

## 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 – 14 November 2013**

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Chair Reg Moody-Humchitt
	Electoral Area C	Director Brian Lande
	Electoral Area D	Director Ivan Tallio
	Electoral Area E	Director David Anderson
	CAO	Darla Blake
	CFO	Donna Mikkelsen (portion)
	Public Works Mgr	Ken McIlwain (portion)
	Recording Secretary	Cheryl Waugh

### **PART I - INTRODUCTION**

- 1. Call to Order** Chair Moody-Humchitt called the meeting to order at 9:34am
  - (a) (Opening Reflection/Prayer) Chair Moody-Humchitt offered the opening prayer
- 2. Adoption of Agenda**
  - (a) (Introduction of late items – IF ANY)

**13-11-01** M/S Directors Anderson/McCullagh that the agenda be adopted as presented.

**CARRIED**

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

- (a) Motion to go In Camera – 9:35am

**13-11-02** M/S Directors McCullagh/Tallio that the meeting go in-camera to consider matters pursuant to Section 90(1) (personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality) of the *Community Charter*

**CARRIED**

- (b) Matters Brought out of In Camera

**13-11-06IC** M/S Directors McCullagh/Lande that it be released from in camera and reported in open public meeting that the board of directors approved the permanent full time employment of Darla Blake, CAO subsequent to the completion of her probationary period (November 28, 2014); and further, that the board of directors also considered and approved a salary increase to be effective January 01, 2014.

**CARRIED**

The regular meeting reconvened at 10:05am

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**(B) ADOPTION OF MINUTES**

- (a) Business arising from the minutes – requested amendment to 10 October, 2013 minutes.
- (b) 10 October 2013 – Previous Board Meeting – as amended

**13-11-03** M/S Directors Anderson/Lande that the minutes from the board meeting held on 10 October 2013 be amended to record the correct resolution number within the text as follows:

**13-10-04** M/S Directors Lande/Tallio that resolution 13-10-03 be amended to read that a senior representative from Pacific Coastal Airlines be formally invited to a forthcoming CCRD meeting and that the invitation be extended to Chief Webber of the Nuxalk Nation, Chief Slett of the Heiltsuk Nation and Chief Frank Johnson of the Wuikinuxv Nation so the board can express air travel concerns.

And further; that the minutes from the board meeting held on October 10, 2013 be adopted as amended.

**CARRIED**

The order of presenting items was amended as follows:

- Part II Public Consultation (B)1.(a) was moved to follow Item (F)(d)

**PART II– PUBLIC CONSULTATION**

**1. Delegations**

- (a) Quentin Smith, President of Pacific Coastal Airlines and Spencer Smith, President of Commercial Services (by invitation)

Members of the gallery joined the meeting and included Chief Wally Webber and Charles Nelson of the Nuxalk Nation and Markus Schieck of Tweedsmuir Travel.

Quentin Smith, President of Pacific Coastal Airlines and Stuart Harrison, the Bella Coola base manager for Pacific Coastal attended by invitation to address concerns expressed at the October board meeting by Chief Wally Webber of the Nuxalk Nation. Spencer Smith, President of Commercial Services for the airline was unable to attend.

Concerns were expressed that for several months there was difficulty reserving a seat on the scheduled flight in a timely fashion and there were reports of passengers and/or luggage being bumped. This has been of particular concern for medical patients flying for appointments causing unwelcome delays and significant upset in travel plans. Mr. Harrison explained there can be peak travel times for medical patients making seats unavailable.

In the summer of 2013 Pacific Coastal Airlines discontinued the second daily flight into the Bella Coola Airport and more recently eliminated four seat spaces per flight citing safety precautions due to takeoff loads. Neither of these changes was communicated to the community at large or to the local travel agent. Mr. Smith stated they do not currently have a policy to notify communities of such changes.

Mr. Smith confirmed they have cut 4 seats due to their aircraft operation capacity. This was both a business decision and a safety decision. The CCRD recently completed a survey of the west end of the runway, the results of which may require some trees to be removed. It is possible such action will allow the airline to reintroduce the four seat spaces and allow the flights to depart at full capacity.

Further frustrations were expressed from the gallery surrounding the airline's communications. Mr. Smith said they are receptive to being a good partner and that non-response to direct communication to the airline is unacceptable and he will be following up on specific matters. He apologized that frustrations got to this level as that is not the type of service they wish to provide.

Mr. Smith desires to work on a schedule which would be fair for everyone. In hindsight, he felt the discontinuation of the second summer flight was a mistake, however, they are investigating options that would best serve all travellers to/from the Bella Coola Valley.

Chair Moody said it was good to discuss the issues and he was glad for the opportunity to have the meeting and he feels the issues can be worked through. He also expressed that Pacific Coastal Airline has always treated the coastal communities very well and Director Lande wanted to acknowledge their past contributions to various community groups and for being a good corporate citizen. Chair Moody thanked Quentin Smith and Stuart Harrison for attending.

