



1  
**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
COMMITTEE OF THE WHOLE  
AGENDA**

**Thursday, September 7, 2017**

**PAGE NO.**

**ACTION**

**CALL TO ORDER**

**SUPPLEMENTARY AGENDA**

**Receive**

**AGENDA – September 7, 2017**

**Approve**

**MINUTES**

**3-5**

**Committee of the Whole Meeting  
Minutes – June 8, 2017**

**Receive**

**DELEGATIONS**

**EXPEDITION MANAGEMENT CONSULTING**

**(Via Teleconference)**

**-Maxwell Harrison, BA Associate**

**-Justin Rousseau, BA, MBA Managing Director**

**RE: Regional Value of Tourism Study**

**(Under Separate Cover)**

**MINISTRY OF ABORIGINAL RELATIONS AND RECONCILIATION**

**-Linda Robertson, Manager, Skeena Region**

**-Bruce Low, Regional Manager, Prince George**

**RE: Update**

**REPORTS**

**6-22**

**Kristi Rensby, Finance/Administration Coordinator  
- Federal Gas Tax Funding Process Document**

**Recommendation  
(Page 6)**

**23-28**

**Roxanne Shepherd, Chief Financial Officer  
- Financials to June 30, 2017**

**Receive**

**29-31**

**Roxanne Shepherd, Chief Financial Officer  
- Bylaw 1809 – Laidlaw Street Lighting Map Update**

**Receive**

**32-33**

**Janette Derksen, Deputy Director of Environmental  
Services – Region Wide Cardboard Ban Review**

**Receive**

**Northwest BC Resource Benefits Alliance – Video**

**Play/Receive**

| <u>PAGE NO.</u>   | <u>CORRESPONDENCE</u>   | <u>ACTION</u>              |
|---|---|----------------------------|
| 34-38   | <b>Ministry of Forests, Lands, Natural Resource<br/>           Operations and Rural Development BC Wildfire<br/>           Service – Information Bulletin</b><br>-Campfires to be Allowed Again in Parts of<br>the Northwest Fire Centre<br>-Campfires to be Allowed Again in Parts of the<br>Prince George Fire Centre | Receive                    |
| 39-40   | <b>Northern Health – Wildfire Memo – Update<br/>           -Stakeholders – August 17, 2017</b>  | Receive                    |
| 41  | <b>Liquor Control and Licensing Branch – Invitation for<br/>           input – Special Event Permit Policy</b>  | Receive                    |
| 42-43   | <b>Canadian Postmasters and Assistants Association<br/>           -RE: Postal Service for Germansen Landing</b>   | Receive                    |
| <b><u>INVITATIONS</u></b>   |   |                            |
| 44-45   | <b>BC Council of Forest Industries (COFI) – 2017 COFI<br/>           Community Dinner – Thursday, September 21, 2017<br/>           -Prince George, B.C.</b>  | Receive/<br>Recommendation |
| <b><u>DISCUSSION – UBCM Convention<br/>           – Meeting Attendees</u></b> |   |                            |
| 46-47   | <b>UBCM 2017 Minister Meeting Requests</b>  | Receive                    |
| 48-49   | <b>UBCM 2016 Convention Meetings and Attendees</b>  | Receive                    |
| <b><u>UBCM ADMINISTRATION CORRESPONDENCE</u></b>                              |   |                            |
| 50  | <b>UBCM Convention – MIABC 30<sup>th</sup> Annual General<br/>           Meeting – Tuesday, September 26, 2017 – Fairmont<br/>           Waterfront Hotel</b>   | Direction                  |
| 51-54   | <b>UBCM 2017 Convention – Meeting with Northern<br/>           Health</b>   | Receive                    |
| 55-58   | <b>UBCM 2017 – Roots to Results Convention Bulletin</b><br>- Bulletin #2<br>- Bulletin #3   | Receive                    |

**SUPPLEMENTARY AGENDA****NEW BUSINESS****ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, June 8, 2017**

**PRESENT:** Chairperson Bill Miller

Directors Taylor Bachrach  
Eileen Benedict  
Shane Brienen  
Mark Fisher  
Tom Greenaway  
Rob MacDougall  
Rob Newell  
Mark Parker  
Jerry Petersen  
Darcy Repen

Directors John Illes, Village of Burns Lake  
Absent Dwayne Lindstrom, Village of Fraser Lake  
Thomas Liversidge, Village of Granisle  
Gerry Thiessen, District of Vanderhoof

Alternate Directors Linda McGuire, Village of Granisle  
Susan Schienbein, Village of Burns Lake

Staff Melany de Weerd, Chief Administrative Officer  
Roxanne Shepherd, Chief Financial Officer  
Corrine Swenson, Manager of Regional Economic Development  
– arrived at 10:38 a.m.  
Wendy Wainwright, Executive Assistant

Media Flavio Nienow, LD News - arrived at 10:41 a.m.

**CALL TO ORDER**

Chair Miller called the meeting to order at 10:30 a.m.

**OATH OF OFFICE**

Melany de Weerd, Chief Administrative Officer administered the Oath of Office to Susan Schienbein, Alternate Director, Village of Burns Lake.

**AGENDA**Moved by Director MacDougall  
Seconded by Director Petersen**C.W.2017-6-1**

"That the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of June 8, 2017 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****MINUTES****Committee of the Whole  
Minutes – May 11, 2017**Moved by Director Parker  
Seconded by Director Benedict**C.W.2017-6-2**

"That the Committee of the Whole meeting minutes of May 11, 2017 be received."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**REPORT**

**Investment Policy Statement  
Revision**

Moved by Director Repen  
Seconded by Alternate Director McGuire

**C.W.2017-6-3**

1. "That the Committee of the Whole receive the Chief Financial Officer's May 31, 2017 memo titled "Investment Policy Statement Revision."
2. That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors adopt Policy F-5 – Investment Policy Statement revision."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**CORRESPONDENCE**

**Union of B.C. Municipalities  
RE: Community to Community  
Forum**

Moved by Director MacDougall  
Seconded by Director Bachrach

**C.W.2017-6-4**

"That the Committee of the Whole receive the correspondence from the Union of B.C. Municipalities re: Community to Community Forum."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**North Central Local  
Government Association  
-Final NCLGA Resolution  
Results**

Moved by Director Benedict  
Seconded by Director Greenaway

**C.W.2017-6-5**

"That the Committee of the Whole receive the correspondence from the North Central Local Government Association – Final NCLGA Resolution Results."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

Staff will contact NCLGA to inform them that the Final NCLGA Resolution Results has an error under Nominations for Director at Large section 9. - Elections Results wherein it states Sandy Salt – Village of Valemount, needs to be corrected to state Sarah Storey, Village of Fraser Lake.

**NEW BUSINESS**

**Chair Miller FCM Update**

Chair Miller mentioned that while in attendance at the Federation of Canadian Municipalities (FCM) Conference in Ottawa, Ontario June 1-4, 2017 he spoke with Elected Third Vice President, Garth Frizzell, Councillor, City of Prince George, B.C. in regard to rail safety issues. Third Vice President Frizzell committed to connecting Chair Miller with the new Chair of the Rail Safety Committee.

