

## 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 – September 8, 2011**

|                |                              |                        |
|----------------|------------------------------|------------------------|
| In Attendance: | Electoral Area A             | Director Steve Emery*  |
|                | Electoral Area C             | Director Brian Lande   |
|                | Electoral Area D             | Director Kevin O’Neill |
|                | Electoral Area E             | Chair Christine Hyde   |
| Staff:         | Chief Administrative Officer | Joy MacKay             |
|                | Chief Financial Officer      | Donna Mikkelson        |
|                | Recording Secretary          | Cheryl Waugh           |

\*Director Emery joined the meeting at 9:50 a.m.

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

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

Chair Hyde called the meeting to order at 9:17 a.m.

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

**11-09-01** M/S Directors Lande/O’Neill that the agenda be adopted as presented.

**CARRIED**

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

**11-09-02** M/S Directors O’Neill/Lande that the meeting move in camera for consideration of labour, land and legal matters, pursuant to section 793(7) of the *Local Government Act*.

**CARRIED**

#### **RECONVENE**

The Regular Meeting Reconvened at 9:42 a.m.

#### **PART II – POLICY MATTERS**

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

###### **Administrative Services**

**(a) 2011 Strategic Priorities – Update**

- 11-09-03** M/S Directors O'Neill/Lande that the Strategic Priorities Update for the month of August 2011 be approved as presented.

**CARRIED**

**(b) 2011 Local Government Elections – School District No. 49 (Central Coast)  
Election Cost Sharing Agreement**

- 11-09-04** M/S Directors O'Neill/Lande that the Election Cost Sharing Agreement for the 2011 School Trustee Elections be approved.

**CARRIED**

**Development Services**

**(c) Economic Development - Coast Sustainability Trust II – 2011 Second  
Quarter Report**

- 11-09-05** M/S Directors O'Neill/Lande That the Coast Sustainability Trust II Second Quarter Report be received.

**CARRIED**

**(d) Economic Development – Northern Development Initiative Trust – 2011  
Second Quarter Report/Update**

- 11-09-06** M/S Directors O'Neill/Lande that the Northern Development Initiative Trust 2011 Second Quarter Report be received.

**CARRIED**

**(e) Economic Development – Pacific North Coast Integrated Marine Area  
Planning (PNIMA) –Update**

Director Lande updated the board on matters related to the Pacific North Coast Integrated Marine Area Planning (PNIMA). Recently the continuation of the process of engagement with local governments has come into question as a result of a decision of the Department of Fisheries and Oceans. Director Lande expects to learn more at an upcoming meeting of the PNCIMA Integrated Oceans Advisory Committee in Prince Rupert.

- 11-09-07** M/S Directors O'Neill/Lande That the Pacific North Coast Integrated Marine Area Planning (PNIMA) update be received; and that Dayna Chapman be appointed as alternate to Director Lande on the Pacific North Coast Integrated Marine Area Integrated Oceans Advisory Committee.

**CARRIED**

**(f) Land Use Planning – July, August 2011 - Reports**

- 11-09-08** M/S Directors Lande/O'Neill that the Land Use Planning Reports for the months of July and August 2011 be received.

**CARRIED**

**(g) Land Use Planning – Agricultural Advisory Committee – June 22, 2011  
Meeting Minutes**

**11-09-09** M/S Directors O'Neill/Lande that the minutes of the June 22, 2011  
Agricultural Advisory Committee meeting be received.

**CARRIED**

**(h) Land Use Planning – Letter from Kathy Moore regarding treatment of  
Japanese Knotweed**

**11-09-10** M/S Directors O'Neill/Lande that the letter from Moore's Organic Market  
& Nursery expressing opposition to glyphosate treatment of Japanese  
Knotweed be received.

**CARRIED**

**Several members of the public joined the gallery at 10:00 a.m.**

**(i) Land Use Planning – Agricultural Advisory Committee – August 30, 2011  
Meeting Minutes**

The Minutes of the August 30, 2011 Agricultural Advisory Committee  
Meeting were presented and reviewed.

**11-09-11** M/S Directors O'Neill/Lande

Whereas the Central Coast Regional District has previously indicated  
opposition to the use of chemical pesticides and herbicides on public lands  
within its boundaries;

Therefore, the Central Coast Regional District opposes plans by the B.C.  
Ministry of Transportation and Infrastructure to utilize glyphosate as a control  
method against Japanese Knotweed on highway rights of way within the  
boundaries of the Central Coast Regional District;

Furthermore, the Central Coast Regional District urges the B.C. Ministry of  
Transportation and Infrastructure to undertake further research into  
mechanical means of Japanese Knotweed control in this region of the Central  
Coast.

