

## 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 – February 10, 2011**

In Attendance:	Electoral Area A	by phone	Alternate Director Cathi McCullagh
	Electoral Area B	by phone	Director Rhoda Bolton
	Electoral Area C		Director Brian Lande
	Electoral Area D		Director Kevin O’Neill
	Electoral Area E		Chair Christine Hyde
Staff	Chief Administrative Officer	Joy MacKay	
	Chief Financial Officer	Donna Mikkelson	
	Emergency Coordinator	Stephen Waugh (Portion)	
	Recording Secretary	Cheryl Waugh	
Guests	Jill Tolliday		
	Michael Higgins		

### **PART I - INTRODUCTION**

#### **1. Call to Order**

The Chair called the meeting to order at 9:08 am

#### **2. Adoption of Agenda**

**11-02-01** M/S Directors O’Neill/Bolton that the Agenda be adopted as Amended  
**CARRIED**

#### **3. 2011 Board Meeting Calendar**

**11-02-02** M/S Directors O’Neill/Bolton that the July Board Meeting be moved to July 7<sup>th</sup>  
**CARRIED**

#### **(IC) IN CAMERA MATTERS**

**11-02-03** M/S Directors O’Neill/Bolton that the meeting move in camera for consideration of labour, land and legal matters, pursuant to Section 793(1) of the *Local Government Act*  
**CARRIED**

## **RECONVENE**

The regular meeting reconvened at 1100. Jill Tolliday left the meeting at 1040.

### **4. 2011 Draft Strategic Priorities**

Mitigation of hazards, Thorsen Creek, Centennial Pool, policy implementation and organizational governance were discussed under the 2011 draft Strategic Priorities.

## **PART II – POLICY MATTERS**

### **(A) ECONOMIC MATTERS**

#### **(a) Coast Sustainability Trust II – 2010 Fourth Quarter Report**

**11-02-04** M/S Directors O’Neill/Lande that the 2010 Fourth Quarter Report from the Coast Sustainability Trust II be received.

**CARRIED**

Rosemary Smart, Ken Dunsworth and Donald Mikkelson joined the gallery at 1102

### **(B) LOCAL GOVERNANCE MATTERS**

#### **Administrative Services**

#### **(a) Appointment of Committee/Commission Members**

Appointed to the Centennial Pool Commission: Karen Lansdowne, Pauline Russell, Joan Cole, Margaret Nash, Shaina Tallio.

Appointed to the Denny Island Airport Commission: John Gerry, Doug Sharkey, Jason Dornan, Clinton Coutts, Craig Widsten.

Appointed to the Denny Island Recreation Commission: Mark Schlichting, Cathi McCullagh, Jean Wood, Pete Kovanda, Jayme Kennedy, Skye Mitchell, Maggie Sawyer.

Appointed to the Bella Coola Parks and Recreation Commission: Melanie Kloss, Croydon Lansdowne, Lorrein Gurr, Caroline Granander, Tim deGrace, Abra Silver.

**11-02-05** M/S Directors Lande/O’Neill that further commission appointments be approved as presented.

**CARRIED**

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**(b) Municipal Insurance Association – Risk Management Grant**

**11-02-06** M/S Directors Lande/O’Neill that correspondence approving the Risk Management Grant be received.

**CARRIED**

The following items were moved forward:

There was a brief discussion with Rosemary Smart and Ken Dunsworth of the Hagensborg Waterworks District as they wished to present information to the board as a follow-up to their December 2010 request for support to access funding. There was dialogue regarding arranging a future meeting to address issues. Chair Hyde asked that a request for a special meeting be sent to the CCRD in writing. There appeared to be a time concern as the Hagensborg Waterworks District is scheduling a public meeting on the evening of February 24<sup>th</sup>.

Staff and Trustees from the Hagensborg Waterworks District left the meeting at 11:20 am.

The board convened a Committee of the Whole meeting for an information exchange regarding waterworks issues.

RECONVENE

The regular meeting reconvened at 11:30 am.

Chair Hyde reported that Director O’Neill has been delegated to meet with the Hagensborg Waterworks District representative prior to their public meeting and bring information back to the board.

