



CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING MINUTES

DATE: March 29, 2018

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 – March 29, 2018

In Attendance:	Electoral Area B Electoral Area C Electoral Area D Electoral Area E Chief Administrative Officer Recording Secretary Operations Manager Community Economic Development Officer Financial Management Services	Director, Travis Hall Chair, Alison Sayers Alternate Director Gary Brown Director, Samuel Schooner *by phone Courtney Kirk Donna Mikkelson Ken McIlwain Bridget Horel Jim Tarves
Excused:	Electoral Area D	Director Richard Hall
Gallery:	3 members	

PART I - INTRODUCTION

1. Call to Order

The Chair called the meeting to order at 10:09 am and acknowledged the meeting was taking place in the unceded territory of the Heiltsuk Nation.

2. Adoption of Agenda

In the interest of time, Section E Bylaws and Policies will be moved to after Financial Services in Section C.

18-03-01 M/S Directors Hall/Brown that the agenda be adopted as amended. **CARRIED**

Late item is noted in the agenda as: Policy F-3, Signatories (for amendment)

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. The declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the subject matter which is being discussed.

Chair Sayers and Director Hall noted conflicts regarding directors remuneration (item C(e)). They will leave 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. This declaration does not restrict any right to participate in or be present during the decision-making procedure. No disclosures affecting impartiality were made.

PART II– PUBLIC CONSULTATION

1. Delegations

There were no delegations.

(A) IN CAMERA MATTERS

a) Matters Brought out of Camera

Chair Sayers advised that an in camera meeting was held on March 28th 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(2)(b) (relating to the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party).

The board of directors acknowledges Administrative Assistant Wendy Kingsley's last day with the regional district, which is today, March 29th, with appreciation for her nearly eight years of service. They also recognize Bridget Horel's service and contributions as Community Economic Development Officer in the past year. To both Bridget and Wendy, you will be really missed and the board extends their best wishes to you as you embark on your respective next chapters.

(B) ADOPTION OF MINUTES

a) Regular Board Meeting, February 8/9, 2018.

18-03-02 M/S Directors Brown/Schooner that the February 8/9, 2018, minutes be adopted as read. **CARRIED**

b) Special Board Meeting, March 15, 2018.

18-03-03 M/S Directors Hall/Brown that the, March 15, 2018, minutes be adopted as read. **CARRIED**

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

a) Chief Administrative Officer's Report (verbal).

The Chief Administrative Officer thanked the board, staff and public for their support and expressed appreciation for flexibility in providing a report verbally. She thanked Bridget and Wendy for their

service to the regional district. The CAO expressed her thanks to Ana Santos and Doug Sharkey for her visit to Denny Island earlier in the month, when she visited the community to announce the funding award for the Denny Island water service and where she gave a presentation on service establishment.

The CAO attended the CAO/CEO conference with Chair Sayers recently and reported a successful time there with good opportunities to learn and to network with other local governments. She noted that the equalization strategy efforts are continuing and that she and the Administrator from the Nuxalk Nation, along with both governments' elected representatives have made progress with Emergency Management BC and INAC (now Indigenous Services Canada) regarding a proposed shared Emergency Program Coordinator position. Another meeting is scheduled for April 17th.

The CAO attended the marine emergency training exercise in Victoria and had the opportunity to meet Rusty Snow (Denny Island) and Rod Brown and Sonny Hunt (Bella Bella) who also attended from the central coast. The CAO was invited to tour the joint air force and coast guard rescue operations centre in Victoria.

Two people joined the gallery at 10:35am.

The CAO attended the CAO Leadership sessions of the Municipal Administration Training Institute which was a week-long intensive learning experience on local government foundations.

The Chief Financial Officer position is currently filled by the CAO. During this transition the regional district continues to work with Jim Tarves and Donna Mikkelson to ensure continuity and sound financial management of accounts.

