

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: February 4, 2020 Board Meeting Date February 13, 2020

Name of person or group wishing to appear before the Board of Directors: Vera Robson

Address: _____

Number of people attending: 1-2 Spokesperson Name: Vera Robson

Subject of presentation: Banning the use of styrofoam in our district

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) _____

Would like the District to take this initiative

Contact person (if different than above): _____

Daytime telephone number: _____

Email address: _____

Will you be providing supporting documentation? yes no

If yes: handouts at meeting (recommend delivered in advance)
 PowerPoint presentation
 publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)
 Other (explain) _____

** Delegations will have a maximum of 15 minutes to make their presentation to the Board.
* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.*

Board Meeting
FEB 13 2020
CCRD ITEM 1.(a)



Central Coast

REGIONAL DISTRICT

That we may be good people together

DRAFT REGULAR BOARD MEETING MINUTES

DATE: December 12, 2019

Board Meeting
 FEB 13 2020
 CCRD ITEM B. (a)

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 – December 12, 2019

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Director Daniel Bertrand Director Travis Hall Vice Chair Jayme Kennedy Director Lawrence Northeast Alternate Director Hank Brooks
Staff:	Chief Administrative Officer Recording Secretary, EA Operations Manager Community Ec. Dev. Officer Housing Needs Asses/Lands Coord. Financial Controller	Courtney Kirk Destiny Mack (portion) Ken McIlwain (portion) Matthew Wheelock (portion) Evangeline Hanuse (portion) Ye-Ne Byun (portion)
Delegation:	Hagensborg Water Preservation Group	John Breffitt & Group

PART I – INTRODUCTION

1. Call to Order

Vice Chair Kennedy called the meeting to order at 8:48 a.m. and acknowledged the meeting was taking place on the unceded traditional territory of the Nuxalk Nation.

2. Adoption of Agenda

19-12-01 M/S Directors Hall/Northeast THAT the agenda be received. **CARRIED**

19-12-02 M/S Directors Hall/Northeast THAT the Agenda be adopted as amended by: moving the in camera meeting to the end of the agenda or 3:00 p.m. in the afternoon after the scheduled workshop and adding a scheduled recess at 12:45 pm so the Board may attend the teleconference emergency management workshop; adding a letter from the Agriculture Society Re: Extension of their Grant In Aid under Administration Services item (f); adding Harbour Authority invite email regarding appointing a CCRD Representative to sit on the Bella Coola Harbour Authority Board under Governance item (t). **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

John Breffitt, Hagensborg Water Preservation Group

Purpose: information only - concerns/anomalies arising from the recent Hagensborg Waterworks District Referendum on Conversion (see page 1 of agenda package)

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

Mr. Breffitt began his presentation at 8:51 am by first introducing other members of his delegation as: Joy McKay, Chris Matthews, Erin Chapman, Mark Nelson, Don Mikkelson, and Ken Dunsworth and thanking the Board for the opportunity to present.

Mr. Breffitt advised that the focus of the presentation was to update the Board of the delegation's collective view on the progress of the process underway to assess community support for the Hagensborg Waterworks District conversion and proposed infrastructure upgrade project, including the group's view as to inconsistencies and irregularities with the process.

Mr. Breffitt advised the Board that his group's petition was up to 166 signatures and referenced a copy on hand, with an estimated 120-140 of those who signed being registered on title which in the group's estimation constitutes 70%-85% of Hagensborg residents on title. Mr. Breffitt opined that the numbers constitute a significant representation and demonstrates that his group has spoken to a significant number of residents.

Mr. Breffitt stated that the current voting event is the most important undertaking by the Hagensborg Waterworks Improvement District (HWID) since its inception given the deep implications of decisions that may follow regarding the ownership and management of the improvement district's assets and services. Mr. Breffitt claimed that members of his group were not permitted to be scrutineers. Mr. Breffitt further summarized the ballot results from the information

provided by HWID at 68 yeas and 63 nays, or 51.1% in favour, did not in the group's view demonstrate overwhelming support in favour of conversion, as the group understands CCRD wanted to see.

Mr. Breffitt outlined the group's concerns with respect to the matter of a spoiled ballot which in the group's view demonstrated an approach to the poll that they understood the HWID to say in a public meeting would not happen. Mr. Breffitt further expressed concern regarding the lack of consistency in the language used to described the poll, including referendum, assent, a vote, and an opinion, which in the group's view generated a great deal of confusion as to what actual process was being utilized.

Director Bertrand joined the meeting at 8:58 am.

Mr. Breffitt shared an excerpt from what he described as an email between an HWID Director and a BC government employee that addressed the matter of the nature of the poll and the enforceability of the results. Mr. Breffitt reviewed the implications of the exchange wherein HWID was advised that the process was an opinion poll under the legislation and as such the results would not be binding on HWID, which to Mr Breffitt's view offered a couple of interpretations. The first interpretation Mr. Breffitt shared was that this could mean the board could not rely on the poll as mandate to dissolve the improvement district as the poll is not a binding poll under the legislation. Mr. Breffitt noted a second interpretation is that the HWID Board of Trustees could do whatever it wishes irrespective of the outcome of the poll as the poll is not binding on the Board, urging caution that the delegation does not view this interpretation as what the constituents expect from HWID or CCRD.

Mr. Breffitt turned his presentation to the group's concerns with the language that was used on the ballots accusing the HWID of deceptively emphasising the 3.78 million grant funded dollars under consideration as part of the conversion discussion. Mr. Breffitt opined that the emphasis should have been on the implications of conversion being the abdication of all the HWID assets and governance of the service being transferred to the CCRD.

Mr. Breffitt then turned his presentation to the group's concerns with respect to the appointment of the third party also framed as an election officer who oversaw the ballot. Mr. Breffitt accused the HWID of appointing the individual who would be responsible for overseeing the ballot count the night before the ballot closed without any instructions as to procedures including what would constitute a spoiled ballot. Mr. Breffitt also accused the process of irregularities such as the submission and acceptance of ballots from individuals who were not in fact on title as well as occurrences of individuals who in the group's view should have received multiple ballots for multiple titles only receiving a single ballot, reading aloud from what he claimed was email correspondence from David and Glenda Grant describing their experience as such. Mr. Breffitt additionally inferred that there was further irregularity in an instance of an individual receiving two ballots in a single ballot envelope and returning both ballots in the same envelope, attending the vote, and marking the receipt and acceptance of both their numbered ballots.

In the course of outlining concerns regarding irregularities, Mr. Breffitt referenced members of his group, Don Mikkelson, Erin Chapman and Chris Matthews, as individuals who had experienced an irregularity in the poll process. Mr. Breffitt expressed concern and uncertainty on how the matter of titles at Walker Island, who do not receive water, were handled in the course of the ballot and emphasised that group member Joy McKay had been permitted to hand-deliver a ballot, which was received, on behalf of the Valley Ridge Riders. Mr. Breffitt noted further concerns of the group in the apparent receipt and acceptance of ballots that did not conform to instructions regarding corporate entities and statutory declarations. Mr. Breffitt also emphasised the group's concerns with uncertainty as to whether and how many members of the Board voted.

Mr. Breffitt concluded his presentation stating the group's view that the whole process is rife with irregularities and inconsistencies and asked the CCRD Board to reconsider the entire ballot process and CCRD's acceptance of the Hagensborg Water Improvement District should they choose to dissolve despite that narrow vote.

Vice Chair Kennedy invited the Board to ask questions of the Hagensborg Water Preservation Group. There were no questions.

Vice Chair Kennedy thanked Mr. Breffitt and his group for their presentation and concluded the delegation at 9:08 a.m.

PART III – GENERAL BUSINESS

(A) BYLAWS AND POLICIES

a) Policies for Review, Revision, Rescind or Adoption

1) Policy A-5 (a) Prerequisites for Agenda Items – Responding to Complaints

19-12-03 **M/S Directors Northeast/Brooks** THAT the Board of Directors of the Central Coast Regional District approves the proposed changes to Policy A-5 (a) Prerequisites for Agenda Items – Responding to Complaints. **CARRIED**

2) Policy A-5 (b) Board Meeting Agenda

19-12-04 **M/S Directors Hall/Northeast** THAT the Board of Directors of the Central Coast Regional District approves the proposed changes to Policy A-5 (b) Board Meeting Agenda as amended and by changing “an” to “and” in the mission statement. **CARRIED**

3) Policy A-9 (a) Facilities Inspections Policy – Airport Operations

OM McIlwain joined the meeting at 9:20 a.m.

19-12-05 M/S Directors Hall/Brooks THAT the Board of Directors of the Central Coast Regional District approve the proposed changes to Policy A-9 (a) Facility Inspection Policy – Airport Operations and approve as amended. **CARRIED**

4) Policy A-9 (c) Facilities Inspections Policy – General

19-12-06 M/S Directors Hall/Northeast THAT Policy A-9 (c) be tabled until the February 2020 Board Meeting until the legislation is reviewed. **CARRIED**

OM McIlwain left the meeting at 9:30 a.m.

