

## CENTRAL COAST REGIONAL DISTRICT

*"Our Vision for the Central Coast Regional District is an inclusive, resilient and sustainable group of communities thriving within a locally influenced, safe, healthy and natural environment"*

### REGULAR BOARD MEETING MINUTES – June 13, 2013

In Attendance:	Electoral Area A	Director Catherine McCullagh
	Electoral Area B	Chair Reg Moody-Humchitt
	Electoral Area C	Director Brian Lande
	Electoral Area D	Alternate Director Archie Pootlass
	Electoral Area E	Director David Anderson
	CAO	Darla Blake
	CFO/Recording Secretary	Donna Mikkelson

### **PART I - INTRODUCTION**

**1. Call to Order** - Chair Moody called the meeting to order at 8:45 a.m.

- (a) (Opening Reflection/Prayer) Chair Moody offered the opening prayer
- (b) Darla Blake, CAO affirmed the Oath of Office for filing.

**2. Adoption of Agenda**

- (a) (Introduction of late items)

Ministry of Justice – Flood Protection Program – Clarification of eligibility (New F(c)

13-06-01 M/S Directors Lande/McCullagh that the agenda be adopted as amended.

**CARRIED**

**(B) ADOPTION OF MINUTES**

**(a) Regular Board Meeting Minutes of May 09, 2013**

13-06-02 M/S Directors Lande/McCullagh that the minutes for the May 09, 2013 regular meeting be adopted as presented.

**MOTION FAILED**

13-06-03 M/S Directors McCullagh/Anderson that the minutes for the May 09, 2013 regular meeting be amended as follows:

Motion 13-05-29 is amended by removing the words "until Director Tallio can be present to speak to the matter" and replacing it with "until Director Tallio can be present to speak for himself";

Motion 13-05-27 is amended by removing the words "on the condition there are no associated costs" and replacing it with "on the condition there are no membership fees, no travel (expenses), no per diems, no accommodation and no meals";

Motion 13-05-04IC is amended by removing the words "that the Northern Development Initiative Trust be invited to attend a meeting of the regional district board of directors to discuss their programs and to speak to the core funding in relation to the regional district's initiative for Communication Planning" and replacing it with "that the Northern Development Initiative Trust be invited to attend a meeting of the regional district board of directors to discuss their programs.";

And that the May 9, 2013 meeting minutes be adopted as amended.

**CARRIED**

**(b) Business arising from the minutes**

(i) Director Anderson's email dated June 4, 2013,

The Request for Minute Amendments, was considered by the board and amendments are reflected in the adoption of the minutes, above.

(ii) Bylaw No. 212

At the May meeting of the board, staff was requested to bring forward Bylaw No. 212 cited as "Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993" for the board's consideration. The bylaw provides for a financial contribution to the Nuxalk Nation for the purpose of contributing to the costs of providing an animal control service by the Nuxalk Nation, and that the financial contribution for the service is to be determined by Board resolution before December 31 in any given year as it applies to the following year and will be recovered by the requisition of monies to be collected by a property value tax on lands and improvements in electoral areas C, D and E. There was no requisition budgeted for 2013.

**13-06-04** M/S Directors Anderson/Lande that Bylaw No. 212, cited as "Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993" be received. **CARRIED**

**PART II- PUBLIC CONSULTATION**

**1. Delegations**

(a) Ernest Hall, Bella Coola Valley Tourism (BCVT) - "Stops of Interest" Project (9am)

Ernest Hall, Finance Chair for BCVT presented a letter and supporting documentation comprising a proposal for stops of interest along Highway 20 in the Bella Coola valley in an effort to market features of the community. The group is currently seeking support from the Nuxalk Nation, the Central Coast Regional District and others.

