

**CENTRAL COAST REGIONAL DISTRICT  
REGULAR BOARD MEETING MINUTES**

**DATE: December 7, 2016**

REGULAR BOARD MEETING MINUTES – December 7, 2016

In Attendance:	Electoral Area A	Director Frank Johnson (via phone)
	Electoral Area C	Chair Alison Sayers
	Electoral Area E	Director Sam Schooner
	Chief Administrative Officer	Darla Blake
	Public Works Manager	Ken McIlwain (portion)
	CFO	Donna Mikkelson
	Operations Support Tech	Kyle Mettler (portion)
	Recording Secretary	Cheryl Waugh

Absent: Electoral Area B Director Reginald Moody-Humchitt

Absent with leave: Electoral Area D Director Richard Hall

Members of the gallery – None

**PART I - INTRODUCTION**

**1. Call to Order**

The Chair called the meeting to order at 9:15 a.m. and acknowledged the meeting was taking place on Nuxalk Nation traditional territory.

(a) Election of Vice-Chair pursuant to s215 of the *Local Government Act* (RSBC 2015).

The Chair nominated Sam Schooner as Vice-Chair which was seconded by Director Johnson. The Chair declared Sam Schooner as Vice-Chair.

Director Schooner raised a point of order with respect to the mover and seconder of resolution 16-11-08 during last month's meeting; specifically the first two paragraphs as they relate to letter of support for two Nuxalk Nation applications.

The original resolution was moved and seconded inadvertently and in good faith by Director Schooner and Director Hall, and then carried by the board. However, in the interest of good governance and transparency, particularly where there may be a perception or otherwise for conflict of interest, Director Schooner requested that the matter be reconsidered and included on the agenda as an item during today's meeting under Operations, Updates and Policy Matter Arising, Administrative Services.

**16-12-01** M/S Directors Schooner/Johnson that resolution 16-11-08 be reconsidered and included under Administrative Services on the agenda.

**CARRIED**

**2. Adoption of Agenda**

(a) Introduction of late items

**16-12-02** M/S Directors Schooner/Johnson that the increase in dues for the Federation of Canadian Municipalities Membership, be considered on the agenda under Administrative Services.

**CARRIED**

**16-12-03** M/S Directors Schooner/Johnson that nominations for Canada's Volunteer Awards be considered on the agenda under Administrative Services.

**CARRIED**

**16-12-04** M/S Directors Schooner/Johnson that late items be added to the administrative section and that the agenda be adopted as amended.

**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.

Directors did not disclose any financial interests in agenda items.

**4. Disclosures of Interests Affecting Impartiality**

Directors did not disclose any interests affecting their impartiality.

**(A) IN CAMERA MATTERS**

(a) The meeting will be closed pursuant to S90(1)(a) and S90(1)(m) of the *Community Charter*.

**16-12-05** M/S Directors Schooner/Johnson that the Board waive paragraph 2 of section 9.c) of Board Meeting Procedure Bylaw No. 467 to allow Director Johnson's participation in the in camera meeting.

**CARRIED**

**16-12-06** M/S Directors Johnson/Schooner that the meeting move in camera pursuant to S90(1)(a) and S90(1)(m) of the *Community Charter*.

**CARRIED**

The regular meeting resumed at 11:11 a.m.

The following item was moved forward:

**PART II– PUBLIC CONSULTATION**

**1. Delegations**

a. RCMP, Sgt. Justin Thiessen – quarterly update

Sgt. Thiessen joined the meeting and provided a handout with the RCMP detachment's quarterly update. Although there was nothing of significance to report, the trends were downward, especially with regards to violence, despite an unfortunate incident, which happened last month.

The RCMP's new fiscal year begins in April but a representative will return to the CCRD's February meeting to seek board input regarding what it would like to see in the way of policing efforts.

The sergeant answered some questions related to local drug use and substance abuse in general.

