



CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING AGENDA – June 14, 2018 at 9:00 am

PART I - INTRODUCTION

1. Call to Order

2. Oath of Office

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3. Adoption of Agenda – Introduction of Late Items

- a) Late Item - Request for Decision – Director Remuneration Form
- b) Late Item – Elections 2018 Bylaw

4. 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.
"

5. 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."

(A) IN CAMERA MATTERS

- (a) Matters Brought out of Camera

(B) ADOPTION OF MINUTES

- (a) Adoption of minutes – May 10, 2018

Page 2-15

PART II- PUBLIC CONSULTATION

1. Delegation –

- (a) Royal Canadian Mounted Police, Sgt Skolrood, provide details of last year & this year's activities & priorities.

Page 16

- (b) Disaster Management, BC Wildfires Response, John Jackson Operations Manager, Canadian Red Cross update on 2017 BC Wildfire response efforts Red Cross Community Partnerships

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PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- (a) Chief Administrative Officer Report – Verbal update
- (b) UBCM Procedures for submitting resolutions Page 18-19
- (c) Revised equalization strategy resolution with suggested edits incorporated Page 20
- (d) Original CCRD equalization strategy resolution adopted by Board of Directors, resolution #19-02-10 Page 21
- (e) Call for Nominations for UBCM Executive Page 22-32
- (f) Late Item (a) Page Inserted

Financial Services

- (g) Request for Decision – Company Credit Card Page 33-34
- (h) Action taken by CCRD in response to PMT’s 2017 audit findings in CCRD’s internal controls Page 35
- (i) SOFI report – Statement of Financial Information Page 36-43
- (j) June 21, 2018 - Request for Decision - National Indigenous Peoples Day, as a Statutory Holiday Dated June 14, 2018 Page 44-47

Operations

- (k) Operations Monthly Report, dated June 7, 2018 Page 48-51

Leisure Services Commissions

- (l) Centennial Pool Commission, Minutes dated May 29, 2018 Page 52

Protective Services

- (m) Emergency Program Coordinator Report – Verbal update
- (n) Update and Information to apply for Red Cross Administrated Support for Small Business and First Nations Cultural livelihoods impacted by 2017 wildfires Page 53-67

Transportation Service

- (o) Transportation Monthly Report, dated June 7, 2018 Page 68-70

(D) EXECUTIVE REPORTS

- (a) Chair’s Report and Area C Report
- (b) Electoral Area Reports
 - i) Area A
 - ii) Area B
 - iv) Area D
 - v) Area E

(E) BYLAWS AND POLICIES

- (a) Request for Decision - A-2 – Office Hours & Period of Closure (for review) Page 71-73
- (b) Request for Decision – A-13 – Entrance Window Advertising Policy update (for review) Page 74-76
- (c) Request for Decision – A-31 – Bylaw Development and Reviews Policy update (for review) Page 77-81
- (d) Bylaw 481, Bella Coola Valley Parks & Recreation Rates & Charges Page 82-83
- (e) Late Item (b) Page Inserted

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

(G) ADJOURNMENT

OATH OF OFFICE

I, _____

I am qualified to hold the office of Alternate Director for the Central Coast Regional District, to which I have been appointed;

I have not, by myself or any other person, knowingly contravened the Local Government Act respecting vote buying or intimidation in relation to my election to the office;

I will perform the duties of my office faithfully and with steadfast adherence to integrity, and I will not allow any private interest to influence my conduct in public matters;

I will disclose, through declaration, any direct or indirect pecuniary interest I have in a matter and will not participate in the discussion of the matter and will not vote in respect of the matter;

In the interest of good governance, where there is a perception that my impartiality on a matter may be affected, I will declare this, consider the matter on its merit and then vote accordingly;

I will abide by statutes, bylaws and policies that govern the Central Coast Regional District (CCRD) and promote openness, accountability and responsible leadership;

I will promote and demonstrate values of the CCRD through my actions and behaviour;

I will actively develop my capacity and capability to be effective in my role;

I will provide stewardship of the public assets through the development and evaluation of the Regional District’s policies and programs;

I will make informed, transparent decisions that considers and manages risk in the decision making process; and

I will dedicate myself at all times to acting in the best interest and well-being of the whole community, across the region.

SWORN by the above named Alternate Director before me at Bella Coola, British Columbia, this _____ day of March, 2018.

)
)
)
)
Courtney Kirk,
Chief Administrative Officer

Alternate

Board Meeting
JUN 14 2018
CCRD ITEM 2



CENTRAL COAST REGIONAL DISTRICT
DRAFT REGULAR BOARD MEETING MINUTES

DATE: May 10, 2018

ATTENTION

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

Board Meeting
JUN 14 2018
CCRD ITEM B(a)

REGULAR BOARD MEETING MINUTES – April 26, 2018

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Director Frank Johnson *by phone Director Travis Hall Chair Alison Sayers Alternate Director Gary Brown Director Samuel Schooner
Excused:	Electoral Area D	Director Richard Hall
Staff:	Chief Administrative Officer Operations Manager Recording Secretary	Courtney Kirk Ken McIlwain Destiny Mack
Guests:	Chair Kevin O'Neill CAO Joy Mackay	Hagensborg Waterworks District Hagensborg Waterworks District

PART I - INTRODUCTION

1. Call to Order

The Chair called the meeting to order at 9 am and acknowledged the meeting was taking place in the unceded territory of the Nuxalk Nation.

2. Adoption of Agenda

18-05-01 M/S Directors Schooner/Brown that the agenda be adopted as amended.

CARRIED

A late item was inserted on page 56 of the agenda.

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.

Directors did not disclose any financial interests in agenda items.

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 26, 2018.

18-05-02 M/S Directors Brown/Hall that the April 26, 2018 minutes be adopted as read.

CARRIED

While reviewing the minutes, the Board sought clarification whether anyone in the valley could take advantage of the Spring Clean-Up Event. Staff confirmed that all residents in the Bella Coola Valley are entitled to participate.

PART II – LOCAL GOVERNANCE

(B) OPERATIONS UPDATES & POLICY MATTERS ARISING

ADMINISTRATIVE SERVICES

(a) Chief Administrative Officer Report, dated May 10, 2018.

18-05-03 M/S Directors Hall/Brown that the Chief Administrative Officer's report be received.

CARRIED

Director Johnson joined the meeting at 9:32 am.

CAO Kirk congratulated Director Schooner on his standing ovation at the AVICC.

CAO Kirk mentioned that in her report that she has ordered a conference hub.

Director Schooner left the meeting at 9:38 am.

Director Johnson asked if there was any discussion of the fire season in the EOC meetings. CAO Kirk clarified that the focus has been primarily on the flooding and risk of flooding due to spring freshet.

(b) Appointments to the B.C. Ferry Authority Board of Directors, dated April 6, 2018.

18-05-04 M/S Directors Johnson/Hall that the Appointments to the B.C. Ferry Authority Board of Directors report be received.

CARRIED

A discussion ensued regarding Director Johnson's efforts to nominate Director Travis Hall to the B.C. Ferry Authority Board of Directors. CAO Kirk reminded the Board of the process and requirements for the BC Ferry Authority Board nominations.

Director Schooner rejoined the meeting at 9:42am

Director Hall mentioned that he would of like to see a First Nation seat on the BC Ferry Authority Board of Directors. Director Schooner agreed and clarified that a voting and not an observing seat is important

- 18-05-05** M/S Directors Hall/Schooner that Administration draft a letter to the BC Ferry Authority advocating for a First Nation voting seat on the Board. **CARRIED**

(c) Request for Decision – Late Water Tolls, dated May, 10, 2018.

- 18-05-06** M/S Directors Hall/Brown that the Request for Decision: Late Water Tolls be received. **CARRIED**

- 18-05-07** M/S Directors Brown/Hall that the Board of Directors of the Central Coast Regional District authorize Administration to send out a Notice of Water Shut Off to those premises that have 2018 water toll charges outstanding on May 31, 2018, pursuant to Section 5 of Bylaw 282 and amending Bylaw 354. **CARRIED**

(d) Resolutions Process Issue at the AVICC Convention, dated April 18, 2018.

- 18-05-08** M/S Directors Brown/Johnson that the letter from AVICC be received. **CARRIED**

Director Hall said he is very happy with how quickly their response was to his issues and hopes they will circulate the safety of speakers document. Director Hall clarified that the primary issue was that the member directed his comments personally at him, rather than taking the mic and expressing his views for the whole membership to hear. Director Brown thanked Director Hall on how he handled the situation at AVICC. Chair Sayers expressed regret at what happened and that she received correspondence privately from AVICC members who noted their dismay and upset over what happened. Director Schooner asked if there would be any further follow up from AVICC. Director Hall shared he was told by AVICC that they were going to try to find the person and address the matter. Chair Sayers indicated that there is a Code of Conduct and read the commitment AVICC outlined in their response letter. Director Hall asked if there was going to be a letter sent to AVICC to thank them for this action.

- 18-05-09** M/S Hall/Brown that Administration draft a letter on behalf of the Board in response to the letter from AVICC. **CARRIED**

(e) Letter from the Lieutenant Governor of British Columbia, dated April 13, 2018.

- 18-05-10** M/S Directors Hall/Brown that the letter from the Lieutenant Governor be received. **CARRIED**

The Board briefly discussed that the Lieutenant Governor's visit to Bella Coola was Her Honour's last community visit for her expiring term.

18-05-11 M/S Schooner Hall/Johnson that Administration draft an invitation to be sent to the new Lieutenant Governor of British Columbia to request a visit.

CARRIED

Recess is at 9:59

Recess was done at 10:03

FINANCIAL SERVICES

f) Financial Report Budget – January to April 2018, report dated May 2, 2018

18-05-12 M/S Directors Hall/Brown that the Financial Report Budget – January to April 2018 be received.

CARRIED

g) Climate Action Revenue Incentive (CARIP) Public Report for 2017

18-05-13 M/S Directors Hall/Brown that the Climate Action Revenue Incentive (CARIP) Public Report for 2017 be received.

CARRIED

DEVELOPMENT SERVICES

h) Community Economic Development Report, dated May 10, 2018

18-05-14 M/S Directors Hall/Brown that the Community Economic Development Report be received.

CARRIED

CAO Kirk announced that Jessie McDonald has been contracted again to serve as the 2018 contract Community Grant Writer.

Director Hall discussed a concern about Red Cross wildfire 2017 support deadlines with the Board.

18-05-15 M/S Directors Hall/Brown that Administration draft a letter to the Red Cross requesting a deadline extension for the small business and cultural livelihood supports with applications closing on May 31, 2018.

CARRIED

i) Meeting of Central Coast Region and Bella Coola Stakeholders with BC Ferries consultant (AECOM) regarding Bella Coola Terminal - Meeting Minutes dated March 21, 2018

18-05-16 M/S Directors Brown/Hall that the Central Coast Region and Bella Coola Stakeholders meeting with BC Ferries consultants (AECOM) regarding the Bella Coola Terminal meeting minutes dated March 21, 2018 be received.

CARRIED

The next AECOM meeting is scheduled for May 18, 2018.

Director Hall mentioned that there is certain dates committed to for the launch of the ferry and that those dates cannot be met. The Board of Directors discussed shipping hardware, produce, etc.

Director Johnson expressed concern about parking for RV's at the Bella Coola Harbour. The Board discussed the potential need for an advocacy letter on this issue. CAO recommended extending an invitation to Tweedsmuir Travel to provide insight to the Board of Directors/Administration on current staging problems for ferry loading in the Bella Coola Valley and seek advice on focus areas for the CCRD to support solutions within the Regional District's mandates.

- 18-05-17** M/S Directors Hall/Brown that Administration reach out the Tweedsmuir Travel for information on current staging problems for ferry loading in the Bella Coola Valley and problems with RV parking; and seek advice on focus areas to support solutions within the CCRD's mandates. Any recommended advocacy letters should be drafted accordingly.

CARRIED

The Board of Directors discussed Director Hall's insight from his role on the Ferry Advisory Committee that some advocacy may be useful respecting pressure to see the Northern Sea Wolf used in the off season to provide transportation locally between the Central Coast communities.

