



# Central Coast

## REGIONAL DISTRICT

*That we may be good people together*

### DRAFT REGULAR BOARD MEETING MINUTES

DATE: May 14, 2020

Board Meeting  
JUN 11 2020  
CCRD ITEM A)(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 – May 14, 2020 via videoconference

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

**PART I – INTRODUCTION**

**1. Call to Order**

Chair Schooner called the meeting to Order at 10:21 a.m. and acknowledged chairing the meeting was taking place on the unceded territory of the Nuxalk Nation.

**2. Adoption of Agenda**

- 20-05-01 M/S Directors Northeast/Hall** THAT the agenda be received. **CARRIED**
- 20-05-02 M/S Directors Northeast/Hall** THAT the Agenda be adopted as amended by: moving the in-camera meeting to the end of the agenda and by adding the following late items: BC Restart Plan PowerPoint presentation – a) under Financial Services, and Central Coast Food Exchange – item b) under Community and Development Service. **CARRIED**
- 20-05-03 M/S Directors Hall/Bertrand** THAT the Agenda be further amended by adding Essential Service Workers Recognition – item b) under Financial Services. **CARRIED**

**3. Disclosures of Financial Interest**

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

No disclosures of financial interests were made.

#### 4. Disclosures of Interests Affecting Impartiality

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

No disclosures affecting impartiality were made.

#### (A) ADOPTION OF MINUTES

##### a) Regular Board Meeting April 9, 2019

20-05-04 M/S Directors Kennedy/Hall THAT the minutes from the April 9, 2019 Board Meeting be received. **CARRIED**

20-05-05 M/S Directors Kennedy/Hall THAT the April 9, 2019 minutes be adopted as presented. **CARRIED**

#### PART II – LOCAL GOVERNANCE

#### (A) BYLAWS AND POLICIES

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

##### 1) Policy F-13 – Capitalization

20-05-06 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District receives Policy F-13 Capitalization Request for Decision. **CARRIED**

20-05-07 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District approves Policy F-13 Capitalization as amended. **CARRIED**

##### 2) Policy F-16 – Community Works Fund Allocation

20-05-08 See (B) (c)

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

#### FINANCIAL SERVICES

##### (a) PowerPoint presentation – BC Restart Plan

20-05-09 M/S Directors Hall/Kennedy THAT the Board of Directors of the Central Coast Regional receive the PDF and PowerPoint presentation. **CARRIED**

##### (b) Essential Workers Recognition

**20-05-10 M/S Directors Hall/Bertrand** THAT the Board of Directors of the Central Coast Regional District release a public statement to acknowledge the various essential workers and that an award program to uplift outstanding individuals or organizations is tabled for the next board meeting during an in-camera discussion; further that staff prepare a nomination process for residents to nominate individuals and organizations for recognition. **CARRIED**

**(c) Report to the Board: Financial Services Special Report – Community Works Fund Budget**

**20-05-11 M/S Directors Hall/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the report. **CARRIED**

**20-05-12 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District move Policy F-16 Community Works Funds Allocation along with Financial Services Special Report – Community Works Fund Budget. **CARRIED**

**20-05-13 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive Policy F-16 Community Works Fund Allocation Request for Decision. **CARRIED**

**20-05-14 M/S Directors Bertrand/Kennedy** THAT the Board of Directors of the Central Coast Regional District amend policy with changes to the first sentence in point 2 to say, "Second, by providing funding for eligible projects according to the regional district's strategic priorities as determined by the board of directors, and funding for asset replacement and infrastructure costs of existing services and regional district infrastructure," and to delete the last sentence of "Where a conflict is found to exist, the funds shall first be allocated to functions and services already established by the regional district, and then to those functions and services under consideration for establishment" in order to open up where the funds can be allocated." **CARRIED**

Recess was called at 12:07 p.m.

The Board reconvened at 12:54 p.m.

**(d) Report to the Board: Financial Services Special Report – COVID-19 Pandemic Response Regarding Potential Rent Deferral or Relief Options**

**20-05-15 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the report. **CARRIED**

**(e) Report to the Board: Financial Services Special Report – Follow up to Audit Report**

**20-05-16 M/S Directors Northeast/Hall** THAT the Board of Directors of the Central Coast Regional District receive the report. **CARRIED**

**(f) Report to the Board: Financial Services Special Report – CARIP Public Report 2019**

**20-05-17 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the report. **CARRIED**

**COMMUNITY & DEVELOPMENT SERVICE**

**(g) Report to the Board: Economic Development Service Update**

**20-05-18 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receives the report. **CARRIED**

**(h) LATE ITEM – Central Coast Food Exchange**

**20-05-19 M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District consider food security and the possibility of CCRD facilitating a central coast food exchange. **CARRIED**

The Board put forth an idea of having the regional district facilitate food exchanges between central coast communities. This will assist trades or sales of surplus of fruit in the Bella Coola valley and harvested food from the outer coast and access to healthy food. Currently there is limited transportation available and some opt to take dangerous and expensive treks to exchange food. The BC Ferries can potentially be utilized to move a trailer between ports to make food available to communities.

