



Central Coast

REGIONAL DISTRICT

That we may be good people together

DRAFT REGULAR BOARD MEETING MINUTES

DATE: May 13, 2021

Board Meeting
 JUN 10 2021
 CCRD ITEM 5 (a)

ATTENTION

These minutes are draft and subject to amendment. Final Approval and adoption is by resolution at the next scheduled meeting.

REGULAR BOARD MEETING MINUTES – May 13, 2021

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Director Daniel Bertrand Director Travis Hall Director Jayme Kennedy Director Lawrence Northeast Chair Samuel Schooner
Staff:	Chief Administrative Officer Recording Secretary, PC Operations Manager Executive & Operations Assistant Finance Manager Records & Accounting Clerk Contractor	Courtney Kirk Evangeline Hanuse Ken McIlwain Destiny Mack Ye-Ne Byun Melanie Ward Donna Mikkelson

PART I – INTRODUCTION

1. Call to Order

Chair Schooner called the meeting to order at 9:08 a.m. and acknowledged the territories of the Nuxalk Nation, Heiltsuk Nation, and Wuikinuxv Nation, and respective First Nations Territories in which CCRD provides services.

2. Adoption of Agenda

- 21-05-01 M/S Directors Northeast/Kennedy** THAT the Agenda be adopted as amended by adding late items Denny Island Water System Update and Hagensborg Water System Update under Public Works and Bella Coola Valley Flood Risk Assessment and Modelling under Protective Services. **CARRIED**

3. Disclosures of Financial Interest

The Chair reminded Board Members of the requirements of Sections 100(2) (b) and 101(1) (2) and (3) of the *Community Charter* to disclose any financial interests during the meeting when the matter is discussed. The declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the subject matter which is being discussed.

No disclosures of financial interests were made.

4. Disclosures of Interests Affecting Impartiality.

The Chair reminded Board Members that in the interest of good governance where there is a perceived interest that may affect their impartiality in consideration of a matter a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

No disclosures affecting impartiality were made.

(A) ADOPTION OF MINUTES

a) Regular Board Meeting April 15, 2021

21-05-02 M/S Directors Kennedy/Northeast THAT the minutes from the April 15, 2021 Board Meeting be received. **CARRIED**

21-05-03 M/S Directors Bertrand/Northeast THAT the April 15, 2021 minutes be amended with the proper name spelling of Rachel Daykin and Scott Gellard. **CARRIED**

PART II – LOCAL GOVERNANCE

(B) BYLAWS AND POLICIES

a) Request for Decision: Bylaw 501 Adoption Hagensborg Water Supply Service

21-05-04 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision: Bylaw 501 Adoption Hagensborg Water Supply Service. **CARRIED**

21-05-05 M/S Directors Kennedy/Northeast THAT Bylaw No. 501, cited as the “Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501” having been reconsidered and having met all prerequisites for final adoption be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**

b) Request for Decision: Bylaw 502 Adoption Hagensborg Fire Protection Service

21-05-06 M/S Directors Kennedy/Hall THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision: Bylaw 502 Adoption Hagensborg Fire Protection Service. **CARRIED**

21-05-07 M/S Directors Northeast/Hall THAT Bylaw No. 502, cited as the “Central Coast Regional District Hagensborg Fire Protection Conversion and Continuation Bylaw No. 502, 2021” having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**

(B) OPERATIONS UPDATES & POLICY MATTERS ARISING

FINANCIAL SERVICES

(a) Presentation to the Board by Tenisci Piva LLP

Guests for this presentation included Ms. Siena Aberdeen and Mr. Mario Piva from Tenisci Piva LLP as well as Mr. John Morton, past trustee of Hagensborg Waterworks Improvement District.

Ms. Aberdeen discussed the Statement of Operations, which summarizes revenues and expenses incurred and earned during the fiscal period of December 31, 2020. Comparative figures from 2019 and 2020 include budgeted figures. Revenues of \$247,000 were higher compared to 2019. The main reason for the increase was due to additional interest revenue that was earned this year on a term deposit. The revenues are higher than the budgeted revenues mainly due to the interest earned. Interest revenue is not included in budgeted figures.

The \$138,000 figure is the total expenses incurred by the District by all operations including water works, fire protection and water treatment system operations for 2020. This figure is less than it was in 2019. The main reasoning for that is due to significant professional fees that were incurred related to research of conversion and a conversion review for the public that was carried out in 2019. The expenses in 2020 are higher than the budgeted figures due to increase in amortization that had to be recorded by the district in 2020. That is allocation of costs of tangible capital assets owned by the District for their use. A new fire truck was purchased as well as other fire protection equipment. That leaves \$109,000 excess of revenues over expenses in 2020. It is similar to the budgeted figure.

A summary of expenses shows each cost separately. The main source of water works expenses are administration, amortization, professional fees, and repairs and maintenance. For fire protection, the biggest portion of expenses is amortization.

The accumulated surplus shows what the total net resources that the District has in order to fund future services. The biggest ones are restricted water works compliance reserve, the restricted fire protection reserve and the restricted invested intangible assets fund.

The Board asked if the honorarium was for former Board of Trustees or for volunteer fire fighters. Ms. Aberdeen noted that it is a combination of both. The Board also asked about the revenue over expenses, and if there is a plan to eliminate the surplus. Ms. Aberdeen responded that for 2021 she did not know what the plan was for the surplus. Mr. Morton could also not speak to the 2021 budget because it was prepared on the basis of the water works continuing operating and not on the basis of converting to the CCRD.

CAO Kirk expressed that the CCRD has incorporated the budget that was adopted by the improvement district and pertinent conversations going forward is the 2022 budget. Any revenues currently will likely be required for infrastructure upgrade. Mrs. Mikkelson noted the grant that was applied for by the Hagensborg Water District in 2019. If the grant was successful then the regional district would take responsibility for water and fire protection of the district. That grant had a component for the capital upgrade for the new water treatment. The grant was for 73% of the

project which required a 1.3-million-dollar local component that needed to be contributed to the total 5 million. Any surplus will be used exclusively for that.

Ms. Aberdeen continued that it is management's responsibility to provide the financial information and the financial statements in accordance with the accounting principles. Management is also responsible for the integrity and objectivity of the financial statements. It is noted that Tenisci Piva LLP are external auditors and are independent of Hagensborg Waterworks District.

The financial statements include an independent auditor's report. In the opinion of Tenisci Piva LLP, the financial statements are presented fairly and a clean opinion was given.

(b) Request for Decision: Hagensborg Water District 2020 Audit Report, Financial Statements and Representation Letter

21-05-08 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Hagensborg Water District 2020 Audit Report, Financial Statements and Representation Letter. **CARRIED**

(c) Hagensborg Water District 2020 – Draft Audit Findings Letter

21-05-09 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District approves the Hagensborg Water District 2020 – Draft Audit Findings Letter. **CARRIED**

(d) Hagensborg Water District 2020 – Draft Audited Financial Statements

21-05-10 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District approves the Hagensborg Waterworks District 2020 Consolidated Financial Statements prepared by Tenisci Piva LLP. **CARRIED**

(e) Hagensborg Water District 2020 – Draft Journal Entries

21-05-11 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Hagensborg Water District Adjusting Journal Entries for the Year Ended December 31, 2020 as prepared by Tenisci Piva LLP. **CARRIED**

(f) Hagensborg Water District 2020 – Draft Management Letter

21-05-12 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District approves the Draft Management Letter to Tenisci Piva LLP regarding the Hagensborg Waterworks District 2020 Audit Findings Report. **CARRIED**

(g) Request for Decision: Outstanding Water Tolls

- 21-05-13** M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision: Outstanding Water Tolls. **CARRIED**
- 21-05-14** M/S Directors Hall/Northeast (Director Bertrand abstained) THAT the Board of Directors of the Central Coast Regional District authorize Administration to send out a Notice of Water Shut Off to those premises that have 2021 Water Toll charges outstanding on May 31, 2021, pursuant to Section 5 of Bylaw 282 and amending Bylaw 354. **CARRIED**

LAND USE AND PLANNING SERVICES

(h) Request for Decision: UBCM Local Government Development Approvals Program

- 21-05-15** M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision – UBCM Grant Local Government Development Approvals Program. **CARRIED**
- 21-05-16** M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District supports the CCRD grant application to UBCM Local Government Development Approvals Program to aid in the Development Approvals process. **CARRIED**

PUBLIC WORKS SERVICES

(i) Bella Coola Waterworks Service Update

- 21-05-17** M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Waterworks Service Report dated May 13, 2021. **CARRIED**

(j) LATE ITEM - Denny Island Water System Update

- 21-05-18** M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Late Item – Denny Island Community Water System Project Update dated April 2021. **CARRIED**

(k) LATE ITEM - Hagensborg Water System Update

- 21-05-19** M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Late Item – Hagensborg Water System Upgrades Project Update dated April 2021. **CARRIED**

PROTECTIVE SERVICES

(I) LATE ITEM - Bella Coola Valley Flood Risk Assessment and Modelling

21-05-20 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Late Item – Bella Coola Valley Flood Risk Assessment and Modelling Project Update dated April 2021. **CARRIED**

(m) May 6, 2021 – Northern Regional Call Agenda: Minister of Municipal Affairs and BC Mayors and Regional District Chairs

21-05-21 M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District receives the May 6, 2021 – Northern Regional Call Agenda: Minister of Municipal Affairs and BC Mayors and Regional District Chairs. **CARRIED**

(n) May 4, 2021 COVID-19 Province Update from Tara Faganello, Assistant Deputy

21-05-22 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the May 4, 2021 COVID-19 Province Update from Tara Faganello, Assistant Deputy. **CARRIED**

(o) April 26, 2021 – Invitation to a Conference Call with Minister Farnworth and Minister Osborne

21-05-23 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the April 26, 2021 – Invitation to a Conference Call with Minister Farnworth and Minister Osborne. **CARRIED**

(p) April 21, 2021 – Update on Non-Essential Travel Restrictions from Assistant Deputy Minister Tara Faganello

21-05-24 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the April 21, 2021 – Update on Non-Essential Travel Restrictions from Assistant Deputy Minister Tara Faganello. **CARRIED**

(q) April 16, 2021 COVID-19 Province Update from Tara Faganello, Assistant Deputy Minister for Mayors and Chairs Attendees of April 2021 Regional Calls with Minister Osborne and Dr. Lavoie

21-05-25 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the April 16, 2021 COVID-19 Province Update from Tara Faganello, Assistant Deputy Minister. **CARRIED**

IN CAMERA MATTERS

The Chair requested that the meeting be closed to the public.