- 18-05-18** M/S Directors Schooner/Hall that Administration draft an advocacy letter supporting the FAC Denny Island resident request that the Northern Sea Wolf be used for the off season to provide transportation locally between the Central Coast.

CARRIED

INSERTION – Part II - PUBLIC CONSULTATIONS

(a) Hagensborg Waterworks District – Provincial Planning Grant Application

The Delegation arrived at 10:24 and consisted of CAO Joy Mackay and Chair Kevin O'Neill from the Hagensborg Waterworks Improvement District.

The CCRD Directors and guests introduced themselves to each other.

HWID CAO Mackay distributed and discussed a handout that she prepared regarding the Hagensborg Waterworks Improvement District. She discussed the possibility for a planning grant and said it needs to be done through the Regional District. She discussed the potential for the HWID to prepare the application for the CCRD's review and then would ask the CCRD to advance the funding application to the Provincial Government. The Board and guests discussed further information needs respecting the funding and commitment that would be required from the CCRD.

The Board and guests then discussed different treatment options and HWID shared that the Improvement District Board voted to terminate the point of entry treatment system trial during this year's HWID AGM and that the organization is looking at other options to treat the water. Water tolls have been going up. The HWID Board wants to move forward with a discussion about conversion particularly the option of converting to a CCRD service area. Another option is to stay as an Improvement District and request the support of the CCRD for advocacy for the HWID to secure capital funding. Hagensborg is on a boil-water advisory and has been for years now. New piping to replace asbestos lined pipes is also under consideration.

The Board and guests discussed the possibility of the CCRD supporting a partnership for a conversion feasibility study to move forward through the fund raising capacity of the Regional District. Chair Sayers mentioned that she is concerned that more information is required as another community group has requested CCRD resources be devoted to another feasibility study and the Board is not clear whether the organization is permitted to support two grants. Chair Sayers also expressed concern about CCRD staff capacity for another grant project in 2018. HWID echoed human resource capacity concerns.

Director Schooner asked for clarification on relationship building efforts of the HWID with the Nuxalk Nation and the feasibility of Nuxalk's water system supplying at least part of the Hagensborg community's water needs. A discussion ensued about potential feasibility of Nuxalk supplying water to the HWID. Director Schooner expressed support for collaboration efforts toward Nuxalk potentially supplying HWID with water given the water safety and savings overall to all users.

Director Hall requested the information presented and grant support request be summarized and submitted to the Regional District in a formal letter and thanked the members of the HWWD for their presentation.

Chair Sayers thanks the HWD for their presentations

Recess at 11:20 am

Recess was done at 11:26

PART III – LOCAL GOVERNANCE RESUMES

OPERATIONS

(j) Operations Managers Report, dated May 3, 2018

18-05-19 M/S Directors Hall/Brown that the Operations Managers Report be received.

CARRIED

Alt Director Brown asked about whether MOTI planned to pave from Jourdenais Rd to the Harbour. The Operations Manager clarified that in his understanding the upcoming

project is seal coating and not resurfacing, and that the paving will be done from Jourdenais Road to Atnarko Slough.

Director Hall mentioned ICBC's potential role in advancing road repairs.

The Operations Manager highlighted that the pool is up and running. A discussion was had of upcoming pool programming for the summer.

The utility of using video as a medium for providing thanks (in lieu of or in addition to formal thank you letters) to the 2018 grant funders was discussed with approval.

The Board and Chair thanked the Operations Manager and he left the meeting at 11:36am

(k) Denny Island Airport Commission Meeting Minutes, dated April 10, 2018.

18-05-20 M/S Directors Hall/Schooner that the Denny Island Airport Commission Meeting Minutes be received.

CARRIED

LEISURE SERVICES

(l) Centennial Pool Commission minutes, dated April 3, 2018

18-05-21 M/S Directors Schooner/Brown that the Centennial Pool Commission Meeting Minutes be received a read.

CARRIED

(m) Centennial Pool Renewal – NDI, dated April 25, 2018

18-05-22 M/S Directors Schooner/Hall that the Northern Development Initiative Trust Centennial Pool Renewal funding confirmation letter be received as read.

CARRIED

18-05-23 M/S Directors Schooner/Brown that Administration have a press releases done in video format as a mode of acknowledging the grant fund contributors to CCRD projects such as the Centennial Pool renewal project.

CARRIED

(n) Canada Summer Job Application/Agreements

18-05-24 M/S Directors Schooner/Hall that the Canada Summer Job Applications/Agreement Letter confirming grant funding be received as read.

CARRIED

PROTECTIVE SERVICES

(o) Emergency Management Report, Late Item

18-05-25 M/S Directors Schooner/Hall that the Emergency Management Report be received.
CARRIED

CAO Kirk reported that the EOC is activated and is currently operating at a Level 1 for monitoring given the predictive models from the River Forecast Centre indicate a risk of potential flooding from the spring freshet. CAO Kirk advised that a 'Flood Watch' was currently in place for the Dean River. CAO Kirk shared that the Nuxalk Nation has been advocating for more accurate river flow monitoring, particularly with respect to a need for gauges to better monitor river level rise.

CAO Kirk confirmed for the Board that since the April 17th intergovernmental meeting, EMBC has committed to three years of funding to support a CCRD, Nuxalk Nation, British Columbia and Canada partnership for shared emergency management. A further update on partnering dialogues respecting fire suppression in the Bella Coola Valley for interface and wildfires was provided.

CAO Kirk also identified that the engineers have been working on adjustments to the original Denny Island Water System design specifications in order to estimate costs of accommodating fire flows for public review.

The Red Cross visit was covered through the report. Director Hall mentioned that he was glad he had an opportunity to interface directly with the Red Cross representatives and was able to advocate for a longer application window for the small business supports program so that those in the outer coast just learning about the program have a better opportunity to get an application in. Director Hall also acknowledged the importance of the upcoming visit to Bella Bella to facilitate better political relationship building between the CCRD and the Heiltsuk Nation.

18-05-26 M/S Directors Hall/Brown that the CCRD enters an administrative partnership to share costs of an emergency management program shared between the Regional District and the Nuxalk Nation.

CARRIED

18-05-27 M/S Directors Sayers/Schooner that Administration drafts a thank you letter to MLA Jennifer Rice acknowledging all her support and advocacy work for the CCRD in advancing the funding and provincial commitments for a shared emergency program coordinator between the CCRD and the Nuxalk Nation.

CARRIED

18-05-28 M/S Directors Hall//Schooner that Administration drafts an advocacy letter to the Coast Guard supporting Heiltsuk efforts to secure equipment, a response boat and towing vessel toward reinvigorating the Coast Guard Auxiliary in the outer coast and ensuring

the letter is copied to Heiltsuk Nation Coast Guard Auxiliary representatives Ian Reid and Randy Humchitt.

CARRIED

The Board of Directors thanked Cao Kirk for her report and for the many hats she wears.

(p) 2018 Emergency Operations Centres & Training – Approval and Terms & Conditions

18-05-29 M/S Directors Hall/Schooner that the Emergency Operations Centres & Training grant approval letter be received.

CARRIED

CAO Kirk advised the Board that in addition to the training grant funding, the Justice Institute will be coming in to the Bella Coola Valley on June 19th and 20th to provide Emergency Operation Centre training.

(q) Strategic Wildfire Prevention Initiative – Approval of 2018 FireSmart Planning & Activities Grant (SWPI-968: Central Coast Wildfire Cross Training)

18-05-30 M/S Directors Hall/Brown that Strategic Wildfire Prevention Initiative – Approval of 2018 FireSmart Planning & Activities Grant (SWPI-968: Central Coast Wildfire Cross Training) letter be received.

CARRIED

(r) Strategic Wildfire Prevention Initiative – Approval of 2018 FireSmart Planning & Activities Grant (SWPI-969: CCRD FireSmart Boards)

18-05-31 M/S Directors Hall/Brown that Strategic Wildfire Prevention Initiative – Approval of 2018 FireSmart Planning & Activities Grant (SWPI-969: CCRD FireSmart Boards) be received.

CARRIED

CAO Kirk updated the Board of Directors on progress of collaborative dialogues with the Nuxalk Nation toward implementing the emergency training and FireSmart grant fund deliverables.

CAO Kirk asked the Board of Directors for feedback on the idea of contracting an artist to create a custom drawing that captures the ideals of collaboration between the central coast governing bodies. The custom drawing could then be used on the upcoming CCRD website updates (grant funded) and the potential central coast marketing and branding efforts (to support economic development initiatives). The custom drawing could also be used in the manufacture of any commemorative pieces the Regional District may decide to produce in celebration of the 50th anniversary. Administration will bring forward a request for decision to the Board of Directors at a future meeting.

Recess Break: 12:08pm

Recess was over at 12:50

TRANSPORTATION SERVICES

(s) Transportation Report, monthly report dated May 3, 2018

18-05-32 M/S Directors Brown/Hall that the Transportation Monthly Report be received.

CARRIED

The Operations Manager joined the meeting at 12:53pm

The Operations Manager updated the Board of Directors that the Regional District still has not heard about the British Columbia Air Access Program (BCAAP) funding submission outcome. The Operations Manager highlighted that there is an equipment shortage right now that could impact project completion timelines and delay reinstatement of Transport Canada airport certification. However, other than uncertainty about funding other parts of the project are progressing well. Some project details raised by the Board such as accessing the green space and risk of flooding were discussed.

Further clarifying questions on the status of the BCAAP funding were raised by the Board with clarifications provided by Administration.

CAO Kirk updated the Board on the upcoming presentation to Nuxalk Chief and Council to update the Nation on the status of BCAAP being uncertain and the implications for the recertification as well as an update on the additional funds that have been secured for the airport and whether the Nation wishes to move forward with the potential trail building and cultural pieces that was secured through provincial wildfire recovery grant sources. The Chair asked for clarification as to when the BCAAP funding application went in and when the announcements were scheduled for. CAO Kirk clarified that the application went in at the beginning of February 2018, but that the announcement date remains unknown. CAO Kirk updated the Board that an impact letter has been provided to provincial staff respecting the effect the lack of funding certainty is having on the CCRD's project management. The Operations Manager further clarified that the lack of funding certainty is having a discernable impact on the CCRD's ability to meet the July 17 2018 aerodrome authorization end date which is when the Regional District hoped to apply to have the Bella Coola airport certification reinstated.

The Operations Manager shared that on the upside, the pilots using the airport were much happier with the visibility.

Director Schooner thanked the Operations Manager on behalf of the Board of Directors for all his work.

The Chair committed to get in touch with MLA Jennifer Rice respecting the BCAAP funding announcement delay.

The Operations Manager left the meeting at 1:07pm.

(D) EXECUTIVE REPORTS

- (t) **Chair and Electoral Area C Report** – The Chair shared that she has a scheduling conflict with respect to the July 12th Board Meeting and asked if it is possible for the July 12 meeting be moved to July 19. The Board and Administration discussed any potential scheduling conflicts in moving the meeting.

18-05-33 M/S Directors Sayers/Johnson that the July 12 Board meeting be moved to July 19.
CARRIED

The Chair updated the Board on her conversation with the Alberni-Clayoquot Regional District Chair and his thoughts on timing respecting letters of support for the equalization strategy to be reviewed by the CCRD Board prior to the UBCM AGM. The Chair suggested one approach might be to schedule a special meeting of the Board in August given UBCM is scheduled for September 10th – 15th. The Chair further suggested that another strategy could be changing the September Board meeting to September 6th (before UBCM) instead of the currently scheduled meeting on September 20th (after UBCM). The Board discussed the merits of rescheduling the September board meeting.

18-05-34 M/S Directors Brown/Hall that the September Board meeting be moved from September 20th to September 6th, 2018.
CARRIED

Chair Sayers left the meeting at 1:19pm to facilitate a discussion about whether she has to ask each meeting for a resolution to reimburse childcare expenses. It was determined that the bylaw permitted the Chair to simply submit an expense claim and the cost could be reimbursed by Administration without further action required by the Board. Chair Sayers returned to the meeting at 1:22 pm and continued her report.

Chair Sayer provided the Board with further updates as to support expressed to her about the CCRD's equalization strategy.

(u) Electoral Area Reports

- i) **Area A Report, Director Johnson** – Director Johnson shared that the Hydro Project Grand Opening would take place at the end of May and shared that the Wuikinuxv Nation is also building a new recreation centre.

