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CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES

DATE: September 14, 2017

ATTENTION

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

Board Meeting
OCT 12 2017
CCRD ITEM B(a)

REGULAR BOARD MEETING MINUTES – September 14, 2017

In Attendance:	Electoral Area A	Director, Frank Johnson
	Electoral Area B	Director, Travis Hall
	Electoral Area C	Chair, Alison Sayers
	Electoral Area D	Alternate Director, Gary Brown
	Electoral Area E	Director, Samuel Schooner
	Chief Administrative Officer	Courtney Kirk
	CFO/Recording Secretary	Donna Mikkelson
	Operations Manager	Ken McIlwain (portions)
	Community Ec. Dev. Officer	Bridget Horel (portions)

PART I - INTRODUCTION

1. Call to Order

The Chair called the meeting to order at 9:00 a.m. and acknowledged the meeting was taking place on Nuxalk Nation traditional territory.

Oath of Office, Courtney Kirk, Chief Administrative Officer

Oath of Office, Travis Hall, Director, Area B

Oath of Office, Gary Brown, Alternate Director, Area D

2. Adoption of Agenda

- i) Verbal report on Integrated Emergency Response Debrief

17-09-01 M/S Directors Schooner/Hall that the agenda be amended by including the late items above and that the agenda be adopted as amended. **CARRIED**

The Report on Integrated Emergency Response Debrief was subsequently tabled to the October meeting of the board.

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. Director Schooner and Chair Sayers noted that they have a direct pecuniary interest related to the second recommendation on the Administration Report, item C(f). Their reason for the conflict is that they will be remunerated directly. They will leave the meeting when the matter is discussed.

4. Disclosures of Interests Affecting Impartiality.

No disclosures affecting impartiality were made. Chair Sayers noted that should a conflict arise during the meeting, directors can also note it at that time and remove themselves.

(B) ADOPTION OF MINUTES

- a) Regular Board Meeting, July 20, 2017.

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17-09-02 M/S Directors Schooner/Johnson that the July 20, 2017 minutes be adopted as received.

CARRIED

PART II- PUBLIC CONSULTATION

Delegations – Nusatsum Property Owners Association Society (NPOA), request for partnership and leadership in moving forward with a fifty to one hundred year mitigation program for the Bella Coola Valley.

Ken McIlwain joined the meeting. One member of the gallery attended the public consultation.

Marvin Schmunk joined the meeting and presented on behalf of the Nusatsum Property Owners Association Society. He provided some background on the formation of the Society stating that it was a neighborhood association created after the 2010 flood in the Bella Coola valley for the purpose of planning flood mitigation.

The priority of the group was deemed to be the existing groyne at Nusatsum. They have previously approached the regional district with proposals to mitigate the flood hazard. Currently there are two applications "on the table": one for LIDAR (laser photos taken from the air) and the other for the groyne. The proposed mitigation methods include bedload removal and relocation and groyne repair. In recent years, the glacier melt has continued to accumulate large amounts of sediment.

The NPOA is not eligible for grant funding because they are not a charitable organization. They are asking the regional district to take the lead on moving forward.

Directors noted appreciation of the dedication of the group and acknowledged that they are being proactive rather than reactive. Mr. Schmunk noted that a risk assessment needs to be done as well as an overall assessment.

Mr. Schmunk left the meeting at 9:50am.

IN CAMERA MATTERS

MOTION TO GO IN CAMERA

17-09-03 M/S Directors Johnson/Brown that the meeting go in camera for the consideration of items under Section 90(1)(a) (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 Section 90(1) (c) and (g) (relating to labour relations or other employee relations; litigation or potential litigation affecting the municipality); and Section 90(1)(e) (relating to the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality); Section 90(2)(b) (relating to the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government) of the *Community Charter*.

CARRIED

The regular meeting resumed at 1:05 p.m.

a) Matters Brought out of Camera.

The board of directors received a resignation/retirement letter from Chief Financial Officer, Donna Mikkelson, effective December 31, 2017. The recruitment process will commence as soon as possible to fill the vacancy.

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Chief Administrative Officer's Report dated September 12, 2017.

The Chief Administrative Officer's Report includes a progress summary on the board's 2017 priorities and goals (Airport obstacle removal and management, Centennial pool upgrade and Official Community Plan update).

At the request of the Ocean Falls community, the September board meeting is being held in Bella Coola and the October board meeting will be held in Ocean Falls. Travel arrangements have been made and the water taxi has been booked.

The report includes commentary on the state of local emergency, plans to update the terms of reference for the Emergency Executive Committee, Nuxalk Nation and provincial government relations, next steps on the Service Delivery and Governance Study, notification from the Office of the Ombudsperson, the BC Ferry Authority call for nominations, and proposed advocacy meetings for the Union of BC Municipalities convention to be held at the end of September.

