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REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMITTEE OF THE WHOLE

AGENDA

Thursday, February 12, 2015

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>CALL TO ORDER</u>	
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>AGENDA</u> – February 12, 2015	Approve
	<u>MINUTES</u>	
2-15	Committee of the Whole Meeting Minutes – January 15, 2015	Receive
	<u>DELEGATION</u>	
	<u>TRANSCANADA COASTAL GASLINK PIPELINE LTD.</u> Greg Cano, Project Manager Kiel Giddens, Land, Community, and Aboriginal Relations Liaison RE: Update	Receive
	<u>ENVIRONMENTAL SERVICES REPORTS</u>	
16-23	Janine Dougall, Director of Environmental Services – 2015 Recycling Options	Direction
	<u>DISCUSSION ITEM</u>	
	Name for Legacy/Resource Revenue Sharing Committee	
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>SPECIAL IN-CAMERA MEETING MOTION</u>	
	In accordance with Section 90(2)(b) of the <i>Community Charter</i> , it is the opinion of the Regional District of Bulkley-Nechako (COW) that matters pertaining to consideration of information received and held in confidence relating to negotiations between the municipality and a provincial Government or the federal government or both, or between a provincial government or the federal government or both and a third party, including communications necessary for that purpose must be closed to the public therefore exercise their option of excluding the public for this meeting.	
	<u>ADJOURNMENT</u>	



REGIONAL DISTRICT OF BULKLEY-NECHAKO

COMMITTEE OF THE WHOLE MEETING

Thursday, January 15, 2015

PRESENT: Chairperson Bill Miller

Directors Taylor Bachrach
Eileen Benedict
Shane Brien
Mark Fisher
Tom Greenaway
Dwayne Lindstrom
Thomas Liversidge
Rob MacDougall
Rob Newell
Jerry Petersen
Darcy Repen
Luke Strimbold
Gerry Thiessen

Directors Absent Ralph Roy, Electoral Area "D" (Fraser Lake Rural)

Alternate Director Mark Parker, Electoral Area "D" (Fraser Lake Rural)

Staff Gail Chapman, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Hans Berndorff, Financial Administrator
Janine Dougall, Director of Environmental Services – arrived at 10:47 a.m., left at 12:55 p.m., returned at 1:33 p.m., left at 2:54 p.m.
Deborah Jones-Middleton, Protective Services Manager – left at 12:55 p.m.
Jason Llewellyn, Director of Planning – left at 12:55 p.m., returned at 1:33 p.m., left at 2:36 p.m.
Laura O'Meara, Senior Financial Assistant – left at 12:55 p.m.
Wendy Wainwright, Executive Assistant

Others Joan Ragsdale, Career & Trades Liaison, School District No. 91 (Nechako Lakes) – left at 10:47 a.m.
Nicholas Monkman, Burns Lake, arrived at 1:30 p.m., left at 2:15 p.m.
Dave Van Dolah arrived at 11:20 a.m. left at 1:34 p.m.
Scott Zayac, Acting Regional Director, CNC, Burns Lake – left at 10:47 a.m.

Media Flavio Nienow, LD News, left at 12:10 p.m.

CALL TO ORDER Chair Miller called the meeting to order at 10:30 a.m.

**SUPPLEMENTARY
AGENDA**

Moved by Director MacDougall
Seconded by Director Petersen

C.W.2015-1-1

"That the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

AGENDA

Moved by Director Greenaway
Seconded by Director Liversidge

C.W.2015-1-2

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of January 15, 2015 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
Minutes – November 6, 2015

Moved by Director Petersen
Seconded by Director Strimbold

C.W.2015-1-3

"That the Committee of the Whole meeting minutes of November 6, 2014 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

**SCHOOL DISTRICT NO. 91 (NECHAKO LAKES) – Joan Ragsdale, Career & Trades Liaison
RE: Pilot Trades Training Proposal**

Chair Miller welcomed Joan Ragsdale, Career & Trades Liaison, School District No. 91 (Nechako Lakes).

Ms. Ragsdale provided a presentation.

School District No. 91 Career & Trades Programs

- Linked to community;
- Built on student strengths;
- Creating opportunity.

THE HEAD – to imagine it.

Schools – Strong Career and Trades Program Team

- **District position linked to Career Coordinators in each high school:**
 - o Projects;
 - Offer a variety of experiences for students across the district:
 - Project Agriculture;
 - Project Natural Resource Management;
 - Project Local Government;
 - Project Heavy Duty;
 - Project Fire Fighter;
 - Project Health;
 - Project Mining;
 - Work Experience;
 - Community Volunteer Time;
 - Junior Initial Attack;
 - Junior Trades, etc.

DELEGATION (CONT'D)

SCHOOL DISTRICT NO. 91 (NECHAKO LAKES) – Joan Ragsdale, Career & Trades Liaison
RE: Pilot Trades Training Proposal (CONT'D)

- Secondary School Apprenticeships (SSA);
 - SSA opens doors for students by providing the option to work towards graduation and earn ITA apprentice hours while in high school. An example of true hands-on learning – students work directly with a Red Seal Tradesperson while earning credits and developing valuable skills.
 - The program provides a great opportunity for industry to foster local talent targeted to meet their company needs.
 - And can lead to a \$1,000 Scholarship.
- Work Experience;
- Skills Exploration;
- ACE IT or CTC Programs:
 - ACE IT program provide the opportunity for students to take their technical ITA training while still in school;
 - Welding;
 - Carpentry;
 - Industrial Mechanic (Millwright);
 - Heavy Duty Mechanic;
 - Electrical;
 - Residential Construction;
 - Culinary;
 - Pipe Trades;
 - Dual Credit:
 - Mining Certificate;
 - Administrative Assistant Certificate.
- Result=Strong history of community partnerships.