**13-06-05** M/S Directors Anderson/McCullagh that a letter of support be extended to Bella Coola Valley Tourism for their "Proposal for Stops of Interest" initiative. **CARRIED**

(b) Josh Carpenter, Municipal Manager, Heiltsuk Nation – Recycling

Josh Carpenter, Municipal Manager for the Heiltsuk Tribal Council updated the board regarding changes and improvements to the management of solid waste in Bella Bella. The initiative began in earnest in 2008/2009 when the community decided they wanted to move forward with making changes to the way they dealt with waste. With the support of the community leaders and the Ministry of Aboriginal Affairs, they formed a solid waste working group and contracted Dillon Consulting to provide alternatives to landfilling. They eventually moved to a waste transfer facility and increased their efforts in recycling and

composting. The community has reduced their landfill waste by 75% since the site was constructed. Mr. Carpenter outlined their relationship with product stewardship and spoke to dealing with used oil, tires, electronics, white metals and cans.

The Ministry of Aboriginal Affairs bears the bulk of the costs with a share being provided by the Heiltsuk Tribal Council. There are currently no tipping fees to the generators of the waste. The board of directors will tour the facility in conjunction with the Community to Community Forum to be held in Bella Bella in September and will contemplate opportunities to partner on behalf of other Central Coast communities.

### **PART III – LOCAL GOVERNANCE**

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

##### **Administrative Services**

###### **(a) 2013 Work Plan Status Report**

The 2013 Work Plan, derived from the Action Plan component of the 2010-2014 Strategic Plan was presented. Each strategy and tactic provided a status update at May 31, 2013 and is evaluate overall progress on the regional district goals.

Directors questioned the status of Goal 2 (Investment and Support for Public Infrastructure and Services), Strategy 17 (Explore Establishment of Denny Island Water Service) given that there has been little to no movement by the current owner to proceed with the establishment of the proposed service area. Director McCullagh will make inquiries at the community level in an effort to provide the board with a determination on whether the matter should be pursued or dropped from the work plan.

Directors also questioned the large volume of strategies and tactics remaining to be achieved in 2013 and questioned whether or not it was realistic or achievable. The CAO is arranging a session with staff to review the priorities and workload and will report back to the board at the July board meeting.

**13-06-06 M/S Directors Anderson/McCullagh that the strategic priorities update be received as presented.**

**CARRIED**

###### **(b) Administration Report**

The June 13<sup>th</sup> Administration Report features the announcement from the office of the Auditor General for Local Government of planned performance audits selected for the first three planned audit topics for 2013/14, along with the communities chosen for the audits. Topics are achieving value for money in operational procurement, local government performance in managing policing agreements, and learning from Local Government Capital Procurement Projects/Assets Management. Two topics, Local Government Role in Ensuring Clean Drinking Water, and Managing the Inherent Risks of Limited Human Resources within Small Local Governments remain for participant selection.

An application for funding has been submitted to the Union of BC Municipalities to assist with expenses associated with the planned Community to Community Forum in September (Bella Bella) and the regional district is awaiting confirmation of attendance from the First Nations participants.

Representatives from the Northern Development Initiative Trust are scheduled to attend the October board meeting to discuss their programs.

The Pool Commission has been hard at work ensuring the opening of the Centennial Pool in time for the schools to take advantage of the early part of the season.

Staff has fielded several calls from concerned and frustrated property owners in the upper valley due to high and flowing water which has created access and other issues. Follow up meetings and discussions were held throughout the month with various provincial agencies in this regard.

**13-06-07** M/S Directors Anderson/McCullagh that the Administration Report dated June 13, 2013 be received as presented.

**CARRIED**

Director Pootlass declared a conflict of interest and left the meeting at 9:50am.

**(c) Nuxalk Hall Rehabilitation Project – Request for Amendment**

The Nuxalk Nation has requested an extension to the agreement with the Central Coast Regional District regarding the Community Works Fund as approved at the November 15, 2012 board meeting..

**13-06-08** M/S Directors Anderson/Lande that the Agreement dated for reference October 31, 2012 and amended on November 15, 2012 and again on February 14, 2013 between the Nuxalk Nation and the Central Coast Regional District for the provision of funding from the Community Works Fund be amended by changing the date in Sections 1.3 and 2.2 from June 30, 2013 to November 30, 2013.

