



**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Evangeline Hanuse  
**Meeting Date:** October 14, 2021  
**Subject:** Policy A-36 Risk Management

**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District receives the request for decision for Policy A-36 Risk Management.*

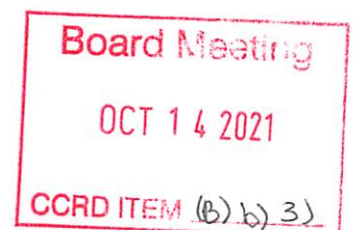
*THAT the Board of Directors of the Central Coast Regional District reviews Policy A-36 Risk Management.*

**Issue/Background Summary:**

According to Policy A-24 Policy Development and Review, policies will be brought forward to the Board of Directors for review and relevance a minimum of every three years. Policy A-36 Risk Management was created February 9, 2017 and has not been reviewed yet.

Submitted by: *ehanuse*  
Evangeline Hanuse

Reviewed by: *Courtney Kirk*  
Courtney Kirk, Chief Administrative Officer



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**A-36 – Risk Management Policy**

**Preamble:** The Central Coast Regional District defines risk as the chance or possibility of loss, damage, injury or failure to achieve objectives caused by an unwanted or uncertain action or event. Risk management is a planned and systematic approach to the identification, evaluation and control of those risks which can threaten the assets or financial and organisational wellbeing of the Central Coast Regional District.

The Central Coast Regional District recognizes its responsibility to manage risks effectively in order to control its assets and liabilities, protect its employees and communities against potential losses, minimise uncertainty in achieving its goals and objectives and maximise the opportunities to achieve its vision.

The Central Coast Regional District is aware that some risks can never be eliminated fully, this policy will identify the mitigation and implementation tools that are and will be developed to ensure all reasonable actions are taken.

**Scope:** This policy has been developed to address the Central Coast Regional District regular operations. Emergency Management plans and services are beyond the scope of this policy. Emergency Management is covered separately and specifically in CCRD Emergency Management Plans and Policies.

**Policy:**

**1. Overview**

Risk management efforts of the Central Coast Regional District will be divided into four categories that account for potential risks that may be realized by the district during its regular operations.

Financial  
Asset Management  
Information Technology  
Business Continuity

**2. Objectives**

The objectives of the Risk Management policy is to:

- Raise awareness of the need for risk management;
- Inform policy and decision making by identifying risks, their likely impact, mitigation and recovery strategies;
- Track and address identified risk management concerns.

These objectives will be achieved in each of the four categories by:

- Establishing clear roles, responsibilities and reporting lines within the Central Coast Regional District;
- Monitoring established plans on an ongoing basis;
- Developing a risk matrix to identify risks;
- Continually improving on in-house risk management expertise.

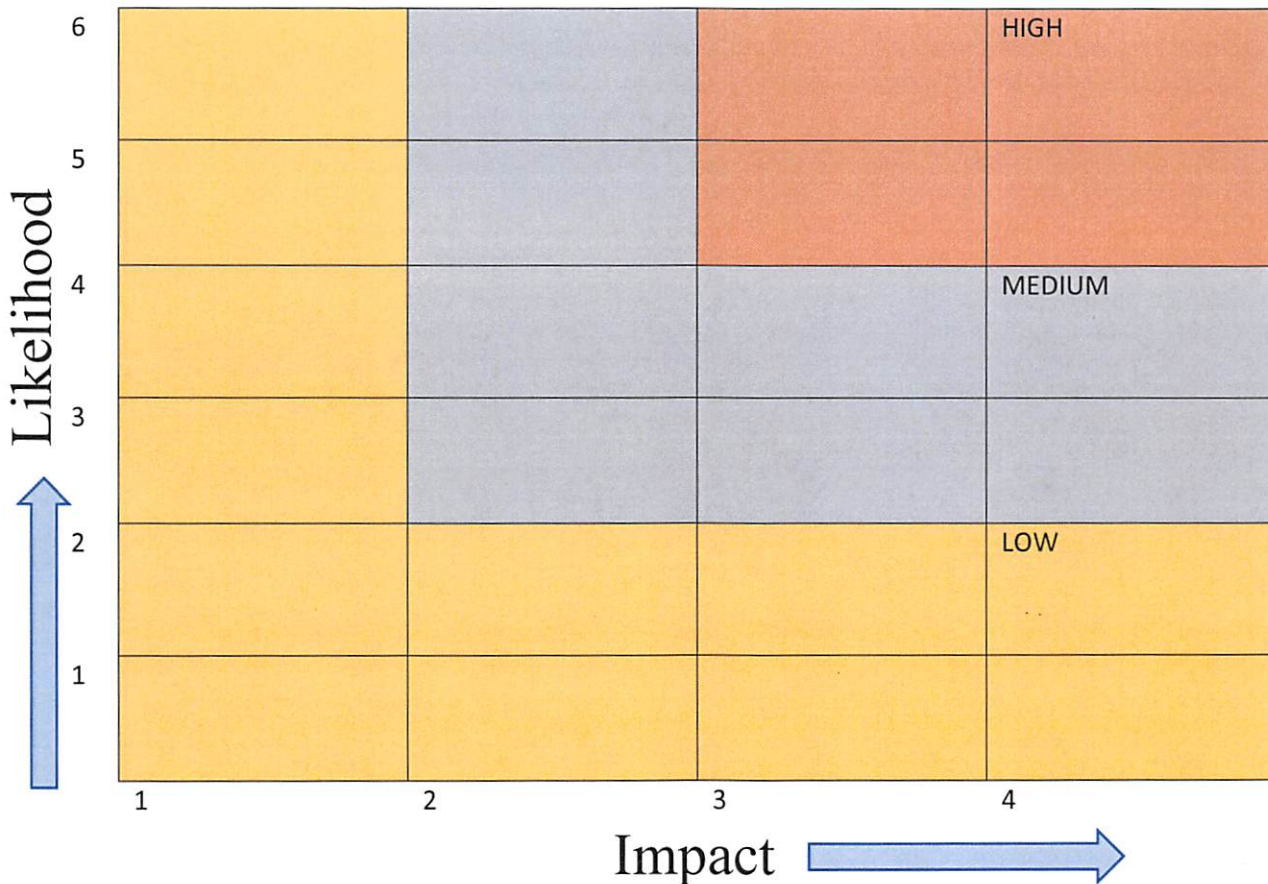
A-36 Risk Management Policy...continued Page 2

