



# REPORT

To: Chair and Directors

Date: Mar 3, 2020

From: Paulo Eichelberger, General Manager of Environmental Services

Subject: **NCLGA Solid Waste Forum Funding**

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**RECOMMENDATION:** *[Corporate Unweighted]*

That the Regional Board provide funding of \$4,000 to fund the Solid Waste Forum being held on June 16-17, 2020 at the BC Northern Local Government Association meeting in Prince George, B.C.

**BACKGROUND/RATIONALE:**

Further to the following Board Resolution:

RD/20/01/14            That the North Central Local Government Association be requested to provide its proposed budget, rationale for its contribution request, and plans for the 2020 Solid Waste Management Forum prior to the Board’s consideration of providing funding for the event.

The BCNCLGA has since provided a detailed budget for the proposed forum since the original request for funding was proposed. The budget reflects the sponsor budget for which the PRRD contribution of \$4,000 to help fund the proposed forum will remain unchanged.

**ALTERNATIVE OPTIONS:**

- 1. That the Regional Board provide alternative direction.

**STRATEGIC PLAN RELEVANCE:**

- Partnerships
- Collaboration with Local and First Nations governments

**FINANCIAL CONSIDERATION(S):**

Should the Board resolve to provide \$4,000 in funding for the forum, the monies will be paid out of the Solid Waste Budget (Function 500).

**COMMUNICATIONS CONSIDERATION(S):**

NCLGA will be contacted via email to affirm the Board’s decision.

**OTHER CONSIDERATION(S):**

N/A

Attachments:

- 1. BCNCLGA update event budget and supporting documentation.

Staff Initials:

Dept. Head:

CAO:

Page 1 of 1

**NCLGA Solid Waste Management Forum 2020**  
**SCHEDULE C – PROJECTED BUDGET AND FUNDING NEEDS**

<b>Projected Revenue</b>		
<b>Description</b>	<b>CASH</b>	<b>In-Kind</b>
NCLGA		
<ul style="list-style-type: none"> <li>• Internal and/or members (requested)*</li> <li>• MoECCS (requested)</li> </ul>	\$28,000	\$2,500
	\$10,000	\$5,000
FBC		
<ul style="list-style-type: none"> <li>• Sponsorship (TBD)</li> <li>• Registration (\$150 x 150 registrants)</li> </ul>	\$30,000	\$4,000
	\$22,500	
<b>Total Potential Revenue Targeted</b>	<b>\$90,500</b>	<b>\$11,500</b>
<b>MINIMUM REVENUE REQUIRED (see Projected Expenses Table below)</b>	<b>\$72,970</b>	<b>\$11,500</b>

*\*NCLGA to determine sources of revenue. Not all members may be in a position to provide the amount requested.*

<b>Projected Expenses</b>	
<b>Forum Facilities/Food</b>	
Venue (Prince George Conference and Civic Centre)	\$2,000
Audio/Visual	\$5,000
Food and Beverage (2 x Breakfasts, 2 x Lunches, Coffee/Refreshments)	\$31,500
<b>Sub-total</b>	<b>\$38,500</b>
<b>Speakers and Participants</b>	
Speaker Accommodations	\$2,500
Travel/Per diems	\$4,500
Charitable Contributions/Speaker Recognition	\$500
Elder honorarium	\$150
<b>Sub-total</b>	<b>\$7,650</b>
<b>Communications</b>	
Registration Page (EventBrite)	\$275
Digital Resources (Agenda – paperless)	\$1,500
Event Banners/Signage/Posters	\$750

Advertising (Radio/Paper/Facebook)	\$550
<b>Sub-total</b>	<b>\$3,075</b>
<b>Materials and Supplies</b>	
Delegate lanyards/name badges/Miscellaneous supplies	\$700
Speaker Gifts	\$550
<b>Sub-total</b>	<b>\$1,250</b>
<b>Labour</b>	
Regional Manager and Program Coordinator, Fraser Basin Council	\$23,745
<b>Sub-total</b>	<b>\$23,745</b>
<b>TOTAL EXPENSES</b>	<b>\$72,970</b>

<b>Summary of Revenue and Expenses</b>	
<b>Potential Revenue Targeted</b>	\$90,500
<b>Minimum Revenue Required</b>	\$72,970
<b>Expenses</b>	\$72,970
<b>Potential Net (assuming all potential revenue targeted is secured)</b>	\$17,530



Mr. Brad Sperling, Chair  
Board of Directors  
Peace River Regional District  
Box 810  
Dawson Creek, BC V1G 4H8

December 17, 2019

Dear Chair Sperling,

**Re: 2020 Solid Waste Management Forum Correspondence**

The North Central Local Government Association is working with the Fraser Basin Council to develop and coordinate a Solid Waste Management Forum, planned for mid-June 2020. This initiative follows a resolution passed at the 2019 Annual General Meeting (see attachment) that the NCLGA host an event to provide a forum for elected officials to discuss solid waste management issues in the north.

