



# 2018 AGM & CONVENTION

## RESOLUTIONS NOTICE REQUEST FOR SUBMISSIONS

**DEADLINE FOR RESOLUTIONS**

All resolutions must be received in the AVICC office by: **FEBRUARY 14, 2018**

**SUBMISSION REQUIREMENTS**

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:  
 AVICC  
 525 Government Street  
 Victoria, BC  
 V8V 0A8

AND

2. One copy submitted as a Word document by email to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)
  - The resolution should not contain more than two "whereas" clauses; and
  - Separate background documentation **must** accompany each resolution submitted, and will be shared with the membership on the AVICC website.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

**LATE RESOLUTIONS**

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 11, 2018**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

**Board Meeting**

**FEB 08 2018**

CCRD ITEM (d)

## **UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST**

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM *only* if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

## **UBCM RESOLUTIONS PROCESS**

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

## **GUIDELINES FOR PREPARING RESOLUTIONS FROM THE UBCM**

### **The Construction of a Resolution:**

All resolutions contain a preamble and enactment clause. The preamble describes *the issue* and the enactment clause outlines *the action being* requested. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

### **Preamble:**

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

### **Enactment Clause:**

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

### **How to Draft a Resolution:**

#### **1. *Address one specific subject in the text of the resolution.***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

**2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

**3. Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

- i Supplementary Memo:  
A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.
- ii Council/Board Report:  
A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution. This could result in the resolution being returned and having to be resubmitted as a late resolution.

**4. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

**5. Check legislative references for accuracy.**

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

**6. For resolutions that will be debated at UBCM, focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

**7. Avoid repeat resolutions.**

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at [www.ubcm.ca](http://www.ubcm.ca). Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

**8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.**

**UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS**

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

**MODEL RESOLUTION**

**SHORT TITLE:** \_\_\_\_\_

**Sponsor's Name** \_\_\_\_\_

WHEREAS \_\_\_\_\_  
\_\_\_\_\_

AND WHEREAS \_\_\_\_\_  
\_\_\_\_\_

THEREFORE BE IT RESOLVED that \_\_\_\_\_  
\_\_\_\_\_

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that \_\_\_\_\_  
\_\_\_\_\_

**AVICC**  
**525 Government Street**  
**Victoria, BC V8V 0A8**  
**Telephone: 250-356-5122**  
**email: avicc@ubcm.ca**



**2018 AGM & CONVENTION**  
**CALL FOR NOMINATIONS**  
**FOR AVICC EXECUTIVE**

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central Coast and the North Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

**1. POSITIONS OPEN TO NOMINATIONS**

The following positions are open for nomination:

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

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

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at [www.avicc.ca](http://www.avicc.ca)

A nomination and consent form should be used for all nominations (attached or on the website).

The Chair of the 2018 Nominating Committee will be Past President Barbara Price, Councillor, Town of Comox.

**3. NEXT STEPS**

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,  
 Nominations Must Be Received By  
 FEBRUARY 14, 2018**

Board Meeting  
 FEB 08 2017  
 CCRD ITEM (e)

#### 4. AT CONVENTION

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

#### 5. FURTHER INFORMATION

Background information on responsibilities and meeting dates are available from the AVICC office or on the website.

All other inquiries should be directed to:

**Past President Barbara Price, Chair  
2017 Nominating Committee  
c/o AVICC  
525 Government Street  
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Email: [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

# NOMINATIONS FOR THE 2018-19 AVICC EXECUTIVE

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

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

Current Local Gov't Position (Mayor/Councillor/Director): \_\_\_\_\_

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

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

### MEMBERS NOMINATING THE CANDIDATE:

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

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

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

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

### CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the AVICC Constitution. I also agree to provide the following information to [avicc@ubcm.ca](mailto:avicc@ubcm.ca) by **Wednesday, February 14, 2018**.

- Photo in digital format
- Biographical information of approximately 300 words

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

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

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

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

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

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<sup>1</sup> Nominations require two elected officials of members of the Association.  
<sup>2</sup> All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

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



## BACKGROUND INFORMATION FOR CANDIDATES TO THE AVICC EXECUTIVE

### 1. RESPONSIBILITY OF AVICC EXECUTIVE

Under the AVICC Bylaws:

*"The directors may exercise all the powers and do all the acts and things that the Society may exercise and do..."*

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

### 2. AVICC EXECUTIVE STRUCTURE

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

#### COMMITTEES

The President may appoint Executive members to adhoc sub-committees as required. The Nominating Committee is currently the only standing committee and is typically comprised of the Past President and the Executive Coordinator.

