



**REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMITTEE OF THE WHOLE
AGENDA**

Thursday, February 20, 2020

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>CALL TO ORDER</u>	
	<u>AGENDA</u> – February 20, 2020	Approve
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>MINUTES</u>	
2-5	Committee of the Whole Meeting Minutes – February 6, 2020	Adopt
	<u>DELEGATION</u>	
	<u>DYNAMIC COMMUNITY PLANNING</u> Hillary Morgan, RPP MCP - Principal Liliana Dragowska, Consultant RE: RDBN Parks & Outdoor Recreation Study Presentation (1 hour) Open House Schedule	
6		
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	

REGIONAL DISTRICT OF BULKLEY-NECHAKO**COMMITTEE OF THE WHOLE MEETING****Thursday, February 6, 2020**

PRESENT: Chair Gerry Thiessen

Directors Gladys Atrill
Shane Brienen
Mark Fisher
Dolores Funk
Tom Greenaway
Clint Lambert
Brad Layton
Linda McGuire
Andrea Newell
Mark Parker
Jerry Petersen
Bev Playfair
Kim Watt-Senner

Director Absent Michael Riis-Christianson, Electoral Area "B" (Burns Lake Rural)

Staff Curtis Helgesen, Chief Administrative Officer
Nellie Davis, Regional Economic Development Coordinator
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

CALL TO ORDER

Chair Thiessen called the meeting to order at 11:12 a.m.

AGENDAMoved by Director Layton
Seconded by Director Playfair**C.W.2020-2-1**

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of February 6, 2020 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY**MINUTES****Committee of the Whole
Minutes – January 9, 2020**Moved by Director Parker
Seconded by Director Watt-Senner**C.W.2020-2-2**

"That the Committee of the Whole meeting minutes of January 9, 2020 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEMS

1. Broadcasting Meetings

- Provide an option to residents within the RDBN to view meetings
- Public engagement
 - How engaged are residents
 - Value of investment
 - Minutes are requested once or twice per year
 - Determining number of people reviewing information on website
 - Limited number of people attend public meetings
 - May view online – no travel required
- Facebook Live an option
 - Town of Smithers utilizes Facebook Live and a phone to record Town of Smithers Council meetings
 - Recorder is focused on the Town of Smithers Council as a whole
- Fee options/budget funding
 - Staff time to implement and monitor
 - Complicated systems will have budget implications
 - Budget considerations to review potential options to prepare for future implementation of technology
 - Option - low cost pilot project
- Pros and cons.

Broadcasting Meetings

Moved by Director Fisher
 Seconded by Director Layton

C.W.2020-2-3

“That the Committee of the Whole recommend that the Board direct staff to conduct a pilot/test recording of a future RDBN meeting utilizing free technology; and further, that the test recording be brought forward to the Board for review.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

2. 2020 Budget and (January 23, 2020 Board Meeting) PowerPoint Presentation

John Illes, Chief Financial Officer provided a brief overview.

Discussion took place regarding:

- Staffing
 - Economic Development Assistant Positions – Permanent
 - Sharing Bylaw Enforcement Officer with District of Houston
 - Retirement of Director of Environmental Services Position and the start of the new Director
 - Waste Coordinator Position
 - New Director to review
 - Agriculture Coordinator
 - Banked Vacation time
 - Staff utilizing banked vacation time
 - Staff providing a budget cost analysis to the Board when considering staffing positions and potential budget increases in dollars and percentages
- CPI (Consumer Price Index) – 2.1%

DISCUSSION ITEMS (CONT'D)

2020 Budget (Cont'd)

- Current proposed tax increase
- Options to reduce the proposed increase in taxation
- Houston Recycling Centre for 2020
 - o Discussed with Directors Brien and Newell and District of Houston Chief Administrative Officer
 - o Due to a number variables project could be delayed until 2021
- RDBN debt repayments complete in 2020
- Maintaining stable and level tax adjustments
- Avoiding significant tax increases in the future
- Other potential options to reduce taxation.

Break for lunch at 12:02 p.m.

Reconvened at 12:53 p.m.

Discussion continued in regard to the following:

- Landfill closure and post closure works/reserves
 - o Reviewing long term costs
- Reserves currently in place and the importance of building further reserves
- Long term reserve planning
- Northern Capital Planning Grant fully allocated.