THE HANDS – to make it real;

Working together with Industry and Community;

- “Work sites are the classrooms of the future.”
- “...encourage them (schools) to partner with industry, municipalities, post-secondary and Aboriginal communities to create programs.” BC’s Skills for Jobs Blueprint.

Linking students to OPPORTUNITY and hands-on learning

- **Program Statistics:**
 - Since 2008, SD #91 has supported 117 students in completing their ITA technical programs while still in high school;
 - 94 of these were at local College of New Caledonia campuses;
 - On average there are 17 SD #91 students taking 6 different ITA Trades programs per year;
 - Currently SD #91 has over 90 active partnerships with Industry – across the district.

DELEGATION (CONT'D)

SCHOOL DISTRICT NO. 91 (NECHAKO LAKES) – Joan Ragsdale, Career & Trades Liaison
RE: Pilot Trades Training Proposal (CONT'D)

THE HEART – to make it great;
Exploring Careers & Work – Creating Community Legacy.
Challenge

- Ensuring reliable, consistent ACE IT programs are available for students locally
 - Current annual process not working – no guarantee of programs makes it difficult for planning;
 - Program cancellations have had negative impacts on students and families.
- Increasing work and apprenticeship options for students:
 - Challenge finding work and apprenticeship spots for students.

The Proposed Solution

- Develop agreements with community groups and industry to ensure local work and apprenticeship options for students;
- **A 5 year ACE IT pilot program for Nechako Lakes**
 - Ministry commitment to a multi-year ACE IT plan, which:
 - Includes a guarantee to provide a minimum of one ACE IT program each year in the communities of Burns Lake, Fort St. James and Vanderhoof, with rotational offerings in Fraser Lake – in partnership with CNC;
- This pilot will ensure diverse trades' offerings are available for SD #91 students who are choosing a career in Trades – and it will ensure similar options for adults in the region.

Requesting

- In terms of the proposal...
 - Official motion in support of the SD #91 – 5 year ACE IT proposal;
 - Recognize current process not working – require a multiyear Ministry commitment to ITA training in our communities in order to meet the critical need for skilled workers in the area;
 - Commitment to send someone to a regional and/or provincial meeting to support the proposal.
- In terms of hands-on learning options for students...
 - Commitment to provide work experience job shadow or apprentice options for students (where appropriate).

Creating Community Legacy.

Discussion took place regarding SD #54 Bulkley Valley and whether it has a 5 year ACE IT commitment. Ms. Ragsdale noted that in discussions with SD #54 they base their structure on a 3 year schedule but do not have commitment guarantees.

It is a very important initiative, the Regional Board expressed encouragement to continue to work and develop the program in the entire Regional District.

Chair Miller thanked Ms. Ragsdale for attending the meeting.

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2015 DRAFT BUDGET

Hans Berndorff, Financial Administrator spoke to the agenda process that has taken place and the process that will take place to finalize the 2015 RDBN Budget.

Laura O'Meara, Senior Financial Assistant provided an overview of the RDBN Budget Initiatives for 2015.

She noted that in Administration and Finance the Electronic Records Management System will be deferred to the 2016 budget to synchronize with the Planning Department's upgraded electronics system. The development of office space will be adjusted to include \$14,000 for cabinets.

In Environmental Services discussion took place regarding carbon emission reduction initiatives. Mr. Berndorff mentioned that the RDBN is utilizing the provincial accounting system for carbon emission reduction and that a contingency fund is setup for the initiative. Chair Miller noted that various comparison models and opportunities have been investigated. He also provided information in regard to the Pacific Carbon Trust and the direction that the RDBN Board of Directors has taken.

The works to re-establish closure conditions at the Smithers/Telkwa Landfill was brought forward for discussion. An overview was provided regarding the history of the Smithers/Telkwa Landfill, private ownership and the Smithers Motocross Track being built on top of the closed Smithers/Telkwa Landfill.

Janine Dougall, Director of Environmental Services mentioned that at the time the Smithers/Telkwa Landfill closure works were completed, it did not include the future use of the property to be a motocross track.

Discussion took place regarding the subsequent damage to the said landfill cover. Obtaining a legal opinion was also discussed.

Staff will bring forward an outlined history of the Smithers/Telkwa Landfill at the January 29, 2015 Regional Board Meeting.

**Smithers/Telkwa Landfill
Budget Item**

Moved by Director Bachrach
Seconded by Director Strimbold

C.W.2015-1-4

"That the Committee of the Whole meeting recommend that the Regional District of Bulkley-Nechako Board of Directors reduce the "Works to re-establish closure conditions at the Smithers/Telkwa Landfill" from \$100,000 to \$50,000 in the 2015 Draft Budget; and further, that the name of the said line item be changed to Smithers/Telkwa Landfill."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ms. O'Meara spoke to the Details of Protected Tax Changes for Environmental Services. Discussion took place regarding the Surplus from Prior Year and the impact to the budget. Mr. Berndorff noted that the surplus will be less overtime and that Regional Districts cannot move surpluses from one service to another. Mr. Berndorff mentioned that the budget must allow room to adjust for incidentals that are beyond the control of the Regional District such as fuel costs. If costs exceed the budget it is then in a deficit and has to be adjusted the next year to include that deficit.

