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MEMORANDUM

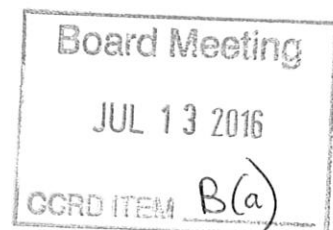
To: Darla Blake

From: Wendy Kingsley

Date: July 13, 2016

Re: Note to June 9th 2016 minutes

NOTE; Resolution 16-06-24 states that the July board meeting would be held in Ocean Falls on July 21, 2016. It was subsequently changed to July 20th and the location was changed from Ocean Falls to the Regional District office.





CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES
DATE: June 9, 2016

Board Meeting
JUL 13 2016
CCRD ITEM B(a)

REGULAR BOARD MEETING MINUTES – June 9, 2016

In Attendance:	Electoral Area A	Alternate Director Clint Coutts
	Electoral Area B	Director Reginald Moody-Humchitt
	Electoral Area C	Chair, Alison Sayers
	Electoral Area D	Director Richard Hall
	Electoral Area E	Director Samuel Schooner
	CAO	Darla Blake
	Public Works Manager	Ken McIlwain (portion)
	Operations Support Technician	Kyle Mettler (portion)
	Recording Secretary	Cheryl Waugh
Absent:	Electoral Area A	Director Cathi McCullagh (with approved leave)

Members of the gallery – one

PART I - INTRODUCTION

1. **Call to Order**

The Chair called the meeting to order at 9:08 a.m.

2. **Adoption of Agenda**

a) (Introduction of late items)

Vancouver Island Regional Library May 29, 2016 Board Meeting Report - Item (C) g)(i)

16-06-01 M/S Directors Schooner/Hall 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.

4. **Disclosures of Interests Affecting Impartiality**

The Chair reminded Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made.

(A) **IN CAMERA MATTERS**

(a) **Matters Brought Out of In Camera**

No matters were brought out of in camera

(B) **ADOPTION OF MINUTES**

a) **Regular Board Meeting, May 12, 2016**

16-06-02 M/S Directors Moody-Humchitt/Schooner that the May 12, 2016 minutes be adopted.
CARRIED

PART II- PUBLIC CONSULTATION

1. Delegations –

- a) Doina Varzaru, Quality Manager of Interior Roads, update on road maintenance and summer activities.

Doina Varzaru Quality Manager of Interior Roads, Central Cariboo and Pat Gunderson, Road Foreman, Bella Coola/Hagensborg Interior Roads contractor, joined the meeting to update on recent activities. Ms. Varzaru has taken over the position from Elcy LePage and will be visiting the valley and area monthly.

Current work this summer season has included some paving, brushing and patching. A donation was made to Sir Alexander Mackenzie High School in exchange for student litter pick-up around the townsite.

The equivalent of 3.5 kms of paving was done on some of the worst side roads while the paving crew was here. There are many more roads which need attention but material was limited. Ms. Varzaru heard from the Area Roads Manager with the Ministry of Transportation and Infrastructure (MoTI) and they are looking at temporary repair solutions for Airport Road, such as cold patching.

Shoulder mowing is in progress and hand brushing will begin soon. Base stabilization (dust control) will be applied on Heckman Pass later this month. Grading and brushing on Denny Island is scheduled for late June.

Ms. Varzaru and Mr. Gunderson reviewed some of the project priorities and hiring practices of Interior Roads. Their planning team puts together a list of priority areas and the work needed and then forwards it to the MoTI for final decision. Interior Roads maintains a list of qualified contractors to perform equipment work or hourly labour and anyone who applies will be taken into consideration. The local crew Mr. Gunderson represents are themselves contractors and as such they do not sub-contract and have very little internal employee turnover.

It was noted that highway line painting will be completed later this summer and that it is the responsibility of the Ministry of Transportation and Infrastructure and not Interior Roads, which is essentially the maintenance contractor.

