



Central Coast

REGIONAL DISTRICT

That we may be good people together

REGULAR BOARD MEETING MINUTES

DATE: September 9 & 10, 2020



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 – September 9 & 10, 2020 via videoconference

In Attendance:	Electoral Area A Electoral Area B Electoral Area C Electoral Area D Electoral Area E	Director Daniel Bertrand Director Travis Hall Director Jayme Kennedy Director Lawrence Northeast Chair Samuel Schooner
Staff:	Chief Administrative Officer Operations Manager	Courtney Kirk Ken McIlwain (portion)
Special Guests:	Special Presentation Delegation	Alison Sayers, Sayers Consulting Services Tony Norton, Fire Chief, HWID

PART I – INTRODUCTION

1. Call to Order

Chair Schooner called the meeting to Order at 9:24 a.m. on September 9, 2020 and acknowledged the chairing of the meeting was taking place from the unceded territory of the Nuxalk Nation.

2. Adoption of Agenda

20-09-01 M/S Directors Kennedy/Northeast THAT the agenda be received. CARRIED

20-09-02 M/S Directors Kennedy/Northeast THAT the Agenda be adopted as presented. 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.

No disclosures of financial interests were made.

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.

(A) SPECIAL PRESENTATION

The Chair welcomed consultant Alison Sayers who presented consolidated recommended amendments to the CCRD 2019-2022 Strategic Plan arising from COVID-19 related resourcing and capacity constraints and the CCRD Board planning workshop held on July 27 & 28, 2020.

Ms. Sayers circulated the draft document which if adopted would replace the CCRD 2019-2022 Strategic Plan and using the electronic meeting screenshare feature, provided a detailed overview for the Board, page by page and section by section, of the proposed new strategic plan.

The Board discussed ensuring balance is achieved in prioritization of services and matters of interest to outer-coast constituents within the revised strategic plan and discussed concern that the plan did not reflect sufficient prioritization of outer-coast interests. CCRD capacity constraints were discussed at length and the likelihood that the pandemic would continue to impact service delivery and special grant funded project timelines through 2021. The Board expressed that the top priority reflected in the plan should be maintaining existing service levels and regulatory compliance. The Board suggested that what was needed was more clarification between those items of necessity and preference within the plan or put another way those matters that are Board priorities as opposed to institutional priorities.

Ms. Sayers was asked to incorporate some revisions into the document to highlight specific strategic priorities of direct relevance and interest to outer-coast constituents. The Board discussed interim adoption of the new strategic plan with final adoption take place in October after the requested amendments are reviewed.

20-09-03 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District adopt the CCRD 2019-2022 Strategic Plan amendments on an interim basis to be revisited at a future meeting with proposed revisions incorporated for further feedback and final adoption by the Board . **CARRIED**

The Board recessed at 11:09 am.

The Chair resumed the meeting at 11:24 am.

20-09-04 M/S Directors Kennedy/Bertrand THAT the meeting be closed to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party. **CARRIED**

The Chair closed the meeting to the public at 11:26 am.

The regular public meeting resumed at 12:12 pm.

Release from in-camera:

20-09-05 THAT the Board of Directors of the Central Coast Regional District release to the public the confirmed meeting schedule with provincial staff and ministers. **CARRIED**

The Chair recessed the meeting at 12:15 pm.

The meeting resumed at 1:23 pm.

Part II – Public Consultation

1. Delegation

a) Mr. Tony Norton, Fire Chief, Hagensborg Fire Department

The Chair welcomed Mr. Norton and invited him to begin his presentation.

Mr. Norton relayed the circumstances by which the Office of the Fire Commissioner reached out to him to consider training and appointment as a Local Assistant to the Fire Commissioner. Mr. Norton advised that he successfully undertook the training and testing but required a letter from the CCRD Board to complete the appointment process.

Mr. Norton clarified that the primary responsibility of the Local Assistant to the Fire Commissioner is to inspect fires and report back to the Fire Commissioner. Mr. Norton further clarified that if there is a death involved, the Office of the Fire Commissioner will send in specialized inspectors. The Board inquired where his service area would extend. Mr. Norton advised that his understanding is that the geographical area of responsibility would be off-reserve areas of the Bella Coola Valley.

CAO Kirk noted that the Board should be aware of discussions taking place through UBCM regarding download efforts specifically by the Ministry of Public Safety and the Office of the Fire Commissioner with respect to inspection responsibilities in unincorporated areas. CAO Kirk further advised that the Board could consider postponing endorsement of a local appointment until further information could be gathered of implications to the Regional District, or could alternatively note in the letter a lack of interest and capacity to take on further mandate as a result of the appointment process.

