



CENTRAL COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING MINUTES

DATE: September 14, 2017

## REGULAR BOARD MEETING MINUTES – September 14, 2017

In Attendance:	Electoral Area A	Director, Frank Johnson
	Electoral Area B	Director, Travis Hall
	Electoral Area C	Chair, Alison Sayers
	Electoral Area D	Alternate Director, Gary Brown
	Electoral Area E	Director, Samuel Schooner
	Chief Administrative Officer	Courtney Kirk
	CFO/Recording Secretary	Donna Mikkelson
	Operations Manager	Ken McIlwain (portions)
	Community Ec. Dev. Officer	Bridget Horel (portions)

### **PART I - INTRODUCTION**

#### **1. Call to Order**

The Chair called the meeting to order at 9:00 a.m. and acknowledged the meeting was taking place on Nuxalk Nation traditional territory.

**Oath of Office**, Courtney Kirk, Chief Administrative Officer

**Oath of Office**, Travis Hall, Director, Area B

**Oath of Office**, Gary Brown, Alternate Director, Area D

#### **2. Adoption of Agenda**

- i) Verbal report on Integrated Emergency Response Debrief

**17-09-01** M/S Directors Schooner/Hall that the agenda be amended by including the late items above and that the agenda be adopted as amended. **CARRIED**

The Report on Integrated Emergency Response Debrief was subsequently tabled to the October meeting of the board.

#### **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 financial interests during the meeting when the matter is discussed. Director Schooner and Chair Sayers noted that they have a direct pecuniary interest related to the second recommendation on the Administration Report, item C(f). Their reason for the conflict is that they will be remunerated directly. They will leave the meeting when the matter is discussed.

#### **4. Disclosures of Interests Affecting Impartiality.**

No disclosures affecting impartiality were made. Chair Sayers noted that should a conflict arise during the meeting, directors can also note it at that time and remove themselves.

### **(B) ADOPTION OF MINUTES**

- a) Regular Board Meeting, July 20, 2017.

**17-09-02** M/S Directors Schooner/Johnson that the July 20, 2017 minutes be adopted as received.

**CARRIED**

## **PART II– PUBLIC CONSULTATION**

Delegations – Nusatsum Property Owners Association Society (NPOA), request for partnership and leadership in moving forward with a fifty to one hundred year mitigation program for the Bella Coola Valley.

Ken McIlwain joined the meeting. One member of the gallery attended the public consultation.

Marvin Schmunk joined the meeting and presented on behalf of the Nusatsum Property Owners Association Society. He provided some background on the formation of the Society stating that it was a neighborhood association created after the 2010 flood in the Bella Coola valley for the purpose of planning flood mitigation.

The priority of the group was deemed to be the existing groyne at Nusatsum. They have previously approached the regional district with proposals to mitigate the flood hazard. Currently there are two applications "on the table": one for LIDAR (laser photos taken from the air) and the other for the groyne. The proposed mitigation methods include bedload removal and relocation and groyne repair. In recent years, the glacier melt has continued to accumulate large amounts of sediment.

The NPOA is not eligible for grant funding because they are not a charitable organization. They are asking the regional district to take the lead on moving forward.

Directors noted appreciation of the dedication of the group and acknowledged that they are being proactive rather than reactive. Mr. Schmunk noted that a risk assessment needs to be done as well as an overall assessment.

Mr. Schmunk left the meeting at 9:50am.

## **IN CAMERA MATTERS**

### **MOTION TO GO IN CAMERA**

**17-09-03** M/S Directors Johnson/Brown that the meeting go in camera for the consideration of items under Section 90(1)(a) (relating to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent appointed by the municipality or another position appointed by the municipality); and Section 90(1) (c) and (g) (relating to labour relations or other employee relations; litigation or potential litigation affecting the municipality); and Section 90(1)(e) (relating to the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality); Section 90(2)(b) (relating to the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government) of the *Community Charter*.

**CARRIED**

The regular meeting resumed at 1:05 p.m.

a) Matters Brought out of Camera.

The board of directors received a resignation/retirement letter from Chief Financial Officer, Donna Mikkelson, effective December 31, 2017. The recruitment process will commence as soon as possible to fill the vacancy.