The Recycling expenditures were a large part of the surplus from the prior year as recycling opportunities have been a challenge.

2015 DRAFT BUDGET (CONT'D)

The ability to better understand reserves and a summary that explains the workings of Regional District reserves would be a benefit for Directors moving forward. Mr. Berndorff stated that there is a line item in the quarterly budget report and an analysis completed yearly. The 2nd Draft of the budget will include a reserve analysis.

The potential for cost savings in cost sharing certain items with municipalities was discussed.

The proposed electronic records management system will be brought forward in the 2016 Budget. In researching the best methodology of moving to electronics records management it has been determined that once implemented, it will be from that point forward that records will become electronic. The challenges associated with going into past records and converting them to electronic format were discussed.

Ms. Dougall explained the metal recycling revenues and the process in which is undertaken to recycle the metal from the RDBN Transfer Station and Landfill operations.

Mr. Berndorff noted that there has been a 17% increase in medical and benefits and research is being conducted to determine if there is an alternate plan that may be more cost effective for the RDBN.

Discussion took place in regard to the RDBN taking over the Knockholt and Clearview Landfill operations. Mr. Berndorff noted that this 1st draft of the budget does not include the cost for the RDBN to take over said operations.

Ms. O'Meara provided an overview of the Details of Projected Tax Changes-Emergency Preparedness Planning. Mr. Berndorff mentioned that prior to 2015, 20% of the Protective Services Manager's time was allocated to rural government but has now been moved to emergency preparedness. There will be no change to the tax payer.

Discussion in regard to a shared emergency response storage facility between the RDBN and the Town of Smithers was discussed. In the past the storage facility had been in the budget with the intent to receive funding through grants. Funding has not been available for such a project thus the potential for a storage facility for storage of emergency materials has been removed from the budget. It was noted that the old Telkwa Fire Hall is currently vacant.

Discussion also took place in regard to the role the Regional District plays in the oversight and monitoring of fire departments and the budget implications of increasing fire protection to rural areas.

Ms. O'Meara provided an overview of the Details of Projected Tax Changes – General Government. Asset Management planning is becoming a requirement for provincial funding requirements and thus the software to implement asset management for the RDBN will need to move forward. Discussion took place in regard to special projects: forestry, revenue sharing and asset management.

Ms. Chapman provided an overview of the Directors Remuneration review that took place in 2014.

The possibility of utilizing an electronic agenda system was brought forward. Some of the benefits and challenges were discussed.

2015 DRAFT BUDGET (CONT'D)

Electronic Agendas

Moved by Director Bachrach
Seconded by Director Repen

C.W.2015-1-5

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to bring forward an updated electronic agendas report."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Break at lunch at 12:10 p.m.

Return from lunch at 12:43 p.m.

Ms. O'Meara reviewed Details of Projected Tax Changes – Building Inspection and Development Services.

Director Bachrach spoke to economic development as a region wide service and concerns in regard to the possible overlap of economic development services between municipal and RDBN economic development functions. The Economic Development Strategic Plan that the RDBN Board of Directors has approved will continually review its economic function to ensure there will be no overlapping of functions. The benefits of economic development being an important regional service were also discussed. Mr. Berndorff noted that some examples of projects that the RDBN has completed that may not have been doable as a municipality are the mining flyover studies and the Regional Skills Gap Analysis.

ADMINISTRATION REPORTS

2015 Draft Budget

Moved by Director Brien
Seconded by Director Newell

C.W.2015-1-6

"That the Committee of the Whole receive the 2015 Draft Budget."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS – Dave Van Dolah RE: Stuart Nechako Natural Resource District – Name Change from Vanderhoof Forest District and Fort St. James Forest District

Chair Miller welcomed Dave Van Dolah, District Manager, VanJam, Ministry of Forests, Lands and Natural Resource Operations.

Mr. Van Dolah explained that he replaced the retired District Manager for the VanJam District in May, 2014. He mentioned that during his hiring process he clearly indicated that one of his goals would be to change the name of Vanderhoof and Fort St. James Forest District in order to complete the amalgamation process which had begun four years prior. Mr. Van Dolah spoke of the importance of consistency across the entire area.

Discussions took place with Kevin Kriese, Assistant Deputy Minister, Regional Operations, North Area, Eamon O'Donoghue, Regional Executive Director, Skeena and Greg Rawling, Regional Executive Director, Omineca to begin the process of a name change for the VanJam District.

DELEGATION (CONT'D)

MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS – Dave Van Dolah RE: Stuart Nechako Natural Resource District – Name Change from Vanderhoof Forest District and Fort St. James Forest District

In August, 2014, staff from Vanderhoof and Fort St. James provided suggestions for the new name for the district. Mr. Van Dolah spoke of the legal process that needs to be undertaken to change the name and the time line associated with the process. He noted that it can take approximately two years for the name change to be complete and that a team in Victoria is currently working on all the details involved.

Mr. Van Dolah mentioned that the newly named Stuart Nechako Resource District is one of the few locations in the province that maintains two offices and is the third largest in terms of full time equivalent (fte.) worker positions.

The majority of the work in the two offices revolves around forest tenures but the offices do have Front Counter BC offices to provide natural resource permitting, *Land, Water* and *Mines Act* applications. Front Counter BC supplies authorizations for 11 different agencies for the province with 135 authorities. They can also assist with non-timber forest products such as mushroom harvesting, etc.

At this time there is no intent to close either office in Fort St. James and Vanderhoof.

