

Board Meeting

MAR 11 2021

CCRD ITEM A)(a)



# Central Coast

## REGIONAL DISTRICT

*That we may be good people together*

### DRAFT SPECIAL BOARD MEETING MINUTES

DATE: February 25, 2021

### ATTENTION

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

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*The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well-being of the Central Coast through the professional and efficient delivery of mandated regional and community services.*

SPECIAL BOARD MEETING MINUTES – February 25, 2021 via videoconference

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D	Director Daniel Bertrand Director Travis Hall Vice Chair Jayme Kennedy Director Lawrence Northeast
Absent:	Electoral Area E	Chair Samuel Schooner
Staff:	Chief Administrative Officer  Recording Secretary  Operations Manager Finance Manager Contractor Executive Assistant	Courtney Kirk  Evangeline Hanuse  Ken McIlwain (portion) Ye-Ne Byun (portion) Donna Mikkelson (portion) Destiny Mack (portion)
Delegations:	Elizabeth Howard & Rachelle Beveridge Todd Baker	Food Security Steering Committee  Morrison & Hershfield

**PART I – INTRODUCTION**

**1. Call to Order**

Vice Chair Kennedy called the meeting to order at 9:06 a.m. and acknowledged the meeting was taking place on the unceded traditional territories of the Nuxalk Nation, Heiltsuk Nation and Wuikinuxv Nation and respective First Nations Territories in which CCRD provides services.

**2. Adoption of Agenda**

**21-02-01 M/S Directors Northeast/Bertrand** THAT the Agenda be adopted as amended by adding deferred land use referrals from the February 10-11, 2021 meeting, and the Area D Report. **CARRIED**

**3. Disclosures of Financial Interest**

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

No disclosures of financial interests were made.



#### 4. Disclosures of Interests Affecting Impartiality.

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

No disclosures affecting impartiality were made.

### **PART II – PUBLIC CONSULTATION**

#### 1. Delegations

##### **a. Elizabeth Howard & Rachelle Beveridge – Bella Coola Food Security Steering Committee**

Vice Chair Kennedy welcomed Ms. Howard and Ms. Beveridge of the Bella Coola Food Security Steering Committee to the meeting.

Ms. Howard and Ms. Beveridge presented to the Board as follows:

*Ms. Howard thanked the Board for allowing the presentation. Ms. Howard conveyed that she and Ms. Beveridge are members of the Bella Coola Food Security Steering Committee and they would like to speak to the possibility of a community food security survey in Bella Coola. They had originally heard of the idea from Jess Housty in Bella Bella and were inspired by that work.*

*The Steering Committee has been together since the early spring which Ms. Howard pulled together as a Public Health Dietician, which is contracted through Vancouver Coastal Health. The goal of the group was to check-in weekly that people weren't falling through the gaps in accessing food. Another goal was to create a Food Charter. One way to start is by gathering data.*

*Food security is a determinant of health and has been a core public health program in BC since 2006. Food security is also declared a Tier 1 priority issue requiring immediate cross-sectoral action by the Provincial Health Officer in 2020. This was in direct response to the food insecurities that were exposed since the pandemic started.*

*When the Committee looked at a food security continuum, most of the funding made available went to food banks and meal programming. The Agricultural Society programming around food security has to include capacity building. The Society looked more at community gardens, community kitchens, and also social enterprise. The Society is also looking at commercial kitchens and product development. The Steering Committee is looking more forward than that. Efforts have been made at looking at systems-change and looking specifically at food charters and food policy.*

*Food charters can be local/regional in scope. If you think about a strategic plan, a food charter is a mission statement. It reflects the core values of a community and how they want*



*their food system to look. When we talk about food policy, it includes all levels of government. Canada will be creating a national food policy. In terms of a strategic plan, the food policy is the objectives and action items and holds accountability for implementing the policy.*

*The way to get to a food charter or policy that reflects the region that it's standing for is to collect data. The Steering Committee hopes to implement the survey to increase awareness and understanding of food related issues in the valley which will lead to increased community participation. This of course enhances community capacity. It will also give the Steering Committee social licence to move towards a food secure valley. With the data the Steering Committee can develop stronger networks and partnerships. Ms. Howard hopes it will affect positive change in public policy.*

*Ms. Beveridge notes that she became involved in this project with a few different hats, including one as the Director of the Agricultural Society. Ms. Beveridge is also working with Nuxalk Health on long-term food resilience planning. She knows that through Nuxalk Health there are plans to conduct a food security survey for the Nuxalk Nation. Kitasoo/Xai'xais is also doing a food security survey as well. Up and down the coast this is happening because COVID-19 has highlighted vulnerabilities.*

*In working with Kirsten Tallio to develop a Nuxalk survey, thoughts have arisen of questions that might be asked in Bella Coola or regionally, depending on how CCRD wants to be involved.*

*Questions the Steering Committee survey will be asking about include things like household food security, what kind of access do people have to local foods, food distribution, what kind of capacity do we have for food production, how are emergencies affecting access to food, and what kinds of resources are required in terms of infrastructure.*

*The benefits to the CCRD are that the survey could inform the Official Community Plan and emergency preparedness planning; it also aligns with economic development and food production and processing. There is intersection around land use planning, building bio regional relationships, and being a partner in food charter or policy work that comes of this initial survey.*

*What can the CCRD do? How would you like to see this move forward? Would the CCRD like to assist with some of the logistics around the survey, review survey questions, add questions, provide data collection boxes throughout community, promote survey on website and social media, support dissemination of survey results or offer financial support? Understandably there may not be a lot of money available.*

*The mandate for this survey came from the Steering Committee which has membership from all different groups involved in food security in the valley here. The Steering Committee envisions the CCRD and Agricultural Society being partners in this survey. Ms. Howard would take the lead using funds from her Public Health Dietician role. Ms. Beveridge is also interested in making sure the project is successful, though remains uncertain whether any*



*remuneration can be made available through a partnering institution for her services. The results of the survey would go to official partners and to the public.*

*The Board thanked the delegates for the concise information provided. The Board noted that Ms. Beveridge and Ms. Howard have pointed out areas of overlap and what would be of interest to the CCRD. The Board further noted that Director Northeast attended a CCRD led housing needs engagement session and it was noted that in the valley there is a need for market housing, subsidized housing and rental accommodations. If we are going to address the particular need of housing, the first question that will arise is land use. There will be many questions around the matter of land use. The Board voiced support of the concept in principal, but further noted CCRD's constraint of capacity and resources.*

*The Board also noted that the discussion is timely. The Board clarified that in terms of the housing needs assessment, the provincial government awarded the CCRD with nearly \$100,000 to take on that initiative, as the requirement is provincially driven, and the project is a significant undertaking for the organization and still underway. If there were grant funds to look at a food security survey and assessment, there would be better ability to assist. The CCRD is limited in resources and staffing. This would be important to look at to see if there is money available or how the strategic plan can be adjusted to look at food security.*

*The Board also noted the geography of the entire region and opined that ideally a survey would be extended to all communities. In Bella Bella there is currently food distribution to elders through a volunteer society, led by the Qqs Projects Society. The Board opined that there needs to be more people involved in producing their own food as well, which will strengthen food security issues in Area B. With COVID-19, a lot of individuals started producing their own food. Traditional trading routes can be incorporated into this as well. In future the Board noted enthusiasm in seeing solutions to funding gaps as this is an important topic.*

*Ms. Beveridge noted that there is a really big pot of federal money for local food infrastructure that's focused on regional food systems. By collecting data, that will highlight that there's local discernable interest and political will in bolstering the food system, a need for food chillers, and a need for a refrigerated truck. To have hard data to back an application for regional infrastructure would be helpful.*

*Ms. Howard mentioned that the Steering Committee has expanded and includes the outer coast with the goal of having a bio regional network and possibly a policy that extends to the whole region.*

*The Board highlighted that Grant in Aid applications are open. The Bella Coola Agricultural Society may be eligible to apply. Money is given every year to various non profits throughout the region. The Board cautioned that last year Qqs Projects Society applied for a grant for food security for \$2,500 and the Board decided to award them only \$1,500, so there may not be strong support financially through Grant in Aid. The applications for Grant in Aid are due March 1, 2021.*



*Ms. Beveridge noted interest in submitting two applications this year if possible to Grant in Aid. CAO Kirk advised Administration would go through technical questions about Grant in Aid with the delegation outside the Board meeting. CAO Kirk also encouraged further discussion with staff as feasible recommendations could then go forward to the Board in future, noting it is difficult for the Board to specify opportunities and commitments during the course of a delegation.*

*The Board also recommended that the Steering Committee consult with the Planning Coordinator about ideas and getting access to grant writing services as well. Although this is a great project and important work, the Board reiterated the under-resourcing at the CCRD.*

*The Board further noted interest discussed in a past meeting about food security where the previous Economic Development Officer was encouraged to do work around a transportation service to facilitate the food trade in the central coast. The Board noted that there are now fewer human resources to further food security on CCRD staff, though as the project is an ideal fit for a Community and Economic Development Officer, the project may be supported as a strategic priority in the future. The CCRD is also currently looking for a contract grant writer. Once that position is filled, the grant writing services may be able to assist the Steering Committee in identifying funding sources.*

The Vice Chair thanked Ms. Howard and Ms. Beveridge for their presentation and concluded the delegation.

#### **b. Todd Baker – Morrison & Hershfield**

Vice Chair Kennedy welcomed Mr. Baker of Morrison and Hershfield to the meeting.

Mr. Baker initiated a Power Point slide deck through the share screen feature of the virtual board meeting and presented to the Board as follows:

*Mr. Baker shared that he is a Senior Engineer with Morrison & Hershfield and has been doing waste related engineering and consulting in the BC and Yukon area for 25 years. Mr. Baker has worked with OM McIlwain for a few years around planning. Key items have been figuring out where the Bella Coola landfill may be out of compliance and helping figure out what to do next. This presentation is a summary of some of the most recent planning work completed.*

*In terms of an overview of work done recently, the work has been broken down into four steps. A landfill compliance review was undertaken which looked at comparing the new landfill criteria to what is going on at the site, and looked at areas of conformance and non-conformance. A lifespan analysis was also done wherein available capacity at the landfill was assessed. Findings were based on a number of factors which determined how long the landfill site could last. An options analysis was completed, as well as a landfill liability estimate separate. All of the findings combine to give an idea as to options with continuing to operate landfill and whether or not its cost effective.*



*Future steps depend on decisions around continuing to run landfill and trying to meet current landfill criteria. A checklist of conformance requirements comparing what is currently happening to the landfill and what the BC landfill criteria is was done. The landfill criteria is relatively new. Old criteria were in place since 1994 and recently updated. The requirements under the new criteria are more stringent.*

*Highlights of things to consider in operating the site are to prepare hydrogeology and hydrology characterization reports at groundwater and surface water levels. This will assist in getting a sense of how deep groundwater goes, which way it is flowing, are there any impacts right now down gradient of the site. Also to prepare a design operation and closure plan. This provides guidance on technical requirements to continue operating the landfill. Other considerations are in developing an environmental monitoring program. This entails laying out a plan for monitoring groundwater, surface water and if necessary, landfill gas. Another consideration would be implementing a final cover progressively. Typically landfills, once slopes are completed, are to be capped by an impermeable cover system. This needs to be done over the life of the landfill until the landfill is retired. The entire site is covered with some sort of final cover.*

*There are a number of things that would need to be addressed in reports and studies. This situation is not uncommon. When the landfill criteria came into effect not only the first one but the more recent version, lots of people have been scrambling in how to comply and figuring out what to do. Do we continue to run the landfill, or seek other options? You are not alone. This is a challenge to figure out for more remote areas and smaller landfills.*

*When looking at lifespan analysis, there are two options that were delved into. Option 1 would be to expand the landfill within the existing footprint. Option 2 would be to extend the landfill 15 m to the east, within existing cleared area but outside of footprint of waste fill. A final contour was prepared to see what is available in terms of volume for the landfill. Assumptions are made on population, waste disposal amounts, with a projection of volume metric fill rates to compare to available current volume. This analysis provides a number of years available for filling.*

*Option 1 is within existing the footprint. There are a number of requirements for what that needs to look like, with maximum side slopes and what the geometry needs to be. 32,000 cubic meters are currently available and the landfill has a lifespan of 12 years. This is one of many options. There are ways of playing with the geometry and footprint to get more years and volume out of the site. There may be more flexibility for this option. In the landfill criteria, one thing that needs to be considered is if the Ministry considers an option of a lateral expansion. Currently there are some grey areas with that definition, but any time a landfill will expand laterally, there may need to be a liner system put in place.*

*Right now this landfill is a natural continuation site. It's sitting on the ground and factors underneath the site, the ground and dilution, are serving to help treat or manage any leaching that may be generated at the site. The alternative to that is to put a liner system down and correct leaching that is generated at site. If that's required that can change things considerably.*



*Option 2 shows that the footprint is bigger. It stays within cleared area but goes outward to the east 15 meters. It ends up being over top of a demolition waste disposal area. You can see by doing that, you gain a bit of space. There's 75,000 cubic meters and a lifespan of 30 years. The ministry may be sticky with respect to what they consider lateral expansion.*

*The Board asked what "toe of the landfill" means in terms of filling vs other sides of the landfill. Mr. Baker responded that the toe is the bottom point of the fill area. That whole line around landfill is considered the toe. It could be called the footprint boundary as well.*

*The Board also noted that 15 m does not seem like a lot. Mr. Baker responded that it is a huge difference as far as capacity goes. When you extend the toe out, if you move the outer footprint by any distance, 15 m doesn't sound like a lot but you gain a lot when you go up. It's 3 dimensional, by pushing it out laterally you can then gain volume on side slopes and you can go higher. There are three requirements in landfill criteria: it has to be under a certain size, wherein this landfill is; further, it has to be remote and not within 100 km within another regional landfill; and finally, it also has to be less than 500 mm per year of precipitation, wherein this site meets that threshold.*

*The intent is, if you develop a large landfill it must be fully engineered. The Ministry does not want any further smaller sites that are just sitting on the ground. The issue is trying to find balance between requirements of Ministry and balancing that with costs. There is some flexibility with criteria and what they would consider a lateral expansion needs to be discussed. This option 2 still stays within the footprint. We don't know exactly where the old waste is in this landfill. That requires further discussion and analysis.*

*The Board asked for clarity around the calculation of options for lifespan, what assumptions have been made about education programs like recycling? Did they factor in the options? Mr. Baker responded that he is not able to give a solid answer. There likely was not any aggressive assumptions to further waste reduction. Mr. Baker assumed things would continue as per status quo in terms of disposal rates. If you can aggressively reduce the amount of waste, that changes things quite a bit. With these options, depending on what you do and how much waste is reduce or recycled, the CCRD can gain a certain number of years on both of these options.*

*These options need to be considered with respect to closure costs as well. An options analysis was done in that regard. Costs were estimated for continued operation, landfill upgrades, closing and capping the site, and ongoing operational costs. This was quantified in terms of overall cost per tonne and total cost over 30 years. Mr. Baker wanted to take that and compare to other options focussing on exporting waste. If you were to close landfill and do some transfer station upgrades and ship waste to another region, what would that cost be? This can give a sense of whether from a financial perspective, is it more cost effective to keep landfill and operate or close it and send waste somewhere else. The results of this depend on a number of factors. Things to consider are distance to other facilities which impacts the hauling costs. The hauling costs is primary factor of those options.*

*Option 1A is to export waste to District of Mount Waddington. There are other small communities that ship waste there. They charge an elevated tipping fee for out of region*



waste. Option 1B would be to export waste to the Cariboo Regional District. Option 2 is to continue landfill operations. On a cost per tonne basis, it would cost \$1100/tonne to ship waste to Mount Waddington and \$516/tonne for the Cariboo Regional District, and \$335/tonne to continue operating the existing landfill.

