

## 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 – April 11, 2013**

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Chair Reg Moody
	Electoral Area C	Director Brian Lande
	Electoral Area D	Director Ivan Tallio
	Electoral Area E	Director David Anderson
	CFO/Acting CAO	Donna Mikkelson
	Interim CAO/Consultant	Isabell Hadford
	Recording Secretary	Cheryl Waugh
	Stephen Waugh *portion	
	Member of Public *portion	
	Ellie Archer *portion	
	Steven Hodgson *portion	

#### **PART I - INTRODUCTION**

1. **Call to Order** – Chair Moody called the meeting to order at 9:15 a.m.
  - (a) (Opening Reflection/Prayer) Director Tallio offered the opening prayer
  - (b) Swearing in of Directors/Alternates; appointment of Chair/Acting Chair – if any.
2. **Adoption of Agenda**
  - (a) (Introduction of late items – if any)

The order of presenting items was amended as follows:

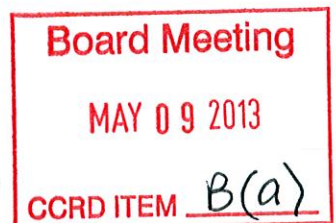
- Item A – In Camera Matters was moved to follow Item C(n) after lunch
- Item B(1)(a) Delegation re Bear Aware Program moved to follow Adoption of the Agenda
- Item C(k) Environmental Services re Thorsen Creek Situation Analysis moved to follow Adoption of Minutes
- Item E(c) Bylaw & Policies re Draft Policy F-16 Community Works Fund Allocations moved to follow Item C(f)
- Item C(m) Protective Services re Hagensborg Dike RFP Report moved to follow Item C(g)

**13-04-01** M/S Directors Tallio/McCullagh that the agenda be adopted as amended.

**CARRIED**

#### **PART II- PUBLIC CONSULTATION**

1. **Delegations**
  - (a) Steven Hodgson and Ellie Archer, presenting changes in the Bear Aware mandate and fund raising.



Steven Hodgson from BC Parks and Ellie Archer, Bear Aware Community Coordinator, addressed the Board on behalf of the Bear Aware program. Mr. Hodgson explained some background regarding a past influx of bears and a series of conflicts with humans in our area. A handout of the 2012 Bear Aware annual report for Bella Coola was provided. Ms. Archer has been acting as the Bella Coola Valley Bear Aware Community Coordinator for the past two years and described goals and objectives for 2013. These include continuance of relationship building with both the native and non-native communities and their governing bodies and educational presentations at local schools. She also desires to provide continued education and assistance in safely securing residential properties with electric fencing, garbage containment at local schools and ongoing promotion of bear-proof garbage containment systems for businesses and residents. The local Bear Aware program is seeking a letter of support to assist with a funding application they are submitting to the BC Conservation Foundation. The position of the Bear Aware Coordinator is crucial without a Conservation Officer in the community and the BC Conservation Foundation is the body that provides the wage and training dollars for the Bear Aware Coordinator. Chair Moody expressed appreciation, on behalf of the Board, for the presentation and recognized the close relationship with bears in the community and the concerns this raises.

- 13-04-02** M/S Directors Anderson/McCullagh that the CCRD send a letter of support to the BC Conservation Foundation to provide financial assistance to the regional Bear Aware Program.

**CARRIED**

Steve Hodgson and Ellie Archer left the meeting at 9:35 am.

**(B) ADOPTION OF MINUTES**

- (a) March 14, 2013

- 13-04-03** M/S Directors Lande/Anderson that the minutes for the March 14, 2013 regular meeting be adopted as presented.

**CARRIED**

- (b) Business arising from the minutes – outstanding items

Chair Moody reviewed the report from the Acting CAO updating on outstanding items from both the February and March 2013 board meetings. Items addressed included: (1) the CCRD's response to the Nusatsum Property Owners Society. Director Lande advised he had met with Gordon Gibbs and advised the engineering plans will be ready shortly. (2) requested update on the Denny Island Water Project from Craig Widsten of Shearwater Marine. Director McCullagh reported on meeting with Craig who he had advised the hydrology report would be ready for today's meeting—it was not received. (3) a submission of a late resolution on bullying to the Association of Vancouver Island and Coastal Communities for the upcoming convention. Directors Lande and McCullagh will take a copy to the convention.