Mr. Van Dolah spoke of the challenges of hiring staff and the future challenges with a number of Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) staff intending to retire.

Mr. Van Dolah noted that efficiencies are being found as the MFLNRO grows from the changes that occurred three years ago.

Discussion took place regarding timber sales and harvest licenses. In 1982 the appurtenancy clauses from licenses were removed in all areas of the timber supply area. Licensees form steering committees in the Prince George TSA (Timber Supply Area) to develop timber cells, areas within the Prince George TSA have various species of fibre that determines cut.

Concerns were brought forward in regard to the lack of updated forest inventory for the Fort St. James area. Mr. Van Dolah provided an outline of the process conducted by the Chief Forester to determine a timber supply review.

Director MacDougall spoke to the importance of continued contact and open dialogue between the newly named Stuart Nechako Natural Resource District and the Regional District of Bulkley-Nechako. Communities can also assist with recruitment of professionals to the region. Mr. Van Dolah noted the importance of being proactive in terms of recruitment.

Chair Miller thanked Mr. Van Dolah for attending the meeting.

ADMINISTRATION REPORTS (CONT'D)

RDBN Appointments - 2015

Moved by Director Strimbold
Seconded by Director Bachrach

C.W.2015-1-6

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors ratify the RDBN 2015 Appointments as amended to include the Bulkley Valley Regional Pool Village of Telkwa newly appointed member:

- **Executive Committee**
 - o Chair Tom Greenaway
 - o Rob MacDouogall
 - o Luke Strimbold
 - o Gerry Thiessen
 - o Bill Miller (ex-officio)
- **Forestry Committee (Committee of the Whole)**
 - o Chair Rob MacDougall
- ****New Committee re Legacy/Resource Revenue Sharing**
- **Waste Management Committee (Committee of the Whole)**
 - o Chair Taylor Bachrach
- **Rural Directors Committee**
 - o Chair Eileen Benedict
 - o All Rural Directors
- **Northern BC Tourism Association**
 - o Rob Newell
- **Yellowhead Highway Association**
 - o Jerry Petersen
 - o Eileen Benedict, Alternate
- **Municipal Finance Authority**
 - o Bill Miller
- **Federation of Canadian Municipalities**
 - o (FCM Conference – June 5-8, 2015, Edmonton, Alberta)
 - o Chair plus one Director
- **Municipal Insurance Association**
 - o Eileen Benedict
- **Fraser Basin Council**
 - o Tom Greenaway
- **Bulkley Valley Regional Pool**
 - o Darcy Repen – (awaiting information from Village of Telkwa)
 - o Taylor Bachrach
 - o Mark Fisher
- **North Central Local Government Association**
 - o (presently, Luke Strimbold) – Nomination by the RDBN Board
- **Parcel Tax Roll Review Panel (5)**
 - o Eileen Benedict
 - o Tom Greenaway
 - o Jerry Petersen
 - o Ralph Roy
 - o Mark Fisher
 - o Chair Bill Miller (ex-officio member)



ADMINISTRATION REPORTS (CONT'D)

RDBN Appointments – 2015 (CONT'D)

- Northern Development Initiative
 - o Prince George RAC – Bill Miller
 - Jerry Petersen, Alternate
 - o Northwest RAC – Mark Fisher
 - Rob Newell, Alternate
- Omineca Beetle Action Coalition
 - o Bill Miller."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Administration Reports

Moved by Director Benedict
Seconded by Director Newell

C.W.2015-1-7

"That Committee of the Whole receive the following
Administration Reports:

- Financial Administrator's January 7, 2015 memo titled "Updated Cost Allocation Review;
- Senior Financial Assistant's December 22, 2014 memo titled "Comparison of Vehicle Allowance vs. RDBN Owned Vehicles."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ENVIRONMENTAL SERVICES REPORT

Knockholt and Clearview Landfill Operations – Tender Results and RDBN Cost Analysis

Ms. Dougall provided an overview of the Knockholt and Clearview Landfill Operations – Tender Results and updated RDBN Cost Analysis. Director Bachrach spoke to the flexibility provided to the RDBN if it chooses to move forward in operating the Knockholt and Clearview Landfills. He noted that due to the change regarding regional provincial strategies and the review of the RDBN Solid Waste Management Plan the ability to be flexible may be an important consideration. The changing of the market could impact the RDBN operating its landfills.

Discussion took place regarding the workload implications if the RDBN Board of Directors moves forward in operations of its landfills. Ms. Dougall provided an outline of the process and indicated that it would be workable. With the current contracts in place the RDBN Environmental Services Operations Manager oversees the current contractors in regard to educating staff on landfill operations and aiding the contractor in abiding by the terms of reference in their contracts.

Director Newell brought forward concerns from the proponents of the bid process.

Discussion took place regarding the possible benefits and disadvantages to purchasing used and/or new equipment. The Bid process indicated that the primary equipment must be 2005 or newer.

In October, 2014, a report was provided to the Regional Board in regard to an initial cost analysis associated with RDBN operations of the landfill.

Minor maintenance work would be completed on site and the use of local service trucks would be utilized to provide some major repairs and maintenance which has been factored into the estimated maintenance budget. Contingencies have also been considered for equipment that may have to be removed for major maintenance repairs.

ENVIRONMENTAL SERVICES REPORT (CONT'D)

Knockholt and Clearview Landfill Operations – Tender Results and RDBN Cost Analysis (CONT'D)

The use of dump trucks can be shared between the two facilities as they may be only required 1 to 2 times per month. Staff have the ability to move the trucks between the two facilities.

