

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**SPECIAL BOARD MEETING NO. 9**

**Thursday, July 4, 2019**

**PRESENT:** Chair Gerry Thiessen

Directors Taylor Bachrach - arrived at 9:42 a.m., left at 12:12 p.m.  
Shane Brienen  
Mark Fisher  
Dolores Funk  
Tom Greenaway - arrived at 9:21 a.m.  
Clint Lambert  
Brad Layton – arrived at 9:36 a.m.  
Linda McGuire – arrived at 9:07 a.m.  
Rob Newell  
Mark Parker  
Jerry Petersen  
Bev Playfair  
Michael Riis-Christianson  
Kim Watt-Senner

Staff Curtis Helgesen, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Jason Blackwell, Regional Fire Chief  
Nellie Davis, Regional Economic Development Coordinator  
– arrived at 11:43 a.m.  
Janette Derksen, Deputy Director of Environmental Services  
– left at 9:26 a.m., left at 11:34 a.m.  
John Illes, Chief Financial Officer  
Jason Llewellyn, Director of Planning – left at 11:45 a.m.  
Rory McKenzie, Director of Environmental Services – left at 9:26  
a.m., left at 11:34 a.m.  
Kristi Rensby, Finance/Administration Coordinator – left at 9:35  
a.m.  
Wendy Wainwright, Executive Assistant

Media Blair McBride, Lakes District News – arrived at 10:35 a.m., left at  
11:34 a.m., returned at 11:43 a.m., left at 12:12 p.m., returned at  
12:48 p.m.

**CALL TO ORDER**

Chair Thiessen called the meeting to order at 9:04 a.m.

**MOTION TO HOLD SPECIAL  
BOARD MEETING**

Moved by Director Newell  
Seconded by Director Petersen

2019-9-1

“In accordance with Section 220 of the *Local Government Act*,  
the Regional District of Bulkley-Nechako Board of Directors calls  
a Special Board Meeting.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**AGENDA**

Moved by Director Parker  
Seconded by Director Watt-Senner

2019-9-2

“That the agenda of the Regional District of Bulkley-Nechako  
Board meeting of July 4, 2019 be approved.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**IN-CAMERA MOTION**

Moved by Director Petersen  
Seconded by Director Parker

2019-9-3

“In accordance with Section 90 of the *Community Charter*, it is the opinion of the Board of Directors that matters pertaining to 90(1)(K) – negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of council, could reasonably be expected to harm the interests of the municipality if they were held in public (Recycling) may be closed to the public therefore exercise their option of excluding the public for this meeting.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Reconvened at 9:21 a.m.**

**REPORTS**

Union of BC Municipalities  
Meetings 2019

Moved by Director McGuire  
Seconded by Director Newell

2019-9-4

“That the Regional District of Bulkley-Nechako Board of Directors approve the UBCM 2019 Minister meetings identified below:

- The Honourable Doug Donaldson, Minister of Forests, Lands, Natural Resource Operations and Rural Development re: Timber Rights, Regional Forestry Appurtenancy, Funding for FireSmart initiatives
- The Honourable Mike Farnworth, Minister of Public Safety and Solicitor General re: Emergency Program Act, Fire Safety Act, RDBN Resolutions – Disaster Relief and Recovery Funding, Permitting Entry into an Evacuation Order Area, Stay and Defend Policy
- The Honourable Adrian Dix, Minister of Health re: Escalating Costs of Healthcare
- The Honourable George Heyman, Minister of Environment re: EPR (ICI)
- The Honourable Jinny Sims, Minister of Citizens’ Services re: Broadband Strategy Plan
- The Honourable Lana Popham, Minister of Agriculture re: New ALR Regulations
- The Honourable Claire Trevena, Minister of Transportation and Infrastructure re: Bulkley Nechako Regional Transit
- The Honourable Selina Robinson, Minister of Municipal Affairs and Housing re: Northern Capital Planning Grant criteria for Regional Districts.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**REPORTS (CONT'D)**

Federal Gas Tax Funds  
-Smithers & Area Recycling

Moved by Director Riis-Christianson  
Seconded by Director Lambert

2019-9-5

“That the Regional District of Bulkley-Nechako Board of Directors contact the Smithers & Area Recycling Society in writing to request an update on the insurance claim for the replacement of assets as a result of the fire, in particular the recycling baler, and to advise the Society of the terms of the Community Works Fund Agreement, which could result in a repayment of \$8,650 if the recycling baler is not placed back into service as per the terms of the agreement.”

