



Central Coast REGIONAL DISTRICT

That we may be good people together

DRAFT REGULAR BOARD MEETING MINUTES

DATE: May 13, 2021

Board Meeting
JUN 10 2021
CCRD ITEM <u>5 (a)</u>

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 – May 13, 2021

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Director Daniel Bertrand Director Travis Hall Director Jayme Kennedy Director Lawrence Northeast Chair Samuel Schooner
Staff:	Chief Administrative Officer Recording Secretary, PC Operations Manager Executive & Operations Assistant Finance Manager Records & Accounting Clerk Contractor	Courtney Kirk Evangeline Hanuse Ken McIlwain Destiny Mack Ye-Ne Byun Melanie Ward Donna Mikkelson

PART I – INTRODUCTION

1. Call to Order

Chair Schooner called the meeting to order at 9:08 a.m. and acknowledged the territories of the Nuxalk Nation, Heiltsuk Nation, and Wuikinuxv Nation, and respective First Nations Territories in which CCRD provides services.

2. Adoption of Agenda

- 21-05-01 M/S Directors Northeast/Kennedy** THAT the Agenda be adopted as amended by adding late items Denny Island Water System Update and Hagensborg Water System Update under Public Works and Bella Coola Valley Flood Risk Assessment and Modelling under Protective Services. **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.

(A) ADOPTION OF MINUTES

a) Regular Board Meeting April 15, 2021

21-05-02 M/S Directors Kennedy/Northeast THAT the minutes from the April 15, 2021 Board Meeting be received. **CARRIED**

21-05-03 M/S Directors Bertrand/Northeast THAT the April 15, 2021 minutes be amended with the proper name spelling of Rachel Daykin and Scott Gellard. **CARRIED**

PART II – LOCAL GOVERNANCE

(B) BYLAWS AND POLICIES

a) Request for Decision: Bylaw 501 Adoption Hagensborg Water Supply Service

21-05-04 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision: Bylaw 501 Adoption Hagensborg Water Supply Service. **CARRIED**

21-05-05 M/S Directors Kennedy/Northeast THAT Bylaw No. 501, cited as the “Central Coast Regional District Hagensborg Water Service Conversion and Continuation Bylaw No. 501” having been reconsidered and having met all prerequisites for final adoption be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**

b) Request for Decision: Bylaw 502 Adoption Hagensborg Fire Protection Service

21-05-06 M/S Directors Kennedy/Hall THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision: Bylaw 502 Adoption Hagensborg Fire Protection Service. **CARRIED**

21-05-07 M/S Directors Northeast/Hall THAT Bylaw No. 502, cited as the “Central Coast Regional District Hagensborg Fire Protection Conversion and Continuation Bylaw No. 502, 2021” having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**

(B) OPERATIONS UPDATES & POLICY MATTERS ARISING

FINANCIAL SERVICES

(a) Presentation to the Board by Tenisci Piva LLP

Guests for this presentation included Ms. Siena Aberdeen and Mr. Mario Piva from Tenisci Piva LLP as well as Mr. John Morton, past trustee of Hagensborg Waterworks Improvement District.

Ms. Aberdeen discussed the Statement of Operations, which summarizes revenues and expenses incurred and earned during the fiscal period of December 31, 2020. Comparative figures from 2019 and 2020 include budgeted figures. Revenues of \$247,000 were higher compared to 2019. The main reason for the increase was due to additional interest revenue that was earned this year on a term deposit. The revenues are higher than the budgeted revenues mainly due to the interest earned. Interest revenue is not included in budgeted figures.

The \$138,000 figure is the total expenses incurred by the District by all operations including water works, fire protection and water treatment system operations for 2020. This figure is less than it was in 2019. The main reasoning for that is due to significant professional fees that were incurred related to research of conversion and a conversion review for the public that was carried out in 2019. The expenses in 2020 are higher than the budgeted figures due to increase in amortization that had to be recorded by the district in 2020. That is allocation of costs of tangible capital assets owned by the District for their use. A new fire truck was purchased as well as other fire protection equipment. That leaves \$109,000 excess of revenues over expenses in 2020. It is similar to the budgeted figure.

A summary of expenses shows each cost separately. The main source of water works expenses are administration, amortization, professional fees, and repairs and maintenance. For fire protection, the biggest portion of expenses is amortization.