**CARRIED**

**Members of the gallery left the meeting**

**(j) Land Use Planning – Agricultural Advisory Committee – Resignation**

**11-09-12** M/S Directors O'Neill/Lande that the resignation from the Agricultural  
Advisory Committee of Wayne Padgett be accepted and that a letter of thanks  
be sent to Mr. Padgett for his service to the regional district.

**CARRIED**

**(k) Land Use Planning – ICIS – Enhancement Addendum – Address BC**

- 11-09-13** M/S Directors O'Neill/Lande that the Enhancement Addendum Agreement with the Integrated Cadastral Information Society for initiation of the Address BC project be approved.

**CARRIED**

**Leisure Services**

**(l) Centennial Pool Commission – August 19, 2011 Meeting Minutes**

- 11-09-14** M/S Directors O'Neill/Lande that the minutes of the August 19, 2011 Centennial Pool Commission meeting be approved and that the matter of the proposed expenditures be referred to staff for consideration and discussion with the Commission.

**CARRIED**

**(m) Denny Island Recreation Commission – June 14, 2011 Meeting Minutes**

- 11-09-15** M/S Directors Lande/O'Neill that the minutes of the June 14, 2011 Denny Island Recreation Commission meeting be received and that the matter of the proposed long term lease between the Denny Island Recreation Commission and Shearwater Marine Limited be referred to staff for review and analysis.

**CARRIED**

**(n) Vancouver Island Regional Library – August 25, 2011 Information Update**

- 11-09-16** M/S Directors Emery/O'Neill that the information received from Vancouver Island Regional Library dated August 25, 2011 be received.

**CARRIED**

**Protective Services**

**(p) Emergency Planning – Bella Coola Valley Flood Response Advisory Committee – Appointments**

- 11-09-17** M/S Directors O'Neill/Lande that the CAO or designate be appointed to the Bella Coola Valley Flood Response Advisory Committee.

**CARRIED**

**(q) Emergency Planning – Emergency Preparedness Conference 2011**

- 11-09-18** M/S Directors O'Neill/Emery that the information regarding the 2011 Emergency Preparedness Conference be received.

**CARRIED**

**Environmental Services**

**(r) Thorsen Creek Waste & Recycling Centre – Interim Operational & Site Plan**

**11-09-19** M/S Directors O'Neill/Lande that the Preliminary Site Development Plan for the Thorsen Creek Waste and Recycling Centre prepared by Joan Sawicki be approved and adopted; and that the Central Coast Regional District Solid Waste Management Interim Operational Plan prepared by Joan Sawicki be received and referred to staff for consideration in the 2012 Strategic Work Plan.

**CARRIED**

**(o) Emergency Planning – Flood Hazard Assessment – Update**

Emergency Program Coordinator Stephen Waugh joined the meeting by telephone at 10:28 a.m. EPC Waugh spoke to the flight undertaken recently to assist with an updated flood hazard assessment for the Bella Coola Valley. Director O'Neill noted that during a recent rainfall, Snooka Creek had backed up to Grant Rd. and enquired whether this area was also under consideration as part of the Flood Hazard Assessment. The Flood Hazard Assessment Interim Report provided by EPC Waugh confirms that this area is under consideration as part of a total of 33 subject sites between the Bella Coola townsite and Steep Roof, which formed the initial basis of the aerial survey recently undertaken.

**11-09-20** M/S Directors O'Neill/Lande that the Bella Coola Valley Flood Hazard Assessment update be received.

**CARRIED**

The following item was moved forward:

**D (c) Ferry Advisory Committee Chairs – Review of the Coastal Ferry Act by the BC Ferries Commissioner – Identification of Key Issues**

Stephen Waugh, Ferry Advisory Committee Chair, joined the meeting by telephone and spoke to the key issues.

**11-09-21** M/S Directors Lande/O'Neill that the information note provided by the Ferry Advisory Committee Chairs entitled "Identification of Key Issues" be received.

**CARRIED**

**Transportation Services**

**(s) Transportation Services – July, August 2011 Report**

Director Emery suggested that security be enhanced at the Denny Island Airport to eliminate access by local vehicles to the airstrip.

