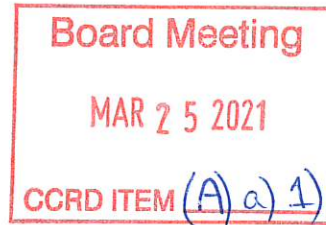




**REQUEST FOR DECISION**

**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Yene Byun, Finance Manager  
**Meeting Date:** March 25, 2021  
**Subject:** Revenue Anticipation Borrowing Bylaw No. 503



**Recommendation:**

*THAT Bylaw 503, cited as "Revenue Anticipation Borrowing Bylaw No.503, 2021" be now introduced and read a first time.*

*THAT Bylaw 503, cited as the "Revenue Anticipation Borrowing Bylaw No. 503, 2021", having been given due and detailed consideration by the Board be now read a second and third time."*

*THAT Bylaw 503, cited as the "Revenue Anticipation Borrowing Bylaw No. 503, 2021, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Corporate Officer."*

**Issue/Background Summary:**

The regional district operates to a large extent, on the tax levy requisitioned from the province. Regular and extraordinary expenditures are paid for the entire fiscal year, but the annual requisition is not received until August. This bylaw allows administration to borrow funds to continue operations from January – July if necessary until the annual requisition is received.

**Policy, Bylaw or Legislation:**

The *Local Government Act* provides for borrowing, by bylaw, pursuant to Section 404.

**Financial/Budgetary/Asset Management Implications:**

The annual tax requisition for 2021 will exceed \$800,000 including Hagensborg Waterworks and Fire Protection service.

This bylaw provides for borrowing of \$450,000. The costs of borrowing (interest expense) will be determined by the actual amount borrowed and the length of time it takes to pay it back.

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

Minimal. Done in the normal course of business.

**Options to Consider:**

The CCRD already has a line of credit with the Williams Lake and District Credit Union. Any further extension to the line of credit will attract a 1% up-front, one-time fee. Regional District funds are also retained by the Municipal Finance Authority (Money Market Funds), and depending on the cash needs, may be redeemed without charge.

Staff is reviewing current rates and charges related to borrowing from financial institutions and will determine the course of action as and when appropriate.

Submitted by:   
\_\_\_\_\_  
Yene Byun, Finance Manager

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

Board Meeting  
MAR 25 2021  
CCRD ITEM (A)(c) 2)

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 503

A bylaw to provide for the borrowing of such sums of money as may be requisite to meet the 2021 current lawful expenditures of the Regional District.

WHEREAS the Board of the Central Coast Regional District is empowered by Section 404 of the *Local Government Act* to provide by bylaw for the borrowing of money that may be necessary to meet its current lawful expenditures before its revenue, from all sources, to pay for those expenditures has been received.

AND WHEREAS to meet the 2021 current lawful expenditure of the Regional District it is deemed expedient that the Board borrow an aggregate sum of \$450,000;

NOW THEREFORE the Regional Board of the Central Coast Regional District, in an open meeting assembled, enacts as follows:

1. It shall be lawful for the Regional Board to borrow upon the credit of the Regional District from a chartered bank, credit union, or Municipal Finance Authority the sum of FOUR HUNDRED AND FIFTY THOUSAND DOLLARS (\$450,000), in such amounts as may be required and at the prevailing interest thereon;
2. Pursuant to Section 404(2) of the *Local Government Act*, all monies so borrowed and interest payable thereon shall be repaid when the anticipated revenue with respect to the annual tax requisition is received from the province;
3. The form of the obligation or obligations to be given as an acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chairperson and the Chief Administrative Officer of the Regional District;
4. There is hereby set aside as security for the liability hereby authorized to be incurred, being that part of the tax requisition from member electoral areas for the year 2021 deemed by the Regional District expedient to be so set aside;
5. This bylaw may be cited as "Revenue Anticipation Borrowing Bylaw No. 503, 2021".

READ A FIRST, SECOND AND THIRD TIME this 25th day of March, 2021.

RECONSIDERED AND ADOPTED this 25th day of March, 2021.

