



CENTRAL COAST REGIONAL DISTRICT

TO: Chair Reg Moody and Board of Directors

FROM: Darla Blake, CAO

SUBJECT: CHIEF ADMINISTRATIVE OFFICER'S REPORT -
05 February 2015

RECOMMENDATION:

THAT the Chief Administrative Officer's Report dated 05 February 2015 be received.

RECOMMENDATION – Board Workshop to Discuss Restructure Issue:

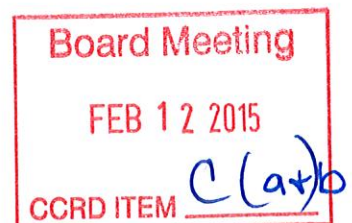
THAT the CCRD Board of Directors agrees to discuss the issue of restructure at a workshop to be organized the evening before the March 12, 2015 Board meeting; and that the CAO contact the Ministry of Community Sport and Cultural Development to provide an advisor from the Local Government Restructure Branch to attend the Board's Restructure Workshop via telephone conference.

RECOMMENDATION – Proposed Board Evaluation Process:

THAT the CCRD Board of Directors engages Jill Tolliday Consulting Services to design and facilitate Board evaluation processes for the Board of Directors of the Central Coast Regional District.

RECOMMENDATION – appointment to Centennial Pool Commission:

That the CCRD Board of Directors appoints Connie Nygaard to fill the Centennial Pool Commission vacancy, for 2015.



STRATEGIC PLANNING

2015 Integrated Strategic Planning Priorities

At its 9 October 2014, the Board of Directors approved the Strategic Priorities for 2015 in order to enable Administration to begin work on 2015 budgets so first drafts of the budgets could be presented at the December 2014 meeting.

As part of best practice, Administration provides updates on the Strategic Priorities either through department or CAO reports, for each Board meeting.

The 2015 Strategic Priorities are:

1. **Solid Waste Management Plan:**

See Public Works Manager's report, elsewhere in the agenda.

2. **Shearwater Water System:**

See Public Works Manager's report, elsewhere in the agenda.

3. **Asset Management Planning:**

Undertake investigations and consultation on the replacement of the pool swimming tank at Centennial Pool (including budget and funding implications) – Administration have been in initial discussions with the CCRD Centennial Pool Commission on the pool replacement.

- Initiate the development of a comprehensive Asset Management Plan – the Public Works Manager considers Asset Management and Planning in all aspects of the current work he is doing. With respect to specifically working on an Asset Management Plan, with is likely to be started later in 2015. Administration is hopeful our Local Government Management Intern application with NDIT will be successful, as part of that work plan includes assisting with the development of an Asset Management Plan.

4. **Official Community Plan:**

See Transportation and Land Use Coordinator's report, elsewhere in the agenda.

5. **Economic Development Plan:**

Review and update or develop a new Economic Development Plan – This will be dependent on whether CCRD are successful in obtaining grant money for an Economic Development Officer, and successful recruitment of the same.

GRANTS

NDIT Economic Development Capacity Building Grant – to update the Board, the Economic Development Capacity Building Grant has been completed and forwarded to Northern Development Initiative Trust for their consideration. Administration anticipates a response around the end of February, on whether or not our application has been successful.

Should our application to the NDIT Economic Development Capacity Building Grant be successful, the further grant application to the Community Sustainability Trust will be progressed.

In the event the two grant applications are successful, and as agreed by the Board, an Economic Development Officer will be recruited for a term of two (2) years.

Nuxalk Community Works Funding - Completed

At its November 15, 2012 board meeting, the board of directors approved and ratified an agreement for Community Works Funding toward the Nuxalk Hall Rehabilitation Project. The Nuxalk received three installment payments, which totaled \$100,000. The completion date for the project was extended to 31 December 2013 with a final reporting date of 31 March 2014.

With changes to Nuxalk Administration during 2014 some of the timeframes needed to be relaxed. CCRD Administration is pleased to report that a full and final report has been received and the file is now closed.

