



Central Coast

REGIONAL DISTRICT

That we may be good people together

DRAFT REGULAR BOARD MEETING MINUTES

DATE: June 11, 2020

Board Meeting
JUL 09 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 – June 11, 2020 via videoconference

In Attendance:	Electoral	Area A	Director
Daniel Bertrand			
	Electoral Area B		Director Travis Hall
	Electoral Area C	Director Jayme Kennedy	
	Electoral Area D	Director Lawrence Northeast	
	Electoral Area E	Chair Samuel Schooner	
Staff:	Chief Administrative Officer	Courtney Kirk	
	Recording Secretary	Evangeline Hanuse	
	Operations Manager	Ken McIlwain (portion)	
	Community Ec. Dev. Officer	Matthew Wheelock (portion)	
	Finance Manager	Ye-Ne Byun (portion)	
	Executive Assistant	Destiny Mack (portion)	
	Contractor	Donna Mikkelson (portion)	

PART I – INTRODUCTION

1. Call to Order

Chair Schooner called the meeting to Order at 12:38 p.m. and acknowledged that the chairing of the meeting was taking place on the unceded territory of the Nuxalk Nation and Directors were participating virtually from each respective territory.

2. Adoption of Agenda

- 20-06-01 M/S Directors Bertrand/Kennedy THAT the agenda be received. CARRIED**
- 20-06-02 M/S Directors Bertrand/Kennedy THAT the agenda be adopted as amended by adding the following late items: Appointments Policy; and Regional Protocol Table with First Nations chiefs, to be added in the Governance section. CARRIED**

3. Disclosures of Financial Interest

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

No disclosures of financial interests were made.

4. Disclosures of Interests Affecting Impartiality

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

No disclosures affecting impartiality were made.

(A) ADOPTION OF MINUTES

a) Regular Board Meeting May 14, 2020

- 20-06-03 M/S Directors Kennedy/Northeast** THAT the minutes from the May 14, 2020 Board Meeting be received. **CARRIED**
- 20-06-04 M/S Directors Northeast/Kennedy** THAT the May 14, 2020 minutes be adopted as amended by changing where it shows receipt and adoption of the April 2019 minutes to say April 2020 on resolutions 20-05-04 and 20-05-05. **CARRIED**

PART II – LOCAL GOVERNANCE

(B) BYLAWS AND POLICIES

a) Request for Decision: Policies for Review, Revision, Rescind or Adoption

1) Policy A-9 (b) – Facilities Inspection Policy – Centennial Pool (Late Item)

- 20-06-05 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District table Policy A-9 (b) Facilities Inspection Policy – Centennial Pool to the July 2020 Board Meeting. **CARRIED**

2) Policy A-12 (b) – Centennial Pool Pay Scale (Late Item)

- 20-06-06 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives Policy A-12 (b) Request for Decision. **CARRIED**
- 20-06-07 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District adopt Policy A-12 (b) – Centennial Pool Pay Scale revisions as presented

AND THAT the Board of Directors of the Central Coast Regional District waive the policy stipulation that pool staff wage increases are implemented at the next pay period after amendment and rather that the 2020 pool staff wages are retroactive to May 15, 2020 for the 2020 pool season only. **CARRIED**

3) Policy A-12 (c) – Centennial Pool Wage Payment During Training (Late Item)

20-06-08 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives Policy A-12 (c) Request for Decision. **CARRIED**

20-06-09 M/S Directors Kennedy/Hall THAT the Board of Directors of the Central Coast Regional District reviews Policy A-12 (c) Centennial Pool Wage Payment During Training. **CARRIED**

4) Policy A-28 – Proclamations

20-06-10 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Policy A-28 - Proclamations Request for Decision. **CARRIED**

20-06-11 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District approves Policy A-28 - Proclamations as amended. **CARRIED**

5) Policy E-5 – Directors Attendance at Board Meetings

20-06-12 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives Policy E-5 – Directors Attendance at Board Meetings Request for Decision. **CARRIED**

20-06-13 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District reviews and approves Policy E-5 Directors Attendance at Board Meetings as amended. **CARRIED**

6) Policy F-11 – Firemen’s Use of Department Equipment

20-06-14 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives Policy F-11 Request for Decision. **CARRIED**

20-06-15 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District reviews Policy F-11 Firemen’s Use of Department Equipment. **CARRIED**

b) Request for Decision: Policies for Review, Revision, Rescind or Adoption

1) Bylaw 496 Centennial Pool Rates and Service Fees Bylaw (Late Item)

20-06-16 M/S Directors Kennedy/Bertrand THAT Bylaw 496, cited as the Centennial Pool Rates and Services Fees Bylaw 2020, be now introduced and read a first time. **CARRIED**

20-06-17 M/S Directors Northeast/Kennedy THAT Bylaw 496, cited as the Centennial Pool Rates and Services Fees Bylaw 2020, having been given due and detailed consideration by the Board, be now read a second time. **CARRIED**

20-06- 18 M/S Directors Kennedy/Northeast THAT Bylaw 496, cited as the Centennial Pool Rates and Services Fees Bylaw 2020, be now read a third time. **CARRIED**

20-06-19 M/S Directors Northeast/Kennedy THAT Bylaw 496, cited as the Centennial Pool Rates and Services Fees Bylaw 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**

2) Bylaw 494 Board Meeting Procedures Bylaw – Amendment

20-06-20 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the request for decision, with additional alteration of adding to 17a “In the case where a resolution by the Board has been issued, the requirement for written application is waived” regarding delegations. **CARRIED**

20-06-21 M/S Directors Bertrand/Kennedy THAT Bylaw No. 494, cited as the Central Coast Regional District Board Meeting Procedures Bylaw No. 494 2020 be now introduced and read a first time. **CARRIED**

20-06-22 M/S Directors Kennedy/Hall THAT Bylaw No. 494, cited as the Central Coast Regional District Board Meeting Procedures Bylaw No. 494 2020, having been given due and detailed consideration by the Board, be now read a second and third time. **CARRIED**

3) Bylaw 495 Board Remuneration & Expenses – Amendment

20-06-23 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive request for decision. **CARRIED**

20-06-24 M/S Directors Hall/Northeast THAT Bylaw 495, cited as the “CCRD Board Remuneration and Expenses Bylaw No. 495, 2020” be now introduced a read a first time. **CARRIED**

20-06-25 M/S Directors Kennedy/Northeast AND THAT Bylaw 495, cited as the “CCRD Board Remuneration and Expenses Bylaw No. 495, 2020” having been given due and detailed consideration by the Board, be now read a second and third time. **CARRIED**

20-06-26 M/S Directors Northeast/Bertrand AND FURTHER, THAT the Central Coast Regional District Board of Directors determine to undertake a review of remuneration levels, policies and bylaws by local government staff, an experienced consultant or an independent Task Force in 2021 pursuant to the best practices as outlined in the UBCM Council & Board Remuneration Guide [Sept. 2019]. **CARRIED**

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Recess was called at 1:50 p.m.
The Board reconvened at 1:56 p.m.

