

CENTRAL COAST REGIONAL DISTRICT

"Our Vision for the Central Coast Regional District is an inclusive, resilient and sustainable group of communities thriving within a locally influenced, safe, healthy and natural environment"

REGULAR BOARD MEETING MINUTES – February 14, 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
	CFO/Acting CAO	Donna Mikkelson
	Property Manager	Stephen Waugh
	Recording Secretary	Cheryl Waugh

PART I - INTRODUCTION

1. Call to Order

Chair Moody called the meeting to order at 9:01 a.m.

(a) Opening Reflection/Prayer

Director Tallio offered an opening prayer

2. Adoption of Agenda

13-02-01 M/S Directors Lande/Tallio that the agenda be amended to include a presentation by Janine North of the Northern Development Initiative Trust.

CARRIED

13-02-02 M/S Directors McCullagh/Lande that the agenda be adopted as amended.

CARRIED

(A) IN CAMERA MATTERS

(a) Matters Brought out of In Camera

A Special In Camera board meeting was held at 7:00pm on February 13, 2013.

The contract for Property Management services is terminated effective February 15th, 2013.

The board has appointed a CAO Recruitment Committee to oversee and manage the process of hiring a new full time CAO. The application deadline for the vacant CAO position is February 20, 2013.

(B) ADOPTION OF MINUTES

(a) December 13, 2012

13-02-03 M/S Directors Lande/McCullagh that the minutes for the December 13, 2012 regular meeting be adopted as presented.

CARRIED

PART II– PUBLIC CONSULTATION

Stephen Waugh joined the meeting at 9:05am.

1. Delegations

(a) Nusatsum Property Owners Society – Chris Carlson, Gordon Gibbs

Gordon Gibbs and Chris Carlson joined the meeting with the intent to answer any questions as a result of their email to the regional district dated February 06, 2013 regarding flood mitigation issues in the Nusatsum area. The letter includes documentation of a teleconference meeting held with representatives of the Ministry of Forests, Lands and Natural Resource Operations, and in which Director Anderson participated.

The Society was asked at the December board meeting to gather specific agencies together and they have done that and had some good meetings. Also at the December board meeting, the regional district resolved to clarify the question of authority to rehabilitate the Nusatsum River groyne with the provincial government, and this matter is still outstanding.

Stephen Waugh, in his capacity as former Emergency Program Coordinator, presented a letter from Spiritscape Ventures Ltd dated February 13, 2013, which was intended to clarify some details as outlined in the February 6th letter to the regional district from the Society. Specifically, he noted that the deliberations of the Flood Response Advisory Committee (FRAC) of the CCRD took place after the flood event in 2011, and any changes to the river were considered in their meetings held between October 2011 and February 2012. Mr. Waugh reminded the meeting that the Nusatsum area, while problematic, was not identified by the FRAC as a priority, and that the CCRD had subsequently accepted the recommendations of the FRAC in determining future flood mitigation projects.

Mr. Gibbs stated the Hagensborg dike area, although identified in the FRAC process as a priority, is an enormous undertaking and that the financial resources don't exist to fix a problem of that magnitude. In contrast, the Nusatsum groyne project is fixable and doable. The Society has reason to understand that the CCRD would not need to become a diking authority to support the undertaking of the proposed work and they are requesting a letter of support from the regional district.

Mr. Carlson confirmed it is his understanding that the Nusatsum groyne is an affordable project and something that can be accomplished in the short term.

Director Lande expressed his willingness to participate in future conference calls in this regard and would like to see the matter resolved. The Society stressed that they cannot move forward without the support of the CCRD.

Stephen Waugh cautioned that a deviation from the recommendations provided by the Flood Response Advisory Committee in February 2012 would be contrary to the diligence provided by the group of community volunteers who expended several hours and considered many factors in determining the ratings of some 30 problem areas that require flood mitigation.

Chair Moody requested follow up from Administrative staff and this will be deferred until the return of the Interim CAO in March. He expressed his thanks to the delegation for bringing forward their concerns and noted that the regional district will respond.

Chris Carlson and Gordon Gibbs left the meeting at 9:37am.

