



Central Coast REGIONAL DISTRICT

That we may be good people together

DRAFT REGULAR BOARD MEETING MINUTES

DATE: February 13-14, 2020

Board Meeting
MAR 12 2020
CCRD ITEM B(a)

ATTENTION

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

REGULAR BOARD MEETING MINUTES – February 13-14, 2020

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

PART I – INTRODUCTION

1. Call to Order

Chair Schooner called the meeting to order at 11:25 a.m. February 13, 2020 and acknowledged the meeting was taking place on the unceded traditional territory of the Nuxalk Nation.

2. Adoption of Agenda

20-02-01 M/S Directors Kennedy/Northeast THAT the agenda be received. CARRIED

20-02-02 M/S Directors Kennedy/Northeast THAT the Agenda be adopted as amended by: moving the delegation to 1:00 p.m., moving the in camera meeting to the end of the agenda and by adding the following late items: draft 2020 budget - item B (f), letter from the Ministry of Municipal Affairs and Housing - item B (ii), petition review document - item B (jj), and presentation by Hagensborg Water Works item B (kk). CARRIED

3. Disclosures of Financial Interest

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

No disclosures of financial interests were made.

4. Disclosures of Interests Affecting Impartiality.

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

No disclosures affecting impartiality were made.

(A) ADOPTION OF MINUTES

a) Regular Board Meeting December 13, 2019

20-02-03 M/S Directors Kennedy/Northeast THAT the minutes from the December 13, 2019 Board Meeting be received. **CARRIED**

20-02-04 M/S Directors Kennedy/Northeast THAT the December 13, 2019 minutes be adopted as presented. **CARRIED**

PART III – LOCAL GOVERNANCE

(A) BYLAWS AND POLICIES

a) Report to the Board: Policy Updates

20-02-05 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the Policy Update report. **CARRIED**

b) Policies for Review, Revision, Rescind or Adoption

1) Policy A-16 – Donations Request Campaigns

20-02-06 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District review and approve Policy A-16 Donation Request Campaigns. **CARRIED**

2) Policy A-17 – Donations and Bequests

20-02-07 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District review and approve Policy A-17 Donations and Bequests. **CARRIED**

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

20-02-08 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District review and approve Policy A-17 (a) Donations and Bequests in Conjunction with an Emergency Event. **CARRIED**

4) Policy A-20 – Disposal of Assets

20-02-09 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District approves Policy A-20 Disposal of Assets as amended with addition of word “all” before the word postal outlets. **CARRIED**

5) Policy A-32 – CCRD Website Privacy Policy

20-02-10 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District approves the amendments to Policy A-32 CCRD Website Privacy Policy with request to look into an existing general privacy policy. **CARRIED**

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

20-02-11 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District amend Policy A-33 Bella Coola Volunteer Fire Department: Level of Service. **CARRIED**

7) Policy F-3 – Signatories

20-02-12 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District approves Policy F-3 Signatories as amended. **CARRIED**

8) Policy P-1 – Delegation of Public Hearing

20-02-13 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District approves policy amendments for Policy P-1 Delegation of Public Hearing. **CARRIED**

9) Policy P-2 – Application/Approval Process for Land Use Bylaws

20-02-14 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District approves policy updates as amended for Policy P-2 Application/Approval Process for Land Use Bylaws with removal of reference to Area B listing Wuikinuxv First Nation. **CARRIED**

10) Policy P-3 – Administration of Agriculture Land Commission Act Soil Conservation Application Fee

20-02-15 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District approves policy updates as amended for Policy P-3 Administration of Agriculture Land Commission Act and Soil Conservation Application Fees. **CARRIED**

11) Policy P-4 – Overnight Camping in Community Parks

20-02-16 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District review and amend Policy P-4 Overnight Camping in Community Parks by adding “motor homes”, “or any other means” and a clause stating, “notwithstanding the Nuxalk Nation’s constitutional Aboriginal right to use their traditional territories by means deemed appropriate to the Nuxalk Nation”.

CARRIED

c) Bylaws for Review, Revision, Rescind or Adoption

1) Revenue Anticipation Borrowing Bylaw No. 493

20-02-17 M/S Directors Northeast/Kennedy THAT Bylaw 493, cited as “Revenue Anticipation Borrowing Bylaw No. 493, 2020”, be now introduced and read a first time.

CARRIED

20-02-18 M/S Directors Kennedy/Northeast THAT Bylaw 493, cited as “Revenue Anticipation Borrowing Bylaw No. 493, 2020”, having been given due and detailed consideration by the Board be now read a second and third time.

CARRIED

20-02-19 M/S Directors Northeast/Kennedy THAT Bylaw 493, cited as “Revenue Anticipation Borrowing Bylaw No. 493, 2020”, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Corporate Officer.

CARRIED

**2) Untidy and Unsightly Premises Regulation Establishment Bylaw No. 45 –
Converting Bylaw No. 45**

20-02-20 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the report.

CARRIED

20-02-21 M/S Directors Northeast/Kennedy THAT Bylaw 491, cited as “Prohibiting of Untidy and Unsightly Premises Service Bylaw No. 491, 2020”, be now introduced and read a first time.

CARRIED

20-02-22 M/S Directors Northeast/Kennedy THAT Bylaw 491, cited as “Prohibiting of Untidy and Unsightly Premises Service Bylaw No. 491, 2020”, having been given due and detailed consideration by the Board, be now read a second time.

CARRIED

20-02-23 M/S Directors Northeast/Kennedy THAT Bylaw 491, cited as “Prohibiting of Untidy and Unsightly Premises Service Bylaw No. 491, 2020”, be now read a third time.

CARRIED

20-02-24 M/S Directors Kennedy/Northeast THAT Bylaw 492, cited as “Prohibiting Untidy and Unsightly Premises Repeal Bylaw No. 492, 2020”, that prohibited untidy and unsightly premises within Electoral Areas C, D and E, be now introduced and read a first time.

CARRIED

20-02-25 M/S Directors Kennedy/Northeast THAT Bylaw 492, cited as "Prohibiting Untidy and Unsightly Premises Repeal Bylaw No. 492, 2020", having been given due and detailed consideration by the Board, be now read a second time. **CARRIED**

Director Hall joined the meeting at 12:12 p.m.

20-02-26 M/S Directors Kennedy/Northeast THAT Bylaw 492, cited as "Prohibiting Untidy and Unsightly Premises Repeal Bylaw No. 492, 2020", be now read a third time. **CARRIED**

Recess was called at 12:16 p.m.
The Board reconvened at 1:01 p.m.

PART II – PUBLIC CONSULTATION

1. DELEGATIONS

Vera Robson – Banning the use of Styrofoam in our District Purpose: information only

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

Mrs. Robson began her presentation at 1:02 p.m. by first asking the Board to take a stand and ban the use of Styrofoam cups and containers in our regional district as it is known to be harmful to the environment. Mrs. Robson stated that she would like a bylaw passed on this and would like the stores to stop selling Styrofoam products and from using Styrofoam trays, and have restaurants stop using Styrofoam cups and take-out containers. Mrs. Robson believes that this ban would add to a sense of pride in the community and with the Board

CAO Kirk asked Mrs. Robson to add insight into what inspired this idea.

Mrs. Robson answered that on a trip home from Vancouver she read a newspaper article sharing that the city of Vancouver was banning the use of Styrofoam. Further, it is of her opinion that our regional district could be forward thinking and implement a ban before it is one day forced upon the regional district.

