

## CENTRAL COAST REGIONAL DISTRICT

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

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### **REGULAR BOARD MEETING MINUTES – March 14, 2013**

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Chair Reg Moody
	Electoral Area C	Director Brian Lande
	Electoral Area D	Alt. Director Archie Pootlass
	Electoral Area E	David Anderson
	CFO/Acting CAO	Donna Mikkelsen
	Interim CAO/Consultant	Isabell Hadford
	Recording Secretary	Cheryl Waugh

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

1. **Call to Order** – Chair Moody called the meeting to order at 9:00 a.m.
  - (a) (Opening Reflection/Prayer) Chair Moody offered the opening prayer
  - (b) Swearing in of Directors/Alternates; (none)
- 13-03-01** M/S Directors Anderson/McCullagh that the meeting move in-camera for consideration of labour and/or legal matters, pursuant to section 90(1) (c) and (g) of the *Community Charter*. **CARRIED**

Director Anderson left the meeting at 9:02 a.m.

#### **RECONVENE**

The regular meeting reconvened at 9:31 a.m. and Director Anderson rejoined the meeting.

2. **Adoption of Agenda**
  - (a) (Introduction of late items)
- 13-03-02** M/S Directors Lande/McCullagh that the agenda be adopted as presented. **CARRIED**

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

- (a) Matters Brought out of In Camera

As Chair of the CAO Recruitment Committee, Director McCullagh provided a short summary of the CAO Recruitment process. She noted that 25 applications had been received by the February 20<sup>th</sup> closing date and that to date the Committee had conducted telephone interviews with 7 long-listed candidates. The next step is for the Committee to short-list and interview the top candidates.

**(B) ADOPTION OF MINUTES**

- (a) February 14, 2013

**13-03-03** M/S Directors McCullagh/Lande that the minutes for the February 14, 2013 regular meeting be adopted as presented. **CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

Due to limited staff resources, a number of items had not been completed from the February 14<sup>th</sup> minutes. Staff has tracked these items and will ensure completion as time permits and report to the Board on outstanding items.

**PART II– PUBLIC CONSULTATION**

**1. Delegations**

- (a) Regional District Residents - none attended

**PART III – LOCAL GOVERNANCE**

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

**Administrative Services**

- (a) 2013 Strategic Priorities/Update

Director McCullagh requested an update regarding the Thorsen Creek Waste and Recycling Centre. The Acting CAO reported on a recent phone conference with representatives from the Ministry of Environment regarding the urgent issues surrounding operation of the landfill. She advised that a previous report by the former CCRD Property Manager noted the landfill is reaching capacity and this could happen as early as the end of 2013. This has been confirmed by the landfill operator. The Ministry recommended the 2004 Solid Waste Management Plan (SWMP) be seriously reviewed. Mitigating efforts such as tire removal and metals removal are being addressed to help increase capacity. Ministry officials offered the names of some reputable consultants that the CCRD could use for professional assistance. The matter is recognized as a serious environmental responsibility.

**13-03-04** M/S Directors Anderson/McCullagh that staff be directed to prepare a situation analysis regarding the Thorsen Creek Waste and Recycling Centre to be presented at the next regular meeting. **CARRIED**

**13-03-05** M/S Directors McCullagh/Anderson that the strategic priorities update be received as presented. **CARRIED**

- (b) Administration Report - March 7, 2013

It was noted that the Inspector of Municipalities had approved Bylaws 415 and 416 on March 8, 2013. The Regional District has 80 days from that date to undertake and complete the referendum process to obtain the assent of the electors.

- 13-03-06** M/S Directors Lande/McCullagh that the Board appoint Senior Administrative Assistant Cheryl Waugh to be the Chief Election Officer and Administrative Assistant Wendy Kingsley to be the Deputy Chief Election Officer for the voting opportunity associated with receiving the assent of the electors in the matter of the loan authorization and service establishment bylaws (Bylaw 415 and 416) for the Bella Coola Airport dike. **CARRIED**
- 13-03-07** M/S Directors Lande/Anderson that a referendum to approve the adoption of Bylaws 415 and 416 be held on Saturday, May 25, 2013, and that the following question be put to the eligible voters as defined in the bylaws: “Are you in favour of the Central Coast Regional District adopting Bylaw No. 416 which establishes a service for operation and maintenance of the Bella Coola Airport Dike, and Bylaw No. 415 which authorizes borrowing up to the amount of \$1,150,000 for the purpose of providing the capital cost to upgrade the Bella Coola Airport Dike?” **CARRIED**
- 13-03-08** M/S Directors Anderson/Lande that an exception to Signatories Policy F-3 be approved by adding Administrative Assistant, Wendy Kingsley to the list of authorized signatories until such time as the CAO position is filled. **CARRIED**
- (c) Property Management Report – no report
- (d) Other administrative items, not specific to particular functions/services – none.

