



# CENTRAL COAST REGIONAL DISTRICT

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

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

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

## REQUEST FOR DECISION

**To:** Courtney Kirk, CAO  
**From:** Wendy Kingsley  
**Meeting Date:** February 8, 2018  
**Subject:** Amendment to December 14, 2017 minutes

### Recommendation:

*THAT the Board of Directors of the Central Coast Regional District resolve 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 Corporation.*

### Issue/Background Summary:

This resolution was made at the meeting but the minutes did not record it.

### Policy, Bylaw or Legislation:

n/a

### Financial/Budgetary Implications:

n/a

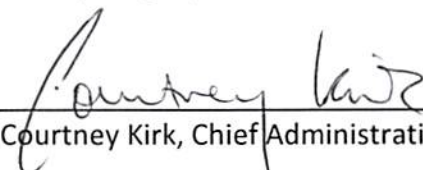
### Time Requirements – Staff and Elected Officials:

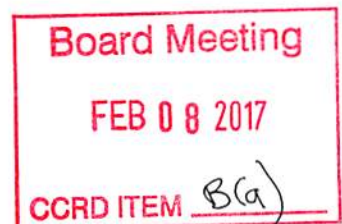
n/a

### Options to Consider:

n/a

Submitted by:   
Wendy Kingsley

Reviewed by:   
Courtney Kirk, Chief Administrative Officer





CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING MINUTES

DATE: December 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  
FEB 08 2017  
CCRD ITEM B(6)

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REGULAR BOARD MEETING MINUTES – December 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 Sam Schooner
	Chief Administrative Officer	Courtney Kirk
	Public Works Manager	Ken McIlwain (portion)
	CFO/Recording Secretary	Donna Mikkelson
	CEDO	Bridget Horel (portion)

Absent with leave: Electoral Area D Director Richard Hall

Members of the gallery – None

**PART I - INTRODUCTION**

1. **Call to Order**

The Chief Administrative Officer called the meeting to order at 10:15 a.m. and acknowledged the meeting was taking place on Nuxalk Nation traditional territory.

Election of Chair and Vice-Chair pursuant to s215 of the *Local Government Act* (RSBC 2015).

**17-12-01** M/S Directors T. Hall/Johnson that the election be conducted by ballot.

**CARRIED**

The CAO conducted the elections for the position of Chair. She called for nominations and received a nomination for Director Sayers, who agreed to let her name stand. The CAO called for further nominations, and hearing none, declared Director Alison Sayers as Chair.

The CAO conducted the elections for the position of Vice Chair. She called for nominations and received a nomination for Director Schooner, who agreed to let his name stand. The CAO called for further nominations, and hearing none, declared Director Samuel Schooner as Vice Chair.

Director Sayers assumed the Chair.

(b) Statement of Disclosure Distribution - Financial Disclosure Act.

The annual requirement for directors to submit disclosure statements was noted and forms were distributed to all directors.

2. **Adoption of Agenda**

(a) Introduction of late items

**17-12-02** M/S Directors Johnson/Brown that letters from Christine Hyde dated December 14, 2017 regarding flooding events, and from Wilma Hallam (undated) regarding the Society for the Prevention of Cruelty to Animals be added to the agenda under General Correspondence new items F(p) and F(q); and

that a request for a resolution of support to the Cariboo Chilcotin Coast Tourism Association for their application to Northern Development Initiative Trust for a grant for their Great Bear Project be added to the agenda after item C(e). New item C(e)(i); and

that the Special Report – Sale of Decked Timber at Bella Coola Airport dated December 13, 2017 from Operations Manager, Ken McIlwain be added to the agenda after item C(k). New item C(k)(i); and

that the agenda be adopted 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 interest during the meeting when the matter is discussed.

Directors did not disclose any financial interests in agenda items.

**4. Disclosures of Interests Affecting Impartiality**

Directors did not disclose any interests affecting their impartiality.

**(A) IN CAMERA MATTERS**

**17-12-03** M/S Directors Schooner/Brown that the meeting move in camera for the consideration of items pursuant to S90(1)(a) and S90(1)(e) and (g), S90(2)(b) and S 90(1)(l) of the *Community Charter*. **CARRIED**

**RECESS** The regular meeting recessed at 10:25am and reconvened at 2:05pm

**Release from In Camera – 2018 Strategic Priorities**

The Chair reported that the board had held a strategic planning session on December 13, 2017 and that the top two priorities determined for 2018 were emergency preparedness and governance. Other priorities considered were infrastructure, advocacy, economic development, parks & recreation and planning. A detailed report will be included in the February board meeting package.

**(B) ADOPTION OF MINUTES**

a) Regular Board Meeting, November 9, 2017

**17-12-04** M/S Directors Johnson/Schooner that the November 9, 2017 minutes be adopted.

**CARRIED**

**PART II- PUBLIC CONSULTATION**

**1. Delegations – no delegations**

**PART III – LOCAL GOVERNANCE**

**(C) OPERATIONS UPDATES & POLICY MATTERS ARISING**

**Administrative Services**

a) Chief Administrative Officer's Report dated December 9, 2017.

Board members noted that the deadline for providing a resolution to the Association of Vancouver Island and Coastal Communities annual convention is February 15<sup>th</sup>. It is the CCRD's intent to provide a resolution regarding the Equalization Strategy.