Chair Miller commented that the 2017 FCM Conference was very good and provided a good opportunity for engagement with other local governments, Federal policy makers and Federal Members of Parliament (MP). He attended a Reconciliation workshop,

**NEW BUSINESS (CONT'D)**

Rural Forum, and Resolution Sessions. The Right Honourable Justin Trudeau, Prime Minister of Canada, the Honourable Thomas Mulcair, leader of the New Democratic Party of Canada, the Honourable Elizabeth May, leader of the Green Party of Canada and Official Opposition Finance Critic and Conservative MP Gérard Deltell spoke at the Conference as well.

Director Greenaway attended the FCM Agriculture Study Tour. He commented that one focus was the transportation and transfer of food that is purchased and packaged into smaller packages for sale. He noted that there are very strict temperature controls in place during the handling and packaging of the food. He also toured a farm that contained an insulated c-can that had a refrigeration unit installed for cold storage.

**ADJOURNMENT**

Moved by Director Brien  
Seconded by Director Repen

C.W.2017-6-6

"That the meeting be adjourned at 10:46 a.m."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

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Bill Miller, Chair

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Wendy Wainwright, Executive Assistant



**Regional District of Bulkley-Nechako  
Committee of the Whole Memorandum  
September 7, 2017**

To: Chair Miller and the Board of Directors  
From: Kristi Rensby, Finance/Administration Coordinator  
Date: August 22, 2017  
Regarding: Federal Gas Tax Funding Process Document

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Attached please find the Federal Gas Tax Funding Process Document dated September 7, 2017.

If you have any questions, I would be pleased to discuss them further with you.

**RECOMMENDATION:**

That the Committee of the Whole recommend that the RDBN Board of Directors approves the September 7, 2017 Federal Gas Tax Process Document and that staff be directed to follow the process with all applicants, including non-profit organizations and municipalities.  
**(All/Directors/Majority)**



## 7 Regional District of Bulkley-Nechako Federal Gas Tax Funding Process Document

September 7, 2017

The Federal Gas Tax program is a multi-faceted program that provides our Regional District with monies to be used for capital infrastructure projects and capacity building projects within our boundaries.

The RDBN is required to spend the Gas Tax funds only on Eligible Expenditures in Eligible Categories. The project must meet the national outcomes criteria and eligibility conditions, and the applicant must meet certain requirements as well.

There is a process that has developed, over the twelve years that the program has been in existence, in order to ensure that each project meets all of the requirements of the funding program.

There are so many facets to the funding program that it is important to ensure we do not miss any small but critical component. Following the process is paramount to ensuring successful projects result and ensuring approved projects are funded by senior government.

Quote from the Federal Gas Tax Funding information page on our website:

“The application process includes the following:

1. Provide the Finance/Administration Coordinator with a project description. The Coordinator will review the project and work with the organization to determine eligibility (including status as a non-profit society, ownership of the property, if the criteria has been met, project category and eligibility of expenditures, etc.
2. Discuss the project with the Electoral Area Director.
3. Submit a completed application form and all required attachments. The application will be reviewed and considered at a future Regional District of Bulkley-Nechako Board meeting.
4. If approved, the applicant will be required to sign a funding contract with the Regional District of Bulkley-Nechako and submit further required documentation prior to receiving funding for the project.

This documentation is for information purposes only and does not represent a funding commitment by the Regional District of Bulkley-Nechako. Further, if your application is approved for funding, this document does not limit the requirements of your Society as detailed in the Federal Gas Tax Funding Contract with the Regional District of Bulkley-Nechako.”

This quote provides a pretty good basic overview of the process we follow. Internally, however, there is much more detail required.

1. Provide a project description to the RDBN staff – This allows staff to get a feel for the project, and may require one or more quotes at this stage or an estimated value for the project



## Regional District of Bulkley-Nechako Federal Gas Tax Funding Process Document

September 7, 2017

2. Determining eligibility is the next step. Staff have developed a four-page document (Schedule 1) that covers 13 different components including:
  - a. Applicant eligibility
  - b. Project description (may refer to the document provided by the applicant)
  - c. Ownership of the infrastructure and the land the infrastructure is on
  - d. Whether or not the infrastructure is public or not
  - e. Whether the infrastructure is considered a tangible capital asset (TCA) under GAAP
  - f. Public use and public benefit of the project
    - i. This concern is so important to the government that we now have a five question document (Schedule 2) to assist in determining Public Use and Public Benefit
    - ii. There has been no direction provided on the difference between Direct Benefit and Indirect Benefit (more on that later)
  - g. Rural taxpayer benefit
  - h. Whether or not the project meets the Criteria (also called national outcomes)
    - i. Productivity and Economic Growth
    - ii. Clean Environment
    - iii. Strong Cities and Communities
  - i. Choose an Eligible Category or Categories
  - j. Confirm that the project consists of Eligible Expenditures
  - k. Compliance with the RDBN Purchasing Policy as it pertains to Gas Tax (Schedule 3), or the Municipal Purchasing Policy for municipal applicants
  - l. Provide an adequate number of quotes with adequate information
  - m. Have the support of the Electoral Area Director
3. Discuss the project with the Electoral Area Director – our Directors are truly our eyes and ears on the street. Each Director will be able to determine the value of the project to the members of their own community. If the Director is convinced that they want to support the project, they will confirm the amount of support they wish to provide to the project. This can't reasonably be done if the project value has not yet been determined (step 1).
4. Submit a completed application form (see Schedule 4, non-profit society application attached as example) and all required attachments – The requested information all serves to provide staff with the tools needed to confirm what has been indicated only in discussion to that point. For example:
  - a. The legal land description (required for the contract)
  - b. Who is managing the project, and do they have the necessary skillset to manage a project of that magnitude?
  - c. Anticipated Project start and end dates (required for the contract)



## Regional District of Bulkley-Nechako Federal Gas Tax Funding Process Document

September 7, 2017

- d. Has the applicant previously received Gas Tax funding and have they completed all required reporting? While outstanding reports don't prohibit an applicant from receiving more funding, it may be an indicator that more work is needed (both from staff and the applicant)
  - e. GST rebate status – the RDBN has mandated not to provide funding for rebateable taxes, so if the applicant gets some or all of their GST back, we need to know not to pay it, or to expect a refund from the applicant later
  - f. Is the society in good standing? What is the legal name of the society (often not the same as the operating name)?
  - g. Who are the contact people, what is their contact info, and who can legally sign on behalf of the society to enter into the agreement?
  - h. Is the society financially sustainable for the five year window (post-project) required in the Gas Tax program?
  - i. Is ownership legally listed as originally provided, or is there a lease involved? Are permissions in place if there is a lease or sub-lease situation? Who is responsible for repaying funds if the applicant folds or disposes of the asset?
  - j. Has the society passed a motion or resolution to enter into the Gas Tax contract with the RDBN if they are approved for funding?
5. Do we have enough quotes to ensure that we are following the Purchasing Policy and getting the best value for the costs involved?

### Quotes vs. Estimates

The RDBN process currently asks for quotes according to the RDBN purchasing policy, except when the applicant is a municipal government, in which case the municipal purchasing policy is followed.

