

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 – May 12, 2011

In Attendance:	Electoral Area A	Director Steve Emery
	Electoral Area B	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

PART I - INTRODUCTION

1. Call to Order

Chair Hyde called the meeting to order at 8:58 am.

2. Adoption of Agenda

11-05-01 M/S Directors O’Neill/Bolton that the agenda be adopted as amended.

CARRIED

3. 2011 Strategic Priorities – Update

An update on the 2011 Strategic Priorities, including a progress report, was presented for information.

11-05-02 M/S Directors O’Neill/Lande that the progress report on the 2011 Strategic Priorities be received.

CARRIED

4. July Board Meeting

There was discussion surrounding the July board meeting and whether it should be held in Ocean Falls as planned. The consensus was to proceed as originally planned.

(IC) IN CAMERA MATTERS

- 11-05-03** M/S Directors O’Neill/Emery that the meeting move in camera for consideration of labour, land and legal matters, pursuant to section 793(7) of The *Local Government Act*.

CARRIED

RECONVENE

The regular meeting reconvened at 9:15 am

PART II – POLICY MATTERS

(B) LOCAL GOVERNANCE MATTERS

Administrative Services

- (a) Organizational Capacity Development** – Improve Office Operating Environment – Assessment of Physical Space Requirements

The following information was released from the in camera session:

- 11-05-04** M/S Directors O’Neill/Lande that information relating to the Offer to Purchase by the Central Coast Regional District, the premises located at 628 Cliff Street in Bella Coola (the “Property”), in an amount of \$147,000.00 which proceeds shall be derived from the Community Works Fund, be now made public and released from in camera.

CARRIED

The CAO advised that the Offer had been accepted by the vendor, Travdent Enterprises Inc., with the sale set to complete on May 31, 2011.

Development Services

- (b) Economic Development** – Coast Sustainability Trust II – 2011 First Quarter Report

- 11-05-05** M/S Directors O’Neill/Landethat the Coast Sustainability Trust II2011 First Quarter Reportbe received.

CARRIED

Leisure Services

- (c) **Centennial Pool Commission** – April 2, 2011 Meeting Minutes
- (d) **Centennial Pool Commission** – April 14, 2011 Meeting Minutes

11-05-06 M/S Directors O’Neill/Lande that the Minutes from the April 2 and April 14, 2011 Centennial Pool Commission meetings be received.

CARRIED

- (e) **Bella Coola Parks & Recreation Commission** – Grandstand Invitation to Tender

One tender was received from La Cool Truck, Crane & Bin Rentals. The matter was deferred pending a recommendation from the Recreation Commission Chair.

11-05-07 M/S Directors O’Neill/Lande that the tender received from La Cool Truck, Crane & Bin Rentals for grandstand construction at Walker Island Park be rejected as being outside of the project budget.

CARRIED

- (f) **Bella Coola Parks & Recreation Commission** – Park Maintenance Invitation to Tender

One tender was received from Matthews Contracting. The matter was deferred pending a recommendation from the Recreation Commission Chair. After the lunch recess this item was revisited with the received recommendation.

11-05-08 M/S Directors O’Neill/Emery that the bid from Matthews Contracting for summer parks maintenance be accepted in the amount of \$3,250.00.

CARRIED

- (g) **Bella Coola Parks & Recreation Commission** – Recreation Feasibility Study – Letter from Hans Granander

A letter was received from Hans Granander of Frontier Resource Management Ltd. appealing for payment for his company’s contract work on the Recreation Feasibility Study which has not been received from the engineering firm David Nairne and Associates (DNA). The CAO provided some background information relating to Mr. Granander’s working relationship with DNA.

- 11-05-09** M/S Directors O’Neill/Emery that a letter be sent to Hans Granander of Frontier Resource Management Ltd. explaining that the CCRD is unable to assist with his appeal for payment for work performed on the Recreation Feasibility Study on behalf of David Nairne and Associates.

