



CENTRAL COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING MINUTES

DATE: October 12, 2017

REGULAR BOARD MEETING MINUTES – October 12, 2017

HELD IN OCEAN FALLS, Ocean Falls Courthouse

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

Absent: Electoral Area D Director Richard Hall

There were 6 members in the gallery.

**PART I - INTRODUCTION**

1. **Call to Order**

The Chair called the meeting to order at 10:44 a.m. and acknowledged the meeting was taking place on Heiltsuk Nation traditional territory.

2. **Adoption of Agenda**

i) Late Item

**17-10-01** M/S DirectorsHall/Johnson that the agenda be amended by including the Economic Development Advisory Committee Meeting Minutes of September 28, 2017 as a late item and 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 financial interests during 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, September 14, 2017.

**17-10-02** M/S Directors Johnson/Schooner that the September 14, 2017 minutes be amended by changing the words "Residents perceived a lack of response" to "Residents perceived a slow initial response" on page 6 under item C(n) during the discussions on the visit to the Precipice to meet with residents impacted by the fires, and that the minutes be adopted as amended.

**CARRIED**

## **PART II– PUBLIC CONSULTATION**

Delegations – Six members of the Ocean Falls community seated in the gallery introduced themselves to the regional district directors and staff. Interested members of the community were in attendance as well as representatives of the Ocean Falls Economic Development Committee, the Ocean Falls Improvement District, and businesses.

The Ocean Falls Economic Development Committee is concerned that their funding has been discontinued and it was explained that the Economic Development function had been restructured to accommodate specific contribution agreements pursuant to the CCRD Community Economic Development Operating Plan 2016-2019. The community is interested in maintaining trails and campsites for use by tourists and locals alike and expressed frustration with a lack of funds and a lack of workers and manpower to do basic maintenance or even generate financial statements required to apply for grants. It was noted that telephone conversations for attending the meetings of the CCRD Economic Development Advisory Committee are not effective for participation.

Conversation continued with the regional district making suggestions and offering assistance to contact provincial parks to determine their interest in Ocean Falls, and to make contact with the regional district's grant writer. Director Hall will contact the Heiltsuk Integrated Resource Management organization with a view to assisting. Ocean Falls residents were encouraged to apply to the regional district's grant in aid program which will accept applications this winter for inclusion in the 2018 budget.

The Ocean Falls Economic Development Committee is burned out, and is now down to 2 members.

Chair Sayers thanked residents for bringing issues forward. Public consultation will continue after the recess at 12:30pm.

### **(A) IN CAMERA MATTERS**

On October 11, 2017 the board of directors held an in camera meeting pursuant to the provisions of the Community Charter as follows:

Consideration of item 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)

Consideration of item under Section 90(1)(j) of the (relating to information that is prohibited, or information that if it were presented in a document would be prohibited from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*)

Consideration of item under Section 90(2)(b) of the (relating to the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both)

Consideration of an item under Section 90(1) (e) and (g) (relating to all of: the acquisition, disposition or expropriation of land or improvements, if the Board considers that disclosure

could reasonably be expected to harm the interests of the municipality; litigation or potential litigation affecting the municipality)

Consideration of an item under Section 90(1)(c) and (g) (relating to all of: labour relations or other employee relations; litigation or potential litigation affecting the municipality)

a) Matters Brought out of Camera.

The following is released in open public meeting:  
THAT the Board agrees to amend their Service Delivery and Governance Study preface statement to include at the top of the statement the following phrase:

"While the Province of British Columbia has supported the development of this report, the views expressed below are those of the CCRD Board of Directors".

For additional reference, the above phrase will be attached to the preface statement of the Service Delivery and Governance Study as found in its entirety in the June 8, 2017 board meeting minutes.

### **PART III – LOCAL GOVERNANCE**

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

##### **Administrative Services**

a) Chief Administrative Officer's Report dated October 5, 2017.

- 17-10-04** M/S Directors Hall/Johnson that the Chief Administrative Officer's Report dated October 5, 2017 be received. **CARRIED**
- 17-10-05** M/S Directors Hall/Johnson that the Board resolves to support Administration to contract a short term emergency Recovery Manager preferably with demonstrated expertise in remote rural communications and economic development to help the Region recover from the impacts of this summer's wildfires.. **CARRIED**
- 17-10-06** M/S Directors Schooner/Johnson that the Board resolves approval for Administration's submission of an application to the federal Disaster Flood Mitigation funding program administered through EMBC... **CARRIED**

Directors questioned if the replacement of playground equipment at Walker Island was a safety issue and they were assured that it was since the existing equipment was outdated and worn.

