

PROJECT UPDATE



Date: September 1, 2020
To: Ken McIlwain
From: Jacob Scissons
Subject: **DENNY ISLAND COMMUNITY WATER SYSTEM
PROJECT UPDATE – AUGUST 2020**

The following is a summary of key dates, recently completed activities, and next steps for the Denny Island Community Water System project.

KEY DATES

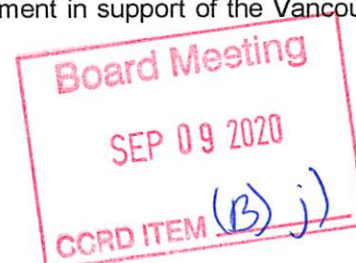
- Vancouver Coastal Health (VCH) has issued the *Water Supply System Construction Permit* for the CCRD water distribution system, which is valid for one year from March 6, 2020.
- The Ministry of Transportation and Infrastructure (MOTI) *Permit to Construct, Use, and Maintain Works Within the Right-of-Way of a Provincial Public Highway* has been issued, which reflects the revised pipe cover of 0.9 metres and is valid until a revised date of December 31, 2021.
- The Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (MFLNRORD) has issued the CCRD's *Conditional Water Licence*, a condition of which is that the infrastructure work be completed and water beneficially used by December 31, 2023.

RECENT WORK COMPLETED

- The MOTI permit was extended to provide sufficient time to tender and construct the works within MOTI rights-of-way. The revised completion date of December 31, 2021 is cited above.
- Final questions / clarifications were provided to MFLNRORD and the groundwater diversion licence has been issued to the CCRD. This is a key milestone, as much uncertainty is addressed regarding the ability to activate new water system infrastructure.
- With the School District #49 water supply and distribution infrastructure Request for Quotation (RFQ) currently open, connection details for future CCRD infrastructure expansions to the broader Denny Island service area were finalized.
- An alternative HDPE pipe bedding material was explored and appears to be promising. The ability to utilize locally produced granular bedding material, instead of imported sand, would represent significant capital cost savings. This is being confirmed with the geotechnical engineer.

NEXT STEPS

- The Fisheries and Oceans Canada *Request for Review* and Ministry of Forests, Lands, Natural Resource Operations, and Rural Development *Water Sustainability Act Section 11 Notification* applications for proposed culvert / creek crossings will be advanced.
- The CCRD and School District #49 will draft an agreement in support of the Vancouver Coastal Health *Operating Permit*.



PROJECT UPDATE

Date: September 1, 2020
File: 3383.0005.02
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- The design team will continue to navigate complications between BC Hydro and Boralex regarding the regional transmission lines and local distribution lines to determine the preferred means of supplying power to the proposed water treatment plant. An alternative option to extend power from the school is being reviewed.
- The RFQ for supply and installation of a pre-engineered treatment plant to include treatment / disinfection equipment, system controls, HVAC, and safety equipment will be finalized for VCH review and subsequent issuance to a select short list of qualified proponents.
- The procurement approach and phasing for construction of the CCRD water distribution system will be reviewed.
- Fire protection requirements will be confirmed, specifically hydrant requirements and the pipe size downstream of the reservoir.
- The construction schedule may be impacted by the ongoing pandemic situation. The project team continues to advance tasks that can be completed safely and remotely.

Sincerely,

URBAN SYSTEMS LTD.



Jacob Scissons, P.Eng.
Project Manager

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CCRD SERVICE REPORT

To: Courtney Kirk, CAO
From: Ken McIlwain, Operations Manager
Meeting Date: September 10, 2020
Subject: SOLID WASTE SERVICE UPDATE



Recommendation:

THAT the Board of Directors of the Central Coast Regional District receives the Solid Waste Service Report dated September 10th, 2020.

Service Background:

The CCRD is responsible for provision of solid waste management and recycling services in electoral areas C,D and E and solid waste planning services to all electoral areas within the regional district. The regional district also delivers solid waste and recycling services to the Nuxalk Nation through a Municipal Services Agreement.

The service is managed by the CCRD Operations Department with oversight from the CCRD CAO and Board of Directors.

Thorsen Creek Waste and Recycling Centre is the only facility managed under this service. It consists of a landfill, transfer station, recycling depot and free store. The recycling depot is staffed by a part time employee of the regional district, while the landfill and transfer station are operated by a contractor.

Priorities and resource allocation within Solid Waste Management are guided by the CCRD Solid Waste Management Plan dated February 28, 2017 and adopted by the CCRD Board of Directors at the regular Board meeting in held March 9, 2017. The Solid Waste Management Plan was submitted to the Ministry of Environment and Climate Change Strategy for review and Ministerial approval was received January 21, 2019.

Ministerial approval was contingent on the CCRD committing to a Five-Year Effectiveness Review to be completed by December 31, 2022. The review is to include a review of any consultation/outreach efforts with Ocean Falls, Denny Island, Wuikinuxv and Bella Bella

and also a plan for ongoing consultation. Consideration should be given to inclusion of this engagement effort in the CCRD Strategic Plan, as well as the completion of the 5-Year Effectiveness Review.

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Approval was also contingent on the CCRD submitting a Landfill Criteria Conformance Review of Thorsen Creek Landfill by September 30, 2021.

In 2020, the projected expenditures to operate the landfill and contribute to post closure costs, total \$317,087.

Anticipated revenue sources for the solid waste service in 2020 are:

- Tax Levy - \$124,142
- Nuxalk Contribution - \$105,000
- Provincial Basic Grant - \$28,439
- User Fees - \$30,000
- Multi-Material BC - \$12,000
- Product Care - \$2,000
- Other - \$800

Quarterly [or Bi-Annual or Annual] Highlights:

- With the exception of the free store/share shed, all solid waste services are fully functioning with appropriate COVID-19 precautions in place.
- The recycling depot is limiting customers to 4 at a time and asking people to respect physical distancing. Recycling materials are being quarantined prior to staff coming in contact with the materials.
- With budgeting season arriving shortly, effort will need to be placed on identifying replacement revenue for the \$28,439 of Provincial Basic Grant that is expected to go into general revenue instead of the solid waste service, in 2021. There is already an inability to undertake basic capital works projects and equipment replacement. There is also the need to address the expected operational costs associated with introduction of a centralized composting program.
- CCRD has contracted engineers of record, Morrison and Hershfield, to undertake landfill engineering works as follows:

- **Task 1: Preliminary Landfill Conformance Review**

Preparation of a preliminary (draft) landfill conformance table summarizing the conformance and non-conformances for the landfill. This preliminary assessment will allow us to determine the major initiatives that would be required to bring the landfill into conformance with the Landfill Criteria.