#### OVERSEEING OF ASSOCIATION'S REGULAR ACTIVITIES AND GUIDANCE TO CONTRACTED EMPLOYEE

The Association contracts with UBCM for the provision of key services that support the Association. An Executive Coordinator based in Victoria's Local Government House provides the key functions. The President or their delegate is responsible for overseeing the regular activities of the Association and providing direction to the Executive Coordinator.

### 3. EXECUTIVE MEETINGS

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

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

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

Travel expenses and a per diem for meals and incidentals are provided for in-person Executive Meetings. For the meeting preceding the annual Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.



**CENTRAL COAST REGIONAL DISTRICT**

**DATE:** February 01, 2018

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

**CC:** Chair Alison Sayers and Board of Directors

**FROM:** Donna Mikkelson

**SUBJECT:** Financial Report – February 2018

**Board Meeting**  
**FEB 08 2017**  
 CCDR ITEM C(\$)

**RECOMMENDATION:**

**THAT the financial report for February 2018 be received.**

**Summary**

This report is being prepared prior to audit. It is important to note that the audit has the potential to change the actual revenue and expenditures and to affect any carry forward surpluses into the 2018 budget projections. The auditors will undertake their responsibilities during the week of February 19, 2018.

Generally and overall, revenue is \$4,000 less than anticipated, which represents a variation of about 1/5 of 1%.

Expenditures are under budget by slightly less than 20% or \$547,000

**2017 Variance Report – Budget vs Actual**

General Operations

Total revenues are \$68,000 over budget projections. This is directly attributable to the 2017 wildfires where we were able to recover some payroll and office expenses from EMBC (\$73,000). The budget included a \$5,000 Community to Community Grant from UBCM which was not applied for.

Total expenditures were under budget by \$146,000:

- Payroll expenses were under budget by \$88,000. The CAO position was vacant for 5 months and one new position was budgeted for but not filled (\$70,000).
- Maintenance costs for gravelling of the parking lot and other building and equipment maintenance costs were not incurred (\$5,000)
- Operating expenses were slightly over budget (\$2,000) due to the costs associated with bringing 2 candidates to the regional district in conjunction with CAO recruitment.
- Planning costs are \$4,000 less than budgeted as we did not undertake Business Continuity and Risk Management Planning as originally hoped.
- Professional development costs were \$20,000 under budget due to the late filling of the CAO position, and due to the interruption in operations as a result of the wildfires.

The net result of general operations has added approximately \$61,000 to our bottom line for this function.

Airport – Bella Coola

Actual revenues for the Bella Coola Airport increased by about \$16,000 more than budgeted due to the following:

- Both Northern Development Initiative Trust (NDI) and BC Air Access Program (BCAAP) approved the grants for the airport development/obstacle removal project. The approvals exceeded what was anticipated to be their total contribution. Both grants will be fully expended in 2018, but in 2017 we gained about \$8,000.
- We received \$2,333 more than expected from the provincial basic grant
- User fees increased due to more than anticipated landing fees/air traffic by approximately \$6,300

Actual expenditures are approximately \$5,000 more than budgeted. This is due to the unanticipated expenditures necessary to complete property appraisal reports which were authorized by the board, and for greater costs associated with the obstacle removal project.

Airport – Denny Island

Denny Island Airport revenues are in line with budget projections.

Expenditures are \$18,500 less than budgeted. Projected roof repairs to the terminal building in the amount of \$18,000 did not proceed.

Community Works Fund

Revenues are about \$2,000 higher than budgeted due to an increased contribution from the UBCM Gas Tax Agreement.

Overall expenditures are under budget by approximately \$106,000.

- \$17,250 of this is attributed to the Solid Waste Management Landfill Conformance Review not being undertaken.
- The Denny Island Water System conceptual design/supply system options expenditures totaled \$5,200 against a budget of \$30,000
- The pool design and liner considerations totaled \$22,200 against a budget of \$117,000
- As earlier authorized by the board, the undefined expenditures related to the Bella Coola Airport totaled \$100,000 (hangar, winter maintenance vehicle) against a budget of \$72,568.
- The completion of the recycling building and transfer station were on target at \$41,000
- Asset Management Planning was on target at \$10,000

### Economic Development

Total revenue is approximately \$14,000 less than budgeted due to the denial of our application to the Rural Dividend Fund for the completion of the economic development component of the Bella Coola Official Community Plan.