Chair Sayers left the meeting at 1:26pm

- ii) **Area B Report, Director Hall** – Director Hall shared details of the prawn boat that recently sunk in Heiltsuk waters and the 8-9 hour wait for a response vessel, highlighting that with implementation of the Heiltsuk Indigenous Marine Response Centre, that wait could have been cut down to half an hour. Director Hall further mentioned concern about the exclusion of non-treaty nations from some of the emergency program management provincial funding supports.

Chair Sayers returned to the meeting at 1:29pm

Director Hall further shared concern about disappointment with new ferry sailings and the service planned for the outer coast.

iii) **Area D Report, Alternate Director Brown** – Alt Director Hall expressed appreciation for the learning opportunities he’s had as a result of filling in for Director Hall on the Board.

iv) **Area E Report, Director Schooner** – Director Schooner thanked the Administration for all their hard work and challenges that have been overcome toward moving the regional district forward. Director Schooner also raised the concern that there is still a lot of work to do in emergency preparedness. Director Schooner further discussed the Centennial pool retrofit and his desire to see a roof over the pool sharing that he is aiming to pull together a group of service providers in the Valley to build a collaborative dialogue around securing additional resources to add a roof to the pool retrofit project.

18-05-35 M/S Schooner/Brown that Administration organize a meeting with the heads of local organizations to discuss the constraints of the secured Centennial pool retrofit grant funding that is not enough to include a roof and explore whether a collaborative table might be able to secure the necessary resources to facilitate the addition of a roof over Centennial Pool.

CARRIED

(E) GENERAL CORRESPONDENCE

(v) Nusatsum Flood Remediation Letter from Tom Mesi dated April 5, 2018

18-05-36 M/S Directors Schooner/Brown that the letter from Tom Mesi be received.

CARRIED

The Board discussed what actions the constituent was seeking from the CCRD. CAO Kirk noted that the letter and photos provided by the constituent could be forwarded to the hydrologists (once engaged) in the upcoming flood risk hazard assessment project.

(w)The Coast Sustainability Trust II (CSTII) – 2018 First Quarter Report dated April 15, 2018

18-05-37 M/S Directors Brown/Johnson that the letter from Re: The Coast Sustainability Trust II (CSTII) – 2018 First Quarter Report be received.

CARRIED

18-05-38 M/S Directors Brown/Hall that Directors present at the workshop held on May 9th 2018 be remunerated as per the *CCRD Board Remuneration and Expenses Bylaw No. 477, 2017*.

CARRIED

(F) ADJOURNMENT

There being no further business the meeting was adjourned at 1:40 pm.

Chair

Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: 2018-05-23 Board Meeting Date 2018-06-14

Name of person or group wishing to appear before the Board of Directors: Sgt. SKOLROOD
Royal Canadian Mounted Police
Bella Coola

Address: 1108 Burke Ave, Bella Coola.

Number of people attending: 1 Spokesperson Name: SGT. SKOLROOD

Subject of presentation: _____

Purpose of presentation: information only
 requesting a letter of support
 Other (provide details) Provide
Details of last year's activities & This
year's priorities.

Contact person (if different than above): _____

Daytime telephone number: 604 799 5363

Email address: rick.skolrood@RCMP-GRC.gc.ca

Will you be providing supporting documentation? yes no

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

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

Board Meeting
JUN 14 2018
CCRD ITEM 1 (a)

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: June 6, 2018 Board Meeting Date June 14, 2018

Name of person or group wishing to appear before the Board of Directors: _____
Jon Jackson, Operations Manager, Disaster Management, BC W
Pratyush Dhawan, Project Officer, Community Partnership Progr

Address: _____

Number of people attending: 2 Spokesperson Name: Jon Jackson

Subject of presentation: _____
Canadian Red Cross update on 2017 BC Wildfire response effort
Red Cross Community Partnerships Program

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

Contact person (if different than above): _____

Daytime telephone number: 250.302.1796

Email address: jon.jackson@redcross.ca

Will you be providing supporting documentation? yes no

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

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

Board Meeting
JUN 14 2018
CCRD ITEM 1 (b)

Chief Administrative Officer Report

-

Verbal Update

Board Meeting

JUN 14 2018

CCRD ITEM C(a)



Procedures for Submitting Resolutions to UBCM

1. Submit Resolutions to Area Associations

Both UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. UBCM encourages all members to submit resolutions first to Area Associations for consideration.

Resolutions endorsed by Area Associations at their annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor. (Resolutions that an Area Association has considered but not endorsed are not conveyed to UBCM.)

Please contact your Area Association for resolution submission procedures at the regional level.

Association of Kootenay and Boundary Local Governments (AKBLG)	akblg.ca
Association of Vancouver Island and Coastal Communities (AVICC)	avicc.ca
Lower Mainland Local Government Association (LMLGA)	lmlga.ca
North Central Local Government Association (NCLGA)	nclga.ca
Southern Interior Local Government Association (SILGA)	silga.ca

2. Direct Submission to UBCM

If necessary, local governments may submit council- or board-endorsed resolutions directly to UBCM until **June 30**, each year.

Resolutions should be submitted with background documents included.

Electronic form is preferred.

The resolution and background information should be submitted to:

Jamee Justason
 Information & Resolutions Coordinator
 Union of British Columbia Municipalities
jjustason@ubcm.ca

If submission by email is not possible, a hard copy of the resolution and background information may be mailed to:

60 – 10551 Shellbridge Way
 Richmond BC V6X 2W9

Board Meeting
 JUN 14 2018
 CCRD ITEM C(b)

When clarification of a resolution is required, UBCM will contact the sponsor, and the sponsor will be given one week to respond. If the sponsor does not respond within one week, then the resolution will not be printed in the *Resolutions Book* and will not be considered at Convention. This is to avoid using extra time during policy debate to clarify a poorly written resolution.

3. Resolutions Received After the Deadline

Resolutions received after the submission deadline of June 30 will not be printed in the *Resolutions Book* and may only be admitted for debate by special motion during Convention. The process for handling resolutions received after the deadline is outlined below.

- The resolution and background information (email or hard copy) must be received at the UBCM Richmond office before 12:00 p.m. on the Friday preceding the Annual Convention.
- Resolutions received after the deadline will be examined by the Resolutions Committee and separated into the following categories:
 - Late resolutions, not recommended to be admitted for debate; or
 - Emergency resolutions, recommended to be admitted for debate.
- A resolution may be deemed emergency in nature only if the topic has arisen since the June 30 deadline.
- Emergency resolutions may be discussed only after all Section A resolutions have been debated, but not before the time printed in the Convention Program.
- No other late resolutions will be admitted for debate—they will instead be entered automatically into the resolutions cycle for the following year, starting with consideration by the appropriate Area Association. Referral to the following year ensures that these issues are not lost and that the broader membership may still consider the resolutions.

Revised Resolution - suggested revisions in Bold

WHEREAS local governments and First Nations have inherited a problematic public service delivery regime that poorly addresses on and off reserve **local government** service delivery;

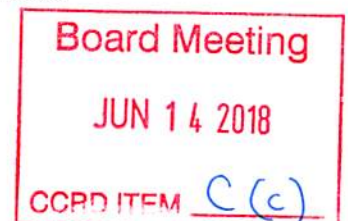
AND WHEREAS local governments experience revenue deficits that impact public service delivery to the entire local population, including First Nation populations that are not fairly addressed through property tax requisition;

AND WHEREAS the federal government is constitutionally committed to providing “essential public services of reasonable quality to all Canadians”(Constitution Act, 1982 s.36) and that this commitment is implemented in part through federal transfer payments;

THEREFORE BE IT RESOLVED that the province and federal government explore options such as federal transfer payments to rectify the revenue gap for local governments trying to provide adequate and essential services to all residents.

Notes/Rationale

- In the first whereas clause, suggest replacing “municipal” with the broader term “local government”
- Suggest rewording the first enactment clause to:
 - 1) shift focus to the parties that will be involved in making the requested changes -the province and federal government (“that the province and federal government explore”)
 - 2) allow for consideration of other possible options (“options such as”) –restricting the request to a single solution may make it easier for the federal government to close the door on this and reject the request outright.
 - 3) Refer back to the problem that you are seeking a solution to (“trying to provide adequate and essential services”), while again acknowledging First Nations needs (“to all residents”).
- Suggest removing second enactment clause referring to Strong Fiscal Futures to keep the request clear and focused on the major ask. While still relevant, a referring to Strong Fiscal Futures may distract from the issue at hand, particularly since this resolution is dealing with fairly complex issues to begin with and Strong Fiscal Futures is several years old now.





**CENTRAL COAST
REGIONAL DISTRICT**

P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

On February 9, 2018 the Central Coast Regional District Board of Directors passed the following resolution:

19-02-10 M/S Directors Brown/Johnson that the Board of the CCRD approve in principle the edited resolution (below) to go to the AVICC in April with the understanding that there may be edits made in conjunction with UBCM staff to make it more concise and acceptable for the general membership, without changing the intent of the resolution.

SOLVING A FEDERAL REVENUE GAP IN ON-AND-OFF-RESERVE SERVICE DELIVERY

Sponsored by: Central Coast Regional District

WHEREAS Canada's *Constitution Act, 1867* s. 91 and s.92 'Division of Powers', in particular Canada's s.91 (24) presumption of jurisdiction over 'Indians and Lands Reserved for Indians', together with federal Indian reserve land property tax exemption, perpetuates barriers to equitable delivery of shared local government services with on-reserve populations, and enables Canada to avoid equitable fiscal contribution toward services local governments provide off reserve to all constituents, wherever they live on or off reserve;

AND WHEREAS Canada's *Constitution Act, 1982* s. 36 assures Canada's constitutional commitment to "provide for essential public services of reasonable quality to all Canadians"; and to "the principle of making equalization payments" to "ensure the provincial governments have sufficient revenues to provide reasonably comparable levels of public services at reasonably comparable levels of taxation" and that these commitments are implemented through Canada's Equalization and Territorial Formula Financing Program;

THEREFORE BE IT RESOLVED that to address the federally driven revenue gap inherent in local government service delivery, to support implementation of the commitments in UDRIP and the Truth and Reconciliation Calls to Action, UBCM request British Columbia to work with Canada and First Nations toward an expansion of Canada's Equalization and Territorial Formula Financing Program to include a federal equalization transfer payment, or toward providing a payment similar in principle to an equalization payment, for provincial redistribution to local governments who provide off-reserve services to on-reserve populations in their electoral boundaries.

AND BE IT FURTHER RESOLVED that to ensure First Nation representation over the management of transfer payment moneys, which would fiscally represent on-reserve populations in local government budgets, UBCM request British Columbia, in consultation with First Nations, amend Part 7 of the *Local Government Act* to include non-treaty First Nations, or adopt new sections under the Act.

Board Meeting

JUN 14 2018

CCRD ITEM C(d)



June 1, 2018

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Councillor Murry Krause
 Chair, Nominating Committee

RE: **Call for Nominations for UBCM Executive**

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Tuesday July 31, 2018**.

1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government or First Nation.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

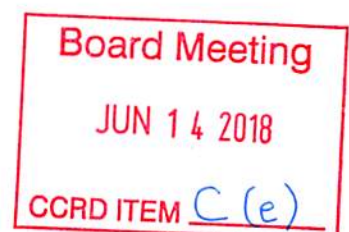
A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government/First Nation, using the attached nomination and consent form (Appendix A).

ubcm.ca



The Nominating Committee reviews the qualifications of each candidate. The members of the 2018 Nominating Committee are:

- Councillor Murry Krause, Immediate Past President, UBCM, Chair
- Councillor Gord Klassen, North Central Local Government Association
- Councillor Chad Eliason, Southern Interior Local Government Association
- Chair Rob Gay, Association of Kootenay & Boundary Local Governments
- Councillor Jason Lum, Lower Mainland Local Government Association
- Director Mary Marcotte, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate’s option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Tuesday July 31, 2018**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate’s advantage to submit an advance nomination, since the candidate’s name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated “off the floor” at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Convention Program for these times.