○ **Task 2: Lifespan Analysis**

Preparation of landfill final contours and progressive closure plan and determine timing of closure works and high level closure/capping costs. Deliverables include a final topography plan for the site, which will allow us to determine available capacity and lifespan of the site. This information will be used in the subsequent options analysis step, as it will be necessary to project costs out over the life of the landfill based on the lifespan analysis. The lifespan analysis would also be used to develop the progressive closure plan, which will show the rough phasing and timing of the closure capital works.

○ **Task 3: Options Analysis**

Comparison of costs of continued landfill operation against closure and waste export. For the options analysis, we would develop a long-term cost model that compares the overall cost per tonne for continued landfilling to the cost per tonne for exporting waste to another landfill.

○ **Task 4: Landfill Liability Estimate**

Calculation of landfill closure and post-closure liability using the Public Sector Accounting Board PS 3280 Asset Retirement Obligations Standard, taking into consideration the landfill's area and remaining capacity.

- CCRD works closely with the service provider contracted by Recycle BC to provide pick-up and processing all the packaging, paper and cardboard collected at Thorsen Creek Recycling. Recycle BC recently switched service providers from Green By Nature, to GFL (Green for Life Environmental). The transition took place right in the depths of the COVID-19 pandemic and has resulted in many frustrations for CCRD staff coordinating the transportation of recyclables out of Bella Coola. The remote location and lack of transportation options seemed an almost insurmountable obstacle for GFL staff who are accustomed to working in and with large urban centres and transportation networks. A major fire at their Richmond recycling site last week has provided further setbacks in their ability to send CCRD the necessary supplies to continue operations.
- Staff are working to develop a strategy to address an anticipated increase in operations costs associated with a centralized composting program, along with an anticipated reduction to revenues in 2021 due to the reallocation of the Basic Provincial Grant funding out of the Solid Waste budget and into general administration. There is the need to engage the Nuxalk Nation on the issues facing the CCRD's solid waste management program and funding options as we move forward. The pandemic situation has complicated timelines with respect to

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furthering discussions with the Nuxalk Nation, and staff are exercising sensitivity in this regard. 60

- Tire pick-up is scheduled for early September.
- Pick-up of used oil containers is tentatively planned for September and will require a dedicated semi-trailer.

Grant Funded Projects Administered Under the Service:

The CCRD has received funding from the province under the Organics Infrastructure Grant Program for phase 1 of a small composting operation at Thorsen Creek Waste and Recycling Centre.

The funding covers 2/3s of the capital infrastructure costs for this project. The total project cost is approximately \$150,000. The CCRD is involved in discussions with the Nuxalk Nation to obtain help with sourcing the \$50,000 needed for the 1/3 contribution to the project.

CCRD's 2020 financial plan identifies the following project work is for funding under the Community Works Fund – Gas Tax in 2020:

- Landfill Development, Operation and Closure Plan (DOCP) (2020)
- Landfill Conformance Review (2020)

These studies are identified and scheduled in the Solid Waste Management Plan. Funding for the landfill conformance review is shown as coming from the Community Works Fund in 2017 and funding for the Development Operations and Closure Plan is shown as coming from grant funding in 2019. Due to delays in plan approval, and access to suitable funding, these projects have not yet been undertaken.

A separate report has been previously presented to the CCRD Board which addresses closure and post closure liabilities for Thorsen Creek Landfill. This report can be found as part of the February 13, 2020 agenda package.

Feasibility Studies Authorized Under the Service:

N/A

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

Strategic Plan Goal:

Goal 3	Improving Our Infrastructure – <i>Investing in Safe and Sustainable Public Works and Services</i>
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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	Delayed
Composting system project implementation (if grant funding approved)			2 nd Q/2022	Delayed

Financial/Budgetary:

Total Budget (Including Grants):

Total 2020 Revenues: \$400,565 (including special project grant revenues)

Percent total expenditures to August 31, 2020: \$202,497 or 51%

Budget (Tax Levy, Basic Provincial Grant, User Fees, Recycling Revenue, Nuxalk Contribution and Requisition Only):

Subtotal 2020 Revenues: \$302,381 (excluding special project grant revenues)

Percent total expenditures to August 31, 2020: \$202,497 or 67%

*Please note that the \$30,000 landfill closure contribution has not been expensed as of August 31, 2020.

Grant Funded Special Projects

Special Project: Composting Facility Total Grant Revenue: \$98, 184

Percent total expended: 0%

Notes on Financial Variance:

Expenditures to date for 2020 are somewhat higher than anticipated due to increased hours for the recycling attendant to address quarantining of recyclables. Snow removal costs were also far higher than anticipated. Revenues from collection incentives and tipping fees may be lower than the same period in 2019 due to reduced traffic as a result of COVID-19 measures.

The following items remain as areas of concern for the 2020 budget:

- Sourcing a contribution from the Nuxalk Nation for the capital costs of the Organics/Composting project at Thorsen Creek Transfer Station.
- Increased operating costs for the Landfill and Transfer Station operation.
- Tipping fees have not yet been factored in for August, however at the end of July they were at \$11,730, far short of the 2020 budgeted amount of \$30,000.

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 Solid Waste Management service was calculated to be \$79,004 for 2020 and incorporated as such into the CCRD Five Year Financial Plan 2020-2024.

CCRD Mandate for Service Delivery:

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In British Columbia, Regional Districts are mandated by the Provincial Environmental Management Act to develop Solid Waste Management Plans that define how each regional district plans to manage its solid wastes, including waste diversion and disposal activities.

In 1975 the regional district was granted the function of Division 14 – Refuse Disposal through Supplementary Letters Patent. In 2011 this function was converted to a service of the regional district through Bylaw 402, with electoral areas C, D and E as participants.

