

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 497  
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Board Meeting  
SEP 09 2020  
CCRD ITEM 1 (a)

Date of Application: Sept. 3/20 Board Meeting Date Sept 9-10/20

Name of person or group wishing to appear before the Board of Directors: L

Address: 1520 Highway 20, P.O. Box 283, Hagensborg

Number of people attending: 1 Spokesperson Name: Tony Norton

Subject of presentation: House Numbering, Cleaning  
chimneys. Appointment as LAFC by  
the Fire Commissioner of B.C.

Purpose of presentation:

information only  
requesting a letter of support  
Other

(provide

details) \_\_\_\_\_

Contact person (if different than above): \_\_\_\_\_

Daytime telephone number: 250-982-2405

Email address: tonynorton 2323 @ Gmail.com

Will you be providing supporting documentation?

yes

no

- If yes:
- handouts at meeting (recommend delivered in advance)
  - PowerPoint presentation
  - publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
  - Other (explain)
- 

*\* Delegations will have a maximum of 15 minutes to make their presentation to the Board.  
\* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.*

[INSERT: Governing Body Letterhead]

[INSERT: Address]  
[INSERT: City BC Postal Code]

[INSERT: Date]

Emergency Management BC  
Office of the Fire Commissioner  
PO Box 9201 Stn. Prov. Gov't.  
Victoria BC V8W 9J1

**Re: LAFC Letter of Appointment for [INSERT: Fire Department]**

Pursuant to the provisions of Section 61(c) of the Fire Services Act, I hereby request the appointment of [INSERT: Full Name of LAFC Requested Appointee] of the [INSERT: Name of Fire Department/Organization] to exercise the powers of a Local Assistant to the Fire Commissioner (LAFC) within the [INSERT: Area of Jurisdiction to be Covered by LAFC].

Please issue [INSERT: Full Name of LAFC Requested Appointee] a LAFC badge and identification card and send to my attention for distribution.

It is understood that the badge will be returned and the Office of the Fire Commissioner will be informed when the authority of the holder ceases as per section 41 (3) of the Fire Services Act.

I confirm that the LAFC online course has been completed by [INSERT: Full Name of LAFC Requested Appointee] and [INSERT: he/she] can be reached through the department contact information listed below:

Email: [INSERT: New LAFC Email]  
Telephone #: [INSERT: New LAFC Telephone #]  
Fax #: [INSERT: New LAFC Fax #]  
Address: [INSERT: New LAFC Address].

Yours truly,  
[INSERT: Governing Body Representative],  
[INSERT: Title]

Signature



**To:** Chair Samuel Schooner and Board of Directors, CCRD  
**From:** Courtney Kirk, CFO  
**Meeting Date:** September 9-10, 2020  
**Subject:** Board Meeting Procedures Bylaw Amended and Reintroduced

**Recommendation:**

*THAT Bylaw 497, cited as the "Central Coast Regional District Board Meeting Procedures Bylaw No. 497, 2020" 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:**

Introduction and three readings were given to the new procedures bylaw during the August 8, 2020 Special Meeting of the Board. The primary changes accommodate the holding of electronic meetings as necessitated by the COVID-19 pandemic and a Board requested amendment allowing the Board to waive the written application requirement for delegations to the Board.

Bylaw 497 is being forwarded for final adoption.

**Policy, Bylaw or Legislation:**

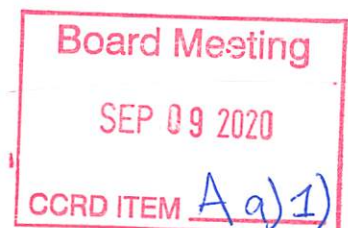
The *Local Government Act* s. 225 – regulation of board meetings and other sections  
*Community Charter* – various  
OIC – Electronic Meetings Regulation

**Financial/Budgetary Implications:**

There are no new financial implications associated with this bylaw.

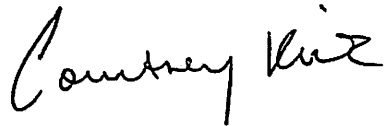
**Time Requirements – Staff and Elected Officials:**

There are no new time requirements associated with the approval of this bylaw.



**Options to Consider:**

1. Final adoption of Bylaw 497
2. Further revise Bylaw 497
3. Decline to adopt the revised procedures bylaw



Submitted by: \_\_\_\_\_  
Courtney Kirk, Chief Financial Officer



**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW No. 497**

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Being a bylaw to regulate the meetings of the Central Coast Regional District Board and to repeal Meeting Procedures Bylaw 494, 2020.

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WHEREAS Section 225 of the *Local Government Act* (RSBC 2015) directs the Board of the Central Coast Regional District to regulate Board Meetings by bylaw,

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

**SHORT TITLE**

1. This Bylaw may be cited as the **“Central Coast Regional District Board Meeting Procedures Bylaw 497, 2020.”**

**BOARD MEETINGS**

Definitions

2. In this Bylaw:

“*Board*” means the Board of Directors of the Regional District;

“*CCRD*” means the Central Coast Regional District;

“*CCRD’s notice board*” means the notice board located at the Regional District’s Administration Office.

“*Chair*” means the Chair of the Regional District;

“*Community Charter*” means “Community Charter, Chapter 26, 2003” as amended from time to time by the Provincial Government;

“*Emergency*” the definition of an emergency situation will be determined by the Chief Administrative Officer in conjunction with the Chair.

“*Person responsible for Corporate Administration*” means the Chief Administrative Officer or his/her alternate to which has also been assigned the corporate officer responsibilities of a director of Corporate Administration for the Regional District; [s. 236 LGA]

“*Local Government Act*” means the “Local Government Act (RSBC 2015)” as amended from time to time by the Provincial Government;

“Mail” includes electronic mail constituting of attached documents in Microsoft Word or PDF format.

“Member” means a member of the sitting board of directors.

“Regional District” means the Central Coast Regional District.

“Regional District’s administration office” means the Regional District’s offices located at 626 Cliff Street, Bella Coola, British Columbia.

“Regular meeting” means regular and in camera monthly meetings of the Board held on the second Thursday of each month (with the exception of January and August).

“Special meeting” means a board meeting other than a statutory, regular or adjourned meeting and includes workshops of the full board.

“Vice-Chair” means the Vice-Chair of the Regional District.

“Workshop” means a special meeting of the board for the purpose of focus on a particular topic that is timely for the business of the regional district and that may require further depth of review and discussion than time would allow in a regular meeting of the board but that does not intend decision-making by the board. Matters that arise during a workshop requiring decision must be tabled as a resolution at the next regular meeting of the board. A workshop is not a regular meeting, is not the result of statute and that is not the continuation of an adjourned meeting.

### **Application of Rules of Procedure**

3. a) All meetings of Board shall be governed by:
  - i) the *Local Government Act*;
  - ii) as further regulated in this Bylaw; and
  - iii) where it is not inconsistent with provisions of this Bylaw or the *Local Government Act*, by *Robert’s Rules of Order*.

### **Inaugural Meeting**

4. a) The inaugural meeting of the Board must be held after November 1 in each year, in accordance with section 215(1) of the *Local Government Act*.
- b) The inaugural meeting shall be chaired by the Person responsible for corporate administration or a Member until such time as the Chair and Vice-Chair have been elected. The Person responsible for corporate administration or a Member shall act as the Chair only for the purpose of conducting the election of the Chair and Vice-Chair.