An option to enable these food exchanges is to provide an online forum where sellers and buyers can assemble and charging an administrative fee. A refrigerated trailer could be acquired through purchase or lease or a boat with an ice hole can be hired to make deliveries. In helping this process for all communities, a demand for good quality food would be met with a supply that may otherwise go to waste.

The Board suggested looking into grant funding as well as the ability to create revenue to sustain the project rather than having to continuously pursue grant funds. It would be cost efficient to commit to a virtual marketplace to help connect individuals rather than acquiring boats or trailers.

CEDO Wheelock conveyed that anything that promotes the sovereignty, self-reliability and interconnectedness is fantastic. In CEDO Wheelock's research and engagement around food security, he understood that the practicality of getting produce from the Bella Coola Valley to the outer coast is a complicated issue. Agriculture items may not be ready for the day the vessel departs. Likewise, harvested items from the outer coast likely need a storage facility. Further, local resources are overwhelmed with lack of volunteers and time available. There is also a need to encourage local farmers toward larger scale food production than what currently exists. A feasibility study will be critical in finding gaps in supply and demand and working out logistics of food movement, and could lead to funding opportunities.

The Board further addressed that trading practices have taken place between communities for millennia, as evidenced by the Grease Trail. The encouragement of exchanges may lead to unsustainable harvests as set out in various marine plans. The solution may need to establish a permitting plan.

The Board expressed that a manageable approach going forward is running a pilot project and speaking with BC Ferries on what is possible.

CAO Kirk articulated that a feasibility study would be helpful. Further that this is a great opportunity to look at food security and start exploring economic recovery for the region. It may be possible to find a source of temporary human resource funding to take on this initiative, perhaps through emergency management supports for response and recovery.

**20-05-20 M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District request Administration to develop a pilot project proposal with funding options initially explored for the Board's review for the June or July meeting.  
**CARRIED**

**(i) Request for Decision: Vosburgh Property Report**

**20-05-21 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the report with amendment to the second motion with removal of the word Airbnb.  
**CARRIED**

**20-05-22 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District direct Administration to write the property owners to ask for more information about the nature of land use, particularly the advertised use.  
**CARRIED**

**20-05-23 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District direct Administration to inform the property owners of the current zoning bylaw and permitted RI uses restricting home occupation rentals to 20% or less than 50 square meters of their property.  
**CARRIED**

**20-05-24 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District direct Administration to further correspond with the Vosburghs with the same information.  
**CARRIED**

**(j) Report to the Board: Referral – Juggernaut Exploration Ltd.**

**20-05-25 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the report.  
**CARRIED**

**20-05-26 M/S Directors Kennedy/ Hall** THAT the Board of Directors of the Central Coast Regional District direct Administration to draft a letter based on points articulated during the meeting.  
**CARRIED**

Recess was called at 2:26 p.m.  
The Board reconvened at 2:45 p.m.

**(k) Report to the Board: Referral – Lower Dean River Lodge**

**20-05-27 M/S Directors Northeast/Hall** THAT the Board of Directors of the Central Coast Regional District receive the Lower Dean River Lodge referral. **CARRIED**

**(l) Report to the Board: Referral – Denny Island Subdivision**

**20-05-28 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District receive the Denny Island Subdivision referral. **CARRIED**

**OPERATIONS**

**(m) Report to the Board: Bella Coola Waterworks Service Update**

**20-05-29 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Bella Coola Waterworks Service Update. **CARRIED**

**(n) Report to the Board: Solid Waste Service Update**

**20-05-30 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the Solid Waste Service Update. **CARRIED**

**(o) Post Closure Costs – Thorsen Creek Landfill**

**20-05-31 M/S Directors Kennedy/Bertrand** THAT the Board of Directors of the Central Coast Regional District receive the Post Closure Costs – Thorsen Creek Landfill. **CARRIED**