- 11-09-22** M/S Directors O'Neill/Emery that the Transportation Services Reports for the months of July and August 2011 be received.

**CARRIED**

- (t) Transportation Services – August 2011 Report – Bella Coola Airport Dike Road Access**

- 11-09-23** M/S Directors O'Neill/Emery that the Staff Report dated August 18, 2011 regarding Airport Road Access be received.

**CARRIED**

- (u) Bella Coola Airport Commission – Winter Maintenance 2011 (Snow Removal) Invitation to Tender**

- 11-09-24** M/S Directors O'Neill/Emery that the Tender received from Matthews Contracting for 2011 Snow Removal for the Bella Coola Airport be approved pursuant to the recommendation of the Bella Coola Airport Commission.

**CARRIED**

- (v) Bella Coola Airport Commission – East End Runway Clearing – Request for Proposals**

- 11-09-25** M/S Directors O'Neill/Lande that the Proposal received from Don Nygaard & Son Ltd. for Clearing of the East End Runway at the Bella Coola Airport be approved pursuant to the recommendation of the Bella Coola Airport Commission.

**CARRIED**

## **RECESS**

A short recess was called at 10:55 a.m.

## **RECONVENE**

The regular meeting reconvened at 11:10 a.m.

### **PART III– PUBLIC CONSULTATION**

#### **11:10 am 1. Shearwater Water Committee**

Craig Widsten and Madeline McDonald, consultant to Shearwater Water Committee, joined the meeting and presented with regards to the proposed Shearwater water service. Ms. McDonald explained they are looking for support from the board in moving forward with establishing a Local Service Area (LSA). Background information was reviewed and funding sources were suggested. The proposal for the LSA would include Shearwater Island, which is privately owned by Mr. Widsten.

- 11-09-26** M/S Directors O'Neill/Emery to receive the information presented on behalf of the Shearwater Water Committee.

**CARRIED**

**11:30 am 2. Galaxy Broadband – Connecting Rural Canadians Program**

Perry Cook of Galaxy Broadband presented to the board regarding subsidized high-speed broadband service to rural areas. Service is available for both individual houses or communities. Mr. Cook explained the company history, system operation and support network. They are primarily seeking customers who have no other local options for internet service. There was discussion as to the effect of this service on local providers. A southern sky exposure is required. The satellite alignment would be close to that of Star Choice.

- 11-09-27** M/S Directors O'Neill/Emery to receive the Galaxy Broadband information presented.

**PART IV– GENERAL BUSINESS**

**(C) ADOPTION OF MINUTES**

**(a) July 7, 2011 - Regular Meeting**

- 11-09-28** M/S Directors O'Neill/Lande that the minutes of the regular meeting held July 7, 2011 be adopted as presented.

**CARRIED**

**(D) GENERAL CORRESPONDENCE**

**(a) BC Ferry Authority – Staff Report – BC Ferry Authority Board of Directors Nomination**

- 11-09-29** M/S Directors O'Neill/Lande that the process for receiving and endorsing nominations for the BC Ferry Authority Board of Directors as detailed in the Staff Report dated August 12, 2011 be approved.

**CARRIED**

**(b) Powell River Regional District – News Release – Coastal RD Chairs Express Concern with BC Ferry Service**

- 11-09-30** M/S Directors O'Neill/Emery that the News Release dated July 26, 2011 and issued on behalf of Coastal Regional District Chairs regarding BC Ferries Service be received and that the regional district encourages the Coastal Regional District Chairs to continue to engage in communication with the Ferry Advisory Committee Chairs regarding concerns related to BC Ferry Service.

**CARRIED**

**(d) Union of BC Municipalities – Community to Community Forum – Approval in Principle**

- 11-09-31** M/S Directors O'Neill/Lande that a letter of support/intention to participate be sent to UBCM with respect to the Community to Community Forum to be held September 24, 2011 at the Chief Joe Mathias Centre in North Vancouver, and that Director Lande be authorized to attend the Forum.

**CARRIED**

**(e) Coastal Community Network – Community to Community Summit**

- 11-09-32** M/S Directors O'Neill/Lande that Director Lande be authorized to attend the Coastal Community Network sponsored Community to Community Summit to be held September 23, 2011, in conjunction with the First Nation's Summit and annual UBCM Convention.