**PART III – LOCAL GOVERNANCE**

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

**Administrative Services**

a) Chief Administrative Officer's Report dated September 12, 2017.

The Chief Administrative Officer's Report includes a progress summary on the board's 2017 priorities and goals (Airport obstacle removal and management, Centennial pool upgrade and Official Community Plan update).

At the request of the Ocean Falls community, the September board meeting is being held in Bella Coola and the October board meeting will be held in Ocean Falls. Travel arrangements have been made and the water taxi has been booked.

The report includes commentary on the state of local emergency, plans to update the terms of reference for the Emergency Executive Committee, Nuxalk Nation and provincial government relations, next steps on the Service Delivery and Governance Study, notification from the Office of the Ombudsperson, the BC Ferry Authority call for nominations, and proposed advocacy meetings for the Union of BC Municipalities convention to be held at the end of September.

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| <b>17-09-04</b> | M/S Directors Brown/Johnson that the Chief Administrative Officer's Report dated September 12, 2017 be received. <b>CARRIED</b>  |
| <b>17-09-05</b> | M/S Directors Brown/Johnson that the Board resolves to direct their UBCM delegates to advocate for the CCRD's relationship building resourcing needs (both funding and in-kind supports) if opportunity to meet with cabinet ministers is extended. <b>CARRIED</b>         |
| <b>17-09-06</b> | M/S Directors Hall/Schooner that the Board consider the opportunity to participate in developing a slate of qualified candidates for a BC Ferry Authority Board of Directors appointment and identify the Board's preferred candidate recruitment process.. <b>CARRIED</b> |
| <b>17-09-07</b> | M/S Directors Schooner/Hall that the Board consider whether they wish a delegate to participate in the UBCM airport panel and if yes what focus the Board would like during the presentation. <b>CARRIED</b>   |

b) Proposed Equalization Strategy Position, report dated September 11, 2017.



- 17-09-08** M/S Directors Brown/Schooner that the Board review and endorse the equalization strategy developed by the CAO and the CFO in order to reduce regional disparity, and that the Board UBCM delegates use the opportunity to access Cabinet Ministers by appointment to discuss potential Provincial support toward securing an audience with the Federal Cabinet to promote the strategy. **CARRIED**

c) The Office of the Ombudsperson, Quarterly Report April 1-June 30, 2017.

- 17-09-09** M/S Directors Hall/Brown that the Office of the Ombudsperson, Quarterly Report April 1-June 30, 2017, be received. **CARRIED**

### **Financial Services**

d) Financial Report, dated September 7, 2017.

The Financial Report highlighted July and August activity which centered around the Local and Provincial states of emergency and the airport obstacle removal project. Of note is the provincial policy which has new provisions for reimbursement for base salaries for staff and rental of the regional district offices for the purpose of hosting the Emergency Operations Centre (EOC). In the past the province has only reimbursed for staff overtime during emergency events, but the introduction of the "host community" provisions allow for partial reimbursement of base salaries, in addition to the overtime. This is significant for the CCRD whose staff spent the majority of two months on emergency related work as part of the regular work day.

It is noted that unbudgeted appraisal costs at the airport will be incurred with the funds being derived from the capital works account which had originally been planned to accommodate the replacement of fascia boards and gutters on the terminal building. Estimated costs are approximately \$5,500.

Director Hall is interested in consultation between airport managers at the Bella Bella and Bella Coola airports to advance funding opportunities.

- 17-09-10** M/S Directors Hall/Brown that the Financial Report, dated September 7, 2017, be received. **CARRIED**

e) Regional district Signing Authorities.

- 17-09-11** M/S Directors Brown/Schooner that pursuant to Policy F-3 Signatories, the board of directors add Ken McIlwain, Operations Manager to the list of authorized signatories to accounts of the Central Coast Regional District (5038-5), which includes online banking and safety deposit box privileges; and further, that Cheryl Waugh, be removed. **CARRIED**

f) Director Remuneration during Emergency.

