



CENTRAL COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING MINUTES

DATE: February 11, 2016

REGULAR BOARD MEETING MINUTES – February 11, 2016

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Director Reg Moody-Humchitt Absent with regrets
	Electoral Area C	Chair Alison Sayers
	Electoral Area D	Director Richard Hall
	Electoral Area E	Director Samuel Schooner
	Acting CAO/CFO	Donna Mikkelson
	Public Works Manager	Ken McIlwain (portion)
	CEDO	Tanis Shedden (portion)
	Administrative Assistant	Wendy Kingsley (portion)
	Recording Secretary	Cheryl Waugh

Members of the gallery – two

**PART I - INTRODUCTION**

1. **Call to Order**

The Chair called the meeting to order at 9:59 a.m.

2. **Adoption of Agenda**

a) (Introduction of late items)

**16-02-01** M/S Directors McCullagh/Hall that the agenda be adopted as amended to reflect that in camera matters will be discussed after Public Consultation.

**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 released from in camera

(B) **ADOPTION OF MINUTES**

a) **Regular Board Meeting, December 10, 2015**

Chair Sayers requested a note be added to the minutes of December 10, 2015 after Item D)b)iii): 4<sup>th</sup> paragraph.

- 16-02-02** M/S Directors McCullagh/Hall that the December 10, 2015 minutes be amended by adding the following statement after Item D) b) iii): 4<sup>th</sup> paragraph to correct the previous statement and other misinformation stated during board discussion that CCRD did not have official representatives involved in MaPP:
- 1) Page 7 of CCRD regular board meeting minutes appointing Brian Lande to MaPP
  - 2) Letter to MaPP dated Dec 19, 2013 and signed by CAO Darla Blake confirming the board resolution of appointing Brian Lande as CCRD Member representative to MaPP;
  - 3) Page 9 of CCRD board meeting minutes dated April 11, 2013 appointing Alison Sayers as CCRD Alternate representative to MaPP;
  - 4) Contract dated Jan 1, 2013 indicating participation of CCRD in MaPP
  - 5) Contract dated June 1, 2013 between MaPP and Alison Sayers hiring her as CCRD alternate
  - 6) Letter to MaPP dated Dec 9, 2014 and signed by CAO Darla Blake confirming the board resolution appointing Alison Sayers as CCRD Member representative to MaPP.

**CARRIED**

- 16-02-03** M/S Directors McCullagh/Hall that the minutes of the Regular Board meeting dated, December 10, 2015 be adopted as amended.

**CARRIED**

## **PART II– PUBLIC CONSULTATION**

1. Delegations –
  - a. Marine Planning Partnership, Charlie Short (via telephone) at 10:15 a.m.

Charlie Short, Manager, Marine Initiatives, Ministry of Forests, Lands and Natural Resource Operations joined the meeting via telephone along with Karen Topelko, Government of B.C. Co-Lead and Ken Cripps, First Nations Co-Lead. Mr. Short facilitated a webinar slide presentation that provided an overview of the Marine Planning Partnership (MaPP) including key outputs and benefits, draft implementation and next steps.

MaPP is a co-led process between the BC Government and eighteen coastal First Nations. A letter of intent was signed between the parties in 2011 and planning started in October of 2011 and completed in December 2014. There are specific marine plans for each area with overarching issues such as; climate change, cumulative effects, marine pollution and marine uses and activities like aquaculture, commercial tourism, fisheries products, forestry, etc. Benefits are a common vision, identification of economic opportunities, identification of areas of conflict and better investment climate.

The engagement process included Central Coast advisory committees. The planning process concluded and the government signed off. There are two components; 1st is visionary as to what they want to see happen in the future and 2<sup>nd</sup> is a spatial component which includes marine zoning

and recommended uses. They are envisioning a similar type model going forward when implementing the engagement approach. They don't envision the next planning process to be as intense but more focused with groups on specific topics.

Next Steps will be focused on work planning, implementation agreements, finalizing of the MaPP implementation strategy and finalizing details on engagement. The planning team continue to communicate via the website and other means as they finalize details on how they want to engage. More information can be found at: [www.mappocean.org](http://www.mappocean.org)

The Chair thanked all of the presenters.

b. Jan Prins, Questions (attached Administration's response) at 10:30 a.m.

Mr. Prins had previously submitted questions to the CAO but found some of the answers to be fairly obtuse and came before the Board to request further clarification.

