

Board Meeting  
MAY 14 2020  
CCRD ITEM 5 B) a)



# Central Coast

## REGIONAL DISTRICT

*That we may be good people together*

### DRAFT REGULAR BOARD MEETING MINUTES

DATE: April 9, 2020

#### 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.*

REGULAR BOARD MEETING MINUTES – April 9, 2020

In Attendance:	Electoral Area A Electoral Area C Electoral Area D Electoral Area E	Director Daniel Bertrand <small>~videoconference</small> Director Jayme Kennedy <small>~videoconference</small> Director Lawrence Northeast <small>~videoconference</small> Chair Samuel Schooner <small>~videoconference</small>
Staff:	Chief Administrative Officer  Recording Secretary, PC  Operations Manager Administrative Assistant Contractor Finance Manager	Courtney Kirk <small>~videoconference</small>  Evangeline Hanuse <small>~videoconference</small>  Ken McIlwain (portion) <small>~videoconference</small> Cheryl Vaavaai (portion) <small>~videoconference</small> Donna Mikkelson (portion) <small>~videoconference</small> Ye Ne Byun (portion) <small>~videoconference</small>
Guest :	Senior Manager, KPMG	Micaela Rogue (portion) <small>~videoconference</small>
Absent:	Electoral Area B	Director Travis Hall

**PART I – INTRODUCTION**

**1. Call to Order**

Chair Schooner called the meeting to order at 9:53 a.m. and acknowledged the meeting was taking place in each of the respective First Nation territories in which each director resides with the chairing of the meeting taking place in Nuxalk Nation territories.

**2. Adoption of Agenda**

- 20-04-01 M/S Directors Kennedy/Northeast** THAT the agenda be received. **CARRIED**
- 20-04-02 M/S Directors Kennedy/Northeast** THAT the agenda be adopted as amended by adding LATE ITEM to General Business regarding gas tax money to install runway lights in Bella Bella and Bella Coola airports, as well as adding LATE ITEM to Item M in Protective Services regarding COVID-19 Pandemic, and deleting the In Camera items section for this meeting. **CARRIED**

**3. Disclosures of Financial Interest**

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

No disclosures of financial interests were made.

**4. Disclosures of Interests Affecting Impartiality.**

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

No disclosures affecting impartiality were made.

**(A) ADOPTION OF MINUTES****a) Regular Board Meeting – March 12, 2020**

- 20-04-03**     **M/S Directors Northeast/Kennedy** THAT the minutes from the March 12, 2020 Board Meeting be received. **CARRIED**
- 20-04-04**     **M/S Directors Bertrand/Northeast** THAT the March 12, 2020 minutes be adopted as presented. **CARRIED**

**b) Special Board Meeting – March 30, 2020**

- 20-04-05**     **M/S Directors Kennedy/Northeast** THAT the minutes from the March 30, 2020 Board Meeting be received. **CARRIED**
- 20-04-06**     **M/S Directors Kennedy/Northeast** THAT the March 30, 2020 minutes be adopted as presented. **CARRIED**

**PART II – LOCAL GOVERNANCE****(A) BYLAWS AND POLICIES****a) Policies for Review, Revision, Rescind or Adoption****1) Policy F-14 – Payables Procedures**

- 20-04-07**     **M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision. **CARRIED**
- 20-04-08**     **M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District approve the amendments to Policy F-14 – Payables Procedures. **CARRIED**

**2) Policy F-15 Receipts and Deposit Handling**

- 20-04-09**     **M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision. **CARRIED**

**20-04-10 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District approve the amendments to Policy F-15 Receipts and Deposit Handling. **CARRIED**

**3) Policy F-16 – Community Works Fund Allocations**

**20-03-11 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision. **CARRIED**

**20-03-12 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District tables the amendments to Policy F-16 Community Work Funds Allocation for the next regular board meeting. **CARRIED**

**(B) OPERATIONS UPDATES & POLICY MATTERS ARISING**

**FINANCIAL SERVICES**

**(a) Audit Findings Report from KPMG**

**20-04-13 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Audit Findings Report from KPMG. **CARRIED**

Director Northeast left the meeting at 12:05 p.m.  
KPMG Senior Manager Micaela Rogue joined the meeting at 12:15 p.m.  
Ms. Rogue left the meeting at 12:21 p.m.

Recess was called at 12:22 p.m.  
The Board reconvened at 1:26 p.m.

**(b) 2019 CCRD Consolidated Financial Statements**

**20-04-14 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the 2019 CCRD Consolidated Financial Statements as provided by KPMG. **CARRIED**

**(c) CCRD Representation Letter**

**20-04-15 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the CCRD representation Letter. **CARRIED**

**(d) Financial Service Report: Budget vs. Actual January-March 2020**

**20-04-16 M/S Directors Kennedy/Northeast** for THAT the Board of Directors of the Central Coast Regional District receive the report. **CARRIED**

**COMMUNITY AND DEVELOPMENT SERVICES****(e) Planning and Land Use: Housing Needs Assessment**

- 20-04-17 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Housing Needs Assessment Report. **CARRIED**

**(f) Planning and Land Use: BC Assessment Service Update**

- 20-04-18 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the BC Assessment Report. **CARRIED**

Director Bertrand declared a conflict of interest as follows:

I, Daniel Bertrand, disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter*, I have a pecuniary interest that constitutes a conflict of interest in item (f) in that I would be remunerated for the special work assignment under consideration.

Director Bertrand left the meeting.

- 20-04-19 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District authorize Area A Director Daniel Bertrand to draft the letter to BC Assessment regarding foreshore leases that was resolved on by the Board in November 2019 at the hourly remuneration work assignment rate of \$36 with the estimate of 1 hour. **CARRIED**

Director Bertrand rejoined the meeting.

**(g) NDI Letter Re: Grant Writer Support**

- 20-04-20 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the NDI Letter: Re: Grant Writer Support. **CARRIED**

**OPERATIONS****(h) Solid Waste Special Report**

- 20-04-21 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Solid Waste Special Report. **CARRIED**

**(i) Bella Coola Fire Protection Service Report**

- 20-04-22 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the Bella Coola Fire Protection Service Report. **CARRIED**

**(k) Bella Coola Recreation Service Update**

- 20-04-23 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Bella Coola Recreation Service Update. **CARRIED**

### TRANSPORTATION SERVICES

#### **(k) Urban Systems Project Update, Denny Island Water System – April 2020**

- 20-04-24 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Denny Island Community Water System Project Update – April 2020. **CARRIED**

#### **(l) Denny Island Recreation Commission Minutes March 23, 2020**

- 20-04-25 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Recreation Commission Meeting Minutes dated March 23, 2020. **CARRIED**

### PROTECTIVE SERVICES

#### **(m) CCRD COVID-19 Response**

- 20-03-26 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the CCRD COVID-19 Response package, including the CCRD Declaration of State of Local Emergency on March 22, the CCRD Regional Travel Restrictions Order from March 25, a cover letter to the Ministers, a second letter speaking to the regional travel restrictions, minutes of the Board's emergency meeting on March 22, and minutes of the Board's emergency meeting on March 25. **CARRIED**
- 20-03-27 M/S Directors Bertrand/Kennedy** receive AVICC Fishermen's Association protocol and cover letters. **CARRIED**

#### **(n) Correspondence for Information: Guidelines for Local Governments Operating Under the Emergency Program Act**

- 20-03-28 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: Guideline for Local Governments Operating under the *Emergency Program Act*. **CARRIED**

### GOVERNANCE

#### **(o) Correspondence for Information: Hagensborg Treatment Necessity Letter**

- 20-04-29 M/S Directors Northeast/Bertrand** THAT the Correspondence for Information: Hagensborg Treatment Necessity Letter be received. **CARRIED**

**(p) Correspondence for Information: Leilonny Weibe Letter Re: Hwy 20 Travel Restriction**

**20-04-30 M/S Directors Northeast/Kennedy** THAT the Correspondence for Information: Leilonny Weibe Letter Re: Hwy 20 Travel Restrictions be received. **CARRIED**

**(q) Correspondence for Information: Letter from Carol Winkler to Jennifer Rice**

**20-04-31 M/S Directors Kennedy/Northeast** THAT the Correspondence for Information: Letter from Carol Winkler to Jenner Rice be received. **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.

