



## CENTRAL COAST REGIONAL DISTRICT

### REGULAR BOARD MEETING AGENDA – July 19, 2018 at 10:00 am

#### **PART I – INTRODUCTION**

1. Call to Order
2. Adoption of Agenda – Introduction of Late Items C (f)

#### 4. Disclosures of Financial Interest

The Chair to remind 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.

A declaration under these section(s) requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

The following pro forma declaration is provided to assist in making the disclosure:

*"I, Board Member \*\*\*\*\* disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a \*\*\*\*\* (indirect/direct) \*\*\*\* (pecuniary/other) interest that constitutes a conflict of interest in item \*\*\* (\*).*

*The reason for my declaration is: the item being discussed is \*\*\*\*\*.*

*I will leave the room during the discussion of this item, in accordance with Section 101(1) and (2) of the Community Charter.*

#### 5. Disclosures of Interests Affecting Impartiality

The Chair to remind 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. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

The following pro forma declaration is provided to assist in making the disclosure.

*"With regard to ..... the matter in item x.... I disclose that I have an association with the applicant (or person seeking a decision). As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."*

#### (A) IN CAMERA MATTERS

(a) Matters Brought out of Camera

#### (B) ADOPTION OF MINUTES

(a) June 14, 2018 Regular Board Meeting Minutes  
(b) June 29, 2018 Special Board Meeting Minutes

Page 1-12  
Page 13-19

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

#### 1. Delegation

(a) Hagensborg Waterworks District – UBCM Core Infrastructure Funding Grant

Page 20

#### **PART III – LOCAL GOVERNANCE**

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

##### Administrative Services

(a) AVICC Support Letter for Workshops on service to On-Reserve Constituents  
(b) Revised Equalization Resolution "Res No. 18-06-04" submitted to UBCM

Page 21  
Page 22-24

**OPERATIONS UPDATES & POLICY MATTERS ARISING CONT'**

(c) Request for Decision – Board Travel to UBCM	Page 25-28
(d) Request for Decision – Requests to meet with Cabinet Ministers at UBCM	Page 29-42
(e) UBCM Code of Conduct – Signatures Required	Page 43-47
(f) UBCM Executive Committee Nominations	Page 48-58
(g) Memo to Board Minister Robinson visit to Bella Coola – Late item	
(h) Happy 50 <sup>th</sup> Birthday Central Coast Regional District, July 16, 2018	Page 59-66

**Financial Services**

(i) Variance Report January-June 2018 Report	Page 67-73
--	------------

**Development Services**

(j) Cannabis Legalization Updates	Page 74-76
(k) Central Coast Update – Northern Sea Wolf	Page 77-78

**Operations**

(l) Operations Monthly Report	Page 79-83
-------------------------------	------------

**Leisure Services Commissions**

(m) Vancouver Island Regional Library, from the board to the table	Page 84-90
--	------------

**Protective Services**

(n) Request for Decision – Adoption of 2017 Revised Regional Emergency Plans	Page 91
(o) Request for Decision – Adoption of Recovery Plan	Page 92-158

**Transportation Service**

(p) Transportation Monthly Report (Airport Certification)	Page 159-160
---	--------------

**(D) EXECUTIVE REPORTS**

(a) Chair's Report and Area C Report
(b) Electoral Area Reports
i) Area A
ii) Area B
iii) Area D
iv) Area E

**(E) BYLAWS AND POLICIES**

(a) Request for Decision – Centennial Pool – Children six years and Under	Page 161-162
(b) Request for Decision – Distribution of Bylaws	Page 163-164
(c) Request for Decision – A-29 Personnel Policy	Page 165-200

**PART IV– GENERAL BUSINESS****(F) GENERAL CORRESPONDENCE**

(a) Thank you letter for supporting Metro Vancouver Bylaw No. 307, 2017, dated June 14, 2018	Page 201
(b) Bella Coola Airport Development Project funding letter dated June 15, 2018	Page 202
(c) Accidental Damage to the Natural Gas System – Fortis BC Letter, dated June 11, 2018	Page 203
(d) ABC Communications Letter dated June 12, 2018	Page 204-207
(e) Media Release Powell River Regional District name change	Page 208-210

**(G) ADJOURNMENT**



CENTRAL COAST REGIONAL DISTRICT

DRAFT REGULAR BOARD MEETING MINUTES

DATE: June 14, 2018

ATTENTION

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

Board Meeting  
JUL 19 2018  
CCRD ITEM B(a)

## REGULAR BOARD MEETING MINUTES – June 14, 2018

### In Attendance:

Electoral Area B	Director Travis Hall
Electoral Area C	Chair Alison Sayers *by phone
Electoral Area D	Alternate Director Gary Brown
Electoral Area E	Alternate Director Hank Brooks

### Excused:

Electoral Area A	Director Frank Johnson
Electoral Area D	Director Richard Hall
Electoral Area E	Director Samuel Schooner

### Staff:

Chief Administrative Officer	Courtney Kirk
Financial Services Provider	Donna Mikkelson
Operations Manager	Ken McIlwain (portion)
Recording Secretary	Destiny Mack

## PART I - INTRODUCTION

### 1. Call to Order

The Chair called the meeting to order at 9:37 am and acknowledged the meeting was taking place in the unceded territory of the Nuxalk Nation and Taghum, B.C., Kutenai and Sinixt traditional territory.

### 2. Oath of Office

Alternate Director Hank Brooks read and signed the Oath of Office.

### 3. Adoption of Agenda

**18-06-01** M/S Directors Brown/Schooner that the agenda be amended by adding a Directors Remuneration and Expenses Claim Form, material related to the 2018 Local Government Elections including a new Bylaw No. 482, and the agreement for election services with School District No. 49, and that the agenda be adopted as amended.

**CARRIED**

### 4. 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 financial interests during the meeting when the matter is discussed. The declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the subject matter which is being discussed.

Directors did not disclose any financial interests in agenda items.

## **5. 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. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

No disclosures affecting impartiality were made.

### **(A) IN CAMERA MATTERS**

There were no in camera matters brought forward, and no in camera meeting was held.

### **(B) ADOPTION OF MINUTES**

a) Regular Board Meeting, May 10, 2018.

**18-06-02 M/S Directors Brown/Hall that the May 10, 2018 minutes be adopted as read.**

**CARRIED**

While reviewing the minutes, the Board commented that they were clear. Chair Sayers mentioned that the date needs to be changed from April 26, 2018 to May 10, 2018 on the first page of the minutes.

## **PART III – LOCAL GOVERNANCE**

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

#### **ADMINISTRATIVE SERVICES**

##### **(a) Chief Administrative Officer Report, Verbal Report.**

CAO Kirk provided a verbal report, noting that most items are covered in the agenda package. She noted that several resolutions from the April meeting have not been completed, nor have all resolutions from the May board meeting. She will hopefully provide a written update for the July meeting. There were no comments or questions to CAO Kirk.

##### **(b) UBCM Procedures for Submitting Resolutions to UBCM**

Local governments may submit resolutions directly to UBCM (and not necessarily through area associations) prior to June 30<sup>th</sup>.

**18-06-03 M/S Directors Hall/Brown that the Procedures for Submitting Resolutions to UBCM be received.**

**CARRIED**

**(c) Revised Equalization Strategy**

**18-06-04** M/S Directors Hall/Brown that the Revised Resolution with suggested revisions in Bold be received. **CARRIED**

**(d) Original CCRD "Equalization Strategy" Resolution**

**18-06-05** M/S Directors Brown/Hall that the Original CCRD Equalization Strategy dated February 09, 2018 be received. **CARRIED**

The Chief Administrative Officer noted that the "original" version of the strategy resolution was sent to the Association of Vancouver Island and Coastal Communities. Since then, through a series of workshops and input from others such as the Union of BC Municipalities, the resolution has taken on a very different look, and now includes suggested amendments.

Director Hall spoke to the engagement with the Heiltsuk Tribal Council and noted he would to see stronger words put into the Equalization Strategy. CAO Kirk mentioned that the regional district extended a request to meet with HTC in Bella Bella when they accompanied the Red Cross to the Community to discuss wildfire supports and initiatives. In order to have the support of the Heiltsuk Tribal Council, several revisions are proposed. The CAO noted that it was felt that the language was not strong enough and that there was no recognition of self-determination, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) or the Truth and Reconciliation Commission's Call to Action. There was also concern about the exclusion of Non-Treaty First Nations under the *Local Government Act*.

The CAO and other board members expressed regrets that Director Johnson couldn't join the discussion, since he had been instrumental in originally having the stronger language inserted in the document. CAO noted that Chief Slett had expressed interest in the dates for the Union of BC Municipalities convention this fall. There was discussion as to whether a revised resolution might result in Heiltsuk Nation agreeing to stand with the Regional District for the presentation of the resolution at UBCM.

After considerable discussion, the board agreed that they would still like to attempt to generate a revised resolution in time for submission to the UBCM prior to the June 30<sup>th</sup> deadline. A formal request for an audience with the Nuxalk Nation will be made. Director Hall will ensure that the matter is included on the agenda for the next Heiltsuk Tribal Council meeting on June 20<sup>th</sup> and Chair Sayers may be available to attend by telephone.

A workshop will be held on June 19, 2018 at 6pm for further discussion on a revised strategy resolution with the hopes that it will be ready in time for presentation to both the Nuxalk Nation and to the Heiltsuk Tribal Council.

**18-06-06** M/S Brown/Hall that a Special Board Meeting be scheduled for June 29<sup>th</sup> at 10:00am for the purposes of endorsing a new resolution on the Equalization Strategy to present to the Union of BC Municipalities, and for consideration of adoption of the Elections Bylaw.. **CARRIED**

## **PART II – PUBLIC CONSULTATION**

### **(B) Delegations**

#### **(a) Royal Canadian Mounted Police, Sgt Skolrood**

Sgt. Rick Skolrood from the Bella Coola RCMP Detachment joined the meeting at 10:20am and provided updates on statistics related to property crime, substance abuse, assaults, impaired drivers, prisoners, traffic enforcement and school presentations. Overall, he noted an improvement in crime rates year over year. He also shared RCMP goals for 2018. Sgt. Skolrood spoke to the recent incident of an armed and barricaded individual and as well to the communications infrastructure in the Bella Coola valley on June 10<sup>th</sup> and 11<sup>th</sup>.

Sgt Skolrood will be in touch with the regional district again to discuss initiatives associated with emergency preparedness.

Discussion ensued with board members on communication equipment and processes, highlighting the challenges that had taken place in emergency communications due to a downed powerline. It was noted that in the event of a power outage, the upper valley (982) could still reach emergency services through the local ambulance service and the lower valley (799) residents could still contact the RCMP. The Ambulance service was in contact with the RCMP during the communication failure and methods need to be used to let people know that this was available.

Sgt. Skolrood left the meeting at 11:00am.

### **RECESS**

A recess was taken from 11:00 to 11:10am.

#### **(b) Disaster Management, BC Wildfire Response, Jon Jackson – Operations Manager, Canadian Red Cross update on 2017 BC Wildfire response efforts Red Cross Community Partnerships**

Jon Jackson from the Canadian Red Cross joined the meeting at 11:10am and presented a PowerPoint update on the 2017 BC Wildfires. It contained an overview of programs and services which included support to individuals and families, community partnerships, support to small business and programs in development. A copy of the presentation is available at the CCRD office.

On a question from Chair Sayers regarding trauma support, Mr. Jackson noted that the Red Cross is always seeking volunteers and there is a section on the website. Disaster programming runs continually and a 24 hour hotline can activate the network.

The Red Cross delegation left the meeting at 11:40am.

**PART III – LOCAL GOVERNANCE CONT’**

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

**(e) Call for Nominations for UBCM Executive**

18-06-07 M/S Directors Hall/Brown that the Call for Nominations for UBCM on July 31, 2018 be received. **CARRIED**

The deadline for nominations to the UBCM Executive is July 31<sup>st</sup>. This matter will be brought forward for further consideration to the July 19<sup>th</sup> meeting of the board.

**(f) Late Item (a) – Directors Remuneration Expense Form**

18-06-08 M/S Directors Hall/Brown that the Directors Remuneration & Expenses Claim Form, a copy of Remuneration Bylaw No. 477, 2017 and the Request for Decision for additional Director remuneration be received. **CARRIED**

The Chief Administrative Officer noted the simplified claim form for the benefit of the directors. Board members did not have any comments on how to improve the form.

**RECESS**

A recess was taken from 11:55am to 12:40pm.

**Late items cont’ – Election and Assent Voting Bylaw No. 482, 2018**

18-06-09 M/S Directors Brown/Hall that Bylaw No 482, 2018 cited as the “Election and Assent Voting Bylaw No. 482, 2018” be now introduced and read a first time. **CARRIED**

18-06-10 M/S Directors Hall/Brown that Bylaw No 482, 2018 cited as the “Election and Assent Voting Bylaw No. 482, 2018” having been given due and detailed consideration by the Board be now read a second and third time. **CARRIED**

This bylaw will be brought forward for adoption to the Special Board Meeting on June 29, 2018.

**Late items continued – Appointment of Chief Election Officer and Deputy Election Officer**

18-06-11 M/S Directors Brown/Hall that the Board of Directors of the Central Coast Regional District appoint Chief Administrative Officer Courtney Kirk to serve as Chief Election Officer and appoint Nuxalk Nation Administration Governance Intern Evangeline Hanuse as Deputy Chief Election Officer for the 2018 (Local Government) elections. **CARRIED**

It is noted for clarity that the Local Government elections also include Trustee elections for School District No. 49.

Oaths of office were signed and read by Courtney Kirk and Evangeline Hanuse.

**Late items cont' – Agreement with School District #49 and 2018 Elections**

**18-06-12** M/S Brown/Hall that the Board of Directors of the Central Coast Regional District authorize Administration to enter into an election cost sharing agreement with School District No. 49, to be executed by Chair Alison Sayers and CAO Courtney Kirk in order to facilitate CCRD undertaking the 2018 Trustee Elections for School District No. 49 and recover any additional costs incurred by CCRD in conducting Trustee Elections.

**CARRIED**

**FINANCIAL SERVICES**

**g) Request for Decision – Company Credit Card**

**18-06-13** M/S Directors Brown/Hall that the Board of Directors of the Central Coast Regional District authorize application for a company credit card with a credit limit of \$25,000 with the Williams Lake & District Credit Union.