GOVERNANCE MATTERS

Board Workshop to Discuss Restructure Issue

Over a number of years the Board has engaged in a various discussions with community members, with a desire to have the CCRD boundaries restructured.

A report was commissioned and completed in 1994 with recommendations, many of which have been implemented. Since that time, the issue of restructure keeps coming up with variations to what is being requested.

During the community consultation period of the CCRD Integrated Strategic Planning process, restructure came up again and it was agreed by the Board, that the new board would discuss and make a decision on the issue, moving forward.

There is a long history and a plethora of information on this topic and there is now an expectation the Board will make a decision on whether the region needs to be restructured or not. In the past, the Ministry of Community Sport and Cultural

Development (CSCD) advised CCRD that they would not consider any requests for restructure, unless a recommendation came directly from the CCRD Board of Directors.

The Board should note in the Integrated Strategic Plan 2015 – 2019, under Governance and Goal 3, restructure/electoral area boundary discussion is listed as a “core strategy”.

Should the Board wish to consider restructuring at a workshop to familiarize and discuss this issue prior to any decision; the CAO can request an advisor from the Ministry’s Local Government Structure Branch be made available to attend via telephone conference. Advisors provide advice on structure change to local governments, communities, and individuals; in addition to having a facilitative role throughout any process.

A suggested date for a Board Restructure Workshop could be the evening before the March 12, 2015 Board meeting.

Proposed Board Evaluation Process

During the election campaign in October/November and at the public meeting, a number of “now” elected members indicated they would like to see an evaluation process put in place for the Board.

Administration fully supports this type of process as an excellent method for accountability, effectiveness and creation of opportunities for the Board to make improvements to their performance, where needed.

The CAO therefore requested a quote from Jill Tolliday of Tolliday Consulting Services to design an evaluation process for the Board of Directors and to facilitate evaluation processes. Jill Tolliday has 25+years’ experience working and consulting in a wide variety of public and private sector organizations, union and nonunion environments, and financial, governmental, educational and not for profit industries.

A confidential (under the FOIPPA sec 21) quote will be tabled at the meeting to assist in the Board’s decision making.

If the Board wishes to progress the Board evaluation process, it is recommended the Board implement an annual Board Evaluation Process and engage Jill Tolliday Consulting Services to design and facilitate an appropriate evaluation processes in collaboration with the CCRD Board of Directors.

LEISURE SERVICES

Centennial Pool Commission – appointment to vacancy

At the December 11, 2014 Board meeting, appointments were made to the CCRD Centennial Pool Commission. All but one vacancy was filled. Former Pool Commissioner Connie Nygaard has indicated she would like to fill the vacancy. Mrs. Nygaard attended the first 2015 meeting of the Pool Commission. To formalize her seat on the Pool Commission as a voting member, it is recommended that the Board appoints Connie Nygaard to the Centennial Pool Commission for 2015.

GENERAL

Automated External Defibrillators

To help save lives, the Heart and Stroke Foundation is placing Automated External Defibrillators (AEDs) in municipal venues like recreation centres, pools, libraries, community centres and arenas across the Province where there is an increased risk of someone suffering a cardiac arrest.

Through its Public Access to Defibrillation (PAD) Program the Foundation is donating one or more AEDs to every municipality, depending on population size. Chief Administrative Officers of all municipalities were surveyed and they identified many venues that might receive an AED. The program launched in 2013 and in partnership with the BC Ambulance Service, plans to donate 650 AEDs over three years to a variety of venues that are open to the community evenings and weekends.

The Central Coast received the first AED in 2014 for use at Centennial Pool. In March of 2015 Nuxalk Hall will also be receiving a unit. AEDs are safe and easy to use so that anyone can help a victim suffering from sudden cardiac arrest. However, people are more likely to use an AED if they are familiar with the equipment so the Foundation has partnered with BC Ambulance paramedics and other emergency medical service providers to conduct orientation sessions at each venue for up to six participants.

Respectfully Submitted



Darla Blake
Chief Administrative Officer