



CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING MINUTES

DATE: July 10, 2014

**ATTENTION**

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

## 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 – July 10, 2014

#### Denny Island Enterprise & Tourism Center

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Chair Reg Moody-Humchitt
	Electoral Area C	Director Brian Lande
	Electoral Area D	Alternate Director Archie Pootlass
	Electoral Area E	Absent with regrets
	CAO	Darla Blake
	CFO	Donna Mikkelsen (portion)
	Public Works Manager	Ken McIlwain (portion)
	Recording Secretary	Cheryl Waugh
	Local Gov't Intern	Krista Ediger

### **PART I - INTRODUCTION**

#### **1. Call to Order**

Chair Reg Moody-Humchitt called the meeting to order at 10:03 am

(a) (Opening Reflection/Prayer)

Chair Reg Moody-Humchitt offered the opening prayer

#### **2. Adoption of Agenda**

(a) (Introduction of late items)

Addition to (C)(j) Transportation Report - Airport Lot Lease

**14-07-01** M/S Directors Lande/McCullagh 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.

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*The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well-being of the Central Coast through the professional and efficient delivery of mandated regional and community services.*

**The following item was moved to follow Part IV-General Business:**

- (A) IN CAMERA MATTERS**
- (B) ADOPTION OF MINUTES**
- (a) Regular board meeting June 12, 2014**

**14-07-02** M/S Directors Lande/McCullagh that the minutes of the Regular Board meeting dated June 12, 2014, be adopted. **CARRIED**

## **PART II– PUBLIC CONSULTATION**

**The following item was moved to the last item of the meeting:**

- 1. Delegations –**
  - (a) Marine Planning Partnership (MaPP)**
- 2. Public Questions and Comment Period – None**

## **PART III – LOCAL GOVERNANCE**

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

**Administrative Services**  
**(a) Administration Report, July 2, 2014**

The Administration Report provides updates on administration services and includes movement on the 2014 strategic priorities and general governance matters.

**14-07-03** M/S Directors McCullagh/Lande that the Administration Report dated July 3, 2014, be received. **CARRIED**

**2014 CAO Goals and Objectives**

**14-07-04** M/S Directors Lande/McCullagh that the Central Coast Regional District amends the CAO Goals and Objectives timeframes, as proposed, to bring Steps 6-14 forward by one month to ensure a fair assessment of the CAO performance by the current board, in view of the November elections. **CARRIED**

**Elections Cost Sharing Agreement with School District # 49**

**14-07-05** M/S Directors McCullagh/Lande that the Election Cost Sharing Agreement between the Central Coast Regional District (CCRD) and School District # 49, be executed by Chair Reg Moody-Humchitt and Corporate Officer Darla Blake in order to facilitate CCRD

undertaking the 2014 Trustee Elections for School District #49 and recover any additional costs incurred by CCRD in conducting the Trustee Election.

**CARRIED**

### **Central Coast Draft Marine Plan**

Brian Lande provided a handout of proposed recommendations for discussion and submission to the Central Coast Draft Marine Plan. The Board opted to first hear the public delegation on the MaPP process prior to finalizing any submission.

**14-07-06** M/S Directors McCullagh/Pootlass that the Central Coast Regional District will complete a submission to the Central Coast Draft Marine Plan prior to the closing period of Friday 11 July 2014.

**CARRIED**

#### **(b) UBCM Conference September 22-26, 2014 Attendees**

**14-07-07** M/S Directors Lande/Pootlass that the Board of Directors approves the attendance and travel expenditure to the UBCM Conference to be held at the Whistler Convention Centre 22-26 September 2014, for the Chief Executive Officer and Chief Administrative Officer.

**CARRIED**

**14-07-08** M/S Directors McCullagh/Lande that the Board of Directors, do not wish to put forward nominations to the UBCM Elections.

**CARRIED**

#### **(c) CAO Report on BC Ferries, dated July 3, 2014.**

**14-07-09** M/S Directors McCullagh/Lande that the Administration Report on BC Ferries dated July 3, 2014, be received.

**CARRIED**

### **Financial Services**

#### **(d) Financial Report January – June 2014, dated July 3, 2014**

Donna Mikkelsen, Chief Financial Officer (CFO), reviewed the highlights of the January to June financial report.

