

## 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 – March 13, 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	Donna Mikkelsen (portion)
	Public Works Manager	Ken McIlwain (portion)
	Recording Secretary	Cheryl Waugh

### **PART I - INTRODUCTION**

#### **1. Call to Order**

Chair Reg Moody-Humchitt called the meeting to order at 9:40 am

- (a) (Opening Reflection/Prayer)  
Alternate Director Schooner offered the opening prayer

#### **2. Adoption of Agenda**

- (a) (Introduction of late items)

**14-03-01** M/S Directors Tallio/Lande That the agenda be adopted as presented  
**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**

- (a) Matters Brought out of In Camera – None

**(B) ADOPTION OF MINUTES**

**(a) February 13, 2014.**

**14-03-02** M/S Directors Lande/McCullagh That the minutes dated February 13, 2014 be adopted

**CARRIED**

**PART II– PUBLIC CONSULTATION**

**1. Delegations**

**(a) Emergency Management BC – Michael Higgins, Regional Manager and Teron Moore, Seismic Specialist**

Michael Higgins and Teron Moore of Emergency Management BC (EMBC) joined the meeting. Teron Moore is a seismic specialist who presented a short video and slide presentation focusing on tsunami preparedness and notification. It was noted this is timely in that it is nearing the 50th anniversary of the Great Alaskan earthquake and tsunami and three years and one day since the devastating Japanese tsunami three years ago. EMBC wants to work with local governments to support their emergency planning for tsunami preparedness.

Mr. Moore explained that 90% of tsunami are generated by large earthquakes and the remaining 10% generated by landslide, volcano or meteors. An earthquake of 7.0 or larger will produce a wave by rupturing and displacing the ocean water. The myth was dispelled of the large curling wave typically thought of during a tsunami as there is not necessarily a big wave at all. Displaced water travels quickly in the open ocean but when it comes to shore the water slows down and gains in height. Wave action can last for days and there can be 30-60 minutes between tsunami waves. A slide explaining the tectonics and subduction zones in our region caused a question to be asked about the history of a tsunami in the Bella Coola area. Although there is no research to indicate a tsunami has happened here the sheer cliffs would suggest they have happened perhaps before recorded history. There are different risks in different areas but risk here is a bit of an unknown.

Mr. Moore encouraged communications and connections between other coastal communities with parallel concerns and solutions. Through discussion it was reiterated to plan and exercise the plan. Both Director McCullagh and the Chair expressed concerns about the outer coast exposure to the tsunami risk and will be reviewing the emergency plans for their areas. Michael Higgins, regional manager with EMBC, offered to come to the outer coast communities to review and assist with planning. Mr. Higgins also commented that public education is a piece of advocacy that the local government is in the best position to lead. When there is an earthquake people take action by virtue of the shaking. Exercising a personal plan, such as is promoted

with the annual Shake Out BC program, gets people to think about what to do after the shaking stops and to develop a personal plan based on individual situations. The Chair commented this is a reminder to everyone to not be caught off guard. Mr. Moore and Mr. Higgins were thanked for their participation and presentation and left the meeting at 10:23 am.

The following item was moved forward:

**Part IV-General Business Item (G) Public Questions and Comment Period**

Jan Prins, spokesperson for the Central Coast Electoral Area Restructure Study (CCEARS) group, addressed the board and requested that the CCRD hold an Open House to make the public more aware of the status of the Restructure Study as it cannot go forward without public consultation. A need was stated for communication between the communities, including the First Nations community, and a protocol agreement was suggested that would see the communities working fluently and with similar priorities. Mr. Prins felt that the public have many concerns about various regional issues and that they are not being informed.

Chair Moody-Humchitt responded that he feels the board has come a long ways recently with CCRD policies and activities posted regularly and inquiries from the public managed by staff. He noted the CCRD now has a Communications Plan to implement and the Community to Community forum planned for later this year could perhaps be broadened to allow more comments and concerns to come in. He agreed in the need to go forward as the Central Coast and work together. Looking at the economics of the region and moving ahead with the board that is in place he noted that protocol agreements are achievable.

