



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**BROADBAND COMMITTEE AGENDA**

**Wednesday, August 28, 2019 12:00pm to 3:00pm**

**Lunch will be served at 12:00pm**

**PAGE NO.**

**ACTION**

**AGENDA- August 28, 2019**

**Approve**

**Supplementary Agenda**

**Receive**

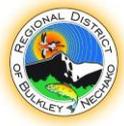
**REPORTS**

<b>2-5</b>	<b>John Illes, Chief Financial Officer – Terms of Reference Review</b>	<b>Recommendation (Page 2)</b>
<b>6-9</b>	<b>John Illes, Chief Financial Officer - Legislation Review <i>Local Government Act 273 to 275</i></b>	<b>Receive</b>
<b>10-11</b>	<b>John Illes, Chief Financial Officer - Important Milestones in Preparing for CRTC Grant Submission</b>	<b>Receive</b>
<b>12</b>	<b>John Illes, Chief Financial Officer - Subject Matter Experts and Project Management (Document referenced under separate cover)</b>	<b>Recommendation (Page 12)</b>
<b>13</b>	<b>John Illes, Chief Financial Officer – CIRA Speed Test</b>	<b>Receive</b>
<b>14-16</b>	<b>John Illes, Chief Financial Officer - Meeting with Major Internet Providers and Non-Disclosure Agreements (Document referenced under separate cover)</b>	<b>Recommendation (Page 14)</b>

**SUPPLEMENTARY AGENDA**

**NEW BUSINESS**

**ADJOURNMENT**



## Regional District of Bulkley-Nechako Broadband Committee – August 28, 2019

**To:** Chair Riis-Christianson and Committee Members  
**From:** John Illes, Chief Financial Officer  
**Date:** August 20, 2019  
**Re:** Terms of Reference Review

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### Overview:

Draft terms of references for the Broadband Committee were presented at the August 15, 2019 Board Meeting. It is recommended that the Broadband Committee review, and if necessary, modify, and adopt the terms of reference.

### Discussion:

The draft terms of reference are attached to this memo for review.

Recommendation:

(All/Directors/Majority)

“That the RDBN Broadband Committee adopt the terms of reference for the committee [as amended].”

## Regional District of Bulkley-Nechako Broadband and Connectivity Committee Terms of Reference

### 1. Committee Vision

**That all citizens in the Regional District of Bulkley-Nechako (RDBN) will have access to High Speed Internet.**

### 2. Committee Mandate

The purpose of the Committee is to develop and implement the RDBN's Connectivity Strategy. The Committee will report back regularly and work collaboratively with the RDBN Board to implement the RDBN's approved Broadband strategy.

### 3. Scope of Work

The Committee shall:

- a) Consider, inquire and make recommendations to the board on internet and cell phone connectivity;
- b) Provide advice in the development and implementation of policies, procedures, bylaws, reports and actions plans to enhance internet and cell phone connectivity;
- c) Provide advice on a systematic and coordinated approach to bring internet connectivity to all locations within the Regional District;
- d) Identify specific projects to enhance internet connectivity within the RDBN;
- e) Recommend to the board informal or formal partnerships that would enhance the success of connectivity related projects;
- f) Prepare grant applications for connectivity projects for the Board's review and submission; and
- g) Complete community consultation on the development and implementation of broadband connectivity plans and projects.

### 4. Authority

The Committee is a select committee of the RDBN established by the Board under section 218 (1) of the **Local Government Act** to consider, inquire and make recommendations to the Board concerning internet broadband connectivity. Bylaw 1832, Part 19 outlines the requirements for select committees.

### 5. Membership

- a) Members shall be appointed by Board.
- b) The Committee shall consist of five (5) voting members from the Board of the RDBN.
- c) The Chair of the RDBN shall appoint a chair of the Committee.

## 6. Tenure

The tenure of the Committee which was established in August 2019, will then renew annually from the first of December of one year to the 30<sup>th</sup> of November of the next year.

## 7. Meetings

- a) The Committee shall meet as required in order to adequately address the Scope of Work in a timely manner.
- b) The Committee must establish and post a meeting schedule.
- c) All meetings must be open to the public unless strictly allowed to be closed under the ***Local Government Act*** or the ***Community Charter***.
- d) The Committee must follow the RDBN Procedure Bylaw as amended from time to time.

## 8. Quorum

Quorum of the Committee is the majority of all its members –three (3) voting members.

