



REQUEST FOR DECISION

To: Courtney Kirk, CAO/CFO

CC: Board of Directors, CCRD

From: Ye-Ne Byun, Finance Manager

Meeting Date: June 11, 2020

Subject: Filing Under the Financial Information Act – SOFI 2019

Recommendation:

THAT the Statement of Financial Information (SOFI) pursuant to the Financial Information Act (FIA) for the year ended December 31, 2019 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

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 CCRD ITEM C) (b)

	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 2.5 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:

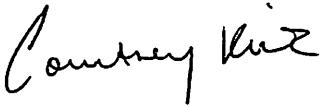
None.

Respectfully Submitted by:



 Ye-Ne (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	8,781	21,579
Hadley, James	Alternate Director, Area A	1,676	1,658
Hall, Travis	Director, Area B	10,426	19,748
Kennedy, Jayme	Director, Area C	8,900	8,153
Kovacic, Drew	Alternate Director, Area C	400	
Northeast, Lawrence	Director, Area D	11,216	6,836
Tallio, Thomas	Alternate Director, Area D	1,400	
Schooner, Sam	Director, Area E	16,683	13,970
Brooks, Hank	Alternate Director, Area E	400	
Total		59,882	71,944

**2. Other 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	119,303	13,933
McIlwain, Ken	Operations Manager	99,029	10,124
Consolidated total of other employees with remuneration and expenses of \$75,000 or less	All others	318,587	21,443
Total Other Employees		536,919	45,500

3. Reconciliation

Total remuneration – elected officials, employees appointed by Cabinet and members of the Board of Directors	131,826
Total remuneration – other employees	582,419
Sub Total	714,245
Reconciling Items – Reimbursements for travel expense from other agencies	(21,064)
Total per Statement of Revenue and Expenditure (Dir Expense & Wages)	\$693,181

STATEMENT OF SEVERANCE AGREEMENTS

Fir, schedule 1, subsection 6(7)

There were no severance agreements made between the Central Coast Regional District and its non-unionized employees for the year ended December 31, 2019.

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

Supplier Name	Aggregate amount paid to supplier
BC Hydro	\$37,914
Bella Coola Backhoe Ltd.	\$65,957
Bella Coola River Contracting	\$25,494
Collabria Mastercard	\$63,655
Columbia Fuels	\$25,968
Don Nygaard & Son Ltd.	\$120,528
KPMG	\$29,400
Mikk's Admin Services	\$56,591
Municipal Insurance Association of BC	\$34,884
New Season Services	\$26,955
Nuxalk Nation	\$34,832
Transglobal Business Group Inc.	\$56,655
Upanup Studioss Inc.	\$64,942
Urban Systems Ltd	\$111,747
Vancouver Island Regional Library	\$60,540
Wilderness Seaplanes	\$25,399
Total Aggregate amount paid to suppliers (A)	\$841,461

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

(B)	560,378
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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)	841,416
Consolidated total of payments of \$25,000 or less paid to suppliers (B)	560,378
Consolidated total of all grants and contributions exceeding \$25,000 (C)	-
Reconciling Items – Wages & related costs	693,181
- Purchase of tangible capital assets included elsewhere	(342,774)
- Transfer to Landfill post closure fund	30,000
- Amortization	153,104
Total per Statement of Operations (Consolidated)	\$1,935,395

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the *Financial Information Act*, Section 2

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 11, 2020

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.

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

Prepared pursuant to Financial Information Regulation, Schedule 1, section 9



To: Chair Samuel Schooner and Board of Directors
From: Courtney Kirk, CFO
Meeting Date: June 11, 2020
Subject: COVID-19 Bella Coola Airport Rent Assistance Options

Board Meeting
JUN 11 2020
CCRD ITEM C)(C)

Recommendation:

THAT the Board of Directors of the Central Coast Regional District having considered the rent deferral and reduction options below, elect to choose option #___, and to...

Issue/Background Summary:

At the May 14th meeting, the board of directors was informed of the Financial Services Department being aware of hardships encountered by businesses currently renting space at the Bella Coola Airport terminal building. At least one tenant has requested that the regional district advise if it intends to make application to the Canada Emergency Commercial Rent Assistance (CECRA) program, which is administered by CMHC on behalf of the federal government.

Policy, Bylaw or Legislation:

Bylaw 476 Bella Coola Airport Rates & Charges, 2017 specifies:

Section 6 Commercial Enterprises Operating on Airport Property – “Businesses wishing to operate on airport property shall enter into an agreement with the Central Coast Regional District that stipulates the terms and conditions under which that business may operate while on airport property. CCRD administration is charged with negotiating and entering into agreements with interest parties.”

Agreements for five spaces in the terminal building are in place. The fifth is an agreement with Nav Canada for the weather station and is deemed not applicable in the matter of rent deferral options.

Financial/Budgetary Implications:

Revenues from passenger fees alone are down by approximately \$36,000 over the same period in 2019. Now that scheduled flights are not projected to resume until at least July 01, and thereafter the number of flights and passengers may be reduced by half for an undetermined time, a budget amendment is contemplated in an effort to reduce expenditures or increase revenues to balance the budget.

As previously reported to the board, the Canada Emergency Commercial Rent Assistance (CECRA) for small businesses provides relief for small businesses experiencing financial hardship (a 70% reduction in their revenue) due to COVID-19. CMHC offers forgivable

loans to eligible commercial property owners so that they can reduce the rent owed by their impacted small business tenants for the months of April, May, and June. (This timeline may be extended.)

The CMHC loans would cover 50% of the gross rent owned by impacted small business tenants. Property owners would be responsible for no less than half of the remaining 50% of the gross rent payments, paying no less than 25% of the total. The small business tenant will be responsible for no more than half of the remaining 50% of the gross rent payments, paying no more than 25% of the total.

Essentially, rental payments under the CECRA program would be covered as follows:

Small Business Tenant	25%
Property Owner - CCRD	25%
CECRA - CMHC	50%

The eligibility requirements for the program have now been posted, and applications are being accepted to the CECRA Small Businesses Program. While initially the program stated that the applicant must have a mortgage loan to secure the property, that requirement has now been removed. However, new and updated information (May 25) from the program criteria specifies **“CECRA will not apply to any federal, provincial or municipal-owned properties, where the government is the landlord of the small business tenant”** so the regional district is effectively removed from being an eligible applicant.

The regional district has four applicable lease agreements for rental space in the Bella Coola Airport terminal building:

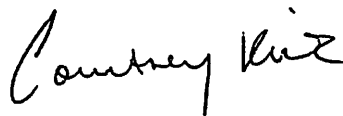
Space	3 months	Reduction Options		
		25%	50%	75%
Total	\$6,070.68	\$1,517.67	\$3,035.34	\$4,553.01

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

Administration time would be required to consult with individual tenants and to generate an agreement for rent deferral or reduction.

Options to Consider:

1. Do nothing. Tenant pays 100%
2. Offer rent deferrals for the months of April, May and June with rent due in full by December 31, 2020.
3. Provide rent relief in whole or in part as per options, above (25% reduction, 50% reduction, 75% reduction or 100% reduction) with associated loss of revenues to CCRD Bella Coola Airport Service.



