



## CENTRAL COAST REGIONAL DISTRICT

**TO:** Chair Reg Moody and Board of Directors

**FROM:** Darla Blake, CAO

**SUBJECT:** ADMINISTRATION REPORT – 14 November 2013

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**RECOMMENDATION:** That the Administration Report dated 14 November 2013 be received.

### RECOMMENDATION UNDER PROTECTIVE SERVICES:

That the Board of Directors approves the appointment of Ms Wendy Kingsley to the Emergency Executive Committee, as its Secretary, and further that Ms Kingsley will liaise with the Chairperson of the Emergency Executive Committee to organize a re-commencement meeting of the said Committee.

## ADMINISTRATION AND FINANCE

### Financial Report - Update

Administration is in the process of gathering information from various sources to pull together the Draft 2014 CCRD Budget. The Draft 2014 CCRD Budget will be ready for discussion at the 12 December 2013 Board meeting.

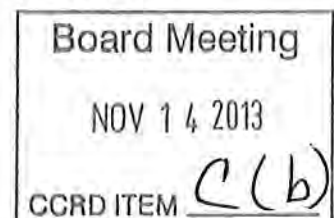
## GOVERNANCE MATTERS

Nil

## ENVIRONMENTAL SERVICES

### UBCM Recycling Negotiating Committee

At the UBCM Convention in September 2013, members raised a number of concerns regarding the Packaging and Printed Paper Stewardship Agreement being managed by MMBC (Multi Materials BC).



Arising from these concerns, the UBCM membership endorsed resolution 2013-SR1, which in part called on UBCM to create a Recycling Negotiating Committee, representing local government interests, to work with the Province and MMBC.

The committee has been actively seeking input from local governments regarding the content of the MMBC Master Service Agreement. The CCRD public works manager has reviewed the MMBC Master Services Agreement and Statement of Work received from MMBC and has provided feedback to the Recycling Negotiating Committee by way of an online survey.

The provincial government has declined a request by UBCM for a 90 day extension request for the purposes of a more in depth review of Packaging and Printed Paper Stewardship Agreement, instead informing UBCM that they must negotiate this directly with MMBC.

### **Thorsen Creek Waste & Recycling Centre**

See Strategic Priorities Report on this agenda.

### **Ministry of Environment**

The Public Works Manager has re-opened discussions with the Environmental Protection Division Officer from the Ministry of Environment in an effort to achieve 100% compliance with the conditions for landfill operation as set out in the CCRD's operating certificate. This discussion appears to have initiated a response to the August 14<sup>th</sup> letter from the CCRD's CAO addressing compliance issues raised in a July 12, 2013 inspection record (the actual inspection took place in 2012). The August 14<sup>th</sup> response by the CAO has addressed the bulk of the issues raised in the inspection report. The Public Works Manager is now working closely with MoE to resolve the outstanding issues (requirement for water sampling analysis and reporting, vegetation removal, and disposal of open burning residues). The Public Works Manager will undertake water sampling and reporting following purchase and receipt of proper testing equipment. Maxxam Analytics has been retained to provide analysis services. A contract for vegetation removal will be tendered in the spring once leaves have flushed.

### **Vertical Baler**

The purchase of a vertical baler was completed October 10, 2013. An M60STD baler was purchased from Ecotainer Sales Inc. of Burnaby B.C., with an expected delivery to Vancouver is early December.

A forklift or skid steer will be needed to move and store bales and containers used to collect recyclables under the MMBC contract. Options are being researched to determine what equipment will best meet our future needs.

**MMBC Recycling Incentive Program**

See a separate report on the agenda

**LEISURE SERVICES****Centennial Pool**

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

**Centennial Pool Infrastructure:** Pool winterization is complete. Improvements were made to the winterization procedures and a comprehensive set of procedures is being prepared for inclusion in the pool operations manual. This is anticipated to increase the efficiency and effectiveness of this procedure in future years.

