



CENTRAL COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING MINUTES

DATE: September 8, 2016

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In Attendance:	Electoral Area A	Alt. Director Frank Johnson
	Electoral Area B	Director Reginald Moody-Humchitt
	Electoral Area C	Chair, Alison Sayers
	Electoral Area D	Alt. Director Randy Hart
	Electoral Area E	Director Samuel Schooner
	Chief Administrative Officer	Darla Blake
	Chief Financial Officer	Donna Mikkelson (portion)
	Recording Secretary	Cheryl Waugh
	Public Works Manager	Ken McIlwain (portion)
	Community Economic	Tanis Shedden (portion)
	Development Officer	

Absent: Director Richard Hall (with regrets)

Members of the gallery – None

**PART I - INTRODUCTION**

1. **Call to Order**

The Chair called the meeting to order at 9:33 a.m. in the absence of Directors Moody and Johnson, who were on route from the airport.

2. **Adoption of Agenda**

**16-09-01** M/S Directors Hart/Schooner that the agenda be adopted.

**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.

Chair Sayers declared, with regard to the matter in item (E)(d), that she has an association with the applicant. As a consequence, there may be a perception that impartiality on the matter may be affected. She declared that she will consider this matter on its merits and vote accordingly.

(A) **IN CAMERA MATTERS** - Moved to the end of the regular meeting

**(B) ADOPTION OF MINUTES**

- a) Regular Board Meeting, July 20, 2016

**16-09-02** M/S Directors Hart/Schooner that the July 20, 2016 minutes be adopted.

**CARRIED**

- b) Special Board Meeting, August 4, 2016

**16-09-03** M/S Directors Schooner/Hart that the August 4, 2016 minutes be adopted.

**CARRIED**

The following item was moved forward:

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

Administrative Services

- a) Chief Administrative Officer's Report dated September 1, 2016

**16-09-04** M/S Directors Schooner/Hart that the Chief Administrative Officer's Report dated September 1, 2016 be received.

**CARRIED**

The CAO will arrange an appointment with the Ministry of Finance at the 2016 UBCM Convention to discuss the matter of regional districts not receiving benefits from BC Hydro distribution and transmission lines in rural areas of the province.

**PART II– PUBLIC CONSULTATION**

**1. Delegations**

- a. RCMP – Quarterly statistics and update on RCMP Performance Plan

Sgt. Justin Thiessen joined the meeting to provide a quarterly update.

The Bella Coola RCMP Detachment is now fully staffed with five members. Sgt. Thiessen said a lot of good work is being done and these measures will continue.

In reviewing statistics there is an on-going trend in the reduction of assaults that is expected to continue and not as much impaired driving. The only significant issue is mischief, which is trending a bit higher than last year but charges are down slightly. There is a revamped working relationship with Victim Services and referrals are up slightly, which implies the community is aware of the service. The remaining goals are on target.

Two members from the detachment and two members of the Nuxalk Nation will be taking the 'I am A Kind Man' training in October. This is a grass roots program with focus on core values in communities and the participants will then be able to Train the Trainer for subsequent benefit in the community.

The RCMP have taken on a joint measure with BC Parks, pushing out a presence in Tweedsmuir Park South, Stuie and Firvale. This has been well received in the park and in those communities.

Chair Sayers thanked Sgt. Thiessen for his report and, on behalf of the board, asked him to welcome the new members. Sgt. Thiessen left the meeting.

Director Moody-Humchitt and Frank Johnson joined the meeting.

### **Swearing in of Alternate Director for Electoral Area A – Frank Johnson**

The CAO administered the Oath of Office to Frank Johnson, who read aloud the oath related to the Alternate Director position for Electoral Area A.

The Chair acknowledged that, historically, this was the first time all three First Nations of the region were sitting at the CCRD table. She expressed that it was an honour. Frank Johnson thanked the board for putting their trust in him.

### **Delegations cont'd**

- b. Carey McIver & Associates Ltd. – update on the Solid Waste Management Plan

Maura Walker, Carey McIver and Public Works Manager, Ken McIlwain joined the meeting.

