



CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES

DATE: April 14, 2016

REGULAR BOARD MEETING MINUTES – April 14, 2016

In Attendance: Electoral Area A Alternate Director Clint Coutts
 Electoral Area B Vice Chair Reginald Moody-Humchitt
 Electoral Area C Alternate Director Alison Krimmer
 Electoral Area D Director Richard Hall
 CAO Darla Blake
 CFO Donna Mikkelson (portion)
 Public Works Manager Ken McIlwain (portion)
 Recording Secretary Cheryl Waugh

Absent: Area E Director Samuel Schooner
 Area C Director Alison Sayers (with regrets)
 Area A Director Cathi McCullagh (with regrets).

Members of the gallery – one

PART I - INTRODUCTION

1. **Call to Order**

Vice Chair Reginald Moody-Humchitt acted as the Chair and called the meeting to order at 9:40 a.m.

The CAO administered the Oath of Office to Alternate Director Alison Krimmer

2. **Adoption of Agenda**

a) (Introduction of late items)

Addition of one report:

- (C) b) Chief Administrative Officer's Report, Denny Island Community Development Association DICDA
- Remove the item under (C) Protective Services

16-04-01 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

(B) **ADOPTION OF MINUTES**

a) Regular Board Meeting, March 10, 2016

The CAO requested amendment to comments made by Joan Sawicki Part II, Public Consultation 1.b. Delegations. Last line of second to last paragraph to read: *Ms. Sawicki expressed the further personal opinion that perhaps the useable parts could be consolidated into an interim internal planning document to see if it works and is aligned with the district's other policy documents such as the Integrated Strategic Plan.*

16-04-02 M/S Directors Coutts/Krimmer that the March 10, 2016 minutes be adopted as amended. **CARRIED**

PART II– PUBLIC CONSULTATION

The Public Works Manager joined the meeting.

1. Delegations –

a. Ana Santos, President of Denny Island Community Development Association (DICDA) and the Central Coast Chamber of Commerce – Community Works Fund questions.

Ana Santos presented a power point report, most of which had been circulated earlier with the agenda package, regarding two questions which relate to the regional district's Community Works Fund (CWF) allocation under the Gas Tax Agreement between the regional district and the Union of BC Municipalities. The report outlines particulars of the distribution of CWF since it's inception, which includes allocations to various community groups.

Ms. Santos expressed her concern that there was very little funding granted to groups in electoral areas other than the Bella Coola valley (areas C, D & E), particularly since the Denny Island community has many needs for such funding.

The Chief Administrative Officer explained that the regional district's policy F-16 (Community Works Fund Allocation) was amended in 2013 to address the specific requirements of the Gas Tax Agreement and the regional district's strategic priorities related to the financial planning, strategic planning and asset management processes. This funding is an annual allocation to the regional district and is used for regional district functions and services or for those services and functions intended to be delivered based on a petition from ratepayers. These services must go through a formal process according to legislation in order to be delivered by the regional district, including assent of the electors and the willingness to pay for the service.

The following item was moved forward:

PART III – LOCAL GOVERNANCE Items (C) (c) (i)-(iv) Financial Services

The Public Works Manager left the meeting.

The Chief Financial Officer joined the meeting.

- (i) PMT Chartered Accountants – Presentation of Audit Report 2015
(via teleconference communication)
- (ii) PMT Chartered Accountants – Audit Planning letter dated March 1, 2016
- (iii) 2015 Draft Audited Financial Statements – for approval
- (iv) PMT Chartered Accountants- Draft Audit Status letter dated March 24, 2016

Jay Cheek of PMT Chartered Professional Accountants joined the meeting by phone to speak to the financial reports presented. Overall he thought the audit went well, the balance sheet looks good and PMT is pleased to see some of the recommendations being implemented. Revenue also looks good and in line with the budget.

There were two significant deficiencies noted surrounding business controls and in reviewing #1 Mr. Cheek said the recommendation will be amended to say that *All CAO expense reports should be approved by a board member*. As it reads, this recommendation states the expense reports should be approved by the board but this would limit the approval times and is not necessary. PMT will adjust the report to reflect this. The second deficiency related to segregation of duties associated with on line banking.