The Board asked whether option 2 considers the installation of liner. Mr. Baker responded that no, right now it is assumed CCRD can operate under similar conditions. If a liner system were required, the liner on its own is not costly, but collection and management of leaching is a real challenge in a smaller site. If a liner system were required the numbers would shoot up a lot. It may not be close to being as cost effective. There's uncertainty around that.

In terms of a sensitivity analysis, for the waste export options there is an assumed \$50,000 host contribution per year and a possible inflated tipping fee. Those are built into the numbers that were presented. If we said there's no host fee for example, and tipping fee of \$80/tonne, that would make waste export to the Cariboo Regional District more viable with lower costs. The \$80/tonne is what Cariboo Regional District currently charges for waste, but that is not the full cost of landfilling in that region. The full cost is somewhere around \$100/tonne. The transportation part of sending waste to Mount Waddington is the key there in terms of making it quite expensive. Everything hinges on what you would be charged at the other end. There's no certainty around that.

With exporting waste, there are a few things to consider. There is still responsibility for landfill liability as the landfill doesn't go away. There is an obligation to report liability numbers and an obligation to close and cap the landfill. Costs depend on other regions. If you do that you give up some control. May be able to enter into long term agreement but at the end of the agreement you are at the whim of another region. Costs could be higher than the status quo. Right now waste export is the higher cost option. The differences between costs are not significant enough now to say waste export could be much less. Continued landfill operation is more cost effective. CCRD is in control of disposal and the costs. What we often assume is that a landfill is a valuable resource. In all options, costs are likely to increase overall.

Landfill liability calculations relate to closure and post closure costs. Closure costs relate to the capping system, which are materials that are placed on top of the landfill so that precipitation doesn't get into the landfill. Example are soil caps or a plastic membrane. If the landfill is expanded, it doesn't increase costs that much for closure and is still in the \$2 million range. If we can convince the Ministry that a lower standard can be justified it may save \$400,000 on capping costs. Overall, if you will run a landfill over 40 years, \$400,000 is not significant. If the landfill continues to operate it is best to run for as long as possible to spread out closure costs over a longer timeframe. Money can be saved to do those closures.

Landfill liability needs to be calculated and reported every year. Accounting standard exists for this. PS 3280 is coming into effect April 2022. Option 1 liability is \$2 million. Option 2 is \$1.4 million. Under PS 3270, the sooner you have to fully close landfill, the higher the numbers are going to be. It reflects period over which costs are spread. An additional thing



*to think about is the uncertainty with requirements with landfill expansion. We don't know what the Ministry would say is lateral expansion. This requires further discussion. If you're down gradient of the site in the direction of groundwater flow, and there are impacts, that could change things. May require more and better landfill closure. If there are significant impacts, the Ministry could require the landfill be lined and the leaching collected. It assumes no huge impact to environment.*

*There are some risks with waste export including uncertainty with transportation costs. If it comes to an agreement, hopefully lock into an agreement for maybe five years. Once agreements are up I've seen transportation costs go up significantly. There is uncertainty around fluctuating disposal costs, due to being at the whim of another region. It is hard to say what long term costs would look like. They can change their fees as they like depending on what they're dealing with in their sites and their costs.*

*The Board asked what he has seen in other regions when faced with same issue.*

*Mr. Baker responded that the size of regions and landfills will be different. The Comox Valley Regional District (CVRD), for example, faced the same pressures. CVRD had two regional landfills, both of which were out of compliance. Mr. Baker did a similar analysis for them. They decided to have one regional landfill and put all of their money in that site. What they found was it's not just the operation of these facilities, its trying to account for all of waste diversion, and reduction costs money as well. There was pressure to reduce waste, which ultimately takes away from revenue. Faced with less revenue, the CVRD raised landfill tipping fees, implemented new tax across whole region, and reduced operational costs. The landfill with tipping fees is a revenue generator and helps pay for landfill. The Capital Regional District did the same thing. Be aware of tipping fees around you to stay in same range, otherwise waste will go to those lower cost areas. They use tipping fees to pay for everything.*

*The Board asked about incinerators. Mr. Baker replied that they do waste energy work for some regions on Vancouver Island and a small-scale waste energy study was completed recently. On a general level, the technology for small-scale energy recovery is not really far along in terms of whether they are proven or not. In Nova Scotia a pilot is happening. Waste energy is more viable when there is a lot of waste. Technologies that exist can combust waste and lower the volume, then disposal of ash is required. They're more of an elaborate or complex way to burn garbage safely and to reduce volume.*

*The Board raised concerns about transportation. Even if a way to transport economically occurred, there is still the issue of carbon footprint and environmental damage. Based on projections on how many tonnes of garbage to be moved, what do tonnes work out to per truck? Director Northeast lived in Cache Creek in the days of their landfill. That was a constant conversation at the local restaurant. They would count how many trucks were going in and out of the landfill. Do we have a sense of how many trucks it would take on a yearly basis?*

*Mr. Baker responded that the answer is in the analysis. Assumptions were made as to how large the containers would need to be. Probably assume 40 cubic yard containers. Mr.*



*Baker does not remember the haul frequency that is in the report. The analysis on greenhouse gas emissions with hauling found that transportation in the comparison of options, green house gas emissions were not significant in that regard. If you look at it form the whole system, landfills generate green house gas emissions which are released to the atmosphere if untreated or unmanaged. Does landfill at receiving end manage gas? If they do then transportation considerations become insignificant.*

Vice Chair thanked Mr. Baker for his presentation and concluded the delegation.

A recess was called at 10:30 a.m.

The Board reconvened at 10:42 a.m.

### **PART III – LOCAL GOVERNANCE**

#### **(A) OPERATIONS UPDATES & POLICY MATTERS ARISING**

##### **OPERATIONS**

##### **a) Solid Waste Service Update**

**21-02-02**     **M/S Directors Bertrand/Hall** THAT the Board of Directors of the Central Coast Regional District receives the Solid Waste Service Update. **CARRIED**

##### **GOVERNANCE**

##### **b) AVICC Conventions Registration and Call for Resolutions**

**21-02-03**     **M/S Directors Hall/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the AVICC Conventions Registration and Call for Resolutions. **CARRIED**

##### **c) RFD – AVICC/UBCM Resolution: Funding for Landfill Compliance and Closure**

**21-02-04**     **M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Coast Regional District receives the Request for Decision – AVICC/UBCM Resolution: Funding for Landfill Compliance and Closure. **CARRIED**

**21-02-05**     **M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District direct Administration to revise the resolution to acknowledge First Nations interests and inclusion before submitting the “Funding for Landfill Compliance and Closure” resolution to the Association of Vancouver Island and Coastal Communities May 28<sup>th</sup>, 2021 virtual convention. **CARRIED**

**COMMUNITY & DEVELOPMENT SERVICE**

**d) Request for Decision: BC Organic Extension**

- 21-02-06**     **M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the request for decision: BC Organic Extension.  
**CARRIED**
- 21-02-07**     **M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District invite a delegation on BC Organic Extension to the March 11, 2021 regular board meeting.  
**CARRIED**

**LAND USE AND PLANNING SERVICE**

**e) RFD – Board Remuneration Local Housing Needs Assessment**

- 21-02-08**     **M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the request for decision on Board Remuneration for Local Housing Needs Assessment.  
**CARRIED**
- 21-02-09**     **M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District approve remuneration for Directors' voluntary attendance at Housing Engagement Sessions at a local work assignment rate of \$36 per hour for a maximum of 2 hours' time.  
**CARRIED**

**f) Crown Land Application for Transportation – Kristoffer Everatt**

- 21-02-10**     **M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the referral on Crown Land Application for Transportation - Everatt.  
**CARRIED**

**g) Preliminary Subdivision Referral (Mecham)**

- 21-02-11**     **M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the referral on Preliminary Subdivision Referral (Mecham).  
**CARRIED**

**h) Water Approval for Changes in and about a Stream (Kynoch)**

- 21-02-12**     **M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the referral on Water Approval for Changes in and about a Stream (Kynoch).  
**CARRIED**



## FINANCIAL SERVICES

### i) 5-Year Financial Plan 2021-2025 Development – Presentation

**21-02-13 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District tables the 5 Year Financial Plan 2021-2025 Development Presentation for the March 11, 2021 regular board meeting. **CARRIED**

## **(B)EXECUTIVE REPORTS**

### Area D Report: Director Northeast

Vice Chair Kennedy invited Director Northeast to provide his Area D report tabled from the February 10-11, 2021 meeting.

Director Northeast provided his verbal report as follows:

*I want to thank my colleagues on the Board of Directors for your grace two weeks ago. I was not able to attend and neither was my Alternate. My colleagues carried the bulk of the work this month and left important items for me to be part of today like solid waste management. Good people are already working on this. I would like to be more involved in waste diversion. To the constituents, I'm thinking of Shannon Michaelchuk and Joan Sawicki who have kept my feet to the fire. I reaffirm interest in the discussion.*

*I also want to give a nod to the two delegations today. The people from Bella Coola food security, I believe doing a food security assessment or a food resiliency assessment is a good step toward creating a food charter. This could also be a useful item to inform our thinking around emergency management. Given current state of capacity and resources, I know that is a big ask. We need to find creative solutions on how we can support the society. I am not a technical person. I appreciate Mr. Baker's presentation around the landfill. I understand things better than I did a few hours ago.*

*In Area D, we've avoided snow. There was a snow warning last night for the Valley. It didn't seem to pan out. We got 5 cm of snow. It reminds me when I come home in afternoon and water is in the basement, I'm not alone. People are stretched to the max with the pandemic. Someone said we're all in the same boat. We're all in the same storm, some have a luxury liner, some have a door. It's with that reality that we need to be there for one another and be extra compassionate and do what we can to get through the storm. I thank the staff. I know you are working hard in trying times and trying conditions. Thank you for everything you do. I hope to see Director Schooner soon.*

Vice Chair Kennedy thanked Director Northeast for his report.



**(D) ADJOURNMENT**

**21-02-14 M/S Directors Bertrand/Northeast** THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 12:10 p.m.

\_\_\_\_\_  
Chair

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



Board Meeting

MAR 11 2021

CCRD ITEM A) (b)



# Central Coast

## REGIONAL DISTRICT

*That we may be good people together*

### DRAFT REGULAR BOARD MEETING MINUTES

DATE: February 10-11, 2021

### ATTENTION

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

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Absent:	Electoral Area D	Director Lawrence Northeast
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Delegations:	Colleen Fraser Darin Johnson	AED Machines – February 10 BC Assessment – February 11

### PART I – INTRODUCTION

#### 1. Call to Order

Chair Schooner called the meeting to order at 9:13 a.m. and acknowledged the meeting was taking place on the unceded traditional territory of the Nuxalk Nation, Heiltsuk Nation and Wuikinuxv Nation and respective First Nations Territories in which CCRD provides services.

#### 2. Adoption of Agenda

- 21-02-01 M/S Directors Hall/Kennedy** THAT the Agenda be adopted as amended by adding the following late items: three reports from Urban Systems under Operations, and correspondence regarding new business development in Firvale under Land Use and Planning. **CARRIED**

*Note that further in the minutes, the agenda is reconsidered with additional changes adopted.*

#### 3. Disclosures of Financial Interest

The Chair reminded Board Members of the requirements of Sections 100(2) (b) and 101(1) (2) and (3) of the *Community Charter* to disclose any financial interests during the meeting when the matter is discussed. The declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must



not preside, participate in, or be present during any discussion or decision-making procedure relating to the subject matter which is being discussed.

No disclosures of financial interests were made.

#### 4. Disclosures of Interests Affecting Impartiality.

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

No disclosures affecting impartiality were made.

**21-02-02 M/S Directors Hall/Bertrand** THAT the Board of Directors of the Central Coast Regional District rescind the motion of adopting the agenda. **CARRIED**

**21-02-03 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District defer the following items to the February 25, 2021 Special Board Meeting: Elizabeth Howard Food Security delegation, Todd Baker delegation, Referrals of Crown Land Application for Transportation (Everatt), Preliminary Subdivision Referral (Mecham), and Water Approval for Changes (Kynoch), the Solid Waste Service Update, the Landfill Closure AVICC Resolution Submission, and adding the late items of three reports from Urban Systems and the correspondence relating to new business development in Firvale. **CARRIED**

Recess was called at 10:19 a.m.

The Board reconvened at 10:32 a.m.

### (A) ADOPTION OF MINUTES

#### a) Regular Board Meeting December 10, 2020

**21-02-04 M/S Directors Bertrand/Kennedy** THAT the minutes from the December 10, 2020 Board Meeting be received. **CARRIED**

**21-02-05 M/S Directors Bertrand/Kennedy** THAT the December 10, 2020 minutes be adopted with amendment as per Director Bertrand on page 11, Area A Report, to read, "I informed the President of Haida Nation that was due to a perceived lack of support for my leadership and my position on this table." **CARRIED**

## PART II – PUBLIC CONSULTATION

### 1. DELEGATIONS

*Note: Please see further in the minutes.*

### **PART III – LOCAL GOVERNANCE**

#### **(A) BYLAWS AND POLICIES**

##### **Bylaws for Review, Revision, Rescind or Adoption**

##### **1) CCRD Denny Island Airport Operations and Management Commission Bylaw No. 500**

**21-02-06 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receive Bylaw No. 500. **CARRIED**

**21-02-07 M/S Directors Kennedy/Hall** THAT Bylaw No. 500, cited as the “Central Coast Regional District Denny Island Airport Operations and Management Commission”, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**

##### **2) Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501**

**21-02-08 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District receive Bylaw No. 501, Central Coast Regional District Water Service Conversion and Continuation Bylaw.

**21-02-09 M/S Directors Kennedy/Hall** THAT Bylaw 501, cited as “Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501, 2021”, be now introduced and read a first time. **CARRIED**

**21-02-10 M/S Directors Hall/Kennedy** THAT Bylaw 501, cited as “Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501, 2021”, having been given due and detailed consideration by the Board be now read a second and third time. **CARRIED**

**21-02-11 M/S Directors Kennedy/Hall** THAT Bylaw No. 501, cited as “Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501, 2021”, be given assent by the Electoral Area Directors of the participating areas. **CARRIED**

**21-02-12 M/S Directors Kennedy/Bertrand** THAT Bylaw No. 501, cited as “Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501, 2021”, be forwarded to the Inspector of Municipalities for approval. **CARRIED**



### 3) Central Coast Regional District Hagensborg Fire Protection Conversion and Continuation Bylaw No. 502

- 21-02-13** M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District receives Bylaw No. 502. **CARRIED**
- 21-02-14** M/S Directors Kennedy/Bertrand THAT Bylaw 502, cited as "Central Coast Regional District Hagensborg Fire Protection Conversion and Continuation Bylaw No. 502, 2021", be now introduced and read a first time. **CARRIED**
- 21-02-15** M/S Directors Kennedy/Bertrand THAT Bylaw 502, cited as "Central Coast Regional District Hagensborg Fire Protection Conversion and Continuation Bylaw No. 502, 2021", having been given due and detailed consideration by the Board be now read a second and third time. **CARRIED**
- 21-02-16** M/S Directors Kennedy/Bertrand THAT Bylaw No. 502, cited as "Central Coast Regional District Hagensborg Fire Protection Conversion and Continuation Bylaw No. 502, 2021", be given assent by the Electoral Area Directors of the participating areas. **CARRIED**
- 21-02-17** M/S Directors Kennedy/Bertrand THAT Bylaw No. 502, cited as "Central Coast Regional District Hagensborg Fire Protection Conversion and Continuation Bylaw No. 502, 2021", be forwarded to the Inspector of Municipalities for approval. **CARRIED**

## (B) OPERATIONS UPDATES & POLICY MATTERS ARISING

### ADMINISTRATIVE SERVICES

#### (a) Request for Decision: 2021 Grant In Aid Application Deadline Extension

- 21-02-18** M/S Directors Kennedy/Hall THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision: 2021 Grant In Aid Application Deadline Extension. **CARRIED**
- 21-02-19** M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District authorizes an extension to the 2021 CCRD Grant in Aid Application Deadline to March 1, 2021 with applications for funding to be considered for award by the CCRD Board of Directors during the March 11, 2021 regular meeting. **CARRIED**

#### (b) Request for Decision: Special Meeting Request Feb 25 & March 25, 2021

- 21-02-20** M/S Directors Hall/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision: Special Meeting Request for the purposes of Board review and consideration of the 5-Year Financial Plan 2021-2025 Development. **CARRIED**

*Note: please see further in the minutes as the Board resolved on the matter of the special meeting request after the delegation.*

## **DELEGATION**

### **Colleen Fraser – AED Machines**

Chair Schooner welcomed Ms. Fraser to the meeting and to begin her delegation.