CARRIED

(h) Bella Coola Parks & Recreation Commission – Recreation Feasibility Study – Revised Report

The CAO advised that David Nairne and Associates (DNA) had apparently attempted to deliver the final version of the Bella Coola Valley Recreation Facility Feasibility Report to the CCRD via email, however CCRD records indicate the Report was not received until May 6, 2011, after DNA had been advised that the regional district no longer required the report, due to the fact that revisions had not been completed in a timely manner.

Local Service Area

(i) Bella Coola Waterworks – Authorization for Water Shut Off

Directors reviewed a Staff Report on outstanding water tolls for Bella Coola Waterworks for 2011.

- 11-05-10** M/S Directors O’Neill/Lande that the Regional District Board of Directors authorizes that water services be disconnected to those premises that have 2011 water toll charges outstanding, pursuant to Section 5 of Bylaw 282.

CARRIED

The following items were moved forward

Environmental Services

(o) Thorsen Creek Waste & Recycling Centre – Electrical Services Invitation to Tender

Two tenders were received for electrical services at the Thorsen Creek Waste & Recycling Centre.

- 11-05-11** M/S Directors O’Neill/Lande to accept the bid from Al Emslie for electrical services at the Thorsen Creek Waste & Recycling Centre for the amount of \$10,078.50 based on past performance and subject to confirmation of Worksafe BC registration.

CARRIED

Transportation Services

(p) BellaCoola Airport Commission – Letter of Resignation

A letter of resignation was received from Catherine (Kitty) Hammer.

(q) Bella Coola Airport Commission – May 3, 2011 Meeting Minutes

(r) Denny Island Airport Commission – April 6, 2011 Meeting Minutes

11-05-12 M/S Directors O’Neill/Lande to receive items (B) (p-r) and that a letter be sent to Kitty Hammer in recognition and appreciation of her time dedicated to the position of Chair of the Bella Coola Airport Commission.

CARRIED

The following items were moved forward

PART IV– GENERAL BUSINESS

(C) ADOPTION OF MINUTES

(a) April 7, 2011 - Regular Meeting

11-05-13 M/S Directors O’Neill/Bolton that the Minutes of the April 7, 2011 regular meeting be Adopted as presented.

CARRIED

(b) April 21, 2011 – Special Meeting

11-05-14 M/S Directors O’Neill/Bolton that the Minutes of the April 21, 2011 Special Meeting be Adopted as presented.

CARRIED

(D) GENERAL CORRESPONDENCE

(a) Ministry of Jobs, Tourism and Innovation – Small Business Friendly Community Awards

(b) City of Pitt Meadows – Letter to Minister of Aboriginal Relations & Reconciliation

11-05-15 M/S Directors O’Neill/Emery that General Correspondence items (D) (a & b) be received for information.

CARRIED

(E) GENERAL REPORTS

(a) Chair’s Report (verbal)

Chair Hyde remarked on her activities over the past month. She had recently attended a Bella Coola Volunteer Fire Department Executive Committee meeting and noted they are in need of more volunteers. The group discussed the possibility of an article for the Coast Mountain News recounting the history and service of the volunteer fire department. Their practice times have now changed to Saturdays.

The Nuxalk Nation has planned to host all of the Bella Coola Valley fire departments at an appreciation dinner at 5pm, May 12th. Chair Hyde will attend the dinner and present members of the Bella Coola Volunteer Fire Department with a small gift in appreciation for their service.

Chief Andrew Andy has been invited as a guest to attend the June CCRD board meeting and has indicated that he plans to attend.

(b) VIRL Report

No new information

(c) Administration Report

The Administration report was presented as a general update of administrative activities over the course of the month.

(d) AVICC

Director Lande reported on his recent attendance at the annual conference of the Association of Vancouver Island and Coastal Communities (AVICC) in April. Although there were no exceptional items to bring back to the board he did provide interesting insights relating to food & health, specifically action towards street food vendors. A motion by the AVICC asks local health authorities to relax the restrictions and the CCRD fully supports this motion and would like a copy of the resolution forwarded to the Vancouver Coastal Health Authority.

