



**Minutes of a Meeting of the North Central Local
Government Association Board of Directors
Held Friday, March 20 & Saturday, March 21, 2020
In Prince George, BC (via teleconference)**

FINANCE COMMITTEE MEETING

Friday, March 20, 2020

IN ATTENDANCE:

Director Lara Beckett, President
Mayor Sarrah Storey, 1st Vice-President
Councillor Cori Ramsay, 2nd Vice-President (*attended from 10:15-11:00 am*)
Councillor Gord Klassen, Past President

STAFF ATTENDANCE:

Terry Robert, Executive Director
Hannah Wasstrom, Executive Coordinator

CALL TO ORDER

MOVED/SECONDED Committee Chair Sarrah Storey called the Finance Committee Meeting to order at 10:18 AM. CARRIED

AGENDA

MOVED/SECONDED that the agenda for the Finance Committee Meeting on March 20, 2020 be adopted. CARRIED

Q4 FINANCIAL SUMMARY

MOVED/SECONDED that the 2019/2020 Q4 Financial Summary be received. CARRIED

The Committee discussed the Q4 Financial Summary and President Beckett requested that the NCLGA explore an extension be made for the NCLGA Office (RDFFG Building, Room 206) lease moving forward.

AGM & CONVENTION FINANCIAL PLANNING (COVID-19)

The Committee reviewed the outlined unrecoverable costs in the event of cancelling the 2020 Convention. It was proposed that the received sponsorship money be held for next year's convention or donated to the NCLGA Endowment Fund. This possibility will be reviewed by the Host and NCLGA.

MOVED/SECONDED that the AGM Financial Summary (COVID-19) be received. CARRIED

2020/2021 MULTI YEAR BUDGET

The Committee discussed strategies to maintain a positive cash flow balance in light of cancelling the Convention including invoicing for membership dues in January of 2021 and to have more in-person board meetings to reduce travel costs.

MOVED/SECONDED that the Finance Committee receive the preliminary multi-year budget and forward to the Board for information. CARRIED

MOVED/SECONDED that the recommended 2020/2021 Scenario 4 Budget be forwarded to the Board for approval as the preliminary budget. CARRIED

FBC/NCLGA AGREEMENT RENEWAL

MOVED/SECONDED that the Finance Committee receive the draft agreement renewal. CARRIED

The following edit to the draft agreement was identified: Executive Services (4A3) change from Northern Senior Manager to Executive Director.

ACTION: For the Finance Committee to reconvene at a later date and review the staff work plan and contract proposal.

MOVED/SECONDED that the NCLGA/FBC Service Agreement Renewal be forwarded to the board for approval. ALL OPPOSED/DEFEATED

MOVED/SECONDED to receive the FBC/NCLGA draft agreement renewal as information. CARRIED

NEW BUSINESS

None identified.

MOVED/SECONDED to accept the amended 2020/2021 preliminary budget and that it be forwarded to the Board for approval. CARRIED

ADJOURNMENT

MOVED/SECONDED to adjourn the Finance Committee Meeting at 11:58 AM. CARRIED

GOVERNANCE COMMITTEE MEETING

Friday, March 20, 2020

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

CALL TO ORDER

Chair Lara Beckett called the March 20, 2020 Governance Committee Meeting to order at 11:59 pm.
CARRIED

ADOPTION OF AGENDA

MOVED/SECONDED that the March 20, 2020 agenda for the Governance Committee Meeting be adopted.
CARRIED

COMMITTEE TERMS OF REFERENCE

The Committee reviewed the Executive and Governance Committee terms of reference and identified edits within each.

MOVED/SECONDED to forward the amended Executive Committee terms of reference to the Board for final adoption.
CARRIED

MOVED/SECONDED to forward the amended Governance Committee terms of reference to the Board for final adoption.
CARRIED

ENDOWMENT FUND POLICY

The Committee identified final edits to the draft Endowment Fund Policy.

MOVED/SECONDED that the draft Endowment Policy be adopted as amended and forwarded to Board.
CARRIED

ACTION: That the Policy include a background information piece and potentially a funder's description.

AGM MOU

ACTION: For Staff to arrange a meeting with City of Fort St. John in the near future to review the MOU and Host Community Information Package.

ACTION: To specify that a member of the AGM Planning Committee be specifically designated for event planning and coordination including someone identified as a back-up.

ACTION: Include an item in the MOU that clarifies cost sharing between the NCLGA and Host Community in the event of a cancellation or postponement.

EXECUTIVE NOMINATIONS

The Committee reviewed the submitted nominations for the 2020/2021 Executive.

NEW BUSINESS

No new business identified.