Likewise, total expenditures are under budget by approximately \$16,000 due to the Official Community Plan not progressing. Payroll costs exceeded projections, but this was offset by reimbursement from the province for overtime paid during the wildfires.

### Emergency Management

This is the only service that is currently in a deficit position. The board should be aware that a deficit is not lawful under the *Local Government Act* and if it occurs, the deficit must be recovered in the following year. In our case, the deficit is \$665 and is directly attributable to communication costs.

### Emergency Management Initiatives

Emergency Management Initiatives is under budget in terms of expenses for the completion of the updates of the emergency plans. This will be completed in the first quarter of 2018 and we will finally see the end of the \$500,000 grant funding received in 2011.

### Feasibility Studies

Funds for this function have been underspent. The budget included options for the Swimming Pool in the amount of \$10,000 and actual expenditures were \$7,800. Denny Island Water feasibility was budgeted for \$5,000 and "other" for \$15,000, but neither was expended. The carry forward surplus for 2018 will be \$22,200 for this function.

### Fire Protection

Fire Protection revenue is as expected.

Total expenditures are about \$74,000 less than budgeted largely due to front line training not proceeding, plus a wajax pump and a 1-ton diesel dually with flat deck to replace the existing International truck was not purchased.

#### Grants in Aid

Actual revenues and expenditures are exactly as budgeted.

#### House Numbering

Actual revenues and expenditures are exactly as budgeted.

#### Land Use Planning

Revenues are about \$33,000 less than budgeted due to the grant revenues from Vancouver Coastal Health (\$15,000) and Rural Dividend (\$17,748) not materializing as expected due to the update of the Official Community Plan not proceeding.

Expenditures are below budget due to the OCP update not being undertaken in 2017.

#### Library – Vancouver Island Regional Library

Actual revenues and expenditures are in line with budget projections.

#### Parks and Recreation – Bella Coola

Revenues are under budget (\$13,000) due to the grant funding from Northern Development Initiative Trust not being received for the paving project at the arena.

Expenditures are under budget:

- By about \$3500 for ground and site maintenance, and
- By \$20,000 for ice rink paving

#### Recreation – Denny Island

Total revenues are on target with budget.

Expenditures are under budget due to:

- \$2,000 not being expended for a secured storage container, and
- \$4,600 not being expended for workshops

#### Solid Waste Management

Total revenue is under budget by about \$7,500:

- User fees were \$13,000 more than anticipated
- Federal grant revenue was budgeted (\$51,750) for a Filling Plan/Closure Contours which did not proceed.
- Revenue was booked to record the transfer from the Asset Replacement Fund in the amount of \$27,200 as per board resolution. The ARF balance going into 2018 is now \$28
- A grant was received from BC Hydro's Tree Canada program in the amount of \$3,000 which wasn't in the approved budget.

Total expenditures are in line with the budget. Variances include:

- Advertising and promotion expenses were \$7,000 under budget. These funds had been set aside for education initiatives regarding recycling and the purchase of blue bins.
- Payroll expenses were \$4,000 less than anticipated
- Professional development expenses were not used for attendance at the South Island Waste Management Association conference (\$2,500)
- Special Projects was underspent by \$51,750 which had been targeted at the Filling Plan/Closure Contours
- Hydro costs exceeded budget by \$2,900

### Street Lighting

Total revenues and expenditures are in line with budget projections for both the local service area and the Bella Coola valley.

### Swimming Pool

Total revenues were under budget by \$5,000 due to lower than anticipated attendance for pool lessons.

Total expenditures were also below budget, by \$19,000. This is attributable to:

- A new circulation pump not being purchased (\$5,000)
- Maintenance expenditures were under budget by \$19,000; funds had been set aside for painting the pool building (which came in \$4,000 under budget), chemical storage room refit, roof and siding replacement on the mechanical shed and repairs to the day tank for the furnace and replacement of chimneys (\$15,000 total).
- Operating expenses were exceeded by \$5,000 due largely to an increase in fuel costs
- Payroll costs were \$2,000 over budget and supplies were under by \$2,500.

