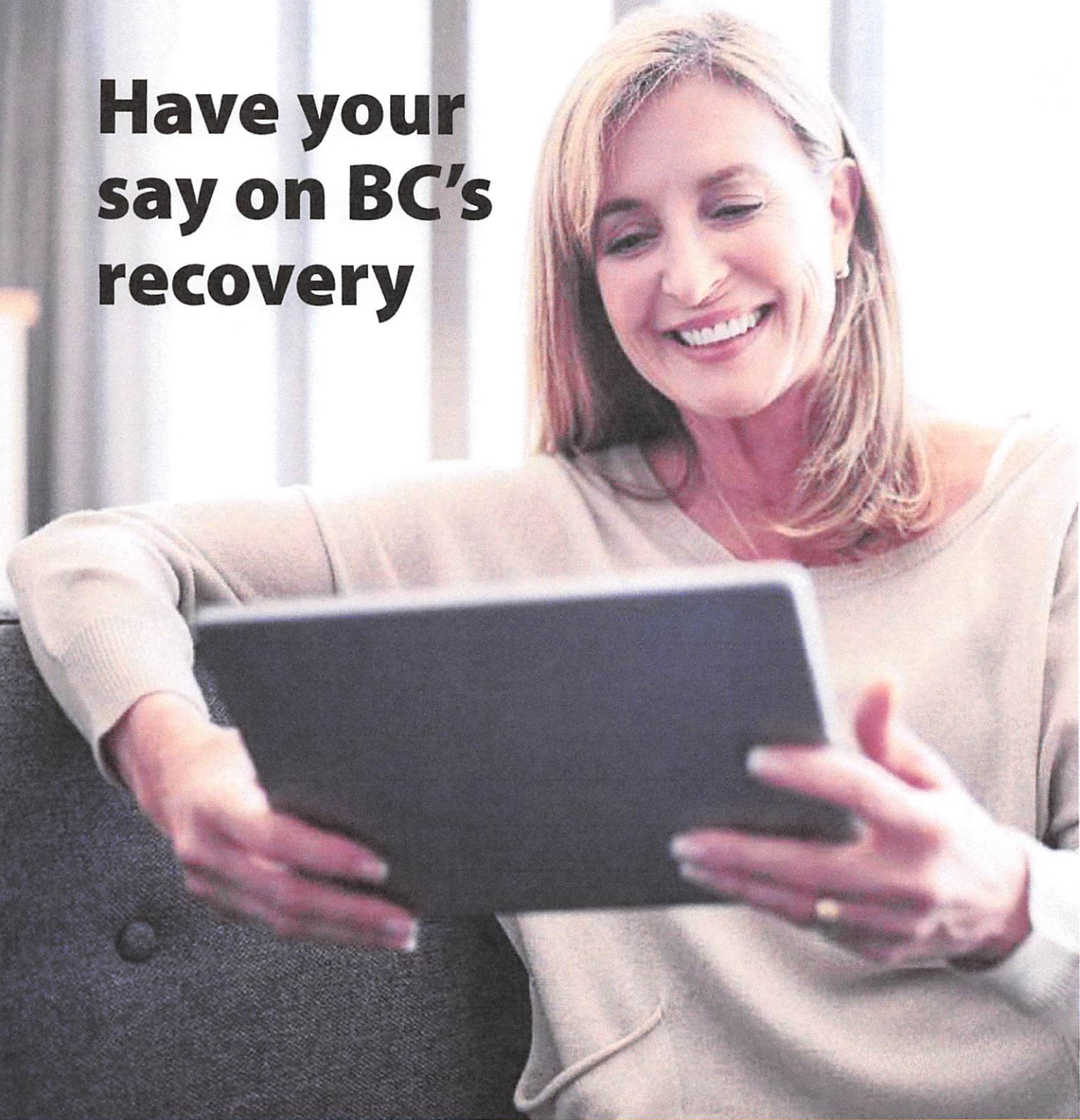
Throughout the weeks and months ahead, Premier John Horgan and Finance Minister Carole James will be leading roundtable discussions with businesses, Indigenous peoples and organizations to get their ideas. These conversations will be framed to gather input on restoring consumer confidence, accelerating job creation, and supporting job security.

Engagement roundtables will also include discussions with academics and economists, youth and student groups, business owners and industry associations, social service providers, Indigenous leaders, local governments, environmental and civil society groups. Cabinet ministers and MLAs will continue reaching out to constituents, as well as sector stakeholders, local businesses and community organizations. Input received will help inform government's economic recovery plan. Acknowledging that these stakeholders are the experts in their fields, these conversations will provide an opportunity to collaboratively create solutions to challenges facing all British Columbians.

This outreach also includes the annual budget consultations that the Legislative Assembly of British Columbia Finance Committee will hold throughout the summer months. This will be one more way that people can share their ideas.



Have your say on BC's recovery



**Share your ideas at
gov.bc.ca/recoveryideas**



List of business sectors that have restarted

PHASE 2 (MID MAY ONWARDS)

UNDER ENHANCED PROTOCOLS

- Restoration of health services
 - » Re-scheduling elective surgery
 - » Medically related services
 - dentistry, physiotherapy, registered massage therapy, chiropractors
 - physical therapy, speech therapy, and similar services
- Retail sector
- Hair salons/ barbers/other personal service establishments
- In-person counselling
- Restaurants, cafes, pubs – with sufficient distancing measures
- Museums, art galleries, libraries
- Office-based worksites
- Recreation/sports
- Parks, beaches and outdoor spaces
- Child care

PHASE 3 (JUNE-SEPTEMBER, IF TRANSMISSION RATE REMAINS LOW OR IN DECLINE)

UNDER ENHANCED PROTOCOLS

- Hotels and resorts (June)
- Parks – broader reopening, including some overnight camping (June)
- Film industry – beginning with domestic productions (June/July)
- Select entertainment – movies and symphony, but not large concerts (July)
- Post-secondary education – with mix of online and in-class (September)
- K-12 education – partial return in June, full return in September
- Fitness centres and gyms



Get involved
gov.bc.ca/recoveryideas



LIDSTONE & COMPANY

BARRISTERS AND SOLICITORS

MEMORANDUM

TO: BC Clients
FROM: Lidstone & Company
DATE: June 24, 2020
RE: COVID-19 Emergency Orders Validated
FILE: 99999 - 044



The provincial government has introduced legislation to validate and ultimately phase out the emergency orders made under the *Emergency Program Act*. Attorney General David Eby introduced Bill 19 - 2020, the *COVID-19 Related Measures Act*, for First Reading on June 22.

Two of the various orders validated by the legislation are the M098 which suspends limitation periods and allows local governments (and other statutory decision-making bodies) to alter mandatory time frames in relation to their powers and M139 which exempted local governments from requirements for meetings, hearings and bylaw adoption. M139 was replaced on June 17 by M192.

Although the provincial Ombudsperson reported on June 22 that these two orders M098 and M139 exceeded the authority of the Minister of Public Safety under the EPA, local governments may rely on the validating legislation which has retroactive effect to make it clear that the orders were always valid.

Accordingly, in our view the actions of municipalities and regional districts taken *in accordance with these orders* are valid and decisions made *in accordance with these orders* may not be attacked based solely on the validity of the orders.

In this regard, section 3(1) of the Bill provides that the orders are enacted as a provision of the Act and section 3(3) renders the orders in force and effect as of the date of the relevant provincial declaration of a state of emergency in the case of M139 and as of the date the order was made in the case of M098 and M192. Section 3(11) expressly provides that all of section 3 is retroactive to the extent necessary to give full force and effect to its provisions.

The Bill also provides for the extension of the legal effect of orders made under the EPA in case there is a resurgence of the pandemic in the province, and further provides for unwinding of the orders.

Note: This document is of a general and summary nature only and is not exhaustive of all possible legal obligations. In addition, laws may change over time and should be interpreted only in the context of particular circumstances such that the information in this document is not intended to be relied upon or taken as legal advice or opinion. Readers should consult a legal professional for specific advice in any particular situation.