### **PART III – LOCAL GOVERNANCE**

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

##### **Administrative Services**

- (a) 2013 Strategic Priorities/Update

**13-11-04** M/S Directors Tallio/Lande that the 2013 Strategic Priorities/Update be received.

**CARRIED**

- (b) Administration Report – 14 November 2013

The November 14, 2013 Administration Report provides an update on administrative activity since the last board meeting.

Administration is in the process of gathering information for the Draft 2014 CCRD Budget in preparation for discussion at the December 12, 2013 board meeting.

At the UBCM Convention in September 2013 concerns were raised regarding the Packaging and Printed Paper Stewardship Agreement being managed by MMBC (Multi Materials BC). A UBCM membership endorsement resolved to call on the UBCM to create a Recycling Negotiating Committee representing local government interests to work with the Province and MMBC. The CCRD Public Works Manager has reviewed the MMBC Master Services Agreement and Statement of Work and has provided feedback to the Recycling Negotiating Committee by way of an online survey.

The Public Works Manager has re-opened discussions with the Environmental Protection Division Officer from the Ministry of Environment in an effort to achieve 100% compliance with the conditions for landfill operation as set out in the CCRD's operating certificate.

Winterization has been completed at Centennial Pool.

The position of Emergency Executive Committee Secretary was recently advertised. One application was received from Ms. Wendy Kingsley.

A brief status report was provided with regards to the Hagensborg Dike Repair Project.

**13-11-05** M/S Directors McCullagh/Lande that the Administration Report dated November 14, 2013 be received.

**CARRIED**

**13-11-06** M/S Directors Anderson/McCullagh That the Board of Directors approves the appointment of Ms Wendy Kingsley to the Emergency Executive Committee, as its Secretary, and further that Ms Kingsley will liaise with the Chairperson of the Emergency Executive Committee to organize a re-commencement meeting of the said Committee.

**CARRIED**

### **Financial Services**

(c) Status/Progress Report on Auditor Recommendations

The CFO, Donna Mikkelsen, joined the meeting and reviewed the auditor recommendations as provided in their report. The CFO was pleased to report that all recommendations are now implemented and completed. On November 26, 2013 the auditors will contact the CAO to review questions for their interim audit.

**13-11-07** M/S Directors Tallio/Lande that the Status/Progress Report on Auditor Recommendations be received for information.

**CARRIED**

The CFO left the meeting

(a) Financial Report – update in Administration Report

(b) Grant In Aid Report

The Administrative Assistant joined the meeting to review the Grant-In-Aid applications received for 2014. Legislation permits a maximum of \$0.10 per \$1,000 of assessed values to be used for grant in aid purposes. This is expected to equate to approximately \$15,000 for 2014.

**13-11-08** M/S Directors Tallio/Lande that the Grant In Aid Report dated November 14, 2013 be received.

**CARRIED**

**13-11-09** M/S Directors Anderson/Lande that the following applications for Grants in Aid be approved and included in the budget for 2014.

**CARRIED**

Organization	Purpose	Requested 2014	Approved 2014
BC Central Coast Archives	To pay rental costs for one year and assist with communication costs	\$2,000	\$1,000
Bella Coola Active Communities, PHLAG	Fitness Leader Training	\$2,933	\$1,000
Bella Coola Valley Arts Council	Sponsor visiting performing artists	\$500	\$ 500
Bella Coola Valley Learning Society	Adult and Family Literacy Program	\$2155	\$1,200
Bella Coola Valley Literacy NOW	Youth program ages 9-14	\$5,944	\$3,600
Bella Coola Valley Museum	Assist with maintenance, heating and telephone	\$2,000	\$1,200
Bella Coola Valley Ridge Riders Horse Club	Facility improvements project	\$3,000	\$1,000
Bella Coola Valley Tourism Association	Funding towards the building of an information kiosk	\$1,000	\$1,000
Bella Coola Volunteer Firefighters' Society	Refurbishing floor in Moose Hall	\$5,000	\$1,000
Discovery Coast Music Festival	2014 Music Festival	\$3,000	\$3,000
Norwegian Heritage Society	Assist with annual liability insurance	\$500	\$500
<b>Total</b>		<b>\$28,032</b>	<b>15,000</b>

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## RECESS

## RECONVENE

The meeting reconvened at 11:13am

### Development Services

- (c) Land Use Planning – October 31, 2013 report

**13-11-10** M/S Directors Anderson/Tallio that the Land Use Planning report dated October 31, 2013 be received.

**CARRIED**

### Environmental Services

- (d) Environmental Services update in Administration Report
- (e) MMBC Recycling Incentive Program – Report

Public Works Manager, Ken McIlwain, joined the meeting and reported that the CCRD has received its contract with Multi-Materials BC for collection of Packaging and Printed Paper and described the agreement and the responsibilities this represents for the CCRD. One major implication noted was the need to hire staff to run and oversee the recycling operation to the standards that MMBC requires. MMBC will make a contribution to cover some staff costs and training.