**CARRIED**

**Financial Services**

**(d) Statement of Financial Information (SOFI) under the Financial Information Act**

The Statement of Financial Information (SOFI) under the Financial Information Act for 2012 will be presented at a Special Board Meeting for approval prior to the end of June 2013.

**CARRIED**

**(e) Purchase Authorization – Nuxalk Nation – Nuxalk Hall Rehabilitation Project**

**13-06-09** M/S Directors Anderson/McCullagh that payment to the Nuxalk Nation as requested in their letter of May 26, 2013, which exceeds \$10,000, be authorized pursuant to the regional district's Purchase Authorization Policy F-12.

**CARRIED**

Director Pootlass re-joined the meeting.

**Development Services**

**(f) Land Use Planning – May 31, 2013 report**

The Land Use Planning report tracks the interest of the public regarding inquiries related to the regional district's Zoning and Official Community Plan (OCP) bylaws, maps and other information regarding land use planning.

**13-06-10** M/S Directors Anderson/McCullagh that the Land Use Planning report dated May 31, 2013 be received as presented.

**CARRIED**

## Environmental Services

### **(g) Thorsen Creek Waste & Recycling Centre Update – June 4, 2013**

The Thorsen Creek Waste & Recycling Centre Update features progress relative to the situational analysis provided to the board at the April board meeting where staff was instructed to identify short-term initiatives to address issues at the facility. The update includes initiatives to remove metals and tires, expanding the boundaries, installation of the non-potable water system and other matters appropriate to increasing the landfill's storage capacity, among other matters.

Expressions of interest have been received to have several issues addressed. The report provides comment relevant to legislation and regulations, risk management and financial implications. Compliance with various legislation, regulations and insurance will be ensured.

**13-06-11** M/S Directors Anderson/McCullagh that the board approve the engagement of the following contractors for works to be completed as follows:

Diesel Cowboy Transport is approved to remove the metals and old cars from the Thorsen Creek Landfill to an authorized scrap dealer in the maximum amount of \$20,000 (which includes Freon removal);

JR Drilling is approved to drill a well and install a non-potable water system at the landfill site in the maximum amount of \$16,800;

Diesel Cowboy Transport is approved to supply and install a well pump and electrical components for the well pump and pressure tank in the maximum amount of \$9,700; and

Exton and Dodge Land Surveying Inc. is approved to undertake a legal survey of the landfill site to determine the boundaries in the maximum amount of \$8,000

**CARRIED**

**13-06-12** M/S Directors Anderson/McCullagh that staff be authorized to proceed with administering and implementing the above projects.

**CARRIED**

## Protective Services

### **(h) Emergency Management report May 2013**

At the February 2013 board meeting the board resolved to appoint Director Lande to the Emergency Executive Committee as the Committee Chair and requested that he put forward a recommendation or the appointment of Secretary to the Committee. Other appointments to the Committee include representatives from Denny Island, Ocean Falls and the Nuxalk Nation, along with the CAO who is currently serving as the Emergency Program Coordinator.

**13-06-13** M/S Directors Anderson/McCullagh that the board requests Administration to resend a letter to the Nuxalk Nation newly elected Chief Wally Webber, requesting a representative from the Nuxalk Nation to serve on the Emergency Executive Committee.

**CARRIED**

**13-06-14** M/S Directors McCullagh/Anderson that Ingmar Lee be appointed as the Deputy Emergency Program Coordinator representing the community of Denny Island.

**CARRIED**

13-06-15 M/S Directors Anderson/Pootlass that the matter of the appointment of a Deputy Emergency Coordinator representing the community of Ocean Falls be deferred until the Electoral Area A Director reports back to the board.

CARRIED

13-06-16 M/S Directors Anderson/Lande that the Emergency Management Report for May, 2013 be received as presented.

CARRIED

**(i) Completion of Airport Dike Upgrade Project**

At the regular meeting held on March 14, 2013 the CCRD board received notice of approval of Bylaws 415 and 416 at third reading from the Inspector of Municipalities, and proceeded to seek the assent of the electors by referendum on May 25, 2013. 458 valid votes were cast, with 428 voting No and 30 voting Yes.