- 17-10-07** M/S Directors Hall/Schooner that the Board resolves approval for Administration to submit a grant application to the Community Halls and Recreation Facilities Northern Development Initiative Trust in an amount of up to \$30,000 for the renewal of Walker Island Playground area. **CARRIED**
- 17-10-08** M/S Directors Hall/Schooner that the Board resolves approval to submit a grant application to the Community Halls and Recreation Facilities Northern Development

Initiative Trust in an amount of up to \$30,000 for the renewal of Ocean Falls trails and recreation sites. **CARRIED**

The Chief Administrative Officer noted that BC Transit personnel would be attending the regional district office on October 13<sup>th</sup> to discuss transit services in the Bella Coola valley. Interested directors are welcome to attend.

CAO Kirk reported on the Union of BC Municipalities convention held in September and congratulated Chair Sayers on being re-elected to the UBCM Executive Committee. She expressed thanks to Director Hall and Chair Sayers for their work and presentations at meetings regarding the regional district's equalization strategy and for championing and moving forward the challenges of operating small airports in the province.

The CAO also reminded the board that an all-day strategic planning workshop will be held in conjunction with the November board meeting. The date was established as November 10<sup>th</sup> to maximize director availability. And finally she noted the requirement for directors to appoint alternates in order to comply with the *Local Government Act*.

## **RECESS / RECONVENE**

The meeting recessed at noon and reconvened at 12:30pm

## **PART II– PUBLIC CONSULTATION CONT' from P.2**

The Ocean Falls Improvement District questioned the improvement district's involvement with the regional district and asked how the regional district could assist them with issues particularly related to their aging infrastructure. The Community Economic Development Officer can assist with grant writing and sourcing grant funds, but for particularly large infrastructure projects, there is not much opportunity for improvement districts. The provincial policy may change with the results of the last election.

The regional district noted the pending contracting of a Recovery Manager who will assist with economic recovery initiatives in the region.

In terms of road maintenance, the regional district is examining options that may be available in terms of provincial support directly to property owners, as is done elsewhere. Ocean Falls residents are very dissatisfied with the condition of the roads in the community. Slides over the road effectively cut off the residential portion of the community from the townsite core. The Ministry is currently conducting stakeholders consultations and the Operations Manager will participate on behalf of the regional district.

**17-10-09** M/S Directors Johnson/Hall that an advocacy letter to support road maintenance and infrastructure replacement needs at Ocean Falls be sent to the appropriate authorities. **CARRIED**

CCED staff will contact the Ocean Falls Improvement District for details. Chair Sayers thanked the Ocean Falls Improvement District for attending the meeting and for presenting concerns. She noted that there has been much value in the board coming to the community to see and hear concerns first

*The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well-being of the Central Coast through the professional and efficient delivery of mandated regional and community services.*



hand.

### **Financial Services**

#### b) Financial Report, dated October 5, 2017.

The financial report contains notes and a statement of revenues and expenditures for the first 3/3 of the year against the budget. Chair Sayers asked about the money set aside for a 1-ton service truck for the Bella Coola Fire Department and was advised that they are still searching for a reasonably priced replacement. In the meanwhile, the old truck is still functioning. The air compressor needed to be replaced at a cost of \$6,000 and this was not budgeted.

Chair Sayers expressed concern about the state of the Snootli arena in view of the grant funding for re-paving. She questioned the length of time it would take to replace the \$27,000 used for capital works from the Solid Waste Management asset replacement fund (3 years) and how long the pool liner could be expected to last (3 years).

**17-10-10** M/S Directors Johnson/Schooner that the Financial Report, dated October 5, 2017, be received. **CARRIED**

#### c) Board Remuneration and Expenses Bylaw, report dated October 5, 2017.

Directors discussed the proposed amendments to the Board Remuneration and Expenses Bylaw and staff report prepared by the Chief Financial Officer. The remuneration for board members has largely remained unchanged since 2009. Overall, the proposed changes will increase expenses by about \$18,500 annually, representing an approximate tax levy of 2.5% over 2017.