As with advance nominations, a candidate must be nominated by two elected officials from a UBCM member local government/First Nation.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Councillor Murry Krause	Chair email: murry_krause@telus.net
Chair, Nominating Committee	Chair tel: 250.561.2772 (home)
60-10551 Shellbridge Way	
Richmond BC V6X 2W9	

UBCM Contact:

Marie Crawford	Email: mcrawford@ubcm.ca
General Manager, Richmond Operations	Tel: 604-270-8226 ext. 104

1815/60/Call for Nominations-Items/Call for Nominations

NOMINATIONS FOR THE 2018/2019 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Elected Position (Mayor/Chief/Councillor/Director): _____

Mun/RD/First Nation: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Elected Position: _____ Elected Position: _____

Mun/RD/First Nation: _____ Mun/RD/First Nation: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by **July 31, 2018** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____ Elected Position: _____

Mun/RD/First Nation: _____

Nominated for: _____

Signature: _____ Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca .

Submission Deadline: July 31, 2018

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Health and Social Development
- Indigenous Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- 2nd or 3rd week of November (2 days)
- 2nd or 3rd week of January (2 days)
- 2nd or 3rd week of April (2-3 days)
- 3rd full week of July (2-3 days)
- Sunday afternoon preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive members' travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a UBCM member delegate.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a Nominating Committee is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

The Nominating Committee reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2018

Advance nominations close.

Following the July 31st advance nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the advance nominations deadline will be included in the Report on Nominations.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 12

- 9:20 a.m. Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 1:45 p.m. Candidate speeches (if there is more than one candidate for a position)
- 2:30-5:00 p.m. Elections for Table Officer positions (if there is an election).

THURSDAY, SEPTEMBER 13

- 8:00-9:00 a.m. Elections continue for Table Officer positions (if there is an election).

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 13

- 8:30 a.m. Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:35 a.m. Nominations from the floor for the remaining Executive positions.
- 11:40 a.m. Candidate speeches (if there is more than one candidate for a position)
- 2:30-5:00 p.m. Elections for the remaining Executive positions (if there is an election).

FRIDAY, SEPTEMBER 14

- 7:30-8:30 a.m. Elections continue for the remaining Executive positions (if there is an election).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

**EXTRACT FROM THE UBCM BYLAWS:
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives ("Vancouver Metro Area Representatives") who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

(b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).

(c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
 - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
 - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

APPENDIX D

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
- accept qualified nominees nominated by two elected officials of members of the Union;
- obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GVRD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
- at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.

(c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:

- that sufficient nominations are received;
- that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

(d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.

(e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.

(f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.

(g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:

- Small Community Representative;
- Electoral Area Representative;
- for the five positions of Director at Large; and
- the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small

Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

Late Item

-

Request for Decision
Director Remuneration Form

Board Meeting
JUN 14 2018
CCRD ITEM C(f)



REQUEST FOR DECISION

To: Courtney Kirk, CAO

From: Rose Liu, Finance Manager

Meeting Date: June 14 , 2018

Subject: Request for Company Credit Card

Recommendation:

THAT the Board of Directors of the Central Coast Regional District authorize application for company credit card with a credit limit of \$25,000 with the Williams Lake & District Credit Union.

Issue/Background Summary:

Donna was the previous primary credit card holder and personally liable for the payment to the previous credit card balance. With Donna’s retirement approaching, she has requested to be taken off the credit card holder list.

The solution is to re-apply for a new credit card provided by the Williams Lake & District Credit Union. Courtney Kirk, the CAO, will be the primary card holder.

The credit card provided is ABC Credit Union Business Credit Card. The card has a fixed annual interest rate of 12.9% with no reward points. Annual fee is \$25 with each additional card fee of \$5.

Pursuit to Purchasing & Procurement Policy (A-26), the proposed spending limit is:

Courtney Kirk, CFO:	\$25,000
Rose Liu, Finance Manager:	\$25,000
Ken McIlwain, Operations Manager:	\$ 4,000

Policy, Bylaw or Legislation:

In accordance with the Williams Lake & District Credit Union’s policy, Board Resolution or meeting minutes noting the total authorized company credit limit and authorized cardholders (name or title) and authorized amount is required.

Board Meeting
 JUN 14 2018
 CCRD ITEM C(9)

Financial/Budgetary Implications:

Annual fee \$ 35 per year with one primary credit card and two additional credit cards.

Time Requirements – Staff and Elected Officials:

None for elected officials, minimal staff time required.

Options to Consider:

N/A

Submitted by: Rose Liu June 5, 2018
Rose Liu, Finance Manager

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Significant Deficiencies in Internal Control Identified by PMT

	Nature of Significant Deficiency	Implication for the Financial Statements	Recommendation	Action Taken by CCRD
1	During the course of our audit we noticed that due to the small size of the organization and the current years reduction in staffing that there is inadequate segregation of duties.	The risk is that with limited employees there are over-lapping responsibilities and this creates opportunities for fraud to occur.	We recommend a review of employee responsibilities so that the process of receiving payments, recording deposits, recording payments and reconciling the bank are segregated.	We have hired three new staff members this year. We have separated accounting duties between Destiny and Cheryl, who receive mail (payments) and record receipts / payments, respectively. In addition, Rose records deposits as prepared by Cheryl and reconciles the bank.
2	During the course of our audit we identified that staff are not cross trained and able to perform other employees' accounting functions.	The risk is that if an employee is absent unexpectedly or for a long period of time you may be unable to perform accounting functions.	We recommend that the organization develop a plan that ensures there are two people in the organization able to perform accounting functions.	Cheryl and Destiny are cross trained to perform each other's accounting functions in receiving mail (payments) and recording deposits / payments, as well as for accounts payable and accounts receivable. The payroll function is being addressed with the possible solution of outsourcing.
3	During the course of our audit we identified that two small items were sold that did not follow the bidding process as outlined in the District's Policy A-26	The risk is that items may be sold below their fair market value and there could be apperception from the community of inappropriate behaviour.	We recommend that all staff review the organizations policies and procedures to ensure they are aware.	The issue has been addressed to the employee involved in the case. We will inform all employees at staff meetings by completing a review of Purchasing and Procurement Policy within 2018.
4	During the course of our audit we identified one purchase that was above the signer authorized purchase limits.	The risk is that purchase limits are in place to ensure there is proper oversight and approval over expenses and if these limits are not followed there could be cost over-runs and the perception of un-approved expenses being paid.	We recommend that cheque signers be aware of the purchasing limits of staff and for those amounts where board and senior management approval are required that confirmation of this fact is done prior to signing and issuing the cheque.	CCRD's amounts of grants and project spending have been increasing significantly. Accordingly, we need to revise current Purchasing and Procurement Policy through proper process. Cheque signers are aware of the current purchasing limits of staff that are stated in the Policy. The actual spending against budget is constantly being monitored to prevent cost over-runs. Review and approval process is in place so that un-approved expenses won't be paid. Extraordinary expenditure items are brought up to CAO or Board's attention before cheques are issued.

Board Meeting
JUN 14 2018
CCRD ITEM C(h)



REQUEST FOR DECISION

To: Courtney Kirk, CAO
From: Donna Mikkelson
Meeting Date: June 14, 2018
Subject: Filing Under the Financial Information Act – SOFI 2017

Recommendation:

THAT the Statement of Financial Information (SOFI) prepared by the Financial Management Services Provider pursuant to the Financial Information Act (FIA) for the year ended December 31, 2017 be approved and submitted to the Ministry of Municipal Affairs and Housing.

Issue/Background Summary:

None. Routine annual requirement.

Of significance to the readers of this report, are the criteria used in determining the specifics of what expenditures constitute remuneration and expenses reported. The Regulations for this reporting vary from what other authorities may deem to be remuneration or expenses. For clarity, the following table provides the specifics in this regard:

SCHEDULE OF REMUNERATION AND EXPENSES

Pursuant to the Financial Information Regulation, Schedule 1, Section 6

Board Meeting
JUN 14 2018
CCRD ITEM C(i)

Remuneration	Salary, hourly wages (pool) including stat holiday and vacation pay, overtime
	Cell Phone allowance
	Directors per diem
	Directors meeting remuneration
	Cariboo Regional District portion of benefits which are taxable to

	employees (Life insurance)
	Medical Services Plan (MSP) premiums – taxable benefit
Expenses	Directors annual payment for printing supplies
	Directors monthly travel allowance
	Conventions & professional development conferences: accommodation, meals, airfares or other travel (per km), taxi fare, registration fees
NOT INCLUDED in above	Employers portion of Canada Pension Plan contributions (CPP) and Employment Insurance (EI) premiums
	Employers portion of Municipal Pension Plan (MPP) – taxable income in the future
	Cariboo Regional District benefits which are non taxable (extended health, dental , short and long term disability, health and AD&D)
	WorksafeBC premiums

Policy, Bylaw or Legislation:

The *Financial Information Act* requires that within 6 months after the end of each fiscal year of a public body, it must prepare a statement of financial information for that fiscal year. It must contain a schedule showing

- i) In respect of each employee earning more than a prescribed amount, the total remuneration paid to the employee and total amount paid for the employee's expenses, and
- ii) A consolidated total of all remuneration paid to all other employees.

For the purposes of this reporting, the classification prescribed for "employees" includes an officer, director, commissioner, elected official or similar person employed in or appointed to a position in the corporation.

Further, it must contain a schedule showing

- i) The total amount paid to each supplier of goods or services during the fiscal year that is greater than a prescribed amount, and
- ii) A consolidated total of all other payments made to suppliers of goods or services during that fiscal year.

The prescribed amounts may vary from time to time, and are set by the *Financial Information Act Regulations*.

The Statement of Financial Information as attached, is submitted along with a copy of the audited financial statements and a detailed checklist, both of which are not included in this report to the board.

Financial/Budgetary Implications:

There are no financial or budgetary implications.

Time Requirements – Staff and Elected Officials:

This report takes approximately 1.5 days of staff time to complete. Board consideration is minimal since it is undertaken in the normal course of a board meeting.

****Please note the requirement for signatures from the Chief Administrative Officer and the Chair of the Board.****

Options to Consider

None.

Submitted by: 
Donna Mikkelson,
Financial Management Services Provider

Reviewed by: 
Courtney Kirk, Chief Administrative Officer

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON
 BEHALF OF EACH EMPLOYEE**

FIR Schedule 1, sections 6(2), (3), (4), (5) and (6)

**1. Elected Officials, Employees appointed by Cabinet and Members of the
 Board of Directors**

Name	Position	Remuneration	Expenses
Johnson, Frank	Director, Area A	7,625	7,729
Moody-Humchitt, Reg	Director, Area B	75	625
Hall, Travis	Director, Area B	4,800	3,883
Sayers, Alison	Director, Area C	9,175	10,311
Hall, Richard	Director, Area D	2,325	1,800
Brown, Gary	Alternate Director, Area D	825	-
Schooner, Sam	Director, Area E	5,375	4,299
Kirk, Courtney	Alternate Director, Area E	300	-
Total		\$30,500	\$28,647

**2. Other Employees (excluding those listed in Part 1 above)
 (List all employees, alphabetically, with remuneration and expenses
 exceeding \$75,000, excluding those listed in Section 1 above)**

Name	Position	Remuneration	Expenses
McIlwain, Ken	Public Works Manager	92,867	1,372
Consolidated total of other employees with remuneration and expenses of \$75,000 or less	All others	313,051	16,753
Total Other Employees		\$405,918	\$18,125

3. Reconciliation

Total remuneration – elected officials, employees appointed by Cabinet and members of the Board of Directors	59,147
Total remuneration – other employees	424,043
Sub Total	483,190
Reconciling Items – Charter air travel, meals and accommodation expenses to bring directors to board meetings; - Employer share of Municipal Pension Plan, CPP, EI and WorksafeBC premiums and employee benefits not included in above, but included in financial statements	114,066
Total per Statement of Revenue and Expenditure (Dir Expense & Wages)	\$597,256

CENTRAL COAST REGIONAL DISTRICT
2017 Financial Reporting

STATEMENT OF SEVERANCE AGREEMENTS

Fir, schedule 1, subsection 6(7)

There was one severance agreements representing 3.25 months made between the Central Coast Regional District and its non-unionized employees for the year ended December 31, 2017.