Carey McIver provided a power point presentation with an update on the planning process and as a reminder of the solid waste management planning process in general. The Ministry of Environment requires regional districts to review and update Solid Waste Management Plans (SWMP) every 10 years and the CCRD is undertaking a review and update of the existing SWMP from 2004. The consultants have just completed assessing the current system and hosted the 2<sup>nd</sup> meeting of the Solid Waste Advisory Group (SWAG) on September 7<sup>th</sup>. The advisory group is part of the required consultation process.

McIver and Walker's research indicates many people are still not recycling and are including recyclable materials in their garbage. The waste flow at the Thorsen Creek Waste and Recycling Center shows a lot of opportunities for recycling, including areas such as the Free Store. It is estimated that 70% of refuse is residential and the remainder from industrial/commercial. Revenue streams are through user fees, a provincial grant Nuxalk Nation contribution agreement, Multi-Materials BC, and tax requisition.

At the SWAG meeting, key drivers were discussed such as maximizing participation in waste diversion. Also discussed were issues/opportunities to increase residential recycling levels and the lack of recycling opportunities for businesses. An engineering study by the firm Morrison and Hershfield identified a number of landfill related issues that should be addressed over the coming years. Priorities include a Development Operation and Closure Plan, a landfill filling plan, an updated hydrological study including establishment of groundwater monitoring wells, a landfill conformance review, interim cover or progressive closure of landfill areas not being used and establishment of an organics diversion program. The high level cost estimate for this work is estimated at \$581,000. Budgets are paramount in the planning process and a review of current budget indicates the need of

big-ticket items on a limited budget. How can this be done? The refuse disposal regulatory bylaw needs to be updated and enforced. Can the landfill be open more days and at what cost? The SWAG agreed the CCRD needs to do a better job of with what we have and a priority is education and promotion, getting public feedback and updating the SWMP.

The next SWAG meeting is scheduled for November 9<sup>th</sup>. The SWAG will assist in developing a community consultation schedule.

The Public Works Manager spoke to the Ministry of Environment's release of the 'Landfill Criteria for Municipal Solid Waste 2016'. The guidelines provide direction to landfill owners and qualified professionals with respect to landfill operations and assist with the development of Operational Certificates issued by the Ministry of Environment. More information is provided later on the agenda in the Public Works Monthly Report.

The Chair thanked Ms. McIver, Ms. Walker and Ken McIlwain for the presentation which brought the various elements together.

## **RECESS**

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

## **PART III – LOCAL GOVERNANCE**

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

#### **Administrative Services**

- b) CCRD Grant-in-aid Policy discussion, dated September 1, 2016.

**16-09-05** M/S Directors Moody-Humchitt/Schooner that GIA Policy report be received.

**CARRIED**

CEDO Tanis Shedden joined the meeting and spoke to her report. At the July 20th board meeting staff was directed to investigate other examples of grant-in-aid policies and methods to create a more objective allocation process. The CEDO reported back two possible scenarios.

Scenario one, objectivity be developed in the existing policy by identifying priorities for the grant-in-aid function.

Scenario two involves a participatory budgeting process. This process involves a high level of community engagement and staff time.

The Board went through options presented in CEDO's grant-in-aid report and determined that the most viable scenario at this time was Scenario one. The Board debated and discussed priorities and financial and regional criteria.

Chair Sayers noted the statement that regional districts should not regularly fund operations such that the existence of the service is solely dependent on regional district funding, as this calls into question whether the service should then be taxed as a service provided by the regional district.

The CFO joined the meeting to explain the grant-in-aid origins. The CFO stated that the requisition is 10 cents for \$1000 and is based on assessment value.

The CEDO will have a draft policy to the Board's regularly scheduled October meeting and will incorporate a strategy for raising awareness in the Outer Coast. Chair Sayers thanked the CEDO for the detailed report. The CEDO/CFO left the meeting.

- c) Discussion For Relevance and conversion – Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993.

**16-09-06** M/S Directors Schooner/Hart that the Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993 be received for discussion.

**CARRIED**

The 1993 bylaw for the provision of the collection of property value tax needs revision and a decision made whether to keep the bylaw and amend it to meet the 2015 legislation; or to rescind the bylaw citing the service is not needed.