A list of deficiencies is being prepared to assist in developing the 2014 budget. Some preliminary examples of the deficiencies that need to be remedied are:

- Damaged and unsafe location of oil supply lines in the pump/furnace room
- Unsafe electrical wiring and fixtures in the pump/furnace room
- Non-operational furnace requiring repairs
- Damaged siding and roof of pump/furnace building.
- Weathered siding on old and newer buildings
- Rust build-up on above ground fuel tank

**PROTECTIVE SERVICES****Emergency Executive Committee**

At its February 2013 meeting the CCRD Board of Directors resolved to appoint Director Lande to the Emergency Executive Committee as the Committee Chair.

The position of Emergency Executive Committee Secretary was recently advertised and closed on 18 October 2013. One application was received from Ms Wendy Kingsley, for the position of Secretary.

As such, Administration recommends the Board of Directors approves the appointment of Ms Wendy Kingsley to the Emergency Executive Committee, as its Secretary, and further that Ms Kingsley will liaise with the Chairperson of the Emergency Executive Committee to organize a re-commencement meeting of the said Committee.

Administration would like to suggest that due to the Committee being inactive for some time, that the Board of Directors may wish to consider a formal media release being made regarding the re-commencement of the Emergency Executive Committee, the role of the Committee and who the members of the Committee are.

**Hagensborg Dike Repair Project**

Administration wishes to provide a brief on the status of this project. Work completed as outlined below on the table is to the 30 September 2013.

**NHC Progress to 30 September 2013**

<b>TASK</b>	<b>PERCENT COMPLETED 31 AUG 2013</b>	<b>PERCENT COMPLETED 30 SEPT 2013</b>
1 – Admin, Review and Field Investigations	59%	67%
2 – Prelim. Design; Strategy and Pre-Approvals	1%	8%
3 – Detailed Design and Construction Planning	0%	0%

**UPDATE as at 30 September 2013:**

Task 1 - Due to poor weather events in September this caused the survey work to be cancelled. This was re-scheduled for the third week of October 2013, weather permitting.

Task 2 – It is anticipated the hydrologic analysis will be completed by the end of October 2013.

NHC expect to be putting together the conceptual design drawing sometime in October. They anticipate formalizing the design strategy and presenting the proposed strategy later in the year to the Board and then the residents in Hagensborg.

Task 3 – No work has been done to complete Task 3. Detailed design, cost estimating and construction planning will take place from late December to February 2014.

**Disaster Funding Assistance – Walker Island and Snootli Regional Park**

Caroline Granander is working as a volunteer on behalf of the CCRD, to coordinate, supervise and inspect the works completed under DFA funding. CCRD personnel are providing project support via contract management, financial management, and technical expertise. Following a request for expressions of interest to complete repairs to Walker Island Park and Snootli Park, a minor works contract was awarded to Mitch Lorimer. To date, the playground area has been repaired, park benches have been fixed, trails are brushed and cleared, outhouse has been moved and the garbage can relocated to the skating rink.

A survey and assessment of the infield condition, and a report containing reconstruction recommendations, was provided by Urban Systems of Kamloops, BC.

Outstanding items to complete include:

- Construction of North Side Bleachers
- Purchase and installation of new outhouse
- Infield replacement
- Well and pump repairs/replacement (partially complete)

This work must be completed prior to April 30<sup>th</sup> 2014 in order to receive reimbursement by Disaster Financial Assistance.

**TRANSPORTATION SERVICES**

See separate agenda item.

**GENERAL**

**Request for Information**

A letter of request for information has been received by Administration, with respect to all amounts and dates of payments to a particular board member during the years 2003, 2004, 2005 and 2007; and a further request that this matter is put onto the agenda for the November 2013 board meeting.

This report is for the information of the Board only. No action or decision is required of the Board on this matter as it is part of Administrative practice to handle requests for information.

For your information, attached to this report are CCRD Statement of Financial Information (SOFI) reports, *Schedule Showing the Remuneration and Expenses Paid To or On Behalf of Each Employee*, for each respective year requested. This information fulfills part of the request, regarding all the amounts of payments. To note, SOFI reports are a legal requirement under the *Financial Information Act* and form part of an agenda each year providing the public information on the financial affairs of the CCRD, including remuneration and expenses of elected members.

Administration wishes to advise the board that the letter received has intentionally not been included on the agenda, because of potentially libellous content and comments. The letter singled out individuals and some comments could be deemed discriminatory or potentially vexatious.

