

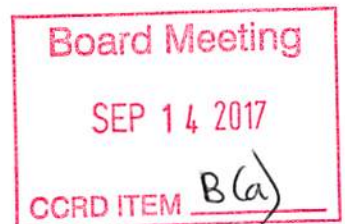


CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES

DATE: July 20, 2017

ATTENTION

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



REGULAR BOARD MEETING MINUTES – July 20, 2017

In Attendance:	Electoral Area A	Director, Frank Johnson
	Electoral Area B	Alternate Director, Travis Hall
	Electoral Area C	Chair, Alison Sayers
	Electoral Area D	Director, Richard Hall
	Electoral Area E	Director, Samuel Schooner
	Chief Administrative Officer	Courtney Kirk
	CFO/Recording Secretary	Donna Mikkelson
	Asst. Emergency Program Coordinator	Cheryl Waugh (portion)

Due to the State of Local Emergency, the meeting originally scheduled to be held in Ocean Falls, was held in Bella Coola.

PART I - INTRODUCTION

1. Call to Order

The Chair called the meeting to order at 10:45 a.m. and acknowledged the meeting was taking place on Nuxalk Nation traditional territory.

2. Adoption of Agenda

- i) Report on Emergency Operations Centre
- ii) Report on Service Delivery and Governance Study

17-07-01 M/S Directors Johnson/T. Hall that the agenda be amended by including the two late items above and that the agenda be adopted as amended. **CARRIED**

The report on the Emergency Operations Centre will be presented after the disclosures, and the report on Service Delivery and Governance Study will be inserted after agenda item C(b) in the Administrative Services section.

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. Chair Sayers noted that she has a direct pecuniary interest related to the second recommendation on the Administration Report, item C(a). Her reason for the conflict is that she will be remunerated directly. She 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 if appropriate.

Report on Emergency Operations Centre

This matter was inserted at the top of the agenda in recognition of the provincial state of emergency as well as the regional district's current State of Local Emergency. An emailed report "CCRD

Emergency Mgt" dated July 20, 2017 and authored by Cheryl Waugh, Assistant Emergency Program Coordinator, was circulated.

Cheryl Waugh joined the meeting.

Board members took the opportunity to ask questions related to the current emergency management of the Precipice wildfire and the potential for a westward evacuation from the Anahim Lake areas, as well as the ongoing wildfire situation in the Chilcotin affecting travel on Highway 20.

Directors requested that an organizational chart related to emergency management be posted on the regional district's website which would include the role of the Emergency Operations Centre (EOC) and of the office. Communications generally have been a concern.

It was confirmed that we are currently in a State of Local Emergency, that it would expire tomorrow, and that a request for renewal would be submitted for another 7-day period.

The board requested that additional information be included on the regional district's website so there is no disconnect with community organizations or constituents. The need for engagement, collaboration and interaction between the regional district and the Nuxalk Nation was highlighted.

Directors noted the importance of updates and briefings and requested consideration of a workshop on how the emergency structure functions and interfaces.

Cheryl Waugh left the meeting at 11:10am.

IN CAMERA MATTERS

MOTION TO GO IN CAMERA

- 17-07-02** M/S Directors R. Hall/Schooner 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) (relating to labour relations or other employee relations); 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) of the *Community Charter*. **CARRIED**

The regular meeting resumed at 1:30 p.m.

PART II– PUBLIC CONSULTATION

Delegations – Central Coast Chamber of Commerce/Denny Island Community Development Assoc.

Representatives of the Central Coast Chamber of Commerce (CCCC) and the Denny Island Community Development Association (DICDA) (Ana Santos, Dan Bertrand, and Mark Schlichting) joined the meeting by telephone. Chair Sayers expressed her disappointment that the board was unable to make the trip to Ocean Falls which would have facilitated a face to face meeting.

Dan Bertrand introduced the members of the group and provided background on the functions of the CCCC and DICDA. They have capacity on the ground to work with the regional district on service provision in the Denny Island Community. Between the two groups, their membership numbers 35 of the total 75 population of the community.

The board was directed to several sections of the Service Delivery and Governance Study dated April 26, 2017 which reflect concerns from the Denny Island population including service delivery, governance, and fair representation. The delegation provided a proposal to analyze solutions to resolve Denny Island governance and service delivery concerns that would include consultation with the CCCC and DICDA in a proposed Phase II Governance Study to determine if the concerns could be addressed by re-districting the CCRD electoral boundaries, creating a Local Community Commission, contracting between the two organizations and the regional district to deliver municipal services, incorporating a municipality for the Bella Coola Valley or transferring Denny Island and other communities to the Mt. Waddington Regional District.

Chair Sayers noted that she would rather Denny Island not leave the Central Coast Regional District and noted that the provincial government (which is the body that would facilitate municipal incorporation) has already noted the increased costs to ratepayers due to the requirement that they assume responsibility for roads. She committed to continued dialogue with the Denny Island community during the next phase of the Governance Study.