The Board expressed support for the idea and discussed a transition period.

Director Hall joined the meeting at 1:04 p.m.

The Board spoke to the need for community buy-in for changes such as this due to the remoteness of the region and lack of options. Being solutions oriented would create an enriched conversation. Mrs. Robson stated that other solutions do exist such as paper products, further noting that there was a point in time when Styrofoam was not integral to packaging.

The Board suggested that internally the regional district as an organization could prohibit the use of Styrofoam in places like the airport, the offices, and concession stand. The Board emphasized that enforcement capability is a significant concern, as currently the CCRD does not have capacity for bylaw enforcement for matters such as abandoned and derelict buildings or feral dogs, matters of like importance to many constituents. Mrs. Robson asked the focus remain on the use of Styrofoam. She further suggested that a bylaw could be created without fees or penalties and businesses could be acknowledged that do not use Styrofoam through visual praise such as a sticker on their door.

By setting a good example internally, the Board reiterated that not using Styrofoam in places that were under CCRD's control and capacity was possible. The CCRD currently does not utilize single use plastics from caterers. A positive way forward is by being examples for others. Mrs. Robson emphasized education as well as an avenue for community awareness.

The Board noted that CCRD has also been asked to ban bottled water which has not been given action due to the enforcement issue. The Board acknowledged that CCRD does have policies and bylaws in place that are not enforceable but they still exist and are on the record. Additionally, the Styrofoam ban is worth looking into.

The Board asked Mrs. Robson her further thoughts on the ban. Mrs. Robson stated that she is pleased to see the current efforts within the CCRD office and would like to push the issue further to see where it can go as areas within the regional district are pristine and admired by visitors.

The Board suggested that a new policy could be created along the lines of a green policy banning the internal use and sale of Styrofoam, bottled water and single-sided printing as well as ban these items in CCRD governed buildings. Perhaps in future there will be capacity to enshrine this in a bylaw and could utilize a bylaw officer.

The Board suggested the Bella Coola Valley Tourism Association as another avenue of addressing the issue, and their AGM is March 3, 2020.

Chair Schooner thanked Mrs. Robson for her presentation and concluded the delegation at 1:16 p.m.

(B) OPERATIONS UPDATES & POLICY MATTERS ARISING

ADMINISTRATIVE SERVICES

(a) Request for Decision: Board Meeting Calendar 2020 – Amendment

- 20-02-27** **M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District receive the RFD: Board Meeting Calendar 2020 – Amendment. **CARRIED**
- 20-02-28** **M/S Directors Northeast/Bertrand** THAT the Board of Directors of the Central Coast Regional District review and approve the amendments made on the 2020 Board

Meeting Calendar to reflect Bylaw 490 new requirements for a two-day meeting in February and two-day meeting in September. **CARRIED**

20-02-29 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District direct Administration to draft a policy that takes into consideration concerns about the landfill and reduction of waste and that reflects the intent of reducing waste and negative environmental impacts throughout the Regional District for the Board to review and consider;

AND THAT the new policy draft will ban the sale and use of Styrofoam and disposable water bottles, at all property owned by the CCRD;

AND THAT a summary of the policy once adopted be drafted by Administration for posting at public locations. **CARRIED**

(b) Administration Special Report

20-02-30 M/S Directors Hall/Kennedy THAT the Board of Directors receive the report. **CARRIED**

OM McIlwain joined the meeting at 1:54 p.m.

(c) Request for Decision: Pool Retrofit Proposals Construction Special Meeting Request

OM McIlwain advised the Board that the special meeting was no longer necessary as no proposals for pool construction were received by the deadline of February 11, 2020. OM McIlwain advised his next approach will be to advertise for expressions of interests with request for qualifications and shortlist candidates to the top three proponents whom will then submit detailed proposals. Further discussion ensued on seeking a funding extension from NDIT for their contribution to the project. The Board will be updated on progress during the next scheduled pool retrofit project update.

OM McIlwain left the meeting at 2:00 p.m.

FINANCIAL SERVICES

(d) Financial Service Update

FM Byun joined the meeting at 2:05 p.m.

20-02-31 M/S Directors Hall/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the report. **CARRIED**

FM Byun left the meeting at 2:07 p.m.
Director Hall left the meeting at 2:21 p.m.

(e) 2020 Budget

- 20-02-32 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receives the 2020 Budget. **CARRIED**
- 20-02-33 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District approves 2020 as a transition year toward reallocating the provincial basic grant from specific services to general operations. **CARRIED**
- 20-02-34 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District authorizes the addition of a volunteer matrix to the apportioned administration calculation to reduce apportioned administration costs in those services with significant and demonstrable volunteer support subsidizing the service. **CARRIED**

Recess was called at 2:37 p.m.
The recess reconvened at 2:54 p.m.

- 20-02-35 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District schedules a special board meeting for February 26, 2020 at 3:30 p.m. to review the draft budget presentations prior to going out to community. **CARRIED**
- 20-02-36 M/S Directors Hall/Bertrand** THAT the Board of Directors of the Central Coast Regional District approve \$125 special work assignment remuneration for each director attending the special meeting to review the budget on February 26, 2020, as per Bylaw 477 Remuneration and Expenses Bylaw. **CARRIED**

(f) Signing Authority with Williams Lake and District Credit Union

- 20-02-37 M/S Directors Kennedy/Hall** THAT the Board of Directors of the Central Coast Regional District approve Ye-Ne Byun, Finance Manager to serve as a CCRD signing authority with Williams Lake and District Credit Union which includes online banking and safety deposit box privileges. **CARRIED**

COMMUNITY AND DEVELOPMENT SERVICES

(g) Economic Development Service Update

CEDO Wheelock joined the meeting at 3:12 p.m.

- 20-02-38 M/S Directors Kennedy/Hall** THAT the Economic Development Service Update be received. **CARRIED**

(h) Grant In Aid 2020

20-02-39 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision: Grant In Aid. **CARRIED**

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

With regard to Grant in Aid 2020 the matter in item 20-02-39 I disclose that I have an association with an applicant. 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. My wife Jess Housty is Executive Director of Qqs Projects Society and if successful it will be Qqs Projects Society that will be given money in this application.

After some discussion, Director Bertrand opted to recuse himself from the matter of the grant in aid awards.

Director Bertrand was excused at 3:30 p.m.

The Board discussed a preference to review original grant in aid applications before making a decision on awards. CAO Kirk advised that the applications may contain protected information [under the *Freedom of Information and Privacy Act*]. The Chair closed the meeting to the public for further consideration of the matter so the applications could be reviewed.

The regular board meeting went in camera at 3:36 p.m.

Director Kennedy opted to recuse herself from the matter of the grant in aid awards.

The regular board meeting reconvened at 4:15 p.m.

20-02-40 [IC Release:] M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District resolve that Grant In Aid funds be distributed as follows:

Bella Coola Music Festival	\$ 3,000
Bella Coola Valley Ridge Riders	\$ 2,500
Bella Coola Valley Festival of the Arts	\$ 300
Qqs (Eyes) Projects Society (Bella Bella)	\$ 1,000
Bella Coola Valley Arts Council.....	\$ 750
Bella Coola Community Support Society (Equine Assisted Learning).....	\$ 3,500
Denny Island Community Development Association.....	\$ 2,550
TOTAL	\$13,550
	CARRIED

- 20-02-41** [IC Release:] **M/S Northeast/Hall Resolution** released extend deadline to March 31, 2020 at 4:00 p.m. for the award of the remaining Grant in Aid funds and to consider new applications at the April 2020 regular board meeting. **CARRIED**

Director Bertrand rejoined the meeting at 4:15 p.m.