Opposed: Director Fisher      CARRIED

(All/Directors/Majority)

Committee Meeting  
Recommendation  
- June 20, 2019

Moved by Director Newell  
Seconded by Director Petersen

2019-9-6

“That the Regional District of Bulkley-Nechako Board of Directors approve June 20, 2019 Rural Directors Committee Meeting Recommendations 1 through 3 as written:

**Rural Directors Committee – June 20, 2019**

**Recommendation 1:**

**Re: Northern Capital Planning Grant Criteria**

“That the Regional District of Bulkley-Nechako Board of Directors direct staff to contact the Regional Districts of Kitimat-Stikine and Fraser-Fort George in regard to the Provincial Government’s Northern Capital Planning Grant criteria and parameters; and further, that a written report be prepared to bring forward to the Provincial Government to identify the inequities of the criteria and parameters of the Northern Capital Planning Grant to Regional Districts.”

**Recommendation 2:**

**Re: Northern Capital Planning Grant**

“That the Regional District of Bulkley-Nechako Board of Directors allocate the majority of the Northern Capital and Planning Grant funding for projects that benefit Electoral Areas; and further, that Electoral Area Directors have the discretion to provide funding to municipal projects that support municipal and electoral area residents.”

## **REPORTS (CONT'D)**

### **Rural Directors Committee – June 20, 2019 (Cont'd)**

#### **Recommendation 3:**

#### **Re: Northern Capital Planning Grant – July 4, 2019 RDBN Meeting**

“That the Regional District of Bulkley-Nechako Board of Directors at its July 4, 2019 Special Board Meeting regarding Northern Capital Planning Grant develop a funding allocation that meets the current criteria, and further, that the RDBN Board of Directors request a meeting with the Minister of Municipal Affairs and Housing in regard to changing the criteria and parameters of the Northern Capital Planning Grant for Regional Districts.”

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

## **DISCUSSION ITEMS**

### **1. Northern Capital and Planning Grant Planning Session**

Curtis Helgesen, CAO provided an outline to date of discussions regarding the Northern Capital and Planning Grant (NCPG).

- Funds previously allocated by the RDBN Board of Directors
- Staff have followed up with Regional Districts' of Kitimat-Stikine and Fraser-Fort George
  - Similar process as the RDBN
  - Not concerned with timeline
- Allocation to be complete by end of December, 2019
- Discuss with the Province options from a Regional District perspective
- Potential allocation of funds and possibilities to effect taxation
- Staff will take Regional Board direction and bring forward a comprehensive report in October, 2019 in regard to potential allocation of funding prior to the end of 2019.

Discussion took place in regard to:

- Timeline to implement a service
- Capital and planning reserves
  - Administration reserves – limited
  - Environmental Services reserves a possibility
- Bringing forward the NCPC Criteria in relation to Regional Districts to the Province
- Director Fisher's Capital Planning and Infrastructure grant options for Area A
- Utilizing reserves to effect taxation

### **Parks and Recreation Service Delivery Study**

Jason Llewellyn, Director of Planning provided a brief outline of the Parks and Recreation Service Delivery Study Request for Proposal (RFP). He spoke of two potential service delivery models.

