



## FINANCIAL SERVICE REPORT

**To:** Courtney Kirk, CAO  
**From:** Ye-Ne Byun, Finance Manager  
**Meeting Date:** November 12, 2020  
**Subject:** Budget vs Actual January – October, 2020

### Recommendation:

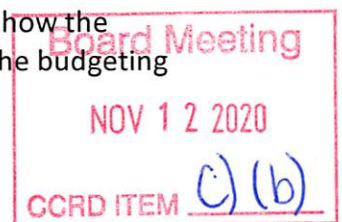
*THAT the Board of Directors of the Central Coast Regional District receives the report.*

### Service Summary/Quarterly Highlights:

COVID-19 has the regional district operating in a context of uncertainty and the pandemic is having significant financial impacts on the CCRD. The loss of variable revenue including recreation, swimming pool and especially user fee revenue at the Bella Coola Airport due to reduced transportation services has created unprecedented financial challenges. In many cases, this revenue loss will not be recaptured for several years, if ever. To mitigate the fiscal impacts, the Financial Services department and staff have been rethinking budgets to focus on core service delivery and support the provincially coordinated response to COVID-19.

To help address the challenges faced by local governments, In September, the province announced \$540 million for local governments, including \$425 million for local governments, \$100 million for Strengthening Communities, \$15 million for Development Services. In November, the province has fulfilled a commitment made in its Economic Recovery Plan by distributing \$425 million under the federal Safe Restart Agreement to local governments in BC.

The regional district will receive a Safe Restart Grant from the province through this funding stream. These funds will provide greater clarity as budgets are developed for the coming year and allow us to address increased operating costs and lost revenues due to COVID-19, emergency response costs, and other COVID-19 related impacts. This funding will also ensure the CCRD can continue to deliver mandated regional and community services. Financial services will be developing specific recommendations as to how the grant should be allocated to meet CCRD's restart needs as we progress through the budgeting process.



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

Approximately 24 separate grants are under financial administration in 2020, representing 63% of total revenues. This is in addition to the 22 mandated functions and services already under financial administration.

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

The Board began the process of re-imagining the strategic plan during a special workshop for the same on July 27 and 28, 2020. The Board adopted the new plan in principle and on an interim basis during the September 10 meeting. The final adoption in October 8, 2020 was to facilitate some specific board requested amendments. These revisions help demonstrate Administration and Board proactive efforts over the last several months to meaningfully address the heightened capacity constraints on our organization COVID 19 has presented.

The annual budget was adopted in March 2020. As noted, the board adopted the CCRD 2019-2022 Strategic Plan amendments later in the October 8 meeting arising from COVID-19 related resourcing and capacity constraints. Therefore, there may be components of the budget that don't align with the Board's updated priorities.

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

**Feasibility Studies Authorized Under the Service:**

\$42,200 had been set aside for feasibility studies related to establishment of a fire protection service on Denny Island (\$17,200), Street Lighting on Michelle Drive (\$5,000) and the contribution (\$20,000) towards a Ministry of Municipal Affairs and Housing infrastructure feasibility grant for a multi-purpose airport building at Denny Island Airport.

Denny Island Fire Protection Preliminary Study was undertaken in 2020 but the COVID strategic plan will hold progress on the other planned studies at this time.

**Financial/Budgetary:**

The Budget Variance Report for the period January to October, 2020 is attached.

January to October represents 3/4s of the regional district's fiscal year, ending December 31, 2020. Budgeting for 2021 is underway and a new initial draft 5 year financial plan will be forthcoming in December for the Board's review and consideration.

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

Financial Services is an important and key component to all services and functions and is a significant part of apportioned administration. The department strives to ensure that the regional district maintains a high degree of integrity and compliance within the organization. This is necessary to ensure our communities and neighborhoods continue to benefit from the services provided.

**CCRD Mandate for Service Delivery:**

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

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

Reviewed by:   
Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT

**Financial Variance Report  
January to October 2020**

Attached is the Revenue & Expenditures – Actual vs Budget report for the period January 1 to October 31, 2020.

**REVENUE**

**Overall, actual total revenues are about 48% of the total budget for the year.**

Note 1 – Other Revenue

Budget: \$856,900    Actual: \$165,300    Variance: \$691,600 under budget

- The funding \$50,000 from UBCM for Indigenous Cultural Safety and Cultural Humility Training and \$104,000 from UBCM for CCRD Coastal CWPP project were included in the budget but the projects have not yet proceeded due to the pending discussions with Heiltsuk for developing a scope of work for the projects.

- The budget includes \$55,000 in anticipated revenue for Central Coast regional communications committee, and food hub or food security feasibility project but the grant sources were not determined at the time of budget adoption.

Note 2 - Provincial/Federal Grants

Budget: \$6,689,700    Actual: \$2,680,600    Variance: \$4,009,100 under budget

-During the February 13-14, 2020 meeting, the Board resolved in-camera and released the following resolution to the public:

**20-02-24IC M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District authorizes execution of the Hagensborg Water Improvement District Infrastructure grant funding award between CCRD and British Columbia;

AND THAT Administration is directed to pursue a conversion process with the Hagensborg Water Improvement District and Ministry of Municipal Affairs and Housing;

AND THAT Administration is directed to pursue funding through the Ministry as per their correspondence of February 12, 2020 to explore implementation of a local community commission for governance over the service and additional review of the long term financial implications of the project and operations to the CCRD.

**CARRIED**



-The shared cost agreement between the regional district and the province for Hagensborg Community Potable Water Distribution and Treatment Project No. IG0125 was signed in March 2020, as per the authorizing board resolution noted above, in accordance with the agreement, we received \$1,462,420 in March which had not been originally contemplated in the 2020 budget due to the timing of the board resolution. The fund has not yet expended.