Further to the board's request, additional information was provided on the Renewed Federal Gas Tax Agreement for the period 2014-2024. The information included the aggregate grant receivable for the period of the agreements, a brief commentary on the eligible costs of qualified projects as expanded and information on the representation of the revenue as a percentage of the overall budget. As a revenue source, the Community Works Fund component of the Gas Tax Agreement in 2014/2015 represents 12% at just under \$179,000.

The CFO was also asked to report further on the Strategic Community Investment Fund (Regional District Basic Grant). The current agreement between the province and the CCRD will expire on December 31, 2014, and to date has not been extended. The agreement has provided for an

average of \$207,000 representing 14-15% in annual revenue. The largest percentage of this grant allows continuation of the solid waste management program. Loss of this fund could have very serious consequences, particularly as they relate to new provincial criteria established for operating landfills.

**14-07-10** M/S Directors Lande/McCullagh that the CFO's financial report January-June 2014, dated July 3, 2014 be received.

**CARRIED**

### **Development Services**

#### **(e) Land Use Planning – July 3, 2014 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.

**14-07-11** M/S Directors Lande/Pootlass that the Land Use Planning Report dated July 3, 2014 be received.

**CARRIED**

### **Public Works**

#### **(f) Report dated July 3, 2014**

The Public Works Department report highlights developments and issues surrounding the Thorsen Creek Waste and Recycling Centre, recreation facilities, the Bella Coola Airport, town site water and street lighting.

**14-07-12** M/S Directors McCullagh/Lande that the Public Works Department Report dated July 3, 2014 be received.

**CARRIED**

### **Solid Waste Management**

Ken McIlwain, Public Works Manager, reported a new contract for operation and maintenance of the Thorsen Creek Waste and Recycling Center (TCWRC) has been put out to the public for tender. The closing date is July 16<sup>th</sup>, 2014. The existing contract expires July 31, 2014 and it is desirable to award and enter into a new contract prior to the end of July to ensure continuity of service to the public.

Under CCRD Policy A-26 – Purchasing and Procurement, purchases exceeding \$50,000.00 require Board approval. CCRD administration requests the Board of Directors approve a resolution allowing CCRD administration to award and execute a contract for operation of the TCWRC in order to maintain continuity of service.

Terracing work was completed at the borrow pit area of the TCWRC to supply easily accessible cover material for landfill operations. Don Nygaard & Son Ltd. supplied heavy equipment to complete the terracing work and some road building for a total cost of \$7216.80 before taxes.

The Multi-Material BC recycling depot continues to grow in popularity and the vertical baler is proving to be an effective tool. Shelving was added to the 'Free Store' area to make it user friendly and to increase capacity.

**14-07-13** M/S Directors Lande/Pootlass that CCRD administration is directed to award and execute a contract for operation of Thorsen Creek Waste and Recycling Centre for the period August 1, 2014 until December 31, 2015, and that award of the contract be contingent on the value of the contract falling within budgetary constraints.

**CARRIED**

#### **Walker Island Park**

Renovation of the softball infield is underway and stairs were added to the bleachers at the softball area to make them user friendly. The bulk of this work is funded under the Disaster Financial Assistance Program as a result of flood damage in 2010. Caroline Granander continues to supervise this flood repair work on a volunteer basis.

Leko Precast Ltd. of Vernon B.C. supplied, delivered and installed a prefab outhouse facility at Walker Island at a cost of \$15,220.00 before taxes. Pacific Bentonite Ltd. supplied and delivered 200 cubic yards of infield material for the softball facility at a cost of \$23,400.00 before taxes.

#### **Centennial Pool**

The pool has been operating with great success and has seen record turn outs for public swim sessions. There have been some minor repairs required to the mechanical systems and routine maintenance of buildings and grounds. Pool Commission Chair Nicola Koroluk, along with her husband Brad have been instrumental in the smooth operation of the pool facility.

