

## District of Barriere

# REPORT TO COUNCIL

<b>Date:</b> February 19, 2019	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> C. Hannigan, CAO
<b>Re: CAO Update and Action Tracking</b>	

**Emergency Operations Centre (EOC) Training Reminder:** Policy Group Training for Council members in protocols around an emergency response that activates the local EOC will be held February 28, 2019 sponsored by the City of Kamloops. The operational tabletop exercise for staff is being held Friday March 1<sup>st</sup> here at the Ridge.

**Well Update:** The Pressure Reducing Valve (PRV) at our main Deep Well #2 (Spruce Cres.) failed last week impacting the associated flow meter and shutting down the well. Due to the fact they are both located in a confined space vault, it has been identified that the safety feature around isolating this vault is absent as simply shutting valves down on either side of the vault is no longer considered safe isolation. As a result, repairs on these items will have to include the additional cost of making the vault safe to enter going forward. Should this work exceed the allotted repairs and maintenance budget, staff will be back to Council for additional monies from water surplus. The repair in the vault itself will be under \$10,000 however installing an acceptable safety feature for this confined space is being researched by the District's WorkSafe consultant and our engineer and the cost is yet undetermined. The new Bradford DW#1 is handling the load under the close supervision of staff who are collecting data as part of the long term licence requirements for the new wells.

**Procurement Case of the Year:** Paul Emanuelli, Managing Director of The Procurement Office, a legal firm that practices and trains others in procurement law in Canada and the US, has chosen through the voting of the membership, Murray Purcha & Son Ltd v. Barriere (District) as the winner of their 2019 Global Case of the Year: Clearing the Way for NRFPs. He emphasized that Barriere's case helps clarify the ongoing legal battles around Contract A (normally seen with tendering) versus Requests for Proposals (RFPs) or the increasingly popular NRFPs (negotiated RFPs). Of interest were other cases where government organizations are required to spend, in one case, \$1 million on legal costs even though it won its decade-long law suit.

**RecycleBC Collectors Conference:** Recycle BC will be hosting its Collectors' Conference on April 8 and 9 in New Westminster. This conference is an opportunity for RecycleBC Collectors to connect with one another, learn about new industry trends, innovations, RecycleBC operations and what's to come in the future.

Conference sessions will be a mix of plenary and workshops. Topics include end-market information, packaging trends, addressing contamination, tracking and reporting greenhouse gas emissions, a review of Other Flexible Plastic Packaging for depot operators, showcasing the latest sorting and processing technologies, and more.

There is reserved time before the conference starts on Monday, April 8 between 9 a.m.-12 p.m. for collectors to meet one-on-one with each other or with any RecycleBC team members. The TNRD will be sending a representative from the Depot side of things and since the conference is free and we are just starting up in the program as a Collector the month prior, we will be sending one or two staff members as well who will then be able to report back on anything that could assist us.

**CAO Forum:** The Forum held in Kelowna this year was attended by 70 CAOs from across BC. Along with legal updates, new Council term-related information and breakout sessions with similar-sized communities, there were informative presentations by EMBC on Emergency Operations lessons learned, including in the EOCs; a WorkSafe Chief Investigator's dialogue and video on the detailed forensic investigation carried out concerning the Fernie Ammonia incident and ongoing province-wide inspections; as well as a session on the Council Code of Ethics / Culture of cooperation and supporting Council effectiveness through Strategic Planning, etc... Upcoming changes to the Building Code Requirements where LGMA is working with the Building Officials Association (BOABC) on training modules for new Building Inspectors and around Letters of Assurance to provide certification for all Levels to be able to manage building permits above their certification level through the use of Engineer/Architect and other professional signoffs. This will alleviate the need for smaller municipalities to have a Level 3 Building Inspector either on staff or contracted.

**Boundary Extension Meeting with Simpcw First Nation:** A Council to Council meeting has been scheduled for Monday March 11, 2019 at 3:30pm in Chu Chua to discuss their objection to the Boundary Extension request to include DL 57 (part of Armour Mountain).