Prepared under the Financial Information Regulation, Schedule 1, subsection 6(8)

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

FIR, Schedule 1, section 5

The Central Coast Regional District has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

CENTRAL COAST REGIONAL DISTRICT
2017 FINANCIAL REPORTING

SCHEDULE SHOWING PAYMENTS MADE FOR THE PROVISION OF GOODS OR SERVICES

1. Alphabetical list of suppliers who received aggregate payments exceeding \$25,000

Supplier Name	Aggregate amount paid to supplier
BC Hydro	32,122
Bella Coola Backhoe Ltd.	49,261
Bella Coola Contractors Ltd	49,448
Bella Coola River Contracting/David Flegel	37,815
CU Credit Mastercard	44,959
Don Nygaard & Son Ltd.	140,170
Matthews Contracting	36,358
Mack Sales & Service of Nanaimo Ltd	35,860
Municipal Pension Plan – Company portion	28,402
Mikk's Admin Services	118,072
Municipal Finance Authority of BC	28,007
Municipal Insurance Association of BC	29,998
PMT Chartered Accountants	26,528
Redline Falling Ltd	146,710
Rodney Bruce Price	42,484
Span Master	37,401
Urban Systems Ltd	29,061
Vancouver Island Regional Library	56,436
Total Aggregate amount paid to suppliers (A)	\$969,092

2. Consolidated total paid to suppliers who received aggregate payments of \$25,000 or less

(B)	\$1,028,135
------------	--------------------

3. Total of payments to suppliers for grants and contributions exceeding \$25,000

Consolidated total of grants exceeding \$25,000	0
Consolidated total of contributions exceeding \$25,000	0
Consolidated total of all grants and contributions exceeding \$25,000 (C)	\$ 0

4. Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers (A)	969,092
Consolidated total of payments of \$25,000 or less paid to suppliers (B)	
Consolidated total of all grants and contributions exceeding \$25,000 (C)	1,028,135
Reconciling Items - (Wages and Related Costs)	
- Transfer to Asset Replacement Fund	30,454
- Transfer to Landfill post closure fund	30,000
- Amortization	145,671
Total per Statement of Operations (Consolidated + B, F, H, K)	\$2,203,352

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the *Financial Information Act*, Section 2

CENTRAL COAST REGIONAL DISTRICT
FINANCIAL REPORTING FOR THE YEAR ENDED DECEMBER 31, 2017


STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Board of Directors of the Central Coast Regional District and approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Chair Alison Sayers
June 14, 2018

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.



Courtney Kirk
Officer Assigned Responsibility for
Financial Administration under the
Local Government Act.

CENTRAL COAST REGIONAL DISTRICT
2017 FINANCIAL REPORTING

MANAGEMENT REPORT

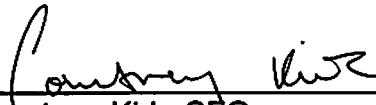
The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act* have been prepared by management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

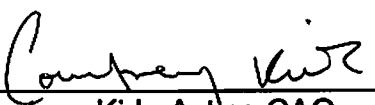
The Board of Directors is responsible to ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises this responsibility through meetings with management and with the auditors.

The external auditors, PMT Chartered Accountants, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the regional district's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The auditors have full and free access to the Board of Directors and meet annually.

On behalf of the CENTRAL COAST REGIONAL DISTRICT



Courtney Kirk, CFO
Officer Assigned Responsibility for
Financial Administration



Courtney Kirk, Acting CAO
Officer Assigned Responsibility for
Corporate Administration



REQUEST FOR DECISION

To: Courtney Kirk, CAO
From: Finance Manager
Meeting Date: June 14, 2018
Subject: June 21, National Indigenous Peoples Day, as a Statutory Holiday

Recommendation:

THAT the Board of Directors of the Central Coast Regional District (CCRD) authorize the approval of June 21, National Indigenous Peoples Day, as a Statutory Holiday for CCRD staff.

Issue/Background Summary:

According to the CCRD Board meeting minutes dated June 8, 2017, CCRD staff drafted a resolution that National Indigenous Peoples Day be a statutory holiday.

In cooperation with Indigenous organizations, the **Government of Canada** chose June 21, the summer solstice, for National Aboriginal Day, now known as National Indigenous Peoples Day.

National Aboriginal Day was announced in 1996 by then Governor General of Canada, Roméo LeBlanc, through the Proclamation Declaring June 21 of Each Year as National Aboriginal Day. This was the result of consultations and statements of support for such a day made by various Indigenous groups.

On June 21, 2017, the Prime Minister issued a statement announcing the intention to rename this day National Indigenous Peoples Day.

Union of BC Municipalities has advocated this statutory holiday for the Province of British Columbia.

Policy, Bylaw or Legislation:

June 21, National Indigenous Peoples Day, will be stated as a statutory holiday in CCRD's Personnel Policy (A29) upon the Board's approval. CCRD staff are currently undergoing a review of the Personnel Policy with a target completion date of July 2018.



Financial/Budgetary Implications:

The CCRD staff would have an additional statutory holiday with pay. The loss of one productive day is equivalent to a loss of \$1,502.16 per year based on CCRD employees' current salaries.

Time Requirements – Staff and Elected Officials:

None for elected officials, minimal staff time required.

Options to Consider:

N/A

Submitted by: Rose Liu June 6, 2018
Rose Liu, Finance Officer

Reviewed by: Courtney Kirk June 6, 2018
Courtney Kirk, Chief Administrative Officer



Government
of Canada

Gouvernement
du Canada

[Home](#) → [INAC](#) → [Topics](#) → [Indigenous arts, culture and heritage](#)

National Indigenous Peoples Day



On June 21, celebrate the heritage, diverse cultures and outstanding achievements of First Nations, Inuit and Métis!

About National Indigenous Peoples Day



Learn about National Indigenous Peoples Day and why it was created.

Promotional resources

- 17-06-25** M/S Directors R.Hall/Johnson that Bylaw No. 473, cited as the Denny Island Recreation Commission Bylaw No. 473, 2017 be now introduced and read a first time. **CARRIED**
- 17-06-26** M/S Directors R.Hall/Johnson that Bylaw No. 473, cited as the Denny Island Recreation Commission Bylaw No. 473, 2017 having been given due and detailed consideration by the Board, be now read a second and third time. **CARRIED**

The Denny Island Recreation Commission (DIRC) asked the board to consider changes to the number of members of the Commission and other amendments to the previous bylaw. These were not granted and only minor amendments were considered in establishing Bylaw No. 473. The rationale for not changing the number of members from four to seven members is that initially only four people expressed an interest. The board will also be appointing a board representative to the Commission. If there is more membership interest at the end of 2017, the bylaw may be revisited.

Administration will assist Director Johnson with contact information to select an Alternate from the Denny Island area of Electoral Area A.

PART IV- GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE –

- a) Letter dated May 17, 2017, Union of BC Municipalities (UBCM) 2016 Resolutions

17-06-27 M/S Directors R.Hall/Kirk that Item (F) a), Letter dated May 17, 2017, Union of BC Municipalities 2016 Resolutions, be received. **CARRIED**

- b) Email dated May 31, 2017, Gord McGee to Alison Sayers
c) Letter dated May 15, 2017 from MaPP, Sally Cargill and Gord McGee

Chair Sayers will contact MaPP regarding a presentation at a future board meeting.

17-06-28 M/S Directors Johnson/T.Hall that staff draft a resolution to the Union of BC Municipalities that Aboriginal Day be a statutory holiday. **CARRIED**

Staff is requested to bring the Personnel Policy (A-29) to a future board meeting with a view to an amendment to include Aboriginal Day as a paid holiday.

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 2:43 p.m.


Chair


Chief Administrative Officer



**CENTRAL COAST REGIONAL DISTRICT
OPERATIONS DEPARTMENT
JUNE 2018 REPORT**

TO: Courtney Kirk, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: June 7, 2018
FROM: Ken McIlwain, RPF Operations Manager
SUBJECT: Operations Monthly Report

RECOMMENDATIONS:

1. THAT the June 2018 Operations Report be received.
-

**CCRD OPERATIONS
MAY/JUNE 2018 HIGHLIGHTS**

Board Meeting
JUN 14 2018
CCRD ITEM C (K)

SOLID WASTE MANAGEMENT

1. Fencing of the new transfer station at Thorsen Creek is nearly complete. Gates still have to be installed. Fencing work was completed by CCRD staff and hourly contractors at approximately half the cost of the quote received from an electric fencing specialist. The total cost for fencing is expected to be within the budgeted amount of \$15,000.



Photo: H-Brace construction at North gate entrance.

- In response to comments received from CCRD board of Directors in April's meeting, a recycling flyer was prepared for Thorsen Creek Waste and Recycling Centre and mailed out to Bella Coola Valley Residents in May. An updated flyer will be prepared later in the year that addresses changes to the Recycling BC program around accepted materials.



Photo: Double sided recycling flyer with cut-out information for each recycling category.

RECREATION FACILITIES

- Centennial Pool:** Pools startup went smoothly and the pool was opened by the middle of May. Bookings by local schools have been steady and swimmers enjoyed some exceptional weather during the month of May.
- Skating Rink:** Staff continue to look for opportunities to piggy back on any local paving work.
- Walker Island Park:** The ball park has been receiving heavy use this spring, starting with the annual Mother's Day BBQ and ball tournament. There was also a May long weekend invitational ball tournament. The concession was turned into a beer garden for the weekend and the sunny weather brought crowds of spectators to the park to enjoy rodeo burgers and beer.

Trails in the north end of Snootli Creek Park are being impacted by tree falling and removal operations in the vicinity. Trails will be closed periodically in June and July.



Photo: Opening day, May 2018.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

1. Four members of the Bella Coola Volunteer Fire Department attended training in 100 Mile House in May. This annual training event is well respected and provides a valuable chance for our department's personnel to see what other small departments are doing and how they are dealing with challenges facing small volunteer departments. It is also a great opportunity to make contacts and source used equipment.
2. Following a location and survey effort to locate and map water shut-offs, it was noted that shut-offs to several properties could not be located.

STRATEGIC INITIATIVES

CENTENNIAL POOL UPGRADE

Anne Ehrlich has been hired under the hourly contractor program to provide design services. She is working on a concept design for the renovation and addition to the existing pool building.

This will involve consulting with the pool commission and pool staff to identify priorities. The final concept(s) will form part of the tender package for the design-build contract.

Initial discussions over priorities include provision of private cubicles for changing, a separate multi-use changeroom/bathroom and improved hot water for showers.

DENNY ISLAND WATER

On June 5th, the CCRD Operations Manager and Jacob Scissons, P.Eng. of Urban Systems, met with Denny Island residents and businesses at an evening round table session on Denny Island. Turnout was excellent with more than 30 people in attendance, representing a broad spectrum of the community. The following agenda items were covered:

- History of Denny Island Water/ Shearwater Water initiatives
- Update on where things are at with the current SD#49/CCRD partnership initiative
- Results of pre-design work (geotechnical and surveying)
- Technical aspects to the proposed system
- Capital and operating costs
- Management options, roles and responsibilities

Concerns raised by residents/businesses included:

- Operating costs and how these will be recovered i.e. cost to customer, rate structure (annual hook-up fee amount versus rate for metered usage)
- Ability to complete the full project with the capital budget available and the worry that the northern areas may end up being dropped,
- Well capacity, chlorination
- lack of understanding of complications of working in remote location with access challenges and high costs
- Service to isolated properties where a service line would have to be constructed through adjacent private property
- Ability of the CCRD to manage such a project give recent history with Denny Island, slow turn around on simple requests and CCRD staff turnover

A meeting was also held the following morning with Shearwater Marine Management to discuss how much water they anticipate needing and expected future increases to demand for potable water.

Respectfully submitted,



Ken McIlwain, RPF
Operations Manager

Centennial Pool Commission

Meeting Minutes

29 May 2018

Present: N. Koroluk, K. Lansdowne, C. Thommasen, J. Kyle, J. Cole

Guests: Anne Ehrlich, Breagha Koroluk

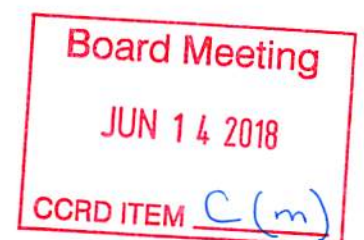
Centennial Pool Renovation - There was a lively discussion on various design possibilities amongst Commission members, with input from Breagha and suggestions from Anne. Anne will research various government codes, alternate heating options (solar panels, etc.) and other topics.

