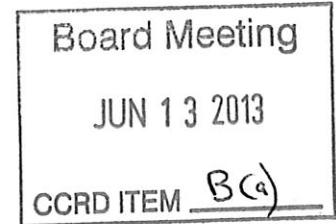


## CENTRAL COAST REGIONAL DISTRICT

"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 – MAY 9, 2013

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Chair Reg Moody
	Electoral Area C	Director Brian Lande
	Electoral Area D	Alternate Director Archie Pootlass
	Electoral Area E	Director David Anderson
	CFO/Acting CAO	Donna Mikkelsen
	Interim CAO/Consultant	Isabell Hadford
	Recording Secretary	Cheryl Waugh
	RCMP	Cpl. Dionne *portion



### **PART I - INTRODUCTION**

#### 1. Call to Order - Chair Moody called the meeting to order at 8:36 a.m.

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

#### 2. Adoption of Agenda

- (a) (Introduction of late items)

Thorsen Creek Waste & Recycling Centre – Addendum to Item C(h)  
 Transportation Report – Addendum re crack sealing – Addendum to Item C(l)  
 In-camera meeting notification – See item A

The order of presenting items was amended as follows:

- Part II Public Consultation Item 1. was moved to follow Item C(h)

**13-05-01** M/S Directors Lande/Anderson that the agenda be adopted as amended.

**CARRIED**

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

- (a) Motion to go In Camera

**13-05-02** M/S Directors Lande/McCullagh that it be noted that an in-camera meeting was held 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) and 90(2)(b) (information received and held in confidence relating to negotiations) of the *Community Charter* at 7:30 p.m. Wednesday, May 8<sup>th</sup>, 2013 at the CCRD office.

**CARRIED**

**(B) ADOPTION OF MINUTES**

**(a) Regular Board Meeting Minutes of April 11, 2013**

**13-05-03** M/S Directors Lande/McCullagh that the minutes for the April 11, 2013 regular meeting be adopted as presented. **CARRIED**

**(b) Business arising from the minutes - None**

**PART II- PUBLIC CONSULTATION**

**1. Delegations**

**(a) Corporal Peter Dionne - local RCMP re dogs/animal control  
- RCMP Annual Performance Plan**

Cpl. Dionne, Detachment Commander of the local RCMP, joined the meeting at 9:28 a.m. and introductions were made around the table.

The Corporal described the Annual Performance Plan which indicates community consultation and highlights particular issues of the area. Previous priorities have included substance abuse related incidents, traffic complaints and youth issues. These still remain of high importance. The Detachment is interested in being made aware of any other chronic issues. He feels the regional district and the Nuxalk Nation should be consulting partners with the RCMP.

Animal control is a frequent concern within the detachment area. The Corporal provided statistical information on the number and nature of animal complaints for the years 2011-2013, including a synopsis of 2011 animal complaint files. In total there have been 62 calls over that 28-month period. Stray or vicious dogs are seen as a particular concern. So far in 2013 there have been seven complaints involving dogs.

Cpl. Dionne went on to explain that the only provincial regulations for animal control are found in the Community Charter and it is not necessarily an effective tool. Essentially, police have a limited ability to act and usually it is reactively. He acknowledged there are no facilities in Bella Coola to house any animals caught while waiting to be returned to owners or transported elsewhere. He referenced a CCRD Bylaw from 1993 which allows a financial contribution to the Nuxalk Nation to assist with the cost of animal control.

Animal licencing was discussed. The RCMP are interested to know if the community is interested in pursuing options

There was some discussion by board members with a suggestion to start with an online opinion poll. Alternate Director Pootlass will take the matter to the Nuxalk Nation Administration as a matter of concern.

Chair Moody asked that staff review the existing bylaw and bring it forward to the June board meeting.

Cpl Dionne left the meeting.

**RECESS**

Chair Moody called a recess at 10:00 a.m.

## RECONVENE

Chair Moody called the meeting to order at 10:10 am.

