



CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING MINUTES

DATE: June 12, 2014

**ATTENTION**

*These minutes are draft and subject to amendment. Final approval and adoption is by resolution at the next scheduled meeting.*

**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 – June 12, 2014**

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 Mikkelson (portion)
	Public Works Manager	Ken McIlwain (portion)
	Recording Secretary	Cheryl Waugh
	Local Gov't Intern	Krista Ediger

Three members of the public (portion)

**PART I - INTRODUCTION**

**1. Call to Order**

Chair Reg Moody-Humchitt called the meeting to order at 9:14am

- (a) (Opening Reflection/Prayer)  
Director Ivan Tallio offered the opening prayer

**2. Adoption of Agenda**

- (a) (Introduction of late items)

Operations Updates & Policy Matters Arising  
C(c)i Gas Tax Program Services

- 14-06-01** M/S Directors Anderson/Lande that the agenda be adopted as presented with the addition of late items and that Ken Dunsworth's name be replaced by that of Milica Epp under Delegations, item 1.a.

**CARRIED**

**3. Disclosures of Financial Interest**

The Chair reminded Board Members of the requirements of Sections 100(2)(b) and 101(1)(2) and (3) of the *Community Charter* to disclose any interest during the meeting when the matter is discussed.

**4. Disclosures of Interests Affecting Impartiality**

The Chair reminded Board Members that in the interest of good governance, where there is a perceived interest that may affect their impartiality in consideration of a matter, a declaration should be made.

The following item was moved to 1:00pm

**(A) IN CAMERA MATTERS**

(a) Matters Brought out of In Camera –

There were no matters brought forward from the in camera meeting.

**(B) ADOPTION OF MINUTES**

(a) Regular board meeting May 8, 2014

**14-06-02** M/S Directors Lande/Tallio that the minutes of the Regular Board meeting dated May 8, 2014 be adopted. **CARRIED**

**PART II– PUBLIC CONSULTATION**

**1. Delegations –**

**(a) Milica Epp on behalf of the CCEARS working group**

Milica Epp addressed the Board on behalf of the Central Coast Electoral Area Restructuring Study (CCEARS) working group. A letter from the working group to the Board was reviewed in which the Board was asked to respond to the question of what role the CCEARS working group has in participating in the CCRD's strategic planning process. Ms. Epp wanted to express that it appears the Board has their agenda and that certain matters have already been decided. She wants to ensure the CCRD is on the same page as the working group and that they are collaborating with each other. She further stated that the public doesn't really understand what goes on with local government. She was reminded that meetings are always open and the Board was happy to see her in attendance and looks forward to the same at future meetings. The Chair noted a significant amount of communication has been distributed so far this year on local government activities.

The CCRD will be scheduling open meetings later this summer as part of community engagement in the strategic planning process. The meetings will be open to anyone interested in participating.

**2. Public Questions and Comment Period – there were no questions from the Public.**

**PART III – LOCAL GOVERNANCE**

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

**Administrative Services**

**(a) Administration Report, June 5, 2014**

The Administration Report provides updates on administration services and includes movement on the 2014 strategic priorities and general governance matters.

The Administration Report was amended to include the word 'proposed' in front of all references to the Strategic Plan 2015-2019 and Denny Island Water was changed to Shearwater Water.

**14-06-03** M/S Directors Anderson/Lande that the Administration Report dated June 5, 2014 be received as amended.

**CARRIED**

**Financial Services**

The Chief Financial Officer (CFO) joined the meeting

**(b) Filing under the Financial Information Act – SOFI 2013**

The filing under the *Financial Information Act* is an annual requirement for reporting remuneration and expenses for the board of directors and staff. It also includes a listing of suppliers who received aggregate payments exceeding \$25,000 in 2013.

**14-06-04** M/S Directors Anderson/McCullagh that the 2013 Statement of Financial Information (SOFI) prepared by the Chief Financial Officer pursuant to the *Financial Information Act (FIA)* for the year ended December 31, 2013 be approved and submitted to the Ministry of Community, Sport and Cultural Development.

**CARRIED**

**(c) 2013 Strategic Community Investment Funds Report**

Pursuant to the Strategic Community Funds Agreement between the regional district and the province, the regional district must report publicly on the intended uses and performance targets for the funds received from the province.

Directors requested that the report be expanded to include expenditure amounts associated with the performance targets and to include background information on where the funds originate. It is noted that the existing Strategic Community Funds agreement terminates on December 31, 2014.

**14-06-05** M/S Directors Anderson/Lande that the 2013 Strategic Community Investment Funds Report be received and that it be released to the public prior to June 30, 2014.

**CARRIED**

**(c)i Gas Tax Program Services**

The 2014-2024 Community Works Fund Agreement under the Administrative Agreement on the

Federal Gas Tax Fund in British Columbia requires a Board resolution to enter into the Agreement in order for release of 2014 funds.