Ms. Fraser provided her presentation as follows:

*Ms. Fraser spoke with the Hagensborg and Nusatsum Fire Departments regarding how they could get an AED machine on their respective fire trucks. It is sometimes called a PAD machine, which means Public Access Defibrillator. They are small machines like you may have seen down outside at the dock. The pool has one as well and so do a few other local venues.*

*A few years ago the Heart and Stroke Foundation had a program where they would supply municipal governments with AEDs. There is one at the dock, one at the Moose Hall, one at the Nuxalk Hall, one at the pool, and one at Lobelco Hall. Ms. Fraser wanted to add to that and have one on the fire trucks.*

*In doing research, Ms. Fraser found that they now have a heated kiosk machine for the AED to be placed outside. The only one currently outside and therefore accessible 24/7 is the one at the dock. Ms. Fraser understands that it is taken in sometimes because there is concern of vandalism but also that the batteries in cold weather run down a lot faster.*

*The kiosk that can be purchased for AEDs is weatherproof and has a camera. If Ms. Fraser can secure the grant, it would be ideal to have a kiosk at the fire department building. Therefore, if there was a call, the AED can be taken from there by firefighters and the public could have access to it as well if needed.*

*The grant proposal is to Farm Credit Canada. Three years ago, a grant application was ready to go to them to develop a community fund to replace batteries for AEDs. Machines are about \$1500 and were covered by the Heart and Stroke Foundation. However, batteries need to be replaced every 2-3 years. The pool can update their batteries through the CCRD budget, as well as the School District with their own budget considerations, yet other places cannot afford battery replacement.*

*The grant application that was prepared three years ago was to create a fund for battery replacement. The idea was also to buy AED trainers to assist in local first aid classes. Training is part of the 8 hour and 16 hour first aid courses. The current grant application is added to the previous one. The previous one was not submitted because when Ms. Fraser approached the regional district, she was in a rush to submit for the March deadline. Jessie MacDonald, the CCRD grant writer at the time*



*was already working on a grant that would co-sponsor recycling for Denny Island. At this particular time, the two similar grants were not supported in competition of one another.*

*For the current grant, an organization can apply with a municipality as a co-funder. If the CCRD was the co-applicant to support the grant, the CCRD would receive the money and issue Farm Credit Canada a receipt. Beyond that, the fire departments would be responsible for sourcing the AED machine that they wanted.*

*The current grant is not open until the beginning of March through to the end of March. Ms. Fraser is hopeful to the idea that the CCRD would come to an agreement to co-sponsor the grant application. The financial details are yet to be finalized due to talks with companies on the costs. \$5,000-\$25,000 can be applied for currently. Funding in the past has included money given to fire departments and first aid items. Ms. Fraser states that her next step was to get a formal letter from ambulance association and fire department that they wanted to participate.*

*Further, AEDs need to be accessible to remote locations just as they are in urban centres. Kiosks cost \$4,000 each. Ms. Fraser would apply for the full amount of the grant in order to obtain outdoor kiosks. It would be ideal to have a couple of the AED machines located outside.*

*The Board noted that the regional district is overseeing a number of grants currently wherein Administration does not have the capacity to expend money due to COVID-19. The Board asked if the grant application requires the regional district to be a co-applicant and to accept the funds; further, is Ms. Fraser able to do that independently or through another organization.*

*Ms. Fraser responded that it is her understanding that there needs to be a government that accepts the funds.*

*The Board questioned about the Outer Coast AED machine at the Community Hall on Denny Island. The Board asked if it is possible to look at the needs of the Outer Coast as well. It would be worth looking at from the CCRD perspective because it is beneficial to have that in all communities. There was someone locally who had a heart attack and there is a challenge to access AEDs outside.*

*Chair Schooner asked Ms. Fraser when the deadline was.*

*Ms. Fraser reiterated that the application process does not open until March and goes through until the end of March. As far as Ms. Fraser knows, the program may not even exist this year. Those are some of the unknowns. There is a community association that applied for things in some cases. Ms. Fraser is not sure if it has to be a municipal government as co-applicant, but somehow the co-applicant must be an established organization. Ms. Fraser will look into the particulars.*



*The Board asked whether this delegation is on behalf of a society or on behalf of Ms. Fraser as an individual. Ms. Fraser conveyed that the last application fell through because she did not have a community group that was full in on being the co-sponsor. The ambulance association in the interim said they agree with this, but Ms. Fraser is not sure what their status is as an organization, as well as the fire departments.*

*Ms. Fraser asked if the CCRD has taken over the Hagensborg Fire Department. It is also her understanding that fire departments are not necessarily legal organizations. The Board responded that the fire departments in the Bella Coola Valley are under the CCRD, except the Nuxalk Fire Department. The Board also noted that the Nusatsum Fire Department was their own entity.*

*Ms. Fraser noted that there is a Nusatsum Fire Department meeting tonight that she wished to attend. Quite often people don't know if the organizations they belong to are legal organizations or not.*

*The Boar stated that sometimes the CCRD partners with organizations on grants, and it would not be prudent on regional district as a government to partner with an individual, despite how hardworking and industrious they are.*

*Ms. Fraser expressed that the co-applicant would not be her directly, but rather another organization that she is in the process of trying to find.*

*With that information, the Board requested Ms. Fraser to come back to the next regularly scheduled Board meeting on March 11, 2021 after finding a co-sponsor and polishing up the application. Ms. Fraser agreed and wanted to further point out that the money would be expended as soon as possible if it were granted. There are two different companies that are anxious to sell their products.*

*Ms. Fraser wanted contact info of relevant Outer Coast people to find out what they need in terms of AED equipment. CAO Kirk responded the Administration could provide contact information.*

*Chair Schooner noted that no decisions will be made today, with finances needing to be considered. Chair Schooner commended Ms. Fraser on this important work that will benefit each area, and further that fire chiefs need to be reached out to. At this time if Ms. Fraser is willing to return to do a further presentation, it would be advantageous to receive background documents prior.*

*Ms. Fraser expressed interest in returning with more information. Ms. Fraser also asked about the swimming pool, noting she sent a letter to the Directors and Pool Commission regarding a training strategy she developed. Ms. Fraser noted that she would like a meeting with the Pool Commission to present her plan developed in conjunction with the Red Cross and head instructor at the pool in Williams Lake, for trained instructors.*



*Chair Schooner noted it would be inappropriate to overstep the Pool Commission as they have the operational mandate. The Board confirmed that Ms. Fraser's letter was circulated to the Pool Commissioners and the Directors as well. Ms. Fraser expressed again she would like to be invited to the next Pool Commission meeting to answer any questions. Ms. Fraser thanked the Board for their time.*

Chair Schooner thanked Ms. Fraser for her presentation and concluded the delegation.

The Chair returned to the matter of the special meeting request.

**21-02-21 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District authorizes a Special Board Meeting to be held on Thursday, February 25, 2021 at 9 am by virtual means for the purpose of review of the CCRD 5 Year Financial Plan 2021-2025 and 2<sup>nd</sup> and 3<sup>rd</sup> review of the associated bylaw, and to review final drafts of the resolution prior to submissions to AVICC.

**21-02-22 M/S Directors Kennedy/Bertrand** THAT attending Directors to the February 25, 2021 special board meeting be remunerated at the special work assignment hourly rate according to the length of time required to complete the Special Meeting agenda. **CARRIED**

**21-02-23 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District authorizes a Special Board Meeting to be held on Thursday, March 25, 2021 at 9 am by virtual means for the purpose of final review and adoption of the CCRD 5 Year Financial Plan 2021-2025 and associated bylaw; AND THAT attending Directors be remunerated at the special work assignment hourly rate according to the length of time required to complete the Special Meeting agenda. **CARRIED**

#### **(c) CCRD COVID-19 Business Continuity and Services Restoration Plan Update**

**21-02-24 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District receive the CCRD COVID-19 Business Continuity and Services Restoration Plan Update. **CARRIED**

**21-02-25 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District endorse the insertion of the new addition to Appendix I: Safety Plan for Thorsen Creek Waste and Recycling Operation No. 10 to the CCRD COVID-19 Continuity and Services Restoration Plan. **CARRIED**

#### **FINANCIAL SERVICES**

##### **(d) Budget vs Actual – December, 2020 Variance Report**

**21-02-26 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receives the Budget vs Actual – December 2020 Variance Report. **CARRIED**

**(e) Hagensborg Water District Signing Authority with Williams Lake and District Credit Union**

**21-02-27 M/S Directors Bertrand/Hall** THAT the Board of Directors of the Central Coast Regional District receives the item regarding Hagensborg Water District signing authority with Williams Lake and District Credit Union. **CARRIED**

**21-02-28 M/S Directors Kenendy/Hall** THAT the Board of Directors of the Central Coast Regional District in the matter of the Hagensborg Water District account (5113-6) at the Williams Lake and District Credit Union, the Central Coast Regional District Board of Directors authorize signatories for payment issuing and all other purposes including online banking and safety deposit boxes, if any as follows: any TWO of the following Chief Administrative Officer, Finance Manager, Operations Manager, and Financial Management Service Provider as designated by the CAO;

AND FURTHER THAT upon instruction from any two of the above individuals, Central Coast Regional District Board of Directors authorize the Hagensborg Waterworks District account 5113-6 at the Williams Lake and District Credit Union be closed and the funds transferred to the Central Coast Regional District account 5038-5. **CARRIED**

**COMMUNITY AND DEVELOPMENT SERVICES**

**(f) Request for Decision: Denny Island Recreation Service (tabled from December 10, 2020)**

**21-02-29 M/S Directors Bertrand/Kennedy** THAT the Request for Decision: Denny Island Recreation Service (tabled from the December 10, 2020 board meeting) be received. **CARRIED**

**21-02-30 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District confirm their intention to proceed with boundary adjustments to the Denny Island Recreation service area by removing those properties not benefitting from the service. **CARRIED**

The Board noted that Area A Director Bertrand consulted with the community on this matter. In particular, he met with the Denny Island Chamber of Commercial and also emailed and shared the report prepared by Administration to constituents on Denny Island. The feedback received was that it was too much of a tax increase. Constituents of Denny Island also do not want to continue having Area A residents outside of Denny Island pay for recreation events on Denny Island. The Chamber of Commerce is a non-profit organization and is interested in holding and fundraising for annual recreation events that the Denny Island Recreation Commission currently hosts.

The Board explored tasking Administration with what would involve dissolving the Commission, noting the Commissioners are in favour of this approach. The Board further opined that the Commission holds assets such as property and sports equipment and the question would be how



these assets are to be dealt with. There is also a surplus of \$13,000 saved up and the question remains on how to deal with this money.

CAO Kirk clarified that the Commission operates the service according to the mandate and constraints in the Establishing Bylaw, but the Regional District owns the assets. The Board can continue the service even if the Commission is dissolved. CAO Kirk further emphasised the report that was requested and prepared was restricted to the question of reducing the service boundary and not the question of dissolving the commission. An assent process may be required, however an investigative report would need to be done on that before the Board could meaningfully consider this option.

CAO Kirk continued that in terms of the surplus referred to, this is part of the financial statements of the regional district. The Commission is empowered to provide budget recommendations that the Board adopts through the process of the 5-Year Financial Plan adoption. The Commission's recommendations are received on expenditures and then if feasible incorporated into the service budget. CAO Kirk further reminded that CCRD has a long history of working with the Denny Island Recreation Commission acknowledging that at times there have been communication challenges. CAO Kirk further noted it would be important for Administration to have the opportunity to cross-check with the Ministry before looking at next steps in order to better support the Board in making informed decisions. Community input through a formal process would likely also be needed in order to verify support for various scenarios.

The Board noted appreciation for the report in the scope that was presented, expressing that the report clarified that for Denny Island folks, the service is expensive. The Board expressed concern that if the Commission was gotten rid of, then apportioned administration would go up because we would no longer receive a discount for the volunteer Commission being in place.

CAO Kirk indicated that the strategic plan needs to be kept in mind, as work around the Commission by Administration is a lot of work, especially if a public conversation is opened. CAO Kirk also wanted to remind the Board that in terms of apportioned administration, there is an estimation of time that gets allocated toward services. There is time going into conversations with the Commission, on matters from invoicing to budgeting. There needs to be a way to fairly charge in a consistent way against other services that have seen enormous increases in direct requisition.

The Board queried on whether it would be prudent to just wind up the Commission in light of that information, rather than dissolving the service. CAO Kirk noted Administration's intent to put forward a zero requisition for the service in the 2021 budget. The Board will have a future opportunity to reconsider and amend the strategic plan. Administration will undertake further research with the Ministry on options, noting again that the Board had asked for a report on reducing the service area boundary. The recommendation in the report is still standing.

The Board noted that there is support in reducing service area, if CCRD maintains the service.

Recess was called at 11:57 a.m.

The Board reconvened at 12:56 p.m.



**(g) Request for Decision: Federation of Canadian Municipalities' Municipal Asset Management Program Grant Opportunity**

**21-02-31 M/S Directors Bertrand/Hall** THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision: Federation of Canadian Municipalities' Municipal Asset Management Program Grant Opportunity. **CARRIED**

**21-02-32 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District rescinds resolution 20-12-25 [*M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities Municipal Asset Management Program for the Official Community Plan. Be it therefore resolved that the Central Coast Regional District commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities Municipal Asset Management Program to advance our asset management program: - Background research; - Consultation; - Drafting the Official Community Plan; - Finalizing the Official Community Plan; Be it further resolved that the Central Coast commits \$10,000 from its budget toward the costs of this initiative.* **CARRIED**].

And replaces the rescinded resolution with:

**21-02-33 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Asset Management Plan. Be it therefore resolved that the Central Coast Regional District commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Background research and assessment
- Community consultation
- Drafting new Asset Management Plan and policies

Be it further resolved that the Central Coast Regional District commits \$10,000 from its budget toward the costs of this initiative. **CARRIED**

**(h) Request for Decision: Organic Extension Project**

**21-02-34 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive move this item to the February 25, 2021 Special Board meeting. **CARRIED**

**(i) Report to the Board: Subdivision Application – Shearwater Marine**

**21-02-35 M/S Directors Bertrand/Hall** THAT the Board of Directors of the Central Coast Regional District receive the Shearwater Marine Referral. **CARRIED**



The Board requested background documents on the referral be circulated to the Board.

### **OPERATIONS**

#### **(j) Solid Waste Service Update**

This item is tabled to the February 25, 2021 meeting.

#### **(k) Urban Systems Project Updates – Late Item**

- 21-02-36 M/S Directors Bertrand Hall** THAT the Board of Directors of the Central Coast Regional District receives the Urban Systems Project Updates: Bella Coola Valley Flood Risk Assessment and Modelling, Denny Island Community Water System, and Hagensborg Water System. **CARRIED**

#### **(l) Correspondence re: New Business Development in Firvale – Late Item**

- 21-02-37 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the correspondence regarding new business development in Firvale. **CARRIED**

CAO Kirk noted that the Firvale Wilderness Camp rezoning application has been received and the process has started to roll out public consultation in respect to COVID-19 service modifications. This matter will be forthcoming and Administration will file this letter together with other related documents.

### **PROTECTIVE SERVICES**

#### **(m) CCRD Regional Emergency Program Service Update: Reg Moody, CCRD Regional Disaster Resilience Coordinator – Verbal Report**

See further in agenda.

