



# Central Coast

## REGIONAL DISTRICT

*That we may be good people together*

### DRAFT REGULAR BOARD MEETING MINUTES

DATE: March 12, 2020

#### ATTENTION

These minutes are draft and subject to amendment. Final Approval and adoption is by resolution at the next scheduled meeting.

REGULAR BOARD MEETING MINUTES – March 12, 2020

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Director Daniel Bertrand Director Travis Hall *teleconference Vice Chair Jayme Kennedy Director Lawrence Northeast *teleconference Director Samuel Schooner *teleconference
Staff:	Chief Administrative Officer  Recording Secretary, PC  Operations Manager Executive & Operations Assistant	Courtney Kirk  Evangeline Hanuse  Ken McIlwain (portion) Destiny Mack (portion)
Delegation:	Bella Coola RCMP Detachment Hagensborg Water District Ratepayers  Free Store	Sgt. Richard Marshall Joy MacKay, Ken Dunsworth, John Breffitt, Joan Sawicki

**PART I – INTRODUCTION**

**1. Call to Order**

Vice Chair Kennedy called the meeting to order at 9:38 a.m. and acknowledged the meeting was taking place on the unceded traditional territory of the Nuxalk Nation.

**20-03-01 M/S Directors Bertrand/Schooner** THAT Director Kennedy be elected as Chair of this meeting. **CARRIED**

**2. Adoption of Agenda**

**20-03-02 M/S Directors Bertrand/Schooner** THAT the agenda be received. **CARRIED**

**20-03-03 M/S Directors Bertrand/Schooner** THAT the agenda be adopted. **CARRIED**

**3. Disclosures of Financial Interest**

The Chair reminded Board Members of the requirements of Sections 100(2) (b) and 101(1) (2) and (3) of the *Community Charter* to disclose any financial interests during the meeting when the matter is discussed. The declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the subject matter which is being discussed.

No disclosures of financial interests were made.

#### **4. Disclosures of Interests Affecting Impartiality.**

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

No disclosures affecting impartiality were made.

### **PART II – PUBLIC CONSULTATION**

#### **1. DELEGATIONS**

##### ***(a) Sgt. Richard Marshall, Bella Coola RCMP Detachment – Community Policing Update and introduction to new members of the Bella Coola Detachment***

Vice Chair Kennedy welcomed the delegation reminding the Board and delegates of the allotted time of 15 minutes.

Sgt. Richard Marshall began his presentation at 9:39 a.m. and submitted to the Board a letter of statistics from 2019 in which an evaluation of 2018 and 2019 was undertaken. Calls for service in Bella Coola went down 15% in 2019 as there were 1,000 calls in 2018 and in 2019 there were 850 calls. As well, crimes against persons dropped 20% in 2019 and crimes against property dropped 20%. This a good sign and many other small communities are also seeing a similar decrease.

It was explained by Sgt. Marshall that currently they have a new member in Bella Coola, Constable Amber Rossi. There are two members being transferred out this summer and they will have replacements, one of which has 18 years of service.

The local detachment has a Police Performance Plan, which Sgt. Marshall explained contains plans of action that will remain a living document. An area of concern currently is impaired driving and the high number of collisions in Bella Coola. The goal is to get newer members more relevant training and be proactive during road stops and increasing police presence. Further, stopping the influx of drugs remains a high priority.

Sgt. Marshall detailed other goals such as continuing with the Christmas Toy Drive and possibly hosting a summer BBQ as a means to increase presence and create good relations. Suggestions are welcome as to what the RCMP can do locally to be part of the community. Efforts will also be made to send updates to the Coast Mountain News on pertinent topics.

It was explained by Sgt. Marshall that the local detachment has 'liquor glasses' which enable the wearer to simulate being impaired. This can be used at a school or an event to create awareness in what impairment is like.

Further, it is concerning the sexual assaults that take place in Bella Coola. The RCMP are working collaboratively with probation and others to address this. Education for youth is important and speaking in schools can address what healthy relationships look like for youth.

The Board asked if there are coronavirus precautions that the RCMP are undertaking, and what the role of the RCMP is at this time. Sgt. Marshall replied that Jessica Miller, the Emergency Coordinator has been communicating with them and passing along information. This has been named a pandemic so more action will come as needed. The RCMP is equipped with their own protective masks and if necessary, would provide crowd control assistance and keep the peace.

The Board thanked Sgt. Marshall for the willingness to be part of the community and for reaching out to the Board. Sgt. Marshall agreed that being involved with the community is ideal. In closing Sgt. Marshall thanked the Board for their time and asked CAO Kirk to sign the letter he distributed if there were no issues with it.

Vice Chair Kennedy thanked Sgt. Marshall for his presentation and concluded the delegation at 9:53 a.m.

***(b) Hagensborg Waterworks District Ratepayers – Seeking information about timing and process associated with establishment of Hagensborg Water/Fire Protection local service area.***

Vice Chair Kennedy welcomed the delegation reminding the Board and delegates of the allotted time of 15 minutes.

Mr. Breffitt began his presentation at 9:54 am by first thanking the Board for allowing them to speak to what they feel is an important issue. Included in the delegation were Mark Nelson, Joy MacKay, and Ken Dunsworth.

Mr. Breffitt noted that their group has questions that they understand may not be answered during their presentation. Their questions are as follows: Has the CCRD executed the Hagensborg Waterworks District Investment in Infrastructure Canada agreement pursuant to the Board's February 14, 2020 resolution? Has the CCRD commenced pursuit of a conversion process with the Hagensborg Waterworks District pursuant to that same resolution?