Chair Sayers noted that the regional district's meeting procedures bylaw needs to be updated, especially as it relates to holding in camera meetings by telephone when required. The current bylaw does not provide for this.

- |                 |   |                |
|-----------------|---|----------------|
| <b>17-12-05</b> | M/S Directors T.Hall/Brown that Chief Administrative Officer's Report dated December 9, 2017 be received.   | <b>CARRIED</b> |
| <b>17-12-06</b> | M/S Directors Schooner/T.Hall that board members attending the December 13 <sup>th</sup> work assignments be compensated for 1.5 days.  | <b>CARRIED</b> |
| <b>17-12-07</b> | M/S Directors T.Hall/Brown that Electoral Area A Director be compensated for 2 days for attending meetings on Denny Island on December 1 <sup>st</sup> and associated travel. |                |
| <b>17-12-08</b> | M/S Directors Johnson/Schooner that the Director for Electoral Area B be compensated for his attendance in Bella Coola for December 12 – 1 day.                               | <b>CARRIED</b> |
| <b>17-12-09</b> | M/S Directors Schooner/Brown that Electoral Area Directors for A & B be compensated for ½ day travel on December 15 <sup>th</sup> .   | <b>CARRIED</b> |
| <b>17-12-10</b> | M/S Directors Brown/T.Hall that Georgina Flamand be appointed as Alternate Director for Electoral Area A.   | <b>CARRIED</b> |
| <b>17-12-11</b> | M/S Directors Johnson/Brown that Valerie Humchitt be appointed as Alternate Director for Electoral Area B.  | <b>CARRIED</b> |



**17-12-12** M/S Directors Brown/T.Hall that all 5 Electoral Area Directors and the Chief Administrative Officer be authorized to attend the annual convention of the Association of Vancouver Island and Coastal Communities (AVICC) to be held in Victoria in April 2018.

**CARRIED**

b) Board appointments to Committees and Commissions, and Associations.

The following appointments were made to the CCRD's Commissions and Committees:

**17-12-13** M/S Directors Johnson/Brown that the following appointments be made to the **Centennial Pool Commission:**

Joan Cole	Karen Lansdowne	Nicola Koroluk
Connie Nygaard	Janice Kyle	Carol Thommasen

**CARRIED**

**17-12-14** M/S Directors Johnson/Brown that the following appointments be made to the **Denny Island Airport Commission:**

Jean Wood	Mark Schlichting	Danny Oliver
Ingmar Lee	Steve Emery	Doug Sharkey

**CARRIED**

**17-12-15** M/S Directors Johnson/Brown that the following members be appointed to the **Emergency Executive Committee:**

Director Schooner(Chair), Bridget Horel (Secretary), Chief Administrative Officer (EPC), Roger Harris (Nuxalk Nation), Ed Backman (Deputy EPC Ocean Falls,), Russell Snow (Deputy EPC Denny Island)

**CARRIED**

**17-12-16** M/S Directors Johnson/Hall that the following appointments be made to the **Economic Development Advisory Committee:**

Richard Hall (Director), Keith Hamilton (Nuxalk Development Corporation), Vacant (Heiltsuk Economic Development Corporation), Vacant (Ocean Falls), Ana Santos (Denny Island), Garret Newkirk (Bella Coola Harbour Authority), and Wilma Hallam and Rodney Krimmer (Members at Large).

**CARRIED**

**17-12-17** M/S Directors Brown/T.Hall that the following appointments be made to the **Fire Department Executive Committee:**

Director Sam Schooner (Board Representative), Fred Sorensen (Fire Chief), Gilles Dionne (Deputy Fire Chief), Janice Kyle (Secretary)

**CARRIED**

- 17-12-18** M/S Directors Schooner/Johnson that the following board member appointments be made:
- Association of Vancouver Island and Coastal Communities (AVICC):**  
Chair Sayers as Delegate and Director Travis Hall as alternate.
- CARRIED**
- 17-12-19** M/S Directors Schooner/Johnson that Director Richard Hall be appointed as board representative to the **Bella Coola Harbour Authority**.
- CARRIED**
- 17-12-20** M/S Directors T.Hall/Schooner that the following board members be appointed to the **Coast Sustainability Trust Regional Steering Committee (CST):**
- Director Johnson as board member, and Director Travis Hall as alternate.
- CARRIED**
- 17-12-21** M/S Directors Johnson/Schooner that the following board members be appointed to the **Municipal Finance Authority (MFA):**
- Chair Sayers as board member and Director Travis Hall as alternate.
- CARRIED**
- 17-12-22** M/S Directors T.Hall/Schooner that the following board members be appointed to the **Northern Development Initiative Trust (NDIT) Northwest Regional Advisory Committee:**
- Chair Sayers as member and Director Johnson as alternate.
- CARRIED**
- 17-12-23** M/S Directors Schooner/T.Hall that the following board members be appointed to the **Vancouver Island Regional Library (VIRL):**
- Director Johnson as board member, and Director Richard Hall as alternate.
- CARRIED**
- 17-12-24** M/S Directors Johnson/T.Hall that the following are nominated to participate on the **Central Coast Marine Plan Implementation Advisory Committee:**
- Chair Sayers as member and Director Richard Hall as alternate.
- CARRIED**
- c) Adoption of the 2018 Board Calendar
- 17-12-25** M/S Directors Johnson/Brown that the March board meeting be held on March 29<sup>th</sup> in Bella Bella.
- CARRIED**

- 17-12-26** M/S Directors Schooner/Johnson that the 2018 Board Calendar be amended by changing the date of the March board meeting from the 8<sup>th</sup> to the 29<sup>th</sup> and that the 2018 Board Calendar be adopted as amended.

