

## 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"*

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### REGULAR BOARD MEETING MINUTES – July 11, 2013

In Attendance:	Electoral Area A	Director Catherine McCullagh
	Electoral Area B	Chair Reg Moody-Humchitt
	Electoral Area C	Director Brian Lande
	Electoral Area D	Director Ivan Tallio
	Electoral Area E	Director David Anderson
	CAO	Darla Blake
	CFO/Recording Secretary	Donna Mikkelsen

### **PART I - INTRODUCTION**

1. **Call to Order** - Chair Moody-Humchitt called the meeting to order at 8:40 a.m.

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

2. **Adoption of Agenda**

(a) (Introduction of late items)

After item C(c) Local Governance – Restructure Study

**13-07-01** M/S Directors Lande/McCullagh that the agenda be adopted as amended.

**CARRIED**

**(B) ADOPTION OF MINUTES**

(a) **Regular Board Meeting Minutes of June 13, 2013**

**13-07-02** M/S Directors Lande/McCullagh that the minutes for the June 13, 2013 regular meeting be adopted as presented.

**CARRIED**

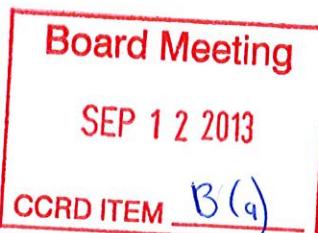
(b) **Special Board Meeting Minutes of June 20, 2013**

**13-07-03** M/S Directors Anderson/McCullagh that the minutes for the June 20, 2013 special meeting be adopted as presented.

**CARRIED**

(c) **Business arising from the minutes**

(i) None.



## **PART II– PUBLIC CONSULTATION**

### **1. Delegations**

#### **(a) Nathan Cullen (Member of Parliament – Skeena-Bulkley Valley) – 8:30am**

Nathan Cullen, MP and Opposition House Leader is on his annual tour of central coast communities and is prepared to discuss a range of topics of local or regional interest. In particular, two issues are noted:

##### **i. Flood Mitigation**

Mr. Cullen has been in discussions with Jennifer Rice, MLA and with various community members regarding flooding problems within the Bella Coola valley and he is aware that this issue is Bella Coola's most pressing concern. The federal government's role in addressing flooding is limited to participation in the funding formula for capital construction projects (typically providing 1/3). It is clear that this formula is not realistic in terms of Bella Coola's low assessment base and population with the resulting inability to pay. A "special zone" status could be pursued, in conjunction or partnership with other similar communities or local governments.

##### **ii. Solid Waste Management**

Chair Moody-Humchitt briefed those present regarding the issue of solid waste management, citing recent meetings at the Thorsen Creek Waste and Recycling Centre. Again, although product stewardship and moving garbage are not federal responsibilities, Mr. Cullen expressed his support for central coast communities finding common ground and in working together to address significant issues.

Nathan Cullen left the meeting at 8:55am.

#### **(b) Brad Widsten – Shearwater Community Water System – 9:00am**

Brad Widsten from Shearwater Community Water Association presented a letter dated July 10, 2013. The letter informs the regional district regarding the investigation for a suitable source of potable ground water to service the community as an alternative to treating the Croil Lake surface water. According to the letter, research, drilling and analysis has determined that the artesian well is capable of producing sufficient, sustainable potable water to service the intended local service area.

As conditionally approved by Vancouver Coastal Health, the new system went "on line" on Monday of this week. An estimate of capital cost for the project is in the \$800,000 - \$1,000,000 range. The Shearwater Community Water Association suggests that the regional district consider the current water source in their mandate to provide a potable water system and that they engage an engineering firm to independently investigate the water service options to obtain firm costs for the project. These costs would then be presented to the users for assent in the creation of a local service area.

Brad Widsten left the meeting at 9:15am.

#### **(c) Steve Chambers (CFCI – FSC Coordinator), Harry Barrett and Robert Brand of Coast Forest Conservation Initiative Forest Stewardship Council – 10:00am**

Proponents of the Coast Forest Conservation Initiative were unable to attend the meeting due to poor weather conditions. They will be re-scheduled to attend the October 10, 2013 board meeting.