#### **Townsite Water**

Repairs to damage to water system infrastructure resulting from recent road grading operations on the Hwy 20 portion of the townsite are now complete.

#### **Bella Coola Fire Department**

Discussions have been initiated between the Bella Coola Fire Department and CCRD staff with regard to replacement of the existing fire truck.

#### **Shearwater Water**

John Motherwell, P.Eng., is working on initial steps of preparing the design brief and the scope of the project has been agreed to. Plans are in the works for a joint site visit by John Motherwell and the CCRD Public Works Manager to identify and quantify site conditions and existing infrastructure.

#### **Leisure Services**

##### **(g) Centennial Pool Commission minutes dated June 18, 2014.**

**14-07-14** M/S Directors Lande/Pootlass that the Centennial Pool Commission minutes dated June 18, 2014, be received with two amending items.

**CARRIED**

An email was received from the chair of the Centennial Pool Commission requesting permission for one Centennial Pool family pass to be donated to the July 13, 2014 silent auction fundraiser for the *Save the Discovery Coast Ferry* group.

**14-07-15** M/S Directors Lande/Pootlass that one family pass for Centennial Pool be donated to the *Save the Discovery Coast Ferry* silent auction fundraiser.

**CARRIED**

**(h) Lifesaving Society – Swim to Survive School Grant Program, letter dated June 6, 2014.**

**14-07-16** M/S Directors Pootlass/McCullagh that the Lifesaving Society – Swim to Survive School Grant Program, letter dated June 6, 2014 be received.

**CARRIED**

**(i) Email from Nicola Koroluk regarding 2014 Fundraising for Centennial Pool and proposal from Holly Poell, Pool Manager.**

The Centennial Pool Commission has been discussing fundraising initiatives to increase revenue at the pool. One method is to sell food items and snacks and another activity they wish to undertake is crowd funding. This is an internet based fundraising activity where a cause is posted on a website where philanthropists may donate. Holly Poell, Pool Manager, has had success using this platform in the past. This campaign would be to raise money for those who cannot afford swim lessons. She would like the board's endorsement, per policy, to undertake this initiative. Monies raised for this year's lessons could be carried over to future years.

**14-07-17** M/S Directors Lande/Pootlass that support be given to fundraising initiatives for the Centennial Pool and that the email from Nicola Koroluk regarding 2014 Fundraising for Centennial Pool and proposal from Holly Poell, Pool Manager, be approved.

**CARRIED**

**Protective Services – no report**

**Transportation Services**

**(j) Bella Coola Airport – Denny Island Airport, July 3, 2014 report**

The Transportation Services Report contains information regarding the Safety Management System, lease lots, signage, maintenance and operations at both the Denny Island and Bella Coola Airports.

Late item for inclusion in the report- Airport Lease Lot 12

**14-07-18** M/S Directors McCullagh/Lande that the Transportation Services Report dated July 3, 2014 be received.

**CARRIED**

**14-07-19** M/S Directors McCullagh/Lande that the Board approve entering into a lease agreement with Mark Sudweeks for Lot 12 at the Bella Coola Airport starting August 1, 2014 per the original parameters of a lease agreement approved by resolution 13-07-16 in July 2013.

**(D) EXECUTIVE REPORTS**

**(a) Chair's Report** - Chair Reg Moody-Humchitt provided a verbal report: Personal business matters kept the chair away on extended travel over the past month. He continues to have some involvement with BC Ferries issues but has been focused otherwise.

**Electoral Area Reports**

**i) Area A** – Director Cathi McCullagh provided a verbal report:

The roads on Denny Island have been graded and trouble spots and potential remedies discussed with representatives from the Ministry of Transportation and Infrastructure.

Recent community events saw good turnouts and enthusiastic participation even when the weather didn't cooperate. Fun runs, Gumboot Days, dinghy races, tug-of-wars and barbeques were only some of the activities enjoyed.