The delegation encouraged the passage of their motion as presented and insisted that they are the best organizations to work with in this effort and consider themselves the vehicle to represent the Island people.

Chair Sayers again apologized that the board couldn't be there in person to continue the conversation.

RETURN TO IN CAMERA MATTERS

The meeting returned to in camera matters at 2:10pm pursuant to resolution #17-07-02.

The regular meeting resumed at 3:15pm.

a) Matters Brought out of Camera

The board of directors, having received a declaration of no candidates in the matter of the by-election for an Electoral Area B director, appointed Travis Hall. The appointment will stand until the next general election in October 2018. A letter will be written to the Heiltsuk Tribal Council to advise of this appointment and the reasons for making it.

The board of directors also resolved to release an in camera motion from the June meeting as follows:

that the board of directors authorize administration to proceed with negotiations with current property owners regarding the acquisition of all or part of the property situated adjacent to the Bella Coola Airport (PID 001-958-119; Folio 339.000); and that subject to mutual agreement, proceed with the

arrangements to hold a public referendum and/or a collaborative or partnership agreement, if required, that would provide for the borrowing or other means to complete the purchase.

(B) ADOPTION OF MINUTES

a) Regular Board Meeting, June 8, 2017

17-07-03 M/S Directors Schooner/T. Hall that the June 8, 2017 minutes be adopted as received. **CARRIED**

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Chief Administrative Officer's Report dated July 13, 2017

The Chief Administrative Officer's Report includes an update on the 2017 strategic priorities and goals (airport project, swimming pool upgrade and Official Community Plan). It is also noted that a resolution to declare Aboriginal Day a statutory holiday was not forwarded to the Union of BC Municipalities (June board resolution #17-06-28) since this initiative is already a matter being considered from the 2016 convention. The report includes other administrative updates as well as current governance matters.

17-07-04 M/S Directors R. Hall/T. Hall that the Chief Administrative Officer's Report dated July 20, 2017 be received. **CARRIED**

Chair Sayers left the meeting stating a conflict of interest.

17-07-05 M/S Directors Schooner/R. Hall that Chair Sayers be remunerated for time spent in meetings and in interviews during the second round of the CAO Recruitment process in the amount of \$225 representing 1.5 days. **CARRIED**

Chair Sayers returned to the meeting.

17-07-06 M/S Directors Schooner/Johnson that the Chief Administrative Officer and Directors Sayers and Richard Hall be authorized to attend the UBCM convention with expenses reimbursed or paid pursuant to the remuneration and expense bylaw. **CARRIED**

17-07-07 M/S Directors Schooner/R. Hall that resolution #17-07-06, above, be amended by removing Richard Hall and replacing it with Travis Hall. **CARRIED**

17-07-08 M/S Directors Schooner/R. Hall that the board of directors hereby appoints Courtney Kirk as the regional district's Chief Administrative Officer effective June 21, 2017; and that the position of Chief Administrative Officer is also assigned the corporate responsibility of the Director of Corporate Administration Services pursuant to the CCRD Officers and Employees Bylaw No. 432, 2014 (and any subsequent

amendments) with powers, duties and responsibilities pursuant to S. 235 and 236 of the *Local Government Act*.

- b) Call for nominations for UBCM Executive.

Chair Sayers will be nominated to the Union of BC Municipalities executive as one of 5 positions of Director at Large.

Late Item - Governance Study Update (CAO Report dated July 19, 2017)

The Chief Administrative Officer circulated a Governance Study Update memorandum dated July 19, 2017 which was developed as a result of a meeting held on July 18, 2017 with staff from the Ministry of Community, Sport and Cultural Development regarding a possible "Phase 2" of the Service Delivery and Governance Study completed earlier this year.

- 17-07-09** M/S Directors Schooner/R. Hall that the board resolves to approve a potential expenditure of the remainder of the Service Delivery and Governance Study (approximately \$10,000) on a community engagement process to identify key priorities arising from issues identified in the Study, and that administration be authorized to select a qualified consultant to undertake the work. **CARRIED**

Financial Services

- c) Financial Report Budget vs Actual January – June 2017, dated July 13, 2017.

- 17-07-10** M/S Directors R. Hall/T. Hall that the Financial Report Budget vs Actual January – June 2017, dated July 13, 2017, be received. **CARRIED**

- c)i. Regional district Signing Authorities.

- 17-07-11** M/S Directors Schooner/T. Hall that pursuant to Policy F-3 Signatories, the board of directors add Courtney Kirk, Chief Administrative Officer to the list of authorized signatories to all accounts of the Central Coast Regional District; and further, that Darla Blake, past CAO, and Catherine McCullagh, past director be removed. **CARRIED**

Development Services

- d) Community Economic Development Officer Report, dated July 13, 2017

The Community Economic Development Officer Report includes updates on the Vancouver Coastal Health Active Communities Grant and the contract grant writer activities, a summary of the May 30th meeting of the North and Central Coast Ferry Advisory Committee, notes on the Denny Island visioning process, the Love Central Coast campaign, the Economic Development Operating and Delivery Plan and an update on progress on the Official Community Plan (OCP).