ADMINISTRATIVE SERVICES

(a) CCRD COVID-19 Business Continuity and Restart Plan

20-06-27 M/S Directors Hall/Kennedy THAT the Board of Directors of the Central Coast Regional receive the CCRD COVID-19 Business Continuity and Restart Plan. **CARRIED**

In response to the Plan, the Board inquired about mental health supports available for directors, staff, commissioners, and service volunteers of the Central Coast Regional District to cope with challenges presented by the pandemic and to support service delivery within each respective role for the duration of the crisis. Further, the Board questioned beyond the pandemic, the possibility of exploration into training and professional development opportunities. CAO Kirk will look into the eligibility of counselling and training options.

20-06-28 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District endorse the COVID-19 Business Continuity and Services Restoration Plan as a living document to guide CCRD service delivery through the COVID-19 pandemic with additions and amendments brought forward during regular board meeting cycles for the duration of the pandemic. **CARRIED**

20-06-29 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District support central coast First Nation pandemic response efforts and First Nation health authority guidance and particularly that Administration is directed to comply with those measures in addition to the health and emergency guidance from other levels of government and WorkSafe BC;

AND THAT Administration will alert the Board of Directors in the event of an escalation or de-escalation of emergency measures that have a measurable effect on CCRD operations by any government or any level of government so that the Board of Directors may effectively maintain their discretion to guide appropriate policy direction for CCRD administration and operations. **CARRIED**

FINANCIAL SERVICES

(b) Request for Decision: Statement of Financial Information (SOFI) Report 2019

20-06-30 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional receive the Request for Decision: SOFI 2019 Report. **CARRIED**

20-06-31 M/S Directors Northeast/Kennedy THAT the Statement of Financial Information (SOFI) pursuant to the Financial Information Act (FIA) for the year ended December 31, 2019 be approved and submitted to the Ministry of Municipal Affairs and Housing.
CARRIED

(c) Request for Decision: COVID-19 Bella Coola Airport Rent Assistance Options

20-06-32 M/S Directors Northeast/Bertrand THAT the Board of Directors of the Central Coast Regional receive the Request for Decision: COVID-19 Bella Coola Airport Rent Assistance Options. **CARRIED**

20-06-33 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District having considered the rent deferral and reduction options presented in Administration's report elect to choose option #2 and offer rent deferrals for the months of April, May, June and July with rent due in full by December 31, 2020 and reconsider further deferments later in 2020. **CARRIED**

CAO Kirk will look into the option of a payment plan.

Recess was called at 3:27 p.m.
The Board reconvened at 3:53 p.m.

COMMUNITY & DEVELOPMENT SERVICE

(d) Special Report: Food Security

20-06-34 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the report. **CARRIED**

The Board discussed that fishing season is just beginning and in the colder months there will be other marine produce available such as clams. Thus, there will be a delayed launch date for work to be done in advance of the season starting. Overall, there is year-round potential for a variety of food produce.

CEDO Wheelock agreed with the statement and there is consensus to move forward in building this food security opportunity.

20-06-35 M/S Directors Bertrand/Hall THAT the Board of Directors of the Central Coast Regional District direct Administration to engage in preplanning of local food production and trade promotion in and between communities toward a launch date

AND THAT Administration seek out grant funding toward the same

AND THAT Administration correspond with the central coast First Nations on food trading and the new CCRD regional food security initiative. **CARRIED**

(e) Referral – Crown Land Industrial Application

20-06-36 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the report. **CARRIED**

OPERATIONS

(f) Centennial Pool Minutes – June 4, 2020

20-06-37 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Centennial Pool Commission Meeting Minutes from June 4, 2020. **CARRIED**

(g) CCRD COVID-19 Centennial Pool Safety Plan

20-06-38 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the CCRD COVID-19 Centennial Pool Safety Plan. **CARRIED**

20-06-39 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District endorses the Centennial Pool facility reopening plan as part of the CCRD's broader business continuity and business restoration plan. **CARRIED**

(h) Request for Decision: CCRD Centennial Pool Survey

20-06-40 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the CCRD Centennial Pool Survey. **CARRIED**

(i) Denny Island Waterworks Project Update – May 2020

20-06-41 M/S Directors Bertrand/Schooner THAT the Board of Directors of the Central Coast Regional District receive the Denny Island Waterworks Project Update. **CARRIED**

(j) Request for Decision: Application to the British Columbia Fires 2017: Community Resiliency Grant Program

20-06-42 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive Request for Decision: Application to the British Columbia Fires 2017: Community Resiliency Grant Program. **CARRIED**

- 20-06-43 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District approves Administration to submit a grant application to the British Columbia Fires 2017: Community Resiliency Grant Program to assist with the purchase of firefighting equipment and/or training for the Bella Coola Fire Department. **CARRIED**

TRANSPORTATION SERVICES

(k) Bella Coola Airport and Facilities Service Update

- 20-06-44 M/S Directors Hall/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Bella Coola Airport and Facilities Service Update. **CARRIED**

(l) Denny Island Airport Operations and Facilities Service Update

- 20-06-45 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District receive the Denny Island Airport Operations and Facilities Service Update. **CARRIED**

(m) Denny Island Airport Commission Meeting Minutes

- 20-06-46 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Denny Island Airport Commission Meeting Minutes. **CARRIED**

The Board noted that the commission minutes should have more clearly indicated Doug Sharkey was elected to again serve as Chair of the Denny Island Airport Commission.

PROTECTIVE SERVICES

(n) Special Report – Regional EOC response to COVID-19 updates (Late Item)

- 20-06-47 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive Special Report – Regional EOC response to COVID-19 updates. **CARRIED**

(o) Correspondence for Information: Letter from Scott Fraser and Mike Farnworth Re: Joint Dialog

- 20-06-48 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the letter from Scott Fraser and Mike Farnworth. **CARRIED**

(p) Bella Coola Valley Flood Risk Assessment and Modelling Project Update – May 2020

- 20-06-49 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the Bella Coola Valley Flood Risk Assessment and Modelling Project Update – May 2020. **CARRIED**

The Board discussed releasing the information gathered on the flood risk assessment. CAO Kirk mentioned that content will be released as updated flood risk hazard maps. CAO Kirk further noted that the raw data is proprietary to CCRD and that permissions will have to be sought through both the CCRD and the CCRD/Nuxalk Nation/EMBC MOU for any specific uses of the LiDar dated beyond the funded purpose of generating flood risk hazard maps and MOTI flood mitigation planning along Highway 20.

GOVERNANCE

(q) Correspondence for Information: Temporary Expanded Service Area Authorization from Liquor and Cannabis Regulation Branch

- 20-06-50 M/S Directors Hall/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: Temporary Expanded Service Area Authorization from Liquor and Cannabis Regulation Branch. **CARRIED**

(r) Appointment Policy

- 20-06-51 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District direct Administration to search best practices other municipal and regional districts from third party appointments and develop a policy with options for the board of directors to review on requests for the CCRD to make appointments on third party boards and committees. **CARRIED**

The Board put forth a desire for a policy which would give Directors guidelines on how appointment requests are addressed, outlining the relationship of the CCRD, the Director that is appointed, and the third-party organization. Currently there is no consensus or guideline for the Director's benefit that ensures appointments are done in a fair and transparent manner.