The Gas Tax Agreement provides for semi-annual contributions from the Community Works Fund to the Central Coast Regional District and is to be used for projects that meet the eligibility criteria. The new Agreement provides for expanded categories that now include airports and recreation facilities, among other programs. The CAO was requested to provide additional detail related to the expansion at the July meeting of the board.

**14-06-06** M/S Directors Anderson/McCullagh that the Central Coast Regional District enters into the 2014-2024 Community Works Fund Agreement under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia and that the Chair and the Chief Administrative Officer be authorized to sign on behalf of the Central Coast Regional District.

**CARRIED**

### **Development Services**

#### **(d) Land Use Planning – June 5, 2014 report**

The Land Use Planning report tracks the interest of the public regarding inquiries related to the regional district's Zoning and Official Community Plan (OCP) bylaws, maps and other information regarding land use planning.

**14-06-07** M/S Directors Anderson/McCullagh that the Land Use Planning Report dated June 5, 2014 be received.

**CARRIED**

### **Public Works**

#### **(e) Report dated June 5, 2014**

The Public Works Department report highlights developments and issues surrounding the Thorsen Creek Waste and Recycling Centre, recreation facilities, the Bella Coola Airport, town site water and street lighting.

**14-06-08** M/S Directors Lande/Anderson that the Public Works Department Report dated June 5, 2014 be received.

**CARRIED**

Public Works Manager (PWM) Ken McIlwain spoke to the recent opening of the recycling centre, which has received a very good response from the public. Joseph Fletcher has been hired as the recycling centre attendant and started at the end of May. It has been very busy and there are special procedures for separating items. The vertical baler has been tested and compresses a substantial amount of material.

The PWM was requested to provide the Board with a report as to the operational constraints, life expectancy, land footprint and future options for the landfill. The PWM explained that there is a lack of certainty around development of the landfill until completion of a Development

Operation and Closure Plan and subsequent approval of the plan from the Ministry of Environment (MOE). Additionally, new landfill operation criteria are being developed by the MOE and may impact future development.

Some pit terracing work has also been taking place at the landfill.

### **Walker Island Park**

A new outhouse has been installed and the (surface) well replaced.

### **Centennial Pool**

The pool is open and the first public swim was June 11<sup>th</sup>. Operations are a bit short-staffed but that will improve as summer break begins.

### **Townsite Water**

Some damage was done to a concrete box connected to the unused water main by a grader operated by Interior Road services. They have offered to pay for any damage and the CCRD's water contractor will be completing a damage assessment.

### **Denny Island/Shearwater Water**

The Shearwater water system initiative is currently in the hands of the engineer. He is following up on water quality with the owners of Shearwater Marine and seeking confirmation from the Ministry of Health that there are no issues.

### **Leisure Services**

#### **(f) Denny Island Recreation Commission minutes dated April 13 and May 4, 2014.**

**14-06-09** M/S Directors Anderson/Lande that the Denny Island Recreation Commission minutes dated April 13 and May 4, 2014 be received.

**CARRIED**

### **Protective Services** – no report

### **Transportation Services**

#### **(g) Bella Coola Airport – Denny Island Airport, June 5, 2014 report**

The Transportation Services Report contains information regarding the Safety Management System, lease lots, signage, maintenance and operations at both the Denny Island and Bella Coola Airports.

**14-06-10** M/S Directors Anderson/McCullagh that the Transportation Services Report dated June 5, 2014 be received.

**CARRIED**

## **(D) EXECUTIVE REPORTS**

**(a) Chair's Report** - Chair Reg Moody-Humchitt provided a verbal report

The Chair has spoken with the Nuxalk Nation Manager and Chief Wally Webber regarding a protocol agreement. It is on their radar but due to some health issues there will be a slight delay before moving forward. There is a large gathering in Bella Bella this weekend and the Chair intends to circulate the topic for discussion and input. Hereditary chiefs will be involved in the gathering and he wants to poll the tribal council regarding a willingness to move forward with a protocol agreement.

The Chair hasn't heard when the Coast Regional District Chairs are going to meet again to discuss ferry issues. The CAO mentioned that she has had communication from the Ferry Advisory Committee (FAC) and they hope to reconvene before the end of this year and possibly recommendations can come from the CCRD for representation on the FAC.

### **Electoral Area Reports**

#### **i) Area A – Director Cathi McCullagh**

The Ministry of Transportation and Infrastructure (MoTI) will be grading roads on Denny Island June 13 and again in September. Long-time residents of the island say they have never seen the roads in such rough shape. Ministry representatives will be attending the island after the grading. Director McCullagh has been in communication with Interior Roads' road foreman. She noted that roadside brush cutting was not done last year and this has narrowed the roadway considerably. The CAO has been in communication with the quality manager for Interior Roads and the area manager for the MoTI on behalf of the Denny Island concerns. She has suggested the grading be scheduled with 6 months in-between.