### **Election of Chair and Vice-Chair**



5. a) The Board shall elect a Chair and Vice Chair from amongst its Members at the first meeting held after November 1<sup>st</sup> in each year pursuant to section 215(1) and (4) of the *Local Government Act*

### **Time and Location of Meetings**

6. a) Unless otherwise determined by resolution of the Board, Regular and In Camera Meetings shall be held on the second Thursday of each month, excluding the months of January and August.
- b) A board may from time to time re-schedule a regular board meeting to a different date and time by resolution of the board.
- c) Regular Meetings and In-Camera Meetings of the Board shall be held in the Regional District's administration office, unless the location is changed by resolution of the board.
- d) Regular Meetings shall be called to order at 9 am or, in the event of weather or travel interruptions, as soon as quorum is assembled.
- e) Regular meetings of the Board must be adjourned by 7pm on the day scheduled for the meeting unless the Board resolves by unanimous vote to proceed beyond that time, and except for the regular meetings of the Board scheduled for February and September, which shall take place over two days. Items remaining on the agenda will be added to the agenda for the next regular meeting under Unfinished Business.

### **Notice of Regular Meetings**

7. a) At least 72 hours before any meeting regulated by this Bylaw the Person responsible for corporate administration must give public notice of time, place and date of the meeting by way of a notice on the CCRD's notice board and on the CCRD website.
- b) At least forty eight (48) hours before a regular meeting of the Board, the person responsible for corporate administration must give further public notice of the meeting by:
  - i) posting a copy of the agenda and supporting materials on the CCRD's notice board and website; and
  - ii) leaving copies of the agenda at the reception counter at the Regional District Offices for the purposes of making them available to members of the public.

### **Notice of Special Meetings**

8. a) Except where notice of a special meeting is waived by a unanimous vote of all directors under Section 220(3) of the *Local Government Act*, before a special meeting of the Board the person responsible for corporate administration must:
  - i) at least 24 hours before the date of the meeting, give notice of the general purpose, time, place and date of the meeting by way of a notice posted on the CCRD's notice board and website; and
  - ii) at least 5 days before the date of the meeting, mail to each member the notice of the general purpose, time, place and date of the meeting.
- b) Despite section 8(a), in the case of an emergency, notice of a special meeting may be given in accordance with section 220(4) of the *Local Government Act*, and (a) with the consent of the Chair and 2 Directors, less than 5 days before the date of the meeting, and (b) need not be given in writing.

#### Notice of In Camera Meetings

9. a) As per s. 89 of the *Community Charter*, a meeting of the Board must be open to the public except as provided in Division 3 of the *Community Charter*.
- b) Notice of In Camera Meetings which are closed to the public pursuant to section 90 of the *Community Charter* shall be deemed to be given in conjunction with the Notice of Regular Meetings under section 7 of this bylaw. In the event that an In Camera Meeting is also a Special Meeting provisions of section 8 apply.

#### Electronic Meetings

9. a) Subject to the conditions set out in the *Community Charter*, sections 128 (1), (2) and (3) and where sections 221(1), (2) or (3) of the *Local Government Act* are met, a **special** Board meeting may be conducted by means of electronic or other communication facilities if:
  - (i) the Chair requires it pursuant to making a declaration of a state of local emergency under the *Emergency Program Act, RSBC 2015, c. 111*; or
  - (ii) the Board requires it.
- b) Subject to the conditions set out in the *Community Charter*, sections 128 (1)(b) and where sections 221(2) of the *Local Government Act*, a Member who is unable to attend at a **regular or special** Board meeting, in person, may participate in the meeting by means of electronic or other communication facilities due to:
  - (i) physical incapacity due to injury or illness;
  - (i) inclement weather;
  - (ii) physical absence from the Regional District boundaries while acting in the capacity as a Member on Regional District Matters; or

- (iii) the presence of an emergency under the *Emergency Program Act, RSBC 1996, c. 111*;
  - (iv) another reason which, in the view of the Board, renders attendance in person by the Member impractical.
- c) Any Member participating at a meeting in accordance with section 9(b) must be in receipt of the agenda and any applicable staff reports as have been provided to Members not participating electronically before the Board meeting and any information handed out at the Board meeting must be sent to that Member during the meeting or the matter will be adjourned to the next regular meeting.
  - d) Notice of a special Board meeting required under section 8 and conducted under section 9(a) must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
  - e) A Member participating electronically by audio means only must indicate his or her vote verbally.
  - f) Except for meetings which are closed to the public (In Camera Meetings), the facilities must enable the public to hear, or watch and hear, the participation of the members attending electronically.
  - g) Although every effort will be made to accommodate electronic participation in meetings, nothing in this Bylaw shall be construed to guarantee any Director electronic access to a Board Meeting. In the event of an equipment failure or other occurrence which prevents or limits electronic participation, the Board Meeting will not be adjourned unless a quorum is no longer present. Electronic participation in Board Meetings may be restricted by the capacity or dependability of the equipment employed.

## BOARD PROCEEDINGS

### Attendance at Public Meetings

- 10. a) Subject to Section 226(1) of the *Local Government Act* and Section 90 of the *Community Charter*, all meetings shall be open to the public.
- b) Pursuant to Section 90 of the *Community Charter*, meetings may be closed to the public. Before closing a meeting or part of a meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- c) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*

### Attendance at In Camera Meetings

11. a) Pursuant to s.91 of the *Community Charter* the board may allow one or more officers and employees to attend or exclude them from attending, as it considers appropriate. In the event the board excludes the Recorder and/or the Chief Administrative Officer from the meeting, the board shall make provision for documenting the proceedings and for recording the meeting minutes.
- b) Members attending a Special In-Camera Meeting or a portion of a regular meeting held in camera via electronic means are responsible for ensuring that their participation is not overheard or otherwise accessible to members of the public.

### Minutes of Meetings

11. a) Minutes of the Board meetings shall be administered pursuant to Section 223 of the *Local Government Act*. For the purposes of section 223 of the *Local Government Act*, the designated officer is the person responsible for corporate administration.
- b) In accordance with sections 97(1) and (2) of the *Community Charter*, minutes of the proceedings of the Board or of a body referred to in section 97 must be open for public inspection at the Regional District offices during their regular office hours, unless,
- c) Subsection 97(1)(b) and (c) relates to minutes of a Board meeting for that part of the meeting that is closed to the public pursuant to section 90 of the *Community Charter*.

### Calling Meeting to Order

12. a) A quorum for a meeting of the Board shall be the majority of the Members of a Board.
- b) As soon after the time specified for a Board meeting as there is a quorum present, the Chair, if present, must take the chair and call the Board meeting to order, however, where the Chair is absent, the Vice- Chair must take the chair and call such meeting to order.
- c) If a quorum of the Board is present but the Chair or the Vice-Chair do not attend within 15 minutes of the scheduled time for a Board meeting:
  - i) the person responsible for corporate administration must call to order the Members present, and
  - ii) the Members present must choose a Member to preside at the meeting;

and the Member chosen to preside shall do so unless the Chair or Vice-Chair arrives, in which case, the Chair or Vice-Chair shall preside at the meeting.

### **Agenda**

13. a) Prior to each Regular Board meeting, the person responsible for corporate administration must prepare an agenda setting out all the items for consideration at that meeting.
- b) The deadline for submissions by the public to the person responsible for corporate administration of items for inclusion on the Regular Board meeting agenda is 4:00 pm seven days prior to the meeting.
- c) At least 48 hours before a regular meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda with any applicable staff reports to each Member at the place where the Member has directed notices be sent and place a copy of the agenda and supporting documentation on the Regional District website.
- d) At least 24 hours before a special in-camera meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda notice (noting relevant sections of Section 90 of the *Community Charter*) to each Member at the place where the Member has directed notices be sent and post a copy of the agenda notice on the Regional District website. Supporting documentation will only be handed out to Members present at the start, and collected at the end of the Special In-Camera Meeting. Documentation may be delivered electronically to Members attending a Special In-Camera Meeting by electronic means using password protected or other reasonably secure means. Members in receipt of Special In-Camera Meeting electronic documentation must delete the documentation at the close of the Special In-Camera Meeting.
- e) The Board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 15.