### Bella Coola Waterworks

Total revenues are in line with the budget.

Total expenditures are under budget by approximately \$28,000:

- \$4,000 was budgeted for a GPS purchase, but not spent
- A leak detection study and subsequent repair in the amount of \$11,000 was not undertaken
- Ground and road maintenance (\$7,500) did not progress, and supplies not purchased (\$2,000)

To note:  
Financial Audit Services

In 2013, the regional district issued a request for proposals (RFP) for financial audit services for the 5 year period ending December 31, 2017. (For clarity, the actual audit for the 2017 year end will be completed in early 2018.) Advance notice is given that a request for proposals should be issued in mid year in preparation for audit services for the year ending December 31, 2018 and beyond.

Respectfully Submitted,



Donna Mikkelson

12:06 PM  
01/31/18  
Accrual Basis

Central Coast Regional District  
Revenue & Expenditures - Actual vs Budget  
All Schedules Combined

	Jan - Dec 17	Budget
Ordinary Income/Expense		
Income		
Apportioned Administration Serv	187,684	187,684
Local Taxation	745,381	745,381
Nuxalk Nation Contributions	105,000	105,000
Other Revenue	329,402	300,398
Provincial/Federal Grants	738,229	779,795
Regional Hospital District	13,500	13,500
User Fees and Charges	197,302	180,672
Total Income	2,316,498	2,312,430
Gross Profit	2,316,498	2,312,430
Expense		
50000 · Apportioned Administration fees	187,684	187,684
50030 · Bank charges	1,303	2,000
50035 · Capital Works	716,567	276,224
50040 · Communications	21,921	23,325
50045 · Community Development	9,547	222,768
50050 · Community Groups - Grants	17,500	17,500
50055 · Community to Community Forum		10,000
50060 · Contingency	2,851	34,070
50076 · Directors' Expense	82,422	86,925
50085 · Elections	277	1,500
50089 · Emergency Mmgt Initiatives	350	
50090 · Emergency Plan update (PHII)	10,706	26,306
50131 · Planning	36,109	133,593
50135 · Insurance Expense	31,321	28,593
50138 · Interest Expense	19,521	19,621
50165 · Maintenance	41,504	88,404
50175 · Memberships, dues & subscriptio	3,098	3,440
50185 · Nuxalk Agreement - Water Supply	21,275	23,917
50190 · Operating expenses	204,971	209,073
50195 · Payroll Expenses	533,767	625,742
50205 · Professional Development Expens	15,847	53,100
50206 · Professional Fees	184,464	195,213
50240 · Solid Waste Management	40,643	58,548
50245 · Special Projects		401,750
50250 · Supplies & small tools	38,746	41,700
50294 · Utilities	36,042	34,343
50295 · VIRL Regional Library Services	56,436	56,437
50316 · Asset Replacement	30,454	30,454
50999 · Landfill Post Closure Reserve	30,000	30,000
Total Expense	2,375,324	2,922,230
Net Ordinary Income	(58,826)	(609,800)
Other Income/Expense		
Other Income		
40004 · Budget surplus, begin of year		743,143
Total Other Income		743,143

12:06 PM  
01/31/18  
Accrual Basis

Central Coast Regional District  
Revenue & Expenditures - Actual vs Budget  
All Schedules Combined

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	<u>Jan - Dec 17</u>	<u>Budget</u>
Other Expense		
50224 - Budget surplus, end of year		133,343
Total Other Expense		133,343
Net Other Income		609,800
Net Income	<u>(58,826)</u>	<u></u>



# CENTRAL COAST REGIONAL DISTRICT

Encompassing the Coastal Communities of Ocean Falls, Bella Bella, Denny Island, Oweekeno and the Bella Coola Valley

47

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

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

**To:** Courtney Kirk, CAO

**From:** Jim Tarves, Financial Management Services Consultant

**Meeting Date:** February 8, 2018

**Subject:** 2018 – 2022 Financial Plan

**Board Meeting**  
**FEB 08 2017**  
**CCRD ITEM** CCJ

**RECOMMENDATION:**

*THAT the Board of Directors of the Central Coast Regional District receive the 2018-2022 Financial Plan Report.*

**COMMUNITY WORKS FUND FINANCIAL PLAN:**

The attached Community Works Fund Financial Plan for the years 2018 - 2022 has been reviewed by management.