**Environmental Services**

**(c) Thorsen Creek Waste & Recycling Centre – Letter from Elders Wellness Group**

A letter was received requesting consideration of a 3<sup>rd</sup> opening day for the landfill. The Administrator updated on her discussion with the Administrator of the Nuxalk Nation regarding the Annual Contribution Agreement. There will be a possible increase in the agreement which is to be discussed by the Nuxalk Nation Council this week. Discussions are under way with regards to potential further openings.

**11-02-10** M/S Directors O’Neill/Lande that the CCRD write a letter of response to The Elders Wellness Group.

**CARRIED**

**(d) Thorsen Creek Waste & Recycling Centre – Expression of Interest –  
Vegetation Removal**

One Expression of Interest was received from Snootli Tree Services

- 11-02-11** M/S Directors O’Neill/Lande that the Administrator be authorized to negotiate a contract with Snootli Tree Services for vegetation removal for the hydro right-of-way from Highway 20 to the Thorsen Creek Waste & Recycling Centre.

**CARRIED**

**(e) Heiltsuk Tribal Council – Request for Support for Towns for Tomorrow  
Application**

Discussion was deferred until the afternoon in order to review further comments from the CCRD’s solicitor. The Heiltsuk Tribal Council has requested support from the CCRD for an application to the Ministry of Community, Sport and Cultural Development’s *Towns for Tomorrow* program to develop a solid waste composting facility on Campbell Island. There are several issues in the application which raise concerns as such a project may require establishment of a Local Service Area.

**(f) Staples McDannold Stewart – Opinion re: Towns for Tomorrow Funding  
Application**

A Legal Opinion was received from Staples McDannold Stewart regarding the application by the Heiltsuk Tribal Council which included items such as ownership by the CCRD and the Tribal Council’s ineligibility as an applicant. Given the immediate deadline, the CCRD is not comfortable making such an important decision within the limited time frame. Recommendation was made that the CAO communicate via letter forthwith to the Heiltsuk Tribal Council and share the Legal Opinion and identify how the parties might explore further funding opportunities for a future *Towns for Tomorrow* intake.

- 11-02-12** M/S Directors Lande/O’Neill that the Central Coast Regional District (CCRD) board of directors support the efforts of the Heiltsuk Tribal Council to pursue funding for a composting facility, however, the CCRD is unable to approve the submission of an application for funding to the *Towns for Tomorrow* Program, as presented.

**CARRIED**

**Local Service Area**

**(g) Bella Coola Waterworks – 2011 Maintenance Contract**

Two tenders were received; one from Bradley King for \$450.00 and one from Barney Kern Truck Crane and Bin Rentals for \$350.00.

**11-02-13** M/S Directors O’Neill/McCullagh that Bradley King’s tender be accepted for the contract for Bella Coola Waterworks based on past performance.

**PART III– PUBLIC CONSULTATION**

None

**PART IV– GENERAL BUSINESS**

**(C) ADOPTION OF MINUTES**

**(a) December 9, 2010 - Regular Meeting**

**11-02-14** M/S Directors O’Neill/McCullagh that the Minutes of the December 9, 2010 regular meeting be Adopted as presented.

**(D) GENERAL CORRESPONDENCE**

**(a) Association of Vancouver Island and Coastal Communities – Annual Convention**

Director Lande is available to attend the annual convention.

**11-02-15** M/S Directors O’Neill/Bolton that attendance by Director Lande at the Association of Vancouver Island and Coastal Communities Annual Convention be approved.

**CARRIED**

**(b) Bear Aware Bella Coola – Letter of Thanks**

A letter of thanks was received from Bear Aware Coordinator, Tim deGrace

**(c) Cariboo Regional District – Request for Letter of Support for Funding for Anahim Lake Airport Improvements**

**11-02-16** M/S Directors O’Neill/Lande that the Central Coast Regional District forward a letter of support to the Cariboo Regional District in regard to its applications for funding towards improvements to the Anahim Lake Airport.  
**CARRIED**

**(d) Coastal Community Network/PNCIMA – January 2011 Briefing Note**

**11-02-17** M/S Directors Lande/O’Neill that a letter be written to Fisheries and Oceans Canada requesting that adequate funding be supplied to the Pacific North Coast Integrated Management Area (PNCIMA) process to enable communities like ours to participate.

**CARRIED**

**(e) Coastal Community Network – Letter from Alberni-Clayoquot Regional District**

**(f) Coastal Community Network – Annual Membership Request**

**11-02-18** M/S Directors O’Neill/Lande that the CCRD maintain its associate membership with the Coastal Community Network.

