



CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING MINUTES

DATE: December 14, 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 – December 14, 2017

In Attendance:	Electoral Area A	Director Frank Johnson
	Electoral Area B	Director Travis Hall
	Electoral Area C	Chair Alison Sayers
	Electoral Area D	Alternate Director Gary Brown
	Electoral Area E	Director Sam Schooner
	Chief Administrative Officer	Courtney Kirk
	Public Works Manager	Ken McIlwain (portion)
	CFO/Recording Secretary	Donna Mikkelson
	CEDO	Bridget Horel (portion)

Absent with leave: Electoral Area D Director Richard Hall

Members of the gallery – None

PART I - INTRODUCTION

1. **Call to Order**

The Chief Administrative Officer called the meeting to order at 10:15 a.m. and acknowledged the meeting was taking place on Nuxalk Nation traditional territory.

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

17-12-01 M/S Directors T. Hall/Johnson that the election be conducted by ballot.

CARRIED

The CAO conducted the elections for the position of Chair. She called for nominations and received a nomination for Director Sayers, who agreed to let her name stand. The CAO called for further nominations, and hearing none, declared Director Alison Sayers as Chair.

The CAO conducted the elections for the position of Vice Chair. She called for nominations and received a nomination for Director Schooner, who agreed to let his name stand. The CAO called for further nominations, and hearing none, declared Director Samuel Schooner as Vice Chair.

Director Sayers assumed the Chair.

(b) Statement of Disclosure Distribution - Financial Disclosure Act.

The annual requirement for directors to submit disclosure statements was noted and forms were distributed to all directors.

2. **Adoption of Agenda**

(a) Introduction of late items

17-12-02 M/S Directors Johnson/Brown that letters from Christine Hyde dated December 14, 2017 regarding flooding events, and from Wilma Hallam (undated) regarding the Society for the Prevention of Cruelty to Animals be added to the agenda under General Correspondence new items F(p) and F(q); and

that a request for a resolution of support to the Cariboo Chilcotin Coast Tourism Association for their application to Northern Development Initiative Trust for a grant for their Great Bear Project be added to the agenda after item C(e). New item C(e)(i); and

that the Special Report – Sale of Decked Timber at Bella Coola Airport dated December 13, 2017 from Operations Manager, Ken McIlwain be added to the agenda after item C(k). New item C(k)(i); 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

17-12-03 M/S Directors Schooner/Brown that the meeting move in camera for the consideration of items pursuant to S90(1)(a) and S90(1)(e) and (g), S90(2)(b) and S 90(1)(l) of the *Community Charter*. **CARRIED**

RECESS The regular meeting recessed at 10:25am and reconvened at 2:05pm

Release from In Camera – 2018 Strategic Priorities

The Chair reported that the board had held a strategic planning session on December 13, 2017 and that the top two priorities determined for 2018 were emergency preparedness and governance. Other priorities considered were infrastructure, advocacy, economic development, parks & recreation and planning. A detailed report will be included in the February board meeting package.

(B) ADOPTION OF MINUTES

a) Regular Board Meeting, November 9, 2017

17-12-04 M/S Directors Johnson/Schooner that the November 9, 2017 minutes be adopted.

CARRIED

PART II- PUBLIC CONSULTATION

1. Delegations – no delegations

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

- a) Chief Administrative Officer's Report dated December 9, 2017.

Board members noted that the deadline for providing a resolution to the Association of Vancouver Island and Coastal Communities annual convention is February 15th. It is the CCRD's intent to provide a resolution regarding the Equalization Strategy.

Chair Sayers noted that the regional district's meeting procedures bylaw needs to be updated, especially as it relates to holding in camera meetings by telephone when required. The current bylaw does not provide for this.