**(p) Report to the Board: Denny Island Fire Protection Feasibility Study Update**

**20-05-32 M/S Directors Northeast/Hall** THAT the Board of Directors of the Central Coast Regional District receive the Denny Island Fire Protection Feasibility Study Update. **CARRIED**

**(q) Report to the Board: Pacific Coastal Scheduled Air Service Bella Coola and Bella Bella Update**

**20-05-33 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive the Pacific Coastal Scheduled Air Service Bella Coola and Bella Bella Update. **CARRIED**

**RECREATION SERVICES**

**(r) Centennial Pool Commission**

- 20-05-34 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Centennial Pool Commission minutes. **CARRIED**
- 20-05-35 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District supports opening the pool for the 2020 session provided proper operational precautions are undertaken in response to COVID-19. **CARRIED**

**PROTECTIVE SERVICES**

- (s) Report to the Board – COVID-19 Emergency Response Special Report with attachments (t) – (z)**
  - (t) Special Report Attachment 1 – Joint Letter from the First Nations and Municipalities of Haida Gwaii, North and Central Coasts, May 6, 2020**
  - (u) Special Report Attachment 2 – Response from the Honourable Claire Trevena, Minister of Transportation and Infrastructure, May 5, 2020**
  - (v) Special Report Attachment 3 – Invitation to Live Webinar with elected leaders from Haida Gwaii and the Central and North Coast, May 3, 2020**
  - (w) Special Report Attachment 4 – Press Release: First Nations and Municipal Leaders from the North and Central Coasts Continue to Enact Travel Restrictions; BC and Canada Fail to Support Life-Saving Work, April 30, 2020**
  - (x) Special Report Attachment 5 – Joint Letter from the First Nations and Municipalities of the North and Central Coasts dated April 6, 2020**
  - (y) Special Report Attachment 6 – Email Correspondence from Craig Widsten re Shearwater Coaster CCRD Letter of Support, May 4, 2020**
  - (z) Special Report Attachment 7 – CCRD Letter of Support re Continuance of the Shearwater Marine Central Coaster Marine Transport Service, April 27, 2020 emailed May 1, 2020**
- 20-05-36 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the COVID-19 Emergency Response Special Report and attachments 1 – 7 as a group. **CARRIED**

***Correspondence for information:***

- (aa) Information Bulletin: BC Wildfire Service Launches Official Wildfire App, Ministry of Forests, Natural Resource: Operations and Rural Development BC Wildfire Services – May 5, 2020**
- 20-05-37 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the information bulletin. **CARRIED**
- (bb) Information Bulletin: Coastal Fire Centre: Status Report – May 4, 2020**
- 20-05-38 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the information bulletin. **CARRIED**



**(cc) Information Bulletin: Cariboo Fire Centre: Status Report – May 7, 2020**

**20-05-39 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the information bulletin. **CARRIED**

**(dd) Letter from the City of North Vancouver Re: Supporting British Columbia during the COVID-19 Pandemic**

**20-05-40 M/S Directors Hall/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the letter. **CARRIED**

**20-05-41 MS/Directors Bertrand/Kennedy** THAT the Board of Directors of the Central coast Regional District provide no response to the letter. **CARRIED**

**(ee) Letter from Association of Canada Cannabis Retailers re: modification of retail regulations in response to COVID-19**

**20-05-42 M/S Directors Hall/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the letter. **CARRIED**

**(C) 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 there have been good discussions and specifically thanked Director Bertrand regarding dialogue with the Haida and local governments. Solutions are being produced on how to restrict access to remote communities. Through UBCM and AVICC gatherings, Chair Schooner remarked that there are connections formed, which have proved to be very useful. It is appreciated that there is collaboration and unity in dealing with new and unchartered territory in regards to COVID-19. We are living in uncertain times and it is valuable to unite at this time.

In going forward, the work being done in union with the Haida and local governments may continue on with other similar issues. It is unprecedented to have local governments and First Nations work together so closely for a common cause. In closing, Chair Schooner acknowledged all of those working during this time, including managers, CCRD staff, and First Nations. Big dividends will come out of this as working together is the right thing to do.

**Area A Report: Director Bertrand**

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

Director Bertrand detailed that through UBCM, the Board met Kris Olsen, the Mayor of the Village of Queen Charlotte in Haida Gwaii. This relationship facilitated connection to the Haida Gwaii protocol table, where meetings currently take place weekly. A regional approach is needed to restrict travel to remote communities. This table gives the opportunity for municipalities of the North Coast, regional districts, and some central coast Nation chiefs to meet together. Currently there have been two joint advocacy letters on travel restrictions and concern about the Province's declaring hunting and fishing an essential service.

