



CENTRAL COAST REGIONAL DISTRICT

April 04, 2013

TO: Board of Directors

FROM: Donna Mikkelson, Acting CAO and Isabell Hadford, Interim CAO

SUBJECT: ADMINISTRATION REPORT – April 11, 2013

RECOMMENDATION:

THAT the Administration Report dated April 11, 2013 be received; further that in relation to the other voting opportunity for Bylaws 415 and 416 (Airport Dike Service Establishment and Loan Authorization) the notice will include a synopsis of the bylaws pursuant to Section 164(4) of the *Local Government Act*.

ADMINISTRATION & FINANCE

Audit

At the time of this writing, the draft financial statements are being reviewed for presentation to the board at the April 11th meeting. Auditors, as requested, are currently reviewing the parcel tax levy for the financial plan reporting period with a view to recommending or determining a potential “stop date” for the collection of the parcel taxes related to the construction of the Bella Coola waterworks distribution system in 1997. Although the loan authorization and security issuing bylaws state that the payout to the Municipal Finance Authority (MFA) will occur in the year 2022, the regional district may be in a position to discontinue the requisition prior to that time.

Depending on the outcomes of discussions with the auditors in the next day or so, the five year financial plan may need to be modified to reflect any changes in the carry forward surplus as a result of adjusting journal entries. The tax requisition must be submitted to the province by April 10th. (The board will recall that the financial plan was adopted at the March board meeting subject to confirmation of the surplus amounts as supplied by the auditors.)

PMT Chartered Accountants will make themselves available to the board of directors in the event there are any questions regarding the financial statements.

Board Meeting

APR 11 2013

CCRD ITEM

C(b)

CAO Recruitment

Advertising for a new Chief Administrative Officer was undertaken in December 2012 and closed on February 20, 2013 with 25 applications received. Members of CAO Recruitment Committee were given copies of the applications and 7 candidates were short-listed. The Committee met and conducted telephone interviews of these short-listed candidates, and 3 candidates were chosen for face-to-face interviews (one dropped out at this stage). References were contacted and the Committee met and carried out face-to-face interviews with the 2 remaining candidates. At the time of this writing, negotiations are underway with the final candidate, and the name of the successful candidate should be announced at the April 11 Board meeting.

The Recruitment Committee wishes to acknowledge John Morton's participation on the Committee. His experience, insights, and expertise were invaluable to the success of the Committee. We thank John for taking time out from his busy schedule to assist the CCRD in the search for a new CAO.

GOVERNANCE MATTERS

Association of Vancouver Island & Coastal Communities (AVICC)

Two resolutions were presented to the Association of Vancouver Island and Coastal Communities and will be considered at the annual convention to be held on April 12 – 13, 2013. Directors Lande and McCullagh will speak to the resolutions on behalf of the regional district.

At the Regular Meeting of the Board of Directors of the Central Coast Regional District held February 14, 2013, it was resolved to put forward the following resolutions:

Re: Bullying

WHEREAS under the *BC Human Rights Code*, employees are entitled to work in an environment which is free from harassment, bullying, and discrimination;

AND WHEREAS some elected officials undertake to harass, bully, or discriminate against others within the local government workplace, and current provincial regulations lack the teeth to punish or enforce the removal from office elected officials who abuse their office by harassing, bullying or discriminating against others;

THEREFORE BE IT RESOLVED that the Provincial Government take immediate steps to put in place legislation that will enforce severe consequences, including removal from office, for persons who abuse their office as elected officials by harassing, bullying, or discriminating against others within their local government environment.