5) Policy A-10 Filing Disclosures

19-12-07 M/S Directors Hall/Northeast THAT the Board of Directors of the Central Coast Regional District approve the proposed changes to Policy A-10 Filing Disclosures. **CARRIED**

6) Policy A-20 Disposal of Assets

19-12-08 M/S Directors Bertrand/Northeast THAT Policy A-20 be tabled until the February 2020 Board Meeting.

AND THAT Ocean Falls and Wuikinuxv be contacted to see disbursement of expired assets be given to them, if they need firefighting gear. **CARRIED**

7) Policy A-21 Use of Flood Mitigation Resources

19-12-09 M/S Directors Hall/Northeast THAT the Board of Directors of the Central Coast Regional District approves the proposed changes to Policy A-21 Use of Flood Mitigation Resources. **CARRIED**

8) Policy A-22 Safety Management Policy – Bella Coola Airport

19-12-10 M/S Directors Hall/Northeast THAT the Board of Directors of the Central Coast Regional District approves Policy A-22 Safety Management Policy – Bella Coola Airport as amended. **CARRIED**

9) Policy A-27 Disaster Recovery Plan – Information Technology

19-12-11 M/S Directors Hall/Brooks THAT the Board of Directors of the Central Coast Regional District approves Policy A-27 Preparedness Planning – Information Technology as amended. **CARRIED**

10) Policy F-17 Grant In Aid

- 19-12-12 M/S Directors Hall/Northeast** THAT the Board of Directors of the Central Coast Regional District approves Policy F-17 Application for Grant-In-Aid Funding as amended. **CARRIED**

Director Bertrand declared a conflict of interest affecting impartiality in consideration of Policy F-17 Grant in Aid:

"With regards to Administration getting feedback from my wife Jess Housty on Policy F-17 Grant In Aid application the matter in item D) (b) 19) Policy F-17 Grant In Aid I disclose that I have an association with the individual providing advice to Administration. My wife is also a director of a non-profit in the Regional District, that has never before applied for Grant In Aid but might in the future. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

11) Policy F-5 Administration Cost Recovery from Services

- 19-12-13 M/S Directors Hall/Northeast** THAT the Board of Directors of the Central Coast Regional District approves Policy F-5 Administration Cost recovery from Services as amended. **CARRIED**

(B) ADOPTION OF MINUTES

a) Regular Board Meeting November 14, 2019

- 19-12-14 M/S Directors Hall/Northeast** THAT the minutes from the November 14, 2019 Board Meeting be received. **CARRIED**
- 19-12-15 M/S Directors Hall/Northeast** THAT the November 14, 2019 minutes be adopted as amended by changing the spelling of the name of the police officer to Marina. **CARRIED**

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

ADMINISTRATIVE SERVICES

(a) Letter re: Meeting Request Resolution and HWD Next Steps

- 19-12-16 M/S Directors Hall/Northeast** THAT the Board of Directors receives the letter from CAO Kirk to Hagensborg Water Improvement District Board of Trustees dated December 2, 2019 re: Meeting Request Resolution and HWD Next Steps. **CARRIED**

(b) Request for Decision: Outer Coast Meeting 2020

- 19-12-17 M/S Directors Bertrand/Hall** THAT the Board of Directors receive the Request for Decision: Outer Coast Meeting 2020. **CARRIED**

Recess was called at 10:12 a.m.
The recess reconvened at 10: 24 a.m.

- 19-12-18 M/S Hall/Brooks** THAT Item C (b) 'Outer Coast Meeting 2020' be moved Under Governance item (u) **CARRIED**

(c) Request for Decision: 2020 Board Meeting Calendar

- 19-12-19 M/S Directors Bertrand/Hall** THAT Item C (c) '2020 Board Meeting Calendar' be moved Under Governance item (v) **CARRIED**

(d) Request for Decision: Letterhead, E-Signature, Business Cards Design Approval

- 19-12-20 M/S Directors Bertrand/Northeast** THAT the Request for Decision: Letterhead, E-Signature, Business Cards – New Logo with or without Tagline be received. **CARRIED**

- 19-12-21 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District approve the letterhead, e-signatures, and business cards logo with tagline and remove "So" from the Tagline and Capitalize the T. **CARRIED**

(e) 2018 Annual Report

- 19-12-22 M/S Directors Hall/Brooks** THAT the Board of Directors of the Central Coast Regional District receive the 2018 Annual Report. **CARRIED**

- 19-12-23 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District staff to assemble a 2019 Annual Report pamphlet for distribution to constituents as approved first by the Board during the June 2020 meeting. **CARRIED**

Director Hall abstained.

(ee) Grant In Aid – Agriculture Society Extension of Grant In Aid Letter

- 19-12- 24 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District approve the Bella Coola Agricultural Society's request for an extension on expenditure and reporting of their awarded 2019 grant in aid funds to 2020;

AND THAT Administration respond with a letter to that affect. **CARRIED**

FINANCIAL SERVICES

(f) Financial Plan 2020-2024 – Preliminary Annual Budget Material 2020

FC Byun joined the meeting at 11:14 a.m. and provided the Board with a power point presentation outlining highlights of the draft Financial Plan 2020-2024.

19-12-25 M/S Directors Brooks/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Financial Plan 2020-2024 Preliminary Annual Budget 2020. **CARRIED**

19-12-26 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District direct administration to continue budget preparation with reallocation of the regional district grant allocated into general operations as opposed to individual specific services. **CARRIED**

Alternate Director Hanks opposed.

FC Byun left the meeting at 12:36 p.m.

Recess was called at 12:37 p.m.

The regular meeting reconvened at 2:28 p.m.

COMMUNITY AND DEVELOPMENT SERVICES

(g) Community Economic Development Monthly Report

CEDO Wheelock joined the meeting at 2:29 p.m.

19-12-27 M/S Directors Brooks/Northeast THAT the Community Economic Development Officer Report be received. **CARRIED**

CEDO Wheelock left the meeting at 2:35 p.m.

(h) Correspondence for Information: Housing Needs Assessment letter from NDIT

19-12-28 M/S Directors Hall/Northeast THAT the Correspondence for Information: Housing Needs Assessment letter from NDIT be received. **CARRIED**

(i) Correspondence for Action: Letter from BCVT Re: Reallocating CCRD's Grant In Aid Funds

19-12-29 M/S Directors Northeast/Bertrand THAT the Correspondence for Action: Letter from BCVT Re: Reallocating CCRD's Grant In Aid Funds be received. **CARRIED**

Director Kennedy declared a conflict of interest as follows and left the room.

"I Board Member Jayme Kennedy disclose in accordance with sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter that I have an indirect pecuniary interest that constitutes a conflict of interest in item C) (i) Correspondence for Action: Letter from BCVT Re: Reallocating CCRD's Grant In Aid Funds

I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the Community Charter."

19-12-30 M/S Directors Bertrand/Northeast THAT Director Hall chair the meeting while the matter of item C (i) is considered and Vice Chair Kennedy is out of the room. **CARRIED**

19-12-31 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District approve the BCVT's 2019 grant in aid funding extension and reallocation request into 2020;

AND THAT in consideration of the Board's approval BCVT is ineligible to apply for new Grant in Aid funding in 2020;

AND THAT BCVT may be considered for grant in aid funding in future years, post 2020. **CARRIED**

Vice Chair Kennedy returned to the room and resumed chairing the meeting.

OPERATIONS

(j) Operations Manager Monthly Report

19-12-32 M/S Directors Hall/Northeast THAT the monthly Operations Manager Report be received. **CARRIED**

(k) Urban Systems Project Update, Denny Island Water System– December 2019

19-12-33 M/S Directors Northeast/Brooks THAT the Urban Systems Project Update Report on the Denny Island Water System – December 2019 be received. **CARRIED**

TRANSPORTATION SERVICES

(l) Transportation Monthly Report

19-12-34 M/S Directors Hall/Brooks THAT the Transportation Monthly Report be received. **CARRIED**

(m) Denny Island Airport Commission Meeting Minutes – November 21, 2019

19-12-35 M/S Directors Northeast/Bertrand THAT the Denny Island Airport Commission Meeting Minutes be received. **CARRIED**

PROTECTIVE SERVICES

(n) MOU Steering Committee Update – Verbal

CAO Kirk updated the Board on the recent Nuxalk Nation EMBC CCRD MOU Steering Committee meeting noting its productivity in delineating roles and responsibilities among the separate organizations and the shared emergency coordinator. CAO Kirk advised that further discussion is tabled for the January 2020 MOU Steering Committee meeting. CAO Kirk noted that the MOU Committee is developing a reporting template which the shared emergency coordinator will use to formally report to the three governing bodies, quarterly. CAO Kirk thanked Director Northeast for taking the time to attend the meeting particularly as Chair Schooner was unable to attend. CAO Kirk advised that further amendments to the MOU Committee Terms of Reference are under consideration to, among other matters, include all three Bella Coola Valley CCRD directors on the Committee which will be brought forward to the CCRD Board in due course.

