

## CENTRAL COAST REGIONAL DISTRICT

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

### **REGULAR BOARD MEETING MINUTES – October 11, 2012**

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Director Reg Moody
	Electoral Area C	Chair Brian Lande
	Electoral Area D	Alt. Director Archie Pootlass
	Electoral Area E	Director David Anderson
Staff/Associates:	Chief Financial Officer & Acting CAO	Donna Mikkelson
	Recording Secretary	Cheryl Waugh
	Emergency Program Coord/	Stephen Waugh
	Property Manager	
Guests:	Allison Habkirk (for a portion of the meeting)	
	Jerry Berry (for a portion of the meeting)	

### **PART I - INTRODUCTION**

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

Chair Lande called the meeting to order at 9:00 a.m.

#### **2. Opening Reflection/Prayer**

Director Moody presided over the opening prayer.

#### **3. Adoption of Agenda**

**12-10-01** M/S Director McCullagh/Moody that the agenda be adopted as presented.

**CARRIED**

#### **(IC) IN CAMERA MATTERS**

**12-10-02** M/S Director Moody/McCullagh that the meeting move in-camera for consideration of labour, land and/or legal matters, pursuant to section 793(7) of the *Local Government Act*.

**CARRIED**

The CFO, EPC and recording secretary left the meeting

## **RECONVENE**

The regular meeting reconvened at 10:30 a.m.

Guests left the meeting.

### **PART II – POLICY MATTERS**

#### **(B) LOCAL GOVERNANCE MATTERS**

##### **Administrative Services**

###### **(a) October 4, 2012 Strategic Priorities Update**

Director McCullagh updated on the Denny Island Water project and hopes to have additional information for the November meeting.

Archie Pootlass spoke to the Nuxalk Nation wastewater project. The Nuxalk Nation is looking at environmental issues as part of Phase II of the feasibility study and will determine whether the treatment method will be lagoon or mechanical. The outflow location will be determined. The final report is to be completed by January 15<sup>th</sup>. Future expansion is being considered to provide waste water services to Four Mile and possibly to the town site. The pre-design period is January 15-March 31<sup>st</sup>.

Director Anderson asked why politicians are not involved regarding the strategic priorities, specifically the communications initiative. Should they not be invited to conclude protocol agreements as part of a high level political matter? The Acting CAO explained that the strategic priorities were reviewed and adjusted at the July board meeting by general agreement of the board, due to a reduction in staff resources. Goal 3, Strategy 4, Tactic 1 will be identified as “on hold” at the next reporting.

**12-10-03** M/S Director McCullagh/Alt. Director Pootlass that the Strategic Priorities Update dated October 11, 2012 be received for information.

**CARRIED**

###### **(b) Governance Session –Board Remuneration**

**12-10-04** M/S Director McCullagh/Alt. Director Pootlass that the Directors and Alternate Directors for Electoral Areas A & B be remunerated pursuant to Section 1(e) (Out of Town Representation) for 1.5 days for attendance at the October 9<sup>th</sup> and 10<sup>th</sup> Governance Sessions; and further, that Directors and Alternate Directors for Electoral Areas, C, D & E be remunerated pursuant to Section 1(c) (Local Work Assignments) for 1.5 days; and further, that the regional district provide the full

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cost of meals and accommodation for Directors and Alternate Directors for Electoral Areas A & B.

**CARRIED**

**(c) November Board Meeting**

Due to staff absence, the November board meeting will be rescheduled.

**12-10-05** M/S Director Anderson/Alt. Director Pootlass that the November regular meeting be moved to Thursday, November 15, 2012.

**CARRIED**

**Development Services**

**(d) Land Use Planning – September 2012 – Report**

Director Anderson commented that the reports carried a lot of detail and wondered if only the highlights should be reported to the board.

**12-10-06** M/S Director Lande/McCullagh that the Land Use Planning Report for the month of September 2012 be received, and that subsequent reports retain the existing format.

**CARRIED**

**Environmental Services**

None. (See also Property Management and Administration Reports)

**Leisure Services**

**(e) Centennial Pool Commission – September 25, 2012 Meeting Minutes**

**12-10-07** M/S Director Anderson/ Alt. Director Pootlass that the minutes from the September 25, 2012 Centennial Pool Commission meeting be received and that Connie Nygaard be appointed to the Centennial Pool Commission.

