

## 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”*

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### **REGULAR BOARD MEETING MINUTES – February 13, 2014**

In Attendance:	Electoral Area C	Director Brian Lande
	Electoral Area D	Director Ivan Tallio
	Electoral Area E	Director David Anderson
	CAO	Darla Blake
	CFO	Donna Mikkelson (portion)
	Public Works Manager	Ken McIlwain (portion)
	Recording Secretary	Cheryl Waugh
*Apologies:	Electoral Area A	Director Cathi McCullagh
	Electoral Area B	Chair Reg Moody-Humchitt

\*Absences due to inclement weather.

Members of the gallery

#### **PART I - INTRODUCTION**

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

Vice-Chair Ivan Tallio called the meeting to order at 9:30am

- (a) (Opening Reflection/Prayer)  
The Vice-Chair offered the opening prayer

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

- (a) (Introduction of late items)  
Restructure Study  
Delegation from CCEARS  
Letter from Skeena Queen-Charlotte Regional District re BC Ferry Coalition

**14-02-01** M/S Directors Anderson/Lande that the agenda be adopted as amended with the addition late items.

**CARRIED**

#### **3. Disclosures of Financial Interest**

The Vice-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 Vice-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**

- (a) Matters Brought out of In Camera – None

**(B) ADOPTION OF MINUTES**

- (a) **Business arising from the minutes – requested amendment to December 12, 2013 minutes**  
(b) **December 12, 2013 as amended.**

**14-02-02** M/S Directors Anderson/Lande that the minutes dated December 12, 2013 be adopted as amended to correct appointments in resolution 13-12-20 as follows:

*13-12-20 M/S Directors Lande/Tallio that the following board appointments for 2014 be made to the Coast Sustainability Trust Regional Steering Committee; Appointees Cathi McCullagh and David Anderson*

And that the meeting minutes of December 12, 2013 be adopted as amended.

**CARRIED**

**PART II– PUBLIC CONSULTATION**

**1. Delegations**

- (a) **Central Coast Electoral Area Restructuring Study - To Initiate and facilitate a study by the Board on the subject of restructuring the existing Regional District.**

Jan Prins, Ken Dunsworth and Linda Duggan joined the meeting on behalf of the Central Coast Electoral Area Restructuring Study (CCEARS) to speak to initiating and facilitating a study by the board for restructuring of the existing regional district. A petition signed by more than 125 residents was presented supporting a CCRD restructuring study. As spokesperson, Mr. Prins requested the restructure bid and would like to see it included in the budget for next year to cover the costs that are/will be collected from tax payers. \$15,000 was requested. The CAO noted that \$15,000 represents an additional increase in tax of approximately 2.5% (every \$6,600 = 1%), although some funding may be available from the provincial government. CCEARS asked the board to seriously consider the restructure bid they are proposing.

The CAO directed the group's attention to the **Restructure Study Report** noted as item (C)(g) on the agenda. Many of their concerns and questions were answered through the contents of this report, which includes that consideration be given to the establishment of a Liaison Committee with the newly formed CCEARS Working Group. The report further recommended that the Committee meet weekly over the next month and prepare their outcomes for inclusion on the March 2014 board meeting agenda.

Mr. Prins expressed his appreciation on behalf of the CCEARS group and said they would be very happy to participate with the Liaison Committee. The Vice-Chair thanked the group for their presentation. See associated resolution under Part II – Local Governance Item (C)(g)

**(b) Hagensborg Water District**

Ken Dunsworth, on behalf of the Hagensborg Water District (HWD), requested that their delegation be heard per the invitation put forward by the CCRD.

Mr. Dunsworth, along with other trustees from the HWD, were in attendance in response to an invitation from the CCRD to address a letter submitted to the board in November 2013 for which a written reply was not received. The CAO acknowledged that, due to extenuating circumstances, a timely reply was not provided. The letter requested the CCRD review its Community Works Fund policy and explore ways of supporting funding requests from the HWD.