Discussion took place regarding the RDBN's ability to finance through the Municipal Finance Authority (MFA) and take advantage of its AAA credit rating and low borrowing rates if it moves forward in the decision to operate Knockholt and Clearview Landfills.

Mr. Berndorff spoke of the process in which the RDBN would need to borrow funds in the form of a loan authorization bylaw. This service can rely on an exemption in the *Environmental Management Act* and the RDBN would be borrowing funds to implement its solid waste management plan. The Ministry of Community Sport and Cultural Development (MCSCD) is currently reviewing a financial update to the RDBN Solid Waste Management Plan that has been submitted. Mr. Berndorff is awaiting a formal response from MCSCD but they have indicated further information may be required and also that the Ministry of Environment may be required to review and approve the updates provided.

Discussion took place regarding the unknown length of time it may take to review the application to the MCSCD and the costs associated with a region wide referendum.

Knockholt and Clearview Moved by Director Bachrach
Landfill Operations – Tender Seconded by Director Greenaway
Results and RDBN Cost Analysis

C.W.2015-1-8

1. "That the Committee of the Whole receive the Director of Environmental Services December 29, 2014 memo titled "Knockholt and Clearview Landfill Operations – Tender Results and RDBN Cost Analysis."
2. That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors proceed with taking over the Knockholt and Clearview Landfill operations, based on the cost analysis presented to date. Further, that the Regional District of Bulkley-Nechako Board of Directors provide staff with authorization to proceed immediately with procurement processes necessary to purchase the required equipment and hire additional RDBN employees (4), when required."

Opposed: Rob Newell CARRIED
 Luke Strimbold

(All/Directors/Majority)

ENVIRONMENTAL SERVICES REPORT (CONT'D)

2015 Recycling Options

Discussion took place in regard to recycling funding being equal between communities and that consumers are not being double charged for recycling.

Janine Dougall, Director of Environmental Services mentioned that Multi-Material B.C. (MMBC) has indicated that it is not being paid enough from industry to expand its recycling program. The newspaper industry is currently not in compliance with the recycling regulation – thus not partnering or paying MMBC.

Cascades Recovery proposal Costs tailored to the community of Fraser Lake in comparison to the current contract was discussed.

Concerns were brought forward in regard to the current options being brought forward. Director Bachrach brought forward the possibility to continue to distribute funds proportionally and allow communities to determine the best utilization of funding to improve recycling in individual communities.

2015 Recycling Options

Moved by Director Thiessen
Seconded by Director Bachrach

C.W.2015-1-9

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors defer the 2015 Recycling Options to February, 2015."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADMINISTRATION CORRESPONDENCE

**The Nechako Bend Ranch
Project – Request for Letter
of Support**

Moved by Director Thiessen
Seconded by Director Benedict

C.W.2015-1-10

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors receive the Nechako Bend Ranch Project – Request for Letter of Support."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**E-Comm 9-1-1 - Partnership
With Regional District of
Bulkley-Nechako**

Moved by Director Liversidge
Seconded by Director Newell

C.W.2015-1-11

"That the Committee of the Whole receive the Administration Correspondence titled "E-Comm 9-1-1 – Partnership with Regional District of Bulkley-Nechako."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEMS

Electoral Area/Municipal Joint
Town Hall Meetings Discussion will take place at a later date.

Attendance at FCM Moved by Director Benedict
Seconded by Director Greenaway

C.W.2015-1-12 "That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors approve Chair Miller and Director Fisher's attendance at the Federation of Canadian Municipalities (FCM) Conference in Edmonton, Alberta, June 5-8, 2015."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

NEW BUSINESS

RDBN School District's
Career and Trades Proposals Moved by Director Thiessen
Seconded by Director MacDougall

C.W.2015-1-13 "That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors write a letter to the Ministry of Education, Ministry of Advanced Education and Ministry of Jobs, Tourism and Skills Training to encourage a five year commitment for ACE-IT (technical ITA (Industry Training Authority) training) Pilot Proposals for high schools in SD #91 Nechako Lakes and SD #54 Bulkley Valley."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**

RDBN School District's
Career and Trades Proposals
-Student Work Job Placement Moved by Director Thiessen
Seconded by Director Strimbold

C.W.2015-1-14 "That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors direct staff to enter into discussions with School District #91 Nechako Lakes and School District #54 Bulkley Valley to develop a Memorandum of Understanding to provide student work/job placements with the Regional District of Bulkley-Nechako."

(All/Directors/Majority) **CARRIED UNANIMOUSLY**



16

Deferred - Jan 15/15
Committee of the Whole

REGIONAL DISTRICT OF BULKLEY-NECHAKO
MEMORANDUM

To: Chairperson Miller and Committee of the Whole (January 15, 2015)

From: Janine Dougall
Director of Environmental Services

Date: December 31, 2014

Subject: 2015 Recycling Options

At the October 9, 2014 Committee of the Whole Meeting, the Board of Directors made several motions regarding recycling in the RDBN:

1. That the RDBN Waste Management Committee receive the Director of Environmental Services' September 29, 2014 memo titled Packaging and Printed Paper Recycling: Planning for 2015."
2. Further, that the Waste Management Committee recommend that the RDBN Board of Directors in the 2015 year:
 - a. Continue to fund residential PPP recycling in communities where MMBC is not providing recycling services at 2014 funding levels and reduce funding in areas where MMBC is providing residential recycling services;
 - i. in areas where there is a reduction in the direct funding of residential PPP recycling programs, that the overall budget be kept the same and the unallocated funds be made available for community recycling education programs;
 - b. Direct staff to engage in further discussions with Cascades representatives to investigate the expansion of PPP recycling opportunities within the RDBN to match the products being collected under the MMBC program;
 - c. Direct staff to pursue future development of product collection by MMBC within the Regional District of Bulkley-Nechako; and further,
 - d. That staff bring forward the information to a future RDBN Board of Directors meeting.