**CARRIED**

\*An additional amendment was made later in the board meeting, changing the February board meeting to the 8<sup>th</sup>, instead of the 1<sup>st</sup>. See resolution #17-12-36

### **Financial Services**

- d) Preliminary Budget Report, dated December 7, 2017

The Chief Financial Officer presented a brief preliminary budget report which indicated a \$210,000 shortfall affecting operations for 2018. This would represent a 32% increase to the tax levy, so efforts are being made to increase the revenue from grants and other sources, as well as reduce proposed expenditures. Known increases are projected for an increase in the Vancouver Island Regional Library annual contribution and for the increases associated with a change to the Board Remuneration and Expense bylaw. The next presentation of the budget in February will also include modifications as a result of the board's strategic priorities.

- 17-12-27** M/S Directors T.Hall/Brown that the 2018 Preliminary Budget Report, dated December 7, 2017 be received.

**CARRIED**

**RECESS** A recess was called from 3:45pm to 3:55pm.

Bridget Horel, Community Economic Development Officer joined the meeting.

### **Development Services**

- e) Community Economic Development Monthly Report dated December 08, 2017

- 17-12-28** M/S Directors Johnson/Brown that the CCRD Board of Directors resolve to authorize the submission of an application to the BC Rural Dividend program project development stream for Improved Central Coast Rural and Remote Communications Connectivity and that the Board support this project through its duration.

**CARRIED**

- 17-12-29** M/S Directors Brown/Johnson that CCRD Board of Directors resolve to authorize the submission of an application to the BC Rural Dividend program to the single applicant stream for the Regional Marketing and Website Design Project and that the Board support this project through its duration, and further, that the CCRD submit the application under special circumstances.

**CARRIED**

- 17-12-30** M/S Directors Brown/Schooner that CCRD Board of Directors support the application to BC Rural Dividend Program from the Central Coast Communications Society for a Makerspace Project and direct administration to write a letter of support.

**CARRIED**

- 17-12-31** M/S Directors Schooner/Brown that CCRD Board of Directors support the application to the Northern Development Initiative Trust from the Bella Coola Music Festival for a



grant of up to \$2500 from the Fabulous Festivals and Events for operations costs of the 2018 Bella Coola Music Festival.

**CARRIED**

**17-12-32** M/S Directors Johnson/Brown that Economic Development Advisory Committee Meeting Minutes dated November 30th 2017 be received.

**CARRIED**

Directors expressed concern that the above projects were Bella Coola based. The CEDO explained that the connectivity and website/marketing applications were regionally based and included all electoral areas, and that the Vancouver Coastal Health Active Communities grant was for a project in Denny Island and Bella Bella.

(e)(i) Late Item – Cariboo Chilcotin Coast Tourism Association application to NDI

The Great Bear Project was designed to promote and develop consumer marketing assets for the Great Bear Rainforest and its access points. Content and marketing are proposed to enforce the concept of Super, Natural British Columbia and align seamlessly with Destination BC in typeface, tone and graphic design.

**17-12-33** M/S Directors Brown/Johnson that the Central Coast Regional District supports the application to Northern Development Initiative Trust from the Cariboo Chilcotin Coast Tourism Association for a grant of up to \$20,000 for the Great Bear Project from the Northwest Regional Development account.

**CARRIED**

Bridget Horel, Community Economic Development Officer left the meeting.

### **Public Works**

f) Public Works Monthly report dated December 8, 2017.

Public Works Manager, Ken McIlwain, joined the meeting and informed the board that the application to Northern Development Initiative Trust for the replacement of outdated playground equipment did not qualify for funding. He noted that public engagement of the Bella Coola Waterworks users is in order in the new year to discuss operations and the requirements for asset replacement funds. A notice will accompany the toll invoices in early January. Otherwise, the report includes updates on solid waste management and recycling initiatives, recreation facilities and 2017 strategic initiatives.

**17-12-34** M/S Directors Hall/Brown that the Public Works December 2017 report be received.

**CARRIED**

The Public Works Manager left the meeting.

g) Centennial Pool Commission notes dated December 5, 2017.

**17-12-35** M/S Directors Brown/T.Hall that the Centennial Pool Commission notes dated December 5, 2017 be received.

**CARRIED**

Bridget Horel, CEDO and Emergency Operations Centre Director joined the meeting.

**Protective Services**

h) Emergency Program Coordinator Report, dated December 11, 2017.

The EOC Director (CEDO) and the Emergency Program Coordinator (CAO) presented a report on emergency program highlights of the past month. The report includes the initial meeting of the Bella Coola Valley Interagency Emergency Council held on November 21, as well as the Town Hall meeting scheduled for December 13<sup>th</sup>. Emergency Operation Essentials Training has been confirmed for January 30<sup>th</sup> and 31<sup>st</sup> which will be expanded to include Core training as well. The update of the regional district emergency plans is scheduled to be completed in early 2018 to allow for sub regional committee development in the outer coast which will mirror efforts in the Bella Coola valley.