### **PART III – LOCAL GOVERNANCE**

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

##### **Administrative Services**

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

The 2013 Strategic Priorities report dated May 04, 2013 provides brief information and progress related to the key strategies identified by the board of directors. In 2013, the priorities include the Thorsen Creek Waste and Recycling Centre, the proposed establishment of two new services (water to Denny Island and waste water for the Bella Coola town site), development of communications planning, enhancement of organizational governance, and addressing outstanding policy matters.

**13-05-04** M/S Directors Anderson/McCullagh that the strategic priorities update be received as presented.

**CARRIED**

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

The Administration Report for May 9th includes updates on CAO Recruitment, the rescheduling of the Community to Community Forum (now to be held in September in Bella Bella), the public meeting regarding the proposed Bella Coola Airport Dike project, and interest in presenting to the board of directors expressed by the Forest Stewardship Council, among other administrative matters.

**13-05-05** M/S Directors Anderson/Lande that the Administration Report dated May 04, 2013 be received as presented.

**CARRIED**

**13-05-06** M/S Directors Anderson/McCullagh that Director Lande be appointed as the Board's representative on the Marine Planning process for the North Pacific Coast.

**CARRIED**

The Administration Report included notes taken at the public information meeting held on April 30, 2013 at Lobelco Hall. The meeting was attended by approximately 75 members of the public.

**13-05-07** M/S Directors Anderson/Lande that the report for the Airport Dike Proposed Upgrade meeting be received.

**CARRIED**

##### **Financial Services**

###### **(c) Financial Update – January – April 2013**

The CFO provided a report on budget and actual revenue and expenditures for the first 4 months of 2013. Given that it is still early in the year, there are no significant variances to note.

2013 tax requisition reports by electoral area were also presented to the board for information purposes. The report includes the total requisition, less Hydro grants, plus the provincial collection fee of 5.25%, and shows how this total levy is distributed by the property classes (as assigned by the BC Assessment Authority), to the tax assessment base.

**13-05-08** M/S Directors Anderson/Lande that the Financial Update for January –April 2013 be received as presented.

**CARRIED**

**(d) Payment of stipend for Director Lande**

Certain expense reimbursement requires preauthorization by the board of directors pursuant to regional district bylaws.

**13-05-09** M/S Directors McCullagh/Pootlass that the Board approve the reimbursement of expenses totaling \$383 to Director Brian Lande for travel to a Northern Development Initiative Trust meeting in March 2013.

**CARRIED**

**13-05-10** M/S Directors McCullagh/Pootlass that Board members wishing to seek reimbursement for expenses for travel to out of town meetings that have not been approved in the CCRD Five-Year Financial Plan, obtain Board approval to cover travel expenses in accordance with Board policy, prior to attending the meeting.

**CARRIED**

**13-05-11** M/S Directors Moody/Pootlass that Director McCullagh be authorized to attend the upcoming Regional Steering Committee for the Coast Sustainability Trust, and that expenses not reimbursed by CST be approved for payment by the CCRD, pursuant to current policy.

**CARRIED**

**(e) Purchase Authorization – Audit services**

**13-05-12** M/S Directors Lande/McCullagh that payment of the invoice from PMT Chartered Accountants, which exceeds \$10,000, be authorized pursuant to the regional district's Purchase Authorization Policy F-12.

**CARRIED**

**Development Services**

**(f) Land Use Planning – April 30, 2013 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.

**13-05-13** M/S Directors Lande/Anderson that the Land Use Planning report for April 2012 be received as presented.

**CARRIED**

**(g) Land Use Planning Report – April 18, 2013, Application to the Liquor Control and Licensing Branch from Royal Canadian Legion**

The application from the Royal Canadian Legion, Branch 262 was considered by the board along with a report from the regional district's Land Use Planning Services Coordinator (Cheryl Waugh). The purpose of the report was to outline the options for the board's consideration of the application for a structural change to the Liquor Control and Licensing Branch (LCLB) to permanently amend their liquor primary licence due to the construction of a new outdoor patio.

**13-05-14** M/S Directors McCullagh/Lande that the Board of Directors provide a resolution to the Liquor Control and Licensing Branch that it does not wish to provide comments or recommendations with regard to any licence application.

