



CENTRAL COAST REGIONAL DISTRICT  
DRAFT REGULAR BOARD MEETING MINUTES

DATE: June 14, 2018

ATTENTION

These minutes are draft and subject to amendment. Final Approval and adoption is by resolution at the next scheduled meeting.

REGULAR BOARD MEETING MINUTES – June 14, 2018

In Attendance:

Electoral Area B	Director Travis Hall
Electoral Area C	Chair Alison Sayers *by phone
Electoral Area D	Alternate Director Gary Brown
Electoral Area E	Alternate Director Hank Brooks

Excused:

Electoral Area A	Director Frank Johnson
Electoral Area D	Director Richard Hall
Electoral Area E	Director Samuel Schooner

Staff:

Chief Administrative Officer	Courtney Kirk
Financial Services Provider	Donna Mikkelson
Operations Manager	Ken McIlwain (portion)
Recording Secretary	Destiny Mack

**PART I - INTRODUCTION**

**1. Call to Order**

The Chair called the meeting to order at 9:37 am and acknowledged the meeting was taking place in the unceded territory of the Nuxalk Nation and Taghum, B.C., Kutenai and Sinixt traditional territory.

**2. Oath of Office**

Alternate Director Hank Brooks read and signed the Oath of Office.

**3. Adoption of Agenda**

**18-06-01** M/S Directors Brown/Schooner that the agenda be amended by adding a Directors Remuneration and Expenses Claim Form, material related to the 2018 Local Government Elections including a new Bylaw No. 482, and the agreement for election services with School District No. 49, and that the agenda be adopted as amended.

**CARRIED**

**4. Disclosures of Financial Interest**

The 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 financial interests during the meeting when the matter is discussed. The declaration under this section requires that the nature of the interest must be disclosed. Consequently a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the subject matter which is being discussed.

Directors did not disclose any financial interests in agenda items.

## **5. Disclosures of Interests Affecting Impartiality.**

The 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. This declaration does not restrict any right to participate in or be present during the decision-making procedure.

No disclosures affecting impartiality were made.

### **(A) IN CAMERA MATTERS**

There were no in camera matters brought forward, and no in camera meeting was held.

### **(B) ADOPTION OF MINUTES**

- a) Regular Board Meeting, May 10, 2018.

**18-06-02** M/S Directors Brown/Hall that the May 10, 2018 minutes be adopted as read.

**CARRIED**

While reviewing the minutes, the Board commented that they were clear. Chair Sayers mentioned that the date needs to be changed from April 26, 2018 to May 10, 2018 on the first page of the minutes.

## **PART III – LOCAL GOVERNANCE**

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

#### **ADMINISTRATIVE SERVICES**

#### **(a) Chief Administrative Officer Report, Verbal Report.**

CAO Kirk provided a verbal report, noting that most items are covered in the agenda package. She noted that several resolutions from the April meeting have not been completed, nor have all resolutions from the May board meeting. She will hopefully provide a written update for the July meeting. There were no comments or questions to CAO Kirk.

#### **(b) UBCM Procedures for Submitting Resolutions to UBCM**

Local governments may submit resolutions directly to UBCM (and not necessarily through area associations) prior to June 30<sup>th</sup>.

**18-06-03** M/S Directors Hall/Brown that the Procedures for Submitting Resolutions to UBCM be received.

**CARRIED**

**(c) Revised Equalization Strategy**

**18-06-04** M/S Directors Hall/Brown that the Revised Resolution with suggested revisions in Bold be received. **CARRIED**

**(d) Original CCRD “Equalization Strategy” Resolution**

**18-06-05** M/S Directors Brown/Hall that the Original CCRD Equalization Strategy dated February 09, 2018 be received. **CARRIED**

The Chief Administrative Officer noted that the “original” version of the strategy resolution was sent to the Association of Vancouver Island and Coastal Communities. Since then, through a series of workshops and input from others such as the Union of BC Municipalities, the resolution has taken on a very different look, and now includes suggested amendments.

Director Hall spoke to the engagement with the Heiltsuk Tribal Council and noted he would to see stronger words put into the Equalization Strategy. CAO Kirk mentioned that the regional district extended a request to meet with HTC in Bella Bella when they accompanied the Red Cross to the Community to discuss wildfire supports and initiatives. In order to have the support of the Heiltsuk Tribal Council, several revisions are proposed. The CAO noted that it was felt that the language was not strong enough and that there was no recognition of self-determination, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) or the Truth and Reconciliation Commission’s Call to Action. There was also concern about the exclusion of Non-Treaty First Nations under the *Local Government Act*.