- 17-07-12** M/S Directors Schooner/R. Hall that the Community Economic Development Officer Report, dated July 13, 2017 be received and that the Active Communities Proposal be

expanded to allow for development of a collaborative project between the CCRD Denny Island Recreation Commission and Heiltsuk Nation. **CARRIED**

Operations

e) Operations Manager June report dated July 13, 2017

The Operations Manager report highlights operations and progress on solid waste and recycling services and recreations facilities (swimming pool).

17-07-13 M/S Directors T. Hall/Schooner that the Operations Manager report dated July 13, 2017 be received. **CARRIED**

Leisure Services Commissions

f) to (h) Centennial Pool Commission minutes dated June 13, June 27 and Jul 11, 2017

17-07-14 M/S Directors R. Hall/T. Hall that the Centennial Pool Commission minutes dated June 13, 2017, June 27, 2017, and July 11, 2017 be received. **CARRIED**

The June 27, 2017 Centennial Pool Commission meeting minutes indicate that one of the employees has a higher level of qualifications which makes her eligible to receive a higher rate of pay than that which is allowed in the regional district's Policy A-12(b) – Pool Pay Policy according to an age limit.

17-07-15 M/S Directors R. Hall/Johnson that the board of directors waive Policy A-12(b) and approve paying the staff member at the higher rate (+\$1.75/hr) prior to her 16th birthday at the beginning of August pursuant to the recommendation of the Pool Commission as resolved at their meeting of June 27, 2017. **CARRIED**

Protective Services

Late item – Considered at the beginning of the board meeting. See pages 2 and 3 – Report on Emergency Operations Centre.

i) Emergency Executive Committee minutes dated June 22, 2017

17-07-16 M/S Directors Schooner/T.Hall that the Emergency Executive Committee minutes dated June 22, 2017 be received. **CARRIED**

Transportation Services

j) Transportation report dated July 13, 2017

The monthly Transportation Report from the Operations Department highlights the work now underway on the 2017 obstacle removal project at the Bella Coola Airport which is proceeding on schedule and on budget.

17-07-17 M/S Directors Johnson/R. Hall that the Transportation report dated July 13, 2017, be received. **CARRIED**

k) Bella Coola Airport Rates and Charges, report dated July 13, 2017.

17-07-18 M/S Directors Schooner/R. Hall that the report on Bella Coola Airport Rates and Charges be received. **CARRIED**

(D) EXECUTIVE REPORTS

a) Chair and Electoral Area C Report

Chair Sayers has recently attended a meeting of the Northern Development Initiative Trust (NDIT) where they undertook strategic planning for the placement of future funding. Additional information can be found on the NDIT website. The Union of BC Municipalities executive is preparing for a changeover in the provincial government. She is currently assigned to the Resolutions Committee and the Convention Committee. Chair Sayers has received lots of feedback, questions and offers of help regarding the wildfire emergency and possible evacuation. She is interested most in developing additional collaboration and communication opportunities.

b) Electoral Area Reports

Area A – Director Johnson

The Wuikinuxv Nation is pushing ahead with their hydro project. The turbines will arrive in August. The appointment of an alternate director for Electoral Area A is in progress. The Nation currently has more children residing in the community than adults. The sockeye run is less than average and bears are evident in the community.

Area B- Director Travis Hall.

Director Hall is thankful for the support and the appointment as Director for Electoral Area B. He stated it is good to work as part of a team and to collaborate. He is happy to proactively represent the CCRD.

Area D- Director Richard Hall.

Director Hall indicated that he has received positive feedback on the hiring of the new Chief Administrative Officer. He thanked the Chief Financial Officer for stepping up to the plate during the absence of a CAO.

Area E- Director Samuel Schooner

Director Schooner reported on the provincial community to community forum held at the beginning of June. He considered that it was a very worthwhile experience and he found value in developing memorandums of understanding between Nations and the CCRD to make our region stronger and to enable us to move forward.

(E) BYLAWS AND POLICIES –

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

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

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

- 17-07-19** M/S Directors Schooner/R. Hall that all bylaws and policies (Items E (a), (b), and (c) be moved to the September meeting of the board. **CARRIED**

PART IV- GENERAL BUSINESS

(F) **GENERAL CORRESPONDENCE – none**

(G) **ADJOURNMENT**

There being no further business the meeting was adjourned at 4:15 p.m.

Chair

Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Board Meeting
SEP 14 2017
CCRD ITEM Part II 6

9:30 am

Date of Application: SEPT. 7. Board Meeting Date SEPT. 14.