The Board asked Mr. Norton to share some further information about himself. Mr. Norton advised that he was appointed Fire Chief in 2019 after the passing of the last HWID Fire Chief.

20-09-06 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District endorse the appointment of Mr. Tony Norton as a Local Assistant to the Fire Commissioner with the letter of support noting CCRD capacity constraints should any download of Fire Commissioner responsibilities onto CCRD be implied as a consequence of said endorsement. **CARRIED**

The Chair offered Mr. Norton congratulations and thanks for his hard work in successfully completing the course and 7-day exam.

Part 1 (B) ADOPTION OF MINUTES

a) Regular Board Meeting July 09, 2020

20-09-07 M/S Directors Kennedy/Northeast THAT the minutes from the July 9, 2020 Board Meeting be received. **CARRIED**

20-07-08 M/S Directors Kennedy/Northeast THAT the July 9, 2020 minutes be adopted as received. **CARRIED**

b) Special Meeting July 27 & 28, 2020

20-09-09 M/S Directors Kennedy/Bertrand THAT the minutes from the July 27 & 28, 2020 Special Meeting be received. **CARRIED**

20-07-10 M/S Directors Kennedy/Northeast THAT the minutes from the July 27 & 28, 2020 Special Meeting be minutes be adopted as received. **CARRIED**

c) Special Meeting August 10, 2020

20-09-11 M/S Directors Kennedy/Bertrand THAT the minutes from the August 10, 2020 Board Meeting be received. **CARRIED**

20-07-12 M/S Directors Kennedy/Northeast THAT the minutes from the August 10, 2020 Board Meeting be adopted as received. **CARRIED**

** Note: It was discovered through the course of the meeting that an administrative error had taken place and unedited draft versions of the July 9, 2020, July 27 & 28, 2020 and August 10, 2020 Board meeting minutes had been mistakenly received and adopted. When the error was identified later in the meeting, the Board rescinded the above adoption of minutes and adopted the corrected final versions as noted further below.*

PART III – LOCAL GOVERNANCE

(A) BYLAWS AND POLICIES

a) Bylaws for Review, Revision, Rescind or Adoption

1) Bylaw No. 497 Board Meeting Procedures Bylaw

20-09-13 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives Bylaw 497 Request for Decision. **CARRIED**

20-09-14 M/S Directors Bertrand/Kennedy THAT Bylaw 497, cited as the “Central Coast Regional District Board Meeting Procedures Bylaw No. 497, 2020” having been reconsidered and having met all prerequisites for final adoption be now finally adopted and sealed and signed by the Chair and the Person responsible for corporate administration. **CARRIED**

(B) OPERATIONS UPDATES & POLICY MATTERS ARISING

ADMINISTRATIVE SERVICES

(a) Special Report: CCRD 2019-2022 Amended Strategic Plan

The Chair noted this matter had been addressed earlier in the meeting during the Special Presentation.

(b) Special Report: CCRD COVID-19 Business Continuity and Services Restoration Plan Amendments since July 9, 2020

CAO Kirk noted that the late item is still in the process of being circulated by electronic means to the Board for receipt and review and requested that the matter be tabled until later in the meeting.

(c) Ministerial Order 192

(d) Circular from Ministry of Municipal Affairs and Housing August 13, 2020 Re: Update about Order of the Provincial Health Officer on Gatherings and Events and Ministerial Order 192

(e) Request for Decision: CCRD Board Meetings during COVID-19

20-09-15 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive: the correspondence from Tara Faganello, Assistant Deputy Minister and Inspector of Municipalities, Ministry of Municipal Affairs and Housing dated April 13, 2020 regarding Update and About Order of the Provincial Health Officer on Gatherings and Events and Ministerial Order M192; and Ministerial Order 192. **CARRIED**

20-09-16 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision: Ministerial Order M192 and CCRD Public Meetings. **CARRIED**

20-09-17 M/S Directors Kennedy/Northeast WHEREAS the COVID-19 pandemic continues to place capacity constraints on CCRD's governance and administration;

AND WHEREAS the CCRD Board of Directors have adopted the CCRD COVID-19 Business Continuity and Services Restoration Plan to guide CCRD operational safety for services, administration and governance for the duration of the COVID-19 pandemic;