The CCRD would also be required to have covered storage for the products in order to protect materials. Purchase of a vertical bailer was made in October 2013 and equipment such as a forklift or skid steer loader will be needed to deal with the 1000 lb bales.

Implementation of the Recycling Incentive Program applies to the CCRD's Strategic Plan and the goal, objective and strategy which will ensure the Thorsen Creek Landfill's life cycle is optimized and directed efficiently.

**13-11-11** M/S Directors Anderson/Tallio that the Board of Directors approves entering into agreement with Multi-Materials BC (MMBC) to be a member of the MMBC Recycling Incentive Program and approves the signing of the agreement.

**CARRIED**

**Leisure Services**

(f) Centennial Pool Commission – October 10, 2013 minutes

**13-11-12** M/S Directors Anderson/McCullagh that the minutes of the October 10, 2013 meeting of the Centennial Pool Commission be received.

**CARRIED**

**Protective Services**

(j) Emergency Management update in Administration Report

(k) 911 Services in British Columbia – Introduction of a Province Wide Call Answer Levy

All local governments in B.C. received a request from the UBCM to review for comment on the recently completed report on 911 Services in British Columbia. This would introduce a province-wide call answer levy. A substantive background review was also received from the UBCM.

**13-11-13** M/S Directors McCullagh/Lande that the CAO respond by letter to the Union of BC Municipalities on behalf of the Board to inform that the Central Coast Regional District does not support any payment of a levy in areas where 911 Service is not available.

**CARRIED**

**Transportation Services**

(l) Bella Coola Airport – October 31, 2013 report

**13-11-14** M/S Directors Anderson/Tallio that the Transportation Services Report dated October 13, 2013 be received.

**CARRIED**

**13-11-15** M/S Directors Lande/Anderson that an offer from Bella Coola Heli Sports for donated renovation to the Bella Coola Airport meeting room be accepted and that an appropriate agreement be executed per *The Local Government Act* s 176(1)(iii) as pertains to donations in kind prior to commencement of renovations.

**CARRIED**

**(D) EXECUTIVE REPORTS**

(a) Chair's Report

Chair Moody-Humchitt provided a verbal report and talked about attending the health meeting last month at the Bella Coola Clinic. He expressed it was a privilege to meet with elders and members of the community. There are similar concerns in Bella Bella and Chair Moody-Humchitt assured constituents that the CCRD would be an avid representative for fair health care in our communities.

Chair Moody-Humchitt attended the Cariboo Chilcotin Coast Tourism Association (CCCTA) Annual Summit held October 26-28 on Denny Island. Although he accepted the invitation as CCRD Chair, as a tribal councillor for the Heiltsuk Nation he also provided the official welcome and there was a good delegation from Bella Bella. There were dynamic video presentations and participation in several workshops was of value. This was a great opportunity to get to know more about the CCTA and the opportunities they provide.

Chair Moody-Humchitt will be meeting on November 22 with the Minister of Transportation & Infrastructure in Vancouver regarding BC Ferries issues as they impact Central Coast communities. Travel expenses will be covered by the Heiltsuk First Nation Tribal Council. It was noted there will be a community meeting in Bella Coola also on November 22nd as part of the community engagement process of BC Ferries and he stated local attendance is encouraged. He is happy to receive comments or issues to take forward to the Vancouver meeting.

**13-11-16** M/S Directors Anderson/Tallio that the Chair's report be received.

**CARRIED**

(b) Electoral Area Reports

i) Area A

Director McCullagh provided a verbal report. She also participated in the CCCTA Annual Summit.

Director McCullagh has been in communication with Interior Roads and a subcontractor will be coming to Denny Island to repair flooding road sections. Ditching and brushing have not been done for several years and recent weather conditions are resulting in overflow. She also reported concern for a potential fatality in one specific area. It was suggested by the CAO that matters such as this be brought to her attention so she can discuss and write to the Interior Roads' Quality Manager.

ii) Area B - see Chair's Report

iii) Area C

Director Lande provided a short verbal report that the Nusatsum Property Owner's Society is still somewhat active in his area.

iv) Area D

Director Tallio-Matters are quiet. Nothing specific to report.

v) Area E

Director Anderson – Townsite meandering along. Nothing specific to report.

**RECESS**

**RECONVENE**

The meeting reconvened at 12:38pm

**(E) BYLAWS AND POLICIES**

(a) A-29 – Personnel Policy To reflect changes to benefit service provider

**13-11-17** M/S Directors Anderson/Tallio that Policy A-29 be adopted as amended to reflect changes by the new benefit service provider.