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|-----------------|---|----------------|
| 17-09-04 | M/S Directors Brown/Johnson that the Chief Administrative Officer's Report dated September 12, 2017 be received. | CARRIED |
| 17-09-05 | M/S Directors Brown/Johnson that the Board resolves to direct their UBCM delegates to advocate for the CCRD's relationship building resourcing needs (both funding and in-kind supports) if opportunity to meet with cabinet ministers is extended. | CARRIED |
| 17-09-06 | M/S Directors Hall/Schooner that the Board consider the opportunity to participate in developing a slate of qualified candidates for a BC Ferry Authority Board of Directors appointment and identify the Board's preferred candidate recruitment process.. | CARRIED |
| 17-09-07 | M/S Directors Schooner/Hall that the Board consider whether they wish a delegate to participate in the UBCM airport panel and if yes what focus the Board would like during the presentation. | CARRIED |

b) Proposed Equalization Strategy Position, report dated September 11, 2017.

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17-09-08 M/S Directors Brown/Schooner that the Board review and endorse the equalization strategy developed by the CAO and the CFO in order to reduce regional disparity, and that the Board UBCM delegates use the opportunity to access Cabinet Ministers by appointment to discuss potential Provincial support toward securing an audience with the Federal Cabinet to promote the strategy. **CARRIED**

c) The Office of the Ombudsperson, Quarterly Report April 1-June 30, 2017.

17-09-09 M/S Directors Hall/Brown that the Office of the Ombudsperson, Quarterly Report April 1-June 30, 2017, be received. **CARRIED**

Financial Services

d) Financial Report, dated September 7, 2017.

The Financial Report highlighted July and August activity which centered around the Local and Provincial states of emergency and the airport obstacle removal project. Of note is the provincial policy which has new provisions for reimbursement for base salaries for staff and rental of the regional district offices for the purpose of hosting the Emergency Operations Centre (EOC). In the past the province has only reimbursed for staff overtime during emergency events, but the introduction of the "host community" provisions allow for partial reimbursement of base salaries, in addition to the overtime. This is significant for the CCRD whose staff spent the majority of two months on emergency related work as part of the regular work day.

It is noted that unbudgeted appraisal costs at the airport will be incurred with the funds being derived from the capital works account which had originally been planned to accommodate the replacement of fascia boards and gutters on the terminal building. Estimated costs are approximately \$5,500.

Director Hall is interested in consultation between airport managers at the Bella Bella and Bella Coola airports to advance funding opportunities.

17-09-10 M/S Directors Hall/Brown that the Financial Report, dated September 7, 2017, be received. **CARRIED**

e) Regional district Signing Authorities.

17-09-11 M/S Directors Brown/Schooner that pursuant to Policy F-3 Signatories, the board of directors add Ken McIlwain, Operations Manager to the list of authorized signatories to accounts of the Central Coast Regional District (5038-5), which includes online banking and safety deposit box privileges; and further, that Cheryl Waugh, be removed. **CARRIED**

f) Director Remuneration during Emergency.

17-09-12 M/S Directors Hall/Brown that the board of directors authorize payment to Chair Sayers, Directors Richard Hall and Sam Schooner in the amount of \$150 for local work assignments on July 16, 2017 as a result of the provincial and local declarations of

emergencies, pursuant to section 1(c) of Schedule A of the CCRD Board Remuneration and Expenses Bylaw, No. 442; and further that Chair Sayers, Directors Richard Hall, Schooner, Travis Hall and Johnson be remunerated for meetings on July 20; and further that Chair Sayers, Directors Schooner, Johnson, and Travis Hall be remunerated for the emergency debrief session held on September 13 in the amount of \$150 for local work assignments. **CARRIED**

g) Board Remuneration and Expenses Bylaw, report dated September, 2017.

The Chief Financial Officer noted that for the most part, board remuneration rates have remained at 2009 levels, with some rates not being changed since 2004. She presented average amounts paid to directors and the chair using information gathered from 17 other regional districts in May of this year. The CCRD board is paid the least of all regional districts by a significant margin, however, the CCRD ranks in the top 9 when the overall budget amounts are considered as a percentage of director remuneration. Discussion was held at length on several sections of the existing bylaw.

17-09-13 M/S Directors Brown/Hall that the Board Remuneration and Expenses Bylaw report prepared by the Chief Financial Officer be received and that Bylaw No. 477, 2017 be drafted and given first reading at the October meeting of the board. **CARRIED**

Development Services

h) Community Economic Development Officer Report, dated September 11, 2017.

Community Economic Development Officer, Bridget Horel joined the meeting at 3:12pm.

17-09-14 M/S Directors Schooner/Hall that the Community Economic Development Officer Report, dated September 11, 2017 be received. **CARRIED**

Operations Manager, Ken McIlwain joined the meeting at 3:12pm. Bridget Horel left the meeting.

Operations

i) Operations Manager June report dated September 11, 2017.

The Operations Monthly Report contains August highlights of work completed at the Thorsen Creek Waste and Recycling Centre and the swimming pool. Updates are also provided for the skating rink, Snootli Creek Park, Denny Island Water and asset management planning. It is noted that a public consultation process is being designed to share information from the asset management planning process and solicit budgeting feedback from townsite waterworks users.

The BC Hydro re-greening project is nearing completion with the trees being planted recently. Thanks to BC Hydro for providing partial grant funding for this initiative.