#### **(n) Request for Decision: Highway 20 Hazardous Areas**

- 21-02-38 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the request for decision: Highway 20 Hazard Areas. **CARRIED**

- 21-02-39 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District signs the support letter to the Nuxalk Nation regarding hazardous areas of Highway 20. **CARRIED**

#### **(o) Request for Decision: Application to UBCM CEPF Fund for a Moveable Storage Facility and Emergency Evacuation and Response Supplies for Denny Island**

**21-02-40 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the request for decision: Application to UBCM CEPF Fund for a Moveable Storage Facility and Emergency Evacuation and Response Supplies for Denny Island. **CARRIED**

**21-02-41 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District supports the CCRD application to the UBCM CEPF Emergency Social Services fund for a moveable storage container/facility and emergency evacuation and response supplies for Denny Island and affirms to provide overall grant management. **CARRIED**

**(p) Correspondence from Central Coast Chamber of Commerce**

**21-02-42 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Central Coast Chamber of Commerce letter dated January 22, 2021. **CARRIED**

**(q) Correspondence from CCRD Deputy Emergency Coordinator for Denny Island, Russell (Rusty) Snow**

**21-02-43 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the letter from the CCRD Deputy Emergency Coordinator for Denny Island Russell (Rusty) Snow dated January 21, 2021. **CARRIED**

**(r) COVID-19**

**1. Mayors and Chairs Teleconference Call Re: COVID-19 Updates and Continued Support**

**21-02-44 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receive the correspondence for the Mayors and Chairs teleconference Call Re: COVID-19 Updates and Continued Support. **CARRIED**

Director Kennedy reports that it was a good meeting and she attended with Director Hall. Director Hall mentioned that items he spoke to were well received.

**2. Minister Osborn's December Regional Call Follow-Up**

**21-02-45 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receive the correspondence for the Minister Osborn's December Regional Call Follow-Up. **CARRIED**

**(s) Correspondence for Information: Letter to UBCM recommending a Permanent Committee on Emergency Management**



**21-02-46 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: Letter to UBCM recommending a Permanent Committee on Emergency Management. **CARRIED**

**21-02-47 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District write a support letter for the Fraser Valley Regional District in their initiatives regarding recommending a permanent committee on emergency management to UBCM for the Board Chair to sign. **CARRIED**

### **Reg Moody, Resiliency Coordinator Verbal Report**

Chair Schooner welcome Resiliency Coordinator Reg Moody to the meeting and invited him to provide his verbal report.

Mr. Moody provided his report as follows:

*Mr. Moody noted that it has been exciting to be able to dig in and to be able to look at each community in terms of emergency preparedness. Mr. Moody has attended series of about 4-5 meetings coordinated by Debbie Alexander surrounding the COVID-19 outbreak that occurred in the Bella Coola Valley. Further, it was amazing to see the amount of people on the phone. Mr. Moody indicated that the Bella Coola based EOC office is well run. This was eye opening for Mr. Moody as he is not part of the EOC team in Bella Bella.*

*Mr. Moody states that things have slowed down lately. Mr. Moody had an opportunity to speak with CAO Kirk about the position and contract. Other work Mr. Moody has undertaken was to talk to the Heiltsuk Band on an emergency preparedness plan, which needs updating. Mr. Moody also liaised with Mr. Marsten in Ocean Falls and noted that a big concern there is slides. In future Mr. Moody hopes to reach out again and converse about emergency plans.*

*In working on a draft work plan, Mr. Moody reports that once this work is complete, he will forward it on. There was not much spoken about a budget, but some items to be worked on are the Ocean Falls website, land use, and emergency plans for communities.*

*Something important to note are the service area changes that will be coming. Mr. Moody requested from departments that are working on this, including Indigenous Services Canada, correspondence about process and timeframes. Rather than dealing with Prince George, the CCRD area will move to Vancouver Island. Mr. Moody wondered whether Kitasoo will be included in this as they are on the coast. The service area changes will have implications on emergency related work and how it is done.*

*Mr. Moody indicated that another issue is equipment readiness for each community. In the Bella Coola Valley there is a proper ferry landing at the wharf, in case of a slide or evacuation is needed. There needs to be talks with BC Ferries on this. Mr. Moody at this time highlighted that he is currently the Co-Chair of BC Ferries for the North Coast/Central Coast. Another task item is taking over the Regional EOC weekly calls.*



*Currently, Mr. Moody is meeting regularly with the CAO, preparing quarterly reports, will chair weekly COVID-19 calls, review CCRD management bylaws for emergencies and make recommendations to the Board, act as a Liaison Officer and at times, the Deputy Director during activation of the REOC, take action on emergency reimbursements, undertake recovery plan coordination, and organize an Emergency Executive Committee.*

*Mr. Moody is interested in enrolling in emergency preparedness courses and has applied for funding.*

*The Board asked if Mr. Moody's contract allows for drafting communications for the public regarding COVID-19 or emergency responses. Further, the Board noted there has been criticism on social media directed at CCRD for not saying much about the COVID-19 outbreak in the Bella Coola Valley. The Board asked Mr. Moody for his thoughts on this item.*

*Mr. Moody got assistance from Administration with the Chair's message surrounding the outbreak. There is high-level confidentiality when dealing with COVID-19 infections. It is important to communicate or have regular updates. In Bella Bella, people were getting information from the Heiltsuk EOC.*

*CAO Kirk clarified that in the course of an emergency, the regional district is responsible to coordinate where an EOC is needed to support those agencies who provide first response, or where an emergency plan is activated. It certainly would be within Mr. Moody's purview to draft communications but in the case of the pandemic, CCRD is not the lead response agency and we are not entitled to information about cases, as cases are not disclosed. CAO Kirk confirms Vancouver Coastal Health does not disclose information to CCRD about specific cases within the Bella Coola Valley or the anywhere in the region, as the pandemic response is a public health matter, and VCH client information remains protected by legislation.*

*CAO Kirk further indicated that the distinction with First Nations' EOCs is they are operating under the Nation's services, which can include health delivery services, including public health nurses, and a direct service relationship with the First Nation Health Authority. This format allows for steering ability for the pandemic response through their respective health authorities. From the regional district's abilities, updates that are forwarded to CCRD from lead health response agencies are diligently posted. The message is always to follow public health orders and convey what those orders are. In terms of reporting on active cases, this is the purview of the health authority, and not the regional district and so CCRD shares information as it is provided by the lead response agencies.*

*Mr. Moody noted he spoke with Caitlin Thompson and Crystal Tallio, who stated they would make sure that info on active cases came to the regional district in good time on Nuxalk EOC publications.*

*The Board asked Mr. Moody if he had been involved in discussions about the joint emergency partnership with the province, the CCRD, and the Nuxalk Nation. CAO Kirk responded that this matter is still at the political table, and no further outreach has occurred*



*to or from Administration since correspondence that was shared previously with the Board from the Ministry.*

*Chair Schooner echoed that the Board has faced criticism on communications and acknowledged Director Northeast answers a lot of questions via social media. Since the removal of the local state of emergency by the Province it has been difficult. Chair Schooner noted that he is sparsely involved with the Nuxalk EOC as a Nuxalk Councillor. He further noted that if there is any way we can increase communication it would be appreciated.*

Chair Schooner thanked Mr. Moody for the work that he is doing, concluding Mr. Moody's verbal report.

## **GOVERNANCE**

### **(t) AVICC Virtual AGM & Convention**

**21-02-48 M/S Directors Kennedy/Hall** THAT the AVICC Virtual AGM & Convention documents be received. **CARRIED**

### **(u) Request for Decision: Landfill Closure AVICC Resolution Submission**

This item is tabled to the February 25, 2021 Special Board Meeting.

### **(v) Request for Decision: Local Government funding supply AVICC Resolution Submission (Late Item)**

**21-02-49 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District authorize and send the resolution "Sponsorship for Small Local Government Attendance at Area and UBCM Conventions" to the Association of Vancouver Island and Coastal Communities by February 26, 2021, for consideration at their May 28, 2021 virtual convention **CARRIED**

The following resolutions were approved for submission to the 2021 AVICC and UBCM conventions respectively:

**21-02-50 M/S Directors Kennedy/Bertrand** whereas the costs for travel to and attendance at in-person AVICC conventions for very small and remote local governments constitutes a significantly higher percentage of their budgets compared to larger and more urban local governments,

And whereas the number of elected officials who can attend from small and remote communities is therefore significantly impacted and often reduced,

THEREFORE BE IT RESOLVED that AVICC consider creating a fund to support local governments who experience significant challenges allocating funds to send representatives to the AVICC annual convention. **CARRIED**

**21-02-51 M/S Directors Kennedy/Bertrand** Whereas the costs for travel to and attendance at in-person UBCM conventions for very small and remote local governments constitutes a significantly higher percentage of their budgets compared to larger and more urban local governments,

And whereas the number of elected officials who can attend from small and remote communities is therefore significantly impacted and often reduced,

THEREFORE BE IT RESOLVED that UBCM consider creating a fund to support local governments who experience significant challenges allocating funds to send representatives to the UBCM annual convention. **CARRIED**

As part of the discussion on the resolutions, CAO Kirk pointed out that it is a more significant financial burden for small local governments to attend conventions. CAO Kirk further clarified the process to receive resolutions at the UBCM convention for consideration need to go through AVICC first.

In reviewing the measure of support for the resolutions, the Board asked Director Hall, in his experience, would there be support for something of this nature? Director Hall notes that this has come up at the AVICC table. If the position is formalized in a resolution then it will lead to a discussion that will provide insight to this region and costs of attending conventions.

CAO Kirk requested that the Board take the opportunity to bring forward any other items they might wish to progress through UBCM. Director Hall spoke about concerns with the *Heritage Conservation Act* and Indigenous participation in decision making. Despite signing on to UNDRIP, the provincial government does not have a mandate to ensure agreements are being made with Indigenous communities. The *Heritage Conservation Act* does not have a space holder specifically for Indigenous involvement.

Further, Director Hall notes that in the Central Coast there are narratives of logging companies coming across remains and avoiding reporting the remains. Director Bertrand and Director Schooner also confirm they have heard similar claims. CAO Kirk stated that direction from the Board could include direction in principle to develop a resolution on the topic after research was completed. However, the organization has to navigate carefully when it is advocating on matters of direct interest to First Nations and not to be seen as appropriating voice in this instance.

Director Hall suggested this item could be considered next year. CAO Kirk noted that as part of the Official Community Plan strategic priority, research could be undertaken as to how critiques of the *Heritage Conservation Act* could inform the Official Community Plan. Through this avenue there will be opportunity for the Board to learn more about the *Heritage Conservation Act*. The Board voiced support for this approach, noting Director Bertrand has a contact working on heritage mandates with Vancouver Parks and will speak with her on the issue.

**21-02-52 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District recess the meeting on February 11, 2021 at 9:00 am. **CARRIED**



The Board reconvened on February 11, 2021 at approximately 9 am.

**(w)CCRD Special Report: Federal Advocacy Considerations**

- 21-02-53 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District receive the CCRD Special Report: Federal Advocacy Considerations. **CARRIED**

CAO Kirk requests the Board consider this item during the strategic plan review currently contemplated for September 2021. CAO Kirk pointed out that the Board has not attended an FCM convention previously. In considering attending this convention, the Board must consider the value to the constituents of attending for advocacy efforts. Those funds may better be expended in another area. It is noted that the FCM convention is virtual this year, which may prove to be less expensive. Further, a decision does not need to be made today.

- 21-02-54 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District moves the discussion about attending the virtual convention to a later date and the rest of discussion to a September strategic plan retreat. **CARRIED**

**(x) Request for Decision: Heiltsuk Horizon letter**

- 21-02-55 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District receive the Draft Heiltsuk Horizon letter. **CARRIED**

*Please note: This item continues after the delegation.*

**DELEGATIONS**

**Darin Johnson, Deputy Assessor, Northern BC Region, BC Assessment**

Chair Schooner welcomed Darin Johnson, BC Assessment to the meeting.

Mr. Johnson initiated a Power Point presentation through the share screen function of the virtual meeting and provided his presentation as follows:

*The Northern BC Region covers from 70 Mile, the southern border up to the Yukon border and out to the West Coast. Mr. Johnson would like to give an overview and assessment of 2021 Assessment Roll within the Central Coast Regional District. Topics covered today will include background of BC Assessment, valuation, classification, assessment cycle and key dates, relationship between assessments and taxes, 2021 assessment roll overview and appeals process.*

*BC Assessment was established in 1974 under the Assessment Authority Act. BC Assessment is a provincial Crown corporation, operating independent of taxing function and politics. The mandate is to provide uniform and fair property assessment to BC's property owners. In 1975 there were 879,000 properties assessed compared*



to 2021 with 2.1 million properties assessed. This is huge growth and there has been a lot of adaptation to be able to handle the growth.

BC Assessment provides the Assessment Roll which is an annual list of property values identifying ownership, taxable value, classification and exemptions for each property. Provincially that's over 2 million properties with the total value of \$2 trillion. Basically the purpose is to provide statement base for taxation for local services and schools.

There are two ways properties are valued. Market value is the most probable price which a property should bring in a competitive market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably, and assuming the price is not affected by undue stimulus. The second is via legislated regulated values which are major industrial properties, power lines, electrical power generation, pipelines, sawmills, mines, farm land, managed forests etc. There are housing facilities with supported facilities provided, that is defined by the government each year. There aren't any of those in the Central Coast Regional District.

We have released the assessment roll and we are in the inquiry period where people can phone and ask about their assessment. This takes place from January 1-31. If someone wants to appeal assessment, the deadline was February 1 to have appeal submitted. Now, between February 1 to March 31 appeals are taking place. March 15-31 we finish the revised roll which reflects changes that took place because of review panels.

After March we work on assessment projects from April 1 to September 30. These are projects identified through audits. We look at new construction projects that have been inspected that will change the assessment roll. On April 30, if someone went to the review panel and they weren't satisfied with the decision, they could appeal to the second level, which is the Property Assessment Appeal Board. After that date we would carry on with the appeal board to work on those appeals. The valuation date is July 1 each year.

Other important dates are October 31 regarding physical condition and permitted use of the property. The ownership is determined by October 31 date. Finally December 31 is liability for taxation date. If there was Crown property that somebody was occupying in December, they are a taxable occupier.

Basically we provide assessed values to local government, the local government determines their budgets, which translates back into a tax rate and that tax rate times the assessed value based on the property class that it's in become the taxes that are payable. July 1 is the day that taxes are payable.