Mr. Breffitt explained that their group represented the viewpoint of a lot of Hagensborg Waterworks ratepayers. They took their survey to almost every household and spoke to almost every ratepayer. Further, the Hagensborg Waterworks District is a public entity, and not a private one.

In response, CAO Kirk acknowledged that yes, the agreement had been recently executed. She went on to explain that there was a timeframe that the Province was concerned with, perhaps having to do with their allocations in this fiscal year. The Province put forward a pressing request to have the cost sharing agreement executed by March 6, 2020. It was explained that the Board considered this request during the special meeting that took place on February 26, 2020 and

resolved in favour of executing the cost sharing agreement. CAO Kirk further noted that there have been no steps taken to discern what the conversion dialogue will look like outside exploring additional funding opportunities to help support a comprehensive review.

CAO Kirk explained that the project funding agreement has holdbacks that are contingent on the conversion process taking place. Initial conversation has begun between Ministry and CCRD staff to look at additional revenue sources to do a more expansive examination of governance options for the service. Included in this is a review of potential ongoing administrative costs for a local community commission, which the Board had favored as a governance option in their resolution to proceed. CAO Kirk noted that provincial staff are aware that the CCRD wants to look at something rigorous for governance that would maximize local agency as much as possible.

Additionally, CAO Kirk stated that efforts are being made to secure additional restructure money from the Province. Establishing a local community commission requires an assent process. It is not known at this time how the public consultation for the assent process will take place, but the study is anticipated to take place by August and by October the options and costing publicly reviewed and considered.

Director Northeast joined the meeting at 10:00 a.m.

CAO Kirk has also been having conversations with the Ministry to look at the infrastructure project itself and tighten up estimates on costing. This will require an external engineering review. CAO Kirk further advised that she has made inquiries surrounding feasibility funding to review the long-term asset management needs of the service and particularly a staged review of upgrade needs for the distribution system so that further planning might be undertaken to seek future financial assistance for needed infrastructure upgrades that may not be captured in the current project.

CAO Kirk acknowledged that this information has not yet been formalized into a report for the public but is forthcoming. CAO Kirk noted that she has been reassured by the Ministry of Finance that CCRD will be supported to generate a budget amendment later in the year once there is more clarity as to what the changes will be and what the financial conversion will look like.

Mr. Breffitt responded with appreciation for the information. Mr. Breffitt noted that the information from the Hagensborg Waterworks is to be public because those trustees will have to make a decision if the CCRD is going to go ahead with an assent process. The ratepayers are informed of what the process should be for creating a new service area. Further, the ratepayers cannot make a decision unless they are informed. The costs and risks should be shared with the public, as well as what the potential costs are for taxation, who will bear the costs of overruns, and issues around the fire truck. The feasibility study will help inform ratepayers make a rational decision.

The Board noted that the feasibility study will focus on governance and options for local agency. When it comes to other questions those must be addressed in another manner.

CAO Kirk stated that administrative and governance cost estimates would affect ratepayers through potential taxation among other things and this will be made available because it is part of the risk that the ratepayers would have to be prepared to take on. Information and clarity around the assent process would also be pertinent information for ratepayers. CAO Kirk restated that there is a governance grant that is of interest, as well as a second infrastructure grant that could look at long-term asset management and operational costs. Grant funds from a few sources would help pay for a review of the costing for the application that was made.

Mr. Breffitt advised he wished to take the opportunity to state that the ratepayer's group has concerns with the current Hagensborg Waterworks trustees and would like transparency. Questions were raised as to how the CCRD's progress would impact the ratepayers from exercising their democratic right at an AGM this year and is the Board aware when the Hagensborg Waterworks trustees will convene an AGM.

The Board did not have answers to those questions but has been notified by the trustees that they intend to continue to exist until such time as a conversion takes place. This fact is greatly appreciated by the Board as a period of limbo is undesirable. Further, it is the Board's understanding that the BC government policy toward the dissolution of improvement districts is so in favour of dissolution that if the Hagensborg Waterworks District wanted they could dissolve by an ordinary resolution.

Mr. Dunsworth stated that there are current trustees whose tenure is up. The AGM would be the process of electing trustees which could change the nature of the process, or not. There are timeframes under the various acts as to when the AGM and election are due.

The Board stated that that was an internal matter between the improvement district and to those that they report to, including the ratepayers.

Mr. Breffitt noted that that has been left out of the equation during this process despite their requests for information. Concerns surround what happens if the trustees dissolve the improvement district before the assent process takes place. What happens if Hagensborg Waterworks does not dissolve and the assent process returned in the negative? Then the board of trustees would not exist. There are ratepayers that are prepared to take the improvement district on if the current trustees choose to abandon the improvement district, although there is hope it does not need to come to that. There are also concerns that the Board will go into in-camera sessions and the general public will not have access to information.

The Board stated that their preference is to have as much as possible on the public record and acknowledged the perception that in the past there was a tendency to use in-camera meetings as a way to have frank discussions. This Board is interested in transparency and building public trust.

Mr. Breffitt was happy to hear the commitment to transparency.