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

N. P. O. A. NUSATSUM PROPERTY OWNERS ASSOCIATION
SOCIETY.

Address: _____

Number of people attending: 1. Spokesperson Name: MARVIN SCHMUNK.

Subject of presentation: NDMP- APPLICATIONS FOR
FUNDING FOR LIDAR AND NUSATSUM BRIDGE
REPAIR.

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

REQUEST FOR PARTNERSHIP AND LEADERSHIP
IN MOVING FORWARD WITH A FIFTY - 100 YEAR MITIGATION
PROGRAM FOR THE BELLA COOLA VALLEY.

Contact person (if different than above): _____

Daytime telephone number: 250-982-2341

Email address: NUSATSUM PROPERTY OWNERS @ 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) COPIES OF BOTH APPLICATIONS HAVE BEEN
EMAILED TO THE CAO - CCRD.

* 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.



CENTRAL COAST REGIONAL DISTRICT

DATE: September 12, 2017
TO: Chair Alison Sayers and Board of Directors
FROM: Courtney Kirk, CAO
SUBJECT: Administration Report – September 2017

Board Meeting
SEP 14 2017
CCRD ITEM C(a)

RECOMMENDATIONS:

- 1) That the September Administration Report be received.
- 2) 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.
- 3) 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.
- 4) 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.

STRATEGIC PLAN – Progress Summary

The 2017 Strategic Priorities and Goals:

Factor/Progress Update	Measure/Goal
<p>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 licence 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 Nation Administration. Update on project progress provided to Nuxalk Administrator. 3. In progress – see Airport Rates & Charges bylaw agenda item. 4. No action. Wildfires impacted feasibility of paving crew travel. Option to bring issue forward to MOTI staffers at UBCM.</p>	<ol style="list-style-type: none"> 1. Start Tree Clearing Project by 28 February 2017 <ol style="list-style-type: none"> 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 activities and airport (i.e. landing fees) – complete by 30 June 2017 4. Advocate with province for the airport access road to be paved as a priority.

<p>35% Centennial Swimming Pool upgrade</p> <ol style="list-style-type: none"> 1. Liner option study completed. Repairs and replacement of liner underway. 2. Conceptual design complete. 3. In progress. 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. Meetings scheduled with MARR and the MCSCD at UBCM to broaden funding and in-kind relationship building supports. 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. Planned mapping delayed due to wildfire (consultant engaged in response mapping needs) 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 July 20th, 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. The Ministry of Municipal Affairs and Housing confirmed on September 7, 2017 that the CCRD can repurpose the remaining 10k and utilize it for additional project scoping and priority setting. An administrative process to add the new terms and revise the date is underway. It is hoped the priorities setting project will get underway October 2017.

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 pursuing a review of the Emergency Executive Committee Terms of Reference while investigating funding options in her dual role as Emergency Management Coordinator. The National Disaster Mitigation funding stream focusing on flood risk mitigation through EMBC was assessed as a potential option as the CAO secured an application deadline extension. At this writing, the grant writer is evaluating the feasibility of the proposal timelines and a separate (late item) report may be brought to the Board.
3. BC Transit canceled their scheduled quality of service review planned for August 2017 due to the impacts of the wildfires. The CAO understood BC Transit’s intent was to reschedule the planned in community visit, however, there have been no updates as of yet to report the Board.

October Board Meeting visit to Ocean Falls

Travel arrangements have been confirmed for the CCRD Board of Directors and select staff to travel to Ocean Falls for the October Board meeting. September was not feasible as the Ocean Falls Improvement District elected a new Board of Directors in August and it was felt that a September Board meeting visit from the CCRD would be too soon.

Bella Coola Air Closure

Bella Coola Air has notified the CCRD that they will be closed for business until March 1, 2018. It is anticipated that the lack of service will greatly increase the costs of director travel to monthly Board meetings. Administration is investigating alternative modes of transportation and has booked water taxi (charter) as the most cost effective travel for the yearly outer-coast visit planned for Ocean Falls next month.

CCRD State of Local Emergency

A provincial state of emergency was declared on July 7, 2017 due to wildfires largely impacting the interior. The CCRD issued an Evacuation Order on July 9, 2017 impacting residents in ‘the Precipice’. Highway 20 and other highway closures due to the wildfires impacted the regular course of CCRD administration.

Considerable administrative effort has been directed at seeking financial compensation as a ‘host community’ for the loss of administration time and is reported on separately in the September 14, 2017 meeting agenda by the CFO.

The CEDO was assigned the Emergency Operations Centre (EOC) Director role on August 10 and has performed extremely well in the role in spite of limited experience. Correspondence (available through CAO) thanking the CCRD is reflective of everyone’s hard work in prioritizing communication and fostering interagency collaboration.