### **Order of Proceedings and Business**

14. a) The business of every Regular Meeting of the Board shall follow an agenda prepared in the form outlined in Schedule "A" attached to and forming part of this Bylaw.

### **Late Items**

15. a) An item of business not included on the agenda must not be considered at a Board meeting unless introduction of the late item is approved by the Board at the time allocated on the agenda for such matters.
- b) If the Board makes a resolution under section 15(a), information pertaining to late items must be distributed to the Members.

### **Voting at Meetings**

16. a) The following procedures apply to voting at Board meetings:
  - i) when debate on a matter is closed the Chair must put the matter to a vote of Members;
  - ii) after the Chair finally puts the question to a vote under subsection (i), a Member must not speak to the question or make a motion concerning it;
  - iii) the Chair's decision about whether a question has been finally put is conclusive;
  - iv) where a Member calls for a recorded vote, the names of the Members voting in favour and those opposed shall be recorded by the Person responsible for corporate administration.

### **Delegations**

17. a) The board may, by resolution, allow an individual or a delegation to address the Board at the meeting on the subject of an agenda item, provided written application on a prescribed form has been received by the person responsible for corporate administration by 4:00 pm seven days prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those Members present.

**The board of directors may waive the requirement for written application.**

The prescribed form upon which written application is made for the purposes of Section 17(a) is outlined in Schedule "C" attached to and forming part of this Bylaw.

- b) The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- c) The person responsible for corporate administration may schedule delegations to another Board meeting or Advisory Body as deemed appropriate according to the subject matter of the delegation.

- d) The Person responsible for corporate administration may refuse to place a delegation on the agenda if the issue is not considered to fall within the purview of the Board. If the delegation wishes to appeal the decision of the person responsible for corporate administration, the person responsible for corporate administration must distribute the information under separate cover to the Board for their consideration.
- e) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any member of the delegation:
  - i) uses offensive words in referring to any Member or member of the public;
  - ii) shouts, immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
  - iii) addresses issues not contained within the written application of the individual or delegation.

## BYLAWS

### Adoption of Bylaws

- 18. The procedure for the adoption of bylaws shall be as outlined in Schedule "B" attached to and forming part of this Bylaw.
  - a) The first three readings of a bylaw may take place at the same meeting.
  - b) Unless otherwise authorized by the *Local Government Act*, the Board shall not proceed with the final adoption of a bylaw prior to one day after the meeting where such bylaw has received third reading.
  - c) After a bylaw is adopted, and signed by the Person responsible for corporate administration and the Chair of the Board meeting at which it was adopted, the Person responsible for corporate administration must have it placed in the Regional District's records for safekeeping.

## ADVISORY BODIES

- 19.
  - a) The Board may establish advisory bodies in the form of ad hoc committees, special committees, standing committees, commissions, or task forces. When doing so, the Board shall define the purpose of the advisory body created, and it shall establish the structure, the terms of reference, length of term, and the membership for such body.
  - b) Public attendance at meetings of bodies established under this section shall be governed by Division 3 of the *Community Charter*.
  - c) Minutes of advisory bodies established under Section 23 of this Bylaw shall be administered pursuant to Section 223(2), 226 and 227 of the *Local Government Act*.

- d) Minutes and reports of advisory bodies shall be presented at the next Regular Meeting of the Board, or as otherwise directed by their respective terms of reference.

**ENACTMENT**

- 20. a) If any section, subsection, sentence or clause of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remaining portions of this bylaw.
- b) Bylaw #494 is hereby repealed.

READ A FIRST TIME this day of , 2020.

READ A SECOND TIME this day of 2020

READ A THIRD TIME this day of , 2020

RECONSIDERED AND FINALLY ADOPTED this \_\_\_ day of \_\_\_\_\_, 2020

\_\_\_\_\_  
Board Chair

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

Certified to be a true and correct copy of “**Central Coast Regional District Board Meeting Procedures Bylaw 497, 2020**”

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



**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 497  
SCHEDULE "A"**

**REGULAR BOARD MEETING AGENDA – (Date/Time)**

**PART I - INTRODUCTION**

- 1. Call to Order**
  - a. (Swearing in of Directors/Alternates; appointment of Chair/Acting Chair)**

- 2. Adoption of Agenda**
  - a. (Introduction of late items)**

- 3. Disclosures of Financial Interest**

The Chair to remind Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter* to disclose any interest during the meeting when the matter is discussed.

A declaration under these section(s) requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

The following pro forma declaration is provided to assist in making the disclosure:

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

*The reason for my declaration is: the item being discussed is \*\*\*\*\*.*

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

- 4. Disclosures of Interests Affecting Impartiality**

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

The following pro forma declaration is provided to assist in making the disclosure.

*"With regard to ..... the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception*

*that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”*

**UNFINISHED BUSINESS**

- (A) IN CAMERA MATTERS**
  - (a) Matters Brought out of Camera**
- (B) ADOPTION OF MINUTES**
  - (a) (Date) – Previous Board Meeting**

**PART II– PUBLIC CONSULTATION**

- 1. Delegations**
  - a. Regional District Residents**
  - b. Others**

**PART III – LOCAL GOVERNANCE**

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

**Administrative Services**

- (a) Chief Administrative Officer report, includes Strategic Plan Update**
- (b) Grants in Aid**
- (c) Other administrative items, not specific to particular functions/services**

**Transportation Services**

Bella Coola Airport/Denny Island Airport

**Public Works**

- (d) Public Works Manager Report**

**Financial Services**

- (e) Financial Update – (date)**
- (f) Other Financial Reports**

**Development Services**

- (g) Community Economic Development**
- (h) Land Use Planning**

**Leisure Services**

- (i) Bella Coola Parks & Recreation Commission**
- (j) Denny Island Recreation Commission**
- (k) Centennial Pool Commission**
- (l) Vancouver Island Regional Library**

**Protective Services**

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- (m) Emergency Management
- (n) Fire Protection
- (o) House Numbering

**(D) EXECUTIVE REPORTS**

- (a) Chair's Report
- (b) Electoral Area Reports

**(E) BYLAWS AND POLICIES**

- (a) Approval of bylaws – indicate what reading of a bylaw is being proposed
- (b) Review/approval of new or revised policies

**PART IV – GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

Letters that do not require a Board Decision

**(G) ADJOURNMENT**

**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 497  
SCHEDULE "B"**

**BYLAW APPROVAL RESOLUTIONS**

1. For introduction and first reading of a bylaw, a resolution stating:  
*"That Bylaw #..., cited as the ..., be now introduced and read a first time."*
2. For second reading of a bylaw, a resolution stating:  
*"That Bylaw #..., cited as the ..., having been given due and detailed consideration by the Board, be now read a second time"*.
3. For third reading of a bylaw, a resolution stating:  
*"That Bylaw #..., cited as the ..., be now read a third time."*
4. Where the Board prefers to give second and third reading to a bylaw in a single resolution, a resolution stating:  
*"That Bylaw ..., cited as the ..., having been given due and detailed consideration by the Board be now read a second and third time."*
5. For the final adoption of a bylaw, not less than one day following third reading of the bylaw, a resolution stating:  
*"That Bylaw #..., cited as the ..., 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."*



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- If yes:
- handouts at meeting (recommend delivered in advance)
  - PowerPoint presentation
  - publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
  - Other (explain)
- 