CAO Kirk noted for clarity the assent process that she has been instructed on from the Ministry is specific to establishing a local community commission and not to whether the Ministry will bring an Order in Council to have the service converted to the regional district. It is unclear whether an immediate Order in Council can take place on the basis of the resolution of the Hagensborg Waterworks and the regional district resolution to cooperate with the conversion process. It is not CAO Kirk's intention to give the impression that the service will not be converted until October, as it is suspected it can be converted at any time.

Ms. MacKay gave thanks for the clarification on the assent process. She clarified that their group was asking about the assent process for the establishment of a local service area. Ms MacKay stated that there is generally a requirement for assent if the conversion process occurs before dissolution of the improvement district. Further, it is their expectation to see a service establishment bylaw introduced, read, and then a public consultation occurs, an assent process occurs, and then the bylaw sent to the Inspector for sign off.

Ms. MacKay further stated that this process should be full and consider all of the questions around the wisdom or not of conversion. The other way for the process to take place is if the board of trustees surrenders in their duties and walks away, which was the case with the Townsite Waterworks previously. The service would then be given to the regional district and thus assent of the ratepayers is not required. This would assume that there is no interest in governing at the improvement district level and would assume that there has been full and transparent public consultation.

Further, Ms. MacKay relayed concerns that there appears to be an effort to dissolve the Hagensborg Waterworks District in advance of the conversion process occurring. The comments surrounding openness and transparency are appreciated but ratepayers feel they have been challenged with processes at the improvement district level. Ms. MacKay was also surprised to receive the resolution from the Board's February 14, 2020 meeting, where the question of executing the agreement for considering and commencing the conversion process was deliberated on and decided in-camera.

Mr. Breffitt restated that this group of ratepayers has come before the Board two times prior and that ratepayers have not been involved in the process. Currently there is no mandate to dissolve the improvement district, despite the actions of behaviours from the Hagensborg Waterworks Chair. There was never any public consultation as was demanded at the last AGM. The document that the public received on conversion was in their opinion, supposed to be a fulsome review of the process of conversion that covered what the risks and costs were. It is the feeling of the ratepayers that it was just a promotional document toward conversion.

The Board replied that it was legislative process.

Mr. Breffitt stated that the process itself was flawed and that there were so many irregularities that the results of it are irrelevant.

The Board mentioned that the only other improvement district in their region is the Ocean Falls Improvement District (OFID). What is apparent from BC policy toward improvement districts is that there are fewer and fewer over time as they are gradually converting to regional districts. It appears that there is not a bright future for the OFID because there are limitations on grant funding. It appears that the BC government has restrictions in place for funding because they are trying to starve improvement districts out of funds in order to encourage them to convert. Part of the motivation for this may be that improvement districts are not subject to the same level of scrutiny from the BC government in terms of transparency and accountability to regional districts and electoral processes. With a local community commission, which is an option for the Hagensborg Waterworks ratepayers, there is more oversight through the regional district and therefore through the province.

The Board continued noting that the elections that local community commissions have are the same as municipal area elections for area Directors and occur during the same cycle. There is interest from Denny Island to move toward a community commission model. This Board does not want to force ratepayers into this option but it is relevant to speak to because it is happening in other areas of the Central Coast region. This is a good way to gain more agency and control over municipal services.

The Board asked the ratepayers group if there was a lack of trust toward the CCRD and noted that the Board and staff are relatively new and has taken steps toward increasing transparency. Actions that have happened in the past with previous Boards or staff are not continuing with the current administration and Board. What can the regional district do to increase the trust of the ratepayers?

Mr. Dunsworth replied that there may be different answers from each person in the group.

Mr. Breffitt noted that they have been optimistic since first coming to meet with the Board and there is no reason to lack trust. Mr. Breffitt reiterated the groups concerns and concluded by noting that despite a request at the AGM for the HWID trustees to meet with the ratepayers to have an open discussion with them, that didn't happen.

In closing Mr. Breffitt presented a draft resolution and wanted the Board to know that their group is in contact with the Ombudsperson in BC and has opened a case with them. It is anticipated that the process will slow down until all the facts are presented.

The Board responded that until conversion happens, the costs associated will not be known until the study takes place. The feasibility study will look at the 'how' and 'what'. After that has taken place then the process will come back to the ratepayers.

Ms. MacKay concluded that they have optimism in a full and transparent process and that unfortunately that type of process should have taken place with the Hagensborg Waterworks District before they had canvassed the public for an opinion, pursuant to their own AGM resolutions.

Vice Chair Kennedy thanked the Hagensborg Waterworks ratepayers for their presentation and concluded the delegation at 10:33 a.m.

***(c) Joan Sawicki – Further to recent letter sent to the Board regarding Free Store***

Vice Chair Kennedy welcomed the delegation reminding the Board and delegates of the allotted time of 15 minutes.

Mrs. Sawicki began her presentation at 10:34 a.m. by first thanking the Board for giving her the opportunity to speak on a topic that is close to her heart.

Mrs. Sawicki expressed that waste is a learned behaviour and reinforced 1,000 times per day through a consumer-oriented society that only thrives when we keep buying things, throwing them away, and buying new things. The 3 R's of reduce, reuse and recycle emerged in the 1980s because we needed to radically change our behaviour due to the amount of waste we were generating that was contaminating soils and watercourses and littering our highways and generally degrading our whole communities. The way forward was clear, we needed to unlearn the concept of waste through public education and awareness, change policies and financial incentives. We at the CCRD joined the fold late in the mid-2000s.

