



CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES

DATE: October 9, 2014

ATTENTION

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

Board Meeting
NOV 13 2014
CCRD ITEM B (a)

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REGULAR BOARD MEETING MINUTES – October 9, 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	Absent with regrets
	Public Works Manager	Ken McIlwain (portion)
	Recording Secretary	Cheryl Waugh
	Local Gov't Intern	Krista Ediger

One member of the gallery (portion)

PART I - INTRODUCTION

1. **Call to Order**

Chair Reg Moody-Humchitt called the meeting to order at 9:57 a.m.

(a) (Opening Reflection/Prayer)

Director Ivan Tallio offered the opening prayer

2. **Adoption of Agenda**

(a) (Introduction of late items)

i) Bella Coola Air

ii) Letter from Mr. C. McMillan

14-10-01 M/S Directors McCullagh/Lande 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 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**

(B) **ADOPTION OF MINUTES**

(a) Regular Board Meeting September 11, 2014

14-10-02 M/S Directors Lande/McCullagh that the minutes of the Regular Board meeting dated September 11, 2014, be adopted.

CARRIED

PART II- PUBLIC CONSULTATION

1. Delegations –
2. Public Questions and Comment Period –
a member of the gallery commented on a point of order

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

(b) Administration Report dated October 2, 2014

14-10-03 M/S Directors McCullagh/Lande that the Administration Report dated October 2, 2014, be received.

CARRIED

The Administration Report provided a Strategic Priorities update and discussion focused on priorities for 2015. Areas identified for attention include:

1. **Solid Waste Management Plan:**
 - complete Stage 1 establishment of public and technical advisory committee (future needs, issues and opportunities – budgets and funding implications), and
 - progress Stage 2 (the development of short and long options, continue with development of solid waste management planning with a committee).
2. **Shearwater Water System:**
 - establish costs and seek out possible grant funding through the Small Communities Infrastructure Funding 1/3, 1/3, 1/3 (prior to putting all information out for a referendum).
3. **Asset Management Planning:**
 - Undertake investigations and consultation on the replacement of the pool swimming tank at Centennial Pool (including budget and funding implications)
 - Initiate the development of a comprehensive Asset Management Plan.
4. **Official Community Plan:**
 - Complete a comprehensive review and update of the Official Community Plan, Zoning and Subdivision Servicing Bylaws
5. **Economic Development Plan:**
 - Review and update or develop a new Economic Development Plan

14-10-04 M/S Directors McCullagh/Schooner that the Strategic Priorities for 2015 be approved as presented.

CARRIED

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Discussion of the Draft Integrated Strategic Plan saw a change to some of the wording in Goal 3, Objectives and Strategies. The section will now read "*Continually liaise with all First Nations within our district*".

14-10-05 M/S Directors Lande/Tallio that the Central Coast Regional District Board of Directors approves release of the DRAFT Integrated Strategic Plan, for further public comment.

CARRIED

UBCM Conference September 22-26, 2014, attended by the Chair Reg Moody and CAO Darla Blake. The CAO will prepare a report on portions of the conference she attended, for the 13th November 2014 Board meeting.

Financial Services

(c) Financial Report – report dated October 2, 2014

Accounts are generally in order with no significant over expenditures to report, with the exception of the fire truck (see also Public Works Report). Staff have begun the process of financial plan development for the years 2015-2019 as part of the integrated strategic planning process. The financial plan must be adopted on or before March 31, 2015 pursuant to governing legislation.

14-10-06 M/S Directors Tallio/Schooner that the Chief Financial Officer's financial report dated October 2, 2014, be received.

CARRIED

Development Services

(d) Economic Development

(i) Cariboo Chilcotin Coast Tourism Association letter dated 17 September 2014, invitation for CCRD Chair to attend the Association's AGM and Tourism Summit, to be held 4-6 December 2014 in Williams Lake.

14-10-07 M/S Directors McCullagh/Schooner that the invitation to the Chair to attend the Cariboo Chilcotin Coast Tourism Association's AGM and Tourism Summit 4-6 December 2014 in Williams Lake be deferred to the November 2014 Board meeting and that an enquiry be made to the Association with regards to funding available to cover travel cost.