Further, Director Bertrand relayed that this work is being advanced as a political function because there is no regional district ability to close or restrict non-essential travel. In future there may be advocacy work surrounding an additional joint statement in response to the commercial fishery that the BC fisheries community has released. It is important to note that within the regional district there are tourism operators and fishing lodges that are facing uncertain times, along with the international tourism industry as a whole, due to COVID-19.

In closing, Director Bertrand affirms that it is not a reasonable assessment to blame lack of work on First Nations or their allies for travel restrictions or travel advisories. The primary purpose of restrictions is to protect the health and safety of their Nation's members and their community's residents. Simply stated, the enemy is the virus.

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

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

Director Hall outlined that there is a resurgence of garden projects in Bella Bella. However, more equipment is needed for those projects, in which conversations are happening with the Heiltsuk EOC and the coast. It cannot be understated how the shutdown of the local state of emergency was quite a hit. Additionally, there has been circulation of how-to social distance and as a regional district this information should be recirculated.

In short, Director Hall thanks everyone and is hopeful that the EOC is communicating with the regional district office and is working together. Future discussions are hopeful.

#### **Area C Report: Director Kennedy**

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

Director Kennedy communicated that since the last board meeting there has been a new reality and adaptation and is impressed with individuals working together and communication. It is unfortunate, although not surprising that the Bella Coola Music Festival is cancelled for 2020. There may be smaller events going forward, depending on how much the restrictions are relaxed. The artists that were booked will also be receiving funding to do interviews on Nuxalk Radio. Artists will also send promotional material to be distributed to the community.

The Vancouver Regional Library hosted a Zoom meeting with around 40 participants. Director Kennedy relayed that this prompted the possibility to have a virtual meeting option in the future when participants cannot attend in person. Director Kennedy also relayed that she attended a Pool

Commission meeting and supports the hopes to run a 2020 pool season as this is an important recreational activity for the community.

In regards to tourism, Director Kennedy aligns with the sentiment for travellers to stay home. There are many accommodation providers that are not accepting people who are non-essential travellers. The message from the Cariboo Chilcotin Coast Tourism Association is to stay home and explore later. Also, the Northern Sea Wolf likely is not sailing this year with the Nimpkish running for the duration of the season. Once restrictions are relaxed, ferries will need 90 days to staff and put forth a schedule.

Overall, Director Kennedy relays that this is a huge year for gardening in the Bella Coola Valley and it is with excitement to note that knowledge is being passed on. Director Kennedy commends and thanks this group for proceeding with caution and having safety in mind.

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

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

Director Northeast thanked Chair Schooner and fellow directors for their words. To reiterate, Director Northeast acknowledged everyone who is dealing with the COVID-19 situation as we are all going through the same storm in our distinctive boats. It is important to put ourselves in other individual's places. There may be something we do not want to see, but recognize that everyone has their own capabilities of understanding and response. To echo Dr. Bonnie Henry's sentiments, "be kind, be calm and be safe."

Director Northeast recognizes that there is euphoria surrounding the easing of restrictions. Currently we are in the phase of dealing with the daily grind, after the surge in activity of getting used to the new ways. By watching out for one another we can get through this together successfully.

In conclusion, Director Northeast would like to thank those who depend on commercial businesses and enterprises, including tourism operators, and those who work in public service industries. Chair Schooner and Director Northeast had the opportunity to meet with the Bella Coola Harbour committee, and recognized their dedication to operating a harbour for everyone, but at this time not outsiders. Director Northeast suggests spending money that may have gone toward travelling to be put toward spending in the community through a staycation.

### **PART III – GENERAL BUSINESS**

**(ff) Letter from Mark Nelson Hagensborg Waterworks District service conversion and COVID-19: dated April 30, 2020**

**20-05-43 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District receive the letter. CARRIED**

**20-05-44 M/S Directors Bertrand/Hall** THAT the Board of Directors of the Central Coast District direct Administration to provide a transcript of discussion to Mr. Nelson. **CARRIED**

**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 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*.

**20-05-45 M/S Directors Bertrand/Northeast** THAT the Board of Directors of the Central Coast Regional District go in camera. **CARRIED**

The regular board meeting went in camera at 4:13 p.m.  
The regular board meeting reconvened at 4:52 p.m.

