



CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING MINUTES

DATE: APRIL 10, 2014

**ATTENTION**

*These minutes are draft and subject to amendment. Final approval and adoption is by resolution at the next scheduled meeting.*

## CENTRAL COAST REGIONAL DISTRICT

*"Our Vision for the Central Coast Regional District is an inclusive, resilient and sustainable group of communities thriving within a locally influenced, safe, healthy and natural environment"*

### REGULAR BOARD MEETING MINUTES – April 10, 2014

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Chair Reg Moody-Humchitt
	Electoral Area C	Director Brian Lande
	Electoral Area D	Director Ivan Tallio
	Electoral Area E	Alternate Director Sam Schooner
	CAO	Darla Blake
	CFO	Donna Mikkelsen (portion)
	Public Works Manager	Absent with regrets
	Recording Secretary	Cheryl Waugh

Guests: Jay Cheek, PMT Chartered Accountants/Business Advisors LLP  
Ken Dunsworth and Milica Epp, Central Coast Electoral Area Restructure Study Group

### **PART I - INTRODUCTION**

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

Chair Reg Moody-Humchitt called the meeting to order at 9:35am

(a) (Opening Reflection/Prayer)  
Chair Reg Moody-Humchitt offered the opening prayer

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

(a) (Introduction of late items)  
i. Outstanding 2014 Water Tolls  
ii. Climate Action Revenue Incentive Program

**14-04-01** M/S Directors McCullagh/Lande that the agenda be adopted as presented with the addition of late items.

**CARRIED**

The CAO requested the Board move to the Central Coast Regional Hospital District meeting

**14-04-02** M/S Directors McCullagh/Lande that the regular meeting adjourn at 9:38am.

**CARRIED**

#### **RECONVENE**

The regular meeting reconvened at 9:45am

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*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.*

**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 – None

**Items (C) (b) & (c) were moved forward**

**Financial Services**

**(C) (b) PMT Chartered Accountants – Audited Financial Statements 2013**

Jay Cheek, CA of PMT Chartered Accountants / Business Advisors LLP outlined the roles of the auditors, management and the board of directors. The primary purpose of the auditor's examination is to enable them to form an opinion on the financial statements of the District for the year ended December 31, 2013. They reviewed and tested the CCRD's financial systems and related internal controls to the extent they considered necessary to evaluate the systems as required by generally accepted auditing standards.

It is the opinion of the auditors that the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Central Coast Regional District as at December 31, 2013, and the results of its operations and its cash flows for the year then ended in accordance with Canadian Generally Accepted Accounting Principles for local governments.

Mr. Cheek drew the board's attention to two areas:

**Note 9 – Long-term financing – Water Capital Fund (page 5 of 11)**

The final payment based on actuarial calculations for the 1997 construction of the town site water upgrade will be made on November 5, 2022. It is estimated that the District may be able to repay this debt as early as December 31, 2017 using assets on hand. When the debt has been repaid, the District will reduce the annual \$500 parcel tax. Mr. Cheek noted that the District will need to determine an appropriate replacement for the \$500 in order to ensure reserve funds will continue to be set aside for future capital upgrades.

**Note 11 – Commitments and contingencies (page 9 of 11)**

The CCRD is responsible for closure and post closure care of the Thorsen Creek Waste and Recycling Center under the Waste Management Act of BC. Future site restoration costs are recognized based on assumptions, engineering studies and estimates to the costs of future

removal and site restoration. Changes to the underlying assumptions or legislative change in the future could have a material impact on the statements. The District is in the process of establishing a reserve for these future costs (2014).

In terms of the overall financial situation, Mr. Cheek indicated that the regional district is in a challenging position with the very limited tax base. He noted that he sees indication of positive steps being taken such as a commitment to ensure funds are set aside for future asset replacement. He suggested that the regional district may want to look more closely at the benefits of user fees.

Directors took the opportunity to ask questions. In response to the question of independence and objectivity, the auditor responded that they must always be cognizant and maintain professional skepticism. Bank confirmations and examining year to year variances assist in identifying “creative accounting”, or fraud.

The board sought and received assurance that the level of cooperation with management was good and that there were no difficulties or restrictions encountered during the course of their audit. He indicated that extra time is always necessary on individual schedules, since this is a legislative requirement – each function and service must be accounted for separately.

Responding to a question regarding conformity with legislation, Mr. Cheek advised the board that a deficit position would violate regulatory requirements because it is prohibited under the *Local Government Act*. If it happens, the District must be able to recover the deficit in the following year; otherwise they may be personally responsible for the overage.

The auditor answered questions related to the details of prepaid expenses, which are primarily comprised of insurance, which is due before year end, but provides coverage for the ensuing year. A discussion was held on asset management planning and the variances that may exist in replacements costs vs. fair market value. He advised that there are guidelines for expensing assets using reasonable assumptions, and the question to ask is how much it costs to replace assets.