## 9. Voting

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

## 10. Minutes

- a) Meeting minutes must be taken.
- b) The Chief Administrative Officer shall appoint a staff member to take minutes. The minutes must be received by the Board of the RDBN.

## 11. Reporting to the Board

- a) The Chair or designate shall report to the Board on behalf of the Committee at a minimum once every three (3) months, and shall provide other reports to the Board, as needed from time to time.
- b) Recommendations of the Committee must be adopted by the Committee prior to presentation to the Board.

## 12. Representative Authority

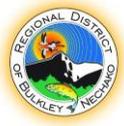
- a) The Committee does not have the authority to pledge the credit of the RDBN, or to authorize any expenditure to be charged against the RDBN.
- b) The Committee members do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by the Board.

**13. Staff Support**

- a) The Chief Administrative Officer shall appoint staff members to the committee, as non-voting members.
- b) Other District staff shall be available from time to time upon request through the Chief Administrative Officer to provide technical and periodic administrative support.

**14. Financial Resources**

The Committee does not have a specific budget. Financial requests must be submitted to the RDBN Board for approval.



## Regional District of Bulkley-Nechako Broadband Committee – August 28, 2019

**To:** Chair Riis-Christianson and Committee Members  
**From:** John Illes, Chief Financial Officer  
**Date:** August 20, 2019  
**Re:** Legislation Review *Local Government Act* 273 to 275

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### Overview:

A copy of the *Local Government Act* section 273 to 275 and its associated regulation is attached to this memo.

### Discussion:

Section 275 (1) (b) provides for the giving of grant in certain circumstances. Section 275 (1) (c) does not use the terminology “the giving of grants” and therefore this section is best described as providing loans, debentures or equity funding for high-speed internet service.

A partnering agreement is a possible solution to providing grant type funding. A service would be required to be established by bylaw (and possibly referendum) for each area serviced. A contract would then need to be sought, likely through a RFP process, for the provision of services. Usually a partnership agreement is for the provision of yearly funding to subsidize a service that is otherwise unprofitable for the private sector rather than a lump-sum grant in the beginning of the project for construction.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

Receipt

## Section 273 to 275 of the Local Government Act

### **General prohibition against assistance to business**

**273** As a limitation on section 263 (1) (c) [*assistance for community benefit*], a board must not provide assistance to an industrial, commercial or business undertaking.

### **Exception for assistance under partnering agreements**

**274** Despite section 273 and in addition to the power under section 263 (1) (c) [*assistance for community benefit*], a board may provide assistance under a partnering agreement.

### **Exception for assistance in relation to utilities, mountain resorts or high-speed internet services**

**275** (1) Despite section 273, a regional district may operate the service of

(a) providing capital financing for services provided by a telephone, natural gas or electric power utility,

(b) the giving of grants to an applicant for a business promotion scheme under section 215 [*business improvement areas*] of the *Community Charter* in relation to a mountain resort, or

(c) providing capital financing for high-speed internet service to an area without access to high-speed internet service.

(2) In this section, "high-speed internet service" has the meaning prescribed by regulation.

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 210

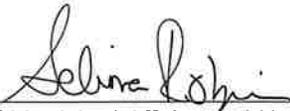
, Approved and Ordered

April 25, 2019

  
Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the attached High-Speed Internet Regulation is made.



Minister of Municipal Affairs and Housing



Presiding Member of the Executive Council

*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: *Local Government Act, R.S.B.C. 2015, c. 1, ss. 275 and 783*

Other:

R10306933

**HIGH-SPEED INTERNET SERVICE REGULATION**

Definition of "high-speed internet service"

- 1 For the purposes of section 275 of the *Local Government Act*, "**high-speed internet service**" means an internet service that provides to subscribers access speeds of
  - (a) at least 50 megabits per second download, and
  - (b) at least 10 megabits per second upload.



## **Regional District of Bulkley-Nechako Broadband Committee – August 28, 2019**

**To:** Chair Riis-Christianson and Committee Members  
**From:** John Illes, Chief Financial Officer  
**Date:** August 20, 2019  
**Re:** Important Milestones in Preparing for CRTC Grant Submission

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### **Overview:**

There are several important steps and decisions that must be made before a grant submission can be made. The discussion below outlines the major steps, decisions, and possible critical points in the process.

### **Discussion:**

#### **Business Model**

A business model must be identified that the Board is willing to support. The Board must decide on a business entity to make the grant application. This can be the Regional District itself if a service is established by bylaw or it can be a corporation created by the Regional District.