Respectfully Submitted by:



Ken McIlwain, RPF



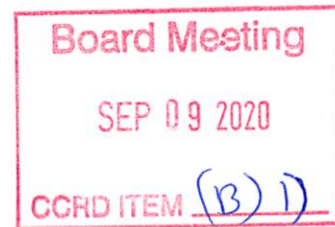
Reviewed by:

Courtney Kirk, Chief Administrative Officer



SPECIAL REPORT

To: Courtney Kirk, CAO/CFO
CC: Board of Directors, CCRD
From: Ye-Ne Byun, Finance Manager
Meeting Date: September 9-10, 2020
Subject: Virtual Mental Health Supports During COVID-19



Summary:

The Board of Directors of the Central Coast Regional District and the staff experiencing anxiety, depression or other mental health challenges arising from the COVID-19 pandemic can get help through virtual services.

Issue/Background Summary:

The COVID-19 pandemic is presenting new and unique challenges. We are navigating uncharted waters with this virus, making it important to find new ways to work and interact while also taking care of our mental health and well-being.

Now more than ever, we all must take care of our mental health and well-being. As we protect ourselves against potential exposure to the coronavirus, keep in mind that mental health is just as important as physical health. These virtual services provide free tools and resources that can assist with maintaining mental well-being in the workplace during this time.

1. WellCan (Mobile App)

WellCan offers free well-being resources to help you develop coping strategies and build resilience to help deal with uncertainty, mental health and substance abuse concerns during the COVID-19 pandemic. The resource is accessible, free and available to everyone in Canada to download in app stores or google play.

2. MindShift™ CBT (Mobile App)

MindShift™ CBT uses scientifically proven strategies based on Cognitive Behavioural Therapy (CBT) to help you learn to relax and be mindful, develop more effective ways of thinking, and use active steps to take charge of your anxiety. The resource is accessible,

free in app stores or google play. The MindShift™ CBT is committed to protecting and respecting your privacy. Applicable privacy laws, including British Columbia's Personal Information Protection Act and the federal Personal Information Protection and Electronic Documents Act, set out rules for the collection, use, disclosure, security, retention and destruction of personal information.

3. CheckingIn (Mobile App)

CheckingIn is a free and private mental health check-in app to help you take a look at your mental health and wellness in light of COVID-19. It's a quick and simple tool to help you discover patterns and behaviour impacting your mood and energy levels, and offer you a safe place to recognize and acknowledge all of your emotions. The resource is available on app stores.

4. Mental Health Check-in (Canadian Mental Health Association)

This free, anonymous self-assessment tool helps you understand how you are feeling and reflect on your mental, physical and social well-being. It helps cut through the wealth of information available online to find the resources most useful to you.

5. BounceBack™

BounceBack™ provides free access to online, video and phone-based coaching and skills-building program. Seniors, adults and youth who are experiencing low mood, mild to moderate depression, anxiety, stress, or worry, can receive care. All information in the BounceBack® program is stored electronically on a highly secure Canadian-based server. This site meets the privacy standards for electronic medical records. The coaches are trained to ensure that your privacy and confidentiality are upheld to the highest standard.

-Website: <https://bouncebackbc.ca>

-Phone: 1-866- 639 -0522

-Email: bounceback@cmha.bc.ca

6. Workplace Strategies for Mental Health

This Workplace Strategies for Mental Health website provides free, practical tools and resources designed to help Canadian employers with the prevention, intervention and management of workplace mental health issues. All tools and resources are available to anyone, anywhere, at no cost.

-Website: <https://www.workplacestrategiesformentalhealth.com/about-workplace-strategies>

7. Living Life to the Full

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Living Life to the Full is a mental health promotion course designed to help people deal with everyday life challenges and learn self-management skills using Cognitive Behavioural Therapy (CBT) principles. Course content and materials are practical and easily applied to everyday life situations. The course is suitable for people of all ages – from youth to seniors. The group-based, virtual course will be delivered through weekly sessions by video conference with a trained facilitator. For residents in British Columbia, virtual courses are being offered free of charge, thanks to funding from the province.

- Website: <https://livinglifetothefull.ca/>
- Phone: 778-331-4250
- Email: living.life@cmha.bc.ca

8. Starling Minds

Starling Minds™ is a leading digital mental health platform that empowers organizations to cost-effectively support the wellbeing of their entire workforce.

Their free COVID-19 mental health program is for anyone who may need support during the COVID-19 crisis. This program is intended for use by individuals who are 16 years of age or older. This program is 100% confidential and anonymous. Your personal information will not be shared with anyone and Starling adheres to the high standards for privacy and security required by the healthcare industry.

- Website: <https://info.starlingminds.com/covid19-free-mental-health>

9. Other Mental Health and Well-being Resources

- HealthLinkBC: <https://www.healthlinkbc.ca/mental-health-covid-19>
- Mental Health Commission of Canada: <https://www.healthlinkbc.ca/mental-health-covid-19>
- Canadian Mental Health Association: <https://cmha.bc.ca/covid-19/>

Respectfully Submitted by:

Ye-Ne (Sandra) Byun, Finance Manager



Reviewed by:

Courtney Kirk, Chief Administrative Officer



CCRD SERVICE REPORT

To: Courtney Kirk, CAO
From: Community Economic Development Officer
Meeting Date: September 10th, 2020
Subject: ECONOMIC DEVELOPMENT SERVICE UPDATE

Recommendation:

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

Service Background:

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

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

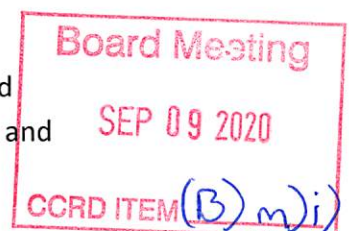
The Community Economic Development Officer leads the service and reports to the CAO.