- 21-05-26 M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District close the meeting to the public and go in camera for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (2) (b) the consideration of Information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. **CARRIED**

The regular board meeting went in camera at 9:50 a.m.
The regular board meeting reconvened at 10:12 a.m.

GOVERNANCE

(r) Correspondence for Information: April 15, 2021 from BC Ferry Authority

- 21-05-27 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: April 15, 2021 from BC Ferry Authority. **CARRIED**

(s) Correspondence for Action: AVICC May 21, 2021 Deadline for Sponsor's Recorded Speech or Resolution Submitted to AVICC Convention

- 21-05-28 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Action: AVICC May 21, 2021 Deadline for Sponsor's Recorded Speech or Resolution Submitted to AVICC Convention. **CARRIED**

Director Kennedy declared a conflict of interest as follows:

I, Jayme Kennedy, disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter*, I have a direct pecuniary interest that constitutes a conflict of interest in item s. The reason for my declaration is the item being discussed is regarding my remuneration. I will leave the virtual room during the discussion of this item, in accordance with Section 101(1) and (2) of the *Community Charter*.

Director Kennedy left the meeting.

- 21-05-29 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District remunerate Director Kennedy at an hourly special work assignment rate to record AVICC resolution speeches. **CARRIED**

Director Kennedy returned to the meeting.

(t) AVICC 2021 Resolutions

- 21-05-30 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the AVICC 2021 Resolutions. **CARRIED**

(u) FCM Notification: Early Bird Deadline Friday, May 14, 2021

- 21-05-31 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the FCM Notification: Early Bird Deadline May 14, 2021. **CARRIED**

The Board discussed who might be interested and available to attend the virtual FCM convention as an opportunity for CCRD to observe and take part, without the prohibitive travel expenses that usually come with FCM conventions. Director Kennedy noted her willingness and availability. The Board supported her attendance.

Director Kennedy declared a conflict of interest as follows:

I, Jayme Kennedy, disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter*, I have a direct pecuniary interest that constitutes a conflict of interest in item u. The reason for my declaration is the item being discussed is regarding my remuneration. I will leave the virtual room during the discussion of this item, in accordance with Section 101(1) and (2) of the *Community Charter*.

Director Kennedy left the meeting.

- 21-05-32 M/S Directors Bertrand/Hall** THAT the Board of Directors of the Central Coast Regional District authorize remuneration for Director Kennedy to attend FCM conference and prepare a report speaking to recommendations on future engagement going forward. **CARRIED**

Director Kennedy returned to the meeting.

(v) Development Opportunity June 10, 11, 17, 18 – The Village Workshop with Kathi Camilleri

- 21-05-33 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Development Opportunity – The Village Workshop with Kathi Camilleri. **CARRIED**

- 21-05-34 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District remunerate Board attendance and registration fees to the Village Workshop for those that can commit and that the Board convene the regular June 10, 2021 Board Meeting at 11:00 a.m. to accommodate the workshop. **CARRIED**

(C) EXECUTIVE REPORTS**a. Electoral Area Reports**

Area E and Chair Report: Chair Schooner

Chair Schooner notes that it has been a busy month with hands on instruction with tool safety and power tool skills. Teaching has been a rewarding experience. Chair Schooner's former instructor previously said, it's the duty as attendees of his course to pass on knowledge to future generations. The experience has been enjoyable. CAO Kirk and Chair Schooner attended the CAO/Chair Forum as well.

Area A Report: Director Bertrand

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

This past month Director Bertrand attended Ocean Falls and met with the Board of the Ocean Falls Improvement District (OFID) as well as the Deputy Emergency Manager. The OFID has a new Board and unfortunately one of the members has already resigned. The OFID Chair is a woman. There is a lot of support from the Ministry of Municipal Affairs and Housing and are in contact with a helpful, intelligent person. There is also a new clerk that is assisting them.

Director Bertrand went over the 2021 budget with the OFID, as well as an overview of the regional district's services. Director Bertrand also learned a lot about the OFID, for example, the dump that is operated in Ocean Falls. Director Bertrand has concerns about the environmental impacts of the dump and the post-closure costs that may be associated with it. There may be an opportunity to convert the OFID into a regional district service. This is likely impossible because of the enormous costs that would be faced by the improvement district associated with the dump.

Director Bertrand mentioned that the CCRD has been directed by the Minister to do consultation with Outer Coast communities about a regional solid waste management plan. Conversations in the future will take place. It was encouraged for the OFID to look at CCRD's Grant in Aid policies, the Grant Writer program, and other district services they may be able to utilize. It was suggested that they consider a resolution seeking help with grant writing. To date no resolutions were put forward.

Area B Report: Director Hall

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

Director Hall noted that there will be a more thorough report at the next meeting.

Area C Report: Director Kennedy

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

Director Kennedy highlighted the May 22, 2021 Community Cleanup scheduled and volunteers will meet at the CCRD office from 10 am to 3 pm. This event is hosted by Bella Coola Valley Tourism, the CCRD, Bella Coola Watershed Society and Bella Coola Search and Rescue. If you can't attend downtown then it is encouraged to do a local cleanup in your residential area.

Bears are now roaming again. It is a good time to start thinking about gardening and how to secure gardens and attractants throughout the season. Think about electric fencing, stay safe and keep wildlife safe. There is a new WildSafe officer in the valley. She will reach out to community members while keeping COVID safety protocols in mind.

With Spring, it is nice to be able to get outside and enjoy local areas while there are travel restrictions on.

Area D Report: Director Northeast

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

You may feel like you've just woken from a long winter's nap. Perhaps due to it being Spring. In terms of COVID-19 numbers, Director Northeast is feeling optimistic. We could perhaps have a more enjoyable summer. In terms of work and impact at the Nuxalk College, there is an impact on the community. It has been a difficult year, even with safety protocols in place. People have not responded to a number of learning opportunities compared to previous years. However, there is excitement around the RBMW program that Chair Schooner is involved in. The more we can make people feel safe, the better the response.

It is a pleasure to work alongside the Board and Staff. Upon retiring from positions, it will be someone else's turn. If there is to be inclusivity and openness, there is a need to look at how and when meetings take place.

(s) Correspondence for Information: Embargoed Press Release Re BC Achievement Foundation Community Awardee Anita Hall

21-05-35 M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: Embargoed Press Release Re BC Achievement Foundation Community Awardee Anita Hall. **CARRIED**

(E) ADJOURNMENT

21-05-36 M/S Directors Northeast/Kennedy THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 12:02 p.m.

Chair

Chief Administrative Officer



To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Evangeline Hanuse

Meeting Date: June 10, 2021

Subject: Policy A-2 – Office Hours & Period of Closure

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives Request for Decision – Policy A-2 – Office Hours & Period of Closure.

THAT the Board of Directors of the Central Coast Regional District amends Policy A-2 – Office Hours & Period of Closure.

Issue/Background Summary:

Policy A-2 – Office Hours & Period of Closure was last amended on June 14, 2018. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-2 – Office Hours & Period of Closure
Policy A-24 Policy Development and Review

Financial/Budgetary Implications:

N/A

Time Requirements – Staff and Elected Officials:

N/A

Options to Consider:

1. Review policy
2. Table the policy for the next board meeting

Submitted by: _____
Evangeline Hanuse, Planning Coordinator

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Board Meeting
 JUN 10 2021
 CCRD ITEM B) a) 1.

A-2 - Office Hours & Period of Closure

Preamble: The purpose of this policy is to formalize public access to the regional district main office.

Policy: The Regional District office will be closed to the public on the statutory holidays and for Easter Monday, ~~Aboriginal Day~~ Indigenous Peoples Day and for the period of December 24th to January 1st (inclusive).

The regular public office hours are Monday to Friday:

8:30 am - 12:00 pm

1:00 pm - 4:00 pm

- Date:** September 14, 1993
- Amended:** July 8, 1998
- Amended:** September 9, 1998
- Amended:** November 5, 2003
- Review:** November 15, 2012
- Amended:** November 14, 2013
- Amended:** February 12, 2015
- Amended:** June 14, 2018
- Amended:** June 10, 2021



To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Evangeline Hanuse

Meeting Date: June 10, 2021

Subject: Policy A-13 – Entrance Window Advertising

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives Request for Decision – Policy A-13 – Entrance Window Advertising.

THAT the Board of Directors of the Central Coast Regional District reviews Policy A-13 – Entrance Window Advertising.

Issue/Background Summary:

Policy A-13 – Entrance Window Advertising was last reviewed on June 14, 2018. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-13 – Entrance Window Advertising
Policy A-24 Policy Development and Review

Financial/Budgetary Implications:

N/A

Time Requirements – Staff and Elected Officials:

N/A

Options to Consider:

1. Review policy
2. Table the policy for the next board meeting

Submitted by: _____
Evangeline Hanuse, Planning Coordinator

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Board Meeting

 JUN 10 2021

 CCRD ITEM B) a) 2.

A-13 - Entrance Window Advertising

Preamble: The window at the entrance of the Administration Office of the CCRD is unable to accommodate advertisements, flyers, etc. from the private sector.

The regulating of such advertising involves administrative efforts in order to maintain an equitable balance; the display area is limited in size which has the potential to create the appearance of "favouritism", or preference of one business over another. The Regional District, while promoting economic ventures, does not discriminate nor necessarily endorse specific advertisers and their initiatives.