Mr. Prins asked if the CCRD is liaising with the provincial government to advance the valley's position with regards to flood mitigation. The Chair responded that negotiations continue with the province but reminded that the regional district does not have the capacity to become a diking authority. She indicated that this is a province wide issue.

Mr. Prins asked if the CCRD has considered changing its boundaries. The Chair replied that it is a high priority and the regional district is currently negotiating funding for a governance study. The first Phase is a diagnostic inventory of governance and service delivery which will be completed by December 2016.

Mr. Prins asked if the CCRD has given any funding to the Nusatsum Property Owners Association (NPOA). The CAO will review records to clarify.

Mr. Prins asked if an economic development strategy will be available to the public soon. The Chair advised that the Community Economic Development Officer (CEDO) is working with the Economic Development Advisory Committee (EDAC) on this. The CEDO wants to have a good foundation before proceeding. A Community Economic Development Plan will be in place and available no later than December 31, 2016.

Mr. Prins asked about the development of a business listing. This is currently being researched and may dovetail with the Small Town Love initiative.

Mr. Prins asked if there is any history of studies for an alternative route out of the valley and if the CCRD has been involved with any such studies. The current Board wasn't aware of any studies. Mr. Prins acknowledged the subject is outside the purview of the Board and was looking for advocacy with his query.

Mr. Prins asked about the avenues for public input at board meetings. The Chair replied that the delegation process was meant to improve public engagement and that putting queries in writing to area directors or the CAO is an acceptable form of requesting information.

Mr. Prins asked who holds the position of Emergency Program Coordinator (EPC). The reply was that CAO Darla Blake is the EPC and it is a shared responsibility with Ken McIlwain assisting and further support from Cheryl Waugh.

The Chair thanked Mr. Prins for his questions and he left the meeting.

- 16-02-04** M/S Directors McCullagh/Hall that the meeting move in camera for consideration of matters pursuant to section 90(1)(a) and 90(2)(b) of the Community Charter.
- CARRIED**

The regular meeting resumed at 12:28p.m.

### **PART III – LOCAL GOVERNANCE**

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

##### **Administrative Services**

- a) Chief Administrative Officer's Report dated February 3, 2016

- 16-02-05** M/S Directors McCullagh/Hall that the Chief Administrative Officer's Report dated February 3, 2016 be received.
- CARRIED**

Membership to the Federation of Canadian Municipalities (FCM) has been the topic of much discussion by previous Boards who felt being part of organizations like UBCM and AVICC is better value for the CCRD's limited budget. The cost of membership for the CCRD is \$326.36 for 2016-2017.

The CCRD benefits from the Gas Tax Fund secured by FCM lobbying many years ago, however, beyond the Gas Tax Fund the CCRD is too small to qualify for any other funds or grants promoted or advocated or lobbied by the organization as the CCRD is not in a financial position to match funds. The CCRD is not able to send delegates to FCM conferences as the costs are prohibitive, noting the majority of conferences are held in eastern provinces.

- 16-02-06** M/S Directors Sayers/McCullagh that the Chair work with Administration to draft a letter to the Federation of Canadian Municipalities (FCM) on behalf of the Board, describing the CCRD's situation and concerns and asking for solutions to help the CCRD and other communities in a similar fiscal situation to be able to sustainably take advantage of FCM conferences, funding and any other related FCM membership benefits.
- CARRIED**

- 16-02-07** M/S Directors McCullagh/Hall that the Central Coast Regional District become members of the Federation of Canadian Municipalities for 2016-2017.
- CARRIED**

- 16-02-08** M/S Directors Schooner/McCullagh that the Administration will make the following correction to the 2015-2019 Integrated Strategic Plan, Goal 1, 1.2, 1.2.2 which is to read "complete a comprehensive review and update of the Official Community Plan, Zoning

and Subdivision Servicing Bylaws”.

**CARRIED**

- 16-02-09** M/S Directors McCullagh/Schooner that the Central Coast Regional District Board appoint Travis Hall as the alternate director for Area B, with the understanding that the appointment will be held until the next general local election.

**CARRIED**

- b) Grant In Aid Report and attached schedule of applicants, dated February 3, 2016

- 16-02-10** M/S McCullagh/Schooner that the Grand In Aid report be received.

**CARRIED**

Administrative Assistant, Wendy Kingsley joined the meeting to summarize and update the Grant In Aid report. The Administrative Assistant left the meeting.