FINANCIAL SERVICE REPORT

To: Courtney Kirk, CAO
From: Ye-Ne Byun, Finance Manager
Meeting Date: July 9, 2020
Subject: Budget vs Actual January – June, 2020

Recommendation:

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

Service Summary:

The pandemic spread of COVID-19 has caused unprecedented economic turmoil. The loss of variable revenue including landfill, recreation, and especially user fees revenue at the Bella Coola Airport due to reduced transportation services have a significant impact on CCRD's financial situation. These decreases in revenue represent a funding gap issue for local government, not simply a cash flow issue, because the revenues that are lost during the time of the COVID-19 pandemic in most cases will not be recovered in the future.

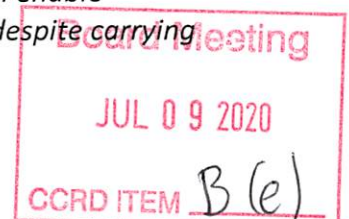
All regional districts are facing significant financial challenges. The Province has recognized it and recently issued Ministerial Order M159 under section 10 of the *Emergency Program Act* to ensure that local governments have operating funds during the emergency and the impacts of the emergency are lessened by varying, extending or deferring requirements;

Section 11 of the Order – Extend Regional District Revenue Anticipation Borrowing

Under section 404 of the Local Government Act, regional districts may utilize revenue anticipation borrowing to meet current-year lawful expenditures.

Under the EPA order, the Province will allow regional districts to carry any unpaid balance of revenue anticipation borrowing at the end to 2020 into 2021. In 2021, local governments will be allowed to do new revenue anticipation borrowing in addition to the balance carried over from 2020.

The unpaid balance from revenue anticipation borrowing incurred in 2020 will not impact the amount of revenue anticipation borrowing authorized for 2021. This will enable regional districts to continue to engage in revenue anticipation borrowing, despite carrying over such debt from 2020.



The balance of revenue anticipation borrowing carried into 2021 must be fully repaid by the end of Calendar 2021 to ensure timely resolution of the debt (December 31, 2021).

Staff have been working rigorously to sustain essential public services while limiting the financial impact through utilizing further cost reductions.

While actions have been taken to mitigate the revenue impacts, much uncertainty remains and it is important to consider the potential for prolonged budget impacts. A budget amendment is contemplated in an effort to reduce expenditures or increase revenues to balance the 2020 budget.

The Financial Services department will continue to monitor and assess the evolving situation and take appropriate actions to respond to the financial situation so that we will ensure sustainable service delivery as a core function of the regional district.

Financial/Budgetary:

Budget Variance Report for the period January to June, 2020 is attached.

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

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

CCRD Mandate for Service Delivery:

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

Respectfully Submitted by:


Ye-Ne (Sandra) Byun, Finance Manager

Reviewed by:


Courtney Kirk, Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

**Financial Variance Report
January to June 2020**

Attached is the Revenue & Expenditures – Actual vs Budget report for the period January 1 to June 30, 2020.

REVENUE

Overall, actual total revenues are about 43% of the total budget for 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. We've received the regional district basic grant (\$200,000) and allocated to each service as per the 2020 budget.

- User fees are in line with projections but we are experiencing the loss of user fees revenue from landfill, recreation, and especially Bella Coola Airport due to Covid-19 pandemic. We do not have May and June Bella Coola Airport revenue figures posted at the time of writing but the scheduled flights are not projected to resume until at least the end of July, and thereafter the number of flights and passengers may be reduced by half for an undetermined time so senior staff have been working on establishing a financial plan and a budget amendment in an effort to reduce expenditures or increase revenues to balance the 2020 budget.

-Provincial/Federal Grant revenue is below budget due in part to annual contributions not yet being received from the Gas Tax Agreement for the Community Works Fund. We will receive the full allocation (\$194,895) in one payment rather than two in July due to the federal government's decision to accelerate delivery of Gas Tax funding so that they can provide financial help to ease local governments' burden through COVID-19 pandemic.

- Also, the UBCM Strategic Priorities Fund has not yet being claimed or received for both the swimming pool (\$2,691,000) and the Denny Island Water System (\$1,470,900) in 2020.

- \$785,000 grant funding was deferred to 2020 which includes funding from Rural Dividend for tourism and capacity development; from Rural Dividend for the Regional Connectivity project; from NDIT for Love Northern BC grants; from EMBC for the Bella Coola Valley LiDar and Ortho-imagery project; from UBCM for a Bella Coola Valley Risk Assessment and Flood Modeling project; from Vancouver Coastal Health for the Active Communities Project; from UBCM for 2019 Housing Needs Report Program; and from NDIT for 2019 Community Planning for Housing grants.

EXPENDITURES

Overall, approximately 13% of the total budgeted expenditures have been expended.

Administrative Services

Community Works Fund

- Funds have been earmarked for the Centennial pool retrofit project, the Denny Island water system project, asset management planning, developing the landfill closure plan, and the landfill conformance review. These projects are largely unexpended in the first half of the year.

Feasibility Studies

- There have been no funds expended so far this year. Funds have been set aside for feasibility studies related to establishment of a fire protection service on Denny Island, Street Lighting on Michelle Drive, and the contribution towards a Ministry of Municipal Affairs and Housing infrastructure feasibility grant for a multi-purpose airport building at Denny Island Airport should the grant be awarded in the next round of application review.

General Operations

-Approximately, 45% of expenses have been expended to date including financial service fees, payroll and other operating expenses.
 -Financial service fees have been recovered partially by funding from EMBC and we have been able to provide ongoing support for CCRD EOC financial processes and accounting.
 -An over expenditure in capital works (\$6,000 exceeded budget) was incurred by upgrading our central server which was necessary as we experienced a critical failure in our previous server and we were in urgent need of a substantially upgraded server.

Grants in Aid

-Grants in Aid to community groups will be disbursed in August after the receipt of the annual tax requisition.

Development Services

Economic Development

- \$2,300 of the total Economic Development Initiatives budget (\$143,000) has been expended. The budget includes funding from Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement. (Nuxalk Nation cultural liaison and interpretation, trailhead kiosks, carving and installation of cultural pieces, airport greenspace and play area at the airport, Klonik riverside greenspace and viewing area, trail rehabilitation and construction, and a pedestrian bridge at the Beaver Pond.)
 - \$4,800 of the \$15,000 has been spent on Community Promotion Video project funded by Northern Development Initiative Trust.

- \$65,000 remains unspent in the special project budget for Central Coast regional communications committee, and food hub or food security feasibility project. The funding sources for the regional communications committee and food hub/security feasibility project have not been found.

Land Use Planning

- There is no significant financial activity to date but \$14,900 of the total housing needs assessment project budget (\$78,000) has been spent on Urban Systems Ltd's professional services in regard to collection and interpretation of housing data and further analysis and charting of quantitative data.

Street Lights

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

Environmental Services

Solid Waste Management

- \$16,000 remains unspent in the capital work budget for fencing the landfill and installing a septic system at Thorsen Creek Waste and Recycling Centre.
- In the Solid Waste Management Maintenance budget for mowing, weed eating contract or other maintenance projects will be undertaken later in the season.
- Most of expenditures have not yet been incurred but \$ 250,000 was budgeted for free store construction and has not yet expended, but the source of funds has not yet been determined.
- \$150,000 remains unspent in the special project budget 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

- There has been no significant financial activity to date.
- The annual payment to the Nuxalk Nation for water supply (\$21,275) has been paid out.

Denny Island Waterworks

- \$5,300 of the \$1,471,000 has been spent on engineer services delivered by Urban Systems for the Denny Island Water System project.

Leisure Services

Parks & Recreation – Bella Coola

- \$18,000 remains unspent for labour cost for finishing staining at the concession, ice rink repairs, and other park, trail, ball field maintenance.
- Funds have been set aside for capital works including raising field fence lines at the ball field and railing on the concession.
- The remaining funds (\$17,000) for the trail construction and the bridge installation supervision project funded by Rural Dividend has not been expended.

- We will be receiving significant grant funding (\$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.

Recreation – Denny Island

- There are no expenditures to report.
- \$13,700 was deferred to 2020 for initiatives associated with the Active Communities Project from Vancouver Coastal Health. The scope of this project is being reconsidered.

Swimming Pool

- Expenditures are in line with budget projections in spite of loss of anticipated revenue due to the pandemic. This is due to a shortened operating season made necessary by COVID-19.
- In 2020, the \$2,971,000 budgeted for the pool retrofit project has not yet been expended.

Vancouver Island Library

- There is nothing significant to report financially, but 2st Quarter levy payment has been made directly to VIRL for 2020.

