



CENTRAL COAST REGIONAL DISTRICT
REGULAR BOARD MEETING MINUTES

DATE: April 13, 2017

REGULAR BOARD MEETING MINUTES – April 13, 2017

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| In Attendance: | Electoral Area A | Director, Frank Johnson |
| | Electoral Area C | Chair, Alison Sayers |
| | Electoral Area D | Director, Richard Hall (portion) |
| | Electoral Area E | Director, Samuel Schooner |
| | Acting Chief Administrative Officer/CFO | Donna Mikkelson |
| | Operations Manager | Ken McIlwain (portion) |
| | Recording Secretary | Cheryl Waugh |

Absent – Electoral Area B Director Reg Moody-Humchitt

PART I - INTRODUCTION

1. Call to Order

The Chair called the meeting to order at 10:11 a.m. and acknowledged the meeting was taking place on Nuxalk Nation traditional territory.

2. Adoption of Agenda

(a) Introduction of late items –

Vancouver Coastal Health Active Communities Grant – After Item C(m)

Thorsen Creek Waste & Recycling Centre 2017 Spring Cleaning Event – After Item C(o)

Delegation at 1pm – Colin McMillan Item C(b)

17-04-01 M/S Directors Schooner/Johnson that the agenda be adopted as amended.

CARRIED

The following item was moved forward: C(g) PMT Chartered Professional Accountants, Audit Findings

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.

Directors did not disclose any financial interests in agenda items.

4. Disclosures of Interests Affecting Impartiality

Directors did not disclose any interests affecting their impartiality.

(A) IN CAMERA MATTERS See In Camera Matters later in the meeting.

(B) ADOPTION OF MINUTES

a) Regular Board Meeting, March 9, 2017

- 17-04-04** M/S Directors Schooner/Johnson that the March 9, 2017 minutes be adopted as received.

CARRIED

- b) Special minutes, April 5, 2017

- 17-04-05** M/S Directors Schooner/Johnson that the minutes of April 5, 2017 minutes be adopted as received.

CARRIED

PART II– PUBLIC CONSULTATION

1. Delegations – Colin McMillan 1:00 p.m.

Mr. McMillan joined the meeting to address any questions from his delegation at the March 9th meeting. He reiterated that the most urgent project is to eliminate the Hill by initiating low grade tunneling. Mr. McMillan spoke about the regional district boundary restructure which would be less expensive to operate and be more functional. He also has a sewage composting project in mind which would affect the landfill.

The Chair reviewed noted resolution #17-04-07 which is the regional district's response to his request from the March meeting.

Director Hall noted that the Ministry of Transportation and Infrastructure has responsibility for Highway 20 and has spent 50+ million dollars in upgrades and maintenance as noted in the response from Minister Todd Stone. The responsibility lies with that ministry's engineers and professionals.

Chair Sayers noted that an actual proposal hasn't been received and it is premature for the board to support something not yet seen.

A copy of board's resolution (#17-04-07) was provided to Mr. McMillan and he left the meeting.

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- a) Acting Chief Administrative Officer's Report dated April 6, 2017.

The Administration Report provided a progress update on the 3 strategic priorities and goals for 2017: airport, swimming pool and Official Community Plan. Administration's focus for the first quarter has largely centered on airport operations and finishing up the solid waste management planning initiative from 2016.

The board is asked to consider compensation for the CAO Recruitment Committee for meetings or time spent for the purposes of recruiting a new Chief Administrative Office. Chair Sayers and Director Schooner both declared a conflict and the compensation will be discussed at the May 2017 meeting of the Board of Directors due to a lack of quorum if they both left the meeting.

- 17-04-06** M/S Directors Schooner/Johnson that the Acting Chief Administrative Officer's Report dated April 6, 2017 be received.

CARRIED

- b) Acting Chief Administrative Officer's Report regarding the March 2017 Delegation, Colin McMillan (see also Delegations on page 1)

- 17-04-07** M/S Directors Schooner/Johnson that the Central Coast Regional District continue to follow strategic plan initiatives and to work with the Ministry of Transportation and Infrastructure to advocate for maintenance improvements to the regions roads and highways; and that the matter of restructuring of regional district boundaries be considered in conjunction with any recommendations resulting from the Governance and Service Delivery Study, once accepted as complete.

CARRIED

Director Hall joined the meeting at 10:44 a.m.

- c) Ministry of Community, Sport & Cultural Development, Senior Planning Analysts, Bradley Smith, email dated March 31, 2017 regarding CCRD Service Delivery and Governance Study.