The Enterprise and Tourism Center is operated under the Denny Island Community Development Association (DICDA) and is part of the Central Coast Chamber of Commerce (CCCC). There have been some scheduling conflicts with the Denny Island Recreation Commission and Director McCullagh has reinstated a DICDA committee through her position as the chair of the CCCC with the objective to have representatives from various organizations working together.

**ii) Area B** - see Chair's Report

**iii) Area C** – Director Lande provided a verbal report:

Director Lande attended the MaPP meetings on Denny Island and in Bella Coola. He is happy to hear of fundraising efforts for the Centennial Pool.

**iv) Area D** – Alternate Director Pootlass provided a verbal report:

The Nuxalk Nation wastewater treatment system has moved beyond the feasibility stage and is now entering the design stage.

There have been some problems with the third water well and the Nuxalk Nation will be replacing a pump to improve the well service.

**v) Area E**- Director Anderson - No report

**RECESS**

**RECONVENE**

The regular meeting reconvened at 11:57 am

**(E) BYLAWS AND POLICIES**

**(a) Policy A-23 – Purchase and use of Communication Tools, proposed amendments.**

**14-07-20** M/S Directors Pootlass/Lande that Policy A-23 – Purchase and use of Communication Tools be adopted as amended.

**CARRIED**

(b) **Bylaw No. 424 – Elections Bylaw to repeal and replace Elections Bylaws No. 349, 2002, Election Amendment Bylaw No. 376, 2005, Election Amendment Bylaw No. 393, 2008 and Election Amendment Bylaw No. 404, 2014.**

**14-07-21** M/S Directors McCullagh/Lande that Bylaw No. 424 cited as Central Coast Regional District Elections Bylaw No. 424, 2014, having been given due and detailed consideration by the Board be now read a third time.

**CARRIED**

**14-07-22** M/S Directors McCullagh/Lande that Bylaw No. 424 – cited as Central Coast Regional District Elections Bylaw No. 424, 2014, 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**

(c) **Bylaw No. 428 Indemnity Directors, Officers and Employees Bylaw, 2014, to repeal Bylaw No. 306 Directors, Officers and Employees Indemnification, 1999.**

**14-07-23** M/S Directors Lande/McCullagh that Bylaw No. 428 cited as Central Coast Regional District Indemnity Directors, Officers and Employees Bylaw No. 428, 2014, having been given due and detailed consideration by the Board be now read a first time.

**CARRIED**

**14-07-24** M/S Directors Lande/McCullagh that Bylaw No. 428 cited as Central Coast Regional District Indemnity Directors, Officers and Employees Bylaw No. 428, 2014, having been given due and detailed consideration by the Board be now read a second and third time.

**CARRIED**

(d) **Proposed Bylaw 429, Oath of Office for Elected Officials, 2014**

**14-07-25** M/S Directors McCullagh/Lande that Bylaw No. 429 cited as Central Coast Regional District Oath of Office for Elected Officials Bylaw No. 429, 2014, having been given due and detailed consideration by the Board be now read a first time.

**CARRIED**

**14-07-26** M/S Directors McCullagh/Lande that Bylaw No. 429 cited as Central Coast Regional District Oath of Office for Elected Officials Bylaw No. 429, 2014, having been given due and detailed consideration by the Board be now read a second and third time.

**CARRIED**

(e) **Bylaw 431 Freedom of Information and Protection of Privacy Act, 2014, to repeal Bylaw No. 239, Central Coast Regional District Freedom of Information, 1994**

**14-07-27** M/S Directors Lande/McCullagh that Bylaw No. 431 cited as the Central Coast Regional District Freedom of Information and Protection of Privacy Act, Bylaw No. 431, 2014 be now introduced and read a first time with amendments.

**CARRIED**

**14-07-28** M/S Directors Land/McCullagh that Bylaw No. 431 cited as the Central Coast Regional District Freedom of Information and Protection of Privacy Act, Bylaw No. 431, 2014 having been given due and detailed consideration be now read a second and third time.