**CARRIED**

**(f) Union of BC Municipalities – Regional Hospital District Cost Sharing Session**

- 11-09-33** M/S Directors O'Neill/Emery that the Regional Hospital District Chair be authorized to attend the UBCM Regional Hospital District Cost Sharing Review Session to be held September 26, 2011, in conjunction with the annual UBCM Convention.

**CARRIED**

**(g) Municipal Insurance Association – MIABC Dividend**

- 11-09-34** M/S Directors O'Neill/Lande that the information from the Municipal Insurance Association regarding the dividend for the 2010 fiscal year be received.

**CARRIED**

**(h) Municipal Insurance Association – Request for Appointment of Alternate Delegate**

- 11-09-35** M/S Directors O'Neill/Emery that Steve Emery be appointed as alternate voting delegate to the Municipal Insurance Association.

**CARRIED**

**(i) Urban Systems – Regional Wastewater Servicing – Bella Coola Townsite**

- 11-09-36** M/S Directors Lande/O'Neill that the information from Urban Systems regarding regional wastewater servicing for the Bella Coola Townsite IR No. 1, Bella Coola Townsite and Bella Coola General Hospital be received.

**CARRIED**

**(j) Ministry of Community, Sport & Cultural Development – Infrastructure Planning Grant -Regional Wastewater Servicing – Bella Coola Townsite**

- 11-09-37** M/S Directors O'Neill/Lande that submission to the Ministry of Community, Sport & Cultural Development of an Infrastructure Planning Grant for

funding to support a feasibility study of central wastewater servicing for the Bella Coola Townsite be approved.

**CARRIED**

**(k) Bella Coola Harbour Authority – Application to Community Works Fund for Restroom Facilities**

Director Lande left the meeting, citing a conflict of interest.

- 11-09-38** M/S Directors O'Neill/Emery that the CCRD support the Bella Coola Harbour Authority application to the Community Works Fund for a contribution of \$10,000.00 towards restroom facilities at the wharf.

**CARRIED**

**RECESS**

A Recess was called for Lunch at 12:05 p.m.

**RECONVENE**

The regular meeting reconvened at 12:50 p.m.

- (l) City of Nelson – Community Wildfire Protection Funding**  
**11-09-39** M/S Directors Lande/O'Neill that the letter from the City of Nelson Regarding Community Wildfire Protection funding be received.

**CARRIED**

**(m) District of West Kelowna – Community Wildfire Protection Funding**

- 11-09-40** M/S Directors Lande/O'Neill that the letter from the District of West Kelowna regarding Community Wildfire Protection funding be received.

**CARRIED**

**(n) Regional District of Nanaimo – Ecosystems Based Offsets for Local Governments**

- 11-09-41** M/S Directors O'Neill/Lande that the letter received from the Regional District of Nanaimo regarding ecosystem based offsets for local governments be received.

**CARRIED**

**(o) Canadian Office and Professional Employees Union – Smart Meters**

- 11-09-42** M/S Directors Lande/O'Neill that the letter from the Canadian Office and Professional Employees Union regarding Smart Meters be received.

**CARRIED**

**(E) GENERAL REPORTS**

**(a) Chair's Report– August 2011**

- 11-09-43** M/S Directors O'Neill/Lande that the Chair's Report for the months of July and August 2011 be received.

**CARRIED**

**(b) Administration Report – August 2011**

- 11-09-44** M/S Directors Lande/O'Neill that the Administration Report for the months of July and August 2011 re received.

**CARRIED**

**(F) FINANCIAL REPORTS**

**(a) Accounts Payable Report – July 2011**

- 11-09-45** M/S Directors Lande/Emery that the payments of expenditures and commitments in the amount of SIXTY-FOUR THOUSAND NINE HUNDRED SEVENTY-FOUR DOLLARS AND SEVENTY-FIVE CENTS (\$64,974.75), as represented by cheques #15358 to # 15442 for the month of JULY and issued pursuant to the Central Coast Regional District policies and budgets for the year 2011, be approved and ratified.

**CARRIED**

**(b) Accounts Payable Report – August 2011**

- 11-09-46** M/S Directors Lande/O'Neill that the payments of expenditures and commitments in the amount of EIGHTY-FOUR THOUSAND TWO HUNDRED SEVENTY-FOUR DOLLARS AND TWENTY CENTS (\$84,274.20), as represented by cheques #15453 to #15515 for the month of AUGUST and issued pursuant to the Central Coast Regional District policies and budgets for the year 2011, be approved and ratified.

