



24

CENTRAL COAST REGIONAL DISTRICT

DATE: September 07, 2017
TO: Courtney Kirk, Chief Administrative Officer
CC: Chair Alison Sayers and Board of Directors
FROM: Donna Mikkelson, Chief Financial Officer
SUBJECT: Financial Report



RECOMMENDATION: That the Financial Report dated September 07, 2017 be received.

This report will inform the board of financial activity undertaken since the July board meeting. The third quarter financial report, which will include the draft statement of revenue and expenditures for the period January to September, will be brought to the October meeting of the board.

Local/Provincial States of Emergency

Most financial activity in July and August centered around the state of local emergency (under EMBC Task #181932 - the Hotnarko/Precipice Wildfire) and the associated provincial state of emergency as it relates particularly to the Cariboo Regional District's fire activity. The process of accounting for events such as these includes completion of Expenditure Authorization Forms (EAFs) where anticipated expenditures are estimated and submitted for approval prior to the expenses being incurred. Daily Expenditure Reports are prepared and submitted regularly, which detail each payee and the corresponding expense with explanation. Invoices are coded, copied and compiled for detailed invoicing to the province. Staff overtime is tracked daily and submitted to the province. Once paid, the overtime costs are included in the invoicing for reimbursement.

At the end of August, we billed \$32,000 to the province for this event. We estimate that approximately 5,000 extra photocopies were generated from our printer for flyers, notices, travel permits, orders, maps and alerts. Our phone bill for the month of August was 10 pages long; normally it's about 3. It's been a busy time at the CCRD/EOC.

Special provisions are being considered by the province which will provide for other expenses associated with being a "host community" to be reimbursed. This includes facility rental for the Emergency Operations Centre (EOC) and emergency social services. We anticipate being reimbursed for providing the regional district offices during this event. Another feature of the "host community" concept is reimbursement for base salaries, which would provide compensation for the portion of time that staff members spent on emergency related work which took them away from regular business that was not conducted. Base salaries have not

previously been eligible for reimbursement, and this has created a hardship in that staff were simply not able to deal with the regular business of the regional district operations. On Sunday, September 10th, we are pleased to report that our application for reimbursement of a portion of base salaries has been approved! We can expect to receive a maximum of \$65,000 for our efforts.

Airport Obstacle Removal

To date, \$226,000 has been spent on the obstacle removal project at the Bella Coola Airport. Regular reporting of expenses and claims for reimbursement have been sent to the province and we await payment.

The unbudgeted appraisal costs (est \$5,500) associated with private property were not previously contemplated in the annual budget. Given the priority of this initiative, the funds will be derived from a combination of reduced maintenance expenditures and delaying the anticipated replacement of the terminal fascia boards and gutters until 2018, if necessary.

Respectfully Submitted,



Donna Mikkelson, CFO



CENTRAL COAST REGIONAL DISTRICT

DATE: September 7, 2017

TO: Courtney Kirk, Chief Administrative Officer

CC: Chair Alison Sayers and Board of Directors

FROM: Donna Mikkelson, Chief Financial Officer

SUBJECT: Regional District Signing Authorities

RECOMMENDATION: That pursuant to Policy F-3 Signatories, the board of directors add Ken McIlwain, Operations Manager to the list of authorized signatories to accounts of the Central Coast Regional District (5038-5), which includes online banking and safety deposit box privileges; and further, that Cheryl Waugh, be removed.

The above recommendation is self-explanatory. This resolution will provide the Operations Manager with signing authority on regional district accounts and enable him to sign cheques and access online banking services and the safety deposit box. The deletions are housekeeping since they are no longer with the regional district.

Respectfully Submitted,

Donna Mikkelson, CFO

Board Meeting
 SEP 14 2017
 CCRD ITEM C(e)



CENTRAL COAST REGIONAL DISTRICT

DATE: September 7, 2017

TO: Courtney Kirk, Chief Administrative Officer

CC: Chair Alison Sayers and Board of Directors

FROM: Donna Mikkelson, Chief Financial Officer

SUBJECT: Director Remuneration during Emergency

RECOMMENDATION: That the board of directors authorize payment to Chair Sayers, Directors Richard Hall and Sam Schooner in the amount of \$150 for local work assignments on July 16, 2017 as a result of the provincial and local declarations of emergencies, pursuant to section 1(c) of Schedule A of the CCRD Board Remuneration and Expenses Bylaw, No. 442; and further that.....