ADJOURNMENT

MOVED/SECONDED that the Governance Committee Meeting be adjourned at 12:43 PM. CARRIED

REGULAR BOARD MEETING

Friday, March 20, 2020

IN ATTENDANCE: Director Lara Beckett, President
Mayor Sarrah Storey, 1st Vice-President
Councillor Cori Ramsay, 2nd Vice-President (joined at 2:00 pm)
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, Regional Representative
Director John Massier, Regional Representative
Director Dannielle Alan, Regional Representative
Councillor Lorraine Gerwing, Regional Representative (joined at 1:54 pm)
Mayor Lee Brain, Regional Representative (left at 2:50 pm)
Director Dean Paranich, Regional Representative

REGRETS: Mayor Shane Brienen, Regional Representative

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

CALL TO ORDER

President Lara Beckett called the meeting to order at 1:36 PM and recognized the traditional territory of the Lheidli T'enneh. CARRIED

AGENDAS

MOVED/SECONDED that the agendas for the Regular Board Meeting on March 20 and 21st, 2020 be approved. CARRIED

APPROVAL OF MINUTES

MOVED/SECONDED that the draft January 26 and 27th, 2020 board and committee minutes be on the floor for discussion. CARRIED

MOVED/SECONDED that the January 26 and 27th, 2020 board and committee minutes be approved as amended. CARRIED

BUSINESS ARISING

The Board suggested that Business Arising would be an ideal agenda item for updates from Committees.

2020 AGM AND COVID-19

Prince George Mayor Lyn Hall joined the meeting from 1:44 pm to 1:52 pm and recommended that the Board cancel the 2020 Convention in light of COVID-19.

MOVED/SECONDED that the in-person NCLGA Convention in Prince George on May 13 – 15, 2020 be cancelled due to COVID-19. CARRIED

President Beckett reviewed the possible options to deal with the AGM Business but the Directors felt they needed more information before a formal decision could be made.

MOVED/SECONDED that NCLGA Staff look into alternate options for delivering our AGM Business as soon as possible and to report back to Directors. CARRIED

ACTION: For Staff to schedule an extra board meeting within the next few weeks to decide on how to conduct 2020 AGM Business.

MOVED/SECONDED that the 2020 Annual General Meeting be postponed and to let the Members know how we are proceeding at a future point. CARRIED

COVID-19 COMMUNICATION TO MEMBERS

Tabled till later on in the Board Meeting.

NCLGA AWARDS AND NOMINATIONS

MOVED/SECONDED that 2020 Community Leadership Awards be awarded to the City of Prince George (Social Responsibility), City of Dawson Creek (Economic Development) and District of Mackenzie (Environmental Sustainability) with communications to Members to follow. CARRIED

ACTION: For Staff to recognize the winners of the 2020 Community Leadership Awards via the NCLGA social media platforms and email and to include a description of the projects. A formal presentation of the awards will be given at a later date.

LIFETIME ACHIEVEMENT AWARD

MOVED/SECONDED that there will be no lifetime achievement award given in 2020. CARRIED

MOVED/SECONDED that the NCLGA establish guidelines for nominations and winners for the lifetime achievement award. CARRIED

The Regular Board Meeting was put on hold and to be resumed tomorrow, Saturday March 21, 2020 as per the agenda.

RESOLUTIONS COMMITTEE (of the whole)

Friday, March 20, 2020

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
Director John Massier, Appointed Regional Representative
Director Dannielle Alan, Appointed Regional Representative
Councillor Lorraine Gerwing, Appointed Regional Representative
Mayor Lee Brain, Appointed Regional Representative
Director Dean Paranich, Appointed Regional Representative

REGRETS: Mayor Shane Brienen, Appointed Regional Representative

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

CALLED TO ORDER

Committee Chair Steve Forseth called the Resolutions Committee meeting to order at 2:44 PM.

ADOPTION OF AGENDA

MOVED/SECONDED that the Resolutions Committee meeting agenda be adopted. **CARRIED**

2019 PROVINCIAL RESPONSES

The Committee reviewed the Provincial Government's responses to the 2019 resolutions.

UBCM RESOLUTIONS PROCESS LETTER

The Committee reviewed the UBCM Resolutions Process letter that was sent to the NCLGA on March 4, 2020.

2020 RESOLUTIONS

The Committee reviewed the 2020 Resolutions submitted by communities and identified Resolution #R13 for future NCLGA Advocacy efforts.

MOVED/SECONDED that the Resolution Committee Chair separate out the 2020 resolutions that can be sent to UBCM and retain those respective to the NCLGA region, subject to board approval. **CARRIED**

BUSINESS ARISING

No new business was identified.

ADJOURNMENT

MOVED/SECONDED that the March 20, 2020 Planning and Priorities Committee Meeting be adjourned at 2:54 PM.