(i) EDAC Minutes from November 28, 2019

- 20-02-42** **M/S Directors Hall/Kennedy** THAT the EDAC minutes from November 28, 2019 be received. **CARRIED**
- 20-02-43** **M/S Directors Hall/Kennedy** supporting EDAC's recommendation to support an advocacy letter to BC Ferries regarding the lack of parking, access to toilets and waiting areas at Bella Bella, Bella Coola, Denny Island and Ocean Falls. **CARRIED**
- 20-02-44** **M/S Directors Hall/Kennedy** supporting EDAC's recommendation to write an advocacy letter regarding the Bay Motel and the plans for it by the building's registered owner, the Ministry of Environment, MLA Jennifer Rice seeking clarity and on the following issues:
- If the building has been condemned
 - What the plan is for the building
 - When it will be removed
- CARRIED**

(j) Request for Decision: Outer Coast Harbour Possibilities

- 20-02-45** **M/S Directors Hall/Bertrand** WHEREAS neither Denny Island nor Rivers Inlet have full public harbour facilities; and

WHEREAS during a townhall hosted by Area A Director Daniel Bertrand on January 4, 2020, Denny Islanders identified a public harbour, boat launch, and barge landing facility as their communities' main priority; and

WHEREAS the Wuikinuxv Nation identified an off-reserve boat launch as a priority that the CCRD could assist with

THEREFORE, BE IT RESOLVED THAT CCRD Administration write a letter to the Department of Fisheries and Oceans (Small Craft Harbours Program) requesting information and whether assistance is available in developing public harbours, boat launches and barge landings at Rivers Inlet and Denny Island and further that findings are reported to the Board of Directors for further direction. **CARRIED**

(k) Request for Decision: CCIRA Waste Water Pump Out Facility Feasibility

20-02-46 M/S Directors Hall/Bertrand WHEREAS Denny Island does not have wastewater facilities, resident contractors or businesses performing legally required septic tank pump-outs; and

WHEREAS the Central Coast Indigenous Resource Alliance (CCIRA) is conducting a feasibility study into developing a wastewater pump-out facility on the Central Coast for boats, floating barges and camps, and have identified Denny Island as a potential site; and

WHEREAS during a townhall hosted by Area A Director Daniel Bertrand on January 4, 2020, Denny Islanders identified a sewage lagoon as one of their communities' top priorities; and

WHEREAS a pump-out station and sewage lagoon on Denny Island would allow for proper removal and disposal of wastewater and sewage from Central Coast waters and Denny Island

THEREFORE, BE IT RESOLVED THAT CCRD Administration provide input to CCIRA's feasibility study regarding the establishment of a pump-out station on Denny Island and determine what collaboration may be available between such a facility and a sewage lagoon and to further table discussion regarding a sewage lagoon to the next strategic planning session at a date to be determined. **CARRIED**

The meeting recessed at 5:12 p.m.

The meeting resumed February 14, 2020 at 9:38 a.m.

(l) Correspondence for Action: Invitation to Participate in Community Forest Advisory Committee

20-02-47 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the invitation. **CARRIED**

20-02-48 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District decline the invitation. **CARRIED**

(m) Correspondence for Information: 2019 Community Planner for housing Program, letter from NDI

20-02-49 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the letter from NDI. **CARRIED**

(n) Correspondence for Information: Letter from Premier John Horgan Re: meeting at UBCM

20-02-50 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the letter from Premier John Horgan. **CARRIED**

OPERATIONS

(o) Solid Waste Service Update

- 20-02-51 M/S Directors Northeast/Hall** THAT the Board of Directors of the Central Coast Regional District receive the report. **CARRIED**

The meeting recessed for a workshop presentation at 9:48 a.m.
The meeting reconvened at 11:27 a.m.

(p) Post Closure Costs – Thorsen Creek Landfill

- 20-02-52 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the report. **CARRIED**

The Board considered investigation and creation of proposals and ideas surrounding recycling education that are cost neutral to CCRD for discussion at the next board meeting.

The Board discussed the process and rationale for the Board to close meetings to the public and what constitutes workshops and trainings versus regular meetings in the public record. Enumerated sections of the Community Charter were reviewed in terms of sections that would apply to aspects of the landfill workshop content had the Board not recessed and closed the meeting to the public instead. The Board noted that an important distinction of a workshop is that no decisions are considered or made.

The Board considered whether the directors had any questions or discussion they would like to bring forward from the workshop into the meeting. While there were no matters the Board wished to review further in the public meeting, the Board noted there would be value in tailored public workshops, particularly with respect to the matter of landfill conformance to the new legislation and costs involved.

(r) Urban Systems Project Update, Denny Island Water System– January 2020

- 20-02-53 M/S Directors Kennedy/Northeast** THAT the Urban Systems Project Update Report on the Denny Island Water System – January 2020 be received. **CARRIED**

OM McIlwain left the meeting at 11:42 p.m.

PROTECTIVE SERVICES

(s) Emergency Management – Outer Coast Focused Regional Service Update

- 20-02-54 M/S Directors Hall/Northeast** THAT the Board of Directors of the Central Coast Regional District receives the report. **CARRIED**

(t) Request for Decision: Community Emergency Preparedness Fund – Emergency Support Services application

20-02-55 M/S Directors Northeast/Kennedy THAT the Request for Decision: Community Emergency Preparedness Fund - Emergency Support Services application be received. **CARRIED**

20-02-56 M/S Directors Northeast/Hall THAT the Board of Directors of the Central Coast Regional District supports approaching the CEPF funding application call with one application for the Bella Coola Valley with the Nuxalk Nation as the sole applicant. **CARRIED**

(u) Correspondence for Information: Liability & Compensation for Ship-Source Oil Pollution: Compensation for Ship-source Spills in Canada

20-02-57 M/S Directors Hall/Kennedy THAT the Correspondence for Information: Liability & Compensation for Ship-Source Oil Pollution: Compensation for Ship-source Spills in Canada be received. **CARRIED**

GOVERNANCE

(v) AVICC Convention Registration and call for Resolutions

20-02-58 M/S Director Hall/Kennedy THAT the AVICC Documents be received. **CARRIED**

A recess was taken at 12:02 p.m.
The meeting reconvened at 12:45 p.m.

(w) Correspondence for Action: Expression of Interest to serve on the MIABC's Board of Directors

20-02-59 M/S Directors Kennedy/Northeast THAT the Correspondence for Action: Expression of Interest to serve on the MIABC's Board of Directors be received. **CARRIED**

20-02-60 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District appoint Director Hall to the MIABC's Board of Directors as CCRD's representative. **CARRIED**

(x) Correspondence for Information: Letter from Lori Wanamaker Deputy Minister Re: Meeting at UBCM

20-02-61 M/S Directors Northeast/Kennedy THAT the Correspondence for Information: Letter from Lori Wanamaker Deputy Minister Re: Meeting at UBCM be received. **CARRIED**

(C) EXECUTIVE REPORTS

a. Electoral Area Reports

Area E and Chair Report: Chair Schooner

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

Chair Schooner acknowledged many changes that have happened since November stemming from personal hardships. There is hope that 2020 will be a good year for the CCRD. There is faith in the staff with work being completed. There is potential in the entirety of the staff.

