



To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Ken McIlwain, Operations Manager

Meeting Date: September 8-9, 2021

Subject: Bylaw No. 505, Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw

Recommendation:

THAT Bylaw # 505, cited as the "Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 505, 2021", be now introduced and read a first time;

THAT Bylaw # 505, cited as the "Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 505, 2021", having been given due and detailed consideration by the Board be now read a second and third time; and

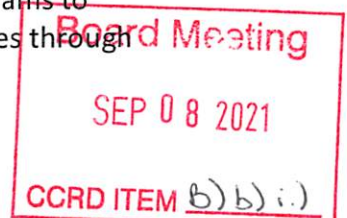
THAT Bylaw # 505, cited as the "Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 505, 2021", having been reconsidered and having met all prerequisites for final adoption be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.

Issue/Background Summary:

This Bylaw was presented at the July 8, 2021 regular Board meeting but did not undertake the readings procedures.

The CCRD Bella Coola Parks and Recreation Function currently offers recreational programming in the form of a slow pitch softball league and a volleyball league. Costs for operating these programs is recovered through user fees charged to participating teams on a seasonal basis.

COVID-19 has impacted the ability to offer a full season of slow pitch softball in 2021. The provincial re-opening this summer, along with revisions to SoftBall BC's guidelines for safety precautions around COVID-19 has resulted in an interest on the part of teams to activate the league and generate a schedule that would see regular season games through the remainder of the summer.



The volunteer coordinator of the slow pitch league has indicated a desire to have team fees reduced to reflect the shortened season. There is currently no provision in the existing rates and charges bylaw to accommodate pro-rating these fees. The proposed new bylaw contains an allowance for CCRD Administration to pro-rate fees in instances where a full season or session of a program cannot be delivered. This could be a result of regional emergencies, damage to facilities or other extenuating circumstances.

In the case of the slow pitch league, the main costs of operating the program are purchase of balls, supplies and maintenance of the field (dragging, watering etc). These costs are largely variable in nature and tied to the number of games or length of season. Some costs such as apportionment of insurance and mowing are annual fixed costs. When arriving at a fair pro-rated charge, administration would take into account variable and fixed costs.

Policy, Bylaw or Legislation:

Central Coast Regional District has the authority by Bylaw No. 407, 2012 for the function of recreational programs. The Board of Directors are authorized to fix and charge registration and/or user fees for recreational programs.

If the new proposed Bylaw 505 is adopted, the existing Bylaw No. 481, cited as "Bella Coola Valley Parks / Recreation Commission Recreation Program Rates and Charges Bylaw No. 481, 2018" will be repealed.

Financial/Budgetary Considerations:

Revenue from softball registration fees is budgeted at \$2025 for 2021. This was based on 9 teams playing at a rate of \$225 per team. Depending on how many teams register, this amount could drop by approximately 50%. Associated costs of operating the league would also drop due to the shortened season. There is sufficient contingency in the budget to absorb seasonal variations in revenue that result from different numbers of teams playing.


Time Requirements – Staff and Elected Officials:

N/A

Options to Consider:

1. Adopt Bylaw No. 505
2. Further revise Bylaw No. 505
3. Decline to adopt Bylaw No. 505

Submitted by: _____
Ken McIlwain, Operations Manager

Reviewed by: 
Courtney Kirk, Chief Administrative Officer

Central Coast Regional District
Bylaw No. ~~481~~505

Being a bylaw of the Central Coast Regional District to fix the rates and charges for recreation programs in Electoral Areas C, D and E of the Central Coast Regional District.

WHEREAS the Central Coast Regional District has the authority by Bylaw No. 407, 2012 for the function of recreational programs;

AND WHEREAS the Board of Directors are authorized to fix and charge registration and/or user fees for recreational programs;

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

1. There shall hereby be fixed a charge for the following recreational programs:

Volleyball	\$75	per team/per season
Slow Pitch	\$225	per team/per season
Concession Rental	\$75	per day;
Concession Rental	\$20	per hour (minimum 2 hours)
Bathrooms Only Rental	\$30	per day
Bathrooms Only Rental	\$10	per hour (minimum 2 hours)

2. In instances where a full season or session of a recreation program cannot be delivered due to regional emergencies, damage to facilities or other extenuating circumstances, CCRD Administration may, at its discretion, prorate the fees to reflect the shortened period.

- ~~2.3.~~ Bylaw No. ~~463~~481, cited as "Bella Coola Valley Parks / Recreation Commission Recreation Program Rates and Charges Bylaw No. ~~463~~481, ~~2016~~2018" is hereby repealed.

- ~~3.4.~~ This bylaw may be cited as the "Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. ~~481~~505, ~~2018~~2021"

READ A FIRST TIME this ~~14th~~^{8th} day of ~~June~~July, ~~2018~~2021
 READ A SECOND TIME this ~~14th~~^{8th} day of ~~June~~July, ~~2018~~2021
 READ A THIRD TIME this ~~14th~~^{8th} day of ~~June~~July, ~~2018~~2021

RECONSIDERED AND FINALLY ADOPTED this ~~29th~~^{8th} day of ~~June~~July, ~~2018~~2021

Board Chair

Chief Administrative Officer

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| I hereby certify this bylaw to be a true and correct copy of Bylaw No.[481505](#), cited as the
| “Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw
| No.[481505](#), [20182021](#)”

Chief Administrative Officer

**Central Coast Regional District
Bylaw No. 505**

Being a bylaw of the Central Coast Regional District to fix the rates and charges for recreation programs in Electoral Areas C, D and E of the Central Coast Regional District.

WHEREAS the Central Coast Regional District has the authority by Bylaw No. 407, 2012 for the function of recreational programs;

AND WHEREAS the Board of Directors are authorized to fix and charge registration and/or user fees for recreational programs;

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

1. There shall hereby be fixed a charge for the following recreational programs:

Volleyball	\$75	per team/per season
Slow Pitch	\$225	per team/per season
Concession Rental	\$75	per day
Bathrooms Only Rental	\$30	per day

2. In instances where a full season or session of a recreation program cannot be delivered due to regional emergencies, damage to facilities or other extenuating circumstances, CCRD Administration may, at its discretion, prorate the fees to reflect the shortened period.
3. Bylaw No.481, cited as “Bella Coola Valley Parks / Recreation Commission Recreation Program Rates and Charges Bylaw No. 481, 2018” is hereby repealed.
4. This bylaw may be cited as the “Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No.505, 2021”

READ A FIRST TIME this	8 th	day of	July, 2021
READ A SECOND TIME this	8 th	day of	July, 2021
READ A THIRD TIME this	8 th	day of	July, 2021

RECONSIDERED AND FINALLY ADOPTED this 8th day of July, 2021

Board Chair

Chief Administrative Officer

I hereby certify this bylaw to be a true and correct copy of Bylaw No.505, cited as the “Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No.505, 2021”

Chief Administrative Officer



To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Evangeline Hanuse

Meeting Date: September 8-9, 2021

Subject: Bylaw No. 504, Bella Coola Valley Zoning Amendment Bylaw (Firvale Wilderness Camp)

Recommendation:

THAT Bylaw # 504, cited as the “Bella Coola Valley Zoning Amendment Bylaw No. 504, 2021”, be now introduced and read a first time;

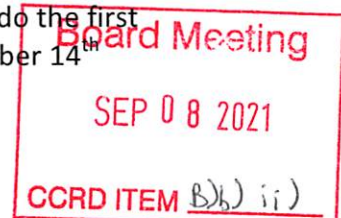
THAT Bylaw # 504, cited as the “Bella Coola Valley Zoning Amendment Bylaw No. 504, 2021”, having been given due and detailed consideration by the Board be now read a second time.

Issue/Background Summary:

Outstanding items from the July 8, 2021 Board meeting regarding the Firvale Wilderness Camp included information regarding information sent to VCH from the property owners regarding submitting a Record of Sewerage System Filing for a sewerage system to serve the cabins, domes and washhouse. The property owners have submitted a construction permit for sewerage and water filtration to Vancouver Coastal Health.