The Board suggested that items that could be addressed in the policy include: What is the process for appointment? What should considerations be in accepting an appointment? Anything we should be doing to mitigate risk associated with appointment or accountability or transparency should we be requiring of our delegates to third party organizations? What role should directors have in directing delegates to represent CCRD's views at these third-party organizations?

CAO Kirk mentioned a further consideration for CCRD elected officials is the limited remuneration that can be offered compared with much larger RD's and municipalities who in some cases provide for full-time remuneration of elected officials. Generally, CCRD governance is provided on a limited remuneration or volunteer basis with budgeted (pre-COVID) governance expenses constituting nearly 17% of the total 2020 requisition.

(s) Striking of a Regional Protocol Table with First Nations Chiefs

- 20-06-52 M/S Directors Kennedy/Northeast** THAT Director Bertrand be appointed as the representative on the Regional Protocol Table. **CARRIED**
- 20-06-53 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District direct Administration assist the Directors in establishing a Central Coast Protocol Table with the four central coast First Nations and the Ocean Falls Improvement District to be held with regular discussions and for the Directors to be remunerated for those discussions at a special work assignment rate. **CARRIED**

(D) EXECUTIVE REPORTS

a. Electoral Area Reports

Area E and Chair Report: Chair Schooner

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

Chair Schooner acknowledged that times have been trying and recognized that this takes a mental toll on everyone. Adversity and challenges have been dealt with, which can be difficult at times. Much appreciation is expressed on support received from Director Schooner's partner and fellow Directors. A special thanks was given in Director Bertrand stepping up and thanks was given to the team for their support.

In speaking to collaborative tables that are taking place, Director Schooner wanted to recognize that our region is well represented. The work that has taken place thus far was also acknowledged, and thanks was given to essential workers. At this time Director Schooner especially highlighted the excellent work being done at the post office, in which particular resilience has been shown.

Area A Report: Director Bertrand

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

Director Bertrand highlighted a United Coast meeting he attended with provincial representation and the working table that started. In particular, Director Bertrand spoke to legal liability and emergency management general and his request of the Province to provide protection to those Nations for the work done on travel restrictions. Currently the Province is unwilling to provide any support in that matter. Director Bertrand further relayed that Chief Marilyn Slett spoke about the need for health authorities to provide local information to communities about confirmed cases in order to ensure contact tracing can happen if there were to be an outbreak.

In conclusion, Director Bertrand thanked everyone for their solidarity during these times.

Area B Report: Director Hall

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

Director Hall expressed deep felt thanks for all of those who are putting efforts into planning and who make an effort to work together. It is with appreciation that the coast is unified in their approach, and he especially thanked Director Bertrand.

Director Hall further thanked CCRD staff for the meeting and appreciates efforts that go into preparing for such an endeavor. Director Hall wanted to emphasize that a letter was sent to Ottawa regarding the missing and murdered Indigenous women and girls and the one-year anniversary of the Final Report of the National Inquiry into Missing and Murdered Indigenous Women and Girls. There is concern that there is little action to date and would like further pressure on this issue.

Area C Report: Director Kennedy

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

Director Kennedy emphasized the challenging times everyone is faced with and would like everyone to stay united. The intention that the Bella Coola Valley and the entire Region are not opening up at the same pace as the Province is simply to keep our small and remote communities safe. There is not the same resources as the rest of the province or country. Further, Director Kennedy put forth that it is important to note that residents in remote communities do not have a reason to trust that they will necessarily be supported if the situation deteriorates.

Director Kennedy in addressing COVID-19 stressed that information coming from local health authorities is important and that we must continue to be cautious and social distance. As leaders there is at time a microscopic focus and Director Kennedy acknowledged the leadership during the pandemic.

In terms of tourism, Director Kennedy stated that it is important that our region not be marketed currently. It is important out of respect for restrictions and effort that has been made to keep our community safe.

In the last month, Director Kennedy reports that there was a Vancouver Island Regional Library board meeting, their second virtual meeting. Discussed were the new things that are coming in to place so people can still use the services, such as more audiobooks, e-books, or pickup locations outside of libraries. Libraries are doing a slow open.

Director Kennedy is concerned about commercial fishing opening and wondered if a letter of support should be written to the Nuxalk Nation or if there should be steps taken with the Department of Fisheries and Oceans on our stance. Chair Schooner suggested that he will ask if a letter is desired and will get back to the Board with an answer.

Area D Report: Director Northeast

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

Director Northeast met with the Bella Coola Harbour Authority (BCHA) and reported that they are all committed to keeping the virus out using the authority and responsibility they have. Outsiders

are being discouraged from coming to Bella Coola and using the harbour. Some on the BCHA are facing a great financial loss and accolades were given to them.

Food security is also reported by Director Northeast as a priority in regular meetings with the food security committee. In the past floods and fires have blocked the highway where goods and supplies cannot get to Bella Coola, which has highlighted the need for food security to be an important focus. Director Northeast thanked all those working in food security for their work and dedication.

Director Northeast noted that it is a privilege to work with fellow CCRD Directors and some of the elected chiefs of the region. Further dialogue between the CCRD and Indigenous leaders is anticipated and welcomed. Director Northeast specifically acknowledged teachers and support staff that are doing their best to deliver education to adult learners.

While the province is slowly opening up, Director Northeast recognized that at times we may feel resentful in smaller communities, but deepest sympathies are felt. These are difficult times but we can help one another out. Director Northeast would like the community to reach out to leadership for any assistance that can be provided.

PART III – GENERAL BUSINESS

(t) Correspondence for Action: Letter from the Bella Coola Festival of Arts Re: Grant Application

20-06-54 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the letter from the Bella Coola Festival of Arts.

CARRIED

(u) Amend Calendar (Late item)

20-06-55 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast District review and approve the amendments on the 2020 Board Meeting Calendar to reflect Bylaw 495: new requirements for Board Meetings to be held electronically until further notice due to the COVID-19 pandemic;

AND THAT the July 3, 2020 Outer Coast Regular Board Meeting to be held in Bella Bella be amended and to now be held by electronic means and to amend the 2020 Board Meeting Calendar back to the regular date of July 9, 2020;

AND THAT the Sunday, June 21, 2020 National Indigenous People's Day in Lieu be changed from Friday, June 19, 2020 to Monday, June 22, 2020. **CARRIED**

(E) 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) (j) information that is prohibited, or

The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well-being of the Central Coast through the professional and efficient delivery of mandated regional and community services.

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*.

The Board of Directors of the Central Coast Regional District did not go in camera.

(F) ADJOURNMENT

20-06-56 M/S Director Kennedy/Hall THAT the meeting be adjourned.

CARRIED

There being no further business the meeting was adjourned at 6:10 p.m.

Chair

Chief Administrative Officer



To: Courtney Kirk, CAO

From: Evangeline Hanuse, Planning Coordinator

Meeting Date: July 9, 2020

Subject: Policy A-9 (b) – Facilities Inspection Policy – Centennial Pool

Recommendation:

THAT the Board of Directors of the Central Coast Regional District reviews Policy A-9 (b) Facilities Inspection Policy – Centennial Pool.