Area A Report: Director Bertrand

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

Ocean Falls:

Director Bertrand mentioned that there has been activity in all three communities in Area A. In Ocean Falls Director Bertrand was reached out to by the physicians and staff of the R.W. Memorial Hospital (Bella Bella) who are looking to set up video conferencing in Ocean Falls. Currently the health staff only travel to Ocean Falls once per month and are interested in more consultations via video. There was a request submitted to the CCRD to take on a grant application regarding the UBCM Age Friendly Grant. After the grant application was submitted it was realized that the Ocean Falls Improvement District (OFID) was ineligible to apply but were only given that information after submission. Only municipalities were allowed to apply. From then Director Bertrand was engaged and informed CAO Kirk whom respectfully declined on behalf of the organization, due to constraints and the internal process of submitting grants. From this point, Director Bertrand got the hospital in touch with the Ocean Falls Blockchain corporation and are now in talks with using the Blockchain Wi-Fi to assist in delivering videoconferencing for medical patients. Director Bertrand came to the realization that the OFID is constrained in that there was not even the ability to apply for a grant to do a feasibility study from UBCM who's stance is that improvement districts should be able to apply to matters such as this. It is apparent that we need to step up and ascertain how we can assist the community of Ocean Falls to apply for grants.

Denny Island:

Director Bertrand reiterated that he had a Town Hall session that was well attended with 20 participants. Director Bertrand was able to share with attendees that the water system was well under way in that it is on time and on budget. The Town Hall session was open for discussion to garner what the priorities were of community members. Some items of discussion were marine access, sewage lagoons, and about zoning.

Further, there was debate on whether Denny Island wanted more tourism. Currently, real estate that has come onto the market in the last few years has been scooped up either by affluent people or those operating B&Bs and fishing charters. These newer developments have encroached on what was typically rural, remote and residential neighbourhoods. There was interest by some residents to look at zoning and an Official Community Plan for Denny Island to restrict opening of new fishing lodges and new B&Bs in residential areas. In the past Director Bertrand has informed CCRD staff that there was no interest in zoning by Denny Island, which has now changed with concerns of over-development.

Wuikinuxv

Director Bertrand stated that the Wuikinuxv First Nation has completed Chief and Council elections consisting entirely of women who are assumingly under 40 years of age. Dani Shaw is the new Chief Councillor, and is joined by Councillors Jennifer Walkus and Cerelina Willie. Director Bertrand remarked that it is great to see young Indigenous women taking charge of their political institutions.

20-02-62 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the draft letter to Wuikinuxv Nation from Director Bertrand, Area A. **CARRIED**

20-02-63 M/S Directors Bertrand/Kennedy That the Board of Directors of the Central Coast Regional District send the letter to the Wuikinuxv Nation congratulating them on their recent election, Chief Shaw and the new councillors Willie and Walkus. **CARRIED**

A recess was taken at 1:03 p.m.
The meeting reconvened at 2:07 p.m.

Area B Report: Director Hall

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

Director Hall relayed that he had some medical matters come up and was unwell but is on the mend. Director Hall thanked the staff and Board members for their dedication to working for constituents, supporters and/or membership in our areas. Walas ġiáxsiřa to you all. Director Hall thanked the Nuxalk Nation for making a demonstration today on the Wet'suwet'en solidarity. This is a great opportunity to reflect on changes that need to take place in Canada within leadership.

Director Hall left the meeting at 2:11 p.m.

Area C Report: Director Kennedy

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

Director Kennedy noted that the weather highlights the issues we have in our community such as accessibility and lack of services for the elderly. This winter has been challenging for many in the community. For those getting to and from our community there were BC Ferries cancellations and flight cancellations. Looking forward to better weather.

In the past few months, Director Kennedy has spoken to residents about the pool, the Hagensborg Water Works District and potential conversion.

Director Kennedy attended the Vancouver Island Regional Library AGM in January where the focus was on accessibility in regards to technology for remote locations like Bella Coola. As well the Bella Coola Valley Tourism AGM is coming up in the beginning of March.

Area D Report: Director Northeast

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

Director Northeast professed that it is a pleasure to work with fellow board members as well as the staff. Director Northeast asserted that he is continuing emergency management role through Nuxalk College position and is keeping partners informed and is working together on plans. It has been busy with new training happening and Director Northeast is glad to see both parties working together for the region.

Director Northeast is continuing work with the Harbour Authority. There have been some recent, minor concerns at harbour around safety and protocol policy. There is anticipation in moving forward as a group with solid waste management issues and wants to address the share shed and what we can do to keep stuff out of the landfill. Further, Director Northeast is hopeful that there will be a positive outcome in discussions surrounding the Hagensborg Water.

Director Northeast wished everyone a Happy Valentine's Day.

(y) Correspondence for Information: The Coast Sustainability Trust II

20-02-64 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: The Coast Sustainability Trust II (CST) – 2019 Fourth Quarter Report. **CARRIED**

(z) Correspondence for Information: Marine Protected Area Networking Planning in the Northern Shelf Bioregion

20-02-65 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: Marine Protected Area Networking Planning in the Northern Shelf Bioregion. **CARRIED**

(aa) Correspondence for Information: TreeCanada Thank you Letter

20-02-66 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Correspondence for Information: TreeCanada Thank you Letter. **CARRIED**

(bb) Hagensborg Waterworks District letter from HWD Chair Kevin O'Neill dated January 30, 2020

20-02-67 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Hagensborg Waterworks District letter from Kevin O'Neill. **CARRIED**

(cc) Hagensborg Waterworks District letter from HWD Trustee/CAO Diane Skelly dated January 31, 2020

- 20-02-68 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Hagensborg Waterworks District letter from Diane Skelly. **CARRIED**
- (dd) **Hagensborg Waterworks District letter from HWD Chair Kevin O'Neill dated January 27, 2020**
- 20-02-69 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the Hagensborg Waterworks District letter from Kevin O'Neill dated January 27, 2020. **CARRIED**
- (ee) **Diane Skelly Letter dated January 30, 2020**
- 20-02-70 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive Diane Skelly's letter dated January 30, 2020. **CARRIED**
- (ff) **Dianne Tuck Letter dated January 22, 2020**
- 20-02-71 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive Dianne Tucks letter dated January 22, 2020. **CARRIED**
- (gg) **Letters from Alena Pitt, Elaine and Melvin Gurr, Iver Solhjell, Tony Norton, Ronald and Nona Knapton, Connie and Cliff Nygaard, & Vallerie Nygaard**
- 20-02-72 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the letters from Alena Pitt, Elaine and Melvin Gurr, Iver Solhjell, Tony Norton, Ronald and Nona Knapton, Connie and Cliff Nygaard, & Vallerie Nygaard. **CARRIED**
- (hh) **Letter from Ken Dunsworth**
- 20-02-73 M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District receive Ken Dunsworth's letter dated February 10, 2020. **CARRIED**
- (ii) **Letter from Marijke Edmondson A/Executive Director, Governance and Structure Branch Ministry of Municipal Affairs and Housing**
- 20-02-74 M/S Directors Kennedy/Northeast** THAT the Board of Directors of the Central Coast Regional District receive the LATE ITEM – Letter from Marijke Edmondson A/Executive Director, Governance and Structure Branch Ministry of Municipal Affairs and Housing. **CARRIED**
- (jj) **Petition Feedback**

20-02-75 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the LATE ITEM – Petition Review document from Diane Skelly. **CARRIED**

M/S Directors Kennedy/Northeast THAT the Board of Directors receive the LATE ITEM – Petition Review Document.