**(E) ADJOURNMENT**

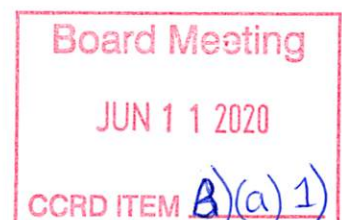
**20-05-46 M/S Director Hall/Kennedy** THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 4:53 p.m.

\_\_\_\_\_  
Chair

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

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



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

Board Meeting  
JUN 1 1 2020  
CCRD ITEM B)(a)2

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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

**Policy:**

1. The pay per hour for each staff member will be determined by the attached chart.
2. Proof of current awards in the form of certificates or cards, etc. must be supplied by staff to qualify for a given pay level.
3. If status goes up during a pay period, the rate of pay changes on the first day of the next pay period.

**Clarification:**

1. Past experience will be determined by the Pool Commission. The number of hours worked or volunteered and the type of work experience will receive due consideration. Thus, records of volunteer hours worked must be made available as appropriate.
2. An employee may receive a wage that is lower than the suggested base rate if that employee has less than the minimum qualifications (i.e. 15 years of age with only bronze medallion) but in any case, no employee will receive a wage which is lower than the provincial minimum wage.
3. First Aid is defined as :
 

LSS Aquatic Emergency Care, or  
Standard First Aid, or  
Emergency First Aid.
4. "Interim" award cards may be acceptable in the determination of hourly rate.

**Adopted:** September 13, 2000  
**Amended:** November 02, 2005  
**Amended:** October 12, 2006  
**Amended:** July 07, 2011  
**Amended:** November 10, 2011  
**Amended:** June 14, 2012  
**Amended:** May 9, 2013  
**Amended:** May 14, 2015  
**Amended:** April 13, 2017  
**Amended:** March 29, 2018  
**Amended:** March 14, 2019  
**Amendment:** June 13, 2019

**CENTRAL COAST REGIONAL DISTRICT  
POLICIES**

<b>Position</b>	<b>Minimum Qualifications</b>	<b>Rate</b>
Manager	<ul style="list-style-type: none"> <li>• Supervisory skills</li> <li>• Computer skills</li> <li>• Relevant Experience</li> </ul>	\$18.60 - \$22.60
Aquatic Operation Supervisor	<ul style="list-style-type: none"> <li>• NLS-pool</li> <li>• CPR-C</li> <li>• Standard First Aid</li> <li>• Pool Operators Certificate or equivalent experience</li> <li>• Relevant Experience</li> </ul>	\$16.60 - \$20.60
Aquatic Program Shift Supervisor	<ul style="list-style-type: none"> <li>• Bronze Cross</li> <li>• WSI or LSI</li> <li>• CPR-C</li> <li>• Standard First Aid</li> <li>• Relative Experience</li> </ul>	\$16.60 - \$20.60
Guard	<ul style="list-style-type: none"> <li>• NLS-Pool</li> <li>• CPR-C</li> <li>• Standard first aid</li> <li>• Relevant Experience</li> </ul>	\$14.60 - \$18.60
Aquatic Instructor	<ul style="list-style-type: none"> <li>• WSI or LSI</li> <li>• Bronze Cross</li> <li>• CPR C</li> <li>• Standard First Aid</li> </ul>	\$14.60 - \$18.60
Aquatic Leader	<ul style="list-style-type: none"> <li>• Bronze Medallion</li> <li>• First Aid</li> </ul>	\$13.85-\$15.85

- Increments: Pool Related certification will be awarded \$0.25 per proof of certification to a maximum of \$2.00
- Increments: Experience \$0.25 will be awarded for each year of paid experience at a pool or in management to a maximum of \$4.00
- \* Relevant Experience will be determined by the pool commission at time of hiring.
- OFA 2 and 3 will be increased by the industry standard.



**Policy A-12 (c)**  
**Centennial pool Wage**  
**Payment During**  
**Training**  
**(Late Item)**

Board Meeting

JUN 11 2020

CCRD ITEM B)(a) 3

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**A-12(c) - Centennial Pool - Payment During Training**

**Policy**

1. Staff will be paid at their allocated rate per hour for attending pre-season orientation sessions and for in-service meetings during the operating season.
2. Staff will not be paid wages for time spent at training or for upgrading their credentials.
3. Despite the CCRD's Personnel Policy, reimbursement for out-of-town course expenses must be pre-approved by the Commission. Staff will be reimbursed for up to 50% of the course fee to a maximum of \$500.00 Living expenses will be reimbursed to staff at \$30 per day to a maximum of \$300. Transportation costs will be reimbursed at 50% of cost to a maximum of \$300. Staff is required to submit an expense account to the Pool Commission for their approval.