Chair Schooner commends the staff on the work continuing despite everything happening. The example starts with leaders and Chair Schooner praises the Directors, Administration and organization as a whole. Chair Schooner emphasized that it is important to surround yourself with good people. Chair Schooner voiced the importance of the Board supporting its staff. Chair Schooner further emphasized that there is fear at a time like this and its important to make sure all are ok and to protect all residents of the Central Coast. Chair Schooner states that he is appreciative of Director Bertrand in his leadership and efforts behind the scenes, as well as other fellow Board members.

**Area A Report: Director Bertrand**

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

Director Bertrand would like constituents know that the Board has been working diligently. The Board hears loud and clear the thoughts and concerns about travel restrictions. Director Bertrand conveys that efforts are being made to collaborate with the Province, the region and other communities whose concerns are alike. Documents that were completed for the Central Coast Regional District's Emergency Order were shared with other areas for reference and together a Joint Order was created.

Director Bertrand relays that he is inspired to see everyone coming together at this time and together the collective voice will be stronger, despite push back from the Province. Further, it is incredible to contemplate what work has been done and is continuing, despite the limitations put upon local governments. Director Bertrand firmly believes that our communities are becoming stronger and more unified through this emergency.

**20-04-32 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District direct administration to work with Josh Carpenter, Airport

Manager and Transport Canada officials on the feasibility of securing runway lights for the Bella Bella and Bella Coola airports for the purposes of being able to advance medical evacuations when needed and look into Gas tax funds, First Nations funding and EMBC EAFs.

**CARRIED**

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

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

Director Kennedy acknowledged that every individual has a different set of skills, which is something to note in terms of the Board members. Director Kennedy acknowledges those with the skills to write in the language needed to protect our communities and those that take action.

Director Kennedy shared her belief that those who live in communities that access amazing recreational paradises must also take care of the community members who are vulnerable. It is a clear and united message from the tourism industry not to come here at this time. Further, campgrounds are closed as well as the information centre.

Director Kennedy attended a Human Bear Conflict meeting. The CCRD composting project will help when there is a dedicated place for individuals to put bones and carcasses to make this area safer. There will be a WildSafe BC officer hired in our region and electric fences will be coming as well.

Director Kennedy will be attending a meeting about food security in the region. There will be opportunity to look to the Outer Coast and how we can help in becoming more food secure as a whole region.

The Vancouver Island Regional Library meeting in March was cancelled. There is an eLibrary open in which individuals can register for a library card and then access online materials such as eBooks, audiobooks, language software, music and more.

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

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

Director Northeast expressed his thanks for the work being done. It is obviously uncomfortable enduring the pandemic; however, it is a privilege to go through this hardship with our particular community members. This is a time of being united in protecting vulnerable people from the virus. Although there are conflicting political ideas, we are coming together. It has been clear that we want travel restricted to and from the Bella Coola Valley. The Provincial government suspended all local government travel restrictions.

Director Northeast believes that we are making a difference. The intention is not to build a wall to keep everyone out, but to build a net to lessen the opportunity for viral transmission. Again, this is



a stressful time and we must acknowledge the entire community and those within leadership positions.

Director Northeast calls out to those in the Bella Coola Valley to keep communication open and let the Board know what is needed to feel safer in your home and in the Valley. If you are social distancing and staying home that is excellent. If you know someone that is not doing the same then give them a phone call to help them understand that we need to protect language speakers, the vulnerable and the elderly. Be kind, be calm, and be safe.

The Board turned their discussion to the matter of remuneration for directors in recognition of work undertaken as part of the pandemic response.

Director Bertrand made the following Declaration:

*I, Board Member Bertrand disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a direct pecuniary interest that constitutes a conflict of interest in item \*\*\*(\*).*

*The reason for my declaration is: the item being discussed is a special work assignment remuneration related to the COVID-19 pandemic.*

*I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the Community Charter.*

Director Bertrand left the meeting.

**20-04-33 M/S Directors Schooner/Northeast** THAT the Board of Directors of the Central Coast Regional District authorize administration to pay Director Bertrand remuneration for \$1,512 related to COVID-19 pandemic response correspondence and particulars of strategic consideration for the Board between March 20 and March 29. **CARRIED**

Director Bertrand returned to the meeting.

Director Kennedy made the following Declaration:

*I, Board Member Kennedy disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a direct pecuniary interest that constitutes a conflict of interest in item \*\*\*(\*).*

*The reason for my declaration is: the item being discussed is a special work assignment remuneration related to the COVID-19 pandemic.*

*I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the Community Charter.*

Director Kennedy left the meeting.

- 20-04-34 M/S Directors Northeast/Schooner** THAT the Board of Directors of the Central Coast Regional District authorize administration to pay Director Kennedy remuneration for \$108 related to the COVID-19 pandemic response VCH emergency meeting, which constitutes \$36 per hour for a total of 3 hours. **CARRIED**

Director Kennedy returned to the meeting.

- 20-04-35 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District direct administration to remunerate all directors except Director Bertrand for attending emergency policy meetings related to the COVID-19 pandemic response at \$441 per Director for 12.25 hours work. **CARRIED**

- 20-04-36 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District move forward with LiDAR acquisition given that there is 140% snowpack and a higher than usual potential for freshet flooding, keeping cognizant that LiDAR crew attending the Bella Coola Valley will be sequestered at the airport for a few nights and messaging prior to this event will be communicated to local residents. **CARRIED**

**(E) ADJOURNMENT**

- 20-04-37 M/S Director Northeast/Kennedy** THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 3:41 p.m.

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Chair

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Chief Administrative Officer



**Central Coast**  
REGIONAL DISTRICT

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

**REQUEST FOR DECISION**

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

**To:** Board of Directors, CCRD  
**CC:** Courtney Kirk, CAO  
**From:** Ye - Ne Byun, Finance Manager  
**Meeting Date:** May 14, 2020  
**Subject:** Policy F-13 Capitalization

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District approve Policy F-13 Capitalization as amended.***

**Issue/Background Summary:**

Policy F-13 was last reviewed in May 2015. According to the regional district's development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

**Policy, Bylaw or Legislation:**

None.

**Financial/Budgetary Implications:**


None, other than staff time to administer.


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

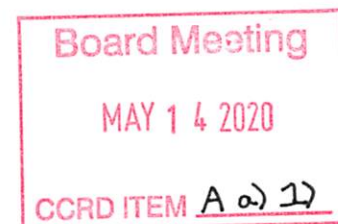
None.

**Options to Consider:**

- 1) Accept the amendments.
- 2) Table the policy for the next board meeting.
- 3) Approve the policy without amendments.

Submitted by:   
Ye-Ne Byun, Finance Manager

Reviewed by:   
Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

F-13 - Capitalization

**Preamble:** ~~The regional district's auditors, PMT Chartered Accountants, have recommended that a capitalization policy be put in place to determine when a purchase should be expensed and when it should be included as an asset. They further recommend that a threshold be established above which purchases should be treated as capital additions.~~

**Purpose:** The purpose of this policy is ensure consistent treatment of purchases and to appropriately establish a threshold. It will also comply with Public Sector Accounting Board (PSAB) handbook section PSAB 3150

**Policy:** It is the policy of the Central Coast Regional District to capitalize assets when the useful life is greater than one year and the costs of acquisition exceeds the threshold of ~~\$1,000~~ \$2,500.

