



CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING MINUTES

DATE: July 20, 2017

ATTENTION

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

REGULAR BOARD MEETING MINUTES – July 20, 2017

|                |                                     |                                 |
|----------------|-------------------------------------|---------------------------------|
| In Attendance: | Electoral Area A                    | Director, Frank Johnson         |
|                | Electoral Area B                    | Alternate Director, Travis Hall |
|                | Electoral Area C                    | Chair, Alison Sayers            |
|                | Electoral Area D                    | Director, Richard Hall          |
|                | Electoral Area E                    | Director, Samuel Schooner       |
|                | Chief Administrative Officer        | Courtney Kirk                   |
|                | CFO/Recording Secretary             | Donna Mikkelson                 |
|                | Asst. Emergency Program Coordinator | Cheryl Waugh (portion)          |

**Due to the State of Local Emergency, the meeting originally scheduled to be held in Ocean Falls, was held in Bella Coola.**

**PART I - INTRODUCTION**

**1. Call to Order**

The Chair called the meeting to order at 10:45 a.m. and acknowledged the meeting was taking place on Nuxalk Nation traditional territory.

**2. Adoption of Agenda**

- i) Report on Emergency Operations Centre
- ii) Report on Service Delivery and Governance Study

**17-07-01** M/S Directors Johnson/T. Hall that the agenda be amended by including the two late items above and that the agenda be adopted as amended. **CARRIED**

The report on the Emergency Operations Centre will be presented after the disclosures, and the report on Service Delivery and Governance Study will be inserted after agenda item C(b) in the Administrative Services section.

**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 financial interests during the meeting when the matter is discussed. Chair Sayers noted that she has a direct pecuniary interest related to the second recommendation on the Administration Report, item C(a). Her reason for the conflict is that she will be remunerated directly. She will leave the meeting when the matter is discussed.

**4. Disclosures of Interests Affecting Impartiality.**

No disclosures affecting impartiality were made. Chair Sayers noted that should a conflict arise during the meeting, directors can also note it at that time and remove themselves if appropriate.

**Report on Emergency Operations Centre**

This matter was inserted at the top of the agenda in recognition of the provincial state of emergency as well as the regional district's current State of Local Emergency. An emailed report "CCRD

Emergency Mgt” dated July 20, 2017 and authored by Cheryl Waugh, Assistant Emergency Program Coordinator, was circulated.

Cheryl Waugh joined the meeting.

Board members took the opportunity to ask questions related to the current emergency management of the Precipice wildfire and the potential for a westward evacuation from the Anahim Lake areas, as well as the ongoing wildfire situation in the Chilcotin affecting travel on Highway 20.

Directors requested that an organizational chart related to emergency management be posted on the regional district’s website which would include the role of the Emergency Operations Centre (EOC) and of the office. Communications generally have been a concern.

It was confirmed that we are currently in a State of Local Emergency, that it would expire tomorrow, and that a request for renewal would be submitted for another 7-day period.

The board requested that additional information be included on the regional district’s website so there is no disconnect with community organizations or constituents. The need for engagement, collaboration and interaction between the regional district and the Nuxalk Nation was highlighted.

Directors noted the importance of updates and briefings and requested consideration of a workshop on how the emergency structure functions and interfaces.

Cheryl Waugh left the meeting at 11:10am.

## **IN CAMERA MATTERS**

### **MOTION TO GO IN CAMERA**

- 17-07-02** M/S Directors R. Hall/Schooner that the meeting go in camera for the consideration of items under Section 90(1)(a) (relating to personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent appointed by the municipality or another position appointed by the municipality); and Section 90(1) (c) (relating to labour relations or other employee relations); and Section 90(1)(e) (relating to the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality) of the *Community Charter*. **CARRIED**

The regular meeting resumed at 1:30 p.m.

## **PART II– PUBLIC CONSULTATION**

Delegations – Central Coast Chamber of Commerce/Denny Island Community Development Assoc.