### **PART III – LOCAL GOVERNANCE**

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

##### **Administrative Services**

###### **(a) 2013 Strategic Priorities/Update**

The CAO updated the board on recent developments at the Thorsen Creek Waste and Recycling Centre. Specifically, the tires have been removed, Freon has been removed and the first load of metals has been transported out of the valley. A good source of groundwater has been found at 60 ft. and the installation of the well pump and electrical components will now commence. The surveying has been completed.

**13-07-04** M/S Directors Anderson/McCullagh that the strategic priorities update be received as presented.

**CARRIED**

###### **(b) Administration Report**

The July 11<sup>th</sup> Administration Report requested assistance from the board regarding agenda items and participant confirmation from neighboring First Nations for the Community to Community Forum. Chair Moody-Humchitt advised that the Heiltsuk Tribal Council and the Nuxalk Nation have verbally confirmed their attendance at the September session and that they have identified discussion topics. He has also contacted Klemtu and has been advised that they will get back to him. He will follow up with Oweekeno and will report to CCRD administration on or before July 17<sup>th</sup> at 4pm with confirmation of attendance.

The board of directors agreed that the Marine Planning (MaPP) will be included as a topic on the Community to Community Forum agenda.

**13-07-05** M/S Directors Lande/McCullagh that the Administration Report dated July 11, 2013 be received as presented.

**CARRIED**

###### **(c) UBCM Conference Sept 16-20**

The Heiltsuk Tribal Council has requested membership with the Union of BC Municipalities, and if successful, an additional seat may be available for attendance without exceeding the regional district's budget for this line item.

**13-07-06** M/S Directors Anderson/Lande that the board of directors approves the attendance and travel expenditure to the UBCM Conference to be held at the Vancouver Convention Centre 16-20 September 2013 for the board chair or vice-chair and the Chief Administrative Officer.

**CARRIED**

Resolution #13-02-08 (Flood Management Responsibility) from the February 14, 2013 board meeting was endorsed by the Association of Vancouver Island and Coastal Communities and will now be brought forward for consideration at the UBCM Convention:

WHEREAS within the Province of British Columbia there are a large number of waterways subject to periodic, sudden and extensive flooding;

AND WHEREAS overland flooding has potentially profound adverse consequences in terms of life safety, private and public property interests, economic prosperity and public infrastructure;

AND WHEREAS the Province of British Columbia is the steward of the water resources within the province;

AND WHEREAS local authorities lack the mandate, statutory jurisdiction, financial and technical resources, equipment and staff necessary to provide emergency site response, mitigation and flood remediation works;

THEREFORE BE IT RESOLVED that the Province of British Columbia take immediate and direct responsibility for flood management including but not limited to:

- Provision of emergency response resources for the use of local governments
- Identification of flood related hazards;
- Remediation of stream channels so as to mitigate future flooding;
- Monitor stream flows and levels in waterways posing a risk to life, safety or property;
- Respond to sudden cessation of stream flows or reports of debris dams, executing tactical evacuations when warranted and communicate with the Emergency Operations Centre.

**CARRIED**

The Electoral Area Directors' Forum will be held in conjunction with the UBCM. The regional district will bring forward the matter of "specific zones" relating to the funding formula for federal/provincial/local capital construction costs of dikes and other protective structures. (See also Nathan Cullen, in the "Delegations" section earlier in these minutes.)

**(d) Local Government Restructure**

A Restructure Study has been contemplated by the CCRD for well over a year. A discussion took place on the timing of pursuing the initiative with the provincial government.

**13-07-07** M/S Directors Lande/McCullagh that the matter of a restructure study be included on the agenda of the Community to Community Forum for discussion purposes.

**CARRIED**

**Financial Services**

**(d) Report on 2013 Tax Levy Increase – 11 July 2013**

At the June board meeting, staff was requested to provide a response to the Chair regarding the particulars (rationale, use of funds) associated with the increase in property taxes and that the response form a part of the July meeting agenda. In summary, there are 5 separate functions that contribute to the regional district's overall tax increase:

- i. Land Use Planning – development of a situational analysis specifically to begin preparations for updating the Official Community Plan, Zoning and Subdivision bylaws
- ii. Library – directive from the Vancouver Island Regional Library board
- iii. General Operations – administration charges associated with strategic priorities and the recruitment and hiring of a new CAO
- iv. Swimming Pool – maintenance of the aging facility
- v. Thorsen Creek Waste & Recycling Centre – strategic priority related to ensuring the landfill's life cycle is optimized and directed efficiently, including removal of metals and tires and extending the life of the site.