To establish a service, the consent of the electors must be obtained. This process can take up to a year and, as part of the process, a maximum taxation amount must be determined. A corporation held by the Regional District can be created more quickly; however, it does require the consent of the Minister for its creation. A corporation is expected to take at least four months to set up.

#### **Partnerships and/or Contracting**

The CRTC grant requires that the entity applying have experience as an internet provider either directly or through a contractual arrangement. As the Regional District currently does not have this expertise, a partner must be found.

#### **Projects Need to be Identified and Prioritized**

The Board needs to identify all possible projects within the Regional District and then prioritize those that should be completed first. All the identified projects that are deemed feasible at some point should be included and identified in the Committee's strategic broadband infrastructure plan.

The prioritized projects will form the bulk of the business plan and associated engineering plans that will be required to get a shelf ready project for the grant



application. Information such as current speed connectivity speed information discussed in the CIRA speed measurement memo found later in the agenda may provide vital information to aid in the project selection phase.

**Business Plan (including service levels and Engineering)**

A detailed business plan will be required for the grant submission. This includes a commitment to own and operate the infrastructure for a number of years. Service level decisions include what portions does the Regional District have interest in managing and what portions of the service is the Regional District interested in providing to third parties. Citizens do not receive internet service until the signal reaches their devices. Therefore, the Regional District must arrange for each level of the internet connection service (the service pyramid in the last TANex report) to be managed if an impact for the public is to be realized.

As part of the business plan, detailed engineering will need to be completed for each project area with detailed and more accurate cost estimates. This will involve field visits that are best completed in snow free conditions.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

For Receipt



## Regional District of Bulkley-Nechako Broadband Committee – August 28, 2019

**To:** Chair Riis-Christianson and Committee Members  
**From:** John Illes, Chief Financial Officer  
**Date:** August 20, 2019  
**Re:** Subject Matter Experts and Project Management

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### Overview:

Currently TANex consulting is continuing to work with the Regional District on a month by month basis to provide both subject matter expertise as well as project management. The rates for this service are described in TANex's original proposal included under separate cover.

### Discussion:

The scope of the work proposed by the Board is for the Committee to investigate the possibility, and if feasible, submit a grant application to CRTC to build broadband infrastructure in the Regional District.

TANex is willing to provide the technical support as well as the project management leadership to complete this task. The cost of this work to allow for the submission of the grant is expected to be no more than \$25,000.

I would be pleased to answer any questions.

<b>Recommendation:</b>	(All/Directors/Majority)
"That the Broadband Committee recommend to the Board of the Regional District that TANex continue on a month to month basis to provide subject matter expertise and project management under the direction of the Broadband Committee at rates presented in their current proposal."	



## Regional District of Bulkley-Nechako Broadband Committee – August 28, 2019

**To:** Chair Riis-Christianson and Committee Members  
**From:** John Illes, Chief Financial Officer  
**Date:** August 20, 2019  
**Re:** CIRA Speed Test

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### Overview:

The Canadian Internet Registration Authority (CIRA) provides the domain registry for the .CA or .ca domains (for example the RDBN has registered rdbn.bc.ca with CIRA). CIRA also provides the Canadian speed test at <https://performance.cira.ca>.

### Discussion:

This performance measuring tool would allow the Regional District to measure the current internet performance speed to support any CRTC grant applications. CIRA will provide advanced analysis for this tool (with RDBN branding – see for example <https://performance.cira.ca/ottawa>). The advanced tool would allow the RDBN to analyze base speeds by specific geographic areas such as a portion of an electoral area (or a portion of a municipality). This would aid in identifying potential internet infrastructure upgrades and provide for a more robust grant application to CRTC.

The cost for this service would be \$3,000 per year. Once the RDBN decides to move forward with the Broadband Project to be in a position to apply for CRTC and government grants, staff will secure the CIRA Speed Test platform and develop a plan to market the tool to RDBN residents that aligns with the prioritization of the geographical service areas that are feasible in exploring the service.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

Receive



## Regional District of Bulkley-Nechako Broadband Committee – August 28, 2019

**To:** Chair Riis-Christianson and Committee Members  
**From:** John Illes, Chief Financial Officer  
**Date:** August 20, 2019  
**Re:** Meeting with Major Internet Providers and Non-Disclosure Agreements

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### Overview:

Major Internet Providers have been making presentations to neighbouring Regional Districts and Municipalities to provide updates on their plans and infrastructure upgrades. For example, attached to this memo is the Shaw presentation to the Regional District of Fraser-Fort George. It may be advantageous for the Committee to request meetings with Telus, Shaw and Rogers in Vancouver during UBCM. Staff will contact local internet providers to meet with the Committee at upcoming meetings.