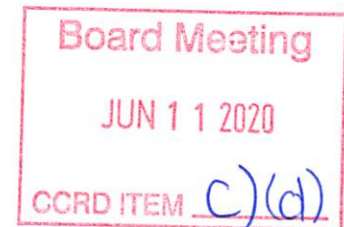
Respectfully Submitted by:

Courtney Kirk, Chief Financial Officer



CCRD SERVICE REPORT

To: Courtney Kirk, CAO
From: Community Economic Development Officer
Meeting Date: June 11th, 2020
Subject: FOOD SECURITY INITIATIVE REPORT



RECOMMENDATIONS: That the Board of Directors of the Central Coast Regional District receive the report.

The Board has instructed the Administration to progress the food security initiative addressing two objectives:

- **A. Food Trading Within each Community**
- **B. Food Trading between Central Coast Communities**

Overview

These projects have the potential to enhance the health, wellbeing and food security of the central coast region.

This report seeks to convey the range of interconnecting variables that need to come together to maximise the likelihood of success and to emphasize the time, resources, preparation and pre-planning required.

The greatest concern is that if these projects are not perceived to be effective from the get-go, that it could take years for them to be revisited and realised.

A. Food Trading Within Each Community

There are a number of factors needed to ensure a successful outcome to the project:

- Provide a platform for community members to both 'post' that they have produce to sell/trade and for potential purchasers to search/find said produce
- Make each community fully aware of this platform
- Make each community fully aware of the initiative

- Establish transaction protocols that both serve communities' needs and removes liabilities and potential challenges for CCRD
- Allow each community sufficient time to grow surplus produce specifically for this initiative

Provide a platform for community members to both 'post' that they have produce to sell/trade and for potential purchasers to search/find said produce

There are a number of options in terms of trading platforms:

1. CCRD website page(s) (one per community)

Specific Food sections on the CCRD website for posting produce and responding to adverts. This would be the most expensive option and would to some extent make the CCRD responsible for the platform and potential issues that may arise from it

Alternatively, the CCRD could choose to use one of a number of pre-existing trading platforms (instead of hosting and managing it directly through the CCRD site)

2. Facebook Marketplace (one per community)

Trading on this platform is growing in popularity, its use would absolve CCRD of liability and oversight responsibility

3. Used (e.g. BellaBella).com (one per community)

'Used' is a website platform that is becoming very popular in some communities (see usedvictoria.com or usedwilliamslake.com for examples) and could again provide a pre-existing platform that would absolve CCRD of liability and oversight responsibility

4. Kijiji pages (one per community)

Kijiji, being a well-established trading platform that can be set up per community (or regionally) offers an interesting solution because it is already the best-known trading platform. Again, its use would absolve CCRD of liability and oversight responsibility

Additional research by Administration is required, but early indications suggest that the best solution to the trading platform issue is to use an already established website platform. The CCRD's key promotional role would therefore be to promote and encourage its use.

Make each community fully aware of this platform

The take-up of any trading platform will directly correlate to the number of people that are aware of it. Therefore, it is recommended that Administration undertake sustained and

repeated promotion of the agreed platform take place. Otherwise, the project may not generate the traction to sustain the initiative into the future to make it a long-term success. In this context; there is an old adage in advertising that people typically respond after having seen promotional materials/an advert - 7 times!

Make each community fully aware of the initiative

(Option 1.) Would involve Administration marketing the initiative through the CCRD website, repeated mail-outs to community members, Facebook posts, community notices, liaison with and promotion to each community's health and wellbeing teams, community gardens and agricultural societies and where available – farmers.

In the Bella Coola Valley for instance, some producers do have vegetables for sale but the scale of this production (based on current understanding) is mostly only a small extension of their own household requirements.

All producers would need to be encouraged to grow more to satisfy potential community needs and demands. However, if sufficient community demand is not built (through awareness and extended promotion) then there is a risk that the additional produce grown does not find enough buyers and risks going to waste.

Initial research, to quantify the level of potential community demand for produce to better inform growers as to how much more to grow (in the first year particularly), would be advisable. This also relates to establishing potential pricing of produce from growers and matching that against community members' tolerance to the pricing of those locally grown foods.

Approach

Option 1.

For Food Trading Within Each Community to achieve the best success that it must be effectively promoted by Administration over a course of weeks/months, so that there is a build up to its launch, there is a high level of community awareness about the initiative, hopefully creating a high degree of interest and demand in using it. A launch date would help to focus people's minds and also provide a target for food producers to harvest for.

Option 2.

Alternatively, the platform could potentially be provided in a shorter time-frame and its existence simply be announced, with less pre-promotion and then let community members use the platform so that its existence and interest in it 'grows organically' over time.

The second option is certainly quicker. The risk regarding this option is that the service may not get sufficient use and 'traction' to really engage community members and reach the

necessary usage 'tipping-point' whereby the volume and range of produce provided creates the momentum to carry it forward, engage community members' interest and make the initiative a success.

Option 1. Is recommend because of the importance of this initiative and its potential positive impact on food security and health and wellness. Starting with a well promoted 'bang' the gives the project the best possible chance of success.

Furthermore, if the Within Community trading does not take off, it may hinder or limit the success of the Between Communities Trading initiative.

Establish transaction protocols that both serve communities' needs and removes liabilities and potential challenges for CCRD administration

In this regard, using an existing platform may well be the most effective means of both serving communities' needs and reducing or eliminating CCRD responsibility and liability and administrative burden.

Allow each community sufficient time to grow surplus produce specifically for this initiative

Building on the suggestion that there be a lead up time before the launch, this time would allow producers time to grow additional produce specifically for selling/trading. This would involve promotion of the initiative by Administration during 2020 to ensure that additional produce is sown at the start of the 2021 season, so that additional produce can be harvested during the 2021.

Without this time, there may be very limited or virtually no additional produce to trade, once the trading platform goes live.

Again, initial research would help growers to be better informed about which crops to grow more of to ensure that produce grown meets the actual specific needs and demands of the community.

B. Food Trading between Central Coast Communities

There are a number of needed to ensure a successful outcome to this project:

- Make each community fully aware of the initiative
- Allow each community sufficient time to grow or harvest surplus produce/fish specifically for this initiative

- Determine the most effective means of transporting trade goods between communities
- Determine the right departure dates for Transportation
- Develop a simple transportation 'cost-sharing' model
- Identify the critical 'produce threshold' beyond which the produce being transported can still be sold or traded profitably after the deduction of transportation costs
- Evaluate the pros/cons of establishing a central coast food cooperative
- Provide a platform for community members to both 'post' that they have produce to sell/trade and for potential purchasers to search/find said produce
- Make each community fully aware of this platform
- Identify transaction protocols that both serve communities' needs and removes liabilities and potential challenges for CCRD administration
- Establish an oversight and coordination function

Approach

Because of the more complex nature of trading between communities, the 'quick-start' Option 2 mentioned in the Trading Within each Community section above, whilst still possible (in a different form, detailed below), this option is not recommended as a means of delivering a high level of success for the Trading Between Communities project.

Option 1.

For Food Trading Between Each Community to achieve the best success it must be effectively promoted by Administration over a course of weeks/months, so that there is a build up to its launch, there is a high level of awareness across communities about the initiative, hopefully creating a high degree of interest and demand in using it. A launch date would help to focus people's minds and also provide a target for food producers to harvest for.

