

REGIONAL DISTRICT OF BULKLEY-NECHAKO

RURAL DIRECTORS COMMITTEE MEETING

Thursday, October 10, 2019

PRESENT: Acting Chair Mark Parker

Directors Mark Fisher
Clint Lambert
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen – left at 2:30 p.m., returned at 3:00 p.m., left at 3:10 p.m.

Directors Tom Greenaway, Electoral Area “C” (Fort St. James Rural)
Absent Rob Newell, Electoral Area “G” (Houston Rural)

Alternate Director Bob Hughes, Electoral Area “C” (Fort St. James Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services – left at 3:25 p.m.
Janette Derksen, Deputy Director of Environmental Services
John Illes, Chief Financial Officer
Deborah Jones-Middleton, Director of Protective Services
Jason Llewellyn, Director of Planning
Rory Mckenzie, Director of Environmental Services
Wendy Wainwright, Executive Assistant

Other Dolores Funk, Village of Burns Lake– left at 2:29 p.m.

Media Blair McBride, Lakes District News – left at 2:29 p.m.

CALL TO ORDER

Acting Chair Parker called the meeting to order at 1:54 p.m.

AGENDA

Moved by Director Lambert
Seconded by Director Riis-Christianson

RDC.2019-8-1

“That the Rural Directors Committee Agenda for October 10, 2019 be approved.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Rural Directors Committee Meeting Minutes
-September 5, 2019

Moved by Director Petersen
Seconded by Director Lambert

RDC.2019-8-2

“That the minutes of the Rural Directors Committee meeting of September 5, 2019 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Nechako Watershed Roundtable – Request for Grant in Aid – Electoral Areas “B”, “C”, “D”, “E”, and “F” Discussion took place in regard to having Kim Menounos, Manager, Northern and Interior Region, Fraser Basin Council attend an upcoming RDBN Rural Directors Committee Meeting. Director Petersen and Alternate Director Hughes indicated they would consider a contribution. Staff will invite Ms. Menounos to an upcoming meeting.

Fort St. James Breakfast Program-Request for Grant in Aid – Electoral Area “C” Moved by Alt. Director Hughes
Seconded by Director Lambert

RDC.2019-8-3 “That the Fort St. James Breakfast Program be given \$2,000 grant in aid monies from Electoral Area “C” (Fort St. James Rural) for costs associated with the Breakfast Program.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Bulkley-Nechako Regional Transit Service - Request for Grant in Aid Moved by Director Riis-Christianson
Seconded by Director Fisher

RDC.2019-8-4 “That the following grant in aid contributions be provided towards operating costs for the Bulkley-Nechako Regional Transit Services for 2019:

- Electoral Area “B” (Burns Lake Rural) - \$1,000
- Electoral Area “C” (Fort St. James Rural) - \$2,000
- Electoral Area “D” (Fraser Lake Rural) - \$1,000
- Electoral Area “G” (Houston Rural) - \$1,000
- Electoral Area “F” (Vanderhoof Rural) - \$1,000.”

Moved by Director Fisher
Seconded by Director Riis-Christianson

RDC.2019-8-5 “That Motion RDC 2019-8-4 be amended removing:

- Electoral Area “C” (Fort St. James Rural) - \$2,000

(All/Directors/Majority) CARRIED UNANIMOUSLY

“That the question be called on Motion RDC.2019-8-4 as amended.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

Admin Recovery for Local Service Budgets John Illes, Chief Financial Officer provided an overview of the Admin Recovery for Local Service Budgets memo. The following discussion took place in regard to:

- Creating efficiencies with individual services and between services
- Cost estimates and a one-year review of admin costs
- Street Lighting Services
 - o Researching the option to utilize LED lighting
 - o cost recovery provided is based on actual current costs and staff time to administer
- More definition regarding staff support for Rural Directors to work with service groups
- Staff will investigate local service efficiencies

REPORTS (CONT'D)