- 17-04-08** M/S Directors Johnson/Schooner that the Ministry of Community, Sport & Cultural Development, Senior Planning Analysts, Bradley Smith, email dated March 31, 2017 regarding CCRD Service Delivery and Governance Study, be received

CARRIED

- d) CCRD Governance & Service Delivery Study, report dated April 6, 2017

- 17-04-09** M/S Directors Hall/Schooner that given the timing of the recruitment of a new Chief Administrative Officer, it is recommended that the board continue to pursue the known issues contained in the Governance and Service Delivery Study (February 1, 2017) in conjunction with the 2015-2019 Strategic Plan;

and further that administration work with Leftside Partners Inc. to amend the draft report where required;

and that the Service Delivery and Governance Study as amended be brought to the May meeting of the board of directors for acceptance of the report as a final document in order to satisfy the requirements of the province for the May 31st deadline extension;

and that in terms of moving forward, specific recommendations be brought back to the board when the new Chief Administrative Officer has been hired and is in place.

CARRIED

e) Outstanding Water Tolls

- 17-04-10** M/S Directors Schooner/Hall that the board authorizes that a Notice of Water Shutoff be sent out immediately to those premises that have 2017 water toll charges outstanding as at May 1, 2017, pursuant to Section 5 of Bylaw No. 282 and amending Bylaw No. 354.

CARRIED

f) Board Remuneration for Special In-Camera Meeting April 5, 2017.

- 17-04-11** M/S Directors Hall/Schooner that the Central Coast Regional District Board of Directors be remunerated for the one half day special In-Camera meeting held April 5, 2017, in the amount of \$75.00 to each director in attendance, in accordance with the CCRD Remuneration & Expenses Bylaw No. 442, 1(c).

CARRIED

Financial Services

- g) PMT Chartered Professional Accountants, Audit findings, letter dated April 7, 2017

Jay Cheek, Partner at PMT Chartered Professional Accountants joined the meeting by phone at 10:15 a.m. to review the 2016 audit findings. An overview of the Financial Statements 2016 was provided. Mr. Cheek noted that in the water capital fund, parcel taxes collected will be enough to continue to pay the loan principle and interest for the remainder of the term of the loan with the Municipal Finance Authority. Chair Sayers sought clarification on the term "Accumulated Surplus". Mr. Cheek noted that he was pleased with the way the audit went and the fact that there were no findings to report. The Chair thanked PMT for their professional services and the CFO and her team for a job well done.

- 17-04-02** M/S Directors Schooner/Johnson that PMT chartered Professional Accountants, Audit findings, letter dated April 7, 2017, be received.

CARRIED

h) Audited Financial Statements for year ending December 31, 2016

- 17-04-03** M/S Directors Johnson/Schooner that the Audited Financial Statements for year ending December 31, 2016 be approved.

CARRIED

Development Services

- i) Community Economic Development Officer Report, dated April 6, 2017.

Tanis Shedden, outgoing CEDO, and Bridget Horel, incoming CEDO, joined the meeting. The CEDO report includes a review of the SoundCloud statistics which indicated there were 204 plays of recorded board meetings (an average of 17 monthly) with the top 3 locations listed as Bella Coola, Vancouver and Hagensborg. Directors expressed an interest in providing a better audio/visual system to assist with the quality of the recording.

- 17-04-12** M/S Directors Hall/Johnson that the Community Economic Development Officer Report, dated April 6, 2017, be received.

CARRIED

Bridget Horel provided a personal and educational background as a way of an inaugural introduction to the board. The board welcomed Bridget to the CCRD.

The Chair and Directors thanked Tanis for her great work and expressed that she will be missed. Tanis expressed her appreciation for the opportunity to work at the regional district.

- 17-04-13** M/S Directors Hall/Johnson that Bridget Horel be appointed to the Bella Coola Resource Society as the CCRD representative.

CARRIED

- j) Official Community Plan Update Report dated April 6, 2017.

The Community Economic Development Officer presented the Official Community Plan (OCP) Update report. Attached to the report is a Terms of Reference for discussion purposes, which provides, background, scope, content, input and referrals, a 2017-2018 workplan, a listing of roles and responsibilities, resources and budget and final product and monitoring. The Chair noted that she would like to see a high level of community consultation in this process.

- 17-04-14** M/S Directors Johnson/Hall the Official Community Plan Update report dated April 6, 2017 be received.

CARRIED

- k) CityWest Request for Letter of Support

CityWest is seeking support from the regional district for a connection of northern communities to southern Canada with a subsea fibre network. They are exploring options to improve internet services in the central coast and are seeking funding from the Connect to Innovate Program.

- 17-04-15** M/S Directors Hall/Johnson that the CityWest letter and accompanying staff report dated April 5 & 6, 2017 be received.

CARRIED

- 17-04-16** M/S Directors Hall/Johnson that the following statement be approved outlining the CCRD's invested interest in seeing the development of connectivity infrastructure along the Central Coast;

"The Central Coast Regional District recognizes that access to reliable and robust internet and communication connections is vital to the economic and social well-being of its residents. To that effect, the Central Coast Regional District is in support of investment and development in communications and connectivity infrastructure along the Central Coast for the benefit of residents in all Central Coast communities."

