

## 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 – November 15, 2012**

|                |                                    |                                    |
|----------------|------------------------------------|------------------------------------|
| In Attendance: | Electoral Area A                   | Director Cathi McCullagh*          |
|                | Electoral Area B                   | Alternate Director Maria Martin*   |
|                | Electoral Area C                   | Chair Brian Lande                  |
|                | Electoral Area D                   | Alternate Director Archie Pootlass |
|                | Electoral Area E                   | Director David Anderson* (portion) |
|                | CFO/Acting CAO                     | Donna Mikkelson                    |
|                | Consultant/Interim<br>CAO          | Isabell Hadford                    |
|                | Emergency Prog-<br>ram Coordinator | Stephen Waugh                      |

\*by telephone

### **PART I - INTRODUCTION**

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

Chair Lande called the meeting to order at 9:18 a.m and introduced Isabell Hadford who will be acting as Interim CAO.

#### **2. Opening Reflection/Prayer**

Stephen Waugh, EPC offered an opening prayer.

#### **3. Adoption of Agenda**

**12-11-01** M/S Directors McCullagh/Pootlass that the agenda be adopted as presented.

**CARRIED**

#### **(IC) IN CAMERA MATTERS – 9:20am**

**12-11-02** M/S Directors Pootlass/Anderson that the meeting go in camera for the consideration of items under Section 90(1)(a), (c) & (g) of the *Community Charter*.

**CARRIED**

The meeting resumed at 11:50am. Director Anderson had disconnected from the meeting during the in camera session and was not present.

**PART II – POLICY MATTERS**

**(B) LOCAL GOVERNANCE MATTERS**

**Administrative Services**

**(a) November 02, 2012 Strategic Priorities Update**

- 12-11-03** M/S Directors McCullagh/Pootlass that the Strategic Priorities Update dated November 02, 2012 be received for information.  
**CARRIED**

**(b) Nuxalk Nation/CCRD Agreement for Community Works Funding**

An agreement for Community Works Funding under the Gas Tax Agreement was presented to the board for approval in the amount of \$200,000 for the “Nuxalk Hall Rehabilitation Project” as approved by the board of directors at the October meeting. The consultant suggested that provision be made for contract extension and a return of funds to the CCRD in the event of default by the Nuxalk Nation.

- 12-11-04** M/S Directors McCullagh/Martin that the agreement between the CCRD and the Nuxalk Nation dated for reference October 31, 2012 for the Nuxalk Hall Rehabilitation Project be approved as amended, and ratified by the signatories of the Central Coast Regional District and the Nuxalk Nation.  
**CARRIED**

**(c)(i) Director David Anderson – “In Camera?” (Oct. 19, 2012) – (i),**

Director Anderson submitted correspondence to the board regarding the treatment of in camera matters and how they are reported in open public meeting. The board agreed that the releases specifically cited were appropriate in the circumstances.

- 12-11-05** M/S Directors Lande/Pootlass that Director Anderson’s letter regarding verbatim minutes and the release of in camera matters to the public be received, and that staff respond to the questions raised.  
**CARRIED**

**(c)(ii) Director David Anderson – “CAO ?????” (Oct. 29, 2012) – (ii),**

Director Anderson submitted a list of 12 questions related to telephone interviews conducted on October 29, 2012 for the Interim CAO position.

**12-11-05** M/S Directors McCullagh/Pootlass that the email from Director Anderson be received and that no response is required as it was dealt with in camera.

**CARRIED**

**(c)(iii&iv) Director David Anderson – “Procedures ??” (Oct. 31, 2012) &”Special Meeting – November 02, 2012” (Nov. 01, 2012) – (iii & iv),**

Director Anderson submitted two emails related to an attempt to hold a special meeting without giving sufficient notice under the legislation. The meeting did not proceed.

**12-11-06** M/S Directors McCullagh/Pootlass that the emails from Director Anderson regarding requirements for giving notice of a special meeting be received and that no response is required.

**CARRIED**

**(c)(v) Letter dated Nov 1, 2012 from Mark Moody**

**12-11-07** M/S Directors McCullagh/Pootlass that the letter from Mark Moody regarding taxes levied for Economic Development purposes being used to assist in the development of the regional district’s strategic plan be received, and that staff respond to Mr. Moody’s question.

**CARRIED**

**(c)(vi) Letter dated October 18, 2012 from Jeremy Andy**

**12-11-08** M/S Directors Pootlass/McCullagh that letter from Jeremy Andy regarding the practice and policies for tendering contracts be received, and that staff respond to Mr. Andy’s questions.

