



CENTRAL COAST REGIONAL DISTRICT
SPECIAL BOARD MEETING MINUTES

DATE: August 4, 2016

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Central Coast Regional District Office

In Attendance:	Electoral Area A	Vacant
	Electoral Area B	Director Reginald Moody-Humchitt (via Phone)
	Electoral Area C	Chair, Alison Sayers
	Electoral Area D	Director Richard Hall
	Electoral Area E	Director Samuel Schooner
	Chief Financial Officer	Donna Mikkelson
	Recording Secretary	Cheryl Waugh
	Public Works Manager	Ken McIlwain (portion)

Absent: Chief Administrative Officer (with regrets)

Member of the Gallery: None

PART I - INTRODUCTION

1. **Call to Order**
The Chair called the meeting to order at 10:05 a.m.

2. **Waive Notice of Meeting**

16-08-01S M/S Directors Hall/Schooner that according to Section 220(3) of the *Local Government Act*, 2015, notice of any special meeting referred to in subsection (2) may be waived by a unanimous vote.

CARRIED

3. **Adoption of Agenda**

16-08-02S M/S Directors Moody-Humchitt/Hall that the agenda be adopted.

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.

(A) **IN CAMERA MATTERS**

16-08-03S M/S Directors Moody-Humchitt/Schooner that the meeting move in camera for the consideration of an item under Section 90(1)(a) of the *Community Charter* (relating to personal information about an identifiable individual who holds or is being considered

for a position as officer, employee or agent of the municipality or another position appointed by the municipality).

CARRIED

The regular meeting resumed at 10:27 a.m.

(a) Matters Brought Out of In Camera

16-08-04IC M/S Directors Hall/Schooner that it be released in open public meeting that the board of directors appoints Frank Johnson as the alternate Director for Electoral Area A to hold office until the conclusion of the by-election process.

CARRIED

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Meeting remuneration.

16-08-04S M/S Directors Hall/Schooner that the Central Coast Regional District Board of Directors be remunerated in the amount of \$75.00 to each director in attendance, in accordance with the CCRD Remuneration & Expenses Bylaw 442, 1(c).

CARRIED

Public Works

b) Item C(g) July 20, 2016 Agenda, Request for Quote.

Public Works Manager, Ken McIlwain, joined the meeting.

16-08-05S M/S Directors Schooner/Hall that the report Award of Thorsen Creek Recycle Building Construction Contract, dated July 15, 2016 be received.

CARRIED

There was review and discussion of the Request for Quotation for the recycle depot which asked for a 40'x80' engineered steel building. The RFQ was for the concrete foundation work and the steel building designed, engineered and installed, as well as additional options. The prices for a 40'X80' building came back too high so the specifications were changed to a 40'X60' building. Proponents information is confidential at this point.

Any liability concerns were addressed by the requirement that the completed structure be signed off by a professional engineer via a certificate of conformance. The CCRD hired a geotechnical engineer to provide data for the foundation and the report was made available to proponents. In other jurisdictions this would be a part of the building permit process. Although the CCRD has looked at a building permit system in the past it has been discounted and this jurisdiction defaults to the provincial building code.

A conceptual design was provided to the proponents who responded with their designs and quotes with special pricing options for door packages, drains, etc. This process is more efficient and cost

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.

effective than custom designing a building. The building will be assembled on site. The preference was to have one contractor oversee the construction. Plumbing, wood construction, etc. will be done locally.

A handout was provided by the Public Works Manager illustrating a breakdown of the overall project. The steel building is just one component of the entire project. The handout shows work that will be sourced locally and what will be outsourced. The Public Works Department is essentially acting as the general contractor for the project.

CCRD obligations under the New West Trade Agreement and Agreement on Internal Trade involve advertising province-wide on BCBid and avoiding any geographical bias in the RFQ process.

The Public Works Manager left the meeting.

16-08-06S M/S Directors Hall/Schooner that the Central Coast Regional District Board of Directors approves CCRD administration to select one of four front runner proponents identified from the Recycling Building Construction RFQ process, and subject to being within the approved budget, enter into a contract with the successful proponent for building construction.

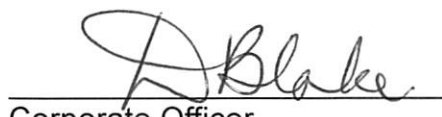
CARRIED

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 11:08pm



Chair



Corporate Officer