**CARRIED**

(b) A-2 Office Hours & Period of Closure

This policy addresses staff vacation time with the option to work during the Christmas holiday closure.

**13-11-18** M/S Directors Anderson/McCullagh that Policy A-2 Office Hours & Period of Closure be adopted as amended, to reflect the removal of “staff vacation time with the option to work during the Christmas holiday closure”.

**CARRIED**

(c) A-3 Office Security & File Security

**13-11-19** M/S Directors Lande/Anderson that public use of the board room be incorporated into Policy A-3 Office Security & File Security and that the policy be adopted as amended.

**CARRIED**

(d) A-12 Pool Closure Due to Inclement Weather

Proposed modifications to this policy reflect changes to the title and authority of the Pool Manager with regards to discretion to closing the pool.

**13-11-20** M/S Directors Anderson/Tallio that Policy A-12 Pool Closure Due to Inclement Weather be adopted as amended, to reflect the title and authority of the Pool Manager with regard to discretion to closing the pool.

**CARRIED**

(e) A-12(a) – Centennial Pool Emergency Procedures

**13-11-21** M/S Directors Lande/McCullagh that Policy A-12(a) Centennial Pool Emergency Procedures be considered reviewed.

**CARRIED**

(f) A-17(a) – Donations and Bequests in Conjunction with an Emergency Event

This new policy was put forward for consideration of adoption in response to the 2010 flooding event and will allow the regional district to be in a position to respond immediately and efficiently to offers of various forms of assistance should an emergency event occur in the future.

**13-11-22** M/S Directors Anderson/McCullagh that Policy A-17(a) Donations and Bequests in Conjunction with an Emergency Event be adopted.

**CARRIED**

(a) F-8 – Personnel Development (Training) Costs

The recommendation to repeal this policy reflects the fact that professional development is now included in Policy A-29.

**13-11-23** M/S Directors Tallio/Lande that Policy F-8 Personnel Development (Training) Costs be repealed.

**CARRIED**

(a) F-9 – Staff Travel Costs Reimbursement

The recommendation to repeal this policy reflects the fact that professional development is now included in Policy A-29.

**13-11-24** M/S Directors Tallio/McCullagh that Policy F-9 Staff Travel Costs Reimbursement be repealed.

**CARRIED**

#### **PART IV– GENERAL BUSINESS**

##### **(F) GENERAL CORRESPONDENCE**

(a) Ministry of Environment – Proposed *Water Sustainability Act*

Staff has reviewed the proposed changes regarding the replacement of the *Water Act* which will be formally introduced in the Legislature in spring 2014. There was general discussion amongst the board as to the various implications of these changes. Due to short timelines for response it was felt the board was not prepared to effectively comment at this time.

**13-11-25** M/S Directors Tallio/McCullagh that the report Ministry of Environment-Proposed *Water Sustainability Act* be received.

**CARRIED**

(b) Outgoing letter – Minister of Transportation and Infrastructure re: BC Ferries and Coastal Communities

As requested by the Board, the CAO sent a letter October 15, 2013 to the Minister of Transportation and Infrastructure citing concerns about the Ministry's decision to once again consult the public on BC Ferries service without first proposing solutions.

**13-11-26** M/S Directors McCullagh/Tallio that the letter sent to the Minister of Transportation and Infrastructure regarding BC Ferries and Coastal Communities be received.

**CARRIED**

(c) Future of Canada Post (Report with attachment)

A summary was presented regarding a letter and other documentation from the Canadian Union of Postal Workers advising that the federal government will be reviewing the *Canadian Postal Service Charter* in the near future. The letter includes a request for the Board to write the Minister for Canada Post requesting the government to consider innovative ways to generate postal revenue during the *Charter* review.

**13-11-27** M/S Directors Anderson/McCullagh that the Board of Directors resolves that the Central Coast Regional District write a letter to the Minister responsible for Canada Post to request that the government consider innovative ways to generate postal revenue during the *Canadian Postal Service Charter* review, including financial services like bill payments, insurance and banking; and further requests that to improve the *Canadian Postal Service Charter* the upcoming review of the *Charter* is open to public input.

**CARRIED**

(d) Draft Operational Plan for Bear Viewing in the Atnarko River Corridor - Tweedsmuir Park

A letter was received from BC Parks, Ministry of Environment, inviting comment on the draft operational plan for bear viewing in the Atnarko River Corridor of Tweedsmuir Park.

**13-11-28** M/S Directors Anderson/McCullagh that the Draft Operational Plan for Bear Viewing in the Atnarko River Corridor, Tweedsmuir Park be received.

**CARRIED**

## **(G) ADJOURNMENT**

There being no further business, Chair Moody-Humchitt declared the meeting adjourned at 2:05pm.

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Chair

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Corporate Officer