**CARRIED**

**Protective Services**

**(f) Emergency Management – September 2012 Monthly Report**

The EPC informed of scheduled road maintenance to occur October 13 on Denny Island, which will include grading and applying gravel. Ocean Falls/Martin Valley will receive similar service shortly thereafter. Director McCullagh offered to post notices and would like her contact information made available to Interior Roads.

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The joint Nuxalk Nation/CCRD letter to the Ministry regarding upgrades to Highway 20 in the “rock cut” area has been received by the Nuxalk Nation and will likely go forward. Alt. Director Pootlass encouraged a joint Nuxalk Nation/CCRD meeting with the Ministry of Transportation and Infrastructure District Manager to advance this initiative.

**12-10-08** M/S Alt. Director Pootlass/Director Moody that the September 2012 Emergency Management Report be received.

**CARRIED**

**Transportation Services**

**(g) Transportation Services – September 2012 Report**

Directors received a report on airport activity on Denny Island and in Bella Coola. The date for the completion of the crack sealing project on Denny Island has been extended.

**12-10-09** M/S Directors Anderson/McCullagh that the Transportation Services Report for the month of September 2012 be received.

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(C) ADOPTION OF MINUTES**

**(a) September 13, 2012 - Regular Meeting**

A letter was received from Director Anderson seeking an amendment to the September 2012 minutes in the interest of clarity.

**12-10-10** M/S Director Anderson/ Pootlass that CCRD Resolution #12-09-05 be amended by removing the words “*in order to supplement/leverage potential funding from Western Economic Diversification Canada’s Community Infrastructure Fund*” so that the resolution reads: M/S Director Anderson/Alt. Director Pootlass that the CCRD allocate \$200,000 from their Community Works Fund for the Nuxalk Hall Rehabilitation Project, subject to satisfying eligibility criteria of the program.

**CARRIED**

**12-10-11** M/S Director Anderson/McCullagh that the minutes of the regular meeting held September 13, 2012 be adopted as amended.

**CARRIED**

**(D) GENERAL CORRESPONDENCE**

**(a) Marine Planning Partnership (MaPP) – Call for Nominations**

Chair Lande updated that the CCRD does not have representation at the MaPP table at this time. There is funding available and Director Anderson asked if it is absolutely mandatory that the representative be a director or could we look at suitable candidates in Area B and the Bella Coola Valley. Director Lande understood that it does not have to be a board member, however, clarification is required. Two seats are available but one may be a resource person rather than a political person.

This matter was addressed later in the Business by Electoral Area C section.

**12-10-12** M/S Director McCullagh/Anderson that the matter be tabled until after a phone conference later today with a representative from the MaPP.

**CARRIED**

**(E) GENERAL REPORTS**

**(a) Chair's Report – October 11 2012**

Chair Lande provided a verbal update of activities over the past month.

Chair Lande and Director McCullagh attended the Union of BC Municipalities (UBCM) annual convention last month. Between them they attended workshops on the decriminalization of marijuana, finance, water systems, dispute resolution and Chair Lande attended the Municipal Finance Authority meeting. Both directors also met with local government consultants Allison Habkirk and Jerry Berry as well as with Ministry of Community, Sport and Cultural Development and discussed Denny Island water, town site wastewater and electoral area boundary restructuring. They also attended a meeting with the Honourable Mary Polak, Minister of Transportation and Infrastructure with whom concerns were put forward regarding BC Ferries operations. Overall it was considered valuable to be in attendance at the convention.

Director Anderson asked if there is a particular reason why the Chair's Report could not be in writing. Chair Lande professed to not being efficient with a computer and therefore prefers to give verbal reports.

**12-10-13** M/S Director McCullagh/ Pootlass that the Chair's Report for October 11, 2012 be received.

**CARRIED**

**PART III– PUBLIC CONSULTATION**

Nathan Cullen, MP joined the meeting at 11:30am.

A member of the public joined the gallery.

Nathan Cullen, MP, now House Leader for the Opposition in Ottawa spoke on several topics of national and local interest. These included commentary on the Omnibus Bill, the Enbridge Pipeline Project, foreign temporary workers, the Liquid Natural Gas projects for north coast and removal of DFO habitat officers. There was conversation with directors on these and other topics.