(kk) Presentation to Government HWD

20-02-76 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the Presentation to Government HWD. **CARRIED**

20-02-77 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District authorize remuneration for each Director for February 14, 2020, which is the second day of the two-day February board meeting at a full day special work assignment remuneration. **CARRIED**

IN CAMERA MATTERS

20-02-78 M/S Directors Northeast/Kennedy THAT the Chair closed the meeting to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer or agent of the municipality or another position appointed by the municipality; 90 (1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act* and section 90 (2) (b) the consideration of Information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. **CARRIED**

The regular board meeting went in camera at 2:46 p.m.
The regular board meeting reconvened at 5:15 p.m.

a) Matters Brought out of Camera

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

20-02-79 [IC Release:] THAT the Board of Directors of the Central Coast Regional District authorizes execution of the Hagensborg Water Improvement District Infrastructure grant funding award between CCRD and British Columbia;

AND THAT Administration is directed to pursue a conversion process with the Hagensborg Water Improvement District and Ministry of Municipal Affairs and Housing;

AND THAT Administration is directed to pursue funding through the Ministry as per their correspondence of February 12, 2020 to explore implementation of a local community commission for governance over the service and additional review of the long term financial implications of the project and operations to the CCRD.

CARRIED

Special Statement released from in-camera by the CCRD Board

Announced by Vice Chair Jayme Kennedy and Director Northeast, Area C and Area D respectively

We understand that this is one of the most significant decisions this board has made.

We made this decision because we believe clean potable water is of critical importance to the health and wellbeing of children, families, and the elderly. We respect the decision of the trustees who were elected and have undergone a process to which they feel satisfied they have fulfilled their public trust obligations on this matter.

We know the grant was oversubscribed, is a significant amount and we will not compromise the opportunity for our community to benefit from it.

We are confident that we can work with the Ministry to establish a functioning local community commission that will, as good as any other option we have, address concerns regarding local agency over this service.

(E) ADJOURNMENT

20-02-80 M/S Director Kennedy/Northeast THAT the meeting be adjourned. CARRIED

There being no further business the meeting was adjourned at 5:16 p.m.

Chair

Chief Administrative Officer



Central Coast REGIONAL DISTRICT

That we may be good people together

DRAFT SPECIAL BOARD MEETING MINUTES

DATE: February 26, 2020

ATTENTION

Board Meeting
MAR 12 2020
CCRD ITEM B(b)

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

IN CAMERA MATTERS

- 20-02-03SP M/S Directors Northeast/Kennedy** THAT the Board of Directors of the Central Coast Regional District close the meeting to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (2) (b) the consideration of Information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. **CARRIED**

The special board meeting went in camera at 3:39 p.m.
The special board meeting reconvened at 4:04 p.m.

a) Matters Brought out of Camera

The Board of Directors had no resolutions to release from in camera.

(B) OPERATIONS UPDATES & POLICY MATTERS ARISING

FINANCIAL SERVICES

(a) CCRD 2020 Budget Presentation

- 20-02-04SP M/S Directors** THAT the Board of Directors of the Central Coast Regional District receives the 2020 CCRD Draft Budget PowerPoint Presentation. **CARRIED**

CAO Kirk provided the Board with a draft summary of the CCRD 2020 Draft Presentation summarizing the numbers that have been put into the draft budgets. CAO Kirk asked the Board for comments on the approach for the draft budget. CAO Kirk shared that some of the numbers and summary are still being revised as per the Boards direction from the February 13, 2020 Board Meeting.

CAO further updated the Board on Administration's efforts to schedule presentations in the outer coast with all of: Heiltsuk Nation representatives, Denny Island community members with the help with the Denny Island Chamber of Commerce, Ocean Falls community members with the assistance of the Ocean Falls Improvement District, and Wuikinuxv Nation representatives.

CAO Kirk reported that tentative presentations had been secured for all of Ocean Falls, Denny Island, and Heiltsuk Nation to date, as well as a tentative date for in-community presentations in the Bella Coola Valley. CAO Kirk noted her hope to align the Bella Coola Valley presentations with further information on the Hagensborg Water conversion as that subject would likely be of great interest to attending constituents, but was still uncertain as to Administration's readiness for a dual presentation.

CAO Kirk advised the Board that Administration has been unable to date to schedule an in-community presentation with Wuikinuxv Nation. There has been a changeover in council and some of the Wuikinuxv Councillors don't live in community. CAO Kirk noted that Administration is working at figuring out a way to do a teleconference review with Wuikinuxv Nation representatives.

The Board discussed whether scheduling an in-person presentation for Wuikinuxv Nation representatives in Port Hardy was more feasible. CAO Kirk noted the upcoming Chair's/CAO's forum at the end of March as being a possibility for alignment to schedule an in-person presentation in Port Hardy for Wuikinuxv Nation representatives.

CAO Kirk proceeded to review the draft 2020 CCRD budget presentation slide by slide with the Board. The Board and CAO discussed some budget priorities affecting requisition totals, apportioned administration and the reallocation of Basic Provincial Grant funds to benefit General Operations as opposed to area specific services. The Board encouraged CAO Kirk to add some slides to the presentation that demonstrate current staff workload that communicate in essence what constituents are getting in terms of value from the staff, as human resources represent such a significant component of expenditures from the annual requisition.

CAO Kirk acknowledged the Board for their efforts in supporting Administration with the logistics of the in community presentations and for prioritizing the presentations in principal, particularly in the outer coast given difficult logistics. The Board in turn acknowledged Administration for its efforts in making this outer coast presentation tour happen and particularly CEDO Wheelock for his work with the logistics.

CAO Kirk noted that the CCRD was fortunate that a concurrent training being organized utilizing CCRD FireSmart grant funds would offset the bulk of the travel costs for the in-community budget presentations in the outer-coast. Discussion turned to the logistics of Chair Schooner accompanying Administration and the Wildfire BC representatives to represent the CCRD as a whole in each community.

Chair Schooner requested that the Board authorize him to bring the children and elder in his care with him to the outer-coast budget tour. CAO Kirk noted that there was a standing resolution supporting family friendly policy adjustments to better facilitate childcare needs among CCRD representatives and personnel which Administration has not yet had an opportunity to bring forward for the Board's review, consideration and potential adoption, making Chair Schooner's stand-alone request necessary. Chair Schooner declared a conflict of interest as follows and left the room:

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

The reason for my declaration is: the item being discussed is about travel with my family to the Outer Coast, some of the reasons being is I don't have a sitter for my children and I do take care of my mother.

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

Vice Chair Kennedy assumed the chair.

20-02-05SP M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District authorize Chair Schooner to bring the children and the elder in his care with him to the Outer Coast for the purpose of the budget tour and emergency management presentations, so long as there is no further cost occurred by the Regional District. **CARRIED**

Chair Schooner returned to the meeting and resumed chairing.

The Board as a whole then considered the matter of remuneration for the Directors involved in the in-community presentations.

