

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 – September 12, 2013

In Attendance:	Electoral Area A	Director Catherine McCullagh
	Electoral Area B	Chair Reg Moody-Humchitt
	Electoral Area C	Director Brian Lande
	Electoral Area D	Director Ivan Tallio
	CAO	Darla Blake
	CFO/Recording Secretary	Donna Mikkelson
Absent:	Electoral Area E	Director David Anderson

PART I - INTRODUCTION

1. **Call to Order** - Chair Moody called the meeting to order at 9:15am.

(a) (Opening Reflection/Prayer) Director Tallio offered the opening prayer

2. **Adoption of Agenda**

13-09-01 M/S Directors Tallio/Lande that the agenda be adopted as presented.

CARRIED

(A) IN CAMERA MATTERS

(a) **Motion to go In Camera at 9:16am**

13-09-02 M/S Directors Lande/McCullagh that the meeting go in-camera to consider matters pursuant to Sections 90(1)(i) (advice that is subject to solicitor-client privilege), 90(1)(a) (personal information about an individual who holds or is being considered for a position as an officer, employee or agent of the CCRD) of the *Community Charter*.

CARRIED

The following is released from In-Camera:

Ken McIlwain has accepted the position of Public Works Manager and will commence employment with the Central Coast Regional District on October 01, 2013.

The regular meeting resumed at 9:30am

(B) ADOPTION OF MINUTES

(a) **Regular Board Meeting Minutes of July 11, 2013**

13-09-03 M/S Directors Lande/McCullagh that the minutes for the July 11, 2013 regular meeting be adopted as presented.

CARRIED

PART III – LOCAL GOVERNANCE

(C) OPERATIONS UPDATES & POLICY MATTERS ARISING

Administrative Services

(a) 2013 Strategic Priorities Update

The 2013 Strategic Priorities, derived from the Action Plan component of the 2010-2014 Strategic Plan was presented. A status update at September was presented for each of the strategies and tactics deemed a priority by the board of directors.

13-09-04 M/S Directors McCullagh/Lande that the 2013 Strategic Priorities report be received as presented.

CARRIED

(b) Administration Report

The 12 September 2013 Administration Report provides an update on administrative activity since the last board meeting. It features progress on the recommendations of auditors PMT Chartered Accountants originally presented to the board of directors in April, updates on progress at the Thorsen Creek Waste and Recycling Centre, diking initiatives and emergency initiatives.

The Community to Community forum did not proceed due to a lack of response from invitees. The regional district will attempt to hold a session in May 2014 in Bella Coola in conjunction with the May meeting of the board.

And addendum report entitled "Multi-Material BC Recycling Incentive Program, as prepared by the CAO was also presented. Local Governments are required to respond by 16 September 2013 to an offer from Multi-Material BC (MMBC) to become members of its Stewardship Plan for Packaging and Printed Paper. In 2011, British Columbia amended its Recycling Regulations and have since been working to develop a stewardship plan which meets the obligations under the BC Recycling Regulations. In November 2012, MMBC submitted its Packaging and Printed Paper Stewardship Plan to the Ministry of Environment and in February, they submitted an updated PPP Stewardship Plan and then resubmitted another update in April 2013, which has now been approved. On weighing the options of approving or declining the MMBC offer, Administration recommends that the Board of Directors approve the opportunity to become a member of the MMBC Incentive Program believing that the benefits are greater than the negatives.

13-09-05 M/S Directors Tallio/Lande that the Administration Report dated September 12, 2013 be received as presented.

CARRIED

13-09-06 M/S Directors Lande/Tallio that the Board of Directors approves the Chief Administrative Officer making an application on behalf of the Central Coast Regional District to be a member of the Multi-Materials BC Incentive Program for recycling by the closing date of 16 September 2013.

CARRIED

13-09-07 M/S Directors Lande/Tallio that the CAO organize a workshop to be held on the evening of 9 October 2013, with the Ministry of Forests, Lands and Natural Resources (MFLNR) Diking Authority (John Baldwin) and the Emergency Management BC (Michael Higgins) in attendance to discuss rivers, bed load, diking, other structures, emergency management,

training and public awareness, funding and other options available to rural remote communities like the CCRD.

CARRIED

Financial Services

(c) Financial Update – Report September 2013

The September Financial Report contains information on the Union of BC Municipalities (UBCM) Policy Paper on Local Government Finance, the Request for Proposals (RFP) for Audit Services for the years 2013-2017, an actual vs. budget comparison for the period January to August 2013 and a note on planning in preparation for the generation of the five year financial plan.

