



CENTRAL COAST REGIONAL DISTRICT

REGULAR BOARD MEETING MINUTES

DATE: May 14, 2015

ATTENTION

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

Board Meeting  
JUN 11 2015  
CCRD ITEM Bca)



REGULAR BOARD MEETING MINUTES May 14, 2015

In Attendance:	Electoral Area A	Alternate Director Clint Coutts
	Electoral Area B	Chair Reginald Moody-Humchitt
	Electoral Area C	Director Alison Sayers
	Electoral Area D	Director Richard Hall
	Electoral Area E	Director Samuel Schooner
	CAO	Darla Blake
	Recording Secretary	Cheryl Waugh

No members of the gallery

**PART I - INTRODUCTION**

1. **Call to Order**  
Chair Reg Moody-Humchitt called the meeting to order at 9:09 a.m.
2. **Adoption of Agenda**
  - a) (Introduction of late items)

**15-05-01** M/S Directors Sayers/Hall that the agenda be adopted as presented.

**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**

Request the Board move the In Camera meeting to the last item on the agenda, prior to adjournment.

(B) **ADOPTION OF MINUTES**

- a) Regular Board Meeting April 9, 2015

It was noted some dates are recorded as 2105 in the April 9<sup>th</sup> minutes. These will be changed to reflect the correct year as 2015.

**15-05-02** M/S Directors Sayers/Hall that the minutes of the Regular Board meeting dated April 9, 2015 be adopted as amended.

**CARRIED**

**PART II- PUBLIC CONSULTATION**

- 1. Delegations – None
- 2. Public Questions and Comment Period – None

**PART III – LOCAL GOVERNANCE**

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

Director Schooner joined the meeting at 9:30 a.m.

**Administrative Services**

- a) Chief Administrative Officer’s Report dated May 7, 2015

**15-05-03** M/S Directors Hall/Sayers that the Chief Administrative Officer’s Report dated May 7, 2015 be received.

**CARRIED**

The CAO spoke to some items in the report and updated the board on two new personnel starting at the CCRD this month. Both positions are funded by grants from the Northern Development Initiative Trust. Joining the staff for a two year term will be Community Economic Development Officer, Tanis Shedden. The new local government management intern for one year will be Kyle Mettler. The former intern’s one year term expired at the end of April, 2015. Krista Ediger has accepted a position with the Prince Rupert Port Authority.

A memo was received from the Association of Vancouver Island and Coastal Communities (AVICC) describing the issue of private managed forest lands, water and watershed protection that could have a significant impact on the region’s economic development. The Board were encouraged to discuss the matter and share strategies with the AVICC.

**15-05-04** M/S Directors Sayers/Hall that the AVICC memo dated May 6, 2015 regarding the private managed forest lands and water and watershed protection be deferred to the Economic Development Advisory Committee for review, recommendation and report back to the board.

**CARRIED**

**Fire Inspections in Rural Areas:**

WHEREAS the provincial government has enacted various building and fire code regulations for public buildings, including the *Fire Services Act*;

AND WHEREAS the provincial government has, through the BC Safety Authority, and various other provincial agencies such as the Health Authorities, established regulatory regimes designed to inspect various installations and operations, such as gas, electrical, health, food safety, etc. aimed at protecting the public from potential hazards associated with public facilities, while the *Fire Services Act* remains without an effective regulatory regime;

AND WHEREAS the provincial government is considering requiring regional districts to enforce the *Fire Services Act* and its regulations in the unincorporated areas of the province, including the obligation to provide for a regular system of inspection of hotels and public buildings;

AND WHEREAS regional districts do not have the capacity to take on an inspection and enforcement role in the rural areas without significant additional financial and human resources;

**15-05-05** M/S Directors Sayers/Hall NOW THEREFORE BE IT RESOLVED that the provincial government provide the resources necessary to inspect and enforce provincial safety regulations, including the *Fire Services Act* and its regulations, through either the Office of the Fire Commissioner or the BC Safety Authority rather than pursuing options to download the responsibility for inspections and enforcement of provincial regulations on local governments.