The Denny Island Recreation Commission is very active with a high energy group of volunteers. There have been some very successful spring activities such as the Easter breakfast and egg hunt, and a community clean-up with a barbeque. Gumboots Days are upcoming with a long list of fun events and Pacific Coastal will be sponsoring one of the prizes.

Director McCullagh recently attended a meeting of the Vancouver Island Regional Library (VIRL) which was a successful gathering where some impressive statistics were presented. Membership overall is up and interest in the electronic-library has increased significantly. VIRL has hired an e-librarian who will be travelling up the Island and to central coast communities. The new budget will be given to the CCRD's CFO for information. A workplace bullying and harassment policy has been developed by the VIRL board. WorkSafe BC also has a policy that speaks to workplace bullying and harassment and is something that was brought to the CAO's attention.

Director McCullagh asked for an update on earthquake preparedness and the prospect of representatives from EMBC attending Denny Island to make a presentation. Administration will follow-up on this and report back.

#### **ii) Area B - see Chair's Report**

#### **iii) Area C – Director Lande provided a verbal report**

Director Lande participated in an EMBC/Ministry of Justice earthquake preparedness consultation session via conference call at the end of May. The consultation was part of an initiative to develop recommendations for government on improving British Columbians' preparedness for a disastrous seismic event. The consultations will culminate in a report, with recommendations, to the BC Government by the end of the year.

Director Lande has been approached by constituents wishing to discuss various topics such as the introduction of a noise bylaw, tax assessment and a protocol agreement.

Director Lande was pleased to see the pool looked very busy on its opening day.

Although herbicides are under the authority of provincial law Director Lande feels the CCRD should have a policy about herbicides even though it would be limited by provincial law.

The Marine Planning Partnership (MAPP) Central Coast Draft Marine Plan is now available online at <http://mappocean.org/central-coast>. Public meetings are scheduled for June 16 in Bella Coola and June 18 on Denny Island. Directors were encouraged to let constituents know about the meetings.

## RECESS

## RECONVENE

The regular meeting reconvened at 11:01am

### iv) Area D – Director Tallio provided a verbal report

Director Tallio commented that river flood levels appear to have moderated and with the low snow levels perhaps a fall flood event will also be avoided.

The topic of herbicides was revisited with the Nuxalk Nation Council and they agreed that the MoTI has the authority over highway right-of-way. The policy that council passed is that they stay with their current position because nothing can be done about the province's jurisdiction on the matter.

Director Tallio has spoken with the Public Works Manager and would like to see the tsunami evacuation route signage installed at the designated locations.

The Chair commented that trying to get the topic of a protocol agreement on the Nuxalk Nation council agenda has been a challenge but he will continue to take the lead on that and will report back to the Board as to the progress. Director Tallio confirmed that this is a pressing issue.

### v) Area E- Director Anderson

Director Anderson reported on attending recent meetings (via phone) of the Northern Development Trust's Northwest Region Advisory Committee. Meetings were well attended and six projects were approved. It was noteworthy that governments along the Highway 16 corridor are accessing monies from the Pine Beetle Fund but that the fund is reaching its limit. The 2015 intake will be this November for any organizations who may have a project to put forward. There was a thorough review of the annual report and quite a lot of information is on the Northern Development Trust's website <http://www.northerndevelopment.bc.ca/>. The most recent meeting in June concluded with a roundtable of the economic activities in the northwest and it was a pleasure listening to descriptions of the varied activities in the areas.

Director Anderson made a motion that the CCRD Board directs the CAO to draft a policy related to internal communications amongst the CAO and the directors of the board.

The motion was lost for lack of a seconder.



The Chair noted that internal communications is spoken to in the CCRD's Communications and Engagement Plan.

**(E) BYLAWS AND POLICIES**

**(a) Request to investigate establishment of a noise bylaw**

**14-06-11** M/S Directors McCullagh/Lande that the Central Coast Regional District Board of Directors requests the Chief Administrative Officer investigate the establishment of a Noise Bylaw and report back with recommendations to the Board at its July 10, 2014 meeting.

**CARRIED**

**(b) Bylaw 424, 2014 Central Coast Regional District Elections**

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting; and to repeal and replace Central Coast Regional District Elections Bylaw No. 349, 2002, Central Coast Regional District Election Amendment Bylaw No 376, 2005, Central Coast Regional District Election Amendment Bylaw No 393, 2008 and Central Coast Regional District Election Amendment Bylaw No 404, 2011.

**14-06-12** M/S Directors Anderson/Lande that Bylaw No. 424, cited as Central Coast Regional District Elections Bylaw No. 424, 2014, be now introduced and read a first time.