In regard to the Free Store, Mrs. Sawicki opined that the community has a sincere desire to fix the issues, but the question remains in how to pay for it. Lack of money can be a way to shut down creative thinking and a convenient method of ignoring the real problem. Mrs. Sawicki is therefore not surprised that other communities are closing their free stores. When they are improperly managed and without community buy-in free stores are a headache, liability and failure. Failure can be seen as institutional and not a failure of community. The first question should be, what does the community want?

Mrs. Sawicki suggested in order to get information from the community on their wants and needs, hire locals who have a passion for the issue to ask the questions. Time could be spent at the transfer station, including the Free Store, with whomever uses the facilities to ask questions like why they like coming there, what are they looking for, and if they choose not to recycle, why is that? By having real conversations with real people, very often the solutions emerge on their own.

To Mrs. Sawicki, the Free Store issue can be seen as a symbol of a much bigger problem the CCRD has with its solid waste management program. In her view, recycling is not a 'build it and they will come' initiative. Mrs. Sawicki acknowledged that there is a nice new building with opportunities for recycling, however, from her perspective, with so little community involvement in its evolution and limited community buy-in it cannot do that job it needs to do. To Mrs. Sawicki, the key measure of any waste reduction program has to be continuous growth in waste diversion. Ms. Sawicki wondered whether volumes have increased significantly since the facility opened or whether the rates reflect the same 10-15% of the population, representing those that are self-motivated, to recycle.

The Board asked OM McIlwain to speak to the matter of waste diversion rates. OM McIlwain advised that he ran the numbers for 2019 and has the numbers for previous years. In 2017 there was 32 tonnes of PPP material which makes up the bulk of day-to-day recycling. That increased to 38 tonnes in 2018 and in 2019 the program was up to 53 tonnes. The recycling rates in one stewardship program alone have doubled over the last 3 years. OM McIlwain explained that the increased recycling volumes demonstrate that the targets set out in CCRD's solid waste management plan are being achieved. The solid waste management plan guides CCRD operations and prioritizes efforts around waste diversion. OM McIlwain concluded that a good job is being done as evidenced by current recycling rates however there will always be room for improvements which is why the solid waste management plan is continuously updated with new targets set.

Mrs. Sawicki noted pleasure with those results and further questioned the volumes going into the landfill and what has happened to those numbers relative to the recycling numbers.

OM McIlwain responded that recycling volumes are tracked material by material such as glass and cardboard.

The Board asked if we know waste diversion rates relative to what is going into the landfill as far as tonnage?

OM McIlwain explained there are not decent numbers for tonnages going into the landfill and it is based on rough measurements. The recycling attendant and landfill contract operator have a better sense of those numbers. It is likely that we are probably still landfilling close to the same amount. Consumerism as a whole has grown in the valley. People are consuming more and waste diversion has gone up. The next phase of waste diversion at TCWRC is organics.

Mrs. Sawicki turned her presentation to other priorities outlined in CCRD's recent solid waste management reporting, noting that the vulnerability of the landfill has been known for decades. Mrs. Sawicki advised that that was the impetus for starting the recycling program, to extend the life of the landfill. With the provincial regulatory changes, things have gotten scary with astronomical costs regardless of the choice that is made to close the landfill imminently or go through the conformance process. Further, it is not surprising that those concerns would weigh more heavily than the Free Store. However, to Mrs. Sawicki, every item diverted from the waste stream reduces future costs of handling it. Every item not diverted incurs costs that we pass on to the next generation. For this reason, Mrs. Sawicki urges bold leadership.

In closing, Mrs. Sawicki offered ideas that she suggested may help change the course of action.

Firstly, ensure the CCRD has a handle on what is currently happening.

Secondly, get serious about a properly structured continuous public education program with clear objectives and measurable outcomes. Approach this as a community development issue rather than purely operational.

Thirdly, look at current financial incentives and dis-incentives people are offered regarding waste. Mrs. Sawicki referenced a 2008 report authored by Graham Fritz, a waste management consultant. Mrs. Sawicki noted that Mr. Fritz had recommended user pay initiatives that better reflect the costs the CCRD has to incur in managing waste. An example is updating tipping fees which may have not been increased in decades.

Finally, have fun. Mrs. Sawicki reminded the Board that waste is personal, and we all create it and so there is an opportunity to engage with constituents in a real way. Mrs. Sawicki shared that building recycling initiatives were the most fun she's had in 50 years of elected office.

The Board noted appreciation for the concrete advice given and focus on solutions. The Board acknowledged that there is an opportunity to reboot the subject of solid waste management and divert items from the landfill that do not need to be going there.

Vice Chair Kennedy thanked Mrs. Sawicki for her presentation and concluded the delegation at 10:59 a.m.

Recess was called at 10:59 a.m.

The Board reconvened at 11:22 a.m.