MMBC Services in the RDBN

In accordance with the above direction from the Board of Directors, staff have reduced the funding available to recycling groups in areas where Multi-Material BC recycling services have been established. An analysis of printed paper and packaging (PPP) and waste composition data indicated that 60% of PPP is generated from the commercial sector, whereas 40% is generated from residential sources. Therefore, funding provided to recycling groups in Smithers and Fort St. James (where MMBC is providing service) has been reduced by 40%.

Smithers: The Smithers and Area Recycling Society (SARS) is operating their depot under the MMBC program. The RDBN has established a contract scope change with SARS that reflects the 40% decrease in funding (\$87,349 to \$50,851) as directed by the Board. Materials accepted by the depot include mixed paper, cardboard, plastic and metal containers, plastic film, Styrofoam and glass. The



Town of Smithers provides curbside recycling as well.

Telkwa: The Village of Telkwa provides curbside recycling to residents for mixed paper, cardboard, plastic and metal containers.

Fort St James: The Nak'azdli Band is operating both curbside recycling and depot recycling for the community under the MMBC program. Materials accepted by the depot include mixed paper, cardboard, plastic and metal containers, plastic film, Styrofoam and glass. The Greening up Fort (GUF) group is also operating a recycling depot (funded by the RDBN), however it is only for industrial, commercial and institutional (ICI) mixed paper and cardboard. GUF has requested a 6 month contract extension with the RDBN for the provision of this service. The funding for the Greening up Fort Society has been reduced by 40%, from \$49,450 in 2014 to \$29,670 in 2015.

Current Recycling Services Funded by the RDBN

Community/Recycling Group	Services Funded	Materials Accepted	2014 Funding Amounts
NWRI (Vanderhoof)	Waste reduction education and assistance, business recycling pick up, maintenance of recycling bins at VTS and CO-OP	Mixed paper, cardboard, mixed plastics	\$75,093.73
Houston Bottle Depot	Recycling bin maintenance	Mixed paper, cardboard	\$47,812.88
Fraser Lake Bottle Depot	Recycling bin maintenance	Mixed paper, cardboard	\$42,460.00
Granisle	N/A	N/A	N/A
Burns Lake	Recycling bins at BLTS	Mixed paper, cardboard	\$8091.00
Southside	Recycling bins at SSTS	Mixed paper, cardboard	\$1260.00

Expanded Program Investigation

Following direction from the Board of Directors, staff had discussions with Cascades Recovery in Prince George about expanding the range of materials accepted for recycling within the RDBN. The program proposed by Cascades would use dual stream 30 yard roll-off bins – one side for mixed plastic and metal containers and one side for mixed paper and cardboard. Bin locations would be as follows:

- Vanderhoof – Vanderhoof Transfer Station
- Houston – Houston Bottle Depot
- Fraser Lake – Fraser Lake Bottle Depot
- Granisle – Granisle Transfer Station
- Burns Lake – Burns Lake Transfer Station
- Southside – Southside Transfer Station



The proposed expanded recycling program would mimic most of the materials collected by MMBC, but excludes glass, Styrofoam and plastic film, which have little market value and are highly problematic to collect.

The tables below outline the costs proposed by Cascades for the expanded program. These costs include the following:

- Collecting and transporting recyclable materials from drop depots to the Cascades Recovery processing facility in Prince George. “Single Haul” refers to one bin, whereas “Trailer Haul” refers to two bins.
- Monthly rental fees for roll-off bins. Sites that are not anticipated to be high use (eg. Granisle Transfer Station) would only require one bin on site, while sites with higher use would require two bins (eg. Burns Lake Transfer Station).
- Costs for processing, sorting and preparing recyclable materials for market at the Cascades Recovery processing facility (ie. Monthly Processing).
- Costs associated with transporting processed recyclable materials to market in the lower mainland (ie. Monthly Transportation).

In addition to the costs outlined in the tables below, Cascades has included revenue sharing in their proposal. Due to the volatility of markets, however, and the difficulty in estimating potential revenues, any potential revenue has been excluded from this cost analysis in order to present worst case scenario costing.

Table 1. Cascades Recovery Proposal – Container Costs

Location	Single Haul (Per Hauling Event)	Trailer Haul (Per Hauling Event)	Single Container Monthly Rental Fee	Trailer Container Monthly Rental Fee
Burns Lake	\$ 660.00	\$ 990.00	\$ 150.00	\$ 300.00
Southside	\$ 800.00	\$ 1,200.00	\$ 150.00	\$ 300.00
Vanderhoof	\$ 350.00	\$ 525.00	\$ 150.00	\$ 300.00
Granisle	\$ 900.00	\$ 1,250.00	\$ 150.00	\$ 300.00
Fraser Lake	\$ 550.00	\$ 825.00	\$ 150.00	\$ 300.00
Houston	\$ 880.00	\$ 1,320.00	\$ 150.00	\$ 300.00

