



CENTRAL COAST REGIONAL DISTRICT

TO: Chair Reg Moody and Board of Directors
FROM: Darla Blake, CAO
SUBJECT: ADMINISTRATION REPORT – 13 February 2014

RECOMMENDATION: That the Administration Report dated 13 February 2014 be received.

RECOMMENDATION UNDER 2014 LOCAL GOVERNMENT AND SCHOOL DISTRICT ELECTIONS:

THAT pursuant to Section 41(1) and (2) of the *Local Government Act*, Ms Darla Blake be appointed Chief Election Officer for conducting the 2014 general local elections with power to appoint other election officials as required for the administration and conduct of the 2014 general local elections;

AND THAT Ms Cheryl Waugh be appointed Deputy Chief Election Officer for the 2014 general local elections.

RECOMMENDATIONS UNDER PROTECTIVE SERVICES:

That the CCRD Board of Directors approves allocating the remaining funding under the Flood Protection Program-Bella Coola Emergency Flood Response Work towards extending the scope of the Hagensborg Dike Upgrade and Design Project to encompass undertaking a multi-agency project focused on resolving internal drainage issues in the Hagensborg area.

That the CCRD Board of Directors approves payment to the NPOA in an amount of \$10,000.00 and that NPOA be advised of the issues that became apparent after a review of the project documentation.

Board Meeting
FEB 13 2014
CCRD ITEM (6)

ADMINISTRATION SERVICES

2014 Strategic Priorities – Update

At its 12 December 2013, the Board of Directors approved four strategic priorities for 2014 from the Strategic Plan 2010 - 2014.

1. Strategic Plan 2015 – 2019
2. Communications & Engagement Plan
3. Solid Waste Management Plan
4. Denny Island Water (to design and local service area to referendum stage)

Strategic Plan 2015 – 2019 - preliminary research into informing documents to assist in the renewal of the Strategic Plan has begun.

Communications & Engagement Plan – The final draft has been completed and is a separate item on the agenda.

Solid Waste Management Plan – See separate agenda item

Denny Island Water (to design and local service area to referendum stage) – See separate agenda item

FINANCE SERVICES

Financial Report

The Board will receive a full Financial Report in the March 2014 agenda.

Draft 2014 CCRD Budget

See separate agenda item

GOVERNANCE MATTERS

Appointments to Commissions

Resolution 13-12-10 – **Bella Coola Airport Commission** – the CAO is to report on and establish a new organizational model for the Bella Coola Airport along with an analysis, options and solutions. Administration wish to advise the Board, this piece of work has not been done as yet, and will be scheduled to fit into work programs as time allows. In the meantime, our Transportation and Land Use Coordinator organizes 'stakeholder meetings' as and when required, consulting with airport leaseholders.

Resolution 13-12-13 – **Bella Coola Parks & Recreation Commission** – the CAO is to determine individuals for the Bella Coola Parks and Recreations Commission per Bylaw No. 210 and No. 347 and report back to the Board with the particulars of the requirements.

According to Bylaws 210/347 the Bella Coola Parks & Recreation Commission consists of 9 members-at-large appointed from a list of names provided by the sitting Commission, for a one year term. The Commission Chair shall be the liaison....

For some time now, there has been no sitting Bella Coola Parks & Recreation Commission due to a lack of response to advertising for vacancies or interest from the community to be on the Commission. At the moment, only former Bella Coola Parks & Recreation Commission Chair Caroline Granander continues to work with CCRD Administration advising and maintaining various parks and recreation facilities in conjunction with staff. Ms Granander has been asked if she would consider being part of a Parks & Recreation Commission again, and if she was aware of any interested individuals who would put their names forward to re-establish a Bella Coola Parks & Recreation Commission in accordance with the CCRD Bylaw 347. We await her reply.

In the meantime, the Public Works Manager will continue to liaise and work collaboratively with Ms Granander to ensure parks and recreation facilities are maintained for the enjoyment of the community; a model that has worked well for some time now.

2014 Local Government and School District Elections

Pursuant to the *Local Government Act* the local government must appoint a Chief Election Officer and Deputy Chief Election Officer. The Chief Election Officer must appoint election officials for the administration and conduct of the election.

In previous years, the management of elections has been done either by the Central Coast Regional District or the School District 49 (in 2005). The Chief Administrative Officer recently held a discussion with the Superintendent of School District 49 regarding whether they wished to take on the responsibility to manage the 2014 election process. The Superintendent advised, the School District does not have the appropriate resources available and it was agreed the Central Coast Regional District would manage both the local and school district elections for 2014.

In accordance with s40 (1) and (2) of the *Local Government Act* and s38 *School Act* the Board(s) will enter into a cost sharing agreement. The Chief Election Officer will prepare the cost sharing agreement for the School District 49 Board, in time for their May 2014 agenda and return to the CCRD for their June 2014 agenda.

DEVELOPMENT SERVICES

Economic Development – Nil

Land Use Planning - see separate agenda item.

PUBLIC WORKS – See separate report on agenda.

Refuse Disposal Cost Sharing Agreement - Update

At its 12 December 2013 meeting, the Board resolved that the CAO be authorized to enter into discussions with the Nuxalk Nation, and further negotiate terms and conditions of the Landfill Contribution Agreement.

A letter was sent to the Nuxalk Nation Administrator following the Board meeting requesting a mutually convenient meeting date to discuss. To date, we have received no response to our letter.

Recently it has come to our attention that the Nuxalk Administrator is no longer employed with the Nuxalk Nation. We therefore, seek advice of the Electoral Area D Director, as to who would be the best person to speak with on this pressing issue.

Further in the agenda is the Chief Financial Officer's budget report, which references the issue of costs, associated with the Thorsen Creek Landfill & Recycling Centre.

