



**Minutes of a Meeting of the North Central Local
Government Association Board of Directors
Held Friday, July 26th and Saturday, July 27th, 2019
In Prince George, BC**

1.0 FINANCE COMMITTEE MEETING

Friday, July 26th, 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

Former Chair Sarrah Storey called the meeting to order at 9:32 AM.

AGENDA

MOVED/SECONDED that the Agenda for the Finance Committee Meeting on Friday, July 26th, 2019, be adopted. CARRIED

COMMITTEE POSITIONS

MOVED/SECONDED that 1st Vice-President Sarrah Storey be re-appointed by nomination as Chair of the Finance Committee for the 2019/2020 year. CARRIED

MOVED/SECONDED that 2nd Vice-President Cori Ramsay be appointed by nomination as Vice-Chair of the Finance Committee for the 2019/2020 year. CARRIED

FINANCIAL UPDATE

Executive Director Terry Robert provided the financial summary for the 2019 First Quarter. All but 2 of the 2019/2020 Membership Fees have been received. The Committee discussed the bookkeeping costs for the 1st Quarter that were higher than anticipated and not accounted for in the budget. The Committee agreed that the Committee Meetings budget should be removed from the general ledger as it is not being used.

ACTION: Staff will work with the President to formally contact the two member communities regarding their outstanding payment.

ACTION: Staff to work with FBC Finance Department to identify potential annual costs and services for bookkeeping.

ACTION: For Staff to change the variance column in the financial summary to be in dollar figures rather than percentages and include the bookkeeper contact information in the reports.

RECOMMENDATION

MOVED/SECONDED that the financial report be accepted by the Finance Committee. CARRIED

AUDIT UPDATE

Executive Director Terry Robert provided an update on the NCLGA's auditor KPMG who had prepared the financial summary for 2019.

SIGNING AUTHORITIES

Signing authorities for the NCLGA accounts were updated to include new Directors and board positions. Financial controls were also reviewed.

ADJOURNMENT

MOVED/SECONDED that the Finance Committee Meeting on July 26th, 2019 be adjourned at 10:02 AM. CARRIED

2.0 GOVERNANCE COMMITTEE MEETING

Friday, July 26th, 2019

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

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

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

AGENDA

MOVED/SECONDED that the agenda for Governance Committee on Friday, July 26th be adopted. CARRIED

COMMITTEE POSITIONS

MOVED/SECONDED that President Lara Beckett be re-appointed by nomination as Chair of the Governance Committee for the 2019/2020 year. CARRIED

MOVED/SECONDED that 2nd Vice-President Cori Ramsay be appointed by nomination as Vice-Chair of the Governance Committee for the 2019/2020 year. CARRIED

NCLGA/Fraser Basin Council (FBC) AGREEMENT ANNUAL REVIEW

Past President Gord Klassen gave an overview of the NCLGA/FBC Contract Review that took place on June 14th, 2019. The general consensus by those in attendance was that the agreement was going well and that the contract made the NCLGA's operations more professional and organized. Terry Robert explained that Staff is currently developing a work plan to establish specific roles and responsibilities to strengthen time management.

DIRECTOR ORIENTATION

President Lara Beckett explained that the new Director's Guidebook has been circulated to the newly elected Directors.

ACTION: For Staff to fix edits to the Guidebook that were identified by the Directors via email.

ANNUAL POLICY REVIEW

Committee members discussed the Presidency term length and the option for extension. The Committee decided that the President's term will remain at one (1) year.

ACTION: For Staff to check in with other area associations policies and identify any gaps in the NCLGA policies.

DIRECTOR'S INSURANCE

Director's liability insurance was finalized and is in effect.

ACTION: For Staff to put insurance policies and coverage information including contact information on the Directors protected website page.

UPCOMING PRIORITIES

The Committee decided to table the review of the current Strategic Plan for the March 2020 Board Meeting and to include a one page summary in the annual report for members to review.

RECOMMENDATIONS

MOVED/SECONDED that the definition of "Table Officer" be adopted and included in the Director's Guidebook along with sections on resolutions. CARRIED

MOVED/SECONDED to accept the Governance Committee Report as information. CARRIED

ACTION: For Staff to email Table Officers with a reminder and call-in information one week prior to the bi-weekly meetings.