Issue/Background Summary: Policy A-9 (b) Facilities Inspection Policy – Centennial Pool was last reviewed on June 8, 2017. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

The Centennial Pool Commission reviewed this policy and offered no changes.

Policy, Bylaw or Legislation:

Policy A-24 Policy Development and Review

Financial/Budgetary Implications: None.

Time Requirements – Staff and Elected Officials: None.

Options to Consider:

1. Review policy
2. Amend policy
3. Table policy for the next board meeting

Submitted by: _____
Evangeline Hanuse, Planning Coordinator

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Board Meeting
 JUL 09 2020
 CCRD ITEM A a) 1)

A-9 (b) - Facilities Inspection Policy – Centennial Pool

Preamble: An inspection policy will identify hazard and remedies and will prevent and reduce injuries to staff, volunteers and pool users. It will also assist the Pool Commission in determining the life expectancy and preservation of the facility, in examining the service provided and in evaluating the efficiency and economics of the site. An inspection policy will also aid the Commission in providing support for the request of budget funds.

Policy: An inspection of the Centennial Pool will be conducted weekly during the operating season and once a month during periods of closure. This inspection will be conducted by a member of the Pool Commission or employee of the CCRD. The inspection will document potential hazards and unsafe conditions, as well as routine maintenance issues requiring attention. The status of any works in progress will be recorded and corrective actions identified for any issues. Inspection forms will be completed and placed in the inspection binder. Appropriate CCRD staff and the Pool Commission Chair will be informed immediately of any unsafe conditions identified.

The inspection will address the following:

1. confirmation the entire premises are secure,
2. any evidence of unauthorised entry,
3. the presence of any potential hazards or unsafe conditions,
4. any evidence of damage to the facility, and
5. no unacceptable changes in water level.

Prior to summer start up, the following items will be checked for compliance with Ministry of Health Regulation:

1. Concentration of disinfectant
2. pH controls
3. Water clarity
4. Water temperature
5. Handling/storage of chemicals
6. Chlorine gas safety practices
7. Depth markings
8. Required safety equipment
9. Supervision/security
10. Posting of safety rules
11. Ground fault interrupter
12. Cross connection prevention device
13. Automatic disinfecting equipment
14. Water turnover rate
15. Water testing equipment\
16. Pool equipment maintenance
17. Sanitary facilities/change rooms

A-9 (b) - Facilities Inspection Policy – Centennial Pool cont...page 2

- 18. Operating permit posted
- 19. Daily maintenance records

It is the responsibility of the Pool Commission to inform and respond to the CCRD Board of Directors as to the progress made in complying with required corrective action taken in addressing the details of the inspection. The report format will be consistent with CCRD Policy E-1 Commission Reporting Requirements and may be in the form of monthly meeting minutes.

Date: July 17, 1997
Amended: February 13, 2014
Amended: June 8, 2017
Reviewed: July 9, 2020



To: Chair Samuel Schooner and Board of Directors, CCRD

From: Courtney Kirk, CFO

Meeting Date: July 9, 2020

Subject: Board Meeting Procedures Bylaw 494 – Final Adoption

Recommendation:

THAT Bylaw 494, cited as the “Central Coast Regional District Board Meeting Procedures Bylaw No. 494, 2020” having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Personal responsible for corporate administration.

Issue/Background Summary:

In November 2019, the board of directors adopted Bylaw 490, Board Meeting Procedures. The regional district is enabled to hold special and regular board meetings electronically, but for regular meetings, the regional district must provide for the public to hear, or watch and hear, the participation of members. The bylaw is proposed for amendment in order to update CCRD procedures primarily as a result of the COVID-19 Pandemic and the inability of directors to travel and to gather.

Introduction and three readings were given at the June meeting of the Board.

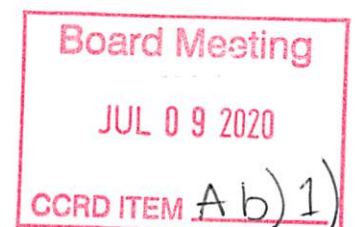
Policy, Bylaw or Legislation:

The *Local Government Act* s. 225 – regulation of board meetings and other sections
Community Charter – various
OIC – Electronic Meetings Regulation

Financial/Budgetary Implications:

The financial implication of having electronic board meetings has, and will continue to have a positive effect on the regional district’s expenditures. Cost savings are being generated due to the elimination of air fares and other travel expenditures.

Time Requirements – Staff and Elected Officials:

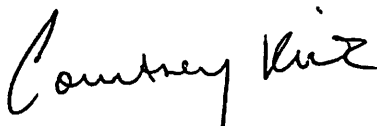


The adoption of this bylaw will contribute to time savings by both elected officials and staff. Directors will no longer be required to be away from home, and staff time to arrange meals, travel and accommodation is reduced.

Options to Consider:

1. Adopt Bylaw 494
2. Decline to adopt Bylaw 494

Submitted by:



Courtney Kirk, Chief Financial Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW No. 494

Being a bylaw to regulate the meetings of the Central Coast Regional District Board and to repeal Meeting Procedures Bylaw 490, 2019.

WHEREAS Section 225 of the *Local Government Act* (RSBC 2015) directs the Board of the Central Coast Regional District to regulate Board Meetings by bylaw,

NOW THEREFORE the Board of the Central Coast Regional District in open meeting assembled ENACTS AS FOLLOWS:

SHORT TITLE

1. This Bylaw may be cited as the “**Central Coast Regional District Board Meeting Procedures Bylaw 494, 2020.**”

BOARD MEETINGS

Definitions

2. In this Bylaw:

“*Board*” means the Board of Directors of the Regional District;

“*CCRD*” means the Central Coast Regional District;

“*CCRD’s notice board*” means the notice board located at the Regional District’s Administration Office.

“*Chair*” means the Chair of the Regional District;

“*Community Charter*” means “Community Charter, Chapter 26, 2003” as amended from time to time by the Provincial Government;

“*Emergency*” the definition of an emergency situation will be determined by the Chief Administrative Officer in conjunction with the Chair.

“*Person responsible for Corporate Administration*” means the Chief Administrative Officer or his/her alternate to which has also been assigned the corporate officer responsibilities of a director of Corporate Administration for the Regional District; [s. 236 LGA]

“*Local Government Act*” means the “Local Government Act (RSBC 2015)” as amended from time to time by the Provincial Government;

“Mail” includes electronic mail constituting of attached documents in Microsoft Word or PDF format.

“Member” means a member of the sitting board of directors.

“*Regional District*” means the Central Coast Regional District.

“*Regional District's administration office*” means the Regional District's offices located at 626 Cliff Street, Bella Coola, British Columbia.

“*Regular meeting*” means regular and in camera monthly meetings of the Board held on the second Thursday of each month (with the exception of January and August).

“*Special meeting*” means a board meeting other than a statutory, regular or adjourned meeting and includes workshops of the full board.

“*Vice-Chair*” means the Vice-Chair of the Regional District.