Moving into highlights of the assessment roll for 2021 is provincially there is a 1.1% increase from 2020 roll for total properties. The value of properties increased 3.9. For Bella Coola, there was a 0.1% decrease in properties from the 2020 roll of total properties and an increase in value of 2.3%. The total value is \$424.9 million. The



*decrease in properties could be amalgamated property lines, so there's less to assess. There is a 70% increase from non-market change. This is anything not related to the actual market itself. This could be something like someone has built a house or a new subdivision that's gone in.*

*There is a gross increase in overall taxable values on the roll of 6.27%. There is a slight decrease in the manage forest land property class of -6.07%. The recreation/non profit group went up quite a bit at 32.06%. The reason for that is there have been properties that were previously exempt under that category that are no longer exempt. They are now taxable.*

*In terms of the 2021 non-market change in Bella Coola, there is a reduction of \$104,200 in land. The total reduction of land and properties is \$589,900. This means that there have been properties that have reverted to the Crown which are now exempt from taxation. Utilities went up \$1,321,700, mainly due to the Wuikinuxv Village independent power production.*

*For individual properties went up in taxation anywhere from 5% to 15%. The average single dwelling in each area is worth as follows:*

- Area A \$157,849
- Area B \$249,750
- Area C \$254,675
- Area D \$255,051
- Area E \$121,427

*Going back to the appeal process, if someone is unsatisfied with their assessment they can appeal until January 31. From February 1 the deadline occurs for the first level of appeal. Because this is a more formal level often they require formal written documentation. We typically see under 2% of appeals across the province. Appeal numbers have been dropping quite a bit over the last few years in the Central Coast area at 0.5% which is quite low. There are four appeals to date for 2021.*

*When the completed roll comes out in January, after changes take place throughout January, February and March, the revised roll is published. In 2016 there were a lot of appeals thus changes of 1.2% change to assessment roll. As appeals decrease there is less impact overall to how roll is changing. Changes can be decision from review panel, appeal board, or supplementary assessment changes where errors have been corrected.*

*The Board asked general about fee simple, clarifying that in certain First Nations in this regional district area, the Nations are acquiring properties that had been lent to government. For example fish plants that are now being reverted back to the Nation. Is the Nation now subject to fee simple property, or some kind of taxation? And have Nations appealed fee simple assessment?*

*Mr. Johnson responded that if it's fee simple property acquired by First Nations, it would be assessable and taxable. Mr. Johnson committed to investigating to see if there have been appeals around that.*

*The Board asked how much the Wuikinuxv Power property was worth. Mr. Johnson did not know but it is most of that non-market change is relevant to that property, which is in the range of \$1,321,700.*

*The Board asked to follow up on earlier advocacy meetings about the foreshore and water lot general permission issue and increasing communication between FLNRO and BC Assessment to ensure more of these properties are properly taxed. The Board asked if there been progress on that issue.*

*Mr. Johnson noted that he has been in contact with FLNRO. It is a challenge. FLNRO does not track general permissions for foreshore occupation. BC Assessment was able to highlight to FLNRO the importance of occupiers to the CCRD. The response was that FLNRO will try to, if there are situations where someone has applied for tenure and already in occupancy, providing that information to CCRD in advance. If BC Assessment knows who it is and if they can get information about the property then we it can be assessed.*

*An example was Shearwater Bay property that was brought to their attention. BC Assessment can place it on the assessment roll when given information by FLNRO. It is very much a challenge. FLNRO has significant resourcing challenges. They also have to deal with a lot of commercial and industrial tenure situations that are high priority. Conversations are ongoing with FLNRO.*

*The Board asked, with respect to 0.1% decrease in taxable properties in the region, there is an issue with the regional district that properties go over to the provincial Crown because of non payment of taxes over 2 years. This is especially an issue in Ocean Falls. The regional district doesn't get any notification at all because it is not a municipality. It impairs ability to deal with these problem properties, like the Bay Motor Hotel. Namu, and Ocean Falls. These properties are going bust and becoming non-taxable without CCRD's ability to intervene, assess or flag issues. Could BC Assessment provide us with notifications about problem properties before they escheat?*

*Mr. Johnson relayed that the problem is, this is not tracked by BC Assessment as they are notified only after the fact. There is an ownership feed that is provided to local governments each year, through data device download files where one can see the changes and where something's gone to the Crown's name as far as notification. There are no reports that are able to be run on these matters.*

Chair Schooner thanked Mr. Johnson for his presentation and concluded the delegation.



The Chair returned the Board to the matter of the Heiltsuk Horizon letter.

- 21-02-56 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District endorse the letter to Heiltsuk Horizon with Chair Schooner's signature, and that amendments be made such as deleting the sincere welcome and reference that relief from fee be replaced with the term reasonable access.

**CARRIED**

A recess was called at 10:28 a.m.  
The Board reconvened at 10:40 a.m.

**(y) Correspondence for Information: Social Procurement Initiative**

- 21-02-57 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: Social Procurement Initiative.

**CARRIED**

**(C) EXECUTIVE REPORTS**

**a. Electoral Area Reports**

**Area E and Chair Report: Chair Schooner**

Chair Schooner thanked the Board and presented his verbal report as follows.

I have appreciation for everyone in the organization, including the Directors and the wisdom that comes from all. Shout out to the hospitals in our area, these are really crazy challenging times. I want them to know that we support them. We stand behind what they're doing. Really want everyone to be safe and stay home. We had a big COVID-19 outbreak here and the numbers have dropped big time. There were seven active cases. I didn't get a report yesterday on the current numbers. We were up to 74 cases, with 7 active. Be safe and be kind. We'll get through this.

**Area A Report: Director Bertrand**

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

I spoke earlier about reach out to Department of Fisheries Oceans, and their reluctance to fund new public access harbour facilities in BC. This is a big disappointment. My constituents are very worried about access to the water for public purposes.

On Denny Island I would like to congratulate Heiltsuk Horizon for purchasing a significant Shearwater Marine asset, including the Central Coaster. Shearwater Marine had been threatening to discontinue. I am relieved Heiltsuk Horizon is continuing Central Coaster service for communities throughout the central coast. I am also thankful and relieved by the coordination between Heiltsuk Health Centre, Vancouver Coastal Health, and the Heiltsuk Tribal Council to deliver vaccines to elders and seniors on Denny Island and Lizzy Cove. It's every important for all government authorities to focus vaccination efforts on vulnerable persons irrespective of race.

There is demonstrated leadership from the Heiltsuk to commit to that and see that the elders on Denny Island get their vaccination's just as timely as those in Bella Bella.

I understand Ocean Falls is awaiting a team from RW Large Memorial Hospital to get out there to provide vaccinations to the residents out there. It's been delayed due to vaccination shortages in the province. That's unfortunate. All around it's looking relatively good out here in Area A. Thank you.

### **Area B Report: Director Hall**

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

Thank you Director Bertrand for acknowledging the effort of the Heiltsuk Health Centre and the COVID-19 vaccination group. We just received a layout that they'll be performing when more vaccinations arrive. So that looks good. Hopefully the supply is going to be enough for the rest of all the areas. I pray for the areas that haven't received any vaccines yet. It's difficult to respond to locations that are so far out there.

Things are still in process, a lot is going on, with my many hats. I've been exposed to new concepts and new ideas going forward. As for the health of the Nation, thankfully in terms of protection here, we were able to nip the issue in the bud right away. Thankfully everyone is complying with travel restrictions. People are being safe here, masks are being used in public places. It is very cold here right now. Hopefully elders who need assistance with heating are getting it.

It is almost herring season. Hoping we get our SOK and the harvest and sale of it go nicely. It's always a challenge year to year. This is one of main things that supports community members here. Once we got SOK up and going, the number of people on social assistance dropped considerably. This was also due to our plant operations. As the marine portfolio holder, I'm working on trying to map out agreements with the Herring Management Plan. I'm continuing to fight for our voices as a Nation. I hold our elder's, ancestral knowledge high and include it in our decision making at this time. I always try to support our people in any way I can. There is more work with many other hats in the health field and All Chiefs field as well.

Thank you, I'll save more for another day.

### **Area C Report: Director Kennedy**

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

I don't have a lengthy report this month. It feels like it's been along time since our last meeting. We all hopefully had a nice break and we're able to recharge a little bit over that time. Since our last meeting VIRL had it's annual general meeting. There was a new Chair elected, Gabbie Wickstrom, the mayor of Port McNeil. It will be a big year of change with the regional libraries because Executive Director has also announced her retirement. The executive will be looking at hiring a new Executive Director.



In the time since we met last as Chair Schooner mentioned, there was an outbreak of COVID-19 here in the Valley. Through self reporting and working together, the numbers were in control quickly. It was an impressive response to a scary situation. It made a lot of people feel vulnerable. It hit home. As Chair Schooner mentioned, the numbers have come down significantly. Stay safe and adhere to protocols to stay at home and not to visit outside households. Wear a mask and wash hands. Be kind to others. We've got a big cold snap happening here. Important to stay warm, keep thinking warm thoughts. It's going to be spring soon. That's all I've got this month.

Thanks guys.

### **Area D Report: Director Northeast**

**21-02-58 M/S Directors Bertrand/Hall** THAT the Board of Directors of the Central Coast Regional District table Director Northeast's Area D Report to the February 25, 2021 meeting. **CARRIED**

### **(z) Correspondence for Action: Telus Request for Support**

**21-02-59 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Action: Telus Request for Support be received. **CARRIED**

### **(aa) Correspondence for Information: Letter of Support for the Corporation of the City of Vernon**

**21-02-60 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: Letter of Support for the Corporation of the City of Vernon. **CARRIED**

Recess called at 11:10 a.m.  
The Board reconvened at 11:34 a.m.

### **IN CAMERA MATTERS**

**21-02-61 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District close the meeting to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer or agent of the municipality or another position appointed by the municipality; 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* and section 90 (2) (b) the consideration of Information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. **CARRIED**

The meeting resumed at 12:50 pm.

There being no further business, the meeting was adjourned at 12:50 pm.

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Chair

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Chief Administrative Officer





**To:** Courtney Kirk, Chief Administrative Officer

**From:** Yene Byun, Finance Manager

**Meeting Date:** March 11, 2021

**Subject:** Remuneration for the February 11, 2021 portion of the regular board meeting

**Board Meeting**

**MAR 11 2021**

**CCRD ITEM B) a)**

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District authorizes the payment of 4 hours of the special work assignment hourly remuneration to each attending director for day-two of the February 10-11, 2021 regular board meeting as the meeting reconvened at 9 am on February 11 and adjourned at approximately 1 pm.***

**Issue/Background Summary:**

The Remuneration and Expenses Bylaw No.495 provides the authorisation for the payment of remuneration for regular board meetings, however it does not contemplate the remuneration for two-day meetings. Administration seeks formal board approval of the remuneration for the February 11, 2021 portion of the two-day meeting.

In accordance with the regional district's board meeting procedures bylaw 494, the February board meeting took place over two days, February 10-11, 2021. The payment of remuneration for the February regular meeting to each attending director was provided on February 26, 2021 in accordance with CCRD's payment processing schedule. Each attending director was remunerated as per CCRD Remuneration and Expenses Bylaw No.495, Schedule 'A' Section 1. b) for the February 10, 2021 board meeting (Chair - \$600/ Vice Chair - \$450/ Director - \$400), as well as 4 hours of work assignment hourly remuneration (\$36 per hour) was paid to each attending director for the additional hours the meeting required on February 11, 2021.

**Policy, Bylaw or Legislation:**

Central Coast Regional District Remuneration and Expenses Bylaw No. 495  
Central Coast Regional District Board Meeting Procedures Bylaw No.497

**Financial/Budgetary Implications:**

As stated above, 4 hours of work assignment hourly remuneration (\$36 per hour) has been paid through the payroll system on the last working day of February.

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

None.

**Options to Consider:**

None.

Respectfully Submitted by:

\_\_\_\_\_  
Ye-Ne (Sandra) Byun, Finance Manager

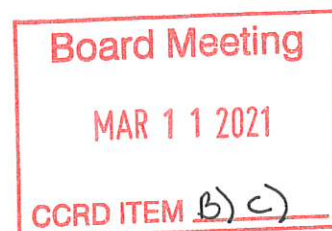
Reviewed by:

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





**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Yene Byun, Finance Manager  
**Meeting Date:** March 11, 2021  
**Subject:** 2021- 2025 Five Year Financial Plan



**Recommendation:**

***THAT Bylaw 61, cited as the "Central Coast Regional District Five-Year Financial Plan Bylaw No. 61, 2021" be now introduced and read a first time.***

***THAT Bylaw 61, cited as the "Central Coast Regional District Five-Year Financial Plan Bylaw No. 61, 2021" having been given due and detailed consideration by the Board, be now read a second time.***

***THAT Bylaw 61, cited as the "Central Coast Regional District Five-Year Financial Plan Bylaw No. 61, 2021" having been given due and detailed consideration by the Board, be now read a second and third time.***

**Issue/Background Summary:**

The board of directors reviewed the evolving 2021 – 2025 draft financial plan at the December 10, 2020 regular board meeting and Administration has further revised the draft financial plan as per the Board's December direction. The revised five year financial plan will be presented to the Board along with 2021 budget presentation during the regular board meeting on March 11, 2021. The budget Bylaw 61 and the presentation materials will be made available to the public through the publication of the March 11, 2021 agenda package. They will also be made available as stand-alone items on our website for public review to provide access to constituents in remote areas, including Rivers Inlet and Ocean Falls. Some revisions may be incorporated due to public feedback and will be detailed at the March 25 special board meeting when the bylaw is scheduled to be adopted.

**Policy, Bylaw or Legislation:**

The *Local Government Act* requires that the Five-Year Financial Plan be adopted by March 31<sup>st</sup> each year.

The Five-Year Financial Plan Bylaw is attached.

**Financial/Budgetary Implications:**

Attached is a schedule of budgeted revenue and expenditures for each of the years in the 2021 to 2025 financial Plan. This presentation reflects a tax levy increase of 2.0%.

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

The generation of the financial plan consumes considerable time from all staff and management as it is developed and re-worked over a period of months from November to March.

**Options to Consider:**

1. Introduce, read three times.
2. Introduce, amend and read three times and adopt.

Submitted by:   
Yene Byun, Finance Manager

Reviewed by:   
Courtney Kirk, Chief Administrative Officer/Chief Financial Officer



CENTRAL COAST REGIONAL DISTRICT

FIVE-YEAR FINANCIAL PLAN  
BYLAW NO. 61, 2021

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Being a bylaw to adopt the Five Year Financial Plan for the years 2021-2025.

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The Board of Directors of the Central Coast Regional District in open meeting assembled, enacts as follows:

1. This bylaw may be cited as the Central Coast Regional District Five-Year Financial Plan Bylaw No. 61, 2021.
2. Schedules attached hereto and made part of this bylaw are the Five-Year Financial Plan for the Central Coast Regional District for the period January 01, 2021 to December 31, 2025.

READ A FIRST TIME this \_\_\_\_ day of March 2021.

READ A SECOND TIME this \_\_\_\_ day of March 2021.

READ A THIRD TIME this \_\_\_\_ day of March 2021.

RECONSIDERED AND FINALLY ADOPTED this \_\_\_\_ day of March 2021.

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Chair Samuel Schooner

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Courtney Kirk CAO/Corporate Officer

I, Courtney Kirk, Chief Administrative Officer for the Central Coast Regional District hereby certify this to be a true copy of Bylaw No. 61, cited as the "Central Coast Regional District Five-Year Financial Plan Bylaw No. 61, 2021" as adopted.