*\* Delegations will have a maximum of 15 minutes to make their presentation to the Board.*

*\* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.*

# Special Report: CCRD 2019-2022 Amended Strategic Plan – Late Item

Board Meeting  
SEP 09 2020  
CCRD ITEM (b)(1)

**Special Report:  
CCRD COVID-19  
Business Continuity  
and Services  
Restoration Plan  
Amendments since  
July 9, 2020 – Late Item**

Board Meeting  
SEP 09 2020  
CCRD ITEM (B)b





Ministry of Municipal  
Affairs and Housing

Local Government Division  
PO Box 9838 Stn Prov Govt  
800 Johnson St, 6<sup>th</sup> Floor  
Victoria BC V8W 9T1

25  
**CIRCULAR**

August 13, 2020

To: All local government clerks and corporate officers

Re: Update about Order of the Provincial Health Officer on Gatherings and Events and Ministerial Order M192

The purpose of this circular is to provide an update about the recently issued *Order of the Provincial Health Officer on Gatherings and Events* (Order) and an overview of *Ministerial Order M192 – Local Government Meetings & Bylaw Process* (Order M192) and their implications for local government operations.

We recognize the changes brought about by both the Provincial Health Officer (PHO) Order and Order M192 may require extra effort from local government staff, clerks and corporate officers as local governments transition to restart and we appreciate and thank you for the work you have done during this unprecedented time.

#### **Provincial Health Officer Order**

On August 7, 2020 the [Order of the Provincial Health Officer on Gatherings and Events](#) was issued. Under the Order, event organizers must limit all in-person public gatherings, including local government meetings and public hearings to no more than 50 people.

In addition to complying with previously established physical distancing and hand sanitization practices, local government are now required to collect the first and last names and telephone number, or email address of every person who attends a local government meeting or public hearing in-person.

Local governments must retain the contact information required by the PHO for 30 days, in case there is a need for contact tracing on the part of the medical health officer, in which case the local government must provide that information to the medical health officer.

The contact information collected by local governments under the Order is subject to *Freedom of Information and Protection of Privacy Act* requirements as well as any internal document retention policies and practices a local government may have in place.



**Ministerial Order M192**

On June 17, 2020 Order M192 on local government meetings and bylaw process was signed, repealing and replacing M139. Order M192 transitions local governments back to operating under the normal legislative rules and requirements, while balancing the health and safety recommendations of the PHO and WorkSafeBC. Order M192 and guidance materials developed by the Ministry of Municipal Affairs and Housing (Ministry) also support the principles of openness, transparency, accountability and accessibility, which are fundamental to British Columbia's local government system.

The main changes in Order M192 relate to public attendance at open meetings, electronic meetings, and timing requirements for passing bylaws.

We encourage local governments to consider what steps they can take to accommodate in-person attendance at open meetings or provide a space where the public can hear the meeting to understand the local government decision-making process.

We recognize that the capacity, technology and space available to local governments to conduct meetings in-person and/or electronically differs across the province and have therefore intended that Order M192 provide flexibility to local governments to decide what will work best for their community as they continue to reopen under Phase 3 of the BC Restart Plan.

**Public Attendance at Open Meetings**

Under Order M192, local governments may decide when they are ready to safely provide in-person public attendance at open meetings. We encourage local governments to consider a phased approach to making "best efforts" to provide public access to open meetings if needed.

A phased approach may include providing limited public access initially to open meetings, exploring other meeting venues and working toward providing added options (e.g. teleconferences or live streaming) for the public to participate in meetings if in-person attendance can't be accommodated under the PHO requirement that no more than 50 people be present.

As part of the local government decision-making process, there are several factors a council or board may want to consider when preparing to hold in-person meetings, including:

- whether the chosen venue has an HVAC system or provides for fresh air exchange (e.g. open windows/doors);
- posting the COVID-19 safety plan at the venue (consider also posting it at the public notice posting place and local government website);
- establishing a process for collecting and safely retaining the first and last names and telephone number, or email address of every person who attends an open meeting in-person;
- the wearing of face masks by elected officials, staff and members of the public when physical distancing is not practical;

- having a greeter at the entrance informing the public about established safety protocols, including hand washing or sanitization, physical distancing and using a face mask where physical distancing is not practical or if they are concerned for their personal well-being;
- posting occupancy limits (no more than 50 persons) based on the PHO Order requirements and WorkSafeBC recommendation and guidelines;
- implementing separate entrances and exit points to control the flow of people through the venue; and,
- ensuring washrooms are supplied with soap, water and drying materials so visitors can wash their hands. Limit the number of people at a time in public washrooms and establish how often cleaning and disinfection will take place.

If, after developing a plan for meetings, a local government is unable to accommodate in-person public attendance, Order M192 requires the local government to pass a resolution to provide a rationale for the continued need to meet without the public present. The local government must also describe what measures are being taken to meet the principles of openness, transparency, and accessibility. The resolution may apply to one meeting or to multiple meetings if the same circumstances apply.

### **Electronic Meetings**

Order M192 continues to make it easier for elected officials to meet through electronic mediums while allowing local governments to conduct their day-to-day business as they follow PHO requirements and WorkSafeBC recommendations and guidelines.

If a local government meeting is held electronically, we encourage local governments to explore whether they can provide facilities large enough to allow for physical distancing and, if possible, locations with HVAC systems or those that provide for fresh air exchange to that enable the public to listen to or watch and listen to the meeting. This may include exploring another space at the municipal or board office or another facility where the public could attend to listen to, or watch and listen to, the meeting using available technology.

We recognize that not all local governments have access to the space or technology to accommodate the public to listen to or watch and listen to a meeting. Order M192 provides flexibility so that local governments can pass a resolution providing the reasons for being unable to provide a facility that enables the public to listen to or watch and listen to the meeting if this is the case. The local government must also describe what measures are being taken to meet the principles of openness, transparency, and accessibility in respect of the meeting.

### **Public Hearings**

Public hearings are separate from council and board meetings and are addressed accordingly under Division 5 of Order M192. Under Order M192, a council, board or local trust committee of the Islands Trust may conduct a public hearing by electronic or other communication facilities. These provisions provide local governments and the Islands Trust with another tool to hold public hearings while complying with the PHO Order on gatherings and events.

It is up to each local government to decide which format of public hearing is best suited to its circumstances, whether it be electronic, in-person or a combination of both. Many of the considerations that apply to in-person open meetings would also be applicable to public hearings held in-person. In-person public hearings are subject to both Order M192 and the PHO Order limiting the number of people in attendance and collecting (and retaining for 30 days) the contact information of those present.

For more information about public hearings under the Order M192 please see “Guidance for the conduct of public hearings under Ministerial Order M192” available at on the Ministry’s website: <https://www2.gov.bc.ca/gov/content/governments/local-governments/governance-powers/covid-19>.

### **Timing Requirements for Bylaw Passage**

Order M192 repeals the authority for the expedited bylaw passage which authorized bylaw adoption in the same day as third reading for regional districts and the Islands Trust. Order M192 narrows the eligibility for expedited single-day bylaw adoption to certain bylaws that are key to the financial health and operation of municipalities (e.g. Financial Plan, Annual Property Tax, Revitalization Tax Exemption).

Municipalities can continue to pass certain bylaws, described in Order M192, in a single day to ensure that they are resilient and flexible in a time of economic disruption and fiscal uncertainty. The changes ensure that councils are operating under the principles of good governance, public process, transparency and accountability.

