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CENTRAL COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING MINUTES  
DATE: March 10, 2016

REGULAR BOARD MEETING MINUTES – March 10, 2016

In Attendance:	Electoral Area A	Alternate Director Clint Coutts (via phone)
	Electoral Area C	Chair Alison Sayers
	Electoral Area D	Director Richard Hall
	CAO	Darla Blake
	CFO	Donna Mikkelsen (portion)
	Public Works Manager	Ken McIlwain (portion)
	CEDO	Tanis Shedden (portion)
	Recording Secretary	Cheryl Waugh
Absent:	Electoral Area B	Director Reg Moody-Humchitt Absent with regrets
	Electoral Area E	Director Samuel Schooner Absent with regrets

Members of the gallery – one (portion)

**PART I - INTRODUCTION**

1. **Call to Order**

The Chair called the meeting to order at 9:04 a.m.

2. **Adoption of Agenda**

a) (Introduction of late items)

Addition of two reports:

(C) a) i. Chief Administrative Officer's Report

(C) a) ii. Denny Island Recreation Commission Report

**16-03-01** M/S Directors Hall/Coutts that the agenda be adopted as amended.

**CARRIED**

3. **Disclosures of Financial Interest**

The Chair reminded Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter to disclose any interest during the meeting when the matter is discussed.

4. **Disclosures of Interests Affecting Impartiality**

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

(A) **IN CAMERA MATTERS**

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

No matters were brought out of in camera

On a final note Sgt. Thiessen said that the local detachment will run with four RCMP members for the summer and there will be five members by the fall.

The Chair thanked Sgt. Thiessen and all the members of the RCMP detachment for the difficult job they have and for what they do.

- b. Joan Sawicki, Chair, Official Community Plan Advisory Committee 10:00 a.m. (Also see agenda item (C)(g) OCPAC Final Report)

Joan Sawicki joined the meeting to speak to the final report of the Official Community Plan Advisory Committee and thanked the board for allowing her as a representative on the committee.

Ms. Sawicki provided a visual aid in the form of two charts which demonstrated what a typical Official Community Plan (OCP) looks like. She explained the advisory committee only looked at the policies of the CCRD's OCP and not at the zoning, subdivision servicing or other 'on the ground' bylaws. The committee only looked at the words in the current OCP.

As noted in the committee's final report, Section 1 of the OCP is basically a rewrite, has no map and includes outdated information.

Section 2 of the OCP does endorse a revised vision which made the goals out of sync plus there are no objectives in this plan.

Section 3 was a mixed bag regarding the policies with some outdated and others irrelevant.

The conclusion reached by way of the charts and the final written report demonstrated why the OCPAC's recommendation is not to update the OCP at this time, which is not a recommendation to do nothing. The final report concludes that it would be premature for the CCRD to undertake and update of the OCP for the Bella Coola Valley at the current time.

The Chair asked for clarification as to which policies the board should be looking at. See final report pages 8,9,10, first four bullets. Those policies are in limbo because there are no goals or objectives to go with them. On the Policy Table, take the comments and highlight the 3<sup>rd</sup> column of the policies with missing areas. Use all of this as an internal planning document to see if it works and is aligned with the district's other policy documents such as the Integrated Strategic Plan.

The Chair publicly thanked Ms. Sawicki for the tremendous amount of work she put into the committee, the expertise she brought to the table and in particular her time commitment. All committee members were acknowledged for their efforts through the review process.

### **PART III – LOCAL GOVERNANCE**

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

##### **Administrative Services**

- a) i. Chief Administrative Officer's Report dated March 4, 2016

(B) **ADOPTION OF MINUTES**

a) Regular Board Meeting, February 11, 2016

**16-03-02** M/S Directors Hall/Coutts that the February 11, 2016 minutes be adopted

**CARRIED**

The following item was brought forward:

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING - Financial Services

a) Parcel Tax Requisition 2016

**16-03-03** M/S Directors Hall/Coutts that the 2016 Parcel Tax Roll for the Bella Coola Waterworks Local Service Area (LSA) be confirmed and authenticated and forwarded for collection to the Surveyor of Taxes.