Discussion considered rescinding the current bylaw and entering into a service level agreement with the Nuxalk Nation. Staff was directed to do further research and revisit the matter at another meeting.

**16-09-07** M/S Directors Johnson/Schooner that staff further research options to Animal Control Contribution Extended Service Establishment Bylaw No. 212, 1993 regarding potential avenues for animal controls such as licencing, working with the Nuxalk Nation and Dog Town to determine the scope of the challenge and provide amenable options.

**CARRIED**

- d) Discussion For Relevance and conversion – Bella Coola Valley Prohibition of Untidy and Unsightly Premises, Bylaw No., 45, 1981.

**16-09-08** M/S Directors Moody-Humchitt/Johson that Bella Coola Valley Prohibition of Untidy and Unsightly Premises, Bylaw No., 45, 1981 be received for discussion.

**CARRIED**

The CAO was directed to consider the bylaw as a continuation of service and to convert and amend Bylaw No. 45 to meet today's legislative requirements.

#### **Development Services**

- e) Economic Development
  - i) Economic Development Advisory Committee – Minutes dated July 21, 2016

Community Economic Development Officer (CEDO), Tanis Shedden, joined the meeting.

**16-09-09** M/S Directors Schooner/Moody-Humchitt that the Economic Development Advisory Committee Minutes dated July 21, 2016 be received.

**CARRIED**



- ii) Community Economic Development Officer, reported dated September 1, 2016.

**16-09-10** M/S Directors Moody-Humchitt/Hart that the Community Economic Development Report, dated July 21, 2016 be received.

**CARRIED**

The CEDO spoke to the highlights of her report, which included an update on the Wednesday Night Market and that funding support for the Bella Coola Trails Alliance 'Mountain Bike Master Trail Plan' will be 100% funded and administered by the province.

The board was also reminded of the Destination Development meetings scheduled for September 21<sup>st</sup> in Bella Coola. Anyone interested in participating is encouraged to RSVP.

## **RECESS**

The regular meeting resumed at 12:42 p.m.

Discussion continued surrounding the CEDO's recommendation that the CCRD creates a contribution agreement with Bella Coola Valley Tourism for a total of \$3000 to assist the organization to achieve their priorities as outlined in their 2016/2017 Destination BC Co-operative Marketing Partnership Program.

The CEDO explained the rationale behind the recommendation and confirmed it is an expenditure that is accounted for in the regional district's budget. The Chief Financial Officer joined the meeting to confirm that \$10,000 exists in the budget for the purposes of contribution agreements at the recommendation of the Economic Development Advisory Committee. The CEDO offered that this is an opportunity to build capacity within Bella Coola Valley Tourism. The CEDO then left the meeting.

A motion relating to creating a contribution agreement with Bella Coola Valley Tourism was moved and seconded. After debate and amendments, the following motion was adopted:

**16-09-11** M/S Directors Schooner/Hart that the CCRD creates a contribution agreement with Bella Coola Valley Tourism for a total of \$3000 to assist the organization achieve their priorities as outlined in their 2016/2017 Destination BC Co-operative Marketing Partnership Program grant application and that Bella Coola Valley Tourism work with and report back results to the CEDO.

**CARRIED**

- f) Land Use Planning

- (i) Land Use Coordinator Report dated September 1, 2016.

**16-09-12** M/S Directors Schooner/Moody-Humchitt that the Land Use Coordinator Report dated September 1, 2016 be received.

**CARRIED**

## **Public Works**

- g) Public Works Monthly report dated September 1, 2016.

- 16-09-13** M/S Directors Moody-Humchitt/Hart that the Public Works Monthly report dated September 1, 2016 be received.

**CARRIED**

Public Works Manager, Ken McIlwain joined the meeting and provided an update on the landfill recycling/office/storage building. The foundation was poured September 7<sup>th</sup> and there will be a meeting with BC Hydro in coming days. Spanmaster Structures Ltd. was awarded the construction of the pre-engineered steel building for the amount of \$356,200.65.

The Walker Island concession is nearing completion with door and bathroom fixtures being installed in September. Everything will be completed by the end of the month in anticipation of the Public Health Inspection so this new addition to the park can become a functioning facility.