13-06-17 M/S Directors Anderson/Lande whereas Bylaw No. 416 cited as the "Bella Coola Airport Dike Service Area Establishment Bylaw 416, 2012" and Bylaw No. 415 cited as the "Bella Coola Dike Upgrade Bylaw 415, 2012" both failed during a referendum vote of eligible electors held May 25, 2013, therefore be it resolved that the Board approves that further work on the Airport Diking Upgrade Project cease and be brought to a successful conclusion by:

1. Rescinding Bylaws 415 and 416,
2. Paying outstanding invoices and, except for assistance in bringing the project to a close, incurring no additional expenditures with regard to the project,
3. Providing written notice to Spiritscape Ventures Ltd, that the CCRD is terminating the "Contract Agreement for Special Projects for the Bella Coola Airport Dike Upgrades (Build Canada FPP 41746)" effective 60 days from the date of this meeting, in accordance with the April 18, 2013 agreement,
4. Ensuring all drawings, digital images, files, maps, correspondence and other documents are filed in accordance with CCRD policy,
5. Sending letters to the Provincial and Federal Building Canada representatives thanking them for considering the CCRD for financial contributions for the proposed project,
6. Sending notification of the outcome of the referendum to the Inspector of Municipalities,
7. Requesting the Chief Financial Officer to provide a full accounting of all costs associated with the project at the July 11, 2013 Board meeting,
8. Requesting the Chief Financial Officer to ensure that final reporting is submitted to the Province for reimbursement of project funding, and
9. Requesting staff to complete any other outstanding items in relation to the project.

CARRIED

**(j) Request from Nusatsum Property Owners for Engineered Design**

At the regular meeting held on March 14, 2013 the Board received a request from the Nusatsum Property Owners Society for \$10,000 in funding to allow them to obtain Nusatsum River groyne (spur) repair engineering reports. The board elected to postpone the decision until the outcome of the Bella Coola Airport Dike referendum was known.

13-06-18 M/S Directors Lande/Anderson that whereas the Board has received confirmation from the Province that the funding is an eligible expenditure under the Provincial Emergency Management BC Flood Protection Program, that the matter of approving the amount of \$10,000 for an engineered design for the Nusatsum area be deferred pending thorough

project familiarization by the new CAO, and further, that the matter be further addressed at the July board meeting, and further, that the staff report from the Interim Chief Administrative Officer dated June 3, 2013 be received.

**CARRIED**

**(k) Hagensborg Flood Protection RFP for Engineered Design**

Interim CAO, Isabell Hadford prepared a report to the board which details the process undertaken regarding the issuing of a request for proposals to address flooding in the Hagensborg area as a result of recommendations provided to the regional district from the Flood Response Advisory Committee (FRAC) which was formed following the September 2010 flooding. Three proposals for an engineered design were received with costs ranging between \$121,000 and \$185,000. The proposals have been fully evaluated by an independent consultant and Spiritscape Ventures Ltd.

Two options were presented for the board's consideration: one was to award the contract for an engineered design to connect the existing dikes through the Hagensborg Gap and the other to not award the contract pending a determination of the best use of the remaining funds.

Directors questioned the evaluating process related to the use of the finite funds remaining. The FRAC presented a report in early 2012 which details the work required in some 30 separate areas within the valley, but the associated costs for individual projects is not specifically determined. The board is interested in ensuring the money is spent where it will have the most positive impact, but it is recognized that there is extremely limited funds with which to work. Directors questioned the responsibility of the provincial government and noted that Emergency Management BC (Ministry of Justice) is willing to discuss allocating the remaining funding to other mitigation works should the CCRD deem them more appropriate or of higher benefit to the community. (See "Correspondence" section later in these minutes.)

**13-06-19** M/S Directors Pootlass/Anderson that the Request for Proposal for the Proposed Hagensborg Flood Protection Engineered Design report dated June 3, 2013 be received and that the matter of the Hagensborg RFP be deferred to the July meeting of the board, and further that (past) members of the Flood Response Advisory Committee (FRAC) be requested/invited to attend the meeting.