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

**Environmental Services**

- (k) Thorsen Creek Waste & Recycling Centre – Situation Analysis, April 2013



Donna Mikkelsen, Acting CAO presented a situation analysis for the Thorsen Creek Waste & Recycling Centre. She identified the primary concern as the capacity storage level at the landfill possibly being reached in 2013. In preparing her report, Ms. Mikkelsen had reviewed the existing 2004 Solid Waste Management Plan, the Site Development Plan adopted in 2011 and the Interim Operational Plan which was not adopted in 2011. She also looked at regulations included in CCRD Bylaw No. 348 adopted in 2002. The bylaw needs to be amended to align the duties outlined in the contractor's with those in the bylaw. The Ministry of Environment Operational Certificate for the landfill was also reviewed. The CCRD Strategic Plan was reviewed with regard to goals regarding waste management.

The Strategic Plan identifies the 2004 Solid Waste Management Plan (SWMP) needed to be updated and this has not been completed due mainly to limited staff resources. Of note is that Denny Island and Ocean Falls are included in the plan. Items where progress has been made at the Thorsen Creek landfill include: bear resistant fence installed, weekly covering of garbage, refuse disposal bylaw in place (to be amended), boundaries expanded, Quonset building retrofitted, and ancillary structures and storage provided. There are areas of expertise that need to be addressed that are beyond staff's skill level.

*Towns for Tomorrow* grant funding allowed for most recent improvements and site developments at the Thorsen Creek Landfill. One of the resources utilized was the detailed plan produced in 2011 by volunteer Joan Sawicki, Chair of the Solid Waste Management Committee. Current goals are to maximize the life of the Thorsen Creek landfill by progressively reducing the volume of solid waste entering the landfill, and to develop a SWMP program that is fiscally sustainable. These goals still do not speak to the storage capacity of the landfill, which could reach maximum by the end of 2013.

Objectives from the Interim Operation Plan were highlighted as being quite ambitious. Strategies from the Interim Operational Plan (2011) were reviewed point by point for the board's information. It was recognized that a revised SWMP is in order but will take more time to develop and will not be able to address the current capacity issue. Immediate action could include removal of tires and metals, etc. Staff had contacted the Ministry of Environment for their recommendations and they concurred that the 2004 SWMP should be updated and provide the names of consultants what could be contacted for quotes.

Discussion was held regarding possible short, medium and long-term strategies and tactics which led to a discussion about metals removal. After the 2010 flood an abundance of damaged appliances were delivered to the landfill shortly after metals had been removed. The Bella Bella model sees refuse barged to Washington State. There is a possibility of a metal merchant barging in the Namu area. There is some discretionary funding that could be employed for metals removal.

The board considered their options based on the information presented. Days of operation are restricting the utilization of the landfill and residents are finding alternate, unauthorized sites to dump their garbage. Increasing hours of operation has been explored and it was found to be quite expensive to operate opening a third day per week.

The Nuxalk Nation makes an annual contribution to the operations and this currently matches the tax requisition paid by residents of the Valley. It was suggested that a short-term accomplishment would be to remove the metals and consider a SWMP update for 2014 as a medium-term objective. Expansion of the area, including expanding the electric fence, was discussed as another way to expand the landfill's capacity. CCRD resources are extremely limited. Water service was also suggested as a short-term goal as it was not able to be completed using the *Towns for Tomorrow* funding, and could possibly be funded through the Canada Works Fund. Public education is also paramount to rethink how we deal with our garbage and would be part of the SWMP update.



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- 13-04-04** M/S Directors Anderson/Tallio that the Board approve initiating the Solid Waste Management Planning (SWMP) process commencing in 2014, and further that the Board create a SWPM Steering Committee to lead the process, and that staff be directed to develop Terms of Reference for the Steering Committee and bring them forward to the May 9, 2013 Board meeting.

**CARRIED**

- 13-04-05** M/S Directors Moody/McCullagh that Directors Anderson, Lande and Tallio be appointed to the regional Solid Waste Management Plan Steering Committee noted in Res #13-04-04, and that staff be directed to advertise for three community members to sit on the committee.

**CARRIED**

- 13-04-06** M/S Directors McCullagh/Lande that administrative staff identify short-term initiatives to be addressed at the Thorsen Creek Waste and Recycling Centre, including the removal of metals and tires, moving the fence to expand the boundaries of the landfill, the installation of a non-potable water system, and any other matters deemed appropriate to increase the landfill's storage capacity, and report to the Board at the May 9, 2013 meeting about possible solutions, costs and funding sources to accomplish these short term initiatives.