Quotes are used for a number of reasons:

1. To set the overall value of the project
2. To ensure that the applicant has sufficient funding in place to address the entire project prior to starting the project
3. To determine the eligibility of individual aspects of the project where necessary (especially in the case of projects that are not wholly eligible for Gas Tax funding)
4. To ensure that all contractors are quoting on the same project
5. To provide consistency, fairness, competitiveness, and transparency in the contractor hiring policy based on receiving the highest value for the least expense
6. To provide a basis for the contract document
7. To ensure that the scope of work completed and invoiced matches the scope of the work that was quoted



### Speeding up the Process

Sometimes an application is brought forward prior to everything being complete. This may be in order for the applicant to use the funding commitment for leveraging other funds. Being approved by the Board does not remove the requirements for the applicant to follow the process.

Sometimes, when a project takes on a sense of urgency, this urgency is then conveyed to the RDBN staff. While staff are happy to bring a project forward as quickly as possible, the process must still be followed.

The RDBN is subject to Gas Tax audits each year, and further information is requested from the RDBN on specific projects. The information presented to the auditors must meet their requirements; otherwise the RDBN runs the risk of being requested to repay the Gas Tax funding and being subjected to further audits.

In the case of a non-profit organization with a small cash flow, this payment might have to be covered out of regional taxation. In the case of a municipality, the municipal government could be required to repay the funds out of their general revenues.

### Direct Benefit vs. Indirect Benefit

Also of concern to staff are the gray areas in determining project eligibility. Not all projects fit perfectly into the guidelines of the Gas Tax Program; however, with considerable review, some projects may be found to be eligible.

For example, UBCM has not provided any direction on the difference between Direct Benefit and Indirect Benefit. The program funding information simply speaks to Public Use and Public Benefit.

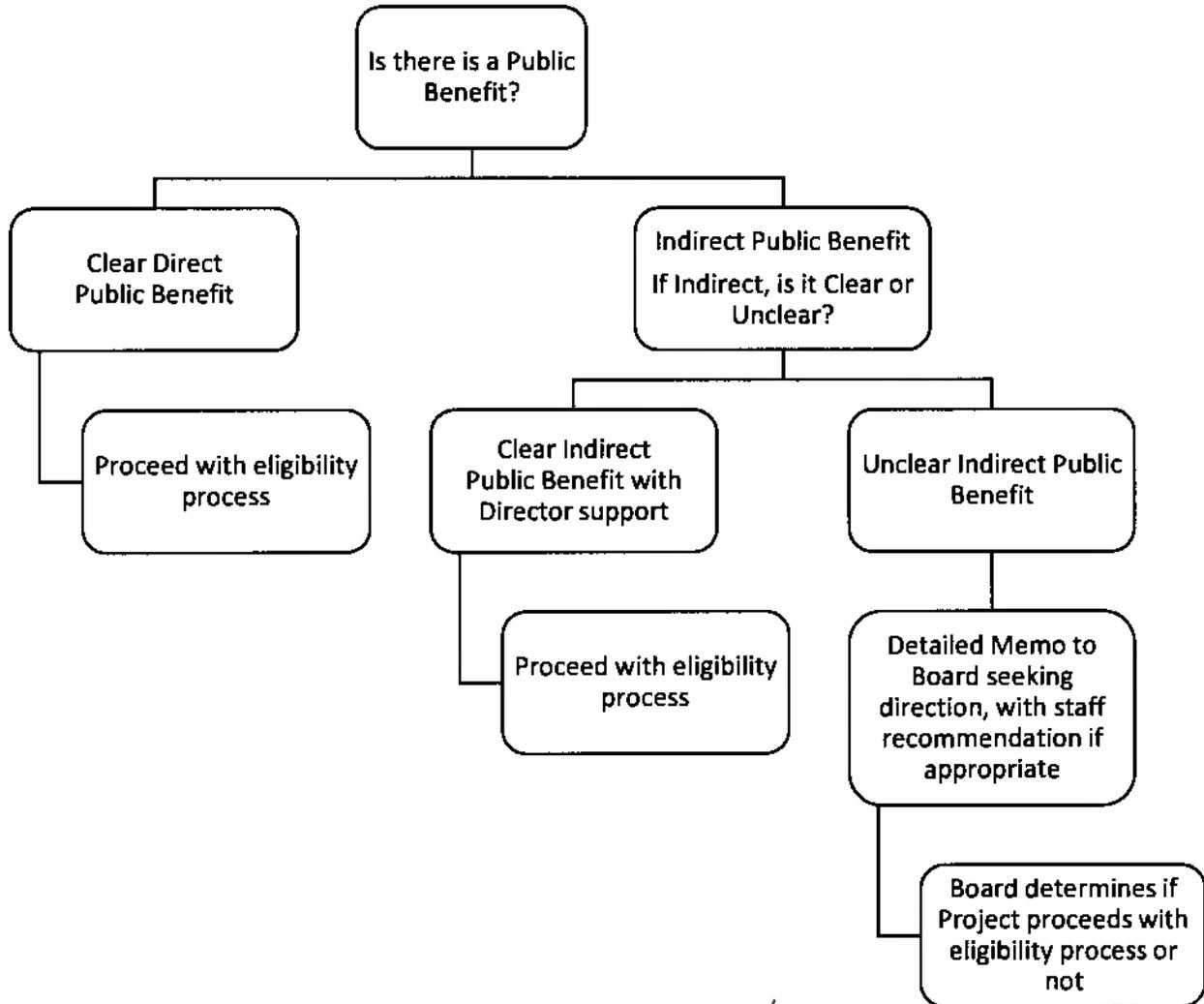
This can be a challenge for staff. Indirect benefit must be reasonable in order for a project to be considered eligible.

Example: Building an addition onto a community hall to store chairs doesn't provide a direct public use or public benefit, but clearly the public receives an indirect benefit from the increased event space inside the hall once the chairs have been moved into the new storage space.

Each project with an indirect benefit must be carefully considered to reduce the risk to the RDBN.



Direct Benefit vs. Indirect Benefit – Recommended Process



**Scenarios:**

1. Direct benefit – good to proceed (as long as everything else is met)
2. Clear indirect benefit – seek input from the Director, confirm he/she wishes to support, document the reasoning to support the project (in writing for audit purposes)
3. Unclear indirect benefit – provide as much info as possible in the Memo to the Board and obtain Board resolution directing staff on whether or not to approve the funding application moving forward

**Federal Gas Tax Funding Process – In Summary**

1. Provide the Finance/Administration Coordinator with a project description. The Coordinator will determine eligibility.
2. Discuss the project with the Electoral Area Director to confirm level of support.
3. Submit a completed application form and all required attachments.
4. A recommendation is presented to Board. If approved, the applicant will be required to sign a funding contract with the Regional District of Bulkley-Nechako and submit further required documentation prior to receiving funding for the project.

The Electoral Area Director may be contacted directly by the applicant. If the Director is in support, the Director should refer the applicant to staff to follow the process of confirming eligibility.