**14-04-03** M/S Directors Lande/McCullagh that the Central Coast Regional District Audited Financial Statements for the year ended December 31, 2013 be approved.

**CARRIED**

Chair Moody thanked Jay Cheek for attending, and Mr. Cheek left the meeting at 10:46am.

**(c) 2014 Financial Report and Schedule of Revenue & Expenditures**

The financial report contained a schedule of revenue and expenditures for the period January to March 2014, actual vs. budget. There were no variances to report, given that it is early in the reporting year.

**14-04-04** M/S Directors Lande/Tallio That the 2014 Financial Report and Schedule of Revenue & Expenditures report be received.

**CARRIED**

The CFO left the meeting at 10:52am

**RECESS**

**RECONVENE**

The regular meeting reconvened at 11:09am

**(B) ADOPTION OF MINUTES**

- (a) Regular board meeting March 13, 2014.
- (b) Special board meeting March 24, 2014

**14-04-05** M/S Directors Lande/McCullagh That the minutes of the Regular Board meeting dated March 13, 2014 be adopted. **CARRIED**

**14-04-06** M/S Directors Tallio/McCullagh That the minutes of the Special Board meeting dated March 24, 2014 be adopted. **CARRIED**

**PART II- PUBLIC CONSULTATION**

**1. Delegations**

- (a) **Central Coast Electoral Area Restructure Study Group (CCEARS)**

Ken Dunsworth and Milica Epp were present representing the CCEARS Group. A handout was circulated and Mr. Dunsworth was invited to speak. He requested that the minutes of the March 13, 2014 board meeting be amended to reflect that the group in attendance at that meeting was representing the Liaison Group (resolution 14-02-11) and not the Central Coast Electoral Area Restructure Study Group (CCEARS) and the contributory comments are not on the record.

The CCEARS Group would like to participate in the CCRD's upcoming Strategic Planning process and want to understand what the procedures are regarding community engagement conversations. It was noted that the CAO has already responded to that question by reply email and information will be forthcoming to all members of the public and community groups once planning and timelines for the Strategic Planning process has been completed.

Mr. Dunsworth formally invited the board to participate in an upcoming public meeting to be scheduled in May by the CCEARS Group. Notices will be sent out to the public and all those who signed the Restructure Study petition. He thanked the Board for their time in hearing his presentation. It was indicated that the Liaison Group has now completed its job and the chair thanked Mr. Dunsworth for attending.

Ken Dunsworth left the meeting at 11:23am.

**2. Public Questions and Comment Period – there were none**

### **PART III – LOCAL GOVERNANCE**

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

##### **Administrative Services**

###### **(d) Administration Report, April 3, 2014**

The CAO updated on information received from Ken McIlwain, Public Works Manager, regarding tree falling at the airport. Selective falling will begin April 12<sup>th</sup> off the west end of the runway. Redline Falling was awarded the contract through an approved random draw process after Expressions of Interest were received from other falling contractors.

The Public Works Manager also wanted the board to know that students from the 2014 Mackenzie High School graduating class performed an impressive cleanup of the landfill road sides April 5<sup>th</sup> and 9<sup>th</sup>. Forty bags were collected on April 5<sup>th</sup> alone. Thank you to the 2014 grad class! A donation will be provided by the CCRD towards the graduating ceremony.

Ken McIlwain recently attended a training course for Manager Landfill Operations.

Director Lande spoke to the Marine Planning Partnership Advisory (MAPP) update in the Administration Report. He noted there will be two information meetings held in May in Hagensborg and on Denny Island. May 5th is the date for Hagensborg with times to be announced for the meeting at the Legion. May 7<sup>th</sup> is the date for the meeting on Denny Island with details still to be announced. Once known, both Chair Moody and Director McCullagh will circulate information in their areas for those wishing to attend.

**14-04-07** M/S Directors Schooner/Tallio That the Administration Report dated April 3, 2014 be received.

**CARRIED**

##### **Development Services**

###### **(e) Land Use Planning – April 3, 2014 report**

The Land Use Planning report tracks the interest of the public regarding inquiries related to the regional district's Zoning and Official Community Plan (OCP) bylaws, maps and other information regarding land use planning.

**14-04-08** M/S Directors Lande/McCullagh That the Land Use Planning Report dated April 3, 2014 be received.

**CARRIED**

##### **Public Works**

###### **(f) Report dated April 3, 2014**

The Public Works Department report highlights developments and issues surrounding the Thorsen Creek Waste and Recycling Centre, recreation facilities, the Bella Coola Airport, town site water and street lighting.