**CARRIED**

### **PART III – LOCAL GOVERNANCE**

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

##### **Administrative Services**

- (a) 2013 Strategic Priorities/Update – dated April 11, 2013

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

**CARRIED**

- (b) Administration Report – April 11, 2013

- 13-04-08** M/S Directors Anderson/Lande that the Board approves scheduling a Public Information meeting for the evening of April 30, 2013 for the purpose of informing eligible electors about the proposed Bella Coola Airport Dike referendum process, to view the updated airport dike plans, and to address the cost of the project to the local taxpayer; and further that the CCRD pay travel costs for the design engineer to attend the meeting so he can address questions about the dike design.

**CARRIED**

#### **RECESS**

Chair Moody called a recess at 11:05 a.m.

#### **RECONVENE**

Chair Moody called the meeting to order at 11:20 a.m.

Planning for the Community to Community Forum was discussed as feedback has not been received from potential participants for the proposed June gathering in Bella Bella.

- 13-04-09** M/S Directors Tallio/Anderson that the CCRD board meeting in Bella Bella be rescheduled to September 12, 2013 and be held in conjunction with the Community to Community Forum, rescheduled to September 13, 2013.

**CARRIED**

- 13-04-10** M/S Directors Anderson /Tallio that the Admin Report dated April 4<sup>th</sup>, 2013 be received and further; that in relation to the other voting opportunity for Bylaws 415 and 416 (Airport Dike Service Establishment and Loan Authorization) the notice will include a synopsis of the bylaws pursuant to Section 164(4) of the *Local Government Act*.

**CARRIED**

**Financial Services**

- (c) PMT Chartered Accountants Representation letter dated April 4, 2013

- 13-04-11** M/S Directors Anderson/McCullagh that the letter from PMT Chartered Accountants dated April 4, 2013 be executed and returned.

**CARRIED**

- (d) PMT Chartered Accountants management letter dated April 4, 2013

- 13-04-12** M/S Directors Anderson/McCullagh that PMT Chartered Accountants management letter dated April 4, 2013 be received as presented.

**CARRIED**

11:40 a.m. Steve Waugh and a member of the public joined the gallery.

**Protective Services**

- (m) Hagensborg Dike RFP report  
i) Project Report/Recommendations  
ii) Request for Clarification  
iii) Request for Proposals

Stephen Waugh, Spiritscape Ventures Ltd. is the project manager overseeing the Hagensborg Dike project request for proposals (RFP) process. Engineering firms have been asked to submit proposals to develop engineering design criteria to rebuild the Hagensborg Dike. Four competent engineering firms were identified with three firms submitting qualified proposals. Paul Doyle of BC Rivers Consulting reviewed the proposals and made recommendations to clarify specific items. Mr. Waugh is recommending that a Request for Clarification be submitted to the proponents asking for clarification on certain aspects of the proposals.

Mr. Waugh made himself available to answer questions from the Board and referred them to three particular issues contained in his report: (a) public and First Nations consultation, (b) changing the hydrology of a river and what effect that may have, and (c) the significant changes that have occurred to the upper Hagensborg Dike. Once certain matters have been addressed and clarification has been received, Mr. Waugh advised he will be better prepared to recommend awarding the contract. Mr. Waugh noted the deadline for the project completion has been extended to July 31, 2013.



- 13-04-13** M/S Directors Lande/Tallio that the CCRD Board approves submitting a Request for Clarification to the Hagensborg Dike RFP proponents and that the resulting clarifications be reviewed by the Project Manager and CCRD staff with a final recommendation of award to follow after the outcome of the Airport Dike referendum is known.

**CARRIED**

Stephen Waugh indicated he will advise the proponents that the deadline has been extended until after the outcome of the Airport Dike referendum is known. At 12:05 pm Stephen Waugh and a member of the public left the meeting.

**(C) FINANCIAL SERVICES continued**

- (e) Management's responsibility for financial reporting.

- 13-04-14** M/S Directors Lande/Anderson that the Management's responsibility for financial reporting be received as presented.

**CARRIED**

- (f) Audited Statements for the year ended December 31, 2012

- 13-04-15** M/S Directors Tallio/Lande that the Audited Statements for the year ended December 31, 2012 be approved.

**CARRIED**

CFO Donna Mikkelsen advised that the auditors will be notified that the board is interested in a presentation and suggest they coordinate with a regular board meeting during one of their regular trips to Bella Coola.