\_\_\_\_\_  
Chairperson

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

I hereby certify this to be a true and correct copy of Bylaw No. 503, 2021, cited as the "Revenue Anticipation Borrowing Bylaw No. 503, 2021", as adopted.

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



**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Yene Byun, Finance Manager  
**Meeting Date:** March 25, 2021  
**Subject:** 2021- 2025 Five Year Financial Plan Bylaw 61 Final Reading

Board Meeting  
MAR 25 2021  
CCRD ITEM (B) b

**Recommendation:**

*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 third time, as amended.*

*THAT Bylaw 61, cited as the "Central Coast Regional District Five-Year Financial Plan Bylaw No. 61, 2021" having been reconsidered and having met all prerequisites for final adoption be now finally adopted sealed and signed by the Chair and the Person responsible for corporate administration.*

**Issue/Background Summary:**

The board of directors have reviewed the evolving 2021 – 2025 draft financial plan at the December 2020 and March 2021 regular board meetings as the plan has evolved. The 2021 budget presentation has been made available on our website for public review to provide access to constituents in remote areas, including Rivers Inlet and Ocean Falls. The revised five year financial plan will be presented to the board for the final adoption along with the revised 2021 budget presentation laying out revisions at the March 25, 2021 special board meeting.

**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 are schedules 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%, which is unchanged from the March 11<sup>th</sup> presentation.

Subsequent to the March 11<sup>th</sup> presentation of the Five-Year Financial Plan, the following are amendments that have been worked into the final presentation for the board's consideration:

1. Confirmation from auditors of the carry forward surpluses for each of the services or functions and adjustments made accordingly; including the carry forward surplus figures for the Hagensborg Waterworks and Fire Protection service.
2. Election expenses (\$15,000) added in the General Operations budget to accommodate the legislated governance process in 2022. Consultant expenses increased to provide for a review of the board remuneration bylaw (\$8,000) and administrative equipment expenses increased to provide for public board meetings (\$2,000)
3. A new part time Recreation Coordinator position has been added to the general operations budget with no material impact to apportioned administration, as the new full time position for public works budgeted for the full fiscal year will realistically not take up more than 6 months of the budgeted expense, leaving room for the new trial part time position in 2021.
4. Final distributions of the Regional District Basic Grant (\$200,000), the Covid-19 Restart Grant (\$340,000) and apportioned administration (\$559,565);
5. Airport Operations – Bella Coola was awarded a Covid-19 Airport Relief grant from the province (\$180,000) which provided an opportunity to restore the budget to pre-pandemic levels. Budget items that were in last years' financial plan but unspent due to lack of revenue, are now re-introduced including capital works expenses for electrical repairs to the terminal building and west end clearing. Runway maintenance now includes crack sealing, consulting fees are provided for an external audit (for Transport Canada) and provisions have been added for supplies and small tools; and
6. The general operations maintenance budget was elevated by \$30,000 to make better room for improvement needed at the main office.
7. Various housekeeping adjustments, none of them material in terms of their amounts.

### **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. Read a third time and adopt.
- 2. Amend, read a third time, 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

Board Meeting  
MAR 25 2021  
CCRD ITEM (B)C

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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. Schedule A and B 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.

\_\_\_\_\_  
Chair Samuel Schooner

\_\_\_\_\_  
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.