3. Identifying, Measuring, Reporting Risk

The following risk profile will be used by CCRD administration to assess the risk level of administrative and executive actions and decisions.

Likelihood: Is the frequency or probability that an identified risk will occur

Impact: Is the degree to which the risk will create negative consequences



For actions that require a decision of the Board of Directors, the findings of the risk assessment will be incorporated in administrative reports to the board of directors under a “Risk Management” heading and will address:

- whether the risk or potential risks have been evaluated;
- the findings of the assessments (High, Medium, or Low);
- plans, controls and/or mitigation steps that exist or will be implemented/taken to minimize the risk to the Central Coast Regional District.

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**A-36 – Risk Management Policy...continued Page 3**

- In this reporting component reference may be given to existing CCRD Plans or Policies that address the identified risk and its controls or the following 5 categories of controls.
  1. Avoidance – Can a risky activity be avoided/cancelled?
  2. Prevention or modification – Can an activity be modified to reduce the risk of loss?
  3. Mitigation – What can be done to reduce the risk of loss?
  4. Retention – Accept the risk; establish deductibles accordingly, or chose not to insure and accept full responsibility.
  5. Transfer (Sharing) – Transfer or share the risk with a third party.

Date: February 9, 2017



## FINANCIAL SERVICE REPORT

**To:** Courtney Kirk, CAO  
**From:** Ye-Ne Byun, Finance Manager  
**Meeting Date:** Oct 14, 2021  
**Subject:** Budget vs Actual Variance Report January – September, 2021

### Recommendation:

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

### Service Summary:

COVID-19 has the regional district continuing to operate in a context of uncertainty, and the pandemic continues to have a significant financial impact on the CCRD. The loss of variable revenue, especially user fee revenue at the Bella Coola Airport due to reduced transportation services has created unprecedented financial challenges.

The other major financial component this year is the conversion of the Hagensborg Waterworks and Fire Protection District to services of the regional district. Water billings were completed in early July.

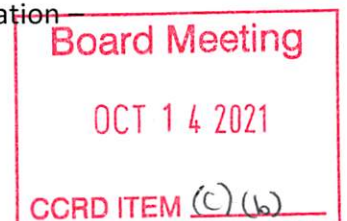
### Grant Funded Projects Administered Under the Service:

Approximately 25 separate grants are under financial administration in 2021, representing 84% of total revenues. This is in addition to the 26 mandated functions and services already under financial administration.

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

The Board began the process of re-imagining the strategic plan during a special workshop for the same on July 27 and 28, 2020. The board adopted the CCRD 2019-2022 Strategic Plan amendments later in the October 8 meeting, arising from COVID-19 related resourcing and capacity constraints and therefore the 2021 annual budget aligns with the Board's updated priorities.

Financial services is a key support in moving the regional district forward in all strategic goals and priorities; In particular, Goal #1 – Good Governance and Administration – Fostering efficiency in Service Delivery.



**Financial/Budgetary:**

Budget Variance Report for the period January to September, 2021 is attached. The board adopted the Five-Year Financial Plan for the period 2021 – 2025 in March, 2021.

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

Financial services is an important and key component to all services and functions and is a significant part of apportioned administration. The department strives to ensure that the regional district maintains a high degree of integrity and compliance within the organization. This is necessary to ensure our communities and neighborhoods continue to benefit from the services provided. Apportioned administration is as developed in conjunction with the Five-Year Financial Plan and as mandated by policy.

**CCRD Mandate for Service Delivery:**

Financial services are a core component of the delivery of all services and functions of the regional district as regulated by our own policies and procedures, the Local Government Act and other provincial and federal legislation.