Board Meeting
JUN 14 2018
CCRD ITEM C(1)

Emergency Program Coordinator Report

-

Verbal Update



Courtney E. Kirk

53

From: Tara Christensen <Tara.Christensen@redcross.ca>
Sent: Thursday, May 24, 2018 11:03 AM
To: 'recovery@ccrd-bc.ca'; 'cao@ccrd-bc.ca'; 'Travis Hall'; 'chiefcouncil@nuxalknation.ca'
Cc: Emily Pietropaolo
Subject: Central Coast Support to Small Business Extension
Attachments: FN-CL_Phase-2-Application-Form.pdf; SSB_Schedule of Revenue and Expenses.xlsx; NFP_Phase 2 Worksheet_v2.2 MAY 31st.pdf; SSB_Phase-2-Worksheet.pdf; poster_SSB phase2_apr2019-101-May31.pdf

Greetings all,

I am pleased to inform you that the Red Cross Support to Small Business, First Nations Cultural Livelihood and Not for Profit Program will be extending the application deadline for the Coastal Communities of Bella Bella and Bella Coola (including Ocean Falls and Denny Island). The extension is being provided due to the communities' late inclusion on the list of eligible regions for the Red Cross 2017 wildfires support.

Please note that the online application will close on May 31, but individuals from the areas listed above may continue to complete their applications until June 29, 2018 at 11:59 pm PST by fax, email or standard mail only. See below for specific information:

By Mail:

Marsh Canada
Attention: Nancy Pratt
#800 - 550 Burrard Street,
Vancouver, BC V6C 2K1

By Email: bcsmallbusinesssupport@marsh.com

By Fax: 1-416-815-3251

The Support to Small Business Helpline is also available until June 29 by calling: 1-855-999-3345 from Monday to Friday, from 6 a.m. to 5 p.m. PST.

If applicants prefer, they may complete the application by phone with an administrator, and then fax, email or mail their documentation separately.

For more information, please visit www.redcross.ca/bcfires/smallbusiness.

Please find specific applications attached for Small Businesses, First Nations Cultural Livelihood, and Not for Profits Organizations. Also attached is the Schedule of Revenue and Expenses for Businesses in operation for less than one year, or for First Nations Cultural Livelihood applications. First Nations Cultural Livelihood applications in operation for more than one year, please provide 2016 Schedule and 2017 – if more information is needed here, please call the support line at: 1-855-999-3345 from Monday to Friday, from 6 a.m. to 5 p.m. PST

Best Regards,
Tara



[REDACTED]

[REDACTED]



B.C. Fires 2017

Support for Small Business and First Nations Cultural Livelihoods



Who can apply?

Organizations with programming in communities affected by the 2017 fires:

- ▶ Small businesses (including sole proprietors, partnerships, franchises)
- ▶ First Nations businesses and cultural livelihoods on reserve
- ▶ Not-for-profit organizations



Applicants must

- ▶ Have 50 employees or fewer*
- ▶ Be located in an impacted community
- ▶ Have been in operation on or before July 7, 2017
- ▶ Be financially vulnerable as a result of the 2017 B.C. wildfires
- ▶ Have resumed or are intending to resume operations
- ▶ Have a net income of less than \$250,000 (calculated as revenue less expenses)*
- ▶ Have the business or livelihood be their primary source of income*

** Does not apply to not-for-profit organizations.*



How the Red Cross helps

The Canadian Red Cross is providing additional financial assistance to eligible small businesses, cultural livelihoods that support First Nations communities, and not-for-profit organizations impacted by the B.C. wildfires, thanks to funding from the Government of B.C.



Application period

November 20, 2017 to May 31, 2018

For more information and to apply

Visit www.redcross.ca/bcfires/smallbusiness or contact the Support to Small Business Helpline **1-855-999-3345**

If English is not your first language, please contact us for additional assistance with your application.



****NOT FOR PROFIT APPLICATION****

**BC Fires Support to Small Business and
First Nations Cultural Livelihoods Program**
Additional Financial Assistance

Application Instructions

How to Apply Online (Starting November 20, 2017)

- Go to www.bcfiresmallbusiness.ca
- Select the appropriate link to identify yourself as a **Not-For-Profit Business**
- Complete Application Steps 1 through 4
- Step 5: Upload your documents to the online application where indicated
See next page for the list of required documents

How to Apply by Mail or Fax

- Complete the attached application form (Steps 1 to 4)
- Find your supporting documents and make a copy to submit along with the application (please keep your originals)
- Submit the completed application, and supporting documents in one of the following ways:

By Mail:

Marsh Canada
Attention: Nancy Pratt
#800 - 550 Burrard Street,
Vancouver, BC V6C 2K1

By Fax: 1-416-815-3618

Need help?

If you have any questions or require assistance, please contact:

Email: BCSmallBusinessSupport@marsh.com

Phone the Helpline: 1-855-999-3345

Application period is open from 9:00 AM PST November 20th, 2017 to 11:59 PM PST May 31st, 2018

Note: Not-for-Profit Organizations may also apply for additional financial assistance beginning November 20, 2017 by visiting www.redcross.ca/bcfires/smallbusiness. Please note that application form for these organizations differs from the one included in this package.



BC Fires
Support to Small Business and
First Nations Cultural Livelihoods Program
Additional Financial Assistance

Program is open from 9:00 AM PST November 20th, 2017 to 11:59 PM PST May 31st, 2018

The second phase of the Canadian Red Cross Support to Small Business / Cultural Livelihood Program, funded by the Government of B.C., will provide additional financial assistance for Small Businesses and First Nations Cultural Livelihoods impacted by the British Columbia 2017 fires. This additional financial assistance is to support fixed and new expenses that are uninsured and that have occurred as a result of interrupted business operations due to the fires.

The amount of financial assistance provided to eligible businesses will be based on their individual needs, as determined through the application process.

Minimum requirements to apply:

1. Have 50 employees or less.
2. Be located in a community that was under an evacuation order or evacuation alert as a result of the 2017 British Columbia Fires, including First Nations businesses or traditional cultural livelihoods located on-reserve
 Additional eligible communities identified by the Province of BC are listed at:
http://www.redcross.ca/crc/documents/Additional-communities-eligible-for-SSB_Aug21.pdf
3. Have been in operation on or before July 7, 2017.
4. Be financially vulnerable as a result of the 2017 BC Fires.
5. Have resumed or are intending to resume operations.
6. Have a net income of less than \$250,000 (calculated as revenue less expenses).
7. Have the business or livelihood be their primary source of income.

Important Notice:

Applicants must submit documentation in support of their application for funding. A list of required documents to be provided is on the following page.



BC Fires
Support to Small Business and
First Nations Cultural Livelihoods Program
Supporting Documentation Required to Apply

In order to participate in Phase 2 of the BC Fires Support to Small Business and First Nations Cultural Livelihoods Program, the business or individual will need to supply documentation from each of the following categories:

Please provide a copy of one document from each column:

Financial

Please provide most recent statement (within the last 3 years)

- For businesses in operation less than one year, please provide a profit and loss statement or complete the *Schedule of Revenue and Expenses* (www.redcross.ca/crc/documents/SSB-Schedule-of-Revenue-and-Expenses.xlsx)
- T1 General Income Tax Return (personal) showing business income
- T2 Corporation Income Tax Return
- T2125 Statement of Business or Professional Activities
- Schedule 5 – Tax Calculation Supplementary – Corporation Form
- Schedule 427 – British Columbia Corporate Tax Calculation Form

Licensing

- Business License
- Professional License
- BC Registration
- Other Provincial or Federal license
- Farm Registration Number
- Agricultural License
- Trapper license number
- AGR-1 Statement of Farm Support Payments
- Invoice from third party for goods or services purchased by the small business, referencing the name of the small business and purchased within the last 12 months

To protect your privacy, please black-out or cover any Social Insurance (SIN) numbers or other sensitive personal information on your submitted document.

Please note additional documentation may be requested during the review process.



BC Fires
Support to Small Business and
First Nations Cultural Livelihoods Program
Application for Additional Financial Assistance

Please submit your application by May 31st, 2018 to be eligible for the program.

STEP 1 - APPLICANT INFORMATION

Note: Please complete the entire questionnaire and be as accurate as possible, as this information will be used by the Administrator to determine your funding approval. If you have any questions, please reach out to the support desk at BCSmallBusinessSupport@marsh.com or 1-855-999-3345.

Contact Info:

First Name	Last Name
Phone No.	Email Address

What is the Current Full Legal Name of the Small Business / Cultural Livelihood applying for funding?	
Are/were there Other Name(s) used by this Small Business / Cultural Livelihood?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please indicate alternate names	
What is the current mailing address of the Small Business / Cultural Livelihood?	
Was the Small Business / Cultural Livelihood's address at the time of the BC fires, the same as the address shown above?	<input type="checkbox"/> Yes <input type="checkbox"/> No

In which BC District is your Small Business / Cultural Livelihood located?

- Cariboo Regional District
 - Central Coast Regional District
 - Regional District of Bulkley-Nechako
 - Regional District of Central Okanagan
 - Regional District of East Kootenay
 - Regional District of North Okanagan
 - Regional District of Okanagan-Similkameen
 - Squamish-Lillooet Regional District
 - Thompson Nicola Regional District
 - Other, please specify:
-

Are the Small Business / Cultural Livelihood' current telephone numbers and email address the same as the Contact Person's telephone numbers and email address provided in the first step of the registration process?

- Yes No

Is the Small Business / Cultural Livelihood is a subsidiary of another company?

- Yes No

If yes – Please indicate the location of the Parent Company's headquarters:

At the time that this application is being completed, how long has the Small Business / Cultural Livelihood been in operation?

- Under 1 year
- 1 to 2 years
- 3 to 5 years
- 6 to 10 years
- Over 10 years

Is this a home-based business?

- Yes No

Has the Small Business / Cultural Livelihood applied for or received financial assistance through the BC AgriRecovery Program?

- Yes No

Did the Small Business / Cultural Livelihood apply for emergency assistance funding through the Red Cross Support to Small Business / Cultural Livelihood program for BC Fires? (Application for emergency assistance funding (\$1,500))

- Yes No

STEP 2 - BUSINESS INFORMATION

Type of Small Business / Cultural Livelihood:
Select the term that best describes the Small Business / Cultural Livelihood applicant's type of business.

- Individual / Sole Proprietor
 - Partnership
 - Corporation
 - Franchise
 - First Nations Small Business
 - First Nations Cultural Livelihood
 - Other, please specify / describe
-

Please provide the name(s) of the Owner(s) or Partner(s) of the business:

First Name	Last Name
------------	-----------

Is this Small Business / Cultural Livelihood the primary source of income for the individual(s) listed above?

- Yes No Do Not Know / Not sure

If no, please explain:

What level of physical damage did this Applicant's Small Business / Cultural Livelihood sustain as a result of the BC Fires? (select one)

- No damage
- Minor damage
- Major damage
- Destroyed

What additional impacts did this Applicant's Small Business / Cultural Livelihood experience as a result of the BC Fires? (select all that apply)

- Supported evacuees with basic needs
 - Customers evacuated
 - Locked out/Road Closure
 - Unknown / Not sure
 - Other, please specify / describe
-

Select the Industry Sector that best reflects the operations of this Applicant's Small Business / Cultural Livelihood.

- Accommodation & Food Services / Restaurant
- Agriculture / Farming
- Arts, Entertainment, and Recreation
- Associations
- Construction
- Educational Services
- First Nations Cultural Livelihood
- Healthcare & Social Assistance
- Manufacturing
- Mining
- Physical Education / Training
- Professional, Scientific, Technical Services
- Real Estate and Leasing
- Retail Trade
- Services – Cleaning, Maintenance
- Services – Pet / Cattle / Horses
- Services – Personal Care
- Timber / Lumber Trade
- Trades
- Transportation and Warehousing
- Trapping, Fishing, Hunting
- Other, please specify / describe

Was this Small Business / Cultural Livelihood in operation on or before July 7th, 2017?