Discussion took place in regard to:

- Ensuring First Nations consultation is included in the RFP
- Wildfire mitigation at recreation sites
- Maintenance and liability for parks and recreation sites
- Ensuring adequate funding and adequately meeting policy and objectives for standard operations
- Determining strategy moving forward in regard to parks and recreation
- Parks and Recreation are a component of quality of life and recruitment and retention
- Timeline for the completion of the RFP process
- Providing a completion date to the RFP recipient

## **DISCUSSION ITEMS (CONT'D)**

### **Parks and Recreation RFP – Northern Capital and Planning Grant**

Moved by Director Fisher  
Seconded by Director Brienen

2019-9-7

“That the Regional District of Bulkley-Nechako Board of Directors authorize contributing up to \$100,000 of Northern Capital and Planning Grant funding for the Regional District of Bulkley-Nechako Parks and Recreation Service Delivery Study Request for Proposal.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

### **Emergency Hazard, Risk and Vulnerability Planning for Electoral Areas**

- Evaluation and identification of risks
- Staff will bring forward at a later meeting
- Dohler Flats Area (Smithers/Electoral Area “A” (Smithers Rural))

### **Cluculz Lake Fire Department Service Delivery Study**

- Advantages to having a fire department in rural areas
- Sustainability of service without additional funding

Discussion took place in regard to services provided in municipalities that benefit rural area residents and services in rural areas that benefit municipalities.

Discussion took place in regard to:

- NCPG allocation of funding
  - Region-wide allocation
  - Electoral Area allocation
  - NCPG criteria for RDBN infrastructure
  - Priorities of the Regional District
  - Tax payer contribution to service areas
  - Equitable funding allocation
  - Contribution to service areas
    - Rural areas only
    - Municipality and rural areas
  - RDBN infrastructure and planning
  - Environmental Services
  - Mitigate taxation impacts
- Cost of living in rural areas
- Province providing NCPG funding to municipalities within the RDBN
- New and aging RDBN infrastructure within electoral areas
- Director Newell’s NCPG funding allocation options.

### **Northern Capital and Planning Grant –Rural and Region-Wide Allocation**

Moved by Director Bachrach  
Seconded by Director Greenaway

2019-9-8

“That the Regional District of Bulkley-Nechako Board of Directors allocate the Northern Capital and Planning Grant (NCPG) as follows: 70% to Electoral Area priorities and 30% to region-wide priorities.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**DISCUSSION ITEMS (CONT'D)**

Previously Allocated Northern Capital and Planning Grant Funding Moved by Director Fisher  
Seconded by Director Riis-Christianson

2019-9-9 "That the Regional District of Bulkley-Nechako Board of Directors allocate previously apportioned Northern Capital Planning Grant funding from the RDBN 30% region-wide funding allocation."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Newell brought forward the RDBN Broadband Study and providing a business plan to the Province in September, 2019 at the UBCM Convention. He commented that broadband is a priority for Electoral Area "G" (Houston Rural). Discussion took place in regard to internet connectivity being a region-wide priority and/or electoral area priority.

**Various Current Capital Project in Environmental Services**

- Cost of two tractors included in the \$308,650
- Currently in the 2019 RDBN Budget

**Emergency Water Supply for Landfill Fire Suppression**

- Water tankers complete with pumps and hoses, fittings to supply both sub-regional landfills

Emergency Water Supply for Landfill Fire Suppression -Northern Capital and Planning Grant Moved by Director Fisher  
Seconded by Director Greenaway

2019-9-10 "That the Regional District of Bulkley-Nechako Board of Directors authorize region-wide Northern Capital and Planning Grant funding monies up to \$73,000 for emergency water supply equipment for landfill fire suppression at Clearview and Knockholt Landfills'."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Cluculz Lake Fire Department Service Delivery Study Moved by Director Petersen  
Seconded by Director Fisher

2019-9-11 "That the Regional District of Bulkley-Nechako Board of Directors authorize \$40,000 from the Northern Capital and Planning Grant Electoral Area "F" (Vanderhoof Rural) allocation for the Cluculz Lake Fire Department Service Delivery Study."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**Break at 11:34 a.m.**

**Reconvened at 11:43 a.m.**

## **DISCUSSION ITEMS (CONT'D)**

### **2. Economic Development Planning Session**

Nellie Davis, Regional Economic Development Coordinator spoke to the importance of the RDBN Economic Development Team and provided an outline of staffing changes in 2018. She spoke to the Economic Development workplan and the capacity of the department. Ms. Davis noted that the department has been working on the Regional Board's rural internet connectivity strategy and planning.