Vice Chair Kennedy thanked CAO Kirk for her report.

(o) Correspondence for Information: Modernizing BC's Emergency Management Legislation – December 2019 PowerPoint & Book

19-12-36 M/S Directors Northeast/Brooks THAT the Correspondence for Information: Modernizing BC's Emergency Management Legislation – December 2019 PowerPoint slides and report be received. **CARRIED**

(p) Request for Decision: Community to Community Funding

19-12-37 M/S Directors Northeast/Brooks THAT the Request for Decision: UBCM Community to Community Forum Funding Proposal be received. **CARRIED**

19-12-38 M/S Directors Hall/Northeast THAT the Board of Directors of the Central Coast Regional District retroactively approves of the Administration's application for \$5,000 to the UBCM's Community-to-Community program, to offset costs associated with respectful dialogue related to our recent UBCM CRI (CWPP) Funding application. **CARRIED**

(q) Request for Decision: UBCM CEPF Cultural Safety and Humility Training Funding

19-12-39 M/S Directors Brooks/Northeast THAT the Request for Decision: UBCM CEPF Cultural Safety and Humility Training Funding be received. **CARRIED**

CAO Kirk advised the Board that contrary to the contents of the Request for Decision, UBCM staff have since advised Administration to take a different approach to the funding application as the project contemplated in the Request for Decision is too far out of scope for UBCM's project eligibility criteria for this particular fund. CAO Kirk further advised the Board that UBCM staff had recommended CCRD consider submitting a revised application for a project where CCRD would work with a single First Nation in the region which would bring the application closer to the current eligibility criteria. The Board recommended that CAO Kirk reach out to Pauline Waterfall of the

Heiltsuk First Nation who is experienced at delivering cultural competency training of the nature described in the funding call.

Director Bertrand declared a conflict of interest affecting impartiality:

"With regards that matter of Administration being encouraged to reach out to Pauline Waterfall, Heiltsuk Nation cultural expert, in order to progress item C) q) Request for Decision: UBCM CEPF Cultural Safety and Humility Training Funding I disclose that I have a familial association with Pauline Waterfall. As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

19-12-40 M/S Directors Northeast/Hall THAT the Board of Directors of the Central Coast Regional District approves in principle the CCRD's application to the UBCM CEPF's Cultural Safety and Humility Training Program. **CARRIED**

GOVERNANCE

(r) Municipal Finance Authority of BC – 2020 Appointment

19-12-41 M/S Director Northeast/Brooks THAT the Municipal Finance Authority of BC – 2020 Appointment documents be received. **CARRIED**

19-12-42 M/S Directors Northeast/Brooks THAT the Board of Directors of the Central Coast Regional District appoints Director Samuel Schooner to the Municipal Finance Authority of BC for 2020. **CARRIED**

19-12-43 M/S Directors Northeast/Brooks THAT the Board of Directors on the Central Coast Regional District appoints Director Travis Hall as alternate to the Municipal Finance Authority of BC for 2020. **CARRIED**

(s) Correspondence for Information: Gas Tax Agreement Community Works Fund payment

19-12-44 M/S Directors Bertrand/Hall THAT the Correspondence for Information: Gas Tax Agreement Community Works Fund Payment be received. **CARRIED**

(t) Harbour Authority Appointment

19-12-45 M/S Directors Hall/Northeast THAT the Harbour Authority Appointment Invitation email be received. **CARRIED**

19-12-46 M/S Directors Hall/Brooks THAT the Board of Directors of the Central Coast Regional District appoint Director Lawrence Northeast to the Bella Coola Harbour Authority as CCRD's representative. **CARRIED**

CAO Kirk requested that the Board consider the matter of remuneration for Director Northeast's appointment to the Bella Coola Harbour Authority Board of Trustees given the provision for Board remuneration for committee and commission attendance.

Director Northeast declared a conflict of interest as follows and left the room.

I Board Member Director Lawrence Northeast disclose that in accordance with Sections 100 (2)(b) and 101 (1)(2) and (3) of the Community Charter, I have direct pecuniary interest that constitutes a conflict of interest in Late Item C) (t) Harbour Authority Appointment.

19-12-47 M/S Directors Bertrand/Hall THAT our appointee to the Bella Coola Harbour Authority may claim remuneration for his participation at official meetings as a special work assignment at the hourly rate. **CARRIED**

Director Northeast returned to the room and rejoined the meeting.

(u) Request for Decision: Outer Coast Meeting 2020

19-12-48 M/S Directors Brooks/Hall THAT the Board of Directors of the Central Coast Regional District resolve that the regular July board meeting be moved from July 9, 2020 to July 3, 2020, to take place in Area B, Bella Bella. **CARRIED**

(v) Request for Decision: 2020 Board Meeting Calendar

19-12-49 M/S Directors Brooks/Hall THAT the Board of Directors receive the Request for Decision: 2020 Board Meeting Calendar be received. **CARRIED**

19-12-50 M/S Directors Brooks/Hall THAT the Board of Directors of the Central Coast Regional District amend the 2020 board meeting calendar by moving the July 9, 2020 board meeting to July 3, 2020 to take place in Area B.

AND THAT the Board of Directors of the Central Coast Regional District approves Friday June, 19, 2020 as a CCRD holiday day in lieu of National Indigenous Peoples Day June 21, 2020 landing on a Sunday. **CARRIED**

A recess was called at 4:08 p.m.
The regular meeting reconvened at 4:21 p.m.

(D) EXECUTIVE REPORTS

a. Electoral Area Reports

Area C Report: Vice Chair Kennedy

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

Vice Chair Kennedy informed the Board of her involvement in a content creation course for marketing.

Vice Chair Kennedy then noted her recent travel to Nanaimo to attend the Regional Library meeting as CCRD's representative.

Vice Chair Kennedy advised the board that she had attended a recent Bella Coola Valley Bear Safety Committee Meeting.

Vice Chair Kennedy further noted her attendance at the recent CCRD EDAC meeting.

Vice Chair Kennedy noted for the Board that she is planning the Rudolph Rock Fundraiser taking place on December 14, 2019 at Lobelco Hall. All proceeds go to the Annual Bella Coola Valley Music Festival. Director Kennedy advised that AKA will be performing and they haven't performed at the Rudolph Rock in a couple years, noting local excitement.

Vice Chair Kennedy then advised the Board that she recently attended a Regional Marketing Association meeting in Williams Lake. She shared that she is going to stand for another 3 year term on that committee.

Area A Report: Director Bertrand

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

Director Bertrand advised that in January there will be a Community Meeting taking place on Denny Island on January 4, 2020 at the Community Hall. The community will be discussing options for public harbour access because the harbour there is owned by a private corporation. Director Bertrand noted that there is interest in establishing a public dock. A couple options that will be discussed are the possibility of utilizing a DFO Program to potentially set up a Harbour Authority and the possibility of establishing a private yacht club. Director Bertrand explained that a yacht club is a private dock controlled by a society or a corporation, noting that Ocean Falls utilizes both models in their community. Director Bertrand further reported that there is interest in waste water treatment on Denny Island. As such, Director Bertrand plans to debrief residents during the town hall on the delegation the CCRD Board had from CCIRA (Central Coast Indigenous Resource Alliance) regarding feasibility of a pump out station in the central coast. Director Bertrand noted that while there is conceptual interest in the matter of waste water treatment, he is not certain that there is appetite to pay for a new CCRD service requiring further local service area fees. Director Bertrand noted the opportunity to hear public feedback on the two separate issues.

Ocean Falls:

Director Bertrand turned his report to Ocean Falls noting that there has been some work done by residents there to deal with the drainage issues. Director Bertrand explained that the poor drainage is causing rivers to form in town and to flood people's homes. The church was recently saved from flooding, noting residents' efforts to ditch around the church to save the building itself from flooding. Director Bertrand indicated he is not certain if the ditching efforts were an initiative of the Ocean Falls Improvement District or a community volunteer, but noted the good result from those who came together to help mitigate against further damage to that property.

Area B Report: Director Hall

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

Director Hall shared that November was a busy month for him. He sits on many other boards and/or committees that are related to governance but not necessarily to the regional district.

Director Hall attended the Health Board Meeting which led to a meeting with First Nations Health Authority FNHA which brought up concerns regionally about health transportation. Director Hall also reported that he advocated for support for the RW Large Memorial Hospital in Bella Bella during the meeting. Director Hall explained that the funding available to the hospital in Bella Coala is much greater than the funding available to the hospital in Bella Bella. Director Hall explained his concerns with the funding distribution noting that the hospital in Bella Bella doesn't just service Bella Bella; it services passing vessels, cruise ships, ferries. It also services Ocean Falls, Denny Island, and Klemtu. Director Hall stated that the hospital in Bella Bella is underfunded.