The EPC asked about the environmental assessment process being removed as part of the Bella Coola Airport Dike Upgrade project. As the environmental assessment has already been done and funds expended might there be an opportunity to recover those funds? The province has indicated it might refund a portion regarding the environmental assessment but we are uncertain about the federal government. Mr. Cullen asked for specifics if there is a gray area.

Alt. Director Pootlass asked Mr. Cullen about a federal contribution to the Airport Dike Upgrade project on behalf of the Nuxalk Nation as the airport is used frequently by Nuxalk members. The Nuxalk Nation would like to contribute financially to the project. The Nuxalk Nation Council is meeting with INAC but their parameters are limited. Mr. Cullen said the federal government would have to be asked to make an exception to grant this request. The appeal has to be made, however, and unless there is precedence it may be challenging. If the Nuxalk Nation Council and elders say this is where they want to go, Mr. Cullen would like to sit down with the Minister and discuss it. There is known resistance from the other portions of the community without a financial contribution from the Nuxalk Nation. It was suggested that the Nuxalk Nation and the CCRD work together to present and advance the case.

**RECESS**

A recess was called at 12:25 p.m. for a lunch break. Nathan Cullen left the meeting after the recess.

**RECONVENE**

The regular meeting reconvened at 1:27 p.m.

**(E) GENERAL REPORTS CONT’**

**(b) Administration Report – October 11, 2012**

The Acting CAO reviewed the section of the Administration Report surrounding Thorsen Creek Waste and Recycling Centre development as a highlight of the report. The matter of

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operating the site on January 1<sup>st</sup> (when the existing contract expires) has been commenced. It is expected that the changes will be significant and will inform the operating budget for the landfill operations in addition to addressing the regional district's strategic priorities. The current bylaw which regulates, maintains and operates the collection, removal and disposal of refuse will be repealed and replaced with new rates and charges, revised site maintenance contract specifications and other details. It was noted that the project would be difficult to complete in the allotted time and that resources were required.

The eligibility of the Nuxalk Nation application to the gas tax fund (Community Works Fund) was also discussed in terms of ownership of the Nuxalk Hall. Staff is awaiting further confirmation from the Gas Tax Program Manager regarding proponent eligibility.

Steve Waugh and a member of the gallery joined the meeting at 1:33 p.m.

Director Anderson requested an update on the use of Community Works Funding for the purchase of the administration building in 2011 and questioned the circumstances that lead to the spending of ineligible expenditures. Chair Lande explained the understanding at the time was that it was an eligible project.

**12-10-14** M/S Alt. Director Pootlass/Director McCullagh that the Administration Report dated October 11, 2012 be received.

**CARRIED**

**IN CAMERA MATTERS – 1:37pm**

**12-10-15** M/S Directors McCullagh/Anderson that the meeting move in-camera for consideration of labour, land and/or legal matters, pursuant to section 793(7) of the *Local Government Act*.

**CARRIED**

The EPC, CFO, and Recording Secretary and member of the gallery left the meeting.

**RECONVENE**

The regular meeting reconvened at 2:16 p.m.

The EPC, CFO, and Recording Secretary and member of the gallery returned to the meeting.

**(E) GENERAL REPORTS CONT'**

**(c) Property Management Report – September 2012**

Steve Waugh addressed his Property Management Report and spoke to Thorsen Creek Waste and Recycling Centre development and successful bidder, Diesel Cowboy Transport. There is

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a budget overrun as relates to the available funding from the Towns for Tomorrow. The CFO stated that the category of solid waste clearly fits the criteria of the Community Works Fund and an application for same was presented. It was also noted that this project is one of the CCRD's strategic priorities for 2012 and is expected to be completed prior to year end.

**12-10-16** M/S Alt. Director Pootlass/Director McCullagh that staff be authorized to enter into an agreement with Diesel Cowboy Transport for development of the Thorsen Creek Waste and Recycling Centre and further; that the amount of \$33,000 be approved from the Community Works Fund to complete the planned works.

**CARRIED**

**12-10-17** M/S Alt. Director Pootlass/Director McCullagh that the Property Management Report dated October 05, 2012 be received.

**CARRIED**

**(F) FINANCIAL REPORTS**

**None.**

**(G) REFERRALS FROM OTHER AGENCIES**

**None.**

**(H) BYLAWS AND POLICIES**

**(a) Bylaw No. 412, 2012** – Board Meeting Procedures – Consideration of Amendments/ Third Reading

Bylaw No. 412 is a bylaw to regulate the procedures of the regional district board meetings. It received two readings in June 2012 and was then deferred until after the Directors had the opportunity to participate in governance education sessions, which took place on October 9th and 10th. The bylaw also includes the format of board meeting agendas, the treatment of delegations and procedures for readings and adoption of bylaws.