**FINANCIAL PLAN 2018 – 2022:**

An application is being submitted to the Rural Dividend Fund under Special Circumstances to increase the load capacity of both chartered and regularly scheduled flights and to mitigate the economic impacts of the 2017 wildfires on the local, regional, and Aboriginal tourism sectors. The proposed project will support the long-term viability of the airport and support in building back the tourism sector in the Central Coast. This is a multi-faceted project that would include land purchase, obstacle clearing, and engagement and collaboration with the Nuxalk Nation to develop a comprehensive site plan for the proposed trail development and aboriginal tourism components of the project. The application is for \$392,283\*.

A UBCM – Community Emergency Preparedness Fund Structural Flood Mitigation Program grant application may be submitted if the Regional District resources and fills a standalone Emergency Coordinator position. Negotiations are underway to secure resources for that position. The grant application deadline is April 2018. The application for the Flood Mitigation Program could be \$750,000.

Two significant grant applications have also been made to the Strategic Priorities Fund (SPF). Depending on the outcome of these applications the details of Financial Plan could be substantially impacted.

	<u>Project cost</u>	<u>SPF Share</u>
Denny Island Community Water System	\$2,435,500	\$1,495,500
Centennial Pool	\$3,059,400	\$2,700,000

Following is a list of items in the budget that are for the Board’s review.

<b>Items that will increase taxes</b>		
Emergency Coordinator Stand Alone position. As noted earlier negotiations are underway to secure additional funding resources.	\$40,000	
Assistance to Public Works Manager. The cost of this position is split between Bella Coola Parks and Recreation, Swimming Pool and Solid Waste functions	60,000	
<b>Items funded by 100% Grant</b>		
<b>Solid Waste Management</b> - Free store, compost building and drilling program to be negotiated with the Nuxalk Nation and INAC as per the Solid Waste Management Plan.	366,150	
<b>Economic Development Initiatives</b>		
Economic Development - Portion of the Rural Dividend Fund application that relates to Economic Development	256,900*	
BC Rural Dividend Regional Connectivity	10,000	
BC Rural Dividend Marketing and Brand Implementation	30,000	
NDI Economic Development Capacity Building Grant for CEDO	45,000	
NDI for Love Central Coast	1,200	
NDI for Grant Writer	8,000	
NDI Collaborative projects	5,000	
<b>Emergency Management Initiatives</b>		
BCV LIDAR Survey & Orthoimagery app to UBCM	154,500	
NDMP Bella Coola River and Tributaries Risk Assessment	339,666	
EAF#13 Wildfire Recovery Management	97,038	
UBCM - CEPF Emergency Social Service	25,000	
UBCM - CEPF Emergency Operation Centre	25,000	
EAF#18-1 MOTI Site Assessment of properties adjacent to Hwy 20	3,000	
<b>Bella Coola Airport</b> - Portion of the Rural Dividend Fund applicable to the Airport	135,383*	
<b>Bella Coola Recreation</b> – MIA requirement to upgrade playground	47,173	

On December 14, the Board was presented with the Draft 2018 – 2022 Financial Plan. At that time an average 2.2% requisition increase was reported. It can be summarized as follows:

	<u>2017</u>	<u>2018</u>	<u>%Inc</u>	<u>Revised 2018</u>	<u>%Inc</u>
<u>Regional Functions</u>					
General Operations	\$ 320,961	\$327,380		\$286,327	
Economic Development	22,500	22,500		34,500	
Emergency Management	26,822	30,750		81,415	
Grants In Aid	15,116	15,000		15,000	
Planning	37,150	37,150		37,150	
Library	59,258	67,633		67,633	
Feasibility Studies	<u>10,000</u>	<u>-</u>		<u>-</u>	
	\$491,807	\$ 500,413	1.7%	\$522,025	6.1%
<u>Sub Regional Functions</u>					
Bella Coola Airport	\$ -	\$ -		\$ -	
Denny Island Airport	7,785	7,785		7,785	
House Numbering	2,109	2,151		2,151	
Bella Coola Recreation	18,932	18,932		42,281	
Denny Island Rec	4,000	4,532		4,532	
Solid Waste Management	96,123	98,045		108,045	
Swimming Pool	54,000	54,000		84,000	
Street Lighting	<u>3,125</u>	<u>4,785</u>		<u>4,785</u>	
	\$186,074	\$ 190,230	2.2%	\$253,579	36.3%
<u>Local Service Areas</u>					
Bella Coola Fire	\$ 21,500	\$ 21,500		\$ 21,500	
Street Lighting	<u>8,000</u>	<u>10,685</u>		<u>10,685</u>	
	\$ 29,500	\$ 32,185	9.1%	\$ 32,185	9.1%
Totals presented to the Board on December 14, 2018	<u>\$ 707,381</u>	<u>\$ 722,828</u>	<u>2.2%</u>	<u>\$807,789</u>	<u>14.1%</u>