AND WHEREAS the CCRD COVID-19 Business Continuity and Services Restoration Plan's safety guidance for the CCRD main office and board room operates to restrict congestion and maintain physical distancing thereby significantly reducing the number of individuals who may be present in the building at a given time rendering in-person open meetings unfeasible in the CCRD board room;

AND WHEREAS the Province of British Columbia 'Ministerial Order M192 Local Government Meetings and Bylaw Process' empowers local governments to decide when they are ready to safely provide in-person public attendance at open meetings;

AND WHEREAS CCRD continues to post audio recordings of public meetings on its website and provide electronic access to delegates, staff, contractors and inquiring members of the public to its open meetings held by electronic means;

AND WHEREAS CCRD is investing in new software to enhance CCRD use of electronic meetings to facilitate good governance and administrative productivity and to better effect the electronic meeting provisions of the revised CCRD board meeting procedures bylaw generally;

AND WHEREAS CCRD Administration and Governance are making best efforts to explore safe options to expand public participation in open meetings through the duration of the pandemic, including working toward potential live-streaming options;

THEREFORE BE IT RESOLVED THAT the Board of Directors of the Central Coast Regional District continue to hold its open meetings in a manner prioritizing public safety through the duration of the pandemic restricting in-person access to open meetings;

AND THAT CCRD continues to meet the principles of openness, transparency, and accessibility by providing the ability for constituents and delegates to attend public board meeting by request via electronic or teleconference means and posting recordings of public meetings on the CCRD website for public access;

AND THAT CCRD will resume in-person access to open meetings once Public Health Authority and WorkSafe BC recommendations reflect physical distancing is no longer required in response to COVID-19. **CARRIED**

(f) Request for Decision: Technology: CCRD Administration and Board to Office 365, Teams

20-09-18 M/S Directors Kennedy/Hall THAT the Board of Directors of the Central Coast Regional District receive the Special Report: Technology costs to move CCRD Administration & Board to Office 365, Teams.

CARRIED

The Board and CAO discussed high-level steps involved in the email hosting transition and features and benefits of an organizational move to Microsoft 365, particularly in light of ongoing physical distancing and other public safety requirements implicit to COVID-19.

(g) Annual Report 2019

CAO Kirk noted that the item is still in progress and despite inclusion on the agenda as a late item, is not yet available for Board review.

20-09-19 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District table the Annual Report 2019 item. **CARRIED**

The Chair recessed the meeting at 2:14 pm.

The meeting resumed at 2:23 pm.

The Board returned to Item (b) Special Report: CCRD COVID-19 Business Continuity and Services Restoration Plan Amendments since July 9, 2020 under Operations Updates and Policy Matters Arising: Administrative Services.

20-09-20 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision CCRD COVID-19 Business Continuity and Services Restoration Plan Update and the amended COVID-19 Business Continuity and Services Restoration Plan. **CARRIED**

20-09-21 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District adopt the amended COVID-19 Business Continuity and Services Restoration Plan. **CARRIED**

TRANSPORTATION SERVICES

(h) Report: Bella Coola Airport and Facilities Service Update

20-09-22 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional receive the Bella Coola Airport and Facilities Service Update. **CARRIED**

(i) Report: Denny Island Airport Operation and Facilities Service Update

20-09-23 M/S Directors Bertrand/Hall THAT the Board of Directors of the Central Coast Regional receive the Denny Island Airport Operation and Facilities Service Update. **CARRIED**

(j) Report: Denny Island Community Water System Project Update, August 2020

20-09-24 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receives the Denny Island Community Water System Project Update – August 2020 prepared by Urban Systems. **CARRIED**

The Board discussed the section of the report that notes potential delays in hydro servicing and the reasons for those delays relating to contract disputes between the electricity providers, and the relevancy of said to the upcoming advocacy meeting scheduled with BC Hydro as part of UBCM.

PUBLIC WORKS

(k) Report: Solid Waste Service Update

20-09-25 M/S Directors Northeast/Hall THAT the Board of Directors of the Central Coast Regional District receives the Solid Waste Service Update. **CARRIED**

FINANCIAL SERVICES

(l) Report: Virtual Mental Health Supports During COVID-19

20-09-26 M/S Directors Kennedy/Hall THAT the Board of Directors of the Central Coast Regional District receives the Virtual Mental Health Supports During COVID-19 report. **CARRIED**

The Chair requested that thanks and acknowledgement be passed on to Finance Manager Ye Ne Byun for an excellent job on the report.