The Chair thanked Ms. Varzaru and Mr. Gunderson for attending and providing the information. They left the meeting.

- b) RCMP – quarterly update with statistics and reporting on the RCMP Performance Plan Sgt. Thiessen joined the meeting to provide a quarterly update assisted by a handout of statistic charts up to May 2016. Overall, statistics are trending downwards for reporting areas that include driving complaints, impaired driving, assault/sexual assault, break and enter and mischief.

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With regards to the performance plan this year, the RCMP 1st quarter ends in June. They are on track with social programs, connecting individuals with the right agencies for help and getting people engaged early before things are an issue. Members are working hard on all levels of crime prevention and citizen safety. Sgt. Thiessen noted that if the relationship building continues gains will be made.

A 5th member of the RCMP will be arriving in the valley in approximately 60 days. This will be the first time the Bella Coola Detachment will have five members and it will be a welcome boost in resources.

The Chair thanked Sgt. Thiessen very much for everything he and the other members do. It is a tough job and they are doing good work. Sgt. Thiessen left the meeting.

- c) Ana Santos, President of Denny Island Community Development Association and Central Coast Chamber of Commerce. Policy F-16, request for amendment.

Ana Santos provided a short power point presentation and an updated spreadsheet explaining her understanding of the Gas Tax Fund. She asked that the CCRD's *Policy F-16 Community Works Fund Allocation* be amended with a clause so funds can be distributed to Regional District areas even without the presence of a CCRD service.

Ms. Santos thanked the Board for listening and receiving her emails and she looks forward to working together.

The Chair expressed appreciation for Ms. Santos' level of engagement and the work it took create her presentation. The Chair understands Ms. Santos wants a quality of life in her community and wants to see more resources towards that. Policy F-16 will be reviewed later in the agenda.

Ms. Santos returned to the gallery.

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- a) Chief Administrative Officer's Report dated June 2, 2016

16-06-03 M/S Directors Coutts/Hall that the Chief Administrative Officer's Report dated June 2, 2016 be received.

CARRIED

Chief Administrative Officer, Darla Blake spoke to some of the items in her report including progress of the Governance Study and research done seeking funds for operational safety projects at the airport. The CAO also received a number of queries regarding the paving of Highway 20 and some of the side roads.



The CAO informed the Board that information was received from the Union of BC Municipalities with regards to the *Fire Safety Act* which may impact the Regional District. Once again there appears to be a requirement for an inspector for public buildings. It was understood this requirement had been reversed when other regional districts had earlier protested and took their concerns to the Province.

16-06-04 M/S Directors Hall/Schooner that a letter be sent to the Ministry of Transportation and Infrastructure requesting explanation of the following: selection criteria for paving side roads; lack of overall community consultation surrounding the Highway 20 paving project; hiring practices.

CARRIED

(i) 2016 Union of BC Municipalities Call for Nominations

16-06-05 M/S Directors Hall/Moody-Humchitt that the report 2016 UBCM Call for Nominations be received.

CARRIED

16-06-06 M/S Director Schooner/Hall that Reg Moody-Humchitt be nominated to run for the position of Small Communities Representative on the 2016-17 Union of BC Municipalities Executive.

CARRIED

16-06-07 M/S Directors Moody-Humchitt/Schooner that Alison Sayers be nominated to run again for the position of Director at Large on the 2016-17 Union of BC Municipalities Executive.

CARRIED

16-06-08 M/S Directors Schooner/Coutts that Reg Moody-Humchitt attend the 2016 Union of BC Municipalities Convention as the CCRD's second delegate.

CARRIED

b) Association of Vancouver Island and Coastal Communities 2016 Resolutions discussion paper, dated June 2, 2016.

16-06-09 M/S Directors Hall/Moody-Humchitt that the AVICC 2016 Resolutions discussion paper dated June 2, 2016 be received.

CARRIED

RECESS

The regular meeting resumed at 11:10 a.m.

