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**CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES**

DATE: February 8, 2018

ATTENTION

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

Board Meeting
MAR 29 2018
CCRD ITEM 2(a)

REGULAR BOARD MEETING MINUTES – February 8 and 9, 2018

In Attendance:	Electoral Area A	Director, Frank Johnson *by phone
	Electoral Area B	Director, Travis Hall *by phone
	Electoral Area C	Chair, Alison Sayers
	Electoral Area D	Alternate Director Gary Brown
	Electoral Area E	Director, Samuel Schooner
	Chief Administrative Officer	Courtney Kirk
	Recording Secretary	Donna Mikkelson
	Operations Manager (portion)	Ken McIlwain

Excused:	Electoral Area D	Director Richard Hall
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* By telephone due to inclement weather.

PART I - INTRODUCTION

1. Call to Order

The Chair called the meeting to order at 9:20am and acknowledged the meeting was taking place on Nuxalk Nation unceded traditional territory.

2. Adoption of Agenda

18-02-01 M/S Directors Johnson/Brown that the agenda be adopted as presented with addition of late items. **CARRIED**

Late items are noted in the agenda as:

- C(e)(i)
- C(m)(i)
- E(a)(i)
- F(f) through (o)

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 Schooner and Brown and Chair Sayers disclosed an interest in item C(e)(i) which deals with director remuneration and expense reimbursement specific to them. They will leave the meeting when the matter is being discussed.



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.

Chair Sayers disclosed an interest in the delegation from the Bella Coola Valley Sustainable Agricultural Society and in item C(h) (grants in aid) because her husband is a director with that Society.

Chair Sayers noted that should a conflict arise during the meeting, directors can also note it at that time and remove themselves if necessary.

PART II- PUBLIC CONSULTATION

1. Delegations

a) Bella Coola Valley Sustainable Agricultural Society

Nikki Kaechele (Chair), Rachelle Beveridge (Director) and Liz Howard (Food Security Coordinator) joined the meeting at 9:35am. The Society envisions the Bella Coola Valley as a resilient, self-reliant, and interdependent food system that supports the social, cultural, spiritual, and ecological health of all valley inhabitants, present and future. In this way, there are commonalities with the regional district's vision, and alignments or connections in several areas. The group provided a briefing on previous and current activities and introduced their current board of directors and staff. They presented their goals of increasing their organisational capacity, community engagement, social license and partnerships and moving towards food system resilience and sustainability, while informing planning and policy.

Directors expressed an interest regarding food supply in the community at times of emergency events and food storage systems.

The Society is seeking a letter of support for a grant application to the Real Estate Foundation, which was considered by the board at the end of the meeting.

Chair Sayers thanked the delegation for sharing their information, and they left the meeting.

(A) IN CAMERA MATTERS

- 18-02-02** M/S Directors Brown/Schooner that the meeting go in camera for the consideration of items under Section 90(1)(a) of the *Community Charter* (relating to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent appointed by the municipality or another position appointed by the municipality); and consideration of item under Section 90(2)(b) of the (relating to 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); and consideration of an item under Section 90(1)(e) and (g) (relating to all of: the acquisition, disposition or expropriation of land or improvements, if the Board considers that disclosure could reasonably be expected to harm the interests of the municipality; litigation or potential litigation affecting the municipality). **CARRIED**

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The meeting went in camera at 10:05am.

The regular meeting resumed at 2:25pm

a) Matters Brought out of Camera

It was released in open meeting that the board of directors has appointed Chief Administrative Officer, Courtney Kirk to a dual role as the Chief Financial Officer until a replacement is found for the vacancy.

PART II- PUBLIC CONSULTATION

1. Delegations

b) Hans Granander, Frontier Resource Management Ltd.

Hans Granander joined the meeting at 2:26pm to present a PowerPoint presentation of the Central Coast Regional District Emergency Management Plan. He outlined the process for updating the 2005-2006 emergency plans, the plan structure and topics, key documents within the plan, the board's role and emergency decision guidance, a scenario example and recommendations for the board's consideration.

Mr. Granander noted that Emergency Management BC has developed a new template for emergency plans and this has been used to update the older plans. He has met with emergency personnel from Bella Coola, Denny Island, Bella Bella and Ocean Falls as well as other individuals and groups.

