



# Central Coast

## REGIONAL DISTRICT

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*That we may be good people together*

### DRAFT SPECIAL BOARD MEETING MINUTES

DATE: March 30, 2020

### ATTENTION

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

SPECIAL BOARD MEETING MINUTES – March 30, 2020

In Attendance:	Electoral Area A Electoral Area C Electoral Area D Electoral Area E	Director Daniel Bertrand *teleconference Vice Chair Jayme Kennedy *teleconference Director Lawrence Northeast *teleconference Chair Samuel Schooner *teleconference
Absent:	Electoral Area B	Director Travis Hall
Staff:	Chief Administrative Officer	Courtney Kirk

**PART I – INTRODUCTION**

**1. Call to Order**

Chair Schooner called the meeting to order at 3:10 p.m. and acknowledged the meeting was taking place on the unceded traditional territory of the Nuxalk Nation.

**2. Adoption of Agenda**

- 20-03-01 M/S Directors Kennedy/Northeast** THAT the agenda be received. **CARRIED**
- 20-03-02 M/S Directors Bertrand/Northeast** THAT the agenda be adopted as amended by adding in section C Board Remuneration – Pandemic Response under Financial Services and receive the LATE ITEM – Guidelines for Local Governments Operating Under the *Emergency Program Act*. **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 III – LOCAL GOVERNANCE**

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

#### **FINANCIAL SERVICES**

##### **(a) CCRD 2020 Budget**

CAO Kirk updated the Board that the last comprehensive budget presentation had a 2.9% increase which has since been reduced to 0% since the pandemic response. Appreciation was given to Donna Mikkelson for her guidance on assisting with the budget. The 0% levy was achieved in part by reducing the General Operations, reducing travel costs by the Board, taking out staff professional development that had been planned for the Spring, and reducing the fire protection budget due to redundancy arising from the recent grant award benefiting the fire protection service. CAO Kirk further noted that the swimming pool contingency was reduced as there will be a late opening, and the street lighting budget was adjusted from the carry forward surplus adjustments arising from recent audit review.

CAO Kirk advised the Board that when the pandemic is over there may be need for a budget amendment, in addition to the potential for a budget amendment arising from the Hagensborg Water conversion dialogue. The planned Strategic Priorities review session will be an opportunity for the Board to further reassess the 2020 budget; however, this session should be deferred to another time in May or June depending on how the emergency situation continues to unfold.

##### **(b) Five-Year Financial Plan Bylaw No. 60**

- 20-03-03**     **M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision for adoption of the Five-Year Financial Plan. **CARRIED**
- 20-03-04**     **M/S Directors Kennedy/Northeast** THAT Bylaw 60, cited as the “Central Coast Regional District Five-Year Financial Plan Bylaw No. 60, 2020” be now introduced and read a first time. **CARRIED**
- 20-03-05**     **M/S Directors Northeast/Kennedy** THAT Bylaw 60, cited as the “Central Coast Regional District Five-Year Financial Plan Bylaw No. 60, 2020” having been given due and detailed consideration by the Board, be read a second and third time. **CARRIED**
- 20-03-06**     **M/S Directors Kennedy/Northeast** THAT Bylaw 60, cited as the “Central Coast Regional District Five-Year Financial Plan Bylaw No. 60, 2020” having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**

**(c) Board Remuneration – Pandemic Response**

**20-03-07 M/S Directors Bertrand/Northeast** THAT the Board’s work since March 2020 regarding COVID-19 pandemic response and disaster planning be counted as a special work assignment from the Board at the special work assignment rate by submission of signed remuneration and expense forms to the Chief Administrative Officer, following the CAO’s reporting to the Director’s of the meeting times that were held to do COVID-19 emergency planning and response. **CARRIED**

**20-03-08 M/S Directors Bertrand/Kennedy** THAT a LATE ITEM be added that the Board direct staff to implement videoconferencing in an economical and efficient manner as seen fit by the Chief Administrative Officer for the purpose of holding CCRD Board of Director meetings for the duration of the pandemic. **CARRIED**

**20-03-09 M/S Directors Kennedy/Northeast** THAT Director Bertrand be directed to research bylaw officer abilities to further the provincial emergency pandemic orders and that he be remunerated as a special work assignment by submission of a signed remuneration and expense form to the Chief Administrative Officer. **CARRIED**

*I, Daniel Bertrand disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a direct financial interest that constitutes a conflict of interest in item B (c).*

*The reason for my declaration is: the item being discussed is my impending research into a special work assignment regarding bylaw enforcement officers’ abilities during the pandemic.*

*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.

**(E) ADJOURNMENT**

Director Bertrand rejoined the meeting.

**20-03-10 M/S Directors Kennedy/Northeast** THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 4:34 p.m.

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Chair

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Chief Administrative Officer