**14-04-09** M/S Directors Lande/Tallio That the Public Works Department Report dated April 10, 2014 be received.

**CARRIED**

**Leisure Services**

**(g) Denny Island Recreation Commission, March 23, 2014 minutes**

**14-04-10** M/S Directors Schooner/McCullagh That the Denny Island Recreation Commission minutes dated March 23, 2014 be received.

**CARRIED**

**(h) Centennial Pool Commission, March 6, 2014 minutes**

**14-04-11** M/S Directors Tallio/Lande That the Centennial Pool Commission minutes dated March 6, 2014 be received.

**CARRIED**

**Protective Services**

**(i) Hagensborg Dike Repair Design Project, see Administration report item C(A).**

**Transportation Services**

**(j) Bella Coola Airport – Denny Island Airport, April 3, 2014 report**

The Transportation Services Report contains information regarding the Safety Management System, lease lots, signage, maintenance and operations at both the Denny Island and Bella Coola Airports.

**14-04-12** M/S Directors McCullagh/Lande That the Transportation Services Report dated April 3, 2014 be received.

**CARRIED**

**(k) Outstanding Water Tolls**

In accordance with Bylaw 282 and amending Bylaw 354 the Regional Board may, by resolution, order the water shut off to any premises on which there are tolls or other charges owing for 120 days or longer.

**14-04-13** M/S Directors McCullagh/Lande that the board authorizes that water services be disconnected to those premises that have 2014 water toll charges outstanding as at May 1, 2014, pursuant to Section 5 of Bylaw 282 and amending Bylaw 354.

**CARRIED**

**(l) Climate Action Revenue Incentive Program (CARIP) Public Report**

Climate action is a key provincial priority and local governments are key partners in helping to reduce greenhouse gas (GHG) emissions and create complete, compact and energy-efficient

communities. As part of this program participating local governments are required to make public a report that outlines those steps that it is taking towards becoming carbon neutral.

**14-04-14** M/S Directors Schooner/McCullagh to receive the Climate Action Revenue Incentive Program Report for 2013.

**CARRIED**

**(D) EXECUTIVE REPORTS**

**(a) Chair's Report** - Chair Reg Moody-Humchitt provided a verbal report

The chair attended the Municipal Finance Authority Forum with the CAO in Victoria earlier this month. There were informative workshops, presentations, networking and the opportunity to speak with the chair of the Regional District of Mount Waddington about their Memorandum of Understanding surrounding a protocol agreement. A BC Ferries update was provided by a presenter and the chair had a chance encounter with Premier Clark and spoke with her about the ferry price increases and service decreases taking effect. He invited her to the region to see for herself the effect of the Ministry of Transportation's decisions. Colin Palmer from the Powell River Regional District sits with the CCRD's chair and CAO on the Coastal Community Regional District Chairs and CAOs BC Ferry Group and will ensure the next agenda for that group includes that the premier has been invited to the central coast. Chair Moody-Humchitt has also been in regular communication with Petrus Rykes of the *Save the Discovery Coast Ferry* group.

In a related matter, the CAO attended a recent meeting of the Bella Coola Valley Tourism Society where it was announced that Naomi Yamamoto, Minister of State for Tourism and Small Business, will be visiting the Bella Coola Valley to meet with a select list of community members on April 24<sup>th</sup>. The CAO will be in attendance at that meeting and will report back to the Board. It is not known what influence, if any, Minister Yamamoto may have with the Ministry of Transportation and Infrastructure but it is important she is clear on the ferry impact to residents and businesses in our region and takes the message back to Victoria.

The chair noted he would be attending a meeting this evening with Nuxalk Nation Chief and Council to engage in preliminary discussions about a protocol agreement.

**Electoral Area Reports**

**i) Area A –** Director Cathi McCullagh provided a verbal report

The Denny Island Recreation Commission recently held its first meeting and a new budget will be forthcoming.

The Central Coast Chamber of Commerce also had its first meeting and agreed to do soundproofing and acoustic upgrades in the community hall.

Deputy Emergency Program Coordinator, Ingmar Lee, oversaw an emergency planning meeting and although Director McCullagh was away from the community and unable to attend she heard it went well. One attendee at that meeting is very interested in seeing a volunteer fire department developed with professional training and facilities on Denny Island. Director McCullagh is aware there is no funding available for this service and the CAO reminded that formation of a Local Service Area would be required to form a volunteer fire department and would affect taxes.

Shearwater Marine is interested in implementing a house numbering system and changing some road names. Administration will look into any legislation and legal ways to proceed and get back to Director McCullagh so she can report back to the community.

Director McCullagh expressed concerns as to how the revised BC Ferries schedules will change the way food and freight is received in outer coast communities. A Friday night ferry from Bella Bella to Port Hardy has been eliminated and locals used to shop in Port Hardy for about 6 hours and then return on Saturday. The strain will be felt at the two small grocery stores on Campbell Island and Denny Island and it was expressed that this is only the beginning of the economic impacts.