**Definition:** Tangible Capital Assets are non-financial assets having physical substance that:

- (i) Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- (ii) have useful economic lives extending beyond an accounting period;
- (iii) are to be used on a continuing bases; and
- (iv) are not for sale in the ordinary course of operations.

**TCAs and Amortization:**

Tangible Capital Assets are recorded at cost in the General Capital Fund and Water Capital Fund. Contributed TCAs are recorded at fair value at the date of contribution. The regional district amortizes its tangible capital assets as follows:

Buildings	4%	Paving	5%
Furniture and equipment	20%-30%	Water Distribution System	4%
Parks and Recreation	20%	Computer hardwares, softwares	
Vehicles	30%	20%	

**Groups/Classes of assets:**

Where individual asset items are less than the capitalization limit, but when multiple identical or interrelated components are purchased and when added together and the dollar amount then exceeds the threshold, that group or class of assets will be capitalized.

**Authorization:**

The final determination of operational vs. capital expenditures rests with the CFO or CAO. ~~Pursuant to the regional district's purchasing policy, all capital assets must be approved by the CFO prior to purchase.~~

**Adopted: September 8, 2011**

**Amended: May 14, 2015**

Amended: May 14, 2020

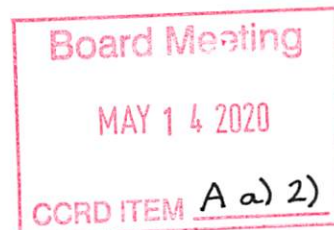
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**F-16 Community Works Fund Allocations**

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- Preamble:** Community Works Funds are made available to eligible local governments, including the Central Coast Regional District, by the Government of Canada pursuant to the Agreement on the Transfer of Federal Gas Tax Revenues (Gas Tax Agreement) between the Union of BC Municipalities and the governments of Canada and British Columbia. Funding under the program is intended to be directed to local priorities that fall within one of the eligible project categories and that are in keeping with the Agreement's intended outcomes. ~~of reduced greenhouse gas emissions, cleaner air and cleaner water.~~
- Purpose:** The purpose of this policy is to provide a measured approach for the best use of the funds available, paying particular attention to the strategic priorities of the Central Coast Regional District as determined by the board of directors.
- Policy:** It is the policy of the Central Coast Regional District that money from the Community Works Fund shall be expended or allocated as follows:
1. First, by satisfying the requirements of the Gas Tax Agreement by fulfilling the regional district's commitment to Capacity Building, Integrated Sustainability Planning and Capital Investment Planning.
  2. Second, by providing funding for eligible projects according to the regional district's strategic priorities as determined by the board of directors. Where a conflict is found to exist, the funds shall first be allocated to functions and services already established by the regional district, and then to those functions and services under consideration for establishment.

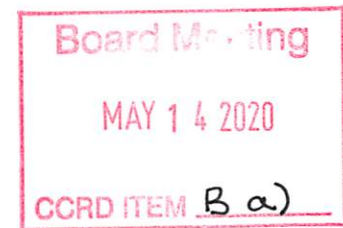
Adopted: April 11, 2013  
Reviewed: June 9, 2016  
Amended: April 9, 2020





**CCRD SERVICE REPORT**

**To:** Chair Samuel Schooner and Board of Directors  
**From:** Courtney Kirk, CFO  
**Meeting Date:** May 14, 2020  
**Subject:** FINANCIAL SERVICE UPDATE – COMMUNITY WORKS FUND BUDGET



**Recommendation:**

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

**Service Background:**

The regional district has entered into the Community Works Fund (CWF) Agreement 2014-2024 under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. The agreement is to help communities build and revitalize public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong communities. Canada and British Columbia provide the funding support through the Fund which is administered by UBCM. The agreement also sets out the purpose, terms and conditions of the CWF.

The allocation of Community Works Funds is administered according to regional district policy F-16 Community Works Fund Allocations.

**Quarterly Highlights:**

There has been no financial activity to date. The annual budget for 2020 is attached and provides for total expenditures of \$610,600, \$100,600 of which is unallocated.

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

There are two projected funded under the CWF which are related to other grant funding, both of which relate to the successful Strategic Priorities grants, as follows:

Swimming Pool Renewal – local contribution required: \$150,000 in each of 2020 & 2021;  
and  
Denny Island Waterworks – local contribution required: \$240,000 total in 2020

**Feasibility Studies Authorized Under the Service:**

There are no feasibility studies authorized under this service. 2020 feasibility studies are contemplated for Denny Island Fire Protection, Street Lighting expansion (board priority) and new terminal building for Denny Island.

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

Policy F-16, Community Works Fund Allocation specifies that funding is provided for eligible projects according to the regional district’s strategic priorities as determined by the board of directors.

**Financial/Budgetary:**

Please see attached 2020 CWF budget, 5-year financial plan CWF revenue projections and past CWF allocations.

A budget amendment is contemplated in order to allocate \$100,600 in budgeted funds in 2020.

Total Budget (Including Grants):

Total 2020 Revenues: \$195,332 (including special project grant revenues)

Percent total expenditures to date: 0

Budget (User Fees and Requisition Only):

Subtotal 2020 Revenues: 0 (excluding special project grant revenues)


Percent total expenditures to date: 0

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

Apportioned Administration is not an eligible expense under the Gas Tax Agreement for Community Works Funding.

**CCRD Mandate for Service Delivery:**

Pursuant to the 2014-2024 Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

Respectfully Submitted by:   
Courtney Kirk, Chief Financial Officer

**Central Coast Regional District**  
**Revenue & Expenditures - Actual vs Budget**  
 Community Works Fund

	Jan - Apr 20	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Other Revenue</b>		
40100 · Interest Income	356	500
<b>Total Other Revenue</b>	356	500
<b>Provincial/Federal Grants</b>		
40052 · Gas Tax Agreement (Fed/Prov)		194,832
<b>Total Provincial/Federal Grants</b>		194,832
<b>Total Income</b>	356	195,332
<b>Gross Profit</b>	356	195,332
<b>Expense</b>		
50045 · Swimming Pool (SPF Grant)		150,000
50045 - DI Water local contribution (SPF)		240,000
50045- Unallocated		100,600
50131 · Planning (Asset Management)		25,000
50240- Landfill Devel, Ops & Closure Plan		75,000
50240 · Landfill conformance review		20,000
<b>Total Expense</b>		610,600
<b>Net Ordinary Income</b>	356	(415,268)
<b>Other Income/Expense</b>		
<b>Other Income</b>		
40004 · Budget surplus, begin of year		707,062
<b>Total Other Income</b>		707,062
<b>Other Expense</b>		
50224 · Budget surplus, end of year		291,794
<b>Total Other Expense</b>		291,794
<b>Net Other Income</b>		415,268
<b>Net Income</b>	356	