Regional District matters are posted here in order to apprise the general public of current matters before the Board and to ensure proper notification of Regional District business.

Policy: The window display area is restricted to matters involving Regional District administration and affiliated committee/commissions of the Central Coast Regional District.

Date: September 16, 1997

Reviewed: June 5, 2018

Amended: April 9, 2015

Reviewed: June 14, 2018

Reviewed: June 10, 2021



To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Evangeline Hanuse

Meeting Date: June 10, 2021

Subject: Policy A-31 – Bylaw Review Process

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives Request for Decision – Policy A-31 – Bylaw Review Process.

THAT the Board of Directors of the Central Coast Regional District reviews Policy A-31 – Bylaw Review Process.

Issue/Background Summary:

Policy A-31 – Bylaw Review Process was last reviewed on June 14, 2021. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-31 – Bylaw Review Process
Policy A-24 – Policy Development and Review

Financial/Budgetary Implications:

N/A

Time Requirements – Staff and Elected Officials:

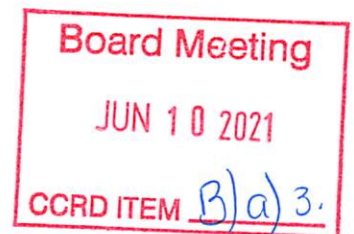
N/A

Options to Consider:

1. Review policy
2. Table the policy for the next board meeting

Submitted by: _____
Evangeline Hanuse, Planning Coordinator

Reviewed by: 
Courtney Kirk, Chief Administrative Officer



A-31 – Bylaw Review Process

Preamble:

This policy is to establish a process for the development and review of bylaws for the Central Coast Regional District that provides a guideline to Administration in the process to ensure effectiveness, relevance and consistency with current provincial and federal legislation.

Policy:

Bylaw Review Procedure

Only the Board may amend or repeal a bylaw according to Section 137 of the *Community Charter*.

Review of bylaws and their evaluation should be done on an on-going process. Bylaws will be brought forward to the Board of Directors for review and relevance on a rotating schedule that will cover all bylaws within the Bylaw Manual, every four (4) years. Bylaws encompassing Rates and Charges shall be reviewed by the Board of Directors every two years. Bylaws requiring earlier amendments or revocation will be put forward for board consideration, on an as needed basis.

Bylaw updates will be circulated to all directors and personnel or affiliates following adoption by the Board of Directors, and made available to the general public.

Adopted: September 10, 2015
Amended: June 14, 2018
Reviewed: June 10, 2021

Rationale for policy:

Administration wishes to have a policy for the development and scheduled review of bylaws, similar to A-24 Policy Development and Review, for policies; both of which will meet the Integrated Strategic Plan 2015-2019 Goal 3.4.3 to maintain and update our policy/bylaw process. The intent of the policy is to ensure there are regular reviews and updates, to keep bylaws reflective of current legislation and changes to meet community needs, as requested.

*Reference*¹ - Lidstone, D., *PREPARATION AND INTERPRETATION OF BYLAWS*, 2007



May 14, 2021

Ref: 266942

To: Chief Administrative Officers and Corporate Officers of British Columbia

Re: Municipal Affairs Statutes Amendment Act, 2021

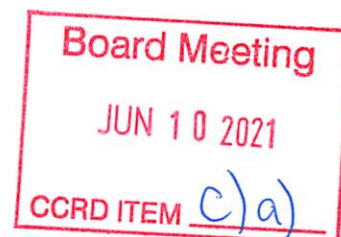
Dear Chief Administrative Officers and Corporate Officers,

On May 13, 2021, Minister Josie Osborne introduced legislation ([Bill 10](#)) to provide necessary transition and continuity for local government matters which are currently covered under various Ministerial Orders that are part of the COVID-19 Related Measures Act. Based on learnings and experiences from the pandemic, the amendments have also added new permanent authorities, where appropriate, to ensure that local governments have the powers they need to effectively govern their communities.

For the foreseeable future, local governments will continue to rely on the temporary authorities provided by Ministerial Order 192 (M192). This means that local governments can continue to operate as they have been without having to adjust to any new rules or processes. As described on the Ministry's [website](#), M192 continues to allow local governments (and other bodies such as the Islands Trust) to conduct meetings without the public present, conduct regular council meetings electronically, and conduct public hearings electronically.

For more information about the amendments please see the [news release](#). The proposed legislative amendments will:

- Provide new permanent authorities for local governments to be able to hold electronic meetings and electronic public hearings.
- Remove operational barriers for improvement districts that were highlighted by the pandemic.
- Provide continuity for local government financial authorities and repayment obligations that were authorized in 2020 due to the pandemic.
- Provide Ministerial regulation authorities to enable the Minister to address urgent and unique local government financial challenges and election related matters in special circumstances.
- Expand eligibility for mail ballot voting by removing legislated restrictions around who is permitted to vote by mail-ballot in local elections.



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- Provide legal continuity for local government financial authorities and repayment obligations that were authorized under [Ministerial Order 159](#) (M159) in 2020 due to the pandemic. *Note: the authorities are not being extended beyond the timelines specified under M159; rather the amendments simply carry over the existing obligations and extraordinary*
- *authorities into a more permanent legislative framework to ensure legal continuity once M159 expires on July 10, 2021.*

It is important to note that the electronic meetings and hearings amendments will be brought into force by regulation at a later date (i.e. once the pandemic has eased, and COVID emergency authorities for electronic meetings and public hearings are lifted) to allow councils time to consider the new authorities and consider amendments to their procedure bylaw after the legislation is in force.

Further work to update regulations to align electronic meeting rules for local government bodies and local governments (including the City of Vancouver, Regional Districts and the Islands Trust) is also anticipated. This will ensure the new, broader electronic meeting authorities for all local governments are implemented in a coordinated fashion.

The Ministry plans to develop an Information Circular and will also be working with our local government partners to develop additional guidance and information about the amendments in the coming months.

Any additional questions can be directed to: lggovernance@gov.bc.ca. We thank you for your continued hard work to conduct local government operations as you restart during the pandemic.

Sincerely,



Tara Faganello
Assistant Deputy Minister



May 18, 2021

Ref: 266079

Courtney Kirk
Chief Administrative Officer
Central Coast Regional District
PO Box 186
Bella Coola BC V0T 1C0

Dear Courtney Kirk:

Thank you for your letter regarding the additional allocation of \$55,000 to the Central Coast Regional District (CCRD) as part of the COVID-19 Safe Restart Grant for Local Governments (Restart). I apologize for the delay in responding.

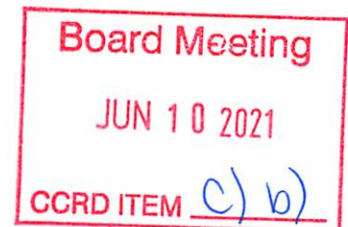
I appreciate hearing from you about CCRD's challenges and concerns related to the allocation of the Restart funding. We do understand the geographical and population challenges of the CCRD; however, the adjusted population rationale that was used in allocating the Restart funds was done so with those considerations in the forefront. The total funding to the CCRD from both installments was \$395,000. This equates to \$111 per capita in Restart funding to the CCRD, which was significantly higher than any other regional district and most large municipalities. Restart funding for other regional districts ranged from \$2 per capita to \$37 per capita and funding for the 20 largest municipalities ranged from \$24 per capita to \$94 per capita.

It is also important to note that the province ensured that the CCRD's 2020 tax requisition was 100 percent guaranteed by the provincial Surveyor of Taxes regardless of the actual tax collection levels. Municipalities had no such revenue guarantee from the province.

Thank you again for writing, and for bringing your concerns to my attention. We will keep these concerns in mind for any future opportunities.

Sincerely,

Okenge Yuma Morisho
Deputy Minister





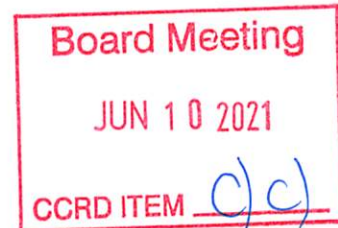
P.O. Box 186, Bella Coola, B.C., V0T 1C0

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

April 9, 2021

SENT VIA EMAIL

Mr. Okenge Yuma Morisho
Deputy Minister of Municipal Affairs
Province of British Columbia
P.O. Box 9490 Stn Prov Govt
Victoria, BC V8W 9N7 MAH.DMO@gov.bc.ca



RE: Ref 265703, Additional \$55,000 to CCRD in COVID Restart Grant

Dear Mr. Morisho,

Thank you for your letter of March 22, 2021 notifying the CCRD of the additional funding award of \$55,000 allocated to CCRD as part of the COVID 19 Safe Restart Grant for Local Governments.

While we are of course thankful for additional financial support from the province, it is disappointing that CCRD continues to receive allocations based on a percentage of population. Particularly troubling in this instance is the approach and formula used to distribute the COVID-19 Safe Restart Grant for Local Governments.

As I will outline below, the Central Coast, encompassing some 24,000 km² with local government service delivery to ocean bound as well as isolated First Nation communities, has been allocated *less than one tenth of one percent* of the total COVID-19 Safe Restart Grant for Local Governments across BC.

It appears that the population based formula approach was arrived at without any consideration to the principles of equity, yet your letter suggests that "this was done in recognition of the additional costs associated with servicing remote areas". Specifically, as noted in your letter, the "allocation formula ... applies equally to all regional districts" with 20% of the \$10 million allocated on total regional population, and 80% allocated on population in rural areas.

In effect our allocation is low because our population is low, and not because of any regard to our actual pandemic driven challenges and commensurate costs, or how these challenges are compounded by our communities' remoteness, isolation, vast regional service geography and corresponding pandemic vulnerabilities. (I.e. our communities have more limited internet, health care, transportation options and so on at the best of times).

In the initial payment of \$21 million made in November last year, the CCRD received \$340,000. In the subsequent payment of \$10 million noted in your letter, the CCRD received \$55,000.