“*Workshop*” means a special meeting of the board for the purpose of focus on a particular topic that is timely for the business of the regional district and that may require further depth of review and discussion than time would allow in a regular meeting of the board but that does not intend decision-making by the board. Matters that arise during a workshop requiring decision must be tabled as a resolution at the next regular meeting of the board. A workshop is not a regular meeting, is not the result of statute and that is not the continuation of an adjourned meeting.

Application of Rules of Procedure

3. a) All meetings of Board shall be governed by:
 - i) the *Local Government Act*;
 - ii) as further regulated in this Bylaw; and
 - iii) where it is not inconsistent with provisions of this Bylaw or the *Local Government Act*, by *Robert's Rules of Order*.

Inaugural Meeting

4. a) The inaugural meeting of the Board must be held after November 1 in each year, in accordance with section 215(1) of the *Local Government Act*.
- b) The inaugural meeting shall be chaired by the Person responsible for corporate administration or a Member until such time as the Chair and Vice-Chair have been elected. The Person responsible for corporate administration or a Member shall act as the Chair only for the purpose of conducting the election of the Chair and Vice-Chair.

Election of Chair and Vice-Chair

5. a) The Board shall elect a Chair and Vice Chair from amongst its Members at the first meeting held after November 1st in each year pursuant to section 215(1) and (4) of the *Local Government Act*

Time and Location of Meetings

6. a) Unless otherwise determined by resolution of the Board, Regular and In Camera Meetings shall be held on the second Thursday of each month, excluding the months of January and August.
- b) A board may from time to time re-schedule a regular board meeting to a different date and time by resolution of the board.
- c) Regular Meetings and In-Camera Meetings of the Board shall be held in the Regional District's administration office, unless the location is changed by resolution of the board.
- d) Regular Meetings shall be called to order at 9 am or, in the event of weather or travel interruptions, as soon as quorum is assembled.
- e) Regular meetings of the Board must be adjourned by 7pm on the day scheduled for the meeting unless the Board resolves by unanimous vote to proceed beyond that time, and except for the regular meetings of the Board scheduled for February and September, which shall take place over two days. Items remaining on the agenda will be added to the agenda for the next regular meeting under Unfinished Business.

Notice of Regular Meetings

7. a) At least 72 hours before any meeting regulated by this Bylaw the Person responsible for corporate administration must give public notice of time, place and date of the meeting by way of a notice on the CCRD's notice board and on the CCRD website.
- b) At least forty eight (48) hours before a regular meeting of the Board, the person responsible for corporate administration must give further public notice of the meeting by:
- i) posting a copy of the agenda and supporting materials on the CCRD's notice board and website; and
 - ii) leaving copies of the agenda at the reception counter at the Regional District Offices for the purposes of making them available to members of the public.

Notice of Special Meetings

8. a) Except where notice of a special meeting is waived by a unanimous vote of all directors under Section 220(3) of the *Local Government Act*, before a special meeting of the Board the person responsible for corporate administration must:
 - i) at least 24 hours before the date of the meeting, give notice of the general purpose, time, place and date of the meeting by way of a notice posted on the CCRD's notice board and website; and
 - ii) at least 5 days before the date of the meeting, mail to each member the notice of the general purpose, time, place and date of the meeting.
- b) Despite section 8(a), in the case of an emergency, notice of a special meeting may be given in accordance with section 220(4) of the *Local Government Act*, and (a) with the consent of the Chair and 2 Directors, less than 5 days before the date of the meeting, and (b) need not be given in writing.

Notice of In Camera Meetings

9. a) As per s. 89 of the *Community Charter*, a meeting of the Board must be open to the public except as provided in Division 3 of the *Community Charter*.
- b) Notice of In Camera Meetings which are closed to the public pursuant to section 90 of the *Community Charter* shall be deemed to be given in conjunction with the Notice of Regular Meetings under section 7 of this bylaw. In the event that an In Camera Meeting is also a Special Meeting provisions of section 8 apply.

Electronic Meetings

9. a) Subject to the conditions set out in the *Community Charter*, sections 128 (1), (2) and (3) and where sections 221(1), (2) or (3) of the *Local Government Act* are met, a **special** Board meeting may be conducted by means of electronic or other communication facilities if:
 - (i) the Chair requires it pursuant to making a declaration of a state of local emergency under the *Emergency Program Act, RSBC 2015, c. 111*; or
 - (ii) the Board requires it.
- b) Subject to the conditions set out in the *Community Charter*, sections 128 (1)(b) and where sections 221(2) of the *Local Government Act*, a Member who is unable to attend at a **regular or special** Board meeting, in person, may participate in the meeting by means of electronic or other communication facilities due to:
 - (i) physical incapacity due to injury or illness;
 - (i) inclement weather;
 - (ii) physical absence from the Regional District boundaries while acting in the capacity as a Member on Regional District Matters; or

- (iii) the presence of an emergency under the *Emergency Program Act, RSBC 1996, c. 111*;
 - (iv) another reason which, in the view of the Board, renders attendance in person by the Member impractical.
- c) Any Member participating at a meeting in accordance with section 9(b) must be in receipt of the agenda and any applicable staff reports as have been provided to Members not participating electronically before the Board meeting and any information handed out at the Board meeting must be sent to that Member during the meeting or the matter will be adjourned to the next regular meeting.
 - d) Notice of a special Board meeting required under section 8 and conducted under section 9(a) must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
 - e) A Member participating electronically by audio means only must indicate his or her vote verbally.
 - f) Except for meetings which are closed to the public (In Camera Meetings), the facilities must enable the public to hear, or watch and hear, the participation of the members attending electronically.
 - g) Although every effort will be made to accommodate electronic participation in meetings, nothing in this Bylaw shall be construed to guarantee any Director electronic access to a Board Meeting. In the event of an equipment failure or other occurrence which prevents or limits electronic participation, the Board Meeting will not be adjourned unless a quorum is no longer present. Electronic participation in Board Meetings may be restricted by the capacity or dependability of the equipment employed.

BOARD PROCEEDINGS

Attendance at Public Meetings

- 10. a) Subject to Section 226(1) of the *Local Government Act* and Section 90 of the *Community Charter*, all meetings shall be open to the public.
- b) Pursuant to Section 90 of the *Community Charter*, meetings may be closed to the public. Before closing a meeting or part of a meeting to the public, the Board must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- c) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*

Attendance at In Camera Meetings

11. a) Pursuant to s.91 of the *Community Charter* the board may allow one or more officers and employees to attend or exclude them from attending, as it considers appropriate. In the event the board excludes the Recorder and/or the Chief Administrative Officer from the meeting, the board shall make provision for documenting the proceedings and for recording the meeting minutes.
- b) Members attending a Special In-Camera Meeting or a portion of a regular meeting held in camera via electronic means are responsible for ensuring that their participation is not overheard or otherwise accessible to members of the public.

Minutes of Meetings

11. a) Minutes of the Board meetings shall be administered pursuant to Section 223 of the *Local Government Act*. For the purposes of section 223 of the *Local Government Act*, the designated officer is the person responsible for corporate administration.
- b) In accordance with sections 97(1) and (2) of the *Community Charter*, minutes of the proceedings of the Board or of a body referred to in section 97 must be open for public inspection at the Regional District offices during their regular office hours, unless,
- c) Subsection 97(1)(b) and (c) relates to minutes of a Board meeting for that part of the meeting that is closed to the public pursuant to section 90 of the *Community Charter*.