Discussion took place regarding:

- Public Participation Training
  - Recognized most RDBN communication is information provided out to residents
  - Currently collecting surveys for the RDBN Agriculture Plan
  - Mechanisms for disseminating information
    - RDBN Websites
    - Social Media pages
- Grant Writing Assistance
  - Advertise grant writing assistance on RDBN websites
  - Provide information when meeting with groups
  - Other professionals and agencies provide information regarding RDBN grant writing assistance available
  - Challenging to ensure that all not for profits have the information as there is no provincial registry
  - Can work to develop a plan to encourage groups across the region to contact the RDBN for grant writing assistance
  - Discussed utilizing 4-H Clubs to organize not for profit groups to provide information and assistance
- Semi-annual Regional Communication Meetings
  - Two meetings a year
  - First meeting in 2019 was held in June
  - Municipal, First Nations, Community Futures and Northern Development Economic Development Officer's (EDO's) attended the meeting at the RDBN
- Photo Contest
  - Currently offer a quarterly hashtag voter contest
  - Utilize the [www.visitBulkleyNechako.ca](http://www.visitBulkleyNechako.ca) function
  - Advertised on social media
- Participate in subscription to Crowdriff – user generated content partner network
  - In trial year and are evaluating the benefits
- Regional Tourism – Economic Development
  - Providing a location that lists all events within the region that provides information to residents within the region
  - Staff are currently transitioning to a new website platform and are able to maintain the websites internally
    - Allow the ability to have an events calendar that can be kept up to date and be utilized by residents within the region
    - Visit Bulkley-Nechako Facebook page –utilized for promoting events within the region
- Partnership with Northern BC Tourism (NBCT) to create 360 Virtual Reality video Segments for use at Visitor Information Centre's (VIC's)
  - 2018 received grant from BC Rural Dividend program
  - Create 8-9 segments of bookable tourism opportunities within the RDBN
  - Two segments shot in the winter and three being shot currently
  - Preliminary results have been successful
  - Videos will be preloaded onto headsets and will be available to Chamber of Commerce within the region

### **DISCUSSION ITEMS (CONT'D)**

- Relationship with NBCT
  - Benefits of working with NBCT
  - Participate in the Regional Tourism Working Group
  - Shared knowledge is valuable
  - More opportunities available
- Rural Dividend Team
  - Potential project in the region – Indigenous Tourism
  - Work hard not to duplicate services
- Communication
  - Capacity to grow regional communication within the Economic Development Department
- Rebranding to Regional Development/Community Development and Communication
  - Opportunity to include increased communication
  - Communicate regional information
- Budget allocation:
  - Cost analysis of staffing and staffing capacity
  - Workload allocation:
    - BC PNP Program
    - Broadband initiatives
  - Staff will bring forward further information.

### **Break for lunch at 12:12 p.m.**

### **Reconvened at 12:46 p.m.**

Staff will bring forward a report to the July 18, 2019 RDBN Special (In-Camera) meeting in regard to RDBN Economic Development.

#### Potential Opportunities

- Potential for change for the Economic Development workplan
- Solidifying staffing provides the ability to develop a base to plan
- Communication and public engagement – important
- Grant funding available to develop next steps and planning.

#### Internet Connectivity

- Contractors developing a public RDBN Connectivity Study
- Next steps will be brought forward at a future meeting.

#### Regional Agriculture Marketing Project

- In progress currently and is an annual project.
- Community events grant program for promoting local food production
  - E.g. Community lunch hosted in Granisle showcasing locally produced/grown foods.

### **NEW BUSINESS**

2019 UBCM Minister Meeting – Minister of Transportation and Infrastructure re: Colleymount Road

Director Lambert brought forward including Colleymount Road in the topics for discussion with the Minister of Transportation and Infrastructure at the Union of BC Municipalities Convention September, 2019. Staff will include the topic in the RDBN Minister Meeting request.



**ADJOURNMENT**

Moved by Director McGuire  
Seconded by Director Layton

2019-9-12

“That the meeting be adjourned at 12:56 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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Gerry Thiessen, Chair

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Wendy Wainwright, Executive Assistant