Adding it all together, of \$31,000,000 for total COVID-19 Restart Grant allocations paid to regional districts, the CCRD received \$395,000. Of the total regional district allocations, CCRD received *a half of a percent (1/2 of 1%)* of all funding provided to regional districts.

Further, as the province has acknowledged, of the total of \$415 million paid to local governments, \$394 million was paid to municipalities. Obviously, being as CCRD is comprised only of electoral areas, our communities have had no benefit whatsoever from those municipal directed COVID-19 Safe Restart Grant for Local Government funds. When the full allocation to all local governments is taken into account (\$415 million) the lack of equity in regional distribution CCRD has experienced is even more glaring.

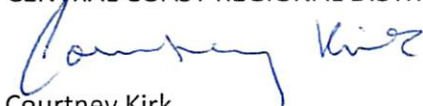
Were the total grant funds allocated to municipalities and regional districts divided by the number of regions, each region in the province would have received an average of \$15.7 million. Against this simple averaging approach, the Central Coast region received \$395,000, or only 2.5% of regional contributions. In consideration of the full \$415 million to benefit communities throughout BC, the Central Coast received *less than one tenth of one percent (1/10 of 1%)* of the total COVID-19 Safe Restart Grant for Local Governments.

The CCRD operates 24 concurrent regional and local based services, many of those being essential services to our communities. Like every local government, as a consequence of the pandemic we have elevated resourcing needs to meet facility and operating costs, emergency planning and response costs, fire protection costs, computer and other electronic technology costs, as well as other pandemic related challenges and costs. CCRD, like other local governments, is also suffering from pandemic driven revenue challenges.

I would appreciate your explanation as to what consideration was given to the Central Coast Regional District when the approach and formula was arrived at (particularly this round based solely on population) as I must properly inform our Board of my concerns.

If possible, I would like to access the total allocations, broken up between municipal and RD, made to each region outside the GVRD and CRD so that we may better calculate the actual average amount that (somewhat) comparable regions have benefited from in the roll-out of the COVID-19 Safe Restart Grant for Local Governments. A more detailed analysis will enhance our understanding of, and ability to compare to, our own allocation. CCRD will also be better positioned to assess whether our organization should plan to intercede upon future legislative funding announcements to ensure more equitable consideration for our region when provincial wide funding allocation strategies are being developed.

Sincerely,
CENTRAL COAST REGIONAL DISTRICT



Courtney Kirk
Chief Administrative Officer

Courtney E. Kirk

From: INFRA MUNI:EX <
Sent: Tuesday, May 11, 2021 12:40 PM
To: INFRA MUNI:EX
Subject: Re: Climate Action Revenue Incentive Program (CARIP) Reporting 2020

To: All Municipal and Regional District Chief Administrative Officers and Chief Financial Officers

Re: Climate Action Revenue Incentive Program (CARIP) Reporting 2020

Many thanks to all who joined Deputy Minister Okenge Yuma Morisho and me on today's call about the Climate Action Revenue Incentive Program (CARIP), please accept our apologies for the technical difficulties on the call that some experienced. This email includes the information that was shared during the call. We want to emphasize that local governments throughout British Columbia have shown great leadership on climate action. The province is committed to working with local governments to reach our climate goals and make life better for people across British Columbia.

For those who were unable to attend or hear due to some technical difficulties on the call, I wish to inform you and your staff that the CARIP will be wrapping up in the 2021/22 fiscal year. During this final program year, local governments will be required to complete and submit the 2020 Carbon Tax Calculation Form. **This will be the only reporting requirement.**

All program information is available on the [Ministry of Municipal Affairs' CARIP webpage](#). In particular, we encourage you to review the CARIP [Program Guide](#) for 2020 prior to completing the [2020 Carbon Tax Calculation Form](#).

CARIP Reporting Requirement

1. 2020 Carbon Tax Calculation Form (submission deadline: August 6, 2021)

Complete and submit a signed electronic version of the form to [this link](#). This form requires Financial Officer certification.

The end of the CARIP program should not be interpreted as the Province pulling back from the productive relationship we have and we look forward to working with UBCM, through the Green Communities Committee, to support the goals of the Climate Action Charter.

Under CleanBC, the Province of British Columbia has put a priority on reducing pollution, boosting energy-efficient solutions and building a low-carbon economy. Local governments will continue to be a key partner in our collective efforts to address the challenges of a changing climate, playing a specific and important role in British Columbia's climate goals.

Just as local governments' actions on climate solutions have evolved in the past decade, our government is responding to support you with tools and funding programs such as:

- Updating the BC Action Climate Toolkit and the Green Communities Committee Carbon Neutral Framework.

- Investing \$110 million in combined provincial and federal funding to help local governments and Indigenous communities develop energy efficiency and clean energy projects through the Investing in Canada Infrastructure Program CleanBC Communities Fund.
- Working with the federal government to assess the climate impacts of all major infrastructure being funded under the Investing in Canada Infrastructure Program to reduce GHG emissions and increase resilience to climate change, which benefits communities and creates jobs.
- Boosting active transportation infrastructure with \$18 million through the Ministry of Transportation and Infrastructure.
- Making sure commuters can get out of their cars with historic investments in public transit, such as the Broadway Subway Line, and free transit for kids 12 and under starting this September.

Budget 2021 commits \$11 million in new funding to help local governments plan for compact, energy- efficient communities, directly supporting the Climate Action Charter’s commitment to create complete, compact, energy-efficient rural and urban communities. We look forward to working with all local governments through UBCM and the Green Communities Committee on how to support greener and more livable communities.

Building on record investments in CleanBC, the Province will continue to strengthen our work with local governments and support the Climate Action Charter.

If you have any questions, please contact the Ministry of Municipal Affairs at ,

Kind regards,

Tara Faganello
Assistant Deputy Minister, Local Government Division
Ministry of Municipal Affairs



CCRD REPORT

To: Courtney Kirk, CAO

From: Ken McIlwain, Operations Manager

Meeting Date: June 10, 2021

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

Board Meeting
 JUN 10 2021
 CCRD ITEM c)d

Recommendation:

THAT the Board of Directors of the Central Coast Regional District endorse the replacement of *Appendix J - COVID-19 Centennial Pool Facility Reopening Plan* of the CCRD COVID-19 BUSINESS CONTINUITY AND SERVICES RESTORATION PLAN with an updated version the COVID-19 Centennial Pool Facility Reopening Plan dated June 7, 2021.

Background:

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

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


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

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

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

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

- The original version of *Appendix J - COVID-19 Centennial Pool Facility Reopening Plan* contains references to the year 2020 that have been updated.
- The wording around staffing dedicated to oversight of customer traffic in the facility has been changed to allow for flexibility based on how busy the facility is and the experience/comfort level of staff in their ability to monitor customer activity and enforce rules.

Respectfully Submitted by: 
 Ken McIlwain, RPF

Reviewed by: 
 Courtney Kirk, Chief Administrative Officer



Central Coast REGIONAL DISTRICT

That we may be good people together

COVID-19 Centennial Pool Facility Reopening Plan – Updated June 7, 2021

Introduction

The objective of this document is to provide clarity on the guidelines and procedures CCRD is implementing to facility safe operation of Centennial Pool through Phase 3 of the COVID-19 pandemic BC Restart Plan timeframe. The Opening Plan should be considered a living document subject to change as the COVID-19 situation evolves.

Background

Aquatic recreational activities have many physical and mental health benefits for the population. In the context of climate change, swimming in an accessible cooling measure to better adapt to increasing and extreme heat conditions. Swimming is the second most popular activity (after bicycling) in Canada among school-aged children 5-12 years of age, thus contributing to the adoption and maintenance of healthy lifestyle habits. To take full advantage of its many benefits, the population requires access to aquatic activities in a safe manner that minimize potential health risks. Under 1% of all fatal drownings in Canada occur in lifeguard supervised swimming locations. Aquatic facilities like CCRD's Centennial Pool are part of many public health injury prevention plans. Therefore, as COVID-19 poses a public health threat, it is important to address operational concerns for CCRD's Centennial Pool while maintaining the prevention measures recommended by provincial/territorial public health authorities.

CCRD Pool Commission – Safe Operation Criteria for Reopening

1. Assumptions and prerequisites

Centennial Pool is an aged facility awaiting a planned retrofit that requires considerable maintenance seasonally. Reopening for the 2021 season during COVID-19 assumes no additional facility operation challenges arising from the age and condition of the facility.

The plan further assumes sufficient qualified staffing can be maintained where:

- The Bella Coola Valley has a limited pool of qualified lifeguards necessary for regularly compliance of an aquatic facility.
- A lifeguard presenting symptoms of COVID-19 would be unauthorized to work and therefor could lead to facility closure for lack of human resource capacity.

2. Additional Risks

CCRD Operations staff to ensure no additional insurance complications or liabilities as a result of facility opening.

3. Financial Impact

CCRD Administration to manage for the financial impact of loss of revenues arising from the reduction of bather load and consequential loss of user fee (including school rental) revenues.

4. Timelines

CCRD is in Phase 3 of the CCRD Business Continuity and COVID-19 Restart Plan, with Centennial Pool operations considered as part of the Phase 3 planning. Phase 3 is characterized by the restoration of public access to most outdoor park amenities, pool facility and outdoor activities with limits on group size.

Centennial Pool will operate May to September at limited capacity.

Hours of operation 8:00 a.m. – 8:00 p.m. or as posted.

5. Ability to adhere to health protocols

Provincial Health Authority, the LifeSaving Society and WorkSafe BC all provide critical guidance toward ensure safe operation of CCRD's Centennial Pool and are reflected in the measures below.