The main document is accompanied by appendices and annexes. Separate Emergency Response Plans have been developed for Bella Bella/Denny Island, Bella Coola Valley and Ocean Falls and each community also has a Community Emergency Response Manual. Hazard Risk and Vulnerability Analysis is also contained in the Plan documents and have been slightly modified since the original plans were developed. Other key documents within the Plan include Emergency Team Call Out lists and/or Master Call Out Lists, the Emergency Operations Centre Annex and the Declaring State of Local Emergency Annex. Guidance is also provided for emergency decision making.

Hans Granander asked the board if they were interested in considering recommendations that have come about as a result of the plan development. At the board's request, the following recommendations were presented:

1. Emergency management is a basic responsibility for local governments and it is no small task. It needs to be reflected as a high priority in the CCRD organization and in the budget.
2. Continue the support and expansion of Inter-Agency Emergency Advisory Council
3. Delivery of emergency response on Denny Island will be greatly enhanced with a formal volunteer fire department.
4. Mutual Aid Agreements should be formalized with Heiltsuk, Nuxalk and Wuikinuxv Nations to share resources and support response efforts.

5. Mutual Aid Agreements should be formalized with local organizations/entities that will likely assist with emergency response: (Shearwater Marine, Boralex Power Corp, Interior Roads Ltd.)
6. Basic EOC supplies should be provided and stationed in the outer coast communities.
7. Introductory training about the updated plan should be provided to regional district staff and key emergency responders.
8. Emergency Social Services contacts are needed for outer coast communities including training of those contacts.
9. Inclusion of emergency preparation and response information should be included on community websites.
10. Formation of Neighbourhood Emergency Teams (NET) should be promoted as a means to assist with notification of emergencies and support.
11. Development of community wide email lists for mass notifications (needs protocols first).
12. Provide information packages to residents and households on what to do to prepare for emergencies and what to do when calamity strikes.

The board provided comments to include post-traumatic stress resources, emergency kits, signage (tsunami), search and rescue and Ranger training. It was also noted that there should be resources dedicated to the Neighbourhood Emergency Teams. It is envisioned that the NET be a communication tool, much like a phone tree. Youth must be engaged. Rivers Inlet should be included in the emergency planning.

Mr. Granander was thanked for his presentation and for his work to develop the updated plans and he left the meeting at 3:45pm

RECESS

A recess was taken at 3:45pm. The meeting resumed at 3:55pm.

(B) ADOPTION OF MINUTES

- a) Amendment to Minutes of December 14, 2018,

18-02-03 M/S Directors Brown/Schooner that the minutes of December 14, 2018 be amended to include a resolution to appoint Chair Sayers as a member and Director Travis Hall as alternate to the Municipal Insurance Association. **CARRIED**

- b) Regular Board Meeting, December 14, 2017.

18-02-04 M/S Directors Schooner/Brown that the December 14, 2017 minutes be adopted as amended. **CARRIED**

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PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Chief Administrative Officer's Report.

18-02-05 M/S Directors Schooner/Brown that the Board of Directors receive the Administration Report. **CARRIED**

b) Board of Directors' Strategic Priorities 2018.

18-02-06 M/S Directors Brown/Johnson that the Board of Directors receive the CCRD Board of Directors' Strategic Priorities 2018 report. **CARRIED**

c) Notice of Special Meeting, March 15, 2018

18-02-07 MS Directors Schooner/Brown that the Board of Directors of the Central Coast Regional District give notice to hold a Special Meeting for consideration of the five-year financial plan, on March 15, 2018 at 10:00 am at the regional district office, and by telephone conference. **CARRIED**

The board began discussions on the following items and the CAO provided information regarding drafting rules for resolutions that are meant to be considered at the annual convention of the Association of Vancouver Island and Coastal Communities.

18-02-08 M/S Directors Schooner/Brown that the board meeting of February 8th be extended to February 9th commencing at 9am, and that notice of meeting be waived. **CARRIED**

RECESS The meeting recessed at 4:10pm and resumed on February 9, 2018 at 9:18am.

d) AVICC Resolutions Notice Request for Submissions.

18-02-09 M/S Directors Johnson/Brown that the resolutions notice request for submissions regarding the 2018 AGM and Convention of the Association of Vancouver Island and Coastal Communities be received. **CARRIED**

CAO Report Equalization Strategy – AVICC Resolution (presented at meeting)

18-02-10 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 and to support implementation of the commitments in UNDRIP 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.

CARRIED

e) AVICC Call for Nomination for AVICC Executive.