- 20-03-04 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the RCMP report from Sgt. Marshall. **CARRIED**
- 20-03-05 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District supports the draft plan from Sgt. Marshall in principle. **CARRIED**
- 20-03-06 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the implementation process materials from the Hagensborg Water District ratepayers. **CARRIED**
- 20-03-07 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the draft resolution from the Hagensborg Water District ratepayers. **CARRIED**

#### **(A) ADOPTION OF MINUTES**

##### **a) Regular Board Meeting February 13-14, 2020**

- 20-03-08 M/S Directors Northeast/Bertrand** THAT the minutes from the February 13-14, 2020 Board Meeting be received. **CARRIED**
- 20-03-09 M/S Directors Bertrand/Northeast** THAT the February 13-14, 2020 minutes be adopted as presented. **CARRIED**

##### **b) Special Board Meeting February 26, 2020**

**20-03-10 M/S Directors Northeast/Bertrand** THAT the minutes from the February 26, 2020 Board Meeting be received. **CARRIED**

**20-03-11 M/S Directors Bertrand/Schooner** THAT the February 26, 2020 minutes be adopted as presented. **CARRIED**

### **PART III – LOCAL GOVERNANCE**

#### **(A) BYLAWS AND POLICIES**

##### **a) Policies for Review, Revision, Rescind or Adoption**

###### **1) Policy A-11 – Distribution of Board Meeting Minutes**

**20-03-12 M/S Directors Bertrand/Schooner** THAT the Board of Directors of the Central Coast Regional District receives the request for decision. **CARRIED**

**20-03-13 M/S Directors Bertrand/Schooner** THAT the Board of Directors of the Central Coast Regional District rescinds Policy A-11 – Distribution of Board Meeting Minutes. **CARRIED**

###### **2) Policy A-12 Centennial Pool Closure Due to Inclement Weather**

**20-03-14 M/S Directors Schooner/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the request for decision. **CARRIED**

**20-03-15 M/S Directors Bertrand/Schooner** THAT the Board of Directors of the Central Coast Regional District approve the amendments to Policy A-12 Centennial Pool Closure Due to Inclement Weather. **CARRIED**

###### **3) Policy A-12 (b) – Centennial Pool Pay Scale**

**20-03-16 M/S Directors Schooner/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the request for decision. **CARRIED**

**20-03-17 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District recommend that the Pool Commission give rationale to proposed salary increases and that a copy of the CCRD Board meeting audio be provided to them to inform their discussion and recommendation. **CARRIED**

##### **b) Bylaws for Review, Revision, Rescind or Adoption**

###### **1) Centennial Pool Rates and Charges Bylaw No. 488**

**20-02-18 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Centennial Pool Rates and Charges Bylaw No. 488 request for decision. **CARRIED**

- 20-02-19 M/S Directors Northeast/Schooner** THAT the Board of Directors of the Central Coast Regional District request that the “Centennial Pool Rates and Charges Bylaw No. 488”, be reviewed for further revision to the fee structure that includes an exempt class of babies and toddlers accompanied by a paying adult. **CARRIED**

Recess was called at 12:16 p.m.  
The Board reconvened at 1:31 p.m.

## **(B) OPERATIONS UPDATES & POLICY MATTERS ARISING**

### **ADMINISTRATIVE SERVICES**

#### **(a) Strategic Plan Priorities Review: Presentation/Workshop**

CAO Kirk would like to schedule a dedicated meeting on the Strategic Plan Priorities Review as there is no time today.

- 20-03-20 M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District schedule a strategic planning workshop on April 8, 2020 for 3:00 p.m. **CARRIED**
- 20-03-21 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District authorize remuneration for each attending director to a strategic planning workshop on April 8, 2020 as a half-day special work assignment per the CCRD board remuneration bylaw. **CARRIED**

#### **(b) Special Report: Revisions to March-April 2020 Reporting Schedule**

- 20-03-22 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Special Report: Revisions to March-April 2020 reporting schedule. **CARRIED**

Recess was called at 1:52 p.m.  
The Board reconvened at 2:02 p.m.

#### **(c) Special Report: Business Continuity & COVID-19 Policy discussion**

CAO Kirk presented information as follows with the stated purpose of helping to guide policy discussion and give structure to the COVID-19 dialogue.

At this time the World Health Organization website reported 125,000 confirmed COVID-19 infections, 4,416 total deaths, and 118 countries/territories that are showing signs of the outbreak. There are a lot of COVID-19 cases that are currently undetected and confirmed cases are done through testing. Further, there are statistical models of mortality from the outbreak and there is no immunity to this disease in humans as this exposure to the disease is new. Spread and impact will

be quite rapid as there is no vaccine currently. Concerns surround vulnerable populations, like the elderly, those with respiratory illnesses, and those who have had cancer because they are more at risk.

In our Central Coast communities, we have overcrowded housing and vulnerable constituents. There is a 2% mortality rate discussed throughout the world. Thresholds will play out differently in our region in accordance to our unique population. We need to make sure we're reminding other agencies that we don't have a current model on what the impact will be here locally based on comorbidities and statistical population.

Today it is a low risk of spread in Canada, but the situation may change rapidly as seen in other countries. It is better to be prepared. As of March 11, 2020, the COVID-19 outbreak was declared a pandemic. The CCRD is participating in local health planning, updating emergency contact lists, reviewing local plans, supporting the local health authority to develop a local pandemic response, sharing information as best we are able, and encouraging prevention methods. CCRD may need to declare a state of local emergency if required. The Board should be prepared for this possibility.

There is no personnel policy or other policy guidance outside of the CAO's discretion to manage the impact of the pandemic on CCRD's business continuity. It is an evolving situation for all involved and difficulties for administration to navigate. For example, the health authority guidance is that if employees are sick, they shouldn't come in to work, however, what are the parameters to define sick?

The Board suggested making paid sick days available to hourly employee and not request a doctor's note. 5 days per sick leave per annum is a reasonable start. With respect to salaried employees, the Board is willing to leave sick day at the CAO's discretion. If guidance is requested from the Board, they are open to provide it.