- 17-09-12** M/S Directors Hall/Brown that the board of directors authorize payment to Chair Sayers, Directors Richard Hall and Sam Schooner in the amount of \$150 for local work assignments on July 16, 2017 as a result of the provincial and local declarations of

emergencies, pursuant to section 1(c) of Schedule A of the CCRD Board Remuneration and Expenses Bylaw, No. 442; and further that Chair Sayers, Directors Richard Hall, Schooner, Travis Hall and Johnson be remunerated for meetings on July 20; and further that Chair Sayers, Directors Schooner, Johnson, and Travis Hall be remunerated for the emergency debrief session held on September 13 in the amount of \$150 for local work assignments. **CARRIED**

g) Board Remuneration and Expenses Bylaw, report dated September, 2017.

The Chief Financial Officer noted that for the most part, board remuneration rates have remained at 2009 levels, with some rates not being changed since 2004. She presented average amounts paid to directors and the chair using information gathered from 17 other regional districts in May of this year. The CCRD board is paid the least of all regional districts by a significant margin, however, the CCRD ranks in the top 9 when the overall budget amounts are considered as a percentage of director remuneration. Discussion was held at length on several sections of the existing bylaw.

**17-09-13** M/S Directors Brown/Hall that the Board Remuneration and Expenses Bylaw report prepared by the Chief Financial Officer be received and that Bylaw No. 477, 2017 be drafted and given first reading at the October meeting of the board. **CARRIED**

### **Development Services**

h) Community Economic Development Officer Report, dated September 11, 2017.

Community Economic Development Officer, Bridget Horel joined the meeting at 3:12pm.

**17-09-14** M/S Directors Schooner/Hall that the Community Economic Development Officer Report, dated September 11, 2017 be received. **CARRIED**

Operations Manager, Ken McIlwain joined the meeting at 3:12pm. Bridget Horel left the meeting.

### **Operations**

i) Operations Manager June report dated September 11, 2017.

The Operations Monthly Report contains August highlights of work completed at the Thorsen Creek Waste and Recycling Centre and the swimming pool. Updates are also provided for the skating rink, Snootli Creek Park, Denny Island Water and asset management planning. It is noted that a public consultation process is being designed to share information from the asset management planning process and solicit budgeting feedback from townsites waterworks users.

The BC Hydro re-greening project is nearing completion with the trees being planted recently. Thanks to BC Hydro for providing partial grant funding for this initiative.

Due to higher than expected costs associated with site grading, trucking in suitable fill material and concrete, the existing capital budget for 2017 is insufficient to complete the planned works at the new recycle depot and transfer station. Approval is being sought to use the funds accumulated in the Solid Waste Management Asset Replacement Fund. The expenditure will deplete the funds accumulated to date.

- 17-09-15** M/S Directors Brown/Johnson that the Operations Manager report dated September 11, 2017 be received and that the CCRD Board of Directors authorize expenditures from the Asset Replacement Fund for the replacement of the existing transfer station and attendants office at Thorsen Creek Waste and Recycling Centre in the amount of \$27,200.

**CARRIED**

### **Leisure Services Commissions**

- j)to (l) Centennial Pool Commission minutes dated July 25, August 8 and August 22, 2017.

The Pool Commission has met regularly throughout the operating season. The season will end at the end of September due to interest from the public and from schools.

- 17-09-16** M/S Directors Schooner/Hall that the Centennial Pool Commission minutes dated July 25, August 8 and August 22, 2017 be received.

**CARRIED**

- m) Denny Island Recreation Commission minutes, dated July 10, 2017.

- 17-09-17** M/S Directors Schooner/Brown that the Denny Island Recreation Commission minutes, dated July 10, 2017 be received.

**CARRIED**

### **Protective Services**

- n) Emergency Operations Center report, dated September 11, 2017

Bridget Horel, Acting Emergency Operations Centre (EOC) Director rejoined the meeting at 3:25pm. She noted that the Precipice/Hotnarko fire is no longer a fire of note and is 40% contained. She advised that the evacuation alert can now be lifted.

The EOC Report contains information on the Precipice wildfire, the EOC Training session held on August 19<sup>th</sup>, the emergency response debrief session and recovery efforts. She also noted that the Bella Coola Harbour Authority intends to hold a mock disaster drill at the Bella Coola Harbour in October.