DEVELOPMENT SERVICES

(m) Community Economic Development

i. Report: Community and Economic Development Service Update

20-09-27 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receives the Community and Economic Development Service Report. **CARRIED**

The Board asked for clarification on First Nation appetite to participate in the Ocean Falls Revitalization Committee. CAO Kirk advised that was unknown at this time, but Administration would review the status of correspondence with the Community Economic Development Officer. The Board noted the invitation could be addressed during a leadership conversation should a written response not be forthcoming

The Chair recessed the meeting at 3:03 pm on September 9, 2020.

The meeting resumed at 9:14 am on September 10, 2020.

CAO Kirk apologized for an administrative error that resulted in the Board's receipt and adoption of unedited versions of the July 9, 2020, July 27 & 28, 2020 and August 10, 2020 minutes earlier in the meeting. CAO Kirk further advised that as soon as the mistake was realized the final minutes were circulated to the Board via email and posted.

20-09-28 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District rescind the receipt and adoption of the July 9, 2020, July 27 & 28, 2020 and August 10, 2020 minutes. **CARRIED**

Receipt and adoption of the correct versions of the July 9, 2020, July 27 & 28, 2020 and August 10, 2020 minutes was tabled to the end of the meeting.

(n) **Land Use Planning**

ii. **Correspondence for Action: Letter from Shawn Meisner. Manager Major Projects and Crown Land Sales, West Coast Authorizations, West Coast Region**

20-09-29 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District receives the correspondence from Shawn Meisner. Manager Major Projects and Crown Land Sales, West Coast Authorizations, West Coast Region regarding a request for CCRD's input on how two forfeited properties or property complexes in the Bella Coola Valley should be approached for disposal. **CARRIED**

20-09-30 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District directs Administration to respond to the letter from Mr. Meisner and the Ministry of Forests, Lands, Natural Resource Operations and Rural Development thanking the Ministry for keeping the CCRD informed, reminding the Ministry of duties to safely dispose hazardous waste and encouraging the Ministry to explore the matter of affordable housing at the sites as the properties are ideally located for affordable housing development, while offering no comment on the options noted for disposal of the forfeited properties. **CARRIED**

iii. **Housing Needs Assessment – Urban Systems Update**

20-09-31 M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District receives the Housing Needs Assessment Update by Urban Systems. **CARRIED**

LEISURE SERVICES

(o) **Denny Island Recreation Commission**

i. **Commission Minutes: Denny Island Recreation Commission Minutes March 23, 2020**

20-09-32 M/S Directors Northeast/Kennedy THAT the Board of Directors of the Central Coast Regional District receive the March 23, 2020 Denny Island Recreation Commission Minutes. **CARRIED**

ii. **Request for Decision: Vancouver Coastal Health Active Communities Grant: Change of Scope**

20-09-33 M/S Directors Kennedy/Hall THAT the Board of Directors of the Central Coast Regional District receive the Vancouver Coastal Health Active Communities Grant Change of Scope Request for Decision. **CARRIED**

20-09-34 M/S Directors Bertrand/Kennedy THAT the Board of Directors of the Central Coast Regional District approve the proposed change of scope from community swimming and kayaking lessons to Trail Construction on Denny Island in two phases. **CARRIED**

(p) Centennial Pool Commission

i. Commission Minutes: Centennial Pool Minutes – August 25, 2020

20-09-35 M/S Directors Kennedy/Hall THAT the Board of Directors of the Central Coast Regional District receive the August 25, 2020 Centennial Pool Commission Minutes. **CARRIED**

PROTECTIVE SERVICES

(q) Fire Protection

i. Request for Decision: Sole Source Procurement – Firefighting Personal Protective Equipment

20-09-36 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Request for Decision: Sole Source Procurement – Firefighting Personal Protective Equipment. **CARRIED**

Operations Manager McIlwain joined the meeting and spoke to the request for decision.

The Board noted support for the volunteers' request for standardized equipment and further noted the importance of avoiding single bids as much as possible and queried whether review of the policy respecting thresholds for single bids is contemplated in the near future. CAO Kirk reminded the Board that the CCRD procurement policy was rigorously reviewed and amended earlier in their term and noted at any time the Finance team welcomes the opportunity to provide a presentation to the board on CCRD procurement and internal procedures to observe the policy.

20-09-37 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District approve administration to proceed with sole source procurement of firefighting equipment through Associated Fire Safety Equipment of Burnaby, BC for the purpose of expending the \$25,000 of grant funding awarded through UBCM Volunteer and Composite Fire Department Equipment and Training Funding Stream. **CARRIED**

Operations Manager McIlwain left the meeting.