CAO Kirk noted that the pandemic could escalate to a situation where for example there may be one staff working at the office to manage phones and other employees working from home. This would be an unprecedented situation.

CAO Kirk reminded the Board if she herself became incapacitated, there are other experienced individuals in the community who in an emergency could potentially step in and fill the CAO/CFO role. CAO Kirk further noted that Administration would be looking toward developing a business continuity plan to guide operational decisions for key CCRD services, noting again a lack of pandemic planning locally. In particular, contingency plans are needed for airport operations, landfill/waste management, volunteer fire suppression, general operations and governance.

OM McIlwain joined the meeting at 2:31 p.m.

OM McIlwain gave an update on initial contingency planning for CCRD's airport services, noting a recent pandemic related Transport Canada call was interrupted due to technical difficulties on the call. OM McIlwain reported posting pandemic material at the airport, briefing the airport attendant around current operational expectations and instructing janitorial service on heightened disinfecting protocols. OM McIlwain further reported that the day before two new hand sanitizer stations were installed and that new procedures are now in place for wiping down touch contact

surfaces throughout the day. OM McIlwain also reported being in contact with the scheduled air service provider to stay abreast of their escalation plan as things unfold. OM McIlwain noted that CCRD's supplier is sold out of toilet paper and CCRD's supplies are low as an example of mounting supply chain challenges.

OM McIlwain left the meeting at 2:38 p.m.

The Board noted a general understanding that there is guidance on the steps to prevent the spread of the virus and that if these are adhered to by the public then the virus shouldn't have a big effect.

CAO Kirk echoed the Board's understanding remarking that success will be contingent on the measures that government puts in place and enforces. In the absence of enforceable measures we could see quite high numbers. CAO Kirk further opined that the primary concern is overwhelming the health care system in a scenario where there is no containment and there is a rapid acceleration of spread and impact.

CAO Kirk concluded noting optimism that it still may be containable in Canada and we may not see a debilitating impact in our province and communities.

## **FINANCIAL SERVICES**

### **(d) 2020-2024 CCRD 5-Year Financial Plan & 2020 Budget Presentation**

- 20-03-23**     **M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the 2020-2024 CCRD 5-Year Financial Plan & 2020 Budget Presentation. **CARRIED**
- 20-03-24**     **M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District call a special meeting by teleconference at 3:00 p.m. on March 30, 2020 for the purpose of adoption of the CCRD Five Year Financial Plan 2020-2024. **CARRIED**
- 20-03-25**     **MS/Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District authorize remuneration for attending directors to the March 30, 2020 special meeting as a half-day special work assignment per the CCRD board remuneration bylaw. **CARRIED**

Director Hall left the meeting at 3:38 pm.

### **(e) Special Report: Directors Remuneration as Pensionable Earnings**

- 20-03-26**     **M/S Directors Bertrand/Schooner** THAT the Board of Directors of the Central Coast Regional District receives the Special Report: Directors Remuneration as Pensionable Earnings. **CARRIED**

### **(f) Policy F-1 Payment Distribution Schedule**

**20-03-27 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Policy F-1 Payment Distribution Schedule.

**CARRIED**

Director Hall rejoined meeting at 3:57 pm.  
Chair Schooner left the meeting at 3:58 pm.

**20-03-28 M/S Directors Bertrand/Northeast** THAT policy F-1 Payment Distribution Schedule be updated.

**CARRIED**

**(g) Correspondence for Information: Vancouver Island Regional Library Budget 2020**

**20-03-29 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Vancouver Island Regional Library Budget 2020.

**CARRIED**

Recess was called at 4:04 p.m.  
The Board reconvened at 4:15 p.m.

**COMMUNITY AND DEVELOPMENT SERVICES**

**(h) Bella Coola Airport: Tourism & Capacity Enhancement Initiative Project Update**

**20-03-30 M/S Directors** THAT the Board of Directors of the Central Coast Regional District receive the Bella Coola Airport: Tourism & Capacity Enhancement Initiative Project Update.

**CARRIED**

**OPERATIONS**

**(i) Request for Decision: CCRD Contribution/partnership to upgrade Walker Island Ball Park fencing**

**20-03-31 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision: CCRD contribution/partnership to upgrade Walker Island Ball Park fencing.

**CARRIED**

Chair Schooner joined the meeting at 4:25  
Director Hall joined the meeting at 4:26

**20-03-32 M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District approves staff to partner with the Strikers Slow-pitch Team to undertake replacement of approximately 315 feet of chain-link fencing/gates at the Walker Island Park Ball Field and that CCRD's Contribution would be up to \$4,500 plus GST towards a total project cost of \$13,000 plus GST.

**CARRIED**

**20-03-33 M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District award to the fencing contact work to All Around Fencing Ltd. of Williams Lake.

**CARRIED**

**(j) Urban Systems Project Update, Denny Island Water System – March 2020**

**20-03-34 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Denny Island Community Water System Project Update – March 2020.

**CARRIED**

**(k) Centennial Pool Commission February 18 & March 3 Meeting Minutes**

**20-03-35 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Centennial Pool Commission Meeting Minutes from February 18 and March 3, 2020.