2020 Budget Change

Moved by Director Brien
 Seconded by Director Newell

C.W.2020-2-4

“That the Committee of the Whole recommend that the Board direct staff to remove the capital cost for the Houston Recycling Centre from the 2020 Budget and revisit in 2021”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bylaw Enforcement Officer Position

Discussion took place in regard to:

- Increased need for bylaw enforcement
- Direction provided by the Board for staff to move forward with potentially partnering with municipalities for a Bylaw Enforcement Officer
- Consideration on a case by case and cost recovery basis, staff time permitting, assistance may be provided to other municipalities
- Cost breakdown of the position
- Continue moving forward with the Bylaw Enforcement Officer Position.

Revenue/cost recovery

- Solid waste revenue from pipeline camps
 - o Consider the potential cost for future landfill development due to increased volumes of camp waste
- Revenue for 2020 based on 2019
- Will be a potential increase in revenue – not yet determined
- Clearview and Knockholt Landfills can take camp waste
- Tax assessment and revenue for camps
 - o 2021 will provide an estimate of potential tax assessments for camps
- Traffic flow numbers at RDBN Landfills and Transfer Stations have been accumulated
 - o Consultants are currently completing the report

DISCUSSION ITEMS (CONT'D)

2020 Budget (Cont'd)

- Metal salvaging at RDBN Landfills and Transfer Stations
 - o Increase of metal at sites due to the banning of salvaging
- Waste Diversion Coordinator
- Implementing Tipping Fees
 - o Costs to implement tipping fees
 - o Tipping fees equals less waste potentially
 - o Illegal dumping.

2020 Budget

Moved by Director Lambert
Seconded by Director Playfair

C.W.2020-2-5

"That the Committee of the Whole recommend that the Board direct staff to bring forward the 2020 budget for first and second reading at the February 20th Board meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Recycle BC -Letter RE: Consolidation in the western Portion of the RDBN

Director Layton mentioned that the Village of Telkwa and Town of Smithers has provided a letter indicating that it will not be transporting recycling to Terrace for consolidation. Staff will follow up with the Ministry of Environment and Climate Change Strategy. Discussion took place in regard to determining a specific ask from the Minister of Environment and Climate Change Strategy.

Director Layton indicated that the Village of Telkwa is developing a media release in regard to the issue.

Electoral Area "A" (Smithers Rural) – Tax Assessment Concern

Director Fisher brought forward a request from a resident in Electoral Area "A" (Smithers Rural) for a letter of support in regard to their increased tax assessment notice and BC Assessment not having adequate staffing to assess land and improvements in the region accurately. Discussion took place in regard to BC Assessment's assessment and appeal process and bringing forward the issue to UBCM. Staff will invite BC Assessment to a future RDBN Meeting.

ADJOURNMENT

Moved by Director Playfair
Seconded by Director Layton

C.W.2020-2-6

"That the meeting be adjourned at 1:42 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Gerry Thiessen, Chair

Wendy Wainwright, Executive Assistant

RDBN Parks & Outdoor Recreation Study Open House Schedule

The [RDBN Parks & Outdoor Recreation Study](#) is moving into the public engagement phase of the project. The Study involved interviewing 42 outdoor recreation clubs, an online survey with 482 responses, interviews with 40 representatives from different levels of government and a focus group.

The consulting team (Hillary Morgan and Liliana Dragowska) and RDBN staff will be delivering five open house sessions throughout the region in early March. In scheduling the open house sessions, the team has made efforts to avoid spring break and minimize conflicts with community and council meetings. The dates, times and locations are below:

- **Vanderhoof** – 5:00 PM to 7:30 PM on Tuesday, March 3rd at the Integris Community Centre
- **Fort St James** – 5:00 PM to 7:30 PM on Wednesday, March 4th at the Fort St James Community Centre
- **Burns Lake** – 5:00 PM to 7:30 PM on Monday, March 9th at the Lakeside Multiplex
- **Houston** – 5:00 PM to 7:30 PM on Tuesday, March 10th at the Houston Community Hall
- **Smithers** – 5:00 PM to 7:30 PM on Wednesday, March 11th at the Old Church

In addition to these sessions, Hillary Morgan will attend the Electoral Area F OCP Open House in Cluculz Lake on February 26th.

The open houses will be informal, walk-through sessions and the public can drop by anytime from 5:00 PM to 7:30 PM. The purpose of the open houses is to share key findings from the Study, receive feedback on potential service delivery models, and gauge the public's level of support for establishing an outdoor recreation service in the RDBN.

The open houses will be promoted via Facebook events, local newsletters, print posters, the RDBN website, a media release, and email invitations to all of the individuals and organizations on the stakeholder list (a total of 153 contacts). The input received during the open houses will be used to inform the consulting team's recommendations for outdoor recreation service delivery models and associated cost structures.