A. Workforce requirements

- a. All CCRD seasonal Centennial Pool employees will sign off on an orientation.
- b. Each day employees will fill out a wellness checklist.
- c. If an employee has COVID-19 symptoms they must leave work and self isolate for 7 to 10 days or ask for a Covid-19 test which is available at the local hospital. The symptoms for Covid-19 are:
 - Shortness of breath
 - Fever
 - Cough
- d. Employees must wash their hands when arriving and leaving the aquatic facility, before and after:
 - Eating
 - Breaks
 - Blowing one's nose, coughing, or sneezing
 - Going to the toilet
 - Being in contact with animals or pets
 - Using shared equipment (e.g. water test kit)
 - Providing routine care for another person who needs assistance [two lifeguards, plus two employees with Bronze Cross per Lifesaving Society]
- e. Personal items and clothing (backpacks, jackets, shoes, etc.) brought in by staff members should be kept to a minimum. Where staff must bring items in, they should be stored in staff locker. Lockers should be sanitized before use.
- f. Encourage physical distancing between staff of 2 meters

B. Workplace Requirements

- a. Equipment should not be shared between employees.
- b. If possible, ensure that each employee has their own equipment needed for each shift. Guards will have their own guard fanny pack, for the duration of the season.
- c. Ensure there is no sharing of equipment (pen, stopwatch, etc.). Each staff member will have a box with office equipment in it for their own use only.

- d. All dishes and utensils to be removed from kitchen. Staff to bring in personal dishes daily.
- e. Food in fridge is not to be shared among staff. Fridge should be wiped down after use
- f. Microwave is to be wiped down between shifts.
- g. Clean office before and after shifts.
- h. The counter and devices are to be disinfected every 2 hours.
- i. Point of Sale (POS) Machine disinfected each time it is used.
- j. Staff are encouraged to observe a potentially vulnerable population member and take extra disinfecting precautions before a transaction takes place.
- k. Remove non-essential items (magazines, newspapers, trinkets) from common areas.

C. Employees Personal Protective Equipment (PPE)

- a. Each employee has their own PPE for their shift and should avoid sharing these, If this is not possible, disinfect the equipment between each exchange.
- b. A mask must be worn while inside the pool building.
- c. Hat and shield available for guards o use in the event of treating patrons.
- d. When wearing gloves, avoid touching the face.
- e. Follow the procedure prescribed by the World Health Organization (WHO) when removing gloves. (Appendix 4: WHO procedure to remove gloves)
- f. Follow the procedure prescribes by the World Health Organization (WHO) in order to remove personal protective equipment (PPE) while avoiding contamination (Appendix 4: WHO procedures to remove PPE). Pool Chemistry.
- g. Each supervisor should have their own chemical mask which should be kept separate and labelled.
- h. Chemical apron should be wiped down after each use.
- i. Use disposable gloves inside chemical gloves, remove disposable gloves as outlined above.

The above steps to be outlined to staff and as part of orientation and staff to complete and sign form for CCRD Records affirming their orientation once complete.

6. Nature of Participation in program or activity

A. Facility Programming

Bather load should be reduced to ensure physical distancing. Total number in the water should not exceed the number obtained by allowing 7m² of water surface per person.

Pool is 18m x 9m = 162/7 = 23 bather load

B. Lap Swimming

There will be one (1) swimmer per lane. Maximum five (5) swimmers.

C. Organized Activities

Bather loads should be reduced to allow physical distancing.

D. Patron Equipment

- a. As there is currently no evidence that COVID-19 survives in treated pool water, there is no special disinfection procedures to put in place for all equipment that are regularly in contact with chlorinated water (toys, railings, slides, etc.)
- b. Signage should inform bathers to not share water bottles, towels, goggles, or any other equipment other than with family members.
- c. The use of goggles should be encouraged to avoid mucus contamination. Snorkels should be prohibited.
- d. All shared equipment (such as PFDs) must be disinfected between each user. Recreational Swimming.

E. Facility Admission

- a. At the entrance, signs must inform all bathers that:
- b. Patrons must not enter if they suspect they have COVID-19 or if they have any of the known COVID-19 symptoms.
- c. Anyone age 12 and older must wear a mask while inside the pool building.
- d. Patrons must maintain physical distance of 2 meters from other patrons and staff.
- e. Cough into your bent elbow, or into a tissue that you throw away immediately after use, then wash hands immediately.
- f. On arrival, patrons must wash their hands with soap and water or sanitize hands prior to approaching counter (70% alcohol or higher) for 20 seconds.
- g. Screen patrons to ensure they don't have COVID-19 symptoms by asking common questions.
- h. Post sign showing how to exit the pool and how to move throughout the facility.
- i. Admission fee payment methods should allow for minimal contact between employees and patrons.
- j. Maintain a physical barrier between the cashier and the patron.
- k. If fee is charged, avoid cash transaction by accepting alternate payment methods.
- l. If cash is accepted, employee should sanitize hands right away, encourage staff not to touch face.
- m. Encourage patrons to purchase bulk admission card or a punch card.

F. Maintaining Order

- a. An information officer will be placed at the door of the facility to manage lines and educate the public on COVID-19. (Depending on funding)
- b. During busy public swim sessions, a staff member will be on deck to help with social distancing and entry and exit of the pool and bathroom – marked path for lining up outside.
- c. Between each session the building will be locked, and that will give staff time to sanitize.
- d. Marking floors inside the facility with walking pathways etc.

G. Facility Use

- a. Put in place a reservation system for programs.
- b. Shorter swim sessions will be scheduled with 15 minutes in between for cleaning.
- c. Keep lessons to ½ hour or 45 minutes with 15-minute breaks between lessons – to allow movement
- d. Schedule family swims.
- e. A community questionnaire results will be taken under consideration in establishing the schedule.
- f. Additional signage informing people to avoid aquatic facilities generally if they are at high risk for severe illness from COVID-19
- g. Deliveries will be received at the front door.

H. Facility Access

- a. Moving around the facility to reduce congestion. Maintain Social Distancing.
- b. Patrons will enter the pool through the front door.
- c. Patrons will exit through the emergency gate on deck.
- d. Path around pool will be marked (clock-wise).
- e. During busy swim times (ex. Weekend afternoon public swim), a staff member will be assigned to watch exit gate, bathrooms and ensure route around pool is followed.
- f. During public swim sessions, two people allowed in change room at a time unless family unit. Install signage to direct patrons to enter one at a time.
- g. Allow Families to access one of the changing rooms together regardless of gender.
- h. Floors will be marked to guide patrons through facility.

I. Communicating Physical Distancing Measures

- a. Inform all employees of the physical distancing measures that are in place at the facility by way of memorandums, on employee social media groups and during training sessions.
- b. Inform the public of the physical distance measures in place at the facility through all communication resources and social media to which they have access.
- c. Post the signs and symptoms of COVID-19.
- d. If applicable, inform and educate the public, parents and caregivers of their responsibility in maintaining physical distance.
- e. Indicate on the entrance door to an area (e.g. pool lobby, change room), the maximum number of people allowed in the room at one time.
- f. To ensure distancing measures are respected by patrons' extra employees will be assigned to tasks.

J. Change rooms and toilets

- a. Patrons will be encouraged to come to pool in swimsuit and shower at home after their swim.
- b. If shower facility is required limit is one patron or a family unit at a time.
- c. During public swim sessions, two (2) patrons allowed in changing rooms unless family unit.
- d. One (1) patron using gang shower
- e. Lockers are not to be used. Personal belongings to be placed in a designated location on the deck.
- f. Storage areas will be assigned upon entry to the pool
- g. Cleaning breaks will be scheduled between sessions.

K. General

- a. Users should not spit, urinate or blow their nose in the water.
- b. People at higher risk of COVID-19 should seek advice from a healthcare professional before participating in programmed activities.
- c. Participants should not share water bottles, towels, goggles or any other equipment.
- d. Water bottles should be filled at home.
- e. Patrons in need of assistance due to physical limitations should receive help from a family member.
- f. Reduce group ratios to maintain distancing measures.

- g. Aquatics instructors must give safety guidelines to all participants before starting a class or a training session.
- h. Where possible, aquatics instructors should be outside of the water.
- i. Encourage each swimmer to bring their own equipment.
- j. Disinfection of equipment is required after activities. Participants should not share water bottles, towels, goggles, or any other equipment with others.

L. Swimming Lessons

- a. Maintaining physical distancing with swimming lesson participants can be challenging, especially with younger participants. Swimming lessons will be limited to 5 participants. If a family assistant is necessary, the limit will be 4 children and 4 adults.
- b. Offer swimming lessons while there is no ongoing community spread of COVID-19 in your region in accordance with provincial/territorial health authority recommendations.
- c. Prioritizing swimming lessons according to group levels where physical distancing measures can be easily implemented (younger participants usually need more physical manipulation and proximity).
- d. Parents should be encouraged to accompany young children into the pool during lessons in order to minimize chance of contact between staff and children.

M. Aquatic Fitness Classes

- a. Maintaining physical distancing with aquatic fitness class will be limited to 5 individuals in shallow end. If individuals would like to be in the deep end 4 more can be added.
- b. Offer aquatic fitness classes only while there is no ongoing community spread of COVID-19 in your region in accordance with provincial/territorial health authority recommendations.



REQUEST FOR DECISION

To: Courtney Kirk, CAO/CFO

CC: Board of Directors, CCRD

From: Yene Byun, Finance Manager

Meeting Date: June 10, 2021

Subject: Filing Under the Financial Information Act – SOFI 2020

Board Meeting
 JUN 10 2021
 CCRD ITEM (e)

Recommendation:

THAT the Statement of Financial Information (SOFI) pursuant to the Financial Information Act (FIA) for the year ended December 31, 2020 be approved and submitted to the Ministry of Municipal Affairs and Housing.

Issue/Background Summary:

None. Routine annual requirement.