The risks of not providing sufficient lead-time for the start of the Trading Between Communities are numerous, including:

- Community members not having sufficient produce ready for the 'departure' day of the transportation vessel
- Some produce is sent out on the vessel, but not enough to a) cover the costs of transportation or b) not enough for the producers to make a profit
- There is insufficient awareness in the 'receiving community's' about the arrival of the transportation vessel and not all of the received produce is purchased/traded and goes to waste or is sold at a loss

Most importantly:

- ***If the inter-community trading is not perceived as a success in each of its first few outings, that perception will stick in producers' and communities' minds and there will be a reluctance or refusal to provide produce for it again***

And

- ***The opportunity for this project could be irreparably damaged for years before communities are willing to try it again***

Therefore, sufficient lead time for this project is critical. Starting with a promotional 'bang' will give the project the best possible chance of success.

Option 2.

This would rely on individual community members to either personally deliver or personally organise the delivery of produce from one community to another. This trading does already happen, most notably for 'herring roe on kelp' from Bella Bella.

Facebook could be used to announce the delivery of produce from one community to another and then be traded/sold in the receiving community.

The concern about the ad-hoc approach is that, although it may take off, it would struggle to achieve the regularity and volumes needed to provide for a 'reliable flow' of seasonal produce between communities and, unless carefully coordinated by individuals themselves, would not benefit from the potential cost-sharing and saving that higher volumes of scheduled-delivery produce would offer.

Make each community fully aware of the initiative

As with Trading Within Each Community, the awareness-building campaign by Administration here would be much the same:

"marketing the initiative through the CCRD website, repeated mail-outs to community members, Facebook posts, community notices, liaison with and promotion to each community's health and wellbeing teams, community gardens and agricultural societies and where available – farmers."

The difference being that it would need to occur and be coordinated across all five communities.

The establishment of an 'Agricultural and Marine Harvesters' regional group would help to steer, coordinate and direct which produce to focus on according to each communities' needs and level of demand. This would both ensure that 'the right' produce is being sent

out and received but would also assist with the awareness-building campaign in each community.

The argument to try and research and quantify the level of potential of each community's needs and demand for produce to better inform growers as to how much more to grow (in the first year particularly), is all the more important here.

Establishing the pricing of agricultural/marine produce too will be necessary in developing the cost-sharing model to address transportation costs:

The value of produce transported will need to exceed the cost of transportation by a sufficient margin to make it profitable for all those who have provided produce on the vessel

Transportation costs (in the early days at least) could be subsidised (for example by Vancouver Coastal Health). There is an argument not to go down that route though as it may set unrealistic expectations for when the subsidy can no longer be applied.

Allow each community sufficient time to grow or harvest surplus produce/fish specifically for this initiative

This point is all the more important because of the potentially greater scale of produce needed to make this a success.

Building on the recommendation that there be a lead up time before the launch, this time would allow producers to plant additional produce at the beginning of the 2021 season specifically for selling/trading.

Again, undertaking initial research will be essential here in helping growers to be better informed about which crops to grow more of to ensure that produce grown meets the actual specific needs and demands of each community.

Determine the most effective means of transporting trade goods between communities

There are a number of factors to consider here:

- Cost
- Frequency/Routes
- Refrigeration

BC Ferries would be the most cost-effective option utilising a dedicated food-cargo unit. Additional research by Administration is needed to evaluate this option and BC Ferries may have reluctance or rules that prohibit food transportation between communities, this

needs to be confirmed. If there are rules that prohibit produce, then some advocacy may be required to seek to change this ruling.

The alternative would be either using space on a vessel that already makes these journeys between communities or chartering one specifically. Vessels making regular journeys between communities is uncommon. Chartering is most likely the most suitable method, but also the most expensive. Using a chartered boat would also require a much greater volume of produce to be transported (and sold) to cover those additional costs.

In terms of frequency and routes, BC Ferries' service may offer sufficient frequency, but it does not serve all of the communities i.e. Rivers Inlet and Denny Island. A combination of BC Ferries and charter boats may be the option then, but that would leave a considerable transportation cost to be carried by Rivers Inlet, as a geographic outlier.

Transportation cost allocation

An equitable solution for the region as a whole would be to share the transportation costs for this initiative for the whole region equally (amongst all five communities), therefore more 'accessible' communities would not unfairly be benefiting from their accessibility and remote communities would not be disadvantaged for their remoteness.

Refrigeration is relevant both for the hot summer months and for the transportation of marine produce. Whether BC Ferries or a charter boat is used, a solution will need to be found to address refrigeration requirements. As part of a regional food security initiative, grant funding may be available to cover the cost of a refrigeration unit. Further research is required on this.

Determine the right departure dates for Transportation

Produce may not necessarily be available or ready to harvest for the day the boat leaves. Therefore, careful consideration will need to be made about departure dates in the context of seasonal harvesting timeframes and marine harvesting 'windows'. This also relates back to each communities' actual demand for specific produce (and the costs they are willing to bear for that produce).

Vessel departure timing then is made of up of the following factors:

Identifying the right produce to grow/harvest – quantifying volumes (and prices) against demand – identifying the most opportune dates for those 'harvests' and then 'pinning' vessel departure dates in those harvesting cycles to maximise the inclusion of the maximum possible volume and range of produce being transported

Develop a simple transportation 'cost-sharing' model

This requires exploration by Administration. If regional transportation costs are not shared equally across the region, then an individual journey's costs could be shared/averaged amongst producers in proportion to the value of their produce provided on the boat. This is when the importance of the value of produce on the vessel relative to the transportation costs comes into play.

Example Transportation cost:	\$800
Producer A produce vale:	\$200
Producer B produce vale:	\$400
Producer C produce vale:	\$100
Producer D produce vale:	\$200
Total:	\$800

In this example, there is no possibility for producers to make a profit after the transportation costs.

The value of produce transported must significantly exceed the transportation cost

Potentially, if transportation costs are the same between any two communities (based on a regional cost -sharing/averaging approach), then the cost of transportation between any two communities would always be the same (and possibly lower for all).

Identify the critical 'produce threshold' beyond which the produce being transported can still be sold or traded profitably after the deduction of transportation costs

Whichever transportation cost model is ultimately used, there will be a cost threshold or break-even point that the value of produce transported must exceed for any producers to make a monetary profit or fair trade from.

Establishing that value requires working backwards to the very beginning – to what is being grown or harvested (marine).

Sales/trade value of produce being transported - volume of produce that needs to be made available for each journey to make it viable – the amount and types of produce that need to be grown or harvested (marine).

An holistic understanding and approach to this whole initiative is needed to ensure that it is viable and successful for all involved

Evaluate the pros/cons of establishing a central coast food cooperative

A cooperative would provide ownership and involvement across all central coast communities and a regional approach to the coordination and fulfillment of produce.

Alternatively, it may be perceived as being overly bureaucratic and create administrative burden both to communities and the CCRD.

Regardless of whether or not a cooperative is formed, there will need to be regular coordination and communication between communities to give this initiative the best chances of success.

Each community should be engaged by Administration as to their preferences on this.

Provide a platform for community members to both 'post' that they have produce to sell/trade and for potential purchasers to search/find said produce

The trading platform options previously mentioned with regard to the Within Community Trading project may be applicable here:

1. CCRD website page(s) (one per community)
2. Facebook Marketplace (one per community)
3. Used (e.g. BellaBella).com (one per community)
4. Kijiji pages (one per community)

However, community members simply posting the produce they have available would not in itself overcome the issue of ensuring sufficient produce being made available for each journey to cover the transportation costs. Oversight and inter-community coordination will be necessary to make this workable.

