CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING MINUTES

DATE: February 9, 2017

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In Attendance:	Electoral Area A	Director Frank Johnson
	Electoral Area B	Alternate Director Travis Hall
	Electoral Area C	Chair Alison Sayers
	Electoral Area D	Director Richard Hall
	Electoral Area E	Director Sam Schooner
	Acting Chief Administrative Officer/CFO	Donna Mikkelson
	Public Works Manager	Ken McIlwain (portion)
	Recording Secretary	Cheryl Waugh

Absent – Director Reg Moody-Humchitt

Members of the gallery – None

PART I - INTRODUCTION

1. **Call to Order**

The Chair called the meeting to order at 8:40 a.m. and acknowledged the meeting was taking place on Nuxalk Nation traditional territory.

Swearing in of Alternate Director for Electoral Area B – Travis Hall

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

2. **Adoption of Agenda**
   (a) Introduction of late items

Late Item C(m) Protective Services, Emergency Management, verbal report Denny Island wildfire
Time for RCMP delegation is 9:15 a.m. and the CCCTA time is 9:45 a.m.

17-02-01 M/S Directors R.Hall/Johnson 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.

Directors did not disclose any financial interests in agenda items.

4. Disclosures of Interests Affecting Impartiality

Directors did not disclose any interests affecting their impartiality.

(A) IN CAMERA MATTERS

(a) Matters Brought out of Camera

The following was released from in camera:

The board held an in camera meeting on February 8, 2017 pursuant to Sections 90(2)(b), 90(2)(c), 90(2)(d), 90(1)(a), 90(1)(b) and 90(1)(c) of the *Community Charter.*

The board was advised of a revised staffing structure which includes a position description of Ken McIlwain moving from Public Works Manager to Operations Manager. The Bella Coola and Denny Island Airports are now part of his responsibility. A new Community Economic Development Officer is expected to start work in April to replace Tanis Shedden, who will be leaving the position after a brief transition period.

The board accepted a formal resignation from Chief Administrative Officer, Darla Blake effective February 8, 2017. The board of directors appointed Chief Financial Officer, Donna Mikkelson to assume the position of Acting/Interim Chief Administrative Officer until a replacement is found.

(B) ADOPTION OF MINUTES

a) Memo to amend resolution 16-12-25 from the December 7, 2016 minutes.

Resolution 16-12-25 is amended to read: *M/S Directors Johnson/Schooner that the following board members be appointed to the Municipal Finance Authority (MFA) and the Municipal Insurance Association (MIA): Chair Sayers as board member and Director Schooner as alternate.*

CARRIED

b) Regular Board Meeting, December 7, 2016

17-02-02 M/S Directors R.Hall/Schooner that the December 7, 2016 minutes be adopted as amended.

CARRIED

The following item was moved forward:
Part III, Item (C)(a), Chief Administrative Officer Report

PART II– PUBLIC CONSULTATION

1. Delegations

a. RCMP, Sgt. Justin Thiessen – quarterly update

Sgt. Thiessen joined the meeting with the primary purpose of seeking input from the board with respect to the detachment's performance planning for the next year, beginning April 1st.

Quarterly statistics were reviewed and there is an overall decrease to crime statistics, with minor mischief being the anomaly. Over the past year violent crimes are down and this reduction is due to the diligent work of the local detachment team. Violence reduction will be a large component of the performance plan for the next year.

A question was asked regarding fentanyl crisis management. Sgt. Thiessen explained that all officers are trained in administering naloxone and safe handling procedures with respect to exposure in the community. The clinic can review use of a home kit for those in need. Although they have not seen it enter the community yet, RCMP are prepared to address it as first responders.

When asked about cultural sensitivity training available here, Sgt. Thiessen said there is a component like that for new RCMP members only at this time. A training package was developed with the Nuxalk Nation and the RCMP and the Sergeant will approach chief and council to further this training module.