Due to higher than expected costs associated with site grading, trucking in suitable fill material and concrete, the existing capital budget for 2017 is insufficient to complete the planned works at the new recycle depot and transfer station. Approval is being sought to use the funds accumulated in the Solid Waste Management Asset Replacement Fund. The expenditure will deplete the funds accumulated to date.

17-09-15 M/S Directors Brown/Johnson that the Operations Manager report dated September 11, 2017 be received and that the CCRD Board of Directors authorize expenditures from the Asset Replacement Fund for the replacement of the existing transfer station and attendants office at Thorsen Creek Waste and Recycling Centre in the amount of \$27,200.

CARRIED

Leisure Services Commissions

j) to (l) Centennial Pool Commission minutes dated July 25, August 8 and August 22, 2017.

The Pool Commission has met regularly throughout the operating season. The season will end at the end of September due to interest from the public and from schools.

17-09-16 M/S Directors Schooner/Hall that the Centennial Pool Commission minutes dated July 25, August 8 and August 22, 2017 be received. **CARRIED**

m) Denny Island Recreation Commission minutes, dated July 10, 2017.

17-09-17 M/S Directors Schooner/Brown that the Denny Island Recreation Commission minutes, dated July 10, 2017 be received. **CARRIED**

Protective Services

n) Emergency Operations Center report, dated September 11, 2017

Bridget Horel, Acting Emergency Operations Centre (EOC) Director rejoined the meeting at 3:25pm. She noted that the Precipice/Hotnarko fire is no longer a fire of note and is 40% contained. She advised that the evacuation alert can now be lifted.

The EOC Report contains information on the Precipice wildfire, the EOC Training session held on August 19th, the emergency response debrief session and recovery efforts. She also noted that the Bella Coola Harbour Authority intends to hold a mock disaster drill at the Bella Coola Harbour in October.

Chair Sayers noted the visit to the Precipice to meet with residents to learn how they had been impacted by the fires. Residents perceived a lack of response and questioned whether it was related to BC Parks policy with regard to suppression efforts in provincial parks.

Directors also suggested that the ferry system needs to be examined and clarified regarding passenger use during emergencies.

The board thanked Bridget for her good work during the emergency.

The intended addition to the agenda for the Integrated Emergency Response Debrief report will be put to the October meeting of the board.

17-09-18 M/S Directors Hall/Johnson that the Emergency Operations Center report, dated September 11, 2017 be received. **CARRIED**



Bridget Horel and Director Schooner left the meeting at 3:35pm.

Transportation Services

- o) Transportation report dated September 11, 2017.

The Transportation Monthly Report highlights work completed or progressing on the obstacle removal project at the Bella Coola Airport. Much of the work will be completed in late fall, and some residual timber felling, land clearing, field prep and seeding will finished up in the spring.

17-09-19 M/S Directors Brown/Johnson that the Transportation report dated September 11, 2017, be received. **CARRIED**

(D) EXECUTIVE REPORTS

- a) Chair and Electoral Area C Report.

Chair Sayers reported that it has been an active and sometimes stressful time for her on account of the emergency related to the fire situations. She noted her visit to Precipice residents. She has also been actively preparing for the upcoming Union of BC Municipalities convention at the end of the month.

- b) Electoral Area Reports

Area A – Director Johnson

Director Johnson said that the Wuikinuxv village had been caught in a large flood, and silt had accumulated as a result. The Hydro project is proceeding. He noted the existence of alcohol and drugs in the community. He is also interested in replacing the tsunami siren in the village. Although he lives 1700 feet from the siren, he is not able to hear it and is concerned about evacuation in the event of an emergency.

Area B- Director Travis Hall

Director Hall is interested in monitoring the traffic at the Bella Coola Harbour. He expressed concern about waste management and recycling in Bella Bella and the fact that it is being conducted in the middle of town. Director Hall will make a presentation to Council regarding the regional district's equalization strategy.

Area D- Director Richard Hall - No report.

Area E- Director Samuel Schooner - No report.

(E) BYLAWS AND POLICIES –

- a) Policy A-30 Staff Social Media Policy, proposed amendments.

The Staff Social Media Policy will be tabled until the October meeting of the board.

Director Schooner and Operations Manager, Ken McIlwain returned to the meeting at 3:50pm.

- b) Central Coast Regional District Bylaw No. 473, cited as the Denny Island Recreation Commission Bylaw No. 473, 2017.

17-09-20 MS Directors Brown/Schooner that Bylaw No. 473 cited as the Denny Island Recreation Commission Bylaw No. 473, 2017 having been given due reconsideration and having

met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**

c) Bylaw 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 2017.

Further to the Airport Rates and Charges Bylaw presented at the July 20th meeting of the board, it was again presented with slight modifications, along with a report from Operations Manager, Ken McIlwain. Bylaw 476 seeks to repeal Bylaw 452. The rates and charges have not been updated significantly in several years. Reference was made to the Bella Coola Airport Master Plan completed in February 2017 which was consulted to inform the rates and charges bylaw.