**CARRIED**

**(c) Strategic Community Investment Fund – Regional District Grant – Memo Dated July 8, 2011 from Chief Financial Officer**

- 11-09-47** M/S Directors O'Neill/Emery that the CFO's report to the CAO dated July 8, 2011 and entitled "*Strategic community Investment Fund – Regional District Grant*" be received.

**CARRIED**

**(d) Financial Plan Update – August 2011**

- 11-09-48** M/S Directors O'Neill/Emery that the Financial Plan Update for the period January – August 2011 be received.

**CARRIED**

**(G) REFERRALS FROM OTHER AGENCIES**

- (a) Ministry of Forests, Lands and Natural Resource Operations – Land File No. 1413516 – Application for License of Occupation by BCTS for purposes of log handling – Naysash Inlet/Burnt Island Harbour**

- 11-09-49** M/S Directors Lande/O'Neill that Land File No. 1413516 – Application for License of Occupation by BCTS for purposes of log handling – Naysash Inlet/Burnt Island Harbour be supported.

**CARRIED**

- (b) Ministry of Environment – BC Parks – Nekite Estuary Conservancy Draft Management Plan**

- 11-09-50** M/S Directors Lande/O'Neill that the Nekite Estuary Conservancy Draft Management Plan be received.

**CARRIED**

- (c) Ministry of Environment – BC Parks – Smokehouse Conservancy Draft Management Plan**

- 11-09-51** M/S Directors Lande/O'Neill that the Smokehouse Conservancy Draft Management Plan be received.

**CARRIED**

**(H) BYLAWS AND POLICIES**

- (a) Policy Review Schedule – Memorandum**

- 11-09-52** M/S Directors O'Neill/Lande that the Memorandum from the CAO dated September 1, 2011 and entitled *Policy Review Implementation Schedule* be received.

**CARRIED**

- (b) Policy No. A-24 – Policy Development and Review Policy**

- 11-09-53** M/S Directors Lande/O'Neill that CCRD Policy No. A-24 be adopted as presented.

**CARRIED**

- (c) Policy No. F-13 – Capitalization Policy**

- 11-09-54** M/S Directors O'Neill/Lande that CCRD Policy No. F-13 be adopted as

presented.

**CARRIED**

**(d) Policy No. F-12 – Purchase Authorization Policy**

Directors reviewed and discussed the draft Purchase Authorization Policy, concluding that the purchase limit requiring specific board authorization be set at \$10,000.00.

**11-09-55** M/S Directors Lande/O'Neill that CCRD Policy No. F-12 be adopted as amended.

**CARRIED**

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

**Area A**

**1. Central Coast Chamber of Commerce – June 14, 2011 Executive Meeting Minutes**

**11-09-56** M/S Directors Lande/O'Neill that the minutes of the June 14, 2011 Central Coast Chamber of Commerce executive meeting be received.

**CARRIED**

**2. Feasibility Study for Provision of Water Purification System for Denny Island – Application to Community Works Fund**

This item was deferred to the October meeting.

**3. NovaTec Consultants Inc. - Shearwater Water System Study**

Directors considered a report prepared by NovaTec Consultants Inc., regarding a proposed water treatment system for the community of Shearwater on Denny Island.

**11-09-57** M/S Directors Lande/Emery that the Regional District move forward with a process of public consultation with regard to the possible establishment of a local service area on Denny Island for the purpose of pursuing the installation and operation of a water treatment and distribution system and that this take place in the form of a survey of Denny Island residents to determine the level of support for establishing a local service area that would include the larger Denny Island community.

**CARRIED**

**11-09-58** M/S Directors O'Neill/Emery that the Report from Nova Tec Consultants Inc. entitled *Shearwater Water System Study* be received.

**CARRIED**

**Area D**

**4. Bear Aware – Bear Hazard Assessment**

Director O'Neill provided some background information with regard to the Ministry of Environment's previous support for the completion of a Bear Hazard Assessment for the Bella Coola Valley. He would like to see a letter be sent in support of moving this process forward in a timely manner.

**5. Snooka Creek Concerns**

This matter was addressed previously in the meeting.

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

No matters were released from the in camera session.

**(K) ADJOURNMENT**

There being no further business the meeting was adjourned at 2:15 p.m.

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**Chair**

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**Administrator**