**CARRIED**

**(f) Bylaw No. 432, Officers and Employees Bylaw, 2014, a bylaw to replace and repeal Bylaw No. 387, 2006.**

**14-07-29** M/S Directors McCullagh/Lande that Bylaw No. 432 cited as the Central Coast Regional District Officers and Employees Bylaw No. 432, 2014, be now introduced and read a first time.

**CARRIED**

**14-07-30** M/S Directors McCullagh/Lande that Bylaw 432 cited as the Central Coast Regional District Officers and Employees Bylaw No. 432, 2014 be now read a second and third time.

**CARRIED**

#### **PART IV– GENERAL BUSINESS**

##### **(F) GENERAL CORRESPONDENCE**

**(g) Vancouver Island Regional Library, letter dated June 11, 2014, Annual Report**

**14-07-31** M/S Directors McCullagh/Pootlass that the letter dated June 11, 2014 from the Vancouver Island Regional Library, Annual Report be received

**CARRIED**

**(h) Vancouver Island Regional Library, letter received June 24, 2014, 2013 Audited Financial Statements.**

**14-07-32** M/S Directors McCullagh/Lande that the Vancouver Island Regional Library letter, 2013 Audited Financial Statements, be received.

**CARRIED**

#### **RECESS**

#### **RECONVENE**

The regular meeting reconvened at 1:15 pm

##### **(A) IN CAMERA MATTERS**

**14-07-33** M/S Directors Lande/McCullagh that the meeting go in-camera to consider matters pursuant to Section 90(1)(a) of the *Community Charter*.

#### **RECONVENE**

The regular meeting reconvened at 2:15 pm

(a) Matters Brought out of In Camera- No matters were brought forward from in camera

**Part II-Public Consultation**

**1. Delegations –**

**(a) Marine Planning Partnership (MaPP)**

Gord McGee, Brad Smith and Alison Sayers joined the meeting.

Mr. McGee represents several First Nations including Kitasoo/Xai'Xais, Heiltsuk, Nuxalk and Wuikinuxv. Mr. Smith represents the Province through the Ministry of Forests, Lands and Natural Resource Operations. Both are co-leads on the project for the Central Coast. A handout was provided to accompany a short slide presentation with the objective to provide an overview of the Draft Central Coast Marine Plan as released for public comment, an overview of public comment to date and to provide a better understanding of the MaPP process with considerations for the CCRD.

The MaPP initiative is a partnership between the Province of BC and 18 member First Nations that is planning for marine uses and long-term ocean health on B.C.'s North Pacific Coast. Through the MaPP initiative, sub-regional marine plans that outline the vision, objectives and strategies for management uses and activities in Haida Gwaii, the North Coast, Central Coast and North Vancouver Island are being developed. A regional priorities plan that identifies common interests that are of regional significance and that can benefit from integrated and joint actions is also being developed. Local governments have representation on all four sub-regional Marine Plan Advisory Committees (MPAC) as well as the Regional Marine Advisory Committee. Brian Lande and Alison Sayers are members of the Central Coast MPAC.

Discussions with the Board uncovered concerns as to the inadequate timeline for public review and community feedback on what is a significant undertaking with equally significant environmental sensitivities and human, cultural, social and economic impacts. Feedback through the Central Coast MPAC representatives reflects that many are not comfortable with the time constraints to review and comment on a voluminous and detailed document. It was explained that all advice throughout the impact process has been logged and there are a number of overarching issues such as climate change and the cumulative effects of continued use of resources. If the plan is approved in the fall/winter 2014 it will still be a living document. Although no plan is perfect and it is difficult to strike a balance that pleases all, the plan has a number of benefits. As new information comes forward and there is a new understanding due to changing issues, the plan will be reviewed.

The next phase of the plan will involve Federal jurisdiction areas such as transportation and infrastructure and tourism, a process which runs through the dual interest of the Province and First Nations. Concerns were expressed about community sustainability with the drop in tourism and proper consultation having been undertaken with the forestry sector.

Mr. Smith thanked the board for their time and asked them to consider the presentation and discussions as a stepping stone to an increased level of understanding.

**(G) ADJOURNMENT**

There being no further business the meeting was adjourned at 3:35 pm

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Chair

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Corporate Officer