The above recommendation is self-explanatory. Directors gathered together with members of the Nuxalk Nation Council on Sunday, July 16, 2017 to discuss various aspects of the emergency associated with CCRD Task #181932 (Hotnarko/Precipice Wildfire), including potential evacuations from the Cariboo Regional District.

The board may also wish to consider additional remuneration for the board Chair or directors in recognition of other local work assignments during the state of local emergency (beyond regular board meeting and commission, committee or society meetings).

The additional remuneration can be accommodated in the annual budget.

Respectfully Submitted,

Donna Mikkelson, CFO

Board Meeting
 SEP 14 2017
 CCRD ITEM C(\$)



CENTRAL COAST REGIONAL DISTRICT

DATE: September 07, 2017

TO: Courtney Kirk, Chief Administrative Officer

CC: Chair Alison Sayers and Board of Directors

FROM: Donna Mikkelson, Chief Financial Officer

SUBJECT: Board Remuneration and Expenses Bylaw

Board Meeting
 SEP 14 2017
 CCRD ITEM C(9)

RECOMMENDATION:

That the Board Remuneration and Expenses Bylaw report prepared by the Chief Financial Officer be received and that Bylaw No. 477, 2017 be drafted and given first reading at the October meeting of the board.

The regional district’s Board Remuneration and Expenses Bylaw No. 442, 2014 was reviewed and discussed at the June 2017 meeting of the board, along with a staff report indicating comparisons with other regional districts based on a survey completed by the Columbia Shuswap Regional District in May 2017. At that meeting, it was noted that in general terms, directors felt that the remuneration fell short in terms of the amount of time that is dedicated to regional district business. Accordingly, a new bylaw (477) is presented with questions of the board and new provisions noted in red.

The following philosophies may guide the development of Bylaw No. 477:

- a) Board remuneration should be structured to recognize the importance of this publicly elected office and provide a reasonable incentive to attract and retain quality individuals to the positions;
- b) Board members are expected to conduct their business in such a way as to optimize the value to the electorate;
- c) Board members should be reimbursed for their reasonable expenses in carrying out their responsibilities and should not be out of pocket for expenses associated with their tenure at the regional district;
- d) Directors should not use expenses charged for regional district business to subsidize their personal or business activities.

It is significant to note that 11 regional districts did not respond to this survey.

Key findings from the review of 17 other regional district bylaws include:

- The average amount paid to electoral area directors is \$15,260 annually. The CCRD average was \$4,335;
- The average annual remuneration paid to the board chair is \$33,181. The CCRD paid \$5,900 in 2016. A significant factor in this calculation is the number of board meetings held annually. Using this factor, the average annual remuneration paid to the board chair per board meeting is \$1,144; the CCRD's average is \$590.
- Most regional districts provide an annual or monthly stipend which is paid regardless of attendance at board or other meetings.
- 8 regional districts include travel time in the stipend for board meeting attendance; 9 do not. The travel reimbursement is either based on an hourly rate or a per kilometer rate.
- 5 regional districts meet once per month; 11 meet twice per month; 1 meets 1.5 times.
- 5 regional districts allow all directors to attend conferences; 11 have limits on which conferences are allowed and who can attend
- 11 regional districts pay for travel to attend regional district board meetings – mostly by a rate per km.
- Rates for committee meetings range from \$62 per meeting to \$196

Regional districts have varied bylaws and policies in the matter of board remuneration and expense. Some bylaws are 3 pages, some are 12; some regional districts pay an annual stipend, some pay per meeting and some pay according to the population count they represent. Some pay hourly rates for travel, some pay by kilometer.

Because of significant variations (apples and oranges) amongst regional districts, it is difficult to compare to find “the norm”.

Further to comments made at the June board meeting, inquiries of other regional districts were made regarding reimbursement for childcare expenses. None of them have provision for this type of expense in their bylaws and the most common response was that this is considered a personal expense.