11-05-16 M/S Directors O’Neill/Lande that the CCRD communicate with the Association of Vancouver Island and Coastal Communities indicating Support of the motion to have local health authorities relax restrictions on street food vendors and also to note that the CCRD representative was not properly recognized or heard on the motion during the Annual Convention.

CARRIED

11-05-17 M/S Directors O'Neill/Emery that the General Reports be received.

CARRIED

RECESS

A short recess was called at 10:30 am

RECONVENE

The regular meeting reconvened at 10:35 am

Member of the public, Jim Knudsen, joined the gallery.

Protective Services

(j) Emergency Planning – EPC Report – April 2011

Emergency Program Coordinator (EPC) Stephen Waugh joined the meeting at 10:30 am. He presented a plaque to the board from the 2011 Premier's Awards in recognition of the CCRD's participation in the Highway 20 Response and Recovery Team as one of the partners with the Ministry of Transportation and Infrastructure (MOTI) following the September 2010 flood.

The EPC reported that the heavy equipment currently working on flood recovery works will likely be completely demobilized by the end of May. MOTI will ensure replacement of all rock in the Klonnik quarry. In addition, several sites are being identified to station small rock stockpiles in strategic locations in the valley and the EPC will be working with Interior Roads Limited, under the MOTI's authorization, to assist in the site identification to place rip-rap reserves. A total of approximately 3500m³ will be prepared for future emergencies.

The MOTI has upcoming road work planned on the Hill. A detailed schedule will be available soon as the road will be closed for portions of each day for a determined period of time. Crucial traffic has been identified for permitted passage.

The EPC updated that no expressions of interest have been received from Ocean Falls or Denny Island to fill the vacant positions for Deputy EPC in those areas. The EPC also enquired as to whether a thank you message had been conveyed to former Deputy EPC Doug Sharkey. Chair Hyde advised that the board had provided some direction to staff who in turn confirm that investigation as to an appropriate expression of gratitude was in progress.

Michael Higgins of Emergency Management BC (EMBC) has advised he is willing to attend the Bella Coola Valley for any training or community interests and a director

The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well being of the Central Coast through the professional and efficient delivery of mandated regional and community services

suggested a possible outer coast initiative. The EPC will investigate and refine the deliverables to be requested from EMBC.

11-05-18 M/S Directors O’Neill/Lande that the Emergency Report be received.
CARRIED

(k) Emergency Planning – 2011 Freshet Hazard Report

The EPC reported that our region is approximately 3 weeks behind in the seasonal melt. Although the Bella Coola River system is not normally prone to freshet hazard, high bank conditions are expected to arrive soon and stay. There may be significant erosion to those prone or otherwise affected from the flood of last September. The EPC recommends a notice go to the public to highlight this caution.

11-05-19 M/S Directors O’Neill/Lande that staff be charged with structuring a public notification of caution pertaining to the spring freshet hazard, high bank conditions and possible erosion.
CARRIED

Alistair Anderson and Fraser Koroluk joined the gallery at 10:59 am

(n) Emergency Planning – Proposal for Updated Flood Hazard Assessment

EPC Waugh presented a proposal from Spiritscape Ventures Ltd. which recommended an assessment be undertaken to identify and properly assess sites that may cause future flood problems. A more comprehensive review is required, such as helicopter photo surveillance of key areas and engineering expertise. These services would be optimum but expensive. Firvale and Hagensborg areas present particular hazards as well as some of the river tributaries. The board indicated it would like to look at the overall planning and feel it is important for the Emergency Executive Committee to meet and also to have some public consultation.

IN CAMERA

11-05-20 M/S Directors O’Neill/Emery that the meeting move in camera for consideration of labour, land and legal matters, pursuant to section 793(7) of *The Local Government Act*.
CARRIED

Gallery members left the meeting

RECONVENE

The regular meeting reconvened at 11:10 am and gallery members returned.