\_\_\_\_\_  
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	9,947,679	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>12,461,778</b>	<b>6,483,955</b>	<b>3,844,375</b>	<b>3,631,223</b>	<b>3,207,468</b>
<b>Expenditures</b>					
<b><u>Administrative Services</u></b>					
Community Works Fund	752,000	300,000	250,000	250,000	111,980
Feasibility Studies	2,000	35,391	23,000	13,200	24,000
General Operations	1,293,495	1,179,695	1,181,079	1,202,929	1,225,299
Grants In Aid	20,875	15,200	15,200	15,200	15,200
<b><u>Development Services</u></b>					
Economic Development	227,581	149,018	115,883	117,883	119,683
Land Use Planning	197,453	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	9,999	11,000	11,000	12,100	12,100
<b><u>Environmental Services</u></b>					
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)	114,014	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	2,074,265	84,304	89,654	90,809
<b><u>Leisure Services</u></b>					
Parks and Recreation - Bella Coola	989,793	919,793	673,814	363,814	72,159
Recreation - Denny Island	25,838	8,906	6,906	7,406	7,406
Swimming Pool	4,135,912	1,992,578	167,425	167,425	174,727
Regional Library (VIRL)	68,825	69,848	69,848	71,380	71,380
<b><u>Protective Services</u></b>					
Emergency Management	134,761	134,763	134,763	134,763	134,763
Emergency Mgmt Initiatives (FPP)	641,880	4,487			
Fire Protection (LSA Townsite)	70,206	61,477	62,477	63,477	63,477
Fire Protection (Hagensborg)	97,500	196,472	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>Transportation Services</b>					
Airport - Bella Coola	940,779	278,699	335,344	350,344	361,914
Airport - Denny Island	25,927	19,073	19,073	19,073	20,173
<b>Total Expenditures</b>	<u>13,632,205</u>	<u>8,077,988</u>	<u>3,899,740</u>	<u>3,636,973</u>	<u>3,276,073</u>
<b>Excess (Deficiency) of Revenue over Expenditures</b>	-1,170,427	-1,594,033	-55,365	-5,750	-68,605
<b>Other Income/Expense</b>					
<b>Other Income</b>					
40004 · Surplus, beginning of year	3,712,570	2,530,323	936,290	880,925	875,175
<b>Total Other Income</b>	<u>3,712,570</u>	<u>2,530,323</u>	<u>936,290</u>	<u>880,925</u>	<u>875,175</u>
<b>Other Expense</b>					
50204 · Deficit, beginning of year	11,820	0	0	0	0
50224 · Surplus, end of the year	2,530,323	936,290	880,925	875,175	806,570
<b>Total Other Expense</b>	<u>2,542,143</u>	<u>936,290</u>	<u>880,925</u>	<u>875,175</u>	<u>806,570</u>
<b>Net Other Income</b>	<u>1,170,427</u>	<u>1,594,033</u>	<u>55,365</u>	<u>5,750</u>	<u>68,605</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Mar 25, 2021

## Central Coast Regional District Five-Year Financial Plan 2021-2025 Revenue and Expenditures By Objects

	<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	9,947,679	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>12,461,778</b>	<b>6,483,955</b>	<b>3,844,375</b>	<b>3,631,223</b>	<b>3,207,468</b>
<b>Expenditures</b>					
50000 · Apportioned Administration fees	559,565	581,138	591,703	608,613	2,341,019
50030 · Bank charges	2,130	2,130	2,130	2,130	8,520
50035 · Capital Works	125,200	62,500	68,349	71,349	327,398
50040 · Communications	38,663	36,583	36,783	36,783	148,812
50045 · Community Development	600,550	260,550	210,550	210,550	1,282,200
50050 · Community Groups	18,760	17,500	17,500	17,500	71,260
50055 · Community to Community	0	0	0	0	0
50060 · Contingency	93,154	30,691	42,424	58,801	225,070
50076 · Directors'/Governance Expenses	122,638	125,628	128,688	131,870	508,824
50082 · Econom Development Initiatives	141,135	0	0	0	141,135
50085 · Elections	1,500	15,000	1,500	1,500	19,500
50089 · Emergency Mmgt Initiatives	487,884	4,487	0	0	492,371
50090 · Emergency Plan update (PHII)	2,400	2,400	2,400	2,400	9,600
50131 · Planning	103,000	85,391	73,000	63,000	324,391
50135 · Insurance	62,496	64,199	64,282	64,282	255,259
50138 · Interest	9,213	100	100	100	9,513
50165 · Maintenance	174,000	132,589	154,089	156,089	616,767
50175 · Memberships, dues & subscriptio	4,424	4,125	4,225	4,225	16,999
50185 · Nuxalk Agrmnt for Water Supply	26,000	26,000	26,000	26,000	104,000
50186 · Water supply agreement	0	4,600	4,600	4,600	13,800
50190 · Operating expenses	287,656	305,171	310,706	319,429	1,222,962
50195 · Payroll Expenses	820,886	801,058	827,466	847,117	3,296,527
50205 · Professional Development	37,750	42,550	48,050	49,050	177,400
50206 · Professional Fees	273,000	244,500	244,500	244,500	1,006,500
50240 · Solid Waste Management	62,000	0	0	0	62,000
50245 · Special Projects	9,216,393	4,761,919	652,363	312,363	14,943,038
50250 · Supplies & small tools	54,425	48,525	50,725	53,725	207,400
50294 · Utilities	53,299	59,600	60,025	62,025	234,949
50295 · Van Isle Reg Library dis	63,687	64,610	64,610	66,000	258,907
50299 · Records Management	1,000	1,000	1,000	1,000	4,000