(r) COVID-19 Response

i. Regional EOC and First Nation EOC's Shared Travel Notice

20-09-38 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the Regional EOC and First Nation EOC's Shared Travel Notice. **CARRIED**

20-09-39 M/S Directors Bertrand/Northeast THAT the Board of Directors of the Central Coast Regional District endorse the Regional EOC and First Nation EOC's Shared Travel Notice. **CARRIED**

ii. Report: United Coast Leadership Table Update – Director Bertrand – Verbal Report

Director Bertrand provided the following update.

There has been a lot of progress on the emergency medical evacuation conversations. The United Leadership Table had been meeting weekly with provincial delegates. This has been scaled back to twice a week and will be scaled back further to once a month, with the option to increase frequency should circumstances require. There hasn't been that perceived urgency in some time however that may change today with the outbreak in Bella Bella. The Ministry is very open to modelling the travel restrictions they adopted on Haida Gwaii during the outbreak there if need be.

Representatives of the provincial government have provided some documentation on medical evacuation statistics that will be available for the Board's review during the in-camera meeting, as CCRD has not yet received confirmation whether the documents may be considered public.

During the United Leadership Table call the evening before, which includes representatives from the North Coast Regional District and Council of the Haida Nation, Chair Schooner and Chief Wally Webber took part, with CAO Kirk attending for a portion to give a technical briefing. CCRD delegates had an opportunity to share information on the Financing Reconciliation initiative as well as hop-on/hop-off sea buses as other things that the United Coast Leadership Table could work on. There was interest in learning more from the table on the Financing Reconciliation piece which is quite technical. There may also be interest on the North Coast to collaborate on sea bus advocacy. There was general interest from the table to continue to keep the table alive for not just COVID-19 issues, but for other issues outside the pandemic where there is common alignment.

Chair Schooner thank Director Bertrand for his report.

iii. Director Remuneration – United Coast Leadership Table and Associated Meetings – Tabled discussion from August 10, 2020 Special Meeting of the Board – Discussion (Table)

Director Bertrand reported back to the Board on questions that had been raised during the previous meeting specific to the United Coast Leadership Table. Director Bertrand clarified that the United Coast Leadership Table is an ad hoc group of First Nation and civic governments. Director Bertrand noted his attendance at the United Coast Leadership Table meetings is predicated on the CCRD Board resolution providing him the mandate to represent CCRD interests at that table, as well as the Ocean Falls Improvement District. Director Bertrand clarified he is not empowered at the Leadership Table to represent or forward the views of First Nations, rather Chief Marilyn Slett was selected by the Wuikinuxv, Nuxalk, Kitasoo Xai'xais and Heiltsuk Nations to be their representative at the Leadership Table. Director Bertrand further clarified that there is no funding in place from the provincial government for Director Bertrand's representation of CCRD on the ad hoc group or participation in related side-table discussions. The Haida Nation has been very

graciously using its staff, conference line and video conferencing technology to facilitate the meetings. The Haida Nation has been doing all a great service and footing the bill for a part-time employee to organize all these meetings. The group raised the issue under the discussion of Financing Reconciliation noting that the provincial government really should be subsidizing work that is taking place at tables like the United Coast Leadership Table on a regular basis, to foster better relations between First Nations and civic governments.

Chair Schooner inquired whether Director Bertrand has submitted hours to Administration as part of his remuneration claim. Director Bertrand advised that while he has tracked the hours and submission is in progress, Administration is not in receipt of a detailed claim. Attending meetings has required approximately an hour a week, which has not included preparation time or side calls related to the meetings and so has actually involved much more than an hour a week.

After completing his update, Director Bertrand declared a conflict of interest as follows:

I, Daniel Bertrand, disclose that in accordance with Sections 100(2)(b) and 101(1)(2) and (3) of the Community Charter, I have a direct pecuniary interest that constitutes a conflict of interest in item (r)(3). The reason for my declaration is: the item being discussed is respecting remuneration for advocacy work I have undertaken on behalf of the Central Coast at the United Coast Table. I will leave the room during the discussion of this item, in accordance with Section 10(1) and (2) of the Community Charter.

Director Bertrand left the meeting by disconnecting from the electronic meeting.