The Chief Financial Officer explained the CCRD will be contacting PMT regarding the first phase of asset management planning and addressing stopping the annual parcel taxes to the Bella Coola Waterworks Local Service Area. The board will then be addressing an annual parcel tax rate that will be significantly lower than the current parcel tax. 2017 is the last year the CCRD will be collecting the higher parcel tax.

With regards to asset replacement, discussion concluded the CCRD wants to ensure to keep up with inflation and not fall behind. The Regional District needs to be cognizant of balancing and covering inflation to keep ahead of the game to address infrastructure replacement as it comes up. Mr. Cheek concurred and thinks the CCRD will want to have a flexible quality to such planning as it will be a big challenge for the Regional District because funding is hard to obtain due to the population size. It is good that it is being looked at now.

16-04-03 M/S Directors Krimmer/Hall that the 2015 Draft Audited Financial Statements for the CCRD be received and approved. **CARRIED**

The Chief Financial Officer left the meeting.

The Public Works Manager joined the meeting.

Delegations cont'd 1. b.

b. Ana Santos, President of Denny Island Community Development Association (DICDA) – Small Communities Fund Grant Application by DICDA.

On behalf of the Denny Island Community Development Association, Ana Santos, President, presented an application to the New Building Canada Fund, Small Communities Fund which requires the support of the regional district. The project includes a request of 1/3 funding from the regional district in the amount of \$10,850 for the purposes of purchasing a baler and a community composter.

The Chief Administrative Officer provided a report and advised that the regional district had no budget to support a contribution. It is noted that Solid Waste Management services are provided by the regional district to ratepayers in electoral areas C, D and E, and not to electoral area A and therefore any contribution for this purpose would not be lawful. Further, the regional district has been advised that Community Works Funding would not apply pursuant to Policy F-16, and even if it did, Community Works Funding is not eligible for "stacking" under the Small Communities Fund.

RECESS

The regular meeting resumed at 11:10 a.m.

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- a) Chief Administrative Officer's Report dated April 7, 2016

16-04-04 M/S Directors Krimmer/Hall that the Chief Administrative Officer's Report dated April 7, 2016 be received. **CARRIED**

- b) Draft Small Communities Fund Application by Denny Island Community Development Association (DICDA) (late item).

The CAO provided a report with recommendations regarding a request from DICDA for a letter of support and 1/3 funding for the Small Communities Fund grant toward the purchase of a small baler and community composter.

16-04-05 M/S Directors Coutts/Krimmer that the Central Coast Regional District Board of Directors supports in principle the Small Communities Fund application by Denny Island Community Development Association (DICDA) for the purchase of a small baler and community composter for the Denny Island Community. **CARRIED**

16-04-06 M/S Directors Coutts/Hall that the Central Coast Regional District (CCRD) Board of Directors declines the request for CCRD to contribute funds pertaining to the application

for the Small Communities Fund (SCF), by the Denny Island Community Development Association (DICDA). **CARRIED**

Financial Services cont'd

The Chief Financial Officer joined the meeting.

c) Financial Matters

(v) Five Year Financial Plan Amendment Bylaw No. 56, 2016

The Chief Financial Officer explained the final figures have now been posted by BC Assessment Authority which has the effect of changing the tax levy distribution amongst electoral areas, therefore prompting an amendment to the financial plan. It is important to note that revenues and expenditures have not changed since the adoption of the financial plan bylaw in March. The tax requisition is at the same level as it was when the financial plan was adopted in March.