-The conversion process and the execution of the grant funded infrastructure project has been delayed with the onset of the COVID-19 pandemic requiring significant CCRD and provincial staff resources in response, however, staff have spent considerable time and effort over the last few months since June 2020, to develop a joint work plan, a communication strategy and to review legislative requirements related to the conversion of fire protection and water supply and distribution services. The work plan is progressing but is not yet complete. Please see “Progress Report – Proposed Conversion & Service – Hagensborg Waterworks Improvement District” released to the public on October 8, 2020 for further information on proposed conversion and service progression.

- Revenue from the UBCM Strategic Priorities Fund for both the swimming pool and the Denny Island Water System have not yet been received. The regional district recorded \$280 in revenue for the pool project (against a budget of \$2,691,300) and \$8,500 for Denny Island Water (against a budget of \$1,470,900).

-The budget includes \$250,000 in anticipated revenue for free store construction at TCWRC but the grant source was not determined at the time of budget adoption.

-\$150,000 was budgeted for the Organics Infrastructure composting project but the project has not yet proceeded due to progress on securing the matching funds required for the capital cost of the project, as the grant awarded to CCRD only covers a portion of the needed capital funds. A discussion was had with Nuxalk Nation in 2019 with the remainder of the financial support needed committed in principal, however COVID has delayed progression of the funding conversation to a full commitment of the needed funding.

Note 3 –User Fees and Charges

Budget: \$343,100    Actual: \$213,600    Variance: \$129,500 under budget

-User fees and charges at the swimming pool is under budget by only \$ 4,400 in spite of a shortened operating season due to the pandemic.

- User fees are in line with budget projections at the Thorsen Creek Waste & Recycling Centre.

-Slow Pitch and other recreation fees (concession building rentals) in Bella Coola Parks and Recreation is under budget by \$4,000, as a result of closure of non-essential services to comply with physical distancing restrictions.

- With COVID-19, airport revenues have taken a huge hit. User fees and charges fall short of budget projections at the Bella Coola Airport by \$114,000 due to reduced transportation services. Revenue from passenger fees alone is under budget by \$105,000 which is down by approximately \$98,900 over the same period in 2019. Staff have been extremely cautious around expenditure and we continue to work on our 2021 budget that seeks to manage the deficit from the pandemic while continuing essential services.

**EXPENDITURES**

**Overall, approximately 20% of the total budgeted expenditures have been expended.**

**ADMINISTRATIVE SERVICES**

**Community Works Fund**

- Funds have been earmarked for the Centennial pool retrofit project, the Denny Island water system project, asset management planning, developing the landfill closure plan, and the landfill conformance review.

- \$6,000 of the \$95,000 has been spent on engineer services delivered by Morrison and Hershfield for landfill preliminary review and lifespan analysis.

**Feasibility Studies**

- \$3,800 has been spent on Denny Island Fire Protection Preliminary Study.

-\$38,400 remains unspent in the feasibility studies budget for Street Lighting on Michelle Drive, and the contribution towards a Ministry of Municipal Affairs and Housing infrastructure feasibility grant for a multi-purpose airport building at Denny Island Airport.

**General Operations**

-Approximately, 67% of expenses have been expended to date including financial service fees, consulting fees for IT support, payroll and other operating expenses.

-Financial service fees have been recovered partially by funding from EMBC and we have been able to provide ongoing support for CCRD EOC financial processes and accounting.

-The capital works budget has been exceed by approximately \$6,000 for upgrading our central server which was necessary as we experienced a critical failure in our previous server and we were in urgent need of a substantially upgraded server. This emergency purchase of office server was approved by board resolution at the July 9, 2020 meeting. The overage has been derived from other sections of the general operations budget.

### **Grants in Aid**

- All 2020 grants have been disbursed to community groups approved by the board at the February 13-14, 2020 meeting.
- Remaining funds (\$5,625) will be carried forward to 2021.

### **DEVELOPMENT SERVICES**

#### **Economic Development**

- \$2,000 of the total Economic Development Initiatives budget (\$143,000) has been expended. The budget includes funding from Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement. (Nuxalk Nation cultural liaison and interpretation, trailhead kiosks, carving and installation of cultural pieces, airport greenspace and play area at the airport, Klonik riverside greenspace and viewing area, trail rehabilitation and construction, and a pedestrian bridge at the Beaver Pond.)
- \$6,000 has been spent on Community Promotion Video project funded by Northern Development Initiative Trust.
- The budget presumes potential grant revenue to offset a budget of \$55,000 which was not secured for a special project budget for Central Coast regional communications committee, and food hub or food security feasibility study. The funding sources for the regional communications committee and food hub/security feasibility project have not been found, as such this portion of the budget remains unexpended.
- \$9,000 has spent on the business plan workshop in conjunction with Bella Coola Valley Learning Society funded by the province. The project was completed in 2020, and we commenced claim submission and received payment accordingly.

#### **Land Use Planning**

- There is no significant financial activity to date but \$25,000 of the total housing needs assessment project budget (\$78,000) has been spent on Urban Systems Ltd's professional services in regard to further analysis and charting of quantitative data and collection of engagement surveys and entering them in engagement database.

#### **Street Lights**

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



**ENVIRONMENTAL SERVICES**

**Solid Waste Management**

- \$258,000 of the total Solid Waste Management budget (\$715,000) has been expended.

- \$16,000 remains unspent in the capital works budget for fencing the landfill and installing a septic system at Thorsen Creek Waste and Recycling Centre.

- \$7,000 remains unspent in the Solid Waste Management maintenance budget for mowing, weed eating contract or other maintenance projects.

- The budget presumes potential grant revenue to offset a budget of \$250,000 which was not secured for a special project budget for free store construction. The source of funds has not yet been determined as such this portion of the budget remains unexpended.

- As noted above, \$150,000 was budgeted for the Organics Infrastructure composting project, but the project has not yet proceeded due to progress on securing the matching funds required for the capital cost of the project, as the grant awarded to CCRD only covers 2/3 of the needed capital funds. Discussions for the remaining capital costs of this project are pending with the Nuxalk Nation.

**Bella Coola Waterworks**

- There has been no significant financial activity to date.