Table 2. Cascades Recovery Proposal Costs – Processing and Transportation Costs

Location	Expected Monthly Volumes (Metric Tonnes)	Monthly Processing (\$65/Metric Tonne)	Monthly Transportation (\$30/Metric Tonne)
Burns Lake	9.05	\$ 588.25	\$ 271.50
Southside	1.00	\$ 65.00	\$ 30.00
Vanderhoof	18.14	\$ 1,179.10	\$ 544.20
Granisle	1.00	\$ 65.00	\$ 30.00
Fraser Lake	6.34	\$ 412.10	\$ 190.20
Houston	9.05	\$ 588.25	\$ 271.50



Table 3. Cascades Recovery Proposal Costs – Tailored to Community Based on Expected Monthly Volumes

Location	Single Haul	Trailer Haul	Annual Hauling Events	Annual Hauling Costs	Bin Rental (per month x 12)	Processing and Transportation (x 12)	Total
Burns Lake		\$ 990	18	\$ 17,820	\$ 3,600	\$ 10,317	\$ 31,737
Southside	\$ 800		12	\$ 9,600	\$ 1,800	\$ 1,140	\$ 12,540
Vanderhoof		\$ 525	36	\$ 18,900	\$ 3,600	\$ 20,679.60	\$ 43,179.60
Granisle	\$ 900		12	\$ 10,800	\$ 1,800	\$ 1,140	\$ 13,740
Fraser Lake		\$ 825	12	\$ 9,900	\$ 3,600	\$ 7,227.60	\$ 20,727.60
Houston		\$ 1,320	18	\$ 23,760	\$ 3,600	\$ 10,317	\$ 37,677

Projected 2015 Recycling Costs (Expanded Program)

Under the proposed expanded program, recycling groups will continue to operate their programs in the same way, with the exception of paying for the collection of their paper and cardboard bins. Instead, this will be managed by the RDBN under one contract with Cascades Recovery. The table below outlines the funding required by recycling groups (using 2014 data), combined with the costs proposed by Cascades Recovery for the expanded program. Also provided in the table are the current annual allocations as assigned in the RDBN's draft 2015 budget and available reserves for each area.

Table 4. Expanded Recycling Program Costs and Available 2015 Budget

Community/Recycling Group	Recycling Group Costs	Cascades Costs	Total	2015 RDBN Annual Allocation	Previous Years Unused Monies (Reserves)	2015 Annual Allocation + Reserves
NWRI (Vanderhoof)	\$ 42,752	\$ 43,179	\$ 85,931	\$ 65,223	\$ 65,813	\$ 131,036
Houston Bottle Depot	\$ 37,698	\$ 37,677	\$ 75,375	\$ 35,786	\$ 55,791	\$ 91,577
Fraser Lake Bottle Depot	\$ 25,200	\$ 20,727	\$ 45,927	\$ 26,517	\$ 8,702	\$ 35,219
Granisle	-----	\$ 13,740	\$ 13,740	\$ 6,582	\$ 28,717	\$ 35,298
Burns Lake	-----	\$ 31,737	\$ 31,737	\$ 44,745	\$ 242,990	\$ 287,735
Southside	-----	\$ 12,540	\$ 12,540			
TOTAL	\$ 105,650	\$ 159,600	\$ 265,250	\$ 178,853	\$ 402,013	\$ 580,865

Notes on the above table:

- The Fraser Lake annual allocation is not sufficient to accommodate the new expanded program. There is also concern that the annual allocation is not enough to fully fund a year of the existing program, which is costing \$42,600 (2014 costs). The RDBN has extended the existing services contract for the first four months of 2015 for which sufficient budget is available. If the Board wishes the recycling program in Fraser Lake to continue as it currently exists or expand the program, the annual allocation will have to increase.



- The Vanderhoof annual allocation is not sufficient to accommodate the new expanded program. The annual allocation plus reserves is enough to sustain 1 year of the new program, but there are not sufficient funds in the budget to accommodate future years.
- The Houston annual allocation also does not fully cover the costs of the existing program, nor the expanded program. Utilizing the reserves will allow for the expanded program to be initiated in 2015, however future years will not have sufficient funding.
- The Granisle annual allocation is not sufficient to cover the costs of the expanded recycling program. If previous years unused monies (reserves) are utilized, there is sufficient funding available.
- The Burns Lake/Southside annual allocation has just enough to cover the costs of the expanded recycling program. With the available reserves, the funding available can sustain several years of the expanded program.

The table below summarizes the funding allocation in those communities where MMBC is providing services. The costs outlined below are for recycling services provided only to the commercial/institutional sectors.

Table 5. MMBC Serviced Community Funding Summary

Community/Recycling Group	Recycling Group 2015 Costs	RDBN Annual Allocation	Unused 2015 Allocation	Previous Years Unused Monies (Reserves)	Unused 2015 Annual Allocation + Reserves
Smithers	\$ 50,851	\$ 86,237	\$ 35,386	\$ 0	\$ 35,386
Telkwa	-----	\$ 15,971	\$ 15,971	\$ 31,941	\$ 47,912
Fort St. James	\$ 29,670	\$ 28,478	-\$ 1,192	\$ 53,913	\$ 81,199
TOTAL	\$ 80,521	\$ 130,696	\$ 50,165	\$ 85,854	\$ 164,497

Notes on the above table:

- The column titled "Recycling Group 2015 Costs" outlines RDBN funding available to recycling groups that have contracts with MMBC.
- The column titled "Unused 2015 Allocation" refers to the amount of funding that will remain after recycling group costs have been claimed.

The table below summarizes the overall proposed recycling costs for expanded recycling services across the RDBN and compares these costs to the monies available in the 2015 draft budget.



