



**Minutes of a Meeting of the North Central Local
Government Association Board of Directors
Friday, November 1 and Saturday, November 2, 2019
In Prince George, BC**

FINANCE COMMITTEE MEETING

Friday, November 1st 2019

IN ATTENDANCE: Director Lara Beckett, President
Councillor Cori Ramsay, 2nd Vice-President
Councillor Gord Klassen, Past President

REGRETS: Mayor Sarrah Storey, 1st Vice-President

STAFF ATTENDANCE: Terry Robert, Executive Director
Hannah Wasstrom, Executive Coordinator

President Beckett called the meeting to order at 10:31 AM.

AGENDA

MOVED/SECONDED that the Agenda for the Finance Committee Meeting on Friday, November 1, 2019, be adopted. **CARRIED**

FINANCIAL UPDATE

Executive Director Terry Robert provided an overview of the NCLGA Q2 Financial Summary and the 2019 AGM Financial Summary.

MOVED/SECONDED that Executive Coordinator Hannah Wasstrom's UBCM Staff Travel be moved to the Travel Executive category (5790). **CARRIED**

MOVED/SECONDED that the quarterly financial summaries are sent to the Finance Committee Members via email before the meetings and that they include a comprehensive list of the schedules for each general ledger. **CARRIED**

MOVED/SECONDED that the Finance Committee meeting be moved 3 weeks prior to the board meeting with reports being sent to members in advance. **CARRIED**

ACTION: To talk to Director Brain about the Village of Queen Charlotte and its membership affiliation.

RECOMMENDATION

MOVED/SECONDED that the financial report be forwarded to the Board for approval. **CARRIED**

MOVED/SECONDED that the Q2 financial summary forwarded to the board for approval. **CARRIED**

MOVED/SECONDED that the 2019 AGM summary be forwarded to board for approval. **CARRIED**

ADJOURNMENT

MOVED/SECONDED that the Finance Committee Meeting on November 1, 2019 be adjourned at 11:12. **CARRIED**

GOVERNANCE COMMITTEE MEETING

Friday, November 1st 2019

IN ATTENDANCE: Director Lara Beckett, President
Mayor Sarrah Storey, 1st Vice-President
Councillor Cori Ramsay, 2nd Vice-President
Councillor Gord Klassen, Past President

STAFF ATTENDANCE: Terry Robert, Executive Director
Hannah Wasstrom, Executive Coordinator

President Lara Beckett called the meeting to order at 10:05 AM.

AGENDA

MOVED/SECONDED that the agenda for Governance Committee on November 1, 2019 be adopted. CARRIED

REVIEW OF COMMITTEE STRUCTURE AND FORMAT

MOVED/SECONDED that the Governance Committee Meeting be made separate from the Regular Board Meeting and to occur at the following intervals: 3 weeks after the board meeting and 3 weeks before the next board meeting. CARRIED

ACTION: For Staff to email Director's self-evaluation responses to Committee Members for their review.

Discussion took place regarding methods for increasing education around writing and submitting resolutions. Future discussion items to be added to the next Governance Meeting include the strategic plan, staff work plan, NCLGA policies, Terms of Reference and general contracts.

ACTION: For Staff work plan to be sent in 3 weeks in time for the next Governance Committee.

ACTION: For Staff to contact UBCM about resolution submission process and best practices.

ADJOURNMENT

MOVED/SECONDED that the Governance Committee Meeting on November 1, 2019 be adjourned at 11:46 AM. CARRIED

RESOLUTIONS COMMITTEE (of the whole)

Friday, November 1, 2019

IN ATTENDANCE: Director Lara Beckett, President
Mayor Sarrah Storey, 1st Vice-President
Councillor Cori Ramsay, 2nd Vice-President
Councillor Gord Klassen, Past President
Councillor Lynne Christiansen, Director at Large (via phone)
Director Steve Forseth, Director at Large
Councillor Judy Greenaway, Director at Large
Director Leonard Hiebert, Appointed Regional Representative
Mayor Shane Brienens, Appointed Regional Representative
Director John Massier, Appointed Regional Representative
Director Dannielle Alan, Appointed Regional Representative
Director Dean Paranich, Appointed Regional Representative

REGRETS: Councillor Lorraine Gerwing, Appointed Regional Representative
Mayor Lee Brain, Appointed Regional Representative

STAFF ATTENDANCE: Executive Director, Terry Robert
Executive Coordinator, Hannah Wasstrom

Committee Chair Steve Forseth called the meeting to order at 12:31 PM.