Respectfully Submitted by: \_\_\_\_\_  
Ye-Ne (Sandra) Byun, Finance Manager

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

## CENTRAL COAST REGIONAL DISTRICT

**Financial Variance Report  
January to September 2021**

Attached is the Revenue & Expenditures – Actual vs Budget report for the period January 1 to September 30, 2021. The figures reflect that most of revenues and expenditures remain unreceived and unspent, but also shows that progress is being made.

**REVENUE**

-Overall, revenues are at 55% of budget. This is deemed to be below expectations given that we are currently 3/4 of the way through the year.

-Property taxation revenues are recorded, and levies were received at the beginning of August.

-Regional District Basic Grant (\$200,000) has now been received.

-The Nuxalk Nation contributions to landfill operations reflect the period January to December, and are as budgeted.

-User fees for recreation programs are in line with projections. The swimming pool has recorded \$25,800 against a budget of \$20,000, and recreation fees are behind with \$1,100 out of \$3,300 being realized. The airport user fee revenue is currently at 64% of budget. The user fees from landfill operations have already exceeded the budget for the year (actual \$56,895 vs budget of \$37,500). This is attributable to the implementation of the new fee structure bylaw #499 adopted by the board of directors in December 2020. Directors may recall that this bylaw will be reviewed at the October 2021 board meeting in order to prepare for budget discussions later this winter. Water toll revenue has been recorded (\$146,800 against a budget of \$143,000). Fire tolls are behind budget projections only temporarily since the entry has not yet been made that will reflect the 2021 fire tolls for Hagensborg Fire Department that were collected in 2020.

-Provincial/Federal Grant revenue is about 49% of the annual budget. The board may already recall that UBCM had notified local government that a “top up” to the Gas Tax Funding for the Community Works Fund was anticipated. In fact, the “top up” amounted to an unexpected deposit of an additional \$204,000. Also, as the board was notified at the June board meeting, UBCM paid the full portion of the grant in June as opposed to splitting the payments between July and November as is usually the case.

**The following program actual revenue is in line with budget projections:**

- a) Strategic Priority Funding for Denny Island Water (\$1.4 million) and for the Swimming Pool (\$2.7 million) has been deferred from 2020 and recorded as revenue in 2021. Likewise, provincial grants for the Bella Coola Valley Risk

Assessment and Flood Modeling (\$.5 million) was also deferred and recorded in 2021. Funding for the Hagensborg Waterworks Potable Water project (\$1.46 million) was received in 2020 and recorded as revenue in 2021.

- b) The swimming pool also received \$991,000 from the Community Economic Recovery Infrastructure Program as budgeted. The financial plan includes a grant from Northern Development Initiative Trust (\$250,000).
- c) New Provincial grant revenue has been issued in the amount of \$55,000 as part of the COVID-19 Safe Re-start Grant. (Directors may recall that \$340,000 was issued in 2020 bringing the total to \$395,000.) The Bella Coola Airport also received \$180,000 for COVID-19 Airport Relief Funding.
- d) Funding (\$15,000) has been received for the Hagensborg Waterworks conversion and (\$40,000) for a study to assess options for governance of the converted services.
- e) \$206,000 grant funding was deferred from 2020 which includes funding from Rural Dividend for tourism and capacity development; from Rural Dividend for Regional Connectivity project; from NDI for Love Northern BC grants; from Vancouver Coastal Health for the Active Communities Project on Denny Island; from UBCM for 2019 Housing Needs Report Program; from NDI for 2019 Community Planning for Housing grants; and from the province for a Hagensborg Waterworks Asset Planning Grant.

**Budget revenue not yet received includes:**

- f) Great Bear Playground (\$902,000);
- g) Replacement of Gas Fuelling System at the Bella Coola Airport (568,000);
- h) Organics Infrastructure Program at the Thorsen Creek Waste and Recycling Centre (\$98,000);
- i) Official Community Plan (OCP) and Asset Management Plan Updates (\$50,000) (from the Community Works Fund);
- j) Cultural Safety and Humility Training (\$50,000); and
- k) CRI FireSmart Community (\$104,000);
- l) Centennial Pool Renewal grant from Northern Development Initiative Trust (NDIT) (\$250,000);
- m) Grant Writer funding from NDIT (\$8,000); and



n) Economic Development Capacity Funding from NDIT.

**Sources of funding that are budgeted but not yet found include:**

- o) a 1/3 contribution to the Organics Infrastructure Program at Thorsen Creek (\$50,000) and
- p) a possible contribution for ground water program and/or interim cover at the Waste & Recycling Centre (\$300,000).

**EXPENDITURES**

**ADMINISTRATIVE SERVICES**

**Community Works Fund**

- Funds have been set aside (\$752,000) for Centennial pool retrofit project, Denny Island water system project, asset management planning, implementing a new accounting standard (Asset Retirement Obligations), the contribution towards a FCM Municipal Asset Management Program for OCP updates and developing the landfill operations and closure plan. To date there have only been funds expended on the landfill operations closure plan (\$11,000 of \$62,000 budgeted.)