18-02-11 M/S Directors Johnson/Brown that the 2018 AGM Convention call for nominations for the AVICC Executive be received and that Director Schooner be nominated for a Director at Large position on the 2018-19 AVICC Executive. **CARRIED**

e)(i) Director Remuneration (Late Item)

Director Schooner left the meeting at 10:35am.

18-02-12 M/S Directors Johnson/Hall that the Board of Directors of the Central Coast Regional District authorize reimbursement to Director Schooner for his attendance (accommodation, travel, meals and remuneration) at the "After Action Review Conference" held in Kamloops January 22-25, 2018. **CARRIED**

Director Schooner returned to the meeting. Chair Sayers left the meeting.

18-02-13 M/S Directors Schooner/Brown that the Board of Directors authorize reimbursement to Chair Sayers for attendance (accommodation, travel, meals and remuneration) at the upcoming CAO/CEO Conference and Municipal Finance Authority meeting in Vancouver on March 21-22, 2018. **CARRIED**

18-02-14 M/S Directors Schooner/Brown that Chair Sayers be provided reimbursement for child care expenses associated with February 8 and February 9 board meetings to a maximum of \$100. **CARRIED**

Chair Sayers returned to the meeting. Director Brown left the meeting.

18-02-15 M/S Directors Hall/Schooner that the Board of Directors authorize remuneration for Alternate Director Gary Brown for his attendance (local work assignment) at the Economic Development Advisory Committee on January 25, 2018 (2.25 hours). **CARRIED**

Director Brown returned to the meeting.

18-02-16 M/S Directors Schooner/Brown that Director Hall be remunerated for a lost work day in lieu of travel on February 7th for the February 8th board meeting. **CARRIED**

Directors Brown and Schooner left the meeting.

18-02-17 M/S Directors Hall/Johnson that Alternate Director Brown and Director Schooner be remunerated for their attendance (local work assignment) at the upcoming emergency management training on March 12 and 13. **CARRIED**

Directors Brown and Schooner returned to the meeting.

18-02-18 M/S Directors Johnson/Hall that all directors be remunerated for attendance (local work assignment - hourly) at the extended board meeting on February 9th. **CARRIED**

Director Hall noted the difficulty in having board meetings by telephone and more suitable technical options were discussed.

Financial Services

f) Financial Report, February, 2018.

18-02-19 M/S Directors Brown/Schooner that the Financial Report of 2017 actuals against the budget, dated February 01, 2018, be received. **CARRIED**

g) 2018-2022 Financial Plan Report

18-02-20 M/S Directors Schooner/Brown that the 2018-2022 Financial Plan Report be received. **CARRIED**

The existing state of the regional district's Community Works Fund was presented for the board's information. Two proposals for Strategic Priority Funds have been submitted: one for the swimming pool and the other for Denny Island Water Distribution. The DI Water proposal includes a "local

contribution" of \$240,000 and this has been included in the draft schedule as 'Plan A'. 'Plan B' for the swimming pool, requires "other funding" in the amount of \$300,000 plus a local contribution of \$59,400. In the meantime, there are no provisions for other uses of the Community Works Fund until we hear back from the funders regarding the applications.

Director Hall expressed concern that the Heiltsuk community is lacking funds, particularly for roads and wastewater in Bella Bella. Discussion was held on presenting information on what is involved in establishing regional district services due to the fact that the Gas Tax Agreement Community Works Funding is tied to services and functions of the regional district.

In conjunction with the board of directors' strategic priorities document (see elsewhere on the agenda) enhanced service delivery is projected for emergency management, economic development, solid waste management, swimming pool, and Bella Coola recreation.

Directors discussed the implications to residential properties in the event that the regional district approved a tax levy increase of 14.1%. Due to an error in spreadsheet formulas, incorrect information was provided verbally to the board, and they were notified of the accurate figures after the meeting had been adjourned. In the interests of accuracy, the corrected figures are supplied as follows in response to the question of how a 14.1% tax increase would affect residential properties.

In terms of actual dollar increases, on average, per residential property, ratepayers in each electoral area would see increases/decreases to the regional district portion of their property taxes as below:

- Electoral Area A - decrease of \$5 (average property value decreased by \$1,000 to \$106,000)
- Electoral Area B - decrease of \$6 (average property value decreased by \$2,000 to \$278,000)
- Electoral Area C - increase of \$124 (average property value increased by \$16,000 to \$172,000)
- Electoral Area D - increase of \$108 (average property value increased by \$15,000 to \$143,000)
- Electoral Area E - increase of \$59 (average property value increased by \$8,000 to \$75,000)

h) 2018 Grant In Aid Report.