**Attachments\*:**

- Schedule 1 RDBN Gas Tax Eligibility Document
- Schedule 2 RDBN Gas Tax Public Use & Benefit Document
- Schedule 3 RDBN Purchasing Policy as it Pertains to Gas Tax
- Schedule 4 RDBN Gas Tax Application (non-profit society example)

\* Please note that all documents, including the Schedules shown with this Process document, used in the processing of Gas Tax applications are subject to change as the program develops. Most Gas Tax documents now contain a version number on the bottom left of the page.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Project: \_\_\_\_\_

**For a project to be eligible to apply for Federal Gas Tax Funding, please follow through the Checklist below, checking off each item as you complete it. This is NOT the application form - a project must be eligible in order to receive an application.**

- 1. The applicant must be:
  - a. A local government
  - b. A municipality
  - c. A not-for-profit organization, or
  - d. A charitable organization,
 located inside our Regional District Boundaries.  
*Please circle your Society's legal status.*

- 2. Description of the project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Please attach as many additional pages are required.*

- 3. Confirm the ownership of the facility and property for the proposed project:
  - a. Who owns the facility? \_\_\_\_\_
  - b. Who owns the land? \_\_\_\_\_
  - c. Is the land or facility leased? **Yes / No**
  - d. If leased, who holds the lease? \_\_\_\_\_
  - e. Will this ownership of the facility be kept for a minimum of five years following completion of the project? **Yes / No**

- 4. Does the project involve building, constructing or renovating public infrastructure? **Yes / No**

- 5. Is the infrastructure considered a tangible capital asset under GAAP? **Yes / No**

- 6. Describe the **public use and benefit** of the proposed project. You may wish to detail the various community support that your organization provides to the community especially as it relates to this infrastructure.

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*Please attach as many additional pages as required.*

- 7. Explain the benefit provided to the rural taxpayer with the completion of this project.

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*Please attach as many additional pages as required.*

- 8. The applicant must clearly demonstrate that the proposed project helps their community build and revitalize public infrastructure that supports productivity and economic growth, a clean environment, or strong cities and communities. Explain how this project meets the following criteria.  
*Please attach extra pages as required.*

a. Productivity and Economic Growth \_\_\_\_\_

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b. Clean Environment \_\_\_\_\_

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c. Strengthen Cities and Communities \_\_\_\_\_

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9. The proposed project must fit into one (or more) of the Eligible Project Categories. For information on how a project might fit into an individual category, please discuss in more detail with the RDBN staff.

The categories are:

- |                                |                                |
|--------------------------------|--------------------------------|
| a. Local roads and bridges     | j. Solid waste                 |
| b. Highways                    | k. Community energy systems    |
| c. Short-sea shipping          | l. Brownfield redevelopment    |
| d. Short-line rail             | m. Sport infrastructure        |
| e. Regional and local airports | n. Recreational infrastructure |
| f. Broadband connectivity      | o. Cultural infrastructure     |
| g. Public transit              | p. Tourism infrastructure      |
| h. Drinking water              | q. Disaster mitigation         |
| i. Wastewater                  |                                |

*Please indicate which category or categories the proposed project falls under.*

10. Include one or more Eligible Expenditures. Only Eligible Expenditures will be considered for grant funding.
- Eligible Expenditures: the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset
  - Ineligible Expenditures: the cost of leasing of equipment by the Recipient, overhead costs of the Recipient (including salaries and wage costs), administrative costs of the Recipient; taxes for which the Recipient is eligible for a rebate; land purchases; legal fees, routine maintenance and repairs costs.
11. Comply with the Regional District of Bulkley-Nechako Purchasing Policy for purchasing goods or services in relation to this project. Basic details of the purchasing policy are attached. (Municipalities are to follow their own Policy, providing a copy to the RDBN for their records).
12. Provide an adequate number of quotes for the project as per the Purchasing Policy (attached). Please note the following:
- ALL quotes should include the following information:
    - Name and contact info of contractor
    - Date and terms of quote (some quotes expire in 30 days, some will be honoured for a year or more)
    - Cost of materials
    - Cost of labour
    - Any extra costs included in quote (rental of specialized equipment, freight for special order materials, etc.)
    - A note regarding any extra costs anticipated that are not included in the quote (hydro hookups, building permits, etc.)
    - All taxes (PST and GST listed separately)
    - Total cost of the quote

- b. The successful contractor will be required to provide an adequate level of detail so that the RDBN can confirm the scope of the project and to confirm eligibility of specific items in the project quote. It is the Applicant's duty to ensure that this level of detail is provided by the contractor.
- c. Projects of greater cost may require an overall funding strategy, and the Society is welcome to work with the RDBN Proposal Writer.
  - i. Gas Tax Funding may be used as "leveraging" to assist in obtaining other funding.
  - ii. Be aware that Gas Tax Funding is considered Federal funding if other funding sources have a limit on the amount of Federal funding allowed for a specific project.



13. Have the support of the local area Director. Once the Society has an estimated project cost in mind, they should discuss the project in detail with the Director, who will advise the RDBN Staff as to the amount that he/she is able to commit to the project.

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If the Society and the Society's project have met all of the above points, the Society can request the application documents from the RDBN staff.

Please note the following important information:

- A. The funding request will not be taken forward to the Board until all application documents have been received.
  - i. Board Meetings happen only once per month (dates are available on the RDBN website at [www.rdbn.bc.ca](http://www.rdbn.bc.ca))
  - ii. Please ensure the application and supporting documents are received by the RDBN staff at least three weeks prior to the Board Meeting date in order for staff to review your submission and prepare the application memorandum to the Board
- B. There are numerous reports required for a Gas Tax funded project, including:
  - i. Criteria Report - Pre-Project - covers the 12 months prior to project start
  - ii. Final Report - at completion of project (due within 30 days)
  - iii. Criteria Report - Post-Project - covers the 12 months following completion of the project
  - iv. Photos taken before, during, and after the project
  - v. Annual reporting by the Society to the RDBN for the five years following the project completion
- C. There is a strong Communications Protocol in place for Gas Tax funding - this means that all media releases and media events (including but not limited to press releases, articles in the newspaper, website notices, grand opening events, etc) must receive approval from the RDBN staff prior to proceeding.



# Regional District of Bulkley-Nechako INTERNAL WORKING DOCUMENT Public Use & Public Benefit

**To:** Gas Tax Files  
**From:** Kristi Rensby, Finance/Administration Coordinator  
**Date:** \_\_\_\_\_  
**Regarding:** \_\_\_\_\_

UBCM provided the following questions to help determine the Public Use or Public Benefit component.

- 1. Public Use – Does the proposed project primarily provide a service that is available or open to the public?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 2. Public Use – Does the proposed project result in a service that is not limited by private membership?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Public Use – Does the proposed project primarily result in a publicly owned asset or delivers a public service that a local government traditionally provides?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Public Benefit – Does the proposed project provide a service that is a tangible benefit that aligns with the national outcomes of productivity and economic growth; a clean environment; or strong cities and communities?**

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5. **Public Benefit – Does the proposed project result in a service that benefits a sufficiently large segment of the public or community?**

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Based on the consideration of the above, it has been determined that the project clearly **meets** or **does not meet** the "public use and public benefit" component, and, subject to following the appropriate application and approval process, **could** or **could not** be considered eligible.