The HWD continues to seek support from the CCRD to assist in meeting both provincial and federal requirements for clean water and also water for fire protection. The government is requesting not only clean water but replacement of an aging infrastructure. The HWD feels the *Gas Tax Agreement* funding (Community Works Fund) would be a suitable source as their needs would meet the funding criteria. However, the HWD reviewed the CCRD's Policy F-16, Community Works Fund Allocations, and is concerned the policy does not speak to supporting other groups and focuses instead on the CCRD's interests. The HWD, as an Improvement District, is not eligible to apply for funding on its own and the letter of November 2013 asked that the CCRD board review its policy with respect to funding other organizations. If the CCRD is not going to support the HWD they wish a letter stating this.

The CAO directed the group's attention to the report titled **Hagensborg Waterworks District Letter** noted as item (C)(e) on the agenda. The report addresses some of the questions received from the HWD and explains the current situation in that the CCRD also has aging infrastructure issues and is not in a position to assist other organizations at this time. Policy F-16 addresses the regional district's owned and operated infrastructure needs, backlog of requirements and also points to, where appropriate, the establishment of services. While it would be ideal to be able to support other community organizations it cannot be at the cost of the regional district's own needs. The report concludes with a recommendation that a collaborative discussion group be formed, which includes appropriate representatives from both the CCRD and the HWD, with the view to explore issues and opportunities of mutual benefit to both organizations.

Although expressing frustration, Mr. Dunsworth was grateful and thankful but feels like it is a struggle between governments. He further commented that their committee will really need to function well in order to bring information back to their electorate by May. He thanked the board for hearing them and understands the CCRD is in a tough position.

**14-02-03** M/S Directors Anderson/Lande that the Board of the Central Coast Regional District (CCRD) requests the Chief Administrative Officer to contact the Hagensborg Waterworks District with the view to establish a collaborative discussion group with them, to explore issues and

opportunities for working with Hagensborg Waterworks District, and;

That the CCRD representatives on that group be the Chief Administrative Officer, Public Works Manager and Electoral Area D Director, Ivan Tallio and the Hagensborg Waterworks District representatives include their Chair, Ken Dunsworth and other representatives as appropriate, and:

That the findings and recommendations of this group be reported back for any formal resolutions, no later than the May 2014 meeting of the Central Coast Regional District.

**CARRIED**

The Vice-Chair thanked the delegation for the presentation and comments.

**(c) Bella Coola Valley Tourism – BC Ferries**

Ernest Hall joined the meeting on behalf of Bella Coola Valley Tourism (BCVT) to speak to the proposed cancellation of BC Ferries Route 40.

Mr. Hall commended the CCRD, and specifically the CAO, for recent communication efforts supporting the continuation of BC Ferries Route 40. This route runs between Port Hardy on Vancouver Island and Bella Coola, including other outer coast ports of call and affects area economies from the Coast to the Cariboo.

A group has been formed called The Coastal Mainland Alliance and this organization will be actively protesting the many scheduling changes proposed by the Ministry of Transportation and Infrastructure. There is an organized march on the legislature in Victoria planned for March 11, 2014 but for those unable to participate in that large event, local rallies are being suggested for March 15<sup>th</sup>. BCVT would like to know how they and the CCRD might cooperate in organizing a local event which would send a message to Victoria asking for a solution other than the demise of Route 40.

A separate regional committee has been formed that includes Port Hardy, Bella Coola, the Chilcotin and Williams Lake Chamber of Commerce and it is looking at having a socio-economic impact study done. Although others have put forward similar studies they have included other routes whereas this proposed study would be specific to Route 40. A trust fund has been set up in Williams Lake to hire a consultant and Mr. Hall asked if the CCRD might contribute a small amount. He stated there is a need to keep up the pressure and overall the community has been very strong in finding a way to keep visitors coming. It was agreed that Mr. Hall will forward a link for the CAO's interest and review before any contribution will be considered.

The Vice-Chair thanked Mr. Hall for his presentation.