Calling Meeting to Order

12. a) A quorum for a meeting of the Board shall be the majority of the Members of a Board.
- b) As soon after the time specified for a Board meeting as there is a quorum present, the Chair, if present, must take the chair and call the Board meeting to order, however, where the Chair is absent, the Vice- Chair must take the chair and call such meeting to order.
- c) If a quorum of the Board is present but the Chair or the Vice-Chair do not attend within 15 minutes of the scheduled time for a Board meeting:
 - i) the person responsible for corporate administration must call to order the Members present, and
 - ii) the Members present must choose a Member to preside at the meeting;

and the Member chosen to preside shall do so unless the Chair or Vice-Chair arrives, in which case, the Chair or Vice-Chair shall preside at the meeting.

Agenda

13. a) Prior to each Regular Board meeting, the person responsible for corporate administration must prepare an agenda setting out all the items for consideration at that meeting.
- b) The deadline for submissions by the public to the person responsible for corporate administration of items for inclusion on the Regular Board meeting agenda is 4:00 pm seven days prior to the meeting.
- c) At least 48 hours before a regular meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda with any applicable staff reports to each Member at the place where the Member has directed notices be sent and place a copy of the agenda and supporting documentation on the Regional District website.
- d) At least 24 hours before a special in-camera meeting of the Board, the person responsible for corporate administration must deliver a copy of the agenda notice (noting relevant sections of Section 90 of the *Community Charter*) to each Member at the place where the Member has directed notices be sent and post a copy of the agenda notice on the Regional District website. Supporting documentation will only be handed out to Members present at the start, and collected at the end of the Special In-Camera Meeting. Documentation may be delivered electronically to Members attending a Special In-Camera Meeting by electronic means using password protected or other reasonably secure means. Members in receipt of Special In-Camera Meeting electronic documentation must delete the documentation at the close of the Special In-Camera Meeting.
- e) The Board must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 15.

Order of Proceedings and Business

14. a) The business of every Regular Meeting of the Board shall follow an agenda prepared in the form outlined in Schedule "A" attached to and forming part of this Bylaw.

Late Items

15. a) An item of business not included on the agenda must not be considered at a Board meeting unless introduction of the late item is approved by the Board at the time allocated on the agenda for such matters.
- b) If the Board makes a resolution under section 15(a), information pertaining to late items must be distributed to the Members.

Voting at Meetings

16. a) The following procedures apply to voting at Board meetings:
 - i) when debate on a matter is closed the Chair must put the matter to a vote of Members;
 - ii) after the Chair finally puts the question to a vote under subsection (i), a Member must not speak to the question or make a motion concerning it;
 - iii) the Chair's decision about whether a question has been finally put is conclusive;
 - iv) where a Member calls for a recorded vote, the names of the Members voting in favour and those opposed shall be recorded by the Person responsible for corporate administration.

Delegations

17. a) The board may, by resolution, allow an individual or a delegation to address the Board at the meeting on the subject of an agenda item, provided written application on a prescribed form has been received by the person responsible for corporate administration by 4:00 pm seven days prior to the meeting. Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those Members present. The prescribed form upon which written application is made for the purposes of Section 17(a) is outlined in Schedule "C" attached to and forming part of this Bylaw.
- b) The Board must not permit a delegation to address a meeting of the Board regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- b) The person responsible for corporate administration may schedule delegations to another Board meeting or Advisory Body as deemed appropriate according to the subject matter of the delegation.
- d) The Person responsible for corporate administration may refuse to place a delegation on the agenda if the issue is not considered to fall within the purview of the Board. If the delegation wishes to appeal the decision of the person responsible for corporate administration, the person responsible for corporate administration must distribute the information under separate cover to the Board for their consideration.

- e) The Chair may deny any delegation the right to address a meeting if, in the Chair's opinion, the spokesperson or any member of the delegation:
 - i) uses offensive words in referring to any Member or member of the public;
 - ii) shouts, immoderately raises his or her voice, or uses profane, vulgar or offensive language, gestures or signs; or
 - iii) addresses issues not contained within the written application of the individual or delegation.

BYLAWS

Adoption of Bylaws

- 18. The procedure for the adoption of bylaws shall be as outlined in Schedule "B" attached to and forming part of this Bylaw.
 - a) The first three readings of a bylaw may take place at the same meeting.
 - b) Unless otherwise authorized by the *Local Government Act*, the Board shall not proceed with the final adoption of a bylaw prior to one day after the meeting where such bylaw has received third reading.
 - c) After a bylaw is adopted, and signed by the Person responsible for corporate administration and the Chair of the Board meeting at which it was adopted, the Person responsible for corporate administration must have it placed in the Regional District's records for safekeeping.

ADVISORY BODIES

- 19.
 - a) The Board may establish advisory bodies in the form of ad hoc committees, special committees, standing committees, commissions, or task forces. When doing so, the Board shall define the purpose of the advisory body created, and it shall establish the structure, the terms of reference, length of term, and the membership for such body.
 - b) Public attendance at meetings of bodies established under this section shall be governed by Division 3 of the *Community Charter*.
 - c) Minutes of advisory bodies established under Section 23 of this Bylaw shall be administered pursuant to Section 223(2), 226 and 227 of the *Local Government Act*.
 - d) Minutes and reports of advisory bodies shall be presented at the next Regular Meeting of the Board, or as otherwise directed by their respective terms of reference.

ENACTMENT

20. a) If any section, subsection, sentence or clause of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remaining portions of this bylaw.
- b) Bylaw #490 is hereby repealed.

READ A FIRST TIME this 11th day of June, 2020.

READ A SECOND TIME this 11th day of June, 2020

READ A THIRD TIME this 11th day of June, 2020

RECONSIDERED AND FINALLY ADOPTED this ___ day of _____, 2020

Board Chair

Chief Administrative Officer

Certified to be a true and correct copy of “**Central Coast Regional District Board Meeting Procedures Bylaw 494, 2020**”

Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

**BYLAW NO. 494
SCHEDULE "A"**

REGULAR BOARD MEETING AGENDA – (Date/Time)

PART I - INTRODUCTION

- 1. Call to Order**
 - a. (Swearing in of Directors/Alternates; appointment of Chair/Acting Chair)**

- 2. Adoption of Agenda**
 - a. (Introduction of late items)**

- 3. Disclosures of Financial Interest**

The Chair to remind Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter* to disclose any interest during the meeting when the matter is discussed.

A declaration under these section(s) 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 matter the subject of the declaration.

The following pro forma declaration is provided to assist in making the disclosure:

*"I, Board Member ***** disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a ***** (indirect/direct) **** (pecuniary/other) interest that constitutes a conflict of interest in item *** (*).*

*The reason for my declaration is: the item being discussed is *****.*

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

- 4. Disclosures of Interests Affecting Impartiality**

The Chair to remind 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.

The following pro forma declaration is provided to assist in making the disclosure.

"With regard to the matter in item x..... I disclose that I have an association with the applicant (or person seeking a decision). 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.”