Representatives of the Central Coast Chamber of Commerce (CCCC) and the Denny Island Community Development Association (DICDA) (Ana Santos, Dan Bertrand, and Mark Schlichting) joined the meeting by telephone. Chair Sayers expressed her disappointment that the board was unable to make the trip to Ocean Falls which would have facilitated a face to face meeting.

Dan Bertrand introduced the members of the group and provided background on the functions of the CCCC and DICDA. They have capacity on the ground to work with the regional district on service provision in the Denny Island Community. Between the two groups, their membership numbers 35 of the total 75 population of the community.

The board was directed to several sections of the Service Delivery and Governance Study dated April 26, 2017 which reflect concerns from the Denny Island population including service delivery, governance, and fair representation. The delegation provided a proposal to analyze solutions to resolve Denny Island governance and service delivery concerns that would include consultation with the CCCC and DICDA in a proposed Phase II Governance Study to determine if the concerns could be addressed by re-districting the CCRD electoral boundaries, creating a Local Community Commission, contracting between the two organizations and the regional district to deliver municipal services, incorporating a municipality for the Bella Coola Valley or transferring Denny Island and other communities to the Mt. Waddington Regional District.

Chair Sayers noted that she would rather Denny Island not leave the Central Coast Regional District and noted that the provincial government (which is the body that would facilitate municipal incorporation) has already noted the increased costs to ratepayers due to the requirement that they assume responsibility for roads. She committed to continued dialogue with the Denny Island community during the next phase of the Governance Study.

The delegation encouraged the passage of their motion as presented and insisted that they are the best organizations to work with in this effort and consider themselves the vehicle to represent the Island people.

Chair Sayers again apologized that the board couldn't be there in person to continue the conversation.

## **RETURN TO IN CAMERA MATTERS**

The meeting returned to in camera matters at 2:10pm pursuant to resolution #17-07-02.

The regular meeting resumed at 3:15pm.

### **a) Matters Brought out of Camera**

The board of directors, having received a declaration of no candidates in the matter of the by-election for an Electoral Area B director, appointed Travis Hall. The appointment will stand until the next general election in October 2018. A letter will be written to the Heiltsuk Tribal Council to advise of this appointment and the reasons for making it.

The board of directors also resolved to release an in camera motion from the June meeting as follows:

*that the board of directors authorize administration to proceed with negotiations with current property owners regarding the acquisition of all or part of the property situated adjacent to the Bella Coola Airport (PID 001-958-119; Folio 339.000); and that subject to mutual agreement, proceed with the*

*arrangements to hold a public referendum and/or a collaborative or partnership agreement, if required, that would provide for the borrowing or other means to complete the purchase.*

**(B) ADOPTION OF MINUTES**

- a) Regular Board Meeting, June 8, 2017

**17-07-03** M/S Directors Schooner/T. Hall that the June 8, 2017 minutes be adopted as received. **CARRIED**

**PART III – LOCAL GOVERNANCE**

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

**Administrative Services**

- a) Chief Administrative Officer's Report dated July 13, 2017

The Chief Administrative Officer's Report includes an update on the 2017 strategic priorities and goals (airport project, swimming pool upgrade and Official Community Plan). It is also noted that a resolution to declare Aboriginal Day a statutory holiday was not forwarded to the Union of BC Municipalities (June board resolution #17-06-28) since this initiative is already a matter being considered from the 2016 convention. The report includes other administrative updates as well as current governance matters.

**17-07-04** M/S Directors R. Hall/T. Hall that the Chief Administrative Officer's Report dated July 20, 2017 be received. **CARRIED**

Chair Sayers left the meeting stating a conflict of interest.

**17-07-05** M/S Directors Schooner/R. Hall that Chair Sayers be remunerated for time spent in meetings and in interviews during the second round of the CAO Recruitment process in the amount of \$225 representing 1.5 days. **CARRIED**

Chair Sayers returned to the meeting.