Through Emergency Management BC in-kind support, an EOC mentor was deployed to the community to provide 3 days of mentorship and training support. As per the Board’s request during the July 20, 2017 Board meeting, a workshop was organized on how the emergency structure functions and interfaces. CCRD officials, Nuxalk Nation officials and community service providers were the target audience. The workshop was held in the basement of the Nuxalk Nation Admin building and was well attended. Chair Alison Sayers attended the session.

As will be further reported by the EOC Director, ‘the Precipice’ evacuation order was rescinded on August 25, 2017 and Chair Alison Sayers cancelled the State of Local Emergency on August 28, 2017.

Emergency Executive Committee

In her dual role as Emergency Management Coordinator, the CAO is developing a work plan to draft a revised Emergency Executive Committee Terms of Reference for the Board's review and consideration at a future Board meeting. Barring further emergency response related administrative disruption; the work plan should be forthcoming later this fall and is tied to the CAOs work in supporting an integrated emergency response to the wildfires with the Nuxalk Nation. Input shared at the emergency response debrief session scheduled for the September 13, 2017 at the time of this writing will be used to inform suggested revisions to the Emergency Executive Committee Terms of Reference.

Emergency Planning

Frontier Resource Management is reporting on progress of the Emergency Plan Update Project directly to the CAO in her dual capacity as the Emergency Management Coordinator. Frontier Resource Management has been in regular contact and has readily attended joint meetings and collaborative conversations toward meeting the Project's goals. A comprehensive status report will be developed later in the fall to more completely update the Board of Directors on the Project's progress.

Staff Interviews / Review of work plans

The CAO began one on one staff interviews prior to the wildfires impacting the CCRD to learn about each staff members' position and scope of responsibilities, assess current work plans and mutually create criteria for performance reviews at year end. Now that the wildfires are having a lesser impact on the CCRD administration, the CAO is continuing the review process.

Official Community Plan

The CAO has assumed the role of primary lead on the Official Community Plan (OCP) for the Bella Coola Valley strategic priority. Primary focus is currently on expanding the resourcing available to further relationship building with the Nuxalk Nation toward a successful collaborative terms-of-reference or possibly a more comprehensive protocol. Conversation with staffers within the Ministry of Municipal Affairs and Housing and the Ministry of Indigenous Relations and Reconciliation is ongoing whereby the CAO is advocating for relationship building in-kind and funding supports that may be available through the Province. A revised work plan for the Board's review is forthcoming later in the fall.

It is recommended 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. Particularly needed is collaborative dialogue between the Ministry of Indigenous Relations and Reconciliation and the Ministry of Municipal Affairs and Housing to discuss needed supports, given the respective mandates of these two ministries.

GOVERNANCE MATTERS

Nuxalk Nation Relations

The full CCRD Board of Directors hosted Nuxalk Nation Chief and members of Council at the CCRD Office on July 20th and shared a meal. The elected leaders from both governments discussed historic barriers to collaboration and engaged in a promising

conversation toward better working relations into the future. Discussion turned to preparation for the community town hall that was held in unison later in the evening at the Moose Hall. CCRD Chair Alison Sayers and Nuxalk Nation Chief Wally Webber co-facilitated the town hall and committed to prioritize an integrated response by the two governments to better serve the needs of the entire community. The entire CCRD Board of Directors sat with the members of the Nuxalk Nation Chief and Council at the front of the hall together. Collectively the politicians offered the community reassurance of the emergency management work taking place and calmed fears with information. The dinner and joint town hall were an extremely important relationship building step and hope is had for further integrated efforts into the future.

Provincial Relations

CCRD Directors Hall and Schooner and Chair Sayers met with Nuxalk Nation Chief Wally Webber and members of Nuxalk Council along with Minister Farnworth (Minister of Public Safety), Parliamentary Secretary Rice and EMBC Assistant Deputy Minister Bob Turner on August 15, 2017 in the basement of the Nuxalk Nation Administration building. Senior administrative staff from both the Nuxalk Nation and the CCRD were present to provide technical support to the elected leadership. Select community members who were available to speak on critical service delivery interruptions created by the wildfires were also in attendance. The meeting was extremely productive as a smaller, informal discussion focused on the impacts of the wildfire. Director Schooner compellingly turned the discussion to the CCRD's lack of disaster preparedness, advocating strongly for resources and supports to be extended from Emergency Management BC toward the CCRD's mitigation needs. In particular, the elected officials spoke about flood mitigation measures and the wisdom of prioritizing smaller scale stream maintenance projects using local labour and expertise. Discussion was had about the barriers presented by provincial diking authority requirements. The Operations Manager spoke eloquently about the importance of the Bella Coola Airport and described the CCRD's efforts to remove runway visibility obstacles and the critical importance that the CCRD be sufficiently resourced to complete the project for the long-term viability of the airport, receiving an encouraging reaction from the politicians.