**CARRIED**

**Outstanding Water Tolls:**

**15-05-06** M/S Directors Sayers/Hall that the board authorizes that Notice of Water Shut Off be sent out immediately to those premises that have 2015 water toll charges outstanding as at 29 May 2015, pursuant to Section 5 of Bylaw 282 and amending Bylaw 354.

**CARRIED**

**Bella Coola Resource Society representative:**

**15-05-07** M/S Directors Hall/Sayers that the Central Coast Regional District Board of Directors wishes to appoint the CCRD's Community Economic Development Officer as a representative on the Bella Coola Resource Society Board of Directors.

**CARRIED**

**Carnivore Working Group:**

At the April 9, 2015 board meeting, Christina Hoppe, representing the Carnivore Working Group, requested the board send a letter to BC Parks outlining specific points of concern in the matter of bears and public safety. The CAO noted that a letter had already been sent March 17, 2015 to the Ministry of Environment Conservation Officer Service following a previous request from the Carnivore Working Group.

In consideration of the most recent request, bear/wildlife management is not a CCRD mandated activity, and therefore the CCRD should not be involved in the management, operations and/or the decisions of BC Parks or the Ministry of Environment's Conservation Officer Service. The Board has already made its point and concerns clear in the 17 March 2015 letter to the Ministry of Environment's, Chief Conservation Officer.

**15-05-08** M/S Directors Sayers/Schooner that the CAO respond to the request of the Carnivore Working Group outlining the CCRD's position with regards to bear/wildlife management.

**CARRIED**

**Development Services**

b) Economic Development

i. Economic Development Advisory Committee, minutes of April 23, 2015

**15-05-09** M/S Directors Sayers/Schooner that the Economic Development Advisory Committee, meeting minutes of April 23, 2015, be received.

**CARRIED**

ii. Economic Development Advisory Committee Terms of Reference.

Section 8.0 of the Economic Development Advisory Committee Terms of Reference will be amended to read: *Economic Development Officers from First Nations*

And;

Section 8.1 will be amended to read *Economic Development Officers from First Nations in the CCRD region to sit on the EDAC as non-voting members*

**15-05-10** M/S Directors Sayers/Hall that the Economic Development Advisory Committee, Terms of Reference, be amended to include one (1) representative from Ocean Falls, and one (1) representative from Denny Island as voting members.

AND that the Economic Development Advisory Committee Terms of Reference be amended to include Economic Development Officers from First Nations within the region as non-voting members.

**CARRIED**

c) Land Use Planning – report dated May 7, 2015

The Land Use Planning report tracks the interest of the public regarding enquiries related to the regional district's Zoning and Official Community Plan (OCP) bylaws, maps and other information regarding land use planning.

Director Sayers spoke to the progress made at the May 12<sup>th</sup> meeting of the Official Community Plan Advisory Committee. Mapping is a big concern with the CCRD's current resources being out of date and out of scale. Minutes from that meeting will be received by the board at its June 11<sup>th</sup> meeting.

In further discussion it was revealed that the Nuxalk Nation are investigating mapping of their territories using GIS technology. There could be opportunity for cost sharing if the same mapping could be used by the CCRD as there is no other budget for GIS or mapping at this time.

**15-05-11** M/S Directors Schooner/Sayers that the Land Use Planning Report dated May 7, 2015, be received.

**CARRIED**

**Public Works**

d) Public Works Monthly report dated May 7, 2015

The Public Works Department report highlights developments and issues surrounding the Thorsen Creek Waste and Recycling Centre, recreation facilities, the Bella Coola Airport, town site water and street lighting.

Solid Waste Management

Temporary, extended days of operation at the Thorsen Creek Waste and Recycling Centre are being proposed in response to a request from the Nuxalk Nation to support their spring cleaning operation. This would be beneficial to all Valley residents. Tipping fees would be reduced by 50% for properly sorted residential waste.

The unit for the paint and household hazardous waste has been set up adjacent to the main recycling building and has already helped divert almost a full bin of paint and aerosol cans. The new oil collection facility should be largely in place by month end.

Recreation Facilities

**Walker Island & Snootli Parks:**

Planning and design work continues on the new concession building.

**Centennial Pool:**

The pool tank has been cleaned and miscellaneous repairs undertaken in preparation for opening later in May.