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Courtney Kirk CAO/Corporate Officer

# Central Coast Regional District Five-Year Financial Plan 2021-2025

## Revenue and Expenditures By Service

	<u>Jan-Dec 21</u>	<u>Jan-Dec 22</u>	<u>Jan-Dec 23</u>	<u>Jan-Dec 24</u>	<u>Jan-Dec 25</u>
<b>Revenue</b>					
Apportioned Administration Fees	559,565	580,741	591,306	608,216	618,519
Local Property Taxation	889,689	1,102,757	1,176,159	1,153,600	1,183,237
Nuxalk Nation Contributions	105,000	160,000	160,000	165,000	165,000
Other Revenue	587,715	305,843	275,232	354,599	366,559
Provincial/Federal Grants	10,101,093	3,889,401	1,046,296	736,296	247,641
Regional Hospital District	13,500	13,500	13,500	13,500	13,500
User Fees & Charges	358,630	431,713	581,882	600,012	613,012
<b>Total Revenue</b>	<b>12,615,192</b>	<b>6,483,955</b>	<b>3,844,375</b>	<b>3,631,223</b>	<b>3,207,468</b>
<b>Expenditures</b>					
<u><b>Administrative Services</b></u>					
Community Works Fund	752,000	300,000	250,000	250,000	111,979
Feasibility Studies	2,000	35,391	23,000	13,200	24,000
General Operations	1,194,034	1,166,195	1,181,114	1,202,929	1,225,299
Grants In Aid	20,875	15,200	15,200	15,200	15,200
<u><b>Development Services</b></u>					
Economic Development	227,582	160,393	115,883	117,883	119,683
Land Use Planning	197,452	92,000	102,000	72,000	77,000
LSA Street Lighting (BC Townsite)	19,800	20,413	20,413	20,793	20,793
Valley Street Lighting	10,000	11,000	11,000	12,100	12,100
<u><b>Environmental Services</b></u>					
Solid Waste Management	797,806	392,535	401,211	432,060	440,018
Waterworks (Denny Island)	1,474,262	42,600	42,600	44,730	44,730
Waterworks Operating (LSA BC Town site)	114,013	78,671	78,671	84,013	80,013
Waterworks Capital (LSA BC Townsite)	27,339	0	0	0	0
Waterworks Operating (Hagensborg)	1,557,159	814,949	84,304	89,654	90,809
<u><b>Leisure Services</b></u>					
Parks and Recreation - Bella Coola	989,793	919,793	673,814	363,814	72,159
Recreation - Denny Island	25,930	8,906	6,906	7,406	7,406
Swimming Pool	4,136,193	1,992,578	167,425	167,425	174,727
Regional Library (VIRL)	68,825	69,848	69,848	71,380	71,380
<u><b>Protective Services</b></u>					
Emergency Management	134,763	134,763	134,763	134,763	134,763
Emergency Mgmt Initiatives (FPP)	633,331	13,035			
Fire Protection (LSA Townsite)	70,208	61,477	62,477	63,477	63,477
Fire Protection (Hagensborg)	97,500	97,500	103,625	103,625	107,345
House Numbering	7,000	1,104	1,104	1,104	1,104



# Central Coast Regional District Five-Year Financial Plan 2021-2025

## Revenue and Expenditures By Service

	<u>Jan-Dec 21</u>	<u>Jan-Dec 22</u>	<u>Jan-Dec 23</u>	<u>Jan-Dec 24</u>	<u>Jan-Dec 25</u>
<b><u>Transportation Services</u></b>					
Airport - Bella Coola	884,466	278,699	335,344	350,344	361,914
Airport - Denny Island	26,278	19,073	19,073	19,073	20,173
<b>Total Expenditures</b>	<u>13,468,610</u>	<u>6,726,123</u>	<u>3,899,775</u>	<u>3,636,973</u>	<u>3,276,072</u>
<b>Excess (Deficiency) of Revenue over Expenditures</b>	(853,418)	(242,168)	(55,400)	(5,750)	(68,604)
<b>Other Income/Expense</b>					
Other Income					
40004 - Surplus, beginning of year	1,560,434	695,195	453,027	397,627	391,877
<b>Total Other Income</b>	<u>1,560,434</u>	<u>695,195</u>	<u>453,027</u>	<u>397,627</u>	<u>391,877</u>
Other Expense					
50204 - Deficit, beginning of year	11,821	0	0	0	0
50224 - Surplus, end of the year	695,195	453,027	397,627	391,877	323,273
<b>Total Other Expense</b>	<u>707,016</u>	<u>453,027</u>	<u>397,627</u>	<u>391,877</u>	<u>323,273</u>
<b>Net Other Income</b>	<u>853,418</u>	<u>242,168</u>	<u>55,400</u>	<u>5,750</u>	<u>68,604</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>



**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Evangeline Hanuse, Land Use Planning & Community Development Coordinator  
**Meeting Date:** March 11, 2021  
**Subject:** Grant in Aid Allocations for 2021

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District resolve that Grant in Aid funds be distributed as per Administration's recommendations as follows:***

SHED Society – Bella Coola Legal Advocacy Program.....	\$5,000. <sup>00</sup>
Bella Coola Valley Tourism.....	\$2,500. <sup>00</sup>
Bella Coola Community Support Society – Equine Program.....	\$3,500. <sup>00</sup>
Bella Coola Valley Sustainable Agricultural Society.....	\$3,300. <sup>00</sup>
Lobelco Community Club.....	\$1,000. <sup>00</sup>
Bella Coola Valley Arts Council.....	\$500. <sup>00</sup>
Bella Coola Valley Festival of Arts.....	\$300. <sup>00</sup>

**Total:** **16,100.<sup>00</sup>**

**Issue/Background Summary:**

A callout was sent on social media, on CCRD's website, and to Outer Coast contacts to advertise this years Grant in Aid. A total of 8 applications were received from various community organizations, totalling \$18,100. The CCRD had budgeted \$18,760 for the 2021 allocations.

An application was received from an individual who sought to apply on behalf of two other organizations, at least one of which does not qualify for funding according to the policy. This application was considered to be out of compliance and therefore could not be recommended by Administration.

Attached is a Summary Schedule of all applications. Individual applications are available to Directors upon request.

As a reminder of applicant eligibility the following criteria must be kept in mind to be considered:

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



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

As noted above, as per Policy F-17 Application for Grant in Aid, applicants must be not for profit or at the approval of the CCRD Board be a well-established community group. As such, one applicant applied as a singular volunteer while seeking support from a community group. This means the application is not in compliance, but has been included for the Board's deliberation and consideration.

**Policy/Bylaw:**

F-17 – Application for Grant in Aid

The Regional District will not provide assistance in contravention of s. 263(1)(c) of the *Local Government Act*.

**Financial/Budgetary Implications:**

The legislation provides a maximum levy of \$0.10 per \$1,000 of assessment for granting aid to community groups. The Regional District has committed to \$20,000 for the 2021 Grant in Aid year.

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

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

**Options for Consideration:**

1. Approve the grant in aid resolution.
2. Do not approve the grant in aid resolution.
3. Other, at the Board's discretion.
4. Allocate the funds in a manner that expends \$18,760.

Submitted by:   
Evangeline Hanuse, Land Use Planning & Community Development  
Coordinator

Reviewed by:   
Courtney Kirk, Chief Administrative Officer

## CCRD Grant in Aid Applicants 2021

Organization	Area Location	In compliance w/ policy?	Amount Requested	Recommended allocation	Description of Project
<b>SHED Society</b>	All Areas	Yes	\$ 5,000.00	\$ 5,000.00	"Making Waves" Project: Marine Delivery of Legal Services to the Central Coast. Includes 6-8 site visits to provide legal advocacy services using a 41' diesel boat for transport
<b>BCVT</b>	Areas C, D, E	Yes	\$ 2,500.00	\$ 2,500.00	Bella Coola Valley wide cleanup of trash with inclusion of all residents
<b>BCCSS - Equine</b>	Areas C, D, E	Yes	\$ 3,500.00	\$ 3,500.00	Engage youth ages 9-16 in equine-based activities in a summer day camp format
<b>BCVSAS</b>	Areas C, D, E	Yes	\$ 3,300.00	\$ 3,300.00	Seeking wages to support 2021 Community Harvest gleaning program
<b>Lobelco Hall</b>	Areas C, D, E	Yes	\$ 1,000.00	\$ 1,000.00	Assistance with general operations (as COVID has reduced rental income)
<b>BCV Arts Council</b>	Areas C, D, E	Yes	\$ 500.00	\$ 500.00	Assistance with general operations
<b>BCV Festival of Arts</b>	Areas C, D, E	Yes	\$ 300.00	\$ 300.00	Support local artists and performers in a festival format
<b>GRAND TOTAL</b>					
			<b>\$ 16,100.00</b>		

<b>Coleen Fraser</b>	Areas C, D, E	No	\$ 2,000.00	0	AED Coordinator will inventory AEDs in the Valley, make recommendations as to the upgrading and expansion of the system and provide education regarding location and use of AEDs.
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51

## CENTRAL COAST REGIONAL DISTRICT POLICIES

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### F-17 – Application for Grant-in-Aid

**Purpose:** To enable the Board to allocate budgeted Grant-in-Aid funds in a consistent and fair manner by ensuring comparable consideration is given to all applications.

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

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

Applications may be for operational or capital expenses, and recurring or one-time events.

The total value of disbursement is at the discretion of the Board of Directors but may not exceed the maximum of \$0.10 per thousand dollars of assessed property values (approximately \$15,000). The amount of individual disbursement is determined based on eligibility and the total number of applications received.

#### **Application Process and Timeline:**

*December:* Call for applications

*February 1 OR first business day in February:* Applications due

*February:* Eligible and complete applications presented to CCRD Board at February Regular Meeting for consideration and final decision

*After March 31:* Applicants advised in writing of whether or not their proposal is approved for funding

*August:* Funds disbursed to successful applicants

*December 31 OR last business day in December:* Deadline for funding report

Incomplete or late applications will not be considered. Please use the checklist to ensure you are submitting all the required information. If you require funds to be disbursed sooner than August, please include a note in your application.

Once the final decision is made by the Board of Directors, the CAO or designate will administer disbursements.

Reports for successful applicants should follow the Appendix C – Report on Grant-in-Aid Funding template. The CCRD reserves the right to request that unspent funds be returned. Failure to report on time without prior written consent from the CCRD may result in revocation of funds and/or ineligibility for future funding.

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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**F-17- Application for Grant-In-Aid... cont**

DISCLAIMER:

The Regional District will not provide assistance in contravention of s. 236(1)(c) of the *Local Government Act*. Furthermore, the Regional District does not intent to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

Please submit applications to:

Administrative Assistant  
Central Coast Regional District  
PO Box 186  
626 Cliff Street  
Bella Coola, BC V0T 1C0

info@ccrd.ca

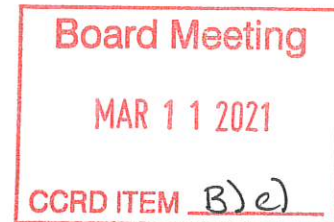
Date: December 11, 2014 - Resolution 14-12-43  
Amended: November 13, 2015 – Resolution 15-11-28  
Amended: November 10, 2016 – Resolution 16-11-20  
Amended: December 12, 2019





**CCRD SERVICE REPORT**

**To:** Courtney Kirk, CAO  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** March 11, 2021  
**Subject:** BELLA COOLA AIRPORT AND FACILITIES SERVICE UPDATE



**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Airport and Facilities Service Report dated March 11, 2021.*

**Service Background:**

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

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

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

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

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

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

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

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

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

- Pacific Coastal continues to offer 3 scheduled flights a week (Tuesday, Thursday, Sunday). Vancouver Coastal has continued to charter a flight in to Bella Coola or Anahim Lake on three additional days per week (days when there is no sched flight available).
- COVID-19 measures in place include the following: Masks are required in public areas of the terminal. A germ shield has been installed at the Pacific Coastal counter in the airport terminal. Two hand sanitizer stations have been installed near the public entrance/exit of the terminal. Decals have been placed on the floor in front of the Pacific Coastal counter to remind people to physically distance when



possible. Public areas of the terminal are being deep cleaned between scheduled flights. Pacific Coastal Airlines has a separate set of procedures in place for passengers.

- Snowfall amounts have been minimal in January and February, 2021. Fewer fertilizer applications for de-icing the runway have been required so far this winter, than in the previous 2 winters.
- Recent rain events have resulted in significant leakage of water through one of the terminal's north facing windows in the lounge area. As soon as temperatures allow, repair work will be undertaken to try and stop the leaking.

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

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

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

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

#### **Feasibility Studies Authorized Under the Service:**

N/A

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

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

- The Airport has been awarded funding from the Ministry of Transportation and Infrastructure (MoTI) for the construction of a new self-serve fueling facility at the Bella Coola Airport.
- The return of the Airport Certificate was achieved as per strategic priority #1 for the Bella Coola Airport. Administration will be looking at the costs of maintaining certification going forward in light of the reduced airport revenues resulting from a significant drop in passenger travel.
- Accessing BC Air Access (BCAAP) funding (as per strategic priority project 2), will continue to be a challenge. BCAAP requires a contribution of 25% of the project cost from the CCRD. Options for securing a 25% contribution are most likely limited to the Community Works Fund, Asset Replacement Reserve or another funder such as Northern Development Initiative Trust (NDIT).

**Financial/Budgetary:**

Total Service Budget (Including Grants) as projected in the draft 2021 financial plan:

Total 2020 Revenues: \$884,466 (includes \$23,591 carry forward surplus from 2019)



**Budget without grant revenues or expenditures:**

Subtotal projected 2021 Revenues: \$283,539 (excluding special project grant revenues):

\$123,617 is allocated from the CCRD Covid-19 Safe Restart Grant to account for significant loss of revenue since 2019 due to COVID-19 reduction in user fee revenue.

**Grant Funded Special Projects**

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

- 1) Special Project: BC Rural Dividend - Bella Coola Airport: Tourism and Capacity Enhancement Initiative #201802003 - RD Project Management Lot-development (502451-210)  
Total 2021 Budgeted Grant Revenue: \$30,210
- 2) Special Project: Ministry of Transportation & Infrastructure - BC Air Access Program - Obstacle Removal and Certification Project at Bella Coola Airport #0670A108635  
Total 2021 Budgeted Grant Revenue: \$2,717
- 3) Special Project: Ministry of Transportation & Infrastructure - BC Air Access Program – Bella Coola Airport Fueling Station  
Total 2021 Budgeted Grant Revenue: \$568,000

***Notes on Financial Variance:***

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

- Due to a reduced scheduled air service and decrease in passenger travel, the airport saw a significant drop in 2020 operational revenues, compared to the previous year. Operational revenue was budgeted at \$228,086, however unaudited operational revenue at year end was only \$127,273. Operational expenses were approximately \$214,000 in 2020. There was a carry forward surplus of \$95,131 from 2019 which has softened the impact of the reduction in revenues, however the airport has had to cut costs in an effort to end the year without a deficit in this service. It appears the airport will be able to carry forward a modest surplus of approximately \$23,500 to 2021.

- Much uncertainty remains around the levels of passenger travel expected in 2021 and we continue to expect lower levels of passenger traffic compared to pre-pandemic levels.
- Fuels surcharge revenue is expected to drop significantly below the budgeted amount due to reduced commercial traffic.
- Fuels sales revenue for 2020 was about ½ of pre-pandemic levels. We expect this trend to continue through much of 2021.

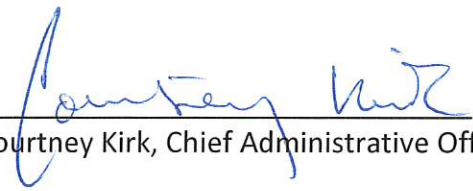
**Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:**

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

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

The total apportioned administration costs determined for CCRD's Bella Coola Airport and Facilities Service is calculated to be \$133,000 for 2021 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024. The increasing costs are a consequence of elevating service needs to maintain full certification, the cost of overseeing new special projects benefiting the service as a whole, and the cost to meet additional service needs to maintain compliant operations through the pandemic, irrespective of reduced landings.

Respectfully Submitted by: \_\_\_\_\_  
Ken McIlwain, RPF

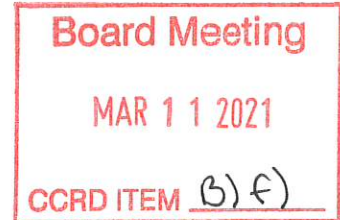
Reviewed by:   
Courtney Kirk, Chief Administrative Officer





**CCRD SERVICE REPORT**

**To:** Courtney Kirk, CAO  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** March 11, 2021  
**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 March 11, 2021.*

**Service Background:**

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

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

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

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

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

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

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

**Quarterly [or Bi-Annual or Annual] Highlights (from 2020):**

- Due to COVID-19 restrictions, there were essentially no landings at the Denny Island Airport in 2020.
- A tender was issued for brushing work along the airstrip, apron, taxiway and access road at the Denny Island Aerodrome. The contract was awarded to Yuri Krajewsky for \$8400.00. The work was completed and has been inspected and approved by the Commission.
- The roof of the terminal building continues to leak and the Airport Commission plans to advertise for proposals to repair the roof.
- The runway and associated airport facilities were inspected last week by the Commission Chair and reported to be in acceptable condition. The brushing work completed in 2020 appears to have been effective.

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

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

**Feasibility Studies Authorized Under the Service:**

There are currently no feasibility studies authorized under this service.

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

Strategic Plan Goal:

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

**Financial/Budgetary:**

Total Service Budget (Including Grants):

Total 2021 Projected Revenues (including carry forward surplus of \$13,805):  
\$26,278

**Budget without grant revenues or expenditures:**

Subtotal 2020 Revenues: \$26,278 (excluding special project grant revenues):

**Grant Funded Special Projects**

There are currently no special grant funded projects underway.