Service Delivery and Governance Study

A recommendation was made by the Interim CAO during the April 2017 Board meeting that specific recommendations on moving forward be brought forward by the new CAO. To that end, conversations with the Ministry of Municipal Affairs and Housing are well underway and a detailed work plan is forthcoming for the Board's review later in 2017. As detailed above, work is underway to implement the priorities identification project endorsed by the Board during the July 20, 2017 Board meeting.

Ombudsperson

The Office of the Ombudsperson has written to notify the Central Coast Regional District that as they did not close day complaint files for the CCRD between April 1 and June 30, 2017, we will not be receiving a report for this quarter. They also advised of the new Preventative Initiatives Team that is intended to "support authorities to proactively address issues in policy and program delivery to promote administrative fairness in public service" [correspondence attached]. Training opportunities to learn about their new reporting process have also been shared.

UBCM Nominations

Chair Sayers has been successfully nominated for a Director at Large seat on the UBCM Executive. The Nominating Committee Report containing Chair Sayers biography is available through the CAO. Good luck 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. According to the correspondence received, the *Coastal Ferry Act* requires that the four regional districts constituting the larger area in which the CCRD sits submit a joint list of 3 to 5 nominees by November 17, 2017 to fill one position on the board of directors of the Authority commencing April 1, 2018.

The CAO of Mount Waddington Regional District has written to propose that as in past years, each Regional District submit a single qualified candidate and so the joint list of the area will be four. His recommendation to his Board was:

“That the following process be used for nominating a Candidate for the BC Ferry Authority:

- 1. that media advertising and the online application method be used to seek applications;*
- 2. that a single candidate be chosen by the Board from the applications received;*
- 3. that the candidate be submitted as one of a slate of four candidates for the Northern Coastal and North Island Appointment Area representative and confirmed with the other Regional Districts in the area; and*
- 4. that the slate be ratified after UBCM by each Regional District Board in time to meet the November 17th deadline.”*

MWRD's CAO indicated that the reference to UBCM is to facilitate the opportunity for representatives from each regional district to meet and discuss the slate if so desired during UBCM. The qualifications for nomination are enclosed in correspondence available for review through the CAO. The CAO is told appointment to the Authority's board of directors is prestigious.

Advocacy

UBCM

The Union of BC Municipalities annual convention will take place in Vancouver from September 25-29th. Provision has been made in the financial plan to have two directors plus the Chief Administrative Officer attend. At the July 20, 2017 meeting, it was resolved that Director Travis Hall and Chair Alison Sayers would attend. The CAO will also be in attendance.

Meetings have been solicited with provincial staff and cabinet ministers through the usual UBCM appointment process. Convention organizers anticipate that announcements for meeting invitations will be released approximately September 13, 2017.

RCMP Deputy Commissioner Brenda Butterworth-Carr wrote to invite delegates to book appointments to meet with her at UBCM (correspondence available through the CAO). Local RCMP Sargent Skolrood visited Administration and Chair Sayers to personally

extend the meeting invitation on behalf of the Deputy Commissioner and to inquire whether there were any issues the CCRD Board would like to bring forward. Not hearing of pressing issues from the Board to discuss at UBCM, the CAO has not pursued an UBCM appointment with the Deputy Commissioner.

The Municipal Insurance Association of BC has sent notification of their upcoming AGM to be held on Tuesday, September 26th 2017 at the Fairmont Waterfront Hotel in Downtown Vancouver in the Mackenzie Room. Chair Sayers (or Alternate) has been invited to attend the MIABC's 30th Anniversary Reception. Correspondence from the MIABC is available for review through the CAO including this year's AGM Agenda Booklet.

The CCRD has been invited to present on the Airport (correspondence available through the CAO). The CAO recommends that the Board consider whether they wish a delegate to participate and if yes what focus the Board would like during the course of the CCRD rep's presentation. If PowerPoint is desired (not mandatory) the slides must be provided to the panel organizer by Friday, September 15, 2017.

Important Recognition

September 15, 2017 will mark CFO Donna Mikkelson's 25th year of service to the CCRD. Congratulations Donna and thank you on behalf of the Administration for your exceptional knowledge, professionalism, dedication and service to the Region.

Respectfully Submitted,

Courtney Kirk
Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT

DATE: September 11, 2017

TO: Chair Alison Sayers and Board of Directors

FROM: Courtney Kirk, Chief Administrative Officer

SUBJECT: **Proposed Equalization Strategy Position**

Board Meeting
 SEP 14 2017
 CCRD ITEM (b)

RECOMMENDATION:

That the Board review and endorse the equalization strategy developed by the CAO and the CFO detailed below, 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 Federal Cabinet to promote the strategy.

BACKGROUND

As summarized in the Interim CAO's April 2017 report to the Board on the CCRD Governance and Service Delivery Study, the Central Coast Regional District Service Delivery and Governance Study Final Report dated April 26, 2017 details existing CCRD services, relationships and governance in the regional district, as well as residents' opinions and perceptions about those services and governance. The Administration is aware that the Board is anxious to move forward with a Phase II toward developing recommendations out of the information contained in the Report.