**CARRIED**

**Transportation Services**

**(I) Transportation Services Report – May 31, 2013**

The Transportation Services Report contains information regarding the Safety Management System, correspondence from Transport Canada, NAV Canada Human Weather Observation System and janitorial services, and glide slope specifications related to the proposed dike at the Bella Coola airport.

**13-06-20** M/S Directors Anderson/Pootlass that the Transportation Services Report dated May 31, 2013 report be received as presented.

**CARRIED**

**(D) EXECUTIVE REPORTS**

**(a) Chair's Report – verbal**

Chair Moody-Humchitt presented a verbal report which included communications with ratepayers regarding the 2013 property tax increase imposed by the regional district. He also had frequent discussions with Josh Carpenter regarding solid waste management and with Heiltsuk Tribal Council staff regarding the Community to Community Forum to be held in September.

**13-06-21** M/S Directors Anderson/McCullagh that the CAO be requested to prepare a response to the Chair regarding the particulars (rationale, use of funds) associated with the increase in property taxes and that the response form a part of the July meeting agenda.

**CARRIED**

**(b) Electoral Area Reports**

i) Area A – Director McCullagh

Director McCullagh reported that the Ministry of Transportation and Infrastructure maintenance contractors, Interior Roads, and personnel from the Ministry came to Denny Island and met with Director McCullagh. Interior Roads plowed the roads and did their best to repair the potholes. They have committed to attend Denny Island twice each year, ideally in April and September. The Ministry will send some sand to assist the process.

Director McCullagh reported that the community held a successful clean-up day and that the annual 10Km Walk/Run is scheduled to be held on June 23rd.

ii) Area B – Director Moody - see Chair's Report

iii) Area C – Director Brian Lande's report on:

Director Lande has requested that the Financial Disclosures as completed by elected officials be posted on the regional district's website. Staff has noted that the Financial Disclosures are available to the public on request, and that there is no requirement for them to be posted publicly.

**13-06-22** M/S Directors Lande/McCullagh that the Financial Disclosures as completed by elected officials under the *Financial Disclosure Act* be posted on the regional district's website

**CARRIED**

Director Lande offered a written report on the activity of the Bella Coola Harbour Authority and the confirmation of the sale of the ice plant to the Bella Coola Harbour Authority from the Nuxalk Nation. The funding from the Coast Sustainability Trust has been approved and the authorization letter will be forwarded to the regional district once received.

The MaPP (Marine Planning) process is proceeding. Allison Sayers will attend the June meeting in Klemtu on behalf of Director Lande since he is unable to attend.

Director Lande will attend a meeting with Firvale residents tonight to discuss flooding issues.

iv) Area D - Alternate Director Archie Pootlass

The Nuxalk Nation Waste Water Studies have been completed and funding approval for the pre-design and design was not obtained from the federal government. The project is now on hold until early 2014.

v) Area E - Director Anderson - No report.

**(E) BYLAWS AND POLICIES**

**(a) Policy A-29 Personnel Policy**

The Personnel Policy, the purpose of which is to provide information about the general employment practices and conditions at the CCRD. It is designed to help understand the expectations and obligations

of employees and the regional district and encompasses employment philosophy, compensation, performance reviews, education, corrective action, employee benefits, and absences from work, hours, attendance and pay, as well as a host of other employment related matters.

**13-06-23** M/S Directors Anderson/Lande that Policy A-29 Personnel Policy be adopted as presented.

**CARRIED**

**(b) Bylaw 418 to amend Bylaw 412 Board Meeting Procedures - Adoption**

**13-06-24** M/S Directors Lande/McCullagh that Bylaw No. 418 cited as the "Central Coast Regional District Board Meeting Procedures Bylaw 412, 2012 Amendment Bylaw No. 418, 2013" be amended by replacing "Section 90(1)" with "Division 3" in Section 2. **CARRIED**

**13-06-25** M/S Directors Lande/McCullagh that Bylaw 418, cited as the "Central Coast Regional District Board Meeting Procedures Bylaw 412, 2012 Amendment Bylaw No. 418, 2013" having been reconsidered and having met all prerequisites for final adoption, be now finally adopted as amended, sealed and signed by the Chair and Person responsible for corporate administration.