Board discussion identified amendments to be made to the Policy F-17 Application for Grant In Aid prior to the next intake in 2017.

The CCRD's 2016 preliminary budget provides for Grant In Aid allocation of \$17,449.

- 16-02-11** M/S Directors McCullagh/Hall that the following organizations be approved for 2016 Grant In Aid funds totalling \$17,445.

Organization	Purpose	Requested 2016	Approved 2016
BC Central Coast Archives	Assist with rental for the Archives offices, storage facility and phone	\$2,000	\$0
Bella Coola Valley Arts Council	General operating costs	\$750	\$0
Bella Coola Valley Festival of the Arts	Assist young performers during adjudication for advancement to Provincial events	\$445	\$445
Bella Coola Valley Museum	Assist with maintaining the Museum operating costs	\$2,000	\$0
Bella Coola Resource Society	Design, print, consult and install five interpretive signs along Snootli Creek Regional Park trails	\$2,000	\$0
Bella Coola Valley Ridge Riders	Ground improvements, replacing bleachers, safety concerns	\$2,500	\$2,000
Bella Coola Valley Tourism	Commission local photographers to provide images for the BCVT image bank, used for marketing	\$3,000	\$0
Bella Coola Community Support Society Food Bank	Purchase food for food bank and Annual Christmas Hampers, support cooking and gardening workshops	\$3,000	\$3,000
British Columbia Conservation Foundation	To support an application for wage subsidy for local Wildsafe BC Coordinator	\$1,250	\$0



Central Coast Chamber of Commerce	Fund the purchase of an All Terrain trailer to mobilize community's fire fighting equipment	\$1,100	\$0
Denny Island Community Development Association	Fund construction of a shelter for outdoor social and community gatherings	\$2,000	\$2,000
Bella Coola Music Festival Society	Music Festival costs and development	\$3,000	\$3,000
Dog Town Bella Coola	Fund costs associated with providing rescue and care for abandoned pets	\$1,000	\$1,000
Lobelco Community Club	Repair the roof on the Hall	\$4,500	\$4,500
Norwegian Heritage Society	Fund liability insurance	\$500	\$0
Nuxalk Radio	Purchase and install equipment to increase broadcast range	\$5,000	\$0
S.H.E.D. Society of Bella Coola	Facilitate travel to outer Coast communities	\$1,500	\$1,500

**CARRIED**

### **Financial Services**

#### **c) Five-Year Financial Plan – 2<sup>nd</sup> Presentation**

**16-02-12** M/S Directors McCullagh/Schooner that the Five-Year Financial Plan – 2<sup>nd</sup> Presentation be received.

**CARRIED**

The Chief Financial Officer presented the 2<sup>nd</sup> draft of the financial plan for the years 2015-2019. Highlights include an overall increase in property value assessments of 15% as determined by B.C. Assessment Authority. A notable change occurred in electoral area A where the value of properties, primarily in the utilities classification, increased significantly resulting in assessments rising from \$40.5 million to \$53.9 million in that electoral area. Area E was the only electoral area where assessments decreased (from \$11 million to \$10 million). These changes will affect the allocation of the tax levy amongst the electoral areas.

The current projected tax requisition is sitting at an increase of 5.9% over 2015, although the final figures won't be presented until after the audit is completed for 2015 in time for the March meeting of the Board.

The Board of Directors indicated that the Chief Administrative Officer should continue to engage in conversations with Nuxalk Nation Administration in an effort to develop the relationship and to work collaboratively in the interests of community health and wellness in the Bella Coola Valley, most notably in matters related to the Bella Coola Airport and the Centennial Swimming Pool

#### **d) Preliminary Financial Report January – December 2015.**

**16-02-13** M/S Directors Schooner/McCullagh that the Preliminary Financial Report January – December 2015 be received.

**CARRIED**

A draft financial report for 2015 was presented. It is noted that the regional district's auditors, PMT Chartered Accountants, will begin their field work on February 21<sup>st</sup> and the year end results will follow in March. Jay Cheek from PMT will present the audit report to the Board of Directors at the April meeting and will attend by telephone.

### **Development Services**

- e) Community Economic Development Report dated February 3, 2016.

CEDO, Tanis Shedden joined the meeting.

