

CENTRAL COAST REGIONAL DISTRICT

“Our Vision for the Central Coast Regional District is an inclusive, resilient and sustainable group of communities thriving within a locally influenced, safe, healthy and natural environment”

REGULAR BOARD MEETING MINUTES – December 13, 2012

In Attendance:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Director Reg Moody
	Electoral Area C	Chair Brian Lande
	Electoral Area D	Director Ivan Tallio
	Electoral Area E	Director David Anderson (portion)
	CFO/Acting CAO	Donna Mikkelson
	Consultant/Interim CAO	Isabell Hadford
	Recording Secretary	Cheryl Waugh

PART I – INTRODUCTION

1. Call to Order

Chair Lande called the meeting to order at 8:38 a.m.

- (a) Opening Reflection/Prayer – Director Moody offered an opening prayer
- (b) Election of Chair/Vice-Chair

Interim CAO Isabell Hadford conducted the elections for the positions of Chair and Vice Chair.

The Interim CAO called for nominations for the position of Chair. Director Lande nominated Director McCullagh. Director Tallio nominated Director Moody.

The Interim CAO called a second time for nominations for the position of Chair.

The Interim CAO called a third and final time for nominations for the position of Chair. There were no further nominations made.

Voting was carried out by ballot and the Interim CAO declared Reg Moody Chair.

The Interim CAO called for nominations for the position of Vice-Chair. Director McCullagh nominated Director Lande. Director Anderson nominated Director McCullagh. Director Moody nominated Director Tallio.

The Interim CAO called a second time for nominations for the position of Vice-Chair.

The Interim CAO called a third and final time for nominations for the position of Vice-Chair. There were no further nominations made.

Voting was carried out by ballot and the Interim CAO declared Ivan Tallio Vice-Chair.

Director Moody assumed the Chair.

Director Anderson left the meeting at 8:48 a.m.

(c) Oaths of Office – Interim CAO and Acting CAO

The oath of office was administered to Interim CAO Isabel Hadford and Acting CAO Donna Mikkelson. The signed documents were presented for filing.

(d) Statement of Disclosure distribution – Directors & officers to file between January 1st and 15th, 2013 pursuant to the *Financial Disclosure Act*.

2. Adoption of Agenda

12-12-01 M/S Directors Lande/McCullagh that the agenda be amended to include late items and that the agenda be adopted as amended.

CARRIED

(a) Introduction of late items.

- (i) Email from BC Coastal Ferries Consultation and Engagement Team dated Dec 10th re Feedback Reminder BC Coastal Ferries Consultation and Engagement, Fall 2012
- (ii) Email from Brenda Paquin dated December 10th re Vision Statement by RD Chairs Dec 2012.
- (iii) Email from Sheila Malcolmson dated Dec 10, 2012 re Islands Trust Response to BC Ferries Consultation RFD.

(A) IN CAMERA MATTERS

(a) Matters Brought out of Camera

On November 30, 2012 Joy Mackay resigned her position as Chief Administrative Officer for the Central Coast Regional District. Joy has made a valuable contribution to the community over the past six years and we commend her for the work she did during her time with the Regional District. Joy will be missed. We wish her every success in the future. The Board will be advertising for someone to fill the role of CAO.

Stephen Waugh has announced that he will not be renewing his contract for the provision of emergency program services in 2013. Steve has made a valuable contribution to the regional district communities in this role and his knowledge in emergency management will be missed. Steve has agreed to continue to provide emergency related services on a project specific basis. His contract for providing emergency program services will terminate on December 31, 2012 and the Board will be advertising for someone to fill the role of Emergency Program Co-ordinator.

Stephen Waugh has agreed to continue in his role of Property Manager for various CCRD owned assets, including the pool, parks and recreation, Thorsen Creek Waste & Recycling Centre, Bella Coola Airport, Denny Island Airport, Bella Coola Fire Department, Bella Coola Waterworks and the CCRD Administration Office. The contract will be at a .5 position and will be reviewed by the Board in six months to see if any adjustment is required to the position.

In addition to temporarily filling the role of Acting CAO, Donna Mikkelson has agreed to continue to provide financial services to the CCRD for 2013 and the Board fully supports this contract. Donna has provided valuable service to the Central Coast communities for many years and we appreciate the work she does on our behalf.