(b) Colin McMillan - Recommendation for Re-Structuring of CCRD

Colin McMillan provided a letter dated February 12, 2013 and delivered a presentation recommending the CCRD formally evaluate the merits of re-structuring as a new, smaller Regional District. Mr. McMillan suggested that a new District could be composed of a single Electoral Area by merging Areas C, D and E and electing two or three directors at large. He suggests further that the ways and means of providing Nuxalk representation at the board table are available and could be considered. The present Electoral Areas A and B could become part of one or another of existing coastal B.C. local governing bodies.

Mr. McMillan requested that the board support in principle serious consideration of the concept of electoral restructuring and instruct the Interim CAO to look into the process required to consider the options for structural changes and report back at the next board meeting.

The Chair thanked Mr. McMillan for his time and efforts. Mr. McMillan left the meeting at 9:45am.

The board of directors discussed the matter of undertaking a restructure study and noted that the regional district has been in contact with the Ministry of Community, Sport and Cultural Development in this regard. The Ministry has stated that they will entertain the options for such a study after the administrative issues have been solidified and a new, permanent Chief Administrative Officer is in place.

(c) Hagensborg Waterworks District – L. Harestad, K. Dunsworth

The delegation from the Hagensborg Waterworks District joined the meeting at 9:55am and presented copies of an overview and application for an infrastructure planning grant through the Ministry of Community and Rural Development. The grant funding would be used to determine the feasibility of using a well as a secondary source of water during times of high turbidity, drought, or other emergency situations.

The current water supply is gravity fed surface water. Keeping the distribution lines free of sediment and debris has always been problematic. The District wants to look at assessing the technical, financial, economic and environmental feasibility of having an emergency backup well below the existing intake tanks. As they are an Improvement District and not directly eligible to receive funding, the application must be submitted via the local government.

The Chair thanked the delegation and said the CCRD would get back to them. Mrs. Harestad and Mr. Dunsorth then left the meeting.

13-02-04 M/S Directors McCullagh/Lande that the CCRD support the application by the Hagensborg Waterworks District to the Ministry of Community and Rural Development for an Infrastructure Planning Grant to undertake a “Multi-source Feasibility Study”.

CARRIED

(d) Northern Development Initiative Trust

Janine North, Chief Executive Officer of the Northern Development Initiative Trust (NDI) joined the meeting by phone. Briefing notes “Northwest Regional Development Account Management – A Combined Investment Approach” (December 7, 2012) and “Northwest Regional Advisory Committee Recommendation on Management of the Regional Development Account” (February 12, 2013) were received and circulated.

Ms. North explained there is now an option for local governments to participate in a combined funding option rather than stay with the current 5% of the allotment. This has been created as some resources are not being used and therefore more money can flow out of the Trust due to this. Combining the funds would increase the grant output dramatically and a decision would be made for a five year period after which additional comment would be invited from local governments to either reset the accounts as they were or to keep the combined funding. The Northwest Regional Advisory Committee (NWRAC) recommends to the board that a combined account be utilized, with the underlying purposes for the CCRD to have access to more funds.

The Chair thanked Ms. North for her presentation and she disconnected from the meeting.

13-02-05 M/S Directors Lande/Tallio that the CCRD endorse the recommendation from the Northern Development Initiative Trust and move to a combined account for funding allocation, as detailed in the February 12, 2013 briefing note (Option 1).

CARRIED

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

(a) 2013 Strategic Priorities/Update

The strategic priorities for 2013 were first identified at the December board meeting and were presented for information and for confirmation. The board was invited to review and comment regarding any changes that might be required. This document, in conjunction with the Interim CAO's work plan, outlines the direction the organization will proceed with in the coming months. Also included is a report on progress which provides the status of each strategy and tactic included in the regional district's goals.

It was noted that the Denny Island Water project was proceeding and that the pumping exercise for flow volumes was recently completed. The results should be available by the next board meeting.

13-02-06 M/S Directors McCullagh/Lande that the strategic priorities be adopted as presented.