The Association of Vancouver Island and Coastal Communities convention is scheduled for mid-April where the Equalization Strategy will be advanced.

Directors expressed thanks and appreciation for departing staff.

b) Date Change for April 2018 Board Meeting

Directors expressed concern about the difficulties of holding meetings by telephone and that a balance needs to be sought between those difficulties and the expense of having attendance in person. The regional district must continue to seek options such as videoconferencing.

18-03-04 M/S Directors Brown/Hall that the Board of Directors of the Central Coast Regional District change the date of the April 19th board meeting to April 26th and hold the meeting by teleconference for the purposes of approving the 2017 annual financial statements, and that notice be provided pursuant to the regional district's procedural bylaw be received. **CARRIED**

RECESS

A recess was taken from 10:50 to 11:05am.

Financial Services

c) Five Year Financial Plan

Jim Tarves presented the 2018 Five Year Financial Plan verbally and by PowerPoint presentation. He thanked staff for their input and advice.

He explained that regional districts are comprised of regional and sub-regional services or functions, and that the requisition to the province is the amount that the regional district will receive through property taxes, noting that the province will add a collection fee of 5.25% to property owners.

Mr. Tarves noted that the general operations has a surplus that has offset the tax levy for that function due to the wildfires in 2017 and in a support staff position not being filled. That position has now been allocated in the 2018 budget to emergency management. Increases are also projected for economic development. The feasibility study service includes \$10,000 for studying a new service of fire protection on Denny Island. He noted that if a service is subsequently established by the regional district, the cost of the feasibility study becomes a cost of the function.

Overall, sub-regional functions will see an increase of \$37,230 in the tax levy.

The total requisition presented at the March 15th board meeting was 7.7% or \$54,908 and that has now been reduced to 5.3% or \$37,230 over the 2017 requisition.

Mr. Tarves explained that the property values from BC Assessment Authority will change the amounts paid by individual properties and will be based on the authenticated assessment roll, which has not yet been incorporated into the presentation.

Director Hall questioned the handling of honorariums for volunteer fire fighters and was advised that they are covered by WorksafeBC. He advised that in the spirit of reconciliation and working together, Heiltsuk Tribal Council may be approaching the regional district for infrastructure assistance.

Chair Sayers thanked Mr. Tarves for his presentation and noted that the budget was a reflection of the board's effort to reduce property taxes and provide for public consultation, and also that the budget is a reflection of the board's strategic priorities and is also confirmation that the needs of the constituents are being heard and considered.

18-03-05 M/S Directors Hall/Brown that the Five Year Financial Plan (March 29, 2018) be received. **CARRIED**

d) Financial Report – Update on Grants

To date, the regional district has received letters of approval and/or signed government transfer-grant agreements in the amount of \$5,436,482, representing project costs of \$7,034,930. Several grant applications totalling \$695,000 are still in progress with no word yet on their success. Staff were commended for their efforts in securing grant funding.

18-03-06 M/S Directors Hall/Brown that Financial Report – Update on grants be received. **CARRIED**

e) Directors Remuneration

Director T. Hall left the meeting at 11:50am.

18-03-07 M/S Directors Brown/Schooner that the Board of Directors of the Central Coast Regional District authorize the following:

1. Remuneration for Director Travis Hall for 20 hours (local work assignment) for attendance and chairing the meetings related to public budget consultations and service establishment on Denny Island on March 8 and March 9. **CARRIED**

Director Hall returned to the meeting at 11:52am. Chair Sayers left the meeting.

18-03-08 M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District authorize the following:

2. Remuneration for Chair Sayers for 3.5hours for attendance at public budget consultations on Saturday, March 10 in Bella Coola, and mileage at \$0.55/km for 52 km; and \$600 for the March 29th board meeting. **CARRIED**

Chair Sayers returned to the meeting at 11:55am.