**CARRIED**

**(l) Request for Decision: Centennial Pool Upgrade Update**

**20-03-36 M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District receive the Centennial Pool Upgrade Update.

**CARRIED**

**TRANSPORTATION SERVICES**

**(m) Bella Coola Airport and Facilities Service Update**

**20-03-37 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Airport and Facilities Service Report.

**CARRIED**

**(n) Denny Island Airport Operation and Facilities Service Update**

**20-03-38 M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Airport and Facilities Service report.

**CARRIED**

**GOVERNANCE**

**(o) Correspondence for Information: Letter from Tom and Dolores Vosburgh Re: Farm**

**20-03-39 M/S Directors Bertrand/Northeast** THAT the Correspondence for Information: Letter from Tom and Dolores Vosburgh Re: Farm be received.

**CARRIED**

**(C) EXECUTIVE REPORTS**

**a. Electoral Area Reports**

### **Area C Report: Vice Chair Kennedy**

Director Kennedy thanked the Chair and presented her verbal report as follows.

Since our last meeting, I attended a CCCTA reflected conference in Victoria. There was a lot of discussion around COVID-19 and how that could potentially affect the industry. It was fairly positive; however, given our remote location it will be interesting to see what happens with tourism and with moving goods and business continuity as has been discussed. There are some concerns with Destination BC's new iconic places strategy in how they will be marketing our region. More has been done with Vancouver Island and Haida Gwaii which fits but there is no linking infrastructure with the central coast. Destination BC wants to be centralized and they're not necessarily reflecting what the regions have to say. Now it's being marketed without that input from regions. There is not as much of a northern BC voice. It comes back around to all of these conferences and gatherings where small places don't have a voice. It's the most expensive for this location to go to conferences. The regions should have more of a voice in how BC is being marketed overseas.

The Municipal and Regional District Tax (MRDT) committee elections came up and I was not nominated within the time that was given. I will be up for nomination but currently am not on the committee and no one on the committee currently is representing the coast. It's important that there is someone on the board with a coastal voice.

CCCTA came to Bella Coola to discuss a pilot project happening in the Cariboo. Although the project is not happening here the community consultation was to seek input on the questions/concerns that should be addressed. We had the biggest showing of 24 to give input. It was a good cross-section of people and interests, however there was some confusion as to what it was about. Some attendees thought it would impact forest service roads in the valley. In the future tourism would like to be a voice in discussions on local forest service roads.

### **Area A Report: Director Bertrand**

Director Bertrand thanked Vice Chair Kennedy and presented his verbal report as follows.

Director Bertrand summarized the time he spent on the recent outer coast FireSmart, emergency management and budget presentations, and noting he would put forward a remuneration request of 7 hours for the Board's consideration.

MP Taylor Bacharach was in the Outer Coast and Director Bertrand gave him the same presentation that he gave to Premier John Horgan with the Board at UBCM on Ocean Falls and asked that he assist. MP Bacharach noted that it may be a better fit for Rural Development which is a shared ministry. He asks that we forward him a copy of the letter regarding the new revitalization committee and he'll knock on some doors.

Director Bertrand noted a concern that he was given the impression that an application had gone in for the construction of a new building at the Denny Island Airport in 2019 when in fact an application had not gone in, rather a funding proposal for a feasibility study for a new building had recently been put forward, as noted in the recent Board report. CAO Kirk apologized for the miscommunication on behalf of Administration and noted that it was hoped that the new yearly Administrative reporting schedule would help minimize confusion on activities and progress on priorities.

Director Bertrand Declared a conflict of interest as follows:

I, Danier Bertrand, disclose that in accordance with Sections 100(2)(b) and 1010(1)(2) and (3) of the *Community Charter*, I have direct financial interest that constitutes a conflict of interest in the matter of whether I will be remunerated for my travel time and work on the recent outer coast FireSmart, emergency management and budget presentations. The reason for my declaration is that the item being discussed is my remuneration request which is of direct financial interest to me. I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the *Community Charter*.

Director Bertrand left the meeting.

**20-03-40 M/S Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District authorize remuneration for Director Bertrand for time spent time travelling for a total of 7 hours for budget presentations in Denny Island and Ocean Falls. **CARRIED**

### **Area B Report: Director Hall**

Director Hall thanked the Chair and presented his verbal report as follows.

It has been a busy month. I attended a UBCM meeting in Victoria where we had a good session on UNDRIP. We have a resolution before UBCIC regarding support provincially for the MMIWG and the LGBTQ and our Indigenous Relations portfolio has supported the resolution unanimously. There were others that were quite significant. Another issue that came up was the cultural sensitivity matters around local governments, RCMP etc. I didn't have the opportunity to create a resolution on cultural sensitivity from that table when I voiced that at the last dial-up session we had, Arjun Singh had put a resolution on the floor instantly to have a link to indigenous cultural sensitivity on the UBCM website as well as have the staff and members in attendance to have some form of training. Really uplifted with all of that. We had an opportunity to attend UBCIC as proxy for Chief Marilyn Slett. We had a presentation on anti-bullying. We had support from UBCIC as well and shared the news that we passed the resolution.

We were asked to support youth at the parliament buildings in Victoria after we visited there at UBCIC. Interesting position to be in.

Director Hall noted a concern about Tourism, stating we're not represented appropriately on the outer coast on development of those advertising for tourism businesses. Director Hall further questions who is receiving dollars to promote tourism.

### **Area D Report: Director Northeast**

Director Northeast thanked the Chair and presented his verbal report as follows.

Director Northeast acknowledged the passing of elder Amos Tallio. We've lost another fluent Nuxalk language speaker. I offer my prayers and condolences to the family, especially his daughter Marilou. The community came together to erect the pole his son started a few years ago.