Furthermore, it will be critical for the 'receiving community' to know exactly what produce is coming to them and how it will be paid for and distributed.

Additional research by Administration is required on these points.

Make each community fully aware of this platform

Whatever platform or process is decided upon, it will again be necessary for all producers and community members to be made aware, so an ongoing promotional campaign by Administration is recommended.

Identify transaction protocols that both serve communities' needs and removes liabilities and potential challenges for CCRD administration

Whatever system is adopted, it needs to be as accessible and simple as possible to ensure the greatest usage and adoption.

Further research is needed by Administration of comparable trading practices in other communities and organisations to benefit from lessons learnt and to possibly find models that have proved workable in other applications.

Establish an oversight and coordination function

There could well be sufficient work in this project to warrant a full-time position, both in terms of getting this project off the ground and at least a part-time role for its ongoing management.

Food security as an issue is growing in popularity and importance amongst funders, so there may be grant funding opportunities for this role.

Trading versus Selling

Further investigation may be needed regarding trading (for non-indigenous community members). There may be regulations that relate to these practices.

Options to Consider:

Trading Within Communities

Option 1. CCRD to engage in pre-planning and promotion of food trading leading to a launch date

Option 2. CCRD to facilitate the creation of a trading platform and enable community members start using it as soon as it is available

Option 3. A combination of Options 2 and 3; i.e. make platform available for use, but also undertake promotion

Trading Between Communities

Option 1. CCRD to engage in pre-planning and promotion of food trading leading to a launch date

Option 2. CCRD to facilitate the creation of a trading platform and enable community members start using it as soon as it is available

Option 3. CCRD to leave inter-community trading as it is

CCRD Mandate for Service Delivery:

Bylaw 451

Bylaw 411

Reviewed by:

Courtney Kirk, Chief Administrative Officer

Respectfully Submitted by:

Matthew Wheelock, Community Economic Development
Officer



To: Courtney Kirk, CAO

From: Evangeline Hanuse, Planning Coordinator

Meeting Date: May 14, 2020

Subject: Referral – Crown land industrial application

Recommendation:

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

SUMMARY:

The CCRD is invited to comment on a Crown Land Application for Industrial use.

REFERRAL DETAILS:

Industrial

Referral Number: 123160093 - 003

Reference Number: Forests, Lands and Natural Resource Operations / 1415051

Request Sent: May 29, 2020

Response Due: June 28, 2020

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

New Application for 3 Heli Drop sites in South Bentinck Arm. Lands File 1415051 From A & A Trading Ltd. for a term of 5 years.

FrontCounter BC

CCRD Mandate for Service Delivery:

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

Board Meeting
 JUN 11 2020
 1 | Page
 CCRD ITEM c)(e)

Submitted by: _____
Evangeline Hanuse, Planning Coordinator

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

Centennial Pool Commission

4 June 2020

Minutes

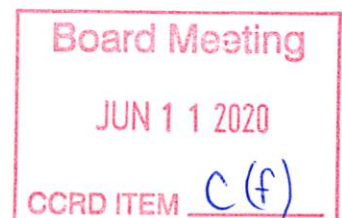
Present: C. Hoppe, N. Koroluk, C. Nygaard, J. Cole

Staff: B. Koroluk, C Marshal, D Mack

Via Phone: K. Lansdowne, C. Kirk

1. User Rates – After consideration of the fee structure in light of modified pool scheduling due to COVID-19, it was agreed that By-Law 488 not be changed.
2. Facility Reopening Plan – Plan was reviewed by Commission, CCRD Staff will make the changes document will be reviewed by Commission Chair, CAO and Operations Manager before submission to the Board.
3. CAO updated the Commission that the study into remuneration for pool staff is underway. Results will be discussed at the next meeting.

Next meeting: Wednesday, 13 June at 5PM via TEAMS





To: Courtney Kirk, CAO
From: Pool Commission
Meeting Date: June 11, 2020
Subject: CCRD COVID-19 Centennial Pool Safety Plan

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the CCRD COVID-19 Centennial Pool Safety Plan.

Issue/Background Summary:

Policy, Bylaw or Legislation: N/A

Financial/Budgetary Implications:

Time Requirements – Staff and Elected Officials:

Options to Consider:

Courtney Kirk, Chief Administrative Officer

Board Meeting
JUN 11 2020
CCRD ITEM C(9)



Central Coast
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COVID-19 Centennial Pool Facility Reopening Plan

Introduction

The COVID-19 pandemic has generated questions and concerns about potential exposure to the virus when CCRD's Centennial Pool reopens for the 2020 season. The objective of this document is to provide clarity on the guidelines and procedures CCRD is implementing to facilitate safe operation of Centennial Pool through Phase 2 and 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 2020 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 therefore 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 shortened pool season and reduction of bather load and consequential loss of user fee (including school rental) revenues.

4. Timelines

CCRD will be entering into its Phase 3 of the CCRD Business Continuity and COVID-19 Restart Plan in late June 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 June to September at limited capacity.

Hours of operation 8:00 a.m. – 8:00 p.m.

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. Hat and shield available for guards to use in the event of treating patrons.
- c. When wearing gloves, avoid touching the face.
- d. Follow the procedure prescribed by the World Health Organization (WHO) when removing gloves. (Appendix 4: WHO procedure to remove gloves)
- e. Follow the procedure prescribed 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.
- f. Each supervisor should have their own chemical mask which should be kept separate and labelled.
- g. Chemical apron should be wiped down after each use.
- h. 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. Patrons must maintain physical distance of 2 meters from other patrons and staff.
- d. Cough into your bent elbow, or into a tissue that you throw away immediately after use, then wash hands immediately.
- e. 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.
- f. Screen patrons to ensure they don't have COVID-19 symptoms by asking common questions.
- g. Post sign showing how to exit the pool and how to move throughout the facility.
- h. Admission fee payment methods should allow for minimal contact between employees and patrons.
- i. Install a physical barrier between the cashier and the patron.
- j. If fee is charged, avoid cash transaction by accepting alternate payment methods.
- k. If cash is accepted, employee should sanitize hands right away, encourage staff not to touch face.
- l. 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. A Junior guard 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. Junior guard will be assigned to watch exit gate, bathrooms and ensure route around pool is followed.
- f. 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. Two (2) patrons allowed in changing rooms unless family unit.
- d. One (1) patron using shower
- e. One (1) patron using toilet
- f. Lockers are not to be used. Personal belongings to be placed in a designated location on the deck.
- g. Storage areas will be assigned upon entry to the pool
- h. 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 not participate in programmed activities until approved.
- 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. Aquatics instructors should be outside of the water (except for demonstrations).
- 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. Swimming lessons could be given in groups similar to infant lessons so that each participant is accompanied by a parent responsible for managing and handling their child.

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 2 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.



To: Courtney Kirk, CAO

From: Destiny Mack, Executive & Operations Assistant

Meeting Date: June 11, 2020

Subject: CCRD Centennial Pool Survey

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the CCRD Centennial Pool Survey.

Issue/Background Summary: Please see attached a copy of the paper survey. The survey was put on the CCRD Website and on the CCRD Facebook Page, as well as the Centennial Pool Facebook page. It was created via Survey Monkey. The idea of the survey is to collect input from the Bella Coola Valley residents regarding the opening of the Centennial Pool this season, as well as what they would like to see happen this season.