**PART III – LOCAL GOVERNANCE**

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

**Administrative Services**

**(a) Administration Report**

The Administration Report highlighted matters the CAO and staff have been working on over the last two months. An update on the Strategic Priorities noted a final draft has been completed of the Communications and Engagement Plan and more work has been completed on the Solid Waste Management Plan. Preliminary research continues into the Strategic Plan (2015-2019) and Denny Island Water Service. There was an update on the Hagensborg dike repair design; and a recommendation was made to approve payment to the Nusatsum Property Owners Association (NPOA) for successfully obtaining professional engineered drawings for the Nusatsum groyne. Although a proper cost breakdown was not provided by the NPOA it was likely an unintentional oversight. Planning has also begun to oversee the local government and school district elections to be held in November.

**14-02-04** M/S Directors Anderson/Lande that the Administration Report dated February 13, 2014 be received.

**CARRIED**

**14-02-05** M/S Directors Anderson/Lande that pursuant to Section 41(1) and (2) of the Local Government Act, Ms Darla Blake be appointed Chief Election Officer for conducting the 2014 general local elections with power to appoint other election officials as required for the administration and conduct of the 2014 general local elections;

AND that Ms Cheryl Waugh be appointed Deputy Chief Election Officer for the 2014 general local elections.

**CARRIED**

**14-02-06** M/S Directors Anderson/Lande that the CCRD Board of Directors approves allocating the remaining funding under the Flood Protection Program-Bella Coola Emergency Flood Response Work towards extending the scope of the Hagensborg Dike Upgrade and Design Project to encompass undertaking a multi-agency project focused on resolving internal drainage issues in the Hagensborg area;

AND that the CCRD Board of Directors approves payment to the Nusatsum Property Owner's Association (NPOA) in an amount of \$10,000.00 and that NPOA be advised of the issues that became apparent after a review of the project documentation.

**CARRIED**

**(b) 2014 Communications & Engagement Plan**

At the December 2013 meeting, the board of directors approved the 2014 priorities from the Strategic Plan (2010-2014) which included the Communications and Engagement Plan. The board reviewed the

draft citing minor amendments to be made and suggested that a review process be defined.

- 14-02-07** M/S Directors Anderson/Lande that the Central Coast Regional District adopts and implements the 2014 Communications & Engagement Plan with amendments.

**CARRIED**

**(c) Denny Island Recreation Commission Appointments.**

At the December 2013 meeting of the board, appointments were made to committees and commissions, however, names for the Denny Island Recreation Commission were not put forward for a board decision. The board resolved that Director McCullagh put forward recommendations for appointments to this commission in accordance with Bylaw No. 320. Seven names were provided by Director McCullagh but it was also noted in the minutes of the Denny Island Recreation Commission that current members self-appointed for 2014. CCRD Administration believes the self-appointments were probably a misunderstanding of the terms of reference and legal requirements for appointment placement. In order that no favouritism be shown, the board resolved to appoint the first seven names on the list.

- 14-02-08** M/S Directors Lande/Anderson that the following appointments to the Denny Island Recreation Commission be made per Bylaw No.320; Arlene Allen, Mary McNaughton, Ernie China, Steve Emery, Arran Knack, Clinton Coutts, Ingmar Lee;

And that Administration will write to those names put forward for positions on the Denny Island Recreation Commission advising them of the successful appointments made by the CCRD Board of Directors, in accordance with Bylaw 320, Denny Island Recreation Commission.

**CARRIED**

**(d) BC Ferries Services – CCRD actions and updates report.**

At the December 2013 meeting the board of directors heard a delegation from Bella Coola Valley Tourism (BCVT) and four local business owners expressing concerns about the November 2013 announcement by the provincial government to cancel BC Ferries Route 40.

At that meeting, Chair Moody-Humchitt explained actions the CCRD had taken to date regarding the BC Ferries issue. The Chair also reiterated that we are all in this together and the actions by the government totally contradicted what they first said they would do.

The Board resolved, (13-12-04) that a briefing paper was to be prepared for the Ministry of Transportation and Infrastructure. The paper was prepared and sent to the Premier, Minister Stone and various other ministers whose portfolios touched on impacts from the BC Ferries decision to cut Route 40. Copies were also sent to tourism associations and others who have expressed concerns to the CCRD.