Re: Flood Management

WHEREAS: within the Province of British Columbia there are a large number of waterways subject to periodic, sudden and extensive flooding, including overland flooding which has potentially profound adverse consequences in terms of life safety, private and public property interests, economic prosperity and public infrastructure;

AND WHEREAS: the Province of British Columbia is the steward of the water resources within the province where local authorities lack the mandate, statutory jurisdiction, financial and technical resources, equipment and staff necessary to provide emergency site response, mitigation and flood remediation works;

THEREFORE BE IT RESOLVED THAT: the Province of British Columbia take immediate and direct responsibility for flood management including but not limited to:

- Provision of emergency response resources for the use of local governments
- Identification of flood related hazards;
- Remediation of stream channels so as to mitigate future flooding;
- Monitor stream flows and levels in waterways posing a risk to life, safety or property;
- Respond to sudden cessation of stream flows or reports of debris dams, executing tactical evacuations when warranted and communicate with the Emergency Operations Centre.

Community to Community Forum

Efforts have been made to confirm participation from the Nuxalk Nation, Heiltsuk Nation and the Oweekeno Kitasoo Nuxalk Tribal Council. The regional district has determined that June 14th may be a suitable date as the forum could be held in conjunction with the monthly board meeting in Bella Bella. No response has been received from the Tribal Council or from the Nuxalk Nation.

CEO/CAO Forum

Chair Moody and the CFO attended this event in conjunction with the Annual General Meeting of the Municipal Finance Authority. Attached is the meeting agenda, complete with a list of attendees. Please feel free to ask any questions. The topics were interesting and relevant.

Bylaws and Policies

A *Respectful Workplace Policy* has been drafted by the Interim CAO and reviewed by staff. The draft copy is on the April 11th Board agenda for review and consideration by the Board

A Personnel Policy has been drafted and is under consideration by staff. It is intended to be presented to the board at the May board meeting.

Gas Tax Agreement – Extended

Notification has been received that the Gas Tax Agreement amendment to extend spending deadlines for Community Works, Regionally Significant Projects, Innovations, and Strategic Priority funding has been finalized and signed by the province and the Union of BC Municipalities. The expenditure deadline has been extended to December 31, 2018 from the previous date of December 31, 2015.

DEVELOPMENT SERVICES

Economic Development

The Northern Development Initiative Trust (NDI) held a separate session at the regional district forum. Essentially they were looking for input on how they could get funding out to rural communities.

ENVIRONMENTAL SERVICES

Bella Coola Waste Water

As planned, the April agenda includes the conceptual layout for a Town site waste water system as prepared by Urban Systems.

Denny Island Water

Shearwater Marine has advised that they expect to have a report on water quality and quantity from the hydrologist during the week of April 8th. Preliminary testing appears to be favourable both in terms of potability and quantity. It is Shearwater Marine's intent to first get their facilities serviced by the well. Once operational, it is expected that the regional district will then consider options for servicing the remainder of the proposed service area and this may take the form of pumping water up to Croil Lake for storage, and then distributing back to the community.

Craig Widsten advises that he will send copies of the hydrology report when completed, for the board's consideration in determining storage and distribution options.

Thorsen Creek Waste & Recycling Centre

At the March meeting of the board, staff was requested to provide a situational analysis with regard to the landfill and recycling operations at the Thorsen Creek Waste and Recycling Centre. See separate agenda item.

The Interim CAO met with the Thorsen Creek Landfill operator regarding the status of Towns for Tomorrow grant project, removal of metals, old appliances, and tires. We will continue to work toward increasing the capacity of the landfill.

Bella Coola Water System

Staff met with Bradley King to review Ministry of Health requirements for regular weekly water sampling. The CCRD has been advised by the Ministry of Health that there are penalties for non-compliance of water permit regulations.

LEISURE SERVICES

Swimming Pool

Work has recently commenced at the pool facility in Hagensborg with the hopes of having it up and running by May 1st in time for the valley schools to make use of it prior to the end of the school year. Work is being done in the change/washrooms, and general maintenance items include adding a plywood floor in the chemical shed, removing construction debris, and repairing the roof on the old changing room. We are still awaiting cost estimates on repairing the pool deck, which includes sandblasting, and determining the need (or not) for new sand and sand filter. The pool tank will require cleaning and filling.