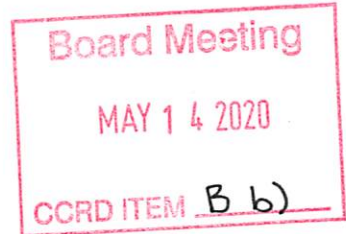
Community Works Fund Financial Plan 2020-2024	TOTAL 2008-2019 Expenditures	% of Total Exp to date	Budget 2020	Budget 2021	Budget 2022	Budget 2023	Budget 2024
<b>Expenditures:</b>	<b>0</b>						
<b>Bella Coola Airport</b>							
Hangar Purchase	60,000	3					
Airport Dev/winter mntce	44,999	3					
Master Plan	49,900	3					
	<b>154,899</b>	<b>9</b>					
<b>Denny Island Water</b>							
Water system design brief	64,907	4					
<b>Centennial Pool Renewal</b>							
Replace pool basin liner	28,272	2					
Upgrade and flood damage	93,429	5					
	<b>121,701</b>	<b>7</b>					
<b>Other - CCRD</b>							
Digital Mapping	2,759	0					
2010 Flood damage debris	10,440	1					
Purchase office building	147,000	8					
	<b>160,199</b>	<b>9</b>					
<b>Parks &amp; Rec BC</b>							
WI Concession building	100,805	6					
<b>Solid Waste Management</b>							
Update 2005 SWMP	47,998	3					
Develop/enhance recycling fac	713,338	41					
Infrastructure	106,259	6					
Other	75,660	4					
	<b>907,158</b>	<b>51</b>					
<b>Other Organizations</b>							
Bella Coola Harbour Auth	42,333	2					
BCVSAS land availability & elec fence	10,952	1					
Denny Island Tourism & Ent Cent	15,000	1					
Moose Hall	3,479	0					
Nuxalk Hall Rehabilitation	100,000	6					
Lobelco Hall retrofit	24,188	1					
	<b>195,952</b>	<b>11</b>					
<b>Asset Management Planning</b>							
Condition assm & investment plan	33,773	2					
<b>Total Expenditures</b>	<b>1,739,394</b>	<b>99</b>	-	-	-	-	-

<b>March 30, 2020</b>						
<b>Community Works Fund</b>		<b>Current</b>				
<b>Financial Plan 2020-2024</b>		<b>Budget</b>				
		<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
2019 Surplus Estimated	707,062					PROGRAM ENDS
Estimated carry fwd surplus	707,062					
Carry Forward Surplus		707,062	291,794	311,626	490,516	669,406
Interest earned		500				
Revenue (UBCM Gas Tax Agr)		194,832	194,832	203,890	203,890	213,142
		902,394	486,626	515,516	694,406	882,548
<b>Expenditures:</b>						
<b>Denny Island Water</b>						
SPF requirement for CCRD Contribution		240,000				
<b>Centennial Pool Renewal</b>						
SPF requirement for CCRD Contribution		150,000	150,000			
<b>Solid Waste Management</b>						
Free Store (1/2 of project total)		-				
Forklift		-				
Warehouse shelving/pallet		-				
Green Bins		-				
Fencing		-				
Septic System		-				
Post closure liab assm incl topo		-				
<b>Solid Waste Management Plan</b>						
Devel, Ops & Closure Plan		75,000				
Landfill Conformance Review		20,000				
<b>Denny Island Airport</b>						
Terminal Bldg/hangar per board		-				
<b>Parks &amp; Recreation - BC</b>						
Electrical shed at Arena (carry over from prior year)		-				
<b>Asset Management Planning</b>						
Incl Asset retirement Obligat		25,000	25,000	25,000	25,000	25,000
<b>Other (Unallocated)</b>						
		100,600				
Total Expenditures		610,600	175,000	25,000	25,000	25,000
Surplus to carry forward		291,794	311,626	490,516	669,406	857,548



## FINANCIAL SERVICE REPORT

**To:** Chair Samuel Schooner and Board of Directors  
**From:** Courtney Kirk, Chief Financial Officer  
**Meeting Date:** May 14, 2020  
**Subject:** Covid-19 Pandemic Response Regarding Rent Deferral or Relief Options



### Recommendation:

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

### Service Background:

The Financial Services Department is aware of financial hardships being encountered by businesses currently renting space at the Bella Coola Airport terminal building. At the same time, lack of revenues associated with the COVID-19 pandemic, are seriously constraining the regional district's financial resources as they relate specifically to the Bella Coola Airport. Tenants have requested a financial assistance during this Covid-19 pandemic, so the regional district is looking at providing potential financial help to ease the burden of the novel coronavirus on businesses.

However, we need to take into consideration the financial implications of the regional district's financial resources and how other services and revenues may be impacted.

Therefore, the finance department will provide financial assistance options for the tenants after a more comprehensive analysis in conjunction with our pandemic response policy at the June board meeting.

### Financial/Budgetary:

#### ***Bella Coola Airport Budget Variance - Attached***

Total Budget (Including Grants):

Total 2020 Revenues: \$277,161 (including special project grant revenues)

Percent total expenditures to date: 42%

Budget (User Fees and Requisition Only):

Subtotal 2020 Revenues: \$224,410 (excluding special project grant revenues)

Percent total expenditures to date: 70%

Grant Funded Special Projects

Special Project: Obstacle Removal Total Grant Revenue: \$52,751

Percent total expended: 1%

**Notes on Financial Variance Report:**

Major components of the expenditure portion have already been booked:

- Apportioned Administration \$85,715
- Snow clearing/removal \$14,242 against a budget of \$18,000
- Asset Replacement Fund \$20,000
- Insurance \$12,768 against a budget of \$15,000

Respectfully Submitted by:

  
\_\_\_\_\_  
Courtney Kirk, Chief Financial Officer

10:20 AM

**Central Coast Regional District**  
**Revenue & Expenditures - Actual vs Budget**  
**Bella Coola Airport**

06-12-20

Accrual Basis

	1 Jan - 12 May 20	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Provincial/Federal Grants</b>		
40125 · Provincial Basic Grant	3,676	3,676
40130 · Provincial Grants - Other	30,210	49,075
<b>Total Provincial/Federal Grants</b>	33,886	52,751
<b>User Fees and Charges</b>		
40008 · Airport Rentals and Charges Inc		
40050 · Airport Gasoline Surcharge	521	9,000
40060 · Airport Ground Leases	8,331	7,431
40110 · Airport Landing Fees	6,900	25,000
40111 · Airport Passenger User Fees	22,740	140,000
40112 · Airport Fuel Sales	1,646	15,000
40169 · Airport Terminal Rentals		
40160 · Airport Term 1	4,090	8,998
40165 · Airport Term 2	1,530	3,367
40170 · Airport Term 3	1,183	2,602
40175 · Airport Term 4	1,810	3,981
40180 · Airport Term 5	7,956	7,956
<b>Total 40169 · Airport Terminal Rentals</b>	16,568	26,904
40008 · Airport Rentals and Charges Inc - Other	600	1,075
<b>Total 40008 · Airport Rentals and Charges Inc</b>	57,306	224,410
<b>Total User Fees and Charges</b>	57,306	224,410
<b>Total Income</b>	91,192	277,161
<b>Gross Profit</b>	91,192	277,161
<b>Expense</b>		
50000 · Apportioned Administration fees	85,715	85,715
50035 · Capital Works		26,000
50040 · Communications		
50255 · Telephone	455	1,100
50317 · Internet	225	2,400
<b>Total 50040 · Communications</b>	679	3,500
50060 · Contingency		5,983
50135 · Insurance Expense	12,768	15,000
50165 · Maintenance		
50115 · Ground/Site Maintenance	550	20,000
50221 · Runway maintenance		13,000
50260 · Building Maintenance	500	2,000
50275 · Equipment Maintenance		2,000
50165 · Maintenance - Other		1,000
<b>Total 50165 · Maintenance</b>	1,050	38,000
50175 · Memberships, dues & subscriptio		
50020 · Association memberships		110
<b>Total 50175 · Memberships, dues &amp; subscriptio</b>		110
50180 · Operating expenses		
50015 · Advertising & promo		1,000
50016 · Airport Attendant Contract	6,080	18,669
50105 · Fuel		
50108 · Aviation Gas		12,000
50105 · Fuel - Other	3,374	10,000
<b>Total 50105 · Fuel</b>	3,374	22,000