11-05-21M/S Directors Lande/O’Neill that the Updated Flood Hazard Assessment Proposal as submitted by Spiritscape Ventures Ltd. in the amount of \$12,200.00 be approved.

CARRIED

The following item was moved forward

PART III– PUBLIC CONSULTATION

1. Alistair Anderson – Hagensborg Gap/Diking Authority

A letter was received from Alistair Anderson regarding what is referred to as the Hagensborg Gap. He would like to see the board move forward with plans to close the Gap and emphasized the economic implications of flood damaged properties and the general disruptions to lives and livelihoods the flood event of September 2010 had on the community. He urged the board to establish the protection to proceed with the diking authority. In referencing a past public meeting, he felt the resolve to fix the Hagensborg Dike seems to have lost momentum. The purpose of his letter was to remind the board of the stress on the community at not having a permanent solution to the Gap in the flood protection. After some discussion the board directed staff to determine cost implications of establishing a diking authority, building and maintaining the dike. EPC Waugh spoke to the matter of the Hagensborg Gap with some background information. It has always been a recognized problem but previously the CCRD had no ability or means to address it. Significant changes have taken place with regards to ‘ownership’ of local dikes and as they are upgraded can be taken over individually and not all in the valley as a whole.

2. Jim Knudsen -Hagensborg Gap/Diking Authority

Jim Knudsen presented a petition from Hagensborg residents and spoke to the same concern of flood protection in the Hagensborg area and their desire to be updated as to what the intentions are with respect to the Hagensborg Gap dike. Chair Hyde shared his concerns and stated the board and staff are moving forward with this as they can and plan public consultation as early as June. The Chair thanked Dr. Anderson and Mr. Knudsen for their presentations.

All members of the gallery left the meeting at 11:30 am.

(I) Emergency Planning – Proposal for Communications Plan

EPC Waugh presented a proposal from Spiritscape Ventures Ltd. for a detailed Communications Plan for the regional district. Chair Hyde reminded that the board of

directors would like to engage in broader level planning and enquired about progress on an Emergency Executive Committee meeting.

- 11-05-22** M/S Directors O’Neill/Lande that the proposal from Spiritscape Ventures Ltd. for a Communications Plan be supported and funded with monies received from Emergency Management BC in the amount of \$38,500.00.

CARRIED

Director Emery opposed

(m)Emergency Planning – Proposal for Isolation of Olsen Road Spoil Pile

EPC Waugh presented a proposal from Spiritscape Ventures Ltd. in relation to securing gravel spoils located on Olsen Road, and provided a verbal update on based on a recent meeting with the property owner on Olsen Road, who had agreed to allow a spoil site on the property. Fencing is no longer required according to the owner, however, the owner is requesting signage to mitigate liability due to trespassers on or near the spoil pile. The owner has also requested driveway repair, as well as some minor seeding and planting of ornamental trees to improve the owner’s view. Funding would come from the Emergency Management BC monies received.

- 11-05-23** M/S Directors O’Neill/Lande that the proposal from Spiritscape Ventures Ltd. for the Isolation of the Olsen Road Spoil Pile be approved as amended, in the amount of \$974.20.

CARRIED

The EPC also spoke to a recent inspection of the upper Hagensborg dike and concerns noted by the engineer from Golder and Associates. There is a 200 metre and a 150 metre section which are very vulnerable to erosion. The estimate to make repairs to pre-flood condition is \$350,000.00 and EPC Waugh proposed would be funded by the monies received from Emergency Management BC. This matter was tabled until after the lunch recess.

RECESS

A recess was called for lunch at 12:00 pm.

RECONVENE

The regular meeting reconvened at 12:50 pm.

The board revisited the matter of repairing the upper Hagensborg dike and tabled it to the next meeting pending a written proposal and input from the Chief Administrative Officer and the Chief Financial Officer.

11-05-24 M/S Directors Lande/O’Neill that the option to restore the upper Hagensborg dike to pre-flood condition be considered at the next meeting pending input from the CCRD’s Chief Administrative Officer and the Chief Financial Officer.