With plans underway, I would like to invite your contributions to this event, to be held in Prince George. We are requesting a contribution in the amount of \$4,000 (or an amount appropriate for your budget) from each of the seven Regional Districts in the NCLGA area. The NCLGA is also seeking support from additional government and non-government sponsors as well.

I would like to also take this opportunity to invite a staff member to potentially participate in the event steering committee. The NCLGA has contracted the Fraser Basin Council (FBC) to coordinate the event and will work with the steering committee to ensure a successful forum. Please indicate your interest in participating to Kim Menounos, Regional Manager at FBC ([kmenounos@fraserbasin.bc.ca](mailto:kmenounos@fraserbasin.bc.ca)).

Please feel free to contact FBC directly, or Terry Robert, NCLGA Executive Director for any clarifications or to discuss.

Thank you and regards,

A handwritten signature in black ink that reads 'Lara Beckett'. The signature is written in a cursive, flowing style.

Lara Beckett  
NCLGA President

cc: Shawn Dahlen, CAO, Peace River Regional District  
cc: Terry Robert, NCLGA Executive Director

*Enclosure*

## **R22 Municipal Solid Waste**

**Bulkley-Nechako RD**

Whereas local governments in the Northwest of British Columbia spend over \$20 million annually on municipal solid waste;

And whereas there are opportunities for collaboration and to share best practices but rarely a chance to discuss these opportunities:

Therefore be it resolved that NCLGA sponsor a forum for elected officials to discuss solid waste management issues until needed.

And be it further resolved that NCLGA also ensures that there be a minimum of one municipal solid waste session at all future conventions.

## FRASER BASIN COUNCIL - SOLID WASTE FORUM UPDATE

<b>SUBJECT:</b>	<b>Progress on the Development of the Northern BC Solid Waste Management Forum 2020</b>
<b>DATE:</b>	<b>March 2, 2020</b>

### SUMMARY OF PROGRESS

#### FBC-NCLGA Solid Waste Forum Agreement

- The agreement developed by the NCLGA and Fraser Basin Council (FBC) was provided to the NCLGA Board of Directors, and has been approved and signed by both parties.

#### Solid Waste Forum Steering Committee

- The Solid Waste Forum Steering Committee (SWFSC) last met February 19, 2020 to discuss the drafted event logo, ideas around holding a zero-waste event, and thoughts on the drafted event program. Members also shared potential contacts for sponsorship. The next meeting is scheduled for on March 19<sup>th</sup>.
- The theme has shifted toward “Solid Waste Management in the North” which is favoured among the SWFSC members.
- The event logo has been finalized and is shown in the report letterhead.
- *Membership* – the SWFSC consists of the following members:
  - Leonard Hebert, Director, PRRD
  - Mark Parker, Director, BNRD
  - Lorraine Gerwing, Councillor, NRRM
  - Dannielle Alan, Director, FFGRD
  - Dean Paranich, KSRD
  - Petra Wildauer, FFGRD staff
  - Tara Grady, CRD staff
  - Jenette Derksen, RDBN staff
  - Hannah Wasstrom, NCLGA staff
  - Terri McClymont, Executive Director, REAPS
  - Paulo Eichelberger PRRD staff
  - Lindsay Sackett, FBC staff
  - Kim Menounos, FBC staff

#### Event Planning

- The SWFSC agreed on **June 16 & 17** as dates for the event, and that a 1.5 day event would serve to provide sufficient opportunity to maximize participants’ costs to travel to Prince George, and address many issues of interest to decision-makers around the NCLGA area. The Prince George Conference and Civic Centre is the confirmed event venue and has been booked for the above dates.
- The process of building an event website has been initiated.
- A sponsorship package has been created to be sent to potential sponsors.
- Next steps include:
  - Refining and finalizing the event program

- Contacting and confirming speakers
- Coordinating event logistics such as attendee registration and accommodation, catering, and audio-visual requirements, etc.

Budget

- Letters to NCLGA area regional districts requesting support for the forum were distributed on December 17, 2019. Each RD was approached to contribute \$4000 to the overall budget to satisfy the NCLGA’s budgeted financial contribution (\$28k rounded up from \$27,500).

**NEXT STEPS**

Priorities

- Securing sponsorship of the event is the next priority. FBC will work with the SWFSC and network contacts to promote sponsorship of the Solid Waste Forum.
- The theme for the event will be finalized, and the development of promotion materials will be initiated.
- A draft agenda will be provided to the steering committee to discuss before the next meeting.

<b>STAFF CONTACTS:</b>	<p>Kim Menounos, Regional Manager, Northern and Interior Region Email: kmenounos@fraserbasin.bc.ca</p> <p>Lindsay Sackett, Program Coordinator, Northern and Interior Region Email: lsackett@fraserbasin.bc.ca</p>
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