**CARRIED**

**(c)(vii) Letter dated October 18, 2012 from Barney Kern**

**12-11-09** M/S Directors Lande/Pootlass that the letter from Barney Kern regarding board involvement in the contract for Property Management be received, and that staff respond to Mr. Kern’s questions.

**CARRIED**

**(c)(viii) Letter dated November 6, 2012 from John Aldred**

**12-11-10** M/S Directors McCullagh/Lande that letter from John Aldred regarding questions which include the recording of strategic planning sessions, special meeting notice, agenda access and other

matters be received and that staff respond to Mr. Aldred's questions. **CARRIED**

**(c)(ix) Letter dated October 18, 2012 from Wesley Heniger**

**12-11-11** M/S Directors Pootlass/Lande that the unsigned letter from Wesley Heniger regarding the public tendering of contracts be received, and that staff respond to Mr. Heniger's questions. **CARRIED**

**Development Services**

**(c) Land Use Planning – October 2012 – Report**

The Land Use Planning Report informs the board of activity related to office inquiries related to zoning, subdivision, maps and plans, and land referrals as well as other land use planning matters.

**12-11-12** M/S Directors Pootlass/McCullagh that the Land Use Planning Report for the month of October 2012 be received. **CARRIED**

**Environmental Services**

None.

**Leisure Services**

None.

**Protective Services**

**(d) Emergency Management – October 2012 Monthly Report**

The monthly Emergency Program Report as prepared by the Emergency Program Coordinator informed the board on the recent Tsunami Warning (October 27, 2012) under Task #133314, enhanced flood response capacity activities, the Building Canada Fund (Bella Coola Airport Dike Upgrade Project, the Northwest Emergency Preparedness Conference and general emergency program related topics.

The Denny Island community is asking for an Emergency Program Deputy and they are interested in doing some emergency planning. Ocean Falls is also without a Deputy in the community and the regional district will once again, put a call out for interested parties.

During the tsunami warning, phones in Denny Island went down, although cell phones were operational and it was suggested that a siren would be useful.

The community of Oweekeno responded quickly and self-evacuated.

The development of a comprehensive communication plan is required for the regional district.

**12-11-13** M/S Directors Pootlass/McCullagh that the October 2012 Emergency Management Report be received. **CARRIED**

**12-11-14** M/S Directors Pootlass/Lande that staff be authorized to issue a request for proposals (RFP) to qualified engineering firms for the preparation of emergency repair design for the Upper Hagensborg Dike under Emergency Management BC's Flood Protection Program, including confirmation and identification of access and potential break-through points along the Hagensborg Gap, and a design for a potential "Gap" structure; further that it be noted that these funds are to be expended by February 28, 2013. **CARRIED**

**12-11-15** M/S Directors McCullagh/Lande that the Kerr Wood Leidal design drawings for the Bella Coola Airport Dike Upgrade Project be ratified. **CARRIED**

### **Transportation Services**

#### **(e) Transportation Services – October 2012 Report**

Concern has been expressed by the Denny Island community regarding recent maintenance work done on the roads. The gravel quickly was washed off the roads and most of the potholes are back. The contractor is to be requested to do more thorough work that will last.

**12-11-16** M/S Directors McCullagh/Lande that the Transportation Services Report for the month of October 2012 be received; and further, that the regional district resolve to grant access to Steve Emery to access his proposed rock quarry pursuant to the conditions and recommendations of the Denny Island Airport Commission as detailed in the Transportation Services Report **CARRIED**

**(f) Tenure Offer – Denny Island Airport Land File 5405251**

- 12-11-17** M/S Directors McCullagh/Pootlass that the offer for a tenure over Crown Land in the vicinity of Klikitsoatli Harbour, Denny Island, Range 3 Coast District, containing 13.27 hectares more or less, be accepted and signed on behalf of the Central Coast Regional District by its authorized signatories. **CARRIED**
- RECESS** A recess was called at 12:40pm. The meeting resumed at 1:18pm.