- 13-03-09** M/S Director Lande/Director Pootlass that the Administration Report dated March 7, 2013 be received. **CARRIED**

### **Financial Services**

- (e) Five Year Financial Plan 2013 – (preliminary)

The Chief Financial Officer (CFO) provided an overview of the preliminary five year financial plan. Overall 2013 property value assessments in the CCRD have decreased by 3.4% as determined by BC Assessment Authority. Proposed 2013 revenues and expenses contemplate increases in General Operations (Administration) due mainly to expenses associated with increased policy matters (bylaws), the establishment of the Denny Island water service, enhancement of organizational governance capabilities (Board and staff development and education), and one-time expenses associated with recruiting and hiring a new CAO. The tax levy increase is presented at 31.3%. The CFO noted that the budget must be adopted by March 31<sup>st</sup>, 2013 and is seeking direction from the Board.

Discussion followed on the particulars of the proposed increase.

- 13-03-10** M/S Directors Lande/McCullagh that Bylaw 52, cited as the Central Coast Regional District Five-Year Financial Plan Bylaw No. 52, 2013 be read a first, second and third time upon confirmation of year end audited balances as supplied by PMT Chartered Accountants. **CARRIED**
- 13-03-11** M/S Directors Lande/ McCullagh that Bylaw 52, cited as the Central Coast Regional District Five-Year Financial Plan Bylaw No. 52, 2013 be finally adopted upon confirmation of year end audited balances as supplied by PMT Chartered Accountants. **CARRIED**

**RECESS**

Chair Moody called a recess at 10:47 a.m.

## **RECONVENE**

Chair Moody called the meeting to order at 11:01 a.m.

- (f) PMT Chartered Accountants – representation letter dated March 3, 2013.

**13-03-12** M/S Directors Anderson/McCullagh that PMT Chartered Accountants' representation letter dated March 3, 2013 be received. **CARRIED**

### **Development Services**

- (g) Economic Development – included in Administration report  
(h) Land Use Planning – February 28, 2013 report

**13-03-13** M/S Directors Anderson/Lande that the Land Use Planning dated February 28, 2013 report be received. **CARRIED**

- (i) Valley Street Lighting - cost share agreement renewed

**13-03-14** M/S Directors Anderson/Lande that the Valley Street Lighting cost share agreement be approved as received. **CARRIED**

### **Environmental Services**

- (j) Thorsen Creek Waste & Recycling Centre – update from Ministry – verbal report was given as part of the Strategic Priorities Report.

### **Leisure Services**

- (k) Bella Coola Parks & Recreation Commission – 2013-2015 Summer Maintenance Contract.

**13-03-15** M/S Directors Lande/McCullagh that the Board authorize Administrative staff to award the Parks Summer Maintenance 2013-2015 contract, in consultation with the Chair of the Bella Coola Parks and Recreation Commission, provided it is accommodated in the financial plan. **CARRIED**

- (l) Denny Island Recreation Commission - no report

- (m) Centennial Pool Commission - Minutes dated February 12, 2013

The Centennial Pool Commission is hoping to get the pool up and running earlier this year although there are still maintenance and repairs needed for the existing structure.

**13-03-16** M/S Directors Anderson/Lande that the Centennial Pool Commission dated February 12, 2013 minutes be received. **CARRIED**

- (n) Vancouver Island Regional Library – no report

### **Protective Services**

- (o) Emergency Management – no report
- (p) Hagensborg Dike Extension and Repair Project – Proposal for Engineering Design Services, distributed March 14<sup>th</sup>

Both the Interim and Acting CAO recently met with John Baldwin, Dike and Dam Safety Officer, Water Protection for the West Coast Region, under the Ministry of Forests, Lands, & Natural Resource Operations (MFLNRO), along with three other MFLNRO staff to discuss practical issues surrounding the Bella Coola Airport diking project. Mr. Baldwin has received the proposed diking plan and has some concerns with a statutory right of way, Transport Canada and airport operations as relates to the construction of the airport dike. The airport stakeholders will need to be consulted with regards to the impact the project will have on day to day flight operations. Mr. Baldwin requested a letter from the CCRD authorizing CCRD's engineering firm, Kerr Wood Leidel, to discuss the airport diking project. He has also requested a copy of the two related bylaws No. 415 and No. 416. These and other details need to be thoroughly investigated prior to the upcoming referendum.