Protective Services

Emergency Management

- There has been no significant financial activity to date.
- \$33,000 was budgeted for contribution to the Nuxalk Nation for the Shared Emergency Program Coordinator and this has not yet been disbursed.

Emergency Management Initiatives

- \$6,500 of the total UBCM FireSmart Planning & Activities Grants budget (\$20,000) has been expended on the FireSmart training in the outer coast. We have commenced claim submission and we await payment.
- The budget includes funding (\$150,000) from UBCM for the Bella Coola Valley LiDar Survey and Ortho-imagery project. One half of the project funding was received in 2018 and \$33,000 was expended in 2019, and \$17,000 has been spent on the project in 2020, primarily by Urban Systems who have been engaged to complete the initiative. The balance of funding will be available upon the completion of the project.
- The regional district has also been approved for grant funding (in 2018) for a Bella Coola Valley Risk Assessment and Flood Modeling project in the amount of \$500,000 and this remains unexpended in 2020.
- 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 funding from the EMBC.

Fire Protection

- There is no significant financial activity to date.
- We anticipate receiving funding (\$25,000) from UBCM for Bella Coola Fire Department Equipment Update Project.
- Most expenditures have not yet incurred but funds have been set aside for capital works including an electric door opener and fan installation and also for the building or equipment maintenance including the paintwork for the fire hall and commercial vehicle inspections.

Transportation Services

Bella Coola Airport

- \$26,000 budgeted for terminal updates, a fence replacement, and other improvement have not occurred. These projects are currently on hold pending re-evaluation of the budget.
- \$30,000 remains unspent for brush removal, crack sealing contract, mowing weed eating contract, and other building or equipment maintenance.
- \$30,000 budgeted for Safety Management Systems preparation and external audit consulting fees has not yet occurred.
- \$900 of the \$3,600 has been spent on the obstacle removal project at Bella Coola Airport which is funded from BC Air Access Program (BCAAP). Reporting of expenses and claims for reimbursement will be submitted to the BC Air Access Program when the project is completed.
- The remaining funds (\$30,210) from Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement has not been expended.

Denny Island Airport

- \$11,800 has been spent on crack sealing project at Denny Island Airport which was completed in Feb, 2020.
- Funds have been set aside for brushing the runaway.

Central Coast Regional District

Revenue and Expenditures - Actual vs Budget By Service

	<u>Jan-Jun 20</u>	<u>2020 Budget</u>
Revenue		
Apportioned Administration Fees	496,298	496,298
Local Property Taxation	760,261	760,261
Nuxalk Nation Contributions	52,500	105,000
Other Revenue	117,542	856,837
Provincial/Federal Grants	2,433,817	6,689,705
Regional Hospital District		13,500
User Fees & Charges	130,630	343,101
Total Revenue	3,991,048	9,264,702
Expenditures		
<u>Administrative Services</u>		
Community Works Fund		610,600
Feasibility Studies		42,204
General Operations	444,108	1,025,579
Grants In Aid		18,340
<u>Development Services</u>		
Economic Development	115,696	323,154
Land Use Planning	127,135	195,036
LSA Street Lighting (BC Townsite)	8,179	14,436
Valley Street Lighting	4,396	6,935
<u>Environmental Services</u>		
Solid Waste Management	175,631	715,271
Waterworks (Denny Island)	15,030	1,480,544
Waterworks Operating (LSA BC Town site)	35,913	78,619
Waterworks Capital (LSA BC Townsite)	4,556	9,113
<u>Leisure Services</u>		
Parks and Recreation - Bella Coola	23,276	982,681
Recreation - Denny Island	2,848	34,516
Swimming Pool	60,481	3,101,203
Regional Library (VIRL)	32,679	68,496
<u>Protective Services</u>		
Emergency Management	44,892	84,200
Emergency Mgmt Initiatives (FPP)	40,065	852,229
Fire Protection (LSA Townsite)	19,847	93,213
House Numbering	1,104	1,104
<u>Transportation Services</u>		
Airport - Bella Coola	172,540	372,292
Airport - Denny Island	15,290	39,349

Central Coast Regional District

Revenue and Expenditures - Actual vs Budget By Service

	<u>Jan-Jun 20</u>	<u>2020 Budget</u>
Total Expenditures	<u>1,343,665</u>	<u>10,149,114</u>
Excess (Deficiency) of Revenue over Expenditures	2,647,387	(884,412)
Other Income/Expense		
Other Income		
40004 · Surplus, beginning of year	<u> </u>	<u>1,194,206</u>
Total Other Income		<u>1,194,206</u>
Other Expense		
50204 · Deficit, beginning of year		
50224 · Surplus, end of the year	<u> </u>	<u>309,794</u>
Total Other Expense	<u> </u>	<u>309,794</u>
Net Other Income	<u> </u>	<u>884,412</u>
	<u><u>2,647,387</u></u>	<u> </u>



To: Board of Directors, CCRD

From: Courtney Kirk, Chief Administrative/Financial Officer

Meeting Date: July 9, 2020

Subject: Emergency Purchase of Office Server

Recommendation:

THAT the Board of Directors of the Central Coast Regional District authorizes the purchase of a new server at a cost of \$15,878.80 as purchased from Sandtronic Business Systems, and that the portion not included in the line item for capital works (\$5,878.80) be covered by a reduction in expenditures in other sections of the General Operations budget for 2020.

Issue/Background Summary:

The regional district's server failed during the COVID-19 pandemic. After unsuccessfully seeking funding from other sources, the regional district purchased a new server which was not provided for in the five-year financial plan, and the budget for capital works was exceeded by \$6,000.

Policy, Bylaw or Legislation:

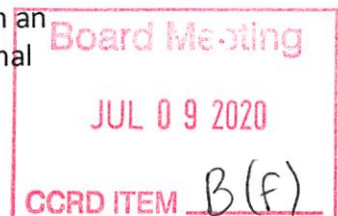
The regional district's Purchasing and Procurement Policy A-26:

Section 6.1 states that "Unless otherwise approved by the Board, all purchases (operating or capital) must be included and approved in the Regional District's five-year financial plan and adopted annual budget before procurement occurs. Expenditures not included in the five-year financial plan constitute unlawful expenditures and are expressly prohibited."

Section 6.2 of Policy A-26 provides that the Chief Administrative Officer and the Chief Financial Officer have authority to purchase up to \$50,000.

Section 6.3 of Policy A-26 provides that for good or services valued at between \$5,000 and \$50,000, at least three written bids, proposals or quotations are required.

Section 6.10 notes that not all purchases require a competitive bid process when an emergency situation exists or when regional district standardization or operational requirements preclude competitive alternatives.



Section 6.11 provides that in the event of an emergency or extraordinary circumstances where it is impossible to undertake a public procurement process or obtain the necessary authority in a timely manner, the CAO or CFO shall have the authority to bypass policy and procedures provided that a permissible exception is identified in the Trade Agreements and that exception is confirmed by the Chief Administrative Officer. Any violations to this Section 6.11 or 6.10 shall be reported immediately to the Chair of the Board.

Section 7.14 states "In the circumstances detailed in Sections 6.10 and 6.11, or for purchases having an estimated value of \$5,000 or less, the following practices are permitted:

(b) Any purchase having a value of \$5,000 or more shall be approved by the CAO or CFO"

Financial/Budgetary Implications:

As stated above, the capital works budget has been exceeded by approximately \$6,000. Originally, \$10,000 had been set aside for "computer and server upgrades for Windows 10 capability". The overage can and will be derived from other sections of the general operations budget.

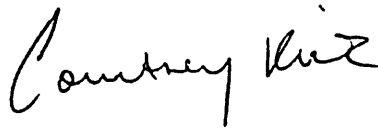
Time Requirements – Staff and Elected Officials:

None.

Options to Consider:

None. The server has been purchased and is in use.

Submitted by: _____



Courtney Kirk, Chief Administrative Officer and CFO



To: Courtney Kirk, CAO
From: Evangeline Hanuse, Planning Coordinator
Meeting Date: July 9, 2020
Subject: Bequest from Sina Tallio

Recommendation:

THAT the Board of Directors of the Central Coast Regional District adopt a resolution to accept a bequest from Sina Tallio for display at the Bella Coola Airport.