UNFINISHED BUSINESS

- (A) **IN CAMERA MATTERS**
 - (a) **Matters Brought out of Camera**
- (B) **ADOPTION OF MINUTES**
 - (a) **(Date) – Previous Board Meeting**

PART II- PUBLIC CONSULTATION

- 1. **Delegations**
 - a. **Regional District Residents**
 - b. **Others**

PART III – LOCAL GOVERNANCE

(C) **OPERATIONS UPDATES & POLICY MATTERS ARISING**

Administrative Services

- (a) **Chief Administrative Officer report, includes Strategic Plan Update**
- (b) **Grants in Aid**
- (c) **Other administrative items, not specific to particular functions/services**

Transportation Services

Bella Coola Airport/Denny Island Airport

Public Works

- (d) **Public Works Manager Report**

Financial Services

- (e) **Financial Update – (date)**
- (f) **Other Financial Reports**

Development Services

- (g) **Community Economic Development**
- (h) **Land Use Planning**

Leisure Services

- (i) **Bella Coola Parks & Recreation Commission**
- (j) **Denny Island Recreation Commission**
- (k) **Centennial Pool Commission**
- (l) **Vancouver Island Regional Library**

Protective Services

- (m) Emergency Management**
- (n) Fire Protection**
- (o) House Numbering**

(D) EXECUTIVE REPORTS

- (a) Chair's Report**
- (b) Electoral Area Reports**

(E) BYLAWS AND POLICIES

- (a) Approval of bylaws – indicate what reading of a bylaw is being proposed**
- (b) Review/approval of new or revised policies**

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

Letters that do not require a Board Decision

(G) ADJOURNMENT

CENTRAL COAST REGIONAL DISTRICT

**BYLAW NO. 494 490
SCHEDULE "B"**

BYLAW APPROVAL RESOLUTIONS

1. For introduction and first reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., be now introduced and read a first time."
2. For second reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., having been given due and detailed consideration by the Board, be now read a second time".
3. For third reading of a bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., be now read a third time."
4. Where the Board prefers to give second and third reading to a bylaw in a single resolution, a resolution stating:
"That Bylaw ..., cited as the ..., having been given due and detailed consideration by the Board be now read a second and third time."
5. For the final adoption of a bylaw, not less than one day following third reading of the bylaw, a resolution stating:
"That Bylaw #..., cited as the ..., 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."

CENTRAL COAST REGIONAL DISTRICT

**BYLAW NO. 494
SCHEDULE "C"**

DELEGATION to BOARD REQUEST FORM

Date of Application: _____ **Board Meeting Date** _____

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

Address: _____

Number of people attending: _____ **Spokesperson Name:** _____

Subject of presentation: _____

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

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.*



To: Chair Samuel Schooner and Board of Directors
From: Courtney Kirk, CFO
Meeting Date: July 9, 2020
Subject: Board Remuneration and Expenses Bylaw No. 495 – Final Adoption

Recommendation:

THAT Bylaw 495, cited as the "CCRD Board Remuneration and Expenses Bylaw No. 495, 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.

Issue/Background Summary:

The amended Board Remuneration and Expenses Bylaw was presented and read three times at the June meeting of the board and is now being presented for final adoption.

Policy, Bylaw or Legislation:

Bylaw 477, 2017 is repealed with the adoption of Bylaw 495.

Financial/Budgetary Implications:

As reported to the June board meeting, there are no direct financial or budgetary implications with the adoption of this bylaw.

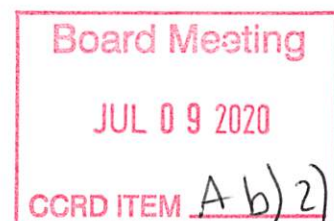
Apportioned Administration Reflecting Time Requirements – Staff and Elected Officials:

The monthly payroll for directors is an ongoing and regular part of staff work, as is the payment of expense claims. Benefit administration is also undertaken in the matter of Pacific Blue Cross benefits.

Options to Consider:

1. Adopt bylaw 495
2. Decline to adopt bylaw 495

Submitted by: Courtney Kirk
Courtney Kirk, Chief Financial Officer



BYLAW NO. 495, 2020

CCRD BOARD REMUNERATION AND EXPENSES BYLAW

Being a bylaw to establish remuneration and provide for reimbursement of expenses for the CCRD board of directors and to repeal Bylaw 477.

WHEREAS the Board of Directors of the Central Coast Regional District is authorised to provide for the payment of remuneration and expenses to the Board associated with carrying out regional district business, provided such remuneration is consistent with the Five Year Financial Plan;

AND WHEREAS the board of directors has deemed it necessary to update the rate structure and expenses allowed from time to time;

NOW THEREFORE, the board of directors for the Central Coast Regional District, in open meeting assembled, enacts as follows:

1. Bylaw 477 cited as the “CCRD Remuneration and Expenses Bylaw No. 477, 2017” is hereby repealed.
2. Remuneration shall be paid and expenses reimbursed to members of the Regional Board consistent with Schedule ‘A’ attached hereto and forming part of this bylaw;

3. This bylaw may be cited as “CCRD Board Remuneration and Expenses Bylaw No. 495, 2020”.

READ A FIRST and SECOND time this 11th day of June, 2020

READ A THIRD time 11th day of June, 2020

ADOPTED this ____ day of _____, 2020

Chair

Corporate Administrator

“Certified a true copy of Bylaw No. 495, 2020 cited as the “CCRD Board Remuneration and Expenses Bylaw No. 495, 2020” as adopted on _____.”

Corporate Administrator

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 495
CCRD BOARD REMUNERATION AND EXPENSES BYLAW
SCHEDULE 'A'

1. **BOARD MEMBER REMUNERATION:**

- a) Monthly Allowance: Chair.....\$600
CCRHD Chair\$75
- b) Board Meeting Stipend: Vice Chair (when acting as Chair).....\$450
Director (or alternate director).....\$400
- c) Local Work Assignments:
Per hour.....\$36

A board resolution is required to identify the Local Work Assignment and to authorize the remuneration payment. It is the responsibility of individual directors to report local work assignments to the Chief Administrative Officer for entering into the payroll system.

- d) Attendance at Conventions (AVICC, UBCM, etc): Per Day.....\$250
A board resolution is required to authorize attendance and payment of remuneration and expenses for attendance at conventions.
- e) Out of Town Representation: Per Day.....\$250
- f) Travel for Out of Town Representation: Per Half Day.....\$125
Per full day.....\$250

For attendance at conventions, if requested, an advance may be made

The sum of \$50 per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.

The sum of \$75 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.

Directors are eligible for Health, Dental and Optional AD&D benefits provided by Pacific Blue Cross through the regional district. Accidental Death & Dismemberment premiums are a taxable Benefit to the director. Premiums are paid by the regional district on behalf of directors.

Remuneration will be paid through the payroll system on the last working day of each month.

2. **REIMBURSEMENT FOR EXPENSES:**

- a) All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted. Prior arrangements may be made to have registration fees, air travel and/or

accommodation expenses paid directly by the regional district, in which case no reimbursement shall be made to the director.