17-09-21 M/S Directors Schooner/Brown that Bylaw No. 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 2017, be now introduced and read a first time. **CARRIED**

17-09-22 M/S Directors Hall/Schooner that Bylaw No. 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 2017, having been given due and detailed consideration by the Board, be now read a second and third time. **CARRIED**

PART IV- GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- a) The Coast Sustainability Trust II, 2017 Second Quarter Report.
- b) UBCM, Gas Tax Agreement, Community Works Fund Payment.

17-09-23 M/S Directors Schooner/Johnson that the correspondence be received.

CARRIED

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 4:22 p.m.

Chair

Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT

DATE: October 6, 2017
TO: Chair Alison Sayers and Board of Directors
FROM: Courtney Kirk, CAO
SUBJECT: Administration Report – October 2017

Board Meeting
OCT 12 2017
 CCRD EM (a)

RECOMMENDATIONS:

- 1) That the October Administration Report be received.
- 2) That the Board resolve to support Administration to contract a short term emergency Recovery Manager preferably with demonstrated expertise in remote rural communications and economic development to help the Region recover from the impacts of this past summer’s wildfires.
- 3) That the Board resolves approval for Administration’s submission of an application to the federal Disaster Flood Mitigation funding program administered through EMBC.
- 4) That the Board of Directors resolves approval for Administration to submit a grant application to the Community Halls and Recreation Facilities Northern Development Initiative Trust in an amount of up to \$30,000 for the renewal of Walker Island Playground area.

STRATEGIC PLAN – Progress Summary

The 2017 Strategic Priorities and Goals:

Factor/Progress Update	Measure/Goal
40% Airport Management 1(a) Crown licenses signed. Conversations in progress with private land owners, Nature Conservancy Trust and Nuxalk Nation regarding private property access. 1(b) Completed. 1(c) In progress. Berm is removed. Ongoing cutting delays from fire ban (new completion projection spring 2018). 1(d) Some seeding underway, will continue spring 2018 – grant extension approved if necessary for seeding in spring 2018. 2. Letter of support received from Nuxalk Nation regarding license of occupation and project as a whole. Confirmed Nuxalk Nation involvement going back to early October 2016. Copy of draft Airport Master Plan delivered to Nuxalk	1. Start Tree Clearing Project by 28 February 2017 a) Permitting, engineering, surveying – complete by 31 March 2017 b) Tendering Process – complete by 30 April 2017 c) Falling and Clearing Obstacles – complete by 30 September 2017 d) Level, rotovate and seed – complete after fire risk season or 1 December 2017 2. Engage in discussions with Nuxalk Nation regarding long term sustainability of Airport (hold 3-4 meetings during 2017) 3. Develop options report for monitoring

<p>Nation Administration. Update on project progress provided to Nuxalk Administrator.</p> <p>3. In progress – see Airport Rates & Charges bylaw agenda item.</p> <p>4. No action. Wildfires impacted feasibility of paving crew travel. Option to bring issue forward to MOTI staffers at UBCM.</p>	<p>activities and airport (i.e. landing fees) – complete by 30 June 2017</p> <p>4. Advocate with province for the airport access road to be paved as a priority.</p>
<p>35% Centennial Swimming Pool upgrade</p> <ol style="list-style-type: none"> 1. Liner option study completed. 2. Conceptual design complete. 3. Initial stages. 4. Awaiting results of grant application to Strategic Priority Fund. 5. Submitted. 6. No progress. 	<p>Complete the following steps by December 31, 2017:</p> <ol style="list-style-type: none"> 1. Study alternative liner options. Replace if suitable cost effective alternative is identified; 2. Complete pool tank conceptual design options and assist commission with public consultation if significant variation from existing tank; 3. Complete full scale design and engineering detail cost estimates for the mechanical system and mechanical building and obtain Vancouver Coastal Health Approval; 4. Conduct Public Consultation re: pool tank and mechanical options – assessing appetite for borrowing and willingness to pay (assigned to Pool Commission); 5. Submit Strategic Priority Fund grant application (or alternative grant combination) if a suitable pool tank replacement option and funding formula are arrived at by Board and Commission; and 6. Begin collaborative engagement efforts to gauge interest in a new swimming pool facility (the start of the longer term possibility project).
<p>25% Official Community Plan</p> <ol style="list-style-type: none"> 1. In progress. ToR conversations with Nuxalk Nation delayed due to wildfire response. 2. Conceptual draft (based on report research and existing bylaws and plans) provided by consultant. Draft maps in hard and digital copy received. 3. TBD – the ToR dialogue will be determinative of community engagement strategy. A revised work plan for the OCP is underway. 4. In progress. 	<p>Complete:</p> <ol style="list-style-type: none"> 1. Terms of Reference by Spring 2017; 2. Background research by Summer 2017; 3. Community Workshops by Fall 2017; 4. Mid-term report on OCP by December 31, 2017

ADMINISTRATIVE MATTERS

Board Meeting

All action items from the September 14, 2017 board meeting have been completed with the exception of:

1. Resolution 17-07-09 approves the potential expenditure of the remainder of the Service Delivery and Governance Study (approx. \$10 000) toward a consultant led priorities identification project that will assist in developing Phase II—recommendations and implementation arising from the Service Delivery and Governance Study Report. Further discussion with staff from the Ministry of Municipal Affairs and Housing during

UBCM indicate that the remainder funds could instead be used to finance a public information visioning document that identifies the scope of service delivery the CCRD could potentially realize if the equalization strategy is implemented. A further resolution may be needed from the Board at the November meeting once further conversations have taken place with Ministry staff fleshing out what the project and public information deliverables could look like in light of the great success our delegates had bringing the equalization strategy idea forward at UBCM.