AGENDA

MOVED/SECONDED that the agenda for the Resolutions Committee Meeting on November 1, 2019 be adopted. CARRIED

UBCM RESOLUTION DEBATE REVIEW

Committee Chair Forseth went over the resolutions committee report and UBCM Resolutions Debate Summary. The Board discussed the resolution processes and inconsistencies. It was suggested that the NCLGA advocate to UBCM about putting on a session about resolution submissions. Director Klassen committed to mentioning this discussion and the UBCM resolution process at the UBCM board meetings next week.

2020 RESOLUTION SUBMISSION PROCESS

Exec. Coordinator Hannah Wasstrom is doing a review of the current resolution submission process and guidelines to be reviewed in coming weeks by Table Officers and the Resolution Committee Chair. Staff met with other Area Association Executive Directors to discuss resolution process methods.

ACTION: For Staff to send an email to Members to remind them to begin developing resolutions now and for regional representatives to prompt their local governments.

ADJOURNMENT

MOVED/SECONDED that the Resolutions Committee Meeting on November 1, 2019 be adjourned at 12:50 PM. CARRIED

PLANNING AND PRIORITIES COMMITTEE (of the whole)

Friday, November 1, 2019

IN ATTENDANCE: Director Lara Beckett, President
Mayor Sarrah Storey, 1st Vice-President
Councillor Cori Ramsay, 2nd Vice-President
Councillor Gord Klassen, Past President
Councillor Lynne Christiansen, Director at Large (via phone)
Director Steve Forseth, Director at Large
Councillor Judy Greenaway, Director at Large
Director Leonard Hiebert, Appointed Regional Representative
Mayor Shane Brienen, Appointed Regional Representative
Director John Massier, Appointed Regional Representative
Director Dannielle Alan, Appointed Regional Representative
Director Dean Paranich, Appointed Regional Representative
Councillor Lorraine Gerwing, Appointed Regional Representative

REGRETS: Mayor Lee Brain, Appointed Regional Representative

STAFF ATTENDANCE: Executive Director, Terry Robert
Executive Coordinator, Hannah Wasstrom

Committee Chair Shane Brienen called the meeting to order at 12:52 PM.

AGENDA

MOVED/SECONDED that the agenda for the Planning and Priorities Committee Meeting on November 1, 2019 be adopted. CARRIED

ADVOCACY – UBCM LUNCHEON

The Board reviewed the UBCM Luncheon and discussed methods for improving next year. Suggestions including recognizing important dignitaries as a whole, to have pictures of the Board on the screen and adjust the room setting. It was agreed the community highlights should be a continuing portion of the luncheon and other great community projects be showcased on the screen during lunch. President Beckett provided an overview of the UBCM meeting with the Assistant Deputy Minister of the Ministry of Environment and Climate Change at which they went over relevant NCLGA resolutions.

ADVOCACY – VICTORIA ADVOCACY TRIP

President Beckett and 1st Vice President Storey provided an overview of the October 28th Victoria Advocacy trip. A common theme expressed in every meeting was the importance of having in-person meetings with local government. A summary of the meetings will be sent to the Directors and Members in the coming weeks.

ACTION: For Staff to prepare a one page summary of resources and links from the Victoria meetings for distribution to Directors and the Membership.

ADVOCACY – SOLID WASTE FORUM

The Board discussed current challenges within their municipalities and regional districts with regard to solid waste management. Exec. Director Terry Robert reviewed the proposal from the Fraser Basin Council for contracted services in planning and implementing the forum. The Board discussed logistics of organizing the forum and possible dates to ensure representation from Ministers.

MOVED/SECONDED that the NCLGA work with the Fraser Basin Council to plan, facilitate and implement a solid waste forum. CARRIED

MOVED/SECONDED that the President of the NCLGA and Staff reach out to the Ministry of Environment to find a date in June of 2020 to host a Solid Waste Forum and to also reach out to First Nations and Federal Government. CARRIED

ADJOURNMENT

MOVED/SECONDED that the Planning and Priorities Committee Meeting on November 1, 2019 be adjourned at 2:35 PM. CARRIED

REGULAR BOARD MEETING

Friday, November 1, 2019

IN ATTENDANCE: Director Lara Beckett, President
Mayor Sarrah Storey, 1st Vice-President
Councillor Cori Ramsay, 2nd Vice-President
Councillor Gord Klassen, Past President
Councillor Lynne Christiansen, Director at Large (via phone)
Director Steve Forseth, Director at Large
Councillor Judy Greenaway, Director at Large
Director Leonard Hiebert, Appointed Regional Representative
Mayor Shane Brienen, Appointed Regional Representative
Director John Massier, Appointed Regional Representative
Director Dannielle Alan, Appointed Regional Representative
Director Dean Paranich, Appointed Regional Representative
Councillor Lorraine Gerwing, Appointed Regional Representative

REGRETS: Mayor Lee Brain, Appointed Regional Representative

STAFF ATTENDANCE: Executive Director, Terry Robert
Executive Coordinator, Hannah Wasstrom

CALL TO ORDER

President Beckett called the regular board meeting to order at 2:52 PM and recognized the traditional territory of the Lhiedli T'enneh.