Table 6. Summary of 2015 Recycling Costs and Draft Budget Available

Community/Recycling Group	2015 Recycling Costs	2015 RDBN Annual Allocation	Unused 2015 Allocation	Previous Years Unused Monies (Reserves)	Total 2015 Budget Available
NWRI (Vanderhoof)	\$ 85,931	\$ 65,223	-\$ 20,708	\$ 65,813	\$ 131,036
Houston Bottle Depot	\$ 75,375	\$ 35,786	-\$ 39,589	\$ 55,791	\$ 91,577
Fraser Lake Bottle Depot	\$ 45,927	\$ 26,517	-\$ 19,410	\$ 8,702	\$ 35,219
Granisle	\$ 13,740	\$ 6,582	-\$ 7,158	\$ 28,717	\$ 35,298
Burns Lake	\$ 31,737	\$ 44,745	\$ 468	\$ 242,990	\$ 287,735
Southside	\$ 12,540				
Smithers	\$ 50,851	\$ 86,237	\$ 35,386	\$ 0	\$ 86,237
Telkwa	\$ 0	\$ 15,971	\$ 15,971	\$ 31,941	\$ 47,912
Fort St. James	\$ 29,670	\$ 28,478	-\$ 1,192	\$ 53,913	\$ 82,391
TOTAL	\$ 345,771	\$ 309,539	-\$ 36,232	\$ 487,867	\$ 797,405

For comparison purposes the total RDBN recycling expenses for 2014 are estimated at \$274,121, compared to \$345,771 under the proposed new expanded recycling program. This is a difference of \$71,650.

Summary:

Based on the information presented in Table 6 above, there is currently insufficient funding available to implement an expanded recycling program if only the 2015 annual allocation values are utilized.

In some areas of the RDBN, Fraser Lake for example, there is insufficient funding available in the annual allocation to pay for either the existing program or proposed expanded program.

In some areas of the RDBN, Vanderhoof for example, there is insufficient funding available in the annual allocation to pay for either the existing program or the expanded recycling program. However, due to unused monies from previous years, there does exist sufficient funding for the 2015 year for the expanded recycling program.

Overall, if the RDBN Board wishes to continue to fund existing recycling programs or expand the programs, the annual allocations to the various areas will need to be adjusted. For background information, the original annual recycling allocations to the various areas were originally calculated in 2009 by doing the following:

- Assume the use of the entire \$304,215 (from the 2009 grant in lieu of Alcan taxes) to set the overall annual budget;
- Allocate a base amount of \$5,000 to each area. Then divide the remaining available budget in each area based on the 2009 converted assessments. Rural area converted assessments were allocated to the nearest municipality. For example, Burns Lake's allocation includes Area "B" and "E", while Area "A" was allocated to both Telkwa and Smithers and Area "G" was allocated to Houston and Granisle based on proportionate assessments.



In moving forward there are at least two options to consider in adjusting the annual allocation values.

Option 1 – In those areas where the annual allocation is sufficient to cover costs of the expanded program, keep the annual allocations the same and continue to carry forward unused allocations to future years. In those areas where the annual allocation is insufficient, increase the annual allocation to match the projected costs of the expanded recycling program. The increase in annual allocation would only take effect once any residual (unused) allocations were fully utilized. In essence, this option would provide sustainable funding for recycling programs, but would increase the overall recycling budget. It would also change the overall intent of having allocations of funding based on converted assessments.

For Option 1, the motion would read:

“To continue to support sustainable recycling initiatives across the RDBN, the Committee of the Whole recommends to the Board of Directors to allocate sufficient funding in the annual recycling budgets in each area to fully cover the projected costs of the expanded recycling programs in those areas where MMBC is not providing PPP recycling services. Further that, in those areas where the current annual allocation is sufficient to cover costs of the expanded program, keep the annual allocations the same and continue to carry forward unused allocations to future years. In those areas where the annual allocation is insufficient, increase the annual allocation to match the projected costs of the expanded recycling program. The Increase in annual allocation would only take effect once any residual (unused) allocations were fully utilized.”

Option 2 – As outlined in Table 6, the overall draft 2015 budget for recycling does have sufficient funds to cover the full costs of the proposed expanded recycling program. However, this would mean changing the annual allocations in all areas of the RDBN to match the costs of the proposed programs. This option would not result in an increase in the overall recycling budget, but it would change the overall intent of having allocations of funding based on converted assessments. In addition, for those areas that have not spent their monies, this could be seen as a penalty.

For Option 2, the motion would read:

“To continue to support sustainable recycling initiatives across the RDBN, without increasing the overall 2015 recycling budget, the Committee of the Whole recommends to the Board of Directors to redistribute the overall recycling budget monies to match the costs of the proposed expanded recycling programs in each area of the RDBN where MMBC is not providing PPP recycling services. Further, that any 2015 unallocated budget monies be placed into a “general recycling” budget line item for future use as directed by the Board of Directors.”

At this time, staff are seeking direction from the Committee of the Whole as to how to proceed with the funding of recycling programs in 2015 and specifically whether there is interest in proceeding with the implementation of expanded recycling in those areas of the RDBN where MMBC is not providing PPP residential recycling services.

**RECOMMENDATION**

(All/Directors/Majority)

1. That the Committee of the Whole receive the memorandum titled, "2015 Recycling Options" and dated December 31, 2014.
2. Further, that the Committee of the Whole provide direction.

Respectfully submitted,

Handwritten signature of Janine Dougall in cursive script.
Janine Dougall

Director of Environmental Services