

## 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”*

### **DRAFT REGULAR BOARD MEETING MINUTES – October 13, 2011**

In Attendance:	Electoral Area A	Alternate Director Cathi McCullagh
	Electoral Area B	Director Rhoda Bolton
	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
	Emergency Coordinator	Stephen Waugh (Portion)
	Recording Secretary	Cheryl Waugh

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

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

Chair Hyde called the meeting to order at 9:28 a.m.

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

**11-10-01** M/S Directors O’Neill/Bolton that the agenda be adopted as presented.

**CARRIED**

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

**11-10-02** M/S Directors Lande/McCullagh 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 – September Update**

**11-10-03** M/S Directors McCullagh/O’Neill that the Strategic Priorities Update for the month of September 2011 be approved as presented.

**CARRIED**

**COMMITTEE OF THE WHOLE**

**(b) 2012 Strategic Work Plan - Committee of the Whole**

**11-10-04** M/S Directors O’Neill/Lande that a Committee of the Whole meeting be convened to consider the 2012 Strategic Work Plan

**CARRIED**

A member of the public joined the gallery at 9:53 a.m.

A member of the public joined the gallery at 10:08 a.m. and Stephen Waugh joined the meeting.

**RECONVENE**

The regular meeting reconvened at 10:40 am

**Development Services**

**(c) Land Use Planning – September 2011 – Report**

**11-10-05** M/S Directors O’Neill/McCullagh that the Land Use Planning Reports for the month of September 2011 be received.

**CARRIED**

**Leisure Services**

**(d) Centennial Pool Commission – September 15, 2011 Meeting Minutes**

**11-10-06** M/S Directors Lande/Bolton that the minutes of the September 15, 2011 Centennial Pool Commission meeting be received.

**CARRIED**

*The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well being of the Central Coast through the professional and efficient delivery of mandated regional and community services*

(e) **Vancouver Island Regional Library** – September 24, 2011 Information Update

**11-10-07** M/S Directors Lande/McCullagh that the information received from Vancouver Island Regional Library dated September 24, 2011 be received. **CARRIED**

*The following items were moved forward:*

**Protective Services**

(f) **Emergency Planning** – September 2011 Monthly Report

**11-10-08** M/S Directors O’Neill/Lande Appendix A of the September 2011 Emergency Planning Monthly Report not be received as presented. **CARRIED**

**11-10-09** M/S Directors McCullagh/O’Neill that the September 2011 Emergency Planning Monthly Report be received. **CARRIED**

**RECESS**

A short Recess was called at 10:45 a.m.

**RECONVENE**

The regular meeting reconvened at 10:55 a.m.

(g) **Emergency Planning** – Urgent Flood Response Works – Upper Hagensborg Dike and Hagensborg Gap Access

EPC Waugh spoke to proposed projects to construct access to flood protection structures in Hagensborg. Access to these locations is prerequisite to effecting any repairs of the failing and/or inadequate structures.

Recommendations from the Bella Coola Flood Response Advisory Committee (FRAC) are anticipated to be forthcoming with other areas of priority.

**11-10-10** M/S Directors Lande/O’Neill BE IT RESOLVED THAT the recommendation of the Emergency Program Coordinator to proceed with urgent flood response works on the Upper Hagensborg Dike and Hagensborg

Gap, pursuant to the recommendation of the Bella Coola Valley Flood Response Advisory Committee and EOC Policy Group be approved.

**CARRIED**

**(h) Emergency Planning – Urgent Flood Response Project No. 2011-01**

**11-10-11** M/S Directors O’Neill/Lande : BE IT RESOLVED THAT the Chief Administrative Officer be authorized to engage Spiritscape Ventures Ltd. to provide project management services, pursuant to the Consulting Services Agreement dated July 29, 2010, in relation to urgent flood response works on the Upper Hagensborg Dike and Hagensborg Gap; and

BE IT FURTHER RESOLVED THAT CCRD Policy F-12, Purchase Authorization, be waived in that formal tendering not be required in relation to the provision of project management services in excess of \$1,200, due to the experience and project-specific knowledge of Spiritscape Ventures Ltd., and on the basis of past performance and the existence of a Consulting Services Agreement that contemplates the provision of such services; and

BE IT FURTHER RESOLVED THAT advertising be undertaken to compile a registry of equipment and services from which to hire in relation to the urgent flood response works; and

BE IT FURTHER RESOLVED THAT pursuant to CCRD Policy F-12, Purchase Authorization, the board of directors authorize the purchase of services of an excavator(s) and spread cat(s) for work associated with the urgent flood response works, each in excess of \$10,000.