CARRIED

(ii) 2015 – 2016 Small Town Love Program (supported by Northern Development Initiative Trust)

Local Government Intern, Krista Ediger, presented her report and explained that *Small Town Love* is an online program developed to promote independent local businesses. The program is a partnership between Northern Development Initiative Trust and Amy Quarry, the founder of *Small Town Love*, and is available to communities with a population under 5,000. The online presence for *Small Town Love* includes a web portal and Facebook page. It was suggested that branding for our region as a whole would be called "*Love Central Coast*". There would be a cost to the regional district

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of \$600 per year to host and maintain the web portal. This maintenance is done by an outside source and would not impact regional district staff resources. The program is open to retail goods and service style businesses for a one-time fee of \$100. Implementation of this program would meet part of Goal 3 of the CCRD's Strategic Plan for 'an enhanced and strengthened region'.

14-10-08 M/S Directors McCullagh/Lande that the Board of Directors of the Central Coast Regional District request the CCRD administration submit an application to Northern Development Initiative Trust for 2015 Small Town Love Marketing Initiative program, in time to meet the November 2014 deadline.

CARRIED

(e) Land Use Planning – report dated 2 October 2014

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

14-10-09 M/S Directors Lande/Tallio that the Land Use Planning Report dated October 2, 2014 be received.

CARRIED

Public Works

(f) Public Works Monthly report dated October 2, 2014

Public Works Manager, Ken McIlwain, joined the meeting

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.

Solid Waste Management

Landfill revenues were up for the months of August and September due to receipt of large amounts of construction and demolition debris.

An online survey has been released as part of the public consultation process for the Solid Waste Management Plan Update and response has been excellent. A mail-out is being designed to notify Valley residents of the survey. It can be found via the CCRD's website www.ccrd-bc.ca or directly at https://www.surveymonkey.com/s/bella_coola_trash

Food bank volunteers were given \$341.00 worth of deposit containers from the recycling depot. The next community group scheduled to pick up is the SAMS Outdoor Education program.

Discussions have taken place with the British Columbia Used Oil Management Association (BCUOMA) regarding options for implementing a publically accessible facility for residents to dispose of waste oil and antifreeze as well as packaging and filters related to oil and antifreeze products.

Recreation Facilities

Walker Island & Snootli Parks: These facilities are in good condition going into the off-season

Centennial Pool: The pool closed mid-September after a fantastic summer. The facility provided part time and full time employment to nine different summer students and a manager. The Public Works Manager would like to acknowledge the hard work of this year's manager, Holly Poell, and the dedication of our pool commissioners.

The pool tank and associated plumbing is approaching the end of its functional lifespan. Discussions have taken place with the Centennial Pool Commission regarding the best approach to replacing the pool tank. Efforts are underway to identify potential grant sources.

Nusatsum Park: All work is complete at this facility for this fiscal year.

Bella Coola Townsite Water System and Fire Protection: The Bella Coola Fire Department purchased a 1991 Spartan Fire Truck from the Parksville Fire Department for \$30,000. The unit includes foam capabilities and came with extra vhf radios and equipment.

Denny Island/Shearwater Water System: Substantial progress has been made in completion of the engineer's report and conceptual design for a water system to provide potable water to the residents and businesses of Shearwater. The project is proceeding on budget.

Townsitie Waste Water: No work was completed on this initiative in September.

The Nuxalk Nation has been providing regular updates on their waste water system project.

14-10-10 M/S Directors McCullagh/Tallio that the Public Works Department Report dated October 2, 2014 be received. **CARRIED**

14-10-11 M/S Directors Lande/McCullagh that the Board of Directors approve the Public Works Manager to prepare and submit a funding proposal to BC Used Oil Management Association for the purpose of obtaining financial support for the construction of a used oil collection facility at Thorsen Creek Recycling Centre. **CARRIED**

14-10-12 M/S Directors McCullagh/Lande that the CCRD advertise for the sale of surplus fire trucks per the Asset Disposal Policy – A20. **CARRIED**

Leisure Services Commissions
(g) Centennial Pool Commission – minutes dated August 19, 2014

14-10-13 M/S Directors Lande/Schooner that the Centennial Pool Commission minutes dated August 19, 2014 be received. **CARRIED**

Protective Services

(h) Emergency Management

The Public Works Manager has written to the Ministry of Transportation and Infrastructure regarding suggestions for consideration toward the best utilization of the balance of funds available to CCRD from funds received from the province in 2012 for emergency management initiatives (approximately \$28,000) – also see Financial Report within this agenda.