Conversations with staff at the Ministry of Municipal Affairs and Housing are well underway and a detailed work plan is forthcoming for the Board's review.

In the interim, the CAO and CFO have been working on an equalization strategy that addresses underlying issues identified in the Service Delivery and Governance Study Report and would require Federal support for implementation. Many governance and service delivery challenges highlighted in the Report can be better understood by examining the fiscal gap that exists by way of population distribution throughout the Central Coast on and off reserve.

The work has been conducted in the spirit of addressing known issues while Phase II is initiated as per the Interim CAO's April 06, 2017 Service Delivery and Governance Study recommendation to the Board.

A briefing note has been developed for the Board's review, and if endorsed, to be used as a tool to move the strategy forward for discussion with politicians at the provincial and federal level in order to garner supports needed to develop the concept further and advocate for implementation at the federal level. The briefing note could also be used as the basis for developing communication tools to share the strategy with constituents and the Nations in the region to build local support.

The equalization strategy aims to address the fundamental fiscal federalism flaw that informs practically all of the service delivery and governance challenges detailed in the Study Report. However, it should be emphasized that in no way is the intent of the equalization strategy, as it has been conceptualized by the CCRD administration, to interfere with conversations pertaining to *Indian Act* municipal services, s.35 *Constitution Act, 1982* rights and title, specific claims or any other matter properly in the exclusive realm of Nation to Nation dialogues. The focus of the equalization strategy is simply to address a systemic fiscal issue impacting the CCRD's ability to deliver quality (and commiserate to other regional districts) services to our entire electoral base. We would expect to continue to negotiate municipal service partnerships with First Nations in our region and that in no way would our conversations about base operating funds impact on Nation to Nation dialogues pertaining to each Nations own service delivery ambitions.

The excerpt from the (revocable) briefing note prepared to secure potential dialogue at UBCM specific to the equalization strategy reads as follows:

TOPIC: New fiscal solutions to service delivery challenges on the Central Coast that would work to enhance integration and collaboration between the several governments operating at the local level.

BACKGROUND: The Central Coast Regional District is in the beginning stages of a campaign to secure an audience with members of Canada's federal cabinet to ask them to expand their *Constitution Act, 1982* s. 36 (Equalization and Regional Disparities) transfer payment program to include a local government population based equalization subsidy for those local governments who, like the CCRD, provide common use, shared or overlapping municipal services with on-reserve communities. A population based equalization transfer payment from the federal government to the CCRD (possibly dispersed through British Columbia treasury) would ameliorate the fiscal gap in the Central Coast that has not only chronically impaired our local government service delivery (including critical areas such as emergency management), but that also continues to polarize our communities and challenge reconciliation.

REQUEST: The CCRD would like to share with the Minister more about our strategy and equalization formula in the hopes that British Columbia will join us in pursuit of our solution to the *Indian Act* fiscal federalism gap that systemically leaves our local government (and others) unduly strained for resources resulting in unfairly limited capacity for service delivery to our broader on and off reserve electoral base.

The CFO has formulated an extrapolation from census figures and tax requisition totals resulting in a figure of \$925,745 additional base funds using the example of this operating year if a campaign for a local government equalization subsidy is pursued and is successful. As indicated in the CFO's explanatory email, the formula could be adjusted for more specific values and would impact the total figure accordingly. For exploratory purposes, the example equalization formula has been kept simple.

Respectfully submitted,

Courtney Kirk
Chief Administrative Officer

Courtney E. Kirk

From: Donna Mikkelson <cfo@ccrd-bc.ca>
Sent: Thursday, August 24, 2017 2:30 PM
To: Courtney Kirk
Subject: First Nation Equalization
Attachments: First Nation Equalization 2017.xlsx

Attached is a worksheet, as requested, that shows the current regional district's tax levy and the corresponding census population figures. If I've understood correctly, you've asked me to determine the amount of funding required to balance the amount of property tax received by the regional district with the population figures including on-reserve populations.

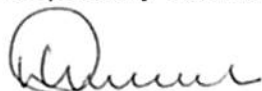
Essentially, the regional district's total tax levy (2017) is equal to \$677,881. That amount is contributed by ratepayers (business, industry, residential) with a population base of 1,403. This works out to \$483.17 per capita.

Using the per capita rate, and applying it to on-reserve populations (1,916), the amount of equalization would total \$925,745.

If your intent is to make on-reserve populations exactly equal the total tax levy of off-reserve populations, the rate per capita would be \$353.80.

I am happy to explore these numbers further if you wish. For instance, the regional district's tax levy is not directly related to on and off-reserve populations because of the various assessment classifications which include business and utilities. It may be worth exploring a more representative picture by using only residential property tax levies, which would then correspond more directly to the population base. I am cognizant of your request to keep it simple, and so I will leave it with you for now, but please let me know if you'd like additional information.