### **Key Resources**

- The [PHO](#) has issued Public Health Orders and developed guidance materials for different sectors, which local governments must consider as they develop plans.
- The [BCCDC](#) is the primary source for COVID-19 health information, including prevention and risk information and commonly asked questions.
- [WorkSafeBC](#) has developed industry-specific safety information including a general guide to reducing risk that may be useful for local governments developing plans for holding in-person events.
- The [WorkSafeBC COVID-19 Safety Plan](#) template may serve as a useful starting point for local governments to develop plans for in-person events.

### **Conclusion**

We appreciate that local governments in B.C. are addressing many competing issues as we move through this unprecedented time. The Province will continue to work collaboratively with local governments to ensure the needs of elected officials, local government staff and the public are balanced. As COVID-19 is an evolving issue, the Province will continue to monitor the effects of these measures, consider what other measures may be required and provide updates of actions taken to support local governments.

The Ministry will be reaching out to local governments with a survey to understand their experiences working under the Ministerial Orders. The information received from local governments will assist the Ministry in better understand how current measures are working and what addition measures may be needed moving forward.

The focus of the survey will be to gather information about:

- how councils and boards are holding open meetings and public hearings (e.g. electronically, in-person or both);
- the technology and resources being utilized by local governments for meetings and public hearings;
- whether there are challenges related to local government procedure bylaws arising under Order M192; and;
- identifying any challenges or concerns local governments may be facing and possible solutions to those issues.

If you have any questions regarding this circular, Order M192, the PHO Order, or the survey, I encourage you to contact our Governance and Structure Branch. You can reach Governance and Structure Branch staff by phone at: 250 387-4020 or email at: [LGGovernance@gov.bc.ca](mailto:LGGovernance@gov.bc.ca).

We thank local governments for their support and cooperation throughout this process.

Sincerely,



Tara Faganello  
Assistant Deputy Minister and Inspector of Municipalities  
Local Government Division  
Ministry of Municipal Affairs and Housing

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M192

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020;

AND WHEREAS local governments, including the City of Vancouver, and related bodies must be able to conduct their business in accordance with public health advisories to reduce the threat of COVID-19 to the health and safety of members and employees of local government and related bodies and members of the public;

AND WHEREAS it is recognized that public participation in local governance is an essential part of a free and democratic society and is important to local governments' purpose of providing good government to communities;

AND WHEREAS the threat of COVID-19 to the health and safety of people has resulted in the requirement that local governments and related bodies implement necessary limitations on this public participation;

AND WHEREAS section 10 (1) of the Emergency Program Act provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that

- (a) the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020 is repealed, and
- (b) the attached Local Government Meetings and Bylaw Process (COVID-19) Order No. 3 is made.

17/06/2020  
Date

  
Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Emergency Program Act, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; MO 139/2020; OIC 310/2020

**LOCAL GOVERNMENT MEETINGS AND BYLAW PROCESS  
(COVID-19) ORDER NO. 3**

**Division 1 – General**

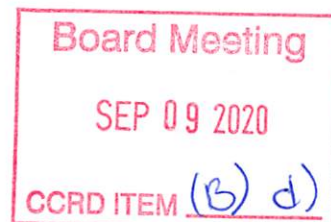
**Definitions**

1 In this order:

- “board” has the same meaning as in the Schedule of the *Local Government Act*;
- “council” has the same meaning as in the Schedule of the *Community Charter*;
- “improvement district” has the same meaning as in the Schedule of the *Local Government Act*;
- “local trust committee” has the same meaning as in section 1 of the *Islands Trust Act*;
- “municipality” has the same meaning as in the Schedule of the *Community Charter*;
- “municipality procedure bylaw” has the same meaning as “procedure bylaw” in the Schedule of the *Community Charter*;
- “regional district” has the same meaning as in the Schedule of the *Local Government Act*;
- “regional district procedure bylaw” means a procedure bylaw under section 225 of the *Local Government Act*;
- “trust body” means
  - (a) the trust council,
  - (b) the executive committee,
  - (c) a local trust committee, or
  - (d) the Islands Trust Conservancy,
 as defined in the *Islands Trust Act*;
- “Vancouver council” has the same meaning as “Council” in section 2 of the *Vancouver Charter*;
- “Vancouver procedure bylaw” means a bylaw under section 165 [*by-laws respecting Council proceedings and other administrative matters*] of the *Vancouver Charter*.

**Application**

- 2 (1) This order only applies during the period that the declaration of a state of emergency made March 18, 2020 under section 9 (1) of the *Emergency Program Act* and any extension of the duration of that declaration is in effect.
- (2) This order replaces the Local Government Meetings and Bylaw Process (COVID-19) Order No. 2 made by MO 139/2020.



## Division 2 – Open Meetings

### Open meetings – municipalities

- 3 (1) A council, or a body referred to in section 93 [application of rule to other bodies] of the *Community Charter*, must use best efforts to allow members of the public to attend an open meeting of the council or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A council or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the council or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a council or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the council or body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability] of the *Community Charter*, the meeting is not to be considered closed to the public.
- (4) The council or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) Division 3 [Open Meetings] of Part 4 [Public Participation and Council Accountability] of the *Community Charter*, and
  - (b) any applicable requirements in a municipality procedure bylaw of a council.

### Open meetings – regional districts

- 4 (1) A board, a board committee established under section 218 [appointment of select and standing committees] of the *Local Government Act*, or a body referred to in section 93 [application of rule to other bodies] of the *Community Charter* as that section applies under section 226 [board proceedings: application of Community Charter] of the *Local Government Act*, must use best efforts to allow members of the public to attend an open meeting of the board, board committee or body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A board, board committee or body is not required to allow members of the public to attend a meeting if, despite the best efforts of the board, board committee or body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.



- (3) If a board, board committee or body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the board, board committee or body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter* as that Division applies to a regional district under section 226 of the *Local Government Act*, the meeting is not to be considered closed to the public.
- (4) The board, board committee or body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) Division 3 [*Open Meetings*] of Part 4 [*Public Participation and Council Accountability*] of the *Community Charter*,
  - (b) section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, and
  - (c) any applicable requirements in a regional district procedure bylaw of a board.

#### Open meetings – Vancouver

- 5 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, must use best efforts to allow members of the public to attend an open meeting of the Vancouver council or the body in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) The Vancouver council or a body is not required to allow members of the public to attend a meeting if, despite the best efforts of the Vancouver council or the body, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If the Vancouver council or a body does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the Vancouver council or the body must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) for the purposes of section 165.1 [*general rule that meetings must be open to the public*] of the *Vancouver Charter*, the meeting is not to be considered closed to the public.

- (4) The Vancouver council or a body may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) section 165.1 of the *Vancouver Charter*, and
  - (b) any applicable provision in the Vancouver procedure bylaw.

#### Open meetings – trust bodies

- 6 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, must use best efforts to allow members of the public to attend an open meeting of the trust body or board of variance in a manner that is consistent with any applicable requirements or recommendations made under the *Public Health Act*.
- (2) A trust body or board of variance is not required to allow members of the public to attend a meeting if, despite the best efforts of the trust body or board of variance, the attendance of members of the public cannot be accommodated at a meeting that would otherwise be held in accordance with the applicable requirements or recommendations under the *Public Health Act*.
- (3) If a trust body or board of variance does not allow members of the public to attend a meeting, as contemplated in subsection (2) of this section,
  - (a) the trust body or board of variance must state the following, by resolution:
    - (i) the basis for holding the meeting without members of the public in attendance;
    - (ii) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting, and
  - (b) For the purposes of section 11 [*procedures to be followed by local trust committees*] of the *Islands Trust Act*, the meeting is not to be considered closed to the public.
- (4) A trust body or board of variance may pass a resolution under subsection (3) (a) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (5) This section applies despite
  - (a) section 11 [*application of Community Charter and Local Government Act to trust bodies*] of the *Islands Trust Regulation*, B.C. Reg. 119/90, and
  - (b) any applicable requirements in a procedure bylaw of a trust body.

