



CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES

DATE: November 13, 2015

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 – November 13, 2015

In Attendance:	Electoral Area A	Director Cathi McCullagh (via phone)
	Electoral Area B	Chair Reginald Moody-Humchitt
	Electoral Area C	Director Alison Sayers (via phone)
	Electoral Area D	Director Richard Hall
	Electoral Area E	Director Samuel Schooner
	CAO	Darla Blake
	CFO	Donna Mikkelson (portion)
	CEDO	Tanis Shedden (portion)
	Public Works Manager	Ken McIlwain (portion)
	Local Gov't Intern	Kyle Mettler (portion)
	Recording Secretary	Cheryl Waugh

Members of the gallery – one (portion)

PART I - INTRODUCTION

1. **Call to Order**

The Chair and called the meeting to order at 9:09 a.m.

2. **Adoption of Agenda**

- a) Late Item C(n) Denny Island Airport Commission minutes dated November 5, 2015
- b) Late Item C(g) Board Remuneration for November 12, 2015 Workshop
- c) Late Item A(a) CCRD Diagnostic Study Analysis of Governance and Service Delivery Issues

15-11-01 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. Release from in camera

15-11-02 M/S Directors Hall/Schooner that an in camera matter be released

CARRIED

15-11-05/C M/S Directors Schooner/Sayers that the following be released from in camera:

That the Central Coast Regional District (CCRD) Diagnostic Study and Analysis of Governance and Service Delivery Issues report prepared by the Chief Administrative Officer and dated November 5, 2015 be released from in camera and delivered in open public meeting on November 13, 2015.

CARRIED

At the in camera meeting held on November 12, 2015 the board of directors conducted an evaluation of the Chief Administrative Officer which included setting goals and strategic priorities for 2016. The board also undertook an assessment of the whole Board, individual directors and the Board Chair, with the assistance of a consultant.

The board also held a workshop regarding an application to the province to conduct a Governance and Service Delivery Study and Analysis, which included a discussion on a possible scope of study resulting in a basis for study Terms of Reference.

The board of directors is very interested to develop a proactive, accountable and transparent process during the course of this study. They will take a proactive role in community engagement and in identification of the issues. At the end of the day, the board hopes to have the central coast communities fully engaged and working collectively for the betterment of our communities and our region. Diversity will only add value to the process and to the study recommendations.

15-11-03 M/S Hall/Sayers that the Board of Directors amends its unanimous decision of September 10, 2015 to read as follows:

THAT the Central Coast Regional District officially requests the province fund a governance study for the Central Coast to undertake a diagnostic study and analysis of governance and service delivery issues; and

THAT the Board request a letter be sent to the Ministry of Community Sport and Cultural Development, explaining the intentions of the Regional District with the request to funding support toward a Governance Study that is split into 3 Phases over the next 2-3 years; and

THAT the Board approve the proposed Terms of Reference for the Governance Study entitled: Central Coast Regional District Diagnostic Study and Analysis of Governance and Service Delivery Issues, subject to any amendments required or suggested by the Ministry; and

THAT, subject to receiving support from the Ministry, staff be directed to develop a work plan for the study, including budget, timeline, and a request for proposal (RFP) for the Board's consideration and approval.

CARRIED

(B) **ADOPTION OF MINUTES**

a) Regular Board Meeting, October 8, 2015.

15-11-04 M/S Directors Schooner/Hall that the minutes of the Regular Board meeting dated, October 8, 2015, be adopted.

CARRIED

PART II- PUBLIC CONSULTATION

This item was moved to 10:15 a.m.

1. Delegations –

a. RCMP Community quarterly update – Sgt Thiessen (Chief Webber absent with regrets)

Sgt. Thiessen provided a quarterly update on various RCMP activities and internal planning underway for the Bella Coola detachment. He outlined the type of complaints the detachment handles, the pressures experienced and where the demands of the police are.

2015 compared to 2014 to date

83% decrease in property crimes (mischief/thefts)

Charges submitted to Crown Council are on par

Driving complaints decreased by 63% (does not include impaired driving)

Impaired Driving decreased by 13% likely due to change in enforcement techniques

Assaults increased by 36% and this is a #1 priority for the RCMP to address

Sexual assaults decreased by 43%

Break and Enters decreased by 53%

Part of the performance plan from last year included putting personal offenses at the top. Domestic violence is being addressed in the community through self-awareness workshops on violence against women and sharing information about support services that exist. Consideration is being given to having a similar workshop for men to discuss conflict management and present role models. The domestic violence unit at RCMP Headquarters will develop a program which will be funded by civil forfeiture.