Director Hall reported that he recently attended his first UBCM Executive meeting since being re-elected as a director at large during the last UBCM convention in September 2019. Director Hall advised the Board that he has been selected to chair the Indigenous Relations portfolio. Director Hall noted that during their first meeting they discussed UNDRIP (United Nations Declaration on the Rights of Indigenous Peoples) and relayed that there are some challenges for the province signing off on the UNDRIP package. Director Hall noted that they were considering how the new framework is going to fit into UBCM and other organizations in terms of support and rollout.

Director Hall further advised the Board that he has been selected to sit on UBCM Executive's environment portfolio. He reported that as part of his UBCM environment portfolio he attended a presentation from forestry. They are working on gathering info from across BC in terms of the relationship to old growth and the definition of old growth and what it means to each region directly and also the relationship to indigenous needs for the cultural harvest of old monumental timber.

Director Hall concluded his report by expressing his gratitude for the support he is receiving to attend meetings like the FNHA gatherings. He also expressed appreciation for his involvement with Heiltsuk Tribal Council's MOU with the Hemas which is Heiltsuk Nation's traditional leadership. Director Hall explained that his Nation utilizes that relationship to make things happen for Heiltsuk Nation and it's great to have involvement in it.

Area D Report: Director Northeast

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

Director Northeast thanked the Board for their support that was given to the Nuxalk College. He reported that Nuxalk Collage was successfully awarded a grant of \$114,000 that will help establish an upgraded kitchen so they can better feed the students, host community events, do their catering and most important be a service in the area of food security. He further noted that Nuxalk College has some plans to be involved in being a vehicle in emergency preparedness, including the purchase of a generator in order to be in a position to provide a comfort station at the very least if there is a problem. The college is looking forward to starting their project.

Director Northeast advised the Board that a number of constituents have engaged in conversation over the last few months with him about: the state of the share shed, concerns regarding flood mitigation, and Hagensborg Water. Director Northeast noted that he does his best to seek council and find answers and get back to his constituents with information.

On the subject of flood mitigation Director Northeast made a point of finding out more about LiDar and the mapping and modeling that will come from it. He has a better understanding now of the project scope noting that it will give everyone more up to date information on the potential issues in the valley when it comes to flooding.

Director Northeast highlighted concerns from his constituents regarding the share shed, noting it is not in great shape which is in part a product of its popularity. Many people use its services. Director Northeast noted that if the share shed is going to be effective for keeping garbage out of the landfill, clearly there needs to be more room and there needs to be some sort of staffing. Director Northeast expressed his confidence that moving forward the CCRD should be able to find resolutions for both issues. Director Northeast advised the Board that he will be meeting with Joan Sawicki who wrote a letter that was received by the Board. Director Northeast advised that he will be seeking council and suggestions from Ms. Sawicki. Other constituents have come forward with suggestions too. He hopes he will be able to bring this input forward to the Board and be able to make some progress in that area.

Director Northeast noted his appreciation to the Board for their support in appointing him to serve on the Bella Coola Harbour Authority board as a CCRD Representative. Director Northeast stated that he likes the Harbour Authority's vision. Director Northeast shared that at the last Harbour Authority meeting someone said to him "We want to ensure that we have a working harbour in Bella Coola for everybody." Director Northeast noted that he supports that vision and looks forward to working with Harbour Authority on some projects that have a common interest to residents of the Valley and those who live on the water.

Director Northeast reiterated that he recently attended a Bella Coola Harbour Authority meeting as well as recently attending an Emergency Management MOU Steering Committee Meeting on behalf of Chair Schooner. Director Northeast advised the board that some important issues were reviewed during the MOU Steering Committee meeting relating to emergency management.

Director Northeast concluded his report by giving thanks to everyone for their work for the Regional District and wishing everyone a Merry Christmas and Happy Holidays.

The Board turned their attention to the matter of remuneration for Director Northeast's recent participation in the Harbour Authority. CAO Kirk explained this was necessary procedurally as their previous resolution considered remuneration for his new re-appointment and not the matter of past meetings attended as a CCRD representative.

Director Northeast declared a conflict of interest as follows and left the room.

I Board Member Director Lawrence Northeast disclose that in accordance with Sections 100 (2)(b) and 101 (1)(2) and (3) of the Community Charter, I have direct pecuniary interest that constitutes a conflict of interest in the matter of remuneration for my participation in the Harbour Authority.

19-12-51 M/S Directors Hall/Bertrand THAT Director Northeast be remunerated for his attendance at the Bella Coola Harbour Authority meeting. **CARRIED**

19-12-52 M/S Directors Brooks/Bertrand THAT Director Northeast be remunerated for his attendance at the MOU Steering Committee meeting in place of Chair Schooner. **CARRIED**

Director Northeast rejoined the meeting.

19-12-53 M/S Directors Hall/Brooks THAT the full Board be remunerated for the workshop on Housing Assessment by Urban Systems that took place on December 11, 2019 from 4:15-7:00 p.m. **CARRIED**

Area E Report: Alternate Director Brooks

No report.

IN CAMERA MATTERS

The Chair closed the meeting to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer or agent of the municipality or another position appointed by the municipality; 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* and section 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.

The regular board meeting went in camera at 4:40 p.m.
The regular board meeting reconvened at 5:56 p.m.

a) Matters Brought out of Camera

That the Board of Directors of the Central Coast Regional District release the following In-Camera resolutions to the public:

19-12-54 [IC Release:] THAT the Board of Directors of the Central Coast Regional District appoints: John Bole to the Ocean Falls Revitalization Committee.

19-12-55 [IC Release:] THAT the Board of Directors of the Central Coast Regional District appoints Joan Cole, Connie Nygaard, Karen Lansdowne, Nikola Koroluk and Christina Hoppe as commissioners of the Centennial Swimming Pool Commission for 2020.

- 19-12-56** [IC Release:] THAT the Board of Directors of the Central Coast Regional District appoints: Steve Emery, Russell Snow, Victoria Graham, Tony Gellard, John Gary, Doug Sharkey, and Ingmar Lee to the Denny Island Airport Commission for 2020.
- 19-12-57** [IC Release:] THAT the Board of Directors of the Central Coast Regional District appoints: Krista Roessingh, Victoria Graham, Lon Sheehan, and Daniel Bertrand to the Denny Island Recreation Commission.
- 19-12-58** [IC Release:] THAT the Board of Directors of the Central Coast Regional District authorize the purchase of CCRD Staff Christmas gift cards at \$100 per staff member.

(E) ADJOURNMENT

19-12-59 M/S Director Northeast THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 5:59 p.m.

Chair

Chief Administrative Officer



To: Board of Directors, CCRD

Meeting Date: February 13, 2020

Subject: Policy Updates

Recommendation:

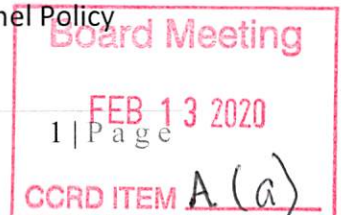
THAT the Board of Directors of the Central Coast Regional District receive this Policy Update Report.

Policy Updates

This brief update report is focused on the progress of policies being researched and finalized. We recognize and uphold Policy A-24 Policy Development and Review which states, "Policy review and evaluation is an on-going process. Policies will be brought forward to the board of directors for review and relevance on a rotating schedule that will cover all policies within the Policy Manual every three years. Policies requiring earlier amendments will be put forward for board consideration, on an as needed basis."

Progress to date:

1. **A-9(c) Facilities Inspection Policy – General** was last amended on September 10, 2015. This policy was brought for review at the December 12, 2019 board meeting and tabled in order for Operations Manager Ken McIlwain to complete research as requested by the board regarding the minimum number of employees at a workplace (the CCRD main office) that would trigger monthly inspections under the *Workers Compensation Act*. OM McIlwain is continuing discussions with the MIABC and completing further research.
2. **E-8 Respectful Workplace** was adopted on April 11, 2013 and amended on April 14, 2016. Currently CEDO, Matthew Wheelock is updating this policy with particular attention paid to the bullying piece. In the policy it states, "this policy shall be reviewed annually by the Central Coast Regional District in accordance with D3-115(g) of the *Workers Compensation Act*. CEDO Wheelock is being mindful of Policy E-7 Ethical Standards of Conduct for Elected Officials and A-29 Personnel Policy while the review is being completed.




For the March 2020 Board meeting we will review the following policy:

- A-12 Pool Closure Due to Inclement Weather. This policy was last amended on May 12, 2016. It is currently with the Pool Commission for their review and input.