All electoral areas participate in the tax levy for items i, ii, and iii. Electoral areas A&B do not contribute to the landfill or the swimming pool, items iv and v.

**13-07-08** M/S Directors Anderson/Tallio that the Report on 2013 Tax Levy Increase dated July 11, 2013 be received.

**CARRIED**

**(e) Purchase Authorization over \$10,000**

**13-07-09** M/S Directors Anderson/McCullagh that purchases of goods and services exceeding \$10,000 as approved by the board of directors at the June board meeting (R#13-06-11 and R#13-06-12) be authorized for payment pursuant to the regional district's Purchase Authorization Policy F-12.

**CARRIED**

**(e) Financial Report – Airport Dike Project – 19 June 2013**

At the June regular meeting of the board, staff was requested to prepare a full accounting of all costs associated with the Bella Coola Airport Dike Upgrade Project for presentation at the July board meeting. Total direct costs associated with the engineering design and improvements, the environmental assessment, public forums, project management and legal costs total \$142,133. These expenses are covered by the one-time grant from the province. Indirect costs, comprised primarily of staff time for the referendum, bylaw drafting, consultation and reviews, public inquiries and meetings, has been estimated to be approximately \$50,000 which is absorbed internally by the regional district.

**13-07-10** M/S Directors McCullagh/Lande that the financial report pertaining to the Airport Dike Project dated June 19, 2013 be received.

**CARRIED**

**Development Services**

**(f) Land Use Planning Report – June 28, 2013**

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.

**13-07-11** M/S Directors Anderson/McCullagh that the Land Use Planning report dated June 28, 2013 be received as presented.

**CARRIED**

**Environmental Services**

**(g) Thorsen Creek Waste & Recycling Centre Update – June 4, 2013**

See Administration Report and the Strategic Priorities Update on page 3.

**Leisure Services**

**(g) Centennial Pool Commission – Minutes 25 June 2013**

The Centennial Pool Commission met on June 25<sup>th</sup> to discuss health and safety issues with the pump circulation. Opening sessions are proceeding and the schools are actively participating.

The CAO spoke to the challenges currently being faced by the Commission on operating and maintaining this aging facility. The pump has had to be replaced and the filtration system is failing.

13-07-12 M/S Directors Anderson/Lande that sincere appreciation be extended to the members of the pool commission for the work and dedication they have contributed to the pool operations, and that the minutes from their meeting held on June 25, 2013 be received.

**CARRIED**

### **Protective Services**

#### **(i) Emergency Initiatives from June 2013**

At the June board meeting, directors considered several items related to flood initiatives that are being brought forward to the July meeting: A request from the Nusatsum Property Owners (June 3, 2013), RFP for the proposed Hagensborg Engineered Design (June 3, 2013) and request for costs sharing from the Ministry of Transportation and Infrastructure for the Burnt Bridge area. Also at the June meeting, the board requested the attendance of members of the (previous) Flood Response Advisory Committee (FRAC). One member of the FRAC was in attendance and board members and the CAO took the opportunity to consult with him.

##### **Nusatsum Groyne**

13-07-13 M/S Directors Anderson/McCullagh that the board agrees to pay up to \$10,000 to a qualified professional engineering firm selected by the Nusatsum property Owners, for professionally prepared repair drawings with design criteria for the Nusatsum River groyne (right bank spur) project, conditional upon receipt of an invoice from the professional engineering firm confirming the cost of the design, and the CCRD be provided with a copy of the design for their files.

**CARRIED**

##### **Hagensborg Flood Protection Engineered Design**

13-07-14 M/S Directors McCullagh/Lande that the board approves awarding the Hagensborg Dike Repair Project to Northwest Hydraulic Consultants for the quoted amount of \$121,376 as outlined in their Request for Proposal dated February 25, 2013, ensuring that the following objectives are met:

- (a) Ready-to-construct engineering design for upgrade and repair of the existing dikes is obtained,
- (b) Conceptual engineering design to connect the existing dikes through the Hagensborg Gap is obtained, and
- (c) An assessment of the impact that both (a) and (b) will have on the existing 200-year floodplain over the entire affected reach of the Bella Coola River is obtained.