- \$19,000 was budgeted for replacement of gate valve and main water meter-in but this has not yet expended.

- The annual payment to the Nuxalk Nation for water supply (\$21,275) has been paid out. This amount has not been changed since prior to 2009.

**Denny Island Waterworks**

- \$8,500 of the \$1,471,000 has been spent on engineering services delivered by Urban Systems for the Denny Island Water System project. Please see the monthly technical reports from Urban Systems for further information on project progression.

**LEISURE SERVICES**

**Parks & Recreation – Bella Coola**

- \$11,000 remains unspent for capital works including raising field fence lines at the ball field and installing railing on the concession building.

- \$8,000 of the total maintenance budget (\$19,000) has been spent on labour cost for re-staining at the concession, ground and site maintenance at Walker Island and Nusatsum Park.

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

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

### **Recreation – Denny Island**

- There are no expenditures to report with the exception of \$290 expenditure for Easter supplies.

- The remaining funds (\$13,700) for initiatives associated with the Active Communities Project from Vancouver Coastal Health will be spent in the new scope of this project, trail construction in Denny Island. We anticipate the completion of the project by the end of 2020.

### **Swimming Pool**

- Overall, \$105,000 has been expended against the budget of \$3,101,000.

- Payroll expenses are \$10,000 under budget due to a shortened operating season made necessary by COVID-19.

- \$2,971,000 was deferred to 2020 for the pool retrofit project and the project is largely unexpended.

### **Vancouver Island Library**

- Expenditures are in line with budget projections.

- 3<sup>rd</sup> Quarter levy payment has been made directly to VIRL for 2020. The last payment will be paid out in November, 2020.

## **PROTECTIVE SERVICES**

### **Emergency Management**

- There has been no significant financial activity to date. Expenses for all active emergency tasks are recorded in the following schedule.

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

**Emergency Management Initiatives**

-\$6,500 of the total UBCM FireSmart Planning & Activities Grants budget (\$20,000) has been expended on the FireSmart training in the outer coast. We commenced claim submission and received the payment.

- The budget includes funding (\$150,000) from UBCM for the Bella Coola Valley LiDar Survey and Ortho-imagery project and the contribution (\$52,000) from the Ministry of Transportation and Infrastructure for obtaining LiDar data for the Highway 20, Bella Coola Valley. The acquisition of the LiDar data has been completed, the Lidar project cost has been recovered partially by funding from the Ministry (\$52,000) and the rest of the cost will be offset by funding from the UBCM for the Bella Coola Valley LiDar Survey and Ortho-imagery project. We anticipate the completion of the project by the end of 2020. The balance of funding will be available upon the completion of the project.

- The regional district has also been approved for grant funding (in 2018) for a Bella Coola Valley Risk Assessment and Flood Modeling project in the amount of \$500,000 and this remains unexpended in 2020. This funding stream will allow us to move to the next phases of the Bella Coola Valley Flood Risk Assessment and Modeling project after wrapping up of Phase 1 funded through UBCM Community Emergency Preparedness Fund (\$150,000). The completion date of the project has been extended to September, 2021.

- The CCRD was awarded a grant of \$50,000 from UBCM for Indigenous Cultural Safety and Cultural Humility Training and \$104,000 from UBCM for CCRD Coastal CWPP project and the funds have not yet been expended.

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

**Fire Protection**

- There is no significant financial activity to date.

- The CCRD was awarded a grant of \$25,000 from UBCM for Bella Coola Fire Department Equipment Update Project and one half of the grant was received in August, the balance of funding will be available upon the completion of the project. The order for firefighting personal protective equipment has been placed but the expenditure has not yet incurred.



Additionally, the \$65,000 grant received from the BC Fire Chiefs Association/Red Cross will allow the departments to renew much of its equipment.

- \$9,000 remains unspent in the capital works and the building maintenance budget for an electric door opener and the paintwork at the fire hall.

-\$5,000 was budgeted for consulting fees with regard to developing a training plan, operations manual, and management of grant projects but this has not yet expended.

**TRANSPORTATION SERVICES**

**Bella Coola Airport**

-As noted above, the sudden and dramatic loss of user fee revenue at the Bella Coola Airport has a significant impact on the operating budget. In response to this financial impact, staff have been reviewing discretionary costs for opportunities to reduce costs and re-evaluating the budget and as a result, some of the capital works projects and the maintenance projects have been put on hold in 2020.

-\$26,000 budgeted for terminal updates, a fence replacement, and other improvement have not occurred.

-\$21,000 remains unspent for brush removal, crack sealing contract, mowing weed eating contract, and other building or equipment maintenance.

-\$30,000 budgeted for Safety Management Systems preparation and external audit consulting fees has not yet occurred but in our efforts to sustain essential public services while limiting the financial impact through utilizing further cost reductions, Bella Coola Airport’s certification is reinstated in 2020.

- \$900 of the \$3,600 has been spent on the obstacle removal project at Bella Coola Airport which is funded from BC Air Access Program (BCAAP). Reporting of expenses and claims for reimbursement will be submitted to the BC Air Access Program when the project is completed.

-The remaining funds (\$30,210) from Rural Dividend for Bella Coola Airport Tourism and Capacity Enhancement has not been expended.

**Denny Island Airport**

-\$11,800 has been spent on crack sealing project at Denny Island Airport which was completed in Feb, 2020.

- \$5,500 was budgeted for brushing the runaway and \$8,400 has been spent on the project.

- Overall, expenses are below budget by \$15,000.