(B) ADOPTION OF MINUTES

- (a) November 15, 2012
- (b) November 09, 2012 – Special Meeting

12-12-02 M/S Directors McCullagh/Lande that the minutes for the November 9, 2012 special meeting be adopted as presented.

CARRIED

12-12-03 M/S Directors Lande/McCullagh that the minutes of the regular meeting held November 15, 2012 be adopted as presented.

CARRIED

PART II– PUBLIC CONSULTATION

1. Delegations

- (a) Chris Carlson and Gordon Gibbs – Nusatsum Property Owners Association Society

Supporting documentation for this presentation had been supplied by the NPOA by way of a letter dated December 3, 2012 (Application for Grant and Aid Funds; and, Request for Action on Nusatsum River Fan); an Attachment 1 dated November 11, 2012; Attachment 2 dated September 20, 2012 (Vision, Mission and Plan of Action); Attachment 3 (Letter to NWG (Nusatsum Working Group) dated November 7, 2012; Attachment 4 (High Flow Event – September 2010 including Site Assessments); a report dated December 1, 2012 (“Immediate Needs Project”); and a letter from Chris Carlson dated December 4, 2012 which was accompanied by a letter signed by Chris Carlson and 26 residents, mostly residing in the Nusatsum area. The delegation distributed a “Report and back ground on NPOA request before the CCRD” dated December 11, 2012.

Chris Carlson spoke to the concerns and potential solutions of the Nusatsum Property Owners Association (NPOA) regarding flood issues in that neighbourhood. A plan has been drafted with a serious look at mitigation measures and the hope is to have assistance from the CCRD.

Gordon Gibbs also spoke as a member of the NPOA and presented further background information in the form of a handout of the association’s strategic plan. Gibbs read through the draft 50 year strategic plan, which describes deflecting groynes in the river and the benefits of their design. The group says there is a pressing need that is vital to the Nusatsum neighbourhood and the support of the CCRD is part of the immediate needs process. The February 2012 Flood Response Advisory Committee (FRAC) report was referenced in terms of a priority listing of flood-prone areas requiring attention in the Bella Coola valley. Noting that the Nusatsum area was not one of the top-listed areas, the NPOA feels that circumstances have changed since that report was produced and they want to be prepared for a future event. The request is not for a new structure, but to maintain a failing, existing structure. \$20,000 to \$30,000 plus the cost of rock, is the NPOA’s estimated cost to bring the site up to pre- 2010 flood condition. The Association feels this significantly impacts not only residences, but a large stretch of Highway 20.

The NPOA representatives are not completely convinced that the provincial authorities require the establishment of a diking authority in order to upgrade a groyne and remove bed load. The group feels

that although this would not stop flooding from happening, it would stop erosion. They are uncertain as to the completion date of their strategic plan but are hopeful it will be within the next six weeks.

Directors spoke to the specifics of the project and asked about original construction of the groyne, which was made of slate and has stood for 25-30 years, and also asked if the group had received a letter of support from the Nuxalk Nation.

The NPOA is requesting endorsement and support from the regional district. They are specifically requesting assistance in a joint approach with the Ministry of Transportation and Infrastructure. Any financial assistance from the CCRD would also be helpful and the NPOA would like to be included in the Grant-In-Aid program. CFO Mikkelson explained the Grant-In-Aid program is fully subscribed for 2013. This can be reviewed in February when new assessments are available.

Gordon Gibbs and Chris Carlson left the meeting at 9:25 a.m.

The matter of the CCRD meeting with other agencies to discuss the issues in more detail and possibly to lobby on the group's behalf was discussed by the board. Directors questioned whether a local service area would have to be established in the event the CCRD supported the NPOA initiatives further. The critical point of the diking authority question must be clarified by the provincial ministries in order that it be fully understood by all local parties regarding groyne construction/maintenance and/or bed load removal.

- 12-12-04** M/S Directors Tallio/McCullagh that the regional district clarify the question of authority to rehabilitate the Nusatsum River groyne, and further that a letter be written to the Ministry of Transportation and Infrastructure regarding the impacts on Highway 20 of upgrading the groyne and removing bed load in the Nusatsum area.