CARRIED

(b) Administration Report – February 14, 2013

13-02-07 M/S Directors Tallio/Moody that Directors Lande and McCullagh be authorized to attend the Association of Vancouver Island and Coastal Communities annual convention to be held in April, 2013.

CARRIED

13-02-08 M/S Directors Tallio/Lande that the CCRD put forth the following resolution to the Association Vancouver Island and Coastal Communities;

WHEREAS within the Province of British Columbia there are a large number of waterways subject to periodic, sudden and extensive flooding;

AND WHEREAS overland flooding has potentially profound adverse consequences in terms of life safety, private and public property interests, economic prosperity and public infrastructure;

AND WHEREAS the Province of British Columbia is the steward of the water resources within the province;

AND WHEREAS local authorities lack the mandate, statutory jurisdiction, financial and technical resources, equipment and staff necessary to provide emergency site response, mitigation and flood remediation works;

THEREFORE BE IT RESOLVED that the Province of British Columbia take immediate and direct responsibility for flood management including but not limited to:

- Provision of emergency response resources for the use of local governments
- Identification of flood related hazards;
- Remediation of stream channels so as to mitigate future flooding;
- Monitor stream flows and levels in waterways posing a risk to life, safety or property;
- Respond to sudden cessation of stream flows or reports of debris dams, executing tactical evacuations when warranted and communicate with the Emergency Operations Centre.

CARRIED

13-02-09 M/S Directors Lande/Tallio that the CCRD put forth a resolution to the Association of Vancouver Island and Coastal Communities citing a zero tolerance for bullying in local government settings, and calling for corresponding disciplinary consequences (disqualification from office) for bullying behaviour through the provisions of the *Local Government Act*.

CARRIED

(c) Request for Amendment – Nuxalk Hall Rehabilitation Project – Community Works Fund

13-02-10 M/S Directors McCullagh/Tallio that the Agreement dated for reference October 31, 2012 between the Nuxalk Nation and the Central Coast Regional District for the provision of funding from the Community Works Fund be amended by changing the date in section 1.3 from June 01, 2013 to June 30, 2013 and in section 2.2 from March 31, 2013 to June 30, 2013.

CARRIED

(d) Property Management Report

The Property Management Report includes facility reporting on the Bella Coola Airport, the swimming pool, administration office and parks and recreation facilities. Also included is an update on the physical enhancements to the Thorsen Creek Waste and Recycling facility which includes a recommendation to move quickly to undertake an update of the Solid Waste Management Plan or to generate a new one.

13-02-11 M/S Directors Tallio/Lande that the Property Management Report for December 2012 and January 2013 be received

CARRIED

(e) Community Works Fund – Town site Waste Water

Phase I and II of the Feasibility Studies for the Nuxalk Nation IR#1 have been completed and are currently before the Nuxalk Nation Band Council for approval. The next phase is pre-design, and it is at this point that the funding would be put to use in consideration of the Bella Coola General Hospital and town site waste water requirements in the context of an overall servicing plan. The conceptual layout to be provided by Urban Systems will include a preliminary cost estimate for the inclusion of the Hospital (only) and the Hospital and town site properties in the plans.

13-02-12 M/S Directors McCullagh/Tallio that the board of directors deem that the contribution as proposed from the Community Works Fund (\$8,250) for the purposes of contributing to the regional waste water initiative as proposed by Urban System in their letter dated July 26, 2011 meets the eligibility requirements of the Community Works Fund.

CARRIED

Financial Services

(f) Five Year Financial Plan 2013 – 2017 (preliminary)

The preliminary financial plan was presented for discussion purposes and to provide information necessary for the board to adopt the Five Year Financial Plan prior to the March 31st deadline. Discussions relative to the regional district's strategic priorities were considered.

It was noted that the tax levy for the proposed Bella Coola Airport Dike construction would be removed from the financial plan given that a referendum on providing the new service could not be held until May 2013. A tax levy would be unlawful in the event the referendum did not result in the approval of the electors.