The accumulated surplus shows what the total net resources that the District has in order to fund future services. The biggest ones are restricted water works compliance reserve, the restricted fire protection reserve and the restricted invested intangible assets fund.

The Board asked if the honorarium was for former Board of Trustees or for volunteer fire fighters. Ms. Aberdeen noted that it is a combination of both. The Board also asked about the revenue over expenses, and if there is a plan to eliminate the surplus. Ms. Aberdeen responded that for 2021 she did not know what the plan was for the surplus. Mr. Morton could also not speak to the 2021 budget because it was prepared on the basis of the water works continuing operating and not on the basis of converting to the CCRD.

CAO Kirk expressed that the CCRD has incorporated the budget that was adopted by the improvement district and pertinent conversations going forward is the 2022 budget. Any revenues currently will likely be required for infrastructure upgrade. Mrs. Mikkelson noted the grant that was applied for by the Hagensborg Water District in 2019. If the grant was successful then the regional district would take responsibility for water and fire protection of the district. That grant had a component for the capital upgrade for the new water treatment. The grant was for 73% of the

project which required a 1.3-million-dollar local component that needed to be contributed to the total 5 million. Any surplus will be used exclusively for that.

Ms. Aberdeen continued that it is management's responsibility to provide the financial information and the financial statements in accordance with the accounting principles. Management is also responsible for the integrity and objectivity of the financial statements. It is noted that Tenisci Piva LLP are external auditors and are independent of Hagensborg Waterworks District.

The financial statements include an independent auditor's report. In the opinion of Tenisci Piva LLP, the financial statements are presented fairly and a clean opinion was given.

(b) Request for Decision: Hagensborg Water District 2020 Audit Report, Financial Statements and Representation Letter

21-05-08 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Hagensborg Water District 2020 Audit Report, Financial Statements and Representation Letter. **CARRIED**

(c) Hagensborg Water District 2020 – Draft Audit Findings Letter

21-05-09 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District approves the Hagensborg Water District 2020 – Draft Audit Findings Letter. **CARRIED**

(d) Hagensborg Water District 2020 – Draft Audited Financial Statements

21-05-10 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District approves the Hagensborg Waterworks District 2020 Consolidated Financial Statements prepared by Tenisci Piva LLP. **CARRIED**

(e) Hagensborg Water District 2020 – Draft Journal Entries

21-05-11 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Hagensborg Water District Adjusting Journal Entries for the Year Ended December 31, 2020 as prepared by Tenisci Piva LLP. **CARRIED**

(f) Hagensborg Water District 2020 – Draft Management Letter

21-05-12 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District approves the Draft Management Letter to Tenisci Piva LLP regarding the Hagensborg Waterworks District 2020 Audit Findings Report. **CARRIED**

(g) Request for Decision: Outstanding Water Tolls

- 21-05-13** M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision: Outstanding Water Tolls. **CARRIED**
- 21-05-14** M/S Directors Hall/Northeast (Director Bertrand abstained) THAT the Board of Directors of the Central Coast Regional District authorize Administration to send out a Notice of Water Shut Off to those premises that have 2021 Water Toll charges outstanding on May 31, 2021, pursuant to Section 5 of Bylaw 282 and amending Bylaw 354. **CARRIED**

LAND USE AND PLANNING SERVICES

(h) Request for Decision: UBCM Local Government Development Approvals Program

- 21-05-15** M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Request for Decision – UBCM Grant Local Government Development Approvals Program. **CARRIED**
- 21-05-16** M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District supports the CCRD grant application to UBCM Local Government Development Approvals Program to aid in the Development Approvals process. **CARRIED**

PUBLIC WORKS SERVICES

(i) Bella Coola Waterworks Service Update

- 21-05-17** M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Bella Coola Waterworks Service Report dated May 13, 2021. **CARRIED**

(j) LATE ITEM - Denny Island Water System Update

- 21-05-18** M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Late Item – Denny Island Community Water System Project Update dated April 2021. **CARRIED**

(k) LATE ITEM - Hagensborg Water System Update

- 21-05-19** M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Late Item – Hagensborg Water System Upgrades Project Update dated April 2021. **CARRIED**

PROTECTIVE SERVICES

(l) LATE ITEM - Bella Coola Valley Flood Risk Assessment and Modelling

21-05-20 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Late Item – Bella Coola Valley Flood Risk Assessment and Modelling Project Update dated April 2021. **CARRIED**