ADJOURNMENT

MOVED/SECONDED that the Governance Committee Meeting on July 26th on July 26th, 2019 be adjourned at 10:51. CARRIED

3.0 RESOLUTIONS COMMITTEE (of the whole)

July 26th, 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
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
Councillor Lorraine Gerwing, Appointed Regional Representative (via phone)
Mayor Lee Brain, Appointed Regional Representative
Director Dean Paranich, Appointed Regional Representative

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

Vice-Chair Steve Forseth called the meeting to order at 1:02 PM.

AGENDA

MOVED/SECONDED that the agenda for the Resolutions Committee Meeting on July 26th, 2019 be adopted. CARRIED

COMMITTEE POSITIONS

MOVED/SECONDED that Director at Large Steve Forseth be appointed by nomination as Chair of the Resolutions Committee for the 2019/2020 year. CARRIED

MOVED/SECONDED that Director at Large Judy Greenaway be appointed by nomination as Vice-Chair of the Resolutions Committee for the 2019/2020 year. CARRIED

2019 AGM PROCESS AND RESOLUTIONS REVIEW

Executive Director Terry Robert outlined areas of improvement from Staff during the resolution submission process. Timing and scheduling of resolutions prior to the March Board Meeting and AGM needs to be addressed in the future.

2020 AGM PROCESS AND RESOLUTION GOALS

Directors agreed to discuss potential topics for resolutions with their respective communities prior to next spring.

ADJOURNMENT

MOVED/SECONDED that the Resolutions Committee Meeting on July 26th, 2019 be adjourned at 1:10 PM. CARRIED

4.0 PLANNING AND PRIORITIES COMMITTEE

July 26th, 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
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
Councillor Lorraine Gerwing, Appointed Regional Representative (via phone)
Mayor Lee Brain, Appointed Regional Representative
Director Dean Paranich, Appointed Regional Representative

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

Former Shane Brienens called the meeting to order at 1:12 PM.

AGENDA

MOVED/SECONDED that the agenda for the Planning and Priorities Committee Meeting on July 26th, 2019 be adopted. CARRIED

COMMITTEE POSITIONS

MOVED/SECONDED that Regional Representative Shane Brienens be re-appointed by nomination as Chair of the Planning and Priorities Committee for the 2019/2020 year. CARRIED

MOVED/SECONDED that 1st Vice-President Sarrah Storey be appointed by nomination as Vice-Chair of the Planning and Priorities Committee for the 2019/2020 year. CARRIED

2019 PARTNER AREA ASSOCIATION AGM UPDATE

Past President Gord Klassen provided an update on his attendance of the Southern Interior Local Government Association (SILGA) and the Association of Kootenay Boundary Local Government (AKBLG) AGM's in April 2019. Overall, Klassen felt his attendance was worthwhile in building relationships and sharing strategies with the other area associations.

ADVOCACY – CURRENT ACTIVITIES

President Beckett gave an overview of the resolution letters that were sent to Ministers in June and outlined the two (2) responses received so far (ICBC and Ministry of Health). President Beckett provided a summary of the current initiatives by Regional Districts proposing solid waste sessions at the UBCM Convention this September. The Board also discussed establishing a solid waste forum hosted by the NCLGA and the potential of incorporating it into the 2020 AGM.

CARIBOU ENGAGEMENT PROCESS

The Board reviewed the Mountain Caribou engagement sessions and provided any recent updates. It was agreed that more information is needed to understand the timeline and deadlines in relation to herd planning.

ACTION: For NCLGA to formulate a follow-up letter addressed to the Provincial Government requesting the timeframe and deadlines for the herd planning.

ADVOCACY – UPCOMING ACTIVITIES

The Board discussed plans for the UBCM Convention including the NCLGA hosted luncheon and meetings with Ministers. A meeting with Minister Heymann has been requested. The Board agreed to have Regional Representative Lee Brain present (with video) a project to the delegates during the luncheon.

MOVED/SECONDED to approve the beef entrée option at the UBCM/NCLGA luncheon. CARRIED

MOVED/SECONDED to have Director Brain present at the UBCM Luncheon on Watson Island (Prince Rupert). CARRIED

The Board reviewed the current MOUs and discussed priorities for creating new ones which included BCLC and BC211.