**CARRIED**

##### **Burnt Bridge Flooding**

13-07-15 M/S Directors Anderson/Lande that the board agrees to a cost share agreement between the Ministry of Transportation and Infrastructure, CCRD and locally impacted residences for a study review of the Burnt Bridge flooding area along Hwy 20 to be undertaken by a qualified professional engineer (hydrologist) for the purpose of assessing the area impacted by the altered water course. The CCRD share toward costs will be conditional on a maximum contribution by CCRD of \$15,000 and CCRD will be provided with a copy of the completed study and any resulting design will be provided for its files.

**CARRIED**

## RECESS

A recess was called at 9:55am and the meeting reconvened at 10:15am.

### Transportation Services

#### **(j) Transportation Services Report – July 2, 2013**

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

**13-07-16** M/S Directors Anderson/Talio that the Central Coast Regional District enter into a lease agreement with Mark Sudweeks for Lot 12 at the Bella Coola Airport, provided payment and insurance documents for 2013 have been received, and that the Transportation Services Report dated July 2, 2013 report be received.

**CARRIED**

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

#### **(a) Chair's Report – verbal**

Chair Moody-Humchitt presented a verbal report which included frequent discussions with Josh Carpenter from the Heiltsuk Tribal Council regarding solid waste management. Directors, Nathan Cullen MP, the CAO and Josh Carpenter made a site visit to the Thorsen Creek Waste & Recycling Centre to discuss waste management options, particularly as they may relate to partnerships and/or collaboration with the Heiltsuk.

The Chair reported on his efforts to secure First Nation participation in the proposed Community to Community Forum to be held in conjunction with the September board meeting in Bella Bella. Both the Nuxalk Nation and the Heiltsuk Tribal Council have confirmed their interest in attending, and both will submit a list of agenda items and will follow up in writing. Oweekeno and Klemtu have been contacted and are expected to respond to inquiries by the Chair. In the interest of inclusiveness, it was decided that a representative of the Ocean Falls Improvement District would be invited to attend, such attendance to be at their own expense. As stated earlier (see Administration Report on page 3 of these minutes), Chair Moody-Humchitt will report to the CCRD Administration by July 17<sup>th</sup> at 4pm.

**13-07-17** M/S Directors Anderson/McCullagh that the Chair's (verbal) Report be received.

**CARRIED**

#### **(b) Electoral Area Reports**

##### **i) Area A – Director McCullagh**

Director McCullagh provided a report on the dedication of the Bella Bella RCAF War Memorial, Warrior Pole and the unveiling of the "United in History" mural held on Denny Island on July 6<sup>th</sup>. The ceremony was attended by between 400 and 500 people from all the central coast communities and by all accounts was a resounding success. Photos can be found on the Shearwater Marine website.

Director McCullagh attended the meeting of the Vancouver Island Regional Library (VIRL) on June 15<sup>th</sup>. Rules of conduct have been adopted by the library board and a new mobile "apps" button for "elibrary" is now featured on the VIRL website which provides a store catalogue containing many products, including music. Of significance is the "Mango" product which is a language learning database and is being heavily used by library members. It now contains 45 languages. Bella Coola is often mentioned at these

meetings because of the high amount of usage of the library facilities. At 85%, Bella Coola is known as the most heavily used facility in the region on a per capita basis.

Director McCullagh reported that the Ministry of Transportation and Infrastructure maintenance efforts are paying dividends and the roads are holding up well. The contractors will attend the community again in September.

In consultation with Ingmar Lee, the newly appointed Deputy Emergency Coordinator, Director McCullagh is interested in obtaining a siren for Denny Island to be used as a warning system in emergency situations. They will also discuss designating staging areas (Airport and Community Centre) and establishing a phone tree in the community.

**ii) Area B – Director Moody-Humchitt – see also Chair’s Report**

Chair Moody-Humchitt noted that Bella Bella is interested in re-invigorating their siren. He also expressed his interest in including the topic of the “Gladstone Reconciliation” on the list of agenda items for the Community to Community Forum.