**CARRIED**

**11-10-12** M/S Director O’Neill/Lande that due to the September 2011 high water event, an updated flood hazard assessment, similar to the one undertaken in August 2011, commence as soon as possible, to be funded from the Flood Protection Program Project #097 funds.

**CARRIED**

The board also requested an inventory of the CCRD’s rip-rap stockpiled at the local quarry.

**(i) Emergency Planning – Letter from Neil Ehrlich to Nathan Cullen, MP, dated August 25, 2011**

**11-10-13** M/S Directors O’Neill/Lande that the letter from Neil Ehrlich to Nathan Cullen, MP, dated August 25, 2011 regarding the flood risk to the community of Firvale be received.

**CARRIED**

**Transportation Services**

**(j) Transportation Services – September 2011 Report**

- 11-10-14** M/S Directors O’Neill/McCullagh that the Transportation Services Reports for the month of September 2011 be received.

**CARRIED**

**PART III– PUBLIC CONSULTATION**

None

**PART IV– GENERAL BUSINESS**

**(C) ADOPTION OF MINUTES**

**(a) September 8, 2011 - Regular Meeting**

- 11-10-15** M/S Directors Lande/O’Neill that the minutes of the regular meeting held September 8, 2011 be adopted as presented.

**CARRIED**

**(D) GENERAL CORRESPONDENCE**

**(a) BC Ferry Authority – BC Ferry Authority Board of Directors Nominations**

- 11-10-16** M/S Directors O’Neill/Lande that the Central Coast Regional District Board of Directors endorse the slate of nominations for appointment to the BC Ferry Authority Board of Directors as jointly determined by the Regional Districts of Kitimat-Stikine, Mount Waddington and Skeena-Queen Charlotte.

**CARRIED**

Members of the gallery left the meeting at 11:20 a.m.

**(b) Ministry of Community, Sport & Cultural Development; Office of the Premier - News Release – Province Supports Healthy Communities with \$30M Funding**

**11-10-17** M/S Directors O’Neill/Lande that the News Release dated October 1, 2011 regarding funding for recreational infrastructure be received.

**CARRIED**

**(c) Bear Aware Bella Coola/Ellie Archer – Request for Letter of Support**

**11-10-18** M/S Directors O’Neill/Lande that the Report dated October 6, 2011 from Bear Aware Bella Coola Coordinator Ellie Archer be received and that a letter be provided in support of the continuation of the Bear Aware Bella Coola program in 2012.

**CARRIED**

**(d) North Central Ferry Advisory Committee – Letter from S. Waugh**

**11-10-19** M/S Directors O’Neill/Lande that the Letter from Stephen R.A. Waugh advising that he does not intend to seek reappointment to the North Central Ferry Advisory Committee be received and that a letter be sent to Mr. Waugh, thanking him for his service.

**CARRIED**

**(E) GENERAL REPORTS**

**(a) Chair’s Report – September 2011**

**11-10-20** M/S Directors Lande/O’Neill that the Chair’s Report for the month of September 2011 be received.

**CARRIED**

**(b) Director Lande – Report on PNCIMA & Community to Community Forum - September 2011**

**11-10-21** M/S Directors O’Neill/McCullagh that the verbal report from Director Lande regarding the Pacific North Coast Integrated Marine Planning Area and the 2011 Coastal Community to Community Forum be received.

**CARRIED**

**(c) Administration Report – September 2011**

**11-10-22** M/S Directors McCullagh/Bolton that the Administration Report for the month of September 2011 be received.

**CARRIED**

**(F) FINANCIAL REPORTS**

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

**11-10-23** M/S Directors O’Neill/Lande that the payments of expenditures and commitments in the amount of FIFTY-NINE THOUSAND SIX HUNDRED ELEVEN DOLLARS AND EIGHTY-TWO CENTS (\$59,611.82), as represented by cheques #15530 to #15603 for the month of SEPTEMBER and issued pursuant to the Central Coast Regional District policies and budgets for the year 2011, be approved and ratified.