Policy, Bylaw or Legislation: N/A

Financial/Budgetary Implications: \$99+Tax for Survey Monkey (monthly subscription)

Time Requirements – Staff and Elected Officials: Minimal

Options to Consider: N/A

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

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Board Meeting
 JUN 11 2020
 CCRD ITEM C)(h)



Central Coast

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CCRD Centennial Pool Survey

As part of the CCRD's Pool reopening planning, we are seeking feedback on which activities community members consider to be priorities and most workable in the context of physical distancing guidelines.

If you would be able to spend five minutes completing this questionnaire, we would be most grateful.

Which activity programs would you most like to be available when the pool reopens:

Aqua Fit: (Please score your level of interest)

Very low Quite low Average Quite high Very high

Swim Club: (Please score your level of interest)

Very low Quite low Average Quite high Very high

Lap Swim: (Please score your level of interest)

Very low Quite low Average Quite high Very high

Social Distanced Public Swim (limited numbers): (Please score your level of interest)

Very low Quite low Average Quite high Very high

Lifeguard Club: (Please score your level of interest)

Very low Quite low Average Quite high Very high

Lifesaving Courses: (Please score your level of interest)

Very low Quite low Average Quite high Very high

Red Cross Swimming Lessons: (Please score your level of interest)

Very low *Quite low* *Average* *Quite high* *Very high*

Other Activity: (Please provide details)

.....

.....

Which days of the week would you like the pool to be open?

(Please only mark a maximum of 5 days as we only have staff to cover 5 days)

Monday *Tuesday* *Wednesday* *Thursday* *Friday* *Saturday* *Sunday*

Parents of pre-school and/or younger swimmers - would you be interested in participating in your children's lessons?

Yes *No*

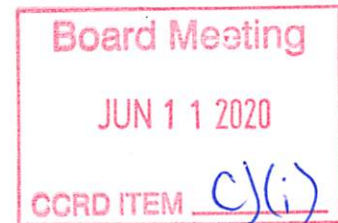
Parents - would you like to see more lessons? If so, please specify when below:

Morning *Evening* *Both Morning and Evening*

PROJECT UPDATE



Date: June 3, 2020
 To: Ken McIlwain
 From: Jacob Scissons
 Subject: **DENNY ISLAND COMMUNITY WATER SYSTEM
 PROJECT UPDATE – MAY 2020**



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

KEY DATES

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

RECENT WORK COMPLETED

- The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development *Conditional Water Licence* application for the CCRD's proposed groundwater diversion is under review by FrontCounter BC. The project team continues to respond to technical review comments. A conference call is being scheduled with the Regional Hydrogeologist and Elanco Enterprises to confirm specific aquifer details. An engagement / consultation package has been provided to Heiltsuk Nation for review, which we understand is underway.
- The reservoir right-of-way agreement has been provided by the Province and is pending execution by School District #49.

NEXT STEPS

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

PROJECT UPDATE

Date: June 3, 2020
File: 3383.0005.02
Subject: DENNY ISLAND COMMUNITY WATER SYSTEM
Page: 2 of 2

- The procurement approach and phasing for construction of the CCRD water distribution system will be reviewed.
- Fire protection capabilities will be reviewed to confirm hydrant spacing, etc.
- 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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REQUEST FOR DECISION

To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Ken McIlwain, Operations Manager

Meeting Date: June 11, 2020

Subject: Application to the British Columbia Fires 2017: Community Resiliency Grant Program for grant funding to support purchase of equipment and/or training for the Bella Coola Volunteer Fire Department

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approves staff to submit a grant application to the British Columbia Fires 2017: Community Resiliency Grant Program to assist with the purchase of fire fighting equipment and/or training for the Bella Coola Volunteer Fire Department.

Issue/Background Summary:

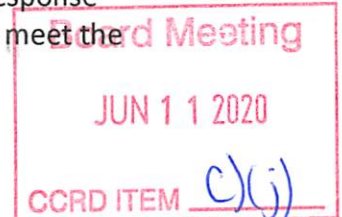
Program overview

The Canadian Red Cross and the Fire Chiefs' Association of BC (FCABC), with support from the Office of the Fire Commissioner (OFC), have developed a partnership to help support rural BC communities to become more resilient, and build capacity to become better prepared for future responses to all hazards within BC by creating a grant funding program.

Project description

This one-time grant funding program was established to support BC fire departments, fire brigades, fire societies, and First Nations communities that meet the criteria for funding as determined by the FCABC and the OFC. Funding will be available for 1) training expenses and/or 2) equipment purchases.

To be eligible for funding, applicants must provide documentation supporting they have a structured fire service in place providing firefighting capabilities to a defined response area. The FCABC, in consultation with the OFC, will determine if the applicants meet the criteria and are eligible for grant funding.



The Bella Coola Volunteer Fire Department has insufficient funding available through the tax requisition to purchase optional or enhanced equipment beyond the basics required for exterior operations. This grant program offers small fire departments an opportunity to enhance their fire response capabilities, especially around wildland interface fires.

Policy, Bylaw or Legislation:

CCRD Policy A-18 – Funding Proposals:

“That all funding proposals be carried out with and through Board direction and authorization, and that once in place, the proposal shall be executed on behalf of the Board by the Chief Administrative Officer or designate.”

Financial/Budgetary Implications:


Funding can be included as an anticipated revenue and associated expenditures if a CCRD Budget Amendment Bylaw goes forward in 2020 or in the 2021 budget.


Time Requirements – Staff and Elected Officials:

The application process is basic and will require approximately 1-2 hours of staff time. The assessment of equipment/training needs and costing will be completed by BCVFD personnel and/or contracted out.

Options to Consider:

1. Proceed with grant application as per recommendation.
2. Do not proceed with grant application.

Submitted by: 
Ken McIlwain, Operations Manager

Reviewed by: 
Courtney Kirk, Chief Administrative Officer



CCRD SERVICE REPORT

To: Courtney Kirk, CAO

From: Ken McIlwain, Operations Manager

Meeting Date: June 11, 2020

Subject: BELLA COOLA AIRPORT AND FACILITIES SERVICE UPDATE

Board Meeting
 JUN 11 2020
 CCRD ITEM C)(K)

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Airport and Facilities Service Report dated June 11, 2020.

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 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, 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. Currently the Bella Coola Airport supplies service to approximately 11,000 passengers on an annual basis. The Bella Coola Airport currently operates under an Authorization from Transport Canada. The presence of significant obstacles in the airport approaches and deficiencies in the Safety Management System led to the surrendering of the Airport Operating Certificate in 2017. Obstacle have now been removed and once upgrades to the Airport Safety Management System and associated audits are complete, the CCRD will be in a position to request the return of the Airport Operating Certificate.

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 for to guide future development at the airport over the long term (e.g., 20 years).