**CARRIED**

**PART II- PUBLIC CONSULTATION**

1. Delegations –
  - a. Sgt. Justin Thiessen, RCMP, 9:45 a.m.

Sgt. Thiessen presented an overview on various RCMP activities and internal planning underway for the Bella Coola Detachment.

In comparing 2015 with 2014 statistics, driving complaints were down by 24% while impaired driving was up by 28%, likely due to the fact police are targeting those violators. There was an increase in assaults but a decrease in sexual assault, break and enter and mischief. 2015 saw an increase in Charges Forwarded to Crown by 23%. Early statistics for 2016 show little or no change for the same infractions.

Key objectives for the detachment are aimed at violent offenses and impaired driving. The RCMP want to continue relationship building in the community to assist with curbing violence. Five issues the detachment sees as valuable primary driving factors and priorities are a crime reduction strategy, impaired driving initiative as a pro-active measure, suicide prevention, youth substance abuse and violence.

The RCMP don't want to take on a broad approach to substance abuse as a priority but are in the planning stages of how to reduce access of liquor to youth and will continue working in schools with the D.A.R.E. program (Drug Abuse Resistance Education) and targeting people making it easy for youth to get liquor.

The RCMP have worked with the Nuxalk Nation where feasts were held for both men and women to provide insight as to how violence affects families. They are keen on practicing more of a community grassroots approach to continue to show, as a detachment, the value of this method.

The RCMP's performance planning for 2016 begins April 1<sup>st</sup> and Sgt. Thiessen invited feedback from the board from its perspective as it sees concerns in the community. The first draft of the plan should be ready by the end of April.

- 16-03-04** M/S Directors Hall/Coutts that the Chief Administrative Officer's Report dated March 4, 2016 be received.

**CARRIED**

The Chief Administrative Officer's report provided an update on the Governance and Service Delivery Diagnostic Analysis Study. The Minister of Community Sport and Cultural Development has signed the Cost Sharing Agreement with the CCRD for undertaking the Governance and Service Delivery Diagnostic Analysis Study to the value of \$60,000 for Phase 1 of the study.

The Terms of Reference for Phase 1 of the study and the CCRD proposed Request for Proposal (RFP) have also been approved. A short list of five appropriately qualified and experienced consultants was agreed upon with the Ministry. The RFP was sent out to the five chosen consultants with a deadline of March 21<sup>st</sup> for receiving their proposals.

- 16-03-05** M/S Directors Hall/Coutts that Ed Backmann be appointed as Deputy Emergency Program Coordinator for Ocean Falls.

**CARRIED**

ii. Denny Island Recreation Commission Report dated March 2, 2016

- 16-03-06** M/S Directors Coutts/Hall that the Denny Island Recreation Commission Report dated March 2, 2016 be received.

**CARRIED**

At the February 11, 2016 meeting of the board the matter of appointments to the Denny Island Recreation Commission (DIRC) was considered. An option was put forward that the board consider resolving to suspend any funding or appointments to the commission until further notice.

Correspondence was received from three Denny Island residents expressing a variety of concerns and disappointment with the recommendation to disband the DIRC. Ms. Mary Leslie, in particular, had questions for the board with regard to the decisions made at both the December, 2015 and February, 2016 board meetings.

- 16-03-07** M/S Directors Hall/Coutts that staff be instructed to bring forward the Denny Island Recreation Commission Bylaw No. 441 for amendment, particularly as it relates to Membership and Term Section 4 where it will be amended to state that the Commission shall consist of four members and the quorum will be three.

**CARRIED**

- 16-03-08** M/S Directors Coutts/Hall that Chair Sayers communicate directly with Mary Leslie in response to her email correspondence to explain the rationale for the board's decisions with regards to the Denny Island Recreation Commission.