For the April 2020 Board meeting we will review the following policies:

- A-11 Distribution of Board Meeting Draft Minutes
- A-24 Policy Development and Review
- A-28 Proclamations
- F-1 Payment Distribution Schedule
- F-11 Firemen's Use of Department Equipment
- F-13 Capitalization
- F-14 Payables Procedure
- F-15 Receipts and Deposits Handling
- F-16 Community Works Fund Allocations

Respectfully Submitted by:



Evangeline Hanuse, Planning Coordinator



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Destiny Mack, EA

Meeting Date: February 13, 2020

Subject: Policy A-16 Donations Request Campaigns

Recommendation:

THAT the Board of Directors of the Central Coast Regional District review Policy A-16 Donation Request Campaigns.

Issue/Background Summary:

Policy A-16 Donations Request Campaigns was last reviewed March 10, 2016. According to the Regional District's development & review policy, each policy is to be reviewed for amendment relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-24 – Policy Development and review
Policy A-16 – Donations and Request Campaigns

Financial/Budgetary Implications:

None, other than staff time to administer.

Time Requirements – Staff and Elected Officials:

Minimal Administration requirements

Options to Consider:

1. Recommendation
2. Amend Policy A-16 Donation Request Campaigns
3. Table the policy for the next board meeting

Submitted by: Destiny Mack
Destiny Mack, Executive & Operations Assistant

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Board Meeting
FEB 13 2020
CCRD ITEM A b) 1)

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-16 - Donation Request Campaigns

Preamble: Occasionally it may be necessary to request public donations towards a specific project, service or other undertaking of the regional district.

Policy: The Central Coast Regional District Board may from time to time, by resolution, authorize a campaign to request donations from the public to support various projects, services or other undertaking of the regional district. Without limiting the foregoing, the board may, by resolution, stipulate the types of donations (i.e., monetary, or specific goods and/or services), that the Board deems appropriate and may further provide for the special recognition of benefactors, or certain classifications of benefactors.

Date: January 17, 2001
Reviewed: September 12, 2013
Reviewed: March 10, 2016
Reviewed: [February 13, 2020](#)

December 12, 2019



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Destiny Mack, EA

Meeting Date: February 13, 2020

Subject: Policy A-17 Donations and Bequests

Recommendation:

THAT the Board of Directors of the Central Coast Regional District review Policy A-17 Donations and Bequests.

Issue/Background Summary:

Policy A-17 Donations and Bequests was last reviewed March 10, 2016. According to the Regional District's development & review policy, each policy is to be reviewed for amendment relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-24 – Policy Development and review
Policy A-17 – Donations and Bequests

Financial/Budgetary Implications:

None, other than staff time to administer.

Time Requirements – Staff and Elected Officials:

Minimal Administration requirements

Options to Consider:

1. Recommendation
2. Amend Policy A-17 Donations and Bequests
3. Table the policy for the next board meeting

Submitted by: Destiny Mack
Destiny Mack, Executive & Operations Assistant

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Board Meeting
 FEB 13 2020
 CCRD ITEM A b) 2)

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-17 - Donations and Bequests

Preamble: The Central Coast Regional District recognizes and appreciates that members of the public, special interest groups, community groups, its corporate citizens, or others, may wish to make an unsolicited donation or bequest to the Central Coast Regional District.

Policy: The Central Coast Regional District Board welcomes and accepts unsolicited donations and bequests that are offered as follows:

- Donations and bequests are to be submitted to the attention of the Central Coast Regional District's office in Bella Coola;
- Donations and bequests must be monetary and must be unconditional with respect to how, when, or where the funds are to be utilized. The funds may be earmarked for a particular extended or local service that has been established by the Central Coast Regional District, however, the specific purpose for which the funds will be utilized within that particular budget remains at the discretion of the Central Coast Regional District.

Unsolicited donations and bequests that fall outside of the above parameters may only be accepted if authorized by separate board resolution or policy.

This policy excludes donations and bequests made in response to an emergency event.

Date: January 17, 2001
Amended: September 13, 2012
Reviewed: September 12, 2013
Reviewed: March 10, 2016
Reviewed: February 13, 2020

December 12, 2019



To: Courtney Kirk, CAO

CC:

From: Evangeline Hanuse, Planning Coordinator

Meeting Date: February 13, 2020

Subject: Policy A-17(a) – Donations and Bequests in Conjunction with an Emergency Event

Recommendation:

THAT the Board of Directors of the Central Coast Regional District reviews Policy A-17(a) Donations and Bequests in Conjunction with an Emergency Event.

Issue/Background Summary: Policy A-17(a) was last reviewed on March 2016. According to the regional district's development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-17(a) Donations and Bequests in Conjunction with an Emergency Event
Policy A-24 Policy Development and Review

Financial/Budgetary Implications: None unless there are donations.

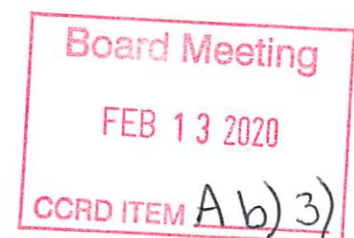
Time Requirements – Staff and Elected Officials: None.

Options to Consider:

- 1.) Review the policy
- 2.) Table the policy for the next board meeting

Submitted by: Ehanuse
Evangeline Hanuse, Planning Coordinator

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-17(a) - Donations and Bequests in Conjunction with an Emergency Event

Preamble: The Central Coast Regional District recognizes and appreciates that members of the public, special interest groups, community groups, its corporate citizens, or others, may wish to make an unsolicited donation or bequest to assist residents of the Central Coast Regional District in conjunction with an emergency event.

Policy: The Central Coast Regional District welcomes and accepts unsolicited donations and bequests in relation to emergency events that are offered as follows:

- Donations and bequests are to be submitted to the attention of the Central Coast Regional District's office in Bella Coola or alternatively, to the regional district's account at the Williams Lake and District Credit Union.
- Donations and bequests must be monetary and unconditional with respect to how, when, or where the funds are to be utilized, which will be determined at the discretion of the Chief Administrative Officer.

Unsolicited donations and bequests for emergency events that fall outside of the above parameters may only be accepted if authorized by the Chief Administrative Officer.

Adopted: November 14, 2013
Reviewed: March 10, 2016

A-17(a) - Donations and Bequests in Conjunction with an Emergency Event

Preamble: The Central Coast Regional District recognizes and appreciates that members of the public, special interest groups, community groups, its corporate citizens, or others, may wish to make an unsolicited donation or bequest to assist residents of the Central Coast Regional District in conjunction with an emergency event.

Policy: The Central Coast Regional District welcomes and accepts unsolicited donations and bequests in relation to emergency events that are offered as follows:

- Donations and bequests are to be submitted to the attention of the Central Coast Regional District's office in Bella Coola or alternatively, to the regional district's account at the Williams Lake and District Credit Union.
- Donations and bequests must be monetary and unconditional with respect to how, when, or where the funds are to be utilized, which will be determined at the discretion of the Chief Administrative Officer.

Unsolicited donations and bequests for emergency events that fall outside of the above parameters may only be accepted if authorized by the Chief Administrative Officer.

This policy does not in any way prevent the CCRD from soliciting donations for an emergency management purpose

Adopted: November 14, 2013

Reviewed: March 10, 2016

Amended: February 13, 2020



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Ye - Ne Byun, Finance Manager

Meeting Date: February 13, 2020

Subject: Policy A-20 Disposal of Assets

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve A-20 Disposal of Assets as amended.

Issue/Background Summary:

Policy A-20 was last reviewed in September 2015. According to the regional district's development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy A-20 was introduced for amendment at the December 12, 2019 meeting of the board and was deferred to the February meeting.

Policy, Bylaw or Legislation:

Policy A-20 Disposal of Assets
Policy A-24 Policy Development and Review
Local Government Act – Division 6 Disposing of Land & Improvements s 285-288

Financial/Budgetary Implications:

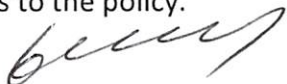
None.


Time Requirements – Staff and Elected Officials:

None.

Options to Consider:

Approve or deny changes to the policy.

Submitted by: 
Ye-Ne Byun, Finance Manager

Reviewed by: 
Courtney Kirk, Chief Administrative Officer

Board Meeting
 FEB 13 2020
 CCRD ITEM **A6) 4)**

A-20 - Disposal of Assets

Preamble: An asset disposal policy ensures that assets representing expended tax dollars are disposed of in a fair and transparent fashion, taking into account best practices, and in accordance with *Part 5, Division 5, Disposing of Land and Improvements and Disposal of Water Systems, Sewer Systems and Utilities* (sections ~~285+86-2+88~~) of the *Local Government Act, RSBC, 2015+996*.

Definitions: “Assets” means any type of tangible, physical property, either singularly or as a component or part of another item of tangible physical property.

“Interest in land and improvements” means the multi-year lease agreements the CCRD has with various lease holders at the Bella Coola Airport or other CCRD facilities.

“Immediate Family Member” means father, mother, sister, brother, stepfather, stepmother, stepsister, stepbrother, father/mother/sister/brother-in-law, spouses/common law spouses, and/or children.