The CAO then spoke to item (C)(f) on the agenda, "Restructure Study-Liaison Committee Recommendations", which is a report to the board for their consideration outlining the outcomes of the two meetings with the CCEARS group. The report also includes, by way of an example, a copy of the North Island Regional Protocol Agreement. The CAO went on to comment, regarding meeting with the community and Open Houses, that in April staff will be starting the Strategic Planning process and going out to the community is key. There are full on plans to engage the community numerous times between April and November when the plan will be adopted. She gave an overview of the foreseeable conversations that need to happen and stressed that the plan is integrated and includes all peoples. Although it will be a huge process, the quality of the document is going to be dependent on the input received from the community.

Mr. Prins thanked the board for their time and feels we can all go forward. The Chair thanked the group for their collaborative work in moving ahead. The CCEARS group left the meeting.

**RECESS**

**RECONVENE**

The meeting reconvened at 11:08 am

**PART III – LOCAL GOVERNANCE**

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

**Administrative Services**

**(a) Strategic Priorities/Update**

**14-03-03** M/S Directors Lande/Tallio That the Strategic Priorities update dated March 13, 2014 be received.

**CARRIED**

**(b) Northern Development Initiative Trust – Local Government Management Internship Program Application**

The CAO updated the board on the application they supported for an intern and was pleased to announce the success of that application. Candidates were selected by the NDIT and the interview process has been completed. The CCRD has secured an intern who will be starting in the spring of this year. The position will be for one year providing experience in various management duties and the CAO will be mentoring the intern.

**14-03-04** M/S Directors Lande/Tallio That the Chief Administrative Officer (CAO) be authorized to enter into a conditional grant agreement with the Northern Development Initiative Trust, on behalf of the Central Coast Regional District, for the purpose of participating in the Local Government Management Internship program and drawing down the grant funding of \$35,000 for the program; and

THAT the CAO be authorized to enter into an employment contract with a suitable Local Government Management Intern, for the term of 12 months commencing 1 May 2014 and expiring on 30 April 2015.

**CARRIED**

**(c) Grant Application and Committee – Valley Volunteer & Health Initiative**

In January 2014 Administration received grant information from Vancouver Coastal Health regarding funding available to local governments to stimulate more local actions and policies to support healthy living. Two types of grants are available: \$5,000 to building partnership capacity and \$20,000 innovations grant to develop partnerships in place. The grants are for one (1) year projects running from March 2014 – 2015.

Administration forwarded the information to the Bella Coola Pool Commission, which felt the grant would be more beneficial to the community if it was applied to developing health and wellbeing partnerships through increasing volunteerism within the Bella Coola Valley; as such, an application could be made for the \$20,000 grant. Janice Kyle, a member of the Pool Commission, agreed to develop the idea and put a proposal forward to the CCRD Board of

Directors for their consideration. A board representative is required and Director Lande agreed to fill the position.

**14-03-05** M/S Directors Lande/Tallio That the Central Coast Regional District approves an application to be made for grant funding from the BC Healthy Communities Capacity Building Plan H to the value of \$20,000 to achieve the Valley Volunteer & Health Initiative outcomes; and

That the Board approves the establishment of a Valley Volunteer and Health Initiative Committee to implement the Valley Volunteer & Health Initiative proposal should the grant be approved, with members of the inaugural committee coming from those names identified in the proposal; and

That in accordance of s142 (2) of the Community Charter, Director Lande is appointed to the Valley Volunteer and Health Initiative Committee; and

That the Valley Volunteer and Health Initiative Committee will report to the CCRD Board of Directors on a quarterly basis, should the grant funding be approved.

**CARRIED**

**(d) Networks BC – requesting reliable cell and internet services to remote outer coast communities.**

In early February 2014, Klemtu, Bella Bella and Denny Island experienced a 3-4 day black out of internet, cell and long distance telephone service.

Communication was received from Craig Widsten of Shearwater Marine Group and Director Cathi McCullagh advising the Shearwater/Denny Island community has been desperately trying to secure a reliable cell, internet and telephone service to their community for two years.

Shearwater Marine Group have requested the Central Coast Regional District write a letter of support to Networks BC on behalf of these remote outer communities, asking them to ensure that communications companies such as Telus provide reliable cell, internet and telephone services to such remote communities.