The Board inquired of CAO Kirk if she had clarity as to whether any remuneration had been paid to date. CAO Kirk clarified she has not looked specifically but recalls remuneration paid at Board authorization for a portion of Director Bertrand's work preparing the Travel Restriction Order earlier in the pandemic and believes that is what Director Bertrand was recalling during his report.

CAO Kirk further advised that in accordance with the board remuneration bylaw, remuneration could not be paid to Director Bertrand for this work without specific Board authorization outlining the extent of remuneration authorized. CAO Kirk noted as well that the meetings attended could easily be confirmed by Director Bertrand simply appending the meeting agendas to his claim once the Board determines authorized remuneration.

The Board noted the value of Director Bertrand's participation at the United Coast Table. The Board expressed preference to consider the totalled claim to date as part of their deliberations. The Board noted the matter of preparation time and follow up work referencing Director Bertrand's report and considered whether the remuneration should be for attending the meetings themselves or should the remuneration authorization be encompassing of preparation and follow up time. The Board considered whether half a day's remuneration per hour long meeting was a reasonable level of authorization, or an allocation of an hour of preparation time to an hour of meeting time.

The Board inquired whether CCRD was entitled to emergency COVID-19 funds to compensate for Director Bertrand's time. CAO Kirk advised that generally speaking Board remuneration is not cost recoverable through EMBC. CAO Kirk clarified that this was the significance of Director Bertrand's report that the United Coast Table, which includes high level provincial representatives, including

at times ministers and deputy ministers, did not have funding to authorize costs for local government representation at the table.

The Board noted that further discussion on process for reporting on meetings and consideration of administrative attendance was needed. CAO Kirk encouraged the Board to also be clear as to the purpose of the representation to inform the Board approved mandate to expend public trust dollars. CAO Kirk explained that for each expenditure decision the Board should be clear on the purpose, what service the expenditure will provide and whether there is in fact a mandate to expend.

The Board echoed that a rationale for the participation is a necessary part of the remuneration authorization and consider that rationale in this case to be an opportunity to work with other communities, including First Nations and local governments, to advance areas of common interest. The Board also noted value in the building of relationships at an organizational level in order to benefit from the work and wisdom of other local level governments with common civic service delivery challenges.

The Board inquired of Director Hall what his role is on UBCM. Director Hall clarified some of the processes involved in the UBCM Executive decision-making. The Board queried whether UBCM could contribute to the director level expenses involved in participation at the United Coast Table, and further wondered if there was an opportunity for Director Hall to raise this matter at UBCM tables. Director Hall responded that some committee level tables may be able to consider the broader issues.

CAO Kirk reminded the Board that Director Hall's role on the UBCM executive was independent of the CCRD Board in that he is not serving directly as CCRD's representative at the UBCM Executive table, but rather is accountable to the association membership as a whole which includes every local government in British Columbia. As such, Director Hall is obligated to be mindful of conflict of interest where CCRD is concerned while he is participating in decision-making at the UBCM Executive table, as his seat was secured through the association's election process and not through CCRD designation. CAO Kirk further advised, this role is distinct from (say) Vancouver Island Regional Library Board representation where CCRD is invited by that governance body to designate a representative to take part in decision-making governing that institution and thereby specifically advance the interests of the CCRD at that table. CAO Kirk further advised that Vancouver Island Regional Library Board type representation is again distinct from CCRD participation in an ad hoc group, as the mandate and purpose of the VIRL Board is clear, the connection to CCRD service delivery and mandate is clear, the reporting and decision-making structure is clear, and the scope and purpose of CCRD's representation there is clear, which in turn simplifies board decision-making on providing a representative and what appropriate compensation levels are for that representative.

The Board considered their options for moving forward. The Board noted that the matter could be tabled until the next meeting which provide opportunity for a detailed remuneration claim to be completed, as well as time for further discussion on a reporting process.

CAO Kirk noted that Administration has begun the work of developing a policy for the Board's consideration specifically on the matter of external representation. Even an initial report on this

policy development at the next meeting may be helpful to guide the Board in undertaking decisions on this matter. CAO Kirk further reminded the Board that part of the reason that the United Coast Table and undertaking is considered ad hoc is that we do not have an effective framework for inclusive governance in British Columbia. So, the work is by necessity innovative and without the benefit of more rigorous clarity on mandate and scope. CAO Kirk further reminded that the Board has precedent in providing remuneration for Board representation in groups outside CCRD's direct service delivery.

The Board also noted that once a decision is made, it would be helpful to set a timeline for reconsideration of the policy issues so that the matter is not continually revisited at each successive Board meeting. This portion of the discussion was considered as a possible motion however a motion was not definitely made. The matter was rather effectively tabled to the next meeting.

