



CENTRAL COAST REGIONAL DISTRICT

TO: Chair Reg Moody and Board of Directors

FROM: Darla Blake, CAO

SUBJECT: ADMINISTRATION REPORT – 12 September 2013

RECOMMENDATION: That the Administration Report dated 12 September 2013 be received.

RECOMMENDATION: That the CAO organize a workshop to be held on the evening of 9 October 2013, with MFLNR Diking Authority (John Baldwin) and the Emergency Management BC (Michael Higgins) in attendance to discuss rivers, bed load, diking, other structures, emergency management, training and public awareness, funding and other options available to rural remote communities like the CCRD.

ADMINISTRATION AND FINANCE

Financial Report

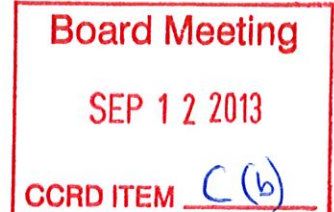
See separate report on this agenda.

Auditor's Recommendations

At its 4 April 2013 Board meeting, the board of directors received a number of recommendations from the Auditors to improve our governance and processes. Significant progress has been made on completing outstanding issues and current issues.

Recommendations and Administration comments

1. Adoption of Meeting Minutes:
 - apart from a one off anomaly it is Administrations practice to have prior minutes put forward at each regular meeting for adoption and signing.
2. GST/HST – update expense report template and calculate missed ITCs:
 - amendments to the expense report template will be completed on or before September 2013



15

- the CFO will file the unclaimed ITCs with the 3rd quarter remittance due 31 October 2013.
- 3. Segregation of Duties – personnel completing the monthly bank reconciliations do not have ability to pay invoices or bills on line
 - an amendment to Policy F-14 Payable Procedures are before the board at the 12 September 2013 meeting.
- 4. Disaster Recovery – drafting a comprehensive disaster recovery plan
 - A Disaster Recovery Planning – Information Technology has been drafted and is currently being circulated among Administration. We see this as a first step into a more comprehensive Business Continuity Plan.
- 5. Human Resource Policies – recommendation of a formal human resources policy manual and all staff sign an agreement on a yearly basis after reading the policy and agreement.
 - The CCRD Personnel Policy, A-29 was adopted by the board at its 13 June 2013 meeting. The last page of the policy has a page for staff to sign and be filed by all employees to accommodate the recommendation for confidentiality.

GOVERNANCE MATTERS

Community to Community Forum

Funding "in principle" had been approved by UBCM for the Community to Community Forum which was scheduled to coincide with the 12 September 2013 Board Meeting in Bella Bella. UBCM will be advised of the outcome.

ENVIRONMENTAL SERVICES

Denny Island Water

Administration will progress a Situational Analysis, starting in October 2013, to ascertain where this project is up to, what still needs to happen to meet engineering requirements and Vancouver Coastal Health requirements, while meeting any legislation and the CCRD policy A – 25.

The Ministry of Community Sport and Cultural Development will be approached to assist Administration on the engineering aspects of this project.

A full report and recommendation will come back to the Board on completion of the Analysis.

Thorsen Creek Waste & Recycling Centre

See Strategic Priorities Report on this agenda.

Ministry of Environment

The CCRD received a Notice of Non-Compliance with Operational Certificate 4223 – Thorsen Creek Waste and Recycling Centre, mid July 2013. The CAO met with the landfill operator to discuss addressing any outstanding issues the contractor was able to rectify and later the CAO wrote the Ministry with a status update on actions to achieve compliance.

Landfill Capacity

This is to give notice to the Board the landfill capacity issue will be considered over the next couple of months, wider than the expansion of recycling initiatives. The CAO has written to the Ministry of Environment seeking preliminary advice on steps forward for the future, particularly being mindful of the limited life of the current operational site.

Vertical Baler

The CAO has approached approximately five recycling equipment suppliers for up to date costs to install a vertical baler at the Thorsen Creek Landfill and Recycling Centre.

Once all the information is gathered, a meeting will be held between the landfill operator, the electrician who installed the electrical supply into the Quonset, and the CAO to ensure the correct baler is chosen to maximize efficiency and there are no other hidden costs to be considered.

Multi Materials BC (MMBC) Incentive Program

A report on the MMBC Incentive Program will be tabled, after the agenda closing.

In the report, the Board will be asked to make a decision on whether to participate in MMBC Incentive Program or not. There is an application date of 16 September 2013, if the Board wishes to take up the incentives to offset recycling costs.

LEISURE SERVICES

Centennial Pool

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

It should be noted that the Centennial Pool Commission has their Pool Safety Plan accepted by Vancouver Coastal Health.

PROTECTIVE SERVICES

Hagensborg Dike Repair Project

Work is now progressing on the Hagensborg Dike Repair Project, as outlined in the January 2013 Request for Proposals. Northwest Hydraulic Consultants (NHC) started their work 29 July 2013 and they anticipate completion of the project on or before 28 February 2014.

Nusatsum Property Owners Society (NPOS)

A meeting was organized by the NPOS and held at the Airport conference room on 30 August 2013, with attendees including Ministry of Forest, Land and Natural Resources, Ministry of Transportation and Infrastructure, Emergency Management BC, Members of the Nusatsum Property Owners Society, CCRD representatives (CAO and CFO). A representative for the MFLNR Diking Authority was on a conference call, to participate in the discussion.

The NPOS project engineers arrived at the meeting later to discuss the Nusatsum River Groyne Project.

The intention of the meeting was to have as many interested parties at the meeting available for open discussion about the Nusatsum River Groyne project, the owner of dikes; responsibility; and possible funding.

CCRD are awaiting a copy of the minutes taken at the meeting and will circulate these to board members.

It would be worthwhile for the CCRD to organize a workshop with MFLNR Diking Authority and Emergency Management BC to discuss what can and cannot be done and what options are available to rural remote communities like those in the CCRD. We need to find the balancing point between emergency work, mitigation work (if any) and being prepared.

Disaster Funding Assistance – Walker Island and Snootli Creek Park

Expressions of Interest will be advertised in the Coastal Mountain News and on the CCRD website, for completion of outstanding 2010 flooding damage work at Walker Island and Snootli Creek Park.

The intention is to complete this work before the end of the financial year, weather permitting.

Emergency Management BC (EMBC) – visit

Michael Higgins (Regional Emergency Manager – Emergency Coordination Unit) was in Bella Coola during the week 27-30 August 2013. Mr Higgins made himself available to have discussions with Darla Blake (CAO) and Cheryl Waugh (Land

Use and Transportation Service Coordinator) to discuss emergency management issues in the region.

It was agreed, the CAO will organize training (and refresher training) in emergency management for current and new staff later in the year.

Emergency Activities - general

Wendy Kingsley successfully completed the 21 hour Emergency Social Services Director (ESSD) course this summer. The course was provided by the Justice Institute of B.C. in New Westminster and examined the ESSD's responsibilities before, during and after an event response including mobilizing/demobilizing an ESS response, ESS plan development and managing an ESS team. Congratulations Wendy!

Wildfire activity in the valley in early August resulted in engagement of Cheryl Waugh for interim emergency management services. Communications were established and assistance provided to the Coastal Fire Centre and a liaison continued with the CCRD office until fires were to the mop-up stage.

TRANSPORTATION SERVICES

See separate agenda item.

GENERAL

No items.

Respectfully Submitted



Darla Blake
Chief Administrative Officer