**14-03-06** M/S Directors McCullagh/Lande That Central Coast Regional District administration prepare a letter to Networks BC requesting they ensure that communications companies such as Telus provide reliable cell and internet services to remote communities and businesses on Denny Island and Campbell Island, as directed and funded by the Federal Government.

**CARRIED**

**(e) BC Ferries – Route 40 update**

A report to the board from the CAO provided an update on recent communications about BC Ferries, Route 40. Administration obtained a copy of a letter Minister Stone sent to Ms Amy Thacker, CEO Cariboo Chilcotin Coast Tourism Association, following a meeting on 3 March 2014 in Victoria. That meeting included eight representatives from the Cariboo, Chilcotin and Coast regions, who met with the Minister of Transportation and Infrastructure, Minister of Jobs, Tourism and Skills Training, Minister of State for Tourism and Small Business and MLA for Cariboo-Chilcotin, to discuss Route 40.

The news in the letter informs Ms Thacker that the Province's decision to cut Route 40 Queen of Chilliwack service remains unchanged and they will be proceeding with the proposed changes to the ferry component of the Discovery Coast Circle Tour.

Administration sought guidance from the board on how they wish to handle this latest development. All were reminded of an organized rally to be held Saturday the 15<sup>th</sup> of March at the wharf

**14-03-07** M/S Directors Tallio/Lande That the report dated March 13, 2014 BC Ferries-Route 40 Update be received.

**CARRIED**

**(f) Restructure Study – Liaison Committee Recommendations**

At its 13 February 2014 meeting the Board heard a delegation from Central Coast Electoral Area Restructuring Study (CCEARS) requesting the CCRD initiate and facilitate a restructure study. The board later considered a report from the CAO regarding a restructure study. After considering both presentations the Board of Directors resolved to approve the formation of a liaison committee to discuss the issue.

The CAO further explained that the CCRD does not have the resources at this time to fully move forward with a study and although the NDIT intern will be doing some economic development work, the CCRD will apply for an NDIT intern possibly next year, dedicated to economic development.

**14-03-08** M/S Directors Lande/McCullagh That the Central Coast Regional District approves the following recommendations of the Restructure Study - Liaison Committee:

**Recommendation 1** - A protocol agreement with First Nations and the Central Coast Regional District as signatories will be developed to acknowledge each signatory through mutual recognition and cooperation; to build, maintain and strengthen the relationship and to seek the establishment of a cooperative

framework that will lead to bi-lateral or multi-party agreements to address specific issues of mutual interest or concern.

**Recommendation 3 and 4** – The Strategic Planning process commence in April 2014 and as part of the Strategic Planning process the issues around Board Representation matters will be included in the engagement conversations.

**CARRIED**

**14-03-09** M/S Directors Schooner/Lande That the Central Coast Regional District declines **Recommendation 2** of the Restructure Study – Liaison Committee requesting the re-establishment of the Economic Development Commission, in favour of including Economic Development issues as part of the Strategic Planning process consultation conversation with the community.

**CARRIED**

The CAO will contact the Mount Waddington Regional District to ask what their process was and report back to the next meeting with some long term recommendations to assist the board with their direction.

The Chair suggested a meeting be set up with the Nuxalk Nation Chief and Council the afternoon of 9<sup>th</sup> April 2014. Chair Moody will contact Chief Webber about the possibility of a protocol agreement.

**14-03-10** M/S Directors Lande/McCullagh That a meeting be arranged with Nuxalk Nation Chief and Council to discuss the possibility of developing a protocol agreement with First Nations and the Central Coast Regional District as signatories, to acknowledge each signatory through mutual recognition and cooperation; to build, maintain and strengthen the relationship and to seek the establishment of a cooperative framework that will lead to bi-lateral or multi-party agreements to address specific issues of mutual interest or concern.

**CARRIED**

### **Financial Services**

The Chief Financial Officer joined the meeting.

#### **(g) PMT Chartered Accountants – Letter of Independence**

The letter of independence from PMT Chartered Accountants (auditors) confirms that they are independent with respect to the regional district within the meaning of the Code of Ethical Principles and Rules of Conduct of the Institute of Chartered Accountants of BC and that they are not aware of any relationships between the regional district and themselves that would bear on their independence.