The property owners have also submitted a fire protection plan as Firvale residents are notably outside of a fire protection service area. The property owners have also received a successful highway access permit from the Ministry of Transportation and Highways.

Regarding the public hearing, section 466 of the *Local Government Act* contains the minimum requirements for giving notice of a public hearing. S. 466(3) requires the notice to be published in at least 2 consecutive issues of a newspaper, and the second publication must be between 10 and 3 days prior to the public hearing. In addition, the notice must be mailed, per S. 466(4), to owners/occupants of the parcel being rezoned and within the distance from the rezoned parcel that is specified by bylaw. If the Board should do the first two readings of the the Bylaw now, then the public hearing can be held on October 14th during the regularly scheduled Boarding meeting.



Policy, Bylaw or Legislation:

Bella Coola Valley Zoning Bylaw No. 71, 1984
Official Community Plan for the Bella Coola Valley Bylaw No. 302, 1998
The *Local Government Act*

Financial/Budgetary Considerations:

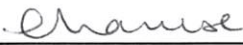
N/A

Time Requirements – Staff and Elected Officials:

Staff and elected officials need time to hold the Public Hearing after the first two readings of the Bylaw.

Options to Consider:

1. Do two readings of Bylaw No. 504
2. Further revise Bylaw No. 504
3. Decline to read Bylaw No. 504 at this time

Submitted by: 

Evangeline Hanuse, Land Use Planning & Community Development
Coordinator

Reviewed by: 

Courtney Kirk, Chief Administrative Officer

**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 504**

Being a bylaw of the Central Coast Regional District to amend Bella Coola Valley Zoning Bylaw No. 71, 1984

WHEREAS the Board of the Central Coast Regional District can amend its zoning bylaw from time to time;

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

1. Bella Coola Valley Zoning Bylaw No. 71, 1984 is hereby amended as set out in Schedule A attached to and forming part of this bylaw.
2. This Bylaw may be cited as “Bella Coola Valley Zoning Amendment Bylaw No. 504, 2021.”

READ A FIRST TIME this __ day of September, 2021.

READ A SECOND TIME this __ day of September, 2021.

PUBLIC HEARING HELD this __ day of October, 2021.

READ A THIRD TIME this __ day of November, 2021.

RECONSIDERED AND FINALLY ADOPTED this __ day of December, 2021.

Chair

Chief Administrative Officer

I hereby certify the above to be a true and correct copy of Bylaw No. 504, 2021 cited as “Bella Coola Amendment Bylaw No. 71, 1984 Amendment Bylaw No. 504, 2021”.

Chief Administrative Officer

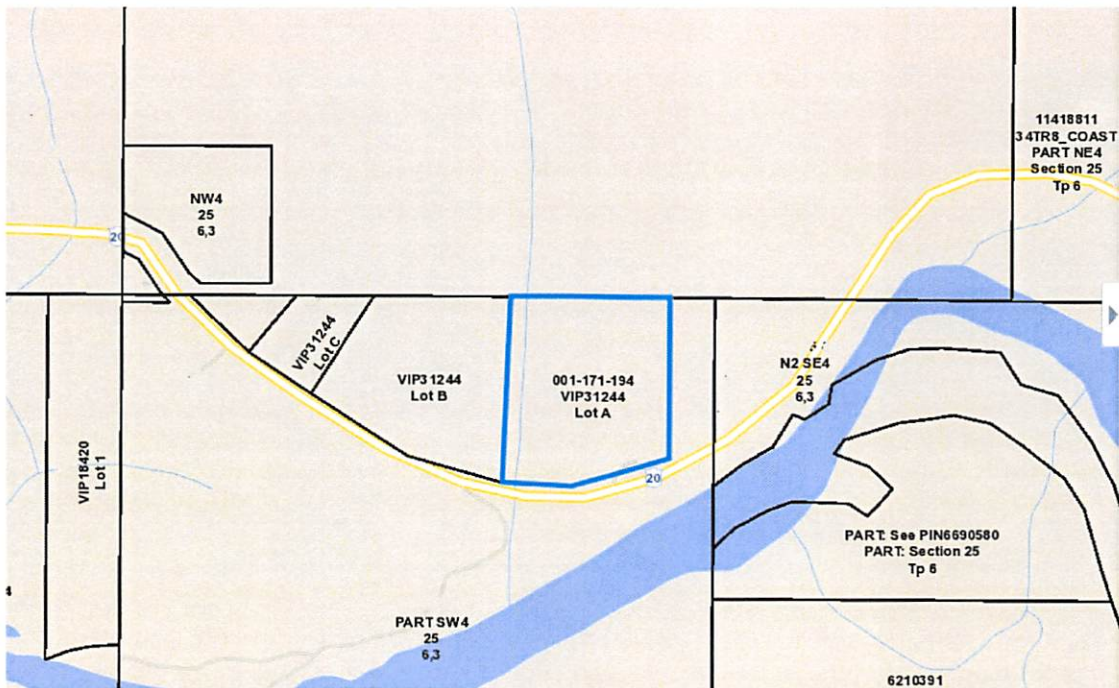
**CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 504**

SCHEDULE 'A'

MAP AMENDMENT

1. The zoning map is hereby amended by rezoning property legally described as "Lot A, Section 25, Township 6, Range 3, Coast District, Plan 31244" from Large Holdings District, R-1, to General Commercial District, C-1.

4330 Hwy 20, Firvale



-----Original Message-----

From: Nancy Atkinson [mailto:nancy@ccrd.ca]
 Sent: July 27, 2021 9:29 AM
 To: ehanuse@ccrd.ca
 Subject: Firvale Rezoning

Dear Ms. Hanuse, as was done with Mr. Sherlock will you please include this response to his submission in the minutes and also forward it to the other directors for them to read. Thank you, Nancy Atkinson

July 27, 2021

Central Coast Regional District
 626 Cliff St, Box 186, Bella Coola B.C. V0T 1C0
 Attention: Board of Directors

Response to Mr. Sherlock re: Firvale Wilderness tourist operation

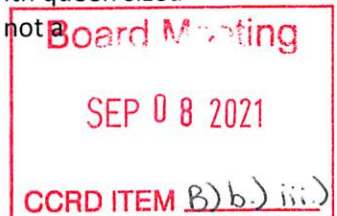
Contrary to Mr. Sherlock's implication that the Vosburgh's, my husband and myself, (unlike the rest of Bella Coola) are engaged in a groundless and irrational vendetta against a model addition to the Bella Coola valley — our reasons for opposition to rezoning are based on his actions upon his arrival here, the dangers of development on alluvial fans and to the possibility of open ended commercial activity in Firvale that could follow rezoning.

Calling it "flood protection work" does not change the fact that the creek was diverted in 2019 . Pointing out the blocked highway culverts is meaningless when both myself, when cycling past every day, and the Vosburghs, saw that the creek now no longer flowed through those culverts. I question that there was informed official approval from the Ministry of Forests for this work. Perhaps we could be given the name of this official. The Vosburghs made repeated attempts to draw attention to the threat from this diversion, corresponding with the Ministry of Forests, Dikes and water Hazard etc. yet, during all this, heard nothing of any approval being given and their prediction and fears about this diversion were proven correct in the first heavy rains of 2019 to a lesser degree, and, devastatingly in 2020.

The fundamental question is has Mr. Sherlock made this property safe for use by the general public? Since 1985 provincial law requires new development on hazardous alluvial areas to be subject to geo-technical survey and approval.

It is not true to state that I accused his business of causing my property tax hike, I did not. Rather, when appealing my assessment (to the proper authority) I had to compare it to that of surrounding properties which is how I discovered, quite by accident, that in spite of his "investment of considerable capital" in new construction he was operating under the radar classed as a private residence. Even his original "The Sherlocks" (with pet) Hwy. sign implied this whilst at the same time he wasn't living in the valley and the internet was flooded with his advertising. I felt I should make the CCRD aware of all this.