CARRIED

- 17-04-17** M/S Directors Schooner/Hall that a copy of the statement in Resolution #17-04-16 be provided to CityWest.

CARRIED

Tanis Shedden and Bridget Horel left the meeting.

- l) Land Use Planning Report dated April 6, 2017.

The Land Use Planning Report provides information regarding inquiries and requests (subdivisions, maps, plans, provincial land referrals and zoning) in the past month.

- 17-04-18** M/S Directors Schooner/Johnson that the Land Use Planning Report dated April 6, 2017, be received.

CARRIED

Operations

- m) Operations Manager Report dated April 6, 2017.

Operations Manager, Ken McIlwain, joined the meeting and answered questions related to his report. Following a pre-purchase inspection, a used roll-off truck suitable for the transfer station operation is in the process of being purchased from a dealer in Victoria. Bins will be fitted for the truck over the next month in the Fraser Valley.

Pool liner is being investigated for removal. Epoxy liner was rejected after research and discussions with contractor. Current liner is not in good shape but can be removed. Initial investigations indicate the plaster underneath the liner is in good shape. Some sections are delaminating.

2017 Strategic Priorities around swimming pool include application to the Strategic Priorities Fund for pool tank and mechanical system replacement. Discussed green-energy concepts and requesting options in this regard from the architect. Discussion was held around the need to bring this project to the attention of Nuxalk Nation Chief and Council and Health and Wellness Department for support. Mr. McIlwain noted that Stewardship Referrals Department was provided with an information package on the pool at last meeting and agreed to forward to Health and Wellness.

- 17-04-19** M/S Directors Johnson/Hall that the Operations Manager's report dated April 6, 2017, be received.

CARRIED

- 17-04-20** M/S Directors Schooner/Hall that the CCRD Board of Directors support the application to the Strategic Priority Fund for rehabilitation and upgrade of the Bella Coola Centennial Pool in general accordance with Concept Option 2 of the Central Coast Regional District Pool Assessment dated October 14, 2016.

CARRIED

RECESS

The regular meeting resumed at 12:54 p.m.

m1) 2017 Thorsen Creek Waste and Recycling Centre Spring Cleaning Event

- 17-04-21** M/S Directors Johnson/Hall that the 2017 TCWRC Spring Cleaning Event report be received.

CARRIED

- 17-04-22** M/S Directors Schooner/Johnson that the CCRD Board of Directors approve administration to develop and implement a schedule that will provide for two weeks of extended operating hours for Thorsen Creek Waste and Recycling Centre and that tipping fees as set out in Bylaw No. 348 be reduced by 50% for all properly sorted loads of residential waste during this same time period.

CARRIED

Leisure Services Commissions

- n) Centennial Pool Commission minutes dated March 28, 2017.

The Centennial Pool Commission met to review bylaws and policies and to establish the hiring committee for the upcoming season.

- 17-04-23** M/S Directors Schooner/Hall that the Centennial Pool Commission minutes dated March 28, 2017 be received.

CARRIED

- o) Denny Island Recreation Commission minutes dated March 23, 2017.

The Denny Island Recreation Commission met for the first time in 2017 to review the commission bylaw and the budget and to conduct regular business. The Commission has proposed changes to the bylaw and the Acting CAO will bring it back to a subsequent meeting for the board's consideration.

- 17-04-24** M/S Directors Hall/Schooner that the Denny Island Recreation Commission minutes dated March 23, 2017, be received.

CARRIED

- o1) Active Communities Grant – Vancouver Coastal Health

Vancouver Coastal Health is seeking letters of interest for an Active Communities grant to partner with them to increase physical activity through a one-time-only grant.

- 17-04-25** M/S Directors Hall/Schooner that the Community Economic Development Officer's report regarding Active Communities Grant-Vancouver Coastal Health be received and that CCRD administration submit a "Letter of Community Interest" to the Vancouver Coastal Health Active Communities Grant program.

CARRIED

Move to Delegations

Protective Services

p) Appointment of Deputy Coordinator.

17-04-26 M/S Directors Schooner/Hall that Russel Snow be appointed as the Deputy Emergency Program Coordinator for Denny Island pursuant to section 3.3 of the CCRD Emergency Measures Regulatory Bylaw No. 325, 2000.

CARRIED

q) Emergency Program report dated April 6, 2017.

17-04-27 M/S Directors Schooner/Hall that the Emergency Program report dated April 6, 2017, be received.

17-04-28 M/S Directors Schooner/Hall that the funding sources for the UBCM Community Emergency Preparedness Fund and the National Disaster Mitigation Program be explored for further possible opportunities for the CCRD.