The proposed Hagensborg dike project and proposed Nusatsum Property Owners Society proposal were also discussed. Mr. Baldwin stated that project prioritization is up to the CCRD Board. From the financial perspective there is approximately \$205,000 left in the flood protection funds. As previously authorized by the Board, proposals have been received from three engineering firms for the Hagensborg dike project.

**See Comments on Page 9 – Correspondence**

### **Transportation Services**

- (q) Bella Coola and Denny Island Airports – February 28, 2013 report
- 13-03-17** M/S Directors Anderson/McCullagh that a letter be sent to the Honourable Norm Letnick, Minister of Agriculture, advising that the Central Coast Regional District supports the Township of Langley's request for an amendment to the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* BC Reg 171/2002. **CARRIED**
- 13-03-18** M/S Directors McCullagh/Anderson that the Transportation Services Report dated February 28, 2013 be received. **CARRIED**

- (r) Bella Coola Airport - tree removal and brushing contract award.

Director Pootlass and Recording Secretary, Cheryl Waugh stated a possible conflict of interest and left the meeting at 11:37 a.m.

- 13-03-19** M/S Directors Anderson/Lande that the contract for the Bella Coola Airport Tree Removal and Brushing, as advertised, be awarded to Spiritscape Ventures Ltd. in the amount of \$5,625.00 with the project to be completed on or before April 5, 2013. **CARRIED**

Director Pootlass and Recording Secretary, Cheryl Waugh, returned to the meeting at 11:41 a.m.

- (s) Bella Coola Airport - summer maintenance services contract award.

- 13-03-20** M/S Directors McCullagh/Anderson that the contract for the Bella Coola Airport Summer Maintenance Services, as advertised, be awarded to Matthews Contracting in the amount of \$340.00 per month for the period April 1 – October 31, 2013-2015. **CARRIED**

**Local Service Areas – Bella Coola Townsite**

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

**(D) EXECUTIVE REPORTS**

- (a) Chair's Report – March 7, 2013

Chair Moody presented a report covering the period February 26<sup>th</sup> to March 7, 2013.

- 13-03-21** M/S Directors Anderson/McCullagh that the Chair's Report be received. **CARRIED**

- (b) Appointment of Representatives to the Emergency Executive Committee.

Director Lande has already been appointed as the committee chair but other positions remain vacant. A letter sent to the Nuxalk Nation Chief and Council requesting committee representation has received no response to date. Further discussion was tabled until the next regular board meeting or until such time as a response is received from the Nuxalk Nation. The committee will then move forward as it can to fill the remaining positions, which include a recording secretary.

- (c) Electoral Area Reports

i) Area A

Director McCullagh reported that a Denny Island resident is willing to take on the role of Deputy Emergency Program Coordinator for Denny Island. The Interim CAO suggested that the applicant be advised to submit to the CCRD a written expression of interest including his resume and expected remuneration for the position. Director McCullagh will also check with the administrator at Ocean Falls to gauge interest for a similar position in that area.

Director McCullagh expressed concern about the lack of a tsunami warning system and the community is looking at funding opportunities for the installation of a siren. Other preparations are underway for establishing assembly points on high ground, telephone tree (cell phones and VHF) lists, and acquiring money for emergency preparedness pamphlets.

Director McCullagh reported that the hotel on Denny Island has a new manager who is interested in establishing a fire department, a semblance of which already exists on the Island.

Current road conditions are severe on Denny Island and are considered sub-standard with rocks showing through the base and deep potholes causing vehicle damage. Although road maintenance was performed twice in 2012, the improved conditions were only temporary and have significantly degraded.

- 13-03-22** M/S Director Anderson/Director Pootlass that the CCRD send a letter to the Ministry of Transportation and Infrastructure encouraging them to improve the road quality on Denny Island and that the letter be copied to the MLA for the North Coast. **CARRIED**

ii) Area B –

Chair Moody suggested a possible date of June 14, 2013 to host a Community to Community Forum in Bella Coola and that the CCRD invite representatives from the Nuxalk, Heiltsuk, Wuikinuxv First Nations and the OKN Tribal Council. Each group would be responsible to cover expenses for their representatives. Topics for discussion could include such items as solid waste management, emergency preparedness and ferries, with additional items to be added by those attending.