2020 revenue sources (unaudited) for the Bella Coola Airport service were budgeted as follows:

- Passenger User Fees - \$140,000
- Landing Fees - \$25,000
- Ground Leases - \$7,431
- Terminal Rental - \$26,904
- Fuel Surcharge - \$9,000
- LL100 Fuel Sales - \$15,000
- Provincial Basic Grant - \$3,676
- BCAAP & Rural Dividend Grants (one-time revenue) - \$49,075

Quarterly [or Bi-Annual or Annual] Highlights:

- Pacific Coastal airlines announced the temporary cessation of scheduled air service through its entire network, including Bella Coola, effective Tuesday, March 24, 2020, due to impacts of COVID-19. Pacific Coastal resumed scheduled air service on certain routes June 1st, however they have not yet announced a date for recommencement of scheduled service between Bella Coola and Vancouver.
- Airport revenues are down very sharply since cessation of scheduled air service. More than 60% of airport revenues are generated by passenger fees applied to scheduled air service. There are now daily charters arriving for transfer of medical

supplies and personnel and the landing fee revenue for these landings will help offset revenue losses due to loss of passenger fee revenue.

- The Bella Coola Airport budget is under review for the purposes of making adjustments due to COVID-19, and may form part of a contemplated budget amendment bylaw later in the year.
- Repairs to the Terminal Building roof have been completed. Damage was sustained due to the heavy snowfall last winter. The cost of repairs is covered by insurance through the Municipal Insurance Association. A \$2500 deductible is paid by the CCRD.
- The play area at the airport was closed due to concerns over COVID-19 transmission. This action is consistent with advice received from local medical professionals and aligns with closures by other local playground operators such as School District #49. Many BC municipalities and organizations have also closed playgrounds. The re-opening of the play area is being planned by the CCRD in conjunction with reopening of other CCRD services in accordance with the CCRD COVID-19 Business Continuity Plan (to be reviewed by CCRD Board of Directors at June 11, 2020 regular board meeting).
- 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.
- Airfield mowing operations are currently underway at the Bella Coola Airport.

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 fall of 2020.

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 are scheduled to be completed by late fall of 2020.

Staff are currently working to budget the remaining Rural Dividend funds in accordance with strategic priorities, achieving grant deliverables and meeting commitments with respect to obstacle removal clean-up.

Feasibility Studies Authorized Under the Service:

N/A

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

Strategic Plan Goal:

Goal 3 <i>Improving Our Infrastructure – Investing in Safe and Sustainable Public Works and Services</i>				
Action	Priority	Sponsor	Target	Completion/Comments
BCV Airport Certification Approval	#1	CAO/PW	3 rd Q/19	In Progress – Obstacle removal complete. Update of Airport Operations Manual and Safety Management System is underway.
BCV Airport Lease Property Opportunities Review	#2	CAO/PW	4 th Q/19	No progress. Certification prioritized.
Develop BCV Airport Management Plan (day to day management, human resourcing) and implementation strategy	#1	CAO/PW	4 th Q/19 ASAP 4 th Q/202 1	Part time Operations Assistant in place for 2020 to help with certification paperwork and invoicing.

Review Region Wide Air Service Needs (i.e. Harmonize Air Services to Denny Island, Bella Bella, BCV Airports and Anahim)	#1	Board /CAO / PW/C EDO	On Going	
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Financial/Budgetary:

Total Service Budget (Including Grants) as adopted in the 2020 financial plan:

Total 2020 Revenues: \$372,292 (includes \$95,131 carry forward surplus from 2019)

Percent total expenditures to May 29, 2020: 43%

Budget **without grant revenues or expenditures:**

Subtotal 2020 Revenues: \$319,541 (excluding special project grant revenues)

Percent total expenditures to December 31, 2019: 50%

Grant Funded Special Projects

The following are 2019 Grant Funded Special Projects 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 Grant Revenue: 2019 Revenue – 6,650

Revenue Received	135,382
Spent 2018 Deferred to 2019	83,230
Spent 2019 Deferred to 2020	52,152
	6,650
	45,502

2) Special Project: Ministry of Transportation & Infrastructure - BC Air Access Program - Obstacle Removal and Certification Project at Bella Coola Airport #0670A108635

Total Grant Revenue: 2019 Revenue – \$109,346

Total revenue 2018	\$289,532
Spent 2019	\$96,216
Revenue Received	\$96,216 Nov 21, 2019
Receivables	\$13,130 Dec 31,2019 (haven't claimed yet)
Total revenue 2019	\$109,346
Balance to spend 2020	\$3,573

Notes on Financial Variance:

The following comments apply to the 2020 budget as adopted in the 2020 financial plan:

- The temporary cancellation of scheduled air service means a net drop in revenue of approximately \$10,000 to \$15,000 per month from passenger fees. Historically, these revenues fluctuate monthly. Passenger fee revenue is at its peak during summer months when there are additional flights added and higher numbers of inbound and outbound travelers.
- The current addition of daily charter flights into Bella Coola with a Beechcraft 1900 adds approximately \$5400 in revenue per month.
- Landing fee revenues are also lower than projected due to cancellation of tourism related charters and reduced commercial traffic in general.
- Fuels surcharge revenue is expected to drop significantly below the budgeted amount due to reduced commercial traffic.
- Fuels sales revenue is anticipated to drop below the budgeted figures due to a decrease in general aviation and commercial traffic. This will be offset by reduced fuel purchases.
- Current expenditures are within the budgeted amounts. When scheduled air service recommences, there will be additional cleaning costs to address sanitation in the terminal building. This can be accommodated in the available contingency.
- Revenues and expenses are being monitored and scheduled maintenance and capital expenditures will be deferred as necessary to try and address an anticipated revenue shortfall.

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 was calculated to be \$85,715.00 for 2020 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024.

Respectfully Submitted by:



Ken McIlwain, RPF

Reviewed by:

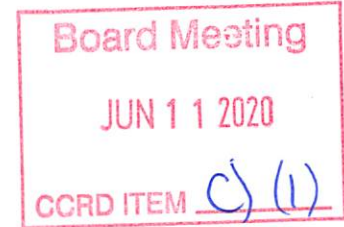


Courtney Kirk, Chief Administrative Officer



CCRD SERVICE REPORT

To: Courtney Kirk, CAO
From: Ken McIlwain, Operations Manager
Meeting Date: June 11, 2020
Subject: DENNY ISLAND AIRPORT OPERATION AND FACILITIES SERVICE UPDATE



Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Airport and Facilities Service Report dated June 11, 2020.

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 Northwest.

2020 revenue sources for the Denny Island Airport Service were budgeted as follows:

- Tax Levy - \$9,973
- Landing Fees - \$2,100

Quarterly [or Bi-Annual or Annual] Highlights:

- The Denny Island Airport Commission held a meeting June 3, 2020. Due to COVID-19 concerns, the meeting was closed to the public. Meeting minutes are included in the Board Agenda Package.
- The roof of the terminal building continues to leak and plans are underway to advertise for proposals to repair the roof.
- The Commission will invite tenders from contractors interested in undertaking brushing of the airport facility and runway/apron.
- The CCRD Operations Dept. prepared and submitted an application to the Ministry of Municipal Affairs and Housing under the Infrastructure Planning Grant Program for funding to undertake the Denny Island Airport Terminal/Maintenance Facility Design & Feasibility Study. The CCRD received notice June 1, 2020 that the application was not approved in the first round of funding this year, but will be reviewed again as part of the summer intake of applications.

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:

An application has been submitted to the Ministry of Municipal Affairs and Housing under the Infrastructure Planning Grant Program for funding to undertake the Denny Island Airport Terminal/Maintenance Facility Design & Feasibility Study.