## Central Coast Regional District Five-Year Financial Plan 2021-2025 Revenue and Expenditures By Objects

	<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>
50316 · Asset Replacement Fund	33,603	38,679	41,179	41,179	154,640
50318 · Contribution to reserve account	72,793	171,765	72,793	72,793	390,144
50499 · Contribution to Nuxalk Emergenc	33,000	33,000	33,000	33,000	132,000
50999 · Landfill Post Closure Reserve	50,000	50,000	65,000	75,000	240,000
<b>Total Expenditures</b>	<u>13,632,205</u>	<u>8,077,988</u>	<u>3,899,740</u>	<u>3,636,973</u>	<u>29,246,905</u>
<b>Excess (Deficiency) of Revenue over Expenditures</b>	-1,170,427	-1,594,033	-55,365	-5,750	-68,605
<b>Other Income/Expense</b>					
<b>Other Income</b>					
40004 · Surplus, beginning of year	3,712,570	2,530,323	936,290	880,925	875,175
<b>Total Other Income</b>	<u>3,712,570</u>	<u>2,530,323</u>	<u>936,290</u>	<u>880,925</u>	<u>875,175</u>
<b>Other Expense</b>					
50204 · Deficit, beginning of year	11,820	0	0	0	0
50224 · Surplus, end of the year	2,530,323	936,290	880,925	875,175	806,570
<b>Total Other Expense</b>	<u>2,542,143</u>	<u>936,290</u>	<u>880,925</u>	<u>875,175</u>	<u>806,570</u>
<b>Net Other Income</b>	<u>1,170,427</u>	<u>1,594,033</u>	<u>55,365</u>	<u>5,750</u>	<u>68,605</u>
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>



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

**CC:** Board of Directors, CCRD

**From:** Yene Byun, Finance Manager

**Meeting Date:** March 25, 2021

**Subject:** Repeal of Hagensborg Waterworks District Annual Budget 2021

**Board Meeting**  
 MAR 25 2021  
 CCRD ITEM (B) (d)

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District repeals Hagensborg Waterworks and Fire Protection District Annual Budget 2021.***

**Issue/Background Summary:**

The Order of the Lieutenant Governor in Council No. 624 which is effective on January 01, 2021 orders that the rights, property and assets of the Hagensborg Waterworks District are transferred to and vested in the Central Coast Regional District. The Trustees of the Hagensborg Waterworks District passed the motion to adopt the 2021 budget on October 22, 2020 prior to a conversion of the improvement district to service areas of the regional district. Accordingly, Hagensborg Waterworks and Fire Protection District 2021 budget must be repealed. The 2021 Hagensborg Waterworks and Fire Protection budget is included in the draft CCRD Five-Year financial plan presented to the board for the final adoption on March 25, 2021.

**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.

**Financial/Budgetary Implications:**

The revised financial plan will be presented to the board at the March 25 special board meeting when the bylaw is scheduled to be adopted. The annual budget for 2021 remains largely unchanged from the budget adopted by the Hagensborg Waterworks District of board of Trustees. The exception is the addition of the capital project associated with the

grant from the province for the Hagensborg Community Portable Water Distribution and Treatment project which was approved by the CCRD board of directors in February 2020.

**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