**Denny Island/Shearwater Water System:**

The Chief Financial Officer has completed an authentication of the petition process for establishment of a service area for the Shearwater Water System project. This will be forwarded to the CCRD Board for certification. An application to the Gas Tax Strategic Priorities Fund has been submitted. The project is on hold until grant funding can be accessed.

Significant Expenditures: Don Nygaard & Son Ltd was paid \$18,586 before taxes for hourly force account work under the Landfill Operation Contract, for clearing work, recycling depot set up and site improvements. Otter Co-op of Chilliwack was paid \$10,097 before taxes for purchase of three collection tanks for used oil. Diesel Cowboy Transport was paid \$3,300 before taxes for freight charges.

**15-05-12** M/S Directors Sayers/Schooner that the Public Works Department Report dated May 7, 2015, be received.

**CARRIED**

**15-05-13** M/S Directors Coutts/Sayers that the operating hours for Thorsen Creek Waste and Recycling Centre during the period May 25, 2015 to and including June 6, 2015, be changed to Monday to Saturday, 8:30 am to 5:30 pm and,

That for this period, tipping fees for sorted residential waste be reduced by 50%.

**CARRIED**

Leisure Services Commissions

- e) Denny Island Recreation Commission
  - i. Meeting minutes dated January 23, 2015

- 15-05-14 M/S Directors Schooner/Sayers that the Denny Island Recreation Commission minutes dated January 23, 2015, be received. **CARRIED**
  - ii. Meeting minutes dated March 1, 2015
- 15-05-15 M/S Directors Sayers/Hall that the Denny Island Recreation Commission minutes dated March 1, 2015, be received. **CARRIED**
  - f) Centennial Pool Commission
    - iii. Meeting minutes dated April 22, 2015
- 15-05-16 M/S Directors Sayers/Coutts that the Centennial Pool Commission meeting minutes dated April 22, 2015 be received. **CARRIED**

**Protective Services**

- g) Emergency Management - no report, information only
  - 2 staff attended teleconference call for pre-fire season and freshet discussions;
  - 2 staff will complete Justice Institute "Introduction to Business Continuity Management" between May 11, 2015 and June 8, 2015 (via on-line classes).

**Transportation Services**

- h) Bella Coola Airport/Denny Island Airport report dated May 7, 2015.
- 15-05-17 M/S Directors Schooner/Sayers that the Bella Coola Airport/Denny Island Airport report dated May 7, 2015, be received. **CARRIED**
  - i) Denny Island Airport Commission
    - iv. Minutes dated April 23, 2015
- 15-05-18 M/S Directors Sayers/Coutts that the Denny Island Airport Commission meeting minutes dated April 23, 2015 be received. **CARRIED**

**RECESS**

The regular meeting reconvened at 10:46 a.m.

**(D) EXECUTIVE REPORTS**

- a) Chair's Report – No Report
- b) Electoral Area Reports
  - i. Area A – Alternate Director Coutts has concerns about the Denny Island Airport landing fees because of changes to the aircraft Shearwater Marine is using will see routing going through Bella Bella Airport instead.
  - ii. Area B – No Report
  - iii. Area C – Director Sayers provided a written report dated May 7, 2015 and reviewed some highlights

The April meeting of the Official Community Plan Advisory Committee was deferred due to scheduling issues. The committee has been keeping in touch with each other and CCRD staff by email in between meetings. John Morton did a review of the current plan and gave a report at the May 12<sup>th</sup> meeting and Joan Sawicki reviewed some of the relevant documents at the CCRD office and further clarified the role of the committee.

Director Sayers was approached by two of her constituents at Walker Island Park complaining about people smoking at the park. She asked if the CCRD has a non-smoking policy.

In response to the CCRD's letter to the Ministry of Transportation and Infrastructure, a temporary speed monitor has been installed at the west end of Firvale. Director Sayers is still hoping for signs noting children at play and livestock nearby. Administration will follow-up with the Ministry's regional office for a status update.

A response was received from Selina Robinson, Opposition Spokesperson for Local Government and Sports, from questions sent regarding fairness in funding for local government, which Ms. Robinson was to present at the Ministry Estimates in April. Director Sayers asked the board to consider Ms. Robinson's words, encouraging making meeting arrangements with the Minister at the UBCM convention in September.