### Division 3 – Electronic Meetings

#### Electronic meetings – municipalities

- 7 (1) A council, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter*, may conduct all or part of a meeting of the council or body by means of electronic or other communication facilities.

- (2) A member of a council or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a council or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a council or body does not use electronic or other communication facilities as described in subsection (3), the council or body must state the following, by resolution:
  - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the council or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A council or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 128 (2) (c) and (d) [*electronic meetings and participation by members*] of the *Community Charter* does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a council or body proceeds as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
  - (a) section 128 of the *Community Charter*, and
  - (b) any applicable requirements in a municipality procedure bylaw of a council.

#### **Electronic meetings – regional districts**

- 8 (1) A board, a board committee established under section 218 [*appointment of select and standing committees*] of the *Local Government Act*, or a body referred to in section 93 [*application of rule to other bodies*] of the *Community Charter* as that section applies under section 226 [*board proceedings: application of Community Charter*] of the *Local Government Act*, may conduct all or part of a meeting of the board, board committee or body by means of electronic or other communication facilities.
- (2) A member of a board, board committee or body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a board, board committee or body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a board, board committee or body does not use electronic or other communication facilities as described in subsection (3), the board, board committee or body must state the following, by resolution:

- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the board, board committee or body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A board, board committee or body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) Section 2 (2) (d) and (e) [*electronic meetings authorized*] of the Regional District Electronic Meetings Regulation, B.C. Reg. 271/2005, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless a board, board committee or body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
- (a) section 221 [*electronic meetings and participation by members*] of the *Local Government Act*,
  - (b) the Regional District Electronic Meetings Regulation, and
  - (c) any applicable requirements in a regional district procedure bylaw of a board.

#### **Electronic meetings – Vancouver**

- 9 (1) The Vancouver council, or a body referred to in section 165.7 [*application to other city bodies*] of the *Vancouver Charter*, may conduct all or part of a meeting of the Vancouver council or the body by means of electronic or other communication facilities.
- (2) A member of the Vancouver council or of a body who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), the Vancouver council or a body must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If the Vancouver council or a body does not use electronic or other communication facilities as described in subsection (3), the Vancouver council or the body must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the Vancouver council or the body is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) The Vancouver council or a body may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.

- (6) Section 2 (2) (c) and (d) [*electronic meetings authorized*] of the City of Vancouver Council Electronic Meetings Regulation, B.C. Reg. 42/2012, does not apply in respect of a meeting conducted by means of electronic or other communication facilities under this section unless the Vancouver council or a body proceeds by using electronic or other communication facilities as described in subsection (3) of this section, in which case those paragraphs apply.
- (7) This section applies despite
  - (a) section 164.1 [*meeting procedures*] of the *Vancouver Charter*,
  - (b) the City of Vancouver Council Electronic Meetings Regulation, and
  - (c) any applicable provision in the Vancouver procedure bylaw.

**Electronic meetings – improvement districts**

- 10 (1) An improvement district board, or a committee of an improvement district board appointed or established under section 689 [*appointment of select and standing committees*] of the *Local Government Act*, may conduct all or part of a meeting of the improvement district board or committee of an improvement district board, other than an annual general meeting, by means of electronic or other communication facilities.
- (2) A member of an improvement district board or committee of an improvement district board who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), an improvement district board or committee of an improvement district board must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If an improvement district board or committee of an improvement district board does not use electronic or other communication facilities as described in subsection (3), the improvement district board or committee of an improvement district board must state the following, by resolution:
  - (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the improvement district board or committee of an improvement district board is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) An improvement district board or committee of an improvement district board may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
  - (a) section 686 [*meeting procedure – improvement district board*] of the *Local Government Act*, and
  - (b) any applicable requirements in a procedure bylaw of an improvement district board.

### Electronic meetings – trust bodies

- 11 (1) A trust body, or a board of variance established by a local trust committee under section 29 (1) [*land use and subdivision regulation*] of the *Islands Trust Act*, may conduct all or part of a meeting of the trust body or board of variance by means of electronic or other communication facilities.
- (2) A member of a trust body or board of variance who participates in a meeting by means of electronic or other communication facilities under this section is deemed to be present at the meeting.
- (3) When conducting a meeting under subsection (1), a trust body or board of variance must use best efforts to use electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public.
- (4) If a trust body or board of variance does not use electronic or other communication facilities as described in subsection (3), the trust body or board of variance must state the following, by resolution:
- (a) the basis for not using electronic or other communication facilities that allow members of the public to hear, or watch and hear, the part of the meeting that is open to the public;
  - (b) the means by which the trust body or board of variance is ensuring openness, transparency, accessibility and accountability in respect of the meeting.
- (5) A trust body or board of variance may pass a resolution under subsection (4) in reference to a specific meeting or, if the same circumstances apply, more than one meeting.
- (6) This section applies despite
- (a) section 2 [*electronic meetings authorized*] of the *Islands Trust Electronic Meetings Regulation*, B.C. Reg. 283/2009, and
  - (b) any applicable requirements in a procedure bylaw of a trust body or applicable to a board of variance.

### Division 4 – Timing Requirements

#### Timing requirement for bylaw passage – municipalities

- 12 Despite section 135 (3) [*requirements for passing bylaws*] of the *Community Charter*, a council may adopt a bylaw on the same day that a bylaw has been given third reading if the bylaw is made in relation to
- (a) the following sections of the *Community Charter*:
    - (i) section 165 [*financial plan*];
    - (ii) section 177 [*revenue anticipation borrowing*];
    - (iii) section 194 [*municipal fees*];
    - (iv) section 197 [*annual property tax bylaw*];
    - (v) section 200 [*parcel tax bylaw*];
    - (vi) section 202 [*parcel tax roll for purpose of imposing tax*];
    - (vii) section 224 [*general authority for permissive exemptions*];

- (viii) section 226 [revitalization tax exemptions];
- (ix) section 235 [alternative municipal tax collection scheme], and
- (b) tax sales, as referred to in Divisions 4 [Annual Tax Sales] and 5 [Tax Sale Redemption Periods] of the Local Government Finance (COVID-19) Order made by MO 159/2020, or otherwise under Division 7 [Annual Municipal Tax Sale] of Part 16 [Municipal Provisions] of the Local Government Act.

**Division 5 – Public Hearings**

**Public hearings – Local Government Act**

- 13 (1) A public hearing under Part 14 [Planning and Land Use Management] or 15 [Heritage Conservation] of the Local Government Act, including a public hearing under section 29 (1) (b) [land use and subdivision regulation] of the Islands Trust Act, may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
  - (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,
  - (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
  - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies to delegated public hearings.
- (4) This section applies despite the following provisions:
  - (a) section 124 [procedure bylaws] of the Community Charter;
  - (b) section 225 [procedure bylaws] of the Local Government Act;
  - (c) section 11 [application of Community Charter and Local Government Act to trust bodies] of the Islands Trust Regulation, B.C. Reg. 119/90;
  - (d) section 2 [electronic meetings authorized] of the Islands Trust Electronic Meetings Regulation, B.C. Reg. 283/2009;
  - (e) any applicable requirements in a procedure bylaw made under the Community Charter, the Local Government Act or the Islands Trust Act.