**CARRIED**

**13-05-15** M/S Directors McCullagh/Lande that Resolution 13-05-14 be rescinded.

**CARRIED**

**13-05-16** M/S Directors Anderson/Lande that the Board of Directors provide a resolution to the Liquor Control and Licensing Branch that it does not wish to provide comments or recommendations with regard to the liquor primary structural change application for the addition of an outdoor patio as submitted by the Royal Canadian Legion, Branch 262.

**CARRIED**

**13-05-17** M/S Directors McCullagh/Pootlass that the Land Use Planning Services Coordinator's report dated April 18, 2013 be received and further; as part of that report the application to the Liquor Control and Licensing Branch from Royal Canadian Legion, Branch 262, for structural change to their Liquor Primary Licence be received.

**CARRIED**

### **Environmental Services**

#### **(h) Thorsen Creek Waste & Recycling Centre Update**

Interim CAO, Isabell Hadford, presented a report on progress regarding operational improvements and other strategies related to the waste and recycling centre. At the April meeting of the board, staff was directed to identify initiatives to be addressed at the landfill site and to report to the May meeting. Progress on the removal of metals and tires, relocating the electric fence, construction of a non-potable water service and other improvements, are included in the report for information.

**13-05-18** M/S Directors Anderson/Lande that effective June 8, 2013 the schedule at the Thorsen Creek Waste & Recycling Centre be changed from being open on Saturday and Thursday each week, to being open on Saturday and Wednesday each week, and that the hours remain the same.

**CARRIED**

Two proposals were circulated regarding the removal of white metals and vehicles from the landfill. The regional district has not yet had the opportunity to advertise publicly for expressions of interest in this matter.

**13-05-19** M/S Directors Pootlass/Lande that the matter of removal of metals from the Thorsen Creek Waste & Recycling Centre be deferred to the June 2013 board meeting to enable staff to investigate liability and regulatory concerns and to advertise for expressions of interest.

**CARRIED**

**13-05-20** M/S Directors Anderson/Lande that JR Drilling from Kamloops be engaged for well drilling services at the Thorsen Creek Waste & Recycling Centre based on their two estimates, 819 &

827 and further; that payment come from the Community Works Fund and be within the range of \$10,000 to \$16,800 depending on required drilling depths.

**CARRIED**

**13-05-21** M/S Directors Anderson/Lande that the resolution #13-05-20 be rescinded; and that the CCRD place an Expression Of Interest in the upcoming Coast Mountain News newspaper for the following independent work at the Thorsen Creek Waste and Recycling Centre; surveying, scrap metal removal, tire removal and well drilling.

**CARRIED**

Alternate Director Pootlass asked if there is a CCRD policy with regards to dumping refuse outside of the landfill. It was confirmed there is not and that it may fall under provincial jurisdiction for littering.

Archie Pootlass also reported that the Nuxalk Nation accidentally felled a tree on the electric fence at the landfill while performing work at their lagoon. The incident was reported to the landfill contractor and the Nuxalk Nation will pay for any repairs.

### Leisure Services

**(i) Denny Island Recreation Commission** – minutes of March 5 and April 9, 2013

The Denny Island Recreation Commission meeting minutes contain a treasurer's report, gym report and events planning.

**13-05-22** M/S Directors Anderson/McCullagh that the minutes for the Denny Island Recreation Commission dated March 5, 2013 and April 9, 2013 be received as presented.

**CARRIED**

**(j) Centennial Pool Commission** – minutes of April 30, 2013

The Centennial Pool Commission met on April 30<sup>th</sup> to discuss staffing matters: position descriptions, pay scale policies and required qualifications.

**13-05-23** M/S Directors Lande/Anderson that the minutes for the Centennial Pool Commission dated April 30, 2013 be received as presented.

**CARRIED**

### Protective Services

**(k) Emergency Management** – Emergency Planning Symposium Report, April 26, 2013

The Senior Administrative Assistant reported on her attendance at the 5<sup>th</sup> annual emergency planning spring readiness symposium organized by the Cariboo Regional District. Presentation topics included flood hazard/spring freshet and weather forecasts as relates to their capabilities and impacts, hazardous materials and wildfires and strategic wildfire prevention initiatives.

**13-05-24** M/S Directors Anderson/Lande that the Emergency Planning Symposium Report, April 26, 2013 be received as presented.