Effect of changes to Requisitions since the December 14 report.

Economic Development increased by \$12,000 to \$ 34,500  
Additions are \$1,000 Conference calls EDAC, \$3,500 Business retention and expansion, \$1,500 Love Central Coast Travel, \$2,000 Economic Analysis and \$4,000 Community priority project.

Emergency Management increased by \$50,665 \$ 81,415  
\$10,000 added for Director travel to the outside community as well as \$665 deficit from 2017.  
Add stand alone Emergency Coordinator position \$40,000.

Bella Coola Recreation and Parks by \$23,349 \$ 42,281  
Management recommends an increase of \$3,349. Add a portion of Public Works assistant \$20,000.

Solid Waste Management. Add a portion of Public Works assistant \$10,000 to \$108,045.

Swimming Pool. Add a portion of Public Works assistant \$30,000 to \$84,000.

CCRD Community Works Funding  
 5 year Financial Plan 2018-2022  
 At January 31, 2018

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Revenue (UBCM) See Note 1 below		196,785	196,785	196,000	196,000	196,000
Carry Forward Surplus		165,705	-	-	-	-
Total available		<u>362,490</u>	<u>196,785</u>	<u>196,000</u>	<u>196,000</u>	<u>196,000</u>
Asset Management	10,000	10,000	10,000	10,000	10,000	
Pool Design	17,000					
Pool Liner	100,000					
Portion pool tank reno design and or reno (or Plan B 2018)*see note		112,490	186,785			
Solid Waste Management Plan - approval	15,000					
SWM - Landfill Conformance Review	17,250					
SWM - Recycling building completion	41,298					
SWM - composting infrastructure - skid steer				76,000		
SWM - composting infrastructure - used chipper					25,000	
SWM - composting infrastructure - building					45,500	
Airport seeding (local portion NDI seeding)	5,000					
Airport works - undefined (moved from 2018)	67,568					
Airport - accessibility design						
Airport - infrastructure development - local contribution					115,500	
Airport - design terminal expansion				40,000		
Denny Island Water - conceptual design, supply sys options	30,000					
Denny Island Water Plan A *see note		240,000				
Denny Island Water undefined				20,000		
Parks & Rec - arena paving or facility upgrade				50,000		
Parks & Rec - electrical shed at arena						
	<u>303,116</u>	<u>362,490</u>	<u>196,785</u>	<u>196,000</u>	<u>196,000</u>	
Carry forward surplus (2017 is actual)	165,705	-	-	-	-	

DI Water - assume SP grant is successful.  
 Pool - SP application specifies \$59,400 required in local contribution PLUS \$300,000 in "other" grant funding. Assume full allocation of CWF available.

Note 1 The Agreement expires March 31, 2024.  
 Amounts shown for 2019 to 2022 are estimates.



# CENTRAL COAST REGIONAL DISTRICT

Encompassing the Coastal Communities of Ocean Falls, Bella Bella, Denny Island, Oweekeno and the Bella Coola Valley

51

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

## REQUEST FOR DECISION

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

**To:** Courtney Kirk, CAO

**From:** Wendy Kingsley

**Meeting Date:** February 8, 2018

**Subject:** 2018 Grant In Aid

**Board Meeting**  
 FEB 08 2017  
 CCRD ITEM C(h)

### Recommendation:

THAT the Board of Directors of the Central Coast Regional District resolve that Grant In Aid funds be distributed as per administrations recommendation as follows:

Bella Coola Community Support Society .....	1,000
Bella Coola Music Festival .....	1,000
Bella Coola Valley Arts Council .....	500
Bella Coola Valley Festival of the Arts .....	250
Bella Coola Valley Ridge Riders .....	1,250
Bella Coola Valley Sustainable Agricultural Society .....	2,000
Bella Coola Valley Tourism .....	2,000
Breath of Life Society .....	1,000
Denny Island Community Dev Assoc. ....	5,000
Dog Town .....	<u>1,000</u>
	<u>\$15,000</u>

### Issue/Background Summary:

A total of 10 applications were received from various community organizations all of who were compliant totaling \$22,200.