**17-10-11** M/S Directors Schooner/Johnson that Bylaw No. 477 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017" be now introduced and read a first time. **CARRIED**

**17-10-12** M/S Directors Schooner/Johnson that Bylaw No. 477 be amended by changing non-commercial accommodation from \$35 to \$50 per night, and that a child care subsidy be added in the amount of \$50 for board meeting attendance, and that Bylaw No.477 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017 having been given due and detailed consideration by the Board be now read a second time as amended. **CARRIED**

### **Development Services**

#### d) Community Economic Development Officer Report, dated October 5, 2017.

The Community Economic Development Monthly Report contains information related to the BC Wildfire Business Impact Survey for the Central Coast, BC Wildfires and Economic Recovery, the Economic Development Advisory Committee, Grant Writer Program and contribution Agreement with Bella Coola Valley Tourism.

**17-10-13** M/S Directors Schooner/Hall that the Central Coast Regional District submit an application to the Northern Development Initiative Trust Capacity Building program for a

grant of \$50,000 to support the Community Economic Development Officer position for 2018. **CARRIED**

- 17-10-14** M/S Directors Schooner/Johnson that the Central Coast Regional District submit an application to the Northern Development Initiative Trust Grant Writer Support program for a grant of \$8,000 to support the Grant Writer position for 2018. **CARRIED**

- 17-10-15** M/S Directors Schooner/Hall that the Bella Coola Valley Tourism report on the Contribution Agreement between the CCRD and BCVT dated October 4, 2017, be received. **CARRIED**

- e) Economic Development Advisory Committee (EDAC), minutes dated September 28, 2017(late item)

The EDAC meeting minutes noted that the committee Terms of Reference are being reviewed. Chair Sayers would like to see the ToR tied in to the regional district strategic priorities of the board. Director Hall noted that this is important to ensure their voice is heard. The next meeting of the EDAC will be held at the end of November, and CAO Kirk and Chair Sayers will attend the meeting.

- 17-10-16** M/S Directors Johnson/Schooner that the Economic Development Advisory Committee, minutes dated September 28, 2017, be received. **CARRIED**

### **Operations**

- f)Operations Manager monthly report dated October 5, 2017.

The Operations Manager's monthly report contains highlights associated with solid waste management function, recreation facilities, townsite water and fire protection, the swimming pool upgrade, Denny Island Water and Asset Management Planning. Chair Sayers asked if improvement districts were eligible applicants to asset management planning grants and was advised that they could apply to the provincial programs, but were not eligible for asset management grants sponsored by the Union of BC Municipalities.

- 17-10-15** M/S Directors Schooner/Johnson that the Operations Manager report dated October 5, 2017 be received and that the CCRD Board of Directors approves administration to submit a grant application to UBCM under the 2018 Asset Management Planning Program. **CARRIED**

### **Leisure Services Commissions**

- g) Centennial Pool Commission minutes dated September 11, 2017.
- 17-10-16** M/S Directors Schooner/Hall that the Centennial Pool Commission minutes dated September 11, 2017, be received. **CARRIED**

### **Protective Services**

- m) Emergency Operations Center report, dated October 5, 2017

The Emergency Operations Centre Report noted that the report from the Emergency Response Debrief session would be brought to the November meeting of the board. The Emergency Operations Centre located at the CCRD office was demobilized on September 20<sup>th</sup>.

- 17-10-18 M/S Directors Schooner/Hall that the Emergency Operations Center report, dated October 5, 2017 be received. **CARRIED**

### **Transportation Services**

n) Transportation report dated October 5, 2017.

The Transportation Monthly Reports includes a progress report on the obstacle removal project at the Bella Coola Airport. To date, approximately \$300,000 of the \$380,000 budget has been expended. The province has been notified that the regional district will require an additional \$220,000 to complete the full extent of clearing required. Accessing additional funds continues to be a staff focus.

- 17-10-19 M/S Directors Hall/Johnson that the Transportation report dated October 5, 2017, be received. **CARRIED**

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

a) Chair and Electoral Area C Report.