**CARRIED**

### Transportation Services

**(l) Bella Coola and Denny Island Airport** – April 30, 2013 report

The Transportation Services Report contains information regarding the Safety Management System, grounds maintenance, janitorial services, and glide slope specifications related to the proposed dike at the Bella Coola airport.

**13-05-25** M/S Directors Anderson/Pootlass that the Bella Coola and Denny Island Airport – April 30, 2013 report be received as presented and further; that staff be authorized to award a contract for janitorial services at the Bella Coola Airport terminal building after a call for tenders is completed.

**CARRIED**

The priority project for the Bella Coola Airport in 2013 is runway crack sealing. \$20,000 has been budgeted for this project. In accordance with CCRD Policy F-12, Purchase Authorization, the board of directors must authorize budgeted expenditures over \$10,000 and it is to be accompanied by a formal tendering process.

The Cariboo Regional District is also contracting crack sealing services this summer for the Anahim Lake Airport. Sealtec Pavement Maintenance Ltd. is the company they have used in the past and will be using again this year. In an effort to reduce mobilization costs it would be reasonable to take advantage of this specialized service while it is being offered in relatively close proximity.

**13-05-26** M/S Directors Lande/McCullagh that Policy F-12 be waived to allow staff the authority to award a contract without tendering, for asphalt crack sealing services at the Bella Coola Airport to Sealtec Pavement Maintenance Ltd. for an amount not to exceed \$20,000.

**CARRIED**

#### Local Service Areas – Bella Coola Townsite

(m) none

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

##### **(a) Chair's Report – verbal**

Chair Moody reported that he had been approached by some Bella Coola Valley residents with varying concerns surrounding the upcoming referendum on the proposed airport dike upgrade. He encouraged those residents to attend the April 30<sup>th</sup> public information meeting. Unfortunately, he was not able to attend the meeting himself.

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

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

Director McCullagh updated on road conditions on Denny Island. She reported that representatives from the Ministry of Transportation and Infrastructure and their road maintenance contractor, Interior Roads Limited, will be attending on Denny Island May 14<sup>th</sup>. Director McCullagh will join them for a tour of the many areas of concern on the island and Chair Moody expressed interest in participating.

It was reported that a seasonal resident is very interested in setting up a gun club on Denny Island. Currently there is an unofficial shooting range in the vicinity of the Denny Island Airport. There are several concerns being discussed surrounding this proposal and it remains a current topic of conversation in the community.

Director McCullagh recently attended the annual convention of the Association of Vancouver Island and Coastal Communities (AVICC) with Director Lande. The experience was rewarding and she was particularly interested in a presentation about electronic board agendas and potential savings to be had over time by operating with digital information. The virtues are many once the initial output is made to

purchase devices and software. For now Director McCullagh enjoys receiving the CCRD agenda via the district's website, which includes all links to pertinent background documents.

Director McCullagh described Director Lande's tenacity at the AVICC convention, ensuring that two resolutions put forward by the CCRD were properly addressed. At the end of the process both resolutions were endorsed by the convention attendees.

- ii) Area B – Director Moody - see Chair's Report
- iii) Area C – Director Brian Lande's report on:

### **AVICC Convention**

Director Lande provided a written report on his attendance at the recent AVICC convention summarizing the various workshops and presentations. Of special interest was a workshop focusing on major oil spill response. He also reported on the invaluable networking opportunities and updated on the new installation of officers to that organization.

### **Coastal Community Network membership**

Director Lande expressed a desire for the CCRD to become a member of the Coastal Community Network (CCN), an organization for leaders of coastal communities that promotes sustainable economic and social wellbeing of those who work and live on the Pacific Coast. In Director Lande's opinion, membership would give the CCRD a voice for lobbying potential. He further stated there is no cost involved as the CCN is funded from other sources. Previous requests by Director Lande for the CCRD to enter into a membership were declined due to lack of internal funding.

**13-05-27** M/S Directors Anderson/Pootlass that the CCRD join the Coastal Community Network on the condition there are no associated costs.