**14-03-11** M/S Directors Tallio/Schooner That the Letter of Independence dated December 17, 2013 from PMT Chartered Accountants be received.

**CARRIED**

**(h) PMT Chartered Accountants – Letter of Responsibilities**

The letter of engagement from auditors, PMT Chartered Accountants, outlines the responsibilities of the auditors, the regional district board of directors and staff and covers the topics of misstatements, errors and fraud, related party transactions, materiality and audit procedures. It is provided to the board of directors for information.

**14-03-12** M/S Directors Lande/McCullagh That the Letter of Responsibilities dated December 17, 2013 from PMT Chartered Accountants be received.

**CARRIED**

**(i) 2013 Pre-Audit Financial Report**

Draft, pre-audit financial statements for the period January 1 – December 31, 2013 were presented with commentary for variations between budgeted and actual figures for the information of the board. The audited financial statements will be presented at the April meeting of the board.

**14-03-13** M/S Directors Lande/McCullagh That the 2013 Pre-Audit Financial Report and the Statement of Revenues and Expenditures for the period January to December (Actual vs. Budget) be received.

**CARRIED**

**(i)i Parcel Tax Requisition 2014**

**14-03-14** M/S Directors Lande/McCullagh That the parcel tax roll for the Bella Coola Waterworks Local Service Area (LSA) be confirmed and authenticated this 13<sup>th</sup> day of March, 2014 and forwarded for collection to the Surveyor of Taxes.

**CARRIED**

**RECESS**

**RECONVENE**

The regular meeting reconvened at 12:44 pm

Public Works Manager, Ken McIlwain, joined the meeting

### **(j) Solid Waste Management Funding Options**

At the February board meeting the CAO was requested to provide a briefing paper outlining options for achieving a balanced budget for the Thorsen Creek Waste and Recycling Center, and to report back to the March board meeting.

Options presented include:

1. Increasing the tax levy from \$61,715 (presented in February) to \$87,991 and increasing the Nuxalk Nation contribution from \$61,715 to \$100,000, with no increase in tipping fees. (This is the option presented in the financial plan.)
2. Option 2 is to maintain the Nuxalk Nation contribution at current levels (\$30,000 annually) and to increase tipping fees to \$125,000 (estimated at 1,000 tonnes @ \$125/tonne). This option includes additional costs for the installation of weigh scales and corresponding costs of operation.

**14-03-15** M/S Directors McCullagh/Lande That the Central Coast Regional District Board of Directors approve an increase in the annual Nuxalk Nation contribution fee to the regional district for Solid Waste Management and Landfill operation to an amount of \$100,000 annually, commencing January 1, 2014 and that in the event that full funding is not available by May 1<sup>st</sup>, then the Central Coast Regional District Board of Directors authorizes CCRD administration to move forward with developing a comprehensive tipping fee schedule for the Thorsen Creek Waste and Recycling Center and have it ready for presentation at the 8<sup>th</sup> May 2014 board meeting, and further, that staff is authorized to procure and install weight scales, a scale shack and all associated systems.

**CARRIED**

The Public Works Manager left the meeting.

### **(k) Financial Plan – Third Presentation of Budget 2014**

The Five-Year Financial Plan (2014-2018) has been modified since the February presentation most notably by reducing the requisition for the functions of Economic Development and Emergency Management in favor of the necessary increase to the Thorsen Creek Waste and Recycling Center. The distribution of the levy between electoral areas is noticeably changed since both Economic Development and Emergency Management derive tax revenue from all five electoral areas, and the TCWRC is paid for only by the ratepayers in Electoral Areas C, D & E. Although the tax levy has been redistributed, the overall increase is still projected to be 6.2% as directed by the board at the December 2013 board meeting.

Projections beyond 2014 show a steady increase in tax levy. The board will need to discuss the circumstances under which this could or should change by engaging fully in the Strategic Planning process. The tax base appears to be shrinking. Population is increasing in areas B (Bella Bella) and D (lower valley) but remaining static in other areas. So while additional population would suggest the necessity for an increase in service with the accompanying costs,

the assessment decline indicates a lesser ability to meet those costs through traditional taxation avenues.

The above scenario is further impacted by the regional district's aging infrastructure needs as well as new regulatory requirements imposed by other levels of government. These costs cannot be avoided.