**(b) Proposed Bylaw No. 416** – Diking Authority Establishment – Consideration of Third Reading/Appointment of Chief Election Officer

Bylaw 416 is a bylaw to establish a local service area for operation and maintenance of the Bella Coola Airport Dike. It contains the purpose of the bylaw, the participating electoral areas, the boundaries of the service area and outlines the recovery of annual costs. The bylaw was given first and second reading in September. After the bylaw is given third reading, it requires the approval of the Inspector of Municipalities and the assent of the electors by referendum before it is finally adopted.

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**(c) Proposed Bylaw No. 415** – Loan Authorization Bylaw – Consideration of Third Reading/Appointment of Chief Election Officer

Bylaw 415 is a bylaw to authorize the borrowing of \$1,150,000 for the purpose of upgrading the Bella Coola Airport Dike. The estimated cost of the project is \$3,000,000, two thirds of which is being provided by the provincial and federal governments. The bylaw was given first and second reading in September, and after third reading, requires the approval of the Inspector of Municipalities. Once received, the bylaw must then receive the assent of the electors by voting.

**12-10-18** M/S Directors McCullagh/Anderson that Bylaws 412, 415 and 416 be moved to the next regular meeting of the board.

**CARRIED**

**(d) Policy E-5**– Directors Attendance at Board Meeting

The purpose of Policy E-5 is to ensure quality representation of electoral area directors and provides that directors unable to attend meetings must ensure that their alternates have the meeting materials and are properly able to represent the interests of the electorate.

**(e) Policy A-2** – Office Hours and Periods of Closure.

Policy A-2 is to be reviewed for accuracy and possible amendment. It contains information on the hours that the office is open to the public and provides for a holiday closure at Christmas.

**(f) Policy A-3** – Office Security & File Security

Policy A-3 contains proposed amendments related to the security of the office and safekeeping of regional district files, including electronic backups.

**12-10-19** M/S Directors Anderson/McCullagh that Policies E-5, A-2 and A-3 be moved to the next regular meeting of the board.

**CARRIED**

Steve Waugh left the meeting at 2:28 p.m.

Member of the gallery left the meeting at 2:31 p.m.

**(I) BUSINESS BY ELECTORAL AREA DIRECTOR**

**Area A-** Director McCullagh noted that matters related roads, water service and solid waste are being dealt with and looks forward to updating at the next meeting.

**Area B** – Director Moody looking forward to the upcoming Community to Community Forum

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**Area C -** Marine Planning – 2:25pm - A phone call was placed to Ken Cripps to discuss the Central Coast Marine Plan Advisory Committee membership (MaPP).

In September, the matter of a regional district appointment of a nominee to the Advisory Committee was deferred until such time as confirmation was received regarding inclusion of Coastal First Nations in the process.

Mr. Cripps informed the board that there is a stakeholder support fund in the amount of \$70,000. Regional Districts have 2 designated seats in MaPP at the stakeholder table plus each seat may have an alternate. Representation from the board of directors is not required, although from the provincial perspective a staff member or a director would be ideal. It would be up to CCRD how to utilize funds any funds for assistance to support the process. Director Anderson asked for clarification regarding the committee terms of reference.

Two meetings have already occurred and although the nomination cutoff dates have been extended, time is of the essence. Nov 26 or 27 may be the next meeting, this time to be held in Richmond. It is hoped to have the draft plan done by December 2013. It is anticipated that the stakeholder table would meet every two months.

An application form will be sent by Mr. Cripps to the CCRD. He encouraged that the regional district address the stakeholder support fund. Phone call ended at 2:40 p.m. Nominations were tabled until the next meeting without motion.

**(J) MATTERS BROUGHT OUT OF CAMERA**

The board resolved to prepare a policy to address the use of a CCRD email system for regional district related business.

A second in camera session was held later in the day to consider remaining matters. The board of directors has authorized Chair Lande to enter into an agreement with the CFO for the continuation of responsibilities related to corporate administration for the district.

**(K) ADJOURNMENT**

There being no further business the meeting was adjourned at 2:43 p.m.

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**Chair**

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**Administrator**