**CARRIED**

**h) Action taken by CCRD in response to PMT's 2017 audit findings in CCRD's internal controls**

**18-06-14** M/S Directors Brown/Hall that the "Action Taken by CCRD" in response to the auditor's recommendations from the 2017 audit findings be received.

**CARRIED**

**i) Statement of Financial Information (SOFI) Report**

**18-06-15** M/S Directors Hall/Brown that the Statement of Financial Information (SOFI) prepared by the Financial Management Services Provider pursuant to the Financial Information Act (FIA) for the year ended December 31, 2017 be approved and submitted to the Ministry of Municipal Affairs and Housing.

**CARRIED**

**j) Request for Decision - June 21, 2018 National Indigenous Peoples Day Statutory Holiday**

**18-06-16** M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District authorize the approval of June 21, National Indigenous Peoples Day, as a paid holiday for CCRD staff.

**CARRIED**

## OPERATIONS

### **(k) Operations Managers Report dated June 7, 2018**

Operations Manager, Ken McIlwain joined the meeting at 12:55pm.

**18-06-17 M/S Directors Brown/Hall that the Operations Managers Report be received.**

**CARRIED**

The meeting was interrupted to deal with batteries on the recorder, and resumed at 1:07pm.

The Operations Manager reported he is receiving questions from the public as to when the recycling centre will be open. He explained that the fencing first needs to be completed, and this is mostly subject to contractor availability. The spring cleaning weeks went well and kept the crews busy. Recycling BC has announced a new pilot project initiative that will see items such as potato chip bags and the bags from the inside of cereal boxes included in the recycling program. He thanked the Squamish Lillooet Regional District for their assistance with the new public education pamphlet that has recently been distributed in the Bella Coola valley.

The swimming pool opened in the second week of May this year and with the great weather, the schools were able to take advantage and brought several classes to the facility. Anne Ehrlich has begun working with the pool commission on design options for the pool rehabilitation project, which centre primarily on washroom and change rooms. Trail closures continue in and around Snootli Park due to the work being done in support of the obstacle removal at the Bella Coola Airport.

The Operations Manager thanked Ana Santos from the Central Coast Chamber of Commerce for assisting with the facilitation of the public meeting on Denny Island related to the proposed water system. About 30 people attended the meeting, which included Jacob Scissons from Urban Systems. A round table session included some technical aspects of the system including capital and operating/maintenance costs and how best to structure user fees.

The Operations Manager left the meeting at 1:23pm.

## LEISURE SERVICES

### **I) Centennial Pool Commission minutes, dated May 29, 2018**

**18-06-19 M/S Directors Brown/Brooks that the Centennial Pool Commission Meeting Minutes dated May 29, 2018 be received as read.**

**CARRIED**

## PROTECTIVE SERVICES

### **(m) Emergency Management Report, Verbal Update**

CAO Kirk reported that the Emergency Operations Centre was activated for monitoring purposes as a result of spring runoff and freshet and has now been deactivated.

She reported on the house fire on June 10<sup>th</sup> and noted that the regional district was able to provide 72-hour emergency social services support to the family.

The Justice Institute will be in the valley on Tuesday and Wednesday of next week (June 19 & 20) to provide Emergency Social Services (ESS) and Emergency Operations Centre (EOC) training. The college will be handling the registrations.

Funding has been secured for three years for a shared Emergency Program Coordinator (EPC). The CAO is working on an administrative partnership agreement with Nuxalk Nation Administration and a meeting has been set for June 18<sup>th</sup> to discuss a job description and other details. Evangeline Hanuse has been retained by the Nuxalk Nation, and her position is being sponsored by funding from Northern Development Initiative Trust (NDIT). She is currently working at the regional district and will be working on emergency program logistics and on implementing some of the regional district grant funding from other sources.

The CAO travelled with Director Brown, the Red Cross and the (Wildfire) Recovery Manager, Jessie MacDonald to Bella Bella to discuss partnership options. The Wildfire Recovery Manager position will be ending on June 30<sup>th</sup> and the Recovery Plan will be adopted in July. Jessie will continue to work with the regional district as she has been retained as the Grant Writer, a position partially funded by another grant from NDIT.

Director Hall commended the CAO's efforts regarding the emergency program and noted that he appreciated the relationship development with the Heiltsuk Tribal Council. Chair Sayers thanked all for their good work.

**(n) Update and Information to apply for Red Cross Administrated Support for Small Business and First Nations Cultural livelihoods impacted by 2017 wildfires**

**18-06-20 M/S Directors Brown/Hall that the May 24<sup>th</sup> letter regarding Central Coast Support to Small Business Extension letter from the Red Cross, be received. CARRIED**

CAO Kirk advised the Board that it is an information piece for the Board. There is a special extension for small business, First Nations Cultural Livelihood and Not for Profit Program for Bella Coola and the Outer Coast. The deadline of May 31<sup>st</sup> has been extended until June 29. Director Hall noted that there may be a 2<sup>nd</sup> visit to Bella Bella by the Red Cross.

**TRANSPORTATION SERVICES**

**(o) Transportation Report, monthly report dated June 7 , 2018**

**18-06-21 M/S Directors Hall/Brown that the Transportation Monthly Report be received. CARRIED**

The Operations Manager joined the meeting at 1:35pm

The Operations Manager updated the Board of Directors on the progress of the Bella Coola Airport obstacle removal project. The falling will be substantially complete by the end of the week, but there is some tree topping that will take place in early July. They are working hard to meet the July

deadline for recertification from Transport Canada, but there is still more paper work and surveying that must be done. However, with the progress to date, Pacific Coastal Airlines may be able to adjust their limitations after the Obstacle Limitation Survey is completed, regardless of the regional district's recertification from Transport Canada.

Trail, lot, cultural and greenspace development is progressing with the funding assistance from the Rural Dividend.

A successful meeting was held with the Nuxalk Nation Council in mid-May regarding proposed development at the airport.

In response to a question from Director Brown, the Operations Manager noted that most of the timber was not suitable for bark stripping. The merits of falling timber vs tree topping were discussed.

The Operations Manager left the meeting at 1:51pm.

#### **(D) EXECUTIVE REPORTS**

##### **(p) Chair and Electoral Area C Report –**

The Chair updated the Board on her meeting with Marine Plan Partnership (MaPP) and the Central Coast Regional Indigenous Alliance and noted that there will be no in-person meeting prior to the October local government elections. She urged consideration of the regional district's continued participation in the Marine Partnership, especially as it relates to economic development interests. Thought needs to be given to embed this participation at a staff level, as opposed to board membership.

The provincial government has notified local governments of their attendance at the Union of BC Municipalities annual convention in September. The scheduling of appointments with various ministries appears to be on a first come, first served basis. This should be included on the meeting agenda for June 29<sup>th</sup>. July 13<sup>th</sup> is the deadline to request a meeting with Minister Robinson.

##### **(q) Electoral Area Reports**

###### **Area A**

No report.

###### **Area B**

For the most part, Director Hall's issues and interests were discussed during the course of the meeting. He commended the regional district and the board of directors on their interest in building relationships, and noted that an impact had been made at the Council level. All communities should have a voice.

The Chief Administrative Officer noted the difficulty with the board remuneration practices and policies relating to travel to and from electoral areas A & B in order to attend meetings of the board. She requested that the board provide thoughts and guidance regarding the additional costs of

accommodation and meals. Is/should the focus be on austerity or certainty? Significant discussion ensued as to the merits of attendance versus the costs, as well as the best methods of travel. When only one director is travelling from the outer coast, it is less expensive to book the scheduled flights from Bella Bella to Vancouver and then to Bella Coola. It has been difficult for staff to answer these questions and make decisions regarding travel due to the serious costs of air charters. Other factors to consider include the weather and video conferencing. It was generally agreed that there is not a clear solution and a balance must be sought for in-person attendance and the costs. Due to the amount of significant issues the regional district is currently dealing with, this is probably a matter which should be more seriously considered and delved into after the October elections. Additionally, it was noted that an outer coast delegation was not able to attend this meeting due to the fact that there were two overnights, which may have been cost prohibitive. There is a need and an interest in providing an audience to the public, and again, the CAO requested the board consider certainty or austerity in order for staff to make these types of decisions. It was agreed that director travel for the months May to September should be same day except where workshops or other collaborative meetings can be scheduled to coincide with the regular board meeting.

**18-06-22** M/S Directors Brown/Brooks that the board of directors approve the extraordinary expenses for Electoral Area B Director's travel cost for the June 14, 2018 meeting which include meals and accommodation for the day before the meeting and the day after the meeting, including remuneration for travel days.

**CARRIED**

**18-06-23** M/S Directors Sayers/Brown that the Director travel and remuneration for the July board meeting include travel and related expenses on the day before and the day after, and that it be discussed further at that time.

**CARRIED**

The CAO noted that there will need to be amendments to the Procedures Bylaw in order to change the scheduling, such as (say) 4 meetings face-to-face that would require travelling and the rest of the 6 meetings over tele-conference.

#### **Area D**

Alternate Director Brown shared his concerns regarding the house fire that took place on June 10, 2018. Unfortunately the fire occurred during the time when the valley's communication systems had been shut down from a power failure.

Director Brown noted his attendance at the meeting with the Bella Coola Harbour Authority. There were 2 positions on the board whose terms had expired, and the two incumbents were re-elected by acclamation.

Director Brown cited a conflict of interest and left the meeting.

**18-06-24** M/S Directors Hall/Brooks that Director Brown be remunerated for 4.5 hours for his local work assignment while attending the meeting of the Bella Coola Harbour Authority.

**CARRIED**

Director Brown re-joined the meeting.

## Area E

No report.

## **(F) BYLAWS AND POLICIES**

### **(a) Request for Decision – A-2 – Office Hours & Period of Closure**

**18-06-25** M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District review and approve Policy A-2, Office Hours & Periods of Closure, as amended.

**CARRIED**

### **(b) Request for Decision - A-13 - Entrance Window Advertising Policy update**

**18-06-26** M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District review and approve Policy A-13, Entrance Window Advertising, as amended.

**CARRIED**

### **(c) Request for Decision – A-31 – Bylaw Development and Reviews Policy update**

**18-06-27** M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District review and approve Policy A-31, Bylaw Development and Reviews Policy update, as amended.

**CARRIED**

### **(d) Bylaw 481, Bella Coola Valley Parks & Recreation Rates & Charges**

**18-06-28** M/S Directors Brown/Hall that Bylaw No. 481 cited as the "Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 481, 2018" be introduced and read a first time.

**CARRIED**

**18-06-29** M/S Directors Hall/Brown that Bylaw No. 481 cited as the "Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 481, 2018" having been given due and detailed consideration by the Board be now read a second and third time.

**CARRIED**

## **(F) ADJOURNMENT**

There being no further business the meeting was adjourned at 2:50 pm.

---

Chair

---

Chief Administrative Officer



CENTRAL COAST REGIONAL DISTRICT  
DRAFT SPECIAL BOARD MEETING MINUTES

DATE: June 29, 2018

ATTENTION

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

Board Meeting  
JUL 19 2018  
CCRD ITEM B (b)

## SPECIAL BOARD MEETING MINUTES – June 29, 2018

In Attendance:	Electoral Area B Electoral Area C Electoral Area E Electoral Area D	Director Travis Hall *by phone (portion) Chair Alison Sayers Director Samuel Schooner Alternate Director Gary Brown
Excused:	Electoral Area A Electoral Area D	Director Frank Johnson Director Richard Hall
Staff:	Chief Administrative Officer Recording Secretary	Courtney Kirk *by phone Destiny Mack

### PART I - INTRODUCTION

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

The Chair called the meeting to order at 10:03 am and acknowledged the meeting was taking place in the unceded territory of the Nuxalk Nation.

Chair Sayers began the meeting by thanking retired CFO Donna Mikkelson for all her years of service with the CCRD as the assistance she has provided the regional district during the financial management transition was coming to a close that day.

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

**18-06-01S** M/S Brown/Schooner Directors that the agenda be adopted.

**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 financial interests during the meeting when the matter is discussed. The declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the subject matter which is being discussed.

Directors did not disclose any financial interests in agenda items.

#### **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. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

No disclosures affecting impartiality were made.

## **PART II – LOCAL GOVERNANCE**

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

#### **ADMINISTRATIVE SERVICES**

##### **(a) Equalization Strategy Resolution with suggested edits incorporated**

Chair Sayers referenced the most recent draft revisions to the equalization strategy resolution (18-02-10) out of the workshop the Board had by teleconference on June 19, 2018 to work on developing new wording for the resolution. Chair Sayers emphasised that any formal changes to the original resolution would have to be voted on during the day's meeting as the deadline for UBCM 2018 resolution submission deadline would be the next day (June 30, 2018).

A brief discussion was had of the resolution title and whether it should be revised. CAO Kirk recommended changing the title to "Financing Reconciliation: Solutions for Local Communities in order to reflect the Regional District's workshop/panel submission for the 2018 Convention recently made to UBCM.

Chair Sayers emphasised the importance of Director Hall's feedback as he had planned to take the draft revisions back to Heiltsuk Tribal Council to see whether the most recent proposed revisions to the resolution addressed the concerns the Heiltsuk Tribal Council members had with the draft revision offered by external agencies. Chair Sayers proposed moving to the next agenda item to give more time to Director Hall to join in on the meeting.

The Board of Directors moved to the Bylaws and Policies Section at 10:13 am until Director Hall was be able to call into the meeting.

**18-06-02S** M/S Director Brown/Schooner Bylaw 481, Bella Coola Valley Parks & Recreation Rates & Charges Bylaw be received. **CARRIED**

Director Hall joined the meeting by telephone at 10:15 am and the Board returned back to Agenda item a) Equalization Strategy Resolution.

Chair Sayers mentioned that there are three different versions of the resolution in front of the Board, the original version (adopted through resolution no. 18-02-10), the updated version (unadopted, draft), and the most recent version (unadopted, draft) from the Board's June 19, 2018 teleconference workshop.