Property assessment values in the regional district decreased overall by 3.4%. The largest decrease is residential property in Electoral Area A (Outer Coast -7.2%). An increase in property values is recorded in residential property in Electoral Area E (Bella Coola town site +1.2%)

13-02-13 M/S Directors Tallio/Lande that the preliminary Five Year Financial Plan for 2013 – 2017 be received.

CARRIED

(g) Water Works Parcel Tax Roll 2013

The parcel tax roll for 2013 includes annual charges (\$500) for properties located in the Bella Coola town site local service area that are serviced by the distribution system constructed in 1997. The parcel taxes are used to pay down the debt issued by the Municipal Finance Authority for the construction of the system.

13-02-14 M/S Directors Lande/McCullagh that the 2013 Water Works Parcel Tax Roll be approved for submission to the Surveyor of Taxes.

CARRIED

Development Services

(h) Economic Development – no report
(i) Land Use Planning – December and January reports

The Land Use Planning Reports contain administrative information regarding zoning, subdivision, and land referral requests as well as inquiries and action items. It is presented for information purposes.

13-02-15 M/S Directors Lande/Tallio that the Land Use Planning Reports for December 2012 and January 2013 be received.

CARRIED

(j) Valley Street Lighting - no report

Environmental Services

(k) Thorsen Creek Waste & Recycling Centre – see also Property Management report

The Property Manager noted that the site development at the landfill is nearing completion and discussions are underway with well-drillers. It is likely that the drilling will be done in May when the load restrictions are lifted from Highway 20.

Leisure Services

(l) Bella Coola Parks & Recreation Commission – no report
(m) Denny Island Recreation Commission – Minutes dated January 8, 2013

The Denny Island Recreation Commission met on January 8, 2013 to discuss general business.

13-02-16 M/S Directors Tallio/McCullagh that the Denny Island Recreation Commission Minutes dated January 8, 2013 be received.

CARRIED

(n) Centennial Pool Commission – Minutes dated January 8, 2013

The Pool Commission met on January 8, 2013 to discuss operational matters such as the Pool Safety Plan, the budget, staff training, pool opening dates, scheduling and advertising for staffing positions.

13-02-17 M/S Directors Tallio/Lande that the Centennial Pool Commission Minutes dated January 8, 2013 be received.

CARRIED

(o) Vancouver Island Regional Library – Director McCullagh verbal report

Director McCullagh provided a verbal update on the recent meeting she attended of the Vancouver Island Regional Library (VIRL). The VIRL is moving away from rentals to ownership for library facilities wherein the library board borrows the money to build. In Bella Coola, the VIRL does not own the building which currently provides library services.

Professional library services are now available online as well as several other resources and also an application for Smart Phones. The trend towards digitization has actually seen library use/services increase. The library has introduced the BC One Card which provides service by any library in any jurisdiction. The VIRL board did talk about Bella Coola branch and spoke highly of the facility and the great turnout at the opening of the new facility last year. It was pointed out that Bella Coola has one of the highest levels (85%) per capita of library card holders. Elections of the board took place at the VIRL annual general meeting and there are no changes to the executive other than the installation of a new chair.

Protective Services

(p) Emergency Management – report dated February 7, 2013

Copies of Past Emergency Program Coordinator Stephen Waugh's brief report were distributed. It outlined how in December, emergency data files and information were transferred to the CCRD administration.

13-02-18 M/S Directors Tallio/Lande that the Emergency Management Report as submitted by Stephen Waugh be received.

CARRIED

The Emergency Program Report for January 2013 as prepared by the Acting CAO was presented. The report includes details associated with the tsunami warning/advisory issued on January 5th, staff training in Emergency Social Services and other emergency related items.

The matter of current and future delivery of emergency program services was brought forward as requiring consideration by the board of directors. Pursuant to the Central Coast Regional District Emergency Measures Regulatory Bylaw, No. 325, 2000 an Emergency Executive Committee composed of a Board Director (who is also the Committee Chair), a Secretary and a Nuxalk Nation Representative may be appointed by the board.

13-02-19 M/S Directors Tallio/McCullagh that Director Lande be appointed as the board representative to the Emergency Executive Committee, and further, that Director Lande put forth a recommendation for the appointment of a Secretary

to the Committee, and that a letter be sent to Chief Councillor Andrew Andy requesting that a representative from the Nuxalk Nation be appointed to the committee.