16-04-07 M/S Directors Krimmer/Coutts that Bylaw No. 56, cited as the 'Central Coast Regional District Five-Year Financial Plan Amendment Bylaw No. 56, 2016' be now introduced and read a first time. **CARRIED**

16-04-08 M/S Directors Hall/Coutts that Bylaw No. 56, cited as the 'Central Coast Regional District Five-Year Financial Plan Amendment Bylaw No. 56, 2016' having been given due and detailed consideration by the Board be now read a second and third time. **CARRIED**

16-04-09 M/S Directors Krimmer/Coutts that Bylaw No. 56, cited as the 'Central Coast Regional District Five-Year Financial Plan Amendment Bylaw No. 56, 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**

(vi) Financial Report – January to March, 2016 Actual vs Budget

16-04-10 M/S Directors Krimmer/Hall that the financial report of revenue and expenditures for the period January 01 to March 31, 2016 be received. **CARRIED**

(vii) Outstanding Water Tolls – request for authorization to send out Notice of Water Shut Off

16-04-11 M/S Directors Krimmer/Coutts that the board authorizes Notice of Water Shut Off to be sent to those premises that have 2016 water toll charges outstanding as at April 30, 2016, pursuant to Section 5 of Bylaw No. 282 and amending Bylaw No. 354. **CARRIED**

Development Services

d) Economic Development Advisory Committee, minutes of March 31, 2016

- 16-04-12** M/S Directors Coutts/Krimmer that Economic Development Advisory Committee minutes of March 31, 2016 be received. **CARRIED**

e) Community Economic Development Report dated April 7, 2016.

- 16-04-13** M/S Directors Coutts/Krimmer that Community Economic Development Report dated April 7, 2016 be received. **CARRIED**

f) Land Use Planning Report, dated April 6, 2016

- 16-04-14** M/S Directors Krimmer/Coutts that the Land Use Planning Report, dated April 6, 2016, be received. **CARRIED**

Public Works

g) Public Works Monthly report dated April 6, 2016.

Public Works Manager, Ken McIlwain, joined the meeting and spoke to the highlights of his report.

Solid Waste Management

- A recommendation was put forward to approve administration to work with staff, contractors and waste haulers to develop and implement a schedule that will provide for two weeks of extended operating hours for the Thorsen Creek Waste and Recycling Centre and that tipping fees as set out in Bylaw No. 348 be reduced by 50% for all properly sorted loads of residential waste during the same time period.
- Many thanks to Snootli Creek Hatchery for donating trusses from their former fish tank building to be used for landfill building projects.
- Three 20' double end shipping containers were received at the landfill and will be used for construction storage and then recycling storage.
- Planners from two firms are scheduled to arrive the second week of May to undertake initial stakeholder engagement with regards to the Solid Waste Management Plan update. A trip to the outer coast is planned.

The Public Works Manager left the meeting.

Recreation Facilities

- The concession project at Walker Island now has the flooring complete and plumbing and electrical have been roughed-in.
- A field visit was completed by an architect and engineer at Centennial Pool as the first step in a condition assessment of this CCRD asset. A full report is currently being prepared and this assessment will help inform the Asset Management Planning process.

- 16-04-15** M/S Directors Coutts/Krimmer that the Public Works Department Report dated April 6, 2016 be received. **CARRIED**
- 16-04-16** M/S Directors Krimmer/Coutts that the CCRD Board of Directors approve administration to develop and implement a schedule that will provide for two weeks of extended operating hours for Thorsen Creek Waste and Recycling Centre and that tipping fees as set out in Bylaw No. 348 be reduced by 50% for all properly sorted loads of residential waste during this same time period. **CARRIED**

Leisure Services Commissions

- h) Denny Island Recreation Commission, minutes dated February 22, 2016.

- 16-04-17** M/S Directors Coutts/Krimmer that the Denny Island Recreation Commission minutes dated February 22, 2016 be received. **CARRIED**
- i) Centennial Pool Commission minutes dated February 24, 2016 and April 6, 2016.
- 16-04-18** M/S Directors Krimmer/Hall that Centennial Pool Commission minutes dated February 24, 2016 be received. **CARRIED**
- 16-04-19** MS Directors Krimmer/Coutts that Centennial Pool Commission minutes dated April 6, 2016 be received. **CARRIED**

Transportation Services

- j) Bella Coola Airport/Denny Island Airport report dated March 6, 2016.