History of revisions to board meeting stipends and monthly allowances:

	2004	2008	2009	2011	2014	2017
Monthly Allowance – board chair	*	*	*	350	400	
Monthly Allowance – RHD Chair	*	*	*	*	75	
Board meeting stipend - chair	250	250	350	*	*	
Board meeting stipend – Vice chair (when acting)	250	250	350	350	350	
Board meeting stipend – director or alternate	200	200	300	300	300	
Local work assignments – half day	75	75	75	75	75	
Local work assignments – full day	150	150	150	150	150	
Attendance at Conventions (AVICC, UBCM)	200	200	200	200	200	
Out of town representation	200	200	200	200	200	
Travel for out of town representation – half day			100	100	100	
Travel for out of town representation – full day			200	200	200	

* Prior to 2011, the chair was paid only if they attended the board meeting. This was changed to a monthly allowance whereby the chair and RHD chair would be given a monthly stipend in recognition that they worked throughout the month, and not only on board meeting day.

Respectfully Submitted,



Donna Mikkelson, CFO

CENTRAL COAST REGIONAL DISTRICT

BYLAW NO. 477, 2017

CCRD BOARD REMUNERATION AND EXPENSES BYLAW

Being a bylaw to establish remuneration and provide for reimbursement of expenses for the CCRD board of directors.

WHEREAS the Board of Directors of the Central Coast Regional District is authorised by ~~Section 794 of the Local Government Act and section 122 of the Community Charter to exercise powers by bylaw or resolution, and accordingly have determined to provide for the payment of remuneration and expenses to the Board associated with carrying out regional district business, provided such remuneration is consistent with the annual financial plan;~~

AND WHEREAS the board of directors has deemed it necessary to update the rate structure and expenses allowed from time to time;

NOW THEREFORE, the board of directors for the Central Coast Regional District, in open meeting assembled, enacts as follows:

1. Bylaw 442 cited as the "CCRD Remuneration and Expenses Bylaw No. 442, 2014" is hereby repealed.
2. Remuneration shall be paid and expenses reimbursed to members of the Regional Board consistent with Schedule 'A' attached hereto and forming part of this bylaw;
3. This bylaw may be cited as "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017".

READ A FIRST, SECOND AND THIRD time this 14th day of September, 2017.

ADOPTED this ____ day of _____, 2017

Chair

Corporate Administrator

"Certified a true copy of Bylaw No. 477, 2017 cited as the "CCRD Board Remuneration and Expenses Bylaw No. 477, 2017" as adopted on _____."

Corporate Administrator

CENTRAL COAST REGIONAL DISTRICT
BYLAW NO. 477
CCRD BOARD REMUNERATION AND EXPENSES BYLAW
SCHEDULE 'A'

1. BOARD MEMBER REMUNERATION:

- a) Monthly Allowance: Chair.....\$400.00
CCRHD Chair\$75.00
- b) Board Meeting Stipend: Vice Chair (when acting as Chair).....\$350.00
Director (or alternate director).....\$300.00
- c) Local Work Assignments (beyond regular Board meetings and Commission, Committee or Society meetings, and for which a prior consensus of the Board has been reached) (Should this be changed so that Directors are paid for Commission, Committee and Society meetings?):

Half Day (the definition of half day is at the discretion of the Board)\$ 75.00
Full Day (the definition of full day is at the discretion of the Board)\$150.00
- d) Attendance at Conventions (AVICC, UBCM, etc): Per Day.....\$200.00
(for which a prior consensus of the Board has been reached)
- e) Out of Town Representation: Per Day.....\$200.00
- f) Travel for Out of Town Representation: Per Half Day.....\$100.00
Per Full Day.....\$200.00

2. REIMBURSEMENT FOR EXPENSES:

- a) All reasonable expenses incurred for travel and accommodation shall be reimbursed as per receipts submitted. A Director who utilizes non-commercial facilities for overnight accommodation shall be paid a private accommodation allowance, provided the period of accommodation would not exceed that required for the purpose of attending to regional district business. The private accommodation rate is \$35/night.
- b) The daily allowance for meals includes \$15.00 (\$20) for breakfast, \$18.00 (\$25) for lunch and \$25.00 (\$35) for the evening meal provided such meals have not been provided as part of a convention or other event. Where meals are provided, there is no reimbursement if the director chooses to eat elsewhere. For full days, directors may claim a per diem of \$90 which includes all meals plus \$10 for incidentals.