A second meeting of the Bella Coola Valley Interagency Emergency Council is scheduled to be held on February 22<sup>nd</sup>.

**17-12-36** M/S Directors Brown/Johnson that the February 2018 board meeting be rescheduled to be held on February 8, 2018.

**CARRIED**

**17-12-37** M/S Directors Johnson/Brown that the Emergency Program Coordinator report dated December 11, 2017, be received.

**CARRIED**

**17-12-38** M/S Directors Brown/Schooner that a letter of support be given to the Heiltsuk Tribal Council for their Indigenous Marine Response Centre (IMRC) November 2017 proposal to create a world-leading response system in the Central Coast.

**CARRIED**

i) Emergency Operations Centre Report, dated December 8, 2017.

The Emergency Operations Centre Report contains information on the tug Jake Shearer potential fuel spill, an update on the October flooding event and the EMBC Provincial After Action Debrief for the 2017 freshet and wildfire season. A copy of the review presentation is attached to the report.

**17-12-39** M/S Directors Schooner/Brown that the Emergency Operations Centre report dated December 8, 2017, be received.

**CARRIED**

Director Schooner left the meeting at 4:53pm.

j) After Action Review Emergency Social Services Report, dated December 6, 2017.

Wendy Kingsley, Emergency Social Services Director Designate provided a written report on the After Action Review of the 2017 freshet and wildfire season. The report includes a summary, an overview, points of discussion, and lessons learned.

- 17-12-40** M/S Directors T.Hall/Johnson that the After Action Review Emergency Social Services report dated December 6, 2017, be received.

**CARRIED**

**Transportation Services**

- k) Transportation Monthly Report dated December 8, 2017.

The Transportation Monthly Report includes highlights on the 2017 obstacle removal project at the Bella Coola Airport. Burning operations are underway. The report also notes the successful purchase of a 2002 Dodge Ram 3500 dually flat deck to be used as an airport winter maintenance vehicle.

- 17-12-41** M/S Directors T.Hall/Johnson that the Transportation Monthly report dated December 8, 2017 be received.

**CARRIED**

- k)(i) Late Item – Special Report - Sale of Decked Timber at Bella Coola Airport

- 17-12-42** M/S Directors Schooner/Johnson that the CCRD Board of Directors approve administration to negotiate and enter into a sales agreement with one, or both, Community Forests in the Bella Coola Valley, to dispose of the decked timber located on Bella Coola Airport Property and adjacent Licence to Cut tenures.

**CARRIED**

**(D) EXECUTIVE REPORTS**

- a) Chair and Electoral Area C Report -

The Chair noted contributions of regional district staff and asked for authorization to present each with a \$50 gift certificate.

- 17-12-43** M/S Directors Sayers/T.Hall that the board authorize staff gift certificates in the amount of \$50 each.

**CARRIED**

- 17-12-44** M/S Directors Sayers/T.Hall that a letter be written to the Ministry of Transportation and Infrastructure and another to Disaster Financial Assistance on behalf of Area C residents regarding the hazardous situation that was created as a result of the October 25<sup>th</sup> high water event, requesting special consideration of their plight.

**CARRIED**

Chair Sayers also thanked those present for yesterday's meetings (strategic planning session, interagency council meeting) and for the organization and attendance at the Town Hall last night. She also acknowledged the efforts of Director Schooner in attending and arranging the meeting with EMBC and the Nuxalk Nation. Chair Sayers also noted her attendance at flood-affected areas with Jennifer Rice, MLA and Parliamentary Secretary for Emergency Preparedness.

- b) Electoral Area Reports

- i. Area A -

Director Johnson reported that the Hydro project in Wuikinuxv has been delayed. The "bear situation" continues in the community. He thanked staff and the Chair for their work with the regional district.



ii. Area B –

Director T. Hall reported that sump pumps for waste water are being submerged at high tide and may need to be relocated. A pump is also needed in the community for septic tanks. The roads in Bella Bella continue to deteriorate and the village is struggling to maintain them by using concrete instead of asphalt. He is encouraged that communications are progressing between the regional district and the Heiltsuk Nation.

iii. Area D – No report.

iv. Area E – No report.

**(E) BYLAWS AND POLICIES**

- a) **Bylaw No. 477, cited as CCRD Board Remuneration and Expenses Bylaw No. 477, 2017.**

**17-12-45** M/S Directors Brown/T.Hall that Bylaw No. 477, cited as CCRD Board Remuneration and Expenses Bylaw No. 477, 2017, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