This is not, nor ever was, a campground. \$200 per night tourist A frames and domes with queen sized beds are not tent and RV sites, and calling it "Glamping" does not change this. Firvale is not a



“Wilderness” — it is unceded Nuxalk territory but nevertheless it has been farmed and residential, for generations.

Finally, a Hwy 20 permit has also been requested —does this mean that we can expect the eyesore of a car parking lot at the entrance to the valley? Hardly —to quote from the Bella Coola bylaws —“a necessary buffer minimizing impact on adjacent lands.”

Sincerely, Nancy Atkinson

Sent from my iPad

Tom & Dolores Vosburgh
Box 184,
Bella Coola, B.C. V0T 1C0
250-982-2450

Board of Directors
Central Coast Regional District
Box 186
Bella Coola, B.C. V0T 1C0

August 31, 2021

Re: Firvale Wilderness Camp Re-Zoning Application

We have received notification that at the Board Meeting of July 8, the Board directed Administration to prepare the Rezoning Bylaw of the Firvale Wilderness Camp (FWC) property from R-1 to C-1, along with a notation that the Board requested further information on the outstanding items. Would the process not normally be for outstanding items to be addressed prior to the preparation of a by-law?

As requested by CCRD staff, we had provided an email on June 9 supplying our comments and concerns to the rezoning application. It appears this email, although supplied to FWC, was not provided to the Board and was perhaps disregarded by staff as being unimportant.

We outlined several reasons why we felt this application was not ready to proceed to rezoning, including the ongoing flooding hazard, which although the FWC claim otherwise, we feel has not been fully resolved.

We are attaching a copy of the June 9 email and hope that you will take the items into account, prior to introducing the rezoning by-law.

Regards,

Tom & Dolores Vosburgh

Att: Email of June 9, 2021





To: Courtney Kirk, CAO
CC: Board of Directors, CCRD
From: Evangeline Hanuse
Meeting Date: September 8-9, 2021
Subject: Bylaw No. 506, Officers and Employees Bylaw

Recommendation:

THAT Bylaw # 506, cited as the "Central Coast Regional District Officers and Employees Bylaw No. 506, 2021", be now introduced and read a first time;

THAT Bylaw # 506, cited as the "Central Coast Regional District Officers and Employees Bylaw No. 506, 2021", having been given due and detailed consideration by the Board be now read a second and third time.

Issue/Background Summary:

In order to facilitate the transition of the departure of the current CAO, the CCRD can implement a current employee as the Corporate Officer. This will give the ability of the CCRD to maintain continuity in the orderliness of corporate administrative duties.

Policy, Bylaw or Legislation:

Local Government Act

Central Coast Regional District Officers and Employees Bylaw No. 432, 2014

Financial/Budgetary Considerations:

N/A

Time Requirements – Staff and Elected Officials:

N/A

Options to Consider:

1. Do three readings of Bylaw No. 506



2. Further revise Bylaw No. 506
3. Decline to adopt Bylaw No. 506

Submitted by: ehanuse
Evangeline Hanuse

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

**Central Coast Regional District
Officers and Employees Bylaw No. 432506**

A bylaw to amend the officer positions of the Central Coast Regional District and to amend the powers, duties, and responsibilities of such officers in accordance with the *Local Government Act* and to repeal Bylaw No. 387432, 20062014.

WHEREAS the *Local Government Act* R.S.B.C. 1996, es. 323-234 empowers the board, by bylaw to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

NOW THEREFORE the Regional Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

CITATION

1. This Bylaw may be cited for all purposes as the “Central Coast Regional District Officers and Employees Bylaw No. 432506, 20142021”.

OFFICER POSITIONS

2. The following positions are hereby established as the officer position of the Central Coast Regional District:

(a) Chief Administrative Officer, to which is also assigned the ~~corporate administrative~~ responsibility of ~~a Director of Corporate Administration Services~~ the regional district;

(b) Chief Financial Officer, to which is assigned the financial responsibility of a Director of Financial Administration;

(b)(c) Corporate Officer, to which is assigned the corporate responsibility of a Director of Corporate Administrative Services.

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POWERS, DUTIES AND RESPONSIBILITIES

3. The powers, duties and responsibilities of the Chief Administrative Officer are as set out in Schedule “A”.
4. The powers, duties and responsibilities of the Director of Corporate Administration, are as set out in Schedule “B”.
5. The powers, duties and responsibilities of the Director of Financial Administration Services are as set out in Schedule “C”.

OATH OF OFFICE

Central Coast Regional District - Officers and Employees No. 432506, 20142021

6. The Oath of Office as set out in Schedule "D" to this Bylaw is hereby confirmed as the oath of office for officers of the Central Coast Regional District.

REPEAL

7. Bylaw No. 387-432 cited as the "Central Coast Regional District Officers and Employees Bylaw No. 387432, 20062014" is hereby repealed.

Read a first time this 10th day of July, 20142021.

Read a second time this 10th day of July, 20142021.

Read a third time this 10th day of July, 20142021.

RECONSIDERED, FINALLY ADOPTED this ____ day of _____, 20142021.

CHAIR

CORPORATE ADMINISTRATOR

I, ~~Darla Blake, Corporate Administrator~~ hereby certify the above to be a true and correct copy of Bylaw No. 432-506 cited as the "Central Coast Regional District Officers and Employees Bylaw No. 432506, 20142021" as adopted.

ADMINISTRATOR

**Central Coast Regional District
Officers and Employees Bylaw No. 432**

A bylaw to amend the officer positions of the Central Coast Regional District and to amend the powers, duties, and responsibilities of such officers in accordance with the *Local Government Act* and to repeal Bylaw No. 387, 2006.

WHEREAS the *Local Government Act* R.S.B.C. 1996, c. 323 empowers the board, by bylaw to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

NOW THEREFORE the Regional Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

CITATION

1. This Bylaw may be cited for all purposes as the "Central Coast Regional District Officers and Employees Bylaw No. 432, 2014".

OFFICER POSITIONS

2. The following positions are hereby established as the officer position of the Central Coast Regional District:
 - (a) Chief Administrative Officer, to which is also assigned the corporate responsibility of a Director of Corporate Administration Services;
 - (b) Chief Financial Officer, to which is assigned the financial responsibility of a Director of Financial Administration.

POWERS, DUTIES AND RESPONSIBILITIES

3. The powers, duties and responsibilities of the Chief Administrative Officer are as set out in Schedule "A".
4. The powers, duties and responsibilities of the Director of Corporate Administration, are as set out in Schedule "B".
5. The powers, duties and responsibilities of the Director of Financial Administration Services are as set out in Schedule "C".

OATH OF OFFICE

6. The Oath of Office as set out in Schedule "D" to this Bylaw is hereby confirmed as the oath of office for officers of the Central Coast Regional District.

Central Coast Regional District - Officers and Employees No. 432, 2014

REPEAL

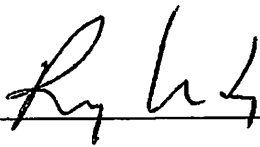
- 7. Bylaw No. 387 cited as the "Central Coast Regional District Officers and Employees Bylaw No. 387, 2006" is hereby repealed.

Read a first time this 10th day of July, 2014

Read a second time this 10th day of July, 2014.

Read a third time this 10th day of July, 2014.

RECONSIDERED, FINALLY ADOPTED this 11 day of Sept, 2014.



CHAIR



CORPORATE ADMINISTRATOR

I, Darla Blake, Corporate Administrator hereby certify the above to be a true and correct copy of Bylaw No. 432 cited as the "Central Coast Regional District Officers and Employees Bylaw No. 432, 2014" as adopted.