The Pool Commission has advertised for pool staff and is undergoing the hiring process.

PROTECTIVE SERVICES

Bella Coola Airport Dike

A public meeting should be held around the middle of April in preparation for the referendum on May 25th. The Chief Election Officer will be determining a date and a venue and will be gathering information and documentation to present to the community.

Emergency Executive Committee

At the February and March meetings of the board, Director Lande was requested to put forth a recommendation for the appointment of a Secretary to the Emergency Executive Committee. It was also determined that a letter was to be sent to Chief Councilor Andrew Andy requesting that a representative from the Nuxalk Nation be appointed to the Committee. At the time of this writing, no responses have been received in this regard.

TRANSPORTATION SERVICES

At the March meeting of the board, resolution # 13-03-22 directed staff to write to the Ministry requesting improvements to the quality of roads on Denny Island. MLA Gary Coons has contacted the maintenance contractor regarding road conditions on Denny Island in response to the regional district's letter to the Ministry of Transportation and Infrastructure. The contractor has been in touch with the regional district office and we await a written response to concerns expressed in the Interim CAO's letter dated March 20, 2013.

GENERAL

Annual reporting for the Strategic Community Investment Fund, the Northern Development Initiative Trust, and the Carbon Tax, has been completed. Reporting for the Towns for Tomorrow funding program will be completed at or around the same time the agenda will be posted.

Staff met with a member of the public regarding his concerns with the bidding process for Nuxalk Hall Rehabilitation project. He felt the process was unfair as bids were being awarded to uncertified tradesmen and the lowest bid was not necessarily being considered. He was advised to consult with the Nuxalk Project Manager for resolution.

Respectfully Submitted,



Donna Mikkelson, CFO/Acting CAO

Isabell Hadford

Isabell Hadford, Interim CAO

Regional District CAO/Chairs Meeting Agenda

March 19 & 20, 2013 at the Hotel Grand Pacific, Victoria, B.C.

MARCH 19, 2013		
1:00-5:00 pm		
Time	Item	Presenter
1:00-1:05	Welcome	Chair Al Richmond, Cariboo RD
1:05-1:50	Ministry Initiatives Update a) Introduction/ Legislative update b) Dispute Resolution c) Bylaw Exemption Program extension	a) Julian Paine (15 min) b) Rejan Farley (15 min) c)[TBC Meggin Messenger] (15 min)
1:50-2:20	Wildfire Management	a) Lyle Gawalko, Manager, Fire Management Branch b) Peter Ronald, Programs Officer, UBCM
2:20-3:00	Regional District Innovations a) CORD Transportation Planning Service b) Columbia Basin Trust – Carbon Neutral	a) Bob Lapham, Central Okanagan RD b) John MacLean, Kootenay Boundary RD
3:00-3:15	BREAK	
3:15-4:00	First Nations Legal Update	a) Reece Harding, Young Anderson
4:00-5:00	Nuts and Bolts Roundtable a) Water System Chlorination b) Gravel Extraction c) Other	a) Chair/Mayor Sharon Gaetz b) Suzanne Gresham, Fraser Valley RD
	Adjourn for the Day	
MARCH 20, 2013		
7:30 – 12:00 pm		
7:30	Morning coffee	
8:00-9:00	Multi-Material BC	a) Allen Langdon, MMBC b) Stacey Barker, UBCM Paper and Packaging Working Group
9:00-10:10	Fire Services Update/Emergency Management Update	a) Becky Definger, Fire and Emergency Management Commissioner b) Cameron Lewis, Executive Officer, EMBC
10:10-10:30	BREAK	
10:30-11:00	First Nations Treaties	a) Charles Porter, ADM, Negotiations and Regional Operations Division
11:00-noon	Auditor General for Local Government	a) Basia Ruta, AGLG
12:00-1:00	LUNCH	
1:00	Adjourn	