20-02-06SP M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District authorize the remuneration for Chair Schooner, Director Bertrand and Director Hall for their time on the Outer Coast for the CCRD Budget Presentations at the daily rate. **CARRIED**

(E) ADJOURNMENT

20-02-07SP M/S Director Kennedy/Northeast THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 4:58 p.m.

Chair

Chief Administrative Officer

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FEB 10 2020

Central Coast Regional District

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: 2020-02-19 Board Meeting Date 2020-03-12

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

Sgt Richard MARSHALL- Bella Coola RCMP

Address: _____

Number of people attending: 1 or 2 Spokesperson Name: Sgt Richard MARSHALL

Subject of presentation: Community policing update and to discuss annual policing plan and priorities.

Introduction to other members of the Detachment

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

Discussions of policing priorities for our community

Contact person (if different than above): _____

Daytime telephone number: _____

Email address: _____

Will you be providing supporting documentation? yes no

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

* Delegations will have a maximum of 15 minutes to make their presentation to the Board.

* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.

Board Meeting
MAR 12 2020
CCRD ITEM 1(a)



Central Coast
REGIONAL DISTRICT

That we may be good people together

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MAR 04 2020

Central Coast Regional District



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Delegation Form

Date of Application

04/03/2020

Board Meeting Date

12/03/2020

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

Hagensborg Water District Ratepayers

Address

Box 155 Hagensborg, BC V0T 1H0

Number of people attending

4 - 6

Spokesperson Name

Board Meeting
MAR 12 2020
CCRD ITEM 1 (b)

John Breffitt

Subject of presentation

Local Service Area establishment processes.

Purpose of presentation

- information only
- requesting a letter of support
- other
(provide details below)

Seeing information about timing and processes associated with establishment of Hagensborg water/fire protection local service areas.

Contact person (if different than above)

Joy MacKay

Daytime telephone number

Email address

Will you be providing supporting documentation?

- yes
- no

If yes:

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

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.

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MAR 05 2020

30

Central Coast Regional District

CCRD Bylaw No. 449, Board Meeting Procedures 2015
Page 14 of 14

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: March 5, 2020 Board Meeting Date March 12, 2020

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

Address: 7005 Corbould Dr., Stvie

Number of people attending: 1 Spokesperson Name: Joan Sawicki

Subject of presentation: The need to give higher priority to the 3 R's - Reduce, Reuse + Recycle - in CCRD's approach to Solid Waste Management.

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

Further to recent letter sent to Board of Directors regarding the deplorable status of the Free Store

Contact person (if different than above): _____

Daytime telephone number: _____

Email address: _____

Will you be providing supporting documentation? yes no

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

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

Board Meeting
MAR 12 2020
CCRD ITEM 1(c)



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Cheryl Vaavaai

Meeting Date: March 12, 2020

Subject: Policy A-11 – Distribution of Board Meeting Minutes

Recommendation:

THAT the Board of Directors of the Central Coast Regional District rescinds Policy A-11 as amended.

Issue/Background Summary:

Policy A-11 was last amended on April 13, 2017. According to the regional district’s development and review policy, each policy is to be reviewed for amendment and relevancy every 3 years.

Policy, Bylaw or Legislation:

Policy A-11 – Distribution of Board Meeting Minutes

Financial/Budgetary Implications:

N/A

Time Requirements – Staff and Elected Officials:

Options to Consider:

1. Rescind
2. Consider amendments
3. Table the policy for the next board meeting

Submitted by: Cheryl Vaavaai
Cheryl Vaavaai – Administrative Assistant

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Board Meeting
 MAR 12 2020
 CCRD ITEM A)(a)1)

A-11 - Distribution of Board Meeting Minutes

Preamble: It is deemed prudent to define the distribution of the draft regular monthly board meeting minutes to individuals and agencies to allow for maximum consistency and to ensure the broadest circulation possible.

Policy: Copies of draft minutes are distributed via email or mail to the following as a matter of courtesy and no charges are forwarded:

Electoral Area Directors (5)
Alternate Electoral Area Directors (5)
Central Coast Chamber of Commerce
Commission and Committee Chairs
Government Agent - Bella Coola
Gwa'sala - 'Nakwaxda'Xw Council
Heiltsuk Tribal Council
Nuxalk Nation
Hagensborg Improvement District
Ocean Falls Improvement District
Wuikinuxv ~~Oweekeno~~-Kitasoo-Nuxalk Tribal Council
RCMP - Bella Coola Detachment
Vancouver Island Regional Library - Bella Coola
Wuikinuxv Tribal Council

Draft Minutes are posted to the website at www.ccrd-bc.ca and on CCRD Facebook Page

Persons, upon request, may receive the draft minutes by email. The CCRD will email, annually in the month of January, a request for confirmation from those receiving minutes by email that they wish to continue to receive draft minutes.

Date: August 9, 1994

Amended: December 7, 2005

Amended: June 14, 2012

Amended: September 12, 2013

Amended: September 11, 2014

Amended: April 13, 2017

Amended March 12, 2020



To: Courtney Kirk, CAO

CC: Board of Directors, CCRD

From: Evangeline Hanuse, PC

Meeting Date: March 12, 2020

Subject: Policy A-12 Centennial Pool Closure Due to Inclement Weather

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approves Policy A-12 as amended.

Issue/Background Summary:

Policy A-12 was last amended on March 12, 2020. According to the regional district's development and review policy, each policy is to be reviewed for amendment and relevancy every three years. The Pool Commission reviewed the policy and suggested the changes.

Policy, Bylaw or Legislation:

Policy A-12 Centennial Pool Closure Due to Inclement Weather
Policy A-24 Policy Development and Review

Financial/Budgetary Implications:

Potential surplus of pool employee wages that are not expended.

Time Requirements – Staff and Elected Officials:

Minimal to none

Options to Consider:

1. Approve amendments
2. Table the policy for the next board meeting

Submitted by: Evangeline Hanuse
Evangeline Hanuse, Planning Coordinator

Reviewed by: Courtney Kirk
Courtney Kirk, Chief Administrative Officer

Board Meeting
MAR 12 2020
CCRD ITEM A)(a)2)

Policy A-12 Centennial Pool Closure Due to Inclement Weather

Policy ID
A-12

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CENTRAL COAST REGIONAL DISTRICT

Central Coast Regional District

Preamble: Due to staffing requirements ~~minimum staff~~ and low attendance in inclement weather, it would be cost effective and practical to close the pool to the public if the weather is uncomfortable for swimming.

Policy: That the Centennial Pool may be closed to the public at 12:00 pm if conditions warrant.

The Pool Manager has the authority to close the pool provided that the following is are adhered to:

1. The Pool Manager ~~has the authority to close the pool,~~ but will send an courtesy e-mail to the commission chair and the CCRD office.
2. Notice of Closure will be posted in a conspicuous location at the pool and on social media, and will include apologies to the public for any inconvenience

~~It is understood that pool~~ Pool employees will not be compensated for periods of closure when they are not in attendance at the pool.

Date: August 09, 1994

Amended: November 14, 2013

A-12 - Pool Closure Due to Inclement Weather

Preamble: Due to ~~minimum staff~~ staffing requirements and low attendance in inclement weather, it would be cost effective and practical to close the pool to the public if the weather is uncomfortable for swimming.

Policy: That the Centennial Pool may be closed to the public at 12:00 pm if conditions warrant.