18-03-09 M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District authorize the following:

3. Remuneration for all Directors, including the Chair in attendance at the March 29th board meeting in Bella Bella except Director Schooner, as follows:

March 28 (travel day) @ \$250

CARRIED

18-03-10 M/S Directors Brown/Hall that the Board of Directors of the Central Coast Regional District authorize the following:

4. March 29 (board meeting day – all Directors in attendance excluding the Chair at \$400 **CARRIED**

Chair Sayers noted that it is the individual director's responsibility to report on requested remuneration. Perhaps the new website could include a portal which would allow directors to update activity themselves for reporting to the Chief Administrative Officer.

RECESS

A recess was taken at 12:00noon until approximately 1:45pm. All in attendance with the exception of Director Schooner.

(E) BYLAWS AND POLICIES –

a) Bylaw 480 Centennial Pool Rates and Charges 2018

- 18-03-11** M/S Directors Hall/Brown that Bylaw 480, cited as “Centennial Pool Rates and charges Bylaw 480, 2018” be now introduced and read a first time. **CARRIED**
- b) Policy A-12(b) Centennial Pool – Pay Scale amendments
- 18-03-12** M/S Directors Hall/Brown that Policy A-12(b) Centennial Pool – Pay Scale be approved as amended. **CARRIED**
- c) Policy F-18 Asset Replacement Fund
- 18-03-13** M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District adopt Policy F-18 regarding the Asset Replacement Fund. **CARRIED**
- d) Bylaw No. 58 cited as “Central Coast Regional District Five-Year Financial Plan Bylaw No. 58, 2018 for 1st, 2nd, and 3rd reading and final adoption. **CARRIED**
- 18-03-14** M/S Directors Hall/Brown that Bylaw 58, cited as “Central Coast Regional District Five-Year Financial Plan be now introduced and read a first, second and third time. **CARRIED**
- 18-03-15** M/S Directors Hall/Brown that Bylaw 58, cited as “Central Coast Regional District Five-Year Financial Plan having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and Person responsible for corporate administration.
- e) Policy F-3 Signatories
- 18-03-16** M/S Directors Brown/Hall that Policy F-3 be approved as amended. **CARRIED**

Development Services

- f) Community Economic Development Officer Report,
- 18-03-17** M/S Directors Brown/Hall that the Board of Directors of the Central Coast Regional District receive the Community Economic Development Monthly Report and that the Board of Directors of the Central Coast Regional District receive the BCRS report on the Contribution Agreement, dated February 12th 2018. **CARRIED**
- g) Economic Development Advisory Committee Revised ToR

18-03-18 M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District adopt the revised Terms of Reference for the Economic Development Advisory Committee. **CARRIED**

h) Agri-Spirit Grant Submission

18-03-19 M/S Directors Brown/Hall that the Board of Directors of the Central Coast Regional District support the submission of an application to the Farm Credit Canada AgriSpirit Fund for the Denny Island Composting Initiative in partnership with the Denny Island Community Development Association. **CARRIED**

18-03-20 M/S Directors Brown/Hall the Central Coast Regional District agree to receive AgriSpirit Fund contributed money and enter into an agreement with the Denny Island Community Development Association to transfer funding and delegate responsibilities to the Denny Island Community Development Association. **CARRIED**

i) UBCM Structural Flood Mitigation Grant Submission

18-03-21 M/S Directors Brown/Hall the Central Coast Regional District supports submission of an application to the UBCM Community Emergency Preparedness Fund Structural Flood Mitigation Program for mitigation work in the Bella Coola Valley and is willing to provide overall grant management. **CARRIED**

Operations

j) Operations Manager, Expenditure of Community Works Funds to complete pre-design work for the proposed Denny Island Water System.

Jim Tarves noted that in order to comply with the rules of the Community Works Fund Policy, Denny Island Water must be an established service or a contemplated service. The policy of establishing new services also provides that approval must be secured by the Electoral Area Director in order to proceed with the steps required to undertake a service. Mr. Tarves explained the different methods of obtaining the assent of the electors for service establishment under the current legislation – petition, alternate approval process or referendum.