## Central Coast Regional District Revenue and Expenditures - Actual vs Budget By Service

	<u>Jan-Oct 20</u>	<u>2020 Budget</u>
<b>Revenue</b>		
Apportioned Administration Fees	496,298	496,298
Local Property Taxation	760,260	760,261
Nuxalk Nation Contributions	105,000	105,000
Other Revenue	165,281	856,837
Provincial/Federal Grants	2,680,613	6,689,705
Regional Hospital District	13,500	13,500
User Fees & Charges	213,602	343,101
<b>Total Revenue</b>	<b>4,434,554</b>	<b>9,264,702</b>
<b>Expenditures</b>		
<u>Administrative Services</u>		
Community Works Fund	6,111	610,600
Feasibility Studies	3,813	42,204
General Operations	685,240	1,025,579
Grants In Aid	12,600	18,340
<u>Development Services</u>		
Economic Development	118,680	323,154
Land Use Planning	137,708	195,036
LSA Street Lighting (BC Townsite)	11,981	14,436
Valley Street Lighting	6,026	6,935
<u>Environmental Services</u>		
Solid Waste Management	258,429	715,271
Waterworks (Denny Island)	18,183	1,480,544
Waterworks Operating (LSA BC Town site)	36,771	78,619
Waterworks Capital (LSA BC Townsite)	4,556	9,113
<u>Leisure Services</u>		
Parks and Recreation - Bella Coola	32,503	982,681
Recreation - Denny Island	2,848	34,516
Swimming Pool	105,023	3,101,203
Regional Library (VIRL)	48,269	68,496
<u>Protective Services</u>		
Emergency Management	47,718	84,200
Emergency Mgmt Initiatives (FPP)	208,415	852,229
Fire Protection (LSA Townsite)	29,814	93,213
House Numbering	1,104	1,104
<u>Transportation Services</u>		
Airport - Bella Coola	200,761	372,292
Airport - Denny Island	23,736	39,349

### Central Coast Regional District Revenue and Expenditures - Actual vs Budget By Service

	<u>Jan-Oct 20</u>	<u>2020 Budget</u>
<b>Total Expenditures</b>	<u>2,000,289</u>	<u>10,149,114</u>
<b>Excess (Deficiency) of Revenue over Expenditures</b>	2,434,265	(884,412)
<b>Other Income/Expense</b>		
<b>Other Income</b>		
40004 · Surplus, beginning of year		<u>1,194,206</u>
<b>Total Other Income</b>		<u>1,194,206</u>
<b>Other Expense</b>		
50204 · Deficit, beginning of year		
50224 · Surplus, end of the year		<u>309,794</u>
<b>Total Other Expense</b>		<u>309,794</u>
<b>Net Other Income</b>		<u>884,412</u>
	<u>2,434,265</u>	<u>                    </u>





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**CCRD SERVICE REPORT**

**To:** Courtney Kirk, CAO  
**From:** Ken McIlwain, Operations Manager  
**Meeting Date:** November 12, 2020  
**Subject:** SOLID WASTE SERVICE UPDATE

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**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District receives the Solid Waste Service Report dated November 12<sup>th</sup>, 2020.*

**Service Background:**

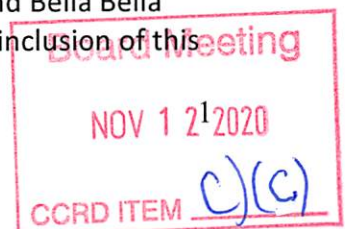
The CCRD is responsible for provision of solid waste management and recycling services in electoral areas C,D and E and solid waste planning services to all electoral areas within the regional district. The regional district also delivers solid waste and recycling services to the Nuxalk Nation through 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 (SWMP) 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. Approval was also contingent on the CCRD submitting a Landfill Criteria Conformance Review of Thorsen Creek Landfill by September 30, 2021.

During the ministerial review of the CCRD’s SWMP, the province asked the CCRD to commit to further consultation/outreach with all communities in the district. This is a strong reminder of the legislative requirement for regional solid waste planning. The following is an excerpt from the approval letter from Minister Heyman:

1. **By December 31, 2022, the CCRD must submit to ENV a Five Year Effectiveness Review. In addition to the scope outlined in the SWMP, the review must also include the following:**
  - a. **A summary of outreach efforts to all the communities within the regional district, but outside the scope of the SWMP. Communities to be consulted should include, but not be limited to: Ocean Falls, Denny Island, Oweekeno and Bella Bella. The summary must include a synopsis of the consultation completed and a plan for ongoing consultation.**
  - b. **A list of all known active and closed municipal solid waste landfills that have an active authorization (for example, an operational certificate or permit) or an abandoned permit, typically with incomplete or ongoing closure or post-closure requirements. The list should also include those landfills operated through federal funding. Landfills for which the authorization has been cancelled or the permit abandonment requirements have been completed, as well as unauthorized dumps, do not have to be listed in the SWMP. However, the CCRD can voluntarily include those sites in the list for information purposes.**

In addition to consultation efforts, CCRD staff are responsible, each year, for gathering and submitting regional waste data to the Ministry of Environment and Climate Change.

While there are clearly regional responsibilities and resources allocated around solid waste management, there is no established regional district service to recover costs associated with these efforts. In anticipation of increasing costs associated with community engagement throughout the region, staff are examining how best to segregate and budget for these costs

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:**

- The CCRD is currently seeking proposals for the Operation of Thorsen Creek Waste and Recycling Centre. The deadline for proponents to submit proposals is November 26, 2020. Proponents are encouraged to present an option for enhanced operation of the Share Shedd/Free Store.
- CCRD has contracted engineers of Record, Morison & Hershfield to undertake landfill engineering works. The work is progressing well. Task 1: Preliminary Landfill Conformance Review is now complete. This phase of the project was completed at a cost of \$6900. This is \$1900 over the budgeted amount of \$5000. This will be absorbed by the project contingency.

Significant progress has been made in developing filling plan options in order to complete the lifespan analysis. The CCRD Operations Manager reviewed and commented on these options.

Currently, engineers are working on identifying the long-term liability associated with the landfill; specifically, the closure costs. It is challenging coming up with unit rates for things like topsoil when these are very difficult to come by locally. The unit rates that are normally applied in other regions of the province, are in most cases not applicable to the Bella Coola Valley.