- a) AVICC Call for Nominations for AVICC Executive Committee.
- b) Letter from Selina Robinson, Minister of Municipal Affairs, dated Nov 21, 2017.
- c) Letter from Rod Krimmer, dated Oct 21, 2017.
- d) Letter to Jennifer Rice, from Wilma Hallam, dated December 8, 2017.
- e) Letter from UBCM re gas tax agreement, dated November 21, 2017.
- f) Letter from Ombudsperson, dated November 20, 2017, (full report is available on request.)
- g) Letter from Ernie Gladstone, Parks Canada, dated November 29, 2017.
- h) Email from Mary Tutt, dated November 8, 2017.
- i) Letter from Michel Bazille, dated November 20, 2017.
- j) Email from Mary Hutton, dated November 21, 2017.
- k) Email from Clarita Nicaragua, dated November 20, 2017.
- l) Email from S&K ONeill, dated November 20, 2017.
- m) Email from Carmelle Dry, dated November 21, 2017.
- n) Email from Jake & Nan Curry, dated November 22, 2017.
- o) Email from Elizabeth Endicott, dated November 23, 2017.
- p) (late) Letter from Christine Hyde, dated December 14, 2017.
- q) (late) Letter from Wilma Hallam, undated, re: SPCA Adopt-A-Pet

**17-12-46** M/S Directors T.Hall/Brown that General Correspondence items a) - q) be received.

**CARRIED**



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The Association of Vancouver Island and Coastal Communities (AVICC) call for nominations and resolutions will be brought to the February meeting of the board in order to meet their deadlines. Chair Sayers will contact the SPCA to discuss their requirements for being invited to our communities. Chair Sayers noted the high level of engagement with the community regarding emergency issues, and also reminded the meeting that emergency preparedness has been ranked the number one priority of the regional district for 2018.

**(H) ADJOURNMENT**

The meeting was adjourned at 5:20 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer

RECEIVED

FEB 01 2018

CENTRAL COAST REGIONAL DISTRICT

Central Coast Regional District

BYLAW NO. 449  
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: Feb. 1, 2018 Board Meeting Date Feb. 8, 2018

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

Bella Coola Valley Sustainable Agricultural Society.

Address: Box 326, Bella Coola, BC, V0T 1C0

Number of people attending: 3 Spokesperson Name: Nicole Kaechele

Subject of presentation: BCVSAS renewed strategic plan, and interest in receiving support from CCRO for upcoming grant application(s).

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

Contact person (if different than above): \_\_\_\_\_

Daytime telephone number: 250-982-2680 or 989-0115 (604)

Email address: nicolekaechele.bc@gmail.com

Will you be providing supporting documentation?  yes  no

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

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

Board Meeting  
FEB 08 2017  
CCRD ITEM 1. (a)

RECEIVED

FEB 01 2018

Central Coast Regional District

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449  
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: Feb 1, 2018 Board Meeting Date Feb 8, 2018

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

Hans Granander, Frontier Resource Management Ltd

Address: PO Box 216, Hagensborg

Number of people attending: 1 Spokesperson Name: Hans Granander

Subject of presentation: Submission of

CCRD Emergency Management Plan

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

New CCRD Emergency Management Plan overview.

Contact person (if different than above): \_\_\_\_\_

Daytime telephone number: 250-982-2515, cel: 604-828-1045

Email address: hcgranander@gmail.com

Will you be providing supporting documentation?  yes  no

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

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

Board Meeting  
FEB 08 2017  
CCRD ITEM 1. (b)

15



**Local Government Emergency Management Plan**



# ***Central Coast Regional District Emergency Management Plan***

This is the overarching document for the CCRD EMP which contains supporting Annexes and individual Emergency Response Plans for the Bella Coola Valley, Bella Bella, Denny Island and Ocean Falls communities.

*Updated by Frontier Resource Management Ltd  
January, 2018*



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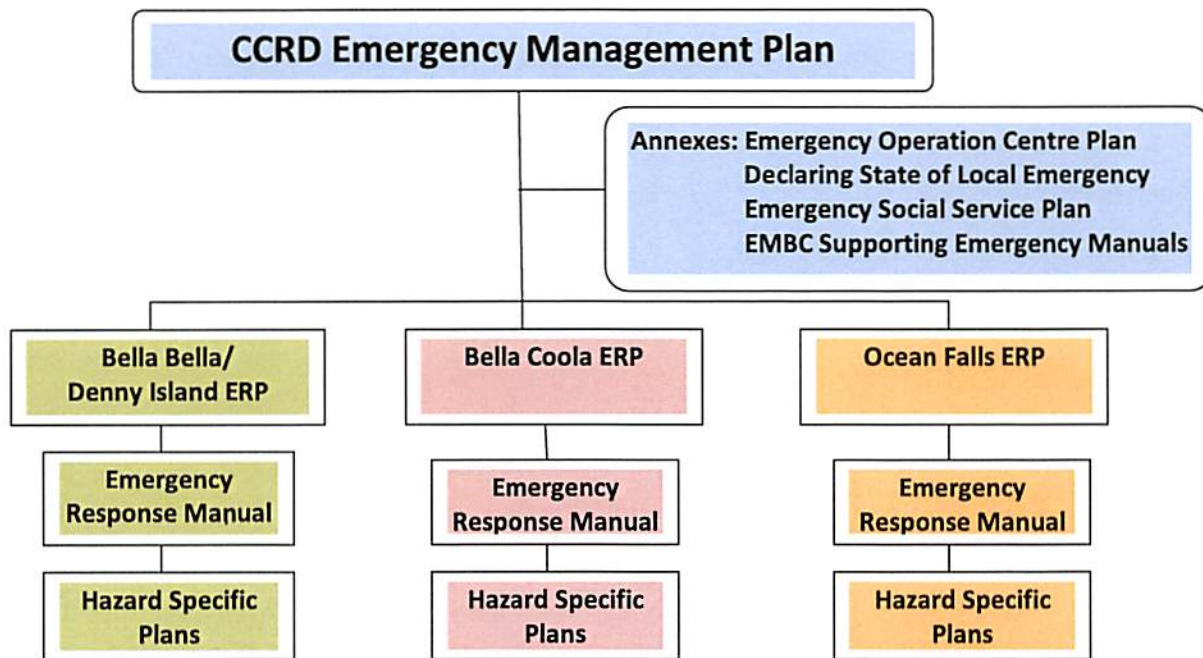