**17-07-06** M/S Directors Schooner/Johnson that the Chief Administrative Officer and Directors Sayers and Richard Hall be authorized to attend the UBCM convention with expenses reimbursed or paid pursuant to the remuneration and expense bylaw. **CARRIED**

**17-07-07** M/S Directors Schooner/R. Hall that resolution #17-07-06, above, be amended by removing Richard Hall and replacing it with Travis Hall. **CARRIED**

**17-07-08** M/S Directors Schooner/R. Hall that the board of directors hereby appoints Courtney Kirk as the regional district's Chief Administrative Officer effective June 21, 2017; and that the position of Chief Administrative Officer is also assigned the corporate responsibility of the Director of Corporate Administration Services pursuant to the CCRD Officers and Employees Bylaw No. 432, 2014 (and any subsequent

amendments) with powers, duties and responsibilities pursuant to S. 235 and 236 of the *Local Government Act*.

- b) Call for nominations for UBCM Executive.

Chair Sayers will be nominated to the Union of BC Municipalities executive as one of 5 positions of Director at Large.

Late Item - Governance Study Update (CAO Report dated July 19, 2017)

The Chief Administrative Officer circulated a Governance Study Update memorandum dated July 19, 2017 which was developed as a result of a meeting held on July 18, 2017 with staff from the Ministry of Community, Sport and Cultural Development regarding a possible "Phase 2" of the Service Delivery and Governance Study completed earlier this year.

- 17-07-09** M/S Directors Schooner/R. Hall that the board resolves to approve a potential expenditure of the remainder of the Service Delivery and Governance Study (approximately \$10,000) on a community engagement process to identify key priorities arising from issues identified in the Study, and that administration be authorized to select a qualified consultant to undertake the work. **CARRIED**

### **Financial Services**

- c) Financial Report Budget vs Actual January – June 2017, dated July 13, 2017.

- 17-07-10** M/S Directors R. Hall/T. Hall that the Financial Report Budget vs Actual January – June 2017, dated July 13, 2017, be received. **CARRIED**

- c)i. Regional district Signing Authorities.

- 17-07-11** M/S Directors Schooner/T. Hall that pursuant to Policy F-3 Signatories, the board of directors add Courtney Kirk, Chief Administrative Officer to the list of authorized signatories to all accounts of the Central Coast Regional District; and further, that Darla Blake, past CAO, and Catherine McCullagh, past director be removed. **CARRIED**

### **Development Services**

- d) Community Economic Development Officer Report, dated July 13, 2017

The Community Economic Development Officer Report includes updates on the Vancouver Coastal Health Active Communities Grant and the contract grant writer activities, a summary of the May 30<sup>th</sup> meeting of the North and Central Coast Ferry Advisory Committee, notes on the Denny Island visioning process, the Love Central Coast campaign, the Economic Development Operating and Delivery Plan and an update on progress on the Official Community Plan (OCP).

- 17-07-12** M/S Directors Schooner/R. Hall that the Community Economic Development Officer Report, dated July 13, 2017 be received and that the Active Communities Proposal be

expanded to allow for development of a collaborative project between the CCRD Denny Island Recreation Commission and Heiltsuk Nation. **CARRIED**

### **Operations**

e) Operations Manager June report dated July 13, 2017

The Operations Manager report highlights operations and progress on solid waste and recycling services and recreations facilities (swimming pool).

**17-07-13** M/S Directors T. Hall/Schooner that the Operations Manager report dated July 13, 2017 be received. **CARRIED**

### **Leisure Services Commissions**

f) to (h) Centennial Pool Commission minutes dated June 13, June 27 and Jul 11, 2017

**17-07-14** M/S Directors R. Hall/T. Hall that the Centennial Pool Commission minutes dated June 13, 2017, June 27, 2017, and July 11, 2017 be received. **CARRIED**

The June 27, 2017 Centennial Pool Commission meeting minutes indicate that one of the employees has a higher level of qualifications which makes her eligible to receive a higher rate of pay than that which is allowed in the regional district's Policy A-12(b) – Pool Pay Policy according to an age limit.