CARRIED

- (b) Tom Carney – Bella Coola Harbour Authority re Application for Community Works Funds

Brian Lande spoke as a member of the Bella Coola Harbour Authority (BCHA) and provided some background information on the project. Funding is requested for the construction of their own intake below the dam in the Clayton Falls area. This is required by the Health Authority for potable water at the dock where water service will be discontinued if the upgrade is not completed by March 31st.

Director Lande declared a conflict and left the meeting.

Tom Carney joined the meeting at 9:44 a.m.

Mr. Carney spoke to the request for assistance. An earlier request in July (see R#12-07-15) had been declined by the CCRD but he felt the proposal may not have been clear in terms of the amount being requested. The cost of the project is approaching \$70,000, but the amount of \$10,000 is being requested from the regional district. The Harbour Authority will provide \$20,000. BC Hydro has offered to provide \$40,000 to assist with the project if "forward movement can be shown". BCHA is awaiting approval from Vancouver Coastal Health for a water construction permit and has yet to approve the design. Funding has been sought from other sources but to date they have not been successful.

Tom Carney left the meeting at 9:49 a.m.

12-12-05 M/S Directors Tallio/McCullagh that \$5,000 be allocated to the Bella Coola Harbour Authority from the Community Works Fund to assist with the installation of a water intake on Clayton Creek and the upgrade of the water system, subject to confirmation of project eligibility, and subject to the Harbour Authority receiving money from other contributing agencies; and further that the CCRD receive a copy of a letter from the Bella Coola Harbour Authority soliciting financial support from BC Ferries for the water upgrade project and that the CCRD receive a copy of the reply.

CARRIED

A member of the press joined the gallery and Director Lande rejoined the meeting at 10:00 a.m.

RECESS

A recess was called at 10:00 a.m.

RECONVENE

The regular meeting reconvened at 10:10am

2. Public Hearing 1:00pm re B/L 413 Zoning Bylaw Amendment (See also Item E(e))

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

(a) 2012 Strategic Priorities Update

12-12-06 M/S Directors Lande/McCullagh that the 2012 Strategic Priorities Update be received and that the Strategic Priorities for 2013 be established in tandem with the Personnel 6-Month Work Plan as presented by the Interim CAO as follows:

- (Goal 2, Strategy 1)Thorsen Creek Landfill and Recycling Centre;
- (Goal 2, Strategy 17) Denny Island water service;
- (Goal 2, Strategy 18) Town site waste water;
- (Goal 3, Strategy 1) Publishing periodic reports as part of a communication component; (Communication policy, modified);
- (Goal 4, Strategy 1) Enhancing board governance capabilities, and
- (Goal 4, Strategy 11, modified) Outstanding policy matters (specific policies identified)

CARRIED

(b) Administration Report

12-12-07 M/S Directors McCullagh/Lande that the position of Chief Administrative Officer be advertised and that a recruitment committee be established consisting of Board Chair Reg Moody, Director McCullagh, Donna Mikkelson, Isabell Hadford and John Morton (subject to his acceptance).

CARRIED

12-12-08 M/S Directors McCullagh/Lande that the December 13, 2012 Administration Report presented by the Acting and Interim CAOs be received.

CARRIED

(c) Property Management Report – November 2012

12-12-09 M/S Directors Lande/McCullagh that the November 2012 Property Management Report be received.

CARRIED

(d) 2013 Office Janitorial Contract

One tender was received for the provision of janitorial services to the Administration building.

12-12-10 M/S Directors Lande/Tallio that in response to the Invitation to Tender, the 2013 Janitorial Services Contract be awarded to Gladi Hammer.

CARRIED

(e) Appointment of Committees and Commissions and Board Appointments

Appointments to the Bella Coola Airport Commission were deferred to the February 2013 board meeting in hopes of attracting more interest. Appointments to the Agricultural Advisory Committee were deferred to the February 2013 board meeting in order to confirm the current names standing. As the Emergency Program Coordinator position will be vacant, appointments to the Emergency Executive Committee were also deferred to February 2013.