**(E) BYLAW AND POLICIES**

- (c) Draft Policy F-16 Community Works Fund Allocations

Discussion was held with regards to Draft Policy F-16, Community Works Fund Allocations and clarification that funding is to be allocated to align with the CCRD's strategic priorities. Under the draft Policy money would be expended or allocated first, by satisfying the requirements of the Gas Tax Agreement by fulfilling the regional district's commitment to Capacity Building, Integrated Sustainability Planning and Capital Investment Planning and second, by providing funding for eligible projects according to the regional district's strategic priorities as determined by the board.

- 13-04-16** M/S Directors Anderson/Lande that Policy F-16, Community Works Fund Allocations, be approved.

**CARRIED**

**(C) FINANCIAL SERVICES continued**

- (g) Discovery Coast Music Festival – Community Works Fund – dated April 3, 2013

- 13-04-17** M/S Directors Anderson/Tallio that while the Board believes the Discovery Coast Music Festival is of extreme benefit to the community, the request for funding is denied as it does not fit within the criteria of Community Works Fund Allocation Policy F-16.

**CARRIED**

The Board noted that the Festival had been awarded \$3,000 during the grant-in-aid process earlier this year.

**RECESS**

Chair Moody called at recess for lunch at 12:10 p.m.

**RECONVENE**

Chair Moody called the meeting to order at 12:40 p.m.

**(A) IN CAMERA MATTERS**

(a) Motion to go In Camera

**13-04-18** M/S Directors Lande/McCullagh that the meeting move in-camera for consideration of labour and/or legal matters, pursuant to section 90(1) (a) and (i) of the *Community Charter*.

**CARRIED**

Director Anderson was absent for a portion of the in-camera meeting

**RECONVENE**

The regular meeting reconvened at 1:24 p.m.

**(C) FINANCIAL SERVICES continued**

(h) Strategic Community Investment Funds Plan and Progress Report 2011 and 2012

**13-04-19** M/S Directors Tallio/Lande that the Strategic Community Investment Funds Plan and Progress Report 2011 and 2012 be received as presented.

**CARRIED**

(i) Waterworks – Outstanding 2013 Water Tolls

**13-04-20** M/S Directors Anderson/Tallio that the board authorizes that water services be disconnected to those premises that have 2013 water toll charges outstanding as at May 1, 2013, pursuant to Section 5 of Bylaw 282 and amending Bylaw 354.

**CARRIED**

**Development Services**

(j) Land Use Planning – March 2013 Report

**13-04-21** M/S Directors Anderson/McCullagh that the Land Use Planning Report dated March 28, 2013 be received as presented.

**CARRIED**

**Leisure Services**

(l) Centennial Pool Commission - Minutes dated March 12, 2013

**13-04-22** M/S Directors Tallio/Lande that the Centennial Pool Commission Minutes dated March 12, 2013 be received as presented.

**CARRIED**



**Transportation Services**

(n) Bella Coola Airport and Denny Island Airport – March 2013 report

**13-04-23** M/S Directors Anderson/McCullagh that the Bella Coola Airport and Denny Island Airport report dated March 28, 2013 be received as presented.

**CARRIED**

**(D) EXECUTIVE REPORTS**

(a) Chair's Report

Chair Moody provided a verbal report and began by thanking Cathi McCullagh, Donna Mikkelson, Isabell Hadford, and John Morton for their dedicated work on the CAO Recruitment Committee.

Chair Moody and Acting CAO Donna Mikkelson recently attended the CEO/CAO forum in Victoria which was held in conjunction with the Annual General Meeting of the Municipal Finance Authority. Chair Moody found the experience valuable, the agenda topics informative and he expressed that it was a good exercise to sit with other regional chairs and share knowledge. Overall it was a good learning experience with valuable networking opportunities and he was glad for the chance to attend.

Chair Moody mentioned that the Wuikinuxv Nation treaty talks have resulted in an Agreement in Principle. The land offer includes a parcel in Chic-Chic Bay on Calvert Island and at Koeye. More information will be forthcoming in a future report.

**13-04-24** M/S Directors Anderson/McCullagh that Chair's Report be received.

**CARRIED**

(b) Electoral Area Reports

i) Area A

Director McCullagh recently returned from a Vancouver Island Regional Library (VIRL) meeting and reported that they have budgeted for two staff in 2014 for the new E-Reading program. This will fund travel for staff to go around the VIRL area, including Bella Coola, to train people how to use the new electronic systems. Of particular interest were the VIRL's policies to handle circumstances unique to libraries, such as the homeless using facilities.