**18-06-03S** M/S Director Brown/Hall that all three versions of the resolution be received.

Chair Sayers revisited CAO Kirk's recommended title change. Chair Sayers reminded the Board of the original title: "Solving a Federal Revenue Gap in On-And-Off Reserve Service Delivery" and explained CAO Kirk is suggesting changing it to our workshop title

submitted to UBCM which is "Financing Reconciliation: Solutions for Local Government" or "Solutions for Local Communities".

Chair Sayers asked Director Hall if there was any further feedback from the Heiltsuk Tribal Council on the new draft revisions to the resolution. Director Hall indicated that there was no feedback from HTC and explained that everyone has been quite busy and travelling quite a bit. Travis Hall emphasised that in the big picture of the content of the resolution, the Heiltsuk Tribal Council had already given their suggestions. Chair Sayers asked Director Hall to confirm if the new draft edits have addressed Heiltsuk Tribal Council's concerns and feedback. Director Hall confirmed that he believed so.

There were no comments from Director Schooner or Alternate Director Brown on the draft edits to the original resolution.

Director Schooner expressed his agreement about changing the title and further discussion ensued about a potential title change. Chair Sayers asked if Director Hall had any last suggestions and/or comments before he had to leave the meeting to board his flight. Director Hall mentioned including 'Bridge in the Gap' in the title. CAO Kirk offered "Financing Reconciliation: Solutions to Bridge the Gap in Local Communities" as an alternate recommendation for a new title.

Director Hall mentioned he had to leave to board his flight and wished the rest of the Board good luck and told them it was coming along. Chair Sayers mentioned to Director Hall that a decision would have to be made on adopting a revised resolution during the meeting as the UBCM resolution submission deadline was the next day. Chair Sayers thanked Director Hall for calling into the meeting.

Director Hall left the meeting 10:19 am

Chair Sayers asked what the rest of the Boards' thoughts were on the title and expressed concern that it's starting to get a little long. Director Schooner asked Chair Sayers to read it "Financing Reconciliation: Solutions to Bridge the Gap in Local Communities." CAO Kirk mentioned that a simple catchy title might help people to read the three WHEREAS clauses and an out of ordinary resolution. It was discussed that more information could be available in the convention resolutions book. Chair Sayers mentioned that more information could be put into the sponsorship speech as well.

Chair Sayers asked Alternate Director Brown what his thoughts were on the title. Alt. Director Brown said the shorter it is and more to the point the better. Alt Director Brown expressed his view that the "on-and-off reserve" aspect of the original title is covered sufficiently in the text of the resolution.

Chair Sayers sought consensus from the Board on whether the title "Financing Reconciliation: Solutions for Local Communities" was the preferred title and concluded that title should be incorporated into the draft revisions to the resolution under consideration. No further edits were made by the Board.

*[The draft resolution with edits developed since the February 2018 Board meeting particularly during the June 19, 2018 workshop and further title amendments made during the June 29, 2018 Special Meeting of the Board now reads:*

***Financing Reconciliation: Solutions for Local Communities***

***WHEREAS local governments and First Nations have inherited a problematic public service delivery regime that poorly finances on and off reserve local government service delivery;***

***AND WHEREAS local governments experience revenue deficits that impact shared and overlapping public service delivery to the entire local population, including First Nation populations, that are not fairly addressed through property tax requisition;***

***AND WHEREAS the federal government is constitutionally committed to providing "essential public services of reasonable quality to all Canadians" (Constitution Act, 1982 s.36), implemented in part through federal transfer payments;***

***THEREFORE BE IT RESOLVED that UBCM request the Province of BC and the Government of Canada work with First Nations and local governments to explore and implement revenue solutions such as federal transfer payments, thereby supporting implementation of the Truth and Reconciliation Calls to Action and the commitments in UNDRIP;***

***AND BE IT FURTHER RESOLVED that to ensure First Nation participation in the management of said payments, UBCM request British Columbia, in consultation with First Nations, amend the Local Government Act accordingly.]***

**18-06-04S** M/S Directors Schooner/Brown that the Board adopt the edited resolution [detailed above] as the resolution to be put forward to UBCM for the September 2018 convention. **CARRIED**

Director Schooner left the meeting at 10:24 am and a recess was called.

The meeting resumed at 10:28 am.

**PART III – LOCAL GOVERNANCE**

**(B) BYLAWS AND POLICIES**

**(a) Bylaw 481, Bella Coola Valley Parks & Recreation Rates & Charges Bylaw – Adoption**

**18-06-05S** M/S Directors Brown/Schooner that Bylaw No. 481, cited as the Bella Coola Valley Parks and Recreation Rates & Charges Bylaw, 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**

The Board resumed their discussion of Bylaw No. 481. Director Schooner sought further clarification on the recommendation for bylaw revisions. CAO Kirk explained that the intent of the rate revisions was to reflect the nature of requests being made to use the concession building at Walker Island and thereby encourage and facilitate public use of the facility.

**(b) Bylaw 482, Election and Assent Voting Bylaw – Adoption**

**18-06-06S** M/S Director Brown/Schooner that Bylaw 482, Election and Assent Voting Bylaw be received.

**CARRIED**

**18-06-07S** M/S Directors Schooner/Brown “that Bylaw No. 482, cited as the Election and Assent Voting Bylaw No. 482, 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**

There were no questions, comments or discussion.

**(C) DIRECTORS' REMUNERATION**

**18-06-08S** M/S Directors Brown/Schooner that the Directors' Remuneration Form be received.

**CARRIED**

Chair Sayers clarified that a decision was not required with respect to the form but that it was apparent that the form had been brought forward as an information item to the Board. Chair Sayers summarised the importance of Board members completing their remuneration forms regularly so that administration is better able to process and issue their remuneration smoothly. CAO Kirk thanked Chair Sayers and emphasised the intent of the new form is to clarify process for the governance and administrative body and thereby reduce confusion and mistakes with issuing director remuneration.

**18-06-09S** M/S Directors Schooner/Brown that directors will be remunerated in the amount of \$125.00 for attendance at the June 29, 2018 Special Meeting of the Board.

**CARRIED**

A discussion ensued as to whether special meetings of the board are covered as a stand-alone provision under the bylaw. CAO Kirk clarified that special meetings of the board are not specifically addressed under the bylaw and that a bylaw revision would be required. CAO Kirk recommended that until/unless a bylaw revision is done covering special meetings of the board that the Board consider assigning an hourly work assignment for special meetings of the board on a case-by-case basis. In this way the Board is free to call special meetings as needed and can keep costs down by not

assigning the remuneration paid under the bylaw for a regular Board meeting, unless the time commitment for a particular special meeting of the Board warrants it. Alt Director Brown asked for clarification on the bylaw provisions for board meeting remuneration specifically. Chair Sayers went over the detail and expressed her view that she is not comfortable collecting the Chair's meeting stipend twice in a single month for this particular special meeting of the board and would prefer an hourly remuneration as a work assignment in this circumstance. CAO Kirk advised the Board that the bylaw spoke of hourly, half day, and full day increments for conventions and work assignments and recommended the Board consider a half day work assignment for the special meeting of the Board that would then capture the preparation time for the meeting in addition to attending the meeting itself. The board members discussed having to take a half day off work to commit to the special meeting concluding that the half-day work assignment remuneration in that light is reasonable also.

**(D) ADJOURNMENT**

**18-06-08S** M/S Directors Schooner/Brown that the meeting be adjourned.

**CARRIED**

There being no further business the meeting was adjourned at 10:34 am.

---

Chair

---

Chief Administrative Officer

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 449  
SCHEDULE "C"

DELEGATION to BOARD REQUEST FORM

Date of Application: JULY 17/18 Board Meeting Date JULY 19/18

Name of person or group wishing to appear before the Board of Directors: \_\_\_\_\_

KEVIN O'NEILL / HAGENSBORG  
WATERWORKS / DISTRICT

Address: BOX 25, HAGENSBORG

Number of people attending: 1 Spokesperson Name: KEVIN O'NEILL

Subject of presentation: UBCM CORE INFRASTRUCTURE  
FUNDING GRANT

Purpose of presentation:  information only  
 requesting a letter of support  
 Other (provide details) \_\_\_\_\_

\* TO SEEK SUPPORT/ENDORSEMENT OF INFRASTRUCTURE  
GRANT APPLICATION

Contact person (if different than above): \_\_\_\_\_

Daytime telephone number: 250 799-5618

Email address: SKONEILL 50 @ GMAIL. COM

Will you be providing supporting documentation?  yes  no

If yes:  handouts at meeting (recommend delivered in advance)  
 PowerPoint presentation  
 publication in agenda (one original due by 4:00 pm seven days prior to your appearance date)  
 Other (explain) \_\_\_\_\_

\* Delegations will have a maximum of 15 minutes to make their presentation to the Board.

\* Delegation speakers, please be advised that: All questions and answers during a delegation must only be directed or received to Board members. No questions are to be directed or received from the public.

Board Meeting  
JUL 19 2018  
CCRD ITEM 1 (a)



June 25, 2018

President Wendy Booth  
 Union of BC Municipalities  
 60-10551 Shellbridge Way  
 Richmond, BC V6X 2W9

Dear President Booth:

Re: Support for Workshop on Services to On-Reserve Constituents

I am writing to confirm the support of AVICC members for a workshop to be held during the UBCM Convention on services provided to on-reserve constituents. The resolution below was developed based on discussions between EA directors from across the AVICC region at our Electoral Area Forum. The EA directors identified the federal revenue gap for local governments with on-reserve constituents as a concern for ensuring services are available to all community members.

**OF2) Services to On-Reserve Constituents**

**Central Coast Regional District**

*Whereas Local Governments provide services to on-reserve constituents who are not fiscally represented in our budgets;*

*And whereas the Central Coast Regional District is refining a resolution to the 2018 UBCM Convention that addresses this fiscal gap that affects service delivery across British Columbia;*

*Therefore be it resolved that AVICC Executive be directed to send a letter of support to accompany their submission asking UBCM to prioritize a workshop that explains the issues and solutions captured in the resolution and/or other advocacy efforts AVICC Executive deems appropriate.*

Thank you for your consideration of our request for a workshop on this issue.

Sincerely,

Director Edwin Grieve  
 President, AVICC

Board Meeting

JUL 19 2018

CCRD ITEM C(a)



CENTRAL COAST REGIONAL DISTRICT  
 P.O BOX 186, BELLA COOLA, BC, V0T 1C0  
 PHONE: 250-799-5291 FAX: 250799-5750  
 EMAIL: [INFO@CCRD-BC.CA](mailto:INFO@CCRD-BC.CA)

## FINANCING RECONCILIATION: SOLUTIONS FOR LOCAL COMMUNITIES

WHEREAS local governments and First Nations have inherited a problematic public service delivery regime that poorly finances on and off reserve local government service delivery;

AND WHEREAS local governments experience revenue deficits that impact shared and overlapping public service delivery to the entire local population, including First Nation populations, that are not fairly addressed through property tax requisition;

AND WHEREAS the federal government is constitutionally committed to providing "essential public services of reasonable quality to all Canadians" (*Constitution Act, 1982 s.36*), implemented in part through federal transfer payments;

THEREFORE BE IT RESOLVED that UBCM request the Province of BC and the Government of Canada work with First Nations and local governments to explore and implement revenue solutions such as federal transfer payments, thereby supporting implementation of the Truth and Reconciliation Calls to Action and the commitments in UNDRIP;

AND BE IT FURTHER RESOLVED that to ensure First Nation participation in the management of said payments, UBCM request British Columbia, in consultation with First Nations, amend the *Local Government Act* accordingly.

Board Meeting  
 JUL 19 2018  
 CCRD ITEM C (b)

July 9, 2018

Chair Alison Sayers  
Central Coast Regional District  
Box 186  
Bella Coola, BC V0T 1C0

RECEIVED

JUL 17 2018

Central Coast Regional District

Dear Chair Sayers:

**Re: 2018 Resolutions**

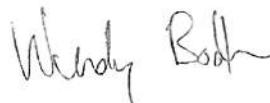
UBCM confirms receipt of the attached resolution(s) endorsed by your Board and submitted directly to UBCM by the June 30 deadline.

The resolution(s) will be presented to the UBCM membership for their consideration at the 2018 UBCM Convention in September.

Please feel free to contact Jamee Justason, Information & Resolutions Coordinator, if you have any questions about this process.

Tel: 604.270.8226 ext. 100 Email: [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

Sincerely,



Director Wendy Booth  
President

*Enclosure*

**Financing Reconciliation: Solutions for Local Communities****Central Coast RD**

Whereas local governments and First Nations have inherited a problematic public service delivery regime that poorly finances on and off reserve local government service delivery;

And whereas local governments experience revenue deficits that impact shared and overlapping public service delivery to the entire local population, including First Nation populations, that are not fairly addressed through property tax requisition;

And whereas the federal government is constitutionally committed to providing "essential public services of reasonable quality to all Canadians" (*Constitution Act, 1982 s.36*), implemented in part through federal transfer payments;

Therefore be it resolved that UBCM request the Province of BC and the Government of Canada work with First Nations and local governments to explore and implement revenue solutions such as federal transfer payments, thereby supporting implementation of the Truth and Reconciliation Calls to Action and the commitments in UNDRIP;

And be it further resolved that to ensure First Nation participation in the management of said payments, UBCM request British Columbia, in consultation with First Nations, amend the *Local Government Act* accordingly.

**Convention Decision:**



# CENTRAL COAST REGIONAL DISTRICT

25

P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

## REQUEST FOR DECISION

**To:** Courtney Kirk, CAO

**From:** Destiny Mack, EA

**Meeting Date:** July 19, 2018

**Subject:** Board Travel UBCM

### Recommendation:

*THAT the Board of Directors of the Central Coast Regional District approve the disbursement of funds to pay for travel, accommodation, meals, and convention remuneration for all five directors to attend UBCM to be held in Whistler, September 10-14, 2018*

### Issue/Background Summary:

Self-explanatory.

### Policy, Bylaw or Legislation:

The Board Renumeration "CCRD Board Renumeration and Expenses Bylaw No. 477, 2017" Item 1 (d) reads "Attendance at conventions (AVICC, UBCM, ect): per day \$250 for which a prior consensus of the Board has been reached" therefor the convention expenses need to be supported by Board Resolution.