Financial Services

b) Filing Under the Financial Information Act, SOFI 2015

16-06-10 M/S Directors Hall/Schooner that the report Filing Under the Financial Information Act, SOFI 2015, be received.

CARRIED

16-06-11 M/S Directors Schooner/Hall that the Statement of Financial Information (SOFI) prepared by the Chief Financial Officer pursuant to *Financial Information Act (FIA)* for the year ended December 31, 2015 be approved and submitted to the Ministry of Community, Sport and Cultural Development.

CARRIED

Development Services

d) Economic Development Advisory Committee Minutes, dated May 19, 2016

16-06-12 M/S Directors Moody-Humchitt/Hall that the Economic Development Advisory Committee Minutes, dated May 19, 2016 be received.

CARRIED

ii) Community Economic Development Report, dated June 2, 2016.

16-06-13 M/S Directors Coutts/Hall that the Community Economic Development Report, dated June 2, 2016 be received.

CARRIED

16-06-14 M/S Directors Schooner/Moody-Humchitt that an application be made to the Northern Development Initiative Trust Grant Writer Support program for the November 2016 intake.

CARRIED

e) Land Use Planning

(i) Official Community Plan Update and Review Report, dated June 2, 2016.

16-06-15 M/S Directors Coutts/Hall that the Official Community Plan Update and Review Report dated June 2, 2016 be received.

CARRIED

16-06-16 M/S Directors Moody-Humchitt/Hall that CCRD administration proceed with the Bella Coola Valley Official Community Plan update and rewrite and work to incorporate the recommendations outlined in the Landworks Consultants Inc. "CCRD OCP review" memorandum dated May 20, 2016 and economic development specific sub-content;

AND that CCRD administration submit an application to the BC Rural Dividend Program prior to the October 31, 2016 deadline for an OCP update and rewrite;

AND that Tanis Shedden be appointed as project lead to the Bella Coola Valley OCP update and rewrite.

CARRIED

(ii) Land Use Planning Report, dated June 2, 2016.

16-06-17 M/S Directors Moody-Humchitt/Coutts that the Land Use Planning Report Dated June 2, 2016 be received.

CARRIED

Public Works

- f) Public Works Monthly report dated June 2, 2016.

Public Works Manager, Ken McIlwain and Operations Support Technician, Kyle Mettler joined the meeting.

16-06-18 M/S Directors Coutts/Hall that the Public Works Monthly report date June 2, 2016 be received.

CARRIED

Solid Waste Management

The Public Works Manager reported that a lot of time has been focused on progressing the landfill transfer station site, which included preparing and paving the roadway. A geotechnical engineer will be arriving in the next week to help formulate the building tendering process.

Walker Island Park

Damage was done to the roof ridge cap of the new concession building, ostensibly from children throwing a ball across the roof to each other.

In a separate incident, chalk was used to deface the bbq pit building, the concession building and the Brad Cole Memorial Sandbox. Thank you to the volunteers who went to considerable effort to clean off the damage.

Snootli Skating Rink

The Operations Support Technician reported that funds had been approved by the Northern Development Initiative Trust (NDIT) for upgrades at the rink, which included the possibility of paving. The paving contractor did not have extra material for this purpose and it is hoped the paving can be completed in 2017. The CCRD is awaiting word from the NDIT as to whether the project funds can be extended to next year.

The Public Works Manager and the Operations Support Technician left the meeting.

Leisure Services Commissions

- g) Centennial Pool Commission minutes dated June 1, 2016.

16-06-19 M/S Directors Moody-Humchitt/Coutts that Centennial Pool Commission minutes dated June 1, 2016 be received.

CARRIED

- (i) Vancouver Island Regional Library May 28, 2016 Board Meeting Report

16-09-20 M/S Directors Moody-Humchitt/Coutts that the Vancouver Island Regional Library May 28, 2016 Board Meeting Report be received.

CARRIED

Transportation Services

- h) Transportation Report - Bella Coola Airport/Denny Island Airport dated June 2, 2016.