*Please circle the appropriate wording.*



## **Key Points of the RDBN Purchasing Policy as it Relates to Federal Gas Tax Funded Projects**

The Recipient will award contracts in a manner that is transparent, competitive, and consistent with value for money principles.

The Policy specifically states, the Recipient will adhere to the following competitive bid policies for awarding contracts:

| <b>Total Project Budget</b>                             | <b>Required Process</b>   |
|---|---|
| Purchases in excess of \$10,000, but less than \$25,000 | At least two written quotes   |
| Purchases in excess of \$25,000 but less than \$75,000  | At least three written quotes   |
| Purchases in excess of \$75,000                         | Tenders or Requests for Proposals (RFP) from at least three suppliers |

The number of competitive bids may be less than those specified above if the number of suppliers within a reasonable area is limited. If less than the required number of quotes are available, please provide documentation as to your complete RFP process (who you approached, when, their response, and any follow-ups made in an effort to get a quote).

The use of BC Bid, the electronic public tendering process made available by the Province of BC is required for purchases of goods or services in excess of \$75,000 or construction contracts in excess of \$200,000.

Tenders and RFP's must clearly identify the criteria that will be used in their evaluation along with their weighting and methods of evaluation against their criteria.

The Recipient will provide the RDBN with copies of all requests for quotations, tenders, or requests for proposals, all responses received, and other contracts entered into, upon request.



37, 3RD AVE, PO Box 820  
BURNS LAKE, BC  
VOJ 1E0

REGIONAL DISTRICT  
OF BULKLEY-NECHAKO  
"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

## Regional District of Bulkley-Nechako Federal Gas Tax Funding Application

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Information: \_\_\_\_\_

President: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Registered Society Number: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

\_\_\_\_\_

Society Mandate (Description of Society activities/responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Details of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who from your Society will manage the project? Attach a brief resume or list of qualifications.

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Description of how project will meet Federal Gas Tax criteria: \_\_\_\_\_

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*Please use another piece of paper to complete answers if required.*

Planned Project Start Date: \_\_\_\_\_

Anticipated Project Completion Date: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_

Have you received RDBN Federal Gas Tax funding previously? \_\_\_\_\_

Have all of your reporting requirements been met? \_\_\_\_\_

Does your organization file a GST report annually? \_\_\_\_\_

What percentage of a rebate do you get on your GST? \_\_\_\_\_

In order for your application to be considered for funding by the Regional District of Bulkley-Nechako Board of Directors, please include the following information with your application:

- Incorporation papers;
- Constitution and Bylaws;
- Most Recent AGM Minutes
- Most Recent Financial Reports (income statement and balance sheet);
- Most Recent Society Annual Report Filing;
- Proof of Property Ownership\*;
- Project Quotes as per RDBN Purchasing Policy;
- Details of Contractor Hiring Process;
- Project Manager Resume or Qualifications; and,
- Resolution from your Board of Directors, approving the application and authorizing your Society to enter into the required form of agreement if your Society's application for Federal Gas Tax funding is approved. Preferred wording of the resolution:

*"The (Society Name) approves the submission of a Federal Gas Tax Application to the Regional District of Bulkley-Nechako and furthermore the (Society Name) will enter into an agreement with the Regional District of Bulkley-Nechako if the application is approved."*

\* Please note! If the Property is owned by someone other than the Society applying for funding, please also include the following with the application:

- Authorization from the owner of the property to complete the project
- A copy of the agreement (lease) between the Society and the owner of the property
- In the case of property owned by the local government or municipality, the Municipality will also be required to sign a Memorandum of Understanding with the RDBN

**NOTE: Privately owned property and infrastructure are NOT eligible for Federal Gas Tax funding.**

**Reporting Requirements:** There are a variety of reports that are required under the Gas Tax Funding agreement, as follows:

- **Criteria Report – Pre-Project** – covers the 12 months prior to project start
- **Final Report** – at completion of project (due within 30 days)
- **Criteria Report – Post-Project** – covers the 12 months following completion of the project
- **Photos** taken before, during, and after the project
- **Annual reporting** by the Society to the RDBN for the five years following the project completion

Please submit the completed application and all supporting documentation to Kristi Rensby, Finance/Administration Coordinator. Please allow three weeks prior to the Board Meeting.

By Mail: Box 820 Burns Lake, BC V0J 1E0  
 In person: 37 3<sup>rd</sup> Ave, Burns Lake, BC  
 Fax: (250) 692-3305  
 Email: [kristi.rensby@rdbn.bc.ca](mailto:kristi.rensby@rdbn.bc.ca)



**Regional District of Bulkley-Nechako  
Memo – Committee of the Whole Agenda  
September 7, 2017**

**To:** Chair Miller and the Board of Directors  
**From:** Roxanne Shepherd, Chief Financial Officer  
**Date:** August 23, 2017  
**Re:** Financials to June 30, 2017

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Attached are the consolidated financial statements for the six months ending June 30, 2017, which show a year to date deficit of \$661,644 compared with budget. The deficit is due to timing as the tax revenues have not yet been recorded for the year and some journal entries, such as transfers from reserves, are not yet complete. However, overall revenues are higher than budget and expenses are lower than budget.

Also attached is a colour coded summary report showing the expenses for region wide and regional rural services. In addition, each electoral area and municipal Director has been provided with a custom report that also includes the sub-regional and local services in which that jurisdiction participates.

As with previous budget reports, green indicates within budget, yellow indicates over budget by less than \$2,000 and red indicates over budget by more than \$2,000. All services are currently within budget.

Also attached as Schedule 1 is a listing our capital reserves at June 30, 2017 totalling approximately \$6.978 million.

The full detailed departmental financial statements are available upon request.

I would be pleased to answer any questions.

*R Shepherd*

Recommendation:

(all/directors/majority)

1. That the memorandum from the Chief Financial Officer, dated August 28, 2017 regarding 'Financials to June 30, 2017' be received.