2. Funding for emergency management initiatives (April board meeting) is still a work in progress. The task had been delegated for discussion by the Emergency Executive Committee. The CAO is continuing a review of the Emergency Executive Committee Terms of Reference while investigating funding options in her dual role as Emergency Management Coordinator. To date an application has been successfully submitted to EMBC applying for a stream 1 flood risk assessment project under the federal Disaster Mitigation funding program. EMBC staff relayed that the federal government will not likely announce funding awards out of the call for applications before May 2018. Administration asks for Board approval of the proposal as prior discussion at the Board emphasized mapping and structural mitigation as opposed to risk assessment as the potential focus of the funding application.
3. BC Transit canceled their scheduled quality of service review planned for August 2017 due to the impacts of the wildfires. A BC Transit representative has rescheduled the visit for October 11 – 13. Any directors available on October 13 are invited to meet with the BC Transit representative to convey feedback on the local service. Administration would be delighted to facilitate meeting logistics.

Personnel

Administration wishes to express gratitude for the years of exemplary service provided by our soon to be retired CFO. Due to the CFO’s upcoming retirement, a recruitment process has been initiated. An advertisement seeking applications for the CFO position has been circulated in Municipal World, Civic Info BC and on our website. The posting will also be circulated in the next Nuxalk Nation flyer. Professional recruitment services have also been secured to assist with vetting applicants and the overall selection process.

CCRD Emergency Recovery

Administration successfully secured an Expense Authorization to contract short term Recovery Management services to assist the Region in recovery from the impacts of the wildfires. As communication blackout was identified as significant regional vulnerability during the wildfire and debriefing session, and as the economic pillar is identified as most needing recovery attention, Administration is prioritizing recruitment of a Recovery Manager with demonstrated expertise in regional remote communications system improvement and economic development. Administration seeks Board support through resolution for the impending opportunity to contract a communications and economic development specialist as the CCRD’s short term emergency Recovery Manager to help the Region recover from the impacts of this past summer’s wildfires.

Emergency Planning

Frontier Resource Management is progressing on the Emergency Plan Update Project. A comprehensive status report is in progress that will more completely update the Board of Directors on the Project’s progress.

Strategic Priorities

The CAO requests the Board to consider an initial strategic priorities session on November 8, 2016 to help inform administrative planning for next year, particularly work plans and goal setting during the end of year staff evaluations. An initial strategic priority session would also assist administration with budgeting. This would require the outer coast directors to travel to Bella Coola for both November 8th and 9th, as the next Board meeting is scheduled for November 9th.

Official Community Plan

Administration received draft maps in both digital and hard copy detailing significant terrain features and existing land use designations throughout the Bella Coola valley official community planning area. The maps arrived during UBCM. The CAO is in dialogue with the mapping consultant and provincial GIS specialists toward revising the maps with further layers, such as fire risk hazard data. Efforts toward securing resourcing supports to develop a terms of reference with the Nuxalk Nation toward official community planning are ongoing and progress was made in dialogue with provincial staff and ministers during UBCM. Resourcing supports may also be realized through support from Central Coast Marine Plan Implementation Advisory Committee as per a recent exploratory conversation between CC-MPAIC partners and Administration. More details will be forthcoming should planned discussions later in the month lead to a viable strategy for the Board to consider at the November meeting.

Lands

Notifications have been received from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development. Administration has begun a dialogue with the Ministry about dissemination of the referrals to members of our Board and the best mechanism for that dissemination. A broader conversation will ensue internally next week with further guidance from the Ministry on Freedom of Information Act considerations and how publicly their referrals are intended to be circulated. Until greater clarity is achieved, referrals received from August to October will be presented in-camera and process clarity will be brought forward at the November meeting after further dialogue with the Ministry. The Board is encouraged to offer comment on what has worked in their opinion in the past.

Fundraising

Administration has been working hard to identify potential funding sources for next year in spite of the significant operations disruptions experienced during the wildfire response. As such Administration requests support for the following funding application which can be brought forward for further detail and Board review during the November meeting. Administration seeks Board approval to submit a grant application to the Community Halls and Recreation Facilities Northern Development Initiative Trust in an amount of up to \$30,000 for the renewal of Walker Island Playground area.

GOVERNANCE MATTERS

Provincial and other Local Government Relations

The CAO recently attended the UBCM convention in Vancouver along with the Chair and Area B Director. The CAO wishes to express gratitude for the experience. The convention schedule was quite intense; however, it was a wonderful opportunity for networking and promoting the interests of the Region. Meetings were successfully held with the Regional

Director for the Ministry of Transportation, staff from Municipal Affairs and Housing, Parliamentary Secretary Rice and senior staff of Emergency Management British Columbia, and senior administrative staff with the Honourable Selina Robinson and the Honourable Scott Fraser in a joint meeting with Municipal Affairs and Housing and the Ministry of Indigenous Relations and Reconciliation.