In order to claim a meal allowance, the Director must be away from home on regional district business for the entire period noted beside the applicable meal. (~~There will be no reimbursement for alcoholic beverages~~) (Please discuss the meal allowance in relation to Electoral Area A & B Directors while away from home and attending regular board meetings.)

When meals are provided at conferences or meetings, no meal allowance is to be claimed for those meals which were consumed.

- c) Notwithstanding Section 1, automobile travel outside the regional district for out of town representation shall be reimbursed as per Canada Revenue Agency’s Automobile Allowance Rates **in effect at the time of travel.**

The amount compensated for automobile travel shall not exceed the amount that would be compensated for air travel to the same destination.

Where travel expense is reimbursed to this office that exceeds our kilometre rate, our kilometre rate shall be used for reimbursement to directors or committee/commission members. Any remaining balances will be credited to the administrative travel account.

- d) For attendance at conventions, if requested, an advance may be made.
- e) Notwithstanding the provisions herein, in recognition of the travel incurred within the electoral areas and within the regional district on regional district business, the Directors for Electoral Areas B, C, D and E shall be paid **an allowance of \$100.00 per month.** The Director for Electoral Area A shall be paid \$150.00 per month in recognition of larger area within Area A to be covered when undertaking electoral area regional district business. **(Should the provision for Electoral Area A be removed and replaced with the actual cost of, say, one trip annually to other Electoral Area A communities not otherwise represented on the board? It has been noted that \$1,800 annually is not enough to ensure direct representation.)**

(Should the board chair be provided extra?)

Alternate directors will not be compensated for travel incurred within the electoral areas and within the regional district. **(Is the board interested in removing the monthly travel allowance and replacing it with a per kilometer rate for actual travel?)**

- f) The sum of \$300.00 will be paid to each director annually, in May, in recognition of costs associated with paper and printer supplies. **(Is this still relevant given the move to electronic communications?)**
- g) The sum of \$25.00 per month will be paid to each director in recognition of the costs associated with personal cellular phone use. **(Is this in line or reasonable according to actual costs?)**
- h) The sum of \$50.00 per month will be paid to the Chair in recognition of the costs associated with personal cellular phone use. **(Is this in line or reasonable according to actual costs?)**
- i) Reimbursement for remuneration and expenses shall be made only upon the submission of a signed expense voucher in the format approved by the Chief Financial Officer.

For clarity, directors are paid the following items on board meeting day and signed expense vouchers are not required for reimbursement:

- i. 1(a) Board meeting stipend **and monthly allowances;**
- ii. 2(e) travel within the regional district;
- iii. 2(f) costs associated with paper and printing supplies;
- iv. 2(g) the directors’ cellular phone allowance;
- v. 2(h) the Chair’s cellular phone allowance.



**CENTRAL COAST REGIONAL DISTRICT
COMMUNITY ECONOMIC DEVELOPMENT
SEPTEMBER 2017 REPORT**

DATE: September 11, 2017
TO: Courtney Kirk, CAO
CC: Chair Alison Sayers and Board members
FROM: Bridget Horel, Community Economic Development Officer
SUBJECT: Community Economic Development Monthly Report

Board Meeting
SEP 14 2017
CCRD ITEM (h)

RECOMMENDATIONS:

1. **THAT the Community Economic Development Report dated September 11, 2017 be received.**

CCRD COMMUNITY ECONOMIC DEVELOPMENT HIGHLIGHTS

BC Wildfires and Economic Recovery

The CEDO has been supporting the CCRD Emergency Operations Centre since July 24th and has been operating as the Emergency Operations Centre Director since August 10th. In this role, the CEDO has connected with local businesses and organizations as well as outside organizations including the BC Economic Developers Association, Northern Development Initiatives Trust, Cariboo Chilcotin Coast Tourism Association, the Ministry of Jobs Tourism and Skills Training, Community Futures, and the Provincial Regional Emergency Operations Centre (PREOC) to express the impacts the Wildfires have had on business operations in the region and to engage in conversations around supports and economic recovery planning. A survey sampling businesses within the Central Coast Regional District has been administered to help the CCRD better understand the impacts faced by local businesses. Survey responses are being compiled and the results will be used to inform advocacy and recovery efforts.