# Regional District of Bulkley-Nechako

## Income Statement As of June 30, 2017

### Department \* Consolidated Departments

| Acct                 | Revenue                            | Current Month    | Year To Date       | Year To Date       | Variance         | Annual Budget       |
|----------------------|------------------------------------|------------------|--------------------|--------------------|------------------|---------------------|
|                      |                                    |                  |                    | Budget             | From Budget      |                     |
| 400001               | Taxation & Service Agreement       | 0                | 0                  | 0                  | 0                | 86,042              |
| 400003               | Parcel Taxes                       | 0                | 0                  | 0                  | 0                | 108,059             |
| 400004               | Electoral Area Taxation            | 0                | 0                  | 0                  | 0                | 8,947,034           |
| 400005               | Municipal Taxation                 | 0                | 0                  | 0                  | 0                | 79,375              |
| 410001               | Investment Revenue                 | 548              | 9,529              | 8,750              | 779              | 17,500              |
| 420001               | Transfer from Capital Reserve      | 0                | 0                  | 0                  | 0                | 75,725              |
| 420003               | Transfer from Vehicle Reserve      | 0                | 0                  | 48,000             | (48,000)         | 48,000              |
| 420009               | Transfer from Plotter Reserve      | 0                | 18,388             | 0                  | 18,388           | 30,500              |
| 420010               | Transfer from Landfill Closure Res | 0                | 0                  | 0                  | 0                | 114,000             |
| 420011               | Transfer from Landfill Phase Dev   | 0                | 0                  | 0                  | 0                | 405,000             |
| 420099               | Transfer from Federal Gas Tax      | 90,341           | 140,960            | 350,000            | (209,040)        | 700,000             |
| 430003               | Debenture Issue                    | 0                | 0                  | 19,817             | (19,817)         | 19,817              |
| 441001               | Donations Received                 | 3,595            | 7,745              | 15,000             | (7,255)          | 15,000              |
| 442001               | Federal Gas Tax Revenue            | 0                | 0                  | 0                  | 0                | 838,699             |
| 442101               | Other Grant Revenue                | 0                | 0                  | 50,000             | (50,000)         | 227,636             |
| 442102               | Grants - BC Transit                | 0                | 0                  | 0                  | 0                | 7,339               |
| 443001               | Province of BC Admin Grant         | 185,000          | 185,000            | 152,600            | 32,400           | 185,000             |
| 443002               | Rural Dividend Fund                | 0                | 0                  | 0                  | 0                | 70,000              |
| 443200               | Infrastructure Grant               | 0                | 986,464            | 0                  | 986,464          | 302,901             |
| 445001               | NDI Grants                         | 0                | 0                  | 0                  | 0                | 83,253              |
| 446001               | Grants in Lieu of Taxes            | 0                | 2,715              | 2,646              | 69               | 68,366              |
| 446002               | Grants in Lieu of Alcan Taxes      | 0                | 0                  | 0                  | 0                | 864,045             |
| 449001               | PEP Emerg. Expense Reimburse       | 1,298            | 1,298              | 150,000            | (148,702)        | 300,000             |
| 449015               | Grants for Economic Dev. Projects  | 10,943           | 11,514             | 96,889             | (85,375)         | 193,778             |
| 449099               | Grant In Aid                       | 0                | 6,000              | 8,000              | (2,000)          | 8,000               |
| 450001               | Fees Collected                     | 15,293           | 41,759             | 40,500             | 1,259            | 103,108             |
| 450002               | Fees Collected                     | 22,274           | 22,394             | 8,375              | 14,019           | 69,103              |
| 450004               | Paint & Solvent Recovery           | 0                | 3,361              | 3,500              | (139)            | 7,000               |
| 450005               | Ozone Revenue                      | 3,240            | 8,170              | 9,000              | (830)            | 18,000              |
| 450006               | Contaminated Soil Disposal         | 0                | 0                  | 2,500              | (2,500)          | 5,000               |
| 450007               | Specified Risk Material Waste      | 0                | 0                  | 500                | (500)            | 1,000               |
| 450008               | Construction & Demolition Waste    | 15,133           | 35,572             | 120,000            | (84,428)         | 240,000             |
| 450009               | Battery Recovery                   | 0                | 3,142              | 6,000              | (2,859)          | 12,000              |
| 450020               | Telus User Fees                    | 10,059           | 50,564             | 55,000             | (4,436)          | 110,000             |
| 450021               | Business Forum Registration Fees   | 4,000            | 18,000             | 2,000              | 16,000           | 5,000               |
| 451001               | Cost Sharing Municipalities        | 0                | 34,088             | 26,116             | 7,972            | 109,484             |
| 452001               | Recycling Revenue - Houston        | 409              | 2,389              | 0                  | 2,389            | 0                   |
| 460001               | Administration Recovery            | 1,527            | 8,355              | 8,344              | 11               | 34,138              |
| 460002               | Office Equipment Charge Out        | 0                | 0                  | 0                  | 0                | 10,000              |
| 460003               | Admin Building Replacement Char    | 0                | 0                  | 0                  | 0                | 15,000              |
| 470001               | Houston Debt Repayment             | 0                | 21,062             | 53,318             | (32,255)         | 164,435             |
| 470002               | Smithers Debt Repayment            | 0                | 164,149            | 164,149            | 0                | 211,042             |
| 470003               | Burns Lake Debt Repayment          | 0                | 3,820              | 3,820              | 0                | 19,702              |
| 470004               | Fort St. James Debt Repayment      | 0                | 23,051             | 23,051             | 0                | 29,774              |
| 470005               | Fraser Lake Debt Repayment         | 0                | 3,500              | 3,500              | 0                | 23,220              |
| 480001               | Miscellaneous Revenue              | 111              | 83,874             | 61,898             | 21,976           | 111,898             |
| 490001               | Transfer from Equity in TCA        | 0                | 0                  | 0                  | 0                | 1,019,585           |
| 499999               | Prior Year's Surplus               | 0                | 2,589,055          | 2,589,036          | 20               | 2,589,035           |
| <b>Revenue total</b> |                                    | <b>\$363,772</b> | <b>\$4,485,919</b> | <b>\$4,082,309</b> | <b>\$403,610</b> | <b>\$18,702,574</b> |
| <b>Expenses</b>      |                                    |                  |                    |                    |                  |                     |
| 600101               | Director's Remuneration            | 26,558           | 153,450            | 171,582            | 18,133           | 342,965             |
| 600102               | UBCM Director's Remuneration       | 0                | (20)               | 0                  | 20               | 8,816               |
| 600103               | NCLGA Director's Remuneration      | 0                | 4,960              | 5,878              | 918              | 5,878               |
| 600104               | FCM Remuneration                   | 2,273            | 2,273              | 2,519              | 246              | 2,519               |
| 600105               | Director's Remuneration - Minerals | 0                | 1,260              | 1,889              | 629              | 1,889               |
| 600106               | Minerals Roundup Remuneration      | 0                | 827                | 1,679              | 852              | 1,679               |
| 600107               | EA Director's Forum - Remuneratio  | 0                | 1,033              | 1,259              | 226              | 1,259               |
| 600108               | Meetings with Ministers            | 0                | 0                  | 1,259              | 1,259            | 1,259               |
| 600110               | Northwest Resource B A Remuner     | 413              | 1,137              | 2,519              | 1,382            | 5,038               |
| 600197               | Director's Accident Insurance      | 0                | 796                | 796                | 0                | 1,364               |
| 600199               | Directors' CPP Matching            | 623              | 3,376              | 3,250              | (126)            | 6,500               |
| 600201               | Director's Travel                  | 6,381            | 26,655             | 37,139             | 10,484           | 74,278              |
| 600202               | UBCM Director's Travel             | 0                | 0                  | 2,000              | 2,000            | 33,436              |
| 600203               | NCLGA Director's Travel            | 0                | 8,018              | 12,080             | 4,062            | 12,080              |
| 600204               | FCM Travel                         | 3,463            | 6,580              | 7,460              | 880              | 7,480               |
| 600205               | Director's Travel - Minerals North | 0                | 1,998              | 8,085              | 6,087            | 8,085               |
| 600206               | Minerals Roundup Travel            | 0                | 1,290              | 4,690              | 3,600            | 4,890               |
| 600207               | Electoral Area Directors Meeting T | 0                | 2,222              | 4,335              | 2,113            | 4,335               |
| 600208               | Meetings with Ministers - Travel   | 0                | 0                  | 1,900              | 1,900            | 1,900               |
| 600210               | NWRBA TRAVEL                       | 345              | 375                | 8,320              | 7,945            | 8,320               |
| 601001               | Salaries                           | 155,347          | 928,567            | 1,014,053          | 85,485           | 2,036,261           |
| 601002               | Election Officials Waqes           | 92,808           | 510,568            | 552,342            | 41,773           | 1,111,527           |