- 16-04-20** M/S Directors Coutts/Krimmer that the Transportation Report - Bella Coola and Denny Island Airport report dated April 6, 2016 be received. **CARRIED**
- 16-04-21** M/S Directors Krimmer/Coutts that the contract for Seasonal Grounds Maintenance 2016-2018 at the Bella Coola Airport be awarded to Matthews Contracting in the amount of \$450 per month and airfield mowing once per season at \$2000. **CARRIED**
- 16-04-22** M/S Directors Hall/Coutts that the CCRD enter into a lease agreement with Bella Coola Vehicle Rentals for the southeast office in the terminal building at the Bella Coola Airport in the amount of \$236.50 per month. **CARRIED**
- 16-04-23** M/S Directors Coutts, Krimmer that the lease for Lot #7 at the Bella Coola Airport in the name of Monarch Resource Consultants Ltd. be renewed in 2016 prior to the current expiry of December 31, 2017. **CARRIED**
- k) Denny Island Airport Commission Minutes dated March 10, 2016.
- 16-04-24** M/S Directors Coutts/Krimmer that the Denny Island Airport Commission Minutes dated March 10, 2016 be received. **CARRIED**

(D) EXECUTIVE REPORTS

a) Chair's Report –see Area C Report

b) Electoral Area Reports

i. Area A – no report

ii. Area B -

Vice Chair Moody-Humchitt offered that meetings continue regarding the ferry working group and he will keep the CCRD informed. Vice Chair Moody-Humchitt and the CAO Blake will approach Chair Sayers about bringing certain matters affecting the ferry situation to the Union of BC Municipalities (UBCM).

iii. Area C –

Chair Sayers provided a written report highlighting activities over the past month.

Chair Sayers participated in a webinar with the BC Climate Leadership Team regarding climate change and local government, primary strategies and targets.

On March 24th Chair Sayers gave a live radio interview on C-FAX 1070 radio out of Victoria regarding ferries and tourism in our area, in particular the recent report put out by the North and Central Coast BC Ferry Working Group. A *sound cloud* link is available to anyone wishing to hear the interview in its entirety.

The CEO/CAO conference was attended along with CAO, Darla Blake, at the end of March and then it was on to the Municipal Finance Authority of BC conference and AGM. Both Chair Sayers and the CAO also attended the annual convention of the Association of Vancouver Island and Coastal Communities in Nanaimo the first week of April.

As a Director at Large for the UBCM, Chair Sayers is attending UBCM Executive Advocacy Days in Victoria April 12-15 and regrets missing the CCRD's April 14th board meeting. Members of the Executive will be doing direct advocacy work with provincial ministers regarding issues of interest to all local governments and communities in BC.

16-04-25 M/S Directors Krimmer/Coutts that the report from Area C Director dated April 7, 2016 be received. **CARRIED**

iv. Area D – Director Hall

Director Hall provided a verbal report regarding meeting with the Centennial Pool Commission about assessing the pool facilities. They are awaiting an environmental assessment report and Director Hall has been networking with the Public Works Manager to minimize costs. The pool commission will soon be taking a day to look at the building and facilities, clean up, etc. They are considering development for wheelchair access and making a pleasant area for parents to sit and watch their kids swimming. The target is to open May 1st and all staff have been hired.

v. Area E – No report

RECESS

The regular meeting resumed at 12:45 p.m.

(E) BYLAWS AND POLICIES

(a) Bylaw No. 458 Denny Island Recreation Commission Bylaw

A bylaw to amend and repeal Bylaw No. 441, 2015 to reflect Board resolution 16-03-07 to amend the membership of the Denny Island Recreation Commission to consist of four (4) members and the quorum to be three (3).

16-04-26 M/S Directors Coutts/Krimmer that Bylaw No. 458 cited as the 'Denny Island Recreation Commission Bylaw No. 458, 2016' be now introduced and read a first time.

CARRIED

16-04-27 M/S Directors Coutts/Hall that Bylaw No. 458 cited as the 'Denny Island Recreation Commission Bylaw No. 458, 2016' having been given due and detailed consideration by the Board, be now read a second and third time.