18-03-22 M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District support the expenditure of up to \$40,000 Community Works Funds to complete engineering pre-design work for the Denny Island Water System. **CARRIED**

18-03-23 M/S Directors Brown/Hall that the Board of Directors officially resolve to contemplate a new service for Denny Island Water. **CARRIED**

Director Schooner rejoined the meeting at 3pm.

Leisure Services Commissions

k) Centennial Pool Commission minutes dated January 23, 2018.

18-03-24 M/S Directors Brown/Hall that the Centennial Pool Commission minutes dated January 23, 2018, be received. **CARRIED**

Protective Services

l) Emergency Program Coordinator March Report.

18-03-25 M/S Directors Brown/Hall that the Board of Directors of the Central Coast Regional District receive the Emergency Program Coordinator Report. **CARRIED**

18-03-26 M/S Directors Hall/Brown that the Board of Directors resolve to prioritize the background documentation, briefing note and template for letters of support regarding the regional district's proposed Equalization Strategy. **CARRIED**

m) Heiltsuk Tribal Council, Indigenous Marine Response Centre letter of support

18-03-27 M/S Directors Brown/Hall that the letter to the Heiltsuk Tribal Council regarding support for an Indigenous Marine Response Centre (IMRC): Creating a World-Leading Response System dated March 13, 2018 be received. **CARRIED**

Transportation Services

n) Transportation monthly report - Verbal

Ken McIlwain, Operations Manager noted that permission has been received to remove trees on private property near the Bella Coola Airport and tree topping and cutting is progressing. He toured the Denny Island Airport grounds with Commission Chair, Doug Sharkey on March 28th and noted gravel on the runway and the roof on the terminal building which is in need of replacement.

(D) EXECUTIVE REPORTS

a) Chair and Electoral Area C Report.

Chair Sayers has been arranging a meeting with Minister Robinson. She attended the volunteer appreciation dinner, along with Directors Schooner and R. Hall on March 8th and attended by phone at a meeting of the Northwest Regional Advisory Committee for Northern Development Initiative Trust.

b) Electoral Area Reports

Area A – Director Johnson – no report

Area B- Director Travis Hall

Director Hall hopes to progress discussion regarding potential projects and grants with the regional district. He thanked the board and staff for coming to the Heiltsuk Nation and expressed hope that relations would advance positively.

Area D- Alternate Director Gary Brown – no report.

Area E- Director Samuel Schooner

Director Schooner reported on the dinner meeting with the Pool Commissioners at the beginning of March.

PART IV- GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

Director Hall noted that the Heiltsuk Tribal Council has withdrawn their support for farmed fish and no longer has an agreement with Marine Harvest.

18-03-28 M/S Directors Brown/Schooner that the following correspondence be received.

- (a) Order of British Columbia – 2018 Call for Nominations
- (b) Cariboo Regional District – Appreciation During Wildfires, letter received Mar 1
- (c) Cariboo Chilcotin Coast Invitation to Rural Tourism Summit
- (d) Metro Vancouver – Thank you for expression of support
- (e) Shannon Stubbs – email dated March 22, 2018 regarding motion 167
- (f) UBCM update on the working group on Responsible Conduct
- (g) Northern Development – Bella Coola Music Festival application approved
- (h) Northern Development – Great Bear Rainforest Marketing Contest Application Approval
- (i) Northern Development – Bella Coola Airport Development second grant disbursement
- (j) Northern Development – 2018 Grant writing support funding
- (k) Northern Development – 2018 Economic Development capacity building
- (l) Northern Development – Economic Development capacity building funding – 2017
- (m) UBCM Membership
- (n) BC Salmon Farmers Assoc. – Annual Progress Report (full report available on request)
- (o) The Coast Sustainability Trust II (CST II) – 2017 Annual Report (full report available on request)

CARRIED

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 3:20pm

Chair

Chief Administrative Officer