The Chair thanked Sgt. Thiessen who then left the meeting.

b. Elcy LePage of Interior Roads

Elcy LePage, Quality Manager for Interior Roads provided an update on the winter maintenance plan for public roads. They are ready for winter with equipment in place and have two shifts running. Pat Gunderson is the senior foreman for both service areas overseeing both Anahim Lake and the Bella Coola Valley. Snow plowing, sanding and salting priorities were described and there have been no major changes with duties. Interior Roads is working with other stakeholders such as ICBC and the RCMP to educate drivers regarding winter tire specifications and legal requirements.

Interior Roads does not clear driveways when plowing but a grader is sent out after the main snow has been plowed back. The snow plow will create a windrow of snow and the

public is asked not to push it back onto the road as it would create a hazard. Plowing will always be to the right and it was suggested property owners leave a space on the left of the driveway for snow to be deposited thus reducing the amount of snow that will end up on the driveway by the plow.

For any road concerns the best way to contact Interior Roads is to call 1-800-842-4122 which has 24/7 service and a message will be relayed to the foreman within 24 hours.

Ms. LePage announced she will be leaving this service area on January 1st and moving to the 100 Mile area. A new Quality Manager will be introduced to the Board next month.

The Chair thanked Ms. LePage and she left the meeting.

RECESS

RECONVENE

The regular meeting reconvened at 10:49 a.m.

c. Ernest Hall for North & Central Coast Ferry Advisory Committee

Ernest Hall, Bella Coola representative to the North & Central Coast Ferry Advisory Committee spoke to significant developments regarding the restoration of ferry service on the central coast.

Shirley Bond, Minister Responsible for Tourism and Todd Stone, Minister of Transportation and Infrastructure have agreed to the formation of a government-supported working group to develop a vision for economic development on the central coast. Aboriginal Tourism BC is forming the working group and once formalized all orders of business will be brought to the CCRD. The desire is to receive this support in writing from Minister Bond.

In communication with BC Ferries plans are still being discussed to replace the MV Nimpkish. The vessel class being considered would be capable of sailing between Bella Coola and Port Hardy in a direct sailing. The hope is there will be future discussion of extending the service through a longer summer season, approximately mid-May to mid-October.

The Chair commented that a lot of work is being undertaken locally and continued pressure should be applied to reinstate a larger vessel to serve the central coast not only for tourism but for economic development.

The Chair thanked Mr. Hall and appreciated all of his efforts. Mr. Hall left the meeting.

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Chief Administrative Officer's Report dated November 5, 2015

- 15-11-05** M/S Directors Sayers/Schooner that the Chief Administrative Officer's Report dated November 5, 2015 be received.

CARRIED

- 15-11-06** M/S Directors Schooner/Hall that the Strategic Priorities for 2016 be identified in order of weighting as follows: Asset Management Plan 30%, Governance Study 30%, Solid Waste Management Plan 25%, Economic Development Plan 15% and that the Shearwater Water Service be moved to the work plan.

CARRIED

b) Grants

i. NDIT – Local Government Management Intern 2016

- 15-11-07** M/S Directors Schooner/Hall that the Chief Administrative Officer report dated November 5, 2015, Northern Development Initiative Trust-2016/17 Local Government Management Internship Program application be received

CARRIED

- 15-11-08** M/S Directors Schooner/Hall THAT the Central Coast Regional District (CCRD) Board of Directors approves Administration making an application to Northern Development Initiative Trust (NDIT) for the purpose of hosting a Local Government Management Intern and if successful NDIT will grant \$35,000 to CCRD from the Northwest Regional Account,

AND THAT the CCRD Board hereby approves the Chair and CAO to sign the Local Government Management Intern grant application, on behalf of the Central Coast Regional District,

AND THAT should CCRD's application be successful, the CAO is authorized to enter into an employment contract with a suitable Local Government Management Intern, for the term of 12 months commencing the 1st May 2016 and expiring on 30 April 2017.

CARRIED

- ii. UBCM Asset Management Planning Grant Program & Ministry of Community Sport and Cultural Development, Asset Management Planning, grants for engineering condition assessment of CCRD assets.

Kyle Mettler spoke to the report and answered questions for the board.

- 15-11-09** M/S Directors Hall/Schooner THAT the CCRD Board of Directors approve an application to UBCM Asset Management Planning Grant Program to help fund an engineering condition assessment of CCRD assets.

CARRIED

- 15-11-10** M/S Directors Hall/Sayers THAT the CCRD Board of Directors approve an application to the Ministry of Community, Sport & Cultural Development to help fund an engineering condition assessment of CCRD assets.