ADMINISTRATOR

Central Coast Regional District - Officers and Employees No. 432, 2014

SCHEDULE "A"**Powers, Duties and Functions of Chief Administrative Officer****Human Resources**

- (a) appoint, promote, discipline and dismiss all employees of the Regional District;
- (b) recommend to the Board of Directors the appointment, promotion, demotion, suspension or termination of officers of the Regional District, being those employees who are designated officers by bylaw;
- (c) supervise all officers and employees of the Regional District;
- (d) appoint acting department heads to administer departments in case of illness or absence;

General Administration

- (e) overall management of the administrative operations of the Regional District;
- (f) ensure all policies and directions of the Board are implemented;
- (g) act as the principal intermediary between the Regional District and the administration of other governments and all other entities dealing with the Regional District;
- (h) from time to time re-organize the administrative structure to improve the efficient and effective operation of the Regional District;

Legal Advice and Proceedings

- (i) obtain legal advice;
- (j) authorize lawyers to defend, or conduct any action or proceeding in any court of law or before any tribunal, arbitrator, board, or any person, for or on behalf of the Regional District;
- (k) supervise preparation of Board of Directors agendas;
- (l) have the right to participate in all meetings of Board of Directors, Committees of the Board and other entities created by the Board of Directors;

Central Coast Regional District - Officers and Employees No. 432, 2014

- (m) provide advice and recommendations to the Board of Directors on any matter within the Board's jurisdiction;
- (n) report to the Board on any matter of importance to the Regional District;

Purchasing and Procurement

- (o) ensure all policies that may be in effect, from time to time, relevant to purchasing and procurement are adhered to;

Additional Powers, Duties and Responsibilities

- (p) exercise whatever additional powers and discharge whatever additional duties and responsibilities the Board from time to time may assign.

Central Coast Regional District - Officers and Employees No. 432, 2014

SCHEDULE "B"**Powers, Duties and Functions of Director of Corporate Administration Services****Statutory**

- (a) ensure that the accurate minutes of the meetings of the Regional District and its committees are prepared and the minutes, bylaws and other records of the business of the Regional District and its committees are maintained and kept safe;
- (b) ensure that access is provided to records of the Regional District and its committees, as required by law or authorized by the Board;
- (c) act as the Information and Privacy Coordinator, in accordance with CCRD Bylaws;
- (d) certify copies of bylaws and other documents; as required or requested;
- (e) administer oaths and take affidavits, declarations and affidavits required to be taken under the *Local Government Act* in relation to Regional District matters;
- (f) accept, on behalf of the Regional District, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the Regional District;
- (g) keep the corporate seal and have it affixed to documents as required;

General Administration

- (h) supervise the operation of the Corporate Administration Department of the Regional District;

Board

- (i) attend or ensure a designate attends meetings of the Board and its committees for the purposes of minute taking, as directed by the Board of Directors;
- (j) organize efficient and effective record-keeping for all corporate documents;
and
- (k) provide copies of any documents served on the Regional District to the Board of Directors and to any insurers, as appropriate.

SCHEDULE "C"

Powers, Duties and Functions of Director of Financial Services

Statutory

- (a) receive all money paid to the Regional District;
- (b) ensure the keeping of all funds and securities of the Regional District;
- (c) expend and disburse money in the manner authorized by the Board;
- (d) invest funds, until required, in authorized investments;
- (e) ensure that accurate records and full accounts of the financial affairs of the Regional District are prepared, maintained and kept safe;
- (f) exercise control and the supervision over all other financial affairs of the Regional District required by the inspector;

Legal Advice and Proceedings

- (g) prepare and arrange for filing of any documentation necessary under *the Financial Information Act* or otherwise;

Board

- (h) attend meetings of the Board as requested by the Chief Administrative Officer;
- (i) provide advice to the Board of Directors regarding any matter of a financial nature as requested by the Chief Administrative Officer;
- (j) prepare financial plans, as required under the *Local Government Act* and as requested by the Board, and;
- (k) liaise with the Regional District's auditor in connection with the financial audit.

Central Coast Regional District - Officers and Employees No. 432, 2014

SCHEDULE "D"
(Local Government Act s. 201)

OATH OF OFFICE

I, _____, _____ Officer for the
Central Coast Regional District, make oath and say:

1. That I am a Canadian citizen;
2. That I am not in any way disqualified from holding office;
3. That I have not, and will not, while holding office, have an interest, directly or indirectly, in a contract or services connected with the Regional District, except as allowed under the *Local Government Act*;
4. That I have not, by myself or any other person, knowingly employed any bribery, corruption or intimidation to gain my position;
5. That I will faithfully perform the duties of my office, and will not allow any private interest to influence my conduct in public matters.

SWORN this _____ day of _____, _____.

Officer

Chair of the Board of Directors

Board Meeting
SEP 08 2021
CCRD ITEM C) (b)

2019-2022 Strategic Plan Amendments:

**Changes to Strategic Priorities, Advocacy Items,
and Priority Projects Due to COVID-19**

Prepared for:



Board of Directors
Chair Samuel Schooner



Alison Sayers, MA
alison@sayersconsulting.ca
<https://sayersconsulting.ca>
Nelson, BC

Background

On July 27th and 28th, 2020, the CCRD Board and CAO attended two full days of workshops with Alison Sayers, MA of Sayers Consulting to discuss amendments to the CCRD 2019-2022 Strategic Plan, arising from COVID-19 related resourcing and capacity constraints. The Board also identified advocacy priorities.

It was agreed that organizing the Board's updated priorities by region and service area, and identifying the highest priority projects and advocacy issues within those priorities, would provide the most comprehensive guidance to staff in order to fulfill the budget planning processes for 2021 and the Five Year Financial Plan.

In the interest of clarity and alignment between Board and staff, this document is assumed to replace the previous 2019-2022 Strategic Plan.

It is important to note that the priorities identified in this document are not an exhaustive list of services and projects currently being undertaken by the CCRD. Tables of ongoing services, including a partial list of key projects not reflected in the Board's priorities in the first part of this document, start on Page 10.

2019-2022 Strategic Goals

Good Governance and Administration

Building Our Capacity

Improving Our Infrastructure

Effective Community Planning

These four strategic goals are framework strategies that guide the Board and staff in their everyday activities. The Board should be particularly mindful to exercise their duty of care for the organization, and be collectively discriminating when considering asking staff to respond to, report on, or support advocacy efforts that are outside of these four priorities and existing service areas.

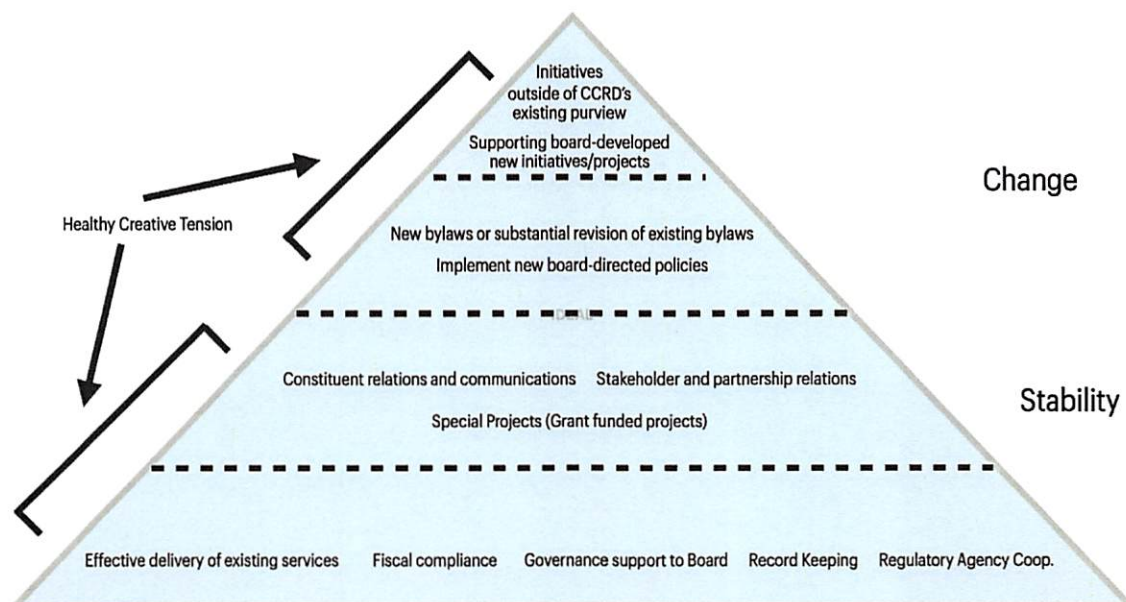
During the workshop, it was discussed that CCRD operates generally in a state of overcapacity for the human and financial resources it has, and these resources have been further stretched due to the pandemic. As a comparison, two local governments in BC with staffs of five are Wells and Lytton, which respectively serve total constituent bases of 217 and 248 people, over very small geographic areas. CCRD's staff of five serves over 3300 people, over a vast and geographically isolated area. Thus, the Board must carefully guard against the tendency to be captivated by constituent needs and interests that, while very worthy, are outside the scope of this framework, and CCRD purview, as this could jeopardize Board duty of care and staff well-being.