***Notes on ongoing Financial Impact of the Pandemic:***

\$2,100 was budgeted for landing fee revenue in 2020. There were essentially no landings in 2020 and so no landing fees were collected. \$2500 from the CCRD COVID-19 Safe Restart Grant was allocated to the Denny Island Airport service in the draft 2021 budget to account for lost revenues due a reduction in landings and landing fees arising from the pandemic.

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

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

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

The total apportioned administration costs determined for the Denny Island Airport Operation and Facilities Service is \$1,649.00 (unchanged from 2020 to minimize further

burden to the service arising from the pandemic) and incorporated as such into the CCRD Five Year Financial Plan 2021-2025.

Respectfully Submitted by: \_\_\_\_\_  
Ken McIlwain, RPF

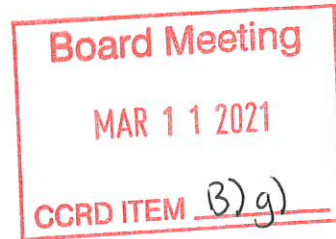
Reviewed by:  \_\_\_\_\_  
Courtney Kirk, Chief Administrative Officer



# PROJECT UPDATE

**URBAN**  
systems

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



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

## KEY DATES

- The Vancouver Coastal Health (VCH) *Water Supply System Construction Permit* for the CCRD water distribution system has been extended to February 12, 2023.
- The Ministry of Transportation and Infrastructure (MOTI) *Permit to Construct, Use, and Maintain Works Within the Right-of-Way of a Provincial Public Highway* has been issued, which reflects the revised pipe cover of 0.9 metres and is valid until a revised date of December 31, 2021.
- The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (MFLNRORD) has issued the CCRD's *Conditional Water Licence*, a condition of which is that the infrastructure work be completed and water beneficially used by December 31, 2023.

## RECENT WORK COMPLETED

- The reservoir supply and distribution piping contract (being completed by Steve Emery Contracting) is underway. The photos below show some of the recent work.



Reservoir Supply / Distribution Pipes



Tee for West / East Branches

## PROJECT UPDATE

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



- School District #49 has awarded the water treatment plant contract to AWC Water Solutions.
- The project team is working with BC Hydro regarding the new electrical service required for the water treatment plant.
- Specifications to complete the treatment plant site works, underground piping, and commissioning of the groundwater well are being prepared.

## 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 watermain alignment will be refined targeting the optimal position within the road right-of-way, which will be partially informed by the trenching observations during the School District #49 works.
- The water service connection locations to each lot in the service area will be reviewed to ensure that each property is serviced by a fronting watermain. Further the position for the water meter box relative to the property line will be reviewed as will the protocols for how / when physical connection to the home is authorized.
- Hydrant positions will be reviewed, targeting an approximate spacing of 150 metres with adjustments based on ensuring sufficient access to hydrants and maximizing fire protection benefits.
- The procurement approach and phasing for construction of the CCRD water distribution system will be reviewed.
- The construction schedule may be impacted by the ongoing pandemic situation. The project team continues to advance tasks that can be completed safely and remotely.

Sincerely,

**URBAN SYSTEMS LTD.**

A handwritten signature in black ink, appearing to read "J Scissons", written over a circular stamp.

Jacob Scissons, P.Eng.  
Project Manager

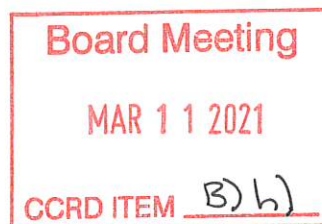
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# PROJECT UPDATE



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



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

## KEY DATES

- The Order in Council was executed on December 14, 2020 to complete the conversion process of transferring the ownership and operation of the Hagensborg Community Water System from the Hagensborg Waterworks Improvement District to the CCRD.

## RECENT WORK COMPLETED

- The CCRD has been working to update and consolidate various bylaws associated with the water service.
- The water service area and fire protection service area extents have been confirmed and population projections, water demands, and other key design criteria are being developed.
- The evaluation of groundwater vs surface water supply options is underway.
- Permit applications for the proposed watermain replacement work within the highway right-of-way and creek crossings are pending review.
- Consultation with Nuxalk Nation is underway and the team is exploring public engagement options that can be completed within applicable safety protocols.

## NEXT STEPS

- The topographic survey and geotechnical fieldwork will be advanced, which is pending weather and COVID considerations.
- The segments of watermain requiring replacement will be identified along with confirmation of pipe sizes to convey the required flows and maintain adequate pressures.
- Permit applications to regulatory agencies will be completed and submitted and the procurement approach will be developed.

Sincerely,  
**URBAN SYSTEMS LTD.**

  
 Jacob Scissons, P.Eng.  
 Project Manager

U:\Projects\_KAM\3383\0014\011C-Correspondence\C1-Client\2021-03-04 Hagensborg Water System Upgrades - February 2021 Update.docx

# Centennial Pool Commission

## Minutes

22 February 2021

Board Meeting

MAR 11 2021

CCRD ITEM 3) i)

Present (via Zoom): N. Koroluk, C. Nygaard, C. Hoppe, C. Kirk, J. Cole

1. Pool Start-Up – Advertising

The ads for pool employees will be in the same format as last year, and will be organized by CCRD staff. Employment start date will be beginning of May, with the facility opening as soon as possible after that.

2. Training

Training will be undertaken as soon as staff are hired. Some sessions may be attended by Commission members.

3. Funding Updates

Funding issues were discussed. Allocations will be made according to long-term planning documents.

4. Renovation Update

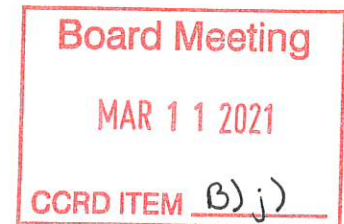
COVID-19 issues continue to influence construction strategy but staff are confident that appropriate resolutions will be in place.





## REQUEST FOR DECISION

**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** March 12, 2020  
**Subject:** Centennial Pool Upgrade Update



### Recommendation:

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

### Issue/Background Summary:

In 2015 the CCRD Board of Directors identified Asset Management, and specifically the replacement of pool infrastructure as a top 3 strategic priority. CCRD staff and the Pool Commission began actively looking at options for renewal of the Centennial Pool facility. In 2016, CCRD commissioned a condition assessment and options report by architectural firm Carscadden Stokes McDonald Architects Inc with support from engineering firm AME Group.

In the spring of 2017, UBCM announced that there they would be opening an intake for applications to the Strategic Priority Fund – Gas Tax. The SPF program provides grant funding specifically targeted for the capital costs of local government infrastructure projects that are larger in scale, regional in impact, or innovative and support the national objectives of productivity and economic growth, a clean environment and strong cities and communities.

In anticipation of this grant funding opportunity, the CCRD Board, staff and Pool Commission worked with architectural firm Carscadden Stokes McDonald Architects Inc, to enhance the Options Report they had produced the previous year, into a feasibility study, featuring a concept design and full costing for a renewed outdoor pool facility. This work was supplemented with an Asset Management Strategy for the facility, prepared by engineering firm Urban Systems.

The preferred concept design featured a new 25-meter pool tank and decks with an option for a lazy river feature, a hot pool, as well as a new mechanical system and mechanical building.

Support for the project was obtained from Nuxalk Nation, Nuxalk Health Centre/FNHA, School District #49, Nuxalk Acwscmalmalayc Academy of Learning, Vancouver Coastal Health, Bella Coola Elementary School, Healthy Beginnings, Sir Alexander Mackenzie School, Bella Coola Adventist School and Bella Coola Farmer's Institute.

The existing pool facility is constructed on a lot, leased to the CCRD by the Bella Coola Farmer's Institute. Prior to submission of the grant application to UBCM, CCRD staff shared with the Board of the Farmer's Institute the concept design and project information to obtain their consent and support for the proposed facility upgrade. A letter of support for the project was received from the Farmer's Institute in early May 2017.

A grant application was submitted to the UBCM administered Strategic Priorities Fund in July of 2017. It wasn't until the early spring of 2018, that CCRD heard back from UBCM that the pool project had been approved.

Around the same time that spring, Northern Development Initiative Trust opened an intake for their Economic Diversification Infrastructure funding stream which would fund up to \$250,000. CCRD staff were able to submit an application for funding that would see renovations to the changerooms and the addition of training space to the building.

Through 2018, staff and the Pool Commission began work on merging the proposed upgrades to the pool changeroom building, with the previous concept design work that had been completed on the pool tank and associated infrastructure. Options for different 'add-ons' were prepared in the event the budget proved sufficient to undertake work over and beyond the pool tank, hot pool and mechanical system upgrades. It became clear during the design work that it would be very beneficial to extend the pool building upgrade to include universal and fully accessible family change areas as well as private change stalls. These features were added in the hope that the available budget would support these additional works, or that more funding could be accessed.

In late 2018, through early 2019, the pool concept design options were made available to the public for comment. The design option showing a tot's pool as the additional feature proved to be the favorite. This was followed by a lazy river option and a leisure pool option.

Questions surfaced during the public consultation process around why the CCRD was not undertaking the pool construction in a new location. The primary reason is that the grant funding is for the renewal of the existing facility, not construction of a brand-new facility. Even if the CCRD could appeal to the grant funders for permission to try and construct a new facility, the reality is the CCRD owns very few or no suitable parcels of land on which to construct a new pool facility.

Staff worked through 2019 to research outdoor pool construction projects underway elsewhere and develop the project delivery methodology. A comprehensive report was prepared for the CCRD Board of Directors in October of 2019, outlining the research



completed and proposed project delivery. For the main reason of 'cost certainty' it was recommended that a 'Design-Build' project delivery process be used.

A Request for Proposals (RFP) was issued in December 2019, inviting proponents to submit a proposal for the complete Design/Build upgrade of the Centennial Pool in Hagensborg. No proposals were received by the closing date of February 11, 2020. Interested parties included pool construction firms, building construction firms and architectural firms. Inquiries by these firms indicated discomfort or challenges with undertaking all phases of the project (architectural, engineering, building construction and pool construction). Firms also expressed apprehension around the upfront costs of putting together a comprehensive proposal with concept design and detail, with no significant guarantee of work.

The COVID-19 pandemic materialized as staff were revisiting the project delivery methodology for the pool project in the spring of 2020. Due to uncertainty around advancing the project during the pandemic and a reallocation of staff resources to address service delivery during the pandemic, the project has been delayed. The CCRD Board adopted the COVID-19 Business Continuity and Services Restoration Plan as well as an amended 2019-2022 Strategic Plan that have helped guide regional district priorities through the pandemic.

Further research and discussion between staff and the Pool Commission concluded that the project would benefit from additional funding in order to try and complete more phases of the concept design; specifically, full renovation and expansion of the existing pool changeroom building in conjunction with a new pool basin, hot pool, decks and mechanical system. In October of 2020, the province announced the Community Economic Recovery Infrastructure Program, which would provide up to 1 million dollars in funding for community infrastructure project. The Centennial Pool Renewal Project is identified as a strategic priority of the Board and the project was a good fit for the funding program. A grant application requesting \$990,840 was submitted.


The list of successful applicants was publicized in late February 2021, with CCRD receiving the full funding request of \$990,840. Other committed funding sources for the project include 2.7 million dollars from the Strategic Priorities Gas Tax Fund, \$250,000 committed from Northern Development Initiative Trust, \$300,000 from the CCRD Community Works Fund and \$50,000 from the CCRD Pool Asset Replacement Fund/Capital Works Budget. The total available funding is approximately \$4.3 million dollars.

Staff are working as a team, with input from Urban Systems and the Pool Commission, to develop a project delivery model and strategy that will hopefully attract competitive bids for the architectural design and construction phases of the project.

Tentative scheduling would see the architectural/engineering design phase underway through the spring and summer of 2021. Demolition and construction tendering would take place in the fall of 2021, with construction likely beginning in the spring of 2022.

The rollout of a project like this is complex and subject to a variety of possible delays. It is expected that the pandemic and influx of public infrastructure dollars will continue to impact construction firm availability into the future. As the project design phase evolves and tendering takes place, we will be better able to assign timelines for completion of the construction phases.

Submitted by: \_\_\_\_\_  
Ken McIlwain, Operations Manager

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





## REQUEST FOR DECISION

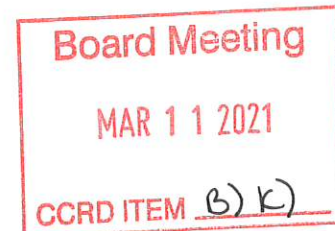
**To:** Courtney Kirk, CAO

**CC:** Board of Directors, CCRD

**From:** Ken McIlwain, Operations Manager

**Meeting Date:** March 11, 2021

**Subject:** Application to the BC Community Economic Recovery Infrastructure Program British Columbia for funding to support the Centennial Pool Renewal Project.



### Recommendation:

***THAT the Board of Directors of the Central Coast Regional District retroactively approves staff to submit a grant application to the BC Community Economic Recovery Infrastructure Program for \$990,840 in funding to support the Centennial Pool Renewal Project.***

### Issue/Background Summary:

#### **Program overview**

The Community Economic Recovery Infrastructure Program provides fully-funded provincial grants to support economic resilience, tourism, heritage, and urban and rural economic development projects in communities impacted by COVID-19.

#### **Project description**

The Centennial Pool Renewal project will involve replacement of the existing pool tank, decks and mechanical system. A new hot pool will be constructed and the existing changeroom buildings will be renovated and expanded to include training space.

The Centennial Pool Renewal Project is a CCRD Board Strategic Priority as identified in the CCRD Amended Strategic Plan:

Centennial Pool	Renewal of Centennial Pool Facility	Improving Our Infrastructure	2021	Timeline dependent on success of RFP and pandemic-related public health guidelines over the next 6-12 months
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**Policy, Bylaw or Legislation:**

CCRD Policy A-18 – Funding Proposals:

***“Policy:*** 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.

***Exception:*** In the event that a funding proposal falls within the current strategic priorities of the board of directors, board authorization by resolution is not required.”

As noted in the previous section, the project falls within current strategic priorities of the CCRD Board of Directors.

**Financial/Budgetary Implications:**

The grant program provides 100% funding. The additional \$990,840 will bring the total project funding to approximately 4.3 million dollars. Other committed funding sources for the project include 2.7 million dollars from the Strategic Priorities Gas Tax Fund, \$250,000 committed from Northern Development Initiative Trust, \$300,000 from the CCRD Community Works Fund and \$50,000 from the CCRD Pool Asset Replacement Fund/Capital Works Budget.

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

The application was prepared by the CCRD contract grant writer and CCRD Operations Manager. Approximately 2 days of time was required for the Operations Manager to prepare project details and budgeting to support the application.

Submitted by: \_\_\_\_\_  
Ken McIlwain, Operations Manager

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



# PROJECT UPDATE

Board Meeting

MAR 11 2021

CCRD ITEM B) m)

**URBAN**  
systems

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

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

## KEY DATES

- The Completion Date for the EMBC Disaster Mitigation Unit Grant is September 30, 2021.

## RECENT WORK COMPLETED

- UBCM / EMBC have completed their review of the phase 1 summary report and confirmed that all program requirements have been fulfilled.
- The scope of work for the topographic survey (to supplement the LiDAR data) has been confirmed and will focus on surveying channel cross sections at bridge structures, key development areas, and specific stable channel locations.
- The approach for the natural hazards assessment is being developed, which will focus on assessment of the tributaries / alluvial fans where a landslide, debris flow, or similar would have the most severe impact.
- The analysis approach has been confirmed including the specific flood mapping and return periods that will be developed.

## NEXT STEPS

- A work program / quotation will be retained to conduct the topographic survey and channel cross sections.
- The natural hazards assessment framework will be completed, including a detailed scope of work / terms of reference to proceed with the work.
- The scope of work for the subsequent phases of work will be drafted.