Quarterly Highlights:

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

CCRD Regional Emergency Operations Centre updates:

- The CEDO to coordinate weekly regional conference calls with representatives from all of the central coast communities
- The CCRD is providing weekly information updates to the shared weekly COVID-19 bulletin
- CCRD EOC representatives are dialing into the regular provincial EOC and Vancouver Coastal Health calls for the latest information and guidelines and reporting back pertinent information



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

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

The CCRD celebratory film is progressing with some additional interviews with knowledge keepers completed. The CEDO is delighted to report that the Kitasoo/Xai'xais Nation has kindly agree to be included. On instruction from the Nation, film footage of the Kitasoo/Xai'xais territory is being requested from Ian McAllister who shot a large part of the Great Bear Rain forest film in the territory.

The Economic Development Advisory Committee Terms of Reference review and potential amendment has been put on hold due to the COVID-19 pandemic. Regular EDAC meetings are also currently on hold due to the pandemic.

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

Development of a new 2020-2023 Community and Economic Development Operating Plan is planned, as is investigation of funding sources and planning to progress a new Official Community Plan for the Bella Coola Valley.

In furtherance of the CCRD board's UBCM 2019 meeting with Minister Trevena, Minister of Transportation and Infrastructure regarding the establishment of a Vancouver Health/BC Transit health connector sea bus for the outer coast communities as well as a bus service route between Bella Coola and Williams Lake, the CEDO is progressing discussions with Vancouver Coastal Health and BC Transit.

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

The CCRD grant writer has announced that he will no longer be able to continue in the role due to other commitment, consequently a new contractor will be sought for this position.

Grant Funded Projects Administered Under the Service:

Project:

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

Funder:

Community Workforce Response Grant

Percent complete:

100%

Completion date:

February 29, 2020

Total Funding awarded:

\$215,328 (awarded to the CCRD)

Total grant funds expended to date:

\$215,328

Administrative Comments:

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

Project:

2. Videography

Funder(s):

Rural Dividend and NDIT

Percent complete:

65%

Tentative completion date:

September 31st, 2020

Total Funding awarded:

\$40,000

Total grant funds expended to date:

\$31,000

Administrative Comments:

Shooting for the film is complete. The remaining elements of the project include; the editing of the film clips by the film editor, gathering additional 'third-party' salmon clips from our media partners, coordinating with the cultural liaison coordinator and First Nations advisers in the Nuxalk, Heiltsuk and Wuikinuxv Nations, sourcing a female narrator and developing the wording for the narration, audio-recording the narration and then editing that into the final film, then presenting the draft final film to the three Nations for review.

The CEDO hopes that the remaining interview will be completed in September.

Project:

3. Communications and Connectivity Feasibility Study

Funder(s):

Rural Dividend

Percent complete:

80%

Tentative completion date:

May 31st, 2020

Total Funding awarded:

\$10,000

Total grant funds expended to date:

\$5,500

Administrative Comments:

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

Project:

4. Community Economic Development Officer Position

Funder(s):

NDIT

Percent complete:

75%

Tentative completion date:

Ongoing (subject to successful annual grant award)

Total Funding awarded:

\$50,000

Total grant funds expended to date:

\$37,500

Administrative Comments:

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

Project:

5. Community Grant Writer

Funder(s):

NDIT

Percent complete:

0%

Tentative start date:

June 1st, 2020

Total Funding awarded:

\$8,200

Total grant funds expended to date:

\$(in progress)

Administrative Comments:

Advertising for a new grant writer will commence shortly.

Project:

6. Fire Smart

Funder(s):

UBCM

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Percent complete:

100%

Completion date:

March 5th, 2020

Total Funding awarded:

\$10,000

Total grant funds expended to date:

\$6,456.77

Administrative Comments:

This training was completed in March.

Project:

7. Fire Smart Community Boards

Funder(s):

UBCM

Percent complete:

100%

Completion date:

March 5th, 2020

Total Funding awarded:

\$10,000

Total grant funds expended to date:

\$6,456.77

Administrative Comments:

The Firesmart Community board dinner was held with representatives of Heilstuk leadership on March 5th. The grant fund is a reimbursement type, so we are only funded for the monies we spent. It was not practical at that time to include Wuikinuxv Nation members or representatives from Ocean Falls and Denny Island as was originally hoped.

Project

8. Bella Bella Active Communities Grant

Funder(s):

Vancouver Coastal Health

Percent complete:

20%

Tentative completion date:

October 31st, 2020

Total Funding awarded:

\$15,300

Total grant funds expended to date:

\$1,635.68

Administrative Comments:

Due to the extended delays to date, a new plan has been agreed with VCH for the expenditure of these funds. Rather than a swimming project, VCH has agreed to Denny Island's suggestion to use get money to create a trail instead. Permission has been received from the Heiltsuk Nation for this and permits are now being sought with the relevant authorities. Tendering for the actual construction of the trail will be managed through the CCRD, once the permits have been secured.

The request for proposals has now gone out, with final award subject to Board approval of the change in project scope (request for decision under a separate agenda item, September 9-10,2020 regular meeting of the Board). A new extension has been secured from VCH until the end of October.

Project:

9. Bella Coola Airport: Tourism & Capacity Enhancement Initiative

Funder(s):

Rural Dividend

Percent complete:

85%

24

Tentative completion date:

September 31st, 2020

Total Funding awarded:

\$392,282

Total grant funds expended to date:

\$208,994.45

Administrative Comments:

Deliverables around obstacle removal are complete. CCRD has completed a final survey that shows no obstacles remain. There is some minor work to be done in the spring with respect to clean up of debris and field prep.

Deliverables around trail construction are progressing well. We have established approximately 2957 meters of new trail that runs from the east end of the airport, along the dike on the north side and then along the forest edge to the west end of the airport where it crosses a small creek, bisects an island and then crosses the Beaver Pond slough and carries on along the west side of the slough and ties into the Snootli Creek Park trail network (Total Length 2661m). There is also a river loop established that leaves from the North side of the air field, loops North towards the river and then back to tie in with the main trail (total length 841m rehab and 266m new). The main aluminum bridge has yet to be installed and the trailhead kiosks have been designed but not yet tendered for construction.

Deliverables around the Cultural Piece are steadily being achieved. CCRD staff have been collaborating with the Nuxalk Nation and Nuxalk Family upon whose traditional territory the airport lies. The CEDO will seek to recommence airport pole project and provide an update to the board for the June board meeting.