18-02-21 M/S Directors Johnson/Schooner that the Board of Directors of the Central Coast Regional District resolve that Grant In Aid funds be distributed as follows:

Bella Coola Community Support Society.....	1,000
Bella Coola Music Festival	1,000
Bella Coola Valley Arts Council	500
Bella Coola Valley Festival of the Arts	250
Bella Coola Valley Ridge Riders	1,250
Bella Coola Valley Sustainable Agricultural Society	2,000
Bella Coola Valley Tourism	2,000
Breath of Life Society	1,000
Denny Island Community Dev Assoc.	5,000
Dog Town	1,000
.....	\$15,000

CARRIED

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Development Services

- i) Community Economic Development Officer Report, Rural Dividend Special Circumstances Grant Submission.

18-02-22 M/S Directors Johnson/Schooner that the Board of Directors of the Central Coast Regional District support the submission of an application to the BC Rural Dividend program, under the Special Circumstances program, for the Bella Coola Airport: Tourism and Capacity Enhancement Initiative and that the Board support this project through its duration. **CARRIED**

- j) Community Economic Development Monthly Report

18-02-23 M/S Directors Schooner/Brown that the Board of Directors of the Central Coast Regional District receive the Community Economic Development Monthly Report dated February 8th, 2018. **CARRIED**

- k) Economic Development Advisory Committee (EDAC), regular meeting minutes dated January 25, 2018.

18-02-24 M/S Directors Brown/Johnson that the Board of Directors of the Central Coast Regional District receive Economic Development Advisory Committee Meeting Minutes, dated January 25th, 2018. **CARRIED**

The CAO reported that a draft Terms of Reference would be coming to the board for approval soon. Noting the vacancies on the Economic Development Advisory Committee, Director Hall expressed that there may be limited interest in attending meetings. The CAO will forward Committee information to Director Hall.

It was also noted that the EDAC supports development of viable renewable energy projects. An annual summary of recommendations will be developed.

Operations

- l) Operations Manager monthly report dated February 1, 2018.

Directors expressed support and encouragement for an increase of awareness and education regarding recycling.

Operations Manager, Ken McIlwain, joined the meeting at 11:40am.

The Operations Manager noted that to date, education has mostly been targeted towards youth through the valley schools. Directors noted waste diversion tactics and purchasing blue bins and the Operations Manager spoke of the need for a recycling coordinator position, but that first, the new site must be up and running.

Chair Sayers spoke of the necessity of keeping costs down in the long term and that increased recycling would save costs for everybody through waste diversion. The landfill can only contain a certain amount of waste before it is no longer viable. Composting would reduce landfill waste by approximately 35%.



18-02-25 M/S Directors Brown/Johnson that the Operations Manager report dated February 1, 2018 be received. **CARRIED**

m) BC Hydro Re-greening Grant report.

18-02-26 M/S Directors Schooner/Brown that the Board of Directors of the Central Coast Regional District support the submission of an application to the BC Hydro/Trees Canada Re-greening Grant Program for \$4,000 to fund the purchase of trees for phase 2 of the Thorsen Creek Transfer Station site reclamation. **CARRIED**

m)(i) Bella Coola Waterworks Update (Late Item)

18-02-27 M/S Directors Brown/Johnson that the Bella Coola Waterworks newsletter be received for information. **CARRIED**

Leisure Services Commissions

n) Centennial Pool Commission minutes dated January 16 2018.

18-02-28 M/S Directors Brown/Johnson that the Centennial Pool Commission minutes dated January 16, 2018, be received. **CARRIED**

Protective Services

o) Emergency Operations Centre Report.

18-02-29 M/S Directors Johnson/Brown that the Board of Directors of the Central Coast Regional District receive the Emergency Operations Centre report. **CARRIED**

Chair Sayers noted her appreciation for the help of staff and volunteers during the tsunami warning on the morning of January 23, 2018. She thanked responders for going into the danger zone to help people to evacuate while putting themselves at risk.

Directors discussed food security connections with emergency events. The CAO has commenced the required legwork regarding the acquisition of tsunami sirens. Director Hall noted that a siren will arrive soon in Bella Bella and that the Heiltsuk Tribal Council has re-established an emergency committee and will be getting emergency kits.

Director Hall left the meeting at noon.

p) Emergency Program Coordinator Report.