- Yes No

How many employees did this Small Business / Cultural Livelihood have on or before July 7th, 2017 (not including owners or partners)?

Full time:

Part time:

Did the Small Business / Cultural Livelihood have insurance on or before July 7, 2017? Yes No Do Not Know/Unsure

If Yes, Does the insurance policy include Business Interruption Insurance? Yes No Do Not Know/Unsure
Business Interruption insurance (also known as business income insurance) is a type of insurance that covers the loss of income that a business suffers after a disaster.

If your insurance policy includes Business Interruption Insurance, please provide as much information as you can to the questions below. If you answered no, please proceed to the next page.

Was the Small Business / Cultural Livelihood under an evacuation order? Yes No

If yes, for how long was the Small Business / Cultural Livelihood under evacuation order?

Was the Small Business / Cultural Livelihood under an evacuation alert? Yes No

If yes, for how long was the Small Business / Cultural Livelihood under evacuation alert?

Was the Small Business / Cultural Livelihood affected by road or highway closure due to the fires? Yes No

If yes, please indicate the name of the road or highway that was closed.

If yes, for how long was the road or highway closed for?

- Less than 1 day;
- 1-3 days;
- 4 days – 1 week;
- More than a week, less than a month;
- 1 month or more.

Has this Small Business / Cultural Livelihood resumed operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No, does this business intend to resume operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Know/Unsure
Does this Small Business / Cultural Livelihood have a Business License?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes – Please provide your business license number	
Has a tax return reporting business income been filed with the CRA within the last 3 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Do Not Know/Unsure
If the answer is no or do not know – Please provide an explanation as to why you have not filed a business tax return	
What is the approximate net income of the Small Business / Cultural Livelihood? (Calculated as Revenue less expenses)	<input type="checkbox"/> Under \$50,000 <input type="checkbox"/> \$51,000 - 100,000 <input type="checkbox"/> \$101,000 - 150,000 <input type="checkbox"/> \$151,000 - 200,000 <input type="checkbox"/> \$201,000 - 250,000 <input type="checkbox"/> \$250,001 and over

STEP 3 - EXPENSES

Please identify expenses incurred by the Small Business / Cultural Livelihood that were not covered by insurance or other support programs within the categories identified below. These expenses must have been incurred on or after July 7, 2017 and be as a direct result of the fire, fire-fighting and/or the evacuation. Please note: you may be asked to provide evidence to attest to the amounts.

Expense	Amount	Description
Uninsured Property loss or damage (including building, fencing, crops, feed)		
Uninsured Equipment/Inventory loss or damage		
Loss of Livestock		
Loss of Income (loss of income needs to be substantiated through tax documents)		
Deductible from insurance claim		
Clean-up and minor repairs including debris removal, bin rental, etc.		
Moving and Storage Costs (for up to 3 months) if the Business is moving to a new location or repairing the current premises		
Installation fees at a new location or re-hookup costs at the current location (for example: utilities, internet)		
Computer/Data Assistance (for example: reinstallation of software, or computer hardware setup)		
Outstanding, overdue or reimbursement of utility bills		
Assistance with lease payments		
Other fixed expense requirements, excluding wages		
Total		

PART 4 – APPLICATION CERTIFICATION

- a. I have the authority to submit this Application.
- b. I have not and will not submit another application in respect of the information particularized in this Application.
- c. I do not know of another application being submitted to the Administrator in respect of the information particularized in this Application.
- d. I understand that additional documentation may be required in support of this Application and that additional documentation can be requested and reviewed to confirm the accuracy of the information provided.
- e. I have read the information provided by the Canadian Red Cross in relation to the BC Small Business/ Cultural Livelihood Support Program at www.redcross.ca, and acknowledge and consent to having the information provided used to determine this Application's eligibility for funding.
- f. I understand, acknowledge and agree that the Administrator may disclose all information submitted and all information relating to this Application to the Canadian Red Cross, and to others as required for the provision of assistance or as required by law.
- g. I certify that I am in need of financial assistance as a result of the BC Fires 2017 and that I am not seeking duplication of assistance.
- h. I understand that by certifying this Application, I attest that all information is true, accurate and complete.
- i. I understand that any false statements or deliberate omissions may disqualify the application.

By signing below, I affirm that I have read, understand and comply with all certifications listed above.

PRINT NAME

SIGNATURE

DATE

HAVE YOUR SAY (optional)

Please use the space below to provide additional information about the impact of the BC fires on the Small Business / Cultural Livelihood.



**CENTRAL COAST REGIONAL DISTRICT
OPERATIONS DEPARTMENT
JUNE 2018
TRANSPORTATION REPORT**

TO: Courtney Kirk, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: June 7, 2018
FROM: Ken McIlwain, Operations Manager
SUBJECT: Transportation Monthly Report

RECOMMENDATIONS:

- 1. THAT the June 2018 Transportation Report be received.**

**TRANSPORTATION
JUNE 2018 HIGHLIGHTS**

1. Over the past month fallers have been busy on both the east and west ends of the Bella Coola Airport. Most of the falling work has been on private lands with the consent of the respective landowners. CCRD now has permission to access all relevant properties and remove almost all obstacle trees.

Early indications are that the west end is getting close to having all obstacle removed. There is still some uncertainty on the southern portion of the approach until we can finish removing cottonwoods on crown land east of the beaver pond.

The quick survey of the east end has identified approximately 16 trees still penetrating into the obstacle limitation surface. They are mostly spruce trees and will need to be topped. The contractor hired to complete the topping is scheduled for early July.

Staff are currently working to coordinate a new Obstacle Limitation Survey and to engage Transport Canada to initiate return of the Operational Certificate pending confirmation of obstacle removal and a review of the updated SMS to confirm CCRD has addressed the findings from the last Program Validation Inspection.

Board Meeting
JUN 14 2018
CCRD ITEM C(0)



Photo: Felled obstacle trees being skidded off private land west of Bela Coola Airport. Area will be cleared and converted to grass field.

2. Following an open tendering process, a contract was awarded to Tim Case in the amount of \$11,400 to clear, rake, level, seed and roll 2 acres of lots west of the airport parking lot. The work is now complete and the June rains have allowed the grass to germinate successfully.

This work is being funded by the Rural Dividend Grant following an application for a multifaceted project designed to build capacity and tourism opportunities around the Bella Coola Airport. The funding will also provide for the development of green space and a play area at the airport and well as the installation of Nuxalk cultural piece(s), trail development and trail kiosks. A portion of the obstacle removal project is also being funded under this program.

3. CCRD Operations Manager presented to Nuxalk Council in Mid May to update Council on progress at the airport and seek guidance on expenditure of Rural Dividend grant funding focused on Nuxalk culture. CAO Courtney Kirk and Directors Sam Schooner and Gary Brown were also in attendance.

4 Denny Island Airport:

A verbal report from Commission Chair Doug Sharkey confirms the brushing contract around the airport is almost complete. Brushing of the west side of the airport is the responsibility of the adjacent quarry owner.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Ken McIlwain". The signature is stylized with a large, sweeping flourish at the end.

Ken McIlwain, RPF
Operations Manager



**CENTRAL COAST
REGIONAL DISTRICT**

Encompassing the Coastal Communities of Ocean Falls, Bella Bella, Denny Island, Oweekeno and the Bella Coola Valley

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P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

REQUEST FOR DECISION

To: Courtney Kirk, CAO
From: Cheryl Vaavaai
Meeting Date: June 14, 2018
Subject: A-2 – Office Hours & Period of Closure

Recommendation:

THAT the Board of Directors of the Central Coast Regional District reviews and approves the Policy updates regarding A-2 Office Hours and Period of Closure.

Issue/Background Summary:

Policy A-24 requires that CCRD policies be reviewed every 3 years.

Policy, Bylaw or Legislation:

A-2 – Office Hours & Period of Closure

Financial/Budgetary Implications:

N/A

Time Requirements – Staff and Elected Officials:

N/A

Options to Consider:

Submitted by: Cheryl Vaavaai
Administration Assistant

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Board Meeting
JUN 14 2018
CCRD ITEM E(a)

CENTRAL COAST REGIONAL DISTRICT
POLICIES

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A-2 - Office Hours & Period of Closure

Preamble: The purpose of this policy is to formalize public access to the regional district main office. ~~It is both cost effective and practical to close the office to the public for the period December 24th to January 1st (inclusive). The present policy is designed to formalize the existing practice.~~

~~Regular Monday to Friday office hours should be formalized.~~

Policy: ~~That~~ The Regional District office will be closed to the public for on the period Statutory holidays and for Easter Monday, Aboriginal Day and for the period of December 24th to January 1st (inclusive). *

~~Monday to~~ The regular public office hours are Monday to Friday ~~office hours shall~~
be:

8:30 am - 12:00 pm
1:00 pm - 4:00 pm

Date: September 14, 1993
Amended: July 8, 1998
Amended: September 9, 1998
Amended: November 5, 2003
Review: November 15, 2012
Amended: November 14, 2013
Amended: February 12, 2015
Amended: June 14, 2018

CENTRAL COAST REGIONAL DISTRICT
POLICIES

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A-2 - Office Hours & Period of Closure

Preamble: The purpose of this policy is to formalize public access to the regional district main office.

Policy: The Regional District office will be closed to the public on the Statutory holidays and for Easter Monday, Aboriginal Day and for the period of December 24th to January 1st (inclusive).

The regular public office hours are Monday to Friday:

8:30 am - 12:00 pm
1:00 pm - 4:00 pm

Date: September 14, 1993
Amended: July 8, 1998
Amended: September 9, 1998
Amended: November 5, 2003
Review: November 15, 2012
Amended: November 14, 2013
Amended: February 12, 2015
Amended: June 14, 2018

March 29, 2018



**CENTRAL COAST
REGIONAL DISTRICT**

Encompassing the Coastal Communities of Ocean Falls, Bella Bella, Denny Island, Oweekeno and the Bella Coola Valley

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P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

REQUEST FOR DECISION

To: Courtney Kirk, CAO
From: Evangeline Hanuse, CCRD Intern
Meeting Date: June 14, 2018
Subject: A-13 Entrance Window Advertising Policy update

Recommendation:

THAT the Board of Directors of the Central Coast Regional District reviews and approves the Policy updates regarding A-13 Entrance Window Advertising.

Issue/Background Summary:

A-24 Policy Development and Review states that policies shall be reviewed every 3 years.

Policy, Bylaw or Legislation:

A-13 Entrance Window Advertising

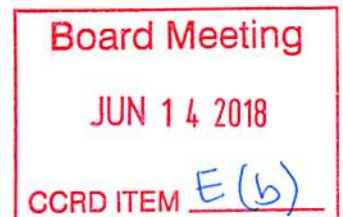
Financial/Budgetary Implications:

Time Requirements – Staff and Elected Officials:

Options to Consider:

Submitted by: Evanuse
Evangeline Hanuse, Intern

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT
POLICIES

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A-13 - Entrance Window Advertising

Preamble: The window at the entrance of the Administration Office of the CCRD is unable to accommodate advertisements, flyers, etc. from the private sector.

The regulating of such advertising involves administrative efforts in order to maintain an equitable balance; the display area is limited in size which has the potential to create the appearance of "favouritism", or preference of one business over another. The ~~regional~~Regional ~~district~~District, while promoting economic ventures, does not discriminate nor necessarily endorse specific advertisers and their initiatives.

Regional ~~district~~District matters are posted here in order to apprise the general public of current matters before the ~~board~~Board and to ensure proper notification of ~~regional~~Regional ~~district~~District business.

Policy: The window display area is restricted to matters involving ~~regional~~Regional ~~district~~District administration and affiliated committee/commissions of the Central Coast Regional District.

Date: September 16, 1997

Reviewed: June 5, 2018 ~~April 12, 2012~~

Amended: April 9, 2015

Reviewed: June 14, 2018

CENTRAL COAST REGIONAL DISTRICT
POLICIES

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A-13 - Entrance Window Advertising

Preamble: The window at the entrance of the Administration Office of the CCRD is unable to accommodate advertisements, flyers, etc. from the private sector.