The CAO and other board members expressed regrets that Director Johnson couldn’t join the discussion, since he had been instrumental in originally having the stronger language inserted in the document. CAO noted that Chief Slett had expressed interest in the dates for the Union of BC Municipalities convention this fall. There was discussion as to whether a revised resolution might result in Heiltsuk Nation agreeing to stand with the Regional District for the presentation of the resolution at UBCM.

After considerable discussion, the board agreed that they would still like to attempt to generate a revised resolution in time for submission to the UBCM prior to the June 30<sup>th</sup> deadline. A formal request for an audience with the Nuxalk Nation will be made. Director Hall will ensure that the matter is included on the agenda for the next Heiltsuk Tribal Council meeting on June 20<sup>th</sup> and Chair Sayers may be available to attend by telephone.

A workshop will be held on June 19, 2018 at 6pm for further discussion on a revised strategy resolution with the hopes that it will be ready in time for presentation to both the Nuxalk Nation and to the Heiltsuk Tribal Council.

**18-06-06** M/S Brown/Hall that a Special Board Meeting be scheduled for June 29<sup>th</sup> at 10:00am for the purposes of endorsing a new resolution on the Equalization Strategy to present to the Union of BC Municipalities, and for consideration of adoption of the Elections Bylaw.. **CARRIED**

## **PART II – PUBLIC CONSULTATION**

### **(B) Delegations**

#### **(a) Royal Canadian Mounted Police, Sgt Skolrood**

Sgt. Rick Skolrood from the Bella Coola RCMP Detachment joined the meeting at 10:20am and provided updates on statistics related to property crime, substance abuse, assaults, impaired drivers, prisoners, traffic enforcement and school presentations. Overall, he noted an improvement in crime rates year over year. He also shared RCMP goals for 2018. Sgt. Skolrood spoke to the recent incident of an armed and barricaded individual and as well to the communications infrastructure in the Bella Coola valley on June 10<sup>th</sup> and 11<sup>th</sup>.

Sgt Skolrood will be in touch with the regional district again to discuss initiatives associated with emergency preparedness.

Discussion ensued with board members on communication equipment and processes, highlighting the challenges that had taken place in emergency communications due to a downed powerline. It was noted that in the event of a power outage, the upper valley (982) could still reach emergency services through the local ambulance service and the lower valley (799) residents could still contact the RCMP. The Ambulance service was in contact with the RCMP during the communication failure and methods need to be used to let people know that this was available.

Sgt. Skolrood left the meeting at 11:00am.

### **RECESS**

A recess was taken from 11:00 to 11:10am.

#### **(b) Disaster Management, BC Wildfire Response, Jon Jackson – Operations Manager, Canadian Red Cross update on 2017 BC Wildfire response efforts Red Cross Community Partnerships**

Jon Jackson from the Canadian Red Cross joined the meeting at 11:10am and presented a PowerPoint update on the 2017 BC Wildfires. It contained an overview of programs and services which included support to individuals and families, community partnerships, support to small business and programs in development. A copy of the presentation is available at the CCRD office.

On a question from Chair Sayers regarding trauma support, Mr. Jackson noted that the Red Cross is always seeking volunteers and there is a section on the website. Disaster programming runs continually and a 24 hour hotline can activate the network.

The Red Cross delegation left the meeting at 11:40am.

**PART III – LOCAL GOVERNANCE CONT'**

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

**(e) Call for Nominations for UBCM Executive**

**18-06-07** M/S Directors Hall/Brown that the Call for Nominations for UBCM on July 31, 2018 be received. **CARRIED**

The deadline for nominations to the UBCM Executive is July 31<sup>st</sup>. This matter will be brought forward for further consideration to the July 19<sup>th</sup> meeting of the board.

**(f) Late Item (a) – Directors Remuneration Expense Form**

**18-06-08** M/S Directors Hall/Brown that the Directors Remuneration & Expenses Claim Form, a copy of Remuneration Bylaw No. 477, 2017 and the Request for Decision for additional Director remuneration be received. **CARRIED**

The Chief Administrative Officer noted the simplified claim form for the benefit of the directors. Board members did not have any comments on how to improve the form.