The Chair thanked Sgt. Thiessen for the presentation and for the work that he does. Sgt. Thiessen left the meeting.

**16-12-07** M/S Directors Schooner/Johnson that the meeting return to in camera pursuant to S90(1)(a) and S90(1)(m) of the *Community Charter*.

**CARRIED**

(b) Matters Brought out of In Camera

The following was released from in camera:

The Chief Administrative Officer will request an extension for the completion of the Diagnostic Governance & Service Delivery Study final report to May 31, 2017.

The Chief Administrative Officer evaluation was completed for 2016 and the goals and priorities were established for 2017.

**(B) ADOPTION OF MINUTES**

a) Regular Board Meeting, November 10, 2016

**16-12-08** M/S Directors Schooner/Johnson that the November 10, 2016 minutes be adopted.

**CARRIED**

**PART III – LOCAL GOVERNANCE**

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

**Administrative Services**

a) Chief Administrative Officer's Report dated November 30, 2016.

The CAO noted that the consultants working on the CCRD Diagnostic Governance and Service Delivery Study are preparing a final report to the board, which will be presented at the February 2017 board meeting.

Five staff members have completed the cultural competency training.

**16-12-09** M/S Directors Johnson/Schooner that Chief Administrative Officer's Report dated November 30, 2016 be received.

**CARRIED**

b) Adoption of the 2017 Board Calendar

**16-12-10** M/S Directors Johnson/Schooner that the July 2017 board meeting be rescheduled to Thursday, July 20<sup>th</sup> and that it be held in Ocean Falls.

**CARRIED**

**16-12-11** M/S Directors Schooner/Johnson that the 2017 Board Calendar be adopted as amended.

**CARRIED**

- c) AVICC Resolutions Notice/Submissions; Call for Nominations for AVICC Executive Committee; Call for Presentations.

**16-12-12** M/S Directors Schooner/Johnson that the Association of Vancouver Island and Coastal Communities (AVICC) Resolutions Notice/Submissions; Call for Nominations for AVICC Executive Committee; Call for Presentations be received.

**CARRIED**

- d) Fire Service Bylaw Review and Fire Department Executive Committee (FDEC) report dated November 28, 2016.

Kyle Mettler, Operations Support Technician, joined the meeting and spoke briefly to the report. Bylaws pertaining to the Bella Coola Fire Department Executive Committee have been reviewed and compared to the new fire department operations requirements as set out by the Office of the Fire Commissioner.

**16-12-13** M/S Directors Schooner/Johnson that the Fire Service Bylaw Review and Fire Department Executive Committee (FDEC) report dated November 28, 2016 be received.

**CARRIED**

**16-12-14** M/S Directors Johnson/Schooner that the Central Coast Regional District Board of Directors agrees to the process of repealing Bylaw No. 217 and No. 280 in favour of a new bylaw transferring administrative powers and responsibilities held by the Fire Department Executive Committee to the CCRD Board and CCRD Administration in consultation with the Bella Coola Fire Chief.

**CARRIED**

The CAO will advise staff to submit the documents to Lidstone & Company Barristers and Solicitors, which will be retained to update the Fire Service bylaws. These will be returned to the board for a final review and approval.

Kyle Mettler left the meeting.

- e) Discussion: Board appointments to Committees and Commissions and matters for consideration.

**16-12-15** M/S Directors Johnson/Schooner that the report Board Appointments to Committees and Commissions be received.

**CARRIED**

- f) Appointment of Committees and Commissions and Board Appointments.