The potential risk of legal action against CCRD for publishing the letter and to the author is considered high. Instead, Administration deemed the intent of the letter is to obtain information regarding remuneration and expenses claims for specific years.

Administration could see no reason for withholding what is publicly available information; and in the interest of transparency and accountability the information provided covers all board members who received remuneration and expenses claims during the specified years.

On looking at the attached SOFI documents, the amounts for remuneration and expenses for all Board members during the timeframes requested seem fair and reasonable for each individual and in the roles that they played. The Board is fully aware there are checks and balances for any claim and all claims must be accompanied by receipts before Administration will pay out on expenses.

With respect to the request for the dates of payments, Administration will be writing to the author of the letter advising this information is not public and therefore we will require the author to make a formal Freedom of Information request. Accordingly, Administration will follow due process regarding any Freedom of Information request once received.

Should a request be received, the applicant will be advised charges may be incurred (allowed under the s75 of the Act) for the time taken to research and obtain this information. Administration's conservative estimate to obtain the information is a minimum of 2 days (14+hrs) for one staff members' time. The reason for the significant amount of time involved is because, that person will be required to manually go through all archived records for each of the requested years and find the appropriate documents stating payment dates. Of note, the requested information is prior to our current electronic accounting system.

Under the Act, the Schedule of Fees states a charge of \$7.50 per 1/4hr after the first 3 hours, for locating and retrieving a record; electronic copy of each paper record, \$0.10/page will be incurred. Administration has no idea how many payments would be relevant to such an application. A rough estimate of costs could be in the vicinity of \$350.00.

The author of the letter will also be advised that given the requested information is not about them, Administration are required to write to the third party advising them of the request and giving them the opportunity to make representation concerning disclosure.

It should also be noted a public body is not obligated to withhold information simply because the third party wants it withheld. If Administration decides to release all or part of the non-public information requested, the third party would be advised. The third party would also be advised that they can ask the

Commissioner under s53 of the Act, to review Administration's decision and this must be made within 20 business days after notice is given.

Despite S22 (4) stating, a disclosure of personal information is not an unreasonable invasion of a third party's personal privacy if, (e) the information is about the third party's position, functions or remuneration as an officer, employee or member of a public body or as a member of a minister's staff, and (h) the information is about expenses incurred by the third party while travelling at the expense of a public body - the request for payment "dates" is somewhat of a "sticky" issue.

Administration has been made aware of a historical request during a dispute with claims, allegations and threats toward a singled out individual. Specifically the author has in the past singled out an individual, and stated a specific intention to use this information in a manner that could be deemed to be an unreasonable invasion of a third party's personal privacy (s22(3)(c) where the personal information relates to eligibility for income assistance or social service benefits or to the determination of benefit levels.

It may be worth noting, under s22 a public body must refuse to disclose personal information to an applicant if disclosure would be an unreasonable invasion of a third party's personal privacy.

Unauthorised disclosure is prohibited – S30.4 states: *An employee, officer or director of a public body or an employee or associate of a service provider who has access, whether authorised or unauthorised, to personal information in the custody or control of a public body, must not disclose that information except as authorised under this Act.* A person who contravenes s34 (unauthorised disclosure) commits an offence [s74.1 of the Act].

Administration would seek clarification from the Commissioner to determine if unreasonable invasion of a third party's personal privacy exists, given the history and to avoid any breach in the Act. Under s43, the Commission may authorize the public body to disregard the request under s5 or 29 that

- (a) Would unreasonably interfere with the operations of the public body because of the repetitious or systematic nature of the requests, or
- (b) Are frivolous and vexatious.

Administration therefore, must give full consideration of this matter, under the requirements of the Freedom of Information and Protection of Privacy Act, before releasing any non-public information, should a formal request be received from the author of the letter; and will seek appropriate advice to avoid any risk to the CCRD.

Respectfully Submitted

A handwritten signature in black ink that reads "D Blake". The signature is written in a cursive style with a large, stylized initial "D".