The Chair thanked the Sergeant and all the officers for the work they do. Sgt. Thiessen left the meeting.

b. Cariboo Chilcotin Coast Tourism Association

Amy Thacker and Pat Corbett of the Cariboo Chilcotin Coast Tourism Association (CCCTA) joined the meeting.

Ms. Thacker described a project they have been working on to advance the implementation of a Municipal and Regional District Tax (MRDT), a provincially legislated tax tool. The CCCTA is seeking a letter of support to continue moving forward with implementation of the MRDT, which would likely come into effect in 2018.

The CCCTA works with Bella Coola Valley Tourism and local businesses in the valley and the outer coast. Funds collected from the MRDT can only be used for marketing in our communities. The Municipal and Regional District Tax is a voluntary tax to be paid by accommodators who currently collect the PST. Our area is the only area in the province that is not collecting the MRDT. Steps towards implementation require that a majority of accommodators support it and that local elected officials provide a letter of support.

There has been a fundamental shift in the way Destination BC used to have partnerships with Destination Marketing Organizations, such as the CCCTA. Our areas are not getting a share of the tax being collected in other parts of the province and are currently unable to partner successfully with Destination BC.

In speaking with local operators, there is strong support for the MRDT. Losing the direct ferry to Bella Coola had a big impact on tourism operations and with the potential to see the ferry route resurrected, it is important that it be marketed successfully. Money raised through the MRDT can be leveraged in partnership with Destination BC and this will help market the ferry route.

Predicting the amount of tax dollars collected is theoretical at this point but survey results estimate a million dollars per year. There is a five-year strategy on how to apply the money, which indicates tiers of priority spending. There will be a portion to increase overall awareness and money will flow back to communities. There will be Circle Tour promotions and a portion designated to cooperative marketing such as shared advertising.

There will be a dedicated board for the MRDT to discuss the details of how, when and where the money is distributed. Board membership will be formed via annual local elections through the participants. Bella Coola Valley Tourism can identify stand-alone projects or work in tandem with the CCCTA. Since BCVT does not represent all tourism operators here, and only accommodators collecting the tax would be eligible to vote, the introduction of a Destination Marketing Fee could assist others who do not collect to voluntarily participate. This level will come after the MRDT process is firmly in place.

In conclusion, Ms. Thacker and Mr. Corbett noted First Nation participation in the planning strategy and involvement 3 years ago when the program was first identified. The CCCTA works closely with Aboriginal Tourism BC, Aboriginal Tourism Canada and local First Nation tourism operators. They are heavily promoting the First Nation experience and think it is going to be foundational here. However, they are always sensitive to respectful and obtainable growth at the appropriate time.

The Chair thanked Ms. Thacker and Mr. Corbett for their presentation and time. A decision will be made later on the agenda regarding a letter of support.

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Chief Administrative Officer's Report dated February 2, 2017.

17-02-03 M/S Directors R. Hall/Johnson that Chief Administrative Officer's Report dated February 2, 2017 be received.

CARRIED

17-02-04 M/S Directors R. Hall/T. Hall that the Central Coast Regional District Board request further information in the form of biographies for the 3 names put forward to be appointed to the Denny Island Recreation Commission.

CARRIED

17-02-05 M/S Directors R. Hall/T. Hall that having reconsidered resolution 16-12-32 relating to not renewing the CCRD membership to the Federation of Canadian Municipalities, and because new information has been presented to the CCRD board of directors, it is hereby resolved that CCRD will renew their membership to FCM for 2017, with the intent that the CCRD actively explores ways the FCM can benefit the Regional District.

CARRIED

The agenda moved back to PART II – PUBLIC CONSULTATION, Delegations

RECESS

The regular meeting resumed at 10:36 a.m.

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

17-02-06 M/S Directors T. Hall/R. Hall that the Grant In Aid report be received.

CARRIED

The board asked for information on one applicant that did not submit their financial statements on time but did submit their application before the deadline. Bella Coola Valley Ridge Riders applied for $2500 to assist with replacing bleachers. The financial statements were delayed as they were with the association's auditors at the time. The board considered this a valid reason for the tardy submission.