**RECESS**

A recess was taken from 11:55am to 12:40pm.

**Late items cont' – Election and Assent Voting Bylaw No. 482, 2018**

**18-06-09** M/S Directors Brown/Hall that Bylaw No 482, 2018 cited as the “Election and Assent Voting Bylaw No. 482, 2018” be now introduced and read a first time. **CARRIED**

**18-06-10** M/S Directors Hall/Brown that Bylaw No 482, 2018 cited as the “Election and Assent Voting Bylaw No. 482, 2018” having been given due and detailed consideration by the Board be now read a second and third time. **CARRIED**

This bylaw will be brought forward for adoption to the Special Board Meeting on June 29, 2018.

**Late items continued – Appointment of Chief Election Officer and Deputy Election Officer**

**18-06-11** M/S Directors Brown/Hall that the Board of Directors of the Central Coast Regional District appoint Chief Administrative Officer Courtney Kirk to serve as Chief Election Officer and appoint Nuxalk Nation Administration Governance Intern Evangeline Hanuse as Deputy Chief Election Officer for the 2018 (Local Government) elections. **CARRIED**

It is noted for clarity that the Local Government elections also include Trustee elections for School District No. 49.

Oaths of office were signed and read by Courtney Kirk and Evangeline Hanuse.

**Late items cont' – Agreement with School District #49 and 2018 Elections**

- 18-06-12** M/S Brown/Hall that the Board of Directors of the Central Coast Regional District authorize Administration to enter into an election cost sharing agreement with School District No. 49, to be executed by Chair Alison Sayers and CAO Courtney Kirk in order to facilitate CCRD undertaking the 2018 Trustee Elections for School District No. 49 and recover any additional costs incurred by CCRD in conducting Trustee Elections.

**CARRIED**

**FINANCIAL SERVICES**

**g) Request for Decision – Company Credit Card**

- 18-06-13** M/S Directors Brown/Hall that the Board of Directors of the Central Coast Regional District authorize application for a company credit card with a credit limit of \$25,000 with the Williams Lake & District Credit Union.

**CARRIED**

**h) Action taken by CCRD in response to PMT's 2017 audit findings in CCRD's internal controls**

- 18-06-14** M/S Directors Brown/Hall that the "Action Taken by CCRD" in response to the auditor's recommendations from the 2017 audit findings be received.

**CARRIED**

**i) Statement of Financial Information (SOFI) Report**

- 18-06-15** M/S Directors Hall/Brown that the Statement of Financial Information (SOFI) prepared by the Financial Management Services Provider pursuant to the Financial Information Act (FIA) for the year ended December 31, 2017 be approved and submitted to the Ministry of Municipal Affairs and Housing.

**CARRIED**

**j) Request for Decision - June 21, 2018 National Indigenous Peoples Day Statutory Holiday**

- 18-06-16** M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District authorize the approval of June 21, National Indigenous Peoples Day, as a paid holiday for CCRD staff.

**CARRIED**

## **OPERATIONS**

### **(k) Operations Managers Report dated June 7, 2018**

Operations Manager, Ken McIlwain joined the meeting at 12:55pm.

**18-06-17** M/S Directors Brown/Hall that the Operations Managers Report be received.

**CARRIED**

The meeting was interrupted to deal with batteries on the recorder, and resumed at 1:07pm.

The Operations Manager reported he is receiving questions from the public as to when the recycling centre will be open. He explained that the fencing first needs to be completed, and this is mostly subject to contractor availability. The spring cleaning weeks went well and kept the crews busy. Recycling BC has announced a new pilot project initiative that will see items such as potato chip bags and the bags from the inside of cereal boxes included in the recycling program. He thanked the Squamish Lillooet Regional District for their assistance with the new public education pamphlet that has recently been distributed in the Bella Coola valley.

The swimming pool opened in the second week of May this year and with the great weather, the schools were able to take advantage and brought several classes to the facility. Anne Ehrlich has begun working with the pool commission on design options for the pool rehabilitation project, which centre primarily on washroom and change rooms. Trail closures continue in and around Snootli Park due to the work being done in support of the obstacle removal at the Bella Coola Airport.

The Operations Manager thanked Ana Santos from the Central Coast Chamber of Commerce for assisting with the facilitation of the public meeting on Denny Island related to the proposed water system. About 30 people attended the meeting, which included Jacob Scissons from Urban Systems. A round table session included some technical aspects of the system including capital and operating/maintenance costs and how best to structure user fees.