The play area at the airport is basically complete. There remains a bench, table and bear proof garbage bin to install in the spring of 2020. The design for the play area also incorporates a cultural area where the cultural piece will be installed once finished.

Pile burning was completed at the west end of the airport over the winter and now requires dozing, raking and seeding. Efforts are under way to complete this over the next two months.

Project:

- 1. Bella Coola Valley Airport - Cultural Liaison, Trailhead Kiosks and Art Installation Project**

Subsidiary of: Bella Coola Airport: Tourism & Capacity Enhancement Initiative

Funder(s):

Rural Dividend

Percent complete:

20%

Tentative completion date:

September 31st, 2020

Total Funding awarded:

\$40,000 (\$10,00 for cultural liaison and \$30,000 for art installation).

Total grant funds expended to date:

\$895

Administrative Comments:

The CEDO has had meetings with the selected artist and hopes to progress to contract and finalization of welcome pole design and then commencement of the carving in September.

Project:

2. BC Indigenous Agriculture Development Program

Funder(s):

Province of BC

Percent complete:

N/A

Tentative completion date:

N/A

Administrative Comments:

A representative from the Public Health Association of BC has been in touch with the CEDO to inform and coordinate relevant members of the three First Nations in relation to this grant opportunity. A conference call is planned to be scheduled between the province and the three First Nations, supported by the CEDO. It is hoped that this first food security step could provide a foundation for a broader central coast food hub over time.

CCRD Mandate for Service Delivery:

Bylaw 451

Bylaw 411

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Respectfully Submitted by:

Matthew Wheelock, Community Economic Development
Officer

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**Correspondence for Action:
Letter from Shawn Meisner
Major Projects and Crown
Land Sales Re: West Coast
Authorizations is seeking your
input into how two forfeited
properties or property
complexes in the Bella Coola
Valley should be approached
for disposal**



PROJECT UPDATE



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Date: September 3, 2020
To: Ken McIlwain
cc: Alison Rustand
From: Jesse Cass
Subject: **Housing Needs Assessment**
PROJECT UPDATE – August 2020

KEY INFORMATION

The following dates, reporting requirements, and funding limits are key for this project:

- The total budget for this project is \$85,000
- \$75,000 was funded by UBCM and \$10,000 was funded by NDIT
- To date, \$22873.30 has been billed.
- June's invoice is \$3391.20

PROJECT OVERVIEW

There are four phases to the CCRD Housing Needs Assessment, which are as follows:

- Phase 1 – Project Start-up - *Complete*
- Phase 2 – Quantitative Research and Analysis – *In progress*
- Phase 3 – Qualitative Research and Community Engagement – *In progress*
- Phase 4 – Final Report and Housing Capacity Development Workshop

WORK COMPLETED FOR THIS MONTH'S INVOICE

- Engagement strategy for online/remote sessions is being refined:
- Quantitative data is being analyzed and models and projections for future growth are being calculated.
- Draft report and data processing continues.

NEXT STEPS

- Continue to refine the Housing Needs Assessment Report.
- Assess remote engagement options moving forward.
- Complete projections

Sincerely,
URBAN SYSTEMS LTD.



PROJECT UPDATE

Date: September 3, 2020
File: 3383.0007.01
Subject: Housing Needs Assessment
Page: 2 of 2



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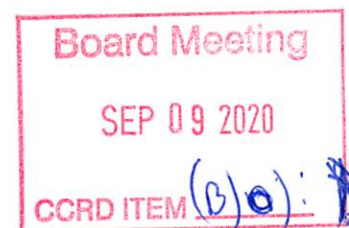
Jesse Cass
Project Manager

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DIRC Meeting Minutes, March 23, 2020

Conference call attended by: Dan Bertrand, Ramona Goossen, Victoria Graham, Lon Sheehan, Krista Roessingh, as well as Courtenay Kirk, Mark Schlicting, and Jean Wood for the first portion of the meeting.

1. Agenda agreed upon by all members
2. In light of the Covid-19 outbreak, members discussed alternative ways to support the community including: participating in the Qqs' library book delivery program, beach clean-ups, door-to-door delivery of Easter chocolates, sailing regatta, a scavenger hunt, and a contribution to the gazebo/firepit project at the Community Centre. Members agreed to organize at least the last 3 items for this spring. We will plan to resume regular programming after summer (Fall Fair, Hallowe'en, Christmas event).
3. Courtenay:
 - board budget meeting on the 30th
 - auditors have to determine our surplus from last year
 - Donna has been in to help with finances and likely has final figures re: our budget and surplus
 - BC Assessment values are not ready until March
 - budget request should be forward looking, not based on last year's figures
 - thinks there is roughly \$9K in surplus
 - DIRC can also request and requisition up to \$24K through a tax increase
 - Donna will follow up with the auditor's phone number
4. Motion passed: The DIRC budget request for 2020 will be for roughly the same amount of usable funds as were in the 2018 budget, without any consequent tax increase.
5. Motion passed: The DIRC is not requesting any additional levy to property taxes to support its budget for this year.
6. Active Communities Grant: Motion passed to request permission from Matthew Wheelock to contact the funder regarding using the funds to hire a contractor to build a foot trail and small lake dock to create lake swimming access and hiking opportunity on DI.





REQUEST FOR DECISION

To: Courtney Kirk, CAO

From: Matthew Wheelock, Community Economic Development Officer

Meeting Date: September 10th, 2020

Subject: Vancouver Coastal Health Active Communities Grant: Change of Scope

Phase 1 - Trail Concept Planning and Layout

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve the proposed change of scope from community swimming and kayaking lessons to Trail Construction on Denny Island in two Phases.

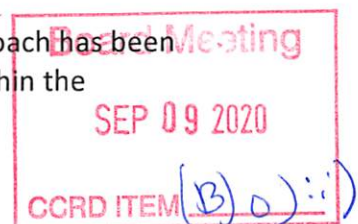
Issue/Background Summary:

In 2017 Vancouver Coastal Health (VCH) awarded a \$15,300 grant to the Bella Bella Youth Centre and the Denny Island Recreation Commission for the purposes of swimming and kayaking instruction and to train two youths in swimming instruction to benefit youths in Bella Bella and Denny Island. Some sundry items were purchased as part of that original plan including a tent, table chair and spinal board. These expenses totalled \$1,635 leaving a remaining balance of \$13,665

Despite repeated attempts to source suitable instructors and trainers to deliver this training in-community, no suitable trainers were available to deliver the training. Furthermore, it was not practically possible to send local youths out to receive the training externally.