A letter was recently received from the Skeena Queen Charlotte Regional District requesting the Board support the BC Ferry Coalition in its continued effort in opposing the recent BC Ferries service cuts and fare increases.

A request has been made by the Chair of Coastal Regional Chairs asking for board representation in Victoria on March 11<sup>th</sup>. Ernest Hall of BCVT said the same group has asked to collect brief statements to be read out if no one can attend the March 11<sup>th</sup> event.

Director Anderson commended the CAO for the briefing paper titled **BC Ferries Cuts Route 40** and asked if the board should take the report and synthesize it into something for the media. It was suggested that the director of communications from the Northern Development Initiative Trust may be able to assist with this.

**14-02-09** M/S Directors Anderson/Lande that CCRD receives briefing paper BC Ferries Cuts Route 40, dated December 31, 2013 to the Premier and the Ministry of Transportation and Infrastructure;

AND the CAO proceeds with working with the Northern Development Initiative Trust in assembling a media release for distribution to all media points

**CARRIED**

**14-02-10** M/S Directors Anderson/Lande that the CCRD Board supports the BC Ferry Coalition.

**CARRIED**

**(e) Hagensborg Waterworks District Letter**

See Part II – Public Consultation Item 1.(b)

**(f) MAPP Advisory Committee**

Alison Sayers joined the meeting to present a power point report on the Marine Planning Partnership (MAPP) Advisory Committee. A briefing paper was provided.

The MaPP is a joint, multi-year planning process between the BC Provincial Government and the 18 First Nations tribes that have traditional territories along the northern coast of B.C. The Province and First Nations are working together to develop localized coastal and marine plans for Haida Gwaii, North Coast, Central Coast and North Vancouver Island. Each of the four subregional plans will be accompanied by implementation agreements that lay out specific guidance for day to day operations and marine use decisions in the plan area. Implementation and management meetings are anticipated to begin in July 2014. There will be a public open house approximately mid-April.

The CCRD is represented on both the Regional Marine Advisory Committee and the sub-regional Central Coast Marine Advisory Committee. It was noted in the briefing paper that during the public review period it is the intention to have the CCRD gather feedback from constituents. The CAO expressed concerns about the CCRD conducting public meetings as the will of the board was that the MAPP process was not to have any costs incurred and human resources equal a cost. Ms. Sayers and Director Lande both felt there may be some monies available for this. All stakeholders are expected to have feedback in by June and that will then go to the various government bodies for review in a multi-year process. The CAO will look into Tides Canada to confirm if staff costs will be covered.

Ms. Alison Sayers left the meeting after being thanked by the board for the presentation.

## **RECESS**

## **RECONVENE**

The meeting reconvened at 1:06pm

### **(g) Restructure Study Report**

See also Part II – Public Consultation Item 1.(a)

The CAO presented a **Restructure Study** Report for the board's review and discussion. The report explains where such a study may fit into the Strategic Plan and why are we wanting to look at a Restructure Study. It is timely as the CCRD will be reviewing the Strategic Plan and with that opportunity the CCRD can look at key issues and challenges as part of the whole governance issue. It is also timely to have the consultation with the CCEARS group so specific areas can be targeted. The CAO emphasized that should the CCRD pursue a Restructure Study all involved must be willing to implement the changes otherwise any efforts expended will be for naught.

A member of the gallery expressed concerns that past practice appeared that the regional district moved forward on certain matters without town meetings and without a community voice and that important matters require community feedback. The CAO noted that public meetings and communications will not be addressed by a restructure study as it is more an internal matter but there will be improvement there in future. The Communications and Engagement Plan was cited and also public have an open invitation to attend board meetings, once per month and to speak. The CAO stated staff are working collaboratively to get information out to the public.

**14-02-11** M/S Directors Anderson/Lande that the Central Coast Regional approves the formation of a Liaison Committee to discuss the Restructure Study issue; and

That the members of the Liaison Committee include the Chief Administrative Officer, Chief Financial Officer, Electoral Area D (Director Ivan Tallio), 2 representatives from the Central Coast Electoral Area Restructure Study (CCEARS) working group, and 1 representative from the Nuxalk Nation be invited to join the committee.