13-09-08 M/S Directors Lande/McCullagh that the Financial Report for September 2013 be received.

CARRIED

13-09-9 M/S Directors Lande/McCullagh that the regional district provide a letter of commendation to the Centennial Pool Commission for their dedication, commitment and good work in ensuring continued operations at the pool facility despite the many hurdles associated with operating and maintaining this aging facility.

CARRIED

(d) Purchase Authorization – Nuxalk Nation Water Agreement

13-09-10 M/S Directors Lande/Tallio that payment to the Nuxalk Nation for the annual water agreement, which exceeds \$10,000, be authorized pursuant to the regional district's Purchase Authorization Policy F-12.

CARRIED

Development Services

(e) Land Use Planning – July 31, 2013 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.

13-09-11 M/S Directors Lande/McCullagh that the Land Use Planning report dated July 31, 2013 be received as presented.

CARRIED

(e) Land Use Planning – August 30, 2013 report

13-09-12 M/S Directors McCullagh/Lande that the Land Use Planning report dated August 30, 2013 be received as presented.

CARRIED

Environmental Services

(f) Thorsen Creek Waste & Recycling Centre Update – June 4, 2013

Progress at the Thorsen Creek Waste and Recycling Centre is featured in the Administration Report and in the Strategic Priorities Update, both considered earlier in the meeting.

The majority of the tires have now been removed from the landfill site and the removal of metals is progressing with the last to be completed by the end of September. The well drilling is complete, as is the legal survey. Quotes are currently being obtained for a baler. The current phase of site development will then have been completed.

Leisure Services

(g) Bella Coola Parks and Recreation

As previously noted in the Administration Report, expressions of interest are being advertised in the Coast Mountain News and on the regional district's website for completion of outstanding 2010 flood damage work at Walker Island and Snootli Creek Parks.

(h) Denny Island Recreation Commission – Meeting Minutes

The Denny Island Recreation Commission met on June 4 and July 10, 2013 to discuss financial reports and events planning.

13-09-13 M/S Lande/Tallio that the minutes of the Denny Island Recreation Commission from their meeting held on June 4, 2013 be received.

CARRIED

13-09-14 M/S Lande/Tallio that the minutes of the Denny Island Recreation Commission from their meeting held on July 10, 2013 be received.

CARRIED

(i) Centennial Pool Commission – Meeting Minutes

The Centennial Pool Commission met on August 13, 2013 to discuss current issues at the facility as well as to document tasks and action items requiring attention in 2014. The Commission ended the operating season under budgeted expenditures and managed to increase their user fee revenues at the same time. The board expressed their appreciation to the work done by this dedicated crew of volunteers.

13-09-15 M/S Lande/Tallio that the minutes of the Centennial Pool Commission from their meeting held on August 13, 2013 be received.

CARRIED

Protective Services

(j) Emergency Management

The Administration Report, considered earlier in the meeting, details emergency management activity since the last board meeting. Staff met with the Regional Manager, Emergency Coordination Unit, in August to discuss training opportunities in 2014 and other matters.

At the February 2013 board meeting the board resolved to appoint Director Lande to the Emergency Executive Committee as the Committee Chair and requested that he put forward a recommendation on the appointment of Secretary to the Committee. (See also Business by Electoral Area D for further information.)

Transportation Services

(k) Transportation Services Report

The Transportation Services Report contains information regarding long term parking, lease lots at the Bella Coola airport, crack sealing, operating and maintenance issues.

13-09-16 M/S Directors Lande/Tallio that the Transportation Services Report dated July 31, 2013 be received as presented.

CARRIED

13-09-17 M/S Directors McCullagh/Lande that the Transportation Services Report dated August 30, 2013 be received as presented.

CARRIED

RECESS

(D) EXECUTIVE REPORTS

(a) Chair's Report – verbal

Chair Moody-Humchitt presented a verbal report which included information on upcoming meetings regarding BC Ferries service, the Kilbella draft management plan report, and the upcoming Union of BC Municipalities convention. He outlined discussions with the CAO pertaining to the public meeting held in Bella Coola regarding restructuring opportunities and feedback received from the session which was not attended by the regional district.

(b) Electoral Area Reports

i) Area A – Director McCullagh

Director McCullagh reported that the roads have held up on Denny Island over the summer and this has been aided by the fact that there has been little rain. The maintenance contractor is coming again this week to grade the road. Concern about safety associated with a couple of bad spots has been expressed.