- i) BCV Interagency Emergency Committee meeting notes of December 13, 2017
- ii) Connectivity meeting, December 14, 2017

18-02-30 M/S Directors Schooner/Brown that the Board of Directors of the Central Coast Regional District receive the Emergency Program Coordinator Report, dated February 8th, 2018. **CARRIED**

The CAO pointed out the list of funding applications submitted to support emergency program work in 2018. The four applications will require expended human resource capacity to advance the initiatives

in the event the funding is approved. Director Johnson noted that Wuikinuxv does have an emergency plan.

The CAO noted that the date for the next inter agency meeting has not yet been established, and that Emergency Operations Centre training would take place on March 12 and 13, 2018. She has also been invited to attend training on emergency marine response. She drew the board's attention to the initiatives outlined on the BCV Interagency Emergency Committee meeting notes, which are being done regarding the October 23-27, 2017 high water event. Work is being carried out by Ministry of Transportation at Wright Creek/Tweedsmuir Creek, Eagle Creek, Hammer Road, Bella Coola River/Hwy 20 at Jourdenais Road and at Mack Road.

18-02-31 M/S Directors Schooner/Brown the Board of Directors of the Central Coast Regional District receive the Interagency Emergency Council meeting notes, dated December 13th 2017, and the Connectivity meeting notes, dated December 14th 2017.

CARRIED

Transportation Services

q) Transportation monthly report .

18-02-32 M/S Directors Johnson/Brown that the Transportation be received.

CARRIED

(D) EXECUTIVE REPORTS

a) Chair and Electoral Area C Report.

Chair Sayers reported that she had attended a meeting of the Northern Development Initiative Trust Northwest Regional Advisory Committee by telephone on January 26, 2018. She thanked the Community Economic Development Officer for assisting her to prepare her for the round table discussion. She advised the board that the Union of BC Municipalities' special committee on the housing crisis has posted an informative document on their website which is an interesting read.

b) Electoral Area Reports

Area A – Director Johnson

The Nation will be starting the construction of their recreation hall in the spring. The community will have decreased enrollment in the schools starting in September. Director Johnson was congratulated on his election as Chief of the Wuikinuxv Nation.

Area B- Director Travis Hall - See report later in the minutes.

Area D- Alternate Director Gary Brown - No report.

Area E- Director Samuel Schooner

Director Schooner reported that he was pleased with his attendance at the After Action Review in Kamloops, which was as a result of the 2017 summer wildfires. He made lots of contacts and has come back with some good ideas. He was pleased to have the opportunity to discuss our issues at this forum and they were well received by other participants. It was unfortunate that most provincial

emergency personnel were actually in Kamloops at the same time as the tsunami warning was issued.

RECESS

A recess was taken at 12:15pm. The meeting resumed at 12:37pm.

(E) BYLAWS AND POLICIES –

a) Bylaw 479, Revenue Anticipation Borrowing Bylaw No. 479, 2018.

18-02-33 M/S Directors Brown/Schooner that Bylaw 479, cited as "Revenue Anticipation Borrowing Bylaw No. 479, 2018" be now introduced and read a first time. **CARRIED**

18-02-34 M/S Directors Schooner/Brown that Bylaw 479, cited as the "Revenue Anticipation Borrowing Bylaw No. 479, 2018", having been given due and detailed consideration by the Board be now read a second and third time." **CARRIED**

18-02-35 M/S Directors Schooner/Brown that Bylaw 479, cited as the "Revenue Anticipation Borrowing Bylaw No. 479, 2018, 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**

PART IV- GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

a) Coast Sustainability Trust II, 2017 Fourth Quarter Report.

18-02-36 M/S Directors Schooner/Brown that the Coast Sustainability Trust II 2017 Fourth Quarter Report be received. **CARRIED**

b) Letter dated December 12, 2017 from Kathy Moore

18-02-37 M/S Directors Schooner/Brown that the letter from Kathy Moore dated December 12, 2017 be received. **CARRIED**

c) Ministry of Citizens' Services, Minister Jinny Jogindera Sims, letter dated January 15, 2018.

18-02-38 M/S Directors Schooner/Brown that a letter be drafted to the Minister of Citizens' Services thanking her for her letter and for coming to the valley to advance improving emergency communication for the region. **CARRIED**

d) Ministry of Municipal Affairs and Housing, Letter dated December 12, 2017 to the Nuxalk Nation Chief and Council, regarding Regional District of Mount Waddington change of electoral area boundaries.