**CARRIED**

## **Financial Services**

### **(h) Financial Report – Financial Plan – Introduction of Budget 2014**

Chief Financial Officer, Donna Mikkelson, joined the meeting and made the second presentation of the 2014 Budget.

The financial plan documents have been updated since the first presentation to the board of directors in December 2013. In particular, the BC Assessment Authority has provided new property values which



have now been incorporated into the budget planning for 2014. Changes have also been made to more closely reflect updated pre-audit actual surpluses from 2013.

The overall property values have decreased in the CCRD by 8.4%.

The only electoral area to see an increase is in electoral area E (Bella Coola town site) which shows values up by 9.4%, primarily due to residential property increases – business properties were virtually unchanged over 2013 levels.

Electoral area C (Upper Bella Coola valley) overall shows a decrease of approximately 6%, due largely to a reduction in residential property values. Similarly, electoral area D (mid and lower valley) assessment values decreased overall by 5.3%

Electoral area A (Outer coast – Ocean Falls, Denny Island) saw the largest fluctuation in property assessments with an overall reduction of 16.1%. The residential assessment portion increased by about 10%, but the business class decreased by a whopping 43% due to a reclassification of some properties which have been granted registered charitable status by BC Assessment Authority and are now exempt from the Taxation (Rural Area) Act.

The changes to the property value assessments by BC Assessment Authority have had a significant impact on the distribution of the regional district tax levy. It was noted that even if the regional district did not change the total levy from 2013 levels, residents would still be impacted with increases, as illustrated below:

Electoral Area	# Residences	Average levy 2013	Average levy 2014	Increase \$\$	Increase %
A	324	\$241	\$274	\$33	13.7%
C	410	\$484	\$495	\$11	2.0%
D	273	\$412	\$425	\$13	3.0%
E	95	\$206	\$274	\$68	33.0%

The table above illustrates a total levy reduction from electoral area A business class properties which then has the effect of redistributing that reduction to be absorbed by the other areas.

It was noted for clarity, that these percentages and increases pertain only to the regional district's portion of the property tax levy and do not reflect overall variances that may be imposed by other taxation authorities, such as the provincial rural taxes and improvement district levies.

Also highlighted by the CFO, were the serious impacts on the budget as they relate to the operation and maintenance of the Thorsen Creek Waste and Recycling Centre (TCWRC). Of significance is the introduction and implementation of recycling operations through Multi Materials BC (MMBC) and new landfill criteria as established by the Ministry of Environment.

During the next month, refinements will be made to the TCWRC budget schedule. The board was advised that the tax levy will need to be increased from 2013 levels and the contribution by the Nuxalk

Nation must also increase in order to balance the anticipated revenue to the proposed increases in expenditures. Staff must still derive an additional \$60,000 in revenue for 2014 by covering all available bases which will also include examining ways and means to decrease expenditures.

The overall tax levy was presented with an increase of 6.2% as directed by the board at the December board meeting. The budget will again be presented at the March 13<sup>th</sup> board meeting at which time it is expected that it will be adopted or adopted as amended, as directed by board. Final adoption must occur prior to March 31<sup>st</sup>

**14-02-12** M/S Directors Anderson/Lande that the board instruct that the CAO prepare a briefing paper outlining options for the Thorsen Creek Waste and Recycling Centre and bring back to the March 2014 meeting.

**CARRIED**

**14-02-13** M/S Directors Lande/Anderson that the Draft 2014 budget be received.

**CARRIED**

The CFO left the meeting

### **Development Services**

#### **(i) Land Use Planning – January 30, 2014 report**

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

**14-02-14** M/S Directors Anderson/Lande that the Land Use Planning Report dated January 30, 2014 be received

**CARRIED**

### **Public Works**

The Public Works report highlights developments and issues surrounding the Thorsen Creek Waste and Recycling Centre (TCWRC), recreation facilities, the Bella Coola Airport, townsite water and street lighting.

#### **(j) Report dated February 13, 2014**

Public Works Manager, Ken McIlwain joined the meeting to review the report, which cites that considerable time was spent over the last two months on Solid Waste Management.