- 16-06-21** M/S Directors Hall/Schooner that the Transportation Report - Bella Coola and Denny Island Airport dated June 2, 2016 be received.

CARRIED

(D) EXECUTIVE REPORTS

- a) Chair's Report –see Area C Report

- b) Electoral Area Reports

- i. Area A – Alternate Director Coutts

Director Coutts noted the Denny Island community cleanup was held recently and was very successful.

- ii. Area B – Director Moody-Humchitt No Report

- iii. Area C – Director Sayers Written Report

- 16-06-22** M/S Directors Hall/Schooner that the report from the Chair and Area C Director, dated June 2, 2016 be received.

CARRIED

- 16-06-23** M/S Directors Moody-Humchitt/Coutts that Chair Sayers continue dialogue with MP Nathan Cullen regarding the best ways of advocating for more federal funding to assist small airports to meet Transport Canada regulations.

CARRIED

Chair Sayers will be attending the UBCM Executive meeting July 12-16, which conflicts with the CCRD's regular board meeting on July 14th. She respectfully requested that the Board discuss the possibility of altering the July meeting so that she can attend.

- 16-06-24** M/S Directors Moody-Humchitt/Coutts that the regular meeting of the Board of Directors to be held in Ocean Falls, be changed from July 14th to July 21st, 2016.

CARRIED

RECESS

The regular meeting resumed at 1:00 p.m.

- iv. Area D – Director Hall No Report

- v. Area E – Director Schooner provided a short verbal report.

The board of the Bella Coola Harbour Authority saw recent changes with one standing member and one elected. Garrett Newkirk remains as Chair and Sam Schooner is Vice-Chair.

Director Schooner attended the mountain bike meeting with the CEDO and representatives from the Ministry of Forests, Lands and Natural Resource Operations. He said it was an excellent meeting and he found it very informative and thinks there will be positive results for both the CCRD and the Nuxalk Nation.

Director Schooner apologized that he has been unable to attend the Economic Development Advisory Committee meetings.

(E) BYLAWS AND POLICIES

- a) Bylaw No. 462 Bella Coola Fire Suppression Tolls Amending Bylaw No. 462, 2016

16-06-25 M/S Directors Coutts/Hall that Bylaw No. 462 cited as the Bella Coola Fire Suppression Tolls Amending Bylaw No. 462, 2016 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

- b) Bylaw No. 463, Bella Coola Valley Parks and Recreation Program Rates and Charges Bylaw No. 463, 2016.

16-06-26 M/S Directors Hall/Schooner that Bylaw No. 463 cited as the Bella Coola Valley Parks and Recreation Program Rates and Charges Bylaw No. 463, 2016 having been reconsidered and having met all prerequisites for final adoption, be now finally adopted as amended, sealed, and signed by the Chair and the Person responsible for corporate administration.

CARRIED

- c) Policy F-16 Community Works Fund Allocation, reviewed and seeking approval.

Discussion surrounding the development of Policy F-16 concluded that the current wording ensures the CCRD can meet its obligations pursuant to the *Gas Tax Agreement*. Obligations were not being met in the past due to the funds going to outside interests.

16-06-27 M/S Directors Moody-Humchitt/Hall that *Policy F-16 Community Works Fund Allocation* is hereby reviewed and approved without amendment.

CARRIED

The Board of Directors wished to express that for any project from within the CCRD's electoral areas they will continue to advocate and seek alternative funding avenues.

PART IV- GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- a) Premier Christy Clark, regarding online registration to meet with the Premier or Cabinet Ministers at the 2016 UBCM Convention in Victoria this September.

16-06-28 M/S Directors Hall/Coutts that the letter from the Premier, dated June 1, 2016, regarding appointments at the 2016 UBCM Convention be received

CARRIED

- b) Minister of Transport (Marc Garneau, P.C., M.P.) – Port Asset Transfer Program update

16-06-29 M/S Directors Hall/Coutts that the Port Asset Transfer Program update from the Minister of Transport (Marc Garneau, P.C., M.P.) be received.