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|-----------------|---|----------------|
| 17-12-05 | M/S Directors T.Hall/Brown that Chief Administrative Officer's Report dated December 9, 2017 be received. | CARRIED |
| 17-12-06 | M/S Directors Schooner/T.Hall that board members attending the December 13 th work assignments be compensated for 1.5 days. | CARRIED |
| 17-12-07 | M/S Directors T.Hall/Brown that Electoral Area A Director be compensated for 2 days for attending meetings on Denny Island on December 1 st and associated travel. | |
| 17-12-08 | M/S Directors Johnson/Schooner that the Director for Electoral Area B be compensated for his attendance in Bella Coola for December 12 – 1 day. | CARRIED |
| 17-12-09 | M/S Directors Schooner/Brown that Electoral Area Directors for A & B be compensated for ½ day travel on December 15 th . | CARRIED |
| 17-12-10 | M/S Directors Brown/T.Hall that Georgina Flamand be appointed as Alternate Director for Electoral Area A. | CARRIED |
| 17-12-11 | M/S Directors Johnson/Brown that Valerie Humchitt be appointed as Alternate Director for Electoral Area B. | CARRIED |

17-12-12 M/S Directors Brown/T.Hall that all 5 Electoral Area Directors and the Chief Administrative Officer be authorized to attend the annual convention of the Association of Vancouver Island and Coastal Communities (AVICC) to be held in Victoria in April 2018.

CARRIED

b) Board appointments to Committees and Commissions, and Associations.

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

17-12-13 M/S Directors Johnson/Brown that the following appointments be made to the **Centennial Pool Commission:**

Joan Cole	Karen Lansdowne	Nicola Koroluk
Connie Nygaard	Janice Kyle	Carol Thommasen

CARRIED

17-12-14 M/S Directors Johnson/Brown that the following appointments be made to the **Denny Island Airport Commission:**

Jean Wood	Mark Schlichting	Danny Oliver
Ingmar Lee	Steve Emery	Doug Sharkey

CARRIED

17-12-15 M/S Directors Johnson/Brown that the following members be appointed to the **Emergency Executive Committee:**

Director Schooner(Chair), Bridget Horel (Secretary), Chief Administrative Officer (EPC), Roger Harris (Nuxalk Nation), Ed Backman (Deputy EPC Ocean Falls,), Russell Snow (Deputy EPC Denny Island)

CARRIED

17-12-16 M/S Directors Johnson/Hall that the following appointments be made to the **Economic Development Advisory Committee:**

Richard Hall (Director), Keith Hamilton (Nuxalk Development Corporation), Vacant (Heiltsuk Economic Development Corporation), Vacant (Ocean Falls), Ana Santos (Denny Island), Garret Newkirk (Bella Coola Harbour Authority), and Wilma Hallam and Rodney Krimmer (Members at Large).

CARRIED

17-12-17 M/S Directors Brown/T.Hall that the following appointments be made to the **Fire Department Executive Committee:**

Director Sam Schooner (Board Representative), Fred Sorensen (Fire Chief), Gilles Dionne (Deputy Fire Chief), Janice Kyle (Secretary)

CARRIED

- 17-12-18** M/S Directors Schooner/Johnson that the following board member appointments be made:
- Association of Vancouver Island and Coastal Communities (AVICC):**
Chair Sayers as Delegate and Director Travis Hall as alternate.
- CARRIED**
- 17-12-19** M/S Directors Schooner/Johnson that Director Richard Hall be appointed as board representative to the **Bella Coola Harbour Authority**.
- CARRIED**
- 17-12-20** M/S Directors T.Hall/Schooner that the following board members be appointed to the **Coast Sustainability Trust Regional Steering Committee (CST):**
- Director Johnson as board member, and Director Travis Hall as alternate.
- 17-12-21** M/S Directors Johnson/Schooner that the following board members be appointed to the **Municipal Finance Authority (MFA):**
- Chair Sayers as board member and Director Travis Hall as alternate.
- CARRIED**
- 17-12-22** M/S Directors T.Hall/Schooner that the following board members be appointed to the **Northern Development Initiative Trust (NDIT) Northwest Regional Advisory Committee:**
- Chair Sayers as member and Director Johnson as alternate.
- CARRIED**
- 17-12-23** M/S Directors Schooner/T.Hall that the following board members be appointed to the **Vancouver Island Regional Library (VIRL):**
- Director Johnson as board member, and Director Richard Hall as alternate.
- CARRIED**
- 17-12-24** M/S Directors Johnson/T.Hall that the following are nominated to participate on the **Central Coast Marine Plan Implementation Advisory Committee:**
- Chair Sayers as member and Director Richard Hall as alternate.
- CARRIED**
- c) Adoption of the 2018 Board Calendar
- 17-12-25** M/S Directors Johnson/Brown that the March board meeting be held on March 29th in Bella Bella.
- CARRIED**