|        | CURRENT                             | YTD    | YTD BUDGET | VAR     | ANNUAL BUDGE |         |
|--------|-------------------------------------|--------|------------|---------|--------------|---------|
| 601101 | Employee Benefits                   | 35.090 | 209.212    | 448.076 | 238.864      | 900.844 |
| 601102 | Accident Insurance                  | 224    | 1.755      | 2.600   | 845          | 3.550   |
| 601103 | Employee WCB Premiums               | 4.704  | 26.764     | 0       | (26.764)     | 0       |
| 601104 | Employee MPP Benefits               | 21.014 | 124.780    | 0       | (124.780)    | 0       |
| 601201 | Accrued Overtime                    | 5.630  | 27.444     | 33.155  | 5.711        | 65.830  |
| 601205 | Allocation of Staff Costs fr Gen Go | 0      | 0          | 0       | 0            | (1)     |
| 601207 | Central Training Costs              | 0      | 0          | 0       | 0            | 1.553   |
| 601208 | Training, Assessment & Governan     | 0      | 0          | 0       | 0            | 38.108  |
| 601209 | RDBN Administration                 | 0      | 0          | 0       | 0            | 7.637   |
| 601301 | Staff Education                     | 4.260  | 13.562     | 48.535  | 32.973       | 90.748  |
| 601401 | Staff Travel                        | 6.703  | 40.071     | 47.595  | 7.524        | 94.490  |
| 601501 | Staff Functions                     | 98     | 169        | 1.250   | 1.081        | 2.500   |
| 601701 | Hiring Expense                      | 176    | 7.163      | 19.250  | 12.087       | 28.000  |
| 601801 | Association Dues                    | (160)  | 30.748     | 39.322  | 8.574        | 39.322  |
| 601901 | Safety Program                      | 704    | 2.224      | 4.150   | 1.926        | 7.280   |
| 602001 | Utilities                           | 17.517 | 113.289    | 88.531  | (24.758)     | 177.566 |
| 603001 | Administration Costs                | 0      | 0          | 10.000  | 10.000       | 20.000  |
| 603002 | Office Cleaning                     | 2.004  | 12.041     | 12.745  | 704          | 25.490  |
| 603004 | Maintenance of Water Diversion      | 0      | 0          | 9.445   | 9.445        | 18.890  |
| 603005 | Repairs of Map Copier               | 0      | 0          | 500     | 500          | 1.000   |
| 603006 | Pump & Maintain Holding Tanks       | 0      | 0          | 250     | 250          | 500     |
| 603008 | Repairs and Maintenance             | 5.525  | 37.185     | 113.917 | 76.723       | 227.335 |
| 603009 | Parking Costs                       | 150    | 900        | 900     | 0            | 1.800   |
| 603101 | Equipment Maintenance               | 4.116  | 34.024     | 27.400  | (8.624)      | 54.800  |
| 603103 | Equipment Servicing                 | 247    | 285        | 500     | 215          | 1.000   |
| 603201 | Skidsteer Tires                     | 0      | 13.892     | 28.750  | 14.858       | 57.500  |
| 603401 | Final Closure                       | 0      | 0          | 15.000  | 15.000       | 20.000  |
| 603402 | Closeout Cost Conting.              | 0      | 0          | 5.650   | 5.650        | 11.300  |
| 603501 | Post Closure                        | 21     | 53         | 29.000  | 28.947       | 70.000  |
| 603601 | Site Maintenance                    | 6.634  | 40.288     | 30.500  | (9.788)      | 61.000  |
| 603802 | Clearview Access Road Main.         | 4.594  | 6.285      | 32.500  | 26.215       | 45.000  |
| 603804 | Tire Removal - Site                 | 0      | 0          | 250     | 250          | 500     |
| 603701 | Truck Maintenance WWH               | 8.587  | 40.998     | 52.950  | 11.952       | 105.900 |
| 603702 | Trailer Maintenance WWH             | 4.681  | 8.160      | 16.730  | 8.570        | 33.460  |
| 604001 | Computer Network                    | 141    | 19.627     | 58.674  | 39.047       | 94.403  |
| 604002 | Central Computer Network            | 2.925  | 26.724     | 38.104  | 11.380       | 76.208  |
| 604004 | Website Upgrades                    | 0      | 0          | 3.100   | 3.100        | 6.200   |
| 604011 | Website Maintenance & Upgrades      | 125    | 3.583      | 4.734   | 1.151        | 9.468   |
| 604012 | Central Website Maintenance         | 0      | 4.960      | 4.325   | (635)        | 8.650   |
| 604021 | Website Content                     | 0      | 1.688      | 12.225  | 10.538       | 24.450  |
| 605001 | Feasibility Studies                 | 0      | 0          | 18.353  | 18.353       | 18.353  |
| 605005 | Waste Hauling - Southside           | 3.809  | 13.331     | 16.000  | 2.669        | 32.000  |
| 605006 | Contribution to NWV Invasive        | 0      | 0          | 11.000  | 11.000       | 44.500  |
| 605007 | Board of Variance                   | 0      | 0          | 600     | 600          | 1.200   |
| 605101 | Equipment Fuel                      | 5.610  | 42.991     | 65.000  | 22.009       | 130.000 |
| 605102 | Truck Fuel (WWH)                    | 8.548  | 49.211     | 69.450  | 20.239       | 138.900 |
| 605103 | Lagoon Operations                   | 1.425  | 3.244      | 5.291   | 2.046        | 10.581  |
| 605201 | Contract Operations                 | 0      | 16.850     | 41.000  | 24.150       | 126.004 |
| 605299 | Consulting Fees                     | 20.700 | 29.938     | 130.825 | 100.887      | 261.649 |
| 605301 | Environmental Monitoring            | 10.261 | 24.827     | 23.875  | (952)        | 47.750  |
| 605804 | Line Flushing                       | 5.000  | 5.000      | 5.000   | 0            | 5.000   |
| 605703 | Fraser Lake Recycling               | 3.927  | 20.976     | 25.000  | 4.024        | 50.000  |
| 605704 | Burns Lake Recycling                | 2.745  | 18.522     | 118.724 | 100.202      | 237.447 |
| 605705 | Smithers Recycling                  | 0      | 0          | 73.995  | 73.995       | 147.990 |
| 605706 | Houston Recycling                   | 7.188  | 38.597     | 41.118  | 2.520        | 82.232  |
| 605707 | Vanderhoof Recycling                | 900    | 30.734     | 46.728  | 15.993       | 93.455  |
| 605708 | Ft. St. James Recycling             | 0      | 6.203      | 43.023  | 36.820       | 86.047  |
| 605709 | Granisle Recycling                  | 340    | 2.040      | 22.731  | 20.681       | 45.463  |
| 605710 | Telkwa Recycling                    | 0      | 0          | 26.188  | 26.166       | 52.331  |
| 605720 | Ozone Removal Charges               | 5.341  | 9.258      | 7.500   | (1.758)      | 15.000  |
| 605730 | 5 R's Initiatives                   | 387    | 387        | 6.250   | 5.863        | 12.500  |
| 605798 | Recycling - Other                   | 0      | 1.000      | 2.500   | 1.500        | 2.500   |
| 605801 | Emergency Expenses                  | 615    | 1.468      | 150.000 | 148.532      | 300.000 |
| 605810 | Emergency Volunteer Program         | 0      | 3.198      | 14.000  | 10.802       | 14.000  |
| 605811 | NESST Emerg Vol Prgm                | 36     | 7.313      | 6.000   | (1.313)      | 15.000  |
| 605999 | Project Contingency                 | 0      | 10.000     | 106.708 | 96.708       | 213.404 |
| 606001 | Communications                      | 4.760  | 26.985     | 34.838  | 7.853        | 68.976  |
| 606002 | Newsletters                         | 0      | 0          | 125     | 125          | 250     |
| 606003 | Advertising                         | 2.370  | 15.787     | 32.347  | 16.559       | 52.969  |
| 606004 | Promotional Materials               | 0      | 0          | 4.750   | 4.750        | 9.000   |
| 606007 | Local Trade Shows                   | 0      | 900        | 2.000   | 1.100        | 2.000   |
| 606008 | Public Education                    | 0      | 0          | 3.475   | 3.475        | 6.950   |
| 606009 | Sponsorship                         | 0      | 0          | 12.500  | 12.500       | 24.000  |
| 606010 | Kindergarten/Grade 1 Program        | 0      | 0          | 1.000   | 1.000        | 1.000   |
| 607001 | Legal Expense                       | 2.604  | 15.047     | 53.500  | 38.453       | 89.500  |
| 607002 | Audit                               | 0      | 200        | 0       | (200)        | 19.200  |
| 607003 | Title Searches                      | 0      | 1.700      | 1.875   | 175          | 3.750   |
| 608001 | Property Insurance                  | 0      | 25.057     | 25.459  | 401          | 43.098  |
| 608002 | Liability Insurance                 | 0      | 84.875     | 87.129  | 2.254        | 87.129  |
| 608003 | Vehicle Insurance                   | 253    | 17.893     | 32.982  | 15.089       | 38.049  |
| 608004 | Permits & Fees                      | 0      | 643        | 1.933   | 1.290        | 2.983   |
| 609001 | Supplies                            | 2.614  | 17.304     | 41.386  | 24.062       | 78.832  |
| 609002 | Central Supplies Costs              | 410    | 11.803     | 8.000   | (3.803)      | 16.000  |
| 609003 | Copying Costs                       | 2.604  | 10.912     | 17.000  | 6.088        | 34.000  |
| 609005 | Admin Building Replacement Char     | 0      | 0          | 0       | 0            | 15.145  |
| 609006 | Office Equipment Charge             | 0      | 0          | 0       | 0            | 10.068  |
| 609011 | Supplies - Meetings                 | 1.242  | 9.970      | 17.450  | 7.480        | 34.700  |
| 611001 | Repayment of Referendum Costs       | 0      | 0          | 0       | 0            | 17.161  |