I'm on the road again, and so cannot be there with the Board in person. Because of my work schedule I was not been able to attend the recent Harbour Authority meeting and I offer sincere apologies. I'd like to give a nod to Garrett Newkirk, and note they've bent over backwards to make me feel welcome.

We are in a situation where there's a lot of unknowns going on with respect to COVID-19 and I encourage constituents to stay informed, listen to credible news sources in terms of safety and security and note how not to infect others. I am doing my best to stay current and taking direction from Jessica Miller.

I would also like to touch on the issue of conversion as a director and ratepayer. There are a lot of unknowns moving forward, the issue of treatment, rates and so on, I believe we can't know everything at this time and the best way to find out is to move forward which is the best solution for all.

I would like to thank Joan Sawicki for coming in and bringing forward her thoughts on solid waste management. It is time for a reflective reboot on the whole issue of waste diversion and I think one way we can reboot it is engaging with the community in an area that is needed and wanted. A good place to start with is the share shed, to make it more inviting, useful and efficient.

### **Area E and Chair Report: Chair Schooner**

Chair Schooner thanked the Board and presented his verbal report as follows.

It was a successful trip to outer coast though I was not able to go over to Denny Island for the budget presentation, given the strong winds and the sea bus was cancelled that evening. Matthew was staying over there, and Dan made it. I was not comfortable with the safety of travelling that way.

Apologies in missing today's meeting in person. Not sure when we're supposed to bring up remuneration for the outer coast trip. Director Bertrand has done his so I'm not sure if I should be doing it right now.

Chair Schooner declared a conflict of interest as follows:

I, Samuel Schooner, disclose that in accordance with Sections 100(2)(b) and 1010(1)(2) and (3) of the *Community Charter*, I have direct financial interest that constitutes a conflict of interest in the matter of whether I will be remunerated for my travel time and work on the recent outer coast

FireSmart, emergency management and budget presentations. The reason for my declaration is that the item being discussed is my remuneration request which is of direct financial interest to me. I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the *Community Charter*.

Chair Schooner Left meeting at 5:31 p.m.

**20-03-41 M/S Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District authorize remuneration for Director Schooner for his trip to the Outer Coast and that he be remunerated for 5 days at the daily remuneration rate. **CARRIED**

Chair Schooner returned to the meeting at 5:34 p.m. (phoning back in).

**20-03-42 M/S Hall/Northeast** THAT the Board of Directors of the Central Coast Regional District authorize Director Kennedy, Director Northeast and Director Schooner's remuneration for budget presentations in the Bella Coola Valley on an hourly work assignment. **CARRIED**

Director Hall declared a conflict of interest as follows:

I, Travis Hall, disclose that in accordance with Sections 100(2)(b) and 1010(1)(2) and (3) of the *Community Charter*, I have direct financial interest that constitutes a conflict of interest in the matter of whether I will be remunerated for my work on the recent outer coast FireSmart, emergency management and budget presentations. The reason for my declaration is that the item being discussed is my remuneration request which is of direct financial interest to me. I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the *Community Charter*.

Director Hall left the meeting 5:38 p.m.

**20-03-43 M/S Schooner/Northeast** THAT the Board of Directors of the Central Coast Regional District authorize remuneration for Director Hall and that he be remunerated for a full day at the daily work assignment remuneration rate for budget presentations. **CARRIED**

**(p) Correspondence for Information: Letter from Tree Canada**

**20-03-44 M/S Directors Northeast/Schooner** THAT the Correspondence for Information: Letter from Tree Canada dated December 6, 2019 be received. **CARRIED**

Director Hall returned at 5:39 p.m.

**(q) Correspondence for Information: Letter from the City of Port Moody**

**20-03-45 M/S Directors Hall/Northeast** THAT the Correspondence for Information: Letter from the City of Port Moody be received. **CARRIED**

**(r) Correspondence for Information: Letter from the City of Abbotsford**

**20-03-46 M/S Directors Northeast/Hall** THAT the Correspondence for Information: Letter from the City of Abbotsford be received. **CARRIED**

**(s) Hagensborg Water: Letter from Hagensborg Water Ratepayers Group dated February 4, 2020**

**20-03-47 M/S Directors Hall/Northeast** THAT the Letter from Hagensborg Water Ratepayers Group dated February 4, 2020 be received. **CARRIED**

**(t) Hagensborg Water: Letter to Hagensborg Water Ratepayers from the Hagensborg Water Ratepayers Group dated January 30, 2020**

**20-03-48 M/S Directors Northeast/Schooner** THAT the Letter to the Hagensborg Water Ratepayers from the Hagensborg Water Ratepayers Group dated January 30, 2020 be received. **CARRIED**

**(u) Hagensborg Water: Letter Re: Possible Dissolution of the Hagensborg Water and Fire Protection Improvement District**

**20-03-49 M/S Directors Northeast/Schooner** THAT the Letter Re: Possible Dissolution of the Hagensborg Water and Fire Protection Improvement District be received. **CARRIED**

**(v) Hagensborg Water: Letter from Garrett Newkirk**

**20-03-50 M/S Directors Schooner/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Letter from Garrett Newkirk. **CARRIED**

**(E) ADJOURNMENT**

**20-03-51 M/S Director Hall/Schooner** THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 5:46 p.m.

\_\_\_\_\_  
Chair

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