- 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 underway, staff are reviewing options to address an expected revenue shortfall as the Provincial Basic Grant amount that was traditionally a large component of the Solid Waste Budget, is reallocated into CCRD general revenue. There is already an inability to undertake basic capital works projects and equipment replacement. There is also the need to address the future operational costs associated with introduction of the planned centralized composting program in 2022. The procurement of a new Operations Contract for 2021 also means there is less certainty around operating costs for the landfill and transfer station.

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

- Logistics around the pick-up and transport of Recycle BC materials are gradually improving after many months of frustrating setbacks. The CCRD Recycling Attendant is to be commended for his patience and persistence in seeing our depot serviced in an acceptable manner
- Tire pick-up was originally scheduled for early September, but has been cancelled by the transportation company until next spring.
- Pick-up of used oil/antifreeze containers, anti-freeze and oil filters took place in September. Recycling/landfill staff managed to fill an entire 53' semi trailer to the brim with used oil recyclables.

#### **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 for funding under the Community Works Fund – Gas Tax in 2020:

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

These two projects have been somewhat modified in order to provide the information necessary for the CCRD Board of Directors to make informed decisions around the viability of the landfill going forward and also to address audit findings which require CCRD to identify the long-term liability associated with the landfill. Landfill engineers Morrison & Hershfield are completing a Preliminary Landfill Conformance Review, a Landfill Lifespan Analysis, and Options Analysis and a Landfill Liability Estimate. These form components of the Landfill Development, Operation and Closure Plan.

#### **Feasibility Studies Authorized Under the Service:**

N/A

#### **Board Priorities - CCRD Strategic Plan Amendment 2019 – 2022:**



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

**Rationale:**

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

With respect to the CCRD Board's Strategic Priorities shown in the table above, staff have advanced *Priority Project #1 – Conformance review and compliance*. A draft Preliminary Compliance Review has now been completed by engineering firm Morrison & Hershfield. *Project #2 Bylaw Updates* is now being worked on by operations and finance staff. A new rates and charges bylaw is in the initial stages of development in anticipation of the need for additional revenues to fund the solid waste service.

*Project #3 Composting Facility Design and Construction* has not been initiated. Staff are currently looking for options to secure matching funds in the amount of \$50,000 in order to access approximately \$100,000 in funding from the provincial Organics Diversion Infrastructure Program.

**Financial/Budgetary:**

**Total Budget (Including Grants):**

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

Percent total expenditures to November 5, 2020: \$258,429 or 65%

**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: \$258,429 or 86%

**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 and time required to process all the used oil/antifreeze recyclables collected over the past four years. Snow removal costs were also far higher than anticipated. Revenues from recycling collection incentives appear to be on track to meet or exceed budgeted amounts.

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 completely factored in for October, however they currently sit at \$23,441, well short of the budgeted annual tipping fee revenue of \$30,000. One reason for this is that we did not have a spring-cleaning event this year. Normally this brings in several thousand dollars of revenue but also results in an increase to operational costs associated with keeping the landfill open for 2 weeks straight.

**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:**

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



# PROJECT UPDATE



Date: November 9, 2020  
 To: Ken McIlwain  
 From: Jacob Scissons  
 Subject: **DENNY ISLAND COMMUNITY WATER SYSTEM  
 PROJECT UPDATE – OCTOBER 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

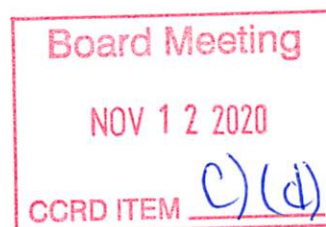
- Vancouver Coastal Health (VCH) has issued the *Water Supply System Construction Permit* for the CCRD water distribution system, which is valid for one year from March 6, 2020. An extension will be requested to reflect the construction schedule.
- The Ministry of Transportation and Infrastructure (MOTI) *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

- Steve Emery Contracting has initiated the reservoir supply and distribution piping contract for School District #49 with materials on site and excavation expected to begin next week.
- School District #49 has issued the water treatment plant Request for Proposals to three invited proponents who specialize in fabrication of pre-engineered facilities of this nature. Submissions are due November 26<sup>th</sup>.
- The electrical engineer (Ted Watanabe) is in contact with BC Hydro regarding the new electrical service required for the water treatment plant. Options being considered are a new overhead service from Airport Road or a new underground service from the school.

## 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*.
- The watermain alignment will be refined targeting the optimal position within the road right-of-way, which will be partially informed by the trenching observations during the School District #49 works.



## PROJECT UPDATE

Date: November 9, 2020  
File: 3383.0005.02  
Subject: DENNY ISLAND COMMUNITY WATER SYSTEM  
Page: 2 of 2

- The water service connection locations to each lot in the service area will be reviewed to ensure that each property is serviced by a fronting watermain. Further the position for the water meter box relative to the property line will be reviewed as will the protocols for how / when physical connection to the home is authorized.
- Hydrant positions will be reviewed, targeting an approximate spacing of 150 metres with adjustments based on ensuring sufficient access to hydrants and maximizing fire protection benefits.
- The procurement approach and phasing for construction of the CCRD water distribution system will be reviewed.
- 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

U:\Projects\_KAM\3383\0005\02\C-Correspondence\C1-Client\2020-11-09 Denny Island Water System - October 2020 Update.docx



**To:** Courtney Kirk, CAO

**From:** Evangeline Hanuse, Planning Coordinator

**Meeting Date:** November 12, 2020

**Subject:** PLANNING AND LAND USE: HOUSING NEEDS ASSESSMENT SERVICE UPDATE

**Recommendation:**

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

**Service Background:**

Municipalities and regional districts in B.C. are required to complete housing needs reports by April 2022 and every five years thereafter.

Housing needs reports are a way for communities to better understand their current and future housing needs. These reports can help identify existing and projected gaps in housing supply by collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. A housing needs report is critical to developing a housing strategy or action plan.