“Value” means replacement value for an item of similar age and condition. Assets are considered of no value where the asset is movable property and where CCRD staff deem intended use of the asset risks bodily harm.

Policy: Assets held by the Regional District that are no longer needed shall be disposed of as follows:

1. Any item having an estimated value of less than \$1000 may be posted on the Regional District’s website and public notice boards located at postal outlets within the Regional District.
2. Any item having an estimated value of \$1000 or more must be published on the Regional District’s website, in the local newspaper and simultaneously posted on public notice boards at postal outlets within the Regional District.
3. The Chief Administrative Officer and/or designate be authorized to receive any and all offers and to accept none or one offer ~~that would~~ in order to provide the most benefit to the Regional District, up to an amount of \$10,000. The sale of assets with a value greater than \$10,000 must be approved by the Board of Directors.
4. No assets shall be sold to CCRD staff, Directors or immediate family members prior to assets being offered for sale to the public. Additionally, no preferential treatment in acquisition shall be given to CCRD staff, Directors or immediate family members.
5. The CCRD shall notify the public of any disposition of an interest in land and improvements. Notice must be published on the Regional District’s website and in the local newspaper.

6. CCRD staff may dispose of assets of no value without sale or public notification.

7. Consideration may be given to outer coast needs in the disposition of assets by resolution of the Board.

Adopted: June 14, 2007
Amended: September 13, 2012
Amended: September 10, 2015
Amended: December 12, 2019
Amended : February 13, 2020



To: Board of Directors, CCRD
CC: Courtney Kirk, CAO
From: Destiny Mack, EA
Meeting Date: February 13, 2020
Subject: A-32 – CCRD Website Privacy Policy

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve the amendments to Policy A-32 CCRD Website Privacy Policy.

Issue/Background Summary:

Policy A-32 CCRD Website Privacy Policy was adopted September 10, 2015. According to the Regional District's development & review policy, each policy is to be reviewed for amendment relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-24 – Policy Development and review
Policy A-32 CCRD Website Privacy Policy

Financial/Budgetary Implications:

None, other than staff time to administer.

Time Requirements – Staff and Elected Officials:

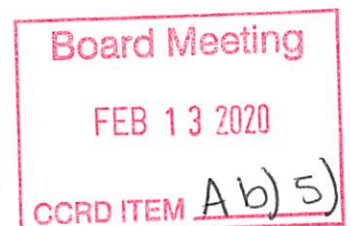
Minimal Administration requirements

Options to Consider:

1. Amend the policy as per recommendation
2. Table the policy for the next board meeting
3. Keep policy as currently worded.

Submitted by: Destiny Mack
Destiny Mack, Executive & Operations Assistant

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-32 – CCRD Website Privacy Policy

Preamble:

The Central Coast Regional District website is one of the region's key tools for communicating with the public about who we are and what we do. In today's world of social media and electronic communications, a big concern for those visiting any website is, "*what will the host organization do with my personal information?*"

~~This policy is being established to address any privacy concerns that may arise by creating a transparent environment which explains how CCRD handles personal information.~~

~~CCRD is committed to creating a transparent environment which explains how CCRD handles personal information in an effort to address website use privacy concerns.~~

Policy:

1. Introduction

The Central Coast Regional District is strongly committed to protecting the privacy of its user community. The intent of this privacy policy is to clarify what information may be obtained about users of the Central Coast Regional District website, how this information is used and our disclosure practices. Please note that this information may be updated at any time in order to address new issues and reflect changes on our website. We will post those changes on our website as they occur, keeping information current. This privacy policy applies only to the Central Coast Regional District website and not to other community, company or organization sites to which we provide links.

2. Site usage information

Every computer connected to the Internet is given a domain name and an IP (Internet Protocol) address, containing a set of numbers. This information reveals nothing personal about the visitor.

When a visitor requests a page from within the Central Coast Regional District website, our web servers automatically recognize that computers' IP address and domain name. Such data is used in the aggregate to help determine general usage patterns and fine-tune layout patterns to ensure our site is as user friendly as possible. This information is not collected or evaluated for individuals and our web servers do not automatically record e-mail addresses.

3. Cookie technology

From time to time, the Central Coast Regional District may send a "cookie" to a visitor user's computer. A cookie is a small piece of data that is sent to their browser from a web server and stored on their computer's hard drive. A cookie cannot:

- Read data off your hard disk;
- Read cookie files created by other web sites;
- Damage your system.

December 12, 2019

CENTRAL COAST REGIONAL DISTRICT
POLICIES

~~A-32 – CCRD Website Privacy Policy – Page 2~~

The Central Coast Regional District website may utilize cookie technology to aid visitors in filling out forms or ensuring that requested information is not sent to the visitor more than once.

~~A-32 – CCRD Website Privacy Policy – Page 2~~

Our website visitors can choose whether to accept cookies by changing the settings of their browser. They can reset their browser to refuse all cookies, or allow their browser to show them when a cookie is being sent. If they choose not to accept these cookies, their experience at our site and other Web sites may be diminished and some features may not work as intended.

4. What else should be known about online privacy?

The Central Coast Regional District website contains many links to many external websites. The Central Coast Regional District is not responsible for the privacy practices or the content of such websites. Website visitors will be encouraged to check contained links on our site, to determine other website privacy policies.

Users will be asked to keep in mind that whenever they voluntarily disclose personal information online—for example through e-mail, discussion lists or elsewhere—that information can be collected and used by others. In short, if they post personal information online that is accessible to the public, they may receive unsolicited messages from other parties in return. Ultimately, they are solely responsible for maintaining the secrecy of their personal information. It is therefore important for any user to be careful and responsible whenever they are online.

5. Security

The Central Coast Regional District exercises care and due diligence in managing, transmitting and securing personal information once we receive it. We will take careful measures to secure both a visitor's information and our physical premises. This may include access to an on-site office, secure access levels to databases or the use of passwords and encryption. However, it is important to know that data transmission over the Internet is not 100 percent secure. Despite our efforts, we cannot guarantee the security of any information transmitted to us – it is done at an individuals', own risk.

6. Disclosure policy

The Central Coast Regional District does not share any of the individually identifiable information provided to us with the sites to which the Central Coast Regional District links. We may, however, share aggregate data with such websites (such as how many people use our site).

Our website visitor's personal information may be disclosed without their consent if the Central Coast Regional District has reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring or interfering with our rights, property, users or anyone else who may be harmed by such activities. We will also disclose their information without their consent where we are required by law.

December 12, 2019

CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-32 – CCRD Website Privacy Policy – Page 3

7. Links to other websites

Our privacy policy only applies to the Central Coast Regional District website. It does not apply to external sites that others may connect to from our site.

~~A-32 – CCRD Website Privacy Policy – Page 3~~

We recommend that users of our website or any website read the privacy policy before divulging individually identifiable information, and to understand how personal information will be managed. We are not responsible for the content or practices of websites operated by third parties that are linked to our sites. These links are provided as a service to our visitors. Unless otherwise stated, they do not constitute our endorsement, sponsorship or approval of their content, policies or practices.

8. Acceptance

By accessing any of the pages within the Central Coast Regional District website, users signify their acceptance of our privacy policy. If they do not agree to this policy, they are advised to not use our website. Continued use of the Central Coast Regional District website following the posting of changes to these terms will mean that they accept those changes.

Where the information provided to us is sensitive, their consent must be expressed. The following are examples of expressed consent:

- Clicking on the submit button on a form that includes individually identifiable information;
- Sending an e-mail requesting a product or service.

The manner in which your consent is granted may vary depending on the sensitivity of the information that you are providing to us. Where the information is less sensitive, implied consent will be considered appropriate.

For more information please visit the Office of the Information & Privacy Commissioner for British Columbia at, www.oipc.bc.ca

Adopted: September 10, 2015

Amended: [February 13, 2020](#)

Rationale for policy:

Administration is in the process of updating the CCRD website. We wish to have a privacy policy specifically for CCRD website that outlines in a transparent manner how we will manage the personal information of users of our website.

December 12, 2019



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Ken McIlwain, Operations Manager

Meeting Date: February 13, 2020

Subject: Policy A-33 – Bella Coola Volunteer Fire Department: Level of Service

Recommendation:

THAT the Board of Directors of the Central Coast Regional District amend Policy A-33 Bella Coola Volunteer Fire Department: Level of Service as recommended.

Issue/Background Summary:

Policy A-33 Bella Coola Volunteer Fire Department: Level of Service Policy was adopted July 20, 2016. According to the Regional District's development & review policy, each policy is to be reviewed for amendment relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-24 – Policy Development and review

Policy A-33 – Bella Coola Volunteer Fire Department: Level of Service Policy

Financial/Budgetary Implications:


None, other than staff time to administer.