### Financial/Budgetary Implications:

The rough estimate per director to attend UBCM is \$3,675/ per director and with an estimated \$18,375 for all 5 directors to attend, there remains sufficient funds to support this expense in the over arching Board Remuneration Travel and Budget

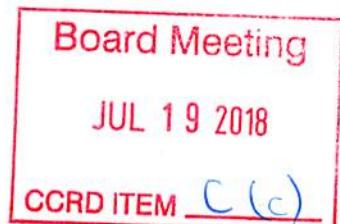
### Time Requirements – Staff and Elected Officials:

1 week with significant preparation and the convention itself has an exhausting schedule.

### Options to Consider: N/A

Submitted by: Destiny Mack  
Destiny Mack, Executive Assistant

Reviewed by: Courtney Kirk  
Courtney Kirk, Chief Administrative Officer



## CENTRAL COAST REGIONAL DISTRICT

## BYLAW NO. 477, 2017

## CCRD BOARD REMUNERATION AND EXPENSES BYLAW

---

Being a bylaw to establish remuneration and provide for reimbursement of expenses for the CCRD board of directors.

---

WHEREAS the Board of Directors of the Central Coast Regional District is authorised by to provide for the payment of remuneration and expenses to the Board associated with carrying out regional district business, provided such remuneration is consistent with the annual financial plan;

AND WHEREAS the board of directors has deemed it necessary to update the rate structure and expenses allowed from time to time;

NOW THEREFORE, the board of directors for the Central Coast Regional District, in open meeting assembled, enacts as follows:

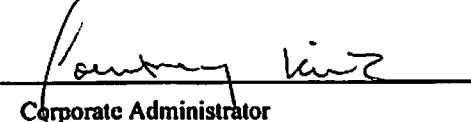
1. Bylaw 442 cited as the "CCRD Remuneration and Expenses Bylaw No. 442, 2014" is hereby repealed.
2. Remuneration shall be paid and expenses reimbursed to members of the Regional Board consistent with Schedule 'A' attached hereto and forming part of this bylaw;
3. This bylaw may be cited as "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017".

READ A FIRST and SECOND time this 12th day of October, 2017.

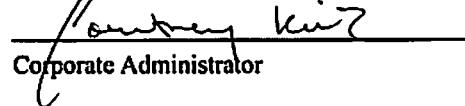
READ A THIRD time this 9<sup>th</sup> day of November, 2017

ADOPTED this 14th day of December, 2017

  
Chair

  
Corporate Administrator

"Certified a true copy of Bylaw No. 477, 2017 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017" as adopted on December 14, 2017"

  
Corporate Administrator

## **CENTRAL COAST REGIONAL DISTRICT**

**BYLAW NO. 477**  
**CCRD BOARD REMUNERATION AND EXPENSES BYLAW**  
**SCHEDULE 'A'**

**I. BOARD MEMBER REMUNERATION:**

a) **Monthly Allowance:** Chair..... \$600  
CCRHD Chair ..... \$75

<b>b) Board Meeting Stipend:</b>	<b>Vice Chair (when acting as Chair).....</b>	<b>\$450</b>
	<b>Director (or alternate director).....</b>	<b>\$400</b>

c) Local Work Assignments for which a prior consensus of the Board has been reached:

**Per hour.....** **S36**

**It is the responsibility of individual directors to report local work assignments to the Chief Administrative Officer for reporting to the board of directors.**

d) Attendance at Conventions (AVICC, UBCM, etc): (for which a prior consensus of the Board has been reached)	Per Day..... \$250
e) Out of Town Representation:	Per Day..... \$250
f) Travel for Out of Town Representation:	Per Half Day..... \$125 Per Full Day..... \$250

**2. REIMBURSEMENT FOR EXPENSES:**

- a) All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted. Prior arrangements may be made to have registration fees, air travel and/or accommodation expenses paid directly by the regional district, in which case no reimbursement shall be made to the director.
- b) A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to regional district business. The private accommodation rate is \$50/night.
- c) The daily allowance for meals includes \$22 for breakfast, \$27 for lunch and \$40 for the evening meal provided such meals have not been provided as part of a convention or other event. Where meals are provided, there is no reimbursement if the director chooses to eat elsewhere. For full days, directors may claim a per diem of \$100 which includes all meals plus \$11 for incidentals.

In order to claim a meal allowance, the Director must be away from home on regional district business for the entire period noted beside the applicable meal. For clarity, meals for Electoral Area Directors for areas A and B will be paid at actual costs by the regional district when they are in Bella Coola on regional district business.

When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed.

- d) Automobile travel shall be reimbursed as per Canada Revenue Agency's Automobile Allowance Rates in effect at the time of travel. It is the responsibility of individual directors to report actual travel distance to the Chief Administrative Officer for reimbursement.

The Director for Electoral Area A shall be provided with the opportunity for one trip annually to attend other communities in the electoral area at the expense of the regional district.

The amount compensated for automobile travel outside the regional district shall not exceed the amount that would be compensated for air travel to the same destination.

Where travel expense is reimbursed to this office that exceeds our kilometre rate, our kilometre rate shall be used for reimbursement to directors or committee/commission members. Any remaining balances will be credited to the administrative travel account.

- e) For attendance at conventions, if requested, an advance may be made.
- f) Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district.
- g) The sum of \$300.00 will be paid to each director annually, in May, in recognition of costs associated with paper and printer supplies.
- h) The sum of \$50 per month will be paid to each director in recognition of the costs associated with personal cellular phone and internet use.
- i) The sum of \$75 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone and internet use.
- j) A child care subsidy, to a maximum of \$50 per board meeting will be provided to directors in recognition of child care costs incurred for attendance at regular board meeting, if applicable.
- k) Reimbursement for remuneration and expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

For clarity, directors are paid the following items on board meeting day and signed expense vouchers are not required for reimbursement:

- i. 1(a) Board meeting stipend and monthly allowances;
- ii. 2(f) costs associated with paper and printing supplies;
- iii. 2(g) the directors' cellular phone and internet allowance;
- iv. 2(h) the Chair's cellular phone and internet allowance.



# CENTRAL COAST REGIONAL DISTRICT

P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

29

## REQUEST FOR DECISION

**To:** **Board of Directors**

**From:** **Courtney Kirk, CAO**

**Meeting Date:** **July 19, 2018**

**Subject:** **Requests to Meet with Cabinet Ministers at UBCM**

### Recommendation:

***THAT the Board of Directors of the Central Coast Regional District approves meeting requests made for the Board of Directors to meet with the following cabinet ministers during UBCM: the Minister of Transportation and Infrastructure; the Minister of Finance; the Minister of Indigenous Relations and Reconciliation; the Minister of Public Safety and Solicitor General; and the Minister of Citizens' Services.***

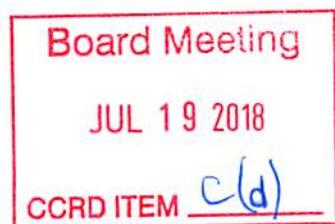
### Issue/Background Summary:

There is an opportunity to request meetings with the Premier and cabinet ministers at UBCM. The deadline to provide preliminary meeting requests was on July 13<sup>th</sup>, 2018. Preliminary meeting requests were submitted for CCRD elected officials to meet with: the Minister of Transportation and Infrastructure; the Minister of Finance; the Minister of Indigenous Relations and Reconciliation; the Minister of Public Safety and Solicitor General; and the Minister of Citizens' Services as per the attached notifications of 'UBCM Meeting Request Received'.

In addition to the preliminary meeting request, the CCRD is required to submit a "Summary Note" for each request made as per the attached template. Administration is requesting the Board of Directors review the meeting requests made to ensure interest in said meetings and to help inform the requisite development of the Summary Notes which must be submitted by July 20<sup>th</sup> 2018 in order to compete for cabinet minister meetings at UBCM.

### Policy, Bylaw or Legislation:

N/A



**Financial/Budgetary Implications:**

There is a significant travel cost implicit in attending UBCM whether or not members of the Board meet with cabinet members during the convention and so no additional financial costs are implied. There may be merit in maximizing the opportunity to advocate for regional district interests and attempt meetings with cabinet ministers given the expense of attending the convention.

**Time Requirements – Staff and Elected Officials:**

Time is required of the Administration to develop and submit each of the Summary Notes required to finalize the meeting requests and to prepare materials for the meetings. Time is required of the elected officials to prepare for and attend the cabinet meetings. Time is required of Administration and Elected Officials after the meetings take place to provide follow up and thank you notes.

**Options to Consider:**

1. Withdraw the meeting requests to some or all of the cabinet ministers.

Submitted by: Courtney Kirk  
Courtney Kirk, Chief Administrative Officer

## Courtney E. Kirk

**From:** UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>  
**Sent:** Friday, July 13, 2018 4:23 PM  
**To:** cao@ccrd-bc.ca  
**Subject:** UBCM Meeting Request Received  
**Attachments:** Summary Note Template.pdf



### 2018 UBCM Convention

**DATE:** July 13, 2018  
**TO:** Courtney Kirk  
 Central Coast Regional District  
**FROM:** UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator  
**RE:** **UBCM Meeting Request Received**

Your request to meet with a **Provincial Cabinet Minister** at the 2018 UBCM Convention has been successfully submitted. To finalize this submission, please fill in the attached summary note template and submit to [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca).

Please keep a copy of this email for your records. Information about the status of your meeting request will be sent out via email in late August. The details of your request are as follows:

#### **Contact Information:**

Meeting ID: 578 Please use this number in all correspondence regarding your meeting request  
 Municipality/Regional District: Central Coast Regional District  
 Contact: Courtney Kirk, CAO  
 Phone: 250-799-5291  
 Email: [cao@ccrd-bc.ca](mailto:cao@ccrd-bc.ca) Secondary Email:

#### **Cabinet Minister in attendance:**

Cabinet Minister: Transportation and Infrastructure  
 Preference: 1

#### **MLA invited by community:**

Jennifer Rice

#### **Council Attendees:**

Alison Sayers, Chair; Courtney Kirk, CAO; Frank Johnson, Director, Wuikinuxv Nation Chief; Richard Hall, Director; Sam Schooner, Director, Emergency Program Chair; Travis Hall, Director, Heiltsuk Tribal Councillor

**Topics to be discussed:**

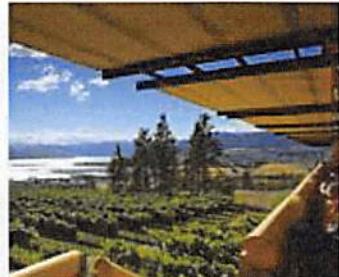
1) Impacts on central coast communities resulting from BC Ferries' cancellation of direct service between Port Hardy and Bella Coola until September 16; 2) current and planned ferry service to Bella Bella including the possibility of a mid-week sailing off-season; and 3) air transportation challenges and opportunities impacting communities in the central coast.

**A Summary Note template has been attached for your convenience. Please fill in the Summary Note template and submit to [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) by July 20th. Please note Summary Notes are vital in preparing for your meetings. Meeting Requests submitted without a Summary Note may be declared invalid.**

**For questions regarding meeting requests or UBCM inquiries please email: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca). For urgent matters please call the UBCM Meetings line at 250-213-3856.**

## Courtney E. Kirk

**From:** UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>  
**Sent:** Friday, July 13, 2018 4:47 PM  
**To:** cao@ccrd-bc.ca  
**Subject:** UBCM Meeting Request Received  
**Attachments:** Summary Note Template.pdf



### 2018 UBCM Convention

**DATE:** July 13, 2018  
**TO:** Courtney Kirk  
 Central Coast Regional District  
**FROM:** UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator  
**RE:** **UBCM Meeting Request Received**

Your request to meet with a **Provincial Cabinet Minister** at the 2018 UBCM Convention has been successfully submitted. To finalize this submission, please fill in the attached summary note template and submit to [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca).

Please keep a copy of this email for your records. Information about the status of your meeting request will be sent out via email in late August. The details of your request are as follows:

#### **Contact Information:**

Meeting ID: 583 Please use this number in all correspondence regarding your meeting request  
 Municipality/Regional District: Central Coast Regional District  
 Contact: Courtney Kirk, CAO  
 Phone: 250-799-5291  
 Email: [cao@ccrd-bc.ca](mailto:cao@ccrd-bc.ca) Secondary Email:

#### **Cabinet Minister in attendance:**

Cabinet Minister: Finance  
 Preference: 2

#### **MLA invited by community:**

Jennifer Rice

#### **Council Attendees:**

Alison Sayers, Chair; Courtney Kirk, CAO; Frank Johnson, Director, Wuikinuxv Nation Chief; Richard Hall, Director; Sam Schooner, Director, Emergency Program Chair; Travis Hall, Director, Heiltsuk Tribal Councillor

**Topics to be discussed:**

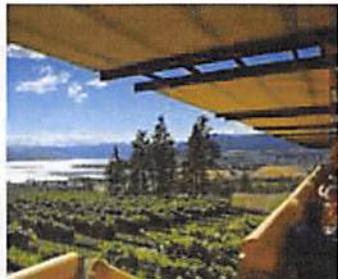
The Central Coast Regional District Board of Directors would like the opportunity to introduce the concept and background on their "Financing Reconciliation: Solutions for Local Communities" resolution submitted to the UBCM for endorsement during the 2018 convention. The CCRD is seeking advice on moving their strategy forward at the federal level.

**A Summary Note template has been attached for your convenience. Please fill in the Summary Note template and submit to [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) by July 20th. Please note Summary Notes are vital in preparing for your meetings. Meeting Requests submitted without a Summary Note may be declared invalid.**

**For questions regarding meeting requests or UBCM inquiries please email: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca). For urgent matters please call the UBCM Meetings line at 250-213-3856.**

## Courtney E. Kirk

**From:** UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>  
**Sent:** Friday, July 13, 2018 5:23 PM  
**To:** cao@ccrd-bc.ca  
**Subject:** UBCM Meeting Request Received  
**Attachments:** Summary Note Template.pdf



### 2018 UBCM Convention

**DATE:** July 13, 2018  
**TO:** Courtney Kirk  
 Central Coast Regional District  
**FROM:** UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator  
**RE:** **UBCM Meeting Request Received**

Your request to meet with a **Provincial Cabinet Minister** at the 2018 UBCM Convention has been successfully submitted. To finalize this submission, please fill in the attached summary note template and submit to [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca).