**iii) Area C – Director Lande**

The MaPP (Marine Planning) process is proceeding. Allison Sayers, facilitator, and Director Lande met with the CAO to advise her of the planning process. The planning area covers the area from Cranston Point in Rivers Inlet in the south, to Butedale in the north. Smith Inlet is not included. The Central Coast is one of four regions undergoing this process which is expected to be concluded in the spring. Public consultation in the future will provide an opportunity for residents to put forward areas of concern.

Director Lande reported his concerns, which were shared by other Directors, regarding cell phone coverage in the community. He suggested that the regional district may want to commence an aggressive lobby for increased coverage.

**iv) Area D - Director Tallio**

The Nuxalk Nation Waste Water Studies have been completed and funding approval for the pre-design and design was not obtained from the federal government. The project is now on hold until early 2014.

Director Tallio expressed his concern regarding flooding issues in the Bella Coola community. Although the referendum for the Airport Dike Project was defeated, the problem hasn’t gone away. He noted that the regional district can’t view the problem in isolation but must work together with First Nations to assist the community.

**v) Area E - Director Anderson**

Director Anderson noted that dogs are still a problem on the town site.

**(E) BYLAWS AND POLICIES**

**(a) Bylaw 420 – Centennial Pool admission fees, user rates - adoption**

**13-07-18** M/S Directors Anderson/Tallio that Bylaw No. 420 cited as “Central Coast Regional District Hagensborg Centennial Pool Regulation Bylaw No. 420, 2013” which sets out the admission fees and user rates, 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) Policy A-5 – Board Meeting Schedule & Agenda Preparation**

Staff has put forward a recommendation that this policy be rescinded given that it has been superseded by Procedures Bylaw No. 412.

**13-07-19** M/S Directors Anderson/Tallio that Policy A-5 – Board Meeting Schedule and Agenda Preparation be rescinded.

**CARRIED**

**(c) Policy A-5(a) – Prerequisites for Agenda Items – Responding to Complaints**

This policy is amended to conform to the Procedures Bylaw No. 412

**13-07-20** M/S Directors Anderson/Tallio that Policy A-5(a) – Prerequisites for Agenda Items – Responding to Complaints be amended as presented.

**CARRIED**

**(d) Policy A-5(b) – Board Meeting Agenda**

This policy is amended to conform to the Procedures Bylaw No. 412 and to update the regional district's mission statement.

**13-07-21** M/S Directors Anderson/Tallio that Policy A-5(b) – Board Meeting Agenda be amended as presented.

**CARRIED**

**(e) Policy A-10 – Filing Disclosures**

This policy is amended pursuant to the direction given by the board of directors at the June meeting, which requires Statements of Disclosures for directors pursuant to the Financial Disclosure Act, be posted on the regional district's website.

**13-07-22** M/S Directors Anderson/Tallio that Policy A-10 – Filing Disclosures be amended as presented.

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

**(a) Vancouver Island Regional Library (VIRL) – Annual Report**

The 2012 Annual Report for the Vancouver Island Regional Library has been received and is also available on the VIRL website.

**(b) Association of Vancouver Island and Coastal Communities (AVICC)**

The Minutes of the 64<sup>th</sup> Annual Convention held on April 12-14, 2013 are now available at <http://avicc.ca/2013-minutes>.

**RECESS**

**(A) IN CAMERA MATTERS**

**(a) Motion to go In Camera at 11:00pm**

13-07-23 M/S Directors Lande/McCullagh that the meeting go in-camera to consider matters pursuant to Sections 90(1)(i) (advice that is subject to solicitor-client privilege), 90(1)(a) (personal information about an individual who holds or is being considered for a position as an officer, employee or agent of the CCRD) of the *Community Charter*.

**CARRIED**

**The following is released from In-Camera:**

Spiritscape Ventures Ltd. has given notice of termination of the "Emergency EOC and Projects Services Agreement" dated March 1, 2012 and amended January 1, 2013. Effective date of termination is September 3, 2013.

The board of directors approved a proposed job description, terms and conditions of employment and salary range for an Emergency Management and Public Works Coordinator position which will be advertised in due course.

**(G) ADJOURNMENT**

There being no further business after the in camera meeting, Chair Moody-Humchitt declared the meeting adjourned at 11:45 pm.

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Chair

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Corporate Officer