A verbal addition to the Area C report was that Director Sayers was able to attend the Centennial Pool Commission meeting on May 13<sup>th</sup>. There are concerns that Centennial Pool has a limited lifespan. A new pool would be costly and also take a lot to maintain but perhaps a collaborative project with other community users can be explored as an alternative. The CAO reminded the board that any recommendations for capital costs must be relayed to the Chief Financial Officer to keep her informed.

**15-05-19** M/S Directors Hall/Schooner that the Electoral Area C Director's Report dated May 7, 2015 be received.

**CARRIED**

- i. Area D – Director Hall provided a short verbal report on asset management planning and educational opportunities.
- ii. Area E – Director Schooner provided a verbal report

Director Schooner was approached by someone asking where they could find a list of landfill fees and availability of brochures outlining recyclable materials. It was suggested that flyers be placed in everyone's mail box. This is a good idea that will be passed on to the Public Work's Manager who will be working on a public education piece about current recycling as well as new initiatives poised to launch soon.

Harbour Authority meetings are going well and hiring practices have been improved. New job descriptions have been drawn up and positions will be advertised.

**(E) BYLAWS AND POLICIES**

- a) Bylaw 448 – Centennial Pool Rates and Charges Bylaw No. 448, 2015 – for reconsideration and final adoption.



**15-05-20** M/S Directors Schooner/Hall that Bylaw 448, cited as “Centennial Pool Rates and Charges Bylaw No. 448, 2015” 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 449 – Central Coast Regional District Board Meeting Procedures Bylaw 449, 2015 – for first, second and third reading.

**15-05-21** M/S Directors Sayers/Hall that bylaw No. 449, cited as the “Central Coast Regional District Board Meeting Procedures Bylaw No. 449, 2015, a bylaw to rescind and replace Central Coast Regional District Board Meeting Procedures Bylaw 423, 2014”, be now introduced and read a first time.

**CARRIED**

**15-05-22** M/S Directors Sayers/Coutts that bylaw No. 449, cited as the “Central Coast Regional District Board Meeting Procedures Bylaw No. 449, 2015 a bylaw to rescind and replace Central Coast Regional District Board Meeting Procedures Bylaw 423, 2014”, having been given due and detailed consideration by the Board be now read a second and third time.

**CARRIED**

c) A-12(b) – Centennial Pool – Pay Scale – reviewed with proposed amendments.

**15-05-23** M/S Directors Hall/Sayers that Policy A-12(b) – Centennial Pool – Pay Scale, be approved as amended.

**CARRIED**

d) A-29 – Personnel Policy – reviewed with proposed amendments.

**15-05-24** M/S Directors Schooner/Hall that Policy A-29 Personnel Policy, be approved as amended.

**CARRIED**

e) F-13 Capitalization Policy – reviewed with proposed amendment.

**15-05-25** M/S Directors Sayers/Schooner that Policy F-13 Capitalization Policy, be approved as amended.

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

a) Letter from GeoScience BC dated April 20, 2015 for information only.

**15-05-26** M/S Directors Schooner/Coutts that the letter dated April 20, 2015 from Geo Science BC be received.

**CARRIED**

The following item was moved from:

**PART I - INTRODUCTION**

**(A) IN CAMERA MATTERS**

(a) In Camera Meeting

**15-05-27** M/S Directors Sayers/Hall that the meeting move in camera for consideration of items under s90(1)(a); 90(2)(c); 90(1)(f); 90(1)(g) and 90(1)(i) of the *Community Charter*.  
**CARRIED**

(b) Matters brought out of Camera

**15-05-09IC** M/S Directors Sayers/McCullagh that the following be released from in camera:  
The board of directors considered a letter dated May 6, 2015 from the Denny Island Recreation Commission (DIRC). The board is interested in engaging further with DIRC on several matters and has asked staff to proceed with arrangements for a face to face meeting.  
**CARRIED**

**RECONVENE**

The regular meeting reconvened at 2:00 p.m.

**(G) ADJOURNMENT**

There being no further business the meeting was adjourned at 2:01 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Corporate Officer