- 16-02-14** M/S Directors McCullagh/Schooner that Community Economic Development Report dated February 3, 2016 be received. **CARRIED**

The CCRD's application to the Northern Development Initiative Trust Small Town Love program has been accepted. This is an opportunity to support local businesses to gain and/or increase their internet and social media presence. The website is now open for applications:  
[www.lovecentralcoastbc.com](http://www.lovecentralcoastbc.com)

- f) Broadcasting Report, dated February 3, 2016

- 16-02-15** M/S Directors McCullagh/Hall that the Broadcasting Report dated February 3, 2016 be received. **CARRIED**

As requested by the Board, the CEDO undertook a preliminary investigation for broadcasting board meetings and presented options for discussion.

- 16-02-16** M/S Directors McCullagh/Hall that CCRD Administration will pursue Option A, Audio Only-Single Handheld Recorder, from the Broadcasting Report dated February 3, 2016 and proceed with establishing audio recordings of CCRD regularly scheduled meetings and review bylaws and policies that pertain to the administration, records management, and sharing of these files. **CARRIED**

- g) Community Economic Development Planning Report, dated February 3, 2016.

- 16-02-17** M/S Directors McCullagh/Hall that Community Economic Development Planning Report, dated February 3, 2016 be received. **CARRIED**

The CEDO explained that by working to structure partnership, collaboration, and/or contribution agreements the CCRD will be able to shift the Economic Development Services focus. By embracing this model, the Economic Development Service of the CCRD can take on the role of a facilitator of Community and Economic Development in communities throughout the region, rather than as an administrator. This will enable the CCRD to support organizations in their strategic community and economic development initiatives. We can ask the question; Is there an organization in a better position to achieve the identified goals and how can we help? The contribution agreements are a way to assist local organizations get some small wins under their belts.



- 16-02-18** M/S Directors McCullagh/Hall that CCRD Administration pursue partnership/contribution agreements with local organizations, societies, and/or groups as a means to facilitate the Economic Development Services function of the CCRD.

**CARRIED**

- h) Economic Development Advisory Committee minutes of January 28, 2016

- 16-02-19** M/S Directors McCullagh/Hall that the Economic Development Advisory Committee minutes of January 28, 2016, be received.

**CARRIED**

The CEDO left the meeting.

- i) Land Use Planning Report, dated February 3, 2016

- 16-02-20** M/S Directors Schooner/McCullagh that the Land Use Planning Report, dated February 3, 2016, be received.

**CARRIED**

- j) Official Community Plan Advisory Committee (OCPAC), draft minutes of December 15, 2015.

- 16-02-21** M/S Directors McCullagh/Schooner that the Official Community Plan Advisory Committee draft minutes of December 15, 2015 be received.

**CARRIED**

- k) Official Community Plan Advisory Committee (OCPAC) Interim Report, dated February 1, 2016.

- 16-02-22** M/S Directors McCullagh/Hall that the Official Community Plan Advisory Committee Interim Report, dated February 1, 2016, be received.

**CARRIED**

The Board expressed the desire for a future workshop surrounding the Official Community Plan (OCP) that they might have a solid foundation for understanding the need to review/update the current OCP. It was noted the Official Community Plan Advisory Committee has not yet finished their review/recommendations. A workshop would help the Board understand how all these pieces fit together and what an updated OCP would mean for our community.

### **Public Works**

- l) Public Works Monthly report dated February 2, 2016.

PWM, Ken McIlwain joined the meeting.

The Public Works Manager discussed the progression of design work for the new recycling depot and transfer station at Thorsen Creek Waste and Recycling Center.

Following reports from Nuxalk Band Administration Staff of high water usage, CCRD contractors have undertaken a leak detection survey of the Townsite Water System. Two leaks were detected and follow-up work is being completed to determine the nature and extent of the leaks in conjunction with the affected homeowners.

The application to the Strategic Priorities Fund for construction of the Shearwater Water System was not successful. Stakeholders will be engaged to determine what direction they wish to pursue with respect to funding water system construction.

**16-02-23** M/S Directors McCullagh/Schooner that the Public Works Department Report dated February 3, 2016, be received.

**CARRIED**

m) GIS/Mapping Information Report, dated February 3, 2016.

**16-02-24** M/S Directors McCullagh/Hall that the GIS/Mapping Information Report dated February 3, 2016 be received.

**CARRIED**

Over the course of the past year, there have been discussions among staff around Geographic Information Systems (G.I.S.) and their relevance or importance to the CCRD organization as well as the current state of mapping resources at CCRD. In order to help assess the current status and options around G.I.S. and mapping the CAO requested a report providing background information on the subjects, and if warranted, some recommendations on improving CCRD mapping resources.