14-10-14 M/S Directors Schooner/Lande that the Emergency Management Report be received.

CARRIED

Transportation Services

(i) Bella Coola Airport/Denny Island Airport report dated 2 October 2014

The west end land clearing contract was awarded to Elamar Enterprises Ltd in the amount of \$9,870.00 and the field renovation contract was awarded to Mitch Lorimer in the amount of \$2,099.50 per hectare. Work is currently under way as a continuation of a tree falling project earlier in 2014 and will be completed later this fall.

Brian Bonn continued the legacy of his late father, Willi Bonn, by designing, building and installing a new 'Welcome' sign for the Bella Coola Airport. The previous sign was destroyed by a windstorm that hit the airport last December. The new sign is a uniquely stunning piece that consists of natural and reclaimed materials with depictions of iconic valley symbols. Thank you to Brian and the Bonn family for enhancing the air traveler's experience to the Bella Coola Valley.

14-10-15 M/S Directors McCullagh/Lande that the Bella Coola Airport/Denny Island Airport report dated 2 October 2014 be received.

CARRIED

RECESS

RECONVENE

The regular meeting reconvened at 11:14 a.m.

(D) EXECUTIVE REPORTS

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

The Chair reported on his time at the UBCM convention and the excellent educational events, workshops and resolutions but his focus was on BC Ferries issues. Meetings were held with other coastal regional district chairs prior to meeting with Premier Clark, Minister Stone and Minister Bond. The Chair spoke directly with these ministers about the serious concerns surrounding coastal ferry service and also had a meeting with Premier Clark. With the government in preliminary budget preparations at this time it is possible we could lose another year of service due to that budget scheduling. He thinks a letter should be sent to the province highlighting the timing issues regarding the budget. Colin Palmer, leader of the Coastal Regional District Chairs group, will be asked to send an email to all coastal chairs so they can decide if this would be the best conduit for conveying the concerns.

Claire Trevena, MLA and the official opposition spokesperson on Transportation and BC Ferries was also at the UBCM meeting. Concerns were expressed about unresolved issues from Haida Gwaii, Prince Rupert, Port Hardy and other northern Vancouver Island communities. A meeting via conference call has been scheduled with Claire Trevena for October 16th in preparation for an upcoming meeting with the premier. Chair Moody-Humchitt is pleased that issues are being discussed.

A collaborative Economic Development meeting was held on the evening of October 8 at the CCRD office with representatives from Nuxalk and Heiltsuk First Nations, businesses, Bella Coola Valley Tourism, Chair Moody-Humchitt, Directors Lande, McCullagh and Tallio, CAO Blake and Intern Ediger, in attendance. Discussions were fruitful and some options will be brought forward to the conference call on the 16 October 2014.

(b) Electoral Area Reports

(i) Area A – Director McCullagh provided a verbal report.

A second grading of the Denny Island roads and brushing by MoT contractor, Interior Roads, has not taken place despite an email received by Director McCullagh from a representative for Interior Roads. Seasonal rains are now impacting the road conditions.

The Denny Island Recreation Commission will be putting on an Octoberfest for the first time later this month.

(ii) Area B – see Chair's report

(iii) Area C – Director Lande provided a verbal report

Director Lande brought forward concerns of a local pilot who resides in his Electoral Area. The concerns surround the CCRD's Bella Coola Airport Rates and Charges Bylaw No. 422. The pilot does not agree with the current landing and parking fees for private aircraft and thinks they are prohibitive and dissuade use of the airport and its facilities.

Director Lande recommended requesting a report from staff to see if the CCRD can improve the bylaw to make it more user friendly for both local and visiting private aircraft operators.

The CAO asked the Board to ponder how we pay for airport operations. Leases, landings, parking and fuel sales are used for generating fees. The pilot's concerns are acknowledged and staff will prepare a report to look at options.