CARRIED

PLANNING & PRIORITIES COMMITTEE (of the whole)

Friday, March 20, 2020

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
Director John Massier, Appointed Regional Representative
Director Dannielle Alan, Appointed Regional Representative
Councillor Lorraine Gerwing, Appointed Regional Representative
Mayor Lee Brain, Appointed Regional Representative
Director Dean Paranich, Appointed Regional Representative

REGRETS: Mayor Shane Brienen, Appointed Regional Representative

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

CALL TO ORDER

Committee Vice-Chair Sarrah Storey called the Planning & Priorities meeting to order at 2:56 PM.

ADOPTION OF AGENDA

MOVED/SECONDED that the agenda for the March 20, 2020 Planning & Priorities Committee be approved.

CARRIED

RURAL HEALTH CARE COMMITTEE UPDATE

The Committee provided a summary of their initial meeting at which next steps were identified and included creating a stakeholder map and formulation of a survey.

MOVED/SECONDED that the Committee receive the Rural Health Care Committee Update. CARRIED

SOLID WASTE FORUM

Solid Waste Forum Steering Committee member Dannielle Alan summarized the planning update provided by organizer Fraser Basin Council.

ACTION: The Forum Steering Committee will discuss options moving forward and recommend action to the Board on the status of the Forum before the 4 weeks written notice of termination.

ACTION: To include the Solid Waste Forum on the next agenda for the extra teleconference board meeting in the coming weeks.

MOVED/SECONDED that the Committee receive the Solid Waste Forum Update. CARRIED

NEW BUSINESS

No new business was identified.

ADJOURNMENT

MOVED/SECONDED to adjourn the March 20, 2020 Planning and Priorities Committee Meeting at 3:34 PM. CARRIED

MOVED/SECONDED to recess the regular board meeting until Saturday, March 21, 2020. CARRIED

REGULAR BOARD MEETING

Saturday, March 21, 2020

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, Regional Representative
Director John Massier, Regional Representative
Director Dannielle Alan, Regional Representative
Councillor Lorraine Gerwing, Regional Representative
Mayor Lee Brain, Regional Representative (left at 11:55 am)
Director Dean Paranich, Regional Representative

REGRETS: Mayor Shane Brienen, Regional Representative

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

CALL TO ORDER

President Lara Beckett resumed the March 21, 2020 Regular Board Meeting at 8:34 AM. CARRIED

BUSINESS ARISING

President Beckett identified communications to Members regarding the AGM cancellation as new business.

PRESIDENT'S REPORT

President Lara Beckett summarized recent engagements and initiatives in recent months on behalf of the NCLGA.

MOVED/SECONDED to receive the President's Report. CARRIED

EXECUTIVE REPORT

Executive Director Terry Robert provided the Executive Report and highlighted recent work done by Staff and opportunities for future advocacy.

MOVED/SECONDED to receive the Executive Report. CARRIED

OPERATIONS REPORT

Executive Coordinator Hannah Wasstrom provided the Operations Report as outlined in the board materials.

MOVED/SECONDED to receive the Operations Report. CARRIED

MIABC REPORT

Representative Gord Klassen provided a report on behalf of the Municipal Insurance Association of BC (MIABC). The MIABC Risk Management Conference has been cancelled as a result of COVID-19 and available COVID-19 resources for local government will be made available on the MIABC website. Councillor Klassen will be on the MIABC Board for another 2 years.

ACTION: For Past President Klassen to consider providing a written MIABC report for future board meetings.

MOVED/SECONDED to receive the MIABC Report. CARRIED

ACTION: For Staff to send information about the MIABC COVID-19 Risk Management Resources to the Membership.

UBCM UPDATE

NCLGA Representative Gord Klassen provided an update on behalf of the Union of BC Municipalities (UBCM). Past President Klassen will be running as Director at Large at the next UBCM Election.

MOVED/SECONDED to receive the UBCM Report. CARRIED

AQUACULTURE REPORT

Past President Klassen provided a report on behalf of the Aquaculture Committee that he currently sits on.

MOVED/SECONDED to receive the Aquaculture Report. CARRIED

MOVED/SECONDED that the Board appoint Director Dannielle Alan as a representative on the aquaculture committee pending aquaculture committee approval. CARRIED

ACTION: For Past President Klassen to look into the process and business related to appointing Director Alan to the position on the Aquaculture Committee.

FINANCE COMMITTEE REPORT

Finance Committee Chair Sarrah Storey provided the Finance Committee Report to the Board.

MOVED/SECONDED that the 2020 Q4 Financial Summary be received by the Board. CARRIED

MOVED/SECONDED that the Board accept the 2020/2021 preliminary budget as presented. CARRIED

MOVED/SECONDED that the Board receive the FBC/NCLGA draft agreement as information. CARRIED

GOVERNANCE COMMITTEE REPORT

Committee Chair Lara Beckett presented the Governance Committee report to the Board.