Economic Development Advisory Committee

The Economic Development Advisory Committee (EDAC) meeting for July 27th 2017 was cancelled due to the Local State of Emergency. The next scheduled EDAC meeting is for September 28th 2017. The Chief Administrative Officer is reviewing the Terms of Reference and a revised Terms of reference may be brought forward for discussion with the Board of Directors and the EDAC.

BC Ferries

The vessel acquired by BC Ferries for the new mid-coast ferry service has been named the Northern Sea Wolf. Reservations for this route are scheduled to be open for booking in mid-

October 2017. The North and Central Coast Ferry Advisory Committee (FAC) is scheduled to meet again in late October in Prince Rupert.

The B.C. Ferry Authority has requested the participation of Regional Districts in the process to identify and nominate qualified individuals for appointment to the board of directors of the Authority. The Regional Districts of Central Coast, Kitimat-Stikine, Mount Waddington and Skeena-Queen Charlotte have been designated as the "Northern Coastal & North Island Appointment Area" for purposes of nominating qualified individuals suitable for appointment to the board of directors of the Authority.

Vancouver Coastal Health (VCH) Active Communities Grant

An extension for the VCH Active Communities Grant has been secured to allow more time for development of a collaborative project between the CCRD Denny Island Recreation Commission and Heiltsuk Nation.

Love Central Coast

September marks the one year anniversary of the launch of the Love Central Coast Program. The CEDO arranged a booth at the Fall Fair (September 10th) to celebrate the anniversary, introduce LoveBucks (a program to encourage local purchasing), and to provide information to businesses on economic recovery resources available for those impacted by the Wildfires.

Respectfully submitted,

Bridget Horel
Community Economic Development Officer



**CENTRAL COAST REGIONAL DISTRICT
OPERATIONS DEPARTMENT
AUGUST 2017 REPORT**

Board Meeting
SEP 14 2017
CCRD ITEM (i)

TO: Courtney Kirk, CAO
CC: Board Chair Alison Sayers and Board Members
DATE: September 11, 2017
FROM: Ken McIlwain, RPF Operations Manager
SUBJECT: Operations Monthly Report

RECOMMENDATIONS:

1. THAT the August 2017 Operations Report be received.
2. THAT the CCRD Board of Directors authorize expenditures from the Asset Replacement Fund for the replacement of the existing transfer station and attendants office at Thorsen Creek Waste and Recycling Centre in the amount of \$27,200.

**CCRD OPERATIONS
AUGUST 2017 HIGHLIGHTS**

SOLID WASTE MANAGEMENT

1. Waste diversion rates at Thorsen Creek Waste and Recycling Centre (TCWRC) continued to improve through July and August, largely due to the open burning ban in place.
2. Progress continues with construction of the new recycle depot and transfer station at (TCWRC). The following activities were completed in July and August:
 - Footings and lock block wall construction;
 - Concrete bin pads;
 - Final site contours on eastern portion of site;
 - Underground electrical for the new attendants office and future storage building; and
 - Well pump installation and waterline hook-up.

Remaining works to complete include:

- Concrete pad for attendant's office;
- Attendant office electrical hook-up;
- Removal of light pole from existing site and install at new transfer station;
- Temporary guard rails along transfer station wall;

- Gate installation;
- Electric fence installation around bin area;
- Install of trees/shrubs from BC Hydro re-greening grant; and
- Grass seeding of finished areas.

3. **ACTION ITEM:** Due to higher than expected costs associated with site grading, trucking in suitable fill material and concrete, the existing capital budget for 2017 is insufficient to complete the planned works at the new recycle depot and transfer station.

To address the funding shortage and allow the project to progress, an additional \$15,000 is being sourced from within the solid waste budget from unused allocations such as the contingency and professional development line items.