UBCM Executive

Chair Sayers has been successfully re-elected for a Director at Large seat on the UBCM Executive. Congratulations Alison!

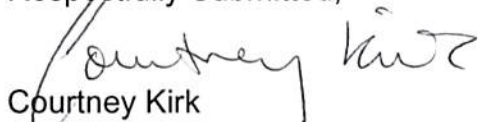
Alternate Directors – REMINDER NOTICE

Pursuant to section 755 of the *Local Government Act*, all directors are required to appoint an alternate director. They are also required to obtain signatures from two duly qualified electors who reside in their area, consenting to the appointment.

BC Ferry Authority – Call for Nominations

The BC Ferry Authority has issued a call for nominations for qualified individuals suitable for appointment to the board of directors of the Authority. Administration has posted an advertisement seeking candidates in all of the Nuxalk Nation Health and Wellness flyer, the Coast Mountain News and on our Website.

Respectfully Submitted,



Courtney Kirk
Chief Administrative Officer



(15)

CENTRAL COAST REGIONAL DISTRICT

DATE: October 5, 2017
TO: Courtney Kirk, Chief Administrative Officer
CC: Chair Alison Sayers and Board of Directors
FROM: Donna Mikkelson, Chief Financial Officer
SUBJECT: Financial Report Budget vs Actual Jan – Sep 2017



RECOMMENDATION:

THAT the financial report of actual revenue and expenditures against the annual budget for the period January to September, 2017 be received.

Summary

Attached is a report of income and expenditures for the first 3/4 of 2017. Overall, revenues and expenditures are in line with budget targets.

Revenue

Other Revenue

- Revenue has not yet been booked for the Northern Development Initiatives Trust portion of funding for the obstacle clearing project at the airport which will total \$95,175. The original budget was \$87,500.
- Also from NDIT, the \$45,000 grant for Economic Development Capacity Building for the Community Economic Development Officer has not been booked, nor has the \$8,500 for the Grant Writer
- Approximately \$36,000 will not be forthcoming as originally budgeted from the Rural Divided Fund for the update of the Official Community Plan because the grant was not successful.
- \$13,000 was budgeted for the paving of the Snootli arena, but will not be used given that paving will not proceed in the community in 2017.
- Overall, expect the other revenue to be under budget for 2017.

Provincial/Federal Grants

- 50% of the years' Gas Tax Agreement funds were received in July, with the balance being booked and received in November 2017 – (\$188,000 total).
- The major airport project for which we anticipate receiving \$280,525, as of the date of this report, has booked approximately \$171,000 from the Ministry of

Transportation and Infrastructure's BC Air Access Program (BCAAP). The MOTI funding will cover 75% of the costs.

- Overall, revenue from Provincial/Federal Grants will be at or near target for 2017.

User Fees and Charges

- Revenue from user fees and charges will meet or exceed targets in 2017. The slight reduction in swimming pool user fees (\$5,000 under budget) is offset by an increase in landfill user fees and charges (currently \$4,000 over budget). Airport rates and charges of \$76,000 are close to anticipated (\$88,000 budgeted for the year).

Expenditures

50035 Capital Works

Denny Island Airport

\$18,000 budgeted for roof replacement on the terminal building remains unspent.

Fire Department – Bella Coola

Only \$2,000 of the capital works budget of \$59,600 has been spent to date. The biggest item on the budget list is for a 1-ton diesel dually with a flat deck to replace the International.

Parks & Recreation – Bella Coola

\$24,000 of the total budget of \$25,000 remains unspent. The bulk of the proposed expenditures (\$20,000) will remain unspent given that a paving contractor will not be coming to the valley to pave the skating arena at Snootli.

Solid Waste Management

As reported last month, the Solid Waste Management capital works budget will be overspent, with funds to be derived from the Asset Replacement Fund (\$27,000).

50045 Community Development

Airport – Bella Coola

\$5,000 budgeted for the seeding of the airport will not happen until 2018. An additional \$67,568 is also set aside for airport initiatives from the Community Works Fund (see Operations Manager Report for additional detail).

Swimming Pool - Approximately \$22,000 has been spent on repairing the pool liner versus the budget of \$100,000 for replacing it.

Economic Development - \$10,000 has been budgeted for collaborative agreements with community groups and community development initiatives. To date less than \$1,000 of these funds have been spent, but are in progress.

Land Use Planning

\$23,200 has been budgeted for Mapping and other costs associated with the update of the Official Community Plan. To date, less than \$5,000 has been spent.

Community development costs overall, will be under budget in 2017.

50065 Maintenance

Actual maintenance expenditures are well under budget - \$88,000 budgeted vs. \$31,000 spent.

50131 Planning

Funds have been budgeted for business continuity/risk management planning, Denny Island conceptual design of the water system, and leak detection study for the Bella Coola Waterworks. Of the \$133,000 budgeted, \$25,000 has been spent on the completion of the Solid Waste Management Plan, asset management planning and the swimming pool assessments.