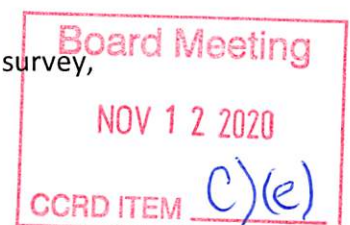
The Planning Coordinator is the lead staff tasked with liaising with Urban Systems in their involvement with the housing needs report.

**Quarterly Highlights:**

After the COVID-19 pandemic was declared the Housing Needs Assessment was put on hold. There were social distancing requirements placed and the CCRD was engaged in emergency operations activations.

Currently, the Housing Needs Assessment is going forward in a deliberate and careful manner. Discussions with Heiltsuk leadership have been reinvigorated and plans are to next survey Denny Island residents on their housing concerns. Ocean Falls residents have already been surveyed.

Some challenges we have overcome are glitches with the online version of the survey, which Urban Systems Ltd. have helped solve.





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

Although the Housing Needs Assessment is not directly in the current Strategic Plan, it is an operational need due to new legislative requirements as set out by the *Local Government Act*.

**CCRD Mandate for Service Delivery:**

The requirements related to housing needs reports are detailed in legislation and associated regulations:

- *Local Government Statutes (Housing Needs Reports) Amendment Act, 2018, S.B.C. 2018, c. 20*

*Local Government Act*

- Section 429 (2.1) – Content of regional growth strategy
- Section 473 (2.1) – Official community plan content and process requirements
- Part 14, Division 22 – Housing needs reports
- Housing Needs Report Regulation (OIC, Order-in-Council 205)

Respectfully Submitted by:

\_\_\_\_\_   
Evangeline Hanuse, Planning Coordinator



82

Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: info@virl.bc.ca w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 30, 2020

Chair Samuel Schooner  
Central Coast Regional District  
PO Box 186, 626 Cliff Street  
Bella Coola, BC V0T 1C0  
Original sent: [sschooner@ccrd-bc.ca](mailto:sschooner@ccrd-bc.ca)

Dear Chair Schooner,

**Re: Appointment to the 2021 Vancouver Island Regional Library Board**

It is time to consider your 2021 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

In appointing your representative, the *Library Act* (August 12, 2020), section 17 (2) states:

**"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."**

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Please submit the following items by December 7, 2020 for both your Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial Statement of Disclosure (original or copy from the municipality/district for 2021)
3. VIRL 2021 Appointment form
4. Electronic File Transfer (EFT) form (for travel expense reimbursement)

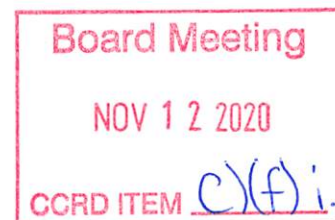
**By December 7, 2020, please return completed forms to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca).** Please call 250-729-2310 or [email](mailto:mpatterson@virl.bc.ca) if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS  
Executive Director

CC: Courtney Kirk, CAO, Central Coast Regional District



Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



# Board of Trustees 2021 Appointment Form Trustee

The \_\_\_\_\_ has appointed as *Trustee* \_\_\_\_\_  
*Municipality/ Regional District* *Name and Title*

on the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2021. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

### Trustee Information

Mailing/Courier Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Email

Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

### Phone (Check main contact number)

Home: \_\_\_\_\_  Cell: \_\_\_\_\_  
 Other: \_\_\_\_\_

### Birthdate (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

### Staff Contact

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Trustee Signature* *Date*

Submit by December 7, 2020 to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca) with:

- a Certified Copy of the Resolution
- a Statement of Financial Disclosure
- an EFT (electronic file transfer) form for expense claim reimbursements

Thank you.





## Board of Trustees 2021 Appointment Form Alternate

The \_\_\_\_\_ has appointed as *Alternate* \_\_\_\_\_  
*Municipality/ Regional District* *Name and Title*

on the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2021. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

### Alternate's Information

Mailing/Courier Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Email

Primary: \_\_\_\_\_ Secondary: \_\_\_\_\_

### Phone (Check main contact number)

Home: \_\_\_\_\_  Cell: \_\_\_\_\_  
 Other: \_\_\_\_\_

### Birthdate (required for insurance purposes)

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

### Staff Contact

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
*Alternate's Signature*

\_\_\_\_\_  
*Date*

Submit by December 7, 2020 to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca) with:

- a Certified Copy of the Resolution
- a Statement of Financial Disclosure
- an EFT (electronic file transfer) form for expense claim reimbursements

Thank you.



## Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

## Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

## Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>



### Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no  yes

**If yes, please list the following information below & continue on a separate sheet as necessary:**

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

\_\_\_\_\_

*signature of person making disclosure* *date*

### Where to send this completed disclosure form:

#### Local government officials:

**... to your local chief election officer**

- with your nomination papers, and

**to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Print Form

Clear Form

#### School board trustees/ Francophone Education Authority directors:

**... to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

#### Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

#### Designated Employees:

**... to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position



Minutes for Denny Island Recreation Commission meeting Sept 25th 2020

Call to order 7:01pm

In Attendance: Ramona Goossen, Dan Bertrand, Lon Sheehan, Victoria Graham - all via Zoom call

Our meeting tonight is to discuss the proposals received for the construction of new trails on Denny Island using the grant money provided.

We have received two proposals, one from Zac Dunn and one from Krista Roessingh. Krista has recused herself from the meeting and any discussions surrounding the proposals as this is a conflict of interest.

Dan walks the group through our documents and review criteria for the Trail Building proposal - recon, site visit, flagging, brushing, garbage removal, dead fall, digital map production. Discussion regarding each of the proposals and the possibility of the two parties working together to cover all aspects of both proposals. Lon to discuss this option with Krista and Zac. Discussion as to what duties could be split and where the two parties can work together.