**Public hearings – Vancouver Charter**

- 14 (1) A public hearing under Division 2 [Planning and Development] of Part 27 [Planning and Development] of the Vancouver Charter may be conducted by means of electronic or other communication facilities.
- (2) For the purposes of providing notice of a public hearing to be conducted under subsection (1),
  - (a) any notice of the public hearing must include instructions for how to participate in the public hearing by means of electronic or other communication facilities,

- (b) any material that is to be made available for public inspection for the purposes of the public hearing may be made available online or otherwise by means of electronic or other communication facilities, and
  - (c) a reference to the place of a public hearing includes a public hearing that is conducted by means of electronic or other communication facilities.
- (3) This section applies despite
- (a) section 566 [amendment or repeal of zoning by-law] of the *Vancouver Charter*, and
  - (b) any applicable provision in the Vancouver procedure bylaw.

**Division 6 – Deferral of Annual Requirements**

**Annual general meeting and requirements – improvement districts**

- 15
- (1) An improvement district may defer an annual general meeting that is required under section 690 [annual general meeting – improvement districts] of the *Local Government Act* to a date not later than December 31, 2020.
  - (2) An improvement district may defer the preparation of financial statements required under section 691 [annual financial statements] of the *Local Government Act* to a date not later than December 31, 2020.
  - (3) Despite the date referred to in section 691 (5) of the *Local Government Act*, an improvement district may submit to the inspector the audited financial statements of the improvement district for the preceding year and any other financial information required by the inspector at the time of the annual general meeting of the improvement district.
  - (4) If an annual general meeting of an improvement district is deferred under subsection (1) of this section and the term of an improvement district trustee would be expiring and the vacancy filled at that meeting, the term of the improvement district trustee is extended until the annual general meeting is held.
  - (5) This section applies despite
    - (a) Division 3 [Governance and Organization] of Part 17 [Improvement Districts] of the *Local Government Act*, and
    - (b) any applicable provisions in a letters patent for an improvement district.



Request for  
Decision: CCRD  
Board Meetings  
during COVID-  
19 – Late Item

Board Meeting  
SEP 09 2020  
CCRD ITEM (B)e

**Request for Decision:  
Technology move -  
CCRD Administration  
& Board to  
Office 365, Teams  
Late Item**

Board Meeting  
SEP 09 2020  
CCRD ITEM (B)f)

# Annual Report 2019 – Late Item

Board Meeting  
SEP 09 2020  
CCRD ITEM (B) g1



## CCRD SERVICE REPORT

**To:** Courtney Kirk, CAO  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** September 10, 2020  
**Subject:** BELLA COOLA AIRPORT AND FACILITIES SERVICE UPDATE

### Recommendation:

*THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Airport and Facilities Service Report dated September 10, 2020.*

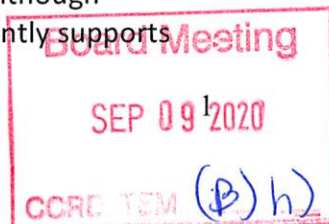
### Service Background:

The CCRD is responsible for provision of the Bella Coola Airport and Facilities Service to electoral areas C, D and E. Originally established under Supplementary Letters Patent as a function of the Regional District in 1972, the CCRD undertook to convert the function to a service of the CCRD through Bylaw No. 410, adopted April 12<sup>th</sup>, 2012, with electoral areas C, D and E as participants.

The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors. For regulatory purposes the CCRD CAO acts as the Accountable Executive and the CCRD Operations Manager is also the Airport Manager. The Operations Assistant acts as the Safety Management System Co-ordinator. A contract Airport Attendant carries out daily duties including inspections and wildlife control.

The airside infrastructure managed under the Airport and Facilities Service includes a 1280 m (4200') by 30 m (100') paved runway with two taxiways and an apron, a LL100 Av Gas fueling facility, and a baggage/freight handling area. The landside infrastructure includes a passenger terminal, five leased spaces in the passenger terminal, lease lots, a parking lot, a children's play area/green space and the CCRD Winter Maintenance Facility/Office.

The airport runway, taxiways and aprons are in relatively good condition, although resurfacing will likely be required within the next decade. The airport currently supports



daily scheduled air service to Vancouver International Airport – South Terminal. Currently the Bella Coola Airport supplies service to approximately 11,000 passengers on an annual basis. The Bella Coola Airport currently operates under an Authorization from Transport Canada. The presence of significant obstacles in the airport approaches and deficiencies in the Safety Management System led to the surrendering of the Airport Operating Certificate in 2017. Obstacle have now been removed and once upgrades to the Airport Safety Management System and associated audits are complete, the CCRD will be in a position to request the return of the Airport Operating Certificate.

In 2016 the CCRD commissioned the development of the Bella Coola Airport Master Plan. It was completed in February of 2017. The Master Plan is a guiding document that will assist the CCRD in making operational and capital investment decisions over a 10 to 20-year time horizon.

The Master Plan addresses Aircraft Safety, Airport Capacity, Forecast Demand, Regional Planning, Revenue, Groundside Activities and Land Uses. The planning process included an analysis of existing infrastructure to help determine investment priorities. Stakeholder consultations were completed to gain insight from residents and stakeholders around opportunities and areas where improvement is desired. An Airport Land Use Plan was completed to provide a framework for to guide future development at the airport over the long term (e.g., 20 years).

2020 revenue sources (unaudited) for the Bella Coola Airport service were **budgeted** as follows:

- Passenger User Fees - \$140,000
- Landing Fees - \$25,000
- Ground Leases - \$7,431
- Terminal Rental - \$26,904
- Fuel Surcharge - \$9,000
- LL100 Fuel Sales - \$15,000
- Provincial Basic Grant - \$3,676
- BCAAP & Rural Dividend Grants (one-time revenue) - \$49,075

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

- Pacific Coastal resumed scheduled service between Bella Coola and Vancouver on July 24. There are currently 3 flights a week (Tuesday, Thursday, Sunday). Tentatively, starting October 4<sup>th</sup>, an additional flight will be added on Monday. Passenger traffic consists of mostly local residents at this time. Through the month of September, on days where there is no scheduled flight, Vancouver Coastal will continue charter a flight in to Bella Coola.
- Transport Canada renewed the airport authorization status until November 1, 2020. They are keen to see us return to certified status and CCRD have applied to have

the certificate returned. A satisfactory inspection by Transport Canada is required prior to them returning our certificate. \$30,000 was budgeted in 2020 to contract a consultant to assist with bringing all the airport Safety Management System (SMS) and Airport Operations Manual (AOM) up to date and complete audit work. With COVID-19, airport revenues have taken a huge hit and staff have been extremely cautious around expenditures. Transport Canada has said we can wait until 2021 to do an audit and all we really need to have in place for certification is the updated AOM and SMS. This also includes an updated Wildlife Management Plan and Airport Emergency Response Plan. Staff have been working on updating the manuals, however competing priorities have slowed this process.

- The Airport Play Area has been re-opened in accordance with the CCRD COVID-19 Business Continuity Plan.
- COVID-19 measures in place include the following: A germ shield has been installed at the Pacific Coastal counter in the airport terminal. Two hand sanitizer stations have been installed near the public entrance/exit of the terminal. People entering the terminal to check in for flights are asked to use masks due to the limited space in the waiting area. Decals have been placed on the floor in front of the Pacific Coastal counter to remind people to physically distance when possible. Public areas of the terminal are being deep cleaned between scheduled flights. Pacific Coastal Airlines has a separate set of procedures in place for passengers.

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

The CCRD has received funding from the province under the BC Air Access Program (BCAAP) to complete obstacle removal at the Bella Coola Airport. Two separate grants have been awarded under BCAAP. The obstacle removal work started in 2017 and was completed in the fall/winter of 2019. The BCAAP funding was supplemented by funding from Northern Development Initiative Trust and BC Rural Dividend Fund. Most of the BCAAP funding has been expended. Several thousand dollars remain which will be used for clean-up of cleared areas. The project is expected to conclude in the fall of 2020.