**CARRIED**

b) Financial Plan 2016-2020 – Final Presentation

- 16-03-09** M/S Directors Coutts/Hall that the Financial Plan 2016-2020 be received.

**CARRIED**

The Chief Financial Officer presented the latest draft of the financial plan for the years 2016-2020. Highlights include an overall increase in property value assessments of 15% as determined by B.C. Assessment Authority.

The current projected tax requisition is sitting at an increase of 5.8% over 2015. The final surplus figures for 2015 have been confirmed by the regional district auditors and are included in the financial plan. Despite the increase in the regional district's tax levy, actual cost to residential property owners will decrease on average, due to the increase in non-residential property value assessments.

**16-03-10** M/S Directors Hall/Coutts that Bylaw #55, cited as the Central Coast Regional District Five-Year Financial Plan Bylaw No. 55, 2016 be now introduced and read a first time.  
**CARRIED**

**16-03-11** M/S Directors Hall/Coutts that Bylaw #55, cited as Central Coast Regional District Five-Year Financial Plan Bylaw No. 55, 2016 having been given due and detailed consideration by the Board be now read a second and third time.  
**CARRIED**

**16-03-12** M/S Directors Hall/Coutts that Bylaw #55, cited as Central Coast Regional District Five-Year Financial Plan Bylaw No. 55, 2016 having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.  
**CARRIED**

### **Development Services**

c) Community Economic Development Report dated March 2, 2016.

**16-03-13** M/S Directors Coutts/Hall that Community Economic Development Report dated March 2, 2016 be received.  
**CARRIED**

The Community Economic Development Officer (CEDO) spoke to the report noting she had a busy month of engagement.

The CEDO attended the Vancouver Coastal Health Authority's Healthy Community Forum in Vancouver on February 19, 2016. This forum was structured to reflect community development principles and practices, such that VCH's intention moving forward is to engage with the Central Coast Regional District Board of Directors rather than the Central Coast Regional Hospital District Board.

The Central Coast Regional District has been identified by the Vancouver Coastal Health Authority as a priority community for increased engagement for 2016/2017. Several members of VCH will be coming to the Central Coast over the next few months to gather and provide additional information regarding how to tailor partnerships in the region to move the Healthy Communities initiative forward in our region. The CEDO will be providing a report to Vancouver Coast Health regarding what a regional district is, what it does and doesn't do, and what some challenges are to local community engagement. This will be used to ensure that any support that does come to the Central Coast region



is structured to work and be sustainable with the unique governance structure found in the Central Coast Regional District.

On February 18, a follow-up local producers meeting was held at the Bella Coola Valley Inn. The intent of this meeting was to provide market information on several small scale retail opportunities to provide local producers with the opportunity to more efficiently meet market demand. Through the BC Food Systems Network the Bella Coola Sustainable Agriculture Society has successfully secured a listserv linking Central Coast producers, local retailers and wholesale purchasers. A listserv is an electronic mailing list. Information can be shared readily for example, requests for local produce can be posted and then that request is distributed to producers who are registered to the Bella Coola Valley listserv. A key to success of this initiative will be local buyers leveraging the Bella Coola Valley listserv as a means to communicate demand with local producers.

The application to the Northern Development Initiative Trust for annual funding of \$1,200.00 has been accepted and the website [www.lovecentralcoastbc.com](http://www.lovecentralcoastbc.com) is now open for applications. There will be an engagement process at the end of March. The board of directors can champion the cause by spreading the word and sending interested parties to the CEDO.

d) Land Use Planning Report, dated March 3, 2016

**16-03-14** M/S Directors Hall/Coutts that the Land Use Planning Report, dated March 3, 2016, be received.

**CARRIED**

e) Official Community Plan Advisory Committee (OCPAC), draft minutes of February 19, 2016

**16-03-15** M/S Directors Coutts/Hall that the Official Community Plan Advisory Committee draft minutes of February 19, 2016 be received.

**CARRIED**

f) Official Community Plan Advisory Committee (OCPAC) Final Report, dated March 1, 2016.