12-12-11 M/S Directors McCullagh/Tallio that the following appointments be made for 2013:

Centennial Pool Commission: Nicola Koroluk, Joan Cole, Janice Kyle, Karen Lansdowne, Connie Nygaard, Christina Fraser;

Denny Island Airport Commission: Jayme Gerry, Doug Sharkey, Craig Widsten, Clint Coutts;

Denny Island Recreation Commission: Mark Schlichting, Jean Wood, Pete Kovanda, Jayme Kennedy, Sharon Beloin, Annie Wilkinson, Ivan or Thelma Debagheera;

Bella Coola Parks and Recreation Commission: Caroline Granander, Croydon Lansdowne (subject to his acceptance) (it is noted that a quorum is not constituted pursuant to board policy);

(Bella Coola) Fire Department Executive Committee: Fred Sorensen, Chief; Gilles Dionne, Deputy Chief.

CARRIED

12-12-12 M/S Directors Tallio/Lande that the following board appointments for 2013 be made:

The Coast Sustainability Trust Regional Steering Committee:

1. Appointee Cathi McCullagh
2. Alternate Ivan Tallio

Bella Coola Harbour Authority: Ivan Tallio

Bella Coola Watershed Conservation Society: Brian Lande

Municipal Finance Authority of BC:

1. Appointee Reg Moody
2. Alternate Brian Lande

Municipal Insurance Association of BC:

1. Appointee Reg Moody
2. Alternate Cathi McCullagh

Vancouver Island Regional Library:

1. Appointee Cathi McCullagh
2. Alternate Ivan Tallio

Bella Coola Resource Society: Brian Lande

Northern Development Initiative Trust (NDI):

1. Appointee Brian Lande
2. Alternate Ivan Tallio

Bella Coola Valley Tourism:

1. Brian Lande
2. Alternate Ivan Tallio

Coastal Community Network: no appointment (no membership)

CARRIED

(f) Board Meeting Calendar 2013

Board meetings will be held on the second Thursday of each month with the exceptions of January and August when there will be no regularly scheduled meeting, pursuant to the regional district's Procedure Bylaw. Additional effort will be made to encourage public attendance at the meetings by scheduling In Camera meetings to be held at a specific time, later in the day.

12-12-13 M/S Directors Lande/McCullagh that the Board Meeting Calendar for 2013 be approved; and that the June 2013 board meeting be held in Bella Bella pursuant to the regional district's Procedure Bylaw.

CARRIED

(g) Board Remuneration – December 12 and 13, 2012.

The board remuneration bylaw is silent on partial attendance at board meetings. It also does not speak to remuneration specifically for special meetings not held in conjunction with regular meetings where they are held on more than one day.

12-12-14 M/S Directors Lande/Tallio that Director Anderson be remunerated in the amount of \$75.00 for partial attendance at today's regular meeting, December 13, 2012.

CARRIED

12-12-15 M/S Directors Lande/Tallio that all attending directors be remunerated for the Special In Camera Board Meeting held on December 12, 2012 in the amount of \$75.00 each.

CARRIED

Financial Services

(h) Financial Update / Financial Plan Report

The Chief Financial Officer reviewed the functions and services of the CCRD citing potential impacts to the tax requisition for 2013, for discussion purposes only. The first presentation of the draft financial plan will be presented at the February 2013 board meeting, in view of the strategic priorities established by the board of directors at today's meeting. The Five-Year Financial Plan must be finally adopted on or before March 31, 2013 and will include updated property values as supplied by BC Assessment Authority.

12-12-16 M/S Directors McCullagh/Lande that the financial plan report be received.

CARRIED

12-12-17 M/S Directors McCullagh/Tallio that the following payments exceeding \$10,000 be authorized for the year 2013, pursuant to the regional district's Purchase Authorization Policy F-12: Vancouver Island Regional Library, BC Transit invoices, and insurance.

CARRIED

Development Services

(h) Economic Development – no report

(i) Land Use Planning Report

The monthly Land Use Planning Report contains information on the number of inquiries related to zoning and Official Community Plan (OCP) designations, subdivision, maps and plans, provincial land referrals and other specifics related to land use in the Central Coast Regional District. Specific action items are documented and provided for the information of the board of directors.

12-12-18 M/S Directors McCullagh/Lande that the November 2012 Land Use Planning Report be received.