A Development Operation and Closure Plan (DOCP) needs to be in place prior to addressing any expansion issues at the TCWRC and it was recommended that an engineering firm be retained as Engineer of Record on an hourly contract fee basis to assist the Public Works Manager in undertaking the initial stages of the DOCP. Costs can be offset by the Public Works Manager undertaking the initial

surveying and topographic mapping portion of the design. Ministry of Environment requirements for expansion and operation mean that \$20,000 should be allocated for engineering and planning costs for the 2014 fiscal year. Completion of this operation/development plan will assist with developing the operating contract and other larger projects.

The Public Works Manager expressed the need to move forward on some projects is constrained by existing procurement policy and that there is the need for a variance to the existing policy, while recognizing the need for a fair process be followed in hiring eligible and available contractors. In certain instances, usually related to delivery of professional services such as engineering or planning, there are a very limited number of firms or individuals capable of delivering the services needed, in a consistent and flexible manner. Previous history or experience with a certain project or function and potential synergies with other organizations can also make single source procurement of professional services desirable and of overall benefit to the CCRD. Until such time as the current procurement policy is reviewed it was requested, for the short-term and only in specific circumstances, that the following additions or variances to existing procurement policy be incorporated to allow for timely initiation and completion of various projects.

- 14-02-15** M/S Directors Anderson/Lande that the board of directors give approval for CCRD administration to single source on an hourly contract fee basis, one or more Engineers of Record to support Solid Waste Management Planning and general engineering and inspections in other public works functions and services and that the board herewith acknowledge the exception from the purchasing authorization policy F-12 citing the rationale:
- Time constraints
  - Provision of consistent services
  - Existence of previous experience with, or exclusive knowledge of a project or system
  - Flexibility to work within CCRD budgets and willingness to facilitate offsetting of costs by integrating CCRD expertise and resources in completion of a project.

**CARRIED**

- 14-02-16** M/S Directors Anderson/Lande that the board of directors approve a variance to existing procurement policy(s) that, when all other considerations being equal, allows for the adoption of a random sampling selection system when two or more registered contractors express interest in the same hourly based work.

**CARRIED**

- 14-02-17** M/S Directors Anderson/Lande that the Public Works Department Report dated February 13, 2014 be received.

**CARRIED**

**Leisure Services**

- (o) Denny Island Recreation Commission – December 10, 2013/January 14, 2014 Minutes**  
**(p) Centennial Pool Commission – January 23, 2014 Minutes**

**14-02-18** M/S Directors Anderson/Tallio that the minutes of the Denny Island Recreation Commission dated December 10, 2013 be received;

And that the minutes of the Denny Island Recreation Commission dated January 14, 2014 be received;

And that the minutes of the Centennial Pool Commission dated January 23, 2014 be received

**CARRIED**

### **Protective Services**

**(q) See Administration Report**

### **Transportation Services**

The Transportation Services Report contains information regarding the Safety Management System, lease lots, signage, maintenance and operations issues at both the Denny Island and Bella Coola Airports.

**(r) Bella Coola and Denny Island Airports – Dated January 30, 2013 for the period December 2013 – January 2014 report**

**14-02-19** M/S Directors Anderson/Lande that the Transportation Services Report dated January 30, 2014 be received and furthermore that the CCRD enter into a lease agreement with Jennifer Taylor for use of the Northeast office in the terminal building of the Bella Coola Airport.

**CARRIED**

## **(D) EXECUTIVE REPORTS**

**(a) Chair's Report** - no report (absent)

### **(b) Electoral Area Reports**

i) Area A - absent

ii) Area B - see Chair's report

iii) Area C - Director Lande provided a written report citing activities over the past month. He attended by conference call the Northwest Regional Committee meeting of the Northern Development Initiative Trust (NDIT). A Chair was elected for the committee and the Chief Executive Officer put forward a proposal to increase funds available allowing more programs to move ahead.

Director Anderson stated he did not receive any notification of the NDIR meeting and was effectively cut out of the process. This was duly noted and the CAO will look into the reason why to ensure he is not missed the next time.