## Executive Summary/ Letter of Introduction

The Central Coast Regional District Emergency Management Plan (EMP) is the guiding document for how the CCRD will meet its legal requirements to:

- Identify and determine potential risk of disasters that may affect Central Coast communities
- Provide policy guidance and direction to emergency management organization
- Periodically review and update emergency plans
- Establish and maintain an emergency training program and periodically conduct emergency response exercises
- Establish procedures for implementing the emergency plans
- Establish procedures for notifying persons that may be in harms way
- Coordinate provision of food, clothing, shelter, transportation and medical services to victims
- Establish priorities for restoring essential services provided by the CCRD
- Recommend priorities to essential service providers.

The CCRD EMP consists of an overarching 'Emergency Management Plan' that provides general guidance how emergency management will be delivered throughout the Regional District. This section is supported by a series of Appendices and Annexes that provide additional generic information that apply universally throughout the Regional District. The following section provides individual 'Emergency Response Plans' (ERP) that provide information specifically for each of the Central Coast communities at Bella Bella /Denny Island, Bella Coola Valley and Ocean Falls.





# CENTRAL COAST REGIONAL DISTRICT

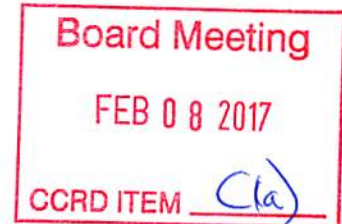
Encompassing the Coastal Communities of Ocean Falls, Bella Bella, Denny Island, Oweekeno and the Bella Coola Valley

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

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

**To:** Board of Directors  
**From:** Courtney Kirk, CAO  
**Meeting Date:** February 8, 2018  
**Subject:** Administration Report



## RECOMMENDATIONS:

*THAT the Board of Directors of the Central Coast Regional District receive the Administration Report.*

## ADMINISTRATIVE MATTERS:

### **Board Meeting**

All action items from the December 14<sup>th</sup>, 2017 board meeting have been completed with the exception of:

1. A letter of support for the Heiltsuk Tribal Council for their Indigenous Marine Response Centre November 2017 proposal to create a world-leading response system in the Central Coast was resolved on (17-12-38). However, the Board discussed hand delivering the support letter at the end of March while the entire Board is in Bella Bella for the March 29<sup>th</sup> Board meeting.
2. Written notices that were to accompany the Bella Coola Waterworks toll invoices in early January are forthcoming. There has been a consequential delay in dispersing the invoices which Administration is currently addressing.
3. Recommendations for revisions to the Regional District's meeting procedures bylaw particularly with respect to holding in-camera meetings by telephone has not yet been undertaken by Administration. However, Administration notes the emphasis placed on the matter by the Chair during the December 14<sup>th</sup>, 2017 meeting.
4. An advocacy letter from the Board of Directors has not yet been submitted to the Ministry of Transportation and Infrastructure to support road maintenance and infrastructure replacement needs at Ocean Falls. However, a detailed discussion took place with MOTI staff Todd Hubner and Kasey Foyston during their visit to the CCRD on November 21<sup>st</sup>, 2017 wherein Administration verbally relayed the feedback constituents from Ocean Falls provided during the Board's October 2017 meeting. MOTI continues to welcome a letter from the Board once it is prepared.
5. Resolution 17-07-09 (July board meeting) *approves the potential expenditure of the remainder of the Service Delivery and Governance Study (approx. \$10000) toward a*



*consultant led priorities identification project that will assist in developing Phase II.*  
UPDATE: Discussion with Ministry of Municipal Affairs and Housing staff continues with respect to the connection between the Equalization Strategy and addressing core systemic issues identified in the Governance and Service Delivery Study Report. Negotiations to have the funds released continue with staff at the Ministry of Municipal Affairs. The next meeting to discuss release of the funds is scheduled for Tuesday February 6<sup>th</sup> and so it is hoped that a further verbal update may be forthcoming at the Board's February 8<sup>th</sup>, 2018 meeting.

### **Personnel**

The second round of recruitment toward filling the position of CFO is underway. Applications close February 26<sup>th</sup>, 2018. To address the human resource need while the second round of recruitment is underway, Administration has temporarily contracted a financial services consultant seasoned in Regional District financial management to develop the Regional District's 2018 budget and guide the process.

The CCRD's Administrative Assistant Wendy Kingsley has announced her retirement effective March 31<sup>st</sup>, 2018. Administration wishes to thank Wendy for her years of dedicated service to the Regional District. Recruitment for a new Administrative Assistant is underway with applications closing February 26<sup>th</sup>, 2018.