NEW BUSINESS

Executive Director Terry Robert raised the current issue of the Big Bar landslide impacting salmon in the Fraser River and advised that salmon may be an upcoming species-at-risk issue to address.

ADJOURNMENT

MOVED/SECONDED that the Planning and Priorities Meeting on July 26th be adjourned at 2:38 PM. CARRIED

REGULAR BOARD MEETING

July 26, 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
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
Councillor Lorraine Gerwing, Appointed Regional Representative (via phone)
Mayor Lee Brain, Appointed Regional Representative
Director Dean Paranich, 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 2:55 PM and recognized the traditional territory of the Lhiedli Tenneh.

AGENDAS

MOVED/SECONDED that the agenda for the regular board meeting on July 26th, 2019 be adopted. CARRIED

MOVED/SECONDED that the agenda for the regular board meeting on July 27th, 2019 be adopted. CARRIED

PREVIOUS MEETING MINUTES

MOVED/SECONDED that the minutes from the previous board meeting on March 29th and 30th, 2019 be approved. CARRIED

PRESIDENT'S REPORT

President Lara Beckett provided a verbal update on recent events including her representation at the UNBC convocation and attendance of the Barkerville Historic Town Annual General Meeting at which they discussed their heritage trust, wildfire mitigation plans and goals for obtaining UNESCO Heritage Site status. President Beckett was recently appointed to the Recycling Committee of BC and attended two forestry engagement meetings in the region. The Board was informed of Senator Richard Neufeld's retirement and President Beckett spoke about the likely opportunity for a rural, northern and possibly Indigenous individual to fill his seat. Senator Yuen Pau Woo visited Prince George and gave a presentation on the Canadian Senate and asked for feedback on how the senate can function more efficiently.

MOVED/SECONDED that the President's report be received. CARRIED

REGIONAL REPRESENTATIVES UPDATE

Each Regional Representative provided an update from her or his region. Highlights from the updates are as follows:

Lorraine Gerwing – Northern Rockies Regional Municipality

The region has seen an increase in the annual allowable cut (AAC) to 55% with the current AAC sitting at 255 cubic meters. Recently, a community forest licence was awarded which marks significant collaborative effort. An investors package sample was recently released outlining the current state of the aspen/hardwood resource in the Northern Rockies which has received lots of good feedback.

ACTION: For Lorraine to forward investors package to Staff to share with the Board.

Lee Brain – North Coast Regional District

Mayor Brain provided an update on a large, collaborative project to revitalize the City of Prince Rupert including a new waterfront, downtown trails, residential housing and increased jobs. The City will have new money coming in to address many infrastructure issues. First Nations have been actively involved in the new projects and Mayor Brain feels that harmony is close to being achieved within the City and surrounding areas.

Dannielle Alan – Regional District of the Fraser-Fort George

Director Alan updated the Board on the Agriculture Land Commission which the Regional District of the Fraser-Fort George (RDFFG) will shortly be transitioning out of. 911 services are currently being upgraded and the RDFFG is now working to build electric vehicle charging stations. A resolution has been approved by the RDFFG to go to UBCM requesting the enhancement of wildfire resiliency on the landscape using fire management restocking standards and broadleaf management. Aerial spraying of glyphosate has now been reduced in the area and the RDFFG is doing a broad overview of whistle noise from the rail industry in response to community complaints.

Dean Paranich – Regional District of the Kitimat-Stikine

Director Paranich updated the Board on cellphone connectivity on Highway 37 which is currently an issue of focus right now. The Regional District of the Kitimat Stikine (RDKS) is working to address the lack of affordable housing, lack of teachers and the high house insurance costs. September 8th marks the opening of the brand new recreation centre. The RDKS is looking for partnerships with First Nations in the area of fire protection. An announcement will soon be released on the creation of Electric Vehicle stations in between two communities.

John Massier – Cariboo Regional District

There has been considerable forestry challenges in the region as a result of wildfires and mountain pine beetle. The annual allowable cut in the region has reduced dramatically and mills in several different communities have closed or reduced shifts impacting hundreds of employees. There has been recent flooding in the Chilcotin region with 140 residents effected. An Interior Forest Revitalization meeting was held in Williams Lake which demonstrated a good first step in discussion but more engagement is needed moving forward. There were many recent announcements in the region including broadband expansion, a new middle school for the City of Quesnel and a \$217 million dollar rebuild and upgrade of the Cariboo Memorial Hospital.