14-10-16 M/S Directors McCullagh/Schooner that administration prepare a report on options for the rates and charges bylaw at the Bella Coola Airport, as raised by Director Lande.

CARRIED

(iv) Area D – Director Tallio provided a verbal report

Director Tallio reiterated concerns with the Townsite not moving forward with a sewer system, which could be installed at the same time as the Nuxalk Nation's waste water system. He does not want future residents to say the CCRD didn't do enough to participate. The Townsite residents and businesses need to know that somebody at the regional district said we need to do something to raise money to be on the project.

The Public Works Manager stated the conceptual design was 2.8 million dollars and rate payers would be responsible for 1 million of that, split by approximately 100 residents and that may not be a desirable option.

Director Tallio acknowledged that the capital installation is expensive but he doesn't want to hear in future that the CCRD didn't do enough.

(v) Area E – Alternate Director Schooner did not have anything to report

(E) BYLAWS AND POLICIES

(a) Bylaw 433 Remuneration and Expenses Bylaw, 2014, a bylaw to replace and repeal Bylaw No. 408, 2011; Remuneration and Expenses Amendment Bylaw 399, 2009; Remuneration and Expenses Bylaw 392, 2008; and Remuneration and Expenses Bylaw No. 366, 2004 – for adoption;

14-10-17 M/S Directors Lande/Moody-Humchitt that item 1.a) of Schedule A attached to Bylaw No. 433, Remuneration and Expenses Bylaw be amended under *Monthly Allowance* to read 'CCRHD Chair \$75.00'.

CARRIED

14-10-18 M/S Directors Lande/McCullagh that Bylaw 433 Remuneration and Expenses Bylaw, 2014, a bylaw to replace and repeal Bylaw No. 408, 2011; Remuneration and Expenses Amendment Bylaw 399, 2009; Remuneration and Expenses Bylaw 392, 2008; and Remuneration and Expenses Bylaw No. 366, 2004 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 434 Asset Replacement Reserve Fund – Bella Coola Airport Bylaw No. 434, 2014 – for adoption;

14-10-19 M/S Directors Lande/McCullagh that Bylaw 434 Asset Replacement Reserve Fund – Bella Coola Airport Bylaw No. 434, 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) Bylaw 435 Asset Replacement Reserve Fund – Bella Coola Landfill Operations Bylaw No. 435, 2014 – for adoption;

14-10-20 M/S Directors McCullagh/Lande that Bylaw 435 Asset Replacement Reserve Fund – Bella Coola Landfill Operations Bylaw No. 435, 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

(d) Bylaw 436 Asset Replacement Reserve Fund – Bella Coola Swimming Pool Operations Bylaw No. 436, 2014 – for adoption;

14-10-21 M/S Directors McCullagh/Schooner that Bylaw 436 Asset Replacement Reserve Fund – Bella Coola Swimming Pool Operations Bylaw No. 436, 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

(e) Bylaw 437 Asset Replacement Reserve Fund – Bella Coola Parks & Recreation Operations Bylaw No. 437, 2014 – for adoption;

14-10-22 M/S Directors Schooner/Lande that Bylaw 437 Asset Replacement Reserve Fund – Bella Coola Parks & Recreation Operations Bylaw No. 437, 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

RECESS

RECONVENE

The regular meeting reconvened 12:57 p.m.

(f) Bylaw 438 Asset Replacement Reserve Fund – Bella Coola Fire Protection Local Service Area Bylaw No. 438, 2014 – for adoption;

14-10-23 M/S Directors McCullagh/Schooner that Bylaw 438 Asset Replacement Reserve Fund – Bella Coola Fire Protection Local Service Area Bylaw No. 438, 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

(g) Bylaw 439 Asset Replacement Reserve Fund – General Operations Bylaw No. 439, 2014 - for adoption;

14-10-24 M/S Directors McCullagh/Schooner that Bylaw 439 Asset Replacement Reserve Fund – General Operations Bylaw No. 439, 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

(h) Bylaw 440 Asset Replacement Reserve Fund – Denny Island Airport Operations Bylaw No. 440 – for adoption;

14-10-25 M/S Directors McCullagh/Schooner that Bylaw 440 Asset Replacement Reserve Fund – Denny Island Airport Operations Bylaw No. 440 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

(i) Policy E-7 – Ethical Standards of Conduct for Elected Officials – for review prior to Nov 2014 election.