### Discussion:

To minimize travel costs, arrangements can be made to meet with the major telecoms in Vancouver when many of the directors are already in Vancouver at UBCM.

Before detailed discussions about where future business plans are described, often businesses will ask organizations to sign a non-disclosure agreement. An example non-disclosure agreement has been provided under separate cover.

I would be pleased to answer any questions.

Recommendation:

(All/Directors/Majority)

“That staff arrange meetings between the Committee and the major telecoms as well as the local internet providers, and that where possible, the meetings to be held in Vancouver are arranged during UBCM week to minimize travel costs.” and

“That the Broadband Committee recommend to the Board of the Regional District of Bulkley-Nechako to enter into non-disclosure agreements with telecommunications companies when requested.”

## Enhanced Connectivity Fibre Optic Broadband Project Prince George to Dawson Creek

Presented to the Regional District of Fraser-Fort George

Todd Musat, Director, Critical Infrastructure Service, Shaw Communications  
Kiersten Enemark, Manager, Government Relations, Shaw Communications  
Melissa Hanssens, Manager, SMB Sales, Shaw Business  
Michael Harper, Business Sales Consultant, Shaw Business

June 20, 2019

Shaw)

### Shaw | Introduction

- Shaw is working to install a new fibre optic cable from Prince George to Dawson Creek
- The purpose of this project is to improve overall network redundancy and resiliency to the Shaw network
- Shaw received government funding to connect certain underserved communities and enhance services along the route
- Our relationship with local government is important, as we seek feedback on potential service enhancements along the route

Shaw)

### Shaw | By the Numbers



Shaw)

### Shaw | Project Overview



- High capacity fibre optic cable will be installed along the John Hart Highway (Hwy 97)
- As much as possible, the fibre cable will be new underground construction along the highway corridor.
- There will also be areas where existing pole structures will be used, subject to receiving permits from utility companies.

Shaw)

### Overview | What does the proposed project look like?



Shaw)

### Overview | Point of Presence (POP)



- McLeod Lake Indian Band
  - Salmon Valley Volunteer Fire Department
  - Summit Lake
- This project allows us to add connection points to extend service to other areas, depending on the feedback from local communities along the proposed line. For example:
- Power King Mountain Resort
  - District of MacKenzie
  - MoTI (Example: sensors, WiFi, cameras, signage)

Shaw)

**Overview | This project offers opportunities to improve broadband services**

The fibre cable project can be designed to include break out points where local service providers can connect and create a distribution network to service households and businesses.

Examples:

- High speed internet to businesses, schools and health care
- Internet service to households
- Digital phone
- Cable TV
- Cellular service
- Public WiFi service
- Enhanced security or safety services through cameras and monitoring, ie. Supervisory control and data acquisition (SCADA) for water treatment, fire and police services



**Overview | Smart Suite of Business Products**

**Shaw is committed to product development**

- In the past 3 years, we have focused on launching products that are cloud based, managed and easy to use
- Shaw Business listens to customers to inform our product roadmap, ensuring we launch products that address customer needs.



**SmartWiFi**  
A fully managed, enterprise-grade WiFi system with multiple SSID's, cloud management and insightful analytics.



**SmartVoice**  
A fully-managed unified communications system with enterprise voice features and all software and hardware included



**Smart Security/SDWAN**  
A fully managed network security solution which protects against the latest threats, using powerful cloud-based technologies.



**SmartSurveillance**  
An enterprise grade video surveillance solution with simple management through an online portal



**Overview | Status**

Proposed fibre route design currently being engineered, other sections are being reviewed by BC Hydro and Telus

We hope to start construction in Spring 2020

Improved Connectivity Continue to discuss areas where we could add break out points.



**Overview | Connect to Innovate  
Connecting British Columbia**

- In Summer 2017, Shaw received letters of support from local governments and First Nation communities in applying for federal and provincial broadband funding
- We appreciated receiving a letter of support from RDFFG
- In Spring 2018, Shaw received conditional approval for funding to connect underserved communities
- Shaw has included connecting certain First Nation communities in its fibre design. However, additional connection points may be added, depending on the feedback from local communities along the proposed line.



We continue to seek guidance from communities in regards to working with Shaw to enhance broadband services

Thank you



Questions?