**CARRIED**

**(b) Final Financial Report on Flood Relief – September 2010 Flood**

**11-10-24** M/S Directors Lande/McCullagh that the report prepared by the Chief Financial Officer entitled “Final Financial Report on Flood Relief – September 2010 Flood” be received.

**CARRIED**

**(G) REFERRALS FROM OTHER AGENCIES**

**(a) Ministry of Forests, Lands and Natural Resource Operations – Land File No. 1413640 – Application for License of Occupation by Bella Coola Community Forest Ltd. for purposes of booming and storage of wood – North Bentinck Arm**

**11-10-25** M/S Directors O’Neill/Lande that Land File No. 1413640 – Application for License of Occupation by Bella Coola Community Forest Ltd. in an area of North Bentinck Arm be supported.

**CARRIED**

- (b) **Ministry of Forests, Lands and Natural Resource Operations** – Land File No. 1413517 – Application for License of Occupation by Western Forest Products Inc. for purposes of handling/helicopter drop zones – Moses Inlet

- 11-10-26** M/S Directors O’Neill/Lande that Land File No. 1413517 – Application for License of Occupation by Western Forest Products Inc. for purposes of handling/helicopter drop zones in an area of Moses Inlet be supported.  
**CARRIED**

**RECESS**

A Recess was called for Lunch at 12:02 p.m.

**RECONVENE**

The regular meeting reconvened at 12:52 p.m.

**(B) LOCAL GOVERNANCE MATTERS Cont.**

**Leisure Services Cont.**

Alternate Director Martin Antoniuk joined the meeting at 12:52 p.m. and updated the board of directors on progress by Vancouver Island Regional Library to secure a new location for the Bella Coola Valley Branch. Directors were pleased to hear that an agreement has been reached to locate the Branch in a portion of the Co-op Store property, following renovations that are currently underway. VIRL staff have advised that the Library will close its existing Bella Coola facility at the end of November, with the new Branch location to be open early in the New Year.

- 11-10-27** M/S Directors O’Neill/Bolton that the verbal information update provided by Alternate Director Martin Antoniuk be received.  
**CARRIED**

Alternate Director Antoniuk left the meeting at 12:57 p.m.

- 11-10-28** M/S Directors O’Neill/Lande that a card of condolence to be sent to Rosemary Bonanno, Executive Director of the Vancouver Island Regional Library, to acknowledge her recent loss.  
**CARRIED**

- 11-10-29** M/S Directors Lande/McCullagh that a letter of thanks be sent to Alternate Director Antoniuk in appreciation of his contributions to the Vancouver Island Regional Library Board.  
**CARRIED**



**(H) BYLAWS AND POLICIES**

**(a) Draft Bylaw No. 408 – Director Remuneration – Staff Report & Draft Bylaw**

**11-10-30** M/S Directors Lande/McCullagh that the Memorandum from the Chief Administrative Officer dated October 7, 2011, regarding director remuneration be received; and that Bylaw No. 399, 2009, Central Coast Regional District Remuneration and Expenses Amendment Bylaw, be revised as follows and presented for consideration in November: that the annual sum paid to each director in recognition of costs associated with paper and printing supplies be increased to \$300.00 per year and that costs associated with personal cellular phone use be increased to \$25.00 per month for directors and to \$50.00 per month for the chair.

**CARRIED**

**(b) Policy No. A-25 – Establishment of New Services**

**11-10-31** M/S Directors Lande/O’Neill that CCRD Policy No. A-25 be adopted as presented.

**CARRIED**

**(c) Policy No. F-14 – Payables Procedure Policy**

**11-10-32** M/S Directors O’Neill/Lande that CCRD Policy No. F-14 be adopted as presented.

**CARRIED**

**(d) Policy No. F-3– Signatories**

**11-10-33** M/S Directors O’Neill/Lande that CCRD Policy No. F-3 be amended as presented.

**CARRIED**

**(e) Policy No. F-1– Payment Distribution Schedule**

**11-10-34** M/S Directors O’Neill/McCullagh that CCRD Policy No. F-1 be reviewed and approved as presented.

**CARRIED**

**(f) Policy No. A-7– Advertising for Contracts and Services – Rescind**

**11-10-35** M/S Directors O’Neill/Lande That CCRD Policy No. A-7 be rescinded.

**CARRIED**

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

**Area E**

Staff was asked to investigate a possible water leak in area behind the Bella Coola Post Office.

**(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 1:18 p.m.

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**Chair**

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**Administrator**