17-12-26 M/S Directors Schooner/Johnson that the 2018 Board Calendar be amended by changing the date of the March board meeting from the 8th to the 29th and that the 2018 Board Calendar be adopted as amended.

CARRIED

*An additional amendment was made later in the board meeting, changing the February board meeting to the 8th, instead of the 1st. See resolution #17-12-36

Financial Services

d) Preliminary Budget Report, dated December 7, 2017

The Chief Financial Officer presented a brief preliminary budget report which indicated a \$210,000 shortfall affecting operations for 2018. This would represent a 32% increase to the tax levy, so efforts are being made to increase the revenue from grants and other sources, as well as reduce proposed expenditures. Known increases are projected for an increase in the Vancouver Island Regional Library annual contribution and for the increases associated with a change to the Board Remuneration and Expense bylaw. The next presentation of the budget in February will also include modifications as a result of the board's strategic priorities.

17-12-27 M/S Directors T.Hall/Brown that the 2018 Preliminary Budget Report, dated December 7, 2017 be received.

CARRIED

RECESS A recess was called from 3:45pm to 3:55pm.

Bridget Horel, Community Economic Development Officer joined the meeting.

Development Services

e) Community Economic Development Monthly Report dated December 08, 2017

17-12-28 M/S Directors Johnson/Brown that the CCRD Board of Directors resolve to authorize the submission of an application to the BC Rural Dividend program project development stream for Improved Central Coast Rural and Remote Communications Connectivity and that the Board support this project through its duration.

CARRIED

17-12-29 M/S Directors Brown/Johnson that CCRD Board of Directors resolve to authorize the submission of an application to the BC Rural Dividend program to the single applicant stream for the Regional Marketing and Website Design Project and that the Board support this project through its duration, and further, that the CCRD submit the application under special circumstances.

CARRIED

17-12-30 M/S Directors Brown/Schooner that CCRD Board of Directors support the application to BC Rural Dividend Program from the Central Coast Communications Society for a Makerspace Project and direct administration to write a letter of support.

CARRIED

17-12-31 M/S Directors Schooner/Brown that CCRD Board of Directors support the application to the Northern Development Initiative Trust from the Bella Coola Music Festival for a

grant of up to \$2500 from the Fabulous Festivals and Events for operations costs of the 2018 Bella Coola Music Festival.

CARRIED

17-12-32 M/S Directors Johnson/Brown that Economic Development Advisory Committee Meeting Minutes dated November 30th 2017 be received.

CARRIED

Directors expressed concern that the above projects were Bella Coola based. The CEDO explained that the connectivity and website/marketing applications were regionally based and included all electoral areas, and that the Vancouver Coastal Health Active Communities grant was for a project in Denny Island and Bella Bella.

(e)(i) Late Item – Cariboo Chilcotin Coast Tourism Association application to NDI

The Great Bear Project was designed to promote and develop consumer marketing assets for the Great Bear Rainforest and its access points. Content and marketing are proposed to enforce the concept of Super, Natural British Columbia and align seamlessly with Destination BC in typeface, tone and graphic design.

17-12-33 M/S Directors Brown/Johnson that the Central Coast Regional District supports the application to Northern Development Initiative Trust from the Cariboo Chilcotin Coast Tourism Association for a grant of up to \$20,000 for the Great Bear Project from the Northwest Regional Development account.