**16-03-16** M/S Directors Coutts/Hall that the Official Community Plan Advisory Committee Final Report, dated March 1, 2016, be received.

**CARRIED**

The Chair asked for the board's thoughts about the OCPAC's final report and recommended the board ask staff to review and analyze the final report of the OCPAC. There are specific questions to be answered which would provide more information and assist in the decision to move forward or not.

Administration will report back to the board.

### **Public Works**

g) Public Works Monthly report dated March 3, 2016.

- 16-03-17** M/S Directors Hall/Coutts that the Public Works Department Report dated March 3, 2016, be received.

**CARRIED**

The Public Works Manager spoke to the highlights of his report.

- Design work continues for the new recycling facility and transfer station at the Thorsen Creek Waste and Recycling Centre. Intern Kyle Mettler completed initial conceptual design work which was included in the report. This is in preparation for construction.
- A condition assessment will be undertaken over the next several months at Centennial Pool by Carscadden Stokes McDonald Architects Inc. and AME Engineering to ascertain existing condition of the pool tank and mechanical system and examine replacement costs.
- A large spruce tree at Walker Island Park was removed to make room for a septic system and reduce tree litter on the new infield.
- CCRD kicked off its Waste Reduction and Recycling Education Campaign the week of February 15th. Mary Forbes and Caitlin Thompson presented to classrooms in Acwsalcta School and Bella Coola Elementary School. Topics covered involved waste reduction, recycling and the environment.
- The Public Works Manager participated in a Northern Focus group on Solid Waste Management and provided feedback to the Ministry of Environment on challenges faced in our region.
- With partial grant funding in place, CCRD will move forward with condition assessments of infrastructure. In their capacity as Engineers of Record, Urban Systems Ltd. will assist with a condition assessment of the town site water system, as well as the airports on Denny Island and in Bella Coola.

**Leisure Services Commissions**

- h) Centennial Pool Commission, request for appointment of Russ Hilland to the pool commission.

- 16-03-18** M/S Directors Coutts/Halls that Russ Hilland be appointed to the Centennial Pool Commission.

**CARRIED**

- i) Denny Island Recreation Commission, minutes dated February 29, 2016.

- 16-03-19** M/S Directors Hall/Coutts that the Denny Island Recreation Commission minutes dated February 29, 2016 be received.

**CARRIED**

**RECESS**

The regular meeting resumed at 11:03 a.m.



### **Transportation Services**

- j) Bella Coola Airport/Denny Island Airport report dated March 3, 2016.

**16-03-20** M/S Directors Hall/Coutts that the Transportation Report - Bella Coola and Denny Island Airport report dated March 3, 2016 be received.

**CARRIED**

### **(D) EXECUTIVE REPORTS**

#### **a) Chair's Report –**

Alison Sayers provided a verbal report highlighting her activities over the past month and upcoming dates of interest.

- On March 4<sup>th</sup> the Chair attended the Northern Development Initiative Trust Northwest Regional Advisory Committee meeting by phone. Allocation for the Northwest Region for the year is almost entirely granted out. Some may be left for another allocation in June but this isn't clear yet. The next meeting is to be scheduled somewhere in the first two weeks in June.
- The Chair met with Jennifer Rice, MLA for the North Coast, who was recently in the community to discuss Maternity Matters. She is visiting many communities in the province to learn more about the challenges of being pregnant in communities where there are no birthing services.
- The Chair reported that the Coastal Ferries Group is meeting with Minister Stone on April 4<sup>th</sup>. Although unable to attend in person, a request has been made for a conference call option.
- The CAO/CEO Forum and the Municipal Finance Authority AGM will be held at the end of March and the Chair will be in attendance along with CAO, Darla Blake.
- The Chair will also be attending the Association of Vancouver Island and Coastal Communities conference with CAO, Darla Blake April 8-10 where she will be introducing a CCRD resolution. As the only representative there from the board she wants to ensure her speech is reflective of the board's message and a copy will be distributed in advance of the conference for comment/feedback.
- The Chair attended one of the open house sessions of Bella Coola Community Forest Ltd. in early March.
- The Chair participated in some of the Business Walks with the CEDO and encourages other board members to engage with the CEDO and businesses in their areas as it was great to hear business owners' perspectives.
- The Chair will be attending UBCM Advocacy Days in Victoria in April and will not be available for the April board meeting.