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

Strategic Plan Goal:

Goal 3 <i>Improving Our Infrastructure – Investing in Safe and Sustainable Public Works and Services</i>				
Action	Priority	Sponsor	Target	Completion/Comments
Review Region Wide Air Service Needs (i.e. Harmonize Air Services to Denny Island, Bella Bella, BCV Airports and Anahim)	#1	Board / CAO / PW/C EDO	On Going	

Financial/Budgetary:

Total Service Budget (Including Grants):

Total 2020 Revenues (including carry forward surplus of \$27,276): \$39,349

Percent total expenditures to May 27, 2020: 39%

Budget **without grant revenues or expenditures:**

Subtotal 2020 Revenues: \$39,349 (excluding special project grant revenues)

Percent total expenditures to May 27, 2020: 39%

Grant Funded Special Projects

There are currently no grant funded projects underway.

Notes on Financial Variance:

- There was a high carry forward surplus from 2019 because the crack sealing project was not invoiced until early 2020.
- There are repairs required to the terminal roof, the cost of which will require the use of contingency funds. There is not yet a cost estimate in place for these repairs.

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 calculated to be \$1,649.00 for 2020 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024.

Respectfully Submitted by:



Ken McIlwain, RPF

Reviewed by:

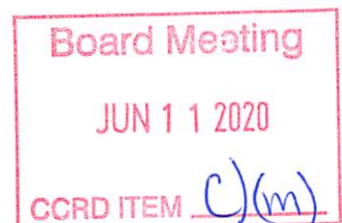


Courtney Kirk, Chief Administrative Officer

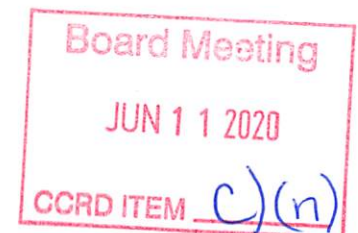
**DENNY ISLAND AIRPORT COMMISSION
MEETING OF JUNE 3, 2020 – MINUTES**

PLEASE NOTE: In order to comply with COVID-19 guidelines, this meeting is not open to the public.

- a. Call to order: At 19:01
- b. In attendance:
Rusty Snow, Tony Gellard, John Gerry, Victoria Graham, Doug Sharkey, Steve Emery,
Ingmar Lee, Dan Bertrand (CCRD)
Guests: Tracy McDonald and Kathy Sereda
- c. Agenda
Motion to accept Agenda and additions: M-S John Gerry/Tony Gellard, passed
- d. Minutes of the last meeting
Motion to accept Minutes as presented: M-S Dan Bertrand/John Gerry, passed
- e. Correspondence
Presented and discussed
- f. Budget
Budget presented by CCRD was understandable and acceptable: M-S John Gerry/Tony Gellard,
passed
- g. Old Business
Solar trail camera: Ongoing software issues discussed by Steve Emery
Contract for sealing cracks completed: Email sent to CCRD from DIAC to request payment to
contractor. Payment received.
- h. New Business
RCMP requested information regarding American aircraft landing at Denny Island. Handled by
Dan Bertrand.
Airport brushing contract for 2020: Brushing contract to be written and publicly posted as
soon as practical. M-S John Gerry/Ingmar Lee, passed
Rocks on runway: There appears to be a lot fewer rocks on the runway than this time last
year. This appears to be the work of the Sheriff (Tony Gellard).
Terminal building roof: Decision to patch roof to stop leaks to save the building. A Request for
Proposal to fix the roof properly will follow.
*Request to CCRD for \$250 for BBQ for the forgotten volunteer directors of the DIAC. We will
contact DIRC and request they do the same. We can then do a joint BBQ. M-S Steve
Emery/Ingmar Lee, passed
- i. Election of new Chairman for 2020
The Denny Island freight train (old 97) squashed the s*** out of me and I received
one more year of punishment. M-S Dan Bertrand/Ingmar Lee, passed
- j. Adjournment: At 20:00



Special Report –
Regional EOC response
to COVID-19 updates
(Late Item)





Ref. MIRR 49926/EMBC 570405

June 1, 2020

United Coast Governments
Coordinators *Gaagwiis* Jason Alsop
and Chief Councillor Marilyn Slett
Via email to: Marilyn.Slett@heiltsuk.ca
gaagwiis@haidanation.com

Dear Representatives of the United Coast Governments:

We are writing to thank you for hosting our joint dialogue on May 22, 2020 regarding the provincial response to the COVID-19 pandemic.

The discussion enhanced our understanding of the priorities of the United Coast governments in the ongoing response to and recovery from the pandemic. While we were not able to discuss all agenda topics, we acknowledge the concerns in your communities that you raised.

As our governments work together in the ongoing response and implementation of British Columbia (B.C.)'s Restart Plan, we share the fundamental value of protecting people during this crisis. We are also heartened by the many ways in which British Columbians have pulled together during this pandemic. Individuals, communities, and First Nations all came together to find ways to support one another and ensure that we all come out of the pandemic stronger and more united.

The Government of British Columbia and provincial health officials will continue to be clear and consistent in our messaging regarding travel. We respect the leadership of your communities and will support as appropriate through provincial communications channels such as signage at international border crossings, social media platforms, and highway overheads, depending on the unique needs of each community. This will include compliance messaging and guidance for hunters and anglers.

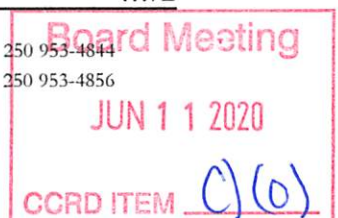
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Ministry of
Indigenous Relations
and Reconciliation

Office of the
Minister

Mailing Address:
Box 9151 Stn Prov Govt
Victoria BC V8W 9E2
email: IRR.Minister@gov.bc.ca
website: www.gov.bc.ca/irr

Telephone: 250 953-4844
Facsimile: 250 953-4856



As discussed, Doug Caul, Deputy Minister, Ministry of Indigenous Relations and Reconciliation, and Lori Halls, Deputy Minister, Emergency Management BC, will represent the provincial government in a joint leadership table to share information and coordinate responses with the United Coast governments as we move together, cautiously and thoughtfully, through the phases outlined in B.C.'s Restart Plan:

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>.

B.C.'s Restart Plan provides a strong foundation for the work ahead. It recognizes the complex challenges of Indigenous, rural, and remote communities, respects the role of local leadership, and provides flexibility for our governments to find solutions to these issues, carefully and collaboratively.

We are tasking our officials to engage with you within B.C.'s Restart Plan and have asked them to share more information with you about this framework so we can plan together.

We look forward to continued dialogue and cooperation through our representatives at the joint leadership table.

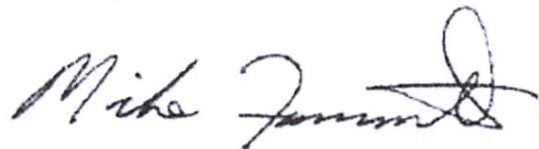
Once again, thank you for hosting our discussion. We appreciate the opportunity to connect with the United Coast governments and your leadership during this extraordinary time.