Please keep a copy of this email for your records. Information about the status of your meeting request will be sent out via email in late August. The details of your request are as follows:

#### **Contact Information:**

Meeting ID: 586 Please use this number in all correspondence regarding your meeting request  
 Municipality/Regional District: Central Coast Regional District  
 Contact: Courtney Kirk, CAO  
 Phone: 250-799-5291  
 Email: [cao@ccrd-bc.ca](mailto:cao@ccrd-bc.ca) Secondary Email:

#### **Cabinet Minister in attendance:**

Cabinet Minister: Indigenous Relations and Reconciliation  
 Preference: 5

#### **MLA invited by community:**

Jennifer Rice

#### **Council Attendees:**

Alison Sayers, Chair; Courtney Kirk, CAO; Frank Johnson, Director, Wuikinuxv Nation Chief; Richard Hall, Director; Sam Schooner, Director, Emergency Program Chair; Travis Hall, Director, Heiltsuk Tribal Councillor

**Topics to be discussed:**

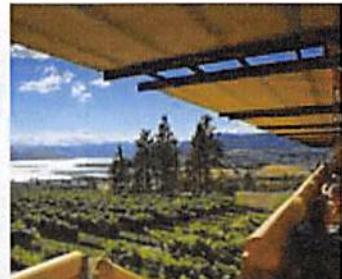
The CCRD would like the opportunity to update Minister Fraser on their progress with the â€˜equalization strategyâ€™, previously discussed with the Minister at the 2017 UBCM. The CCRD has submitted a resolution called "Financing Reconciliation: Solutions for Local Communities" to the 2018 assembly for endorsement and is seeking feedback and advice on moving the strategy forward at the federal level.

**A Summary Note template has been attached for your convenience. Please fill in the Summary Note template and submit to [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) by July 20th. Please note Summary Notes are vital in preparing for your meetings. Meeting Requests submitted without a Summary Note may be declared invalid.**

**For questions regarding meeting requests or UBCM inquiries please email: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca). For urgent matters please call the UBCM Meetings line at 250-213-3856.**

## Courtney E. Kirk

**From:** UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>  
**Sent:** Friday, July 13, 2018 5:14 PM  
**To:** cao@ccrd-bc.ca  
**Subject:** UBCM Meeting Request Received  
**Attachments:** Summary Note Template.pdf



### 2018 UBCM Convention

**DATE:** July 13, 2018  
**TO:** Courtney Kirk  
 Central Coast Regional District  
**FROM:** UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator  
**RE:** **UBCM Meeting Request Received**

Your request to meet with a **Provincial Cabinet Minister** at the 2018 UBCM Convention has been successfully submitted. To finalize this submission, please fill in the attached summary note template and submit to [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca).

Please keep a copy of this email for your records. Information about the status of your meeting request will be sent out via email in late August. The details of your request are as follows:

#### **Contact Information:**

Meeting ID: 585 Please use this number in all correspondence regarding your meeting request  
 Municipality/Regional District: Central Coast Regional District  
 Contact: Courtney Kirk, CAO  
 Phone: 250-799-5291  
 Email: [cao@ccrd-bc.ca](mailto:cao@ccrd-bc.ca) Secondary Email:

#### **Cabinet Minister in attendance:**

Cabinet Minister: Public Safety and Solicitor General  
 Preference: 4

#### **MLA invited by community:**

Jennifer Rice

#### **Council Attendees:**

Alison Sayers, Chair; Courtney Kirk, CAO; Frank Johnson, Director, Wuikinuxv Nation Chief; Richard Hall, Director; Sam Schooner, Director, Emergency Program Chair; Travis Hall, Director, Heiltsuk Tribal Councillor

**Topics to be discussed:**

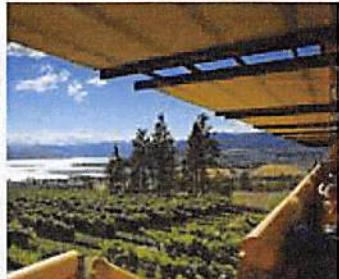
The CCRD would like an opportunity to meet with the Minister Farnworth to give thanks and acknowledge his and the Parliamentary Secretary's support and the work of their staff in assisting the CCRD to build an emergency management partnership with the Nuxalk Nation. The Board of Directors hopes to begin an official dialogue toward a partnership between Nuxalk Nation, CCRD, EMBC and DISC.

**A Summary Note template has been attached for your convenience. Please fill in the Summary Note template and submit to [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) by July 20th. Please note Summary Notes are vital in preparing for your meetings. Meeting Requests submitted without a Summary Note may be declared invalid.**

**For questions regarding meeting requests or UBCM inquiries please email: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca). For urgent matters please call the UBCM Meetings line at 250-213-3856.**

## Courtney E. Kirk

**From:** UBCM Meeting Request Coordinator <UBCM.Meetings@gov.bc.ca>  
**Sent:** Friday, July 13, 2018 4:57 PM  
**To:** cao@ccrd-bc.ca  
**Subject:** UBCM Meeting Request Received  
**Attachments:** Summary Note Template.pdf



### 2018 UBCM Convention

**DATE:** July 13, 2018  
**TO:** Courtney Kirk  
 Central Coast Regional District  
**FROM:** UBCM Meeting Request Coordinator, UBCM Meeting Request Coordinator  
**RE:** **UBCM Meeting Request Received**

Your request to meet with a **Provincial Cabinet Minister** at the 2018 UBCM Convention has been successfully submitted. To finalize this submission, please fill in the attached summary note template and submit to [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca).

Please keep a copy of this email for your records. Information about the status of your meeting request will be sent out via email in late August. The details of your request are as follows:

#### **Contact Information:**

Meeting ID: 584 Please use this number in all correspondence regarding your meeting request  
 Municipality/Regional District: Central Coast Regional District  
 Contact: Courtney Kirk, CAO  
 Phone: 250-799-5291  
 Email: [cao@ccrd-bc.ca](mailto:cao@ccrd-bc.ca) Secondary Email:

#### **Cabinet Minister in attendance:**

Cabinet Minister: Citizens' Services  
 Preference: 3

#### **MLA invited by community:**

Jennifer Rice

#### **Council Attendees:**

Alison Sayers, Chair; Courtney Kirk, CAO; Frank Johnson, Director, Wuikinuxv Nation Chief; Richard Hall, Director; Sam Schooner, Director, Emergency Program Chair; Travis Hall, Director, Heiltsuk Tribal Councillor

**Topics to be discussed:**

The CCRD would like the opportunity to discuss challenges and opportunities respecting our region's connectivity with emphasis on economic development and emergency management and to learn more about the current status of provincial plans to improve connectivity in the central coast, with particular emphasis on the Bella Bella/Denny Island, Ocean Falls, Rivers Inlet and Bella Coola areas.

**A Summary Note template has been attached for your convenience. Please fill in the Summary Note template and submit to [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) by July 20th. Please note Summary Notes are vital in preparing for your meetings. Meeting Requests submitted without a Summary Note may be declared invalid.**

**For questions regarding meeting requests or UBCM inquiries please email: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca). For urgent matters please call the UBCM Meetings line at 250-213-3856.**

## SUMMARY NOTE

### 2018 UBCM CONVENTION

**INSTRUCTIONS:**

In order to help us prepare for your requested meeting, please use the template below to provide a brief summary of topics you wish to discuss with the Cabinet Minister. Please note meetings are only 15 minutes long, so Local Governments will be limited to 3 topics per Minister.

\*\*Please send the completed summary note to: [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca)

\*\*Summary notes must be submitted in this format. Notes submitted in other formats may lead to delays in processing your meeting requests.

---

**LOCAL GOVERNMENT:** Enter Local Government Municipality/Regional District

**MEETING ID:**

---

**TOPIC 1:**

Previously submitted topic request (max. 100 characters)

**BACKGROUND:**

Include: context, timeframe, parties involved, previous steps/actions (max. 500 characters)

**REQUEST:**

Provide a one sentence summation of what you would like from the meeting

---

**TOPIC 2:**

Previously submitted topic request (max. 100 characters)

**BACKGROUND:**

Include: context, timeframe, parties involved, previous steps/actions (max. 500 characters)

**REQUEST:**

Provide a one sentence summation of what you would like from the meeting

---

**TOPIC 3:**

Previously submitted topic request (max. 100 characters)

**BACKGROUND:**

Include: context, timeframe, parties involved, previous steps/actions (max. 500 characters)

**REQUEST:**

Provide a one sentence summation of what you would like from the meeting

## UNION OF BC MUNICIPALITIES CONVENTION CODE OF CONDUCT

### 2018 Convention

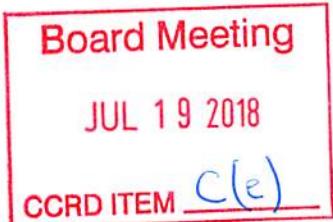
WHEREAS delegates at the Union of BC Municipalities (UBCM) 2016 Convention endorsed Resolution B103 which requested UBCM to implement a Code of Conduct that addresses safety, harassment, discrimination; and provides a safe mechanism for reporting breaches in conduct; and includes consequences for breaches including potentially expelling from the conference without a refund.

AND WHEREAS in 2017 the UBCM has acted in the implementation of Resolution B103 by issuing a Statement of Expectations for delegates and conference participants as follows:

1. All delegates and conference participants have the right to a safe, fun and enjoyable experience. UBCM will not tolerate any communication or behaviour that demeans, threatens, or harasses anyone at its events.
2. All delegates regardless of their employer, their position, their perspectives or priorities will treat others, and be treated, in a respectful, understanding and cooperative manner.
3. The primary purpose of the annual UBCM Convention is to provide the membership with an opportunity to set the association's policy direction for the year ahead.
4. The Convention also provides delegates with an opportunity to learn, share and meet with other local, provincial and federal government officials in addition to other associations that are interested in engaging with local governments.
5. Only local elected officials who are UBCM members are entitled to speak and vote on matters put forward to the membership. However, the annual Convention is open to the public. Anyone may attend the conference so long as they register.
6. All UBCM members are viewed as equal regardless of their population, location, or their ability to attend the annual convention.

AND WHEREAS the UBCM has established, for the 2018 Convention, a formal Code of Conduct and process for reporting complaints to an independent mediator on site for the investigation and handling of all complaints in an expeditious manner.

THEREFORE be it resolved that the following Code of Conduct shall apply to all delegates and participants attending the 2018 UBCM Convention:



## CODE OF CONDUCT

1. This Code of Conduct is intended to deal with complaints of inappropriate behaviour by participants in the UBCM Convention; and sets out standards of behaviour for all delegates, participants, and event sponsors (collectively referred to as "participants") during the UBCM Convention and related events.
2. Participants shall abide by this Code of Conduct during their attendance at UBCM organized, and UBCM sanctioned, events during the week of Convention. Participants are expected to adhere to the Code of Conduct at other non-UBCM organized events associated with the conference; and will be required to [sign a confirmation](#) that they have read, understood, and agree to this Code of Conduct at time of registration.
3. All participants at the Convention, regardless of their employer, their position, their perspectives or priorities will treat others, and be treated, in a respectful, understanding and cooperative manner and behave in a manner that is respectful to other participants and their guests, and will not do anything that threatens the health, safety, security, or dignity of other participants or their guests, and agree:
  - a. To abide by the provisions of this Code of Conduct, including the complaint process set out in this document for the duration of the Convention.
  - b. To respect the views of others, even when one disagrees.
  - c. To recognize and value individual differences.
  - d. To communicate openly.
  - e. To support and encourage each other.
  - f. To refrain from conduct that is prohibited under the British Columbia Human Rights Code, including discrimination toward another person or group of persons based on their race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.
    - Discrimination is behaviour that involves words, conduct, or other behaviour toward others that is based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age of that person or that group or class of persons.
  - g. To refrain from harassment, bullying, and intimidation.
    - Harassment includes sexual harassment and is objectionable behaviour which may include actions, language, gestures, and/or written or photographic material, and which the harasser knows or ought to know is abusive and/or unwelcome.

- Bullying is a form of harassment which is serious behaviour that targets an individual or group and which threatens the mental or physical well-being of that person or persons.
- Intimidation is the use of threats or behaviour that induces fear in another person.

- h. To refrain from offensive behaviour or language.
- i. To refrain from abuse of a position of authority or trust in all interactions with others.
- j. That consumption of alcohol or drugs is not an excuse for breaching this Code of Conduct.
- k. That this Code of Conduct is not to replace applicable human rights and other legislation and is to enhance the rights and obligations of participants in the Convention.

## COMPLAINT & ENFORCEMENT PROCESS

4. To provide enforcement of this Code of Conduct, and to ensure procedural fairness, complaints relating to this Code of Conduct will be handled as follows during the Convention and, should a complaint process continue after the Convention, until resolution or until the mediator signs off:
  - a. a mediator or mediators (the "mediator(s)") shall be appointed and vested with authority by UBCM to handle such complaints as may arise during the Convention, and the mediator(s) will be on site at the venue for the purpose of dealing with complaints in an expeditious manner;
  - b. a participant with a complaint (the "complainant") may choose, to deal directly with the person alleged to have engaged in the impugned behaviour (the "respondent") in an attempt to resolve the issue, but shall be at liberty to bring forward a complaint under this process regardless of whether direct dealings have been attempted;
  - c. all complaints alleging a breach of this Code of Conduct shall be initiated by submitting a written complaint to the mediator(s);
  - d. all initial responses to a complaint under this procedure shall be submitted by written response to the mediator(s);
  - e. except as otherwise provided all complaints and responses and related communications to the mediator are confidential;
  - f. the participants who are the parties to a complaint are entitled to a written copy of the complaint and of the initial response, and are entitled to know of any subsequent communications to the mediator in relation to the matter of the

complaint, whether by the parties to the complaint or by witnesses;

g. if the mediator(s) determines, in his or her sole discretion, that the alleged conduct might be construed as falling within the Criminal Code of Canada, the mediator(s) shall so notify the parties and the matter is excluded from this procedure;

h. the mediator(s) shall provide a written report of any complaints arising during the Convention, but shall maintain confidentiality except as required for the purpose of resolving the complaint or for the purpose of reporting to the UBCM and the respondent's employer;

i. upon receipt of a complaint the mediator(s) shall work to seek resolution by mutual agreement of the parties to the complaint;

j. the mediator shall report in writing to the Executive of the UBCM a summary of all complaints and their outcome within 14 days following conclusion of the Convention.