CARRIED

- c) Active Communities Bella Coola – request for Board support resolution for a letter to the Ministry of Transportation and Infrastructure

Active Communities Bella Coola is making a formal request to the Ministry of Transportation and Infrastructure to widen the shoulder sections of Highway 20 in-between 4 Mile Reservation and the Bella Coola townsite. Wider shoulders will provide a safer route for everyone and possible encourage more to walk and/or cycle to/from town.

- 15-11-11** M/S Directors Schooner/Hall that a letter be provided to Active Communities Bella Coola to support their request to the Ministry of Transportation and Infrastructure to widen the shoulder sections of Highway 20 in-between 4 Mile Reservation and the Bella Coola town site.

CARRIED

- d) Bella Coola Music Festival – request for Board support resolution to the Bella Coola Music Festival's NDIT Grant application.

- 15-11-12** M/S Directors Hall/Sayers that the board authorize a letter be sent supporting the Bella Coola Music Festival's application to Northern Development Initiative Trust for the Bella Coola Music Festival funding in the amount of \$2500 from the 'Fabulous Festivals and Events' 2015/2016 funding.

CARRIED

Financial Services

- e) Financial Report January – October 2015, dated November 5, 2015

The CFO presented a brief financial statement of revenues and expenditures for the first ten months of the year. Revenues are below budget due to grants not yet claimed and grants approved but not yet received. Claims are generally filed at year end.

Expenditures are also below budget, but for the most part, will be brought into line as costs continue to accumulate. Some exceptions were noted.

- 15-11-13** M/S Directors Schooner/Hall that the Financial Report January – October 2015, dated November 5, 2015, be received.

CARRIED

- f) Budget Discussion on Revenue Sources – dated November 5, 2015

The regional district will see a drop in revenue sources for 2016. Notably, the provincial Strategic Community Investment Fund (SCIF) will be reduced by \$15,000, affecting several functions. This shortfall requires mitigation if the regional district is to maintain service levels.

Known expenditures that are expected to increase, at this early stage in budget development, will affect Solid Waste Management, Land Use Planning, the Bella Coola Airport and the Swimming Pool.

- The regional board has already approved a new rates and charges bylaw for the airport, and this will offset most of the anticipated expenditures.
- The Swimming Pool is anticipating a longer season next year and their user fees and rentals are also expected to increase, but not enough to cover the increase in expenses.
- Solid Waste Management increases will be offset by an increase in the Nuxalk Nation contribution in addition to a tax levy increase. User fees are currently under consideration for this function as well, since they have not changed in several years.
- Unfortunately, the Land Use Planning function has few options in terms of increasing revenues, but expenditures must be accommodated if the regional district is to move forward in a meaningful way with updating the Official Community Plan and accompanying mapping. Seeking funding from grant programs has been exhausted with more than disappointing results, so the default must be a tax levy increase.

Input was requested from the board. Options for consideration included a redistribution of the SCIF amongst the various services provided by the regional district, user fee increases, local contribution agreements or Impact Benefit Agreement and always, a closer look at the areas where expenses may be reduced.

15-11-14 M/S Directors Schooner/Hall that the Budget Discussion on Revenue Sources dated November 5, 2015 be received.

CARRIED

Return to Part II - Public Consultation

g) Board Remuneration for November 12, 2015 Workshop

15-11-15 M/S Directors Hall/Sayers that the Central Coast Regional District Board of Directors be remunerated for the workshops held November 12, 2015, in the amount of \$150.00 to each director, in accordance with the CCRD Remuneration and Expenses Bylaw 442, 1(c).

CARRIED

Development Services

h) Economic Development

i. Community Economic Development Report dated November 5, 2015

Community Economic Development Officer (CEDO), Tanis Shedden reported the Economic Development Advisory Committee (EDAC) is seeking a replacement for a community at large member. The next meeting of the EDAC is November 26th.

The Central Coast Chamber of Commerce Business Fair has been postponed to November 21st.

The Grant Writing Workshop held on October 16th was well received with 38 in attendance. Additional workshop opportunities are being explored.

A representative from the BC Food System Network came to the valley earlier in November to meet with a group of local producers and retailers. There are exciting opportunities for small pilot projects in partnership with local retails, producers, restaurants and community organizations. Action items will continue to be developed into 2016. Thank you to the 17 enthusiastic attendees.

The CAO and CEDO have submitted an application to the NDI's 2016 Economic Development Capacity Building program.

Director Sayers thanked Ms. Shedden for all of the outreach work she has been doing.

15-11-16 M/S Directors Schooner/Hall that Community Economic Development Report dated November 5, 2015 be received. **CARRIED**

i) Land Use Planning – report dated November 5, 2015.