Issue/Background Summary:

Sina Tallio contacted the Central Coast Regional District to inquire about donating a cultural item for display at the Bella Coola Airport. In hoping to honour the memory of his late mother, Darlene Tallio, Sina would like to display a 'mukw' at the Bella Coola Airport. Darlene worked with Health Canada and the Nuxalk Nation Patient Travel department, which meant frequent dealings with Pacific Coastal. The mukw is an item of regalia she wore when doing traditional dancing.

In accordance with CCRD's Policy A-17 – Donations and Bequests, unsolicited donations and bequests that fall outside of monetary donations may only be accepted if authorized by separate board resolution or policy.

Attached is photo of the item which is knitted and features abalone and ermine skins.

Policy, Bylaw or Legislation:

Policy A-17 – Donations and Bequests

Financial/Budgetary Implications: None.

Time Requirements – Staff and Elected Officials: None.

Options to Consider:





Submitted by: _____
Evangeline Hanuse, Planning Coordinator

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-17 - Donations and Bequests

Preamble: The Central Coast Regional District recognizes and appreciates that members of the public, special interest groups, community groups, its corporate citizens, or others, may wish to make an unsolicited donation or bequest to the Central Coast Regional District.

Policy: The Central Coast Regional District Board welcomes and accepts unsolicited donations and bequests that are offered as follows:

- Donations and bequests are to be submitted to the attention of the Central Coast Regional District's office in Bella Coola;
- Donations and bequests must be monetary and must be unconditional with respect to how, when, or where the funds are to be utilized. The funds may be earmarked for a particular extended or local service that has been established by the Central Coast Regional District, however, the specific purpose for which the funds will be utilized within that particular budget remains at the discretion of the Central Coast Regional District.

Unsolicited donations and bequests that fall outside of the above parameters may only be accepted if authorized by separate board resolution or policy.

This policy excludes donations and bequests made in response to an emergency event.

Date: January 17, 2001
Amended: September 13, 2012
Reviewed: September 12, 2013
Reviewed: March 10, 2016
Reviewed: February 13, 2020

7Centennial Pool Commission

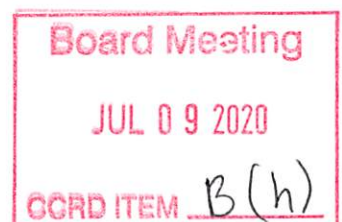
Minutes

10 June 2020

Present (via teleconference): C Kirk, N. Koroluk, K. Lansdowne, C. Hppe, C. Nygaard, J. Cole

1. Pay Scale – Courteney distributed the revised payscale and discussed the rationale for the new rates. They are now based on rates at comparable facilities. Their total cost is in line with previous budget calculations.

The Pool Commission recommends that the revised rate schedule be presented to the CCRD Board for their approval.



Centennial Pool Commission

Minutes

29 June 2020

Present: N. Koroluk, C. Hoppe, J. Cole

1. Policy A-9 (b) – Facilities Inspection

The Policy was discussed and the Commission is in favor of its present form but would like clarification of which employee of the CCRD would conduct the inspection and who is to be contacted if any unsafe conditions are identified.

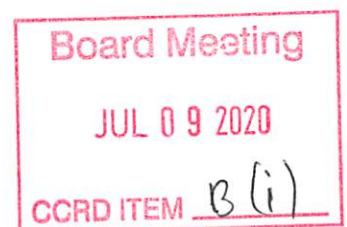
2. Pool Operations

The pool has been operating for just over two weeks. Measures are in place to comply with the Covid 19 Safety Plan. A temporary outdoor shower has been arranged. Commissioners have been checking in with staff on a weekly basis. Pool opening hours and staffing schedules have been developed.

Lessons: In water lessons will proceed, Commission and CCRD staff feel the risk to staff is low. The staff have since indicated that they are comfortable providing lessons while in the water.

3. Wages (In Camera)

The commissioners reviewed the new payscale.. N. Koroluk removed herself from the decision process.



PROJECT UPDATE



Date: July 6, 2020
 To: Ken McIlwain
 From: Jacob Scissons
 Subject: **DENNY ISLAND COMMUNITY WATER SYSTEM
 PROJECT UPDATE – JUNE 2020**



The following is a summary of key dates, recently completed activities, and next steps for the Denny Island Community Water System project.

KEY DATES

- Vancouver Coastal Health has issued the *Water Supply System Construction Permit* for the CCRD water distribution system, which is valid for one year from March 6, 2020.
- The Ministry of Transportation and Infrastructure *Permit to Construct, Use, and Maintain Works Within the Right-of-Way of a Provincial Public Highway* has been issued, which reflects the revised pipe cover of 0.9 metres and is valid until September 30, 2020.

RECENT WORK COMPLETED

- The infrastructure requirements to deliver fire flows to the service area were reviewed. Specifically, the hydrant location plan was reviewed and the pipe size downstream of the reservoir was re-visited.
- The reservoir right-of-way agreement has been executed by School District #49 and the plan has been filed at the Land Titles Office.

NEXT STEPS

- The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development *Conditional Water Licence* application for the CCRD's proposed groundwater diversion is under review by FrontCounter BC. The project team will continue to respond to questions or requests for further information.
- The Fisheries and Oceans Canada *Request for Review* and Ministry of Forests, Lands, Natural Resource Operations, and Rural Development *Water Sustainability Act Section 11 Notification* applications for proposed culvert / creek crossings will be advanced.
- The CCRD and School District #49 will draft an agreement in support of the Vancouver Coastal Health *Operating Permit*.
- The design team will continue to navigate complications between BC Hydro and Boralex regarding the regional transmission lines and local distribution lines to determine the preferred means of supplying power to the proposed water treatment plant.
- Requests for Proposals / Quotations are being prepared for the next phases of work, consisting of:
 - Supply and installation of a pre-engineered treatment plant to include treatment / disinfection equipment, system controls, HVAC, and safety equipment; and
 - Supply and installation of the piping between the water treatment plant and reservoir.

PROJECT UPDATE

Date: July 6, 2020
File: 3383.0005.02
Subject: DENNY ISLAND COMMUNITY WATER SYSTEM
Page: 2 of 2



- The procurement approach and phasing for construction of the CCRD water distribution system will be reviewed.
- Fire protection requirements will be confirmed.
- The construction schedule may be impacted by the ongoing pandemic situation. The project team continues to advance tasks that can be completed safely and remotely.

Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read "J. Scissons", written over the printed name.

Jacob Scissons, P.Eng.
Project Manager

U:\Projects_KAM\3383\0005\02\C-Correspondence\C1-Client\2020-07-06 Denny Island Water System - June 2020 Update.docx



CCRD SERVICE REPORT

To: Courtney Kirk, CAO
From: Chief Administrative Officer
Meeting Date: July 9th, 2020
Subject: COVID-19 Pandemic Response Update

COVID-19 Pandemic Response Update

Weekly Regional Emergency Operations Centre Conference Calls

Since the pandemic began, the CCRD Regional EOC (REOC) continues to host weekly conference calls with emergency representatives from all five communities.

REOC gathered and shared out the regional EOC survey with REOC representatives who in turn shared the survey with their respective leadership.

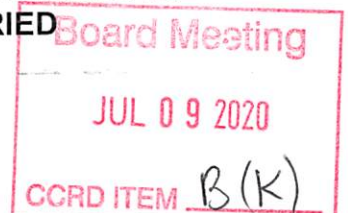
Central Coast Protocol Table

During the June board meeting, CCRD board members held a Pandemic response leadership conference call with representatives of the Nuxalk, Heiltsuk and Wuikinuxv Nations.

The CCRD board also passed the following resolution:

Striking of a Regional Protocol Table with First Nations Chiefs

20-06-53 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District direct Administration assist the Directors in establishing a Central Coast Protocol Table with the four central coast First Nations and the Ocean Falls Improvement District to be held with regular discussions and for the Directors to be remunerated for those discussions at a special work assignment rate. **CARRIED**





Administration will therefore be coordinating with regional emergency representatives to ask them in turn to relay an invitation to a further regional leadership conference call on the day of the proposed Special CCRD board meeting to review the Strategic Plan, scheduled later in July.

Emergency Message Boards

The CCRD REOC has gained permission to locate emergency message boards at six locations throughout the Bella Coola valley, not only for the current pandemic, but also as information locations for future emergencies such as fires or floods. The intention behind the message boards is to provide information to those community members who do not have or who choose not to have internet access or smart phones.