The CCRD's 2017 preliminary budget provides for Grant In Aid allocation of $15,000

17-02-07 M/S Directors T. Hall/R. Hall that the following organizations be approved for 2017 Grant In Aid funds totalling $13,173 and, in addition, in consideration of the circumstances for the Bella Coola Valley Ridge Riders, that the balance of $1827 go to that organization.

Bella Coola Community Support Society	Operations expenses, Food Bank	$3,500
Bella Coola Valley Arts Council	Operational expenses	$500
Bella Coola Valley Festival of the Arts	Events, Annual Festival	$445
Bella Coola Valley Museum	Capital Expenditure, purchase stain to preserve Museum building	$1,000
Bella Coola Watershed Conservation Society	Capital Expenditure, purchase and install signs re fish habitat	$728
Denny Island Community Development Association	Capital Expenditure, Stage 2 Community Recycling Depot	$3,000
Discovery Coast Music Festival	Operations and Event, Annual Music Festival	$3,000
Dog Town	Operational, Dog & Cat health assisting owners with associated costs	$1,000
Bella Coola Valley Ridge Riders	Assist funding new bleachers	$1827

CARRIED

c) Draft Final Report for the CCRD Governance and Service Delivery Study.

17-02-08 M/S Directors R. Hall/Johnson that the DRAFT Final Report of the CCRD Governance and Service Delivery Study by received.

CARRIED

The Chair expressed disappointment that the DRAFT Final Report is to be submitted to the Ministry of Community Sport and Cultural Development without further in-depth study by the board. Although pleased with most of the report, other findings are inaccurate and questionable. The board would like to review the Terms of Reference and seeks clarity from a requested staff report to better identify the board's direction. The board will then come together and submit comments after hearing what the province has to say. A full administration report is requested at the April board meeting, including comments from the Ministry.

d) Canadian Postmasters and Assistants Association, request for support of the return to postal banks.

17-02-09 M/S Directors Schooner/Johnson that the letter from the Canadian Postmasters and Assistants Association requesting support for the return to postal banks, be received.
CARRIED

17-02-10 M/S Directors Schooner/R.Hall that a letter be written to The Honourable Judy Foote, Minister of Public Services and Procurement, in support of opening postal banks in rural communities.
CARRIED

e) Request to waive fees for hiring the concession building at Walker Island, Family Day Event.

The community group Bella Coola Promoting Healthy Lifestyles Action Group (PHLAG) has written to the board of directors requesting the waiving of fees ($115) for the use of the concession building at Walker Island to support an event on BC Family Day. Directors expressed concern about precedent and about the necessity of the fee being used for cleaning purposes after the event, which would be an unbudgeted expenditure.

17-02-11 M/S Directors Schooner/Johnson that the request to waive fees for hiring the concession building at Walker Island for the Family Day Event be received.
CARRIED

17-02-12 M/S Directors Johnson/R. Hall that the board not support the request to waive fees for hiring the concession building at Walker Island, Family Day Event.
CARRIED

f) Board Remuneration for Special In-Camera Meetings, January 10 and February 8, 2017.

17-02-13 M/S Directors R. Hall/Schooner that the report, Board Remuneration for Special In Camera Meetings, January 10 and February 9, 2017, be received.
CARRIED

17-02-14 M/S Directors Hall/Johnson that the Central Coast Regional District Board of Directors be remunerated for the half day special In-Camera meetings held January 10, 2017, and February 8, 2017 in the amount of $75.00 for each meeting to each director in attendance, in accordance with the CCRD Remuneration & Expenses Bylaw 442, 1(c).
CARRIED

Financial Services

g) Financial Variance Report – Budget vs Actual 2016

17-02-15 M/S Directors R. Hall/Johnson that the financial variance of actual revenue and expenditures against the annual budget for 2016, be received.