## REMEDIES

5. If the complaint is not resolved consensually, the mediator(s) will report in writing to the UBCM President and Convention Committee Chair, who may:

a. determine that the complaint is not justified or is beyond the scope of this Code of Conduct, in which case the complaint must be dismissed.

b. if it is determined that the complaint is justified the UBCM President and Convention Committee Chair may:

- expel the respondent from the Convention with or without refund of registration and other fees;

- prohibit the respondent from attendance at subsequent UBCM functions for a fixed period of time or permanently;

- report in writing to the respondent's employer or sponsor organization.

6. Nothing in this Code of Conduct shall be construed as limiting a person's right to seek legal redress under applicable common law, criminal law, human rights, workers' compensation or other legislation.

Approved by Presidents Committee on June 19, 2018

Convention Code of Conduct Acknowledgement and Sign-off

## AGREEMENT & ACKNOWLEDGMENT

### UNION OF BC MUNICIPALITIES CONVENTION CODE OF CONDUCT

#### 2018 Convention

As a Participant in the 2018 UBCM Convention, as a condition of my registration and continued attendance at the Convention, I agree that:

1. I have read and understood the Convention Code of Conduct;
2. I agree to abide by the Convention Code of Conduct throughout my participation in the 2018 UBCM Convention and all related activities;
3. I agree to the dispute resolution process prescribed in the Convention Code of Conduct in the event that I am involved in a complaint arising in the course of the Convention or related activities.

---

Signature

---

Date

---

Print Name

---

Local Government/Affiliation/Organization Name

<mailto:codeofconduct@ubcm.ca>



June 1, 2018

TO: UBCM Members  
**ATTN: ELECTED OFFICIALS**

FROM: Councillor Murry Krause  
 Chair, Nominating Committee

RE: **Call for Nominations for UBCM Executive**

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Tuesday July 31, 2018**.

### 1. Positions Open to Nomination

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

### 2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government or First Nation.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

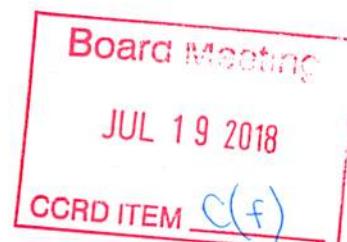
A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

### 3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government/First Nation, using the attached nomination and consent form (Appendix A).

[ubcm.ca](http://ubcm.ca)



The Nominating Committee reviews the qualifications of each candidate. The members of the 2018 Nominating Committee are:

- Councillor Murry Krause, Immediate Past President, UBCM, Chair
- Councillor Gord Klassen, North Central Local Government Association
- Councillor Chad Eliason, Southern Interior Local Government Association
- Chair Rob Gay, Association of Kootenay & Boundary Local Governments
- Councillor Jason Lum, Lower Mainland Local Government Association
- Director Mary Marcotte, Association of Vancouver Island & Coastal Communities

#### **4. Advance Nominations & Nominating Committee Report**

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Tuesday July 31, 2018**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

#### **5. Nominations Off the Floor**

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Convention Program for these times.

As with advance nominations, a candidate must be nominated by two elected officials from a UBCM member local government/First Nation.

#### **6. Further Information**

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

Inquiries about the UBCM Executive nominations process should be directed to:

Councillor Murry Krause	Chair email: <a href="mailto:murry_krause@telus.net">murry_krause@telus.net</a>
Chair, Nominating Committee	Chair tel: 250.561.2772 (home)
60-10551 Shellbridge Way	
Richmond BC V6X 2W9	

#### **UBCM Contact:**

Marie Crawford	Email: <a href="mailto:mcrawford@ubcm.ca">mcrawford@ubcm.ca</a>
General Manager, Richmond Operations	Tel: 604-270-8226 ext. 104

## APPENDIX A

**<sup>1</sup>NOMINATIONS FOR THE 2018/2019 UBCM EXECUTIVE**

We are qualified under the UBCM Bylaws to nominate<sup>1</sup> a candidate and we nominate:

Name: \_\_\_\_\_

Elected Position (Mayor/Chief/Councillor/Director): \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

Nominated for: \_\_\_\_\_

**NOMINATED BY:**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Elected Position: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_ Mun/RD/First Nation: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**CONSENT FORM**

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws<sup>2</sup>. I will also forward by July 31, 2018 to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph\* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information\*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

\* Photo and bio will be published in the Report on Nominations.

**CANDIDATE:**

Name: \_\_\_\_\_ Elected Position: \_\_\_\_\_

Mun/RD/First Nation: \_\_\_\_\_

Nominated for: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca) .

**Submission Deadline: July 31, 2018**

<sup>1</sup> Nominations require two elected officials of members of the Union [Bylaw 4(b)].

<sup>2</sup> All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)]. Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

## BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

### 1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

*The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.*

### 2. UBCM EXECUTIVE STRUCTURE

#### Executive

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Representative
- GVRD (Metro Vancouver) Representative
- Immediate Past President
- Area Association Rep. (5 positions)
- Vancouver Metro Area Rep. (2 positions)

#### Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Health and Social Development
- Indigenous Relations
- Community Economic Development

Each Executive member generally serves on two committees.

### 3. EXECUTIVE MEETINGS

The full Executive meets six times a year, over 2-3 days, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of November (2 days)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of January (2 days)
- 2<sup>nd</sup> or 3<sup>rd</sup> week of April (2-3 days)
- 3<sup>rd</sup> full week of July (2-3 days)
- Sunday afternoon preceding the Annual Convention (half day)

Executive meetings, other than the two coinciding with Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Committee Chairs or Table Officers may be called on for more frequent representation. In addition, certain Committees' activities require attendance at meetings or conferences throughout the year.

Executive members' travel expenses and a per diem for meals and incidentals are reimbursed for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a UBCM member delegate.

## UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

### UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

#### 13 Elected Positions

President  
First Vice-President  
Second Vice-President  
Third Vice-President  
Director at Large (5 positions)  
Small Community Representative  
Electoral Area Representative  
Vancouver Metro Area Representative (2 positions)

#### 8 Appointed Positions

Immediate Past President  
Vancouver Representative  
GVRD (Metro Vancouver) Representative  
Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

### NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a Nominating Committee is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

The Nominating Committee reviews all nomination documents to verify that nominees meet the qualifications for office. It is not the role of the Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure that nominations are complete and in accordance with policies and procedures.

### NOMINATION PROCESS

#### May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2018

Advance nominations close.

## APPENDIX C

Following the July 31<sup>st</sup> advance nominations deadline, the Nominating Committee will review nominees' qualifications and prepare a Report on Nominations. For all qualifying nominees, photos and biographical information received by the advance nominations deadline will be included in the Report on Nominations.

#### Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

#### On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

### ELECTION PROCESS

#### Step 1 – Election of Table Officers

##### WEDNESDAY, SEPTEMBER 12

9:20 a.m. Nominating Committee presents the list of advance nominees for Table Officer positions: President, First Vice-President, Second Vice-President, and Third Vice-President.

11:55 a.m. Nominations from the floor for Table Officer positions.

1:45 p.m. Candidate speeches (if there is more than one candidate for a position)

2:30-5:00 p.m. Elections for Table Officer positions (if there is an election).

##### THURSDAY, SEPTEMBER 13

8:00-9:00 a.m. Elections continue for Table Officer positions (if there is an election).

#### Step 2 – Election of Remaining Executive Positions

##### THURSDAY, SEPTEMBER 13

8:30 a.m. Nominating Committee presents the list of advance nominees for the remaining Executive positions: Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.

11:35 a.m. Nominations from the floor for the remaining Executive positions.

11:40 a.m. Candidate speeches (if there is more than one candidate for a position)

2:30-5:00 p.m. Elections for the remaining Executive positions (if there is an election).

##### FRIDAY, SEPTEMBER 14

7:30-8:30 a.m. Elections continue for the remaining Executive positions (if there is an election).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

**EXTRACT FROM THE UBCM BYLAWS:  
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

**UBCM BYLAWS SECTIONS 2 TO 5**

**2. OFFICERS:**

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

**3. EXECUTIVE:**

**(a) There shall be an Executive which shall be composed of:**

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives ("Vancouver Metro Area Representatives") who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

**(b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).**

**(c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.**

## APPENDIX D

(d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
- amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
- in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.

(e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

#### 4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

(a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.

(b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:

- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
- encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
- accept qualified nominees nominated by two elected officials of members of the Union;
- obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GVRD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
- at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.

(c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:

- that sufficient nominations are received;
- that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

(d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.

(e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.

(f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.

(g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:

- Small Community Representative;
- Electoral Area Representative;
- for the five positions of Director at Large; and
- the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

#### 5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small

## APPENDIX D

Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.



## The CENTRAL COAST REGIONAL DISTRICT IS CELEBRATING 50 YEARS OF PROVIDING SERVICES!

### BOARD CHAIRS

The Ocean Falls Regional District was incorporated on July 16, 1968. At that time, the Province of BC, through Letters Patent, also appointed the following interim Directors to represent the electoral areas: Area A – Edward Vesak; Area B – Alvin Dixon; Area C – Frank Cook; Area D – T. Bachan; and Area E – Dr. Roger H. Page. These Directors were in place until the first election of the Board which was held in December 1968.

The name was officially changed to the Central Coast Regional District in 1975.

Looking back, we are pleased to recognize the service of Board Chairs, all of whom have contributed to the continuation of local government in the Central Coast communities!

1968	Dr. Roger H. Page	1994	Terry Corbould
1969	Edward Vesak	1995	Terry Corbould
1970	Colin Wright	1996	Terry Corbould
1971	Colin Wright	1997	Terry Corbould
1972	Colin Wright	1998	Graem Wells
1973	S. Nystrom	1999	Graem Wells
1974	Don Egan	2000	Graem Wells
1975	Don Egan	2001	Graem Wells
1976	Rod Hostman	2002	Graem Wells
1977	John Morton	2003	Terry Corbould
1978	John Morton	2004	Terry Corbould
1979	John Morton	2005	Terry Corbould
1980	Wally Deisman	2006	Brian Lande
1981	Wally Diesman	2007	Brian Lande
1982	Tony Norton	2008	Brian Lande
1983	Bill Parr	2009	Christine Hyde
1984	Tony Norton	2010	Christine Hyde
1985	Croydon Lansdowne	2011	Christine Hyde
1986	Dennis Kuch	2012	Brian Lande
1987	Brian Roe	2013	Reg Moody
1988	Brian Roe	2014	Reg Moody
1989	Brian Roe	2015	Alison Sayers
1990	Brian Roe	2016	Alison Sayers
1991	Brian Lande	2017	Alison Sayers
1992	Brian Lande	2018	Alison Sayers
1993	Terry Corbould	2019	It could be YOU!

Board Meeting

JUL 19 2018

CCRD ITEM C(h)



The CENTRAL COAST REGIONAL DISTRICT IS CELEBRATING 50 YEARS OF PROVIDING SERVICES!

#### OFFICER POSITIONS

SECRETARY TREASURERS, ADMINISTRATORS, CHIEF ADMINISTRATIVE OFFICERS & CHIEF FINANCIAL OFFICERS

The Local Government Act (previously, the Municipal Act) states that a regional district board of directors must establish officer positions in relation to corporate administration and financial administration with titles it considers appropriate. The same person may be appointed to 2 or more officer positions.

One of the officer positions may be assigned the chief administrative responsibility which includes overall management of the administrative operations of the regional district, ensuring that the policies and directors of the board are implemented, and advising and informing the board on the operation and affairs of the regional district.

One of the officer position established must be assigned the responsibility of corporate administration which includes ensuring that accurate minutes of the meetings of the board and that minutes, bylaws and other records are maintained and kept safe. The corporate administrator also ensures that access is provided to records of the board, certifying copies of bylaws and other documents, and administering oaths and taking affirmations, declarations and affidavits required to be taken by the local government. Responsibilities also include accepting notices and documents and keeping the corporate seal and having it affixed to documents as required.

The last officer position that must be established is assigned the responsibility for financial administration which includes receiving all money paid to the regional district, ensuring the keeping of all funds and securities, expending and disbursing money as authorized by the board and investing funds in authorized investments. The financial administrator also ensures that accurate records and full accounts of the financial affairs of the regional district are prepared, maintained and kept safe, and exercises control and supervision over all other financial affairs of the regional district.

Anyone appointed to these positions must swear or affirm an oath of office.

August 1968 – August 1971	Ms. V. Temoin	Secretary-Treasurer, Ocean Falls
November 1971- June 1978	Mrs. Evelyn Kopas	Secretary-Treasurer. Office moved from Ocean Falls to Bella Coola. CCRD

		purchased a typewriter and an adding machine.
July 1978 – March 1982	Laurie Sissons	Secretary-Treasurer
March 1982 – December 1982	Maryam Dirk	Secretary-Treasurer
December 1982 – March 1983	Laurie Sissons – temporary, acting	
March 1983 – April 1992	Carol Winkler	
September 1992 – June 2006	Donna Mikkelson	Administrator
June 2006 – June 2012	Joy Mackay, CAO Donna Mikkelson, CFO	Position split to include both a CAO and CFO
June 2012 – May 2013	Donna Mikkelson, CFO & Acting CAO	
May 2013 – February 2017	Darla Blake, CAO Donna Mikkelson, CFO	
February 2017 – June 2017	Donna Mikkelson, CFO and Acting CAO	
June 2017 – December 2017	Donna Mikkelson, CFO	
June 2017 – present	Courtney Kirk, CAO	



## CENTRAL COAST REGIONAL DISTRICT SERVICES

April 1972      The first empowerment by supplementary Letters Patent was to grant the Ocean Falls Regional District the function of acquisition and operation of an **airport and facilities** in Electoral Areas C & D (then being the Bella Coola valley). The authority also was provided to temporarily borrow \$63,000 to meet the cost of airport development. This amount was subsequently changed to \$111,000 in June 1972, and then to \$286,000 in May 1974. Supplementary Letters Patent were again issued in May 1976 which allowed the Central Coast Regional District to borrow \$75,000 for the purposes of purchasing and improving land for airport purposes. In February 1978, an additional \$63,440 was granted for borrowing to purchase airport land.