CARRIED

11-05-25 M/S Directors O’Neill/Lande that the proposals for the Updated Flood Hazard Assessment, Communications Plan and Isolation of the Olsen Road Spoil Site, as amended, be awarded to Spiritscape Ventures Ltd. without advertising on the basis that the existing supplier has satisfactorily provided goods and Services and no apparent change has occurred and it is known that only one supplier of the goods or services(s) is available within the area of the regional district, pursuant to CCRD Policy A-7.

CARRIED

The following item was moved forward

Transportation Services

(s) Ferry Advisory Committee – Update

Stephen Waugh, Ferry Advisory Committee (FAC) Chair, reported on an upcoming meeting on May 18th with the Minister of Transportation and Infrastructure (MOTI), Blair Lekstrom, other FAC members and representatives from BC Ferries. For discussion purposes he explained there may be some effort to separate minor routes from major routes with one under Ministry authority and the other with the corporation. BC Ferries has proposed to MOTI that Route 40 (Discovery Coast Route) be cut and that the outer coast be left to the private sector. Stephen asked if there were any discussion items the board would like him to take to the meeting.

11-05-26 M/S Directors O’Neill/Lande that the board send a letter to the Ministry of Transportation and Infrastructure and the BC Ferry Commission stating strong opposition to proposed ferry fare price increases.

CARRIED

11-05-27 M/S Directors O’Neill/Emery that the Ferry Advisory Committee report be received.

CARRIED

PART IV– GENERAL BUSINESS

(F) FINANCIAL REPORTS

(a) Accounts Payable Report – April 2011

11-05-28 M/S Directors O’Neill/Lande that the payments of expenditures and commitments in the amount of ONE HUNDRED FIFTY-EIGHT THOUSAND NINE HUNDRED THIRTY-SIX DOLLARS AND NINETEEN CENTS (\$158,936.19) as represented by cheques #15143 to #15216 for the month of APRIL and issued pursuant to the Central Coast Regional District policies and budgets for the year 2011, be approved and ratified.

CARRIED

(b) Financial Plan Update – January – April 2011

The Chief Financial Officer spoke briefly to the report before the board.

11-05-29 M/S Directors O’Neill/Bolton that the Financial Plan Update be received.

CARRIED

(G) REFERRALS FROM OTHER AGENCIES

(a) Ministry of Forests, Lands and Natural Resource Operations – Land File No. 1413867 – Application for Licence of Occupation by International Forest Products Ltd.

11-05-30 M/S Directors O’Neill/Emery that the application for Licence of Occupation by International Forest Products Ltd. for the purposes of log handling in the vicinity of Rivers and Draney Inlets be approved subject to the condition that all anchor and cable material be immediately removed once use of the site for the specified purpose has been discontinued.

CARRIED

(b) Ministry of Transportation and Infrastructure – Proposed Road Closure Approval Application for 98m2 portion of Harbour Drive, Ocean Falls

11-05-31 M/S Directors Emery/O’Neill that the Ministry of Transportation and Infrastructure Proposed Road Closure Approval Application for a portion of Harbour Drive in Ocean Falls be received for information.

CARRIED

(H) BYLAWS AND POLICIES

(a) Central Coast Regional District Bylaw No. 403 – BellaCoola Airport Rates and Charges – Adoption

11-05-32 M/S Directors O’Neill/Emery that Bylaw No. 403, cited as the Bella Coola Airport Rates and Charges Amending Bylaw No. 403, having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Administrator.

CARRIED

(b) Draft Policy A-23: Purchase and Use of Communication Tools

Directors considered proposed Policy A-23, a policy to purchase communication tools such as cellular phones, satellite phones and Blackberry devices for designated CCRD personnel.

11-05-33 M/S Directors Lande/O’Neill that Policy A-23, a policy for the Purchase and Use of Communication Tools, be adopted as presented.