The Pool Manager has the authority to close the pool provided that the following ~~is~~ **are** adhered to:

1. The Pool Manager ~~has the authority to close the pool, but~~ will send an ~~courtesy~~ e-mail to the commission members and the CCRD office.
2. Notice of Closure will be posted in a conspicuous location at the pool **and on social media**, and will include apologies to the public for any inconvenience.
3. ~~It is understood that pool~~ Pool employees will not be compensated for periods of closure when they are not in attendance at the pool.
4. This policy is subject to the provisions of the *BC Employment Standards Act*.

Date: August 09, 1994
Amended: November 14, 2013
Amended: May 12, 2016
Amended: **March 12, 2020**



To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Evangeline Hanuse, Planning Coordinator

Meeting Date: March 12, 2020

Subject: Policy A-12(b) – Centennial Pool – Pay Scale and Bylaw No. 488
Centennial Pool Rates and Charges Bylaw

Recommendation:

THAT the Board of Directors of the Central Coast Regional District reviews together Policy A-12(b) – Centennial Pool – Pay Scale and Bylaw No. 488 Centennial Pool Rates and Charges Bylaw.

Issue/Background Summary: Policy A-12(b) was last amended on June 13, 2019. Bylaw No. 488 was created on March 14, 2019 to repeal bylaw No. 480, Centennial Pool Rates and Charges 2018. On June 1, 2020 minimum wage will increase from \$13.85 per hour to \$14.60 per hour.

The Pool Commission has reviewed the policy and bylaw and has requested review and updates in advance of pool season.

Policy, Bylaw or Legislation:

Policy A-24 – Policy Development and Review
Policy A-12(b) – Centennial Pool – Pay Scale
Bylaw No. 488 Centennial Pool Rates and Charges
Employment Standards Act

Board Meeting
 MAR 12 2020
 CCRD ITEM A(a) 3)

Financial/Budgetary Implications:

For calculation purposes, assuming the pool is open and employees work the same amount of time in 2020 as they did in 2019, payroll expenses would increase by approximately 15%. Total pool payroll costs in 2019 were \$48,242, so this would increase by \$7,212 to \$55,478.

In terms of the proposed increase to pool rates and charges, revenue for operations would increase by approximately 5% as follows:

	<u>2019</u>	<u>Proposed 2020</u>	<u>Increase</u>	<u>% Increase</u>
Pool Gen. Admission	\$9,952	\$11,374	\$1,142	14%
Pool Rentals	\$9,435	\$9,435	\$0	0
Pool Lessons	<u>\$7,557</u>	<u>\$7,557</u>	<u>\$0</u>	0
Total	\$26,944	\$28,366	\$1,142	5% overall

Note that there are no proposed changes for pool rental or lesson rates.

Time Requirements – Staff and Elected Officials:

Minimal time to implement wage changes if policy is updated.

Options to Consider:

1. Review together the policy and bylaw
2. Update the policy with proposed amendments
3. Repeal the bylaw and create an updated bylaw

Submitted by: _____
Evangeline Hanuse, Planning Coordinator

Reviewed by: _____
Courtney Kirk, Chief Administrative Officer

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CENTRAL COAST REGIONAL DISTRICT
POLICIES

A-12(b) - Centennial Pool – Pay Scale

Policy:

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

Clarification:

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

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

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

December 12, 2019

CENTRAL COAST REGIONAL DISTRICT
POLICIES

Position	Minimum Qualifications	Rate
Manager	<ul style="list-style-type: none"> • Supervisory skills • Computer skills • Relevant Experience 	\$18.60 - \$22.60 21.60 - 25.60
Aquatic Operation Supervisor	<ul style="list-style-type: none"> • NLS-pool • CPR-C • Standard First Aid • Pool Operators Certificate or equivalent experience • Relevant Experience 	\$16.60 - \$20.60 19.60 - 23.60
Aquatic Program Shift Supervisor	<ul style="list-style-type: none"> • Bronze Cross • WSI or LSI • CPR-C • Standard First Aid • Relative Experience 	\$16.60 - \$20.60 19.60 - 23.60
Guard	<ul style="list-style-type: none"> • NLS-Pool • CPR-C • Standard first aid • Relevant Experience 	\$14.60 - \$18.60 17.60 - 21.60
Aquatic Instructor	<ul style="list-style-type: none"> • WSI or LSI • Bronze Cross • CPR C • Standard First Aid 	\$14.60 - \$18.60 17.60 - 21.60
Aquatic Leader	<ul style="list-style-type: none"> • Bronze Medallion • First Aid 	\$13.85 - \$15.85 14.60 - 16.60

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

* Minimum wage June 2020 14.60

BY law 488

Proposed changes are to the following sections

	General Admission	Punch card 10 swims	Monthly Pass	Season Pas
Preschool	\$3	\$27	\$36	\$72
Youth	\$4	\$36	\$48	\$96
Adult	\$5	\$45	\$60	\$120
Senior	\$4	\$36	\$48	\$96
Family	\$18	\$165	\$216	\$432

Staff Assistance for young children increase to \$16.50 to cover the wages of the assistant.

As discussed at the end of last season with J Kennedy and the C Kirk we are proposing a punch card 10 swims for the cost of 9 swims.

The commission proposes to keep the season and monthly pass, but propose and increase to the amount. (Equivalent to 12 swims a month during July and August)

We have increased all the rates, except the preschool which is reduced to \$3, but are proposing that the accompanying adult must pay for admission, in the past the adult does not pay entry.

Policy A12(b)

See attached schedule.

Rationale: Minimum wage will be increased this June to \$14.60 Over the last number of years minimum wage has increased \$3.25, but we have not increased the base rate for other staff. We are proposing that the base rate for each position increases by \$3.00 The positions in question all require certification every 2 years, certification for both the LSI and WSI is time consuming and expensive and position involve a lot of responsibility and diligence. The rate proposed rate does bring the pay closer to that of other pools.



CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 488

Being a bylaw to repeal the Centennial Pool Regulation Bylaw No. 480, Centennial Pool Rates and Charges 2018 and replace with Bylaw 488 Centennial Pool Rates and Charges 2019.

WHEREAS the Board of Directors of the Central Coast Regional District is authorized, by section 225 of the Local Government Act, 2015 and section 122 of the Community Charter to exercise powers by bylaw or resolution, and accordingly.

AND WHEREAS the Board may fix and charge fees for admission or use of the Centennial Swimming Pool;

AND WHEREAS it is deemed necessary to amend these fees from time to time;

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

1. Bylaw 480 cited as the "Centennial Pool Rates and Charges No. 480, 2018." is hereby repealed.
2. The Centennial Swimming Pool is hereby authorized to be open during such periods as are specified hereunder:

May 1ST to September 30TH, seven days a week, 7:00 am to 9:00 pm.

3. The admission fees and user rates as set out hereunder are hereby authorized and fixed for the Hagensborg Centennial Swimming Pool:

General Admission Fees:	Per Swim:	
Preschool (under 7)	\$ 3.50	GST not applicable
Youth (7-14)	\$ 3.50	GST not applicable
Adults (15-59)	\$ 4.75	Includes GST
Seniors (60 and over)	\$ 3.75	Includes GST
Family (2 adults and 4 youth)	\$ 15.50	Includes GST

Monthly Pass Fees:	Per Month:	
Preschool (under 7)	\$ 35.00	GST not applicable
Youth (7-14)	\$ 35.00	GST not applicable
Adults (15-59)	\$ 47.50	Includes GST
Senior (60 and over)	\$ 37.75	Includes GST
Family (2 adults and 4 youth)	\$ 155.00	Includes GST

Season Pass Fees:	Per Season	
Preschool (under 7)	\$ 70.00	GST not applicable
Youth (7-14)	\$ 70.00	GST not applicable
Adults (15-59)	\$ 95.00	Includes GST
Senior (60 and over)	\$ 75.50	Includes GST
Family (2 adults and 4 youth)	\$310.00	Includes GST

Fees continued...