July 1972      The province granted authority for the Ocean Falls Regional District to provide the function of **Civil Defense**. Through subsequent amendments and establishing bylaws, this function is currently known as Emergency Management.

May 1974      Supplementary Letters Patent were issued by the Department of Municipal Affairs to the Ocean Falls Regional District granting authority to provide **recreational services** with all electoral areas participating.

Jan 1975      The function of **refuse disposal** was granted by the province to the newly renamed Central Coast Regional District. Participants in the service were Electoral Areas C & D (Bella Coola)

Feb 1976      The function of **television rebroadcasting** with the participants being Electoral Areas C, D & E. The participants were reduced to Electoral Area C in September 1976.

Nov 1976      **Regional Parks** were added to the list of regional district functions, with all Electoral Areas participating.

April 1977      **Supplementary Letters Patent provided for the granting of the function of Development of Subdivisions and Housing.**

May 1977      **Authority to provide Curfew Regulation was granted to Electoral Areas C, D & E.**

March 1979      **The function of Swimming Pool was added to the list of regional district functions in Electoral Areas C, D & E.**

Oct 1979      **Economic Development Commission was added.**

July 1981      **Nuisances and Unsightly Premises added in Electoral Areas C, D & E.**

Oct 1981      **Joint Community Use of School Facilities added in Electoral Areas C, D & E**

Feb 1992      **By order of the Lieutenant Governor in Council, the Letters Patent dated May 27, 1944 incorporating the Bella Coola Waterworks (Improvement) District were revoked which effectively dissolved the improvement district. Three local service areas were established for a) the supply, treatment, conveyance, storage and distribution of water; (b) fire prevention, suppression and the provision of assistance; and (c) street lighting. All local service areas are located in a portion of Electoral Area E.**

Subsequent services, if any, are provided for by establishing bylaw.

Inaugural Meeting  
Ocean Falls Regional District

Martin Inn 8:00 P.M.  
August 14, 1968

Present: Messrs. T. Moore (Municipal Affairs), D. Wood (Magistrate), A. Dixon (Bella Bella), Dr. R. Page (Bella Bella), T. Bachan (Dawson's Landing), M. Gurr (Bella Coola), T. Vesak (Ocean Falls)  
Mesdames R. Waycott, M. Dueckman, V. Temoin

Agenda as follows:

1. Meeting called to order by Mr. T.F. Moore.
2. Roll Call of proposed Board Members.
3. Declaration of Office and Oath of Allegiance administered to members of the Board by Magistrate D. Wood. Oath of Allegiance repeated by T. Vesak, Dr. R. Page, A. Dixon, T. Bachan and duly signed by same.
4. Election of Chairman of the Board from and by members of the Board. Dr. R. Page was elected by acclamation.
5. Chairman - elect, Dr. R. Page, assumed the chair.
6. Presentation of official copy of Letters Patent of the Ocean Falls Regional District to Dr. R. Page by Mr. T.F. Moore. Also presented was a cheque to the amount of three thousand dollars (\$3,000.00).
7. Appointment of Acting Secretary-Treasurer - Moved by Mr. T. Vesak, seconded by Mr. A. Dixon, that Mrs. V. Temoin be appointed acting secretary-treasurer. Carried.
8. Appointment of Auditor - Moved by Mr. T. Vesak, seconded by Mr. A. Dixon, that A.L. Bell & Co. be appointed Auditor. Carried.
9. Designation of Bank for use of the Regional Board - Moved by Mr. A. Dixon, seconded by Mr. T. Vesak, that the Ocean Falls Branch of the Canadian Imperial Bank of Commerce be designated. Carried.
10. Designation of signing officers - Moved by Mr. T. Bachan, seconded by Mr. T. vesak, that resolution stating Chairman and Secretary Treasurer will be siging officers be adopted as read. Carried.
11. Consideration of Date and Place of future meetings - Mr. T. Moore spoke on this consideration, suggesting that meetings should be held in different areas if possible. Mr. A. Dixon suggested rotating areas. Dr. R. Page offered the facilities of the Bella Bella Hospital for the next meeting. Moved by Mr. A. Dixon, seconded by Mr. T. Vesak, that Monday, September 16th, in Bella Bella, be the date and place of our next meeting. Carried. Mr. T. Moore mentioned that three members are necessary to form a quorum.
12. Any other competent business:
  - (a) Mr. T. Vesak recommended that a safety deposit box be acquired for the Letters Patent etc.
  - (b) Bylaws - all bylaws are passed by the Board. Bylaws may be repealed or amended.
  - (c) Letters Patent will be published in the 'Informer' and copies sent to other areas.
  - (d) Expenditures incurred by any member of the Board should be supported by receipt.

Motion by Mr. T. Vesak to adjourn at 9:30 P.M.

EXHIBIT "B"OCEAN FALLS REGIONAL DISTRICTGENERAL REVENUE FUNDSTATEMENT OF REVENUE AND EXPENDITUREFOR PERIOD AUGUST 14, 1968 TO DECEMBER 31, 1969**REVENUE**

Administration Grants - 1968	\$4,500.00	
- 1969	<u>6,000.00</u>	10,500.00
Bank Interest Received		414.43
		<u>10,914.43</u>

**EXPENDITURE**

Secretary-Treasurer's Services	286.10
Directors Meeting Expenses	
Travel to Meetings	1,041.16
Meals and Lodging	264.70
Directors' Fees	945.00
Convention Expenses	988.16
Accounting and Audit	200.00
Stationery and Other Administration Expense	100.91
Accident Insurance (re Directors' travel)	112.00
Election Expenses	52.00
Telephone	43.95
Bank Charges	<u>4.30</u>
	<u>4,038.28</u>

**SURPLUS OF REVENUE OVER EXPENDITURE  
FOR PERIOD AUGUST 14, 1968 TO  
DECEMBER 31, 1969 (Exhibit "A")**

\$ 6,876.15

Submitted with the report of  
A. L. Bell & Co. dated May 8, 1970.

## GENERAL AGENT

1912-1913, 1913-1914, 1914-1915

1915-1916, 1916-1917, 1917-1918

1918-1919, 1919-1920, 1920-1921

1921-1922, 1922-1923, 1923-1924

A. L. BELL & CO.  
CHARTERED ACCOUNTS



**CENTRAL COAST  
REGIONAL DISTRICT**

67

P.O. Box 186, Bella Coola, B.C., V0T 1C0

Telephone 250-799-5291 Fax 250-799-5750

**FINANCE REPORT**

**To:** Courtney Kirk, CAO

**From:** Rose Liu, Finance Manager

**Meeting Date:** July 19, 2018

**Subject:** Financial Report Budget vs Actual Jan – June 2018

**Recommendation:**

*THAT the Board of Directors of the Central Coast Regional District reviews the attached financial reporting covering the budget versus actual revenues and expenditures from January to June 2018.*

Submitted by: Rose Liu

Rose Liu, Finance Manager

Reviewed by: Courtney Kirk

Courtney Kirk, Chief Administrative Officer

Board Meeting  
JUL 19 2018  
CCRD ITEM C (i)

## Revenue

### Ordinary Income

- Apportioned Administration (\$198,420) and Tax Levey (\$744,611) have been received on time and on budget.

### Provincial /Federal Grants

- Ministry of Transportation & Infrastructure has agreed to provide a maximum of \$402,451 to fund through the British Columbia Air Access Program (BCAAP) to the Bella Coola airport obstacle removal project during the period of 2018 to early 2020. This grant is 20% greater than expected.
- Provincial basic grant (\$200,000) and provincial other grants (\$1.040 million) have been received as anticipated.
- The federal grant (\$2.7 million) through the Union of B.C. Municipalities' Strategic Priorities Fund for the construction of Centennial Swimming Pool has not been received. Accordingly, the CCRD has not spent on the Pool construction so far. Incurred expense of \$2,394 was used for conceptual design of the Pool out of Community Works Fund.

### Airport, Landfill and Swimming Pool

- Revenues generated from Airport Ground Leases, Landing Fees and Passenger User Fees have met the budget. Fuel sales will generate a profit with the accounting of inventory.
- Revenues from Landfill and Pool fees have met the target levels respectively.

## Expenditures

### **50035 Capital Works**

#### Centennial Pool Construction

- \$1.124 million budgeted for 2018 pool construction remains unspent.

### Landfill New Transfer Station

- Fence, gates and railing at the new transfer station have been installed at a total costs of approximately \$20,000.

### **50165 Maintenance**

- Actual maintenance expenditures are well under budget – \$73,510 budgeted vs. \$16,148 spent. The CCRD is planning to paint the office and do some basic landscaping in front of the office building.

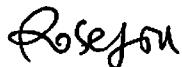
### **50195 Payroll Expenses**

- From January to June 2018, incurred payroll expenses of \$249,020 account for less than 50% of yearly budget, due to short of staff.

### **50206 Professional Fees**

- The \$29,000 budgeted for Audit and Accounting will be spent during first quarter of 2019 for the 2018 fiscal year audit.
- Financial Services expenditures are currently over the budget by \$4,800. This item will continue to be over the budget by year end; however, this may be recovered by unspent staff salaries due to short of staff during 2018.

Respectfully Submitted,



Rose Liu, Finance Manager

11:02 AM

07/17/18

Accrual Basis

**Central Coast Regional District**  
**Revenue & Expenditures - Actual vs Budget**  
**All Schedules Combined**

	Jan - Jun 18	Budget
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Apportioned Administration Serv</b>		
<b>40115 · Apportioned Administration</b>	198,420	198,420
<b>Total Apportioned Administration Serv</b>	198,420	198,420
<b>Local Taxation</b>		
<b>40155 · Tax Levy</b>	744,611	744,611
<b>Total Local Taxation</b>	744,611	744,611
<b>Nuxalk Nation Contributions</b>		
<b>40005 · Nuxalk Nation Cont to Landfill</b>	52,500	107,100
<b>Total Nuxalk Nation Contributions</b>	52,500	107,100
<b>Other Revenue</b>		
<b>40030 · Counter Sales</b>	305	2,000
<b>40035 · Donations</b>		1,100
<b>40100 · Interest Income</b>	310	2,500
<b>40117 · Multi Material BC</b>	1,528	9,500
<b>40118 · Product Care Recycling</b>	914	2,000
<b>40120 · Misc revenue</b>	(2,161)	120,006
<b>40126 · Grants - Other</b>	101,018	444,455
<b>Total Other Revenue</b>	101,914	581,561
<b>Provincial/Federal Grants</b>		
<b>40040 · Federal Grants</b>		1,772,966
<b>40052 · Gas Tax Agreement (Fed/Prov)</b>		189,624
<b>40055 · Grants in lieu of taxes</b>	38,285	32,419
<b>40116 · Ministry of Trans Cost Share</b>	516	670
<b>40125 · Provincial Basic Grant</b>	200,000	200,000
<b>40130 · Provincial Grants - Other</b>	1,040,609	772,809
<b>Provincial/Federal Grants - Other</b>		20,000
<b>Total Provincial/Federal Grants</b>	1,279,410	2,988,488
<b>Regional Hospital District</b>		
<b>40013 · Central Coast RHD</b>	13,500	13,500
<b>Total Regional Hospital District</b>	13,500	13,500
<b>User Fees and Charges</b>		
<b>40008 · Airport Rentals and Charges Inc</b>		
<b>40050 · Airport Gasoline Surcharge</b>	1,305	8,358
<b>40060 · Airport Ground Leases</b>	8,783	10,583
<b>40110 · Airport Landing Fees</b>	10,080	35,055
<b>40111 · Airport Passenger User Fees</b>	64,080	133,608
<b>40112 · Airport Fuel Sales</b>	6,116	
<b>40159 · Airport Terminal Rentals</b>		
<b>40160 · Airport Term 1</b>	4,908	9,816
<b>40165 · Airport Term 2</b>	1,836	3,673
<b>40170 · Airport Term 3</b>	1,419	2,838
<b>40175 · Airport Term 4</b>	2,171	4,343
<b>40180 · Airport Term 5</b>	7,956	7,956
<b>Total 40159 · Airport Terminal Rentals</b>	18,291	28,626
<b>40008 · Airport Rentals and Charges Inc - Other</b>	798	1,140
<b>Total 40008 · Airport Rentals and Charges Inc</b>	109,452	217,370
<b>40045 · Fire Protection Tolls</b>	3,210	2,920

**Central Coast Regional District**  
**Revenue & Expenditures - Actual vs Budget**  
**All Schedules Combined**

	Jan - Jun 18	Budget
<b>40122 · Pool Fees</b>		
40119 · Pool General Admission	4,163	12,000
40123 · Pool Rentals	12,393	5,000
40124 · Pool Lessons		8,300
<b>Total 40122 · Pool Fees</b>	<b>16,557</b>	<b>25,300</b>
<b>40135 · Registration fees - Recreation</b>		
40150 · Slo Pitch Registration fees	2,475	2,300
40205 · Volleyball registration fees		900
40206 · Concession Rentals	535	
<b>Total 40135 · Registration fees - Recreation</b>	<b>3,010</b>	<b>3,200</b>
<b>40145 · Rezoning &amp; Land Use fees</b>		700
40200 · User Fees	15,481	32,905
40210 · Water tolls & charges	35,225	34,000
<b>Total User Fees and Charges</b>	<b>182,935</b>	<b>316,395</b>
<b>40015 · Claims reimbursement</b>		100,038
<b>Total Income</b>	<b>2,573,290</b>	<b>5,050,113</b>
<b>Gross Profit</b>	<b>2,573,290</b>	<b>5,050,113</b>
<b>Expense</b>		
<b>50000 · Apportioned Administration fees</b>	198,420	198,420
50030 · Bank charges	627	2,000
50035 · Capital Works		90,397
50040 · Communications		1,326,475
50255 · Telephone	7,937	17,736
50315 · Website	817	70,600
50317 · Internet	1,316	2,330
50040 · Communications - Other	484	1,250
<b>Total 50040 · Communications</b>	<b>10,554</b>	<b>91,916</b>
<b>50045 · Community Development</b>	24,251	270,453
<b>50050 · Community Groups - Grants</b>	12,405	17,500
<b>50060 · Contingency</b>	1,313	63,938
<b>50076 · Directors'Governance Expense</b>		
50069 · Cell phone allowance	1,575	3,300
50070 · Conventions, travel	15,000	40,000
50080 · Directors' remuneration	22,945	50,604
50170 · Meals	3,527	3,000
50270 · Air fares and travel allowance	8,512	58,065
50076 · Directors'Governance Expense - Other	2,594	1,500
<b>Total 50076 · Directors'Governance Expense</b>	<b>54,153</b>	<b>156,469</b>
<b>50082 · Econom Development Initiatives</b>		
500821 · RD Nuxalk N Cultural liaison		10,000
500822 · RD Trailhead kiosks (2)	1,388	50,000
500823 · RD Nuxalk Cultural pieces		30,000
500824 · RD Airport greenspace, play are	14,453	50,000
500825 · RD Klonik Riverside greenspace	10,872	10,000
500826 · RD Trail Rehabilitation		9,900
500827 · RD New trail construction	291	32,000
500828 · RD Pedestrian bridge		45,000
<b>Total 50082 · Econom Development Initiatives</b>	<b>27,004</b>	<b>236,900</b>
<b>50085 · Elections</b>	<b>450</b>	<b>10,000</b>