AGENDAS

MOVED/SECONDED that the agenda for the regular board meeting on November 1, 2019 be adopted. CARRIED

MOVED/SECONDED that the agenda for the regular board meeting on November 2, 2019 be adopted. CARRIED

PREVIOUS MEETING MINUTES

MOVED/SECONDED that the minutes from the previous board meeting on July 26 and 27, 2019 be approved. CARRIED

NEW BUSINESS

None was identified.

REGIONAL REPRESENTATIVES UPDATE

Area Director John Massier – Cariboo Regional District (CRD)

The region continues to see the effects of the mill closures and curtailments with community transition teams continuing their work in the south and north. In the Williams Lake area, a big concern in the community is the new contract signed with Atlantic Power to continue operations of a power generation plant. The CRD Board of Directors had their recent board meeting in Tatla Lake. The visit showcased the strength and resilience of the community as they recover from the recent wildfires however the effects of the removal of the rural dividend fund was obvious.

Area Director Leonard Hiebert – Peace River Regional District (PRRD)

The Peace River Regional District is reviewing the solid waste management plan with higher than expected community interest. Bill 52-15 is a large concern in the region and the PRRD is talking to the Agricultural Land Commission about this issue frequently including meetings with the Agriculture Minister. The Water Sustainability Act continues to instill a lot of uncertainty in the area and the PRRD is looking for more information from others. Positive news of note includes the reorganizing of shifts at the mill in Dawson Creek (in effect in December) and fortunately no workers will be laid off.

Area Director Dean Paranich – Regional District of the Kitimat-Stikine (RDKS)

The RDKS is currently working to install signage along Highway 37 to notify travellers of changes in cellular coverage. In South Hazelton, a new torrefied pellet production facility is proposed to be built with the community concerned about air quality, noise and carbon emissions. The RDKS attended a Nation to Nation forum in Terrace that was a great opportunity for discussion amongst First Nations, government and municipalities. Affordable housing continues to be a challenge for the Hazeltons.

Mayor Shane Brienen – Bulkley-Nechako Regional District (BNRD)

The forestry industry continues to be a major focus in the region with Conifex Sawmill being sold to Hampton Lumber. The BNRD is exploring new regional recreation services through the use of a community survey. Work camps are currently in operation or have recently completed the permit approval process for the liquefied natural gas pipeline construction in communities like Houston and Fraser Lake. The region continues to deal with the impacts of the 2018 fire season including the effects on the agriculture industry but many communities are accessing wildfire mitigation funding. Following the fire at the Smithers Recycling Depot, the BNRD is currently struggling with recycling services and funding.

Area Director Danielle Alan – Regional District of the Fraser-Fort George (RDFFG)

The RDFFG is currently working on a waste reduction strategy and is investing in the enhancement of their 911 service delivery in the area. Other developments include an approval to sell RDFFG's landfill gas to Fortis BC, new FireSmart education campaigns in the area and a regional agricultural adaptation strategy in partnership with the BNRD. In Prince George, a recently proposed petrochemical plant is currently in the environmental assessment phase and the City is partnering with BC Housing and Northern Health to build 100 units of affordable housing. The Lheidli T'enneh is hosting their first community potlatch in over 70 years on November 29th.

Councillor Lorraine Gerwing – Northern Rockies Regional Municipality (NRRM)

Recent initiatives in the NRRM include successes in their vermicomposting program and updates to the geothermal project with the Fort Nelson First Nations. Health services in the region continue to erode and a community health plan was recently drafted to identify 6 areas of concern and includes ongoing analysis on the number of referrals in the region. NRRM Mayor and Council recently approved zoning for the first cannabis retailer in Fort Nelson and the second annual Northern Lights festival is scheduled for March 12-21, 2020.