**Feasibility Studies**

- Feasibility studies have been put on hold this year due to the realignment of board priorities in the October 2021 amendment to the Strategic Plan arising from COVID-19 related resourcing and capacity constraints. Remaining funds (\$25,000) will carry over and be available for the planned studies in 2022. There have been no expenditures in 2021.

**General Operations**

-Overall, actual expenditures are about 51% of budget.

-Directors'/Governance expenses are approximately 44% of budget. It is down from budget largely on account of convention and board meeting travel costs and board public relations expenses not yet incurred.

-Professional Fees: Audit expenses of \$33,000 will not be incurred until year end. Financial service fees have been recovered until March 18 by funding from EMBC so that we can provide ongoing support for CCRD EOC financial processes and accounting. Other consulting fees have been budgeted for records management, CAO evaluation, IT support, staff work planning support, engagement support and director remuneration bylaw review. There remains \$65,000 left to be expended for those initiatives. Legal fees budgeted at \$20,000 also are unexpended with \$8,400 has been incurred so far.

-\$10,600 of the budget \$17,000 for capital works has been spent for new computer work stations and a screen and camera for public board meetings. Funds have also been budgeted to purchase new board room chairs, but this has not occurred to date.

-The bulk of the maintenance expenditures are under budget. \$55,000 was budgeted for office building upgrades and property maintenance and this is not yet spent, although we are in the process of developing a work plan with the assistance of a design professional. \$10,700 of the \$33,300 budget has been spent on operating expenses which include janitorial services, freight, mileage and postage. The budget also includes \$6,800 for employees' travel expenses, all of which have not been incurred to date.

-Payroll expenses are underspent at the end of September, but the numbers will be more in line by the end of the year. The vacant Public Works Technician position was filled in August; one full time replacement is now in place; and one new part time position was filled in September. The position for a Recreation Coordinator has been put on hold.

Professional development expenses are 35% expended with several opportunities scheduled for later in the year.

#### **Grants in Aid**

- Grants in aid were paid out pursuant to board resolution in August. \$272 is available to carry forward to 2022.

### **DEVELOPMENT SERVICES**

#### **Economic Development**

- Less than 1/3 of the planned and budgeted expenditures have been incurred to date. The \$141,000 budgeted for Economic Development Initiatives projects have not yet been fully expended although some progress has been made on the carving and installation of cultural pieces at the airport. The budget includes funding from Rural Dividend for Rural and Remote Communications Connectivity and Bella Coola Airport Tourism and Capacity Enhancement. (Nuxalk Nation cultural liaison and interpretation, trailhead kiosks, carving and installation of cultural pieces, airport greenspace and play area at the airport, Klonik riverside greenspace and viewing area, trail rehabilitation and construction, and a pedestrian bridge at the Beaver Pond.)

- \$10,000 has been set aside for NDIT Community Promotion Video project and Love Northern BC Program funded by NDIT. Of this, \$4,500 has been expended to date.

-Just over \$8,000 of the \$10,550 budgeted has been expended for the contract grant writer as funded by NDIT.

-\$5,000 was budgeted for Ocean Falls Revitalization Committee travel costs in case we cannot secure grant funds to offset the costs. This remains unspent.

#### **Land Use Planning**

- \$24,000 of the total Housing Needs Assessment project budget (\$52,000) has been spent on Urban Systems Ltd's professional services in regard to reviewing materials for

stakeholder engagement sessions, finalizing survey and reviewing housing projection methodology.

- Funds (\$80,000) have been earmarked for OCP updates for Bella Coola Valley and exploratory OCP planning for the outer coast communities and this project is still in the planning stages.

### **Street Lights**

-Both Valley and townsite street lights expenditures are in line with budget projections.

## **ENVIRONMENTAL SERVICES**

### **Solid Waste Management**

-\$1,500 remains unspent in the Solid Waste Management Maintenance budget of \$6800 for mowing, weed eating contract, other building and equipment maintenance which will be undertaken later in the season.

-Approximately 78% of the total operating expenditures have been expensed which is commensurate with seasonal expectations.

-\$10,000 in the capital works budget for 4 new bins at Thorsen Creek Waste and Recycling Centre has been expended but not yet booked.

-\$150,000 has been set aside for Organics Infrastructure composting project. 2/3 of the funding has been secured through a grant and discussions for the remaining capital costs of this project are pending with the Nuxalk Nation.

-Approximately ½ of the total budget for supplies and small tools is available for spending as is \$2,000 in contingency

### **Bella Coola Waterworks**

- Approximately 37% of the anticipated expenses have been incurred.

-\$15,000 was budgeted for maintenance items, including a service/teardown of all hydrants and curb stop mapping. \$2,700 has been expended on site maintenance.

-\$37,000 remains unspent in the contingency budget which includes provision for replacement of the main water meter.

-\$5,000 has not yet been spent to replace a gate valve at a specified location. The work has been postponed to next season due to high water levels during the Water Tech visit in late September, however we have the parts and will receive an invoice for these.

-\$6,000 also remains unspent for a water operator contract which is meant to deal with regular maintenance issues. Part of this work (line flushing) was completed under contract by Kootenay Utility Solutions.