**RECESS**

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

Wally Webber, the newly elected Chief Councillor of the Nuxalk Nation was welcomed into the meeting room during the lunch break. Introductions were made by Chair Moody and Director Pootlass and congratulations were extended on behalf of the board and staff. Chief Webber left the meeting at 1:03 p.m.

**RECONVENE**

Chair Moody called the meeting to order at 1:05 a.m.

Gordon Gibbs joined the public gallery.

**Electoral Area Reports Continued**

iii) Area C –

Director Lande advised that he had recently travelled to Terrace to attend a Northern Development Initiative Trust conference and an economic development meeting.

Coastal Communities Network (CCN) on Membership - The CCRD previously declined to participate as a CCN member and Director Lande had been contacted by the CCN and asked that the CCRD reconsider their decision to participate. Director Lande cited the value of belonging to the organization.

MaPP – Marine Planning Partnership - Director Lande attended a recent meeting in Vancouver and later participated in a phone conference. No firm plan seems to be forthcoming; however he reported the process is moving along.

Director Lande attended several Bella Coola Harbour Authority (BCHA) meetings in February and advised the group is working well together. With the help of a facilitator, the BCHA completed a 5-year Business Plan. Director Lande will provide the CCRD with a copy of the Plan.

iv) Area D –

Director Pootlass invited the Board to participate in a Nuxalk Nation invasive plant public forum scheduled for April 8, 2013. Further information will be sent to the CCRD office.

Director Pootlass spoke about the Community Works Fund project and rehabilitation to the energy consumption part of the community hall by improving the lighting system. He advised the Nuxalk Council's objective is to contract locally to keep the money in the community. He expressed appreciation for the support the CCRD has provided.

v) Area E

- 13-03-23** M/S Directors Anderson/ Lande that a letter be sent to the Nuxalk Nation Chief and Council congratulating them on their election for a two year term. **CARRIED**
- 13-03-24 M/S Directors Anderson/McCullagh that the Board extend their thanks and appreciation to CCRD staff and personnel for their level of dedication and commitment during the last several months. **CARRIED**

**(E) BYLAWS AND POLICIES**

- (a) Approval of bylaws – none presented  
(b) Review/approval of new or revised policies – none presented

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

- (a) Nusatsum Property Owners Society - email from Marvin Schmunk March 7, 2013 9:38 am

Chair Moody invited Gordon Gibbs of the Nusatsum Property Owners Society (NPOS) to speak to the correspondence received from NPOS Executive Director. Representatives of the NPOS had met with representatives of the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) with regards to the proposed Nusatsum River groyne project. The NPOS representative indicated the NPOS is looking for the Board to send a letter to the MFLNRO citing the Board's support for the NPOS proposed repair of the Nusatsum River groyne (spur).

The Acting CAO updated Mr. Gibbs on the meeting she and the Interim CAO had with MFLNRO representatives regarding dike proposals. The Interim CAO noted that staff recommends funding for flooding projects be postponed until after the airport diking project referendum process is completed. It was noted that the CCRD has not received copies of the engineered design proposed for the Nusatsum River groyne (spur) project. The NPOS representative advised that the NPOS does not yet have funding to purchase the design.

- 13-03-25** M/S Directors Lande/Pootlass that the CCRD send letters to the Ministry of Transportation and Infrastructure and the Ministry of Forests, Lands and Natural Resource Operations advising that although the CCRD is not a diking authority, the Board confirms their technical support for the Nusatsum River groyne (spur) repair proposed by the Nusatsum Property Owners Society. **CARRIED**

- 13-03-26** M/S Director Pootlass/Director McCullagh that the CCRD agree in principle to allotting up to \$10,000 in funding to the Nusatsum Property Owners Society to allow the Society to obtain the Nusatsum River groyne (spur) repair engineering reports, and that a final decision towards funding be postponed until after the Bella Coola Airport Dike referendum process is completed. **CARRIED**

- (b) Barney Kern – letter dated September 15, 2012.

The Acting CAO reported that Mr. Kern attended the CCRD office and expressed his discontent at the way the CCRD is operating the Thorsen Creek Waste and Recycling Centre (TCWRC), particularly in light of rapid changes in the recycling industry. Among other suggestions, Mr. Kern is advocating certain recyclable items be prohibited from being accepted at the TCWRC, or alternatively that these items be assigned a fee for disposal in order that they can be transported appropriately.

**13-03-27** M/S Directors Anderson/Lande that Barney Kern's letter dated September 15, 2013 be received. **CARRIED**

**(G) ADJOURNMENT**

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

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Chair

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Corporate Officer