Darla Blake  
Chief Administrative Officer



NOV 14 2013

CCRD ITEM

C(b)

attachments

## CENTRAL COAST REGIONAL DISTRICT 2007 FINANCIAL REPORTING

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE**

FIR Schedule 1, Sections 6(2), (3), (4), (5) and (6)

1. Elected Officials, Employees appointed by Cabinet and Members of the Board of Directors

Name	Position	Remuneration	Expenses
Bolton, Rhoda	Area B - Director	\$600	\$300
Emery, Steve	Area A - Director	\$1,200	\$400
Humchitt, Carl	Area B - Alternate Director	\$600	\$595
Hyde, Christine	Area E - Director	\$400	\$100
Kern, Barney	Area E - Director	\$2,625	\$2,835
Lande, Brian	Area C - Director (Chair)	\$6,675	\$5,595
O'Neill, Kevin	Area D - Director	\$2,000	\$650
Total		\$14,100	\$10,475

2. Other Employees (excluding those listed in Part 1 above) (List all employees, alphabetically, with remuneration and expenses exceeding \$75,000 including those listed in Section 1 above)

Name	Position	Remuneration	Expenses
Individual employees with remuneration and expenses exceeding \$75,000	Nil	\$ Nil	\$ Nil
Consolidated total of other employees with remuneration and expenses of \$75,000 or less	All	\$258,172	\$14,350
Total		\$258,172	\$14,350

3. Reconciliation

Total remuneration - elected officials, employees appointed by Cabinet and members of the Board of Directors	\$14,100
Total remuneration - other employees	\$258,172
Sub Total	\$272,272
Reconciling Items	
- expenses above included elsewhere on financial statement	\$24,825
- Emergency Planning remuneration included in operating expenses	(\$43,003)
Total per Statement of Revenue and Expenditure	\$254,094

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR ON BEHALF OF EACH EMPLOYEE**

FIR Schedule 1, Sections 6(2), (3), (4), (5) and (6)

1. Elected Officials, Employees appointed by Cabinet and Members of the Board of Directors

Name	Position	Remuneration	Expenses
Antoniuk, Martin	Area D - Alternate Director	\$ 400	
Bolton, Rhoda	Area B - Director	\$ 675	\$ 300
Clerx, Bryan	Area A - Director	\$ 2,050	\$ 600
Corbould, Therese	Area D - Director	\$ 10,450	\$ 3,269
Kern, Barney	Area E - Director	\$ 200	\$ 50
Lande, Brian	Area C - Director	\$ 3,400	\$ 786
Layton, Barry	Area E - Director	\$ 3,750	\$ 2,022
O'Neill, Kevin	Area D - Alternate Director	\$ 200	\$ 50
Robson, Vera	Area C - Alternate Director	\$ 200	\$ 200
Slett, Marilyn	Area B - Alternate Director	\$ 200	\$ 50
<b>Total</b>		<b>\$ 21,525</b>	<b>\$ 7,077</b>

2. Other Employees (excluding those listed in Part 1 above) (List all employees, alphabetically, with remuneration and expenses exceeding \$75,000 including those listed in Section 1 above)

Name	Position	Remuneration	Expenses
Individual employees with remuneration and expenses exceeding \$75,000	Nil	\$ Nil	\$ Nil
Consolidated total of other employees with remuneration and expenses of \$75,000 or less	All	\$ 204,723	\$ 14,875
<b>Total</b>		<b>\$ 204,723</b>	<b>\$ 14,875</b>

3. Reconciliation

Total remuneration – elected officials, employees appointed by Cabinet and members of the Board of Directors	\$ 21,525
Total remuneration – other employees	\$204,723
<b>Sub Total</b>	<b>\$226,248</b>
Reconciling Items	
- elected officials included elsewhere on financial statement	(\$ 21,525)
- expenses above	\$ 14,875
<b>Total per Statement of Revenue and Expenditure</b>	<b>\$219,598</b>

Board Meeting  
 NOV 14 2013  
 CCRD ITEM c (b)  
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CENTRAL COAST REGIONAL DISTRICT  
2004 FINANCIAL REPORTING

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR  
ON BEHALF OF EACH EMPLOYEE**

FIR Schedule 1, Sections 6(2), (3), (4), (5) and (6)