Adopted: September 13, 2000  
Amended: November 02, 2005  
Reviewed: November 2011  
Amended: June 14, 2012  
Amended: April 14, 2016  
Amended: April 13, 2017  
Amended: June 8, 2017



**To:** Courtney Kirk, CAO  
**From:** Evangeline Hanuse, Planning Coordinator  
**Meeting Date:** June 11, 2020  
**Subject:** Policy A-28 Proclamations/Declarations

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District reviews Policy A-28 Proclamation/Declarations.***

**Issue/Background Summary:** Policy A-28 was last reviewed on April 13, 2017. According to the regional district's development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

This policy was adopted on November 10, 2011 to address an inundation of proclamation and declaration requests.

**Policy, Bylaw or Legislation:**

Policy A-24 Policy Development and Review

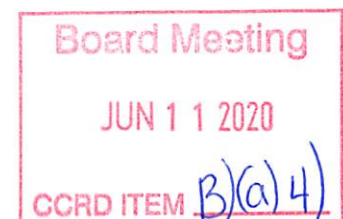
**Financial/Budgetary Implications:** None.

**Time Requirements – Staff and Elected Officials:** None.

**Options to Consider:**

Submitted by: \_\_\_\_\_  
Evangeline Hanuse, Planning Coordinator

Reviewed by: \_\_\_\_\_  
Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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**A-28- Proclamation/Declarations**

**Preamble:** To provide direction to staff and the public on handling requests for proclamations/declarations.

**Policy:** To eliminate unnecessary administration of proclamation requests where there is no statutory authority, the Central Coast Regional District will not issue proclamations and/or declarations.

**Date Adopted:** November 10, 2011

**Reviewed:** April 10, 2014

**Reviewed:** April 13, 2017

**Reviewed:** June 11, 2020



**To:** Courtney Kirk, CAO

**From:** Evangeline Hanuse, Planning Coordinator

**Meeting Date:** June 11, 2020

**Subject:** Policy E-5 Directors Attendance at Board Meetings

**Recommendation:**

***THAT the Board of Directors of the Central Coast Regional District reviews policy amendments for Policy E-5 Directors Attendance at Board Meetings.***

**Issue/Background Summary:** Policy E-5 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.

**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:**

Submitted by: \_\_\_\_\_  
Evangeline Hanuse, Planning Coordinator

Reviewed by: \_\_\_\_\_  
Courtney Kirk, Chief Administrative Officer

**Board Meeting**  
 JUN 11 2020  
 CCRD ITEM B)(c)5

CENTRAL COAST REGIONAL DISTRICT  
POLICIES

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**E-5 - Directors Attendance at Board Meetings**

**Preamble:** The present Board consists of only 5 directors. Directors are absent for reasons of health, transportation, out-of-area work or other reasons. A missing director at any Board meeting diminishes public representation and the quality of decision-making.

**Policy:** That all directors undertake to ensure quality representation for their electoral area, and commit to making every effort to attend all regular meetings of the board.

In the event that the director cannot attend, the director should give as much advance notice as possible to the alternate director. Staff should also be advised as soon as possible if a director is not able to attend and if the alternate director will attend the meeting. The director will make available to the alternate director the agenda and all meeting materials.

In the event the alternate is not able to attend, the director should discuss the key agenda items either with the Chairperson or the Chief Administrative Officer in advance of the meeting.

~~Pursuant to S.204(1) of the *Local Government Act*, a director is disqualified for failure to attend meetings if he/she is absent from four (4) consecutive regularly scheduled board meetings without leave of the board.~~

Pursuant to s. 204(1) of the *Local Government Act*, a board member is disqualified from holding office if the member is absent from board meetings for whichever of the following is the longer time period: 60 consecutive days or 4 consecutive regularly scheduled board meetings.

Date: September 14, 1993  
Reviewed: February 11, 2004  
Amended: November 15, 2012  
Amended: November 13, 2015  
Amended: June 8, 2017  
Amended: June 11, 2020



**REQUEST FOR DECISION**

**To:** Board of Directors, CCRD

**From:** Ken McIlwain, Airport Manager

**Meeting Date:** June 11, 2020

**Subject:** Policy F-11 Firefighter’s Use of Department Equipment

**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District review Policy F-1 Firefighter’s Use of Department Equipment.*

**Issue/Background Summary:**

Policy F-11 was last reviewed and amended in July of 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-24 – Policy Development and Review

**Financial/Budgetary Implications:**

None. Policy is self explanatory.