CARRIED

Administration will send a letter to the Denny Island Recreation Commission to ask if a member would like to volunteer to put their name forward for another year to accommodate Item 7. under Membership and Term in Bylaw No. 458. This will be reported back to the board next month.

b) Bylaw No. 460 Centennial Pool Rates & Charges Bylaw

16-04-28 M/S Directors Krimmer/Coutts that Bylaw No. 460 cited as the 'Centennial Pool Rates & Charges Bylaw No. 460, 2016' be now introduced and read a first time.

CARRIED

16-04-29 M/S Directors Coutts/Krimmer that Bylaw No. 460 cited as the 'Centennial Pool Rates & Charges Bylaw No. 460, 2016' having been given due and detailed consideration by the Board, be now read a second and third time.

CARRIED

c) Bylaw No. 461 Bella Coola Valley Zoning Amendment

Director Krimmer provided a handout suggesting alternate wording to clarify the point in section 1) a) of the proposed bylaw amendment. Discussion concluded directors were in agreement with the rearrangement of the wording.

16-04-30 M/S Directors Krimmer/Coutts that wording in Section 1) a) of proposed Bylaw No. 461, Bella Coola Valley Zoning Amendment, be revised to provide further clarity.

CARRIED

16-04-31 M/S Directors that Coutts/Krimmer that Bylaw No. 461 cited as 'Bella Coola Valley Zoning Amendment Bylaw No. 461, 2016' be now introduced and read a first time as amended.

CARRIED

16-04-32 M/S Directors Coutts/Krimmer that Bylaw No. 461 cited as 'Bella Coola Valley Zoning Amendment Bylaw No. 461, 2016' having been given due and detailed consideration by the Board, be now read a second and third time.

CARRIED

RECESS

The regular meeting resumed at 1:53 p.m.

- d) **Policy A-5(a) Prerequisites for Agenda Items – Responding to Complaints**, reviewed and seeking amendment

16-04-33 M/S Directors Krimmer/Hall that Policy A-5(a) Prerequisites for Agenda Items – Responding to Complaints, be approved as amended. **CARRIED**

- e) **Policy A-5(b) Board Meeting Agenda**, reviewed and seeking Amendment.

16-04-34 M/S Directors Krimmer/Coutts that Policy A-5(b) Board Meeting Agenda be approved as amended. **CARRIED**

- f) **Policy A-12(c) Centennial Pool Wage Payment During Training**, reviewed and seeking amendment.

16-04-35 M/S Directors Coutts/Hall that Policy A-12(c) Centennial Pool Wage Payment During Training be approved as amended. **CARRIED**

- g) **Policy A-34 Retention and Destruction of Audio Recordings**, new policy for adoption.

16-04-36 M/S Directors Coutts/Hall that Policy A-34 Retention and Destruction of Audio Recordings be approved. **CARRIED**

- h) **Policy E-8 Respectful Workplace**, reviewed and seeking amendment.

16-04-37 M/S Directors Krimmer/Hall that Policy E-8 Respectful Workplace be approved as amended. **CARRIED**

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- a) **Ministry of Health, dated March 15, 2016**, negative response to CCRD letter on supporting the introduction Physician Assistants to practice in BC in favour of Nurse Practitioners.
- b) **Ministry of Public Safety & Solicitor General, dated March 15, 2016**, re: Strategic vision paper request for information about 911 services for our regional district.
- c) **Ministry of Environment, dated Mar 30, 2016**, re: *Water Sustainability Act*.
- d) **Ministry of Agriculture, dated March 22, 2016**, re: acknowledgment of receipt of CCRD's feedback on the White Paper and consultation on Agri-tourism and Farm Retail Sales in the Agricultural Land Reserve.
- e) **CivicInfo BC, the Ministry of Public Safety & Solicitor General, and the RCMP, email dated March 08, 2016**, requesting all local governments participate in the Amber Alert program.

16-04-38 M/S Directors Hall/Krimmer that Items (F) a) to e) be received.

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 2:02 p.m.


Chair


Corporate Officer