**17-07-15** M/S Directors R. Hall/Johnson that the board of directors waive Policy A-12(b) and approve paying the staff member at the higher rate (+\$1.75/hr) prior to her 16<sup>th</sup> birthday at the beginning of August pursuant to the recommendation of the Pool Commission as resolved at their meeting of June 27, 2017. **CARRIED**

### **Protective Services**

Late item – Considered at the beginning of the board meeting. See pages 2 and 3 – Report on Emergency Operations Centre.

i) Emergency Executive Committee minutes dated June 22, 2017

**17-07-16** M/S Directors Schooner/T.Hall that the Emergency Executive Committee minutes dated June 22, 2017 be received. **CARRIED**

### **Transportation Services**

j) Transportation report dated July 13, 2017

The monthly Transportation Report from the Operations Department highlights the work now underway on the 2017 obstacle removal project at the Bella Coola Airport which is proceeding on schedule and on budget.

**17-07-17** M/S Directors Johnson/R. Hall that the Transportation report dated July 13, 2017, be received. **CARRIED**



k) Bella Coola Airport Rates and Charges, report dated July 13, 2017.

**17-07-18** M/S Directors Schooner/R. Hall that the report on Bella Coola Airport Rates and Charges be received. **CARRIED**

**(D) EXECUTIVE REPORTS**

a) Chair and Electoral Area C Report

Chair Sayers has recently attended a meeting of the Northern Development Initiative Trust (NDIT) where they undertook strategic planning for the placement of future funding. Additional information can be found on the NDIT website. The Union of BC Municipalities executive is preparing for a changeover in the provincial government. She is currently assigned to the Resolutions Committee and the Convention Committee. Chair Sayers has received lots of feedback, questions and offers of help regarding the wildfire emergency and possible evacuation. She is interested most in developing additional collaboration and communication opportunities.

b) Electoral Area Reports

Area A – Director Johnson

The Wuikinuxv Nation is pushing ahead with their hydro project. The turbines will arrive in August. The appointment of an alternate director for Electoral Area A is in progress. The Nation currently has more children residing in the community than adults. The sockeye run is less than average and bears are evident in the community.

Area B- Director Travis Hall.

Director Hall is thankful for the support and the appointment as Director for Electoral Area B. He stated it is good to work as part of a team and to collaborate. He is happy to proactively represent the CCRD.

Area D- Director Richard Hall.

Director Hall indicated that he has received positive feedback on the hiring of the new Chief Administrative Officer. He thanked the Chief Financial Officer for stepping up to the plate during the absence of a CAO.

Area E- Director Samuel Schooner

Director Schooner reported on the provincial community to community forum held at the beginning of June. He considered that it was a very worthwhile experience and he found value in developing memorandums of understanding between Nations and the CCRD to make our region stronger and to enable us to move forward.

**(E) BYLAWS AND POLICIES –**

a) Policy A-30 Staff Social Media Policy, proposed amendments.

b) Central Coast Regional District Bylaw No. 473, cited as the Denny Island Recreation Commission Bylaw No. 473, 2017.

c) Bylaw 476, cited as Bella Coola Airport Rates and Charges Bylaw No. 476, 2017.



- 17-07-19** M/S Directors Schooner/R. Hall that all bylaws and policies (Items E (a), (b), and (c) be moved to the September meeting of the board. **CARRIED**

**PART IV- GENERAL BUSINESS**

(F) **GENERAL CORRESPONDENCE – none**

(G) **ADJOURNMENT**

There being no further business the meeting was adjourned at 4:15 p.m.

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Chair

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Chief Administrative Officer