(14)

- 18-02-39** M/S Directors Brown/Johnson that the letter from the Ministry of Municipal Affairs and Housing dated December 12, 2017 be received. **CARRIED**
- e) "Cannabis Sales Revenue Sharing" letters from: Township of Spallumcheen, letter dated January 23, 2018, District of Kent letter dated January 16, 2018 with letter attachment from UBCM.
- 18-02-40** M/S Directors Johnson/Brown that the letters from the Township of Spallumcheen and the District of Kent regarding Cannabis Sales Revenue Sharing be received. **CARRIED**
- Director Hall returned to the meeting.
- f) (late) Lidstone & Company Re: Retail Licencing for Non-Medical Cannabis Update
- 18-02-41** M/S Directors Johnson/Brown that the letter dated February 5, 2018 from Lidstone & Company regarding the "BC Cannabis Private Retail Licencing Guide: Applications and Operations" and the Local Government To Do List to Prepare for Cannabis Sales memo dated February 6, 2018 be received. **CARRIED**
- g) (late) Cariboo Regional District re: Appreciation During Wildfires
- 18-02-42** M/S Directors Hall/Brown that the letter of appreciation for the assistance provided by the regional district to the Cariboo Regional District during the wildfires in 2017, be received, and that staff prepare a draft letter of acknowledgement on behalf of the board of directors. **CARRIED**
- h) (late) Worksafe BC Re: 2018-2020 Confined Space Initiative
- 18-02-43** M/S Directors Brown/ Johnson that the letter from WorksafeBC regarding inspections of worksites and safe work practices specific to local governments dated January 25, 2018, be received. **CARRIED**
- i) (late) Northern Development Initiative Trust re 2017 Grant Writing Program
- 18-02-44** M/S Directors Schooner/Brown that the letter regarding the 2017 Grant Writing Support Program from the Northern Development Initiative Trust, dated January 24, 2018 be received. **CARRIED**
- j) (late) Northern Development Initiative Trust Re: 2018 Love Northern BC Program
- 18-02-45** M/S Directors Schooner/Brown that the letter regarding the 2018 Love Northern BC Program – Annual Marketing Funding from Northern Development Initiative Trust dated January 24, 2018 be received, and that staff be directed to extend a letter of appreciation to NDIT for their financial contributions. **CARRIED**
- k) (late) UBCM 2017 Flood Risk Assessment, Flood Mapping & Mitigation

18-02-46 M/S Directors Brown/Hall that the letter from UBCM Local Government Program Services regarding funding approval for the regional district's Flood Mapping: Bella Coola Valley LiDAR Survey and Orthoimagery project, be received and that staff draft a letter of appreciation on behalf of the Board Chair. **CARRIED**

l) (late) UBCM 2017 Emergency Social Services – Approval and Terms & Conditions

18-02-47 M/S Directors Brown Schooner that the letter from UBCM Local Government Program Services regarding 2017 Emergency Social Services – Approval and Terms & Conditions and funding approval for the ESS Volunteer Recruitment, Training and Equipment project be received, and that staff draft a letter of appreciation on behalf of the Board Chair. **CARRIED**

m) (late) Ministry of Transportation and Infrastructure – BC Air Access Program

18-02-48 M/S Directors Johnson/Hall that the letter from the Ministry of Transportation BC Air Access Program dated January 24, 2018 be received, and that staff acknowledge the financial contributions and specific Ministry personnel for the Bella Coola Airport obstacle removal project by drafting a letter to the Minister on behalf of the Board Chair. **CARRIED**

n) (late) Metro Vancouver Regional District – Commercial Waste Hauler Licensing

18-02-49 M/S Directors Hall/Brown that the letter from Metro Vancouver requesting that the CCRD write a letter to the Minister of Environment and Climate Change Strategy in support of the Greater Vancouver Sewerage and Drainage District Commercial Waste Hauler Licensing Bylaw No. 307, 2017 be received and that staff draft a letter of support. **CARRIED**

o) (late) UBCM : Status of Asset Management in BC Report.

18-02-50 M/S Directors Brown/Johnson that the letter from the Union of BC Municipalities Gas Tax Program Administrator regarding the status of asset management in BC report be received. **CARRIED**

Electoral Area Reports continued from page 12

Electoral Area B

Director Hall requested that the regional district expedite the letter of support to the Heiltsuk Tribal Council regarding their proposal for the Indigenous Response Centre which was previously considered by the board of directors. He will be attending a meeting of AFN regarding salmon fisheries as well as a meeting with the BC Indian Chiefs. The Bella Bella community is falling short of their funding needs for wastewater and for distribution pipes for drinking water, as well as roads.