CARRIED

(j) Valley Street Lighting – no report

Environmental Services

(k) Thorsen Creek Waste & Recycling Centre – Contract Extension 2013

The operations and maintenance components of the Thorsen Creek Waste and Recycling Centre are now specifically assigned to personnel (the Property Manager) in order that the Strategic Priorities of the regional district can be implemented.

12-12-19 M/S Directors Lande/McCullagh that the Maintenance Contract and Specifications for the Thorsen Creek Waste and Recycling Centre dated April 15, 2010 be extended to December 31, 2013 by mutual consent of the Central Coast Regional District and Beau Mecham dba Diesel Cowboy Transport.

CARRIED

Leisure Services

The Bella Coola Parks and Recreation Commission have been working on getting the Snootli Arena operational for the winter season. Efforts are also being made to complete the rehabilitation of the Walker Island and Snootli Creek Parks as a result of the September 2010 flood event of record.

(l) Bella Coola Parks & Recreation Commission – no report

(m) Denny Island Recreation Commission – Meeting minutes (2)

12-12-20 M/S Directors Lande/Tallio that the minutes from the Denny Island Recreation Commission dated October 09, November 2012 be received.

CARRIED

(m)(i) Denny Island Airport Commission

The Denny Island Airport Commission is considering budget projections for 2013. It is noted that the crack sealing contract is complete and that the Commission is disappointed with the removal of crush rock from the airport site and the state of the facilities, generally, as a result of recent road maintenance activity on the Island. The Transportation Services Manager provided an update regarding her subsequent discussions with the Ministry of Transportation and Infrastructure. (See also Transportation Services Report).

12-12-21 M/S Directors Lande/Tallio that the minutes from the Denny Island Airport Commission dated November 25, 2012 be received.

CARRIED

(n) Centennial Pool Commission – November 20, 2012

The Centennial Pool Commission has virtually completed the rehabilitation of the facility in Hagensborg as a result of the September 2010 flood event, with funding being provided by the Disaster Financial Assistance (DFA) program. Improvements continue to be made (above ground fuel tank, wind shielding along chain link fence, viewing area/handicap accessibility, separation of water system, and pool deck repair) with funding as approved by the regional district's Community Works Fund (CWF).

12-12-22 M/S Directors McCullagh/Lande that the minutes from the Centennial Pool Commission dated November 20, 2012 be received.

CARRIED

(o) Vancouver Island Regional Library – no report

Protective Services

(p) Emergency Program Report

The Emergency Program Coordinator reported on potential events, on-going projects (Enhanced Flood Response Capacity Activities, Bella Coola Airport Dikes Upgrade Project) and other activities related to the regional district's emergency operations.

12-12-23 M/S Directors Tallio/McCullagh that the EPC Monthly Report for November 2012 be received.

CARRIED

- (q) House Numbering – no report

Transportation Services

- (r) Bella Coola Airport – combined with item (s)
(s) Denny Island Airport

The recent Ministry of Transportation and Infrastructure road repairs on Denny Island were discussed (see Denny Island Airport Commission, item C(m)(i) . The contractor used most of the gravel stockpiled at the Denny Island airport, ran heavy vehicles on the runway, did not issue a Notice To Airmen about runway activity and left dangerous debris on the runway, which was cleaned up by local residents. Director McCullagh would like this noted. Although the intentions were good and appreciated, the pot holes that were repaired are on the roads least used and most have washed out again.

Director McCullagh asked about the budgeted administration fee on behalf of the Denny Island Airport Commission as they feel it is not equitable. The CFO will review this amount and report back.

- 12-12-24** M/S Directors Tallio/McCullagh that the Transportation Services Report for November 2012 be received.

CARRIED

Local Service Areas – Bella Coola Town site

- (t) Street Lighting – no report
(u) Fire Protection – no report
(v) Waterworks – 2013 Maintenance Contract – Bella Coola Waterworks

One response was received regarding the bid for contract maintenance of the Bella Coola Waterworks system.

- 12-12-25** M/S Directors Lande/Tallio that in response to the Invitation to Tender, the Bella Coola Waterworks Water Maintenance Contract be awarded to Bradley King.