Consequently, the Denny Island Recreation Commission has re-imagined this grant to be used for trail construction to encourage active hiking on the island and also to include a swimming platform beside a lake. Bella Bella's Youth Centre is aware of this proposed change of scope and has provided written approval for the plan for trails on Denny Island.

In addition, to expedite the implantation of the trail plan, a two-phase approach has been agreed with VCH. The first phase could be undertaken without a permit, within the \$13,665 budget and be completed before the end of September.



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This Phase 1 would involve:

- reconnaissance and flagging of the proposed trail routes,
- brushing and removal of vegetation up to 6cm in diameter along trail,
- GPS survey of the trail locations,
- digital mapping of the proposed trails in preparation for Phase 2.

Phase 2 (utilising a separate grant or volunteer efforts) would involve:

- review of trail location by habitat biologist, design of any structures,
- (boardwalks/footbridges etc) or earthworks in accordance with trail construction best practices and biologist recommendations,
- Sect. 57 permitting (including First Nations referrals by FLNRO),
- trail tendering and construction,

VCH has agreed to the two-Phase approach, a grant extension until the end of September and that some of the Phase 1 monies can be used for construction materials. VCH did request that Administration research funding options to cover the cost of Phase 2 and in this regard the CCRD grant writer has identified, Rural Dividend and Investing in Canada Infrastructure Program as two potential funders.

Should the board support the change of scope, a draft request for proposals is ready to go out to seek proposals from interested parties. The work is planned to be completed before the end of September.

Policy, Bylaw or Legislation:

None

Financial/Budgetary Implications:

Of the original grant of \$15,300, sundry items relating to the original grant scope were purchased totalling \$1,635 leaving a remaining current balance of \$13,665. It is envisaged that all of this balance of \$13,665 will be spent in Phase 1 of the 'new scope' Trails projects.

Time Requirements – Staff and Elected Officials:

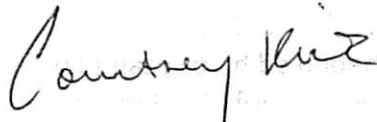
Administration time necessary to oversee the project.

Options to Consider:

1. Approve the change of scope and support the project proceeding.
2. Do not approve the change of scope.
3. Seek amendments to the change of scope.

Submitted by: _____

Matthew Wheelock, Community Economic Development Officer



Reviewed by: _____

Courtney Kirk, Chief Administrative Officer

Centennial Pool Commission

Minutes

25 August 2020

Board Meeting

SEP 09 2020

CCRD ITEM

(B) p)

Present: C. Hoppe, N. Koroluk, C. Nygaard, K. Lansdowne, J. Cole, B. Koroluk, C. Marshal

1. Attendance – Daily attendance records have been collated and were discussed. Lesson numbers were high but general swim patrons were down due to the poor weather and Covid concerns.
2. Closing Date – Saturday, 29 August, will be the last day the pool is open for this season.
3. Finances – The pool did very well in spite of the weather and limited space. Revenue from lessons surpassed the budget
4. Supervisors' Wrap Up – Breagha presented an overview of the season, with comments from Caitlin. Commissioners praised the supervisors for their professionalism in ensuring that equipment and programs were running smoothly. The Commissioners were very pleased with the entire staff for their work this summer.
5. Staff - A few questions were brought to the commission regarding staff qualifications. Two of the instructors are currently enrolled in the Red Cross Water Safety Instructor's program with the Williams Lake pool. With the exception of the first set of lessons they have not written Red Cross Reports, but have created their own progress reports for students. All lessons have been supervised by the Aquatics Program Supervisor who holds both valid WSI and LSI certification. All lifeguards meet the qualifications of our pool safety plan. The commission was able to hire all the applicants that applied to the pool this year.



REQUEST FOR DECISION

To: Courtney Kirk, CAO
CC: Board of Directors, CCRD
From: Ken McIlwain, RPF, Operations Manager
Meeting Date: September 10, 2020
Subject: Sole Source Procurement – Firefighting Personal Protective Equipment



RECOMMENDATION:

THAT the CCRD Board of Directors approve administration to proceed with sole source procurement of firefighting equipment through Associated Fire Safety Equipment of Burnaby, BC for the purpose of expending the \$25,000 of grant funding awarded through UBCM Volunteer and Composite Fire Department Equipment and Training Funding Stream.

ISSUE/BACKGROUND SUMMARY:

The CCRD was awarded a grant of \$25,000 from UBCM for purchase of personal protective equipment for the Bella Coola Volunteer Fire Department.

Over the years, much of the equipment for the fire department has been purchased through Associated Fire Safety Equipment of Burnaby, BC. They are a reputable supplier and carry the brand manufactured in Toronto that is preferred by fire department members. As a general comment their customer service is good and their pricing is competitive.

Most of the proposed equipment is turn out gear (pants, jackets, helmets, gloves, boots). In order to match brand/manufacture and style with previous turn out gear purchased, it is considered desirable to source the new gear from the same distributor.

POLICY, BYLAW OR LEGISLATION:

CCRD Policy A-26 Purchasing and Procurement requires multiple quotes for purchases between \$5,000 and \$50,000. This requirement may only be waived by Board resolution.

Goods or Services	\$5,000 to \$50,000	ITT, RFP or Request for Quotations ("RFQ") and at least three written bids, proposals or quotations
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FINANCIAL/BUDGETARY/ASSET MANAGEMENT IMPLICATIONS:

The \$25,000 grant received from UBCM in conjunction with a grant from the BC Fire Chiefs Association/Red Cross, will allow the departments to renew much of its equipment. This is all basic equipment, most of which would need to be replaced regardless of the grant funding. Looking forward, this should assist in minimizing the need for future increases in tax requisition.