Emergency response training will be held in Bella Bella in September. He will be in touch with the CAO regarding training silos of opportunities and determining what needs are where, since the dates for future training are being established now.

Director Hall noted that advocacy is needed to address non-treaty First Nations in the *Local Government Act*.

18-02-51 M/S Directors Johnson/Brown that the board of directors authorize the holding of a multi government teleconference to discuss emergency training needs on the Central Coast with Emergency Management BC. **CARRIED**

From Delegations (BCVSAS) on page 2.

18-02-52 M/S Directors Schooner/Brown that a letter of support as drafted and presented by the Bella Coola Valley Sustainable Agricultural Society be provided to the Society in order to advance their application to the Real Estate Foundation. **CARRIED**

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 1:35PM

Chair

Chief Administrative Officer



**CENTRAL COAST REGIONAL DISTRICT
SPECIAL BOARD MEETING MINUTES**

DATE: March 15, 2018

ATTENTION

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

Board Meeting
MAR 29 2018
CCRD ITEM B (h)

REGULAR BOARD MEETING MINUTES – March 15, 2018

In Attendance:	Electoral Area C	Chair, Alison Sayers
	Electoral Area D	Alternate Director Gary Brown
	Electoral Area E (portion)	Director, Samuel Schooner
	Chief Administrative Officer	Courtney Kirk
	Recording Secretary	Destiny Mack
	Financial Management Service Provider (portion)	Jim Tarves
Excused:	Electoral Area D	Director Richard Hall
	Electoral Area A	Director, Frank Johnson *by phone
	Electoral Area B	Director, Travis Hall *by phone

* By telephone

PART I - INTRODUCTION

1. Call to Order

The Chair called the meeting to order at 10:05 am and acknowledged the meeting was taking place on Nuxalk Nation unceded traditional territory.

2. Adoption of Agenda

18-03-01 M/S Directors Brown/Schooner that the agenda be adopted as presented with addition of late items.

Late items are noted in the agenda as: No late items

Amendments: Change, move UBCM FireSmart Grant Submission above Budget Committee Workshop 2018

M/S Directors Brown/Schooner that the Board of Directors of the Central Coast Regional District adoption of the Agenda as Amended

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.

4. Disclosures of Interests Affecting Impartiality.

The Chair reminded Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made. This declaration does not restrict any right to participate in or be present during the decision-making procedure. No disclosures affecting impartiality were made.

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Appointments to the Denny Island Recreation Commission

S18-03-01 M/S Directors Brown/Schooner that the Board of Directors of the Central Coast Regional District appoint, Ramona Goosen, Krista Roessingh, Mark Beisel and Lon Sheehan and Leona Humchitt as members to the Denny Island Recreation Commission for a two year period ending December 31, 2019.

Discussion: CAO pointed out an administrative error. Leona Humchitt's a bit mystified on how her name came up on the list, though she is not unwilling to discuss a potential opportunity to the Commission. The remainder of names on the list are ready to serve on the Commission. Further Director Travis Hall indicated to the CAO that he is willing to serve as the Board Representative on the Commission.

Amendments: M/S Directors Brown/Schooner that the Board of Directors of the Central Coast Regional District appoint: Ramona Goosen, Krista Roessingh, Mark Beisel, and Lon Sheehan as members to the Denny Island Recreation Commission for a two year period ending December 31, 2019 and appointed Director Hall, Board Representative, to serve a one year term on the Denny Island Recreation Commission.

CARRIED

Financial Services

a) UBCM FireSmart Grant Submission

S18-03-02 M/S Directors Schooner/Brown that the Board of Directors support the submission of the UBCM FireSmart and overall grant management and that the Board of Directors of the Central Coast Regional District support the submission of the application of the UCBM FireSmart for wildfire cross training for volunteer fire departments and to provide overall Grant Management.

CARRIED

S18-03-03 M/S Directors Schooner/Brown that the Budget Committee Workshop 2018 be received.
Budget Committee Workshop 2018 M/S Directors Brown/Schooner.

CARRIED

BMW2018 Discussion:

Financial Management Service Provider, Jim Tarves

Jim spoke about his history with his work in Regional Districts and discussed the process he used to develop the 5 year financial plan. He also discussed the LGA requirements that there be community consultation prior to the budget adoption and how Administration approached this requirement. Jim worked through a power point presentation emphasising there would still be some changes arising from the consultation.