10:20 AM

06-12-20

Accrual Basis

**Central Coast Regional District**  
**Revenue & Expenditures - Actual vs Budget**  
**Bella Coola Airport**

	1 Jan - 12 May 20	Budget
50110 · Garbage disposal	585	800
50140 · Janitorial	4,711	17,400
50162 · Mileage	87	400
50180 · Misc operating, freight	126	1,000
50200 · Postage		100
50235 · Snow Clearing	14,242	18,000
50190 · Operating expenses - Other	192	2,000
<b>Total 50190 · Operating expenses</b>	<b>29,397</b>	<b>81,369</b>
50195 · Payroll Expenses		
50310 · WCB Expense		40
<b>Total 50195 · Payroll Expenses</b>		<b>40</b>
50205 · Professional Development Expens		2,500
50206 · Professional Fees		
50063 · Consulting Fees		30,000
50145 · Legal fees	717	2,000
<b>Total 50206 · Professional Fees</b>	<b>717</b>	<b>32,000</b>
50245 · Special Projects		
502451 · RD Project Management-Lot devel		45,502
502453 · Airport obstacle removal	349	3,573
<b>Total 50245 · Special Projects</b>	<b>349</b>	<b>49,075</b>
50250 · Supplies & small tools		
50010 · Administrative supplies	666	1,500
50250 · Supplies & small tools - Other	1,992	5,000
<b>Total 50250 · Supplies &amp; small tools</b>	<b>2,658</b>	<b>6,500</b>
50294 · Utilities		
50125 · Hydro	2,055	4,500
50305 · Water & Fire Protection		2,000
<b>Total 50294 · Utilities</b>	<b>2,055</b>	<b>6,500</b>
50316 · Asset Replacement	20,000	20,000
<b>Total Expense</b>	<b>155,389</b>	<b>372,292</b>
<b>Net Ordinary Income</b>	<b>(64,197)</b>	<b>(95,131)</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
40004 · Budget surplus, begin of year		95,131
<b>Total Other Income</b>		<b>95,131</b>
<b>Net Other Income</b>		<b>95,131</b>
<b>Net Income</b>	<b>(64,197)</b>	



**CCRD SERVICE REPORT**

**To:** Chair Samuel Schooner and Board of Directors  
**From:** Courtney Kirk, CFO  
**Meeting Date:** May 14, 2020  
**Subject:** FINANCIAL SERVICE UPDATE – FOLLOW UP TO AUDIT REPORT

Board Meeting  
MAY 14 2020  
CCRD ITEM B c)

**Recommendation:**

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

**Summary:**

Key notes in KPMG 2019 Audit Findings Report addressed in this report:

- Deleted journal entries
- Quickbooks budget not entered as adopted
- Landfill Closure and Post Closure Liability

**Background:**

The Audit Findings Report from KPMG (page 10) which was presented to the board of directors on April 09, 2020 noted the following:

*“In accordance with professional standards, we are required to communicate to the Board any control deficiencies that we identified during the audit and have determined to be material weaknesses or significant deficiencies in internal control over financial reporting. No significant deficiencies have been identified other than those described in our auditors’ report. Other control deficiencies may be identified during the audit that do not rise to the level of material weakness or significant deficiency. We have noted the following observations:*

- 1. Quickbooks has the ability for the user to delete journal entries with no audit trail indicated in the general ledger. Quickbooks has the option to turn on the audit trail function, which we believe the Entity has enabled, and therefore a report that can be generated to review deleted journal entries. This functionality can be turned off and on in options, if chosen. The report of deleted journal entries should be reviewed on a regular basis by the Chief Administrative Officer to ensure there is*

*segregation of duties from the finance department. The finance team should not be using this deletion functionality and instead reversing the entries so it is visible in the general ledger.*

*2. The budget being tracked in Quickbooks does not agree to the Board approved Five-Year Financial Plan Bylaw No. 59, 2019 therefore amendments have been made subsequent to March 29, 2019 approval.”*

The following details Administration’s progress on action items identified in the Audit Findings Report:

**1. Deleted Journal Entries**

**Actions:**

- a) CAO to review the deleted transaction report for 2019 as recommended by the auditors. **Status: Completed April 14/20**
- b) CAO/CFO to review the deleted transaction reports on a quarterly basis, as recommended by the auditors (perhaps in conjunction with quarterly GST filing) **Status: 2020 Q1 Completed Apr 15/20**
- c) CAO/CFO to review all user privileges in the accounting software and determine whether or not they will be provided with the ability to change or delete transactions. Individual user settings will be amended to allow or disallow amendments and deletions. **Status: In progress; to be completed June 30/20**

**2. 2019 Adopted Budget did not Agree with Budget entered in Quickbooks**

Subsequent to the adoption of the 5 Year Financial Plan Bylaw No. 59, Quickbooks was not updated to reflect the final budget (presumably the adopted budget was developed using Excel spreadsheets). The main deviation was for the addition of the Denny Island Waterworks function which was entered after the grant application for funding had been approved. The new bylaw creating the service was adopted (July 2019) after the financial plan (March 2019) which should have prompted an amendment to the financial plan bylaw. Other minor amounts were noted as deviations, but were not able to be determined specifically.

**Action:**

- a) That the procedures reflect the immediate entering of the adopted financial plan into financial software once approved by the board, and that the software version be verified against any other type used, and that the CAO/CFO ensure that the budget is balanced immediately following the entry into Quickbooks.



**Status: Completed April 15/20**

**Landfill Closure and Post Closure Liability:**

The matter of landfill closure and post closure liability was also the reason for a qualified audit in 2018. The following is an excerpt from the 2019 Audit Findings Report:

- *The Entity is required to account for and report the liability for closure and post closure care of a solid waste landfill site in their consolidated financial statements.*
- *Liability for closure and post-closure care should be recognized as the landfill site's capacity is used, usage should be measured on a volume basis (e.g. cubic metres).*
- *During the audit, KPMG did not obtain sufficient appropriate audit evidence regarding the landfill closure and post-closure estimates and therefore concluded that a scope limitation existed.*
- *Per KPMG's review of management's working papers and disclosures in the consolidated financial statements, the Entity was not able to determine a complete, accurate liability and whether the liability was valued appropriately.*
- *As noted in our Independent Auditors' Report, KPMG provided a qualified opinion.*

**Action:**

CAO/CFO to action the determination of a complete, accurate liability in conjunction with the Operations Manager as provided in the 2020 approved budget.

**Status: In progress; estimated completion Dec 31/20**

Respectfully Submitted by:

  
\_\_\_\_\_  
Courtney Kirk, Chief Financial Officer



## FINANCIAL SERVICE REPORT

**To:** Courtney Kirk, CAO  
**From:** Ye-Ne Byun, Finance Manager  
**Meeting Date:** May 14, 2020  
**Subject:** Climate Action Revenue Incentive (CARIP) Public Report for 2019

### Recommendation:

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

### Service Background:

The Central Coast Regional District has completed the 2019 Climate Action Revenue Incentive Program (CARIP) Public Report as a requirement of the agreement dated February, 2009 between the CCRD and the province.

CARIP is a conditional grant program that offsets the carbon tax paid by the regional district to support our efforts to reduce greenhouse gas emissions (GHGs), address climate impacts. The CARIP report illustrates continued progress by the regional district to reduce carbon emissions through highlighting examples of achievements and experiences in 2019. The 2019 CARIP Public Report includes:

- 1) Update on the regional district progress towards carbon neutrality
- 2) Highlights of climate mitigation and adaptation actions taken in 2019
- 3) List of funding sources and programs used by the regional district

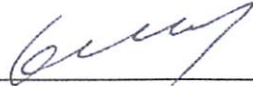
### Financial/Budgetary:

Pursuant to our agreement with the province, the regional district will be reimbursed \$1,324, thereby reducing our total fuel expenses in 2019 from \$39,327 to \$38,003, which amounts to a 3% rebate.