b) Electoral Area Reports

- i. Area A – No report
- ii. Area B - No report
- iii. Area C – see Chair's Report
- iv. Area D – Director Hall provided a short verbal report

Ideas were discussed about planning a meeting with constituents and board directors. The rationale is to meet with constituents to see what the issues or barriers are and how the board can improve its methods. What would people like to see to connect the communities in a more sound way and to have consistency? The CAO offered to work with the CEDO to get a base idea for an informal gathering. The Chair would like to see copies of the budget available at the gathering. All liked the concept of information booths/stations as a meeting model. The date selected was Thursday, August 11<sup>th</sup>, 7pm at Legion as a target. This may change. Alternate directors are to be invited as well. Director Hall gave a short report on Nuxalk building initiatives.

- v. Area E – No report

**(E) BYLAWS AND POLICIES**

a) Bylaw No. 453 Central Coast Regional District Records Management:

- 16-03-21** M/S Directors Hall/Coutts that Bylaw No. 453 cited as Central Coast Regional District Records Management Bylaw No. 453 having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and Person responsible for corporate administration."

**CARRIED**

b) Bylaw No. 455 Bella Coola Valley Street Lighting Service Area Establishment Amendment:

- 16-03-22** M/S Directors Hall/Coutts that Bylaw No. 455 cited as Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw No.455 having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and Person responsible for corporate administration.

**CARRIED**

c) Bylaw No. 456 Bella Coola Valley Street Lighting Service Area Establishment Amendment

- 16-03-23** M/S Directors Hall/Coutts that Bylaw No. 456 cited as Bella Coola Valley Street Lighting Service Area Establishment Amendment Bylaw No.456 having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and Person responsible for corporate administration.

**CARRIED**

d) Bylaw No. 457 Central Coast Airport Operating and Management Commission Establishing Bylaw:

**16-03-24** M/S Directors Hall/Coutts that Bylaw No. 457 cited as Central Coast Airport Operating and Management Commission Establishing Bylaw No.457, 2016 having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and Person responsible for corporate administration.

**CARRIED**

e) Bylaw No. 459 Temporary Borrowing Bylaw No. 459, 2016:

**16-03-25** M/S Directors Coutts/Hall that Bylaw No. 459 cited as Temporary Borrowing Bylaw No. 459, 2016 be now introduced and read a first time.

**CARRIED**

**16-03-26** M/S Directors Hall/Coutts that Bylaw No. 459 cited as Temporary Borrowing Bylaw No. 459, 2016 having been given due and detailed consideration by the Board be now read a second and third time.

**CARRIED**

**16-03-27** M/S Directors Hall/Coutts that Bylaw No. 459 cited as Temporary Borrowing Bylaw No. 459, 2016 having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.

**CARRIED**

f) Policy A-10 Filing Disclosures, having been amended, now seek approval.

**16-03-28** M/S Directors Hall/Coutts that Policy A-10 Filing Disclosures be approved as amended.

**CARRIED**

g) Policy A-16 Donation Request Campaigns, having been reviewed and seeking approval.

**16-03-29** M/S Directors Hall/Coutts that Policy A-16 Donation Request Campaigns be approved as reviewed.

**CARRIED**

h) Policy A-17 Donations and Bequests, having been reviewed and seeking approval

**16-03-30** M/S Directors Coutts/Hall that Policy A-17 Donations and Bequests be approved as reviewed.

**CARRIED**

i) Policy A-17(a) Donations and Bequests in Conjunction with an Emergency Event, having been reviewed and seeking approval

**16-03-31** M/S Directors Hall/Coutts that Policy A-17(a) Donations and Bequests in Conjunction with an Emergency Event be approved as reviewed.