**PART III– PUBLIC CONSULTATION**

**PART IV– GENERAL BUSINESS**

**Director Remuneration – November 09, 2012 and November 15, 2012**

- 12-11-18** M/S Directors McCullagh/Pootlass that directors be remunerated for the Special Board Meeting held on November 09, 2012 in the amount of \$75 each. **CARRIED**
- 12-11-19** M/S Directors Martin/Pootlass that Director Anderson be remunerated for today’s meeting in the amount of \$75. **CARRIED**

**(C) ADOPTION OF MINUTES**

**(a) October 11, 2012 - Regular Meeting**

- 12-11-20** M/S Directors McCullagh/Martin that the minutes of the regular meeting held October 13, 2012 be adopted as presented **CARRIED**
- (b) November 09, 2012 – Special Board Meeting.**

- 12-11-21** M/S Directors McCullagh/Martin that the minutes of the special meeting held on November 09, 2012 be presented at the December meeting for adoption. **CARRIED**

**(D) GENERAL CORRESPONDENCE**

**(a) Marine Planning Partnership (MaPP) – Call for Nominations**

- 12-11-22** M/S Directors Pootlass/McCullagh that Chair Lande be appointed to represent the Central Coast Regional District in the Marine Planning Partnership process provided that funding is available for meeting attendance and participation.

**CARRIED**

**(b) Association of Vancouver Island & Coastal Communities (AVICC)**

- 12-11-23** M/S Directors McCullagh/Lande that the Resolutions Notice/Request for submission, the Call for Nominations for the AVICC Executive and information sharing from other organizations be received.

**CARRIED**

**(E) GENERAL REPORTS**

**(a) Chair's Report – November 15, 2012**

Chair Lande reported verbally on activity since the last board meeting, citing a busy month, particularly as it relates to work associated with personnel matters.

- 12-11-24** M/S Directors Pootlass/Martin that the Chair's Report for November 15, 2012 be received.

**CARRIED**

**(b) Administration Report – November 05, 2012**

The monthly Administration Report contains updates on regional district functions and services in the categories of Administration and Finance, Governance Matters, Development, Environmental, Leisure, and Transportation Services, and General Administration.

It was noted by the participants (board and personnel) that the Governance Education sessions held in October were productive and helpful.

The board was advised that staff have been unsuccessful in completing work associated with the contract specifications and the rates and charges bylaws for the Thorsen Creek Waste and Recycling Centre, and that this outstanding matter must be addressed further at the December meeting.

The board was advised that letters of support have been received from the Ministry of Environment and the Environmental Health Officer for Vancouver Coastal Health for the regional district's application for funding which was submitted in an effort for the CCRD to "piggy back" on the Nuxalk Nation's waste water initiative. This item has been on the regional district list of strategic priorities for 2012.

**12-11-25** M/S Directors Pootlass/McCullagh that the matter of the regional district's application for funding to the Ministry of Community, Sport and Cultural Development to assist in the waste water initiative for the Bella Coola town site, be pursued; and further, that the regional district do the work necessary to determine project eligibility under the terms and conditions of the Community Works Fund, and subject to meeting program criteria, prepare the necessary application for presentation at the December meeting.

**CARRIED**

**12-11-26** M/S Directors McCullagh/Martin that the Administration Report dated November 05, 2012 be received.

**CARRIED**

**(c) Property Management Report – October 2012**

An update on property management activities undertaken between October 4 and November 4, 2012 was considered. The report includes work done at the Bella Coola Airport, the Centennial Pool, Administration Office, Parks facilities and the Thorsen Creek Waste and Recycling facility.

**12-11-27** M/S Directors McCullagh/Pootlass that the Property Management Report for the month of October 2012 be received.

**CARRIED**

**(F) FINANCIAL REPORTS**

**(a) Purchase Authorization for Payments Exceeding \$10,000**

**12-11-28** M/S Directors Pootlass/Martin that invoices for professional engineering services for the Bella Coola Airport Dike Upgrade Project and for goods and services for site development works at the Thorsen Creek Waste and Recycling Centre be authorized for payment pursuant to the purchase authorization policy, and pursuant to approvals by the board of directors for the works to be completed and the proposals accepted

**CARRIED**



**(b) Grant in Aid Applications 2013**

**12-11-29** M/S Directors Lande/McCullagh that the following applications for Grants in Aid be approved and included in the budget for 2013:

| <b>Organization</b>                        | <b>Purpose</b>   | <b>Requested 2013</b> | <b>Approved 2013</b> |
|--|--|-----------------------|----------------------|
| BC Central Coast Archives                  | To pay rental costs for one year and assist with communication costs | 1,500                 | 1,200                |
| Bella Coola Valley Arts Council            | Art House maintenance and fund events                                | 1,000                 | 500                  |
| Bella Coola Valley Festival of the Arts    | Fund performance adjudication at Arts Festival                       | 450                   | 450                  |
| Bella Coola Valley Literacy NOW            | Youth program ages 9-14  | 5,953                 | 3,800                |
| Bella Coola Valley Museum                  | Assist with maintenance, heating and telephone                       | 2,000                 | 2,000                |
| Bella Coola Valley Ridge Riders Horse Club | Grounds improvements/ fire protection                                | 2,500                 | 1,000                |
| Discovery Coast Music Festival             | 2013 Music Festival  | 3,000                 | 3,000                |
| Dog Town Bella Coola                       | Animal rescue, care and education                                    | 5,000                 | 500                  |
| Lobelco Community Club                     | Assist with operating deficit, Floor repairs, main hall              | 2,000                 | 1,500                |
| Norwegian Heritage Society                 | Assist with annual liability insurance                               | 500                   | 500                  |
| Social Health & Economic Dev Society       | Assist with travel expenses  | 1500                  | 500                  |
| <b>Total</b>                               |  | <b>\$25,403</b>       | <b>\$14,950</b>      |