Leonard Hiebert – Peace River Regional District

Updates from Director Hiebert included plans for high-speed internet upgrades between Prince George and Dawson Creek as well as an overview of the first community-to-community meeting hosted by Doig River First Nations. Recent information regarding the Site C Dam indicates the need for more investigation into how profits from the operation are going back to the Regional District. The Registered Nursing education program in Fort St. John was approved and a two year moratorium on resource development in the region was announced for the protection of mountain caribou. The Oil and Gas Commission permitting areas in the region has sparked new research on crop growth in relation to pipelines and the OSB Mill in Fort St. John will be closing September 9th resulting in the termination of 200 employees.

Shane Brienen – Bulkley Nechako Regional District

The Town of Smithers recently declared a climate action emergency and Fort St. James and other communities are entering an economic crisis as a result of mill closures and curtailments. The Regional District has hired agricultural coordinator Debbie Evans on a 2 year pilot project but the wildfires in the region have resulted in a considerable loss of timber resulting in an extension of the project. A labour shortage and lack of accommodations is resulting in challenges for the LNG pipeline expansion between Vanderhoof and Houston. Other ongoing issues in the area include internet connectivity and the impacts of spruce beetle on the forest industry.

GUEST SPEAKER

The Board received a presentation from MLA Mike Morris, Critic for the Public Safety and Solicitor General, focusing on the changing biodiversity of northern BC due to the cumulative effects of natural resource development. The presentation was followed by a brief question and answer period.

ADJOURNMENT

MOVED/SECONDED that the regular board meeting on July 26th, 2019 be adjourned at 5:16 pm.

CARRIED

REGULAR BOARD MEETING - DAY 2

July 27th, 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
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
Councillor Lorraine Gerwing, Appointed Regional Representative *(via phone-morning only)*
Mayor Lee Brain, Appointed Regional Representative
Director Dean Paranich, Appointed Regional Representative

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

CALL TO ORDER

President Lara Beckett called the regular board meeting on July 27th, 2019 to order at 8:31 AM.

BUSINESS ARISING

The Board discussed the complimentary youth registration for the UBCM Convention and decided that the deadline for registering will be August 9th. If more than three (3) youth (min. age 18) apply then the winning applicants will be drawn at random. The Board also discussed the future possibility of providing funding for youth's traveling costs.

ACTION: For Staff to connect with other area associations to try and coordinate youth from each association to meet up at the convention.

REPORTS

Executive Director Terry Robert presented the Executive Report.

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

Executive Coordinator Hannah Wasstrom delivered the Operations Report.

ACTION: For Staff to update the NCLGA website to identify the Directors specific electoral areas.

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

The Chair of the Finance Committee delivered the Finance Committee Report.

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

MOVED/SECONDED that the 2019 Q1 Financial Summary be received by the Board. CARRIED

MOVED/SECONDED that the Preliminary Budget be received by the Board. CARRIED

MOVED/SECONDED that Staff look into the \$3600 for professional bookkeeping. CARRIED

MOVED/SECONDED that the Multi-Year Projection be received by the Board. CARRIED

ACTION: For Staff to remove category 5800 “Committee Meetings” because it is not used.

ACTION: For Staff to rename 5785 Executive Meetings to Board Meetings

MOVED/SECONDED that the Endowment Fund Update be received by the Board. CARRIED

Chair Storey went over the Endowment fund and gave an overview to the new Directors. The Board discussed ideas for use of the fund which included solid waste.

ACTION: For Staff to look into the Fort Nelson AGM Minutes to see how members responded to the presented Endowment Fund. Use this information as a basis for recommendations for the next Board Meeting. The Finance Committee will come up with recommendation to present to the rest of the Board.

Chair Beckett delivered the Governance Committee Report.

MOVED/SECONDED to receive the Governance Committee Report. CARRIED

MOVED/SECONDED for the Board to accept the new Director’s Guidebook pending the previously discussed changes. CARRIED

MOVED/SECONDED that all the Table Officers be present at both the Finance and Governance Committee. CARRIED

Chair Forseth delivered the Resolutions Committee Report.

MOVED/SECONDED to receive the Resolutions Committee Report. CARRIED

The Board agreed with the approved recommendation that Minister Meetings be made separate from the UBCM Convention.