CARRIED

Bridget Horel, Community Economic Development Officer left the meeting.

Public Works

f) Public Works Monthly report dated December 8, 2017.

Public Works Manager, Ken McIlwain, joined the meeting and informed the board that the application to Northern Development Initiative Trust for the replacement of outdated playground equipment did not qualify for funding. He noted that public engagement of the Bella Coola Waterworks users is in order in the new year to discuss operations and the requirements for asset replacement funds. A notice will accompany the toll invoices in early January. Otherwise, the report includes updates on solid waste management and recycling initiatives, recreation facilities and 2017 strategic initiatives.

17-12-34 M/S Directors Hall/Brown that the Public Works December 2017 report be received.

CARRIED

The Public Works Manager left the meeting.

g) Centennial Pool Commission notes dated December 5, 2017.

17-12-35 M/S Directors Brown/T.Hall that the Centennial Pool Commission notes dated December 5, 2017 be received.

CARRIED

Bridget Horel, CEDO and Emergency Operations Centre Director joined the meeting.

Protective Services

h) Emergency Program Coordinator Report, dated December 11, 2017.

The EOC Director (CEDO) and the Emergency Program Coordinator (CAO) presented a report on emergency program highlights of the past month. The report includes the initial meeting of the Bella Coola Valley Interagency Emergency Council held on November 21, as well as the Town Hall meeting scheduled for December 13th. Emergency Operation Essentials Training has been confirmed for January 30th and 31st which will be expanded to include Core training as well. The update of the regional district emergency plans is scheduled to be completed in early 2018 to allow for sub regional committee development in the outer coast which will mirror efforts in the Bella Coola valley.

A second meeting of the Bella Coola Valley Interagency Emergency Council is scheduled to be held on February 22nd.

17-12-36 M/S Directors Brown/Johnson that the February 2018 board meeting be rescheduled to be held on February 8, 2018.

CARRIED

17-12-37 M/S Directors Johnson/Brown that the Emergency Program Coordinator report dated December 11, 2017, be received.

CARRIED

17-12-38 M/S Directors Brown/Schooner that a letter of support be given to the Heiltsuk Tribal Council for their Indigenous Marine Response Centre (IMRC) November 2017 proposal to create a world-leading response system in the Central Coast.

CARRIED

i) Emergency Operations Centre Report, dated December 8, 2017.

The Emergency Operations Centre Report contains information on the tug Jake Shearer potential fuel spill, an update on the October flooding event and the EMBC Provincial After Action Debrief for the 2017 freshet and wildfire season. A copy of the review presentation is attached to the report.

17-12-39 M/S Directors Schooner/Brown that the Emergency Operations Centre report dated December 8, 2017, be received.

CARRIED

Director Schooner left the meeting at 4:53pm.

j) After Action Review Emergency Social Services Report, dated December 6, 2017.

Wendy Kingsley, Emergency Social Services Director Designate provided a written report on the After Action Review of the 2017 freshet and wildfire season. The report includes a summary, an overview, points of discussion, and lessons learned.

- 17-12-40** M/S Directors T.Hall/Johnson that the After Action Review Emergency Social Services report dated December 6, 2017, be received.

CARRIED

Transportation Services

- k) Transportation Monthly Report dated December 8, 2017.

The Transportation Monthly Report includes highlights on the 2017 obstacle removal project at the Bella Coola Airport. Burning operations are underway. The report also notes the successful purchase of a 2002 Dodge Ram 3500 dually flat deck to be used as an airport winter maintenance vehicle.

- 17-12-41** M/S Directors T.Hall/Johnson that the Transportation Monthly report dated December 8, 2017 be received.

CARRIED

- k)(i) Late Item – Special Report - Sale of Decker Timber at Bella Coola Airport

- 17-12-42** M/S Directors Schooner/Johnson that the CCRD Board of Directors approve administration to negotiate and enter into a sales agreement with one, or both, Community Forests in the Bella Coola Valley, to dispose of the decked timber located on Bella Coola Airport Property and adjacent Licence to Cut tenures.