**CARRIED**

**(G) REFERRALS FROM OTHER AGENCIES**

**None.**

**(H) BYLAWS AND POLICIES**

**(a) Bylaw No. 412, 2012 – Board Meeting Procedures – Consideration of Amendments/ Third Reading**

Bylaw No. 412 is a bylaw to regulate the procedures of Central Coast Regional District board meeting pursuant to the requirements of the *Local Government Act* section 794. In contains provisions for notice of meetings,

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electronic meetings, minutes, agenda, order of proceedings, delegations, adopting bylaws, committee of the whole, and advisory bodies, among other details.

On the advice of the consultant, it is anticipated that an amending bylaw will be put forward in order to regulate the recording of meetings and to document in camera procedures.

- 12-11-30** M/S Directors Pootlass/Lande that Bylaw No. 412, cited as the “Central Coast Regional District Board Meeting Procedures Bylaw No. 412, 2012” be now read a third time.

**CARRIED**

**(b) Proposed Bylaw No. 416 – Diking Authority Establishment –  
Consideration of Third Reading**

The Emergency Program Coordinator updated the board on developments associated with Bylaws 416 and 415 and a lengthy discussion was held regarding the pros and cons of proceeding with enacting the bylaws. The final consensus of the board was that it was a decision that the community should make through the referendum process, and only by giving third reading, could the regional district then accurately determine the community’s wishes.

- 12-11-31** M/S Directors Pootlass/Martin that a request for extension of the funding contract with Emergency Management BC under the Flood Protection Program be submitted and that third reading of Bylaw No. 416 be subject to the successful extension of the contract provisions.

**CARRIED**

- 12-11-32** M/S Directors McCullagh/Lande that Bylaw No. 416, cited as the “Bella Coola Airport Dike Operations and Maintenance Service Establishment Bylaw No. 416, 2012” be now read a third time.

**CARRIED**

**(c) Proposed Bylaw No. 415 – Loan Authorization Bylaw – Consideration  
of Third Reading/Letter from Director Anderson**

In an email dated October 20, 2012, Director Anderson questioned the variations in the amounts of the loan authorization bylaw and other particulars as documented in the September 13 and October 11, 2012 board meeting minutes. The EPC provided an explanation citing the addition of a contingency for professional fees related to the project (engineering and environmental assessment).

Upon receiving third reading, both bylaws will be forwarded to the Inspector of Municipalities for approval, prior to commencement of obtaining the assent of the electors in the Bella Coola valley (Electoral Areas C, D & E).

**12-11-33** M/S Directors Pootlass/McCullagh that a request for extension of the funding contract with the provincial Emergency Management BC under the Flood Protection Program be submitted and that third reading of Bylaw No. 415 be subject to the successful extension of the contract provisions.

**CARRIED**

**12-11-34** M/S Directors McCullagh/Lande that Bylaw No. 415, cited as the “Bella Coola Airport Dike Upgrade Bylaw No. 415, 2012” be now read a third time.

**CARRIED**

**12-11-35** M/S Directors Martin/Pootlass that the email from Director Anderson dated October 20, 2012 be received.

**CARRIED**

**(d) Policy E-5– Directors Attendance at Board Meeting**

Policy E-5 provides that all directors undertake to ensure quality representation from their electoral areas by giving advance notice when not able to attend meetings and by providing alternate directors with the materials in advance of the meeting in an effort to inform them of upcoming issues.

**12-11-36** M/S Directors Lande/McCullagh That Central Coast Regional District Policy E-5 be approved as amended

**CARRIED**

**(e) Policy A-2 – Office Hours and Periods of Closure**

Policy A-2 formalizes the hours of operation of the administration office: the office is closed to the public on Monday’s, and is open from Tuesday to Friday from 8:30 until 12:00 and from 1:00pm until 4:00pm. The policy also provides for holiday closure from December 24<sup>th</sup> to January 1<sup>st</sup> (inclusive).