The image below attempts to capture and categorize the general focus of staff workload at a local government. It is interesting to note that the bottom tier, which involves legal, regulatory, and fiscal compliance, requires about 50-65% of local government's time. For CCRD, due to the pandemic and staff turnover, this is currently at around 80%.

As well, CCRD is currently managing over 20 board-supported grant-funded special projects (second tier), which creates legal obligations to funders, to which the organization must adhere. CCRD is also planning a comprehensive review of most of the organization's bylaws with the primary intent of closing long-standing fiscal gaps, which is critical to service sustainability over the long term.

Thus, any new Board requests of staff for new policies, initiatives, and projects (top two tiers) that are outside the existing priorities and service areas run the risk of a) requiring staff time to be spent away from legislative compliance and effective delivery of existing services in order to address them; or b) being "waitlisted" until such time as pursuing them does not legally jeopardize the organization.

While a healthy creative tension can "normally" exist between the top two tiers ("change") and the bottom two tiers ("stability"), due to the pandemic these are not "normal" times. Additionally, CCRD has been grappling already with levels of change that tend to be too high for such a small staff and small budget to absorb. Thus, the Board should prepare for significant budget increases to support a variety of work, including upgrades to existing services (ie. Thorsen Creek Waste and Recycling Centre budget) and planned new services (ie. Denny Island Water and Hagensborg Water) over the coming years.



Due to COVID-19 related resourcing and capacity constraints, the Board identified the following region-wide priorities:

Governance/Service Priority	Related Strategic Goal (2019-2022)
Land Use and Community Planning <ul style="list-style-type: none"> ● Inner and Outer Coasts <ul style="list-style-type: none"> ○ Official Community Planning ○ Housing Needs Assessments ○ Economic Development 	<i>Effective Community Planning</i>
Fixing Revenue Issues <ul style="list-style-type: none"> ● Inner and Outer Coasts <ul style="list-style-type: none"> ○ Closing taxation gaps <ul style="list-style-type: none"> ■ continuing collaborative work on CCRD's <i>Financing Reconciliation</i> efforts ■ related governance studies for boundary adjustments ○ Updating revenue-related bylaws 	<i>Good Governance and Administration</i>
Government-to-government relations with First Nations <ul style="list-style-type: none"> ● Inner and Outer Coasts <ul style="list-style-type: none"> ○ <i>Financing Reconciliation</i> work ○ Related governance studies for boundary adjustments 	<i>Building Our Capacity</i>
General Operations: <ul style="list-style-type: none"> ● Staff Recruitment, Development, and Retention ● HR restructuring ● Implement new required Public Sector Accounting Standard: Asset Retirement Obligation (ARO) 	<i>Good Governance and Administration</i>
Advocacy Priority	Related Strategic Goal (2019-2022)
Transportation <ul style="list-style-type: none"> - Emergency Medical Evacuations* - Replacement of MV Nimpkish 	<i>Effective Community Planning</i>

*Recent developments in relation to this advocacy item have resulted in a need for CCRD staff to work directly with BC Air Access Program staff to identify priorities for expenditures of new airport infrastructure improvement funds at the Bella Coola Airport. This funding has also been extended to the Bella Bella Airport, which is not a CCRD service.

Due to legislative and regulatory constraints out of CCRD's control, the Board also identified the following Local Service Area priorities:

Service Area Priority	Related Strategic Goal (2019-2022)
Solid Waste Management (Areas C, D, E) - Prioritized due to non-negotiable regulatory requirements	<i>Improving Our Infrastructure</i>
Hagensborg Water Improvement District Conversion* (Areas C and D) - Prioritized due to non-negotiable legislative requirements and critical timelines	<i>Improving our Infrastructure, Effective Community Planning</i>
Advocacy Priority	Related Strategic Goal (2019-2022)
Revenue <ul style="list-style-type: none"> - Bella Coola Airport: Exclusion of local governments from Canada Emergency Relief Benefit landlord/tenant relief funding - Hagensborg Water Improvement District Conversion: Provincial legislation re. funding for improvement district conversions 	<i>Good Governance and Administration</i>

* Hagensborg Waterworks is not a CCRD service; however conversion is required as a condition of the HWID infrastructure award. Allocation of significant CCRD resources is necessary for conversion and infrastructure project implementation.

Priority Projects by Priority Service Area:

The following tables highlight service area priorities in order to guide staff in developing their Operations Plan for 2021:

Service Area	Priority Project	Related Strategic Goal	Timeline	Required Staff Capacity Actions
Land Use Planning	Update the Bella Coola Valley OCP	<i>Effective Community Planning</i>	2021	OCP process and Bylaws updates require at least one PT temporary staff member and outside consultant(s)
	Update all related bylaws	<i>Effective Community Planning, Good Governance and Administration</i>	2022	See above
	Official Community Planning Projects in the Outer Coast	<i>Effective Community Planning</i>	2022-2023	One PT staff and outside consultant(s)
	Housing Needs Assessments	<i>Effective Community Planning</i>	2020-2021	Consultant hired and paid for through grant funding
Economic Development	Economic Development Re-evaluation	<i>Effective Community Planning</i>	2021	The Ec. Dev. Service should be included and re-evaluated as part of the OCP process; strategic priorities for this service will follow.

Rationale:

COVID-19 has stimulated some real estate purchase projections which indicate that urban dwellers are moving at a more rapid pace into smaller outlying communities. The CCRD Board wishes to be prepared for a possible influx of new residents by updating the Official Community Plan and related bylaws, in particular Zoning bylaws. OCPs are also foundational documents for setting priorities in Economic Development, and addressing the local housing crisis in conjunction with findings in upcoming housing needs assessments.

Service Area*	Priority Project	Related Strategic Goal	Timeline	Required Staff Capacity Actions
Hagensborg Water Improvement District Conversion*	Advocate with the BC Ministry of Municipal Affairs and Housing for key legislative updates to support regional districts undertaking ID conversion	<i>Good Governance and Administration</i>	September 2020 and ongoing if necessary	Continued focus on this advocacy item needs to be defined and discussed at the Board and staff level
	Complete conversion and establish new service	<i>Improving Our Infrastructure</i>	2020-2021	Once the new HW service is established, a service area requisition can occur to support necessary human resourcing
	Transfer of assets and responsibilities to CCRD	<i>Good Governance and Administration</i>	2021-2022	Service area requisition to support necessary human resourcing
	Local community commission feasibility and assent process	<i>Good Governance and Administration</i>	2021	Service area requisition to support necessary human resourcing
	Complete HW system infrastructure upgrade	<i>Improving Our Infrastructure</i>	2021-2023	Service area requisition to support necessary human resourcing
	Identify and pursue unmet Phase 2 infrastructure upgrade funding through new grant opportunities	<i>Improving Our Infrastructure</i>	2021-2023	Service area requisition to support necessary human resourcing

* Hagensborg Waterworks is not a CCRD service; however conversion is required as a condition of the HWID infrastructure award. Allocation of significant CCRD resources is necessary for conversion and infrastructure project implementation.