CARRIED

The Chief Financial Officer/Acting CAO presented a report of variances for 2016 against the budget for the same period. "Actual" Revenue and Expenditures are preliminary figures and will change once year end procedures are completed, and again after the annual audit.

The regional district's auditors will be on-site on February 22nd. The final audited financial statements will be presented at the April meeting of the board.

h) Financial Plan Report dated February 2, 2017

17-02-16 M/S Directors Schooner/Johnson that the Financial Plan Report dated February 2, 2017, be received.

CARRIED

The Chief Financial Officer/Acting CAO highlighted all sections of the preliminary financial plan with a focus on 2017 Strategic Priorities, draft Statement of Revenues and Expenditures (2016-2017), a Tax Levy Comparison from 2013-2017, Apportioned Administration, proposed Capital Works and the Asset Replacement Fund.

The current presentation would see an increase of 2.37% in the tax requisition which does not include additional consideration for increases to the Asset Replacement Fund. The Asset Management Improvement Plan is currently being finalized, but early indications are that our current contributions to the fund are very much inadequate to support future asset replacement. This relates to all services and functions of the regional district.

A discussion was held regarding increased user fees at the Bella Coola Airport and the potential opportunity to re-establish the Airport Commission and generally improve the airport operations to improve or increase the level of service.

The board also discussed holding a community conversation or other forum to receive information from and provide information to the public and stakeholders regarding the budget. No meeting was scheduled.

Development Services

i) Community Economic Development Officer Report, dated February 2, 2017.

17-02-17 M/S Directors T. Hall/R. Hall that the Community Economic Development Officer Report, dated February 2, 2017, be received.

CARRIED

j) Land Use Planning Report dated February 2, 2017.

17-02-18 M/S Directors R. Hall/Schooner that the Land Use Planning Report dated February 2, 2017, be received.

CARRIED

Operations

k) Operations Manager Report dated February 2, 2017.

Operations Manager, Ken McIlwain, joined the meeting and answered questions related to his report.

17-02-19 M/S Directors R. Hall/T. Hall that the Operations Manager's report dated February 2, 2017, be received.

CARRIED

Solid Waste Management

Cold weather has hampered the transfer station project but overall it is proceeding well. Cold and snow have also posed challenges at the existing transfer station and landfill site.

There has been good participation from the public with survey submissions related to the Draft Solid Waste Management Plan. These will be received until February 18th. The next Solid Waste Advisory Group meeting is scheduled for later this month.

A roll-off truck is one of the pieces of equipment needed to put the new recycling and transfer station site at Thorsen Creek into operation this summer. In order to meet the timeline and operational objectives, staff is seeking pre-approval to evaluate used roll-off trucks that come on the market and execute a direct procurement decision based on specific criteria.

Bella Coola Airport

The status of two grants submitted for funding tree removal at the airport is still unknown. The process to obtain a licence to cut and occupation licences has started as it can take some time to get these into place.

The Airport Master Plan feedback was summarized and submitted to the consultants with subsequent conversations. It is a work in progress and going well.

Recreation Facilities

The Snootli ice rink has enjoyed an active winter season thanks to excellent, albeit cold, conditions.

Other strategic initiatives are underway and details can be found in the report.

17-02-20 M/S Directors Johnson/Schooner that the CCRD Board of Directors authorizes staff to undertake direct sole source procurement of a used roll-off truck and waste bins at a cost of up to $70,000.

CARRIED

Leisure Services Commissions

l) Denny Island Recreation Commission minutes dated November 28, 2016.

17-02-21 M/S Directors Schooner/R.Hall that the Denny Island Recreation Commission minutes dated November 28, 2016, be received.

CARRIED

Protective Services

m) Emergency Management - Denny Island Wildfire (late item)

Cheryl Waugh, Assistant Emergency Program Coordinator provided a verbal report about a wildfire event east of Denny Island on February 4th.