The Chair called a recess at 11:12 am on September 10, 2020.

The meeting resumed at 11:30 am with Director Bertrand rejoining.

The Chair returned to the matter of Part III (B) (g) Annual Report 2019. CAO Kirk noted the deadline for the annual report submissions had been extended provincially to the end of August, however, Administration was still completing the last details of the report.

20-09-40 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District table the Annual Report 2019 to the October meeting.

CARRIED

GOVERNANCE

(s) Report: UBCM Minister and Provincial Staff Meeting Requests Update

The Board considered that the final meeting schedule is still in flux and tabled receipt to a later meeting to effect public reporting on the final meeting schedule.

(t) Correspondence for Information: Letter from Mike Farnworth and Selina Robinson Re: COVID-19 Related Measures Act (Bill 19)

20-09-41 M/S Directors Kennedy/Bertrand THAT the Board of Directors of the Central Coast Regional District receive the Letter from Mike Farnworth and Selina Robinson Re: COVID-19 Related Measures Act (Bill 19).

CARRIED

(u) Investing in Canada Infrastructure: Re letter from Brian Bedford

20-09-42 M/S Directors Kennedy/Northeast THAT the Board of Directors of the Central Coast Regional District receive the letter from Brian Bedford regarding the Investing in Canada Infrastructure funding opportunity.

CARRIED

(C) EXECUTIVE REPORTS

a. Electoral Area Reports

Area E and Chair Report: Chair Schooner

Chair Schooner thanked the Board and presented his verbal report as follows.

It's been a busy time of the year and it's only going to get busier. I would like to acknowledge the work the staff has been doing. There is a lot of trial and error involved given the circumstances we are operating in. I encourage the staff not to be too hard on yourselves for any mistakes. Mistakes are part of life and we learn from them. I acknowledge the work that the staff and Board are doing. Its important work, and there is not enough acknowledgement for it. Thanks to Director Hall for his dedication in serving on multiple tables in service to his community and thanks to Director Bertrand for all his work in service to the region on the leadership table. Thanks to Director Kennedy for all the work she has done through tourism bodies and continuing to navigate difficult bear encounter matters. Thanks to Director Northeast for all he does and contributions. At this time acknowledgements are important. Particularly, thanks to Matthew Wheelock for his service as Community Economic Development Officer, as he will be missed. Thanks to all.

Area A Report: Director Bertrand

Director Bertrand thanked Chair Schooner and presented his verbal report as follows.

In Area A, there is ongoing concern with barge brow. One is owned by Shearwater and the other is owned by BC Hydro, with Shearwater charging for use. BC Hydro has gated theirs. I have approached them regarding the new fencing requesting that local residents be permitted to continue using it.

There is concern locally regarding the news of the local COVID-19 outbreak in Bella Bella.

The Chair thanked Director Bertrand for his report and expressed his concern for the local outbreak.

Area B Report: Director Hall

Director Hall thanked the Chair and presented his verbal report as follows.

There is a great deal of concern in Bella Bella regarding the recent outbreak. People are staying at home and listening to what is being released from the EOC. They responded quite quickly once the two cases were confirmed. Most of the stores and like services are temporarily shut down. The situation definitely puts matters into perspective, worrying about family members and community and those directly affected. Its important to continue to support each other through this time.

I am awaiting outcomes on candidacy for AVICC and UBCM executive elections. It is difficult to undertake campaigning and other work to advance my potential election with the current circumstances.

Chair Schooner thanked Director Hall for his report.

Area C Report: Director Kennedy

Director Kennedy thanked the Chair and presented her verbal report as follows.

When I heard the news this morning of the confirmed cases in Bella Bella, my heart sank. We have had several months of existing in an elevated state of concern and need to recall that we need to continue to listen the authorities and follow their advice, as well as take stock of lessons learned. It is important to continue to support one another and take heed of the advice of the EOCs.

Schools are back in session, with uncertainties that are being sorted through.

We have wrapped up the pool season. We were quite fortunate to have a pool season as many communities did not open their pools. We are fortunate to have our dedicated commission and staff who did considerable work to meet public safety guidelines and successfully kept the pool open through the season. Thanks to staff for their dedication and hard work.

Another bit of exciting news is the reopening of the local library.

On the Bear Satiety Committee front, there seems to have been less calls of encounters this year. The gleaning program is well underway. A local wild safe officer should be starting in due course.