In March of 2018, the CCRD received \$392,282 in grant funding from BC Rural Dividend Program for the Bella Coola Airport Tourism and Capacity Enhancement Project. In addition to helping with obstacle removal, the funding has paid for trail development, a play area and green spaces at the airport. Further projects to be completed with this funding include a cultural piece at the airport, lot development and further trail enhancement. The funding is currently budgeted between the Airport, Economic Development and Parks and Recreation services. The Rural Dividend funded projects were scheduled to be completed

by late fall of 2020. Due to resourcing challenges and delays resulting from COVID-19 staff are requesting an extension to complete the planned works.

**Feasibility Studies Authorized Under the Service:**

N/A

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

Strategic Plan Goal:

<b>Goal 3</b> <i>Improving Our Infrastructure – Investing in Safe and Sustainable Public Works and Services</i>				
Action	Priority	Sponsor	Target	Completion/Comments
BCV Airport Certification Approval	#1	CAO/PW	3 <sup>rd</sup> Q/19	In Progress – Obstacle removal complete. Update of Airport Operations Manual and Safety Management System is underway.
BCV Airport Lease Property Opportunities Review	#2	CAO/PW	4 <sup>th</sup> Q/19	No progress. Certification prioritized.
Develop BCV Airport Management Plan (day to day management, human resourcing) and implementation strategy	#1	CAO/PW	4 <sup>th</sup> Q/19 ASAP  4 <sup>th</sup> Q/2021	Part time Operations Assistant in place for 2020 to help with certification paperwork and invoicing.
Review Region Wide Air Service Needs (i.e. Harmonize Air Services to Denny Island, Bella Bella, BCV Airports and Anahim)	#1	Board / CAO / PW/C EDO	On Going	

**Financial/Budgetary:**

Total Service Budget (Including Grants) as adopted in the 2020 financial plan:

Total 2020 Revenues: \$372,292 (includes \$95,131 carry forward surplus from 2019)

Percent total expenditures to August 31, 2020: \$181,928 or 49%

Budget without grant revenues or expenditures:

Subtotal 2020 Revenues: \$319,541 (excluding special project grant revenues)

Percent total expenditures to August 31, 2019: \$181 072 or 57%

**Grant Funded Special Projects**

The following are 2020 Grant Funded Special Projects revenue and expenditures for BC Airport.

- 1) Special Project: BC Rural Dividend - Bella Coola Airport: Tourism and Capacity Enhancement Initiative #201802003 - RD Project Management Lot-development (502451-210)  
Total Grant Revenue: 2020 Revenue – 45,502

<b>Total Anticipated Revenue</b>	<b>135,382</b>
<b>Spent 2018</b>	<b>83,230</b>
<b>Deferred to 2019</b>	<b>52,152</b>
<b>Spent 2019</b>	<b>6,650</b>
<b>Deferred to 2020</b>	<b>45,502</b>

- 2) Special Project: Ministry of Transportation & Infrastructure - BC Air Access Program - Obstacle Removal and Certification Project at Bella Coola Airport #0670A108635  
Total Grant Revenue: 2020 Revenue – \$3,573



Total Anticipated Revenue	\$289,532
Total Spent To Date	\$285,959
Balance To Spend 2020	\$3,573

**Notes on Financial Variance:**

The following comments apply to the 2020 budget as adopted in the 2020 financial plan:


- Current revenue projections based on resumption of scheduled air service at the end of July on a reduced service level indicate that we can expect a drop in 2020 operational revenues from the budgeted amount of \$319,541 to approximately \$214,760. This includes the carry forward surplus of \$95,131. With the cancellation of all planned capital improvements, runway/building maintenance items, Av Gas purchases and professional services related to updating of the airport AOM and SMS, we projecting expenditures of approximately \$206,000. If revenues are impacted by another drop in passenger traffic due to COVID-19 or if expenses are higher than anticipated due to snow/ice removal, then we are at high risk of posting a deficit in this service. Without the \$95,000 carry forward surplus from 2019, the airport service would certainly post a large deficit for 2020.
- **Budgeting for 2021 is going to be extremely challenging, as there will be almost nothing in the way of a carry forward surplus to buffer drops in revenue related to reduced passenger traffic and fuel surcharge.** Options to look at during budgeting season include reducing costs where possible and an increase in the rates and charges schedule. Any adjustment to rates and charges bylaw should ideally take place in the fall so that the new rates come into effect January 1<sup>st</sup>, 2021.
- Fuels surcharge revenue is expected to drop significantly below the budgeted amount due to reduced commercial traffic.
- Fuels sales revenue is anticipated to drop below the budgeted figures due to a decrease in general aviation and commercial traffic. This will be offset by reduced fuel purchases.

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

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

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

The total apportioned administration costs determined for CCRD's Bella Coola Airport and Facilities Service was calculated to be \$85,715.00 for 2020 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024.

Respectfully Submitted by:   
Ken McIlwain, RPF

Reviewed by:   
Courtney Kirk, Chief Administrative Officer



## CCRD SERVICE REPORT

**To:** Courtney Kirk, CAO  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** September 10, 2020  
**Subject:** DENNY ISLAND AIRPORT OPERATION AND FACILITIES SERVICE UPDATE

### Recommendation:

*THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Airport and Facilities Service Report dated September 10, 2020.*

### 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.



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however fuel is available at Shearwater Marina and Resort, located approximately 2km to the Northwest.

2020 revenue sources for the Denny Island Airport Service were budgeted as follows:

- Tax Levy - \$9,973
- Landing Fees - \$2,100

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

- A tender was issued for brushing work along the airstrip, apron, taxiway and access road at the Denny Island Aerodrome. The contract was awarded to Yuri Krajewsky for \$8400.00. The work was completed and has been inspected and approved by the Commission.
- The roof of the terminal building continues to leak and plans are underway to advertise for proposals to repair the roof.

**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:

<b>Goal 3</b> <i>Improving Our Infrastructure – Investing in Safe and Sustainable Public Works and Services</i>				
<b>Action</b>	<b>Priority</b>	<b>Sponsor</b>	<b>Target</b>	<b>Completion/Comments</b>
Review Region Wide Air Service Needs (i.e. Harmonize Air Services to Denny Island, Bella Bella, BCV Airports and Anahim)	#1	Board /CAO / PW/C EDO	On Going	

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**Financial/Budgetary:**

Total Service Budget (Including Grants):

Total 2020 Revenues (including carry forward surplus of \$27,276): \$39,349

Percent total expenditures to May 27, 2020: \$23,713 or 60%

**Budget without grant revenues or expenditures:**

Subtotal 2020 Revenues: \$39,349 (excluding special project grant revenues)

Percent total expenditures to May 27, 2020: \$23,713 or 60%

**Grant Funded Special Projects**

There are currently no grant funded projects underway.

***Notes on Financial Variance:***


- There was a high carry forward surplus from 2019 because the crack sealing project was not invoiced until early 2020.
- \$17,774 was budgeted in the contingency line item and remains unspent. There are repairs required to the terminal roof, the cost of which will require the use of contingency funds. There is not yet a cost estimate in place for these repairs.

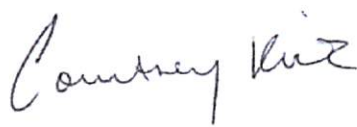
**Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:**

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 calculated to be \$1,649.00 for 2020 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024.

Respectfully Submitted by:   
Ken McIlwain, RPF

Reviewed by:   
Courtney Kirk, Chief Administrative Officer