The regional district will need to be vigilant in its deliberations in setting direction for the future. Careful consideration must be given (again, through the strategic planning processes) to cost/benefits in all aspects of decision-making. Efforts will need to focus on a balance among moderating tax increases, increasing revenue from sources other than taxation, and decreasing expenditures.

The regional district auditors have now completed their fieldwork and will be providing confirmation of 2013 surpluses which will be factored into the financial plan.

Director McCullagh requested clarification on proposed expenditures for land use planning, economic development and feasibility studies, particularly as they relate to the tax levy for electoral area A. The economic development budget includes annual allocations for the Ocean Falls Economic Development Committee and the Central Coast Chamber of Commerce for community economic development initiatives. The feasibility study funds will facilitate engineering work required for progress on the Shearwater Water System. Land use planning funds are generated largely for apportioned administration to cover land use related activities as they pertain to daily inquiries regarding foreshore leases, maps and plans.

**14-03-16** M/S Directors Lande/Tallio That the Financial Plan-Third Presentation of Budget 2014 be received and that notice be given of a special meeting to be held on March 24, 2014 for the purpose of adopting the Five-Year Financial Plan 2014-2018.

**CARRIED**

The Chief Financial Officer left the meeting

### **Development Services**

#### **(I) Land Use Planning – February 28, 2014 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.

**14-03-17** M/S Directors Lande/Tallio That the Land Use Planning Report dated February 28, 2014 be received.

**CARRIED**

### Public Works

The Public Works Manager joined the meeting

#### **(m) Report dated March 13, 2014**

The Public Works Department report highlights developments and issues surrounding the Thorsen Creek Waste and Recycling Center (TCWRC), recreation facilities, the Bella Coola Airport, town site water and street lighting.

A summary was again provided surrounding activities at the Thorsen Creek Waste and Recycling Center regarding the financial challenges and options going forward.

The Vertical Baler for recycling has arrived and will be set up over the next two months in anticipation of the MMBC program start-up.

The CCRD has joined a working group of other regional districts and municipalities concerned with the new Ministry of Environment Landfill Criteria.

There was a good response from the recent request for expressions of interest from local contractors.

Design work has started on upgrades to the Recycling Center at Thorsen Creek Waste and Recycling Center.

Walker Island & Snootli Parks: New seats were installed on the swing set at Walker Island Park.

The Snootli Creek Hatchery generously donated and installed an aluminum grate over the west window of the warming hut at the skating rink. The ceiling of the warming hut underwent repairs. This work is being directed and supervised by Caroline Granander on a volunteer basis. Many other volunteers' hard work contributed to making it a successful month for skating.

Bella Coola Townsite Water System: Plans for surveying of infrastructure are underway

Bella Coola Airport: Suitable contractors have submitted expressions of interest for services related to removal of timber from the west end of the airport. When weather conditions are suitable, work will begin on further surveying and tree removal.

Denny Island/Shearwater Water System: Initial discussions were undertaken with a suitable engineering contractor to provide Engineer of Record services and to help guide the Shearwater Water System project.

A request for letters of support for the water system project was sent out to a variety of interested parties. So far only School District #49 and Vancouver Coastal Health have

responded. Director McCullagh offered to provide a letter of support from the Denny Island Recreation Commission.

**14-03-18** M/S Directors Lande/McCullagh That the Public Works Department Report dated March 13, 2014 be received.

**CARRIED**

The Public Works Manager left the meeting

**Leisure Services** No Reports

**Protective Services** – No Report

**Transportation Services**

The Transportation Services Report contains information regarding the Safety Management System, lease lots, signage, maintenance and operations issues at both the Denny Island and Bella Coola Airports. Funding is being sought from Northern Development Initiative Trust (NDI) for the completion of a development plan and for tree removal at the west end of the Bella Coola Airport.

**(n) Bella Coola Airport – Dated February 28, 2013 report**

**14-03-19** M/S Directors Tallio/Lande That the Transportation Services Report dated February 28, 2014 be received.

**CARRIED**

**(o) Denny Island Airport Commission – Minutes dated February 27, 2014.**

**14-03-20** M/S Directors McCullagh/Lande That the Denny Island Airport Commission minutes dated February 27, 2014 be received.