### **Denny Island Waterworks**

-\$2,700 of the \$1,462,000 has been spent on engineer services delivered by Urban System for the Denny Island Water System project. Most expenses for the project to date have been incurred by School District 49.

### **Hagensborg Waterworks**

-\$46,000 of the total special project budget (\$1,473,000) has been spent on Urban Systems professional services for Hagensborg Water System Upgrade project and Hagensborg water asset inventory. Works also include groundwater potential evaluation, field and topographic surveys and an environmental permit application.

-The maintenance budget has been exceeded slightly (\$1,600) but this will be recovered from an applicant for a new service.

## **LEISURE SERVICES**

### **Parks & Recreation – Bella Coala**

-The remaining funds (\$17,000) for the trail construction and the bridge installation supervision project funded by Rural Dividend have not been expended.

-\$13,000 was budgeted for park maintenance contract, ice rink asphalt repairs, and road maintenance in the big cedar trail and \$4,000 of that has been expended.

-\$10,000 remains unspent for fencing ball diamond, striking around concession, and railings on concession at Walker Island parks.

- The CCRD was awarded a grant of \$902,655 from Ministry of Municipal Affairs and Housing for the Great Bear Playgrounds project which includes playground upgrades at Walker Island and Nusatsum parks and it has not yet commenced.

- There are no expenditures to report other than standard operational costs such as insurance and utility costs.

### **Recreation – Denny Island**

- Funds (\$8,300 of \$9,300 budgeted) for initiatives associated with the Active Communities Project from Vancouver Coastal Health have been spent on the new scope of this project, trail construction in Denny Island.

-\$3,500 was budgeted for capital works and \$4,600 for contingency, neither of which was expended.

- \$3,000 remains unspent in the program expense budget for small allotments for Christmas gifts, Halloween fireworks, and Easter Supplies.

### **Swimming Pool**

- The pool season has finished with about \$153,000 in operational expenses against a budget of \$174,000.

-\$23,000 was budgeted in capital works for a pool pump and sand filter units. These were not purchased.

- Three separate grant funds totalling \$3.9 million have been secured through the Community Economic Recovery Infrastructure funding Program (\$990,840) and through the Strategic Priority Fund (Gas Tax) (\$2,690,991) and from NDIIT (\$250,000) for the pool retrofit project. The expenditures have not yet occurred and the project is still in the planning stages.

### **Vancouver Island Library**

- There is nothing significant to report financially. Expenditures are in line with budget, although there have been no payments for director remuneration for attendance at meetings.

## **PROTECTIVE SERVICES**

### **Emergency Management**

-\$33,000 was budgeted for contribution to the Nuxalk Nation for the Shared Emergency Program Coordinator and this has not been disbursed.

-\$39,000 remains unspent for consulting fees with regard to emergency management support.

-There has been no significant financial activity to date. Expenditures are 42% under budget.

### **Emergency Management Initiatives**

-The regional district has been approved for grant funding (in 2018) for a Bella Coola Valley Risk Assessment and Flood Modeling project in the amount of \$500,000 and the remaining funds (\$488,000) were deferred to 2021. This funding stream will allow us to move to the next phases of the Bella Coola Valley Flood Risk Assessment and Modeling project after wrapping up of Phase 1 funded through UBCM Community Emergency Preparedness Fund (\$150,000). The completion date of the project has been extended to September, 2021 and currently \$469,000 remains in the budget. The \$19,000 spent this year to date was for professional services to develop natural hazards assessment approach, climate change adaptation and modelling refinements.

- The CCRD was awarded a grant of \$50,000 from UBCM for Indigenous Cultural Safety and Cultural Humility Training and no expenditures have been made to date. The project completion date per the grant agreement is August 30, 2021, however Administration has undertaken conversations with UBCM to extend the grant.

- \$104,000 has been granted from UBCM for CCRD Coastal Wildfire Protection Plan (CWPP) project and the funds has not yet been expended. Discussions with the Heiltsuk Tribal Council for developing a scope of work are still pending for this project and the completion date of the project has been extended to March, 2022.

- Additional costs have been incurred in supporting mandated efforts of the local health authority and the operation of CCRD's regional Emergency Operation Center to help ensure the safety of the public and CCRD staff, and to ensure CCRD essential services continue. Many of these costs will be offset by reimbursement from EMBC.

#### **Fire Protection- Bella Coola**

- \$9,700 remains unspent in the capital works budget for an electric door opener, concrete floor work and electrical panel work at the fire hall.

- \$5,000 was budgeted for consulting fees with regard to developing a training plan and operations manual and this has not been spent.

- Both operating and maintenance costs are slightly under budget

#### **Fire Protection- Hagensborg**

- There is nothing significant to report financially. 40% of budgeted expenses have been incurred.

- Maintenance expenses are about 38% of budget with \$7,000 remaining for repairs.

- Operating costs are in line with budget and \$1,100 remains to be spent.

### **TRANSPORTATION SERVICES**

#### **Bella Coola Airport**

- overall, actual expenditures are about 57% of budget.