Draft Local Service Budgets

Moved by Director Riis-Christianson
Seconded by Director Lambert

RDC.2019-8-6

“That the Rural Directors recommend that the Board approve the following recommendations as presented:

1. That Electoral Area Directors Area A (Smithers Rural); Area B (Burns Lake Rural); Area C (Fort St. James Rural); and Area F (Vanderhoof Rural) attend the municipal budget deliberations for the fire department associated with their local contracted fire service.
2. That the Electoral Area Director for Area A attend the Town of Smithers municipal budget deliberations for Smithers Recreation and Culture Service.
3. That the Electoral Area Director for Area F attend the District of Vanderhoof municipal budget deliberations for the operation of the Vanderhoof Pool.
4. That the Rural Directors provide their 2020 Electoral Area economic development plans to the Finance Department.

Include the following in the 2020 Financial Plan:

5. Clucluz Lake Sewer budget
6. Lake Kathlyn Aquatic Weed Harvesting and Glacier Gulch Water Diversion Service budgets
7. Burns Lake & Area Victim Services and the Smithers Victim Services budgets
8. Lakes District Airport Service budget
9. Fort St. James Seniors Helping Seniors budget
10. Fort St. James Arena Grant Service budget
11. Vanderhoof Recreation and Culture Grant Service budget
12. Fort Fraser and Topley Cemetery Grant budgets
13. Budget for the Smithers, Telkwa, Houston Television Rebroadcasting Grant
14. Budget for the Fraser Lake and Area Television Rebroadcasting Grant
15. Budget for the Fort St. James and Area Television Rebroadcasting Grant
16. Budget for the Burns Lake and Area Television Rebroadcasting Grant
17. Budget for the Fraser Lake Library Grant
18. Budget for the Fort St. James Library
19. Budget for the Fort Fraser Community Hall and Braeside Community Hall
20. That the Rural Directors direct staff to arrange a meeting between Electoral Area Directors for Area B and Area E and the Village of Burns Lake Council to discuss the Lakes District Arts and Culture budget and the Burns Lake Arena budget.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Fisher spoke of potentially utilizing the Northern Capital and Planning Grant for the Telkwa Pedestrian Crosswalk Service budget.

REPORTS (CONT'D)

Distribution of Northern Capital and Planning Grant

Discussion took place in regard to an assessment-based option. Mr. Illes noted that in part the Province distributed the Northern Capital and Planning Grant by population.

Option 1 "EVEN SPLIT"

Cluculz Lake Fire Plan

- Electoral Area "F" (Vanderhoof Rural) – remain as outlined in Staff Report

Emergency Hazard Risk Vulnerability Analysis (HRVA)

- Assign to the Region-Wide Project allocation

Administrative Building – Solar

- Remove item from NCPG allocation
- Bring forward for further discussion at a later date and consider using other sources of funding e.g. Climate Action Revenue Incentive Program (CARIP)

Administrative Building – Upgrades (EOC)

- Building efficiencies for daily and EOC use
 - o Physical modifications to the building to improve both areas of use
 - o Audio/visual improvements
- Discussion took place regarding:
 - o Off-site EOC
 - Separate daily RDBN operations from EOC operations
 - Potential cost considerations
 - o Mobile EOC
 - Potential cost considerations
- Assign to Admin/EOC Capital Reserves
- Assign to the Region-Wide Project allocation

Water Storage for Fire Suppression

- Include \$200,000 from Electoral Area "A" allocation
- Increase Electoral Area "E" allocation to \$150,000
- Discussed Cluculz Lake Fire Plan completion timeline and outcome options
- Director Lambert spoke of:
 - o the Three Nations Water Project and potentially including two underground water storage tanks on the Southside of Francois Lake
 - o Preliminary discussions in regard to creating a Colleymount Volunteer Fire Department service
- Director Riis-Christianson spoke of the option of having water storage in Decker Lake within Electoral Area "B"