**CARRIED**

**(D) EXECUTIVE REPORTS**

**(a) Chair's Report** - The Chair provided a verbal report of activities over the past month. Most efforts were focused on BC Ferries communications and correspondence. The Chair attended a Vancouver meeting on February 26<sup>th</sup> to discuss ferry scheduling and tried to advocate for longer ferry stays in both Shearwater & Bella Coola.

### **Electoral Area Reports**

#### **i) Area A -**

Director McCullagh is receiving many questions and concerns from constituents and would like to institute a closed Facebook page for Electoral Area A. She is cognizant of the CCRD's Communications Engagement Plan guidelines.

The Denny Island Recreation Commission meetings have not started up yet due to members being away.

There are still some serious issues with road conditions on Denny Island and although Interior Roads Services have indicated they will be grading in June there are concerns it will be too little too late to wait until summer. Director McCullagh will be provided with the direct contact information for the Quality Manager of Interior Roads, which is the regional road contractor for the Ministry of Transportation and Infrastructure.

#### **ii) Area B - See Chair's Report**

#### **ii) Area C -**

Director Lande reported on attending a marine planning MAPP meeting. It is hoped there will be a MAPP meeting in Bella Coola in April but that is to be confirmed. The CAO was asked to check the Tides Canada MAPP contract to see if there is funding available for a public meeting.

Director Lande felt it is time to send the Ministry of Transportation and Infrastructure a letter about the pavement condition of roads in the valley.

**14-03-21** M/S Directors Lande/Schooner That the Central Coast Regional District send a letter to the Ministry of Transportation and Infrastructure describing the deplorable state of repairs of the roads in the Bella Coola Valley and request they look at upgrades to the conditions.

**CARRIED**

#### **iii) Area D -**

Director Tallio reported on the Nuxalk sewage treatment plans underway and directors' discussion considered a strategy to get Area E on the table. Funding and design aspects could be pursued while the engineers are here. Although there may be no budget at this time ideas could be important. The CAO suggested it be made part of the strategic planning process. The wastewater project is the major capital project going on in Area D right now.

#### **v) Area E- Director Anderson – absent – no report**

**(E) BYLAWS AND POLICIES**

**(a) Bylaw 181 & 425 Feasibility Study Fund**

Bylaw 181 established a feasibility study fund in 1992 which has never been used. It is now outdated and has been superseded by legislation since the *Municipal Act* no longer applies. It is being brought forward with a recommendation to repeal since a bylaw is no longer required for this purpose under the *Local Government Act*.

**14-03-22** M/S Directors Lande/McCullagh That Bylaw No. 425 cited as the “Feasibility Study Fund Repeal Bylaw No. 425, 2014” be now introduced and read a first time;

AND That Bylaw No. 425 cited as the “Feasibility Study Fund Repeal Bylaw No. 425, 2014” having been given due and detailed consideration by the Board be now read a second and third time;

AND That Bylaw No. 425 be brought forward to the April 10<sup>th</sup> board meeting for consideration of final adoption.

**CARRIED**

**(b) Bylaw 426 – Economic Development Commission Amendment Repeal**

Bylaw 374 is the reigning bylaw for the regulation of the Economic Development Commission. Bylaw 426 is being brought forward for the purpose of repealing 2 amending bylaws (281 & 358) which are null and void and have no effect.

**14-03-23** M/S Directors Lande/Tallio That Bylaw No 426, cited as the “Economic Development Commission Amendment Repeal Bylaw No. 426, 2014” be now be introduced and read a first time;

AND That Bylaw No. 426, cited as the “Economic Development Commission Amendment Repeal Bylaw No. 426, 2014” having been given due and detailed consideration by the Board be now read a second and third time;

AND That Bylaw No. 426, 2014 be brought forward to the April 10<sup>th</sup> board meeting for consideration of final adoption.

**CARRIED**

**(c) Bylaw 423 – Meeting Procedures**

The *Local Government Act* requires that a bylaw being in place to regulate meetings of the regional district. Bylaw 423 is put forward to amend the format of the regular board meeting

agenda by adding sections for disclosures of financial interest and for disclosure of interests affecting impartiality, as well as minor housekeeping updates. Bylaw 423 also repeals bylaws 412 and 418.