**14-02-21** M/S Directors Lande/Anderson that Director Lande's report be received

**CARRIED**

- iv) Area D – Director Tallio provided a verbal report on activities in his area and the need for cooperation with certain Townsite projects and he also expressed that riverbank protection is an ongoing concern that affects all areas.
- v) Area E- Director Anderson asked about the process to get items on the agenda as he has recently submitted and requested that items be included but they have not.

The CAO responded to the query and noted that she has been working on other reports and has not been able to make the lengthy request a priority at this time, although it was noted that some points raised were on today's agenda. Director Anderson anticipates a future response to all items.

#### **(E) BYLAWS AND POLICIES**

**(a) Bylaw 422 Airport Rates and Charges for final adoption.**

To apply a five percent increase to lease rates and rentals.

**14-02-22** M/S Directors Lande/Anderson that Bylaw 422 cited as "Bella Coola Airport Rates and Charges Bylaw No. 422, 2014" which sets out rates and charges for the operation and management of the Bella Coola Airport, having been given due and detailed consideration 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 423, 2014 Meeting Procedures Bylaw for first, second and third reading**

This bylaw is to incorporate Meeting Procedures Bylaw 412, 2012 and Bylaw 418, 2012 and to make further changes to Schedule "A" Regular Board Meeting Agenda, which more closely reflects meeting procedures. This bylaw would thereby repeal Meeting Procedure Bylaw No. 412, 2012 and No. 418, 2012.

**14-02-23** M/S Directors Anderson/Lande that Bylaw 423 cited as "Central Coast Regional District Meeting Procedures Bylaw No. 423, 2014" which regulates the procedures for the Central Coast Regional District Board Meetings, now be introduced and read a first time.

**CARRIED**

**14-02-24** M/S Directors Anderson/Lande that Bylaw 423 cited as "Central Coast Regional District Meeting Procedures Bylaw No. 423, 2014" which regulates the procedures for the Central Coast Regional District Board Meetings, having been given due and detailed consideration by the Board be now read a second and third time.

**CARRIED**

**(c) Policy A-9(b) Facilities Inspection Policy Centennial Pool**

To amend the policy to reflect current needs.

**14-02-25** M/S Directors Anderson/Lande that Policy A-9(b) Facilities Inspection Policy Centennial Pool be adopted as amended.

**CARRIED**

**(d) Policy F-7 Application for Grants-in-Aid**

To change the application submission date to accommodate the budget process.

**14-02-26** M/S Directors Anderson/Lande that Policy F-7 Application for Grants-in-Aid be amended as presented.

**CARRIED**

**PART IV– GENERAL BUSINESS**

**(F) GENERAL CORRESPONDENCE**

**(a) Ombudsperson Report for the period October 1-December 31, 2013**

**(b) Ombudsperson letter dated December 30, 2013 regarding outcome of investigation into a complaint.**

**(c) Vancouver Island Regional Library, 2014-2018 Adopted Financial Plan**

**(d) Letter dated January 16, 2014 from Selina Robinson, MLA (Coquitlam-Mailardville)**

**(e) Letter dated January 15, 2014 from Eric van Soeren, Coast Sustainable Trust II, 2013 Fourth Quarter Report.**

**(f) Letter dated January 27, 2014 from Rhona Martin, President, Gas Tax Program Services**

**(g) Letter dated January 27, 2014 from Chris Burger, Mayor City of Parksville**

**(h) Letter dated January 29, 2014 from Cindy Solda, Chairperson Alberni-Clayoquot RD to AVICC Executive.**

**(i) Letter dated December 23, 2014 from Teri Fong, Manager of Finance Alberni-Clayoquot RD to UBCM**

**(j) AVICC – 2014 Notice of Resolution and Call for AVICC Executive Nominations**

**14-02-27** M/S Directors Anderson/Lande that correspondence items (F)(a) to (j) be received as presented

**CARRIED**

**(G) ADJOURNMENT**

There being no further business the meeting was adjourned at 2:50pm

\_\_\_\_\_  
Chair

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