Programs

Private rental (11-30) user	\$ 110.00/hour	Includes GST
Private rental (over 30) users	\$135.00/hour	Includes GST
Red Cross Lessons	\$ 50.00/session	Includes GST
Private Lessons	\$ 25.00/half hour	Includes GST
Semi Private	\$ 20.00/half hour	Includes GST
Summer Camp	\$140.00/week	Includes GST
Summer Camp – day rate	\$ 50.00/day	Includes GST
Staff Assistance for Young Children	\$ 12.00/hour	Includes GST
Other	Determined by the Pool Commission due to variable costs.	

4. The Pool Commission reserves the right to charge a deposit on all program bookings listed above under "Programs". Those bookings that cancel will forfeit their deposit.
5. No person shall, except upon written authorization of the Central Coast Regional District, enter upon or use the Hagensborg Centennial Pool outside the periods or times of its opening as specified in Section 3.
6. Any person who violates any of the provisions of this bylaw shall, upon summary conviction thereof, be subject to a penalty not exceeding One Thousand Dollars (\$1,000.00).
7. This Bylaw may be cited for all purposes as "Centennial Pool Rates and Charges Bylaw No. 488, 2019".

READ A FIRST TIME THIS	14th day of	March, 2019
READ A SECOND TIME THIS	14th day of	March, 2019
READ A THIRD TIME THIS	14th day of	March, 2019

ADOPTED this 29th day of March, 2019

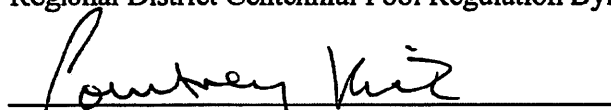


Chair



Acting Chief Administrative Officer

I hereby certify that the above is a true and correct copy of Bylaw 488, cited as "Central Coast Regional District Centennial Pool Regulation Bylaw No. 488, 2019".



Chief Administrative Officer

Strategic Plan Priorities Review: Presentation/Workshop

Board Meeting
MAR 12 2020
CCRD ITEM B)(a)



CCRD SPECIAL REPORT

To: Board of Directors, CCRD
From: Courtney Kirk, CAO
Meeting Date: March 12, 2020
Subject: ADMINISTRATION SPECIAL REPORT

Recommendation:


THAT the Board of Directors of the Central Coast Regional District receives the report.

Background:

Several human resource constraints outside the control of CCRD Administration arose during the month of February and early March impacting Administration's usual course of operations. As a result, Administration notes the following reports as per the new 2020 reporting schedule presented to the Board during the February 13-14 2020 regular Board meeting have been deferred to the April Board meeting:

1. Emergency Preparedness MOU – BCV
2. Feasibility Study Project Update – Denny Island Fire Service
3. Regional Development Financial Assistance Grants
4. Planning and Land Use – Housing Needs Assessment
5. Planning and Land Use – BC Assessment

Administration regrets any inconvenience to the Board and public and thanks our representatives for their understanding.

Respectfully Submitted by: 
Courtney Kirk, CAO

Board Meeting
MAR 12 2020
CCRD ITEM B(b)

Special Report: B
Business Continuity &
COVID-19 Policy
Discussion – Late Item

Board Meeting
MAR 12 2020
CCRD ITEM B(c)

2020-2024 CCRD 5-Year Financial Plan & 2020 Budget Presentation

Board Meeting
MAR 12 2020
CCRD ITEM B(d)



SPECIAL REPORT – FINANCIAL SERVICES

To: Courtney Kirk, CAO/CFO
CC: Board of Directors, CCRD
From: Ye-Ne Byun, Finance Manager
Meeting Date: March 12, 2020
Subject: Directors Remuneration as Pensionable Earnings

Summary:

Canada Pension Plan contributions will be withheld from the directors' remuneration as required by Canada Revenue Agency, effective Jan 01, 2020.

Issue/Background Summary:

CCRD is required by law to deduct CPP contributions from payments issued to board members when the directors' pensionable earnings are over a minimum amount (\$291.66 per month or \$3,500 per year). Fixed or ascertainable remuneration is pensionable under the *Canada Pension Plan (CPP)* and the *Canada Pension Plan Regulations*.


The following items paid to the directors are deemed pensionable earnings:

- 1) Board meeting stipend and monthly allowances
- 2) Costs associated with paper and printing supplies
- 3) The Chair's and directors' cell phone and internet allowance

Our auditors, KPMG notified us that in 2018 and 2019, CPP was not being withheld as required by CRA.

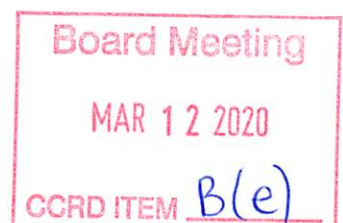
In order to address and properly account for CPP contributions, it is necessary to include directors in our payroll system.

Respectfully Submitted by:


Ye-Ne (Sandra) Byun, Finance Manager

Reviewed by:


Courtney Kirk, Chief Administrative Officer





To: Board of Directors, CCRD

CC: Courtney Kirk, CAO

From: Ye - Ne Byun, Finance Manager

Meeting Date: March 12, 2020

Subject: Policy F-1 Payment Distribution Schedule

Recommendation:

THAT the Board of Directors of the Central Coast Regional District approve Policy F-1 Payment Distribution Schedule as amended.

Issue/Background Summary:

Policy F-13 was last reviewed in April 2015. According to the regional district's development and review policy, each policy is to be reviewed for amendment and relevancy every three years.

Policy, Bylaw or Legislation:

None.

Financial/Budgetary Implications:


None, other than staff time to administer.

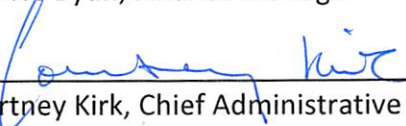
Time Requirements – Staff and Elected Officials:

None.

Options to Consider:

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

Submitted by: 
Ye-Ne Byun, Finance Manager

Reviewed by: 
Courtney Kirk, Chief Administrative Officer

Board Meeting
 MAR 12 2020
 CCRD ITEM B(F)

F-1 - Payment Distribution Schedule

Preamble: Requests for payment are continuous. In order to improve cash management and allow for optimum time and office management, it is desirable to designate the times in a reporting period when cheques are requisitioned, coded, drafted, signed and posted.

Policy: That payment of invoices be twice monthly; the first being of the 15th day and the other being the last working day of each month. Where the 15th day falls at a time when regular office hours are not in effect, payment will be scheduled to occur on the last working day before the 15th.

~~Due to practicalities associated with payments to directors for their attendance at Board meetings, cheques will be drafted and distributed to the Board of Directors at regularly held Board meetings.~~

Date: May 10, 1994
Reviewed: March 3, 2004
Reviewed: October 13, 2011
Reviewed: April 9, 2015