CARRIED

Transportation Services

r) Transportation report dated April 6, 2017.

The Operations Manager provided a report on the progress to date regarding the removal of obstacles at the Bella Coola Airport with funding from the BC Air Access Program and Northern Development Initiative Trust. The project will largely be completed late this fall with field preparation and seeding held over until spring. The Chair questioned the selective clearing process and asked if horse logging had been considered as a less invasive method to remove trees.

17-04-29 M/S Directors Hall/Schooner that the Transportation report dated April 6, 2017, be received.

CARRIED

(D) EXECUTIVE REPORTS

a) Chair and Electoral Area C Report (see below-Area C)

b) Electoral Area Reports

i. Area A

Director Johnson attended the Association of Vancouver Island and Coastal Communities convention and attended workshops on healthcare. It is hoped that the hydro project will be completed in Oweekeno by the end of 2017 and that the new recreation building will also be done by year-end. Director Johnson also attended the meeting of the Vancouver Island Regional Library (VIRL) as the regional district's representative.

ii. Area B- No report

iii. Area C-

Chair Sayers reported that over the past month she had attended the CEO's Forum, the Electoral Area Directors meeting, the Municipal Finance Authority meeting and the Association of Vancouver Island and Coastal Communities convention, which was also attended by Director Johnson. Several

resolutions were passed and will be taken to the Union of BC Municipalities convention in the fall. Topics of interest at the convention were invasive plants, ship-source oil pollution, derelict vessels, marine shipping and spill responses. She also noted that the province has been working on the issue of “cleaning up” Namu and recommended a book by Chris Turner entitled *The Leap*, about sustainability and climate change.

iv. Area D-No report

v. Area E-No report

(E) BYLAWS AND POLICIES –

- a) Central Coast Regional District Bylaw No. 474, cited as the Centennial Pool Rates and Charges Bylaw No. 474, 2017, to repeal Bylaw No. 460 Centennial Pool Rates and Charges 2016.

17-04-30 M/S Directors Hall/Schooner that Bylaw No. 474, cited as the Centennial Pool Rates and Charges Bylaw No. 474, 2017 be now introduced and read a first time.
CARRIED

17-04-31 M/S Directors Hall/Schooner that Bylaw No. 474, cited as the Centennial Pool Rates and Charges Bylaw No. 474, 2017, having been given due and detailed consideration by the Board, be now read a second and third time.
CARRIED

- b) Policy A-11 Distribution of Board Meeting Minutes.

17-04-32 M/S Directors Hall/Johnson that Policy A-22 Distribution of Board Meeting Minutes be approved as amended.
CARRIED

- c) Policy A-12(b) Centennial Pool – Pay Scale.

17-04-33 M/S Directors Hall/Johnson that Policy A-12(b) Centennial Pool – Pay Scale be approved as amended.
CARRIED

- d) Policy A-12(c) Centennial Pool Payment During Training.

17-04-34 M/S Directors Johnson/Hall that Policy A-12(c) Centennial Pool Payment During Training be approved as amended.
CARRIED

- e) Policy A-24 Policy Development and Review.

17-04-35 M/S Directors Johnson/Schooner that Policy A-24 Policy Development and Review be approved as amended.
CARRIED

- f) Policy A-28 Proclamations/Declarations (for review)

17-04-36 M/S Directors Schooner/Johnson that Policy A-28, Proclamations/Declarations is hereby reviewed.

CARRIED

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- a) The Coast Sustainability Trust II, 2016 Annual Report

17-04-36 M/S Directors Schooner/Johnson that The Coast Sustainability Trust II, 2016 Annual Report be received.

CARRIED

- b) Central Coast Chamber of Commerce, letter to Honourable Peter Fassbender, Minister of Community, Sport & Cultural Development dated April 6, 2017.

The Central Coast Chamber of Commerce has written to the province to request the Minister's consideration of structural changes to the Central Coast Regional District and assistance in exploring the move of Denny Island to the Regional District of Mount Waddington.

17-04-37 M/S Directors Hall/Johnson that Central Coast Chamber of Commerce, letter to Honourable Peter Fassbender, Minister of Community, Sport & Cultural Development dated April 6, 2017 be received.

CARRIED

IN CAMERA MATTERS

- (a) Matters Brought out of Camera

A special board meeting was held on April 5, 2017. The board of directors will re-advertise for candidates for the Chief Administrative Officer position.

Motion to go in camera:

17-04-38 M/S Directors Schooner/Hall that the meeting move to in camera for the consideration of an item under section 90(1)(a) of the *Community Charter* (relating to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent appointed by the Municipality or another person appointed by the Municipality).

CARRIED

There was nothing brought forward to open public meeting from today's in camera session.

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 2:57pm.


Chair


Chief Administrative Officer