The following appointments were made to the CCRD's Commissions and Committees:

- 16-12-16** M/S Directors Schooner/Johnson that the following appointments be made to the **Centennial Pool Commission**:
- Joan Cole, Nicola Koroluk, Janice Kyle, Karen Lansdowne, Connie Nygaard, Carol Thommasen, Russ Hilland.
- CARRIED**
- 16-12-17** M/S Directors Johnson/Schooner that the following seven appointments be made to the **Denny Island Airport Commission** and that Bylaw No.470 be amended to change the number of members and removing the requirement for a board representative:
- Jean Wood, Mark Schlichting, Ingmar Lee, Danny Oliver, Ron Nielsen, Aggie Green, Doug Sharkey.
- CARRIED**
- 16-12-18** M/S Directors Sayers/Schooner that Bylaw No. 458 be repealed and that no appointments be made to the **Denny Island Recreation Commission** and that the repealing bylaw be brought to February 2017 board meeting.
- CARRIED**
- 16-12-19** M/S Directors Johnson/Sayers that the following members be appointed to the **Emergency Executive Committee**:
- Director Sam Schooner (Chair), Wendy Kingsley (Secretary), Darla Blake (EPC), Roger Harris (Nuxalk Nation), Ed Bachmann (Deputy EPC Ocean Falls), Deputy EPC Denny Island (vacant-to be advertised)
- CARRIED**
- 16-12-20** M/S Directors Schooner/Johnson that the following appointments be made to the **Economic Development Advisory Committee**:
- Richard Hall (Director), Keith Hamilton (Nuxalk Nation), Heiltsuk(vacant), Sharron Cartier (Ocean Falls), Ana Santos (Denny Island), Garret Newkirk (Bella Coola Harbour Authority), and Members at Large, Wilma Hallam, Ernest Hall and two more positions (vacant) and that vacant positions be advertised.
- CARRIED**
- 16-12-21** M/S Directors Schooner/Johnson, that no appointments be made at this time to the **Fire Department Executive Committee**. See resolution 16-12-14.
- CARRIED**
- 16-12-22** M/S Directors Schooner/Johnson that the following board member appointments be made:
- Association of Vancouver Island and Coastal Communities (AVICC):**  
Chair Sayers as board member, Director Johnson as alternate.
- CARRIED**

- 16-12-23 M/S Directors Sayers/Johnson that Director Schooner be appointed as board representative to the **Bella Coola Harbour Authority**.  
**CARRIED**
- 16-12-24 M/S Directors Sayers/Schooner that the following board members be appointed to the **Coast Sustainability Trust Regional Steering Committee (CST)**:  
Director Schooner as board member, Director Johnson as alternate.
- 16-12-25 M/S Directors Johnson/Schooner that the following board members be appointed to the **Municipal Finance Authority (MFA)**:  
Chair Sayers as board member, Director Schooner as alternate.  
**CARRIED**
- 16-12-26 M/S Directors Johnson/Schooner that the following board members be appointed to the **Northern Development Initiative Trust (NDIT) Northwest Regional Advisory Committee**:  
Chair Sayers as board member, Director Schooner as alternate.  
**CARRIED**
- 16-12-27 M/S Directors Johnson/Schooner that the following board members be appointed to the **Vancouver Island Regional Library (VIRL)**:  
Director Johnson as board member, Director Schooner as alternate.  
**CARRIED**
- g) Marine Plan Partnership (MaPP) invitation to participate on MaPP Advisory Committee
- 16-12-28 M/S Directors Schooner/Johnson that the invitation to participate on the Marine Plan Partnership Regional and Central Coast Marine Plan Implementation Advisory Committee be received and that Chair Sayers respond to the invitation explaining the CCRD does not have the resources to participate due to ongoing mandated board responsibilities and request that minutes continue to be forwarded.  
**CARRIED**
- h) Request for Support to Heiltsuk Tribal Council's NDIT Grant Application.
- 16-12-29 M/S Directors Johnson/Schooner that the report Northern Development Initiative Trust Grant Application be received.  
**CARRIED**
- 16-12-30 M/S Directors Johnson/Schooner that the Central Coast Regional District support Heiltsuk Tribal Council in their application to the Northern Development Initiative Trust Capital Investment Analysis program for a grant of up to \$10,000 for the Investment Analysis of a Heat Pump Home & Business Retrofit Program in Bella Bella.  
**CARRIED**