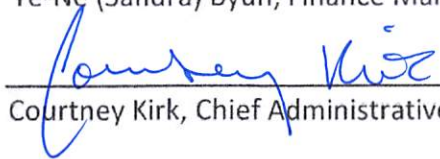
### Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

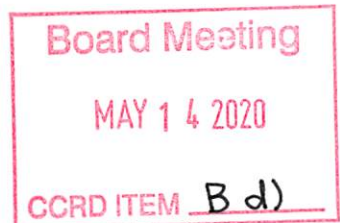
Significant senior staff time is required to complete this annual report. Approximately 3 days was required.

Respectfully Submitted by:

  
Ye-Ne (Sandra) Byun, Finance Manager

Reviewed by:

  
Courtney Kirk, Chief Administrative Officer





# 2019 Climate Action Revenue Incentive Program (CARIP) Survey

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## 2019 Climate Action Revenue Incentive Program (CARIP) Survey

### Overview

#### INTRODUCTION:

The 2019 CARIP survey highlights and celebrates local government climate action in British Columbia.

Local governments are required to submit the 2019 CARIP Survey by June 1, 2020.

Detailed survey instructions, FAQs and definitions can be found in the [2019 CARIP Program Guide](#).

Once the survey is complete, please download a copy of your responses (you will be given the download link at the end of the survey).

#### SURVEY CONTENT:

Section 1: Local Government Information

Section 2: Narrative Focus

2019 Corporate Climate Action

2019 Community-wide Climate Action

2019 Climate Change Adaptation Action

Section 3: 2019 Carbon Neutral Reporting



## Section 1 – Local Government Information

Name of Local Government:

Central Coast Regional District

Name of Regional District:

Central Coast Regional District

Does your region have a Regional Growth Strategy (RGS):

- Yes  
 No  
 Don't know

Population:

- 0-4,999  
 5,000 to 9,999  
 10,000 to 49,999  
 50,000 to 99,999  
 100,000+

Submitted by:

Name

Courtney Kirk

Position

CFO/CAO

Email Address



cao@ccrd.ca

Phone Number

250-799-5291

## Section 2 - Narrative Focus

Local government signatories to the B.C. Climate Action Charter have committed to taking climate action by:

- Working towards achieving corporate carbon neutrality;
- Measuring and reporting on their community-wide GHG emissions; and
- Creating complete, compact, energy-efficient communities.

A key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia.

In 2019, what actions has your local government taken to support the creation of compact, complete, and energy efficient communities?

### 2019 CORPORATE CLIMATE ACTION:

Corporate climate actions refer to actions that reduce the GHG emissions produced as a result of a local government's delivery of "traditional services", including fire protection, solid waste management, recreational/cultural services, road and traffic operations, water and wastewater management, and local government administration.

In 2019, when it comes to corporate climate action, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):

- Building and Lighting Actions
- Energy Generation Actions
- Greenspace Actions
- Planning Actions
- Solid Waste Actions
- Transportation Actions



- Water and Wastewater Actions
- Other Climate Actions (PLEASE SPECIFY)
- Don't know

Please specify 'Other Climate Actions'

When it comes to corporate Building and Lighting Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- New or upgraded energy-efficient lighting systems
- New or upgraded energy-efficient heating systems
- New or upgraded building envelope initiatives
- Upgrades to amenities in recreation facilities
- Studies related to building and/or lighting energy efficiency
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to corporate Energy Generation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Solar power projects
- Heat recovery or heat reclamation projects
- Biomass or bio-gas projects
- Geo-exchange or geothermal projects
- Studies related to energy generation



Other (PLEASE SPECIFY)

Don't know

Please specify 'Other'

When it comes to corporate Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

Tree planting

Greenspace acquisition

New or upgraded amenities in parks

Invasive species management

Plans or strategies related to greenspace

Other (PLEASE SPECIFY)

Don't know

Please specify 'Other'

When it comes to corporate Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

Energy/Emissions Management Plan (New or Updated)

Asset Management Plan (New or Updated)

Corporate Climate Action Plan (New or Updated)

Strategic Plan (New or Updated)

Other (PLEASE SPECIFY)

Don't know



Please specify 'Other'

When it comes to corporate Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Introduction, expansion or improvement of recycling initiatives at corporate facilities
- Introduction, expansion or improvement of composting initiatives at corporate facilities
- Communication or education for staff related to corporate solid waste initiatives
- Studies or research related to corporate solid waste initiatives
- Plans or strategies related to corporate solid waste initiatives
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to corporate Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Fleet replacement or upgrades
- New or improved electric vehicle initiatives
- New or improved active transportation infrastructure for staff
- Communication or outreach for staff related to corporate transportation initiatives
- New or improved public transportation initiatives for staff
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'





When it comes to corporate Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- New or improved water or wastewater infrastructure
- Studies or research related to water conservation
- Plans or strategies related to water or wastewater
- Water reduction initiative(s)
- Plans or strategies related to water or wastewater
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP Survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce corporate GHG emissions.

When it comes to the corporate climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

Corporate Action #1

Corporate Action #2



### Corporate Action #3

### 2019 COMMUNITY-WIDE CLIMATE ACTION:

Community-wide actions refer to actions that reduce GHG emissions across the community (i.e. actions not related to “traditional services” in corporate operations).

When it comes to community-wide climate action in 2019, did your local government undertake any of the following (PLEASE SELECT ALL THAT APPLY):

- Building and Lighting Actions
- Energy Generation Actions
- Greenspace Actions
- Planning Actions
- Solid Waste Actions
- Transportation Actions
- Water and Wastewater Actions
- Other Climate Actions (PLEASE SPECIFY)
- Don't know

Please specify 'Other Climate Actions'

When it comes to community-wide Building and Lighting Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- New or upgraded energy-efficient lighting systems
- New or upgraded energy-efficient heating systems
- BC Energy Step Code related projects



- Incentives/rebate programs related to energy-efficient building or lighting
- Outreach, education or communication related to energy-efficient building or lighting
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to community-wide Energy Generation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Solar power projects
- Heat recovery or heat reclamation projects
- Landfill gas capture/utilization projects
- Micro-hydro projects
- Studies or research related to energy generation
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to community-wide Greenspace Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Tree planting
- Greenspace restoration or maintenance
- Greenspace acquisition
- Invasive species management



Plans or strategies related to greenspace

Other (PLEASE SPECIFY)

Don't know

Please specify 'Other'

When it comes to community-wide Planning Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

Official Community Plan (New or Updated)

Climate Action Plan (New or Updated)

Regional Growth Strategy (New or Updated)

New or updated bylaw(s) or zoning addressing climate issues

Other (PLEASE SPECIFY)

Don't know

Please specify 'Other'

Housing Needs Assessment Commenced; dedicated planner

When it comes to community-wide Solid Waste Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

Introduction, expansion or improvement of recycling initiatives

Introduction, expansion or improvement of composting initiatives

Community clean-up initiatives

General waste reduction initiative (including landfill diversion strategies)

Outreach, education or communication related to solid waste

Other (PLEASE SPECIFY)



Don't know

Please specify 'Other'

When it comes to community-wide Transportation Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- New or improved active transportation infrastructure
- New or improved public transportation initiatives
- New or improved electric vehicle initiatives
- Outreach, education or communication related to transportation
- Plans or strategies related to transportation
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

When it comes to community-wide Water and Wastewater Actions, did your local government undertake any of the following in 2019 (PLEASE SELECT ALL THAT APPLY):

- Water restrictions
- Incentives/rebate programs related to water or wastewater
- Outreach, education or communication related to water or wastewater
- Studies or research related to water or wastewater
- Plans or strategies related to water or wastewater
- Other (PLEASE SPECIFY)
- Don't know



Please specify 'Other'

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to reduce community-wide GHG emissions.