50206 Professional Fees

\$111,000 of the available \$195,000 for professional fees has been used to date. Audit fees of \$26,000 will be booked at year end. Financial Services expenditures will be over budget by year end, but this will be recovered by EMBC for extra work related to the fires. Legal fees are under budget by approximately \$5,000.

\$10,000 in consulting fees are still available for the completion of Phase I of the Governance and Service Delivery Study.

50245 Special Projects

Two projects were contemplated in this expense category: the obstacle clearing at the Bella Coola Airport (\$350,000) and the Filling Plan/Final Closure Contours at the landfill (\$51,750). The Airport budget has since been increased to \$380,700.

The airport project is well underway, with \$257,000 spent and recorded at the time of writing. (For additional details on this project, please see other staff reports.)

In order to proceed with the Filling Plan, revenue sources must be sought and confirmed, pursuant to the Solid Waste Management Plan.

Respectfully Submitted,



Donna Mikkelson, CFO

Central Coast Regional District
Revenue & Expenditures - Actual vs Budget
 All Schedules Combined

	Jan - Sep 17	Budget
Ordinary Income/Expense		
Income		
Apportioned Administration Serv	187,684	187,684
Local Taxation	745,381	745,381
Nuxalk Nation Contributions	78,750	105,000
Other Revenue	22,359	300,398
Provincial/Federal Grants	518,528	779,795
Regional Hospital District	13,500	13,500
User Fees and Charges	166,306	180,672
Total Income	1,732,509	2,312,430
Gross Profit	1,732,509	2,312,430
Expense		
50000 · Apportioned Administration fees	187,684	187,684
50030 · Bank charges	899	2,000
50035 · Capital Works	196,899	276,224
50040 · Communications	15,707	23,325
50045 · Community Development	22,674	222,768
50050 · Community Groups - Grants	17,500	17,500
50055 · Community to Community Forum		10,000
50060 · Contingency	2,851	34,070
50076 · Directors' Expense	59,648	86,925
50085 · Elections	277	1,500
50089 · Emergency Mmgt Initiatives	20,227	
50090 · Emergency Plan update (PHII)		26,306
50131 · Planning	24,733	133,593
50135 · Insurance Expense	29,879	28,593
50138 · Interest Expense	9,761	19,621
50165 · Maintenance	30,901	88,404
50175 · Memberships, dues & subscriptio	3,098	3,440
50185 · Nuxalk Agreement - Water Supply	21,275	23,917
50190 · Operating expenses	142,306	209,073
50195 · Payroll Expenses	413,579	625,742
50205 · Professional Development Expens	15,850	53,100
50206 · Professional Fees	110,768	195,213
50240 · Solid Waste Management	40,643	58,548
50245 · Special Projects	257,340	401,750
50250 · Supplies & small tools	32,003	41,700
50294 · Utilities	26,419	34,343
50295 · VIRL Regional Library Services	43,260	56,437
50316 · Asset Replacement	30,454	30,454
50999 · Landfill Post Closure Reserve	30,000	30,000
Total Expense	1,786,634	2,922,230
Net Ordinary Income	(54,125)	(609,800)
Other Income/Expense		
Other Income		
40004 · Budget surplus, begin of year		743,143
Total Other Income		743,143

10:45 AM
10/05/17
Accrual Basis

Central Coast Regional District
Revenue & Expenditures - Actual vs Budget
All Schedules Combined

	<u>Jan - Sep 17</u>	<u>Budget</u>
Other Expense		
50224 - Budget surplus, end of year		133,343
Total Other Expense		133,343
Net Other Income		609,800
Net Income	<u>(54,125)</u>	<u> </u>



CENTRAL COAST REGIONAL DISTRICT

DATE: October 05, 2017
TO: Courtney Kirk, Chief Administrative Officer
CC: Chair Alison Sayers and Board of Directors
FROM: Donna Mikkelson, Chief Financial Officer
SUBJECT: Board Remuneration and Expenses Bylaw

Board Meeting
 OCT 12 2017
 CCRD ITEM C(6)

RECOMMENDATION:

That the Board Remuneration and Expenses Bylaw be given first and second reading as amended.

The regional district's Board Remuneration and Expenses Bylaw No. 442, 2014 was reviewed and discussed at the June 2017 meeting of the board, along with a staff report indicating comparisons with other regional districts based on a survey completed by the Columbia Shuswap Regional District in May 2017. At that meeting, it was noted that in general terms, directors felt that the remuneration fell short in terms of the amount of time that is dedicated to regional district business. Accordingly, a new bylaw (477) was presented with questions of the board and new provisions noted in red at the September 2017 board meeting.

	2017 Budget	2018 Budget	Annual estimated Increase
Monthly Allowance – board chair	4,800	7,200	2,400
Monthly Allowance – RHD Chair	900	900	
Board meeting stipend – director or alternate	12,000	16,000	4,000
Local work assignments – half day**	3,000	12,500	9,500
Local work assignments – full day			
Attendance at Conventions (AVICC, UBCM)	4,000	5,000	1,000
Out of town representation	2,000	2,500	500
Travel allowance/reimbursement	5,500	<1,000	(4,500)
Meal allowance	1,500	2,600	1,100
Paper and printer supplies	1,500	1,500	
Cell phone and internet allowance	1,800	3,300	1,500
Total	34,000	52,500	18,500

Input received from prior sessions has now been incorporated into the new draft of the bylaw, attached. The table above represents the projected budget for 2018 using the new rates. Should the bylaw be adopted as presented, it represents approximately 2.5% increase to the tax levy.