A budgetary request is forthcoming for further human resources in the Regional District office as part of the public process. As support for the Emergency Program Coordinator function of the CAO is critically needed in anticipation of upcoming grant funding, scheduled training, emergency preparedness initiatives, collaborative negotiations with other governing bodies and agencies, and the opportunity to apply for further emergency management funds, Administration is seeking a temporary (fixed-term) emergency program coordinator assistant until dialogue around structuring and funding for the Emergency Program Coordinator position are finalized.

### **Budgeting**

Administration has contracted Jim Tarves Financial Management Services Consultant to assist Administration with the public budgeting process for 2018. Jim comes to the Regional District with many years of local government experience. Welcome Jim!

## **GOVERNANCE MATTERS**

### **Area A**

Area A Director Frank Johnson was elected Chief of the Wuikinuxv Nation on Monday January 29<sup>th</sup>, 2018. Administration offers sincere congratulations to Chief Johnson.


**Equalization Strategy – AVICC**

Administration has prepared a draft resolution package for submission to the Association of Vancouver Island and Coastal Communities (AVICC) (due February 14<sup>th</sup>, 2018) which will be offered as a late item at the February 8<sup>th</sup>, 2018 meeting.

**MLA Visit**

Parliamentary Secretary for Emergency Management and MLA Jennifer Rice visited Bella Coola on December 13, 2017 as detailed the Emergency Program Coordinator report. Thank you Jennifer!

Respectfully Submitted,

  
\_\_\_\_\_  
Courtney Kirk, CAO





## CENTRAL COAST REGIONAL DISTRICT

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

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

**To:** Board of Directors  
**From:** Courtney Kirk, CAO  
**Meeting Date:** February 8, 2018  
**Subject:** CCRD Board of Directors' Strategic Priorities 2018



### RECOMMENDATION:

*THAT the Board of Directors of the Central Coast Regional District receive the report.*

### **Summary:**

The Board released a statement from In-Camera during their December 14, 2017 meeting. The Chair reported that the board had held a strategic planning session on December 13, 2017 and that the top two priorities determined for 2018 were emergency preparedness and governance. Other priorities considered were infrastructure, advocacy, economic development, parks and recreation and planning.

### **Background:**

The Board of Directors of the Central Coast Regional District participated in a strategic priority setting exercise through November 2017 that involved review of their 2017 Strategic Priorities and outcomes, staff comments on desirable priorities for 2018, a review of the 2015-2019 Strategic Plan, a review of the Denny Island 2017 consultant led visioning report, the Board's individual interviews (one-on-one) with a seasoned planning consultant, and review of compiled outcomes of the directors' perspectives on important direction for the Region (derived through the consultant lead one-on-one interviews).

The Board's 2018 Strategic Priorities setting exercise was completed by way of a final strategic priority planning session held in the morning of December 13, 2017 where the Board discussed the outcomes of their review of the pertinent documents, their one-on-one interviews, compiled information of their interviews and their reflections on the directions needed for the Region.

During their December 13, 2017 Strategic Priorities planning session, the Board discussed the inherent challenges the organization faces in delivering on narrowly defined strategic outcomes (i.e. specific deliverables such as an official community plan by year end) given the high degree of grant dependency administration must contend with and limited human



resource capacity. The discussion inspired renewed appetite for utilizing the Regional District's advocacy mandate to bring attention to problems of, and campaign for solutions toward, the fiscal framework informing the Regional District's service delivery outcomes. The discussion also inspired the Board to focus on general priorities rather than narrow specific outcomes to foster measurable success in spite of at times highly uncertain financial circumstances informing service delivery (grant dependency) and extremely limited human resource capacity for delivering services to such a geographically broad and diverse population.

The general priorities the Board resolved on for discussion and ranking were emergency preparedness, governance, infrastructure, advocacy, economic development, recreation (and recreation areas like parks), and planning.

During their discussion, the Board specifically identified important ongoing projects (carried over from 2017) and new goals they viewed as captured within the general priorities identified. However, the Board emphasised that goals and outcomes discussed was neither necessarily determinative nor exhaustive and they would continue to guide Administration's particular goals and outcomes under each priority through changing circumstances in 2018 as is their role and prerogative as the Board of Directors.

The Board specifically emphasised the Bella Coola Valley Airport project toward re-gaining full certification through completion of the runway clearances project as a current critical goal under all of the emergency management, infrastructure and economic development priorities.

The Board also emphasised tsunami and marine disaster preparedness as particular focuses that should inform emergency preparedness activities for the outer-coast. The Denny Island community member identification of fire suppression as a priority for residents in Area A was also discussed by the Board in conjunction with emergency preparedness. Administration was encouraged to review human resource needs to execute the emergency preparedness projects that may potentially come to fruition for 2018 depending on the outcomes of funding proposals submitted. The importance of risk hazard assessment, training and emergency preparedness was emphasized by the Board.

The Board identified building a campaign for support for the equalization transfer payment strategy developed by the Regional District in the fall of 2017 as a current major focus informing their governance priority. The Board also encouraged administration to investigate alternative meeting strategies (given the escalating costs of director travel for monthly Board meetings) and an on-going review and amendment of the Region's bylaws and policies toward improving the Region District's service outcomes and achieving a high degree of organizational conformance.