Rationale:

The Board prioritizes this service area because non-negotiable legislative requirements and critical timelines are at play with this conversion, thus it should be noted that significant

administrative time and attention is needed to fulfill these requirements that are out of CCRD’s control. It is anticipated that once the service is established, all three water systems - Bella Coola Water (existing), Denny Island Water (new), and Hagensborg Water (pending) - will require review, and may require additional human resourcing.

Service Area	Priority Project	Related Strategic Goal	Timeline	Required Staff Capacity Actions
Solid Waste Management	Conformance review and compliance	<i>Good Governance and Administration; Improving Our Infrastructure</i>	2020	This is a non-negotiable top priority for this service area; the Board-endorsed Solid Waste Management Plan always guides top priorities for this service.
	Bylaw updates	<i>Good Governance and Administration</i>	2021	SWM bylaw updates to be prioritized, occurring before completion of Official Community Planning and subsequent bylaw update processes
	Composting facility design and construction	<i>Improving Our Infrastructure</i>	2021	Matching funds are needed for approved composting grant.

Rationale:

The Board prioritizes the conformance review and compliance, as guided by the Board-endorsed Solid Waste Management Plan, as a top priority for the service area due to non-negotiable provincial regulatory constraints. Bylaw updates are also critical to conformance and service sustainability. The Board wishes to explore a bylaw framework that supports landfill user fees being increased gradually/incrementally, in particular with regards to commercial landfill inputs. The next Board priority is the composting facility project in light of ongoing safety, conflict, and political issues related to human-bear confrontations and interactions, and the possibility of CCRD being able to sell the compost as a new revenue stream. As well, organics are a potential primary source of toxins entering into the water table.

Other Priority Projects

There are several priority projects that the Board would like to prioritize within the overall ongoing projects in each service. These are as follows:

Service Area	Priority Project	Related Strategic Goal	Timeline	Required Staff Capacity Actions
All Service Areas	Implementation of new required Public Sector Accounting Standard: Asset Retirement Obligation	<i>Good Governance and Administration</i>	2022 -2023 and ongoing	Identify, assess, & estimate asset retirement obligations across all services; additional resources may be needed to implement and maintain new required standard
Bella Coola Airport	1) Return of Operations Certificate 2) Allocation of infrastructure funding through BC Air Access program*	<i>Improving Our Infrastructure</i>	2020 2020 - 2022	1) This is a non-negotiable item mandated by Transport Canada regulations, that must be met by November 2020; 2) See Page 4*
Denny Island Airport	Terminal Roof Repairs	<i>Improving Our Infrastructure</i>	2021	Continue to follow guidance from the Denny Island Airport Commission
Centennial Pool	Renewal of Centennial Pool Facility	<i>Improving Our Infrastructure</i>	2021	Timeline dependent on success of RFP and pandemic-related public health guidelines over the next 6-12 months
Denny Island Recreation	Amendment to establishing bylaw to redraw service area boundaries to include Denny Island Only	<i>Good Governance and Administration</i>	2021	Administration to request guidance from Ministry of Municipal Affairs and Housing
Bella Coola Fire Protection	Volunteer Acknowledgment	<i>Building Our Capacity, Good Governance and Admin.</i>	2021	Timing and format dependent on public health guidelines in 2021

*Recent developments in relation to this advocacy item have resulted in a need for CCRD staff to work directly with BC Air Access Program staff to identify priorities for expenditures of new airport infrastructure improvement funds at the Bella Coola Airport. This benefit has also been extended to the Bella Bella Airport, which is not a CCRD service.

Other Projects

This partial list is to serve as a reminder for the Board and the public of other projects within ongoing services not mentioned elsewhere in this document. CCRD's five administrative staff must continue working on these projects, while also focusing their efforts primarily on the Board priorities outlined earlier in this document.

Service Area	Key Project(s)
Denny Island Water (portion of Area A)	Construction of new water system
Emergency Management (All Electoral Areas)	Bella Coola Valley Risk Assessment and Flood Mapping/Modeling; Cultural Safety and Humility Training; Community Wildfire Protection Plan; Tripartite MOU with Nuxalk Nation and EMBC
Bella Coola Valley Parks and Recreation (Areas C, D, E)	Great Bear Playgrounds Initiative
Bella Coola Water (portion of Area E)	Asset management and capital works

List of Services with Electoral Area(s)*

Service	Electoral Area(s)
Land Use Planning	All Electoral Areas
Community Economic Development	All Electoral Areas
Grant In Aid	All Electoral Areas
Emergency Management	All Electoral Areas
Library	All Electoral Areas
Feasibility Studies	All Electoral Areas
General Operations and Administration	All Electoral Areas
Denny Island Water	A
Denny Island Recreation	A
Denny Island Airport	A
Hagensborg Water ID Conversion	C, D
Solid Waste Management	C, D, E
Bella Coola Parks and Recreation	C, D, E

Bella Coola Airport	C, D, E
Centennial Pool	C, D, E
Street Lighting	C, D, E
House Numbering	C, D, E
Bella Coola Fire Protection	D, E
Bella Coola Water	E

**as outlined in CCRD's 2017 Service Delivery and Governance Study*

List of Electoral Areas with Services*

Electoral Area	Services
A	<ol style="list-style-type: none"> 1. Land Use Planning 2. Emergency Management 3. Community Economic Development 4. General Operations and Administration 5. Feasibility Studies 6. Grant In Aid 7. Library 8. Denny Island Water 9. Denny Island Airport 10. Denny Island Recreation
B	<ol style="list-style-type: none"> 1. Land Use Planning 2. Emergency Management 3. Community Economic Development 4. General Operations and Administration 5. Feasibility Studies 6. Grant In Aid 7. Library
C	<ol style="list-style-type: none"> 1. Land Use Planning 2. Emergency Management 3. Community Economic Development 4. General Operations and Administration 5. Feasibility Studies 6. Grant In Aid 7. Library 8. Hagensborg Water ID Conversion 9. Bella Coola Parks and Recreation 10. Bella Coola Airport

	<ul style="list-style-type: none"> 11. Street Lighting (Hwy 20) 12. House Numbering
D	<ul style="list-style-type: none"> 1. Land Use Planning 2. Emergency Management 3. Community Economic Development 4. General Operations and Administration 5. Feasibility Studies 6. Grant In Aid 7. Library 8. Hagensborg Water ID Conversion 9. Bella Coola Parks and Recreation 10. Bella Coola Airport 11. Street Lighting (Hwy 20) 12. House Numbering
E	<ul style="list-style-type: none"> 1. Land Use Planning 2. Emergency Management 3. Community Economic Development 4. General Operations and Administration 5. Feasibility Studies 6. Grant In Aid 7. Library 8. Bella Coola Water 9. Bella Coola Parks and Recreation 10. Bella Coola Airport 11. Street Lighting (Hwy 20, Townsite) 12. House Numbering

**as outlined in CCRD's 2017 Service Delivery and Governance Study*

Next Steps

In order to continue to empower staff to focus on the above outlined priorities while still continuing to meet regulatory requirements and effectively delivery of existing services, the Board must continue to keep its duty of care of the organization top of mind throughout the remainder of their term, and guard each other against stepping outside the strategic framework they created to guide the actions of the organization. This requires using several best practice governance strategies, such as actively managing their own and constituent expectations regarding the pace and timelines under which CCRD will be able to complete ongoing initiatives, and explore and implement new initiatives; and creating a process by which new Board resolutions are measured against the directives in this plan. And, while Board presence at political tables that have impact outside the CCRD region are important for the organization's networking and overall success, the unique challenges for CCRD at this time deserve Board members' primary focus and attention be turned homeward towards the health and well-being of

their own organization, and support of their own staff in their efforts to provide sustainable delivery of existing services.