**Time Requirements – Staff and Elected Officials:**

None.

**Options to Consider:**

None.

Submitted by: \_\_\_\_\_  
Ken McIlwain, Airport Manager

Reviewed by: \_\_\_\_\_  
Courtney Kirk, Chief Administrative Officer

Board Meeting  
 JUN 11 2020  
 CCRD ITEM B)(a) 6)



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**F-11 - Firefighter's Use of Department Equipment**

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**Preamble:** The Volunteer Firefighters of the Bella Coola Volunteer Fire Department (BCVFD) of the Central Coast Regional District, receive requests from the public for assistance with street cleaning and other services unrelated to fire protection or emergency response. Furthermore, from time to time, members of the BCVFD request use of department equipment for personal use.  
In order to avoid inconsistencies and potential conflicts, it is necessary that the acceptable use of department property be clearly defined.

**Policy:** The Fire Department or its members will not use Fire Department equipment except for the express purpose of providing fire protection services, emergency response, training, maintaining department property, water system maintenance, education initiatives and public awareness around fire safety.

Effective date as adopted by the Central Coast Regional District Board of Directors:  
July 17, 1997

**Adopted:** July 17, 1997  
**Reviewed:** March 3, 2004  
**Reviewed:** September 12, 2013  
**Amended:** July 20, 2016



# Bylaw 488 Centennial Pool Rates and Service Fees Bylaw (Late Item)

Board Meeting  
JUN 11 2020  
CCRD ITEM B(b) 1



**To:** Chair Samuel Schooner and Board of Directors, CCRD

**From:** Courtney Kirk, CFO

**Meeting Date:** June 11, 2020

**Subject:** Board Meeting Procedures Bylaw 494 (new)

**Recommendation:**

*THAT Bylaw 494, cited as the "Central Coast Regional District Board Meeting Procedures Bylaw No. 494, 2020" be now introduced a read a first time.*

*THAT Bylaw 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.*

**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.

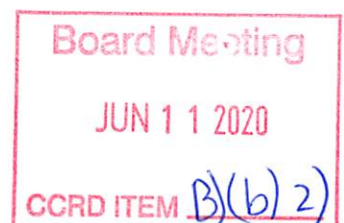
**Policy, Bylaw or Legislation:**

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.

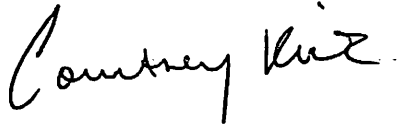
**Time Requirements – Staff and Elected Officials:**



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. Introduce, and read three times
2. Introduce, amend and read three times.



Submitted by: \_\_\_\_\_  
Courtney Kirk, Chief Financial Officer

**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW No. ~~490~~ 494**

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

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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 ~~490, 2019~~ 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 1<sup>st</sup> 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 ~~1996 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, 2015 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) A minimum of one Board member must be physically present in the designated meeting location identified in the public notices.~~
- h) 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 #~~467~~ 490 is hereby repealed.

READ A FIRST TIME this \_\_\_\_ day of \_\_\_\_\_, 2020 ~~October, 2019.~~

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2020 ~~10<sup>th</sup> day of October, 2019.~~

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2020 ~~10<sup>th</sup> day of October, 2019.~~

RECONSIDERED AND FINALLY ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2020 ~~14<sup>th</sup> day of November, 2019.~~

\_\_\_\_\_  
Board Chair

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

Certified to be a true and correct copy of “**Central Coast Regional District Board Meeting Procedures Bylaw 494. 2020 490, 2019.**”

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

**CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 494 490  
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."*



- 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:** June 11, 2020  
**Subject:** Board Remuneration and Expenses Bylaw No. 495

**Recommendation:**

*THAT Bylaw 495, cited as the "CCRD Board Remuneration and Expenses Bylaw No. 495, 2020" be now introduced a read a first time, 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.*

*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]*

**Issue/Background Summary:**

The Board Remuneration and Expenses Bylaw is being presented for amendment to provide for the payment of remuneration through the monthly payroll system, and to clarify that a board resolution is required for remuneration payments for "Local Work Assignments". Other proposed amendments separate the remuneration section from the expenses section of the bylaw.

**Policy, Bylaw or Legislation:**

Director remuneration is not specifically legislated and each local government board determines their own compensation by bylaw. The expectation is that the bylaw is defensible and fair.