When it comes to the community-wide climate action, please highlight up to three significant actions focused on reducing GHG emissions that your local government undertook in 2019:

Community-Wide Action #1

Community-Wide Action #2

Community-Wide Action #3

### 2019 CLIMATE PREPAREDNESS AND ADAPTATION ACTION:

This section of the 2019 CARIP survey is designed to collect information related to the types of climate impacts local governments are experiencing and how they are being addressed.

Please identify the climate impacts that are most relevant to your local government (PLEASE SELECT ALL THAT APPLY):

- Increased temperatures increasing wildfire activity
- Extreme weather events contributing to urban and overland flooding
- Changes to temperature and precipitation causing seasonal drought
- Warmer winter temperatures reducing snowpack
- Sea level rise and storms causing coastal flooding and/or erosion



Other (PLEASE SPECIFY)

Don't know

Please specify 'Other'

In 2019, did your local government take any of the following actions in an effort to consider or address the impacts of climate change? (PLEASE SELECT ALL THAT APPLY)

- Emergency response planning
  - Asset management
  - Infrastructure upgrades
  - Public education and awareness
- Strategic and financial planning
  - Risk and vulnerability assessments
  - Risk reduction strategies
  - Official Community Plan policy changes
  - Other (PLEASE SPECIFY)
  - Don't know

Please specify 'Other'

In 2019, did your local government partnered with any of the following organizations to prepare for, and adapt to, a changing climate? (PLEASE SELECT ALL THAT APPLY)

- Adaptation to Climate Change Team (SFU)
- Columbia Basin Trust
- Community Emergency Preparedness Fund (UBCM)



- Federation of Canadian Municipalities
- Fraser Basin Council
- Pacific Institute for Climate Solutions (UVIC)
- Other (PLEASE SPECIFY)
- Don't know

Please specify 'Other'

As mentioned, a key part of the 2019 CARIP survey is to highlight and celebrate successful climate actions undertaken by local governments in British Columbia. This question provides local governments the opportunity to demonstrate leadership and innovative approaches to adapting to a changing climate.

When it comes to climate preparedness and adaptation actions, please highlight up to three significant actions/initiatives that your local government undertook in 2019:

#### Adaptation Action #1

Bella Coola Valley Flood Risk Mapping and Modeling Phase 1

#### Adaptation Action #2

Collaboration with SD#49 for Denny Island Water System

#### Adaptation Action #3

Continue Implementation of Nuxalk Nation EMBC CCRD Emergency Management MOU

### Section 3: 2019 Carbon Neutral Reporting

Local governments are required to report on their progress in achieving their corporate carbon neutral goal under the B.C. Climate Action Charter. Working with B.C. local governments, the joint Provincial-UBCM Green Communities Committee has established a common approach to determining corporate carbon neutrality for the purposes of the





Charter, including a Carbon Neutral Framework and supporting guidance for local governments on how to become carbon neutral.

Prior to completing this portion of the survey, please ensure that you are familiar with guidance available on the B.C. Climate Action Toolkit website, specifically the Workbook (WILL BE UPDATED) and Becoming Carbon Neutral: A Guide for Local Governments in British Columbia (WILL BE UPDATED).

Please note: As a result of the BC Recycling Regulation, local governments are no longer required to account for GHG emissions from vehicles, equipment and machinery required for the collection, transportation and diversion of packaging and printed paper, in their annual CARIP reports.

### 2019 CARBON EMISSIONS

Did your local government measure corporate GHG emissions for 2019?

- Yes
- No
- Don't Know

If your local government measured 2019 corporate GHG emissions, please report the number of corporate GHG emissions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) from:

Service Delivery Type	2019 Corporate GHG Emissions
<b>Services Delivered Directly by your Local Government</b>	
<b>Contracted Services</b>	N/A

TOTAL A - CORPORATE GHG EMISSIONS (DIRECT + CONTRACTED) FOR 2019:

N/A

### 2019 CARBON REDUCTIONS

To be carbon neutral, a local government must balance their TOTAL corporate GHG emissions generated in 2019 by one or a combination of the following actions:

- Undertake Green Communities Committee-supported Option 1 Project(s)
- Undertake Green Communities Committee-supported Option 2 Project(s)



Purchase carbon offsets from a credible offset provider

For more information about options to balance or offset corporate GHG emissions please refer to *Becoming Carbon Neutral: A Guidebook for Local Governments in British Columbia*.

If applicable, please report the 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from any of the following Option 1 GHG Reduction Projects:

Option 1 GHG Reduction Projects	2019 GHG Emissions Reductions
1A Energy Efficiency Retrofits	N/A
1B Solar Thermal	N/A
1C Household Organic Waste	N/A
1D Low Emission Vehicles	N/A
1E Avoided Forest Conversion	N/A
1F Trenchless Technology	N/A

TOTAL B - REDUCTIONS FROM ALL OPTION 1 PROJECTS FOR 2019:

If applicable, please report the names and 2019 GHG emissions reductions (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) being claimed from Option 2 GHG Reduction Projects:

	Names of Option 2 GHG Reduction Projects	2019 GHG Emissions Reductions
1.	N/A	N/A
2.	N/A	N/A
3.	N/A	N/A
4.	N/A	N/A
5.	N/A	N/A
6.	N/A	N/A

TOTAL C - REDUCTIONS FROM ALL OPTION 2 PROJECTS FOR 2019:



## 2019 CARBON OFFSETS

If applicable, please report the name of the offset provider, type of project and number of offsets purchased (in tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e)) from an offset provider for the 2019 reporting year:

	Name of Offset Provider	Name of Project	2019 GHG Emissions Reductions
1.	N/A	N/A	N/A
2.	N/A	N/A	N/A
3.	N/A	N/A	N/A
4.	N/A	N/A	N/A
5.	N/A	N/A	N/A
6.	N/A	N/A	N/A

TOTAL D - OFFSETS PURCHASED FOR 2019:

TOTAL REDUCTIONS AND OFFSETS FOR 2019 (Total B+C+D):

### Corporate GHG Emissions Balance for 2019

Your local government's corporate GHG emissions balance is the difference between total corporate offsettable GHG emissions (direct + contracted emissions) and the GHG emissions reduced through Green Communities Committee Option 1 and Option 2 projects and/or the purchase of offsets.

CORPORATE GHG EMISSIONS BALANCE FOR 2019 = (Total A – (B+C+D))



If your corporate GHG emissions balance is negative or zero, your local government is carbon neutral. CONGRATULATIONS!

If your local government was carbon neutral in 2019, please record any emissions reductions you will be carrying over for future years and the source of the reductions, including the year they were earned (e.g. organics diversion, 2019 100 tCO<sub>2</sub>e):

	Source of Carryover Emission Reduction	Year Earned	GHG Emissions Reductions
1.	N/A	N/A	N/A
2.	N/A	N/A	N/A
3.	N/A	N/A	N/A
4.	N/A	N/A	N/A
5.	N/A	N/A	N/A
6.	N/A	N/A	N/A

TOTAL E - BALANCE OF REDUCTIONS ELIGIBLE FOR CARRY OVER TO NEXT YEAR

#### GREEN COMMUNITIES COMMITTEE CLIMATE ACTION RECOGNITION PROGRAM:

The joint Provincial-UBCM Green Communities Committee is pleased to be continuing the Climate Action Recognition Program again this year. This multi-level program provides the Green Communities Committee with an opportunity to review and publicly recognize the progress and achievements of each Climate Action Charter (Charter) signatory.