The regulating of such advertising involves administrative efforts in order to maintain an equitable balance; the display area is limited in size which has the potential to create the appearance of "favouritism", or preference of one business over another. The Regional District, while promoting economic ventures, does not discriminate nor necessarily endorse specific advertisers and their initiatives.

Regional District matters are posted here in order to apprise the general public of current matters before the Board and to ensure proper notification of Regional District business.

Policy: The window display area is restricted to matters involving Regional District administration and affiliated committee/commissions of the Central Coast Regional District.

Date: September 16, 1997

Reviewed: April 12, 2012

Amended: April 9, 2015

Reviewed: June 14, 2018

March 29, 2018



**CENTRAL COAST
REGIONAL DISTRICT**

Encompassing the Coastal Communities of Ocean Falls, Bella Bella, Denny Island, Oweekeno and the Bella Coola Valley

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P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

REQUEST FOR DECISION

To: Courtney Kirk, CAO
From: Evangeline Hanuse, CCRD Intern
Meeting Date: June 14, 2018
Subject: A-31 Bylaw Development and Reviews Policy update

Recommendation:

THAT the Board of Directors of the Central Coast Regional District reviews and approves the Policy updates regarding A-31 Bylaw Development and Reviews.

Issue/Background Summary:

A-24 Policy Development and Review states that policies shall be reviewed every 3 years.

Policy, Bylaw or Legislation:

A-31 Bylaw Development and Reviews.

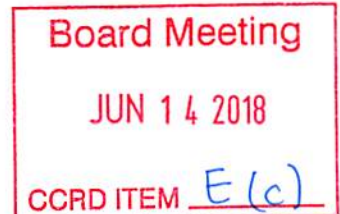
Financial/Budgetary Implications:

Time Requirements – Staff and Elected Officials:

Options to Consider:

Submitted by: Evangeline Hanuse
Evangeline Hanuse, Intern

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer



A-31 – Bylaw Review Process ~~Development and Reviews~~

Preamble:

~~In March 2015, the Central Coast Regional District board of directors approved and endorsed the CCRD Integrated Strategic Plan 2015-2019. Goal 3—Governance, focuses on the enhancement and strengthening of the region and Goal 3.4.3 is specific to the maintenance and update of CCRD policies and bylaws.~~

~~CCRD has a policy addressing the development and review of policies, but it does not currently have a policy for developing or reviewing bylaws.~~

This policy is to establish a process for the development and review of bylaws for the Central Coast Regional District, that provides a guideline to Administration in the process, ~~and~~ to ensure effectiveness, relevance and consistency with current provincial and federal legislation. ~~and~~ relevance.

Policy:

~~1.—Introduction~~

~~A bylaw is a regulation made by a local government and formalized in a document. Bylaws typically contain a number of component parts such as a number, title, authority, definitions, enactment and penalties for non-compliance.~~

~~The Regional District Board of Directors makes the bylaws required for the Regional District to provide services to electoral areas. They also establish bylaws to regulate user fees for those services.—~~

~~Local government does not have power to do anything except that which provincial legislation provides it with the authority to do. The effect of a local government bylaw is parallel to the effect of provincial legislation.~~

~~Powers given by a statute may be limited by another Provincial or Federal statute. Where there is a conflict between a Provincial statute and a local bylaw, the statute prevails. Local bylaws cannot regulate the use of Provincial or Federal lands (or Native Reserves).~~

~~2.—Bylaw development Procedure~~

~~Provincial legislation stipulates when a local government board may act only by bylaw. Section 122(1) of the *Community Charter* states that if an enactment provides that a council is required or empowered to exercise a power by bylaw, that power may only be exercised by bylaw.~~

~~When drafting a bylaw it is necessary to be aware of the substantive grounds, as opposed to the procedural defects, that may result in a court setting aside a bylaw. These grounds include unlawful delegation, reference to council/board, repeating the statutory power, the absence of statutory authority, uncertainty and unreasonableness.~~

CENTRAL COAST REGIONAL DISTRICT
POLICIES

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~~For a bylaw to be valid, it must satisfy the following requirements (Lidstone, 2007¹):~~

~~A-31—Bylaw Development and Reviews—Page 2~~

- ~~(a) the local government corporation must be validly established;~~
- ~~(b) the Board must be qualified to act;~~
- ~~(c) the bylaw must be enacted by the board at a validly constituted meeting;~~
- ~~(d) there must be a quorum~~
- ~~(e) statutory conditions precedent must be satisfied (ie does it require approval from a minister, electors; or Lieutenant Governor in Council)~~
- ~~(f) the bylaw must be enacted within the jurisdiction and authority of the local government;~~
- ~~(g) the bylaw must not render compliance with a federal or provincial enactment impossible, or prohibited by provincial enactment;~~
- ~~(h) the bylaw must be enacted in good faith;~~
- ~~(i) the bylaw must not be unreasonable;~~
- ~~(j) the bylaw must not be so nebulous as to permit of no definite meaning;~~
- ~~(k) the bylaw must be published to the extent required;~~
- ~~(l) the bylaw must be enacted in a meeting open to the public.~~

3.1. Bylaw Review Procedure

Only the Board may amend or ~~repeal a revoke~~ bylaw according to Section 137 of the *Community Charter*.

Review of bylaws and their evaluation should be done on an on-going process. Bylaws will be brought forward to the ~~board~~ Board of ~~directors~~ Directors for review and relevance on a rotating schedule that will cover all bylaws within the Bylaw Manual, every four (4) years. ~~Bylaws encompassing Rates and Charges shall be reviewed by the Board of Directors every two years.~~ Bylaws requiring earlier amendments or revocation will be put forward for board consideration, on an as needed basis.

Bylaw updates will be circulated to all directors and personnel or affiliates following adoption by the ~~B~~board of ~~D~~irectors, and made available to the general public. ~~in accordance with the CCRD Communications and Engagement Plan.~~

Adopted: September 10, 2015
Amended: June 14, 2018

Rationale for policy:

Administration wishes to have a policy for the development and scheduled review of bylaws, similar to A-24 Policy Development and Review, for policies; both of which will meet the Integrated Strategic Plan 2015-2019 Goal 3.4.3 to maintain and update our policy/bylaw process. The intent of the policy is to ensure there are regular reviews and updates, to keep bylaws reflective of current legislation and changes to meet community needs, as requested.

March 29, 2018

CENTRAL COAST REGIONAL DISTRICT
POLICIES

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Reference¹ - Lidstone, D., PREPARATION AND INTERPRETATION OF BYLAWS, 2007

March 29, 2018

CENTRAL COAST REGIONAL DISTRICT
POLICIES

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A-31 – Bylaw Review Process

Preamble:

This policy is to establish a process for the development and review of bylaws for the Central Coast Regional District, that provides a guideline to Administration in the process to ensure effectiveness, relevance and consistency with current provincial and federal legislation.

Policy:

1. *Bylaw Review Procedure*

Only the Board may amend or repeal a bylaw according to Section 137 of the *Community Charter*.

Review of bylaws and their evaluation should be done on an on-going process. Bylaws will be brought forward to the Board of Directors for review and relevance on a rotating schedule that will cover all bylaws within the Bylaw Manual, every four (4) years. Bylaws encompassing Rates and Charges shall be reviewed by the Board of Directors every two years. Bylaws requiring earlier amendments or revocation will be put forward for board consideration, on an as needed basis.

Bylaw updates will be circulated to all directors and personnel or affiliates following adoption by the Board of Directors, and made available to the general public.

Adopted: September 10, 2015

Amended: June 14, 2018

Rationale for policy:

Administration wishes to have a policy for the development and scheduled review of bylaws, similar to A-24 Policy Development and Review, for policies; both of which will meet the Integrated Strategic Plan 2015-2019 Goal 3.4.3 to maintain and update our policy/bylaw process. The intent of the policy is to ensure there are regular reviews and updates, to keep bylaws reflective of current legislation and changes to meet community needs, as requested.

*Reference*¹ - Lidstone, D., *PREPARATION AND INTERPRETATION OF BYLAWS*, 2007

March 29, 2018

Central Coast Regional District
Bylaw No. ~~463~~481

Being a bylaw of the Central Coast Regional District to fix the rates and charges for recreation programs in Electoral Areas C, D and E of the Central Coast Regional District.

WHEREAS the Central Coast Regional District has the authority by Bylaw No. 407, 2012 for the function of recreational programs;

AND WHEREAS the Board of Directors are authorized to fix and charge registration and/or user fees for recreational programs;

NOW THEREFORE, the Board of Directors of the Central Coast Regional District, in open meeting assembled, enacts as follows:

- 1. There shall hereby be fixed a charge for the following recreational programs:

Volleyball	<u> </u> \$75	per team
Slow Pitch	<u> </u> \$200 <u>225</u>	per team
Concession rental	<u> </u> \$15 <u>75</u>	per occurrence day.
<u>Concession Rental</u>	<u> </u> \$20	<u>per hour (minimum 2 hours)</u>
<u>Bathrooms Only Rental</u>	<u> </u> \$30	<u>per day</u>
<u>Bathrooms Only Rental</u>	<u> </u> \$10	<u>per hour (minimum 2 hours)</u>

- 2. Bylaw No. ~~340~~463, cited as “Bella Coola Valley Parks / Recreation Commission Recreation Program Rates and Charges Bylaw No. ~~340~~463, ~~2004~~16” is hereby repealed.

- 3. This bylaw may be cited as the “Bella Coola Valley Parks and Recreation ~~Program~~Function Rates and Charges Bylaw No. ~~463~~481, ~~2016~~18”

READ A FIRST TIME this ~~12~~14th day of ~~May~~June, 201~~6~~8
READ A SECOND TIME this ~~12~~14th day of ~~May~~June, 201~~6~~8
READ A THIRD TIME this ~~12~~14th day of ~~May~~June, 201~~6~~8

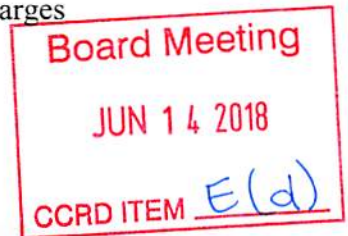
RECONSIDERED AND FINALLY ADOPTED this ~~9~~12th day of ~~June~~July, ~~2016~~2018

Board Chair

Chief Administrative Officer

I hereby certify this bylaw to be a true and correct copy of Bylaw No. ~~463~~481, cited as the “Bella Coola Valley Parks and Recreation ~~Program~~Function Rates and Charges Bylaw No. ~~463~~481, ~~2016~~2018”

Chief Administrative Officer



**Central Coast Regional District
Bylaw No. 481**

Being a bylaw of the Central Coast Regional District to fix the rates and charges for recreation programs in Electoral Areas C, D and E of the Central Coast Regional District.

WHEREAS the Central Coast Regional District has the authority by Bylaw No. 407, 2012 for the function of recreational programs;

AND WHEREAS the Board of Directors are authorized to fix and charge registration and/or user fees for recreational programs;

NOW THEREFORE, the Board of Directors of the Central Coast Regional District, in open meeting assembled, enacts as follows:

1. There shall hereby be fixed a charge for the following recreational programs:

Volleyball	\$75	per team
Slow Pitch	\$225	per team
Concession rental	\$75	per day
Concession Rental	\$20	per hour (minimum 2 hours)
Bathrooms Only Rental	\$30	per day
Bathrooms Only Rental	\$10	per hour (minimum 2 hours)

2. Bylaw No. 463, cited as "Bella Coola Valley Parks / Recreation Commission Recreation Program Rates and Charges Bylaw No. 463, 2016" is hereby repealed.

3. This bylaw may be cited as the "Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 481, 2018"

READ A FIRST TIME this	14 th	day of	June, 2018
READ A SECOND TIME this	14 th	day of	June, 2018
READ A THIRD TIME this	14 th	day of	June, 2018

RECONSIDERED AND FINALLY ADOPTED this 12th day of July, 2018

Board Chair

Chief Administrative Officer

I hereby certify this bylaw to be a true and correct copy of Bylaw No. 481, cited as the "Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 481, 2018"

Chief Administrative Officer

Late Item

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Elections 2018 Bylaw

Board Meeting

JUN 14 2018

CCRD ITEM E (e)