Late Items

h) i. November Resolution 16-11-08 reconsidered

**16-12-31** M/S Directors Johnson/Sayers that Resolution 16-11-08 be amended as follows:

*M/S Directors Johnson/Sayers that the Central Coast Regional District support Nuxalk Nation in their application to the Northern Development Initiative Trust Economic Diversification Infrastructure program for a grant of \$250,000 for the Nuxalk Pathway to Cultural Tourism project, and*

*THAT the Central Coast Regional District support Nuxalk Nation in their application to the Northern Development Initiative Trust Capital Investment Analysis program for a grant of \$10,000 for the Nuxalk Cultural Centre Museum Feasibility Business Case Study, and*

*THAT the Central Coast Regional District support an application to the Northern Development Initiative Trust Capacity Building program for a grant of \$50,000 to support the Community Economic Development Planner position, and*

*THAT the Central Coast Regional District support an application to the Northern Development Initiative Trust Economic Diversification Infrastructure program for a grant of up to \$150,000 to support improvements to the Bella Coola Airport.*

**CARRIED**

h) ii. Federation of Canadian Municipalities Membership

**16-12-32** M/S Directors Johnson/Schooner, that the membership to the Federation of Canadian Municipalities not be renewed in 2017.

**CARRIED**

h) iii. Canada's Volunteer Awards Nominations

**16-12-33** M/S Directors Schooner/Johnson that the information for the Canada's Volunteer Awards nominations report be received.

**CARRIED**

**Financial Services**

i) 2017 Financial Plan Report, dated November 30, 2016.

The Chief Financial Officer highlighted excerpts from the financial plan report for 2017. Specific planned expenditures related to the board's strategic priorities (the Bella Coola Airport, Swimming Pool and the Official Community Plan) which include a flightway clearing project which is grant dependent, design work related to the pool mechanical system and liner replacement, and the commencement of the update of the Official Community Plan.

Preliminary estimates were provided for allocations related to apportioned administration, the Asset Replacement Fund and Community Works Funding. The preliminary tax levy was presented at an



increase of 5.1% from 2016, which on average, represents approximately \$24 per residence. The increases will vary by electoral area. General inflationary increases are projected at 2.0%.

Public input will be sought on the financial plan on or around the board meeting on February 9<sup>th</sup>.

**16-12-34** M/S Directors Schooner/Johnson that the 2017 Financial Plan Report, dated November 30, 2016 be received.

**CARRIED**

**Development Services**

j) Community Economic Development Officer Report, dated November 30, 2016.

**16-12-35** M/S Directors Schooner/Johnson that the Community Economic Development Officer Report, dated November 30, 2016 be received.

**CARRIED**

**16-12-36** M/S Directors Johnson/Schooner that a letter of support be sent to the Cariboo Chilcotin Coast Tourism Association in support of their Great Bear Project application to Destination's BC's Co-operative Marketing Program.

**CARRIED**

k) CCRD Community Economic Development Operating Plan 2016-2019 dated November 30, 2016.

**16-12-37** M/S Directors Schooner/Johnson that the CCRD Community Economic Development Operating Plan 2016-2019, dated November 30, 2016 be received.

**CARRIED**

**16-12-38** M/S Directors Schooner/Johnson that the Central Coast Regional District Community Economic Development Operating Plan 2016-2019 be adopted.

**CARRIED**

l) Economic Development Advisory Committee Minutes dated November 24, 2016.

**16-12-39** M/S Directors Schooner/Johnson that the Economic Development Advisory Committee Minutes dated November 24, 2016 be received.

**CARRIED**

**Public Works**

m) Public Works Monthly report dated November 30, 2016.

Public Works Manager, Ken McIlwain, joined the meeting and answered questions related to his Report.