- \$34,000 budgeted for capital works (electrical repairs to the terminal building, west end clearing, and bear proof garbage can) has not occurred.

-Operating expenses are about 54% expended, leaving \$33,000 available. (There is potential for a large chunk of this to be used up in snow removal if we receive significant snowfall.)

-\$32,000 remains unspent for brush removal, crack sealing contract, mowing weed eating contract, and other ground or runaway maintenance

-\$10,000 budgeted for Safety Management Systems external audit consulting fees and other consulting fees with regard to project development and design support has not yet occurred. Supplies and tools are underspent by \$6,000.

-The CCRD was awarded a grant of \$568,000 from Ministry of Transportation and Infrastructure for replacement of JET A and LL100 AV gas fueling system at Bella Coola airport. To date \$8,800 has been spent on professional fees for background data collection and preparation of a front end Request for Proposals and a 3<sup>rd</sup> apron management plan, design services and architectural drawings, and general project management.

- \$2,700 is available for the obstacle removal project at Bella Coola Airport which is funded from BC Air Access Program (BCAAP). Due to contractor availability, the seeding was not completed this spring and has been moved to the fall.

-The remaining funds (\$30,210) from Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement have not been expended. This project which involves surveying and appraisal of airport lands continues to move along and work will extend probably to the end of 2021.

#### **Denny Island Airport**

- \$14,000 was budgeted in capital works for terminal roof repair at Denny Island airport and this has not been spent, nor has the \$4,000 budgeted for maintenance.

-There has been no significant financial activity to date. Other than the standard costs for hydro, insurance, apportioned administration and asset replacement, the only expenditure has been \$168 for a windsock.

-Other than the tax levy, the only revenue projected was \$2,100 in landing fees from Shearwater Marine. This has not yet been received and the Denny Island Airport Commission will discuss their rates and charges bylaw at their next meeting.



**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Evangeline Hanuse  
**Meeting Date:** October 11, 2021  
**Subject:** Public Hearing – Firvale Wilderness Camp

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District Receive this Report regarding the Public Hearing – Firvale Wilderness Camp.***

***THAT the Board of Directors of the Central Coast Regional District authorize remuneration for Director Northeast at a local work assignment rate for two hours of holding the Public Hearing on October 19, 2021 and at \*\* hour(s) for reviewing background documents.***

**Issue/Background Summary:**

Due to timing and the nature of publishing a Public Hearing notice according to the *Local Government Act* parameters, the Public Hearing for the Firvale Wilderness Camp was scheduled for Tuesday, October 19<sup>th</sup> at 7:00 pm at the CCRD office as well as via Zoom.

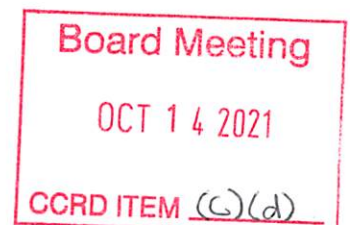
Notice was given to the newspaper, the website and to surrounding neighbours regarding the Public Hearing. An information package was provided to Director Northeast who will lead the Public Hearing as per an earlier resolution of the Board, **21-07-17**. A report on the Public Hearing will be presented at the November board meeting.

**Policy, Bylaw or Legislation:**

*Local Government Act*

Submitted by: *ehanuse*  
Evangeline Hanuse

Reviewed by: *Courtney Kirk*  
Courtney Kirk, Chief Administrative Officer







**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Evangeline Hanuse  
**Meeting Date:** October 14, 2021  
**Subject:** Support Letter for BC Fairs, Festivals, and Events Recovery Fund

**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District receive the draft letter in support of the Bella Coola Valley Ridge Riders Annual Rodeo application of funding to the BC Fairs, Festivals, and Events Recovery Fund.*

*THAT the Board of Directors of the Central Coast Regional District authorizes the draft letter in support of the Bella Coola Valley Ridge Riders Annual Rodeo application of funding to the BC Fairs, Festivals, and Events Recovery Fund.*

**Issue/Background Summary:**

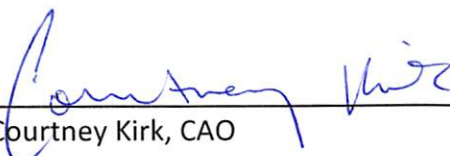
The Bella Coola Valley Ridge Riders are working on an application relative to the annual rodeo (two consecutive years have been lost). The annual rodeo is the largest single annual event in the Bella Coola Valley, and generates significant revenue for the tourism and service sector.

The deadline for the grant was October 1, 2021 and notably if the Board signed off on the support letter it would be a late submission to the grant funder.

**Financial/Budgetary Considerations:**

N/A

Submitted by:   
Evangeline Hanuse

Reviewed by:   
Courtney Kirk, CAO

**Board Meeting**  
**OCT 14 2021**  
**CCRD ITEM (c)(e)**

September 29, 2021

To Whom It May Concern,

*Re: British Columbia Fairs, Festivals, and Events Recovery Fund.*

Please accept this letter in support of the Bella Coola Valley Ridge Riders application to the *BC Fairs, Festivals, and Events Recovery Fund.*

The Bella Coola Valley Ridge Riders Annual Rodeo is a well-supported and welcomed event in our local community, and support of this endeavor has long been included in the Central Coast Regional District's Economic Development Operating Plan, as well as the Bella Coola Valley Tourism Plan. The Annual Rodeo is a significant contributor to our local economy, and we look forward to the resumption of this popular event, with the assistance of this Provincial Grant.