Of significance to the readers of this report, are the criteria used in determining the specifics of what expenditures constitute remuneration and expenses reported. The Regulations for this reporting vary from what other authorities may deem to be remuneration or expenses. For clarity, the following table provides the specifics in this regard:

SCHEDULE OF REMUNERATION AND EXPENSES

Pursuant to the Financial Information Regulation, Schedule 1, Section 6

Remuneration	Salary, hourly wages (pool) including stat holiday and vacation pay, overtime
	Cell Phone allowance
	Directors per diem

	Directors meeting remuneration
	Cariboo Regional District portion of benefits which are taxable to employees (Life insurance)
	Medical Services Plan (MSP) premiums – taxable benefit
Expenses	Directors annual payment for printing supplies
	Directors monthly travel allowance, travel to board meetings
	Conventions & professional development conferences: accommodation, meals, airfares or other travel (per km), taxi fare, registration fees
NOT INCLUDED in above	Employers portion of Canada Pension Plan contributions (CPP) and Employment Insurance (EI) premiums
	Employers portion of Municipal Pension Plan (MPP) – taxable income in the future
	Cariboo Regional District benefits which are non taxable (extended health, dental , short and long term disability, health and AD&D)
	WorksafeBC premiums

Policy, Bylaw or Legislation:

The *Financial Information Act* requires that within 6 months after the end of each fiscal year of a public body, it must prepare a statement of financial information for that fiscal year. It must contain a schedule showing

- i) In respect of each employee earning more than a prescribed amount, the total remuneration paid to the employee and total amount paid for the employee's expenses, and
- ii) A consolidated total of all remuneration paid to all other employees.

For the purposes of this reporting, the classification prescribed for "employees" includes an officer, director, commissioner, elected official or similar person employed in or appointed to a position in the corporation.

Further, it must contain a schedule showing

- i) The total amount paid to each supplier of goods or services during the fiscal year that is greater than a prescribed amount, and
- ii) A consolidated total of all other payments made to suppliers of goods or services during that fiscal year.

The prescribed amounts may vary from time to time, and are set by the *Financial Information Act Regulations*.

The Statement of Financial Information as attached, is submitted along with a copy of the audited financial statements and a detailed checklist, both of which are not included in this report to the board.

Financial/Budgetary Implications:

There are no financial or budgetary implications.


Time Requirements – Staff and Elected Officials:

This report takes approximately 3 days of staff time to complete. Board consideration is minimal since it is undertaken in the normal course of a board meeting.

****Please note the requirement for signatures from the Chief Administrative Officer and the Chair of the Board.****

Options to Consider:

None.

Respectfully Submitted by: 

 Yene (Sandra) Byun, Finance Manager

Reviewed by: 

 Courtney Kirk,
 Chief Administrative Officer/Chief Financial Officer

SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE

FIR Schedule 1, sections 6(2), (3), (4), (5) and (6)

1. Elected Officials, Employees appointed by Cabinet and Members of the Board of Directors

Name	Position	Remuneration	*Expenses
Bertrand, Daniel	Director, Area A	9,435	2,948
Hall, Richard	Alt. Director, Area E	72	
Hall, Travis	Director, Area B	7,168	6,571
Kennedy, Jayme	Director, Area C	7,815	1,320
Northeast, Lawrence	Director, Area D	7,807	1,289
Schlichting, Mark	Alt. Director, Area A	72	
Schooner, Sam	Director, Area E	11,018	3,864
Total		43,387	15,992

* The total includes charter air travel, meals and accommodation expenses to bring directors to pre-pandemic board meetings

**2. Employees (excluding those listed in Part 1 above)
 (List all employees, alphabetically, with remuneration and expenses exceeding \$75,000, excluding those listed in Section 1 above)**

Name	Position	Remuneration	Expenses
Kirk, Courtney	CAO, CFO	120,432	1,450
Mcllwain, Ken	Operations Manager	102,979	726
Consolidated total of employees with remuneration and expenses of \$75,000 or less	All others	336,031	8,540
Total All Employees excluding elected officials		559,442	10,716

3. Reconciliation

Total remuneration – elected officials, employees appointed by Cabinet and members of the Board of Directors	59,379
Total remuneration – All Employees excluding elected officials	570,158
Sub Total	629,537
Reconciling Items – Employer share of Municipal Pension Plan, CPP, EI and Worksafe BC premiums and employee benefits not included in above, but included in financial statements	122,231
-Reimbursement for COVID-19 pandemic response expense and 2020 potential fall flood emergency response from other agencies; Charter air travel, meals and accommodation expenses to bring directors to board meetings	(7,303)
Total per Sta of Revenue and Expenditure (Dir Expense & Wages) (D)	\$744,465

CENTRAL COAST REGIONAL DISTRICT
2020 Financial Reporting

STATEMENT OF SEVERANCE AGREEMENTS

Fir, schedule 1, subsection 6(7)

There was one severance agreement representing 4 weeks made between the Central Coast Regional District and its non-unionized employees for the year ended December 31, 2020.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

FIR, Schedule 1, section 5

The Central Coast Regional District has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES

**1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000
Includes GST**

Supplier Name	Aggregate amount paid to supplier
Associated Fire Safety	\$26,326
BC Hydro	\$36,546
Don Nygaard & Son Ltd	\$118,108
KPMG	\$31,500
Mikk's Admin Services	\$118,512
Morrison Hershfield Limited	\$35,048
Municipal Insurance Association of BC	\$39,416
Municipal Pension Plan – Company Portion	\$46,582
New Season Services	\$37,582
Sandtronic Business Systems Ltd.	\$28,957
Urban Systems Ltd.	\$236,050
Vancouver Island Regional Library	\$62,358
Total Aggregate amount paid to suppliers (A)	\$816,985

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

(B)	\$397,546
------------	------------------

3. Total of payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	0
Consolidated total of contributions exceeding \$25,000	0
Consolidated total of all grants and contributions exceeding \$25,000 (C)	\$ 0

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers (A)	816,985
Consolidated total of payments of \$25,000 or less paid to suppliers (B)	397,546
Consolidated total of all grants and contributions exceeding \$25,000 (C)	-
Reconciling Items – Wages & related costs (D)	744,465
- Purchase of tangible capital assets included elsewhere	(305,912)
- Transfer to Landfill post closure fund	30,000
- Amortization	172,989
- Loss on disposal of tangible capital assets	1,939
- Reimbursement for COVID-19 pandemic response expense and 2020 potential fall flood emergency response from other agencies	(129,105)
- Municipal Pension Plan – Company portion included in (A) and (D)	(46,582)
- Conventions & professional development expenses, registration fees to a third party on behalf of the employee included in (B) and (D)	(8,428)
Total per Statement of Operations (Consolidated)	\$1,673,897

CENTRAL COAST REGIONAL DISTRICT
FINANCIAL REPORTING FOR THE YEAR ENDED DECEMBER 31, 2020

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Board of Directors of the Central Coast Regional District and approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Chair Samuel Schooner
June 10, 2021

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Courtney Kirk
Officer Assigned Responsibility for
Financial Administration under the
Local Government Act.

CENTRAL COAST REGIONAL DISTRICT
2020 FINANCIAL REPORTING

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible to ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises this responsibility through meetings with management and with the auditors.

The external auditors, KPMG, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the regional district's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The auditors have full and free access to the Board of Directors and meet annually.

On behalf of the CENTRAL COAST REGIONAL DISTRICT

Courtney Kirk, CFO
Officer Assigned Responsibility for
Financial Administration

Courtney Kirk, CAO
Officer Assigned Responsibility for
Corporate Administration

May 21, 2021

Chair Samuel Schooner
Central Coast Regional District
PO Box 186
Bella Coola, BC V0T 1C0

Dear Samuel Schooner:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$203,955.69 is expected to occur the first week of June. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

As announced by the Government of Canada, this CWF payment has been accelerated and delivered as a single payment, rather than two half-payments.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

The Government of Canada has further announced that there will be a one-time top-up of the Gas Tax Fund this year, subject to federal approval. Information on the timing and amount of this top-up will be communicated once details have been confirmed.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,



Brian Frenkel
UBCM President

PC: Courtney Kirk, Chief Administrative Officer





CCRD SERVICE REPORT

To: Courtney Kirk, CAO
From: Ken McIlwain, Operations Manager
Meeting Date: June 10, 2021
Subject: DENNY ISLAND AIRPORT OPERATION AND FACILITIES SERVICE UPDATE

Board Meeting
JUN 10 2021
CCRD ITEM C/g

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Airport and Facilities Service Report dated June 10, 2021.

Service Background:

The CCRD is responsible for provision of the Denny Island Airport Operation and Facilities Service to electoral area A. In 1992, the Central Coast Regional District established the service with Bylaw No. 188 under the provisions of Section 790 of the Municipal Act.

The service is administered by CCRD staff (Operations and Finance) with oversight and decision making from the CCRD CAO and Board of Directors. The Denny Island Airport Operations and Management Commission established under Bylaw No. 470 has the responsibility to review and make recommendations regarding leases, budgeting, grant applications, airport improvements, airport revenues, marketing, airport development planning, rates and charges and other matters as requested by the Central Coast Regional District from time to time.

The Denny Island Aerodrome (CYJQ) is situated on Denny Island at an elevation of 49m ASL. This Registered Aerodrome features a 2954' (900m) long asphalt runway, a small taxiway, apron and rustic terminal building. The aerodrome is limited to daytime Visual Flight Rules (VFR) operations.

There is no scheduled air service to Denny Island and the aerodrome is used principally by private and charter aircraft. There are no refueling or maintenance facilities at the airport,

however fuel is available at Shearwater Marina and Resort, located approximately 2km to the west.

2021 projected revenue sources for the Denny Island Airport Service are budgeted as follows:

- Tax Levy - \$9,973
- COVID-19 Safe Restart Grant (in lieu of Landing Fees) - \$2,500

Quarterly [or Bi-Annual or Annual] Highlights (from 2021):

- Due to COVID-19 restrictions, there have been essentially no landings at the Denny Island Airport since the spring of 2020.
- The roof of the terminal building continues to leak and the Airport Commission plans to advertise for proposals to repair the roof.

Grant Funded Projects Administered Under the Service:

There are currently no active grant funded projects at the Denny Island Aerodrome.

Feasibility Studies Authorized Under the Service:

There are currently no feasibility studies authorized under this service.