**16-02-25** M/S Directors McCullagh/Hall that the CCRD Board support Administration moving forward with the recommendations in the GIS/Mapping Information Report, dated February 3, 2016 regarding updating of CCRD mapping, G.I.S. support and staff training.

**CARRIED**

#### **Leisure Services Commissions**

n) Centennial Pool Commission, minutes dated January 13, 2016

**16-02-26** M/S Directors McCullagh/Schooner that the Centennial Pool Commission minutes dated January 13, 2016, be received.

**CARRIED**

Director Hall has not been contacted about attending a Pool Commission meeting. The Acting CAO will ensure he is invited to the next meeting in his capacity as Board representative.

o) Denny Island Recreation Commission appointments.

**16-02-27** M/S Directors McCullagh/Schooner that the Central Coast Regional District Board makes the following appointments to the Denny Island Recreation Commission, in accordance with the Denny Island Recreation Commission Bylaw 441, 2015: Crystal Anderson, Pauline Imamura and Betty Hadley, who will each serve with a term expiring on December 31, 2016 and Kathy Sereda who will serve with a term expiring

on December 31, 2017, provided that they agree to adhere to the policies and procedures of the Regional District.

**CARRIED**

## **RECESS**

The Regular Meeting Resumed at 3:13 p.m.

### **The following item was moved forward: (D) (b) i Area A Report**

Director McCullagh provided a verbal report and expressed appreciation to Administration for gathering some tsunami siren information. She looks forward to receiving more details.

The status of roads on Denny Island is beyond unacceptable; culverts have not yet been repaired where they have fallen in and there is extreme erosion. Gravel was promised 3 years ago and still has not shown up. The one area that Shearwater Marine was hired to fix is still in excellent shape.

Ana Santos is the new president of the Central Coast Chamber of Commerce and there are some new faces with that group.

The AGM for Vancouver Island Regional Library also has new folks involved but the Executive remains mostly the same.

There is a new social club on Denny Island which is DISCO-Denny Island Social Community Opportunities.

**16-02-28** M/S Directors Sayers/Hall that the CCRD write another letter of support for Denny Island roads to the Ministry of Transportation and Infrastructure and Interior Roads.

**CARRIED**

Director McCullagh left the meeting at 3:15 p.m.

## **Transportation Services**

p) Bella Coola Airport/Denny Island Airport report dated February 3, 2016.

**16-02-29** M/S Directors Hall/Schooner that the Bella Coola Airport/Denny Island Airport report dated February 3, 2016 be received.

**CARRIED**

The Board commented that Bella Bella Airport is progressing with a substantial project to replace their terminal building and asked if any such plans have been considered for the Bella Coola Airport. The Board was informed that draft terms of reference are being created for a Master Plan for the Bella Coola Airport and that funding for plan development should be available from the Community Works Fund. The Board would like to receive more information about the Master Plan proposed for the Bella Coola Airport as there is interest in the future of the airport and the continuance of scheduled and charter airline service. Aging infrastructure and budgetary constraints demand that any development plans be revisited to allow for long-term growth and flexibility and to act as a guide for future operations for a facility and service that is a vital to the community.

**(D) EXECUTIVE REPORTS**

- a) Chair's Report – Alison Sayers provided a written report outlining her activities and involvement with the Marine Planning Partnership (MaPP), the Federation of Canadian Municipalities (FCM), Official Community Plan Advisory Committee (OCPAC) and her January attendance at the Union of British Columbia Municipalities Executive meeting.

**16-02-30** M/S Directors Schooner/Hall that the report from Chair Sayers, dated February 3, 2016, be received.

**CARRIED**

b) Electoral Area Reports

ii. Area B - No Report

iii. Area C – see Chair's report

iv. Area D –

Director Hall would like to further the conversation with Area C and Area E directors to plan a casual meeting with constituents in the community. This matter will be included on the March agenda.

v. Area E – No Report

Director Schooner left the meeting at 3:33p.m. As there was no longer a quorum the meeting was adjourned and Agenda Items (E) (a) (b) (c) (d) and (e) and (F) (a) (b) (c) (d) and (e) were moved to the March 10, 2016 Agenda.

**(G) ADJOURNMENT**

**16-02-31** M/S Directors Hall/Schooner that the meeting be adjourned at 3:33 p.m.

**CARRIED**

  
Chair

  
Corporate Officer