The Operations Manager left the meeting at 1:23pm.

## **LEISURE SERVICES**

### **l) Centennial Pool Commission minutes, dated May 29, 2018**

**18-06-19** M/S Directors Brown/Brooks that the Centennial Pool Commission Meeting Minutes dated May 29, 2018 be received as read.

**CARRIED**

## **PROTECTIVE SERVICES**

### **(m) Emergency Management Report, Verbal Update**

CAO Kirk reported that the Emergency Operations Centre was activated for monitoring purposes as a result of spring runoff and freshet and has now been deactivated.

She reported on the house fire on June 10<sup>th</sup> and noted that the regional district was able to provide 72-hour emergency social services support to the family.

The Justice Institute will be in the valley on Tuesday and Wednesday of next week (June 19 & 20) to provide Emergency Social Services (ESS) and Emergency Operations Centre (EOC) training. The college will be handling the registrations.

Funding has been secured for three years for a shared Emergency Program Coordinator (EPC). The CAO is working on an administrative partnership agreement with Nuxalk Nation Administration and a meeting has been set for June 18<sup>th</sup> to discuss a job description and other details. Evangeline Hanuse has been retained by the Nuxalk Nation, and her position is being sponsored by funding from Northern Development Initiative Trust (NDIT). She is currently working at the regional district and will be working on emergency program logistics and on implementing some of the regional district grant funding from other sources.

The CAO travelled with Director Brown, the Red Cross and the (Wildfire) Recovery Manager, Jessie MacDonald to Bella Bella to discuss partnership options. The Wildfire Recovery Manager position will be ending on June 30<sup>th</sup> and the Recovery Plan will be adopted in July. Jessie will continue to work with the regional district as she has been retained as the Grant Writer, a position partially funded by another grant from NDIT.

Director Hall commended the CAO's efforts regarding the emergency program and noted that he appreciated the relationship development with the Heiltsuk Tribal Council. Chair Sayers thanked all for their good work.

**(n) Update and Information to apply for Red Cross Administrated Support for Small Business and First Nations Cultural livelihoods impacted by 2017 wildfires**

**18-06-20** M/S Directors Brown/Hall that the May 24<sup>th</sup> letter regarding Central Coast Support to Small Business Extension letter from the Red Cross, be received. **CARRIED**

CAO Kirk advised the Board that it is an information piece for the Board. There is a special extension for small business, First Nations Cultural Livelihood and Not for Profit Program for Bella Coola and the Outer Coast. The deadline of May 31<sup>st</sup> has been extended until June 29. Director Hall noted that there may be a 2<sup>nd</sup> visit to Bella Bella by the Red Cross.

**TRANSPORTATION SERVICES**

**(o) Transportation Report, monthly report dated June 7 , 2018**

**18-06-21** M/S Directors Hall/Brown that the Transportation Monthly Report be received. **CARRIED**

The Operations Manager joined the meeting at 1:35pm

The Operations Manager updated the Board of Directors on the progress of the Bella Coola Airport obstacle removal project. The falling will be substantially complete by the end of the week, but there is some tree topping that will take place in early July. They are working hard to meet the July

deadline for recertification from Transport Canada, but there is still more paper work and surveying that must be done. However, with the progress to date, Pacific Coastal Airlines may be able to adjust their limitations after the Obstacle Limitation Survey is completed, regardless of the regional district's recertification from Transport Canada.

Trail, lot, cultural and greenspace development is progressing with the funding assistance from the Rural Dividend.

A successful meeting was held with the Nuxalk Nation Council in mid-May regarding proposed development at the airport.

In response to a question from Director Brown, the Operations Manager noted that most of the timber was not suitable for bark stripping. The merits of falling timber vs tree topping were discussed.

The Operations Manager left the meeting at 1:51pm.

## **(D) EXECUTIVE REPORTS**

### **(p) Chair and Electoral Area C Report –**

The Chair updated the Board on her meeting with Marine Plan Partnership (MaPP) and the Central Coast Regional Indigenous Alliance and noted that there will be no in-person meeting prior to the October local government elections. She urged consideration of the regional district's continued participation in the Marine Partnership, especially as it relates to economic development interests. Thought needs to be given to embed, this participation at a staff level, as opposed to board membership.