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

Strategic Plan Goal:

Denny Island Airport	Terminal Roof Repairs	<i>Improving Our Infrastructure</i>	2021	Continue to follow guidance from the Denny Island Airport Commission
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This strategic priority project of the board will be co-managed by the Denny Island Airport Commission and CCRD Operations. No progress has been made on this initiative as of yet. The budget for 2021 contemplates \$14,000 for terminal roof repairs, \$3000 for runway maintenance (to accommodate further brushing if required in 2021 depending on vegetation growth) and a contingency of \$3,143.

Financial/Budgetary:

Total Budget (Including confirmed grants & COVID-19 Restart Grant of \$2500):

Total 2021 Projected Revenues (including carry forward surplus of \$13,454):
\$25,927

Percent total expenditures to June 7, 2021: \$2,277 or 9%

Budget (Tax Requisition, User Fees, COVID-19 Restart Grant):

Subtotal 2021 Revenues: \$25,927 (excluding special project grant revenues)

Percent total expenditures to May 6, 2021: \$2,277 or 9%

Grant Funded Special Projects

There are currently no special grant funded projects underway.

Notes on ongoing Financial Impact of the Pandemic:

\$2,100 was budgeted for landing fee revenue in 2020. There were no landings in 2020 and so no landing fees were collected. No landing fees have been budgeted for 2021. \$2,500 from the CCRD COVID-19 Safe Restart Grant has been allocated to the Denny Island Airport service in the 2021 budget to account for lost revenues due a reduction in landing fees arising from the pandemic.


Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

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

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

The total apportioned administration costs determined for the Denny Island Airport Operation and Facilities Service is \$1,649.00 (unchanged from 2020 to minimize further burden to the service arising from the pandemic) and incorporated as such into the CCRD Five Year Financial Plan 2021-2025.

Respectfully Submitted by: _____
Ken McIlwain, RPF

Reviewed by: 
Courtney Kirk, Chief Administrative Officer



CCRD SERVICE REPORT

To: Courtney Kirk, CAO

From: Ken McIlwain, Operations Manager

Meeting Date: June 10, 2021

Subject: BELLA COOLA AIRPORT AND FACILITIES SERVICE UPDATE

Board Meeting
 JUN 10 2021
 CCRD ITEM c) h)

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Airport and Facilities Service Report dated June 10, 2021.

Service Background:

The CCRD is responsible for provision of the Bella Coola Airport and Facilities Service to electoral areas C, D and E. Originally established under Supplementary Letters Patent as a function of the Regional District in 1972, the CCRD undertook to convert the function to a service of the CCRD through Bylaw No. 410, adopted April 12th, 2012, with electoral areas C, D and E as participants.

The Bella Coola Airport is a fully certified airport and operates under Transport Canada Civil Aviation Airport Certificate 5151 p527. The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors. For regulatory purposes the CCRD CAO acts as the Accountable Executive and the CCRD Operations Manager is also the Airport Manager. The Operations Assistant acts as the Safety Management System Co-ordinator. A contract Airport Attendant carries out daily duties including inspections and wildlife control.

The airside infrastructure managed under the Airport and Facilities Service includes a 1280 m (4200') by 30 m (100') paved runway with two taxiways and an apron, a LL100 Av Gas fueling facility, and a baggage/freight handling area. The landside infrastructure includes a passenger terminal, five leased spaces in the passenger terminal building, lease lots, a parking lot, a children's play area/green space and the CCRD Winter Maintenance Facility/Office.

The airport runway, taxiways and aprons are in relatively good condition, although resurfacing will likely be required within the next decade. The airport currently supports daily scheduled air service to Vancouver International Airport – South Terminal. Prior to COVID-19, the Bella Coola Airport supplied service to approximately 11,000 passengers on an annual basis. Since the spring of 2020, the number of passenger movements has dropped by more than two thirds.

In 2016 the CCRD commissioned the development of the Bella Coola Airport Master Plan. It was completed in February of 2017. The Master Plan is a guiding document that will assist the CCRD in making operational and capital investment decisions over a 10 to 20-year time horizon.

The Master Plan addresses Aircraft Safety, Airport Capacity, Forecast Demand, Regional Planning, Revenue, Groundside Activities and Land Uses. The planning process included an analysis of existing infrastructure to help determine investment priorities. Stakeholder consultations were completed to gain insight from residents and stakeholders around opportunities and areas where improvement is desired. An Airport Land Use Plan was completed to provide a framework to guide future development at the airport over the long term (e.g., 20 years).

2021 projected revenue sources for the Bella Coola Airport service are as follows:

- Passenger User Fees - \$48,000
- Landing Fees - \$33,912
- Ground Leases - \$7,882
- Terminal Rental - \$24,953
- Fuel Surcharge - \$2,300
- LL100 Fuel Sales - \$15,000
- Provincial Basic Grant - \$3,676
- Deferred Rural Dividend and BCAAP Grants - \$32,927
- BCAAP Fuel Terminal Upgrade Project Grant - \$568,000

Quarterly [or Bi-Annual or Annual] Highlights:

- Pacific Coastal continues to offer 3 scheduled flights a week (Tuesday, Thursday, Sunday) for the remainder of June. Starting July 3rd, an extra sched flight will be added on Saturdays. Vancouver Coastal has continued to charter a flight in to Bella Coola or Anahim Lake on three additional days per week (days when there is no sched flight available).
- Scheduled passenger traffic between Bella Coola and Vancouver is increasing and there are now some full flights departing Bella Coola, compared with earlier in the pandemic when many flights were only at half capacity.

- Transport Canada has scheduled an airport inspection for June 14th. Several inspectors will be arriving by plane and will meet with CCRD staff.
- Airport mowing operations are underway.
- A Request for Expressions of Interest was issued in late May for parties interested in haying/mowing the west end of the airport property. The CCRD is entertaining a one-year agreement with the option for renewing for an additional 4 one-year terms. This has the potential to save the regional district the annual cost of mowing approximately 15 acres.
- COVID-19 measures in place include the following: Masks are required in public areas of the terminal. A germ shield has been installed at the Pacific Coastal counter in the airport terminal. Two hand sanitizer stations have been installed near the public entrance/exit of the terminal. Decals have been placed on the floor in front of the Pacific Coastal counter to remind people to physically distance when possible. Public areas of the terminal are being deep cleaned between scheduled flights. Pacific Coastal Airlines has a separate set of procedures in place for passengers.
- Staff are working with Western Diversification Canada to progress a grant application for accessibility and safety updates to the Airport Terminal Building.

Grant Funded Projects Administered Under the Service:

The CCRD has received funding from the province under the BC Air Access Program (BCAAP) to complete obstacle removal at the Bella Coola Airport. Two separate grants have been awarded under BCAAP. The obstacle removal work started in 2017 and was completed in the fall/winter of 2019. The BCAAP funding was supplemented by funding from Northern Development Initiative Trust and BC Rural Dividend Fund. Most of the BCAAP funding has been expended. Several thousand dollars remain which will be used for clean-up of cleared areas. The project is expected to conclude in the spring of 2021.

In March of 2018, the CCRD received \$392,282 in grant funding from BC Rural Dividend Program for the Bella Coola Airport Tourism and Capacity Enhancement Project. In addition to helping with obstacle removal, the funding has paid for trail development, a play area and green spaces at the airport. Further projects to be completed with this funding include a cultural piece at the airport, lot development and further trail enhancement. The funding is currently budgeted between the Airport, Economic Development and Parks and Recreation services. The Rural Dividend funded projects were scheduled to be completed by late fall of 2020. Due to delays resulting from COVID-19, staff have submitted an extension request to complete the planned works by December 2021.

The CCRD was recently awarded funding from BC Ministry of Transportation and Infrastructure to undertake retiring of the old fuel station and building a new fueling station that will better meet environmental regulations and enhance the Bella Coola Airport accessibility to aviation aircraft, as an attendant will no longer be required for fueling. The work is part of a Board led advocacy campaign to enhance regional transportation toward improved primary and emergency health outcomes through pandemic related leadership dialogue with provincial, federal, other local government and First Nation collaborators.

Feasibility Studies Authorized Under the Service:

N/A

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

Advocacy Priority		Related Strategic Goal (2019-2022)		
Transportation - Emergency Medical Evacuations*		<i>Effective Community Planning</i>		
Advocacy Priority		Related Strategic Goal (2019-2022)		
Revenue - Bella Coola Airport: Exclusion of local governments from Canada Emergency Relief Benefit landlord/tenant relief funding		<i>Good Governance and Administration</i>		
Service Area	Priority Project	Related Strategic Goal	Timeline	Required Staff Capacity Actions
Bella Coola Airport	1) Return of Operations Certificate 2) Allocation of infrastructure funding through BC Air Access program*	<i>Improving Our Infrastructure</i>	2020 2020 - 2022	1) This is a non-negotiable item mandated by Transport Canada regulations, that must be met by November 2020; 2) See Page 4*

- The Airport has been awarded funding from the Ministry of Transportation and Infrastructure (MoTI) for the construction of a new self-serve fueling facility at the Bella Coola Airport.
- The return of the Airport Certificate was achieved as per strategic priority #1 for the Bella Coola Airport. Administration will be looking at the costs of maintaining certification going forward in light of the reduced airport revenues resulting from a significant drop in passenger travel.

- Accessing BC Air Access (BCAAP) funding (as per strategic priority project 2), will continue to be a challenge. BCAAP requires a contribution of 25% of the project cost from the CCRD. Options for securing a 25% contribution are most likely limited to the Community Works Fund, Asset Replacement Reserve or another funder such as Northern Development Initiative Trust (NDIT).

Financial/Budgetary:

Total Budget (Including confirmed grants):

Total 2021 Anticipated Revenues: \$940,779 (including confirmed grant revenues and carry forward surplus of \$23,521)

Percent total expenditures to June 7, 2021: \$182,358 or 19%

Budget (Basic Provincial Grant, User Fees/Charges, and COVID-19 Restart Grant):

Subtotal 2021 Revenues: \$316,331 (excluding special project grant revenues)

Percent total expenditures to May 6, 2021: \$182,358 or 58% (excluding special project expenditures)

Note: \$180,000 is allocated from the CCRD Covid-19 Safe Restart Grant to account for significant loss of revenue since 2020 due to COVID-19 related reductions in user fee revenue.