Sincerely,

Central Coast Regional District



## CCRD SERVICE REPORT

**To:** Courtney Kirk, CAO  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** October 14, 2021  
**Subject:** BELLA COOLA FIRE PROTECTION SERVICE UPDATE

### Recommendation:

*THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Fire Protection Service Report dated October 14, 2021.*

### Service Background:

The CCRD is responsible for provision a fire suppression service to a portion of Electoral Area E (service area). The service was established March 31, 1992 through CCRD Bylaw 175, cited as "Bella Coola Fire Suppression Service Establishment Bylaw No. 175". This service is delivered through the operation of the Bella Coola Volunteer Fire Department (BCVFD).

The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors. Responsibility for day-to-day operational oversight of the BCVFD lies with the Fire Chief of the Fire Department, or in his/her absence, the Deputy Chief. The Fire Chief is supported by a Training Officer. These positions are currently filled by volunteers.

CCRD Bylaw No. 290 establishes a Mutual Aid Fire Fighting Assistance Agreement between the BCVFD, the Nuxalk Volunteer Fire Department, Hagensborg Volunteer Fire Department and Nusatsum Volunteer Fire Department. The purpose of the Mutual aid agreement is to facilitate and establish protocol for departments to assist one another when required.

Infrastructure managed under this service includes a fire hall located on the Bella Coola Townsite. The fire hall houses a pumper truck and tanker/support truck as well as a variety

Board Meeting

OCT 14 2021

CCRD ITEM (C)(F)

of fire equipment. The rear of the fire hall contains a training/meeting area for volunteer fire fighters.

2021 projected revenue sources (unaudited) for the Bella Coola Fire Protection Service are:

- Tax Levy - \$34,385
- Fire Tolls - \$3,475
- Grants in lieu of taxes - \$4,372
- Carry Forward Surplus - \$27,974

In the adopted 2021 budget, there is no increase in the tax levy.

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

- There has been one call-out since April. On July 21, the BCVFD responded to a vehicle fire in the Hagensborg Fire District. The fire was also attended by the RCMP and Hagensborg Fire Department. The fire was quickly extinguished with fire foam and water.
- The fire department roster currently consists of 12 volunteers.
- Staff and fire department personnel continue to move forward in developing a training plan to help demonstrate and ensure firefighters have achieved the competencies specified for the Exterior Operations **Service Level** as described in the British Columbia Fire Service Minimum Training Standards - Structure Firefighters Competency and Training Playbook, 2<sup>nd</sup> Edition May 2015.
- Air Brakes training for BCVFD members and FD volunteers from other local departments took place April 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>. Three BCVFD volunteers successfully passed the air brakes course.
- Capital projects scheduled for 2021 include installation of an electric door opener, refinishing of the concrete floor in the fire hall and upgrading of the electrical panel and associated electrical works. Indications are that these improvements will be postponed until 2022, or future years.
- CCRD Staff will be engaging with the Fire Chief over the next month to work on 2022 budgeting.

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

There are currently no grant funded projects under this service.

**Feasibility Studies Authorized Under the Service:**

N/A

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

- The existing CCRD Strategic Plan prioritizes acknowledgement of our fire department volunteers.
- The existing CCRD Strategic Plan identifies the conversion of the Hagensborg Water District which includes the Hagensborg Volunteer Fire Department Service. As of January 1, 2021, Hagensborg Fire Protection is now a service of the CCRD. Staff have been working collaboratively with the Fire Chief for the Hagenborg Fire Department to align departmental practices with CCRD policy and procedures around tasks such as purchasing and procurement, budgeting and record keeping.

**Financial/Budgetary:****Total Service Budget (Including Grants):**

Total 2021 Budgeted Revenues: \$70,206 (\$42,232 in 2021 revenues plus a carry forward surplus from 2020 of \$27,974)

Percent total expenditures to September 28, 2021: \$36,611 or 52%

**Budget without grant revenues or expenditures:**

Subtotal 2021 Revenues: \$70,206 (\$42,232 in 2021 revenues plus a carry forward surplus from 2020 of \$27,974)

Percent total expenditures to September 28, 2021: \$36,611 or 52%

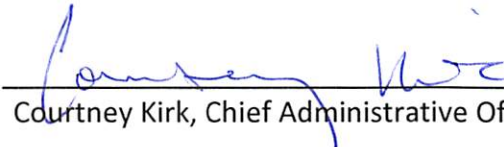
**Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:**

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

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

The total apportioned administration costs determined for CCRD's Bella Coola Fire Protection Service was calculated to be \$12,000 for 2021 and incorporated as such into the CCRD Five Year Financial Plan 2021-2025.