Other highlights and activities are noted in the monthly report. Ken McIlwain left the meeting.

### **Leisure Services Commissions**

- h) Denny Island Recreation Commission minutes dated June 29, 2016.

- 16-09-14** M/S Directors Schooner/Moody-Humchitt that the Denny Island Recreation Commission minutes dated June 29, 2016, be received.

**CARRIED**

- i) Centennial Pool Commission minutes dated July 27, 2016.

- 16-09-15** M/S Directors Moody-Humchitt/Hart that Centennial Pool Commission minutes dated July 27, 2016 be received.

**CARRIED**

### **Transportation Services**

- j) Transportation Coordinator Report - Bella Coola Airport/Denny Island Airport dated September 1, 2016.

- 16-09-16** M/S Directors Moody-Humchitt/Johnson that the Transportation Coordinator Report - Bella Coola and Denny Island Airport dated September 1, 2016 be received.

**CARRIED**

- 16-09-17** M/S Directors Hart/Moody-Humchitt that the Central Coast Regional District enter into a lease agreement with Bella Coola Heli-Sports for the upstairs southeast office space in the terminal building at the Bella Coola Airport in the amount of \$650.00 per month.

**CARRIED**

## **(D) EXECUTIVE REPORTS**

- a) Chair's Report –

- 16-09-18** M/S Directors Schooner/Moody-Humchitt that the report from the Chair and Area C Director, dated September 1, 2016 be received.

**CARRIED**



The Chair provided a written report of activities undertaken over the last two months, which included a communique from the Association of Vancouver Island and Coastal Communities (AVICC). Key issues identified in the letter requested input for the Electoral Area Forum at the AVICC Convention. These are: Rural Roads, Rural Pathways, regional district challenges with the *Community Charter* and the *Local Government Act*, Derelict Vessels and Impacts from Closure of Federal Facilities.

The Cariboo Chilcotin Coast Tourism Association AGM will be held in Clinton in October, 2016. If Destination BC is going to be in attendance Chair Sayers would like to attend.

- 16-09-19** M/S Directors Johnson/Hart that Chair Sayers attend the Cariboo Chilcotin Coast Tourism Association Annual General Meeting in October, 2016 in Clinton.

**CARRIED**

#### Electoral Area Reports

**i. Area A –**

Alternate Director Johnson provided a short verbal report about solid waste management practices in Wuikinuxv. He also expressed the community wouldn't mind having ferry service. He thinks there needs to be more control over the seasonal floating resorts with regards to responsibilities for oil spills and other environmental management.

**ii. Area B –**

Director Moody-Humchitt hasn't been able to speak with anyone directly about attendees for the royal visit in Bella Bella September 26<sup>th</sup>. He had mentioned to Chief Slett that official invitations should go out and that the CCRD is the local government.

**iii. Area C – Director Sayers See Chairs Report**

**iv. Area D – Alt. Director Hart No Report**

**v. Area E – Director Schooner No Report**

#### **(E) BYLAWS AND POLICIES**

- a) Central Coast Regional District Bylaw No. 465 – Bella Coola Valley Zoning Amendment Bylaw No. 465, 2016 – Public Hearing Summary. (to be presented by Chair Sayers as the delegation to the hearing- see attached)

- 16-09-20** M/S Directors Johnson/Moody-Humchitt that the Public Hearing Summary for Bella Coola Valley Zoning Amendment Bylaw No. 465, 2016 be received.

**CARRIED**

Chair Sayers presented the summary and spoke to some of the questions a presenter had. There was further discussion and information provided for clarification by the Land Use Coordinator. Before the bylaw is adopted, Chair Sayers would like to ask for explanation from the CCRD's planning consult regarding the 'parent zone' qualities for R-1 and why a variation was not applied in this zone rather than the C-1 Commercial Zoning District.

- b) Central Coast Regional District Bylaw No. 465 – Bella Coola Valley Zoning Amendment Bylaw No. 465, 2016 –Third Reading.

**16-09-21** M/S Directors Hart/Moody-Humchitt that Bylaw 465, cited as “Bella Coola Valley Zoning Bylaw 71, 1984 Amendment Bylaw 465, 2016” be now read a third time.