Grant Funded Special Projects

The following are 2021 Grant Funded Special Projects budgeted revenue and expenditures for BC Airport.

- 1) **Special Project: BC Rural Dividend - Bella Coola Airport: Tourism and Capacity Enhancement Initiative #201802003 - RD Project Management Lot-development (502451-210)**
Total 2021 Budgeted Grant Revenue: \$30,210
Total Expended: \$0.00
- 2) **Special Project: Ministry of Transportation & Infrastructure - BC Air Access Program - Obstacle Removal and Certification Project at Bella Coola Airport #0670A108635**
Total 2021 Budgeted Grant Revenue: \$2,717
Total Expended: \$0.00
- 3) **Special Project: Ministry of Transportation & Infrastructure - BC Air Access Program – Bella Coola Airport Fueling Station**

Total 2021 Budgeted Grant Revenue: \$568,000

Total Expended: \$0.00

Notes on Financial Variance:

The following comments apply to the 2021 budget as approved in the 2021-2025 financial plan:

- We continue to see a pandemic related reduction in scheduled passenger traffic as projected in the 2021 budgeting process.
- Fuels sales are expected to remain at about ½ of pre-pandemic levels.

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

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

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

The total apportioned administration costs determined for CCRD's Bella Coola Airport and Facilities Service is calculated to be \$133,000 for 2021 and incorporated as such into the CCRD Five Year Financial Plan 2021-2025. The increasing costs are a consequence of elevating service needs to maintain full certification, the cost of overseeing new special projects benefiting the service as a whole, and the cost to meet additional service needs to maintain compliant operations through the pandemic, irrespective of reduced landings.

Respectfully Submitted by: _____
Ken McIlwain, RPF

Reviewed by: 
Courtney Kirk, Chief Administrative Officer

PROJECT UPDATE



Date: June 4, 2021
 To: Ken McIlwain
 From: Jacob Scissons
 Subject: **DENNY ISLAND COMMUNITY WATER SYSTEM
 PROJECT UPDATE – MAY 2021**

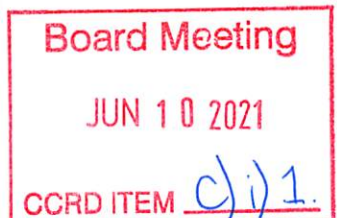
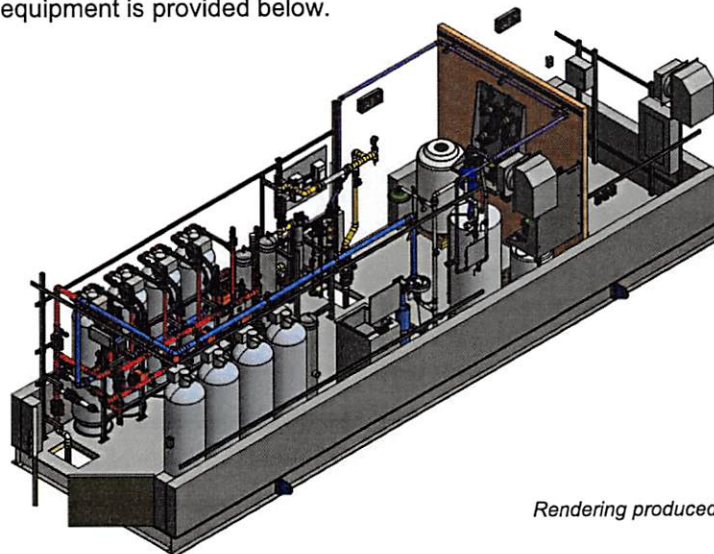
The following is a summary of key dates, recently completed activities, and next steps for the Denny Island Community Water System project.

KEY DATES

- The Vancouver Coastal Health (VCH) *Water Supply System Construction Permit* for the CCRD water distribution system has been issued and is valid to February 12, 2023.
- The Ministry of Transportation and Infrastructure (MOTI) *Permit to Construct, Use, and Maintain Works Within the Right-of-Way of a Provincial Public Highway* has been issued and is valid until December 31, 2021.
- The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (MFLNRORD) has issued the CCRD's *Conditional Water Licence*, a condition of which is that the infrastructure work be completed and water beneficially used by December 31, 2023.
- The project completion date for the *Strategic Priorities Fund* grant is June 30, 2023.

RECENT WORK COMPLETED

- The reservoir supply and distribution piping contract (being completed by Steve Emery Contracting) is underway. Work along Airport Road is complete and trenching across the school property is beginning.
- The School District #49 water treatment plant contract (being completed by AWC Water Solutions) is underway with designs complete and equipment ordered for pending fabrication. A rendering of the treatment equipment is provided below.



Rendering produced by AWC Water Solutions

PROJECT UPDATE

Date: June 4, 2021
File: 3383.0005.02
Subject: DENNY ISLAND COMMUNITY WATER SYSTEM
Page: 2 of 2

- The new electrical service for the water treatment plant is being coordinated with BC Hydro.
- Specifications to complete the treatment plant site works, underground piping, and commissioning of the groundwater well are being prepared. This includes provisions for a potential future backup well.
- The CCRD and School District #49 joint services agreement for water system ownership / operation is being drafted. This will be reviewed by VCH as part of the *Operating Permit* conditions.

NEXT STEPS

- The environmental permit applications for proposed culvert / creek crossings will be advanced.
- The watermain alignment will be refined targeting the optimal position within the road right-of-way.
- The water service connection locations to each lot in the service area will be reviewed and water meter location / make and model will be determined.
- Hydrant positions will be reviewed, targeting an approximate spacing of 150 metres with adjustments based on ensuring sufficient access to hydrants and maximizing fire protection benefits.
- The procurement approach and phasing for construction of the CCRD water distribution system will be reviewed.
- 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.



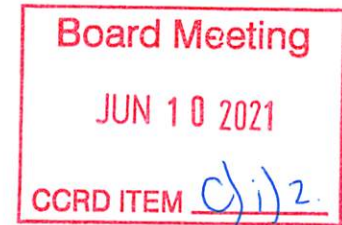
Jacob Scissons, P.Eng.
Project Manager

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PROJECT UPDATE

URBAN
systems

Date: June 4, 2021
 To: Ken McIlwain
 From: Jacob Scissons
 Subject: **HAGENSBORG WATER SYSTEM UPGRADES
 PROJECT UPDATE – MAY 2021**



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

KEY DATES

- The *Section 11 Water Sustainability Act Notification* has been reviewed by the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (MFLNRORD) for the trenchless watermain crossings of local creeks. Work is clear to proceed with appropriate environmental monitoring and best practices in place and completion by June 30, 2022.
- The project completion date for the *Investing in Canada Infrastructure Program* grant is March 31, 2024.

RECENT WORK COMPLETED

- Water system design criteria have been advanced (service area population, water demands, treatment requirements, fire flows, operating pressures).
- Topographic survey fieldwork has been completed and data is being processed.
- The evaluation of groundwater vs surface water supply options is underway. Potential groundwater test well sites have been identified based on hydrogeologist input.
- The approach for proposed watermain replacement work within the highway right-of-way is being reviewed by the Ministry of Transportation and Infrastructure (MOTI).
- Consultation with Nuxalk Nation is underway to identify archaeological review and protocol steps.
- The team is exploring public engagement options that can be completed within applicable safety protocols. Information is being prepared to provide a comprehensive overview of water source characteristics, treatment / disinfection requirements, the extent of phase 1 vs phase 2 works, and similar.

NEXT STEPS

- The geotechnical fieldwork will be scheduled.
- The segments of watermain requiring replacement will be identified along with confirmation of pipe sizes to convey the required flows and maintain adequate pressures. A water model of the existing infrastructure network is being prepared to facilitate this.
- The design package will be submitted to Vancouver Coastal Health (VCH) for review, comment, and approval.

PROJECT UPDATE

Date: June 4, 2021
File: 3383.0007.01
Subject: HAGENSBORG WATER SYSTEM UPGRADES
Page: 2 of 2

- The procurement approach will be developed, including consideration of a single construction contract vs separate contracts for the linear (watermain) and facility (water treatment plant) works.

Sincerely,

URBAN SYSTEMS LTD.



Jacob Scissons, P.Eng.
Project Manager

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PROJECT UPDATE



Date: June 4, 2021
 To: Ken McIlwain
 cc: Heather MacKnee
 From: Jacob Scissons
 Subject: **BELLA COOLA VALLEY FLOOD RISK ASSESSMENT AND MODELLING
 PROJECT UPDATE – MAY 2021**

The following is a summary of key dates, recently completed activities, and next steps for the Bella Coola Valley Flood Risk Assessment and Modelling project.

KEY DATES

- The Completion Date for the EMBC Disaster Mitigation Unit Grant has been extended to September 30, 2022.

RECENT WORK COMPLETED

- The topographic survey (to supplement the LiDAR data) has been completed for select tributaries. Additional survey will be scoped out focusing on surveying channel cross sections at bridge structures on the Bella Coola River.
- Available bridge structure record drawings have been confirmed with the Ministry of Transportation and Infrastructure (MOTI) and review will be initiated parallel to survey efforts.
- The natural hazards assessment approach and scope have been confirmed. Phase 1 work is being coordinated and will focus on a review of slope stability risks in existing / future development areas throughout the Valley.
- The analysis and modelling approach has been developed and the project team is gathering and preparing the input parameters.

NEXT STEPS

- The scope for further natural hazards assessment (beyond phase 1) will be developed.
- The hydraulic analysis will be initiated.
- The scope of work for the subsequent phases of work will be drafted.

Sincerely,
URBAN SYSTEMS LTD.

Jacob Scissons, P.Eng.
 Project Manager



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