



CENTRAL COAST REGIONAL DISTRICT
DRAFT REGULAR BOARD MEETING MINUTES

DATE: April 26, 2018

ATTENTION

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

Board Meeting
MAY 10 2018
CCRD ITEM B(a)

REGULAR BOARD MEETING MINUTES – April 26, 2018

In Attendance: Electoral Area A Director, Frank Johnson *by phone
 Electoral Area B Director, Travis Hall *by phone
 Electoral Area C Chair, Alison Sayers *by phone
 Electoral Area D Alternate Director Gary Brown
 Electoral Area E Director, Samuel Schooner *by phone

Excused: Electoral Area D Director Richard Hall

Staff: Chief Administrative Officer Courtney Kirk
 Financial Manager Donna Mikkelson *by phone
 Operations Manager Ken McIlwain
 Recording Secretary Destiny Mack

Guests: PMT Chartered Professional Accountants LLP

PART I - INTRODUCTION

1. Call to Order

The Chair called the meeting to order at 10:08 am and acknowledged the meeting was taking place in the unceded territory of the Nuxalk Nation for those teleconferencing from within Nuxalk territories.

2. Adoption of Agenda

18-04-01 M/S Directors Johnson/Brown that the agenda be adopted as amended. **CARRIED**

3. 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.

4. 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.

PART II – LOCAL GOVERNANCE

Financial Services

a) Audit Planning

18-04-02 M/S Directors Johnson/Brown that the Audit Planning Letter be received. **CARRIED**

The Financial Manager discussed the content of the audit planning report and the Auditors clarified that no further business is required of the audit planning letter.

b) Audit Findings

18-04-03 M/S Directors Johnson/Brown that the Audit Findings be received. **CARRIED**

The Auditors were invited to comment on their findings. The Auditors related that with limited numbers of staff, controls and check-and-balances could become challenging. The Auditors recommend that to reduce potential for fraud, the accounting function should be better spread through the organization. The main issue identified is that whoever is receiving payments at the front be a different person from the person who records the payment that's been received and a different person again look over reconciliations at the bank. A need for cross-training was emphasised.

The directors discussed the first of the auditors' recommendations and asked clarifying questions.

At the Chair's request, the CAO outlined that Administration is currently short staffed and continues efforts to fill positions. As new staff come on, Administration will prioritise better segregation of roles and cross-training to ensure bookkeeping functions continue seamlessly irrespective of staff absences.

The Auditors outlined their third recommendation that deals with items that were sold outside of the Region's policies. The Auditors recommend that staff review policies and procedures to ensure that they are familiar with what is in place.

The Auditors provided a fourth recommendation respecting purchasing limits. Staff members are required to seek approvals for expenditures above their spending limit in advance of issuing payment.

At the request of the Chair to speak to the findings, the CAO assured that staff will be asked to review the audit findings and discuss internal steps to address the findings. In addition, a review of the procurement policy is underway that should accelerate when a new CFO comes on. Director Hall suggested a periodic review of the financial management policies by the staff. Administration agreed this was a good idea to implement.

c) Consolidated Financial Statements

18-04-04 M/S Brown/Schooner that the Consolidated Financial Statements (Date) be received.
CARRIED

The auditors discussed the 2018 consolidated financial statements, including auditing requirements and standards, and reviewed their audit opinion. The Auditors summarised the actual financial statements verbally for the Board.

Director Schooner left the meeting at 10:35 am.

Director Johnson asked if there was carry-over from the year before on the statement of operations. The Financial Manager indicated that the biggest piece was from the grants received for the airport, as actual completion deadlines were not until March 2018, so some of the financials were deferred until 2018.

The Directors thanked the auditors for their presentation and the Financial Manager for her work on the audit.

18-04-05 M/S Johnson/Hall that the 2017 Consolidated Financial Statements be approved.
CARRIED

A Recess was called at 10:42 am

The meeting moved to the Regional Hospital District Board meeting.

The meeting resumed at 11:05 am

Governance

(A) ADOPTION OF MINUTES

a) Regular Board Meeting, March 29, 2018.

18-04-06 M/S Directors Brown/Hall that the March 29, 2018 minutes be adopted as read.
CARRIED

(B) Development Services

18-04-07 M/S Directors Hall/Brown that the request for decision for a Contribution Agreement between the Denny Island Community Development Association and the Central Coast Regional District dated April 29th 2018 be received.
CARRIED

18-04-08 M/S Directors Johnson/Hall that the Board of Directors of the Central Coast Regional District create a contribution agreement with the Denny Island Community Development Association/Central Coast Chamber of Commerce for up to \$5000 to support the

marketing and rebranding initiative in order to support resident attraction, local business retention and expansion, and promoting the community to travelers.