CARRIED

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Administration to follow-up on the Port Asset Transfer Program and any impact this may have to Bella Coola's sea port.

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 2:00 p.m.

Chair

Corporate Officer



CENTRAL COAST REGIONAL DISTRICT

TO: Chair Alison Sayers and Board of Directors
FROM: Darla Blake, CAO
**SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT -
 13 July 2016**

RECOMMENDATION:
THAT the Chief Administrative Officer's Report dated 13th July 2016 be received.

STRATEGIC PLANNING

The endorsed CCRD Integrated Strategic Plan 2015-2019 is available on the CCRD website. If members of the public would like a hard copy they can come into the CCRD office to obtain a copy.

The 2016 Strategic Priorities:

Weight	Factor	Measure
30%	Asset Management Plan	Complete the initial CCRD Asset Management Plan to the required "baseline" level by 30 June 2016.
30%	Governance/ Service Delivery Study and Analysis	Provided Provincial funding is approved – undertake Phase 1 of a 3 Phase (3 year) Governance/Service Delivery Study and Analysis. Phase 1 includes developing ToR to secure a consultant who will undertake the study during 2016, with the results to be assessed by CCRD and the Ministry CSCD in order to develop the next steps (Phase 2 of 3).
25%	Solid Waste Management Plan	Identify and document future needs, issues and opportunities, budgets and funding implications of SWM Plan by 31 December 2016
15%	Economic Development Plan	Review the current EDP and update as needed or develop a new EDP by 31 December 2016

Board Meeting
 JUL 13 2016
 CCRD ITEM C(a)

GOVERNANCE MATTERS

Resignation of Area A Director – Cathi McCullagh

It is with regret, I must inform the Board that I have received a letter from Director Cathi McCullagh and her Alternate Clint Coutts, resigning from their positions as Director of Area A and Alternate of Area A, respectively.

Therefore, in accordance with s54 *Local Government Act [RSBC 2015]* a by-election for the position of Director in Area A must be held. See By-Election report elsewhere on this agenda.

Governance and Service Delivery Analysis and Study

Good progress is being made on the study, including Fact Sheets that are being developed.

GENERAL

UBCM Nominations

At the regular board meeting in June 2016, the Board resolved that Reg Moody-Humchitt be nominated to run for the position of Small Communities Representatives on the 2016-17 Union of BC Municipalities Executive (Resolution 16-06-06). When pulling together information for the nomination packages to UBCM it was ascertained that CCRD would not qualify under the Small Communities Representation category, as we are a regional district and not a council.

Administration wish to clarify with the Board if they wish to rescind resolution 16-06-06 and consider the other option that is available to regional districts, and that is to put forward Director Moody-Humchitt's name as a candidate under the Electoral Area Representative category.

Director Sayers nomination for Director at Large, was moved and seconded by Moody-Humchitt and Schooner (Resolution 16-06-07). The mover and seconder have not signed the nomination form as yet. However, as Director Moody-Humchitt will not be in physical attendance at the July board meeting, it is recommended that Directors Hall and Schooner to sign the nomination form.

All candidates are reminded that the deadline to put the nominations forward is Friday 29 July 2016, this includes the signed nomination form by the candidate and two nominators, the 300 word bio from the candidate, and a portrait photograph of the candidate. If I do not have these in full and ready to send no later than Friday 29 July in the morning, the nomination cannot be put forward.

Respectfully Submitted

Darla Blake



Chief Administrative Officer



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CENTRAL COAST REGIONAL DISTRICT

DATE: 13th July 2016
TO: Board Chair Alison Sayers and Board Members
FROM: Darla Blake, Chief Administrative Officer
SUBJECT: BY-ELECTION AND APPOINTMENT OF CHIEF ELECTION OFFICER AND
DEPUTY CHIEF ELECTION OFFICER

RECOMMENDATION

THAT pursuant to Section 58(1) and (2) of the *Local Government Act [2015]*, Cheryl Waugh be appointed Chief Election Officer for conducting the 2016 by-election with power to appoint other election officers as required for the administration and conduction of the 2016 by-election;

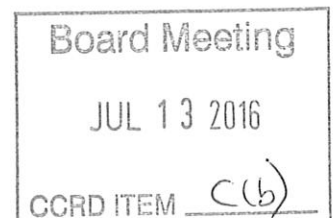
AND THAT Wendy Kingsley be appointed Deputy Chief Election Officer for the 2016 by-election.