1. Elected Officials, Employees appointed by Cabinet and Members of the Board of Directors

Name	Position	Remuneration	Expenses
Antoniuk, Martin	Area D - Alternate Director	\$ 400	
Clerx, Bryan	Area A - Director	\$ 2,550	\$ 150.00
Corbould, Therese	Area D - Director	\$ 8,075	\$ 3,110.38
Hamilton, Keith	Area B - Alternate Director	\$ 400	
Lande, Brian	Area C - Director	\$ 3,550	\$ 150.00
Layton, Barry	Area E - Director	\$ 5,350	\$ 2,665.22
Moody, Reg	Area B - Director	\$ 950	\$ 150.00
Nyland, Jim	Area A - Alternate Director	\$ 200	
Robson, Vera	Area C - Alternate Director	\$ 200	
<b>Total</b>		<b>\$ 21,675</b>	<b>\$ 6,225.60</b>

2. Other Employees (excluding those listed in Part 1 above) (List all employees, alphabetically, with remuneration and expenses exceeding \$75,000 including those listed in Section 1 above)

Name	Position	Remuneration	Expenses
Nil		\$ 0	
Consolidated total of other employees with remuneration and expenses of \$75,000 or less	All	\$ 178,408.12	\$ 15,088.88
<b>Total</b>		<b>\$ 178,408.12</b>	<b>\$ 15,088.88</b>

3. Reconciliation

Total remuneration – elected officials, employees appointed by Cabinet and members of the Board of Directors	\$ 21,675.00
Total remuneration – other employees	\$178,408.12
<b>Sub Total</b>	<b>\$200,083.12</b>
Reconciling Items	
- elected officials included elsewhere on financial statement	(\$21,675.00)
- expenses above	\$15,088.88
<b>Total per Statement of Revenue and Expenditure</b>	<b>\$193,497.00</b>

Board Meeting  
NOV 14 2013  
CCRD ITEM C (b)  
attachment

CENTRAL COAST REGIONAL DISTRICT  
2003 FINANCIAL REPORTING

**SCHEDULE SHOWING THE REMUNERATION AND EXPENSES PAID TO OR  
ON BEHALF OF EACH EMPLOYEE**

FIR Schedule 1, sections 6(2), (3), (4), (5) and (6)

**1. Elected Officials, Employees appointed by Cabinet and Members of the  
Board of Directors**

Name	Position	Remuneration	Expenses
Antoniuk, Martin	Alternate Director, Area D	\$ 200.00	\$ 0
Clerx, Bryan	Director, Area A	\$ 3,675.00	\$ 1,072.21
Corbould, Therese	Board Chair (Area D)	\$ 7,953.00	\$ 2,410.22
Hamilton, Keith	Alternate Director, Area B	\$ 400.00	\$ 0
Lande, Brian	Director, Area C	\$ 2,975.00	\$ 521.00
Layton, Barry	Director, Area E	\$ 4,250.00	\$ 1,989.70
Moody, Reg	Director, Area B	\$ 1,400.00	\$ 50.00
Nyland, Jim	Alternate Director, Area A	\$ 0	\$ 355.80
Robson, Vera	Alternate Director, Area C	\$ 400.00	\$ 0
Total		\$ 21,253.00	\$ 6,398.93

**2. Other Employees (excluding those listed in Part 1 above)  
(List all employees, alphabetically, with remuneration and expenses  
exceeding \$75,000, excluding those listed in Section 1 above)**

Name	Position	Remuneration	Expenses
Nil			
Consolidated total of other employees with remuneration and expenses of \$75,000 or less	All	\$121,287.09	\$19,621.91
Total Other Employees		\$121,287.09	\$19,621.91

**3. Reconciliation**

Total remuneration – elected officials, employees appointed by Cabinet and members of the Board of Directors	\$21,253.00
Total remuneration – other employees	\$121,287.09
Sub Total	\$142,540.09
Reconciling Items	
- elected officials included elsewhere on financial sta.	(\$21,253.00)
- expenses above	\$19,621.91
Total per Statement of Revenue and Expenditure	\$140,909.00

Board Meeting  
NOV 14 2013  
CCRD ITEM C(b)  
attachment