**Ongoing Action Tracking:** As a result of frequent questions around the status of action items from previous minutes often involving projects or operational items that may not be included in the general CAO update or other staff reporting mechanism, an Action Tracking spreadsheet will be attached to the CAO Update report going forward. Items being tracked are those carried by resolution/motion of Council, are a separate capital project or, are identified in the approved Council Strategic Plan.

*Prepared by: Colleen Hannigan, CAO*

RESOLUTION/Action	STATUS – As per associated comment	STATUS – Completed
<b>November 19, 2018 Regular Council Meeting</b>		
That Council adopt the Minutes of the <u>October 15, 2018 Regular Council Meeting</u>	Signed and filed	
That Council adopt the Minutes of the <u>November 5, 2018 Inaugural Council Meeting.</u>	Signed and filed	
THAT Council reconfirm their conceptual approval for the development of a proposal for a boundary extension that would bring DL 57 into the District of Barriere and direct staff to move forward with the steps of the boundary extension process.	Email sent to applicant advising of Council's reconfirming of the conceptual approval.	
That a letter from the Mayor be sent to the Barriere First Responders Society reiterating why Council would like this non-identifying statistical information and how such information is hoped to aid Council in their lobbying efforts for the service.	Letter sent to all members of the BFRS.	
That the name of the Barriere Fire Department be officially changed to Barriere Fire Rescue.	Name changed on website and digitally where able. Logos and decals will be changed when replacement would normally be required.	
That the donations from the Halloween Fireworks concession be given to the Road Rescue division of Barriere Fire Rescue.	Completed.	
That Council approve the expenditure of up to \$11,000 for the installation and associated cleanup of a fenced compound at the Riverwalk Wastewater plant, with the money coming from Gas Tax Reserve.	Complete and under the \$11,000 budget.	
That the remaining amount of \$54,172.81 received from the Office of the Fire Commissioner to be deposited into the Fire Surplus account.	Completed.	
That Council approve the date of December 19th for the staff Christmas party.	Party date confirmed.	
That Council direct staff to come back to the December 10th meeting with one or more detailed options for an application to the RNC grant opportunity due by January 23, 2019.	Formal report provided for consideration at the next Council Meeting with the attendance of the District's Engineer.	
That a letter be sent to the Ministry of Transportation and Infrastructure outlining safety concerns along the Yellowhead Highway within the municipal boundary including possible solutions to those concerns for the Ministry's consideration.	Mayor contacted MOTI to discuss the matter and MOTI representative met with the Mayor in Barriere to discuss the issues in person.	
That the Barriere & Area Chamber of Commerce Grant Request for \$500 to fund a Community Christmas Dinner with any unused funds being donated to the Barriere Food Bank.	TNRD wanted to contribute towards the Christmas dinner as well. TNRD and District monies were combined with TNRD donating \$375 and DOB \$125 for \$500 to the Community Dinner. Cheque for \$375 was then provided and to the Foodbank?	
<b>December 10, 2018 Regular Council Meeting</b>		
That Council adopt the Minutes of the November 19, 2018 Regular Council Meeting.	Signed and filed.	
That Council approve \$750 in funds for the donation of carbon monoxide / smoke detectors to	15 Carbon Monoxide detectors purchased by the Fire Chief at TimberMart. Total cost \$785. 8 have	

residences with serious carbon monoxide concerns as identified by the Fire Chief on a case by case basis with the funds being taken from Fire Surplus.	been distributed. The Fire Chief is continuing her visits to RV and MH locations.
THAT Council appoint Karina Scott, Dan Meek and Leslie Stirling to the Board of Variance for a term of 3 years.	Board appointed.
THAT Council approve the increase of funds on deposit for the North Thompson Fall Fair & Rodeo Association to \$30,000.00.	Completed.
THAT Council direct staff to prepare a grant application for submission to the ICIP- Rural and Northern Communities (RNC) Fund: - Phase I - would consist of the exact application that was submitted for the first grant totaling \$2.4 million. - Phase II - would then consist of the most critical upgrades on the remainder of Barriere Town Rd. to an amount of \$2,000,000.	Completed.
That Council direct the Mayor and CAO to sign back the agreements to Recycle BC with revised wording making the agreements subject to the Louis Creek Eco-Depot (or similarly distanced site) being the District's designated Post Collection Facility or Receiving Station for the contract term unless otherwise agreed to by the District in writing.	Completed. Wait period of 3 months begins.
That Council approve assuming License of Occupation #338999, File#3409884, respecting the Statutory Right of Way assigned to the District of Barriere from the TNRD on September 11, 2009 and registered under the Land Title Act as LB337657.	Completed.
That staff research the Block Watch Membership Society and determine the feasibility of potentially helping to fund the program.	Completed.