Sincerely,  
**URBAN SYSTEMS LTD.**



Jacob Scissons, P.Eng.  
Project Manager

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## 2021 AGM & CONVENTION

### CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC members elect directors to the Executive Committee at the AGM. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between annual meetings. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

#### 1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

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

#### 2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2021 Nominating Committee is Past President Carl Jensen.

#### 3. NEXT STEPS

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

**To be included in the Report on Nominations,  
Nominations Must Be Received by March 26, 2021**

#### 4. AT CONVENTION

There will be NO nominations from the floor at the May 28, 2021 virtual AGM.

#### 5. FURTHER INFORMATION

All enquiries should be directed to:

**Past President Carl Jensen, Chair, 2021 Nominating Committee**  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8  
Phone: (250) 356-5122  
email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)





## BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

### 1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

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

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

### 2. AVICC EXECUTIVE STRUCTURE

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

#### COMMITTEES

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

#### CONTRACTED EMPLOYEE

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

### 3. EXECUTIVE MEETINGS

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

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

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

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

**NOMINATIONS FOR THE 2021-22 AVICC EXECUTIVE**

We are qualified under the AVICC Constitution to nominate<sup>1</sup> a candidate and we nominate:

Candidate Name: \_\_\_\_\_

Local Government Position (Mayor/Councillor/Director): \_\_\_\_\_

Local Government Represented: \_\_\_\_\_

**AVICC Executive Office** Nominated For: \_\_\_\_\_

**MEMBERS NOMINATING THE CANDIDATE:**

Printed Name: _____	Printed Name: _____
Position: _____	Position: _____
Muni/RD: _____	Muni/RD: _____
Signature: _____	Signature: _____

**CONSENT FORM**

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution<sup>2</sup>. I also agree to provide the following information to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **Friday, March 26, 2021**.

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

Printed Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Muni/RD: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> Nominations require two elected officials of local governments that are members of the Association.

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

**Return To: Past President Carl Jensen, Chair, Nominating Committee,  
c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8  
or scan and email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)**





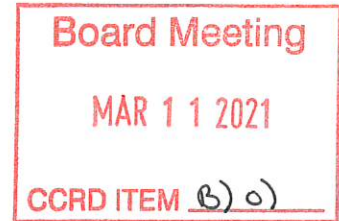
**RESOLUTION SUBMISSION**

**To:** AVICC

**From:** Board of Directors, Central Coast Regional District

**Date:** February 26, 2021

**Subject:** AVICC/UBCM Resolution Submission: Sponsorship for Small Local Government Attendance at Area and UBCM Conventions



**Issue/Background Summary:**

The Central Coast Regional District has the smallest tax base of any regional district in the province, and like many small municipal governments, elected official attendance at their area and UBCM conventions presents an inequitable strain on local tax payers, in comparison to local governments who have larger property tax bases to draw from to support civic governance.

Rural and remote communities continuously struggle to influence political decisions that affect their lives and well-being. Area and UBCM annual general meeting conventions provide important networking and advocacy opportunities for elected local government officials to advance their communities, both through the formal association resolution processes and through access to contemporaneous opportunities to access provincial ministers and staff during convention. Some local governments have greater flexibility than others in ensuring representation and participation at these events, given larger tax bases to absorb the travel, accommodation and convention costs. For some small local governments, the cost is simply too prohibitive to send representation to these events. The smaller the tax-base of the local government, the greater the relative burden is on property tax payers to send representation and ensure effective participation. This inequity disproportionately impacts rural and remote communities most in need of member association support and access to provincial ministers and staffers to ensure their community's views and needs are heard on matters impacting their lives and well-being.

Funding and a sponsorship framework are needed to address the issue of equitable local government participation at area and UBCM annual general conventions.

The CCRD Board of Directors has opted to submit a resolution to the AVICC 2021 Convention for endorsement in the hopes of further consideration for member support at UBCM 2021. The Board resolution supporting the resolution submission will be available to AVICC upon the adoption of the CCRD's February 11, 2021 Special Board Meeting minutes.



**Resolution:**

**Funding for Small Communities to Attend AVICC**

*Whereas the costs for travel to and attendance at in-person AVICC conventions for very small and remote local governments constitutes a significantly higher percentage of their budgets compared to larger and more urban local governments,*

*And whereas the number of elected officials who can attend from small and remote communities is therefore significantly impacted and often reduced,*

*THEREFORE BE IT RESOLVED that AVICC consider creating a fund to support local governments who experience significant challenges allocating funds to send representatives to the AVICC annual convention.*

**Funding for Small Communities to Attend UBCM**

*Whereas the costs for travel to and attendance at in-person UBCM conventions for very small and remote local governments constitutes a significantly higher percentage of their budgets compared to larger and more urban local governments,*

*And whereas the number of elected officials who can attend from small and remote communities is therefore significantly impacted and often reduced,*

*THEREFORE BE IT RESOLVED that UBCM consider creating a fund to support local governments who experience significant challenges allocating funds to send representatives to the UBCM annual convention.*



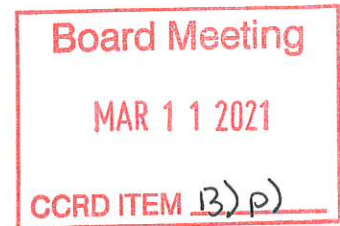
**RESOLUTION SUBMISSION**

**To:** AVICC

**From:** Board of Directors, Central Coast Regional District

**Date:** February 26, 2021

**Subject:** AVICC/UBCM Resolution: Funding for Landfill Compliance and Closure



**Issue/Background Summary:**

Provincial legislation in British Columbia governing solid waste management in general, and legislation governing landfills in particular, has tightened over the years to address various environmental concerns. CCRD, as part of its Solid Waste Management Service for Electoral Areas C, D, and E, has been operating the landfill portion of Thorsen Creek Waste and Recycling Centre under a “grandfathered” Certificate of Operations for several years. Current, updated legislation for landfills includes exemptions to allow for operation and closure of older landfills under outdated legislation. CCRD meets all the exemptions except for one, which is annual rainfall. This means that the CCRD cannot continue to operate the TCWRC under the outdated legislation certificate indefinitely.

Despite the significant financial pressure this updated and improved SWM legislation places on CCRD and other local governments, the Province has yet to offer financial strategies or new funding to help offset the additional costs to local governments to comply with current provincial legislation. Landfill operation and closure under current legislation will require significantly more financial commitment from CCRD’s tax base in the Bella Coola Valley, as well as other sources of funds yet to be identified. Grant funding for landfills is extremely difficult to find, given current provincial policy prioritizing Zero Waste province-wide.

The CCRD Board of Directors has opted to submit a resolution to the AVICC 2021 Convention for endorsement in the hopes of further consideration for member support at UBCM 2021. The Board resolution supporting the resolution submission will be available to AVICC upon the adoption of the CCRD’s February 25, 2021 Special Board Meeting minutes.

**Resolution:**

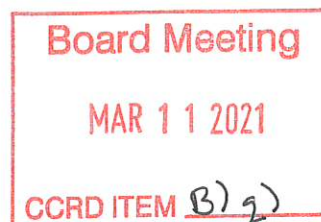
***Funding for Compliance with New Landfill Operation and Closure Legislation***

*Whereas provincial legislation governing solid waste management in British Columbia has increasingly tightened over the past several years to address important environmental concerns and thereby downloaded new costs onto local governments who must operate or retire their landfills in compliance with new provincial priorities;*

*And whereas the Province of British Columbia has not developed an equitable or effective fiscal strategy to resource local governments to meet these new landfill operation and closure costs, thereby forcing some local governments to operate, and consider retiring their landfills, under "grandfathered", outdated, and environmentally unsound legislative criteria in order to cope with the substantial and unforeseen costs of compliance;*

*THEREFORE BE IT RESOLVED that UBCM call upon the Province of British Columbia to provide the necessary resources to local governments for landfill compliance related projects so that landfills may be operated and retired in an environmentally sound manner and obligations to First Nations may be better met in acknowledgment of Indigenous rights and title to impacted lands and water.*





February 17, 2021

Mayors and Regional District Chairs of British Columbia  
Attendees of January 2021 Regional Calls with Minister Josie Osborne

Dear Mayors and Chairs,

Thank you for taking the time to join Minister Josie Osborne and UBCM President Brian Frenkel for the first round of regional calls in the new year. Hearing from UBCM directly on some of its key interests and issues was very much appreciated. As Minister Osborne and President Frenkel said during the calls, these calls continue to be a great opportunity to hear from you about the key issues and opportunities you are working on in your communities for 2021 (in addition to COVID-19).

There were a number of themes that came up during the calls including connectivity, reopening of BC parks in the spring and roll out of vaccine distribution. This email sets out links and resources on some of the topics raised.

As well, on specific issues such as grant applications or questions particular to your community, please remember that your staff can reach out to Ministry of Municipal Affairs staff for assistance (see the [Local Government Division staff finder](#) for the appropriate staff person for your area).

#### **COVID-19 update**

The [state of emergency](#) is extended to March 2, allowing health and emergency management officials to continue to use extraordinary powers under the Emergency Program Act. On February 5th, Minister Dix and Dr. Henry announced that the [province-wide restrictions](#), put in place to significantly reduce COVID-19 transmission related to social interactions and travel, would continue until further notice based on direction from the PHO.

Although the COVID-19 immunization plan is in effect, Dr. Henry reminded us that gatherings of any size, in our homes or elsewhere, are high risk and non-essential travel should not be happening right now. Please stay tuned for more announcements from Dr. Henry and check the provincial government [COVID-19 website](#) regularly for updates.

### Vaccine distribution

The Provincial Health Officer appreciates the willingness of local governments to support vaccine distribution at the local level and has informed those planning vaccine distribution logistics about the potential for local governments to assist in this regard. The organizers of the immunization roll out recognize the important role that local governments have in this process and are aware that the earlier local governments are involved in the planning, the better the outcomes will be.

Currently, it is planned that vaccinations for the general population will run March to September 2021 and will start in March with people over the age of 80, who will be receiving information in the weeks ahead on when and how to get their vaccinations. The vaccination roll out hinges on vaccine availability and may be subject to change. Immunization clinics are being organized in 172 communities in BC and will be overseen by local health authorities.

The clinics will be held at large centres, including school gyms, arenas, convention halls and community halls. Mobile clinics will be available for some rural communities and for people who are homebound due to mobility issues. More information about the roll out and registration process will be available in late February.

The best source of COVID-19 vaccine information is the [BC Centre for Disease Control \(BCCDC\)](#).

### Home Owner Grant Centralization

Effective 2021 all home owner grant applications must be submitted directly to the BC provincial government through a secure online application. **Municipalities no longer need to and should not accept any applications.** As of February 16, 2021, homeowners can apply for their current year or their retroactive home owner grants online at [gov.bc.ca/homeownergrant](http://gov.bc.ca/homeownergrant). Homeowners can find information about this change at [gov.bc.ca/homeownergrant](http://gov.bc.ca/homeownergrant) or they can call toll free: 1-888-355-2700 to speak with an agent. **We encourage you to share this information with your residents.** Should you have any questions, please reach out to Kally Khaira, Director, Property Taxation Branch, Ministry of Finance, by phone at 778 698-9536 or email [Kally.Khaira@gov.bc.ca](mailto:Kally.Khaira@gov.bc.ca).

### Local Business Support - Launch Online Grant Program

The recently announced new Launch Online Grant Program will provide business owners, including those in hard-hit sectors such as retail, tourism and restaurants, with up to \$7,500 to build or strengthen their online store and promote BuyBC at a local, national and international level. The Province is contributing \$12 million to support about 1,500 eligible BC businesses to build, maintain and market their products and services online. The grant will pay for up to 75% of eligible expenses up to \$7,500 per business to develop or enhance their online store. Applications for this program are now open and businesses can visit [launchonline.ca](http://launchonline.ca) to apply. **We encourage you to promote this opportunity** directly with your business communities and Chambers of Commerce.

### **Strengthening Communities Funding**

The Strengthening Communities Funding is a component of the Safe Restart Fund that will provide support to local governments to address the needs of vulnerable populations. This funding program is currently in development. More information will be available in the coming weeks and we will reach out with these details as soon as we can.

### **Infrastructure Funding**

Local governments can access **infrastructure funding** through a variety of grant programs. If you have questions about local government infrastructure grants, you may also contact the Ministry directly by email at: [infra@gov.bc.ca](mailto:infra@gov.bc.ca). **At this time, intakes are closed and programs are moving into reviews of the applications submitted.**

**Community Economic Recovery Infrastructure Program (CERIP):** The application window for CERIP is closed; **notifications will occur in February 2021.** If you have any specific questions about this program, contact the Ministry by email at: [infra@gov.bc.ca](mailto:infra@gov.bc.ca). See <https://www2.gov.bc.ca/gov/content/economic-recovery/cerip> for more details.

**Investing in Canada Infrastructure Program – British Columbia – COVID 19 Resilience Infrastructure Stream (CVRIS):** The application window for CVRIS is now closed. **Notifications are planned for this Spring.** Program details can be found at: [www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program](http://www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program)

**Adaptation, Resilience and Disaster Mitigation Program (ARDM):** The application window for ARDM is now closed. **Notifications are planned for this Spring.** Program details can be found at: [www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program](http://www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program). Questions can be emailed to [EMBCDisasterMitigation@gov.bc.ca](mailto:EMBCDisasterMitigation@gov.bc.ca).

**Infrastructure Planning Grant Program: Intake is open year-round.** Local governments can apply for grants that support projects related to the development of sustainable community infrastructure through the Infrastructure Planning Grant Program. The program is open for applications year-round with regular processing deadlines. See <https://www2.gov.bc.ca/gov/content/governments/local-governments/grants-transfers/grants/infrastructure-planning-grant-program> for more details.

### **BC Parks**

BC Parks is finalizing plans to open camping reservations for the 2021 season. An announcement will be coming soon that will provide details for the upcoming camping season and information related to the Discover Camping reservation service. BC Parks will be working with partners and stakeholders to ensure the season is a safe and successful one.



**Connectivity**

Minister Osborne appreciates you raising the issue of connectivity in the recent calls, recognizing that working to connect all people in BC – regardless of where they live – is a priority for our government. The Internet is embedded into all aspects of our day-to-day lives as it enables a broad spectrum of possibilities including healthcare, education, culture, public safety, and economic activity. Providing the same level of access, quality and affordability in rural areas as seen in urban areas is a key priority for the Province.

Provincial connectivity work is led by the Ministry of Citizens' Services, and Minister Osborne has an upcoming meeting with Minister Lisa Beare on the province's ongoing work on this file, in conjunction with the federal government.

The next regional calls will be at the end of February and the topic will be on COVID-19 and mental health, as this is a topic that many of you have raised. Minister Osborne will be joined by her colleague, Honourable Sheila Malcolmson, Minister of Mental Health and Addictions, on these calls. Invitations for this meeting were sent February 12, 2021 from Minister Osborne's office.

As Dr. Henry said recently, we are making progress in our efforts to push back on the COVID-19 virus and get to days of fewer restrictions. We can keep this positive, forward momentum going and help keep our province safe through the small efforts we make every day.

Thank you for your continued leadership and collaboration. Staying connected and supporting one another are still important priorities in these challenging times.

Sincerely,



Okenge Yuma Morisho  
Deputy Minister



Tara Faganello, CPA CGA BA Ec.  
Assistant Deputy Minister

pc: Chief Administrative Officers  
Gary MacIsaac, Executive Director, UBCM  
Nancy Taylor, Executive Director, LGMA  
Todd Pugh, Executive Director, CivicInfo



Board Meeting

MAR 11 2021

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# Blue Economy Strategy

Your oceans • Your voice • Your future

## Let your views be known!

Download the Engagement Paper from [canada.ca/blue-economy](http://canada.ca/blue-economy),  
and email your submission by June 15, 2021 to:  
[BlueEconomy-EconomieBleue@dfo-mpo.gc.ca](mailto:BlueEconomy-EconomieBleue@dfo-mpo.gc.ca)

Watch for Surveys and Questions

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