The annual convention of the Union of BC Municipalities (UBCM) was intense, exhausting and successful. MLA's were accessible and the regional district's equalization strategy was well received. Chair Sayers thanked the Operations Manager and Airport Project Manager for their assistance in preparing the regional airport presentation, which was also well received. The meetings with the Ministry of Municipal Affairs and the Ministry of Indigenous Relations went well and both agencies want to continue discussions on the equalization strategy.

Chair Sayers received thanks for the community's support of the fire fighters which she will forward to the Coast Mountain News for publication, and which will also be posted on the regional district's website.

Chair Sayers also wanted to note her thanks to Marvin Schmunk who attended the September board meeting on behalf of the Nusatsum Property Owner's Association, for his work done on behalf of his neighborhood and the Bella Coola community with regard to flood mitigation efforts. The regional district has submitted a "Stream 1" application which will enable Mr. Schmunk's request for a "Stream 4" application in the future.

b) Electoral Area Reports

Area A – Director Johnson

Director Johnson noted that the Wuikinuxv hydro project has been pushed back and the youth centre is falling behind. Membership is dropping in the community. Issues with garbage disposal are causing bear encounters in houses and basements. The coho run is reduced this year. Director Johnson thanked the Ocean Falls people for



welcoming the regional district and he is pleased to visit – it has brought back lots of memories of the time he has spent in Ocean Falls.

Area B- Director Travis Hall

Director Hall has yet to bring the equalization strategy to the Heiltsuk Tribal Council for endorsement but he will do so at the next opportunity. It is the first year anniversary of the Nathan E. Stewart oil spill. The Bella Bella community is still fighting for environment assessments and clean up. He expressed his appreciation to the Ocean Falls community for hearing their concerns and for hosting the regional district. He will bring the plight of Ocean Falls to the Heiltsuk Integrated Resource Management team to create supports in Heiltsuk territories as is the custom. We all have the same goals.

Area D- Director Richard Hall – no report

Area E- Director Samuel Schooner –

Director Schooner thanked Ocean Falls for the excellent food and for hosting the regional district. He stated that the potential ground breaking impact of the equalization strategy remains unknown at this point but he is determined to pursue it further because he strongly believes that it will affect the future of Central Coast communities. He extended his congratulations to Chair Sayers for her re-election to the UBCM Executive and thanked her for her hard work at the convention.

**(E) BYLAWS AND POLICIES –**

a) Policy A-18 – Funding Proposals

- 17-10-20** M/S Directors Schooner/Hall that Policy A-18 be amended by adding an exception in the event a funding proposal falls within the strategic priorities of the board of directors, board authorization by resolution is not required, and that Policy A-18 be adopted as amended. **CARRIED**

b) Policy A-23 – Purchase and use of Communication Tools

Policy A-23 recognizes the necessity for designated personnel to be available to be contacted beyond the office hours and when they are away from office communications. Proposed amendments to the policy require for certain key positions to have a cell phone or Blackberry at personal expense, for which monthly allowances are given to offset the expense.

- 17-10-21** M/S Directors Johnson/Schooner that Policy A-23 Purchase and use of Communication Tools be adopted as amended. **CARRIED**

c) Policy A-30 – Staff Social Media Policy

Policy A-30 governs the publication of any commentary, creation, editing, and posting of pages on social media by staff of the CCRD. It provides an opportunity for staff to communicate to the public about the events and activities of the regional district and

can also be a useful tool for communicating with residents during emergency operations.

Proposed amendments to the Social Media Policy have been made to formalize the language; reflect that social media is a tool for engaging communities in the region for a broad range of activities and to make the policy specific to staff.

- 17-10-22** M/S Directors Hall/Schooner that Policy A-30 – Staff Social Media Policy be adopted as amended. **CARRIED**

d) Policy E-7 – Ethical Standards of Conduct for Elected Officials

This policy is tabled and will be brought forward to the November meeting of the board.

e) Bella Coola Airport Rates and Charges Bylaw, No. 476, 2017

- 17-10-23** M/S Directors Schooner/Johnson that Bylaw No. 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 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**

#### **PART IV– GENERAL BUSINESS**

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

- a) Ministry of Public Safety and Solicitor General re Introduction of Bill C-45 and C-46
  - b) Ministry of Public Safety and Solicitor General re Cannabis Legalization and Regulation in British Columbia
  - c) Vancouver Island Regional Library – Adopted 2018-2022 Financial Plan
- 17-10-24** 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