The six locations are as follows:

The wharf, Bella Coola Post Office, The Co-Op, Hagensborg Post Office, Hagensborg Store and the foot of 'The Hill'.

Regional Airport Operations Working Group

On Friday July 3rd Admiration held its first Regional Airport Operations Group with airport representatives from Bella Coola, Bella Bella and Denny Island.

The call detailed:

- The strategic and development plans for each airport
- Intention to harmonize regional airport charging models
- Intention to delineate the different roles and functions of each airport as part of a regionally coordinate airport management approach
- An outline of Terms of Reference for the calls going forwards
- A monthly timeframe for subsequent calls

A further call is scheduled from Friday July 10th to continue the conversation which will also include the newly appointed CCRD grant writer.



Central Coast
REGIONAL DISTRICT

86

P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

Respectfully Submitted by: MW
Matthew Wheelock, Deputy Director, EOC

Reviewed by: _____
Courtney Kirk, Director, EOC

SPECIAL REPORT

To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Ken McIlwain, Operations Manager

Meeting Date: July 9, 2020

Subject: Denny Island Fire Protection Strategic Initiative

Recommendation:

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

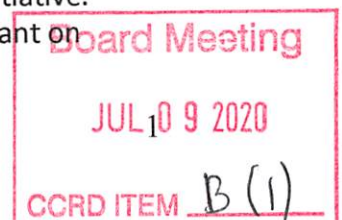
Issue/Background Summary:

The Central Coast Regional District Strategic Priorities Plan 2019-2022 identifies the preparation of a Fire Services Plan for the community of Denny Island.

Goal 4 Effective Community Planning – Enhancing Our Social, Health, Environmental and Economic Systems				
Action	Priority	Sponsor	Target	Completion/Comments
Fire Services Plan Denny Island <ul style="list-style-type: none">Petition ApprovalImplementation	#1	Board/CAO	4 th Q/20 2022	

The CCRD has been approached by the Denny Island community to assess the potential of establishing a local fire department to protect the various commercial, institutional, and residential properties. There is currently a fire brigade with some rudimentary equipment and a base of local volunteers. However, there is a desire to assess the viability of creating a recognized volunteer fire department or society.

Urban Systems has a standing general services contract with the CCRD and have been engaged to undertake the detailed work required to move forward with this initiative. Urban Systems has retained the services of Don Jolly, a well recognized consultant on



matters of community fire protection, to examine options moving forward. A work plan has been developed which will see the completion of a preliminary study on the matter. The purpose of this preliminary study is to conduct a high-level review of local conditions and resources to assess whether further analysis / assessment is warranted. This work can be expanded on to entail a comprehensive feasibility study if deemed valuable.

We propose to complete the following general tasks for the preliminary study phase of this assignment:

- Project initiation conference call with CCRD to confirm study objectives, local context, and background information required;
- Phone interviews with key local contacts to confirm details regarding the existing fire hall building, fire truck, and similar;
- Confirmation of proposed fire protection service area (assumed to be identical to water service area);
- Review of property assessments (to be provided by CCRD) to develop a taxation level;
- Confirmation of seasonal and year-round population;
- Review of water system infrastructure components (well, reservoir, distribution mains, hydrant plan, etc.) with respect to fire flow storage and conveyance capabilities;
- Assessment of potential grant funding programs;
- Overview of fire department models, such a volunteer fire department, society, etc.;
- Assessment of potential CCRD roles and responsibilities (including liability);
- Identification of staffing and training requirements;
- Review of Fire Underwriters Survey requirements for accreditation;
- High-level estimate of capital and annual operating costs;
- Preparation of a discussion paper (report) summarizing the assessment and outcomes of the study; and
- Virtual attendance at CCRD Board meeting to present key study findings and answer questions.

Urban Systems and Don Jolly will prepare a draft report by August 31, 2020 for CCRD review and subsequent discussion at the September Board meeting. The report will then be finalized based on questions / review comments by September 30, 2020.

The anticipated budget for the preliminary study stage of this assignment is \$4,000 inclusive of fees and disbursements, but excluding GST.

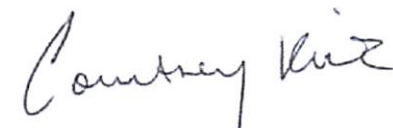
Respectfully,

Submitted by:



Ken McIlwain, Operations Manager

Reviewed by:



Courtney Kirk, Chief Administrative Officer

INFORMATION BULLETIN

For Immediate Release
June 19, 2020

Ministry of Forests, Lands, Natural Resource Operations
and Rural Development
BC Wildfire Service

Partial rescind of open burning in Cariboo Fire Centre

WILLIAMS LAKE – Effective at noon on June 19, 2020, Category 2 open burning will be allowed again in the Central Cariboo, Quesnel and 100 Mile Fire Zones within the Cariboo Fire Centre's jurisdiction. Open burning within the Chilcotin Fire Zone remains restricted. Campfires continue to be allowed throughout the Cariboo Fire Centre.

The following activities will also be allowed within the Central Cariboo, Quesnel and 100 Mile Fire Zone as of noon on June 19, 2020:

- the use of sky lanterns
- the use of fireworks, including firecrackers
- the use of burn barrels or burn cages of any size or description

The Chilcotin Fire Zone will continue to have restrictions on all open burning due to the wildfire risk within the region, along with the following activities:

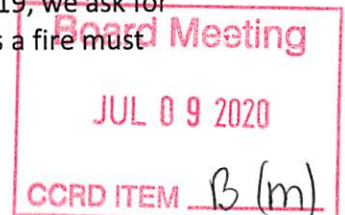
- Fireworks, including firecrackers; and
- Sky Lanterns;
- Tiki Torches
- Air Curtain Burners;
- Binary Exploding Targets;
- Burn Barrels or Burn Cages of any size or description;

However, Category 3 open fires will remain prohibited throughout the Cariboo Fire Centre until Sept. 30, 2020 or until the public is otherwise notified. A poster explaining the different categories of open burning is available online at: <http://ow.ly/znnv309kV5>

The partial rescind is the result of the fire danger ratings and expected rainfall and temperatures within each wildfire zone.

A map of the affected areas is available online at: <http://ow.ly/2FeC30qRHtB>

The public is asked to undertake open burning responsibly, and to follow guidance to ensure their burning is conducted in a safe manner. While the BC Wildfire Service has developed protocols for staff to safely respond to wildfires and reduce the risk from COVID-19, we ask for the public's assistance to reduce the likelihood of a forest fire. Anyone who lights a fire must



comply with B.C.'s air quality control legislation. The BC Wildfire Service urges people to take the following precautions with any permitted outdoor burning:

- Ensure that enough people, water and tools are on hand to control the fire and stop it from escaping.
- Do not burn in windy conditions. The weather can change quickly, and the wind may carry embers to other combustible material and start new fires.
- Create a fireguard around the planned fire site by clearing away twigs, grass, leaves and other combustible material.
- Never leave a fire unattended.
- Make sure that the fire is fully extinguished, and the ashes are cold to the touch before leaving the area for any length of time.

These prohibitions apply to all public and private land, unless specified otherwise (e.g. in a local government bylaw). Please check with local government authorities for any other restrictions before lighting any fire.

Enforcement

Enforcement of fire prohibitions is undertaken by:

- the Compliance and Enforcement Branch of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development;
- the Conservation Officer Service; and
- the RCMP.

All illegal fires will be investigated, and charges may be laid under the Wildfire Act or Wildfire Regulation, depending on the outcome of the investigation.

Anyone found in contravention of an open burning prohibition may be issued a ticket for \$1,150, required to pay an administrative penalty of up to \$10,000 or, if convicted in court, fined up to \$100,000 and/or sentenced to one year in jail. If the contravention causes or contributes to a wildfire, the person responsible may be ordered to pay all firefighting and associated costs, as well as the value of resources damaged or destroyed by the wildfire.

The Cariboo Fire Centre stretches from Loon Lake near Clinton in the south to the Cottonwood River near Quesnel in the north, and from Tweedsmuir Provincial Park in the west to Wells Gray Provincial Park in the east.

To report a wildfire, unattended campfire or open burning violation, call 1 800 663-5555 toll-free or *5555 on a cellphone.