#### **January 7, 2019 Regular Council Meeting**

That Council approve the January 7, 2019 Regular Council Meeting Agenda as amended.	Agenda amended to reflect late entry item.
That Council adopt the Minutes of the December 10, 2018 Regular Council Meeting.	Signed and filed
That Zoning Bylaw No. 111, Amendment Bylaw No. 165 be given first reading and that a Public Hearing be scheduled for 7pm January 21, 2019 relating to application RZ-18-01. (Cannabis Retail location at BMI)	First reading recorded and legislated Notice sent to paper as well as hand delivered notice to 100m properties. Public Hearing Agenda scheduled and agenda drafted. Written submissions collected in anticipation to be read at Public Hearing.
That Fees & Charges Bylaw No. 73, Amendment Bylaw No. 166 be brought back for consideration during the upcoming Budget Meeting process.	Increase in utility charge reflected in initial draft 2019 budget for upcoming budget meetings.
That a thank you letter be sent to TimberMart for the company's generous discount offered for carbon monoxide detectors purchased by the Fire Department.	Handwritten thank you card drafted and signed by the Mayor. Mailed by reception.

## January 21, 2019 Regular Council Meeting & Public Hearing

That Council adopt the Minutes of the January 7, 2018 Regular Council Meeting as amended.	Jan. 7 <sup>th</sup> Minutes amended by striking text and replacing with the breakdown of figures Council requested. Signed and filed
That the meeting recess at 7:03pm and reconvene following the adjournment of the scheduled Public Hearing.	Recess recorded in minutes and indicated Public Hearing called to order
That the Public Hearing adjourn at 7:14p.m. and Council reconvene into the Regular Council Meeting.	Public Hearing for Cannabis Retail at BMI location undertaken
That Council direct staff to research the feasibility of the District participating in the PNP Entrepreneur Regional Pilot Program and report back to Council at a future date.	Staff conducted the research as directed which included the initial signing of an application to enroll and attend free training. Once training is complete, a formal report to Council will be brought forth.
That Zoning Bylaw No. 111, Amendment Bylaw No. 165 be given second and third readings. (Cannabis Retail BMI)	Readings recorded. Draft bylaw sent to MOTI for sign off. Awaiting sign off from MOTI before being brought back for adoption consideration.
THAT Council direct the CAO to request and enter into an extension of both Barriere Elementary School lease agreements with SD73 for up to 10 years.	Completed.
THAT Council direct staff to submit an application for funding to the BC Hydro Community ReGreening Program for \$5,000 with matching funds coming from the Gas Tax Reserve.	Application submitted.
THAT Council appoint the following to the Select Committee of Council – Wellhead Protection Committee. <ul style="list-style-type: none"> <li>• Mayor Ward Stamer</li> <li>• Councillor Al Fortin</li> <li>• Chris Matthews</li> <li>• Jim Warman</li> <li>• Thierry Carriou</li> <li>• David Thomson / Melissa Wade, FLNROD</li> <li>• Jessy Bhatti, Interior Health</li> <li>• Doug Borrill</li> </ul>	Completed.
That Council direct the CAO/Corporate Officer to proceed with the AAP with a deadline of February 25, 2019 for the return of Elector Response forms and bring back its results to the March 4th Council meeting. <b>(Boundary Extension)</b>	Legislative Notice given via the paper & Gazette. Referrals sent. Response from SIMPCW First Nation received. A meeting request has been sent to Tina Donald by the CAO to obtain clarity on the “cultural significance” stated in their objection. Feb 25 <sup>th</sup> deadline for AAP forms. None submitted as of Feb 5 <sup>th</sup> . Waiting for a date from Simpcw for a Council to Council meeting.
THAT Council direct staff to include the costs of creating two Pickleball outdoor courts in the upcoming budget deliberations.	Costs are reflected in the draft 2019 budget sheets for consideration during upcoming budget deliberations.
The Council direct staff to inquire how other communities are handling this stipend taxation change.	Research conducted by FO and formal report prepared for Council’s consideration at the February 4 <sup>th</sup> Council Meeting.