CARRIED

13-02-20 M/S Directors McCullagh/Tallio that the January 2013 Emergency Management report as prepared by the Acting CAO and dated February 4, 2013 be received.

CARRIED

Transportation Services

(r) Bella Coola/Denny Island Airport – December report

The regional district's Transportation Services Coordinator submitted an informational report on activity pertaining to the Bella Coola and Denny Island Airports for the month of December.

13-02-21 M/S Directors Tallio/Lande that the December Transportation Services Report for the Bella Coola and Denny Island Airport be received.

CARRIED

(s) Bella Coola/Denny Island Airport – January report

The Transportation Services Coordinator submitted an informational report on airport activity and issues for the month of January. It includes items relating to terminal maintenance, the requirements of Transport Canada with regard to the Safety Management System, budget matters, proposed projects for 2013, and a briefing of the meeting held at the end of January with stakeholders of the Bella Coola Airport.

13-02-22 M/S Directors Lande/McCullagh that the Ministry of Transportation and Infrastructure be notified of the regional district's interest in including the winter maintenance of the Bella Coola Airport and the semi-annual maintenance of the Denny Island Airport in the contracts with their service providers.

CARRIED

13-02-23 M/S Directors McCullagh/Tallio that the January Transportation Services Report for the Bella Coola and Denny Island Airport be received.

CARRIED

Local Service Areas – Bella Coola Town site

(t) Street Lighting – no report
(u) Fire Protection – no report
(v) Waterworks – no report

RECESS A recess was called at 12:11pm.

RECONVENE The regular meeting reconvened at 12:53 p.m.

Remuneration – CAO Recruitment Committee

13-02-24 M/S Directors Lande/McCullagh that the CAO Recruitment Committee members be remunerated for committee meetings in the amount of \$75 for meetings lasting up to two hours and \$150 for meetings exceeding two hours.

CARRIED

(D) EXECUTIVE REPORTS

(a) Chair's Report

Chair Moody presented a report covering the period December 2012 to February 14, 2013. A brief description of activities between board meetings is contained in the report for information purposes.

13-02-25 M/S Directors Tallio/McCullagh that the Chair's Report be received.

CARRIED

(b) Appointment of Board Representatives to Committees/Commissions

13-02-26 M/S Directors Tallio/McCullagh that the following board member appointments be made for 2013:

- Denny Island Airport Commission – Director McCullagh
- Denny Island Recreation Commission – Director McCullagh
- Fire Department Executive Committee – Director Lande
- Bella Coola Resource Society - Director Lande

CARRIED

(c) Electoral Area Reports:

Area A

Director McCullagh reported that the Central Coast Chamber of Commerce is attempting to meet but no quorum has been available since December.

The Manager of the Bella Bella Airport has advised that they intend to commence line painting this year. Perhaps an opportunity exists for the Denny Island Airport to save expenses by using the same organization.

Area C

Director Lande reported on a recent meeting associated with the Marine Planning Partnership (MaPP) process which is a provincial initiative for the planning of near-shore and estuaries. Funding is available to facilitate the regional district's participation in the process and Director Lande will follow up with the organizers and

funders. Concern was expressed about the lack of resources available which may preclude participation to the fullest extent.

Area D

Director Tallio reported that the Nuxalk Nation is holding an invasive plant public forum on April 8, 2013. The regional district is invited to send a participant and a letter of invitation will be forthcoming. This matter will be placed on the agenda of the March board meeting.

(E) BYLAWS AND POLICIES

(a) Bylaw No. 413 Amendment to Zoning Bylaw No.71, 1984

13-02-27 M/S Directors Lande/Tallio that Bylaw No. 413, cited as the “Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 413, 2012” be read a third time.