Of note is the large variance for local work assignments. Historical costs are in the order of \$3,000 annually and include meetings such as strategic planning sessions, workshops, community meetings and collaborative efforts. The hourly rate of \$36 is determined by using the \$250 per day over a 7-hour period. The projected increase is meant to accommodate travel to board meetings with a stay in Bella Coola in order to maximize the cost of air travel to board meetings and to provide for other meetings and sessions to be held the day before board meetings.

By moving to a per kilometer rate for travel to board meetings, rather than the monthly allowance paid in the past, the regional district can expect to reduce the annual costs in this category. This change is as a result of discussion at the September meeting of the board.

Respectfully Submitted,



Donna Mikkelson, CFO

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 477, 2017

CCRD BOARD REMUNERATION AND EXPENSES BYLAW

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

WHEREAS the Board of Directors of the Central Coast Regional District is authorised by to provide for the payment of remuneration and expenses to the Board associated with carrying out regional district business, provided such remuneration is consistent with the annual financial plan;

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

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

1. Bylaw 442 cited as the "CCRD Remuneration and Expenses Bylaw No. 442, 2014" is hereby repealed.
2. Remuneration shall be paid and expenses reimbursed to members of the Regional Board consistent with Schedule 'A' attached hereto and forming part of this bylaw;
3. This bylaw may be cited as "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017".

READ A FIRST, SECOND AND THIRD time this 12th day of October, 2017.

ADOPTED this ____ day of _____, 2017

Chair

Corporate Administrator

"Certified a true copy of Bylaw No. 477, 2017 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017" as adopted on _____."

Corporate Administrator

CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 477
CCRD BOARD REMUNERATION AND EXPENSES BYLAW
SCHEDULE 'A'

1. **BOARD MEMBER REMUNERATION: (New rates in red; old rates noted in brackets)**

- a) Monthly Allowance:
 - Chair.....\$600.00(\$400)
 - CCRHD Chair\$75.00

- b) Board Meeting Stipend:
 - Vice Chair (when acting as Chair).....\$450 (350.00)
 - Director (or alternate director).....\$400 (300.00)

- c) Local Work Assignments for which a prior consensus of the Board has been reached:
 - Per hour.....\$36
 - Half Day (the definition of half day is at the discretion of the Board)\$ 75.00
 - Full Day (the definition of full day is at the discretion of the Board) \$150.00

It is the responsibility of individual directors to report local work assignments to the Chief Administrative Officer for reporting to the board of directors.

- d) Attendance at Conventions (AVICC, UBCM, etc): Per Day.....\$250 (\$200.00)
(for which a prior consensus of the Board has been reached)
- e) Out of Town Representation: Per Day.....\$250 (\$200.00)
- f) Travel for Out of Town Representation: Per Half Day.....\$125 (,\$100.00)
Per Full Day.....\$250 (\$200.00)

2. **REIMBURSEMENT FOR EXPENSES:**

- a) All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted. **Prior arrangements may be made to have registration fees, air travel and/or accommodation expenses paid directly by the regional district, in which case no reimbursement shall be made to the director.**

- b) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to regional district business. The private accommodation rate is \$35/night.

- c) The daily allowance for meals includes (\$15.00) **\$22** for breakfast, (\$18.00) **\$27** for lunch and (\$25.00) **\$40** for the evening meal provided such meals have not been provided as part of a convention or other event. Where meals are provided, there is no reimbursement if the director chooses to eat elsewhere. For full days, directors may claim a per diem of \$100 which includes all meals plus \$11 for incidentals.

In order to claim a meal allowance, the Director must be away from home on regional district

business for the entire period noted beside the applicable meal. ~~(There will be no reimbursement for alcoholic beverages.~~ For clarity, meals for Electoral Area Directors for areas A and B will be paid at actual costs by the regional district when they are in Bella Coola on regional district business.

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

- d) ~~c) Notwithstanding Section 1, Automobile travel outside the regional district for out of town representation shall be reimbursed as per Canada Revenue Agency’s Automobile Allowance Rates in effect at the time of travel. It is the responsibility of individual directors to report actual travel distance to the Chief Administrative Officer for reimbursement.~~

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

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

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

- e) For attendance at conventions, if requested, an advance may be made.
- f) ~~Notwithstanding the provisions herein, in recognition of the travel incurred within the electoral areas and within the regional district on regional district business, the Directors for Electoral Areas B, C, D and E shall be paid an allowance of \$100.00 per month.~~ Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.
- g) The sum of \$300.00 will be paid to each director annually, in May, in recognition of costs associated with paper and printer supplies.
- h) The sum of \$50 (\$25.00) per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.
- i) The sum of \$75 (\$50.00) per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.
- j) Reimbursement for remuneration and expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

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

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