**February 4, 2019 – BUDGET Meeting**

That \$58,518.79 be transferred to Water Surplus and \$30,000 be transferred to Water Reserve.	Completed.
That \$2,404.83 be transferred from General Surplus to the 2018 Riverwalk Sewer Budget to balance.	Completed.
That \$34,637.14 be transferred from General Surplus to the 2018 Aquatics Wastewater System Budget to balance.	Completed.
That \$1,395.46 be transferred to General Surplus from the Siska Sewer Budget.	Completed.
That \$1,652.87 be transferred to Highway Rescue Reserve; and That \$6,063.08 be transferred to Fire Surplus; and That \$66,662.22 be transferred to General Surplus; and That \$5,133.74 be transferred to Gas Tax.	Completed.
That the Special Council Meeting – Budget, recess and set a time to reconvene on Monday February 11, 2019 @ 5pm.	Meeting continuation scheduled for February 11, 2019 at 5pm

**February 4, 2019 Regular Council Meeting**

That Council adopt the Minutes of the January 21, 2018 Regular Council Meeting and Public Hearing.	Signed and filed
THAT Council increase Mayor remuneration to \$12,698.90 and Council remuneration to \$7,980.72 which represents both the CPI increase and the increase as a result of the loss of the tax exempt benefit.	Completed.
That Council direct staff to work on an internal Official Community Plan update to either coincide with boundary extension approval or proceed on its own merits and reflect a budget of \$5000 for this update within the 2019 budget deliberations.	This work will be ongoing as time permits.
That Council establish a “Barriere Blooms” Select Committee and that Councillor Kibble be appointed Chair of the Committee and Virginia Smith appointed as a member of that Committee.	Completed.

## SPECIFIC CAPITAL PROJECTS - Tracking

Project	Status
2010 Innovation Grant for SAWRC/ Septage Receiving/Collection system	Complete and operational – remaining challenges include: <ul style="list-style-type: none"> <li>• Long term biomass storage facility - under investigation – partially funded by Rural Dividend monies left over from SAWRC Pilot</li> <li>• Foam insulating of roof/wall cavity – experimenting with new concentration – still too watery – may need to install collection device</li> <li>• Membrane filters to allow effluent for irrigation</li> <li>• System Automation</li> </ul>
2015 Water System Upgrades – Bradford Wells/Mountain Reservoir/BLR upgrades	Complete and Operational - Short Term Use (STU) Authorization rec'd for wells with the following outstanding: <ul style="list-style-type: none"> <li>• 1 yr. pump test - underway</li> <li>• Well Licensing – in process</li> <li>• Communication system</li> </ul>
2016 Asset Management Planning Program	\$5,000 /\$5,000 matched – Developed an Asset Management Policy & Strategy – Completed – staff training underway for next steps
2016 Rural Dividend – Barriere SAWRC Operational Sustainability Plan (OSP)	\$10,000 Completed \$5,000 Community Futures
2016 Community Energy Grant – extension of hot water heat from boiler to HYL, BSAR and Fire Dept.	Approved with Spring 2019 set for construction
2017 Rural Dividend – SAWRC OSP Pilot Project	\$43,600 grant – 10,000 remaining in grant for chip storage facility
2017 Water Distribution – Station Road	Rivermist - \$180,664 – Completed.
ICIP- Green Infrastructure Fund: Sanitary Sewer Extension - Barriere Town Rd. (72% funding)	Waiting on Announcement
ICIP- Rural and Northern Communities (RNC) Fund: Solar Aquatics Wastewater System Extension - Barriere Town Rd. (100%)	Waiting on Announcement
BCHydro Tree Canada Community ReGreening Grant	Waiting on Announcement