CARRIED

13-02-28 M/S Directors Lande/Tallio that Bylaw No. 413, cited as the “Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 413, 2012” 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) Bylaws No. 416 & 415 Airport Dike Establishment and Loan Authorization Bylaws

13-02-29 M/S Directors McCullagh/Lande that resolution #12-11-32 giving third reading to Bylaw No. 416, cited as the “Bella Coola Airport Dike Operation and Maintenance Service Area Establishment Bylaw No. 416, 2012” be rescinded.

CARRIED

13-02-30 M/S Directors McCullagh/Lande that resolution #12-11-34 giving third reading to Bylaw No. 415, cited as the “Bella Coola Airport Dike Upgrade Bylaw No. 415, 2012” be rescinded.

CARRIED

13-02-31 M/S Directors Lande/McCullagh that Bylaw No. 416 cited as the “Bella Coola Airport Dike Service Area Establishment Bylaw No. 416, 2012” be amended in Section 4 by adding the words “excluding the boundaries of IR#1” and that Bylaw No. 416 be now read a third time as amended.

CARRIED

13-02-32 M/S Directors Lande/McCullagh that Bylaw No. 415 cited as the “Bella Coola Airport Dike Upgrade Bylaw No. 415, 2012” be amended in the first

WHEREAS section by adding the words “excluding the boundaries of IR#1” and that Bylaw No. 415 be now read a third time as amended.

CARRIED

(c) Bylaw No. 419 Borrowing to Meet 2013 Current Lawful Expenditures of the Regional District

13-02-33 M/S Directors Lande/McCullagh that Bylaw No. 419, cited as the “Temporary Borrowing Bylaw No. 419, 2013” be now introduced and read a first time.

CARRIED

13-02-34 M/S Directors Lande/McCullagh that Bylaw 419 cited as the “Temporary Borrowing Bylaw No. 419, 2013” having been given due and detailed consideration by the Board be now read a second and third time.

CARRIED

13-02-35 M/S Directors Lande/McCullagh that Bylaw No. 419, cited as the “Temporary Borrowing Bylaw No. 419, 2013” 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

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

(a) Federation of Canadian Municipalities annual membership

13-02-36 M/S Directors McCullagh/Lande that the CCRD become members of the Federation of Canadian Municipalities.

CARRIED

(b) Ombudsperson report of activity October 1 – December 31, 2012

13-02-37 M/S Directors McCullagh/Lande that the report of files closed from October 1 to December 31, 2012 from the Ombudsperson be received.

CARRIED

(c) Integrated Community Sustainability Planning (ICSP)

13-02-38 M/S Directors Tallio/Lande that the correspondence regarding the Fraser Basin Council’s Smart Planning for Communities program’s research project investigating the application of integrated community sustainability planning by regional districts and small municipalities for rural areas of BC be received.

CARRIED

(d) BC Water & Waste Association (BCWWA)

13-02-39 M/S Directors Tallio/Lande that the December 3, 2012 letter from the BC Water and Waste Association regarding the Community Grants Program be received.

CARRIED

(e) Canada Post, Local Area Manager, proposed hours of operation, Bella Coola post office

13-02-40 M/S Directors Tallio/McCullagh that the letter from the Local Area Manager for Canada Post Corporation dated January 18, 2013 regarding potential elimination of Saturday service at the Bella Coola Post Office be received.

CARRIED

(f) Canadian Postmasters and Assistants Association (CPAA)- Reduction in Postal Services – Bella Coola Post Office

13-02-41 M/S Directors Tallio/Lande that the letter from the Canadian Postmasters and Assistants Association received on February 05, 2013 regarding a potential reduction in staffing and service levels at the Bella Coola Post Office be received.

CARRIED

(g) Community Works Fund Project Request – Discovery Coast Music Festival

13-02-42 M/S Directors McCullagh/Tallio that the application for funding received on February 04, 2013 from the Discovery Coast Music Festival to upgrade the festival stage be received and deferred to the March meeting of the board to allow staff the opportunity to determine project eligibility; and further, that staff bring forward the proposed policy on allocating funding from the Community Works Fund at the earliest opportunity in order to provide a measured approach for the best use of the funds available.

CARRIED

(G) ADJOURNMENT

There being no further business, the meeting was adjourned at 1:40 p.m.

Chair

Corporate Officer