BACKGROUND

It is with regret; I must inform the CCRD Board of Directors that on Monday 27 June 2016, an email from Director McCullagh was received by the Chief Administrative Officer (CAO) containing the resignation of both Area A Director, Cathi McCullagh, and Area A Alternate, Clint Coutts.

The *Local Government Act 2015, s203* states that a board member may resign from office only by delivering a written resignation to the regional district corporate officer. The CCRD Chief Administrative Officer (CAO) holds both the CAO and Corporate Officer roles. The resignation from Director McCullagh and Alternate Coutts becomes effective when they were received by the Corporate Officer and may not be revoked after they are received. It is the Corporate Officer who must notify the Board of the resignation at the next meeting of the Board, after the resignation is received. This report, to be considered at the 20th July 2016 board meeting, serves as formal notice of the resignations received.

With respect to By-Elections, the *Local Government Act 2015, s54* states that a by-election must be held to fill a vacancy in an elected local government office when a person holding office resigns. Further, as soon as practicable after a vacancy occurs, the local government **must** appoint a chief election officer for the election. In this case, the 20th July 2016 is the first board meeting. The first duties of the Chief Election Officer will be to notify the minister of the election and set a general voting day for the election.



As Corporate Officer and CAO, I would encourage the Board to appoint Cheryl Waugh as Chief Election Officer for conducting the 2016 by-election with power to appoint other election officers as required for the administration and conduction of the 2016 by-election; and appoint, Wendy Kingsley as Deputy Chief Election Officer for the 2016 by-election. Both individuals have election and by-election experience.

For clarity, there is no election or by-election for an alternate. Once an Area A Director is either elected or appointed, a suitably qualified Alternate can be nominated and approved by the Board.

BUDGET/FINANCIAL IMPLICATIONS

Within current approved budget:	Yes	(Administration Contingency)
Requires further budget consideration	No	

CONCLUSION

It is recommended that the Board of Directors approve the appointments of Cheryl Waugh as Chief Election Officer for conducting the 2016 by-election with power to appoint other election officers as required for the administration and conduction of the 2016 by-election; and that, Wendy Kingsley be appointed Deputy Chief Election Officer for the 2016 by-election, pursuant to Section 58(1) and (2) of the *Local Government Act [2015]*.

Respectfully submitted



Darla Blake
Chief Administrative Officer

See attachments:

Darla Blake

From: Cathi McCullagh <floathouse42@hotmail.com>
Sent: Saturday, June 25, 2016 7:47 PM
To: Darla Blake; Alison Sayers
Subject: Cathi McCullagh Resignation

RECEIVED

JUN 27 2016

Follow Up Flag: Follow up
Flag Status: Flagged

Central Coast Regional District

Dear Alison

Please accept this as our resignation as the Central Coast Regional District Area A Director and Alternate as of June 17th, 2016.

I thank you for the positive experience during years I served on the Board and I wish you all the best in the upcoming years.

Cathi McCullagh
Clinton Coutts

**APPOINTMENT OF CHIEF ELECTION OFFICER
AND DEPUTY CHIEF ELECTION OFFICER**

THAT pursuant to Section 58(1) and (2) of the *Local Government Act* Cheryl Waugh be appointed Chief Election Officer for conducting the 2016 by-election with power to appoint other election officials as required for the administration and conduct of the 2016 by-election;

AND THAT Wendy Kingsley be appointed Deputy Chief Election Officer for the 2016 by-election.