CARRIED

- (w) Town Site Waste Water – Application for Community Works Funding

Pursuant to Resolution 12-11-25 from the November 2012 board meeting, an application to the Community Works Fund has been prepared in the amount of \$8,250.00 to assist in the Nuxalk Nation waste water initiative feasibility study which will include the Bella Coola town site.

- 12-12-26** M/S Directors McCullagh/Lande that the Town Site Waste Water application for Community Works Funding be approved in the amount of \$8250.00 subject to confirmation of project eligibility.

CARRIED

(D) EXECUTIVE REPORTS

(a) Chair's Report

Previous Chair Lande provided a written report on activity since the last board meeting. He attended the office on numerous occasions to sign documents and payments and to have various discussions with the Interim CAO. He attended the BC Coastal Ferries Consultation and Engagement meeting at Lobelco Hall on November 21, 2012 and met with North Coast MLA Gary Coons to discuss several local issues. He consulted extensively with the Nusatsum Property Owners Association and inspected the Nusatsum River groyne.

12-12-27 M/S Directors McCullagh/Tallio that the December 13, 2012 Chair's Report be received.

CARRIED

(b) Electoral Area Reports

Area A – No report other than what has been reported elsewhere on the agenda.

Area B – No additional report.

Area C – Director Lande discussed the issues associated with the Nusatsum River as it relates to flood protection and noted that Interim CAO Isabell Hadford, was dealing with the matter and interacting with the Nusatsum Property Owners Association on behalf of the regional district.

Area D – Director Tallio noted that the Nuxalk Nation's priority for the community is waste water on the town site. He doesn't want to see the Town site/Regional District miss out on the opportunity to "piggy back" on the Nuxalk Nation initiative.

Area E – No report.

(E) BYLAWS AND POLICIES

(a) Bylaw 413 – Zoning Bylaw Amendment

12-12-28 M/S Directors Tallio/McCullagh that Director Lande be delegated to attend the Public Hearing for proposed Bylaw 413 at 1:00 pm. today.

CARRIED

Third reading and final adoption of Bylaw 413, cited as "Bella Coola Valley Zoning Bylaw No. 71, 1984 Amendment Bylaw No. 413, 2012" were deferred to the February 2013 board meeting, pending outcomes of the Public Hearing scheduled for 1pm.

(b) Bylaw No 412 – Procedures Bylaw

The regional district must adopt a procedures bylaw according to the *Local Government Act*. It includes provisions for time and location of meetings, notice of regular, special meetings and electronic meetings, and outlines board proceedings for attendance at public meetings, minutes, agenda availability, treatment of late items, voting, and delegations. It also contains procedures for adoptions of bylaws, the treatment of resolutions and the establishment of a board Committee of the Whole as well as advisory bodies. The templates for the regular board meeting agenda and the wording for bylaw approval resolutions and "Delegations to Board Request Form" are attached as schedules to the bylaw. This bylaw is silent on the

treatment of In Camera meetings and the distribution of agenda documents and reports. Both matters, and various other details will be produced in an amendment bylaw early in 2013 pursuant to board wishes.

12-12-29 M/S Directors Tallio/McCullagh that Bylaw 412, cited as the “Central Coast Regional District Board Meeting Procedures Bylaw 412, 2012” having been reconsidered and having met all prerequisites for final adoption, be finally adopted, sealed and signed by the Chair and the person responsible for corporate administration.

CARRIED

(c) A-8 Office Services to the Public

Policy A-8 provides rates and charges for photocopying, facsimile transmissions and scanning services available to the general public. It was last amended in February 2009. Generally speaking, rates have increased by 5 cents per occurrence.

12-12-30 M/S Directors McCullagh/Lande that Policy A-8, Office Services to the Public be adopted as amended.

CARRIED

Policy F-8, Applications for Grant in Aid, was last reviewed in March 2004. The application form has been added and now forms a part of the policy. No other significant changes were proposed.

(d) F-7 Applications for Grant in Aid

12-12-31 M/S Directors McCullagh/Tallio that Policy F-7, Application for Grants-in-Aid be adopted as amended.

CARRIED

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

None.

(G) ADJOURNMENT

There being no further business, the meeting was adjourned at 11:31 a.m.

Chair

Corporate Officer