14-10-26 M/S Directors Lande/McCullagh that Policy E-7 Ethical Standards of Conduct for Elected Officials has been reviewed prior to the November 2014 local government election with no amendments.

CARRIED

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

(a) AVICC – Request for Presentation Proposals – 2015 AVICC AGM & Convention

14-10-27 M/S Directors Lande/McCullagh that the Request for Presentation Proposals for the 2015 AVICC AGM & Convention be received.

CARRIED

(b) AVICC – Fortis BC Operating Agreements and Collection of Operating Fees by Municipalities

14-10-28 M/S Directors McCullagh/Lande that the AVICC – Fortis BC Operating Agreements and Collection of Operating Fees by Municipalities be received.

CARRIED

(c) UBCM – Program Funding and Campaign Finance Reform Highlight Oakes' Speech – Memo

14-10-29 M/S Directors McCullagh/Lande that the UBCM – Program Funding and Campaign Finance Reform Highlight Oakes' Speech – Memo be received.

CARRIED

(d) ABC Communications – for information only –

It is understood a copy of this letter was sent to all directors. The letter outlines changes to wireless internet services, which may have led to potential issues for the region. The local provider, Central Coast Communication Society (CCCS) was contacted by Administration to discuss the matter. We were advised CCCS no longer use ABC Communications therefore the region will not be affected.

(e) BC Hydro – Northern Region Community Relations 2014 Annual Report

14-10-30 M/S Directors Lande/McCullagh that the BC Hydro – Northern Region Community Relations 2014 Annual Report be received. **CARRIED**

(f) Islands Trust Letter dated October 3, 2014 to Select Standing Committee on Finance and Government Service re Priorities for Budget 2015, BC Ferries.

14-10-31 M/S Directors McCullagh/Lande that the Islands Trust Letter dated October 3, 2014 to Select Standing Committee on Finance and Government Service re Priorities for Budget 2015, BC Ferries be received. **CARRIED**

14-10-32 M/S Directors Lande/Schooner that a letter be written to the Islands Trust supporting their request that the Provincial government budget sufficient funding in 2015 and future years to return BC Ferry fares to a level that would be in line with cost of living increases and fund BC Ferries costs, including capital costs. **CARRIED**

Late Item

(g) Letter from John Horgan, Leader, Official Opposition dated October 2, 2014

14-10-33 M/S Directors Lande/McCullagh that the letter from John Horgan, Leader, Official Opposition dated October 2, 2014 be received. **CARRIED**

Late Item

2 (a)

i) The owners of Bella Coola Air contacted the CAO to inform it appears positive that they may have sold their float plane and operations certificate effective later this month. Indications are the float plane will not be based here. The Board discussed the impact this would have on the budget for the Bella Coola Airport such as, revenue loss from fuel sales, landing fees and possibly lease revenue. Options were considered for future director travel arrangements.

14-10-34 M/S Directors McCullagh/Lande that administration look into cost effective options for transportation for the outer coast directors to meetings. **CARRIED**

ii) A letter was received by the CAO from Mr. Colin McMillan the morning of October 9, 2014 with a request it be included as a late item for that day's Board meeting. The CAO deemed the content confidential and made a recommendation that the matter be deferred to the 13 November 2014 In-Camera Board.

14-10-35 M/S Directors Lande/McCullagh that the request for the late item received 9 October 2014, be held In-Camera in accordance with the Community Charter s90 (1)(a) and (2)(a) which states:
A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

A part of the council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(a) a request under the Freedom of Information and Protection of Privacy Act, if the council is designated as head of the local public body for the purposes of the Act in relation to the matter;

And,

That the matter be deferred to the 13 November 2014 In-Camera Board meeting as it relates to an employee and a Freedom of Information matter, noting that while the Board is not the head for FOIs, the two subject matters are linked therefore allowing time for more information to be gathered previous to any discussion and informed decision making.

CARRIED

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 1:39 p.m.

Chair

Corporate Officer