**CARRIED**

**(g) Coastal First Nations-Ministry of Aboriginal Relations and Reconciliation – Press Release re; Nuxalk Nation – Coastal Reconciliation Protocol**

**(h) Heart & Stroke Foundation – Smoke-Free Outdoor Public Places**

**(i) Ministry of Community, Sport and Cultural Development – Letter from the Minister**

**(j) Union of BC Municipalities/First Nations Summit – Province-wide Community to Community Forum**

**(k) Vancouver Coastal Health – Health Profile 2010 *see Administration Report for Publication Received***

**11-02-19** M/S Directors O’Neill/Lande that the General Correspondence be received.

**CARRIED**

## **RECESS**

The meeting adjourned for lunch 12:05 pm.

## **RECONVENE**

The meeting reconvened 12:45 pm.

**(E) GENERAL REPORTS**

**(a) Chair's Report (verbal)**

Chair Hyde recognized and thanked directors and staff for participation at the recent Roles & Responsibilities workshop. Chair Hyde will be attending UBCM's Electoral Area Directors Forum next week and is looking forward to returning with valuable information to share.

**(b) VIRL Report**

Alternate Director Martin Antoniuk attended the meeting and reported on his participation at the February 5th Vancouver Island Regional Library (VIRL) meeting in Nanaimo. There he met with the Financial Director and Past President and the Executive Director of VIRL for an orientation and information exchange. It was conveyed that the VIRL must find a new location for the Bella Coola Branch of the library and that it be in the Bella Coola townsite. There are no positive developments to date.

A resolution will be coming from the Courtenay area regarding funding from First Nations to libraries. There has been a restructure of the administrative support plan for the Bella Coola library. Kelly Natrass will be employed at the local branch as Lorna Layton has retired. Director Antoniuk provided a hand-out of performance levels for the various VIRL branches.

**11-02-20** M/S Directors Lande/O'Neill that the VIRL report be received.

**CARRIED**

Alternate Director Antoniuk left the meeting at 2:07 pm.

**(c) Administration Report**

The monthly Administration Report updated on a number of matters, administrative in nature. The report was reviewed in brief. Chair Hyde would like to see the Directors Remuneration policy be reviewed and updated before the next local elections. The Bella Coola Fire Department Executive would like to discuss the future of the department and a meeting will be convened in the near future with the CCRD representative in attendance.

A Community to Community Forum is being organized by the Heiltsuk First Nation in the latter part of March. CCRD participation is undecided at this time. The CAO engaged with some communities on North Vancouver Island regarding future collaborations. The CCRD will be preparing a community recovery plan specific to the Centennial Pool. Actual damages from the September 2010 flood are still to be determined and insurers are anticipated to attend this and other damaged CCRD property with an attempt to assess for

any insurable losses. A claim has been submitted to the Disaster Financial Assistance program administered by the Province.

**11-02-21** M/S Directors O’Neill/Lande that the General Reports be received.  
**CARRIED**

**(F) FINANCIAL REPORTS**

**(a) Accounts Payable Report –December 2010**

**11-02-22** M/S Directors Lande/O’Neill that the payments of expenditures and commitments in the amount of ONE HUNDRED FORTY-FIVE THOUSAND EIGHT HUNDRED FORTY-SEVEN DOLLARS AND TWENTY-NINE CENTS (\$145,847.29) as represented by cheques #14676 to #14821 for the month of DECEMBER and issued pursuant to the Central Coast Regional District policies and budgets for the year 2010, be approved and ratified.  
**CARRIED**

**(b) Accounts Payable Report – January 2011**

**11-02-23** M/S Directors Lande/O’Neill that the payments of expenditures and commitments in the amount of NINETY-ONE THOUSAND SEVEN HUNDRED NINETY-TWO DOLLARS AND THIRTY-ONE CENTS (\$91,792.31) as represented by cheques #14827 to #14853 for the month of JANUARY and issued pursuant to the Central Coast Regional District policies and budgets for the year 2011, be approved and ratified.  
**CARRIED**

**(c) Parcel Tax Requisition 2011**

**11-02-24** M/S Directors Lande/O’Neill that the parcel tax requisition for 2011 be ratified as presented.  
**CARRIED**