CARRIED

(C) Operations

18-04-09 M/S Directors Hall/Johnson that the request for decision for 2018 Spring Cleaning Event be received.

CARRIED

Administration discussed and apologized for an error in communication that lead to the Nuxalk Nation advertising the spring clean-up event in the flyer that was distributed to the community that morning in advance of seeking the Board's approval on the resolution.

Director Johnson requested clarification on financial implications of the proposed event which Administration answered through reference to the report. Chair Sayers asked for clarification on proposed dates which was provided as May 14th -19th (downtown) May 28th - June 1st (4-Mile).

18-04-10 M/S Directors Brown/Johnson that the Board of Directors of the Central Coast Regional District approve administration to develop and implement a schedule that will provide for two weeks of extended operating hours for Thorsen Creek Waste and Recycling Centre and that tipping fees as set out in Bylaw 348, be reduced by 50% for all properly sorted loads of residential waste during this same time period, and furthermore, that in the event of extenuating circumstances, Administration is granted the flexibility to apply the reduced rate to additional days of operation and add days of operation in order to ensure the successful completion of the spring cleaning event.

CARRIED

(D) EXECUTIVE REPORTS

a) Electoral Area Reports

Area A – Director Johnson

Director Johnson provided a brief update on Wuikinuxv's hydro project and indicated the grand opening is coming up in May. Director Johnson also expressed concern about wellness challenges in the community from drug and alcohol addictions. He indicated that bears are still in hibernation.

Director Johnson then updated the Board on exploratory conversations he'd been having regarding the possibility of representatives of the CCRD attending the upcoming WKNTC AGM (June 2018) to present on the equalization strategy and seek a support resolution. Director Johnson sought a resolution as follows from the Board of Directors to support Administration in pursuing a potential invite to the meeting.

Director Schooner rejoined the meeting at 11:15 am.

18-04-11 M/S Directors Johnson/Hall that the CAO do a presentation to WKNTC regarding Regional District services, CCRD equalization strategy and other topics of interest.

CARRIED

Director Schooner indicated that it is important to ensure that a member of the Board of Directors is present at the meeting. Chair Sayers asked for confirmation from Director Johnson as to whether he planned to attend. Director Johnson confirmed he would be attending. Chair Sayers thanked Director Schooner and echoed the importance of the presence of a Board member at any function the CCRD is attending with other elected officials.

Chair Sayers asked for clarification on potential dates. The CAO indicated that the AGM is scheduled for June 6-7th. Possible transportation was discussed. Director Schooner indicated his hope that the Chair, or himself, or Director Hall might also travel to the AGM given Frank would be serving his concurrent role as Chief of Wuikinuxv at the AGM. Chair Sayers clarified a portion of the earlier meeting discussion Director Schooner may have missed where Board members were invited to remain on the line after the meeting adjourned to discuss schedules and logistics respecting possible upcoming travel dates in May and June to represent the Region as elected officials.

b) Chair and Electoral Area C Report

Chair Sayers shared her perspective on the great success of AVICC and commended the Board for its decision to have the full Board attend together as a team. Chair Sayers emphasised the impact the CCRD made through attendance at the Electoral Area Directors' forum at AVICC and the consequential outpouring of support for the equalization strategy. Chair Sayers reflected on the [emotionally] moving time when that particular body said 'well let's get a resolution on the floor' and the overwhelming support for the resolution from the AVICC body as a whole that essentially directed the AVICC Executive to advocate on the equalization strategy.

Chair Sayers emphasised that it is great that there are entities outside the CCRD that want to help, such as the Alberni Clayquot Regional District whose Chair John Jack, seasoned Director Tony Bennett and CAO propose a conference call to explore ways that the ACRD might help in moving the equalization strategy forward, as the ACRD Board overwhelmingly supported the collaboration toward moving the equalization strategy forward during their last meeting.

Chair Sayers shared that elected officials from the village of Port Hardy indicated they want to help. Chair Sayers related that an elected official from AVICC approached her and shared that the particular concept of the equalization strategy was the most powerful thing he has seen come to the floor of an AVICC conference ever.