MOVED/SECONDED that the Executive and Governance Committee terms of reference be approved by the Board. CARRIED

ACTION: For Staff to include track changes in Microsoft Word when sending edits to the Board.

MOVED/SECONDED that the amended Endowment Fund policy be approved by the Board. CARRIED

MOVED/SECONDED that a background piece be included with the Endowment Fund Policy. CARRIED

MOVED/SECONDED that the NCLGA speak with both the City of Prince George and City of Fort St. John to discuss hosting of the next in-person AGM and Convention. CARRIED

RESOLUTIONS COMMITTEE REPORT

Resolution Committee Chair Steve Forseth presented the report to the Board.

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

PLANNING AND PRIORITIES REPORT

Planning and Priorities Vice-Chair Sarrah Storey presented the report to the Board.

MOVED/SECONDED that the Planning & Priorities Committee Report be received by the Board. CARRIED

REGIONAL REPRESENTATIVES UPDATE

Leonard Hiebert – Peace River Regional District (PRRD)

The rural senior's initiative was concluded in February of 2020 and they are now waiting for a final report on the project. In partnership with the local Co-Op and City of Dawson Creek, money left over from the project is being used to prepare meals and provide groceries for rural seniors. Many local businesses are currently shutdown in light of COVID-19 and the PRRD office is closed except for emergencies and board meetings that are being held with social distancing measures in place.

Lee Brain – North Coast Regional District (NCRD)

Recent planning for development and revitalization of the City of Prince Rupert is now on hold due to COVID-19. Rural citizens are especially vulnerable and many people are not following the procedures related to social distancing. The NCRD is currently looking for ways to collaborate and provide support to nearby communities and local businesses.

ACTION: For NCLGA to compile resources and information in relation to COVID19 to share through social messaging/emailing and to consider sending a letter urging social distancing.

Dannielle Alan – Regional District of the Fraser-Fort George (RDFFG)

In the Village of McBride and the Village of Valemount many essential workers are receiving the support and resources they need in light of COVID-19. The RDFFG have now closed their municipal office and are open by appointment only. The Board recently passed an emergency motion to attend Board meetings electronically to follow social distancing procedures. An on-going issue impacting small communities in the region include the cancellation of the Via Rail passenger service train. Many regional citizens are struggling with the lack of available transportation.

John Massier – Cariboo Regional District (CRD)

In light of COVID-19, the CRD office is closed with Board meetings being held largely by electronic means. Daily conversations are taken place between Directors, the CAO and the Chair to provide updates during this event. An initiative by the CRD includes a new standing agenda item to list specific articles of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) at the start

of all CRD Meetings. The CRD Board recently received an invitation from the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to begin discussions on a community forestry between the CRD, four regional First Nation communities, the City of Quesnel and the District of Wells. The Terms of Reference were agreed on for the joint CRD committees. The CRD Board received a report on the status of invasive plants in the region with no resolution on the issue being identified at this time.

Lorraine Gerwing – Northern Rockies Regional Municipality (NRRM)

The NRRM has recently closed their recreation centre and reassigned the staff to other activities in relation to COVID-19. Council meetings are now being held electronically with two additional meetings taken place to discuss COVID-19 implications. Residents are following social distancing measures however there is concerns about tourists still visiting the region. The NRRM has updated their communications page on the website to organize COVID-19 related information for the residents. There are currently no face-to-face options for residents to apply for government assistance. The NRRM was a recent victim of a cyber ransom attack on their records but were able to mitigate data loss and damage. The Council is considering installing a Level 2 EV charging station in the community.

Dean Paranich – Regional District of the Kitimat-Stikine

The RDKS has closed their office to the public and the CAO has acquired new software to enable staff to work from home in light of COVID-19. There are limited ventilators in the region and many at-risk people are forced to travel for treatment and care. First Nations communities and their elders are a greater concern during the pandemic and steps are being taken to reduce contact and maintain social distancing. There have been many closures of municipal facilities in the District of New Hazelton and the Village of Hazelton due to COVID-19. LNG Canada has recently laid off 750 workers in the region to implement social distancing measures and Bruce Jack mines has experienced closures and restrictions. The regional airports are closed and flights are suspended during the month of April. Opioid deaths in the region are still very much a concern.

ROUNDTABLE DISCUSSION

The Board tabled the agenda item UBCM/Area Association Relationships for discussion at a later Board Meeting.

COVID19 COMMUNICATIONS

Board Directors to review the communications as quickly as possible. Communications will be developed thoughtfully.

BOARD CALENDAR

MOVED/SECONDED that the Board receive the Board Calendar as information. CARRIED

ADJOURNMENT

MOVED/SECONDED that the March 21, 2020 Regular Board Meeting be adjourned at 12:02 PM. CARRIED

Minutes approved by the Board on April 25, 2020.