The CCRD Asset Investment Management Plan asset schedule should be updated to reflect the new equipment.

TIME REQUIREMENTS – STAFF AND ELECTED OFFICIALS:

The work of identifying, prioritizing and sourcing the required equipment is being completed by fire department volunteers. Oversight is being provided by the CCRD Operations Manager and time involved is estimated at several hours.

OPTIONS TO CONSIDER:

1. Proceed with sole source procurement of firefighting equipment through Associated Fire Safety Equipment of Burnaby, BC for the purpose of expending the \$25,000 of grant funding awarded through UBCM Volunteer and Composite Fire Department Equipment and Training Funding Stream.
2. Consider other brands/quality of turnout gear as acceptable and issue a request for quotes to other Canadian suppliers and proceed with the lowest acceptable quote.

Submitted by: _____



Ken McIlwain, RPF, Operations Manager

Reviewed by: _____



Courtney Kirk, Chief Administrative Officer



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CENTRAL COAST COMMUNITIES' **TRAVEL NOTICE**

To safeguard the communities of the central coast region you are requested to call ahead to the relevant Emergency Operations Centre/Representative before departure to notify them of your intended visit.

Your cooperation will ensure that community emergency response representatives are aware of your planned visit and will provide you an opportunity to be made aware of the relevant COVID-19 protocols for that community.

Thank-you for your cooperation.

For Bella Bella, please contact the Heiltsuk Nation Emergency Operations Centre:
Telephone: 778 213 8049 Email: eoc@heiltsuk.ca

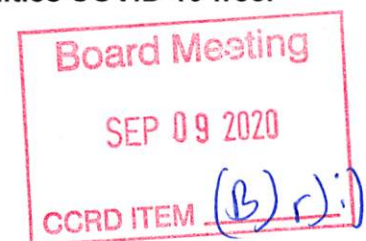
For Bella Coola, please contact the Nuxalk Nation Emergency Operations Centre:
Telephone: 250 799 5959/5613 Email: eocinfo.nuxalk@gmail.com

For Denny Island, please contact the Heiltsuk Nation Emergency Operations Centre:
Telephone: 778 213 8049 Email: eoc@heiltsuk.ca

For Ocean Falls, please contact the designated Emergency Representative - Ed Backmann:
Telephone: 250-289-3229 Email: edbackmann@gmail.com

For Rivers Inlet, please contact the Wuikinuxv Nation Emergency Operations Centre:
Telephone: 250 230 2206 Email: eocdirector@wuikinuxv.net

Thank-you for your cooperation in helping to keep our communities COVID-19 free.



Report to the Board: UBCM Minister and Provincial Staff Meeting Requests Update – Late Item

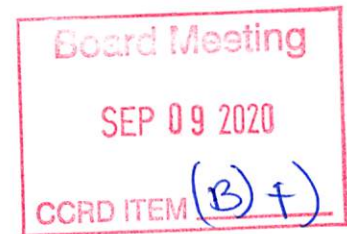




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July 17, 2020

Ref: 256068



Dear Mayors, Regional District Chairs and Chief Administrative Officers:

Re: COVID-19 Related Measures Act (Bill 19)

We are writing to advise you that the above-captioned Bill was introduced by the Attorney General in the Legislative Assembly on June 22, 2020, and received Royal Assent on July 8, 2020.

The Act will ensure that the Province has a smooth transition to manage the effects of the COVID-19 pandemic beyond the end of the provincial state of emergency and to support BC's Restart Plan. This includes ensuring continuity for authorities provided by Ministerial Orders that allow local governments to continue to conduct their business in accordance with orders and guidance of the Provincial Health Officer.

The Act does the following:

1. Enacts Ministerial Orders made under the Emergency Program Act (EPA) in response to the COVID-19 pandemic and allows them to be extended beyond the end of the provincial state of emergency for 45 days or 90 days after the Act comes into force on July 10, 2020;
2. Establishes authority for the Lieutenant Governor in Council (LGIC) to make regulations to provide for a different expiry date for the Ministerial Orders, either immediately, at the end of the provincial state of emergency, or for a longer duration up to one year after the Act is brought into force. Ministerial Orders may only be extended if the LGIC is satisfied it is necessary to respond to or alleviate the effects of the COVID-19 pandemic;
3. Establishes authority for the LGIC to make regulations that provide protection from civil liability for COVID-19-related damages in circumstances to be defined by regulation;
4. Amends the EPA to provide clarity that the list of the Minister's powers under Section 10(1) is not exhaustive;
5. Amends the EPA to provide a limited authority for the LGIC to temporarily suspend or modify the application of provisions of enactments by regulation during a provincial state of emergency; and

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6. Requires the Attorney General and Solicitor General, respectively, to provide a report to the Speaker of the Legislative Assembly on regulations made under the COVID-19 Related Measures Act and regulations or Ministerial Orders made under the EPA, within five days of them being made.

Nothing in the Act affects Orders or guidance issued by the Provincial Health Officer.

The intent is that all Ministerial Orders impacting local governments will initially be extended for 90 days. During that time, those Orders will be reviewed to determine whether they should be extended for an additional period, up to one year after the proposed Act comes into force.

It is expected that MO192, the Local Government Meetings and Bylaw Process Order No.3, will be continued for some months to come to ensure local governments have the appropriate authorities to govern their communities while ensuring continued compliance with Provincial Health Officer orders and guidance. MO159, the Local Government Finance Order, is also expected to be continued for some months to provide local governments with needed continuity for the financial measures that have been put in place during the emergency.

MO82, the Bylaw Enforcement Officer Order, will be reviewed in conjunction with the Office of the Provincial Health Officer and the Ministry of Health to determine whether it should continue beyond the 90-day extension. MO84, the Local Authorities and Essential Goods and Supplies Order, will be reviewed by Emergency Management BC to determine which provisions should be extended for a further period (for example, the requirement that local authorities seek approval of the Minister of Public Safety and Solicitor General before declaring a state of local emergency in relation to the COVID-19 pandemic), and which could be terminated (for example, the setting aside of earlier declarations of states of local emergency). We will keep you apprised as those reviews are done. Additional information is available in the online news release at: <https://news.gov.bc.ca/releases/2020AG0043-001126>

This is an unprecedented situation, and we want to recognize the extraordinary efforts of you and your staff in supporting British Columbia's all-of-society approach to managing the COVID-19 pandemic.