- b) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to regional district business. The private accommodation rate is \$50/night.
- c) The daily allowance for meals includes \$22 for breakfast, \$27 for lunch and \$40 for the evening meal provided such meals have not been provided as part of a convention or other event. Where meals are provided, there is no reimbursement if the director chooses to eat elsewhere. For full days, directors may claim a per diem of \$100 which includes all meals plus \$11 for incidentals.

In order to claim a meal allowance, the Director must be away from home on regional district business for the entire period noted beside the applicable meal. For clarity, meals for Electoral Area Directors for areas A and B will be paid at actual costs by the regional district when they are in Bella Coola on regional district business.

When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed.

- d) Automobile travel shall be reimbursed as per Canada Revenue Agency's Automobile Allowance Rates in effect at the time of travel. It is the responsibility of individual directors to report actual travel distance to the Chief Administrative Officer for reimbursement.

The Director for Electoral Area A shall be provided with the opportunity for one trip annually to attend other communities in the electoral area at the expense of the regional district.

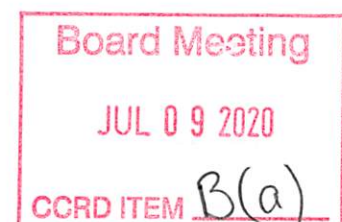
The amount compensated for automobile travel outside the regional district shall not exceed the amount that would be compensated for air travel to the same destination.

Where travel expense is reimbursed to this office that exceeds our kilometre rate, our kilometre rate shall be used for reimbursement to directors or committee/commission members. Any remaining balances will be credited to the administrative travel account.

- e) Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.
- f) The sum of \$300.00 will be paid to each director annually, in May, in recognition of costs associated with paper and printer supplies.
- g) A child care subsidy, to a maximum of \$50 per board meeting will be provided to directors in recognition of child care costs incurred for attendance at regular board meeting, if applicable.
- h) Reimbursement for expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

Request for Decision:
CCRD COVID-19
Business Continuity and
Service Restoration
Plan Amendments since
June 11, 2020

(Late Item)





Play safe!

It's ok to play on playgrounds



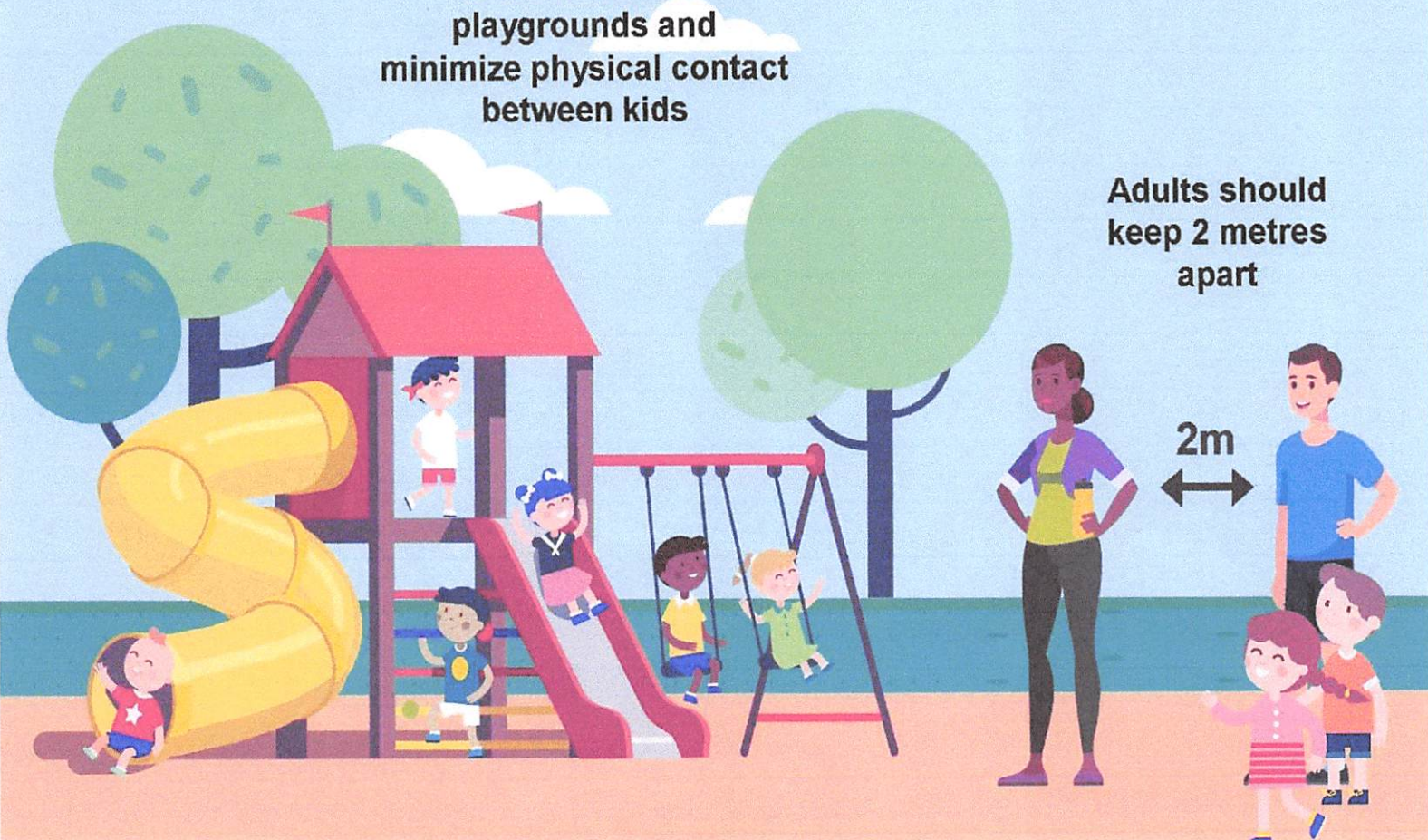
Wash hands with soap and water before and after playing (or using the playground) or use hand sanitizer



Don't share toys or equipment with other kids outside your family

Avoid crowded playgrounds and minimize physical contact between kids

Adults should keep 2 metres apart



Playgrounds may not be cleaned or disinfected



WALKER ISLAND PARK – BBQ PIT – PLAYGROUND – BALL FIELD

COVID-19 MEASURES - TERMS OF USE

1. Park users acknowledge and accept that use of these Park may result in exposure to and contraction of the COVID-19 Virus. Surfaces **ARE NOT** routinely sanitized by CCRD staff/contractors and park users are responsible for providing their own sanitizer and cleaning surfaces prior to use.
2. At Walker Island Park, organized gatherings will not exceed 50 people.
3. Children must be supervised at all times.
4. 2-meter physical distancing is required between adults.
5. Physical contact between children of different households is discouraged.
6. The following individuals are prohibited from using or working at park facilities:
 - Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
 - Anyone directed by Public Health to self-isolate.
7. Organized events must be pre-booked through Lorrein Gurr. Phone 250-799-5553 (Kopas Store) or 250-982-2776 (home) to reserve the BBQ, Ball Field or Park Facility.

Request for Decision: Special Meeting to Review & Revise CCRD Strategic Plan 2019- 2022

(Late Item)

Board Meeting
JUL 09 2020
CCRD ITEM B (b)