An issue with hydro poles resulted in a fire being sparked and a power outage for the communities on Denny Island and Bella Bella. BC Hydro was able to switch to diesel power within a few minutes of the outage. A wind warning was in effect at the time but at no time were structures or values at risk due to the fire, other than three power poles lost by Boralex of Ocean Falls.

The RCMP and Bella Bella Fire Department assisted BC Wildfire Services in assessing the fire, located approximately 3 km east of the Denny Island Airport, on the far side of a saltwater lagoon. The Heiltsuk Nation was kept apprised and a reconnaissance of the site on February 6th showed no smoke and the fire appeared to be completely out. Boralex performed on-site repairs on the same day and regular power was restored by 1:30 p.m.

(D) EXECUTIVE REPORTS

a) Chair and Electoral Area C Report (see below-Area C)

b) Electoral Area Reports

i. Area A -
Director Johnson spoke to the hydropower project planned to service Wuikinuxv community

ii. Area B – No report

iii. Area C –
Chair Sayers is on the Chief Administrative Officer hiring committee and has been working hard reviewing applications and participating in a process that is fair, straight forward and objective. The closing date for applications was January 25.

Chair Sayers also participated in a Northern Development Initiative Trust Advisory Committee meeting. She reported that, for the first time, applications exceeded funds available in our region.

iv. Area D – No report

v. Area E –
Director Schooner is also on the CAO hiring committee and said it is going smoothly.

Directors Frank Johnson and Travis Hall left the meeting at 1:50 p.m.

(E) BYLAWS AND POLICIES

a) **Bylaw No. 470, cited as Central Coast Regional District Denny Island Airport Operations and Management Commission Bylaw No. 470, 2017.**

17-02-22 M/S Directors R.Hall/Schooner that Bylaw No. 470, cited as "Central Coast Regional District Denny Island Airport Operations and Management Commission Bylaw No. 470, 2017" 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

b) **Bylaw No. 471, cited as Denny Island Airport Rates and Charges Bylaw No. 471, 2017.**

17-02-23 M/S Directors Schooner/R. Hall that Bylaw No. 471, cited as "Denny Island Airport Rates and Charges Bylaw No. 471, 2017" 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

c) **Bylaw No. 472, cited as Revenue Anticipation Borrowing Bylaw No. 472, 2017.**

17-02-24 M/S Directors R. Hall/Schooner that Bylaw No. 472, cited as "Revenue Anticipation Borrowing Bylaw No. 472, 2017" be now introduced as read a first, second and third time.

CARRIED

17-02-25 M/S Directors Schooner/R. Hall that Bylaw No. 472, cited as "Revenue Anticipation Borrowing Bylaw No. 472, 2017" 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

d) Policy A-36 Risk Management Policy,

17-02-26 M/S Directors R. Hall/Schooner that Policy A-36 Risk Management Policy report be received and approved.

CARRIED

e) Policy F-3 Signatories

17-02-27 M/S Directors R. Hall/Schooner that Darla Blake be removed from the list of signatories at the regional district's financial institution.

CARRIED

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

a) The Coast Sustainability Trust II, 2016 Fourth Quarter Report
b) Regional District of Mount Waddington, copy of letter to Central Coast Chamber of Commerce regarding joining the Regional District of Mount Waddington.
c) Cariboo Chilcotin Coast Tourism Association letter of support

17-02-28 M/S Directors Schooner/R. Hall that item a), the Coast Sustainability Trust II, 2016 Fourth Quarter Report be received.

CARRIED

17-02-29 M/S Director R. Hall/Schooner that item b), Regional District of Mount Waddington, copy of letter to Central Coast Chamber of Commerce regarding joining the Regional District of Mount Waddington, be received.

CARRIED

17-02-30 M/S Directors Schooner/R. Hall that a letter of support be drafted to the Cariboo Chilcotin Coast Tourism Association in support of the Municipal and Regional District Tax.

CARRIED

(H) ADJOURNMENT

There being no further business the meeting was adjourned at 2:04 p.m.

Chair

Corporate Officer