CARRIED

(D) EXECUTIVE REPORTS

- a) Chair and Electoral Area C Report -

The Chair noted contributions of regional district staff and asked for authorization to present each with a \$50 gift certificate.

- 17-12-43** M/S Directors Sayers/T.Hall that the board authorize staff gift certificates in the amount of \$50 each.

CARRIED

- 17-12-44** M/S Directors Sayers/T.Hall that a letter be written to the Ministry of Transportation and Infrastructure and another to Disaster Financial Assistance on behalf of Area C residents regarding the hazardous situation that was created as a result of the October 25th high water event, requesting special consideration of their plight.

CARRIED

Chair Sayers also thanked those present for yesterday's meetings (strategic planning session, interagency council meeting) and for the organization and attendance at the Town Hall last night. She also acknowledged the efforts of Director Schooner in attending and arranging the meeting with EMBC and the Nuxalk Nation. Chair Sayers also noted her attendance at flood-affected areas with Jennifer Rice, MLA and Parliamentary Secretary for Emergency Preparedness.

- b) Electoral Area Reports
i. Area A -

Director Johnson reported that the Hydro project in Wuikinuxv has been delayed. The "bear situation" continues in the community. He thanked staff and the Chair for their work with the regional district.

ii. Area B –

Director T. Hall reported that sump pumps for waste water are being submerged at high tide and may need to be relocated. A pump is also needed in the community for septic tanks. The roads in Bella Bella continue to deteriorate and the village is struggling to maintain them by using concrete instead of asphalt. He is encouraged that communications are progressing between the regional district and the Heiltsuk Nation.

iii. Area D – No report.

iv. Area E – No report.

(E) BYLAWS AND POLICIES

- a) **Bylaw No. 477, cited as CCRD Board Remuneration and Expenses Bylaw No. 477, 2017.**

17-12-45 M/S Directors Brown/T.Hall that Bylaw No. 477, cited as CCRD Board Remuneration and Expenses Bylaw No. 477, 2017, 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

PART IV- GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

- a) AVICC Call for Nominations for AVICC Executive Committee.
- b) Letter from Selina Robinson, Minister of Municipal Affairs, dated Nov 21, 2017.
- c) Letter from Rod Krimmer, dated Oct 21, 2017.
- d) Letter to Jennifer Rice, from Wilma Hallam, dated December 8, 2017.
- e) Letter from UBCM re gas tax agreement, dated November 21, 2017.
- f) Letter from Ombudsperson, dated November 20, 2017, (full report is available on request.)
- g) Letter from Ernie Gladstone, Parks Canada, dated November 29, 2017.
- h) Email from Mary Tutt, dated November 8, 2017.
- i) Letter from Michel Bazille, dated November 20, 2017.
- j) Email from Mary Hutton, dated November 21, 2017.
- k) Email from Clarita Nicaragua, dated November 20, 2017.
- l) Email from S&K O'Neill, dated November 20, 2017.
- m) Email from Carmelle Dry, dated November 21, 2017.
- n) Email from Jake & Nan Curry, dated November 22, 2017.
- o) Email from Elizabeth Endicott, dated November 23, 2017.
- p) (late) Letter from Christine Hyde, dated December 14, 2017.
- q) (late) Letter from Wilma Hallam, undated, re: SPCA Adopt-A-Pet

17-12-46 M/S Directors T.Hall/Brown that General Correspondence items a) - q) be received.

CARRIED

The Association of Vancouver Island and Coastal Communities (AVICC) call for nominations and resolutions will be brought to the February meeting of the board in order to meet their deadlines. Chair Sayers will contact the SPCA to discuss their requirements for being invited to our communities. Chair Sayers noted the high level of engagement with the community regarding emergency issues, and also reminded the meeting that emergency preparedness has been ranked the number one priority of the regional district for 2018.

(H) ADJOURNMENT

The meeting was adjourned at 5:20 p.m.

Chair

Corporate Officer