**CARRIED**

**(c) Bylaw 420 – Centennial Pool admission fees, user rates – 1, 2 3 readings**

**13-06-26** M/S Directors Anderson/Lande that Bylaw No. 420 cited as "Central Coast Regional District Hagensborg Centennial Pool Regulation Bylaw No. 420, 2013" which sets out the admission fees and user rates be now introduced and read a first time.

**CARRIED**

**13-06-27** M/S Directors Anderson/Lande that Bylaw No. 420 cited as "Central Coast Regional District Hagensborg Centennial Pool Regulation Bylaw No. 420, 2013" which sets out the admission fees and user rates having been given due and detailed consideration by the Board be now read a second and third time.

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

The following three letters were considered in conjunction with other flood-related matters as reported in the Protective Services section earlier in these minutes.

**(a) Nancy Hodson – June 3, 2012**

A Bella Coola resident (on behalf of others) has written a letter of request for assistance to repair the breakthrough of Burnt Bridge Creek which is flooding property in the Upper Firvale Area. The CAO updated the board that the land has become sub-irrigated. Basements are flooding, driveways are impassable and toilets are unable to flush and she considers that there is a public health issue.

**13-06-28** M/S Directors Anderson/Lande that the letter from Nancy Hodson dated June 3, 2013 be brought forward for consideration in conjunction with previous resolutions to the July meeting of the board. **CARRIED**

**(b) Ministry of Transportation & Infrastructure – Burnt Bridge Flooding**

In a letter dated June 6, 2013, the Ministry of Transportation and Infrastructure is exploring options to assess the flooding within their right of way along Highway 20 and is proposing a review be conducted by a professional engineer (hydrologist) to complete an assessment of the areas impacted by the altered water course. The purpose of the study would be to provide recommendations and options to mitigate the flooding in the area. The Ministry is proposing a cost share agreement between the Ministry, CCRD and locally impacted residences with the total study costs estimated to be between \$20,000 and \$30,000.

13-06-29 M/S Directors Anderson/Lande that the CAO be instructed to approach Emergency Management BC and the Province on behalf of the residents in an effort to obtain relief of flooding, particularly in the Burnt Bridge/Firvale area. **CARRIED**

**(c) Ministry of Justice – June 06, 2013**

The Flood Protection Program, Office of the Assistant Deputy Minister, Emergency Management BC has written to confirm the eligibility of expenditures associated with the Nusatsum Groyne proposed engineering project and the Hagensborg Dike RFP for an engineering design. They have also expressed a willingness to discuss allocating the remaining funding to other mitigation works should the CCRD deem them more appropriate or of higher benefit to the community. They are willing to facilitate a re-evaluation of priorities for inclusion within the approved Tier 3 project.

13-06-30 M/S Directors Anderson/Lande that the June 6, 2013 letter from Carol Loski, Director of the Ministry of Justice Flood Protection Program be received. **CARRIED**

**RECESS**

**(A) IN CAMERA MATTERS**

**(a) Motion to go In Camera at 1:05pm**

13-06-31 M/S Directors McCullagh/Pootlass that the meeting go in-camera to consider matters pursuant to Sections 90(1)(i) (advice that is subject to solicitor-client privilege), 90(1)(a) (personal information about an individual who holds or is being considered for a position as an officer, employee or agent of the CCRD) and 90(2)(b) (information received and held in confidence relating to negotiations) of the *Community Charter*. **CARRIED**

**The following is released from In-Camera:**

The endorsement and ratification of the employment contract with Darla Blake, CAO, and the contents of the 2012-2013 Interim CAO Personnel Work Plan are released in open public meeting.

**(G) ADJOURNMENT**

There being no further business, Chair Moody declared the meeting was adjourned at 1:05 pm.

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Chair

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Corporate Officer