**16-12-40** M/S Directors Schooner/Johnson that the Public Works Monthly report dated November 30, 2016 be received.

**CARRIED**

- 16-12-41** M/S Directors Johnson/Schooner that that the CCRD Board of Directors approve the proposed Solid Waste Management Plan (SWMP) Community Consultation Program and release of the draft SWMP dated November 28, 2016 for public consultation.  
**CARRIED**

The Public Works Manager left the meeting.

**Protective Services**

- n) Fire Protection – Bella Coola Fire Dept. minutes October 5, 2016 through to November 23, 2016.

- 16-12-42** M/S Directors Schooner/Johnson Bella Coola Fire Dept. minutes October 5, 2016 through to November 23, 2016 be received.

**CARRIED**

**Transportation Services**

- o) Bella Coola Airport – request to assign lease.

- 16-12-43** M/S Directors Johnson/Schooner that the lease for Lot 7 at the Bella Coola Airport, currently held by Monarch Resource Consultants Ltd., be approved to be assigned to Stephanie Quinn of Hagensborg, B.C. for the duration of the current term.

**CARRIED**

- p) Denny Island Airport Commission, minutes dated November 28, 2016.

- 16-12-44** M/S Directors Schooner/Johnson that the Denny Island Airport Commission minutes dated November 28, 2016 be received.

**CARRIED**

**(D) EXECUTIVE REPORTS**

- a) Chair and Electoral Area C Report -No Report
- b) Electoral Area Reports
- i. Area A - No Report
  - ii. Area B – No Report
  - iii. Area C – Director Sayers *No Report*
  - iv. Area D – No Report
  - v. Area E – No Report

**(E) BYLAWS AND POLICIES**

- a) **Bylaw No. 468, cited as the Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 468, 2016.**

- 16-12-45** M/S Directors Schooner/Johnson that Bylaw No. 468, cited as the Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 468, 2016 having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**
- b) **Bylaw No. 469, cited as Animal Control Contribution Extended Service Establishment Repeal Bylaw No. 469, 2016.**
- 16-12-46** M/S Directors Schooner/Johnson that Bylaw No. 469, cited as Animal Control Contribution Extended Service Establishment Repeal Bylaw No. 469, 2016, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**
- c) **Bylaw No. 470, cited as Central Coast Regional District Denny Island Airport Operations and Management Commission Bylaw No. 470, 2017.**
- 16-12-47** M/S Directors Schooner/Johnson that Bylaw No. 470, cited as "Central Coast Regional District Denny Island Airport Operations and Management Commission Bylaw No. 470, 2017" be now introduced and read a first time as amended. **CARRIED**
- 16-12-48** M/S Directors Johnson/Schooner that Bylaw No. 470, cited as "Central Coast Regional District Denny Island Airport Operations and Management Commission Bylaw No. 470, 2017" having been given due and detailed consideration by the Board be now read a second and third time. **CARRIED**
- d) **Bylaw No. 471, cited as Denny Island Airport Rates and Charges Bylaw No. 471, 2017.**
- 16-12-49** M/S Directors that Bylaw No. 471, cited as "Denny Island Airport Rates and Charges Bylaw No. 471, 2017" be now introduced and read a first time. **CARRIED**
- 16-12-50** M/S Directors that Bylaw No. 471, cited as "Denny Island Airport Rates and Charges Bylaw No. 471, 2017" having been given due and detailed consideration by the Board be now read a second and third time. **CARRIED**

**PART IV- GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**


- a) City of Richmond – George Massey Tunnel Replacement Project - Highway Infrastructure Features
- b) Harrison Hot Springs – Short Term Rentals in Tourism Accommodation

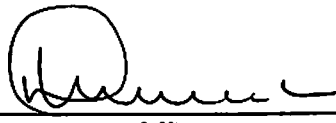
16-12-51 M/S Directors Schooner/Johnson that General Correspondence items a) & b) be received.

**CARRIED**

**(H) ADJOURNMENT**

There being no further business the meeting was adjourned at 4:22 p.m.

  
Chair

  
Corporate Officer