Resolution - Dan, Ramona

The Denny Island Recreation Commission having reviewed the separate proposals for trail work submitted by Zack Dunn and Christa Roessing moves that the two proponents consider submitting a joint proposal with a full cost breakdown to complete the maintenance to the existing trails, as well as preliminary trail cutting work to the proposed new trails proposed by both of them in the areas of Eddie Lake, and between the Airport and Gullchucks Lake. As well as material ordering for boardwalks to be installed in the future pursuant to a further request for proposals to be October 28, 2020. And that the joint proposal include an option for effectively using all of the DIRC's grant of approximately \$13,000 for further trails proposed by the proponents.

The Denny Island Recreation Commission also moves to ask Vancouver Coastal Health for a further extension to the grant in order for the Recreation Commission to secure the approval of the Ministry of Forests Lands natural resources, as well as to consult with the Heiltsuk's Integrated resource management department

Resolution passed - all in favour

Meeting moves to Area A business

Resolution: Dan, Lon

the Denny Island Recreation commission resolves that the requisition area in its constating bylaw for the service be amended to include only Denny Island and not the rest of Area A.

Resolution passed - all in favour.

Meeting adjourned 7:47 pm



Rec Commission Meeting

Nov 4, 2020

7:30

Members called to order

Members present

Ramona, Krista, Victoria, Lon

New business:

Spending for Christmas

Motion to spend on \$40/child for individual presents, appx. 12 kids and appx. \$500 total

M/C Krista/Ramona, passed

Motion to put together care packages for certain people for Christmas, including meals and hamper items.

M/C Krista/Ramona, passed.

A google doc will be created to list recipients and items to include, and a date will be chosen to put it all together.

Adjournment at 7:45

<p>Board Meeting</p> <p>NOV 12 2020</p> <p>CCRD ITEM <u>C(g)iii.</u></p>
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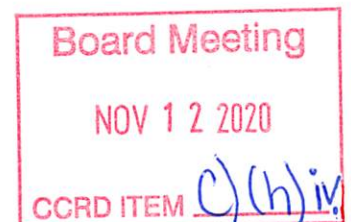
# Centennial Pool Commission

## Minutes

9 October 2020

Present (via teleconference): N. Koroluk, J. Kennedy, K. Lansdowne, C Nygaard, C. Hoppe, C. Kirk, J. Cole

1. Season Summary – Despite poor weather this season, the staff did a tremendous job at keeping programs and facilities running smoothly. Parents expressed gratitude that this community resource was kept available during this COVID summer. Supervisors season summary received by CAO.
- 2, Letter to Red Cross – CAO reply to the request from the Red Cross
- 3, Budgeting 2021 - Commission to start thinking about 2021 season. Budget session to be set with CFO.



Centennial Pool Commission

Minutes

21 October 2020

Present (via Zoom): C. Kirk, C. Hoppe, C. Nygaard, N. Koroluk, J. Cole

1. Letter to Red Cross – CAO reported that she had corresponded with the Red Cross and that as a result, they had closed their file on this matter.

2. Budget – The discussion focused on the high level priorities for the pool for the coming year, in conjunction with the general plans of the CCRD.

Areas covered included COVID-related issues (if they are necessary next year), payroll, training (a priority), and maintenance.

Schedule a safety inspection on the facility and the findings will be incorporated into the 2021 budget.

Next meeting, via Zoom: Wednesday, 18 November, 5 PM

Board Meeting  
NOV 12 2020  
CCRD ITEM O(h) v.



# PROJECT UPDATE



Date: November 9, 2020  
 To: Ken McIlwain  
 cc: Heather MacKnee  
 From: Jacob Scissons  
 Subject: **BELLA COOLA VALLEY FLOOD RISK ASSESSMENT AND MODELLING  
 PROJECT UPDATE – OCTOBER 2020**

## KEY INFORMATION

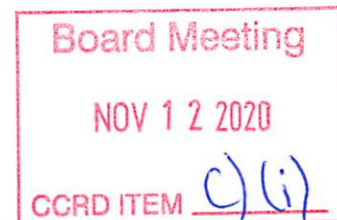
The following dates, reporting requirements, and funding limits are key for this project:

- LiDAR Cost-Sharing Agreement
  - Agreement between the Ministry of Transportation and Infrastructure (MOTI) and CCRD
  - Expiration date extended to July 31, 2020
  - Contribution of \$52,000 towards LiDAR data
- Community Emergency Preparedness Fund (CEPF)
  - Administered by Union of BC Municipalities (UBCM) with technical support from Emergency Management BC (EMBC)
  - Completion Date extended to November 15, 2020
  - Reporting Deadline extended to December 18, 2020
  - Funding total of \$150,000
- Disaster Mitigation Unit Grant
  - Administered by EMBC
  - Completion Date extended to September 30, 2021
  - Quarterly Reports due at the end of March, June, September, and December
  - Funding total of \$500,000

## PROJECT OVERVIEW

There are five phases to the Bella Coola Valley Flood Risk Assessment and Modelling project, which are as follows:

- Phase 1 – LiDAR Acquisition and Mapping
- Phase 2 – Data Collection and Preliminary Analysis
- Phase 3 – Detailed Analysis and Modelling
- Phase 4 – Reporting and Mitigation Planning
- Phase 5 – Implementation



## PROJECT UPDATE

Date: November 9, 2020  
File: 3383.0007.01  
Subject: BELLA COOLA VALLEY FLOOD RISK ASSESSMENT AND MODELLING  
Page: 2 of 2



Phase 1 is funded through the Community Emergency Preparedness Fund while Phases 2 through 5 are supported by the EMBC Disaster Mitigation Unit Grant.

**RECENT WORK COMPLETED**

- The LiDAR dataset and ortho-imagery provided by Terra Remote Sensing has been processed into "tiles" so that the data / information can be utilized via files of a manageable size. The CCRD has been provided with a storage device containing this information.
- The site reconnaissance was carried out in early October, which included an aerial survey, ground reconnaissance, river drift, and local representative knowledge sharing.
- Significant precipitation and increased river / creek levels were experienced in mid-October. This prompted flood response / recovery discussions via coordination calls with EMBC and others. Through this peripheral work, additional study area context and background documents were gathered which will benefit this assignment.
- The phase 1 summary report has been finalized and is pending submission to UBCM.