It was suggested the Public Questions and Comments Period be relocated to Part II-Public Consultation.

**14-03-24** M/S Directors McCullagh/Lande that Bylaw 423 cited as "Central Coast Regional District Meeting Procedures Bylaw No. 423, 2014" which regulates the procedures for the Central Coast Regional District Board Meetings, having been given due and detailed consideration and having met all prerequisites for final adoption, be amended to reflect moving Part IV-General Business Public Questions and Comments Period to Part II-Public Consultation and further that this Bylaw finally be adopted, sealed and signed by the Chair and the Person responsible for Corporate Administration.

**CARRIED**

**(d) Policy A-26 – Purchasing and Procurement**

The regional district currently has several policies related to contract awards, tendering, purchasing and procurement. This policy is meant to combine all existing policies which are related to one another, so that a more cohesive and less confusing approach can be applied to purchasing and procurement.

The purpose of the policy is to minimize risk, define and provide appropriate oversight (by the CAO) of purchases and procurement, control expenditures, and maintain fiscal responsibility while providing flexibility, efficiency and consistency in all departments of the regional district.

**14-03-25** M/S Directors Tallio/Lande That Policy A-26-Purchasing and Procurement be adopted as presented.

**CARRIED**

**(e) Policy A-1, A-15, F-12 for repeal**

These policies are recommended for repeal since they are now covered under new policy A-26, Purchasing and Procurement.

**14-03-26** M/S Directors Lande/Schooner That Policy A-1 Public Tendering of Major Capital Projects, Policy A-15 Contract Awards, Contract Amendments & Contract Management and Policy F-12 Purchase Authorization be rescinded.

**CARRIED**

**(f) Policy F-14 Payables Procedure**

Minor amendments are required to this policy, particularly the references to Policy F-12, which are now covered in new Policy A-26.

**14-03-27** M/S Directors Tallio/Schooner That Policy F-14 Payables Procedure be adopted as amended.

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

The regional district had previously sent a resolution to the Union of BC Municipalities in 2013 entitled Workplace Bullying and Harassment, which was endorsed by the UBCM membership. The CCRD asked that the provincial government take immediate steps to put in place legislation that will enforce consequences, including removal from office, for persons who abuse their office as elected officials by harassing, bullying or discriminating against others. The letter from UBCM provided the provincial response from the Ministry of Jobs, Tourism and Skills Training and Minister Responsible for Labour. The province has indicated that Bill 14, Workers Compensation Amendment Act, 2011 addresses this matter and no further action is contemplated.

(a) UBCM – 2013 Resolutions

**14-03-28** M/S Directors McCullagh/Schooner That the UBCM 2013 Resolutions be received.

**CARRIED**

(b) Ministry of Forests, Lands & Natural Resource Operations – Review of Land Use Orders for the Great Bear Rainforest

**14-03-29** M/S Directors Tallio/McCullagh That Ministry of Forests, Lands & Natural Resource Operations – Review of Land Use Orders for the Great Bear Rainforest be received for information.

**CARRIED**

(c) City of Prince Rupert – Office of the Mayor – Proposed BC Ferries Service Cuts  
The CAO was asked to email the full report attachment to the Board of Directors.

**14-03-30** M/S Directors Tallio/Lande That the letter dated March 3, 2014 from the Office of the Mayor of the City of Prince Rupert regarding proposed BC Ferries service cuts

be received and that the associated report be forwarded in full to the Board of Directors.

**CARRIED**

(d) UBCM – Local Government Elected Officials Four Year Terms

**14-03-31** M/S Directors Schooner/McCullagh That the notice from the Union of BC Municipalities dated February 26, 2014 announcing four year terms for local government elected officials beginning in November 2014 be received

**CARRIED**

(e) Ministry of Justice – Electoral Boundaries Commission Act Changes

**14-03-32** M/S Directors Lande/McCullagh That the news release from the Ministry of Justice introducing Electoral Boundaries Commission Act changes be received.

**CARRIED**

**(G) ADJOURNMENT**

There being no further business the meeting was adjourned at 2:29 pm

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Chair

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Corporate Officer