(m) May 6, 2021 – Northern Regional Call Agenda: Minister of Municipal Affairs and BC Mayors and Regional District Chairs

21-05-21 M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District receives the May 6, 2021 – Northern Regional Call Agenda: Minister of Municipal Affairs and BC Mayors and Regional District Chairs. **CARRIED**

(n) May 4, 2021 COVID-19 Province Update from Tara Faganello, Assistant Deputy

21-05-22 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the May 4, 2021 COVID-19 Province Update from Tara Faganello, Assistant Deputy. **CARRIED**

(o) April 26, 2021 – Invitation to a Conference Call with Minister Farnworth and Minister Osborne

21-05-23 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the April 26, 2021 – Invitation to a Conference Call with Minister Farnworth and Minister Osborne. **CARRIED**

(p) April 21, 2021 – Update on Non-Essential Travel Restrictions from Assistant Deputy Minister Tara Faganello

21-05-24 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the April 21, 2021 – Update on Non-Essential Travel Restrictions from Assistant Deputy Minister Tara Faganello. **CARRIED**

(q) April 16, 2021 COVID-19 Province Update from Tara Faganello, Assistant Deputy Minister for Mayors and Chairs Attendees of April 2021 Regional Calls with Minister Osborne and Dr. Lavoie

21-05-25 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the April 16, 2021 COVID-19 Province Update from Tara Faganello, Assistant Deputy Minister. **CARRIED**

IN CAMERA MATTERS

The Chair requested that the meeting be closed to the public.

- 21-05-26 M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District close the meeting to the public and go in camera for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (2) (b) the consideration of Information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. **CARRIED**

The regular board meeting went in camera at 9:50 a.m.
The regular board meeting reconvened at 10:12 a.m.

GOVERNANCE

(r) Correspondence for Information: April 15, 2021 from BC Ferry Authority

- 21-05-27 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Information: April 15, 2021 from BC Ferry Authority. **CARRIED**

(s) Correspondence for Action: AVICC May 21, 2021 Deadline for Sponsor's Recorded Speech or Resolution Submitted to AVICC Convention

- 21-05-28 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the Correspondence for Action: AVICC May 21, 2021 Deadline for Sponsor's Recorded Speech or Resolution Submitted to AVICC Convention. **CARRIED**

Director Kennedy declared a conflict of interest as follows:

I, Jayme Kennedy, disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter*, I have a direct pecuniary interest that constitutes a conflict of interest in item s. The reason for my declaration is the item being discussed is regarding my remuneration. I will leave the virtual room during the discussion of this item, in accordance with Section 101(1) and (2) of the *Community Charter*.

Director Kennedy left the meeting.

- 21-05-29 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District remunerate Director Kennedy at an hourly special work assignment rate to record AVICC resolution speeches. **CARRIED**

Director Kennedy returned to the meeting.

(t) AVICC 2021 Resolutions

- 21-05-30 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District receives the AVICC 2021 Resolutions. **CARRIED**

(u) FCM Notification: Early Bird Deadline Friday, May 14, 2021

- 21-05-31 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the FCM Notification: Early Bird Deadline May 14, 2021. **CARRIED**

The Board discussed who might be interested and available to attend the virtual FCM convention as an opportunity for CCRD to observe and take part, without the prohibitive travel expenses that usually come with FCM conventions. Director Kennedy noted her willingness and availability. The Board supported her attendance.

Director Kennedy declared a conflict of interest as follows:

I, Jayme Kennedy, disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter*, I have a direct pecuniary interest that constitutes a conflict of interest in item u. The reason for my declaration is the item being discussed is regarding my remuneration. I will leave the virtual room during the discussion of this item, in accordance with Section 101(1) and (2) of the *Community Charter*.

Director Kennedy left the meeting.

- 21-05-32 M/S Directors Bertrand/Hall** THAT the Board of Directors of the Central Coast Regional District authorize remuneration for Director Kennedy to attend FCM conference and prepare a report speaking to recommendations on future engagement going forward. **CARRIED**

Director Kennedy returned to the meeting.