Jim started his Presentation at 10:18 am

Chair Sayers: Left the meeting at 10:53am

Chair Sayers: returned to the meeting at 10:57

Director Schooner: left the meeting at 11:04

(G) ADJOURNMENT

S18-03-04 There being no further business the meeting was adjourned at 11:03 AM
CARRIED

Note: The Meeting continued without Quorum after Director Schooner left at 11:04 am. A discussion took place clarifying budget process. No further business was brought forward after the meeting adjourned

Jim discussed that at the February 8th meeting the board was presented with 14.4% increase, since then the Strategic Priorities Fund has approved the amount for the swimming pool.

The NDMP application was mentioned by Chair Sayers.

The CAO advised that Administration has not yet recruited a CFO.

Jim explained that while we have a grant for Denny Island Waterworks we can't refer to that in the 5 Year Financial Plan at this point, it's been approved but the service area needs to be set up for that function first. Only then can it be put into the 5 Year Financial Plan. If it is set up then there could be provisions to amend the 5 Year Plan. It will happen this year if the service area can be set up. If it doesn't happen this year, the grant Money for the Denny Island Waterworks will have to be sent back.

Jim gave a summary of all the grant funds, that have been secured to date.

Jim Finished his Presentation at 11:08a.m and the discussion that took place after the meeting adjourned. Completed at 12:05 p.m.

Chair

Chief Administrative Officer



**CENTRAL COAST
REGIONAL DISTRICT**

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

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

REQUEST FOR DECISION

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

To: Chair Alison Sayers and Board of Directors
From: Courtney Kirk, Chief Administrative Officer
Meeting Date: March 29th 2018
Subject: Date Change for April 2018 Board Meeting

Board Meeting
MAR 29 2018
CCRD ITEM c(b)

RECOMMENDATION:

THAT the Board of Directors of the Central Coast Regional District change the date of the April 19th board meeting to April 26th and hold the meeting by teleconference for the purposes of approving the 2017 annual financial statements, and that notice be provided pursuant to the regional district's procedural bylaw.

ISSUE/BACKGROUND SUMMARY:

At the December board meeting, the board determined the calendar of meetings for 2018. At that time the April board meeting was moved from the second week to the third due to timing conflicts with the Association of Vancouver Island and Coastal Communities (AVICC) convention. Administration is seeking the board's approval to move this meeting from April 19th to April 26th, to hold the meeting by teleconference, and to focus the content of the meeting. The focus of the meeting will be on the auditor's report and reviewing the 2017 annual financial statements.

Moving the date of the meeting back a week will allow greater staff time and focus for the advocacy and governance required in preparation for the AVICC conference April 13th to 15th. In addition, this will also allow staff to prepare for the inter-governmental meeting and discussions about the Emergency Management Shared Coordinator, scheduled for April 17, 2018 in Victoria. These areas: emergency management, governance, and advocacy have been identified as strategic priorities of the board.

POLICY, BYLAW OR LEGISLATION:

The regional district's procedure bylaw provides that regular board meeting are held on the second Thursday of each month, excepting January and August when no meetings are held. This exception has been provided for in the adoption of the board calendar in December. A board resolution is required to waive this provision, and reschedule the board meeting.

The Central Coast Regional District Board Meeting Procedures Bylaw No. 467 provides that at least 74 hours before any meeting, regulated by this bylaw, the person responsible for corporate administration must give public notice of time, place, and date of the meeting by way of a notice on the CCRD's notice board.

FINANCIAL/BUDGETARY/ASSET MANAGEMENT IMPLICATIONS:

Hosting a meeting by teleconference will reduce the costs associated with board travel.

TIME REQUIREMENTS – STAFF AND ELECTED OFFICIALS:

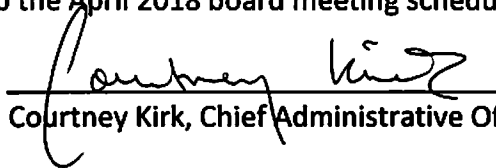
Hosting a meeting by teleconference will reduced travel time for board members. Holding the meeting later in April will provide administration with additional time to undertake work in priority areas.

OPTIONS TO CONSIDER:

Option 1: Postpone the date of the April 2018 board meeting from April 19th to April 26th.

Option 2: Keep the April 2018 board meeting scheduled for April 19th.

Submitted by:


Courtney Kirk, Chief Administrative Officer