The Board emphasized communications and connectivity as important focuses informing their ranking of all of emergency preparedness, governance and economic development. Improving the Regional District's ability to communicate with other governing officials and emergency service providers during disaster response was a focus of both the communications and connectivity discussion. An updated website to disseminate critical public information during an emergency, as well as to generally improve transparency and inclusion in the Regional District's governance, and to promote the Region in the general banner of the economic development was discussed. The Board also identified the Region's low connectivity impact on tourism and other business enterprises which informs current content of the Board's economic development priority.

The Infrastructure priority discussion routed heavily on the potential outcomes of the Denny Island Community Water System and Centennial Pool Strategic Priority Fund grant applications, as well as the runway clearances project at the Bella Coola Airport (outlined above as also falling under the emergency preparedness and economic development priorities). Policy development for establishing leaseholds on CCRD owned property particularly at the Bella Coola Airport was also identified as important potential outcomes under both the Governance and Infrastructure priorities.

In addition to a need to assess human resources to manage project oversight, the Denny Island Community Water System project, if successfully funded, will require significant front end work by administration around new service delivery establishment for Denny Island (also falling under the governance priority). The possibility of Regional District Denny Island volunteer fire department would likewise require significant administrative focus on the statutory processes for new service delivery establishment (again informing the Board's governance priority) and may have to be phased into 2019 depending on the outcomes of the Strategic Priority Grant fund applications for the proposed Denny Island Water System.

The Board also discussed a desire to see focus on education initiatives with respect to the Bella Coola Valley solid waste management service. Specifically, the Board encouraged administration to focus efforts on bringing the level of community education around waste management in line with the public education objectives identified in the Solid Waste Management Plan.

Building collaborative relationships with Wuikinuxv, Heiltsuk, and Nuxalk Nations was emphasised as a critical strategy toward advancing all the strategic priorities of the Region.

The information captured from the final strategic priority setting exercise was summarized for the Board during their in-camera meeting on December 14, 2017.



The Board was provided with the following summary of the ranking that was summarily gathered from the members of the board after they'd collaboratively identified the general headings they wished to prioritize.

### Ranking - Strategic Priority Setting for 2018

Priority	Outer Coast	Bella Coola Valley	Total	Total Ranking	OC Rank	BCV Rank	Combined
Emergency Preparedness	8	10	18	1	2	1	4
Governance	7	11	18	1	1	2	4
Infrastructure	18	17	35	3	3	3	9
Advocacy	22	17	39	4	4	3	11
Economic Development	22	27	49	5	4	6	15
Parks and Recreation	29	26	55	6	6	5	17
Planning	34	32	66	7	7	7	21

The result of the entire exercise was the general statement released from in-camera by the Chair on behalf of the Board on December 14, 2017 identifying the Central Coast Regional District's 2018 top Strategic Priorities as Emergency Preparedness and Governance followed by Infrastructure and Advocacy. Other Priorities included Economic Development, Parks and Recreation and Planning.

Respectfully Submitted,

---

Courtney Kirk, CAO



CENTRAL COAST

REGIONAL DISTRICT

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## REQUEST FOR DECISION

**To:** Courtney Kirk, CAO  
**From:** Donna Mikkelson for Tim Tarves  
**Meeting Date:** February 8, 2018  
**Subject:** Notice of Special Meeting – March 15, 2018



### Recommendation:

*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 10:00am at the regional district office, and by telephone conference.*

### Issue/Background Summary:

The financial plan, currently under development, requires additional consideration by the board of directors prior to the next regular meeting, scheduled to be held on March 29<sup>th</sup>. The *Local Government Act* requires that the financial plan be adopted by March 31<sup>st</sup> each year and it is deemed important that the board has the opportunity to provide significant input prior to final adoption; therefore, another meeting is appropriate and necessary.

### Policy, Bylaw or Legislation:

The "Central Coast Regional District Board Meeting Procedures Bylaw 467, 2016" provides for notice of special meetings as follows:

- 8(a) Except where notice of a special meeting is waived by a unanimous vote of all directors under Section 220(3) of the *Local Government Act*, before a special meeting of the Board the person responsible for corporate administration must:
- i) At least 24 hours before the date of the meeting, give notice of the general purpose, time, place and date of the meeting by way of a notice posted on the CCRD's notice board and website; and
  - ii) At least 5 days before the date of the meeting, mail to each member the notice of the general purpose, time, place and date of the meeting

### Financial/Budgetary/Asset Management Implications:

The financial plan will result in a bylaw that will guide the regional district financial operations for the year 2018.

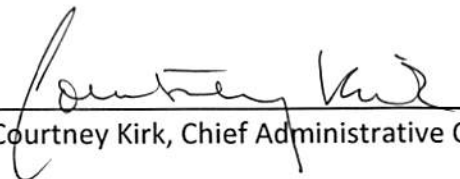
**Time Requirements – Staff and Elected Officials:**

It is anticipated that this meeting will require approximately 3 hours.

**Options to Consider:**

Other dates may be considered subject to the availability of directors and staff, but the meeting must be held late enough to allow enough time for the presentation to be developed and at the same time, early enough to provide for any amendments to be made prior to final adoption.

Submitted by:  \_\_\_\_\_  
Donna Mikkelson (for)  
Jim Tarves

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