Chair Sayers emphasised that the CCRD has hit on something big and that other local government officials are relieved to have someone finally identify the problem correctly and give everybody the vocabulary and the means to discuss it in a way that is much more honest than what has been going on over the decades as to what the problem is, and further that we have offered a solution. Chair Sayers thanked everyone for their work, and emphasised this is an indication of how hard everyone has worked on the strategy and refining the language to share it so there is just the right detail to not overwhelm.

Chair Sayers also shared details of the meeting she arranged with Minister Robinson which the Alternate Director Brown and the CAO attended just before AVICC. Minister Robinson provided some clear direction as to what she needs from the CCRD before she would be willing to advance the concept to Cabinet.

Chair Sayers expressed a special thank you to the community for all their work in making the Lieutenant Governor's visit a success. Chair Sayers acknowledged all the work by the staff and community in making her visit so clearly memorable.

c) Electoral Area Reports continued

Area B – Director Hall

Director Hall expressed that he wished to echo the sentiments of the Chair with respect to the AVICC and the work that was done. Director Hall shared that elected officials have also been in communication with him as to seeking ways to offer support. Director Hall wanted to ensure that a presentation is brought to Heiltsuk Tribal Council, both with respect to equalization and the joint emergency management planning that is being discussed in other communities. Director Hall hopes to see some momentum and success growing from those efforts. Director Hall emphasised there is much work to be done yet on the advocacy pieces and offered appreciation for the commitment by the Board of Directors and staff. Director Hall is looking forward to what comes next with respect to further relationship building within the communities of the region.

Area D – Alternate Director Brown

Alternate Director Brown expressed that he also wished to echo the sentiments expressed about all the work that was done at the AVICC and everything that is going on with the advocacy work and the partnerships that the Board is trying to promote in moving forward.

Area E – Director Schooner

Director Schooner expressed that he was quite moved by the Chair's words and acknowledged the hard work taking place through the organization including the work of the CAO and Administration in spite of being strained for human resources. Director Schooner shared he can see the product of the advocacy work happening all around and congratulated the work of Director Hall and the Chair, and everyone else in making the whole thing come together. Director Schooner expressed it's been a big team effort and that's what we are all about at the CCRD. Director Schooner emphasised the importance of going to visit the Heiltsuk Nation and share further the vision and details of what the CCRD is doing and what the Board is accomplishing, and that we are not done yet looking ahead to the outcomes of the AVICC work and what may come with UBCM.

(E) BYLAWS AND POLICIES –

a) Bylaw 480 Centennial Pool Rates and Charges 2018

18-04-12 M/S Directors Johnson/Hall that the Request for Decision Bylaw 480 Centennial Pool Rates and Charges 2018 be received.

CARRIED

The Chair reviewed the recommendations contained in the report. The Chair asked Administration to speak to the recommendations. The Operations Manager brought attention to some ambiguity in the track changes version of the proposed bylaw. Details of the proposed bylaw were clarified and reviewed.

18-04-13 M/S Directors Johnson/Brown that Bylaw 480, cited as "Centennial Pool Rates and Charges Bylaw 480, 2018" having been given due and detailed consideration by the Board be now read a second and third time.

CARRIED

18-04-14 M/S Directors Hall/Johnson that Bylaw 480, cited as "Centennial Pool Rates and Charges Bylaw 480, 2018" having been reconsidered and having met all prerequisites for final adoption, be now finally adopted, sealed and signed by the Chair and the Person responsible for corporate administration.

CARRIED


b) Policy A-12(b) Centennial Pool – Pay Scale amendments

18-04-15 M/S Directors Hall/Brown that the Board of Directors of the Central Coast Regional District adopt Policy A-12(b) Centennial Pool – Pay Scale as amended. **CARRIED**

It was discovered that an administrative error had occurred and that the policy amendments were missed for inclusion in the publicly posted agenda package. However, as the item was a carry-over from the March 29, 2018 board meeting the proposed amendments to the policy were already publicly available by referring to the March 2018 public agenda package. Copies of the proposed amendments from the March 2018 meeting were redistributed to the Board. Administration and the Board discussed whether the policy amendments could be deferred to the May board meeting. Given work was beginning at the pool, the importance of considering the policy amendments here and now at the April board meeting was emphasised. The Board and Administration then discussed details of the proposed new position and pay scale adjustments, as detailed in the proposed policy revisions. Director Johnson sought clarification as to whether criminal record checks were done for pool employees. Administration confirmed that criminal record checks are done.

(G) ADJOURNMENT

There being no further business the meeting was adjourned at 11:55 am.


Chair


Chief Administrative Officer