Chair Sayers noted the visit to the Precipice to meet with residents to learn how they had been impacted by the fires. Residents perceived a lack of response and questioned whether it was related to BC Parks policy with regard to suppression efforts in provincial parks.

Directors also suggested that the ferry system needs to be examined and clarified regarding passenger use during emergencies.

The board thanked Bridget for her good work during the emergency.

The intended addition to the agenda for the Integrated Emergency Response Debrief report will be put to the October meeting of the board.

- 17-09-18** M/S Directors Hall/Johnson that the Emergency Operations Center report, dated September 11, 2017 be received.

**CARRIED**



Bridget Horel and Director Schooner left the meeting at 3:35pm.

### **Transportation Services**

- o) Transportation report dated September 11, 2017.

The Transportation Monthly Report highlights work completed or progressing on the obstacle removal project at the Bella Coola Airport. Much of the work will be completed in late fall, and some residual timber felling, land clearing, field prep and seeding will finished up in the spring.

**17-09-19** M/S Directors Brown/Johnson that the Transportation report dated September 11, 2017, be received. **CARRIED**

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

- a) Chair and Electoral Area C Report.

Chair Sayers reported that it has been an active and sometimes stressful time for her on account of the emergency related to the fire situations. She noted her visit to Precipice residents. She has also been actively preparing for the upcoming Union of BC Municipalities convention at the end of the month.

- b) Electoral Area Reports

#### **Area A – Director Johnson**

Director Johnson said that the Wuikinuxv village had been caught in a large flood, and silt had accumulated as a result. The Hydro project is proceeding. He noted the existence of alcohol and drugs in the community. He is also interested in replacing the tsunami siren in the village. Although he lives 1700 feet from the siren, he is not able to hear it and is concerned about evacuation in the event of an emergency.

#### **Area B- Director Travis Hall**

Director Hall is interested in monitoring the traffic at the Bella Coola Harbour. He expressed concern about waste management and recycling in Bella Bella and the fact that it is being conducted in the middle of town. Director Hall will make a presentation to Council regarding the regional district's equalization strategy.

Area D- Director Richard Hall - No report.

Area E- Director Samuel Schooner - No report.

### **(E) BYLAWS AND POLICIES –**

- a) Policy A-30 Staff Social Media Policy, proposed amendments.

The Staff Social Media Policy will be tabled until the October meeting of the board.

Director Schooner and Operations Manager, Ken McIlwain returned to the meeting at 3:50pm.

- b) Central Coast Regional District Bylaw No. 473, cited as the Denny Island Recreation Commission Bylaw No. 473, 2017.

**17-09-20** MS Directors Brown/Schooner that Bylaw No. 473 cited as the Denny Island Recreation Commission Bylaw No. 473, 2017 having been given due reconsideration 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 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 2017.

Further to the Airport Rates and Charges Bylaw presented at the July 20<sup>th</sup> meeting of the board, it was again presented with slight modifications, along with a report from Operations Manager, Ken McIlwain. Bylaw 476 seeks to repeal Bylaw 452. The rates and charges have not been updated significantly in several years. Reference was made to the Bella Coola Airport Master Plan completed in February 2017 which was consulted to inform the rates and charges bylaw.

- 17-09-21** M/S Directors Schooner/Brown that Bylaw No. 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 2017, be now introduced and read a first time.

**CARRIED**

- 17-09-22** M/S Directors Hall/Schooner that Bylaw No. 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 2017, having been given due and detailed consideration by the Board, be now read a second and third time.

**CARRIED**

#### **PART IV- GENERAL BUSINESS**

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

- a) The Coast Sustainability Trust II, 2017 Second Quarter Report.
- b) UBCM, Gas Tax Agreement, Community Works Fund Payment.

- 17-09-23** M/S Directors Schooner/Johnson that the correspondence be received.

**CARRIED**

##### **(G) ADJOURNMENT**

There being no further business the meeting was adjourned at 4:22 p.m.

  
Chair

  
Chief Administrative Officer