Time Requirements – Staff and Elected Officials:

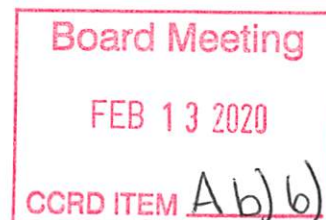
Minimal Administration requirements

Options to Consider:

1. Amend policy as per recommendation
2. Return to staff for further review
3. Keep policy as currently worded

Submitted by: 
Ken McIlwain, Operations Manager

Reviewed by: 
Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-33 – Bella Coola Volunteer Fire Department: Level of Service Policy

Preamble: As of May 2015, the British Columbia Office of the Fire Commissioner identifies a set of province-wide training standards that contains service level options and associated training requirements for BC Fire Departments. These training standards are based on identified service levels including Exterior Operations, Interior Operations and Full Service Operations. Adherence to the provisions contained in the BC Structure Firefighters Competency and Training Playbook are mandatory for all structural fire departments throughout the province. This policy demonstrates a commitment to quality training, management and oversight of the Bella Coola Volunteer Fire Department.

Deleted: September, 2014

Deleted: all rural departments in the region.

Purpose: To affirm the commitment of the Central Coast Regional District (CCRD) to set the level of service provided by the Bella Coola Volunteer Fire Department (BCVFD) and for the provision of training to meet the requirements contained within the Structure Firefighters Competency and Training Playbook developed by the British Columbia Office of the Fire Commissioner.

Scope: This Policy applies to all CCRD/BCVFD volunteer firefighters and officers.

Policy: In accordance with the BC Office of the Fire Commissioner as contained within the Structure Firefighters Competency and Training Playbook, the CCRD/BCVFD strives to have all fire service members trained and competent to an Exterior Operations service level.

Deleted: External

The CCRD/BCVFD will maintain a training program to meet the job performance requirements for Exterior Operations Level Firefighter as contained within the Structure Firefighters Competency and Training Playbook.

Deleted: External

The CCRD will regularly review the membership of the Bella Coola Volunteer Fire Department and will provide an assigned level of service to the Fire Department based on training and competencies in accordance with the BC Office of the Fire Commissioner as contained within the Structural Firefighters Competency and Training Playbook.

The declared level of service and associated procedural guidelines for the Bella Coola Volunteer Fire Department will be reflected in the BCVFD Operations Manual and be based upon criteria established within the Structure Firefighters Competency and Training Playbook.

Deleted: CCRD

Deleted: Fire Services

Deleted: Standard Operating Guidelines

Adopted: July 20, 2016 resolution 16-07-30

Reviewed: February 13, 2020



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Ye-Ne Byun, Finance Manager

Meeting Date: February 13, 2020

Subject: Policy F-3 Signatories

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve Policy F-3 Signatories as amended.

Issue/Background Summary:

Finance Manager needs to be added to the list of designated signatories to accounts of the Central Coast Regional District and the Central Coast Regional Hospital District, which includes online banking and safety deposit box privileges.

Policy, Bylaw or Legislation:

None.

Financial/Budgetary Implications:

None.

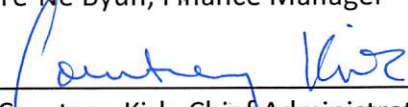
Time Requirements – Staff and Elected Officials:

None.

Options to Consider:

None.

Submitted by: 
Ye-Ne Byun, Finance Manager

Reviewed by: 
Courtney Kirk, Chief Administrative Officer

Board Meeting
FEB 13 2020
CCRD ITEM A(b)7)

F-3 - Signatories

Preamble: It is appropriate for the regional district to establish and designate signatories for payments issued from the accounts of the Central Coast Regional District and the Central Coast Regional Hospital District.

Policy: It is the policy of the Central Coast Regional District that designated signatories for payment issuing purposes and online banking shall be TWO of the following: electoral area directors, Chief Administrative Officer, Chief Financial Officer, [Finance Manager](#), Operations Manager, ~~Financial Officer as designated by the CAO for this purpose~~ and Financial Management Services Provider as designated by the CAO. -For clarity, alternate directors are not designated signatories, even when acting on behalf of the electoral area director.

Further, it is policy that designated signatories are limited to signing only where a real or perceived conflict does not exist. For the purposes of this policy, a real or perceived conflict includes a relationship with the payee as follows: a person, partnership, proprietorship or shareholder in an organization, who is a relative (child, spouse, parent, sibling, or grandparent). A real or perceived conflict also exists when payments are issued to the signatory, or to a payee of which the signatory is a partner, proprietor or shareholder.

Date: September 14, 1993
Reviewed: March 3, 2004
Amended: October 13, 2011
Amended: April 10, 2014
Amended: June 11, 2015
Amended: March 29, 2018
Amended: [February 13, 2020](#)



To: Board of Directors, CCRD
CC: Courtney Kirk, CAO
From: Evangeline Hanuse, Planning Coordinator
Meeting Date: February 13, 2020
Subject: Policy P-1 Delegation of Public Hearing

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approves policy amendments for Policy P-1 Delegation of Public Hearing.

Issue/Background Summary: Policy P-1 was last reviewed on September 10, 2015. According to the regional district's development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

Policy P-1 Delegation of Public Hearing
Policy A-24 Policy Development and Review

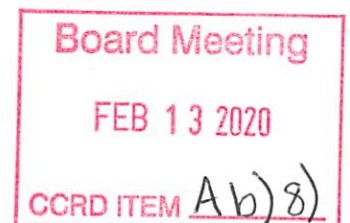
Financial/Budgetary Implications: None.

Time Requirements – Staff and Elected Officials: None, other than in the event of a Public Hearing.

Options to Consider:

Submitted by: Evangeline Hanuse
Evangeline Hanuse, Planning Coordinator

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer



P-1 - Delegation of Public Hearing

Preamble: Section ~~891-231~~ of the *Local Government Act* provides that the Board may delegate the holding of a public hearing.

Policy: That for purposes of ~~Part 26~~ Division 3, Part 14 of the *Local Government Act* the Board delegates the holding of a public hearing

- a) to the director of the electoral area in which the land concerned is located
- b) with the consent of the director referred to in paragraph (a);

- 1. to the alternate director of that electoral area, or
- 2. to any other director or directors, and
- 3. the person to whom the hearing has been delegated must report back to the Board before the bylaw is adopted

Date: June 16, 1993
Amended: April 07, 2004
Adopted: June 02, 2004
Reviewed June 14, 2012
Amended: September 10, 2015
Amended: February 13, 2020



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Evangeline Hanuse, Planning Coordinator

Meeting Date: February 13, 2020

Subject: Policy P-2 Application/Approval Process for Land Use Bylaws

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approves policy updates as amended for Policy P-2 Application/Approval Process for Land Use Bylaws.

Issue/Background Summary: Policy P-2 was last reviewed on September 10, 2015. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years. It is suggested to delete the reference to Oweekeno as the name was changed to Wuikinuxv around 2011 or earlier and is now conventional to public awareness.

Policy, Bylaw or Legislation:

Policy P-2 Application/Approval Process for Land Use Bylaws
Policy A-24 Policy Development and Review

Financial/Budgetary Implications: None.

Time Requirements – Staff and Elected Officials: None.

Options to Consider:

- 1.) Approve the suggested changes.
- 2.) Reject the suggested changes.

Submitted by: *ehanuse*
Evangeline Hanuse, Planning Coordinator

Reviewed by: *Courtney Kirk*
Courtney Kirk, Chief Administrative Officer

Board Meeting
FEB 13 2020
CCRD ITEM *A6)9)*

CENTRAL COAST REGIONAL DISTRICT
POLICIES

P-2 Application/Approval Process for Land Use Bylaws

Preamble: Certain portions of the application process for amendments to the zoning and ~~OCP~~ Official Community Plan (OCP) bylaws are at the discretion of the board of directors. It is advisable and expedient to define the process that is best suited to accommodate the public and reduce unnecessary time spent at the board table.

Policy: That upon receipt of an application to amend the zoning bylaw or ~~Official Community Plan~~ OCP bylaw, and on receipt of the required application fee, staff are authorized to proceed with obtaining the responses from various agencies prior to first reading of a potential bylaw. Agencies include, but are not limited to:

Ministry of Transportation & Infrastructure
Agricultural Land Commission (where applicable)
Vancouver Coastal Health Authority
Department of Fisheries and Oceans
Ministry of Forests Lands and Natural Resource Operations - Archaeology
School District No. 49
Nuxalk Nation Chief and Council
Heiltsuk Tribal Council (Electoral Areas A&B only)
Wuikinuxv First Nation (~~Formerly Oweekeno~~—Electoral Areas A&B only)

After the applicant has been informed of the responses from outside agencies and upon his or her recommendation to proceed, the information will be compiled and submitted to the board in the form of a staff report. This report will form the basis for first and subsequent readings of the amending bylaw.