Recognition is provided on an annual basis to local governments who demonstrate progress on their Charter commitments, according to the following:

Level 1 – Demonstrating Progress on Charter Commitments: For local governments who demonstrate progress on fulfilling one or more of their Charter commitments.

Level 2 – Measuring GHG Emissions: For local governments that achieve Level 1, who measure their corporate GHG emissions for the reporting year and demonstrate that they are familiar with their community's energy and emissions inventory (i.e. CEEI).

Level 3 – Accelerating Progress on Charter Commitments: For those local governments who have achieved Level 1 and 2 and demonstrate significant action (corporately or



community-wide) in reducing GHG emissions in the reporting year (e.g. through undertaking a GHG reduction project, purchasing offsets, establishing a reserve fund).

Level 4 - Achievement of Carbon Neutrality: For local governments who achieve corporate carbon neutrality in the reporting year.

Based on your local government's 2018 CARIP Climate Action/Carbon Neutral Progress Survey, please check the Green Communities Committee Climate Action Recognition Program level that best applies:

- Level 1 – Demonstrating Progress on Charter Commitments
- Level 2 – Measuring GHG Emissions
- Level 3 – Accelerating Progress on Charter Commitments
- Level 4 - Achievement of Carbon Neutrality
- Don't know

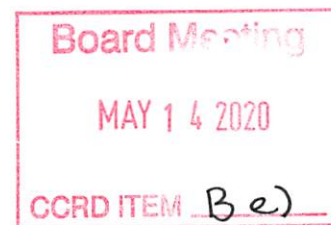
Related to Level 3 recognition, if applicable, please identify any new or ongoing corporate or community-wide GHG reduction projects (other than an Option 1 or Option 2 project) undertaken by your local government that reflects a significant investment of time and/or financial resources and is intended to result in significant GHG reductions:

Does your local government set aside funds in a climate reserve fund or similar?

- Yes
- No
- Don't know

**CCRD SERVICE REPORT**

**To:** Courtney Kirk, CAO  
**From:** Community Economic Development Officer  
**Meeting Date:** May 14<sup>th</sup>, 2020  
**Subject:** ECONOMIC DEVELOPMENT SERVICE UPDATE

**Recommendation:**

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

**Service Background:**

The Community Economic Development Service seeks to serve, support and encourage the economy and the economic wellbeing of residents throughout the central coast region. This includes areas such as employment, training and skills, opportunities, the identification, application and delivery of both services and capital-investment grant-funded projects and relevant mitigative and protective services that would minimise economic disruption in the event of an unexpected event.

The service covers all electoral areas of the central coast region; A, B, C, D and E.

The Community Economic Development Officer leads the service and reports to the CAO.

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

The CEDO was asked to take on the role of Deputy Director of the CCRD Regional Emergency Operations Centre.

In the second quarter of 2020, the CEDO is aimed at supporting the region's communities and EOCs during the COVID 19 pandemic whilst progressing the CEDO's projects and grants as much as possible.

The FireSmart and FireSmart Community Boards trainings occurred successfully in Bella Bella in March.

The Business Workshops training is also now completed with up to ten attendees participating.

The Housing Needs Assessment is currently delayed due to the challenges of conducting door to door surveys at a time when physical distancing is imperative in our remote communities.

Likewise, the CCRD celebratory film has been delayed. The next step is to undertake interviews with knowledge keepers in each community, but this need is of course secondary to the requirement for community leaders to be focused on supporting their communities at this time. However, the hope is that when appropriate, these interviews will be continued. The CEDO is also pleased report that an additional provider of salmon film clips has been identified and has kindly agreed to contribute clips to the project.

The Economic Development Advisory Committee Terms of Reference are being amended and will be presented to the Board for consideration at the June meeting. Regular EDAC meetings are currently being put on hold due to the pandemic.

The CEDO has been in touch with UBCM and the Executive Director of the Heiltsuk Nation regarding the Cultural Sensitivity training and the hope is that (subject to the conditions of the pandemic) that the training will still occur later in the year. A band council resolution is being sought from Heiltsuk leadership in support of this training.

In addition, the CEDO will progress the new 2020-2023 Community Economic Development Operating Plan and begin the process of investigating funding sources and planning to progress a new Official Community Plan for the Bella Coola Valley.

In furtherance of the CCRD board's meeting with Minister Trevena, Minister of Transportation and Infrastructure regarding the establishment of a Vancouver Health/BC Transit health connector sea bus for the outer coast communities as well as a bus service route between Bella Coola and Williams Lake, the CEDO is progressing discussions with Vancouver Coastal Health and BC Transit.

Progression of the Ocean Falls Revitalization Committee has encountered delays due to the focus on the COVID 19 response, but this work will continue as soon as practically possible.

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

##### **Project:**

1. **Business Workshop Training** (in conjunction with Bella Coola Valley Learning Society)

##### **Funder:**

Community Workforce Response Grant

**Percent complete:**

100%

**Completion date:**

February 29, 2020

**Total Funding awarded:**

\$215,328 (awarded to the CCRD)

**Total grant funds expended to date:**

\$215,328

**Administrative Comments:**

The business workshops have now been completed and the CEDO will be commissioning research into all of the trainings to ascertain their value, effectiveness, organisation, communication, impact on CCRD staff (particularly Finance) to determine the cost and time involved and whether the trainings delivered sufficient value to warrant the time and cost involved. This research project has been delayed due to the workload of the EOC and challenges of undertaking research at this time.

**Project:****2. Videography****Funder(s):**

Rural Dividend and NDIT

**Percent complete:**

60%

**Tentative completion date:**September 31<sup>st</sup>, 2020**Total Funding awarded:**

\$40,000

**Total grant funds expended to date:**

\$31,000

**Administrative Comments:**

Shooting for the film is complete. The remaining elements of the project include; the editing of the film clips by the film editor, gathering additional 'third-party' salmon clips



from our media partners, coordinating with the cultural liaison coordinator and First Nations advisers in the Nuxalk, Heiltsuk and Wuikinuxv Nations, sourcing a female narrator and developing the wording for the narration, audio-recording the narration and then editing that into the final film, then presenting the draft final film to the three Nations for review.

The interviews have been delayed due to the pandemic but the CEDO is working to restart the interviews in May.

**Project:**

**3. Communications and Connectivity Feasibility Study**

**Funder(s):**

Rural Dividend

**Percent complete:**

80%

**Tentative completion date:**

May 31<sup>st</sup>, 2020

**Total Funding awarded:**

\$10,000

**Total grant funds expended to date:**

\$5,500

**Administrative Comments:**

The research is complete and the report has been written and distributed to each of the five communities in the region. The remaining element of the project is to present the project and its findings to each community, in person.

**Project:**

**4. Community Economic Development Officer Position**

**Funder(s):**

NDIT

**Percent complete:**

100%

**Tentative completion date:**

Ongoing (subject to successful annual grant award)

**Total Funding awarded:**

\$50,000

**Total grant funds expended to date:**

\$50,000

**Administrative Comments:**

The CEDO has applied for the funding for this position for 2020.

**Project:**

5. Community Grant Writer

**Funder(s):**

NDIT

**Percent complete:**

0%

**Tentative start date:**

June 1st, 2020

**Total Funding awarded:**

\$8,200

**Total grant funds expended to date:**

\$0.00

**Administrative Comments:**

Advertising for a new grant writer was extended by another month and the closing date is now May 14<sup>th</sup>. A grant writer will be selected from the applicants after this time.

**Project:**

6. Fire Smart

**Funder(s):**