Director McCullagh noted that she has received questions from the community regarding restructuring and is also interested in obtaining the funding necessary to install a siren on Denny Island as a tsunami warning. Cell phone coverage continues to be an issue.

ii) Area B – Director Moody - see Chair's Report

iii) Area C – Director Brian Lande

Director Lande reported that a meeting will take place in Hakai regarding the Marine Planning process (MaPP) later in September. He has been in contact with Telus regarding cell phone coverage and has also noted the recent reports on local government election reform.

iv) Area D - Director Ivan Tallio

Director Tallio noted that a restructure initiative isn't a current priority. He expressed concern about the communication requirements of emergency management, particularly in view of current earthquakes. Director Tallio is interested in having conversations with Townsite businesses and residents regarding a

strategy for the introduction of a waste water system and suggested that the regional district dedicate some time to communications in this regard.

13-09-18 M/S Directors Lande/McCullagh that Roger Harris be appointed to the regional district's Emergency Executive Committee and that an advertisement be issued for an individual who may be interested in acting as Secretary to the Committee.

CARRIED

v) Area E - Director Anderson - No report.

(E) BYLAWS AND POLICIES

(a) Policy A-11 Distribution of Board Meeting Minutes

Policy A-11 defines the distribution of the draft regular monthly board meeting minutes to individuals and agencies to allow for maximum consistency and to ensure the broadest circulation as possible.

13-09-19 M/S Directors Lande/McCullagh that Policy A-11 Distribution of Board Meeting Minutes be adopted as amended.

CARRIED

(b) Policy A-16 Donation Request Campaigns

Policy A-16 authorizes the regional district to request donations from the public to support various projects.

13-09-20 M/S Directors Lande/McCullagh that Policy A-16 Donation Request Campaigns be reviewed and filed without amendment.

CARRIED

(c) Policy A-17 Donations and Bequests

Policy A-17 recognizes and appreciates unsolicited monetary donations or bequests.

13-09-21 M/S Directors Lande/Tallio that Policy A-17 Donations and Bequests be reviewed and filed without amendment.

CARRIED

(d) Policy A-21 Use of Flood Mitigation Resources

Policy A-21 recognizes the responsibilities of private landowners in designated flood hazard lands as outlined by provincial regulation and provides that the regional district will focus flood mitigation efforts to protect public infrastructure that benefits the greater population.

13-09-22 M/S Directors Lande/McCullagh that Policy A-21 Use of Flood Mitigation Resources be reviewed and filed without amendment.

CARRIED

(e) Policy E-2 Drinking and Driving – Road Sense

Where the CCRD is the approving authority for some events, this policy encourages responsible attitudes towards drinking and driving by providing a Special Occasion Support Kit. (This replaces the Game Plan: Safe Ride Home program.)

13-09-23 M/S Directors Tallio/Lande that Policy E-2 Drinking and Driving – Road Sense be adopted as amended.

CARRIED

(f) Policy E-9 Directors Travel to Board Meetings

The precedence for director travel is established as those members (directors or alternates) who, at the time of the board meeting are actually within the boundaries of the Central Coast Regional District. This will be the first priority in terms of transportation costs.

Directors who have not yet appointed an alternate were reminded of the requirements to do so under the provisions of the *Local Government Act*.

13-09-24 M/S Directors Lande/Tallio that Policy E-9 Directors Travel to Board Meetings be adopted as amended.

CARRIED

(g) Policy F-11 Firemen’s Use of Department Equipment

Policy F-11 provides that Fire Department equipment and supplies be used for the express purpose of conducting weekly practice sessions and/or responding to fire calls.

13-09-25 M/S Directors Lande/Tallio that Policy F-11 Firemen’s Use of Department Equipment be reviewed and filed without amendment.

CARRIED

(h) Policy F-14 Payables Procedure

Pursuant to the recommendation as provided by the auditors, Policy F-14 is amended to segregate the duties between those authorized to pay bills and the person who is responsible for bank reconciliations so that the same person doesn’t have the authority to undertake both tasks.

13-09-26 M/S Directors McCullagh/Tallio that Policy F-14 Payables Procedure be adopted as amended.

CARRIED

PART IV– GENERAL BUSINESS

(F) GENERAL CORRESPONDENCE

None.

(G) ADJOURNMENT

There being no further business, Chair Moody declared the meeting was adjourned at 11:59 pm.

Chair

Corporate Officer