If the applicant does not wish to proceed to first reading, 50% of the application fee as specified by regional district bylaws will be refunded to the proponent and the rest retained by the regional district to cover the costs associated with the initial inquiries and bylaw preparation.

Adopted: August 9, 1994
Amended: November 01, 1994
Amended: June 02, 2004
Amended: June 14, 2012
Amended: September 10, 2015
Amended: February 13, 2020



To: Courtney Kirk, CAO

From: Evangeline Hanuse, Planning Coordinator

Meeting Date: February 13, 2020

Subject: Policy P-3 Administration of Agricultural Land Commission Act and Soil Conservation Application Fees

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approves policy updates as amended for Policy P-3 Administration of Agricultural Land Commission Act and Soil Conservation Application Fees.

Issue/Background Summary: Policy P-3 was last reviewed on September 2015. According to the regional district's development and review policy, each policy is to be reviewed for amendment and relevancy every three years. The updates applied relate to the new legislation related to agriculture and Graham Farstad (qathet Regional District) provided useful leads to assist in updating this policy.

Policy, Bylaw or Legislation:

Policy P-2 Application/Approval Process for Land Use Bylaws
Policy A-24 Policy Development and Review
Agricultural Land Commission Act
Agricultural Land Commission Regulation

Financial/Budgetary Implications: None.

Time Requirements – Staff and Elected Officials: None.

Options to Consider:

- 1.) Accept the amendments
- 2.) Table the policy for the next board meeting
- 3.) Review the policy without amendments

Submitted by: *ehanuse*
Evangeline Hanuse, Planning Coordinator

Reviewed by: *Courtney Kirk*
Courtney Kirk, Chief Administrative Officer

Board Meeting
FEB 13 2020
CCRD ITEM *Ab)10*

P-3 - Administration of Agricultural Land Commission Act Application Fees

Preamble: The *Agricultural Land Commission Act (ALC Act)* and the *Agricultural Land Commission Regulation (ALC Regulation)* sets the legislative framework for the establishment, administration and procedures of BC's agricultural land preservation program. The *ALC Act* and the *ALC Regulation* prioritizes land use within the reserve and allows for some additional land uses that may be regulated or prohibited by local government.

It is the responsibility of the local government under section 29 of the *ALC Regulation* to forward a use or subdivision application to the Commission.

Policy: Section 33(1) of the *ALC General Regulation* specifies that the prescribed application fees are as follows:

- (a) \$1,350, if a fee has already been submitted under section 20.3 (1) (c) (ii) of the *Act* in respect of the application, and
- (b) \$1,500, in any other case.

Pursuant to section 33(2) of the *ALC General Regulation* specifies that the prescribed portion of the application fee that the Central Coast Regional District will retain for the purposes of section 35(1) of the *Act* is \$300 for an application

Pursuant to section 33(3) of the *ALC General Regulation* specifies that the prescribed times for the purposes of section 35(1)(b) of the *Act* are at a time that occurs on or before March 31, June 30, September 30 and December 31 of each year.

Section 33(4) of the *AALC General Regulation* states that the prescribed portion of an application fee that may be remitted by the commission to a local government for the purposes of section 35(5) of the *Act* is \$200.

Adopted: April 11, 1995
Amended: June 02, 2004
Reviewed: June 14, 2012
Amended: September 10, 2015
Amended: February 13, 2020

**P-3 - Administration of Agricultural Land Commission and Soil Conservation Act
Application Fees**

Preamble: The *Agricultural Land Commission Act* and the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* set the legislative framework for the establishment, administration and procedures of BC's agricultural land preservation program. The *Agricultural Land Commission Act* takes precedence over, but does not replace other legislation and bylaws that may apply to the land. Local governments are expected to plan in accordance with the provincial policy of preserving agricultural land.

It is the responsibility of the local government under section 21 of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* to forward applications to the Commission.

Policy: Section 33(1) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* specifies that the prescribed application fees are as follows:

- (a) for permission under section 20 or 21 of the *Act* for a use or subdivision of agricultural land to which section 4 does not apply, \$600;
- (b) for permission under section 29 or 30 of the *Act* for the exclusion of land from the reserve, \$600;
- (c) for permission under section 34(6) of the *Act* for applications filed directly with the commission, \$400.

Pursuant to section 33(2) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* specifies that the prescribed portion of the application fee that the Central Coast Regional District will retain for the purposes of section 35(1) of the *Act* is \$300 for an application

- (a) for exclusion under section 29 or 30 of the *Act*, or
- (b) for use or subdivision under section 20 or 21 of the *Act*.

Pursuant to section 33(3) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* specifies that the prescribed times for the purposes of section 35(1)(b) of the *Act* are at a time that occurs on or before March 31, June 30, September 30 and December 31 of each year.

Section 33(4) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* states that the prescribed portion of an application fee that may be remitted by the commission to a local government for the purposes of section 35(5) of the *Act* is \$200.

Adopted: April 11, 1995

Amended: June 02, 2004

Reviewed: June 14, 2012

Amended: September 10, 2015

December 12, 2019

P-3 - Administration of Agricultural Land Commission Act Application Fees

Preamble: The *Agricultural Land Commission Act (ALC Act)* and the *Agricultural Land Commission Regulation (ALC Regulation)* sets the legislative framework for the establishment, administration and procedures of BC's agricultural land preservation program. The *ALC Act* and the *ALC Regulation* prioritizes land use within the reserve and allows for some additional land uses that may be regulated or prohibited by local government.

It is the responsibility of the local government under section 29 of the *ALC Regulation* to forward a use or subdivision application to the Commission.

Policy: Section 33(1) of the *ALC General Regulation* specifies that the prescribed application fees are as follows:

- (a) \$1,350, if a fee has already been submitted under section 20.3 (1) (c) (ii) of the *Act* in respect of the application, and
- (b) \$1,500, in any other case.

Pursuant to section 33(2) of the *ALC General Regulation* specifies that the prescribed portion of the application fee that the Central Coast Regional District will retain for the purposes of section 35(1) of the *Act* is \$300 for an application

Pursuant to section 33(3) of the *ALC General Regulation* specifies that the prescribed times for the purposes of section 35(1)(b) of the *Act* are at a time that occurs on or before March 31, June 30, September 30 and December 31 of each year.

Section 33(4) of the *AALC General Regulation* states that the prescribed portion of an application fee that may be remitted by the commission to a local government for the purposes of section 35(5) of the *Act* is \$200.

Adopted: April 11, 1995
Amended: June 02, 2004
Reviewed: June 14, 2012
Amended: September 10, 2015
Amended: February 13, 2020



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Ken McIlwain, OM

Meeting Date: February 13, 2020

Subject: P-4 Overnight Camping in Community Parks

Recommendation:

THAT the Board of Directors of the Central Coast Regional District review Policy P-4 Overnight Camping in Community Parks.

Issue/Background Summary:

Policy P-4 Overnight Camping in Community Parks was last reviewed July 9, 2015. According to the Regional District's development & review policy, each policy is to be reviewed for amendment relevancy every three years.

Policy, Bylaw or Legislation:

Policy A-24 – Policy Development and review
Policy P-4 Overnight Camping in Community Parks

Financial/Budgetary Implications:

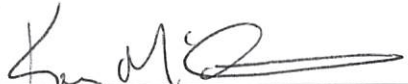
None, other than staff time to administer.

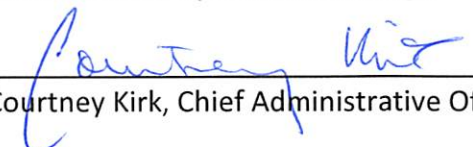
Time Requirements – Staff and Elected Officials:

Minimal Administration requirements

Options to Consider:

1. Recommendation
2. Amend Policy P-4 Overnight Camping in Community Parks
3. Rescind Policy P-4 Overnight Camping in Community Parks
4. Nothing

Submitted by: 
Ken McIlwain, Operations Manager

Reviewed by: 
Courtney Kirk, Chief Administrative Officer

Board Meeting
FEB 13 2020
CCRD ITEM A b) 11)

CENTRAL COAST REGIONAL DISTRICT
POLICIES

P-4 - Overnight Camping in Community Parks

Preamble: Due to unauthorized camping in regional district managed community parks, and due to the fact that Bella Coola Valley has existing designated camping sites at various locations in the valley, and due to excess of garbage and unauthorized fires left by campers at non-designated sites, it is deemed necessary to establish a policy to prohibit overnight camping in local regional district managed community parks that do not have designated sites for the accommodation of the traveling public, whether it be in tents, campers, or travel trailers.

Policy: That Walker Island Park, Snootli Creek Park, Nusatsum Park and the skating rink sites located in the Bella Coola Valley, prohibit overnight camping in tents, campers or travel trailers.

Adopted: May 14, 1996
Reviewed: April 7, 2004
Amended: June 14, 2012
Amended: July 9, 2015
Reviewed: February 13, 2020

December 12, 2019