For the latest information on current wildfire activity, burning restrictions, road closures and air quality advisories, visit www.bcwildfire.ca

You can follow the latest wildfire news on:

- Twitter at: <http://twitter.com/BCGovFireInfo>

- Facebook at: <http://facebook.com/BCForestFireInfo>

Contact:

Fire Information Officer
BC Wildfire Service
Cariboo Fire Centre
778 799-2100



INFORMATION BULLETIN

For Immediate Release
Jun 18, 2020

Ministry of Forests, Lands,
Natural Resource Operations and Rural Development
BC Wildfire Service

Coastal Fire Centre to rescind open burning prohibitions

PARKSVILLE – Effective at noon, Friday, June 19, 2020, all open fires will again be permitted throughout the Coastal Fire Centre’s jurisdiction. This rescind is the result of recent rainfall that has reduced the wildfire risk in the region.

The public is asked to undertake open burning responsibly, and to follow guidance to ensure their burning is conducted in a safe manner. While the BC Wildfire Service has developed protocols for staff to safely respond to wildfires and reduce the risk from COVID-19, we ask for the public’s assistance to reduce the likelihood of a forest fire.

This rescind means that campfires, Category 2 and 3 open fires and Resource Management Burning are permitted everywhere in the Coastal Fire Centre’s jurisdictional area. Local governments may still have their own burning restrictions in place, and people intending to light a fire should always check with local authorities before lighting any fire of any size.

The following fire-related activities are now allowed:

- the use of burning barrels and burning cages.
- the use of air curtain burners.
- the use of binary exploding targets.
- the use of sky lanterns.
- the use of fireworks, including firecrackers.

Anyone lighting a Category 3 open fire must first obtain a burn registration number by calling 1 888 797-1717. A Category 3 open fire is a fire that burns material more than two metres high or three metres wide, stubble or grass of more than 2,000 square metres, or more than two piles of any size. A poster explaining the different categories of open burning is available online: <http://ow.ly/znnv309kJv5>

Anyone who lights a fire must comply with B.C.’s air quality control legislation. The BC Wildfire Service urges people to take the following precautions with any permitted outdoor burning:

- Ensure that enough people, water and tools are on hand to control the fire and stop it from escaping.
- Do not burn in windy conditions. The weather can change quickly, and the wind may carry embers to other combustible material and start new fires.
- Create a fireguard around the planned fire site by clearing away twigs, grass, leaves and other combustible material.
- Never leave a fire unattended.

INFORMATION BULLETIN

- Make sure that the fire is fully extinguished, and the ashes are cold to the touch before leaving the area for any length of time.

The Coastal Fire Centre covers all of the area west of the height of land on the Coast Mountain Range from the U.S. – Canada border at Manning Park, including Tweedsmuir South Provincial Park in the north, the Sunshine Coast, the Lower Mainland, Vancouver Island, the Gulf Islands and Haida Gwaii.

To report a wildfire, unattended campfire or open burning violation, call 1 800 663-5555 tollfree or *5555 on a cellphone.

Contact:

Dorthe Jakobsen
Fire Information Officer
Coastal Fire Centre
250 951-4209

Connect with the Province of B.C. at www.gov.bc.ca/connect

Coastal Fire Centre: Status Report



Prepared June 24, 2020

Zone Fire Danger Rating and Activity Level		
Zone	Fire Danger Rating	Activity Level
Fraser	Very Low to Low	1
Pemberton	Very Low	1
Sunshine Coast	Very Low	1
South Island	Low to Moderate	1
Mid Island	Very Low	1
North Island	Very Low	1
Central Coast (Bella Coola)	Very Low to Low	1
Haida Gwaii	Low	1

Overview	
<ul style="list-style-type: none"> There have been 3 new fires since June 17, 2020. These were all abandoned campfires and were quickly put out. BCWS prohibitions was lifted at noon on June 19, 2020. All open fires are again permitted throughout the Coastal Fire Centre's jurisdiction. Crews are undertaking Prevention projects that involve pruning, chipping and mulching. No prescribed fires are being conducted at this time. 	

Active Fires	
There are currently no active fires in the Coastal Fire Centre.	

Fire Activity			
Fires Currently Burning	0/0 (0 lightning-caused/ 0 human-caused) *Subtotals may not add up to the total, since fires not classified as "lightning-caused" or "human-caused" are still under investigation.		
New Fires Last Week	3		
	This Fire Season (since April 1)	Last Year (2019)	10-Year Avg. (2010 – 2019)
Total Fires to Date	31	57	41
Total Hectares to Date	236	254	1312

Fire Prohibitions and Restrictions		
 Cat 2, 3, RM No Ban	 Campfires No Ban	 Forest Restriction Not in Effect
For more information on specific activities that are prohibited during a Category 2, Category 3 or campfire prohibition, visit https://www2.gov.bc.ca/gov/content/safety/wildfire-status		

Coastal Fire Centre: Fire Zones	
	Click here for more information about the Coastal Fire Centre (Fire Danger Rating Maps, Danger Class Reports, Fire Weather Maps, Active Wildfire Map) or visit: https://www2.gov.bc.ca/gov/content/safety/wildfire-status

Weather Forecast	
SYNOPSIS: (Thursday) With a ridge well in place Thursday, all zones will be sunny except for Haida Gwaii where clouds ahead of the next system likely invade around daybreak. Warmer temperatures with interior valleys reaching the higher 20s, lower humidity, but mostly lighter winds. OUTLOOK: (Friday-Sunday) The developing ridge does not last long. By early Friday clouds and showers reach all the way down the coast and across to all the southern zones by late evening. On Saturday there will be a deepening upper low almost directly over the mainland coast, cloud cover will be patchy and basically unpredictable. Widespread showers will come and go, and temperatures will be lower. The next ridge pops up for Sunday and skies clear again bringing sunny warmer conditions.	

Coastal Contact Information	
Coastal Fire Centre Information Officer: 250 951-4209 To Report a Wildfire: 1 800 663-5555 or *5555 on a cell phone Fire Information Line: 1 888 336-7378 Burn Registration Line: 1 888 797-1717	
Follow us:  Twitter: @BCGovFireInfo  Facebook: @BCForestFireInfo  Website: www.bcwildfire.ca  FireSmart: www.FireSmartBC.ca and www.FireSmartCanada.ca	

Coastal Fire Centre: Status Report

Prepared June 24, 2020

Zone Activity Level	
Level 1: (Exporting)	
<ul style="list-style-type: none"> Low to normal fire activity; no additional resource support is anticipated Adequate resources to deal with anticipated fire demands Monitor and anticipate possible support for non-wildfire provincial emergencies Zone resources may be deployed to other zones, fire centres, and out of province 	
Level 2: (Exporting/Holding)	
<ul style="list-style-type: none"> There is an increase in fire activity; zone resources are adequate to meet their demands Monitor and anticipate possible support for non-wildfire provincial emergencies Limited resources may be deployable to other zones, fire centres, or out of province 	
Level 3: (Holding)	
<ul style="list-style-type: none"> There is an increase in fire activity; zone may not be able to meet local resource demands Resources from other zones / fire centres may be requested to assist zone activity Long term strategic planning becomes critical in determining what resources are needed where Zone staff on standby based on anticipated needs 	
Level 4: (Holding/ Importing)	
<ul style="list-style-type: none"> The zone is experiencing a high level of fire activity Zone resources will need to be supplemented from other zones / fire centres / type 2 crews Out of province resource requests for specific or critical resources may be required if provincial resource capacity is not able to handle fire demands 	
Level 5: (Importing)	
<ul style="list-style-type: none"> The zone is experiencing very significant fire activity, and/or extreme fire behaviour; heavy demands on provincial and fire centre resources are occurring and anticipated to continue Resource capacity is supplemented with staff from Wildfire TEAMS, other Ministries, the forest sector, Fire Departments, and type 2/3 resources 	
Fire Stages of Control	
Out of Control	Describes a wildfire that is not responding (or only responding on a limited basis) to suppression action, such that the perimeter spread is not being contained.
Being Held	Indicates that (with the resources currently committed to the fire) sufficient suppression action has been taken that the fire is not likely to spread beyond existing or predetermined boundaries under the prevailing and forecasted conditions.
Under Control	The fire has received sufficient suppression action to ensure no further spread of the fire.

Disclaimer: The information in this status report is intended for general purposes only and should not be relied on for operational decisions as fires are dynamic and situations change quickly. The BC Wildfire Service makes no warranties or guarantees either expressed or implied as to the completeness, accuracy or correctness of the information, nor accept any liability arising from any incorrect, incomplete or misleading information contained therein.