Sincerely,



Mike Farnworth
Minister of Public Safety
and Solicitor General



Selina Robinson
Minister of Municipal Affairs
and Housing

pc: Silas Brownsey, Acting Deputy Minister, Ministry of Municipal Affairs and Housing
Lori Halls, Deputy Minister, Emergency Management BC
Ministry of Public Safety and Solicitor General
Her Worship Mayor Maja Tait, President, Union of BC Municipalities
Gary MacIsaac, Executive Director, Union of BC Municipalities



Ministry of Municipal
Affairs and Housing

Local Government Infrastructure
and Finance Branch
PO Box 9838 Stn Prov Govt
(4th Floor - 800 Johnson St)
Victoria BC V8W 9T1

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CIRCULAR

Circular No. 20:14

August 19, 2020

To: All Chief Administrative Officers

Re: **Investing in Canada Infrastructure Program:**
Green Infrastructure - Climate Change Mitigation - CleanBC Communities Fund – Open for Application

The Province of British Columbia and Government of Canada have partnered on the Investing in Canada Infrastructure Program (ICIP) to fund Green; Community, Culture and Recreation; Public Transit; and, Rural and Northern Communities Infrastructure. The ICIP provides communities across British Columbia a variety of funding opportunities to build sustainable communities, to help create long term economic growth, and to support a low carbon, green economy.

On August 12, 2020 the Province and Canada announced they are committing up to \$47 million for a second intake of the **CleanBC Communities Fund (CCF)** under the Green Infrastructure – Climate Change Mitigation sub-stream of ICIP. Local Governments will be eligible to receive up to 73% towards total eligible project costs (40% by Canada and 33.33% by the Province).

The CCF supports cost-sharing of infrastructure projects for public use and benefit that focus on: the management of renewable energy, access to clean-energy transportation, improved energy efficiency of buildings or the generation of clean energy. Eligible applicants include Local Governments, Indigenous applicants, as well as Not-for-Profit organizations and For-Profit organizations (when working in partnership with a Local Government or Indigenous government).

Program information, including Program Guide, application instructions and links to the application are now available on the ICIP website: www.gov.bc.ca/Investing-in-Canada-Infrastructure-Program. **The application intake is open with a submission deadline of November 12, 2020.**

The CCF program is designed to target projects that will be ready for construction in 2021/22 and that will take up to five years to complete. Grant approvals are anticipated in late Summer 2021.



The CCF is a collaboration between the ministries of Municipal Affairs and Housing and Environment and Climate Change Strategy and is an important component of the Province's CleanBC plan www.cleanbc.gov.bc.ca. CleanBC puts B.C. on the path to a cleaner, better future – with a low-carbon economy that creates opportunities for all while protecting our clean air, land and water.

Please also note that the **Community, Culture and Recreation (CCR)** and **Rural and Northern Communities (RNC) Programs**, under ICIP, are also currently open for applications, with the second intake deadline of October 1, 2020 for CCR and October 22, 2020 for RNC.

Every grant application is assessed in the context of published program eligibility guidelines and consideration is given to projects demonstrating alignment with program criteria. This reinforces the expectation that grant funds are allocated fairly and equitably between competing projects. Approved applications are subject to requirements and conditions which are outlined in Section 9 of the Program Guide.

The Ministry is pleased to provide advice on what is looked for in a successful application. For more information, please contact the Local Government Infrastructure and Finance Branch by telephone at: 250 387-4060, or by email at: infra@gov.bc.ca.



Brian Bedford
Acting Executive Director
Local Government Infrastructure and Finance Branch
Ministry of Municipal Affairs and Housing



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File: 1414487, 1414525, 1414526, 1414527

August 11, 2020

Central Coast Regional District
626 Cliff Street
Box 186
Bella Coola, BC V0T 1C0



Dear Central Coast Regional District:

West Coast Authorizations is seeking your input into how two forfeited properties or property complexes in the Bella Coola Valley should be approached for disposal.

When owners of rural property fail to pay property taxes the land and the improvements thereon forfeit to the Province. Lands forfeited to the Province are managed by the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD). Within the West Coast Region forfeited lands and improvements are managed by the Lands group within the larger West Coast Authorizations work unit.

In 2017 the Province demolished the forfeited Freeman House property (lands file 1413844) and reclaimed the land. Within the Bella Coola Valley one single forfeited property and one group of three forfeited properties remain to be addressed. The single property is the Old Bella Coola Theatre on Burke Avenue (lands file 1414487). The group of three properties is the Bay Motel, the adjacent house, and the separate wastewater disposal property (lands files 1414525, 1414526, 1414527) located almost opposite the Hagensburg Co-op.

Currently West Coast Authorizations is seeking a budget allocation necessary to address these properties. Subject to budget allocation, two means of address are being considered: direct removal of improvements by the Province and a Request-For-Proposal process.

Your input on whether a Request-For-Proposal approach would be appropriate for the Bella Coola Valley is sought.

A Request-For-Proposal process would have the Province publicly advertise for proposals to obtain the land in fee simple; the Province would then evaluate the proposals and provide the land in fee simple, with conditions regarding rehabilitation, to the successful proponent.

Page 1 of 1Page 1 of 2

[To]

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Proposal content and evaluation criteria would include:

- Planned schedule of property rehabilitation
- Financial cost/benefit to the Province
- Probable contributions to the local rural economy
- Potential benefits to First Nations reconciliation

With your local knowledge of these properties and of the Bella Coola Valley community and its economic opportunities your feedback on whether a Request-For-Proposal process would be appropriate for either of these properties would be appreciated.

As information, similar request has been made of the Nuxalk Development Corporation.

If you have any questions or would like to discuss further please contact Shawn Meisner, Manager Major Projects and Crown Land Sales at shawn.meisner@gov.bc.ca or 250-739-8196.

Yours truly,



Shawn Meisner, Manager Major Projects and Crown Land Sales
West Coast Authorizations
West Coast Region