**RECESS**

**RECONVENE**

The meeting reconvened at 1:03pm

- ii) Area B** - See Chair's Report
- iii) Area C** – Director Lande provided a short verbal report with no particular highlights over the last month
- iv) Area D** – Director Tallio provide a verbal report

The second week of March saw completion of a preliminary design for a Nuxalk sewage treatment facility. A feasibility study is the next step and the planning process has started.

- v) Area E**- Alternate Director Schooner reported that Director Anderson is on an unplanned absence and he had nothing to report

**(E) BYLAWS AND POLICIES**

**(a) Bylaw 181 & 425 Feasibility Study Fund**

Bylaw 181 established a feasibility study fund in 1992 which has never been used. It is now outdated and has been superseded by legislation since the *Municipal Act* no longer applies. It is being brought forward with a recommendation to repeal since a bylaw is no longer required for this purpose under the *Local Government Act*.

**14-04-15** M/S Directors McCullagh/Tallio That Bylaw No. 425 cited as the “Feasibility Study Fund Repeal Bylaw No. 425, 2014” 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 426 – Economic Development Commission Amendment Repeal**

Bylaw 374 is the reigning bylaw for the regulation of the Economic Development Commission. Bylaw 426 is being brought forward for the purpose of repealing 2 amending bylaws (281 & 358) which are null and void and have no effect.

**14-04-16** M/S Directors Tallio/Lande That Bylaw No 426, cited as the “Economic Development Commission Amendment Repeal Bylaw No. 426, 2014” 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) Policy A-11(a) Distribution of the Bella Coola Airport Commission Meeting Minutes.**

It is proposed that this Policy be repealed with the rationale there is currently no active Commission and a new model is being investigated by staff at the direction of the Board.

**14-04-17** M/S Directors Lande/Tallio That Policy A-11(a) Distribution of the Bella Coola Airport Commission Meeting Minutes, be hereby repealed.

**CARRIED**

**(d) Policy A-24 Policy Development and Review**

**14-04-18** M/S Directors Tallio/McCullagh That Policy A-24 Policy Development and Review be amended as presented.

**CARRIED**

**(e) Policy A-28 Proclamation/Declaration**

**14-04-19** M/S Directors Lande/McCullagh That Policy A-28 Proclamation/Declaration is hereby reviewed.

**CARRIED**

**(f) Policy A-29 Personnel Policy**

**14-04-20** M/S Directors McCullagh/Lande That Policy A-29 Personnel Policy is hereby amended as presented.

**CARRIED**

**(g) Policy F-3 Signatories**

**14-04-21** M/S Directors McCullagh/Schooner That Policy F-3 Signatories be amended as presented.

**CARRIED**

**(h) Policy F-10 Committee Commission Input to Budget**

**14-04-22** M/S Directors Tallio/Lande That Policy F-10 is hereby rescinded.

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

**(a) Letter dated March 25, 2014 from Kevin O'Neill**

A letter received from local resident Kevin O'Neill expressed concerns about the Cariboo Chilcotin Coast Invasive Plant Committee preparing to offer a course in the Bella Coola Valley leading to certification for pesticide application. Mr. O'Neill notes that in previous years the CCRD Board took the position that no pesticides or herbicides should be applied on public lands within the district's boundaries and states that since then the Board has reversed this objection. Mr. O'Neill feels by doing so the Board has violated its own bylaw.

**14-04-23** M/S Directors Tallio/McCullagh That Kevin O'Neill's letter dated March 25, 2014 be received and that Mr. O'Neill be informed that the Central Coast Regional District bylaw stands and that pesticide use for invasive plants is strictly up to the Ministry of Transportation and Infrastructure.

**CARRIED**

**(b) Coast Sustainability Trust II – 2013 Annual Report dated February 28, 2014**

**14-04-24** M/S Directors Tallio/McCullagh That the Coast Sustainability Trust II – 2013 Annual Report dated February 28, 2014 be received for information.

**CARRIED**

**(c) Letter dated March 21, 2014 Annual Service Plan for 2014/15 – 2016/17, Auditor General for Local Government**

**14-04-25** M/S Directors Tallio/Schooner That the letter dated March 21, 2014 Annual Service Plan for 2014/15 – 2016/17, Auditor General for Local Government be received.

**CARRIED**

**(d) Letter dated March 12, 2014, Canada Post Proposal to Eliminate Home Mail Delivery Service, District of West Vancouver.**

**14-04-26** M/S Directors Lande/McCullagh That the letter dated March 12, 2014, Canada Post Proposal to Eliminate Home Mail Delivery Service, District of West Vancouver be received

**CARRIED**

**(G) ADJOURNMENT**

There being no further business the meeting was adjourned at 1:29 pm

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Chair

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Corporate Officer