2013 CEO/CAO Regional District Forum

22

Jon Ambler, Vice Chair, Comox Valley Regional District
Dan Ashton, Chair, Regional District of Okanagan-Similkameen
Fred Banham, CAO, Peace River Regional District
Janis Bell, CAO, Cariboo Regional District
Cathy Bickford, Advisory Officer, Ministry of Community, Sport & Cultural Development
Wendy Booth, Vice-Chair, Regional District of East Kootenay
Brian Carruthers, CAO, Regional District of Central Kootenay *Nelson previously from BC Parks (WMS LK)*
Michelle Dann, Director, Advisory Services, Ministry of Community, Sport & Cultural Development
Marijke Edmondson, Director, Local Gov't Structure, Ministry of Community, Sport & Cultural Development
Rejan Farley, Director, Intergovernmental Relations, Ministry of Community, Sport & Cultural Development
Greg Fletcher, CAO, Mount Waddington Regional District
Lynda Flynn, CAO, Squamish-Lillooet Regional District
John France, CAO, Sunshine Coast Regional District
Sharon Gaetz, Chair, Fraser Valley Regional District
Sukh Gill, CAO, Thompson-Nicola Regional District
Karen Goodings, Chair, Peace River Regional District
Larry Gray, Chair, Regional District of Kootenay Boundary
Suzanne Gresham, CAO, Fraser Valley Regional District
Edwin Grieve, Chair, Comox Valley Regional District
Patricia Heintzman, Chair, Squamish-Lillooet Regional District
June Hicklin, Advisory Officer, Ministry of Community, Sport & Cultural Development
Robert Hobson, Chair, Regional District of Central Okanagan
Al Huddleston, Chair, Mount Waddington Regional District
Rob Hutchins, Chair, Cowichan Valley Regional District
Warren Jones, CAO, Cowichan Valley Regional District
Art Kaehn, Chair, Regional District of Fraser-Fort George
John Kettle, Chair, Regional District of Central Kootenay
Robert (Bob) Lapham, CAO, Capital Regional District
Ted Lewis, Chair, Strathcona Regional District
Gail Lowry, Chair, Regional District of Kitimat-Stikine
Karen Lynch, Senior Planning Analyst, Ministry of Community, Sport & Cultural Development
John MacLean, CAO, Regional District of Kootenay Boundary
Bob Marcellin, Administrator, Regional District of Kitimat-Stikine
Jim Martin, CAO, Regional District of Fraser-Fort George
Carol Mason, CAO, Metro Vancouver Regional District
Donna Mikkelsen, CFO and A/CAO, Central Coast Regional District
Bill Miller, Chair, Regional District of Bulkley-Nechako
Reginald Moody-Humchitt, Chair, Central Coast Regional District
Greg Moore, Chair, Metro Vancouver Regional District
Randy Murray, Chair, Thompson-Nicola Regional District
Bill Newell, CAO, Regional District of Okanagan-Similkameen
Garry Nohr, Chair, Sunshine Coast Regional District
Debra Oakman, CAO, Comox Valley Regional District
Gary Paget, Senior Advisor, Local Government Division, Ministry of Community, Sport & Cultural Development
Colin Palmer, Chair, Powell River Regional District - *Re: Coastal Ferry "Group" of Chairs*
Allan Radke, CAO, Powell River Regional District
Brian Reardon, CAO, Strathcona Regional District
Al Richmond, Chair, Cariboo Regional District
Karen Rothe, Manager, Growth Strategies, Ministry of Community, Sport & Cultural Development
Stephen Russo, Senior Policy Analyst, Ministry of Community, Sport & Cultural Development
Joe Stanhope, Chair, Regional District of Nanaimo
Paul Thorkelsson, CAO, Regional District of Nanaimo
Grace Van den Brink, Program Analyst, Community Relations, Ministry of Community, Sport & Cultural Development
David Van Ommen, Program Analyst, Advisory Services, Ministry of Community, Sport & Cultural Development
Thomas Yates, Corporate Services Manager, Strathcona Regional District