Currently there is \$27,228 in the Asset Replacement Fund for solid waste management. Utilization of these funds to assist with the cost of the new transfer station and attendant's office is consistent with the intended purpose of the Asset Replacement Fund Bylaw. The funds are not currently earmarked for any other identified project.

There is currently no policy in place providing procedural guidance around use of asset replacement funds. In absence of procedures specifically allowing administration to direct the use of these funds, the CCRD Board is asked to authorize the expenditures of up to \$27,200 from the Solid Waste Management Asset Replacement Fund.

4. Construction of the lock block Z-wall at the Thorsen Creek Transfer station is nearing completion. Concrete bin pads are now complete. Railings still need to be installed.



Photo: Concrete bin pads at new TCWRC Transfer Station

RECREATION FACILITIES

1. **Centennial Pool:** The pool facility has been operating relatively trouble free through July and August. Furnace fuel lines continue to have problems with air in the lines when both furnaces are running. The pool can be heated on just one furnace and the new pool blankets are offering superior protection against thermal loss. The operation of the second heater is desirable both as a back-up unit and in the event of colder September temperatures. Subject to contractor availability, this issue will be addressed this fall.

The pool basin refit is holding up well. In the deep end of the pool, there are two small areas where the rubberized liner has detached from the concrete. These locations are consistent with where the most serious damage took place during the last flood, leaving large structural cracks. During application of the new liner, hydraulic pressure and water ingress through cracks from the high water table made it very difficult to achieve ideal application conditions. It was expected that as the pool was filled, there would be further settling of the pool basin. Despite the flexible nature of the liner, this also has the potential to compromise the liner in the areas with structural damage.

Following cleaning of the pool basin in the spring, sections of failed liner should be patched if conditions allow.

2. **Skating Rink:** Funds are still in place to undertake resurfacing of the outdoor ice rink at Snootli Creek. No asphalt paving companies have undertaken work in the Bella Coola Valley this summer. It is expected this project will have to be delayed to 2018 or 2019 when it is expected that a paving company will be available to complete the work.
3. **Snootli Creek Park:** A Bella Coola Valley tour operator noted that there were debris from airport land clearing activities located on the Snootli trail network. This debris has since been removed. The public has been notified that depending on clearing operations, certain areas of the park will be closed to the public.

The same tour operator also noted the poor condition of the dirt/gravel access road to the Big Cedar Trail and Beaver Pond recreation sites. There is no money budgeted in 2017 for additional surfacing material or grading. A subsequent inspection by Operations staff confirmed the poor condition of the access road. During the 2018 budgeting process, consideration should be given to funding some resurfacing of the road surface.

BELLA COOLA TOWNSITE WATER SYSTEM AND FIRE PROTECTION

1. The BCVFD responded to one call on the Bella Coola Townsite at the end of August. One new member has signed on with the Department.
2. A public consultation process is being designed to share information from the asset management planning process and solicit budgeting feedback from Townsite Waterworks customers.

STRATEGIC INITIATIVES

CENTENNIAL POOL UPGRADE

No word has been received from UBCM with regards to an application that was submitted for funding under the Strategic Priorities Fund to complete an upgrade to the Centennial Pool in Hagensborg. The proposed upgrade would see the mechanical system and pool tank replaced, as well as the addition of a hotpool. The application was for approximately 2.8 million dollars.

DENNY ISLAND WATER

No word has been received from UBCM with regards to an application that was submitted for 1.5 million dollars in funding under the Strategic Priorities Fund to partner with School District #49 to construct a community water system for a portion of Denny Island.

ASSET MANAGEMENT PLANNING

Due to other work priorities, no further work has been undertaken on asset management planning since development of the supporting asset management strategies for Denny Island Water and the Centennial Pool. Staff will be meeting with Urban Systems engineers in September to refine the asset management work plan for the remainder of the year.

Respectfully submitted,



Ken McIlwain, RPF
Operations Manager

Board Meeting
SEP 14 2017
CCRD ITEM (g)

Centennial Pool Commission

Meeting Minutes

25 July 2017

Present: R. Hilland, C. Thommasen, N. Koroluk, J. Kyle, K. Lansdowne, J. Cole

1. Staff - Training is ongoing with individuals as well as groups: Coleen is currently giving a Life Saving Instructors course for five guards.