**(d) Draft Five-Year Financial Plan**

Chief Financial Officer (CFO), Donna Mikkelson, presented the 2011-2015 Draft Financial Plan and spoke to local property assessments. Overall there has been an increase of 5% on average although the BC Assessment Authority (BCAA) figures are not final. Area A was reevaluated last year and increases are reflective for this area. Roughly 53 appeals are being sought by the BCAA and not the property owners. This is due to a lack of response from the community following the September flooding. Final assessment figures will be received in March in time for the budget adoption. Assessments will change and surpluses



will be determined by next meeting. Reminder to directors that the Strategic Plan does not speak to director remuneration changes until 2012. The CFO asked the board for clarification regarding a PNCIMA contribution of \$15,000. Director Lande confirmed funds are not being sought from the CCRD. It was reported that some significant changes are coming and it was requested that the board consider the economic development tax requisition being contemplated for 2011. Economic Development determination is to be revisited and finalized at the March meeting. There will be a \$10,000 increase to the tax levy in addition to \$5,000 from the Nuxalk Nation required to balance the refuse schedule. The biggest factor is that Emergency Management BC will not reimburse the CCRD for all landfill tipping fees from the 2010 flood.

**11-02-25** M/S Directors O’Neill/Lande that the CCRD vigorously pursue reimbursement of flood debris removal expenses from Emergency Management BC.

**CARRIED**

Strategic Priorities vs draft budget. Next steps? Thorsen Creek is the only addition affecting the upcoming budget. It was noted to add the Thorsen Creek Waste and Recycling Centre to the Strategic Priorities.

**11-02-26** M/S Directors O’Neill/Lande to receive the 5-year draft financial plan.

**CARRIED**

- (e) **PMT Chartered Accountants** – Engagement Letter
- (f) **PMT Chartered Accountants** – Management Letter

**11-02-27** M/S Directors O’Neill/McCullagh to receive the engagement letter and Management letter from PMT Chartered Accountants.

**CARRIED**

#### **(G) REFERRALS FROM OTHER AGENCIES**

- (a) **Ministry of Citizens Services** – Declaration of Surplus Property – 2357 Justin Road, Hagensborg

**11-02-28** M/S Directors O’Neill/Lande that the letter from the Ministry of Citizens Services regarding declaration of surplus property at 2357 Justin Road, Hagensborg be received for information purposes.

**CARRIED**

#### **(H) BYLAWS AND POLICIES**

**None**

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**(I) BUSINESS BY ELECTORAL AREA DIRECTOR**

**Area A**

**(a) Denny Island Wildlife Habitat Areas**

New information was provided by the Administrator to update directors with regards to the Denny Island Wildlife Habitat Areas. Staff had been directed to inquire of the Ministry of Natural Resource Operations as to whether there is a process to notify a local government prior to establishment of a Wildlife Habitat Area (WHA) within its boundaries and if there is a process for reversal once a WHA designation has been made. A response was received and a confirmation included the CCRD will be consulted for any future WHA proposals overlapping the regional district. Amendments or rescind requests are handled according to the particular circumstances and such requests would go through the Ministry's regional contact and the party making the request will be required to provide written rationale.

On other business for Area A, Director McCullagh said the Central Coast Chamber of Commerce will be having their AGM later in February.

**Area D**

**(a) Telus Service**

Director O'Neill reported on reinstallation of telephone boxes regarding service during winter months (subsequent to flood interruption). Constituents called with service concerns. This is a matter of public safety and bears investigating. The Administrator shared information from the Emergency Program Coordinator who had looked into the matter with the Telus emergency representative. Telus suggests a lobby for improved service be the starting point.

**11-02-29** M/S Directors O'Neill/Lande that the CCRD begin a lobby process by sending a letter to Telus expressing concern regarding repair/service for the Bella Coola Valley and strongly encouraging the situation be addressed.

**CARRIED**

**(b) Snooka Creek FSR-Snow Clearing**

Snooka Creek road is a Forest Service Road (FSR) but now has residents who do not receive regular maintenance service from the highway contractor. The Administrator explained that there are four such FSR's in the community. If the CCRD would like to

advocate on behalf of residents there is a lobby process which can prove to be quite lengthy.