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

15-11-17 M/S Directors Schooner/Hall that the Land Use Planning Report dated November 5, 2015 be received. **CARRIED**

j) Official Community Planning, Advisory Committee minutes dated November 3, 2015

15-11-18 M/S Directors Schooner/Hall that the OCPAC minutes dated November 3, 2015 be received. **CARRIED**

Public Works

k) Public Works Monthly report dated November 5, 2015

Public Works Manager, Ken McIlwain spoke to some of the highlights of his report.

Solid Waste Management- The Ministry of Environment (MoE) is in the final stage of developing the second edition of the guidelines for municipal landfills, titled "Landfill Criteria for Municipal Solid Waste". The Public Works Manager recently attended a webinar hosted by the MoE which focused on the new, upcoming landfill criteria. This will be posted on the Ministry's website by next week and there may be exemptions for small landfills and other levels of flexibility. There are some areas they won't be compromising, such as required engineering reports. Once reviewed, the Public Works Manager will report back to the Board. Last year a working group

was formed and the CCRD contributed a modest sum to be part of the group and gave our official comments on the original draft form and we also participated via the Coast Waste Management Association. The Ministry appears to have listened to the areas of concern but this will be unknown until the revised guidelines have been reviewed.

Recycling is going very well with a doubling of the product amount going to Multi-Materials BC. The metal pile has also been removed with 400 tons gone.

Recreation Facilities- The Walker Island concession building construction is almost to lockup stage. More than 80% of the wood has been milled locally and was sourced from landfill clearing project.

Bella Coola Townsite Water System- Recent servicing of fire hydrants in townsite was tied in with a Nuxalk Nation contractor to share hydrant servicing

- 15-11-19** M/S Directors Sayers/Schooner that the Public Works Department Report dated November 5, 2015 be received.

CARRIED

Leisure Services Commissions

- l) Denny Island Recreation Commission minutes dated October 8, 2015

- 15-11-20** M/S Directors Hall/Sayers that the Denny Island Recreation Commission minutes dated October 8, 2015 be received.

CARRIED

Item b) c., b) g. and Item d) a. & b. require clarification by the Board. The CAO will seek clarification for the above items from the Denny Island Recreation Commission October 8 minutes and report back to the Board.

Transportation Services

- m) Bella Coola Airport/Denny Island Airport report dated November 5, 2015

- 15-11-21** M/S Directors McCullagh/Sayers that the Bella Coola Airport/Denny Island Airport report dated November 5, 2015 be received.

CARRIED

- n) Denny Island Airport Commission minutes dated November 5, 2015 – late item

- 15-11-22** M/S Directors McCullagh/Schooner that the Denny Island Airport Commission minutes dated November 5, 2015 be received.

CARRIED

RECESS

RECONVENE

The regular meeting reconvened at 12:12pm

(D) EXECUTIVE REPORTS

- a) Chair's Report – Reg Moody-Humchitt provided a short verbal statement related to BC Ferries and Ernest Hall's presentation. He has been very involved with the caucus and next steps will be forming the working group committee and moving forward from there.

b) Electoral Area Reports

- i. Area A – Director McCullagh – no report
- ii. Area B - *see Chair's Report*
- iii. Area C – Director's report dated November 5, 2015

15-11-23 M/S Directors Hall/McCullagh that the report from the Director for Area C, dated November 5, 2015 be received.

CARRIED

- iv. Area D – Director Hall – no report
- v. Area E – nothing to report

(E) BYLAWS AND POLICIES

- a) A-21 – Use of Flood Mitigation Resources

15-11-24 M/S Directors Sayers/McCullagh that Policy A-21 Use of Flood Mitigation Resources be approved as amended.

CARRIED

- b) E-5 - Directors Attendance at Board Meetings

15-11-25 M/S Directors Schooner/McCullagh that E-5 - Directors Attendance at Board Meetings be approved as amended.

CARRIED

- c) F-2 – Directors/Travel Cost Reimbursement

15-11-26 M/S Directors McCullagh/Hall that Policy F-2 – Directors/Travel Cost Reimbursement be rescinded.

CARRIED

- d) F-5 – Administration Cost Recovery from Services

15-11-27 M/S Directors McCullagh/Hall that Policy F-5 – Administration Cost Recovery from Services be approved as amended.

CARRIED

- e) F-17 – Application for Grant-in-Aid

15-11-28 M/S Directors Schooner/Hall that Policy F-17 – Application for Grant-in-Aid be approved as amended.

CARRIED

PART IV- GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- a) Municipal Insurance Association – MIABC Dividend Cheque
- b) Auditor General for Local Government – Introduction of new Auditor General

15-11-29 M/S Directors Schooner/Hall that items (F)(a) & (b) be received.

CARRIED

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 12:23 p.m.


Chair


Corporate Officer