Respectfully Submitted,



Donna Mikkelson, CFO

Donna Mikkelson
 Chief Financial Officer
 Central Coast Regional District
 PO Box 186, Bella Coola, BC V0T 1C0



www.ccrd-bc.ca



Sept. 2017

Equalization Planning Based on First Nations Population

	2016 Census Population	2017 Tax Levy	Tax levy per capita
Area A	203	210,222	
Area B		4,004	
Area C	653	260,027	
Area D	399	148,808	
Area E	148	54,820	
Total	1,403	677,881	483.17

	On-Reserve Population	@ avg rate (\$483.17)	To equal (@\$353.80 per)
Area A	90	43,485	31,842
Area B	1019	-	360,522
Area C		492,346	-
Area D	807	389,914	285,517
Area E			
Total	1,916	925,745	677,881

	Total Population
Area A	293
Area B	1019
Area C	653
Area D	1206
Area E	148
Total	3,319

Ms. ~~Darla Blake~~ Courtney Kirk
Chief Administrative Officer
Central Coast Regional District
PO Box 186
BELLA COOLA BC V0T 1C0

August 28, 2017

RECEIVED

SEP 07 2017

Central Coast Regional District

Dear Ms. Blake,

RE: Quarterly Report April 1 – June 30, 2017

Our Office has recently updated our quarterly reporting process to provide public authorities with additional information from complaint files closed each quarter. As we did not close any complaint files for Central Coast Regional District between April 1 and June 30, 2017, you will not be receiving a report for this quarter. However, we wish to provide you with information about the changes we have made to our tracking and reporting processes in response to feedback received from public authorities during our strategic planning sessions held in the spring of 2016. We hope you will find our new reporting process useful for ongoing service and program planning within your organization, and look forward to hearing your feedback.

Our new quarterly reporting process will provide authorities with the following:

- The number of files our Office closed in the last quarter regarding their organization and the category under which these files were closed, including both investigated and non-investigated complaints. We have also included a description of our closing categories to assist authority staff in interpreting the data provided.
- Copies of all closing summaries from investigated files that were closed during the last quarter, indexed with the file number, complainant name, and the contact person within your organization for the matter we investigated.
- If available, a summary of the issue types identified in complaints that were closed in the last quarter. This information provides public agencies with a breakdown of specific categories of issues that are being reported to our Office in relation to the total number of complaints received. This data is provided for both investigated and non-investigated complaints. Issues tracking data is only available for select authorities or groups of authorities with sufficient complaint volume to implement issues tracking. We will be working on making changes as required to the issues tracking feature of the quarterly reporting process to ensure we are providing the most useful information to public authorities from trends being reported in complaints to our Office.

In addition, I am pleased to inform you that our new Prevention Initiatives Team has been established and is available for further outreach and consultation. This three-year pilot program is intended to support authorities to proactively address issues in policy and program delivery to promote administrative fairness in public service. A number of opportunities for consultation and education with the Prevention Initiatives Team will be announced in the coming months, and we welcome your recommendations and feedback on ways that the team may be of assistance to your specific organization over the course of the three-year pilot. In particular, we

Board Meeting
SEP 14 2017
CCRD ITEM (c)

would like to hear from you about how we can further improve our reporting to authorities, suggestions for training for your staff on our process and the principles of administrative fairness, and ideas for consultation projects to assist your organization with incorporating fair practices into changes to programs or service delivery. You can contact the Prevention Initiatives Team with your questions, ideas and requests for assistance at consult@bcombudsperson.ca.

An upcoming opportunity for initial engagement with our Prevention Initiatives Team is being offered by way of an interactive 60 minute webinar to discuss the changes to our quarterly reporting process, provide further information on how we will be tracking common complaint trends across authorities under our jurisdiction, and invite feedback on how we can continue to provide more useful reporting on the complaints our Office receives. This is also an opportunity for public authorities to communicate directly with our staff about our Office's role and process, with the goal of increasing collaboration towards continuous service improvement.

These interactive webinars have been scheduled for the following dates and times:

Tuesday September 26, 2017 at 10am

Wednesday September 27, 2017 at 2pm

If you are interested in attending one of these sessions or another webinar offering at a later date, I invite you to contact the Manager of the Prevention Initiatives Team, Rachel Warren, at RWarren@bcombudsperson.ca or 250-508-3068. As there are a limited number of spaces available, we request you contact us as soon as you are able to confirm your attendance, and before September 22, 2017. You may also wish to extend this invitation to another delegate within your organization. Additional opportunities to engage in collaborative consultation with our Office will be offered in the coming months.

I sincerely hope that our new quarterly reporting process will be more useful to your organization. I look forward to receiving your feedback.

Yours sincerely,



Jay Chalke
Ombudsperson
Province of British Columbia

23

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Yours sincerely,



Jay Chalke
Ombudsperson
Province of British Columbia