2. Public Lessons - Participation is good for the two sets offered each half hour during the morning. Nicola believes that the revenue from these lessons should be about the same as last year.

3. Use of Showers - A key to the building has been given to the supervisor of the fire suppression crew stationed here, to facilitate the use of showers during hours when the pool is normally closed. The group will be billed in line with what has been done previously.

4. Gift for Coleen - In order to recognize the energy and work that Coleen has contributed to teaching a variety of employees and patrons of the pool, the Commission has asked Nicola to look into a suitable gift.

5. Facility - Heating oil use will be monitored pre- and post-pool cover to help determine the effect of its use [Probably should also note the water temperatures of each time period. jc]
- The Commission asks Ken to look into non-slip paint surfacing for around the edge of the pool.
- The railing has not yet been installed.
- A question was raised concerning how often the Pool Safety Checklist is submitted to the CCRD: at

the end of the season, or more regularly? Russ will check with Mykaila. One Commission member is scheduled each week to assist in this inspection. This schedule has been circulated to Commissioners.

Board Meeting
SEP 14 2017
CCRD ITEM (ck)

Centennial Pool Commission
Meeting Minutes
8 August 2017

Present: N. Koroluk, C. Nygaard, C. Thommasen, J. Cole

Guest: Mykaila Dixon, Pool Manager

1. Pool Update - Mykaila will be available through September and early October and will keep the pool open, depending on the weather. The schools are eager to rent it whenever it is available. Mykaila will make up a schedule for the fall.

2. Volunteers - Moved to In Camera, no items were brought out.
- Volunteers are covered by CCRD insurance.
- During the winter, the Commission needs to prepare a policy on volunteers or others who work at the pool but are not employees.

3. Request for Out-of-Town Training - An employee has requested funds for a training course she is planning to take, which will amount to around \$500. Motion: That the request for payment for the training be granted.

Nygaard/Thommasen:Passed

4. Staff Guard Positions - One employee was moved to a Guard position as of 1 August, having recently fulfilled the qualifications given in the Pool Pay Policy.

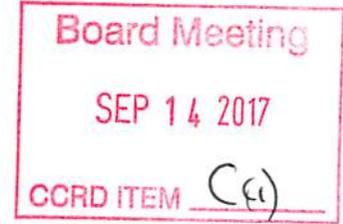
5. Use of Pool Showers - The fire suppression crew is no longer using the showers and the key has been returned. Mykaila will tally the dates of use and give to Wendy.

Next meeting - To be announced.

Centennial Pool Commission

Meeting Minutes

August 22, 2017



Present: Janice Kyle, Karen Lansdowne, Carol Thommasen, Nicola Koroluk (Chair)

- 1. Budget. Discussed revenue and expenditures as per printout received from CCRD as of August 10. Income from user fees and charges are not as much as expected which may be partly due to later opening this season. Noted that budgeted income figures for 2017 are based on 2016 season which was exceptional for participation. Payroll expenses are as expected, however, it would be helpful to know the June payroll expense on its own, when staff were assisting with maintenance upgrades and other preparations for the season. Plan is to request this payroll split figure from CCRD office.

It is also noted that when lessons are paid directly to instructor (as is the case this season), that pool revenue figures will not include this income.

- 2. Manager’s Report. Manager not available today.
- 3. September opening. There has been some interest expressed from the schools. Acwsalcta School would run an after school bus for 3:30 to 5:30 session. SAMSS has been positive about possible Triathlon in Sept. Commission would support “Swim to Survive” program for safety around water for grades 3 and 7; Pool staff would be able to teach it.

Commission noted that bylaw 474 allows for pool season to extend only to Sept. 30, so would move forward with that endpoint. October weather would probably have noticeable impact on heating bill as well.

Staff are surveying regular swimmers/aquafitters to see what other kind of daytime session would work for September.

Pool blanket has finally been received and used in past few nights. Morning pool temperatures show the blanket is making a difference.

- 4. Staff. Significant changes are in store for September as college students head back to school. Reaching standard of at least 2 employees may be challenging. Plan is to use highschool students depending on their availability. For school rentals, it will be important to orientate school staff to basic emergency procedures, if only one pool employee is only available.