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

Reviewed by:   
Courtney Kirk, Chief Administrative Officer



**SPECIAL REPORT**

**To:** Courtney Kirk, CAO  
**CC:** Board of Directors, CCRD  
**From:** Jim Ward, Operations Technician  
**Meeting Date:** October 14, 2021  
**Subject:** Sina Tallio Regalia Donation

**Recommendation:**

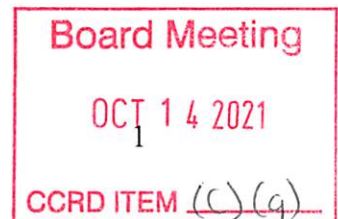
***THAT the Board of Directors of the Central Coast Regional District receives this report.***

**Issue/Background Summary:**

In hoping to honour the memory of his late mother, Flora Darlene Tallio, Sina would like to display a regalia item at the Bella Coola Airport. Darlene worked with Health Canada and the Nuxalk Nation Patient Travel department for many years, which meant frequent dealings with Pacific Coastal. This piece is an item of regalia she wore when doing traditional dancing.

There was a resolution passed by the Board to accept this bequest during the July 09, 2020 Central Coast Regional District regular board meeting. Mr. Tallio was able to complete the framing and mounting of the Dancing Ring in a display case as shown on page 2.

As we are set to undertake Bella Coola airport terminal renovations, this generous gift of Nuxalk regalia shall be proudly displayed temporarily in the Central Coast Regional District main office. Upon the completion of the airport terminal renovations, expected early 2022, We will invite Mr. Tallio to join us in the selection of the placement of his late mother, Darlene's treasured regalia.





Respectfully,

Submitted by: \_\_\_\_\_  
Jim Ward, Operations Technician

Reviewed by: *Courtney Kirk*  
Courtney Kirk, Chief Administrative Officer





## CCRD SERVICE REPORT

**To:** Courtney Kirk, CAO  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** October 14, 2021  
**Subject:** BELLA COOLA WATERWORKS SERVICE UPDATE

### Recommendation:

*THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Waterworks Service Report dated October 14, 2021.*

### Service Background:

The CCRD is responsible for operation of a water system to distribute water to a portion of Electoral Area E (service area), generally referred to as the Bella Coola Townsite. The service was established March 31, 1992 through CCRD Bylaw No. 178, cited as "Bella Coola Water Supply and Distribution Service Establishment Bylaw No. 178".

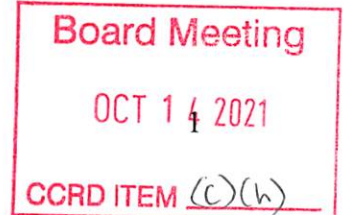
The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors. Maintenance work on the water system is completed by contractors. Water sampling is completed by CCRD operations staff.

Provincial government permitting and oversight of the water system is delivered through Vancouver Coastal Health Authority. A Drinking Water Protection Officer is assigned to ensure compliance with the Drinking Water Protection Act.

The water system is limited to distribution of water that is purchased from the Nuxalk Nation at an annual cost of \$21,275. The water is sourced from drilled wells located approximately 1km west of Thorsen Creek and slightly south of I.R. #1.

2021 revenue sources for the Bella Coola Waterworks Service are anticipated to be:

- Water Tolls and Charges: - \$54,671



Water tolls and other water system rates and charges are set in CCRD Bylaw 282. The most recent amendment to rates and charges took place in 2019. Currently, a single-family dwelling with a ¾ inch service line pays an annual charge of \$216.00 for water.

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

- Fire hydrant inspection and maintenance was conducted on all the townsite fire hydrants this summer. All are in good working order and have received a fresh coat of paint.
- This spring, reduced water pressure was noted at the hydrant location west of BCE School on LaBouchere Ave. The hydrant was tested by our contract water system technician and it was determined that the cause for reduced pressure was the gate valve servicing the hydrant was not fully open.
- Plans were in place to replace the valve servicing the blow-off on hwy 20 at the west end of the system. Water levels in the adjacent ditch were too high when the work was to take place in late September and as a result, the work has been postponed to 2022.

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

There are currently no grants administered under this service.

**Feasibility Studies Authorized Under the Service:**

N/A

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

Strategic Plan Goal: There is nothing in the current Strategic Plan that speaks directly to the Bella Coola Waterworks Service.

**Financial/Budgetary:**

Total Service Budget (Including Grants):

Total 2021 Budgeted Revenues: \$54,671 (including special project grant revenues)

Percent total expenditures to September 28, 2021: \$41,899 or 77%

**Budget without grant revenues or expenditures:**

Subtotal 2021 Revenues: \$54,671 (excluding special project grant revenues)

Percent total expenditures to September 28, 2021: \$41,899 or 77%

**Grant Funded Special Projects**

N/A


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

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

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

The total apportioned administration costs determined for CCRD’s Bella Coola Waterworks Service was calculated to be \$17,000 for 2021 and incorporated as such into the CCRD Five Year Financial Plan 2021-2025.

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

Reviewed by:   
Courtney Kirk, Chief Administrative Officer