In September 2019, the Union of BC Municipalities (UBCM) prepared and distributed a "Council & Board Remuneration Guide" which includes remuneration reviews, setting remuneration and best practices. The Guide does not prescribe specific levels of remuneration but focuses instead on assisting local governments to develop approaches to establish compensation programs that are fair both for elected officials and local taxpayers.

**Best Practices (from the Guide):**

1. Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration

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2. Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election
3. Local governments should consider conducting remuneration reviews once per term.
4. Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws
5. Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration
6. Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term.
7. Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.
8. Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.
9. Local governments should consider using base remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.
10. Local governments should consider establishing comparison groups using population, combined – as deemed necessary – with other factors that influence elected official workload and level of responsibility.
11. Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.
12. Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.
13. Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board meetings.
14. Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.
15. Local governments should recognize that the range of legitimate expenses incurred to perform the role of board chair will be greater than that incurred to perform the roles of board director.
16. Local governments should ensure that lists of eligible expenses reflect unique local conditions.
17. Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.
18. Local governments should consider providing access to extended health, dental, vision and insurance to all local elected officials.
19. Local governments should consider contributing to the costs of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions.

20. Local governments should consider extending benefits to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage.
21. Local governments should periodically re-examine the range of benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.
22. Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.
23. Local governments should consider using a range of tools to communicate information, including written materials, presentation, and information meeting.

The complete guide is available on the UBCM website: [www.ubcm.ca](http://www.ubcm.ca)

**Financial/Budgetary Implications:**

In 2019, remuneration and expenses paid to or on behalf of directors totalled approximately \$130,000. (See also 2019 Statement of Financial Information (SOFI) report elsewhere on the agenda.) This represents about 17% of the annual taxes levied from property owners for last year (\$760,261).

Expenses have been reduced in 2020 to date on account of the cancellation of the Association of Vancouver Island Coastal Communities (AVICC) convention and other meetings. Travel costs in particular have been reduced due to the elimination of charter flights for board meeting attendance.

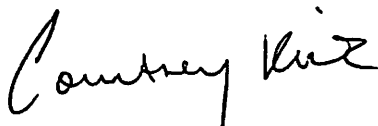
There are no budgetary implications to the proposed amendments.

**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. Introduce and read three times
2. Introduce and amend, and read three times
3. Decline to authorize a remuneration review.



Submitted by: \_\_\_\_\_  
Courtney Kirk, Chief Financial Officer

BYLAW NO. ~~495, 2020 477, 2017~~

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 by 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 annual 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 477 442 cited as the “CCRD Remuneration and Expenses Bylaw No. ~~477, 2017 442, 2014~~” 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 477, 2017~~”.

READ A FIRST and SECOND time this ~~12th day of October, 2017.~~ 11<sup>th</sup> day of June, 2020

READ A THIRD time this ~~9<sup>th</sup> day of November, 2017~~ day of \_\_\_\_\_, 2020

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, ~~2017~~ 2020

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Administrator

“Certified a true copy of Bylaw No. ~~495, 2020 477, 2017~~ cited as the “CCRD Board Remuneration and Expenses Bylaw No. ~~495, 2020 477, 2017~~” as adopted on \_\_\_\_\_.”

\_\_\_\_\_  
Corporate Administrator



CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 495 477  
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 ~~for which a prior consensus of the Board has been reached:~~  
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 ~~reporting to the board of directors entering into the payroll system.~~

- d) Attendance at Conventions (AVICC, UBCM, etc): Per Day.....\$250  
~~(for which a prior consensus of the Board has been reached)~~  
**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 UBCM. 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) ~~For attendance at conventions, if requested, an advance may be made.~~ **This item moved to the remuneration section.**
- f) Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.
- g) The sum of \$300.00 will be paid to each director annually, in May, in recognition of costs associated with paper and printer supplies.
- h) ~~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.~~ **This item moved to the remuneration section**
- i) ~~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.~~ **This item moved to the remuneration section.**
- j) 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.

- k) Reimbursement for ~~remuneration and~~ expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

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

~~For clarity, directors are paid the following items on board meeting day and signed expense vouchers are not required for reimbursement:~~

- ~~i. 1(a) Board meeting stipend and monthly allowances;~~
- ~~ii. 2(f) costs associated with paper and printing supplies;~~
- ~~iii. 2(g) the directors' cellular phone and internet allowance;~~
- ~~iv. 2(h) the Chair's cellular phone and internet allowance.~~

# **CCRD COVID-19 Business Continuity and Restart Plan -PowerPoint Presentation - Report**

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