(v) Development Opportunity June 10, 11, 17, 18 – The Village Workshop with Kathi Camilleri

- 21-05-33 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the Development Opportunity – The Village Workshop with Kathi Camilleri. **CARRIED**

- 21-05-34 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District remunerate Board attendance and registration fees to the Village Workshop for those that can commit and that the Board convene the regular June 10, 2021 Board Meeting at 11:00 a.m. to accommodate the workshop. **CARRIED**

(C) EXECUTIVE REPORTS**a. Electoral Area Reports**

Area E and Chair Report: Chair Schooner

Chair Schooner notes that it has been a busy month with hands on instruction with tool safety and power tool skills. Teaching has been a rewarding experience. Chair Schooner's former instructor previously said, it's the duty as attendees of his course to pass on knowledge to future generations. The experience has been enjoyable. CAO Kirk and Chair Schooner attended the CAO/Chair Forum as well.

Area A Report: Director Bertrand

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

This past month Director Bertrand attended Ocean Falls and met with the Board of the Ocean Falls Improvement District (OFID) as well as the Deputy Emergency Manager. The OFID has a new Board and unfortunately one of the members has already resigned. The OFID Chair is a woman. There is a lot of support from the Ministry of Municipal Affairs and Housing and are in contact with a helpful, intelligent person. There is also a new clerk that is assisting them.

Director Bertrand went over the 2021 budget with the OFID, as well as an overview of the regional district's services. Director Bertrand also learned a lot about the OFID, for example, the dump that is operated in Ocean Falls. Director Bertrand has concerns about the environmental impacts of the dump and the post-closure costs that may be associated with it. There may be an opportunity to convert the OFID into a regional district service. This is likely impossible because of the enormous costs that would be faced by the improvement district associated with the dump.

Director Bertrand mentioned that the CCRD has been directed by the Minister to do consultation with Outer Coast communities about a regional solid waste management plan. Conversations in the future will take place. It was encouraged for the OFID to look at CCRD's Grant in Aid policies, the Grant Writer program, and other district services they may be able to utilize. It was suggested that they consider a resolution seeking help with grant writing. To date no resolutions were put forward.

Area B Report: Director Hall

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

Director Hall noted that there will be a more thorough report at the next meeting.

Area C Report: Director Kennedy

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

Director Kennedy highlighted the May 22, 2021 Community Cleanup scheduled and volunteers will meet at the CCRD office from 10 am to 3 pm. This event is hosted by Bella Coola Valley Tourism, the CCRD, Bella Coola Watershed Society and Bella Coola Search and Rescue. If you can't attend downtown then it is encouraged to do a local cleanup in your residential area.

Bears are now roaming again. It is a good time to start thinking about gardening and how to secure gardens and attractants throughout the season. Think about electric fencing, stay safe and keep wildlife safe. There is a new WildSafe officer in the valley. She will reach out to community members while keeping COVID safety protocols in mind.

With Spring, it is nice to be able to get outside and enjoy local areas while there are travel restrictions on.

Area D Report: Director Northeast

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

You may feel like you've just woken from a long winter's nap. Perhaps due to it being Spring. In terms of COVID-19 numbers, Director Northeast is feeling optimistic. We could perhaps have a more enjoyable summer. In terms of work and impact at the Nuxalk College, there is an impact on the community. It has been a difficult year, even with safety protocols in place. People have not responded to a number of learning opportunities compared to previous years. However, there is excitement around the RBMW program that Chair Schooner is involved in. The more we can make people feel safe, the better the response.

It is a pleasure to work alongside the Board and Staff. Upon retiring from positions, it will be someone else's turn. If there is to be inclusivity and openness, there is a need to look at how and when meetings take place.

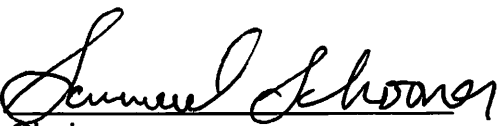
(s) Correspondence for Information: Embargoed Press Release Re BC Achievement Foundation Community Awardee Anita Hall

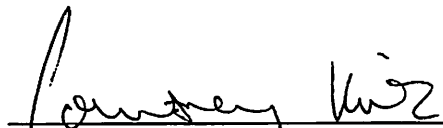
21-05-35 M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: Embargoed Press Release Re BC Achievement Foundation Community Awardee Anita Hall. **CARRIED**

(E) ADJOURNMENT

21-05-36 M/S Directors Northeast/Kennedy THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 12:02 p.m.


Chair


Chief Administrative Officer