In turn, administrative staff must continue to fulfill its role as advisors to the Board by reminding the Board of its duty of care regularly, in the form of regular updates as to organizational well-being, and any threats to achieving the goals within this plan. Staff must also provide the Board with realistic timelines around project completion, and reasonable indicators (at the moment of request if possible) as to when new requests for projects, policies, and initiatives will be able to be fulfilled.

Together, the Board and staff must find ways to keep the focal points of this document at the forefront of their thinking, discussions, and actions as much as possible. One way to do this is to build an agenda item into every meeting to discuss how the organization is functioning in relation to this plan. While staff may interact with the concepts of the plan every day, Board members need a method by which to remind themselves of its contents and guidance regularly. Preparations for and enacting of the monthly meeting is the most efficient way to ensure this. There may be other methods that the Board wishes to discuss.

Stronger Together

Central Coast Regional District Strategic Plan 2019 – 2022

DIEHL MANAGEMENT SERVICES

Stronger Together



OUR VISION

Our Vision for Central Coast Regional District is an inclusive, resilient & sustainable group of communities thriving as a diverse, locally influenced economy within a safe, healthy and natural environment.

OUR MISSION

To foster the sustainable socioeconomic and environmental wellbeing of the Central Coast through the professional & efficient delivery of mandated regional & community services.

Our Core Values

Good Governance	Transparency
Professionalism	Accountability
Inclusiveness	Collaboration
Resilience	Integrity
Productivity	Sustainability

Our Strategic Goals

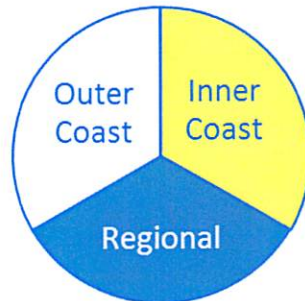
1. **Good Governance and Administration** – Fostering Efficiency in Service Delivery
2. **Building Our Capacity** - Strengthening Relationships and Innovative Partnerships
3. **Improving Our Infrastructure** – Investing in Safe and Sustainable Public Works
4. **Effective Community Planning** – Enhancing Our Social, Health, Environmental and Economic Systems



Strategic Plan Approval
March 2019

Directors	Alternate Directors
Chair, Samuel Schooner (Area E)	Hank Brook
Vice Chair, Travis Hall (Area B)	Reg Moody
Director Daniel Bertrand (Area A)	James Hadley
Director Jayme Kennedy (Area C)	Drew Kovacic
Director Lawrence Northeast (Area D)	Thomas Tallio
Chief Administrative Officer Courtney Kirk	

**Strategic plan layout utilizes the following colour coding for regional, outer-coast and Bella Coola Valley initiatives:*



Goal 1		Good Governance and Administration – <i>Fostering Efficiency in Service Delivery</i>			
Action	Priority	Sponsor	Target	Completion/Comments	
Review Strategic Plan	#1	CAO/Board	1/4ly	Reviewed on June 26, 19	
Approve Staff Salary System	#1	CAO	1 st Q/19	March 2019	
Review Workforce Capacity <ul style="list-style-type: none"> • PDev Training Plan • 1st Nations Sensitivity Training • Conflict Resolution Training • Succession Plan • Staff Workplans 	#1	CAO	3 rd Q/19	Ongoing	
Lobby Province to Address Bear Encounters	#1	Board/Area C /CAO	3 rd Q/19	UBCM	
Review and Update By-laws and Board Policies <ul style="list-style-type: none"> • Emergency Mgt • Procedural By-Law • Fees and Charges • Zoning • Enforcement 	#1	CAO	4 th Q/20 4 th Q/22	Feasibility Study Add Enforcement Revision	
Review Outer Coast Communications Needs	#1	Travis - Board Task Force	2 nd Q/19	Area A doesn't share this problem	
Implement website upgrade project and regional rebranding project	#1	CAO/EDO	4 th Q/19	In Progress	
Implement and Assess Current Public Communications and Engagement Strategy <ul style="list-style-type: none"> • Regional Board Meetings • Web Site • Chairs Message 	#2	CAO	2 nd Q/20	In Progress	

Develop 1st Nations Communications Strategy	#1	CAO/Chair	4 th Q/22	
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Action	Priority	Sponsor	Target	Completion/Comments
Knowledge Development Plan for Board Members <ul style="list-style-type: none"> LGLA Governance UBCM FCM 	#1 #1 #1 #3	Chair Board Board Board	1 st Q/19 1 st Q/19 Sept/19 2020	Completed Completed Mentorship for Chair Schooner
Review Ocean Falls governance status <ul style="list-style-type: none"> check letters patent – who has authority? Are we ready for community planning? Legal responsibility for abandoned buildings? 	#1	CAO/Area A	4 th Q/19	
Review Legal responsibility for abandoned buildings throughout the region (i.e. Wharfs, Canneries)	#2	CAO	4 th Q/20	
Initiate Community - Interagency dialogue on derelict vessels	#3	CAO	4 th Q/21	

Goal 2		Building Our Capacity - <i>Strengthening Relationships and Innovative Partnerships</i>		
Action	Priority	Sponsor	Target	Completion/Comments
Finalize Action Plan for Equalization Taxation Strategy <ul style="list-style-type: none"> • Local Government Lobbying • Federal Minister Lobbying • Provincial Minister Lobbying • UBCM Support • Ministers Meetings 	#1	CAO/Board	1 st Q/19	Underway Adopted
Lobby senior government regarding funding for bear encounters	#1	Board	1 st /Q 19	Grant In Aid
Review 1 st Nations Cultural sensitivities on bear encounters	#1	Frank/Board	3 rd Q/19	
Inter-Community Table Top Exercises & C2C Mutual Understanding Events (i.e. Emergency Preparedness)	#1	CAO/ Lawrence	4 th Q/19	In progress

Action	Priority	Sponsor	Target	Completion/Comments
Continue to bridge gap between cultural groups, outer villages and government agencies <ul style="list-style-type: none"> • CCRD Regional Meetings • General Sensitivity Training • Nation specific Sensitivity Training (i.e. protocols, etc.) 	#1	Board/CAO CAO	On Going 2019 2022	
Review Electoral/Regional Area Boundaries	#1	CAO	4 th Q/21	Plan Processing
Develop Intergovernmental Service Sharing Protocols/MOU's	#1	CAO	As Needed	



Goal 3 <i>Improving Our Infrastructure – Investing in Safe and Sustainable Public Works and Services</i>				
Action	Priority	Sponsor	Target	Completion/Comments
Lobby for improved Ferry and Road Transportation connectivity	#1	Board	On Going	High Priority (Get 2 nd vessel/boat service)
Denny Island Water Upgrade <ul style="list-style-type: none"> • Petition • Construction 	#1	CAO/PW	1 st Q/19 2019/20	Complete In Progress
TBD Construct Hagensborg Water System <ul style="list-style-type: none"> • Grant Approval • MOU with Improvement District • Construction 	#1	CAO/PW	2 nd Q/19 2019/20	Waiting to hear on the Grant
Walker Island Playground and Nusatsum Playground <ul style="list-style-type: none"> • Grant Approval • Construction 	#1	CAO/PW	2 nd Q/19 2020	
Smith Neighbourhood Survey for Safety Street Lighting	#1	Area C	4 th Q/19	
BCV Airport Certification Approval	#1	CAO/PW	3 rd Q/19	In Progress – Safety Plan In Progress
Capital/Infrastructure improvement Prioritization Strategy <ul style="list-style-type: none"> • Board Approval 	#1	CAO/PW	4 th Q/ 19	
Completion of Centennial Pool Retrofit	#1	CAO/PW	4 th Q/20	In Progress