Fort Fraser Sewage System

- Electoral Area "D" (Fraser Lake Rural) – to be determined moving forward

Emergency Operations Storage Facility

- Remain as outlined in staff report

Recycling Centre Depot Upgrades

- Adjust allocation for four concrete slabs only in front of the recycling containers in Burns Lake, Vanderhoof and Fort St. James
- Remove Electoral Area "A" allocation for concrete slabs in front of the recycling containers in Smithers and potentially utilize Electoral Area "A" Federal Gas Tax funds

REPORTS (CONT'D)

Distribution of Northern Capital and Planning Grant (Cont'd)

Bobcat – Equipment Purchase

- Assign to Region-Wide Project allocation

Septage Beds

- Assign to Region-Wide Project allocation

Discussion took place in regard to NCPG funding allocation and taxation options.

Sewage Facility – Fort Fraser – to be determined moving forward

Water System (Tower) – Fort Fraser – to be determined moving forward

Consolidation Centre – Smithers – to be determined moving forward

Consolidation Centre – Vanderhoof – to be determined moving forward

Knockholt Phase 3B

- Assign to Region-Wide Project allocation

Chief Financial Officer will work with the Environmental Services Department to determine Environmental Services priorities for Region-Wide Project allocation.

Potential Additional Projects

- Broadband Capital Projects
- Parks and Trails Capital Projects
- Agriculture Projects
- Administrative Building – Upgrades
- Clearview Landfill
- Bulkley Valley Aquatic Centre
- Environmental Services – Site Connectivity.

Rural Directors will provide direction to staff in regard to allocating the remaining of their NCPG funds to be brought forward for discussion at a future meeting. Staff will forward an updated allocation spreadsheet to Rural Directors.

Director Petersen noted that further consideration will need to be taken in regard to the outcome of the Cluculz Lake Fire plan. Staff will follow-up.

Director Lambert identified potential issues with timelines for initiatives he is also considering.

Discussion took place in regard to:

- Allocation of funding utilizing capital reserves
- Allocating funds according to Motion 2019-12-4 “Distribution of Northern Capital and Planning Grant” that the “Rural” portion of the Northern Capital and Planning Grant be allocated as per ½ fixed and ½ by population in the August 19, 2019 staff report. (Including Emergency Operation Storage Facility)

REPORTS (CONT'D)

Northern Capital and Planning Grant – Hazard, Risk and Vulnerability Assessment Program

Moved by Director Riis-Christianson
Seconded by Director Lambert

RDC.2019-8-7

“That the Rural Directors Committee recommend to the Board that the Hazard, Risk and Vulnerability Assessment Program be funded through the Planning and Infrastructure Grant allocation to the Regional Projects.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DEVELOPMENT SERVICES

Memo

Director Fisher spoke of agencies collaborating to potentially utilize access points/roads and right of ways be used for multi-purpose uses such as secondary egress routes for Emergency Management or recreation purposes. Staff will consider including comments for future opportunities.

Land Referral File No. 6409156 BC Hydro

Moved by Director Fisher
Seconded by Director Lambert

RDC.2019-8-8

“That the “Regional District of Bulkley-Nechako Comment Sheet on Crown Land Referral 6409156” be provided to the Province as the Regional District’s comments on Crown Land Referral 6409156.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Directors Travel Budget for Budget Consideration

Discussion took place in regard to the Directors Travel Budget allocation and consideration being given to increasing the discretionary travel budget. The demands for Directors to gather and provide information to their residents is increasing along with consideration of costs.

Staff will complete full cost accounting of Director travel budgets for the 2020 Budget process and will bring forward the item for further discussion.

ADJOURNMENT

Moved by Director Lambert
Seconded by Director Riis-Christianson

RDC.2019-8-9

“That the meeting be adjourned 3:48 p.m.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Mark Parker, Acting Chair

Wendy Wainwright, Executive Assistant