Attached is Summary Schedule (page 1) of all completed applications and an Administrative Ranking sheet. Individual applications are available to directors upon request.

### Policy, Bylaw or Legislation:

F-17 Application for Grant in Aid –

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

1. Have a mailing address and contact representative within the regional district;
2. Be non-partisan, non-denominational and not for profit OR at the approval of the CCRD Board be a well-established community group;
3. Provide a service to the residents within the regional district; and

4. Have funding sources other than the Central Coast Regional District (ie- other grants, donations, membership revenue, corporate donations, etc.

Applications may be for:

1. Operation Funding
2. Capital Expenditure
3. Events- Reoccurring
4. Events – One-time

**Financial/Budgetary Implications:**

The legislation provides a maximum levy of \$0.10 per \$1,000 of assessment for granting aid to community groups. This equates to a maximum allowed of \$18,000. The regional district has committed \$15,000 annually for the past several years.

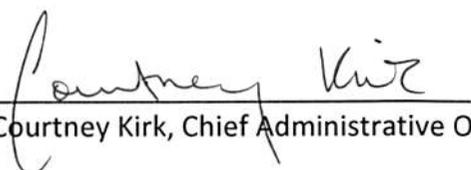
**Time Requirements – Staff and Elected Officials:**

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

**Options to Consider:**

n/a

Submitted by:   
Wendy Kingsley

Reviewed by:   
Courtney Kirk, Chief Administrative Officer

53



## CENTRAL COAST REGIONSL DISTRICT - GRANT IN AID -FEBRUARY 2, 2017

## SUMMARY SCHEDULE

PAGE 1

Organization	Funds Received 2017	Option for Board consideration	Funds Requested 2018	Purpose of Grant	Score Community	Score Financial	Total Weight	Electoral Areas Benefiting
Bella Coola Community Support Society	\$3,500	\$1,000	\$3,000	Events Reoccurring: Monthly food bank	47.00%	39.75%	86.75%	C,D,E,
Bella Coola Music Festival	\$3,000	\$1,000	\$3,000	Events reoccurring: Annual Festival	47.00%	39.75%	86.75%	A,B,C,D,E,
Bella Coola Valley Arts Council	\$500	\$500	\$500	Operations general. Local Govt support is critical to receiving	47.00%	26.50%	73.50%	C,D,E,
Bella Coola Valley Festival of the Arts	\$445	\$250	\$250	Events reoccurring: Annual Festival	40.29%	39.75%	80.04%	C,D,E,
Bella Coola Valley Ridge Riders	\$1,827	\$1,250	\$2,000	Capital Expenditure: Outhouse Replacement	33.75%	13.25%	47.00%	C,D,E,
Bella Coola Valley Sustainable Agricultural Society "BCVSAS:	\$0	\$2,000	\$2,250	Capital Expenditure: tent, tables and chairs for farmer's & night markets	20.14%	26.50%	46.64%	C,D,E,
Bella Coola Valley Tourism	\$0	\$2,000	\$3,000	Operations: Printing and Shipping new map	33.57%	26.50%	60.07%	A,B,C,D,E
Breath of Life Society	\$0	\$1,000	\$1,500	Operational: Soup Kitchen	26.86%	26.50%	53.36%	D,E
Denny Island Community Dev Assoc.	\$3,000	\$5,000	\$5,200	Capital Expenditure: materials for kitchen renovations	26.86%	26.50%	53.36%	A,B
Dog Town	\$1,000	\$1,000	\$1,500	Event one time: Mobile Vet Clinic	40.29%	46.38%	86.67%	C,D,E,
	<b>Total Funds Requested</b>		<b>\$22,200</b>					

ADMINISTRATIVE RANKING  
2018 Grant-In-Aid Applications

Automatic 0 for incomplete or late applications

Automatic 0 if the applicant has failed to meet reporting requirements for a CCRD Grant-in-Aid received in the past 3 years