Director McCullagh updated on the Denny Island water system as related from a conversation with Craig Widsten of Shearwater Marine. She also reported on having been contacted by a representative from Vancouver Coastal Health (VCH). She advised VCH to connect with the CCRD directly for further clarification as there seem to be mixed messages about the status of the project. Mr. Widsten indicates the hydrologist's report should be available in approximately one more week.

Director McCullagh commented on an email from Todd Hubner, District Manager with the Ministry of Transportation and Infrastructure in response to a letter sent by the CCRD regarding the status of roads on Denny Island. Mr. Hubner's correspondence states the Denny Island roads are maintained to the ministry's provincial road maintenance specifications. She proposes documenting photographically the road conditions in the community and forwarding the photos to his office. It was noted the highways contractor had been in touch with the regional district office and a written response to the CCRD's letter is also anticipated from them.



iii) Area C – B. Lande, MaPP report and recommendations

Director Lande spoke to his experience with the Marine Planning Partnership (MaPP) program and presented a written report recommending that the CCRD enter into a contract with Tides Canada, which is funded by a private foundation, for the CCRD's involvement with the MaPP process.

- 13-04-25** M/S Directors Tallio/McCullagh that the board approve Director Lande's recommendation that the CCRD board enter into a contract with Tides Canada to provide a CCRD board representative on the Marine Planning Partnership program.

**CARRIED**

iv) Area D

Director Tallio reported on attendance at the recent invasive plant information session held in Bella Coola.

v) Area E

Director Anderson advised he had no report.

**(E) BYLAWS AND POLICIES**

- (a) Bylaw No. 418 a bylaw to amend Board Meeting Procedures, Bylaw No. 412, 2012

Clarification was requested in identifying the amendments in the current bylaw. It was decided to table the matter until the next regular meeting in order that further explanation can be provided.

- 13-04-26** M/S Directors Lande/Anderson that Bylaw No. 418, a bylaw to amend Board Meeting Procedures, Bylaw No. 412, 2012, be deferred until the next regular meeting.

**CARRIED**

- (b) Policy E-8 Respectful Workplace Policy to replace Harassment Policy

- 13-04-27** M/S Directors Lande/Tallio that the board approve *Policy E-8, Respectful Workplace Policy* to replace *Policy E-8, Harassment Policy*.

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

- (a) Email from Dianne Tuck dated April 2, 2013.

- 13-04-28** M/S Directors Anderson/Tallio that the CAO respond to Ms. Tuck's inquiry and concerns and provide a copy at the next meeting and that the email from Dianne Tuck dated April 2, 2013 be received.

**CARRIED**

- (b) Email from Tom Carney, Harbour Manager, dated April 2, 2013 – application to Coast Sustainability Trust

Director Lande declared a possible conflict and left the meeting.

Discussion was held regarding the policy for applications to the Coast Sustainability Trust which are targeted for economic development and for which applicants must have a CCRD resolution to be eligible for contribution. The ice plant is located at the wharf and has sat idle for the past three years. The Nuxalk Nation has agreed to sell the ice plant to the Bella Coola Harbour Authority (BCHA) for \$1.00. The BCHA proposes to refurbish the equipment and get the ice plant operational once again in order to provide a critical service to the local economy's fishing and tourist trade.

- 13-04-29** M/S Directors McCullagh/Tallio that the CCRD provide a letter to the Bella Coola Harbour Authority supporting their Stage 1 application to the Coast Sustainability Trust for refurbishment of the Bella Coola Ice Plant subject to review by the Coast Sustainability Trust.

**CARRIED**

Director Lande returned to the meeting.

- (c) Urban Systems Report, Conceptual Design Report Townsite Wastewater Servicing

- 13-04-30** M/S Directors Lande/Anderson that the April 2013 Urban Systems Report, Conceptual Design Report Townsite Wastewater Servicing be received.

**CARRIED**

Matters Brought out of In Camera

Chair Moody indicated that at an In-Camera meeting held earlier today, the CCRD Board approved hiring Ms. Darla Blake as the new Chief Administrative Officer for the Central Coast Regional District effective May 28, 2013.

**(G) ADJOURNMENT**

There being no further business, Chair Moody declared the meeting was adjourned at 2:30 p.m.

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Chair

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Corporate Officer