**NEXT STEPS**

- The CEPF technical and financial reporting will be completed, such that the UBCM / EMBC program deadlines are met.
- The scope of work for Phase 2A (completion of climate change adaptation, local support for site reconnaissance, development of natural hazard assessment framework) is being finalized for CCRD review and authorization.
- The project team is preparing the scope / approach for Phase 2B (geohazards risk assessment and supplemental ground / channel cross-section survey) and Phase 2C (Flood Focus Group compilation and public communication / engagement).

Sincerely,

**URBAN SYSTEMS LTD.**

A handwritten signature in black ink, appearing to read "J Scissons".

Jacob Scissons, P.Eng.  
Project Manager

U:\Projects\_KAM\3383\0007\01C-Correspondence\C1-Client\2020-11-09 Bella Coola Valley Flood Risk Assessment and Modelling - October 2020 Update.docx



94

October 27, 2020

Ref: 256881

Samuel Schooner, Chair  
and Members of the Board  
Central Coast Regional District  
PO Box 186  
Bella Coola BC V0T 1C0

Dear Chair Schooner and Board Members:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

As Deputy Minister, I write to acknowledge topics raised during your conference call, which included the Hagensborg Waterworks District conversion and the critical role that potable water plays in priority areas for your community such as affordable housing, the federal commercial rent relief program, and the Central Coast Regional District's infrastructure priorities.

I would like to congratulate the Regional District on securing \$3.7 million in funding through the Investing in Canada Infrastructure Program's Environmental Quality Program for the Hagensborg Waterworks District conversion. The ministry understands that you are incurring some administrative costs to convert the improvement district to a local government service, and that the grant provided through the ministry is mitigating a portion of these costs.

If you have any specific questions and feedback about the improvement district conversion, including strategies for navigating the process, I encourage you to contact Marijke Edmondson, Director, Governance Structures, Governance and Structure Branch, by telephone at: 778 698-3227, or by email at: [Marijke.Edmondson@gov.bc.ca](mailto:Marijke.Edmondson@gov.bc.ca).

There was also discussion of the federal commercial rent relief program and other infrastructure priorities for your Regional District. Now that we are in the election period, issues regarding future funding programs must be deferred until after the election is complete and the incoming government is in place. As options for future funding and support are finalized, all governments will be notified.

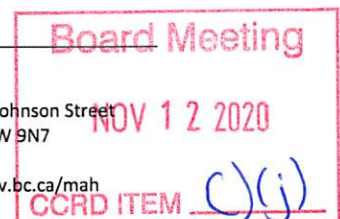
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Ministry of Municipal Affairs  
and Housing

Office of the  
Deputy Minister

Mailing Address:  
PO Box 9490 Stn Prov Govt  
Victoria BC V8W 9N7  
Phone: 250 387-9108  
Fax: 250 387-7973

Location:  
6th Floor, 800 Johnson Street  
Victoria BC V8W 9N7  
<http://www.gov.bc.ca/mah>



Samuel Schooner, Chair  
and Members of the Board  
Page 2

Thank you, again, to your delegation for the meeting.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kaye Krishna', with a long horizontal flourish extending to the right.

Kaye Krishna  
Deputy Minister

pc: Courtney Kirk, Chief Administrative Officer, Central Coast Regional District  
Marijke Edmondson, Director, Governance Structures, Governance and Structure Branch





October 27, 2020

Samuel Schooner, Chair  
Central Coast Regional District  
Email: [sschooner@ccrd-bc.ca](mailto:sschooner@ccrd-bc.ca)

Dear Chair Samuel Schooner and Board:

I am writing to follow-up on the telephone meeting that your delegation had at this year's virtual UBCM Convention with the Honourable Mike Farnworth, Minister of Public Safety and Solicitor General, Parliamentary Secretary Jennifer Rice, and me. It was a very good opportunity for us to hear first-hand the matters of importance to you and your community that relate to the emergency management portfolio.

I appreciate your keen interest in emergency management given the responsibilities that local governments have under the *Emergency Program Act*, as well as your commitment for the safety and security of the people of the Central Coast Regional District (CCRD). The global pandemic has been a significant challenge to us all, and I want to recognize the leadership you have demonstrated to your residents and community during this stressful time.

During this year's UBCM meeting, we discussed the Memorandum of Understanding (MOU) between Emergency Management BC (EMBC), the Nuxalk Nation, and the CCRD. I acknowledge the challenges that the CCRD and the Nuxalk Nation are experiencing during the COVID-19 pandemic response.

The Province understands that assistance is needed to maintain established relationships and that there are ongoing issues that affect the health and well-being of those working in response to the pandemic as well as residents and members of your communities. As deputy minister of EMBC, I committed to connecting with my counterparts in the Ministries of Health and Mental Health and Addictions to support the CCRD. EMBC is also available to determine the required supports to assist the communities moving forward.

As mentioned during the meeting, we continue the important work to modernize emergency management legislation to ensure that it embraces all four pillars of emergency management that reflects the lessons learned from recent emergency events including the current pandemic. We hope you took the opportunity to provide input into the engagement process.

.../2

Ministry of Public Safety  
and Solicitor General  
  
Emergency Management BC

Office of the Deputy Minister

Mailing Address:  
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2261 Keating X Road  
Saarichton BC V8M 2A5  
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Board Meeting  
OCT 27 2020  
CCRD ITEM C)(K)

Chair Samuel Schooner  
Page 2/2

Now that we are in the interregnum period, issues regarding future funding programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming elected official for this portfolio.

Thank you, again, to your delegation for the meeting.

Sincerely,

A handwritten signature in black ink that reads "Lori Halls". The signature is written in a cursive, flowing style.

Lori Halls  
Deputy Minister  
Emergency Management BC

pc: Courtney Kirk, CAO, Regional District of Central Coast

Reference: 576875