	Bella Coola Community Support Society	Bella Coola Music Festival	Bella Coola Valley Arts Council	Bella Coola Valley Festival of the Arts	Bella Coola Valley Ridge Riders	Bella Coola Valley Sustainable Agricultural Society BCVSAS	Bella Coola Valley Tourism	Breath of Life Society	Denny Island Community Dev Assoc.	Dog Town
<b>Section A (Community) 2 points each response possible points 14 Weight 47%</b>										
Promote volunteer participation and citizen engagement	2	2	2	2	2	0	2	2	2	2
Promote a healthy lifestyle through sport, recreation, leisure, and/or social opportunities	2	2	2	2	2	2	2	0	2	2
Celebrate community pride and diverse heritage and culture through art, festivals, and/or events	2	2	2	2	2	2	2	0	0	0
Meet the needs of the community by using new approaches and techniques	2	2	2	0	0	0	0	0	0	2
Exercise coordination, cooperation, and collaboration with other groups to prevent duplication of projects, programs, services, or events	2	2	2	2	0	0	0	2	0	2
CCRD Integrated Strategic Plan 2015-2019	2	2	2	2	2	2	2	2	2	2
Provide an ongoing service that meets a community need.	2	2	2	2	2	2	2	2	2	2
<b>Total Points Section A</b>	<b>14/14</b>	<b>14/14</b>	<b>14/14</b>	<b>14/14</b>	<b>10/14</b>	<b>6/14</b>	<b>14/14</b>	<b>8/14</b>	<b>8/14</b>	<b>12/14</b>

	Bella Coala Community Support	Society	Bella Coala Music Festival	Bella Coala Valley Arts Council	Bella Coala Valley Festival of the Arts	Bella Coala Valley Ridge Riders	Bella Coala Valley Sustainable Agricultural Society BCVSAS	Bella Coala Valley Tourism	Breath of Life Society	Denny Island Community Dev Assoc.	Dog Town
<b>Section B (Financial) 4 points for no, 0 for yes, possible points 16 weight 53%</b>											
Is the application for funds to cover operational expenses?	0	4	0	4	4	4	0	0	4	4	4
Has your organization received funding through CCRD Grant-in-Aid in the past 3 years?	0	0	0	0	0	4	4	4	0	0	0
Is the application for funds greater than 25% of total initiative costs?	4	4	4	4	0	0	0	0	0	0	4
Is the CCRD Grant-in-Aid the only outside funding you are pursuing?	4	4	4	4	0	0	4	4	4	4	4
Total Points Section B	8/16	12/16	8/16	12/16	4/16	8/16	8/16	8/16	8/16	14/16	14/16
Total Points	22/30	26/30	22/30	24/30	14/30	22/30	16/30	16/30	16/30	24/30	24/30
Total Weighted to page 1	86.75%	86.75%	73.50%	80.04%	47.00%	46.64%	60.07%	53.36%	53.36%	86.67%	86.67%



Weighting Schedules - (% Assessment Value/% Population)

Grant-in-Aid						
Electoral Area	A	B	C	D	E	Total
Assessment (2017 actual)	\$ 9,265,047.00	\$ 204,063.00	\$ 8,068,242.00	\$ 4,607,737.00	\$ 1,627,000.00	\$ 23,772,089.00
% Total Assessment	39%	1%	34%	19%	7%	100%
Population (2016)	203	1109	653	1206	148	3319
% Total Population	6%	33%	20%	36%	4%	100%

FUNDING ALLOCATION						
	A	B	C	D	E	Total
100%/0%	\$ 5,846.17	\$ 128.76	\$ 5,091.00	\$ 2,907.45	\$ 1,026.62	\$ 15,000.00
60%/40%	\$ 3,874.68	\$ 2,082.08	\$ 4,235.07	\$ 3,924.64	\$ 883.52	\$ 15,000.00
50%/50%	\$ 3,381.81	\$ 2,570.41	\$ 4,021.09	\$ 4,178.94	\$ 847.75	\$ 15,000.00
40%/60%	\$ 2,888.94	\$ 3,058.74	\$ 3,807.11	\$ 4,433.24	\$ 811.98	\$ 15,000.00
0%/100%	\$ 917.45	\$ 5,012.05	\$ 2,951.19	\$ 5,450.44	\$ 668.88	\$ 15,000.00