CARRIED

(I) BUSINESS BY ELECTORAL AREA DIRECTOR

Area A

Director Emery gave a verbal report for Area A.

1. Inquiry re: Ocean Falls Hydro Rates

Follow-up on a letter previously received.

2. Denny Island – Official Community Name

Director Emery requested that staff write a letter to Elections Canada clarifying the community name as Denny Island, not Shearwater.

3. Bella Bella-Denny Island Community Water System Technology Review

Brad Widsten of Shearwater Marine has been in communication with the CAO regarding outstanding questions about the number of connections, maintenance and other firm costs for the proposed community water system. No further information has been received from him by the CCRD. Director Emery noted there is only a ballpark figure at this time for such a service. He would like the regional district to move forward with the water service study for Denny Island. There was discussion about the possibility of public consultation in the community once more information has been garnered. The board would like to see

The Mission of the Central Coast Regional District is to foster the sustainable socioeconomic and environmental well being of the Central Coast through the professional and efficient delivery of mandated regional and community services

the study returned to the Central Coast Chamber of Commerce (CCCC) for continuance and, as the proponent, they can make a request of the board if they so desire. The CAO will forward the study to the CCCC and request that they engage in public consultation.

4. Teleconferencing

There was discussion surrounding improved teleconferencing equipment. Director Emery reported on a positive experience he had with a WEBEX system. Staff will investigate options and report back to the board.

Area C

Director Lande provided a verbal report

1. PNCIMA – Pacific North Coast Integrated Management System

The Coastal Community Network (CCN) has submitted a revised proposal to the Coast Sustainability Trust (CST) for the creation of a Local Government Resource Management Alliance, which would engage a team of professionals over a two-year period to serve the interests of 5 regional districts on marine planning issues. This matter was before the board in April, 2011 and was not supported. Director Lande strongly supports being part of the process and Director O’Neill was also in support of CCN’s marine efforts.

11-05-34 M/S Directors Lande/O’Neill that the application from Coastal Community Network be supported with funds from the CCRD’s Coast Sustainability Trust allocation in the amount of \$8000.00.

CARRIED

2. Paving Hwy 20

Director Lande asked if any further information has been received on paving portions of Hwy 20.

11-05-35 M/S Directors O’Neill/Lande that a letter be written to the District Manager of the Ministry of Transportation and Infrastructure urging that any paving plans for Highway 20 be maximized as soon as possible.

CARRIED

Area D

Director O’Neill left the meeting citing a conflict of interest

1. Lobelco Community Club – Application to Community Works Fund

Lobelco Community Club has made a funding application to the CCRD for repairs and renovations to the public washroom facilities at Lobelco Hall in the amount of \$4,000.00.

11-05-36 M/S Directors Lande/Bolton that Lobelco Community Club’s application to the Community Works Fund in the amount of \$4,000.00 for repairs and renovations to the public washroom facilities at Lobelco Hall be approved.

CARRIED

Director O’Neill rejoined the meeting.

2. Forest Service Roads

Director O’Neill asked the Administrator for any known update on maintenance of Forest Service Roads. The Ministry of Forests, Land and Natural Resource Operations (MFLNO) and Ministry of Transportation and Infrastructure (MOTI) are the two entities that coordinate all season servicing to Forest Service Roads with residents. These are currently unmaintained. A letter will be written to MFLNO and MOTI per discussion from a previous meeting.

Area E

Director Hyde provided a verbal report.

1. Townsite Cleanup

Bella Coola Valley Tourism organized a townsite cleanup on May 7th which was not well promoted or attended, however, the CCRD would like to encourage such efforts.

11-05-37 M/S Directors O’Neill/Lande that a letter be sent to all property owners on the Bella Coola townsite encouraging seasonal cleanup of their premises.

CARRIED

(J) MATTERS BROUGHT OUT OF CAMERA

The only matter released from the in camera session is detailed as item **B(a)** above.

(K) ADJOURNMENT

There being no further business the meeting was adjourned at 2:34 pm.

Chair

Administrator