**CARRIED**

**13-05-28** M/S Directors Anderson/McCullagh that Reg Moody be the representative to the Coastal Community Network and that Brian Lande be the alternate representative.

**CARRIED**

### **CCRD representative to Bella Coola Harbour Authority**

Director Lande would like to be appointed as the CCRD's representative to the Bella Coola Harbour Authority. Currently Director Ivan Tallio is the appointed representative.

**13-05-29** M/S Directors Anderson/Pootlass that the matter of CCRD representation to the Bella Coola Harbour Authority be tabled until Director Tallio can be present to speak to the matter.

**CARRIED**

**13-05-30** M/S Directors McCullagh/Pootlass that Director Lande's report be received as presented.

**CARRIED**

- iv) Area D - Director Ivan Tallio - No report.
- v) Area E - Director Anderson - No report.

**(E) BYLAWS AND POLICIES**

**(a) Bylaw 418 to amend Bylaw 412 Board Meeting Procedures, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> reading.**

**13-05-31** M/S Directors Anderson/McCullagh that Bylaw 418, to amend Bylaw 412 Board Meeting Procedures, be now introduced and read a first time with a further amendment to include a public question and comment period preceding adjournment.

**CARRIED**

**13-05-32** M/S Directors Anderson/McCullagh that Bylaw 418 to amend Bylaw 412 Board Meeting Procedures, having been given due and detailed consideration by the Board be now read a second and third time as amended.

**CARRIED**

**(b) Policy A-29 Personnel Policy for review**

The Interim CAO introduced a Personnel Policy, the purpose of which is to provide information about the general employment practices and conditions at the CCRD. It is designed to help understand the expectations and obligations of employees and the regional district and encompasses employment philosophy, compensation, performance reviews, education, corrective action, employee benefits, absences from work , hours, attendance and pay, as well as a host of other employment related matters.

**13-05-33** M/S Directors Anderson/Lande that Policy A-29 Personnel Policy be brought forward to the June 2013 Board meeting for consideration of adoption.

**CARRIED**

**(c) Policy A-12(b) Amendment, Centennial Pool Pay Scale**

**13-05-34** M/S Directors Anderson/Lande that Policy A-12(b) Amendment, Centennial Pool Pay Scale be adopted as amended to comply with the document titled *Proposed New Rate Schedule* .

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

**(a) None**  
**(b) Matters brought out of In-Camera meeting**

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

**Interim CAO Personnel Work Plan – updated May 02, 2013**

The Interim CAO presented the Personnel Work Plan for Dec 2012 to May 2013, as updated on May 2, 2013. Incomplete projects include an amendment to the Purchase Authorization Policy (CFO); Strategic Plan review; Region wide Communication Plan development; and staff performance evaluations. The latter is not included on the work plan, but is required action in terms of obligations according to employment agreements already in place.



Discussion followed on the progress of each of the initiatives:

**Communication Plan**

**13-05-04IC** M/S Directors Anderson/Lande that the Northern Development Initiative Trust be invited to attend a meeting of the regional district board of directors to discuss their programs and to speak to the core funding in relation to the regional district's initiative for Communication Planning. **CARRIED**

**Town Site Waste Water**

**13-05-05IC** M/S Directors Lande/McCullagh that the regional district plan to engage in a consultative process with the town site community regarding waste water and the Conceptual Layout Report as prepared by Urban Systems. **CARRIED**

**Thorsen Creek Waste & Recycling Centre Operations**

**13-05-06IC** M/S Directors Anderson/Lande that staff bring forward in open public meeting, an amendment to Bylaw 348 in order to bring the landfill operating and maintenance contract specifications into line with the operating permit. **CARRIED**

**(G) ADJOURNMENT**

Prior to adjournment Chair Moody expressed his very sincere gratitude on behalf of the Board of Directors to Isabell Hadford, Interim CAO. He thanked her for all of her support to staff over the past several months and the dedicated work she had done on behalf of the CCRD. Ms. Hadford replied that she was glad to contribute to the regional district operations and is sure everyone will be happy with the new CAO. Ms. Hadford's last day of work will be June 7, 2013.

There being no further business, Chair Moody declared the meeting was adjourned at 10:51 a.m.

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Chair

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Corporate Officer