11:02 AM

07/17/18

Accrual Basis

**Central Coast Regional District**  
**Revenue & Expenditures - Actual vs Budget**  
**All Schedules Combined**

	Jan - Jun 18	Budget
<b>50089 · Emergency Mmgt Initiatives</b>		
5180674 · EMBC Task #180674 Oceanic Down	207	
5181932 · Task# 181932 Hotnarko Fire Evac	16,861	
50089 · Emergency Mmgt Initiatives - Other		674,900
<b>Total 50089 · Emergency Mmgt Initiatives</b>	17,068	674,900
<b>50090 · Emergency Plan update (PHII)</b>	14,348	
50131 · Planning	10,693	34,861
50135 · Insurance Expense	34,003	34,139
50138 · Interest Expense		100
50165 · Maintenance		
50115 · Ground/Site Maintenance	11,301	33,310
50221 · Runway maintenance		6,000
50225 · Road Maintenance-Reservoir		1,500
50260 · Building Maintenance	470	16,050
50275 · Equipment Maintenance	3,374	12,650
50165 · Maintenance - Other	1,004	4,000
<b>Total 50165 · Maintenance</b>	16,148	73,510
<b>50175 · Memberships, dues &amp; subscriptio</b>		
50020 · Association memberships	3,721	3,925
50175 · Memberships, dues & subscriptio - Other	718	225
<b>Total 50175 · Memberships, dues &amp; subscriptio</b>	4,440	4,150
<b>50185 · Nuxalk Agreement - Water Supply</b>		21,275
<b>50190 · Operating expenses</b>		
50015 · Advertising & promo	7,643	65,800
50016 · Airport Attendant Contract	9,120	18,125
50075 · Emergency Co-ordinators fees	1,200	2,400
50105 · Fuel		
50106 · Aviation Gas	8,796	
50105 · Fuel - Other	9,910	19,500
<b>Total 50105 · Fuel</b>	18,706	19,500
50110 · Garbage disposal	325	980
50140 · Janitorial	8,516	13,800
50149 · Landfill Operations Contract	46,506	93,011
50150 · Licences, permits, fines	632	1,187
50151 · Recycling/Product care expense	250	
50180 · Misc operating, freight	651	2,000
50200 · Postage	636	2,030
50210 · Program Expense	1,199	4,910
50220 · Rent		1,200
50235 · Snow Clearing	5,699	22,900
50296 · Waterworks Operations Contract	2,830	7,200
50190 · Operating expenses - Other	2,956	8,000
<b>Total 50190 · Operating expenses</b>	106,870	263,043
<b>50195 · Payroll Expenses</b>		
50095 · Employee benefits	11,499	42,585
50310 · WCB Expense	1,117	7,220
50195 · Payroll Expenses - Other	236,403	585,683
<b>Total 50195 · Payroll Expenses</b>	249,020	635,488
<b>50205 · Professional Development Expens</b>	16,789	56,650

11:02 AM

07/17/18

Accrual Basis

73

**Central Coast Regional District**  
**Revenue & Expenditures - Actual vs Budget**  
**All Schedules Combined**

	Jan - Jun 18	Budget
<b>50206 · Professional Fees</b>		
50025 · Audit & Accounting	1,500	29,000
50063 · Consulting Fees	12,871	55,000
50064 · Survey expense	3,161	35,305
50066 · Financial Services	70,084	65,261
50145 · Legal fees	5,932	13,500
<b>Total 50206 · Professional Fees</b>	<b>93,549</b>	<b>198,066</b>
<b>50245 · Special Projects</b>		
502451 · RD Project Management-Lot devel	3,129	60,000
502452 · RD Project Management	7,769	8,550
502453 · RD Airport obstacle removal	63,913	333,901
502454 · RD Project Mgmt -Tourism enhanc	2,831	20,000
50245 · Special Projects - Other	28,081	623,885
<b>Total 50245 · Special Projects</b>	<b>105,722</b>	<b>1,046,336</b>
<b>50250 · Supplies &amp; small tools</b>		
50005 · Administrative equipment	(91)	4,800
50010 · Administrative supplies	6,796	9,710
50197 · Pool Chemicals	3,442	4,000
50250 · Supplies & small tools - Other	8,213	19,200
<b>Total 50250 · Supplies &amp; small tools</b>	<b>18,361</b>	<b>37,710</b>
<b>50294 · Utilities</b>		
50125 · Hydro	17,554	33,982
50305 · Water & Fire Protection	4,571	5,666
50294 · Utilities - Other	(665)	110
<b>Total 50294 · Utilities</b>	<b>21,460</b>	<b>39,758</b>
<b>50295 · VRL Regional Library Services</b>	<b>31,876</b>	<b>63,753</b>
<b>50316 · Asset Replacement</b>	<b>36,554</b>	<b>36,554</b>
<b>50318 · Contribution to reserve account</b>	<b>40,000</b>	<b>40,000</b>
<b>50999 · Landfill Post Closure Reserve</b>	<b>30,000</b>	<b>30,000</b>
<b>Total Expense</b>	<b>1,226,473</b>	<b>5,664,364</b>
<b>Net Ordinary Income</b>	<b>1,346,816</b>	<b>(614,251)</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
40004 · Budget surplus, begin of year		642,103
<b>Total Other Income</b>		<b>642,103</b>
<b>Other Expense</b>		
50204 · Budget deficit, begin of year		1,330
50224 · Budget surplus, end of year		26,522
<b>Total Other Expense</b>		<b>27,852</b>
<b>Net Other Income</b>		<b>614,251</b>
<b>Net Income</b>	<b>1,346,816</b>	

# LIDSTONE & COMPANY

## BARRISTERS AND SOLICITORS

### MEMORANDUM

**TO:** Clients  
**FROM:** Sara Dubinsky  
**DATE:** July 13, 2018  
**RE:** Cannabis Legalization Updates

---

This memo summarizes recent pertinent developments in the implementation of cannabis legalization in BC:

1. A portion of the *Cannabis Control and Licensing Act* is now in force;
2. The *Cannabis Distribution Act* is now in force;
3. Three supporting regulations have also come into effect:
  - a. the Cannabis Control and Licensing Interim Regulation,
  - b. the Cannabis Transitional Regulation and
  - c. the Cannabis Distribution Regulation.
4. The Province has published a new Guide regarding the licencing process
5. The Province has announced that local governments will be given greater authority to prohibit cannabis production in the ALR

#### Cannabis Control and Licensing Act

Many of the enabling and administrative provisions of the CCLA are now in force, including the provisions governing applications for and issuance of licences for the retail sale of cannabis.

#### Cannabis Distribution Act

This Act, now in force, authorizes the Province to operate the Provincial cannabis distribution system and conduct retail and online cannabis sales.

#### Cannabis Control and Licensing Interim Regulation

This Regulation establishes two classes of licences under the CCLA: retail store licences and marketing licences, and imposes rules and requirements in respect of each class of licence.

SUITE 1300 - SUN TOWER - 128 PENDER STREET WEST - VANCOUVER BC - V6B 1R8  
TELEPHONE 604-899-2269 - FACSIMILE 604-899-2281 - TOLL FREE 1-877-339-2199  
{00476451; 1 }

Board Meeting

JUL 19 2018

CCRD ITEM c(j)

Only retail store licences must have the applicable local government's recommendation that the licence be issued or amended, as a mandatory prerequisite to licence issuance/ amendment.

Where issuance of the retail store licence may affect nearby residents, local governments must take into account the location of the proposed store, and must provide comments and recommendations that:

- Are in writing;
- Include the views of the local government on the general impact on the community;
- Include the views of the residents;
- Describe the method used to gather the views of the residents;
- Indicate whether the application should be approved or rejected; and
- State the reasons for the recommendation.

Additional provisions of note in the Regulation include a prohibition on federally licenced cannabis producers obtaining retail store licences, and a cap of 8 retail store licences that may be issued to a "group of related persons". Fees have also been established for licence applications, amendments and renewals. The initial application fee for a retail store licence is \$7500, and the fee is \$1500 for subsequent years.

### **Guide: BC Cannabis Retail Store Licensing Process**

This Guide contains the step by step process to apply for a retail store licence to sell cannabis. A mandatory step (step 5) is obtaining the recommendation of the local government that a licence be issued, before the Liquor and Cannabis Regulation Branch will consider whether to issue a licence. The branch is not bound by a recommendation to issue a licence and may reject an application notwithstanding local government support.

Once the Province determines that an applicant is eligible for the licence, has met all of the application requirements, and has the local government's support, conditional approval will be granted.

After obtaining conditional approval, the applicant must then finalise arrangements for securing the store location, conduct renovations if necessary, and pass a store inspection which will assess if the premises meet provincial and local government regulations and requirements. Once a licence has been finally approved, licensees must register and train employees, register with the Liquor Distribution Branch, and can then obtain and sell cannabis.

As a matter of policy, the government will not operate public cannabis retail stores in communities that have expresses opposition to having cannabis retailers in their jurisdictions.

### **Cannabis Production in the ALR**

The Province has issued an information bulletin announcing changes that impact local government control over cannabis production in the ALR.

Since May 2015, production of medical marihuana in accordance with the federal regulations has been a designated farm use, that could not be prohibited by a local government bylaw (absent ministerial approval).

Today the Province announced that going forward local governments will have authority to prohibit certain types of cannabis production, namely production that impacts the productive capacity of agricultural land, such as cement-based cannabis production "bunkers".

Local governments must continue to allow cannabis production where the cannabis is grown in ways that preserve the productive capacity of agricultural land, such as growing in an open field or in a structure that has a soil base.

Local government must also allow cannabis production:

- In a pre-existing structure (or structure under construction, with approved permits) as of July 13, 2018; and
- In an existing licenced production facility.

## Central Coast Update - Northern Sea Wolf

**July 10, 2018**

The introduction of the direct service between Port Hardy and Bella Coola that BC Ferries intended to begin on June 19, later delayed to July 20, will now begin on September 16. This delay is a result of the uncertain date of completion of refit work on the vessel acquired for the service, the *Northern Sea Wolf*.

Giving our customers travel certainty during this time, BC Ferries will redeploy the *MV Northern Adventure* at its earliest availability on September 16 to provide two round-trip sailings per week until the end of the summer season on October 11. The *Northern Adventure* is a large and proven vessel in our northern services, with speed and comfort that passengers will appreciate, and September 16 is the earliest date the vessel could be made available for the Bella Coola direct service.

We want to sincerely apologize to our customers and communities affected by this delay, and explain what we are doing to ensure we have a safe and reliable vessel.

As background, in 2016, the Province announced a direct seasonal service between Port Hardy and Bella Coola that would start in the summer of 2018. To meet that timeline, BC Ferries purchased a used vessel, as a new vessel takes three years to design and construct. We searched the used vessel market and the ship we purchased, which we later named the *Northern Sea Wolf*, was the most suitable one available. However, it required substantial upgrades to bring it up to BC Ferries' and Transport Canada's standards of safety and reliability.

Ultimately, the work required to complete key elements to bring the vessel to full operational standards continue to provide unexpected challenges for our teams, and we cannot be confident in completing this work in time to provide any reasonable service this season. Both our contractors and BC Ferries teams have been working around the clock, but the overall volume of work, material challenges and final testing and acceptance cannot be safely accomplished with a high degree of certainty in time for this season.

Work on the *Northern Sea Wolf* will continue at Esquimalt Drydock so that the vessel can be brought into service connecting Central Coast ports for the fall and winter seasons.

Customers who have reservations for direct sailings between Port Hardy and Bella Coola for dates between July 20 and September 15 are affected by the delay, while customers with reservations on September 16 or later are not affected.

For affected customers, travel plans will be changed in one of two ways. Either their travel will be re-booked on the indirect ferry service via Bella Bella, or reservations will be cancelled and fully refunded. Space is limited on the indirect service and all travelers may not be accommodated.

To service the Central Coast, we will continue to provide service on the *Northern Expedition* vessel between Port Hardy and Bella Bella, and on the *Nimpkish* between Bella Bella and Bella Coola from July 20 to September 15.

Customers whose bookings are cancelled will be offered the option to sail after September 15. If this is not convenient for them, they will receive complimentary travel between Port Hardy and Bella Coola in the 2019 service season.

Board Meeting

JUL 19 2018

CCRD ITEM C(K)

Direct service between Port Hardy and Bella Coola will be provided starting September 16 using the *Northern Adventure* and will continue through October 11. The *Northern Adventure* has a capacity of 87 vehicles with additional amenities including cabins, the Coastal Cafe and the Raven Lounge.

We recognize this has a major impact on our customers that have reserved travel, the communities where they would be visiting and staying, and to tourism businesses in the North Island and Central Coast.

If you booked directly with BC Ferries on sailings between July 20 and September 15, a representative from our Customer Care team will be contacting you over the coming week.

If customers have booked through a tour operator or travel agent, they will be in touch with you directly to review your options and confirm your alternate travel arrangements. Once again, we sincerely apologize for the inconvenience this delay has caused our customers and the communities. We look forward to having the *Northern Sea Wolf* service the Central Coast for years to come as soon when it is ready.

[View Inside Passage - Central Coast schedule >](#)

Copyright © 2018 British Columbia Ferry Services  
Inc.

This page revised as of Jul 11, 2018 at 8:32 AM  
Pacific