**CARRIED**

Chair Sayers opposed

- c) Landworks Consultants Inc. Planning Report, proposed rezoning Bylaw No. 466, dated August 31, 2016.

**16-09-22** M/S Directors Johnson/Schooner that Landworks Consultants Inc. Planning Report, proposed rezoning Bylaw No. 466, dated August 31, 2016, be received.

**CARRIED**

A rezoning application has been received by the owner of property where Mountain Valley Organics operates in order to bring the store into compliance with the Land Use Bylaw.

**16-09-23** M/S Directors Hart/Schooner that staff be directed to obtain more information from the planning consultant to clarify the planner’s reasoning for R-1(a) versus C-1(a) zoning variation and that it be verified the only existing use on the subject property is residential and the store and there are no other unknown commercial or industrial activities on the property.

**CARRIED**

- d) Bylaw No. 466, cited as “Bella Coola Valley Zoning Bylaw No 71, 1984 Amendment Bylaw No. 466, 2016”.

**16-09-24** M/S Directors Schooner/Hart that Bylaw No. 466, cited as ‘Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 466, 2016’ be now introduced and read a first time.

**CARRIED**

**16-09-25** M/S Directors Hart/Moody-Humchitt that Bylaw No. 466, cited as “Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 466, 2016” having been given due and detailed consideration by the Board, be now read a second time.

**CARRIED**

**16-09-26** M/S Directors Schooner/Moody-Humchitt that the Board authorize staff to schedule the holding of a Public Hearing in consideration of zoning amendment Bylaw No. 466, 2016.

**CARRIED**

**16-09-27** M/S Directors Hart/Schooner that delegation of a Public Hearing for Bylaw No. 466, 2016 go to Chair Sayers.

**CARRIED**

- e) Policy A35 – Establishment of New Voluntary Services (replacement policy for A25 - Establishment of New Services Area, intended to be rescinded)

**16-09-28** M/S Directors Hart/Moody that Policy A35 – Establishment of New Voluntary Services be adopted.

**CARRIED**

- f) Policy A25 – Establishment of New Service Areas (rescind this policy as a rewrite has been done, see Policy A35 Establishment of New Voluntary Services).

**16-09-29** M/S Directors Schooner/Hart that Policy A25 – Establishment of New Service Areas be rescinded.

**CARRIED**

- g) Policy A29 – Personnel Policy (with amendments to the Educational Assistance Policy (EAP); addition of Family Responsibility Leave; and addition of an Employee Dress Code).

A motion relating to Policy A29 was moved and seconded. Discussion considered removing the word 'retirement' from the title section 3.10 and changing to read 'Personnel Service -Milestone Recognition' and adding to the end of the third paragraph sentence in the same section; 'cheque/gift of equal value at the employee's discretion.'

After debate and amendments, the following motion was adopted:

**16-09-30** M/S Directors Schooner/Moody that Policy A29 – Personnel Policy be adopted as amended.

**CARRIED**

#### **PART IV– GENERAL BUSINESS**

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

- a) Ministry of Transportation letter dated July 20, 2016 - response to CCRD letter dated June 16, 2016.

**16-09-31** M/S Directors Moody-Humchitt/Hart that the Ministry of Transportation letter dated July 20, 2016 - response to CCRD letter dated June 16, 2016 be received.

**CARRIED**

##### **Move to in-camera**

**16-09-32** M/S Directors Hart/Johnson that the board move to in camera meeting for the consideration of items under s90(1)(a) and s90(1)(j) of the Community Charter.

**CARRIED**

a) Matters Brought Out of In Camera

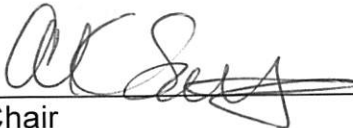
-A complaint was received and heard by the board of directors. Administration was directed to respond.

-A member of the Denny Island Recreation Commission resigned creating a vacancy. The Commission will be requested to put names forward for board consideration to fill the vacancy.

The regular meeting reconvened at 4:42 p.m.

**(G) ADJOURNMENT**

There being no further business the meeting was adjourned at 4:43 p.m.

  
Chair

  
Corporate Officer