**12-11-37** M/S Directors McCullagh/Lande that Policy A-2, Office Hours and Periods of Closure be reviewed and filed without amendment.

**CARRIED**

**(f) Policy A-3 – Office Security & File Security**

Policy A-3 provides for file and office security to protect the public records and documentation from willful or accidental loss.

- 12-11-38** M/S Directors Martin/Pootlass that CCRD Policy A-3, Office Security and File Security be approved as amended **CARRIED**

**(g) Policy E-8 Harassment**

Policy E-8 currently seeks to ensure that people involved in regional district operations should feel comfortable, safe and secure in the knowledge that harassment of any kind is not tolerated. The policy includes definitions, tolerance, prevention, responsibility, and confidentiality.

- 12-11-39** M/S Directors Pootlass/McCullagh that CCRD Policy E-8, Harassment be strengthened, modernized and updated, and brought forward to the December meeting for further consideration. **CARRIED**

**(h) Policy F-2 Directors / Travel Cost Reimbursement**

Policy F-2 is to clarify those eligible travel expenditures incurred by Directors while traveling on CCRD business and procedures for authorization and reimbursement of same.

- 12-11-40** M/S Directors Pootlass/McCullagh that CCRD Policy F-2 Directors / Travel Cost Reimbursement be approved as amended **CARRIED**

**(i) Policy F-5 – Administration Costs Recovery from Services**

Pursuant to the *Local Government Act* all costs incurred by a regional district in relation to a service, including costs of administration attributable to the service, are a part of the costs of that service. This policy notes the specific costs which are apportioned to the services and functions of the regional district.

- 12-11-41** M/S Directors Lande/McCullagh that the report to the Board of Directors dated October 17, 2012 and CCRD Policy F-5 Administration Cost Recovery from Services be received; and further that Policy F-5 be reviewed and filed without amendment. **CARRIED**

**(j) Policy Development for Community Works Fund Allocation**

The purpose of the staff report to the board was to seek input regarding the future plans for the remaining funds from the Community Works Fund, giving due consideration to the obligations of the regional district under the Canada-British Columbia-Union of BC Municipalities Agreement on the Transfer of Federal Gas Tax Revenues. It is deemed prudent to develop a plan for the proposed use of the remaining funds.

- 12-11-42** M/S Directors Lande/McCullagh that staff determine the costs of undertaking Integrated Community Sustainability Planning and Capital Investment Planning, in order to satisfy the obligations of Community Works Funds as provided by the Gas Tax Agreement.  
**CARRIED**

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

**Area A**

Director McCullagh brought several matters to the board's attention, including:

- A need for bear proof garbage bins on Denny Island
- A recycling initiative with the assistance of the Heiltsuk Tribal Council facilities in Bella Bella
- The need for longer lasting and more frequent road maintenance on Denny Island
- The Central Coast Chamber of Commerce internet and cell service project for enhanced service to Denny Island
- The need for Emergency Preparedness resources (Deputy Coordinator)

**Area B**

Director Martin expressed the community's interest in increasing their efforts and resources on emergency preparedness, citing a willingness to get more organized. Any assistance that can be provided would be appreciated. The Heiltsuk Tribal Council is currently advertising to fill a vacancy left by Mel Innes.

**Area C**

Chair Lande brought forward the interests of the Nusatsum Property Owners Association (NPOA). EPC Waugh indicated that they had common interests and that they had been keeping him informed of their proposed activities. In terms of funding for flooding initiatives in the Nusatsum area, the balance of Tier 3 funding will be reassessed in light of the pending request for proposals for the Hagensborg Gap area as noted earlier in these minutes.

Marvin Schmunk, Executive Director for the NPOA, who had joined the gallery earlier was invited to address the board. He stated their intent to partner with the regional district, the Nuxalk Nation and others regarding their immediate needs. This matter will be brought forward to the December meeting.

**Area D**

Director Pootlass advised the board that the priorities of the Nuxalk Nation are to proceed with improvements to their waste water. Phase II will be completed by January 15<sup>th</sup> and the pre-design for the system will be completed by mid-December. They hope to be in a position to commence construction by April 01, 2013.

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

The following is reported in open public meeting:

- Isabell Hadford has been assigned specific duties as Interim CAO and will assist the regional district in developing a transitional plan related to the organization's administration. She has been retained for a period of up to six months and will attend the CCRD office from time to time as well as work from her home.
- Donna Mikkelson, CFO will continue as Acting CAO for a further period and with the assistance of Ms. Hadford, will have responsibility for the day to day operations.

**(K) ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:30pm.

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Chair

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Corporate Officer