Fire Danger Rating	
Status	Description
Low	Fires may start easily and spread quickly but there will be minimal involvement of deeper fuel layers or larger fuels.
Moderate	Forest fuels are drying and there is an increased risk of surface fires starting. Carry out any forest activities with caution.
High	Forest fuels are very dry and the fire risk is serious. New fires may start easily, burn vigorously, and challenge fire suppression efforts. Open burning and industrial activities may be restricted.
Extreme	Extremely dry forest fuels and the fire risk is very serious. New fires will start easily, spread rapidly, and challenge fire suppression efforts. Open burning, industrial activities and campfires may be restricted.
Wildfire Ranks	
Rank	Description
1	Characteristics: Smouldering ground fire, no open flame, white smoke, slow (i.e. creeping) rate of fire spread. Firefighting tactics: Direct attack with ground crews using hand tools and water delivery systems (i.e. pumps and hose).
2	Characteristics: Surface fire, visible, open flame, unorganised or inconsistent flame front, slow rate of spread. Firefighting tactics: Direct attack with ground crews using hand tools, water delivery systems, or heavy equipment. Hand constructed control lines and lines that have been cleared of combustible material will likely be successful.
3	Characteristics: Organised flame front – fire progressing in organised manner, occasional candling may be observed along the perimeter and/or within the fire, moderate rate of spread. Firefighting tactics: Hand constructed control lines alone are likely to be challenged, ground crews conducting direct attack may require air support from fixed-wing air tankers, skimmers or helicopters conducting bucketing or tanking operations. Control lines constructed by heavy equipment will generally be effective.
4	Characteristics: Grey to black smoke, organised surface flame front, moderate to fast rate of spread on the ground, short aerial bursts through the forest canopy, short-range spotting. Firefighting tactics: Ground operations may not be successful at the head of the fire, indirect tactics may be required to bring the head of the fire under control. Parallel attack may be used along the flanks of the fire to direct the head into favourable ground or fuels. Air operations may be required to support ground personnel.
5	Characteristics: Black to copper smoke, organised crown fire front, moderate to long-range spotting and spot fire growth. Firefighting tactics: The limited options available include indirect attack and planned ignitions to remove fuel in the path of this type of fire behaviour. Ground operations are often restricted to fighting the least active sections of the fire or conducting ground ignition operations from secure control lines with readily available escape routes and safety zones.
6	Characteristics: Organised crown fire front, long-range spotting and independent spot fire growth, possible fireballs and whirls, violent fire behaviour probable, a dominant smoke column may develop which influences fire behaviour. Firefighting tactics: Firefighting under these conditions is extremely dangerous. Suppression efforts will be well away from active fire behaviour and may include preparing structure protection measures or conducting indirect large-scale ignition operations in an attempt to steer the fire. Often, the safest and most prudent strategy is to pull resources back to safe areas, ensure that personnel and the general public are safe, and wait for fire behaviour to lessen before re-engaging in fire suppression operations.





July 2, 2020

Ref: _____

Dear Mayors and Regional District Chairs:

In this unprecedented time, I believe it is more important than ever that we continue to connect and work together. I have deeply appreciated our calls throughout the pandemic and hearing directly from you about how you are supporting your communities, and how we can support you. Your feedback has been invaluable and has informed our government's responses to COVID-19 as we all work together to keep the people of British Columbia safe.

While this year's UBCM Convention will be different in many ways, I am looking forward to the opportunity for all of us to come together and to spend time discussing the needs of your community.

I am writing to provide you with some initial information regarding the process for requesting a meeting with me during the UBCM Convention, taking place this year from September 22 to 24, 2020.

As the UBCM Convention for 2020 will be held in a virtual and abbreviated format, Provincial Government meetings will be held by conference call and will likely occur outside of the shortened program to allow delegates to fully focus and participate in the Convention.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible on the topic you wish to discuss in the online form. Providing this information in advance gives me a better understanding of your delegation's interests and helps us to make progress on delivering for the people of your community.

Regarding staff meetings, ministry staff will email you shortly with the Provincial Appointment Book. This document lists all government, agency, commission and corporation staff expected to be available to meet with delegates around Convention time, as well as details on how to submit an online staff meeting request.

Ministry of Municipal Affairs
and Housing

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 310
Parliament Buildings
Victoria BC V8V 1X4
<http://www.gov.bc.ca/mah>

.../2
Board Meeting

JUL 09 2020

CONFIRMED B(n)

This year's UBCM will be my fourth Convention as Minister responsible for local government, after four years attending as the opposition spokesperson for local government and four years of attending as a City Councillor, and I believe this will be the most important Convention yet. The pandemic has shown how important governments are in keeping people healthy and safe, and all of the work that local governments do for the benefit of British Columbians. As we move forward with restarting B.C., I am looking forward to hearing more about your communities and exploring ways we can continue to work together to make life better for British Columbians, now and for the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Robinson', with a stylized flourish at the end.

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Her Worship Mayor Maja Tait, President, Union of BC Municipalities



July 2, 2020

Dear Mayors and Regional District Chairs:

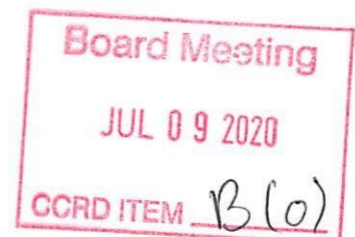
My caucus colleagues and I are looking forward to connecting with you all again at this year's Union of British Columbia Municipalities (UBCM) Convention, being held virtually from September 22-24.

UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan
Premier





June 26, 2020

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Councillor Arjun Singh
Chair, Nominating Committee

RE: **Call for Nominations for UBCM Executive**

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination.

Due to the current pandemic, the nominations and elections process has been amended to work within the new, virtual format for the 2020 Convention.

The deadline for **all** nominations is **Friday July 31, 2020**.

1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C.

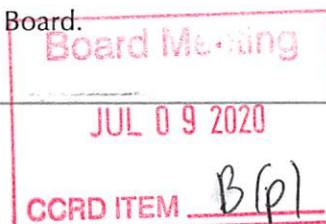
2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government or First Nation.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.



ubcm.ca

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government/First Nation, using the attached nomination and consent form (Appendix A). The attached forms require the signatures of two elected officials; however, given that there are possible barriers in obtaining physical signatures during the pandemic, **UBCM will allow nominators to send their confirmations by email if required, so long as the nominators clearly indicate in their email the name and title of the candidate they are nominating, and for what Executive position.**

The Nominating Committee reviews the qualifications of each candidate and oversees the election process at the UBCM Convention. In past years, the Nominating Committee consisted of the Immediate Past President and the five Area Association representatives on the UBCM Executive. However, recognizing that Area Association conferences (AGMs and elections) were cancelled due to COVID-19, and that there is a need to expedite the process for issuing the call for nominations, the UBCM Executive has appointed three (3) members of the Presidents Committee to serve on the 2020 Nominating Committee. These members were chosen, as they are not seeking re-election on the UBCM Executive.

The members of the 2020 Nominating Committee are:

- Councillor Arjun Singh, Immediate Past President, UBCM, Chair
- Mayor Maja Tait, President, UBCM
- Councillor Craig Hodge, GVRD/Metro Vancouver Representative

4. Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August. To be included in this report, nominations must be received by **Friday July 31, 2020.**

5. Nominations Off the Floor

Due to the virtual format of the 2020 Convention, nominations will **NOT** be accepted off the floor. **All interested candidates must submit their nominations by July 31, 2020.**

6. Candidate Speeches at the UBCM Convention

Candidates will be asked to prepare a pre-recorded 2-minute speech, either by video or audio recording, that will be subsequently uploaded to the virtual Convention website for viewing by Convention delegates.

7. Election Oversight

To ensure a fair and independent elections process, the Chief Scrutineer will be invited to the meeting of the Nominating Committee, and scrutineers will review and confirm the votes at the virtual Convention.

8. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are

available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Councillor Arjun Singh
Chair, Nominating Committee
60-10551 Shellbridge Way
Richmond, BC V6X 2W9

Chair email: asingh@kamloops.ca
Chair tel: 250.377.1797 (cell)

UBCM Contact:

Marie Crawford
General Manager, Richmond Operations

Email: mcrawford@ubcm.ca
Tel: 604-270-8226 ext. 104

¹NOMINATION & CONSENT FORM FOR 2020/2021 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Elected Position (Mayor/Chief/Councillor/Director): _____

Mun/RD/First Nation: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Elected Position: _____ Elected Position: _____

Mun/RD/First Nation: _____ Mun/RD/First Nation: _____

Signature: _____ Signature: _____

****** In recognition that physical signatures may be difficult to obtain in the current pandemic, UBCM will accept an email confirmation from the nominator. Please email your confirmation, noting the candidate's name and position they are running for to mcrawford@ubcm.ca ******

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by **July 31, 2020** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____ Elected Position: _____

Mun/RD/First Nation: _____

Nominated for: _____

Signature: _____ Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca

Submission Deadline: July 31, 2020

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Health and Social Development
- Indigenous Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- 2nd or 3rd week of November (2 days)
- 2nd or 3rd week of February (3 days)
- 2nd or 3rd week of May (2 days)
- 3rd full week of July (2-3 days)
- Sunday afternoon preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive members' travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
First Vice-President
Second Vice-President
Third Vice-President
Director at Large (5 positions)
Small Community Representative
Electoral Area Representative
Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
Vancouver Representative
GVRD (Metro Vancouver) Representative
Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process.

The **Nominating Committee** reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

NOMINATION PROCESS

June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2020

All nominations close. **Nominations will not be accepted off the floor at the virtual 2020 Convention.**

Following the July 31st nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the nominations deadline will be included in the Report on Nominations.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Nominations will not be accepted off the floor at the virtual 2020 Convention.

Candidates running for office will be provided with an opportunity to upload 2 minute pre-recorded video or audio messages that will be shared with delegates in advance of voting for the Executive positions at the Convention. UBCM will reach out to the candidates in advance of Convention to ensure all candidates have the information necessary to complete this process.

Delegates will be advised of the date and time for Executive voting once the Convention Program has been finalized. Only elected officials who are registered delegates for the 2020 UBCM Convention will be permitted to vote, as delegates will be assigned specific voting credentials as part of their convention registration.



2020 AGM & CONVENTION

NEW: REOPENED CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. Since the April AGM was rescheduled to September, and there will be no nominations from the floor at the September AGM, the nomination period is being reopened. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member follows. The Chair of the 2020 Nominating Committee is Past President Edwin Grieve.

3. NEXT STEPS

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the AGM.

Nominations Must Be Received by July 22, 2020

4. AT CONVENTION

There will be NO nominations from the floor at the Virtual AGM on September 22, 2020.

5. FURTHER INFORMATION

All enquiries should be directed to:

**Past President Edwin Grieve, Chair, 2020 Nominating Committee
c/o AVICC**

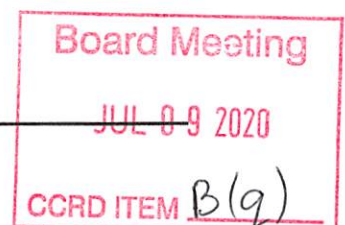
525 Government Street

Victoria, BC V8V 0A8

Phone: (250) 356-5122

email: avicc@ubcm.ca

AVICC AGM – September 22, 2020 – Virtual



BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

"The Executive shall manage or supervise the management of the Society"

See <http://avicc.ca/about-the-avicc/constitution-bylaws/> for a complete copy of the AVICC Constitution and Bylaws.

2. AVICC EXECUTIVE STRUCTURE

- President
- First Vice-President
- Second Vice-President
- Director at Large (three positions)
- Electoral Area Representative
- Past President

COMMITTEES

The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. A staff person based in Victoria's Local Government House provides the key functions. The President is responsible for overseeing the regular activities of the Association and for providing direction to staff.

3. EXECUTIVE MEETINGS

The full Executive normally meets in person five times a year, following this pattern:

- During the last day of the annual Convention (less than 15 minutes)
- Mid June
- End of October
- Mid January
- Thursday before the Annual Convention

Executive meetings (other than those held in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.

NOMINATIONS FOR THE 2020-21 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: _____

Local Government Position (Mayor/Councillor/Director): _____

Local Government Represented: _____

AVICC Executive Office Nominated For: _____

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by **Friday, July 31, 2020**.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: _____

Current Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

**Return To: Past President Edwin Grieve, Chair, Nominating Committee,
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8
or email a scan or photo of the signed form to avicc@ubcm.ca**



June 18, 2020

Via E-mail

Dear Mayor and Council:

Re: City of Rossland Resolution – Global Covenant of Mayors for Climate & Energy Change

At the Regular meeting of June 1, 2020, Rossland City Council endorsed the following motions in support of joining the Global Covenant of Mayors for Climate and Energy, as put forth by the District of Saanich:

THAT the Mayor Joins the Global Covenant of Mayors for Climate and Energy by Submitting the commitment letter to the Global Covenant of Mayors Secretariat;

THAT Council directs staff to deliver on the commitments made within the letter and outlined in the report from the District of Saanich;

THAT Council directs staff to prepare correspondence to all local municipalities in the province of British Columbia advising of Rossland's support of the global covenant of mayors for climate and energy and encourage all municipalities to support the initiative.

The City of Rossland encourages you to join in this collective potential and work together in combating climate change in hopes that these actions will aid in reducing our ecological footprint, while working towards a sustainable future to safeguard the health and prosperity of our residents. Please find attached a copy of the signed letter submitted to the Global Covenant of Mayors Secretariat for your reference.

Sincerely,

Kathy Moore
Mayor





June 18, 2020

Global Covenant of Mayors
c/o Global CoM Secretariat
Sent via e-mail to: info@IUC-NA.EU

Re: Global Covenant of Mayors for Climate and Energy Submission Letter

I, Kathy Moore, Mayor of the City of Rossland commit to the Global Covenant of Mayors for Climate & Energy (GCoM), joining thousands of other cities and local governments around the world currently engaged in climate leadership.

GCoM envisions a world where committed mayors and local governments - in alliance with partners - accelerate ambitious, measurable climate and energy initiatives that lead to an inclusive, just, low-emission and climate resilient future, helping to meet and exceed the Paris Agreement objectives.

Whatever the size or location, the mayors and local leaders committed to GCoM stand ready to take concrete measures with long-term impact to tackle the interconnected challenges of climate change mitigation and adaptation, as well as access to sustainable energy.

To implement this vision, we pledge to implement policies and undertake measures to (i) reduce/ avoid greenhouse gas (GHG) emissions, (ii) prepare for the impacts of climate change, (iii) increase access to sustainable energy, and (iv) track progress toward these objectives.

Specifically, within three years of this commitment, we pledge to develop, adopt, use and regularly report on the following:

- A community-scale GHG emission inventory, following the recommended guidance;
- An assessment of climate risks and vulnerabilities;
- Ambitious, measurable and time-bound target(s) to reduce/avoid GHG emissions;
- Ambitious climate change adaptation vision and goals, based on quantified scientific evidence when possible, to increase local resilience to climate change;
- An ambitious and just goal to improve access to secure, sustainable and affordable energy; and
- A formally adopted plan(s) addressing climate change mitigation / low emission development, climate resilience and adaptation, and access to sustainable energy.

The targets and action plans for mitigation / low emission development must be quantified and consistent with or exceed relevant national unconditional commitments defined through the UNFCCC (Intended) Nationally Determined Contribution (NOC). The targets and action plans should be in line with National Adaptation Plans, where these exist; and should be consistent

with the principles around energy access and urban sustainability embodied in the Sustainable Development Goals (SDGs).

We will explore the allocation of adequate staff resources and institutional arrangements. This includes governance processes, municipal structures and budget allocations to deliver on this commitment and secure continuity.

We acknowledge that there may be additional regional or country-specific commitments or requirements that we commit to follow, and that may be agreed through our city networks or through our direct engagement with local partners of GCoM.

The City of Rossland acknowledges that continued engagement in GCoM and associated Regional or National Covenants, as established, is contingent on complying with the above requirements within established timeframes.

Name and title of person signing this commitment

Mayor Kathy Moore
City of Rossland
2196 LeRoi Avenue
Rossland BC V0G 1Y0
Canada
www.rossland.ca

Municipal Contact:

Bryan Teasdale, Chief Administrative Officer
cao@rossland.ca



Mandated by the Rossland Council on June 1, 2020