Chair Brienen delivered the Planning and Priorities Committee Report.

MOVED/SECONDED to receive the Planning and Priorities Committee Report. CARRIED

MIABC UPDATE

MIABC representative and Past President Gord Klassen provided an update which included changes to coverage and the future issuing of dividends to members. Klassen also notified the Board about the MIABC AGM which will be taken place on September 24th during the UBCM Convention.

ACTION: For Staff to connect with members to ensure that they are sending representatives to the MIABC AGM in September.

2019 AGM EVALUATION SUMMARY AND DISCUSSION

Executive Coordinator Hannah Wasstrom presented the 2019 AGM Evaluation Summary.

ACTION: For Staff to collate comments from delegate’s evaluations and post on NCLGA Director’s private website portal for review.

The Board reviewed the 2019 AGM and discussed methods for improving the Resolutions process and shortening the convention.

2020 AGM CONVENTION

City of Prince George Councillor Cori Ramsay (Chair of Organizing Committee) reviewed the 2020 AGM draft documents provided by the host community Prince George. The draft documents included budget, planning timetable, program, tradeshow and sponsor packages, logo and MOU.

MOVED/SECONDED to adopt the draft 2020 AGM logo.	CARRIED
MOVED/SECONDED to adopt the draft 2020 AGM sponsorship package.	CARRIED
MOVED/SECONDED to adopt the draft 2020 AGM tradeshow package.	CARRIED
MOVED/SECONDED to adopt May 13 to 15 th , 2020 as the official convention dates.	CARRIED
MOVED/SECONDED to adopt the draft 2020 AGM budget.	CARRIED
MOVED/SECONDED to accept the MOU as a draft document and to work with the City of Prince George and Table Officers to finalize the language.	CARRIED
MOVED/SECONDED to adopt the draft 2020 AGM planning timetable and for Staff to work with Table Officers and City of Prince George to edit as necessary.	CARRIED

The Board reviewed the preliminary program for the 2020 AGM and discussed opportunities for Minister meetings including the potential for a cabinet town hall. Directors also tabled discussion on the Northern Health Forum as inclusion in the program. The Board began preliminary idea-sharing for AGM session topics.

ACTION: Staff will work with Table Officers and host community to define opportunities for meetings with Ministers.

ACTION: For Table Officers to work with Staff and the City of Prince George and decide on sessions and further planning.

GUEST SPEAKER

Nancy Harris with Spinal Cord Injury BC (SCI BC) presented to the North Central Local Government Association (NCLGA) Board of Directors with respect to supporting their federal funding application to advance accessibility in the province. SCI BC requested that the Board build on their partnership by supporting their ask of \$3000 per regional district, to be used over a three year period in the NCLGA's area to establish and deliver Universal Design and accessibility training, services, education and best practice models amongst many others. The Board resolved to support SCI BC's request for financial aid/in-kind support and will include a letter addressed to each Regional District on behalf of NCLGA.

ADVOCACY STRATEGY ROUNDTABLE

The Board commenced advocacy planning for the year including a discussion on the timing and logistical aspects of establishing a solid waste forum, details of the Union of BC Municipalities (UBCM) luncheon hosted by the NCLGA and methods for advancing member resolutions through meetings with Ministers in Victoria. The last two weeks of October were proposed for the President, Vice-Presidents and Past President to meet with Ministers in Victoria.

ACTION: TO include this discussion for staff to take into account when doing work plan.

ACTION: For Staff to create a "cheat sheet" outlining key resolutions to discuss when meeting with Ministers at UBCM.

ASSOCIATE MEMBERS

President Beckett went over the concept of an associate membership including who would be invited and the benefits for those who joined. The Board felt that the Indigenous Membership was important and should be made separate from the Associate Membership. This topic was tabled for further discussion at subsequent meetings.

BOARD MEETING SCHEDULE AND CALENDAR

To coincide with the BC Natural Resources Forum, the NCLGA January Board Meeting was rescheduled to January 31st and February 1st.

ACTION: For Staff to add the Leadership Academy Event (Feb 5-7, 2019) and the Association of Kootenay Boundary Government AGM to the 2020 Calendar.

ADJOURNMENT

MOVED/SECONDED to adjourn the Regular Board Meeting on July 27th, 2019.

CARRIED