REGULAR BOARD MEETING

Saturday, November 2, 2019

IN ATTENDANCE: Director Lara Beckett, President
Mayor Sarrah Storey, 1st Vice-President
Councillor Cori Ramsay, 2nd Vice-President
Councillor Gord Klassen, Past President
Councillor Lynne Christiansen, Director at Large (via telephone)
Director Steve Forseth, Director at Large
Councillor Judy Greenaway, Director at Large
Director Leonard Hiebert, Appointed Regional Representative
Mayor Shane Brienen, Appointed Regional Representative
Director John Massier, Appointed Regional Representative
Director Dannielle Alan, Appointed Regional Representative
Director Dean Paranich, Appointed Regional Representative
Councillor Lorraine Gerwing, Appointed Regional Representative

REGRETS: Mayor Lee Brain, Appointed Regional Representative

STAFF ATTENDANCE: Executive Director, Terry Robert
Executive Coordinator, Hannah Wasstrom

President Lara Beckett called the Regular Board Meeting to order at 8:33 AM.

BUSINESS ARISING

None identified.

PRESIDENTS REPORT

President Lara Beckett provided a summary of activities that took place since the last Board Meeting in July. Forestry was a large focus for much of the summer as well as planning for UBCM and the Victoria Advocacy Trip as well as 2020 AGM program and event development.

MOVED/SECONDED that the President's Report be received by the Board. CARRIED

EXECUTIVE REPORT

Executive Director Terry Robert presented the Executive Report to the Board which highlighted recent advocacy work with elected officials and the membership.

MOVED/SECONDED that the Executive Report be received by the Board. CARRIED

OPERATIONS REPORT

Executive Coordinator Hannah Wasstrom presented the Operations Report to the Board which provided an overview of recent Staff and Operations activities.

MOVED/SECONDED that the Operations Report be received by the Board. CARRIED

ACTION: For Staff to develop a summary package listing NCLGA resolutions for the last 3 years for Directors to reference.

ACTION: For Staff to send the Members e-holiday cards this year as opposed to mailed cards.

FINANCE COMMITTEE REPORT

Finance Committee Vice-Chair Cori Ramsay provided an overview of the Finance Committee Meeting on Friday, November 1st.

MOVED/SECONDED that the Board receive for approval the Finance Committee Report. CARRIED

MOVED/SECONDED that the Board receive for approval the Q2 Financial Summary. CARRIED

MOVED/SECONDED that the Board receive for approval the 2019 AGM Summary. CARRIED

GOVERNANCE COMMITTEE REPORT

Governance Committee Chair Lara Beckett provided an overview of the Governance Committee Meeting on Friday, November 1st

ACTION: Hannah to resend the link to Directors after the meeting and to look into virtual communication options for the next Board Meeting.

MOVED/SECONDED that the Board receive for approval the Governance Committee Report. CARRIED

MIABC UPDATE

Representative Gord Klassen provided recent updates from the Municipal Insurance Association of BC which included information on the current member advisory groups, ongoing member outreach and webinars of note.

2019 AGM UPDATE

No new updates were available or provided.

2020 AGM PLANNING

Second Vice-President Ramsay gave a summary of the recent developments in the 2020 AGM Planning including signing of the MOU with the City of PG, an overview of the organizing committee meetings and on-going agenda development.

President Beckett provided an overview of the draft 2020 AGM agenda. The Board discussed various aspects including session timing, plenary content and suggestions for speakers. The Board also reviewed the potential for sponsoring a youth registration at the 2020 AGM.

2021 AGM HOST DECISION

The Board reviewed the submitted bids for communities wishing to host the 2021 AGM and Convention.

MOVED/SECONDED that the City of Fort St. John be the official host of the 2021 AGM. CARRIED

EDUCATIONAL CAPITAL PROJECTS – SD #57

The Board discussed their involvement in supporting educational capital projects within School District #57. The Board resolved to explore this venture in the future but didn't make any formal commitment at this time.

ADVOCACY ROUNDTABLE DISCUSSION

Executive Director Terry Robert reviewed the current status of the Endowment Fund. The Board discussed the history of the fund and its strategic use.

ACTION: For Past-President Klassen to compile more information on the history of the fund and provide a report at the next Governance Committee Meeting.

ACTION: To develop a draft policy and description of the fund to be reviewed at the January 2020 Board Meeting.

BOARD CALENDAR REVIEW

The Board reviewed the 2019/2020 Calendar and suggested items to be included.

ACTION: For Staff to add the following to the Board Calendar: Electoral Area Directors Forum (Feb 5-7), UBCM Board Meetings, AGM Roll-Out Meeting and a tentative month for the next visit to the Victoria Legislature.

MOVED/SECONDED To approve the calendar with the incorporated dates and additions. CARRIED

ADJOURNMENT

MOVED/SECONDED To adjourn the regular board meeting on November 2, 2019 at 2:35 PM.

CARRIED