**CARRIED**

j) Policy E-2 Drinking and Driving – Road Sense, having been reviewed now seek approval.

- 16-03-32** M/S Directors Coutts/Hall that Policy E-2 Drinking and Driving – Road Sense be approved as reviewed.

**CARRIED**

- k) Policy E-7 Ethical Standards of Conduct for Elected Officials, report and policy for approval.

- 16-03-33** M/S Directors Coutts/Hall that the Central Coast Regional District Board of Directors receives the report, Policy E-7 Ethical Standards of Conduct for Elected Officials, dated February 3, 2016.

**CARRIED**

- 16-03-34** M/S Coutts/Hall that the Central Coast Regional District Board of Directors adopts the amended Policy E-7 Ethical Standards of Conduct for Elected Officials, which includes a section on the Principles of the *United Nations Declaration on the Rights of Indigenous Peoples*.

**CARRIED**

- l) Policy E-9 Directors Travel to Board Meetings, having been reviewed now seek approval.

- 16-03-35** M/S Directors Coutts/Hall that Policy E-9 Directors Travel to Board Meetings be approved as amended.

**CARRIED**

#### **PART IV– GENERAL BUSINESS**

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

- a) Ministry of Transportation & Infrastructure – Shoulder Widening in Bella Coola, Hwy 20
- b) AVICC 2016 AGM & Convention
- c) Memo UBCM – UBCM Concerns Heard on Fire Services
- d) Memo UBCM – New Fire Safety Act Introduced
- e) Ministry Jobs, Tourism and Skills Training – Syrian refugees in British Columbia, dated Jan 19, 2016 and an update dated Feb 26, 2016
- f) District of Squamish – request for support on Transit Challenges in Active and Growing Communities
- g) Port Coquitlam, 2016 FCM Resolution – Build Canada Grant Funding
- h) Ministry of Health, regarding physician assistants (PAs)
- i) Minister Fassbender (MCSCD), invitation to engage on the Climate Leadership Team's Recommendations


- 16-03-36** M/S Directors Hall/Coutts that item (F)a) Ministry of Transportation & Infrastructure- Shoulder Widening in Bella Coola, Hwy 20 be received.

**CARRIED**

- 16-03-37** M/S Directors Coutts/Hall that item (F)b) AVICC 2016 AGM & Convention brochure be received.  
**CARRIED**
- 16-03-38** M/S Directors Hall/Coutts that item (F)c) Memo UBCM- UBCM Concerns Heard on Fire Services be received.  
**CARRIED**
- 16-03-39** M/S Directors Coutts/Hall that item (F)d) Memo UBCM-New Fire Safety Act Introduced be received.  
**CARRIED**
- 16-03-40** M/S Directors Coutts/Hall that item (F)e) Ministry Jobs, Tourism and Skills Training- Syrian refugees in British Columbia, dated January 19, 2016 and an update dated February 26, 2016 be received.  
**CARRIED**
- 16-03-41** M/S Directors Hall/Coutts that item (F)f) District of Squamish request for support on Transit Challenges in Active and Growing Communities be received.  
**CARRIED**
- 16-03-42** M/S Directors Coutts/Hall that item (F)g) Port Coquitlam, 2016 FCM Resolution-Build Canada Grant Funding be received.  
**CARRIED**
- 16-03-43** M/S Directors Coutts/Hall that item (F)h) Ministry of Health regarding physician assistants be received.  
**CARRIED**
- 16-03-44** M/S Directors Hall/Coutts that item (F)i) Minister Fassbender (MCSCD), invitation to engage on the Climate Leadership Team's Recommendations be received.  
**CARRIED**

**(G) ADJOURNMENT**

There being no further business the meeting was adjourned at 11:45 a.m.

  
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Chair

  
\_\_\_\_\_  
Corporate Officer