I am looking forward to UBCM this year, despite the virtual platform. I would like to wish Director Hall the very best of luck on his nomination.

The Musical Festival went ahead in a modified form this year, with success using online resources and the local Nuxalk Radio.

Chair Schooner thanked Director Kennedy for her report.

Area D Report: Director Northeast

Director Northeast thanked the Chair and presented his verbal report as follows.

I would just like to say that I was following you others and noting how articulate you are, and would like to echo what I have heard – what a privilege it is to serve with you, represent my constituents and to be involved in a much greater vision for the valley and our communities. Thank you to the staff and Administration for all the work they do.

When the restrictions were eased up in the Valley, I was able to attend some medical appointments and took the opportunity to follow the advice of our Premier and Dr. Henry to explore some corners of BC. It was a reminder of the situation everywhere I went, stories of challenges with the virus, even in places we were familiar with, things were different which operated as a reminder of how real this is. It was an interesting summer being away, exploring the province in the circumstances.

I am happy to note the hazardous properties recently forfeited to the province and am looking forward to when the public safety hazards are removed.

Thanks to Alison Sayers for her work on the amended Strategic Plan. I invite my constituents to go through this plan with me and talk about the plan. I am also interested in hearing constituent thoughts on local economic recovery.

As Director Kennedy noted, it is great CCRD had a successful pool season.

I am looking forward to UBCM and the experience of the virtual platform.

The Chair thanked Director Northeast for his report.

The chair recessed the meeting at 12:06 pm.

The meeting resumed at 1 pm.

The Chair returned to the matter of adoption of the minutes from the July 9, 2020 regular board meeting.

Part 1 (B) ADOPTION OF MINUTES

a) Regular Board Meeting July 09, 2020

20-09-43 M/S Directors Northeast/Kennedy THAT the minutes from the July 9, 2020 Board Meeting be received. **CARRIED**

20-07-44 M/S Directors Northeast/Bertrand THAT the July 9, 2020 minutes be adopted as received. **CARRIED**

Director Bertrand left the meeting.

b) Special Meeting July 27 & 28, 2020

20-09-45 M/S Directors Kennedy/Northeast THAT the minutes from the July 27 & 28, 2020 Special Meeting be received. **CARRIED**

20-07-46 M/S Directors Kennedy/Hall THAT the minutes from the July 27 & 28, 2020 Special Meeting be minutes be adopted as received. **CARRIED**

c) Special Meeting August 10, 2020

20-09-47 M/S Directors Hall/Northeast THAT the minutes from the August 10, 2020 Board Meeting be received. **CARRIED**

20-09-48 M/S Directors Kennedy/Northeast THAT the minutes from the August 10, 2020 Board Meeting be adopted as received. **CARRIED**

The Chair recessed the meeting at 1:20 pm.

The meeting resumed at 1:41 pm.

IN CAMERA MATTERS

The Chair closed the meeting to the public for the purpose of consideration of items that fall under the following sections of the *Community Charter*: 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; 90(1)(l) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and section 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

The regular board meeting went in camera at 1:43 p.m.

The regular board meeting reconvened at 4:52 p.m.

Release from in-camera

20-09-49 THAT the Board of Directors of the Central Coast Regional District authorize a special meeting to take place on September 17, 2020 at 9:30 am via electronic means for the purpose of review and consideration of in-camera matters tabled from the September 10th 2020 in-camera meeting.

AND THAT attending directors be remunerated at either a half-day or a full-day special work assignment according to the length of time required to complete the tabled agenda items and adjourn the meeting. **CARRIED**

20-09-50 WHEREAS the COVID-19 pandemic has required UBCM delegates to participate by virtual means, which has in turn has impacted the scheduling of the annual associated provincial staff and minister meetings:

AND WHEREAS CCRD has been awarded a number of minister and provincial staff meetings to take place the week of September 14, a week before the UBCM 2020 convention;

THEREFORE BE IT RESOLVED THAT the Board of Directors of the Central Coast Regional District authorize remuneration at one hour of work assignment remuneration for each attending director at each provincial staff and minister meetings as per the schedule of confirmed meetings and half day's work assignment remuneration for each confirmed meeting that director leads to recognize preparation time needed for effective leadership of the meeting. **CARRIED**

(E) ADJOURNMENT

20-09-51 M/S Director Kennedy/Northeast THAT the meeting be adjourned. **CARRIED**

There being no further business the meeting was adjourned at 5 p.m.


Chair


Chief Administrative Officer