LEISURE SERVICES COMMISSIONS

Centennial Pool

See separate report on this agenda from the Centennial Pool Commission.

PROTECTIVE SERVICES

Hagensborg Dike Repair Design Project

Administration wishes to provide a brief on the status of this project. Work completed as outlined below on the table is to the 31 January 2014.

NHC Progress to 31 January 2014

1 – Admin, Review and Field Investigations	100%	100%
2 – Prelim. Design; Strategy and Pre-Approvals	51%	76%
3 – Detailed Design and Construction Planning	0%	9%

UPDATE as at 30 September 2013:

Task 1 – This task is complete except for some minor administrative time that may still be required.

Fraser Koroluk the Project's Environmental Lead and Thurber Engineering Ltd (TEL), the Projects Geotechnical Lead have substantially completed their reports for the Project.

Task 2 – The design strategy is complete and was presented to the CCRD and the Hagensborg residents in mid-January 2014. The strategy was well received and feedback from the residents was positive. There remains some minor preliminary design work to do regarding some elements of the design. Pre-approval packages for the various agencies (Inspector Dikes, Ministry of Environment and DFO) will be prepared, sent and followed up in February 2014.

Task 3 – Detailed design work is underway and the first phase of drawings (75%) should be completed within the next business day or two. A design brief, draft tender document, schedule of quantities and construction cost estimate have all been prepared and will be sent to the CCRD as part of the 75% package.

ACTION ITEM: Hagensborg Internal Drainage Project

Background: Internal drainage within Hagensborg was identified as a major issue by both Hagensborg residents and NHC at the public meeting held Mid-January 2014. While the proposed upgrades and repairs to the Hagensborg Dike will help solve ingress of water from the Bella Coola River, much of the previous flooding in Hagensborg has been a result of flow originating on the south side of the Valley. Drainage structures within Hagensborg are inadequate to handle this flow during high water events and the presence of flooding in Hagensborg has the potential to be a major impediment to undertaking emergency response activities that may be needed to address failure of existing dike structures. Some potential solutions to the internal drainage issues are being identified as part of the Hagensborg Dike Upgrade and Repair Design process, but much of it falls outside the scope of the project. In order to achieve a comprehensive flood protection plan for the Hagensborg area this issue should be addressed in conjunction with the Hagensborg Dike Repair Design. A project of this nature is complex and requires cooperation between local government, Ministry of Transportation and Infrastructure and private land owners.

CCRD Administration recommends allocating the remaining amount (less than \$30,000.00) in the Bella Coola Flood Emergency Flood Response Work Account towards undertaking a multi-agency project focused on resolving internal drainage issues in the Hagensborg area as an extension to the ongoing dike design work.

Rationale: The Bella Coola Flood Response Committee (FRAC) identified flood protection structures in the Hagensborg area as top short term priorities. This

project can be viewed as an extension of the design work that is being currently completed on the Hagensborg Dike Upgrade and Repair Project. Undertaking a project in conjunction with other agencies presents an opportunity to multiply value received for the relatively small amount of grant money remaining and potentially have actual upgrade work undertaken.

ACTION ITEM: Nusatsum Property Owners Association (NPOA) Project Funding

Background: During the July 11th, 2013 CCRD Board Meeting, the Board adopted the following conditional motion:

Nusatsum Groyne

13-07-13 M/S Directors Anderson/McCullagh that the board agrees to pay up to \$10,000 to a qualified professional engineering firm selected by the Nusatsum property Owners, for professionally prepared repair drawings with design criteria for the Nusatsum River groyne (right bank spur) project, conditional upon receipt of an invoice from the professional engineering firm confirming the cost of the design, and the CCRD be provided with a copy of the design for their files.

CARRIED

Based on correspondence with NPOA Executive Director Marvin Schmunk and documentation provided, CCRD Administration has determined the following:

- The NPOA engaged the services of Colby Projects Ltd. of Pitt Meadows, BC sometime during or before January 2013 to provide engineering consultation and design services. No engagement letter or contract was provided to the CCRD by NPOA that outlined the scope of service to be provided by Colby Projects.
- In September 2013, Colby Projects Ltd. supplied the NPOA with signed and sealed conceptual level designs/plans for the establishment of 11 new groynes and repair of the existing groyne on the NE bank of the Nusatsum River approximately 650m downstream of the Hwy 20 bridge crossing. It should be noted that these are not construction drawings and a qualified professional will be required to implement the conceptual level designs and direct the construction work.
- As part of the documentation required by the CCRD, NPOA provided a copy of Colby Projects Ltd. Invoice NPOA001 dated December 15, 2013. This invoice covered work completed on the conceptual level design of the 11 new groynes and the repair of the existing groyne by Colby Projects and associated subcontractors between January and September 2013. The amount was for \$12,449.11 before taxes.

- There is no cost breakdown available showing what proportion of the invoice was related to design of the repairs to the existing groyne versus the other 11 sites.

After a detailed review of documentation, it appears doubtful that NPOA practices for procurement, contract management, project administration and cost tracking were followed in a manner consistent with expenditure of public funds. That said, it is the opinion of the CCRD Administration that this was an unintentional oversight on the part of NPOA and that more or less the NPOA carried out works with the best intentions of adhering to the content and spirit of the CCRD Board resolution 13-07-13. Information provided by the NPOA is sufficient to meet CCRD reporting requirements.

CCRD Administration recommends the board approve payment to the NPOA in an amount of \$10,000 and that NPOA be advised of the issues that became apparent after a review of the project documentation.

TRANSPORTATION SERVICES - See separate agenda item

GENERAL

Respectfully Submitted



Darla Blake
Chief Administrative Officer