Action	Priority	Sponsor	Target	Completion/Comments
BCV Airport Lease Property Opportunities Review	#2	CAO/PW	4 th Q/19	
Ice Arena Feasibility Study Snootli Creek	#2	CAO/PW	2020	
Develop BCV Airport Management Plan (day to day management, human resourcing) and implementation strategy	#1	CAO/PW	4 th Q/19 ASAP 4 th Q/2021	James works 7 days a week; Snooka Holdings
Review Region Wide Air Service Needs (i.e. Harmonize Air Services to Denny Island, Bella Bella, BCV Airports and Anahim)	#1	Board/CAO/ PW/CEDO	On Going	
Apply for infrastructure grant for a composting system at Thorsen Creek Waste and Recycling Centre (Bella Coola)	#1	Board/CAO/PW	2 nd Q/2019	Complete
Amend service delivery framework with Nuxalk Nation to include composting at TCWRC and address other enhancement needs			2 nd Q/2020	In Progress
Composting system project implementation (if			2 nd Q/2022	In Progress

grant funding approved)				
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Goal 4 *Effective Community Planning – Enhancing Our Social, Health, Environmental and Economic Systems*

Action	Priority	Sponsor	Target	Completion/Comments
Emergency Management Plan – Update	#1	Chair/CAO/Coordinator	4 th Q/19	In Progress
<ul style="list-style-type: none"> BCV MOU Implementation – Hire Shared Coordinator 	#1	CAO	1 st Q/19	
<ul style="list-style-type: none"> Table Top Exercise BCV to Ensure Emergency Management Executive is active and trained 	#1	Coordinator	2 nd Q/19	
<ul style="list-style-type: none"> Outer Villages Table Top Exercise 	#1		1 st Q/20	
<ul style="list-style-type: none"> Implement Early Warning System for Outer Villages (Tsunami/ Marine Disaster) 	#1		1 st Q/19	
<ul style="list-style-type: none"> Implement Communication Strategy Plan 	#1		4 th Q/19	
<ul style="list-style-type: none"> Website for disseminating Information 	#1	CAO	2 nd /19	
<ul style="list-style-type: none"> Emergency Plans for Airport 	#2	CAO	2020	

Actioned: Talk with Heiltsuk (Chair/CAO)

Rivers Inlet

Action	Priority	Sponsor	Target	Completion/Comments
Ec. Dev. Officer Business Support/ Capacity Building and Tourism Development Action Plan	#1	CAO/EDO	4 th Q/19	
Official Community Plan BCV – Initiate <ul style="list-style-type: none"> • Base Mapping • Zoning Mapping • Hazard Mapping • Business Licensing • Derelict Buildings, Wharfs and Vessels - Reclamation Requirements 	#1	CAO/Urban Systems	2019 2021	In Progress
Assess need for OCP Planning and Zoning in critical outer areas of Region <ul style="list-style-type: none"> • Ocean falls governance structure and authorities • Derelict buildings and Marine/Harbour Structures • Reclamation conversations? (i.e. polluter pays) 	#1	CAO/Urban Systems	1 st Q/19	Actioned (No desire in Denny Island)

Action	Priority	Sponsor	Target	Completion/Comments
Promote Health/Social Services <ul style="list-style-type: none"> • Rejuvenate BCV Recreation Commission • Review Area D Wellness Services • Lobby for Health Services • Initiate Safe Inter-Regional Transit Systems Plan 	#1	CAO/Jayme Lawrence Board CAO	2020 1 st Q/19 On going 2 nd Q/19	
BCV Rental Housing Strategy Prepare for Govt Funding Program Senior Building	#2	Board	2019	In Progress
Fire Services Plan Denny Island <ul style="list-style-type: none"> • Petition Approval • Implementation 	#1	Board/CAO	4 th Q/2022	
Review Fire Services Needs and Feasibility in Outer Villages	#1	CAO	2 nd Q/22	River's Inlet Siren #1
Review Impact of High-Speed Internet Cable Installation	#2	EDO	2022	

Parked Issues

1. Dangerous Dog By-Law
2. BCV Recreation Centre Feasibility

August 11, 2021

Chair Samuel Schooner
Central Coast Regional District
PO Box 186
Bella Coola, BC V0T 1C0



RECEIVED

AUG 19 2021

Central Coast Regional District

Dear Samuel Schooner:

**RE: CANADA COMMUNITY-BUILDING FUND/GAS TAX FUND:
COMMUNITY WORKS FUND TOP-UP PAYMENT AND UPDATED ELIGIBILITY
GUIDELINES**

I am pleased to advise that UBCM is in the process of distributing a top-up to your Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$194,894.70 is expected to occur the week of August 16, 2021.

This additional one-time payment from UBCM for the CWF was approved for disbursement by the Government of Canada to supplement the fiscal 2021/2022 allocation which was delivered in July.

Also announced by the Government of Canada is the expansion of CWF investment categories to now include fire halls and fire station infrastructure.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund (Gas Tax Fund) can be found on our website at www.ubcm.ca.

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Yours truly,

Brian Frenkel
UBCM President

PC: Courtney Kirk, Chief Administrative Officer



CCRD SERVICE REPORT

To: Courtney Kirk, CAO

From: Ken McIlwain, Operations Manager

Meeting Date: September 8 & 9, 2021

Subject: DENNY ISLAND AIRPORT OPERATION AND FACILITIES SERVICE UPDATE

Board Meeting
 SEP 08 2021
 CCRD ITEM c) (d)

Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Airport and Facilities Service Report dated September 8 & 9, 2021.

Service Background:

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

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

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

There is no scheduled air service to Denny Island and the aerodrome is used principally by private and charter aircraft. There are no refueling or maintenance facilities at the airport, however fuel is available at Shearwater Marina and Resort, located approximately 2km to the Northwest.

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

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

Quarterly [or Bi-Annual or Annual] Highlights (from 2021):

- Due to COVID-19 restrictions and the closure of the sport fishing division of Shearwater Marine for the majority of the fishing season, there have been essentially no landings at the Denny Island Airport in 2021.
- The roof of the terminal building continues to leak and the Airport Commission still plans to advertise for proposals to repair the roof.
- The runway and associated airport facilities were recently inspected by the Commission Chair and it is reported that there is less gravel on the airstrip and apron than in recent years. The strip is reported to be in acceptable condition. The brushing work completed in 2020 appears to have been effective.
- The Denny Island Airport Commission Chair indicates there will be a meeting soon to review the existing rates and charges bylaw and to move the roof repair project forward. 2022 budget items will also be discussed.

Grant Funded Projects Administered Under the Service:

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

Feasibility Studies Authorized Under the Service:

There are currently no feasibility studies authorized under this service.

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

Strategic Plan Goal:

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

Financial/Budgetary:

Total Service Budget (Including Grants):

Total 2021 Anticipated Revenues: \$12,473 (including confirmed grant revenues)

Percent total expenditures to September 2, 2021: \$2,766 or 28%

Budget (Tax Levy, Basic Provincial Grant, User Fees, and Requisition Only):

Subtotal 2021 Revenues: \$9,973 (excluding special project grant revenues)

Percent total expenditures to May 6, 2021: \$2,766 or 28%

Total 2021 Projected Revenues (including carry forward surplus of \$13,454): \$25,927

Budget without grant revenues or expenditures:

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

Grant Funded Special Projects

There are currently no special grant funded projects underway.

Notes on ongoing Financial Impact of the Pandemic:

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

Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:


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

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

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

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

Respectfully Submitted by: _____
Ken McIlwain, RPF

Reviewed by: 
Courtney Kirk, Chief Administrative Officer