- 11-02-30** M/S Directors O’Neill/Lande that a letter be sent to the Ministry of Transportation and Infrastructure to encourage entering into an agreement to undertake snow clearing and regular road maintenance on Forest Service Roads in the Bella Coola Valley on which residences are located.

**CARRIED**

**(c) BC Hydro Zone Rates – Bella Coola Valley**

Qualifications for lower rates were discussed and comment that perhaps it is time to renew a lobbying process, update the MLA and the MP and reignite communications with the BC Utilities Commission’s stand on the matter. A letter will be sent to the BC Utilities Commission regarding hydro zone rates.

Moved to 2:35pm when Michael Higgins from Emergency Management BC was able to attend.

**(B) LOCAL GOVERNANCE MATTERS Cont.**

**Protective Services**

- (h) Emergency Planning** – EPC Report/EOC Update-December 2010
- (i) Emergency Planning** – EPC Report/EOC Update-January 2011
- (j) Emergency Planning** – Flood De-brief Agenda
- (k) Emergency Planning** – Flood De-brief Plan
- (l) Emergency Planning** – Letter from Minister of Transportation
- (m) Emergency Planning** – Letter from Dwayne Meredith, EMBC
- (n) Union of BC Municipalities** – Diking Authorities for New Dikes

Emergency Program Coordinator (EPC) Stephen Waugh presented his monthly Emergency Reports, detailing Program activities over the past two months and updating directors on the ongoing flood mitigation works. It was noted that overall coordination of facilitation as to where direction comes from for such works is with the CCRD and it is important to convey this to constituents, the opportunity for which may come at the community forum on February 12<sup>th</sup>.

New information was received from Dwayne Meredith of the Flood Protection Program of Emergency Management BC (EMBC) and the recommendation is to move forward with an initiative. Specifically, that the board consider passing a resolution by working towards upgrading and accepting the Bella Coola Airport dike as the CCRD’s structure, which would require public consultation. An application was put forward to the Flood Protection

Program for 3.5 million dollars for flood protection works of which a local government is normally required to pay 33%. A preliminary estimate for annual maintenance is included in the EPC's report. Discussion surrounded public consultation with regards to undertaking such a project and the matter of electoral approval. The Inspector of Dikes is planning to attend the Bella Coola Valley the week of February 14th.

The Administrator referred to a motion made at the November 2010 meeting resolving that the CCRD supports the planning and development of flood protection structures. Discussion surrounding various concerns were expressed at the suggestion the CCRD become an official Diking Authority. The Administrator attempted to clarify the content of the letter received by Dwayne Meredith. Michael Higgins of EMBC offered his interpretation of Mr. Meredith's letter and that of other stakeholders. He offered that the intent would be to bring orphaned dike structures up to a standard that they could then be maintained. Should they be damaged during an event the local government would be eligible for Disaster Financial Assistance as infrastructure damage. This was provided as an argument for the CCRD to proceed with steps to become a Diking Authority. Once a structure is built and a management plan put in place the local government would be in the position to take possession for the purposes of maintenance and management. Ownership would then be confirmed and there would be availability for assistance in the event of a local disaster.

There is a second option and that is the creation of an Enhanced Flood Response Plan based on the same responsive actions which have been taken since September 25, 2010. Approximately \$85,000 to \$125,000 would be required to complete such a plan. This could assure citizens that their safety is of utmost importance. Rather than build a structure, consider building a good plan. Further discussion by the board is warranted prior to proceeding with the possibility of becoming a diking authority.

**11-02-07** M/S Directors O'Neill/Lande that the CCRD pursue a funding agreement with Emergency Management BC to develop an Enhanced Flood Response Plan.

**CARRIED**

**11-02-08** M/S Directors Lande/McCullagh that the CCRD proceed with the Flood Protection Plan application for dike protection works at the Bella Coola Airport.

**CARRIED**

**Director O'Neill voted against the motion**

EPC Waugh recognized Deputy EPC, Doug Sharkey, of Denny Island, who has retired from the position. He has been a huge asset to the organization and will be greatly missed.

**11-02-09** M/S Directors O’Neill/Lande that the Protective Service reports and correspondence items **(B)(c)-(i)** be received

**CARRIED**

**(J) MATTERS BROUGHT OUT OF CAMERA**

There were no matters released from the in camera session.

**(K) ADJOURNMENT**

There being no further business the meeting was adjourned at 4:30 pm.

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**Chair**

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**Administrator**