**CARRIED**

**14-06-13** M/S Directors Anderson/Lande that Bylaw No. 424 cited as Central Coast Regional District Elections Bylaw No. 424, 2014, having been given due and detailed consideration by the Board be now read a second time.

**CARRIED**

**(c) Policy A-9(a) Facilities Inspection Policy – Airport Operations.**

The amendments proposed are due to Transport Canada no longer providing annual inspections. The Bella Coola Airport Commission is currently inactive and the responsibility for administrative matters has been transferred to the position currently known as the Transportation Services Coordinator and the CAO acts as the Accountable Executive for the airport Safety Management System. See related policy A-22

**14-06-14** M/S Directors Anderson/Tallio that Policy A-9(a) Facilities Inspection Policy – Airport Operations, be adopted as amended.

**CARRIED**

**(d) Policy A-18 Funding Proposals.**

As standard business practices would refer to the CAO, provided other eligibility requirements were met, it is proposed that this policy be rescinded.

**14-06-15** M/S Directors Anderson/Lande that Policy A-18 Funding Proposals remains as is to ensure the Board is clearly knowledgeable on all aspects of funding proposals rendered to the Central Coast Regional District and that all funding proposals be carried out with and through Board direction and authorization.

**CARRIED**

**(e) Policy A-30 – Social Media Policy**

An amended Policy A-30 was distributed prior to the board meeting and was posted on the CCRD website. The purpose of the Social Media Policy is to be a communication tool to post information to the public about events occurring in the region. This policy is not for conducting business, for surveying or engaging the public in dialogue. The policy will govern the publication of any commentary and creation of pages on social media by employees and any commission of the CCRD.

**14-06-16** M/S Directors Anderson/McCullagh that Policy A-30 Social Media Policy be adopted.

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

(a) Bella Coola Resource Society, letter dated May 29, 2014

**14-06-17** M/S Directors Anderson/Tallio that the letter dated May 29, 2014 from the Bella Coola Resource Society be received and furthermore that it was the CCRD's pleasure to cooperate with the organization through the acquisition of the forest tenure and the CCRD would be pleased to receive a situational analysis of projected future activities and then will review the position with regards to having a CCRD representative on the Bella Coola Resource Society's Board.

**CARRIED**

(b) Ministry of Transportation, Highway and Road Conditions, Bella Coola Valley, letter dated June 4, 2014

**14-06-18** M/S Directors Anderson/McCullagh that the letter dated June 4, 2014 from the Ministry of Transportation and Infrastructure (MoTI) regarding highway and road conditions in the Bella Coola Valley be received and further, that a letter of appreciation be sent to the MoTI for the work they are doing elsewhere on Highway 20.

**CARRIED**

(c) Ministry of Justice, letter dated May 2, 2014, earthquake preparedness

**14-06-19** M/S Directors Lande/Tallio that the letter dated May 2, 2014 from the Ministry of Justice on the earthquake preparedness consultation process be received.

**CARRIED**

(d) Ministry of Community Sport and Cultural Development, Amendments to Local Government Act, Bulletin received May 30, 2014

**14-06-20** M/S Directors Anderson/McCullagh that Ministry of Community Sport and Cultural Development, Amendments to Local Government Act, Bulletin received May 30, 2014, which received Royal Assent May 29, 2014 be received.

**CARRIED**

(e) Article Central Coast Electoral Area Restructuring Study (CCEARS) working group, received May 20, 2014

**14-06-21** M/S Directors Anderson/McCullagh that the newspaper article by the Central Coast Electoral Area Restructuring Study (CCEARS) working group be received.

**CARRIED**

(f) Auditor General for Local Government, letter dated May 29, 2014

**14-06-22** M/S Directors Anderson/Tallio that the letter dated May 29, 2014 from the Auditor General for Local Government be received.

**CARRIED**

## **RECESS**

## **RECONVENE**

The regular meeting reconvened at 1:08pm

Late item C(a)i Operations Updates & Policy Matters Arising-Administrative Services

**14-06-23** M/S Directors McCullagh/Anderson that late item (C)(a)i be received and that the Central Coast Regional District Board of Directors be remunerated for the Strategic Planning Workshop held June 11, 2014 in the amount of \$75.00 to each director, in accordance with the Central Coast Regional District Remuneration & Expenses Bylaw 408, 1(c).

**CARRIED**

**14-06-24** M/S Directors Lande/McCullagh that the meeting go in-camera to consider matters pursuant to Section 90(1)(a), 90(1)(a)(g) and 90(1)(f)(g)(i) of the *Community Charter*.

**CARRIED**

**(G) ADJOURNMENT**

There being no further business the meeting was adjourned at 3:40pm

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Chair

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Corporate Officer