The provincial government has notified local governments of their attendance at the Union of BC Municipalities annual convention in September. The scheduling of appointments with various ministries appears to be on a first come, first served basis. This should be included on the meeting agenda for June 29<sup>th</sup>. July 13<sup>th</sup> is the deadline to request a meeting with Minister Robinson.

### **(q) Electoral Area Reports**

#### **Area A**

No report.

#### **Area B**

For the most part, Director Hall's issues and interests were discussed during the course of the meeting. He commended the regional district and the board of directors on their interest in building relationships, and noted that an impact had been made at the Council level. All communities should have a voice.

The Chief Administrative Officer noted the difficulty with the board remuneration practices and policies relating to travel to and from electoral areas A & B in order to attend meetings of the board. She requested that the board provide thoughts and guidance regarding the additional costs of

accommodation and meals. Is/should the focus be on austerity or certainty? Significant discussion ensued as to the merits of attendance versus the costs, as well as the best methods of travel. When only one director is travelling from the outer coast, it is less expensive to book the scheduled flights from Bella Bella to Vancouver and then to Bella Coola. It has been difficult for staff to answer these questions and make decisions regarding travel due to the serious costs of air charters. Other factors to consider include the weather and video conferencing. It was generally agreed that there is not a clear solution and a balance must be sought for in-person attendance and the costs. Due to the amount of significant issues the regional district is currently dealing with, this is probably a matter which should be more seriously considered and delved into after the October elections. Additionally, it was noted that an outer coast delegation was not able to attend this meeting due to the fact that there were two overnights, which may have been cost prohibitive. There is a need and an interest in providing an audience to the public, and again, the CAO requested the board consider certainty or austerity in order for staff to make these types of decisions. It was agreed that director travel for the months May to September should be same day except where workshops or other collaborative meetings can be scheduled to coincide with the regular board meeting.

**18-06-22** M/S Directors Brown/Brooks that the board of directors approve the extraordinary expenses for Electoral Area B Director's travel cost for the June 14, 2018 meeting which include meals and accommodation for the day before the meeting and the day after the meeting, including remuneration for travel days. **CARRIED**

**18-06-23** M/S Directors Sayers/Brown that the Director travel and remuneration for the July board meeting include travel and related expenses on the day before and the day after, and that it be discussed further at that time. **CARRIED**

The CAO noted that there will need to be amendments to the Procedures Bylaw in order to change the scheduling, such as (say) 4 meetings face-to-face that would require travelling and the rest of the 6 meetings over tele-conference.

### **Area D**

Alternate Director Brown shared his concerns regarding the house fire that took place on June 10, 2018. Unfortunately the fire occurred during the time when the valley's communication systems had been shut down from a power failure.

Director Brown noted his attendance at the meeting with the Bella Coola Harbour Authority. There were 2 positions on the board whose terms had expired, and the two incumbents were re-elected by acclamation.

Director Brown cited a conflict of interest and left the meeting.

**18-06-24** M/S Directors Hall/Brooks that Director Brown be remunerated for 4.5 hours for his local work assignment while attending the meeting of the Bella Coola Harbour Authority. **CARRIED**

Director Brown re-joined the meeting.

**Area E**

No report.

**(F) BYLAWS AND POLICIES**

**(a) Request for Decision – A-2 – Office Hours & Period of Closure**

**18-06-25** M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District review and approve Policy A-2, Office Hours & Periods of Closure, as amended. **CARRIED**

**(b) Request for Decision - A-13 - Entrance Window Advertising Policy update**

**18-06-26** M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District review and approve Policy A-13, Entrance Window Advertising, as amended. **CARRIED**

**(c) Request for Decision – A-31 – Bylaw Development and Reviews Policy update**

**18-06-27** M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District review and approve Policy A-31, Bylaw Development and Reviews Policy update, as amended. **CARRIED**

**(d) Bylaw 481, Bella Coola Valley Parks & Recreation Rates & Charges**

**18-06-28** M/S Directors Brown/Hall that Bylaw No. 481 cited as the “Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 481, 2018” be introduced and read a first time. **CARRIED**

**18-06-29** M/S Directors Hall/Brown that Bylaw No. 481 cited as the “Bella Coola Valley Parks and Recreation Function Rates and Charges Bylaw No. 481, 2018” having been given due and detailed consideration by the Board be now read a second and third time. **CARRIED**

**(F) ADJOURNMENT**

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

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Chair

\_\_\_\_\_  
Chief Administrative Officer