Sincerely,



Scott Fraser
Minister of Indigenous Relations
and Reconciliation

Sincerely,



Mike Farnworth
Minister of Public Safety and
Solicitor General

CC: Honourable Adrian Dix
Minister of Health

Honourable Claire Trevena
Minister of Transportation and Infrastructure

Honourable Selina Robinson
Minister of Municipal Affairs and Housing

PROJECT UPDATE

Date: June 3, 2020
To: Courtney Kirk and Ken McIlwain
cc: Heather MacKnee
From: Jacob Scissons
Subject: **BELLA COOLA VALLEY FLOOD RISK ASSESSMENT AND MODELLING
PROJECT UPDATE – MAY 2020**

KEY INFORMATION

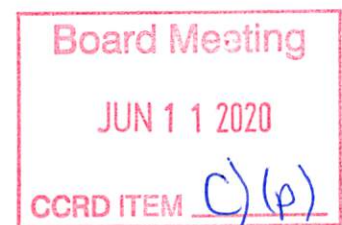
The following dates, reporting requirements, and funding limits are key for this project:

- LiDAR Cost-Sharing Agreement
 - Agreement between the Ministry of Transportation and Infrastructure (MOTI) and CCRD
 - Expiration date extended to July 31, 2020
 - Contribution of \$52,000 towards LiDAR data
- Community Emergency Preparedness Fund (CEPF)
 - Administered by Union of BC Municipalities (UBCM) with technical support from Emergency Management BC (EMBC)
 - Completion Date extended to August 31, 2020
 - Reporting Deadline extended to September 30, 2020
 - Funding total of \$150,000
- Disaster Mitigation Unit Grant
 - Administered by EMBC
 - Completion Date extended to September 30, 2021
 - Quarterly Reports due at the end of March, June, September, and December
 - Funding total of \$500,000

PROJECT OVERVIEW

There are five phases to the Bella Coola Valley Flood Risk Assessment and Modelling project, which are as follows:

- Phase 1 – LiDAR Acquisition and Mapping
- Phase 2 – Data Collection and Preliminary Analysis
- Phase 3 – Detailed Analysis and Modelling
- Phase 4 – Reporting and Mitigation Planning
- Phase 5 – Implementation



PROJECT UPDATE

Date: June 3, 2020
File: 3383.0007.01
Subject: BELLA COOLA VALLEY FLOOD RISK ASSESSMENT AND MODELLING
Page: 2 of 2

Phase 1 is funded through the Community Emergency Preparedness Fund while Phases 2 through 5 are supported by the EMBC Disaster Mitigation Unit Grant.

RECENT WORK COMPLETED

- A significant project milestone was achieved in May with the collection of the LiDAR topographic survey data and ortho-imagery. This required extensive coordination between the CCRD, Nuxalk Nation, Urban Systems, and Terra Remote Sensing. Ultimately, the fieldwork went smoothly and the entire study area was successfully flown.
- The team has advanced the desktop analysis, which will be required for subsequent hydraulic modelling. This included reviewing historic rainfall, snowpack, and temperature data. We have also reviewed streamflow data from local Water Survey of Canada flow recording stations to estimate the design flow moving forward.
- Climate change considerations have been identified, such that these factors can be applied to the hydrologic analysis. These include, but are not limited to, glacier retreat, wildfire impacts, and changes to snowpack.

NEXT STEPS

- Terra Remote Sensing will be processing the LiDAR data over the next 4 – 5 weeks.
- The team will complete the agreement with the MOTI by providing the appropriate data verification, reporting, and invoicing.
- Further desktop review will be completed regarding past wildfire, forestry, or insect infestation activities within the watersheds.
- The timing for and logistics of the proposed site reconnaissance will be coordinated with the CCRD.
- The CEPF reporting will be completed, such that the UBCM / EMBC program deadlines are met.
- Project team to discuss advancement to Phase 2, specifically engagement of the Flood Focus Group and further fieldwork focused on a natural hazard (ie. debris flows, land stability, etc.) risk assessment and supplemental ground survey (ie. bridge structures, channel cross-sections, etc.).

Sincerely,

URBAN SYSTEMS LTD.



Jacob Scissons, P.Eng.
Project Manager



Liquor and Cannabis Regulation Branch
POLICY DIRECTIVE
No: 20 - 13

Date: May 22, 2020

To: All LCRB Staff
 All Licensees
 All Industry Associations
 All local government, First Nations and police agencies

Re: **Temporary Expanded Service Area Authorization**

General Manager Authority

Under the Liquor Control and Licensing Regulation (LCLR), s. 109.1, the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB) may issue a Temporary Expanded Service Area Authorization to food primary, liquor primary, and manufacturer licensees.

New Policy

In response to the COVID-19 pandemic, the Province's March 2020 declaration of a state of emergency and the Provincial Health Officer's March 2020 declaration of a public health emergency, the GM is putting in place time-limited measures to support the Provincial Health Officer's (PHO) direction and recommendations.

This new authorization permits a licensee to temporarily expand their service areas **until October 31, 2020**. The increased service area will allow licensees to serve patrons while complying with the PHO's guidelines regarding physical distancing.

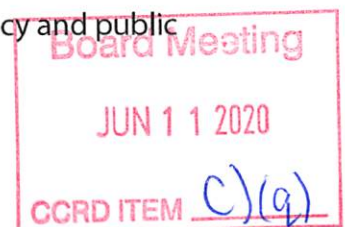
Accordingly, food primary, liquor primary and manufacturer licensees (i.e., wineries, breweries, distilleries) may apply for a Temporary Expanded Service Area Authorization.

To meet the intent of this temporary authorization, licensees will not be permitted to increase or exceed their currently approved person/patron capacities or occupant loads. All means of access to the service area must also be supervised to the satisfaction of the GM. Finally, licensees must comply with all local bylaws and health and fire regulations.

An expedited online application will be available for licensees at no charge. Please check our website for a link to the application.

Explanation

The new policy is provided in the context of the provincial state of emergency and public



health emergency related to the COVID-19 pandemic. Increasing the size of existing service areas is expected to support licensees in complying with requirements under the Provincial Health Orders and recommendations, in particular with respect to social/physical distancing.

Further Information

Further information regarding liquor and cannabis regulation and licensing in British Columbia is available on the Liquor and Cannabis Regulation Branch website at <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing>

If you have any questions regarding these changes, please contact the Liquor and Cannabis Regulation Branch toll free in Canada at 1-866-209-2111 or 250 952-5787 if calling from the Victoria area.

Original signed by

Mary Sue Maloughney
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch

Honourable Doug Donaldson
Minister of Forest, Lands and Natural Resource Operations and Rural
Development

Doug Caul, Deputy Minister
Ministry of Indigenous Relations and Reconciliation

Lori Halls, Deputy Minister
Emergency Management BC

Bella Coola Festival of the Arts
c/o Box 113
Hagensborg, B.C. V0T1H0

June 1, 2020

CCRD Board
Box 186
Bella Coola, B.C. V0T1C0

Dear Board Members:

I am writing to acknowledge your approval of the Festival of the Arts grant application and to thank you for your consideration. However, as you know no doubt, we did not hold our Festival this year due to COVID-19 restrictions.

The Festival Committee has had some discussion and we would like to turn over our grant (as the Festival incurred no expenses to speak of) to the Lobelco Hall Board as the Hall has had continuing expenses with no income for this recent period of time. Lobelco Hall would have been the venue for the Festival.

This would be for this year only, of course, and the Festival Committee would reapply for Grant-in-Aid program next year as usual.

Please let me know if this is possible. It will obviously affect the year-end reporting process.

Thanks for your consideration.

Heather Ross,
Bella Coola Festival of the Arts

RECEIVED
JUN 03 2020
Central Coast Regional District

Board Meeting
JUN 11 2020
CCRD ITEM C)(r)