|                       | CURRENT                             | YTD                | BUDGET               | VAR                | ANNUAL BUDGET       |           |
|-----------------------|-------------------------------------|--------------------|----------------------|--------------------|---------------------|-----------|
| 612101                | Grant in Aid - Area "A"             | 0                  | 13,942               | 33,582             | 19,640              | 67,163    |
| 612102                | Grant in Aid - Area "B"             | 0                  | 3,000                | 18,462             | 15,462              | 36,924    |
| 612103                | Grant in Aid - Area "C"             | 0                  | 6,000                | 17,347             | 11,347              | 34,694    |
| 612104                | Grant in Aid - Area "D"             | 0                  | 9,200                | 24,603             | 15,403              | 49,207    |
| 612105                | Grant in Aid - Area "E"             | 0                  | 22,250               | 38,781             | 18,531              | 77,562    |
| 612106                | Grant in Aid - Area "F"             | 0                  | 44,500               | 27,153             | (17,347)            | 54,305    |
| 612107                | Grant in Aid - Area "G"             | 0                  | 2,321                | 8,663              | 6,342               | 17,326    |
| 612201                | Annual Grants                       | 0                  | 0                    | 0                  | 0                   | 753,849   |
| 612202                | Annual Grant VoT                    | 0                  | 0                    | 0                  | 0                   | 17,000    |
| 612203                | BV Museum & Hist Soc Annual Gr      | 0                  | 0                    | 0                  | 0                   | 19,661    |
| 612204                | BV Arts Council Annual Grant        | 0                  | 0                    | 0                  | 0                   | 1,108     |
| 612205                | Annual Grant to Smithers Art Galle  | 0                  | 0                    | 0                  | 0                   | 8,861     |
| 612220                | Monthly Grant                       | 108,305            | 649,827              | 649,827            | 0                   | 1,299,654 |
| 612240                | Annual Contract VBL Info Center     | 0                  | 17,987               | 17,987             | 0                   | 107,792   |
| 612241                | Annual Grant VBL for EDO            | 0                  | 0                    | 0                  | 0                   | 86,500    |
| 612250                | Annual Contract VBL Rural Fire      | 0                  | 0                    | 0                  | 0                   | 586,859   |
| 612260                | Other Grant Expenditures            | 0                  | 0                    | 50,000             | 50,000              | 100,000   |
| 612290                | Buy In Fee/ Household               | 0                  | 0                    | 0                  | 0                   | 1,356     |
| 612301                | Federal Gas Tax Expenditures - U    | 45,032             | 140,960              | 350,000            | 209,040             | 700,000   |
| 612801                | Special Projects                    | 0                  | 50,280               | 194,629            | 144,349             | 389,258   |
| 612803                | First Nations Dialogue              | 6,158              | 6,358                | 5,000              | (1,358)             | 10,000    |
| 612805                | Stage 1 Review of SWMP              | 0                  | 0                    | 0                  | 0                   | 50,000    |
| 612807                | Carbon Emissions Reduction Initiat  | 0                  | 0                    | 48,750             | 48,750              | 97,500    |
| 617501                | PSAP/RCMP COSTS                     | 55,438             | 55,438               | 52,611             | (2,827)             | 52,611    |
| 617502                | FOCC Operating Costs                | 145,888            | 145,886              | 149,735            | 3,849               | 149,735   |
| 617504                | CAD/RMS Licence                     | 2,474              | 2,474                | 2,575              | 101                 | 2,575     |
| 621208                | Costs Allocated to Rural Fire Dept  | 0                  | 0                    | 0                  | 0                   | (31,423)  |
| 622001                | Allocated Building Occupancy Cost   | 0                  | 0                    | 0                  | 0                   | (2)       |
| 624002                | Allocated Computer Network Costs    | 0                  | 0                    | 0                  | 0                   | (1)       |
| 624012                | Allocated Website Mtce & Upgrade    | 0                  | 0                    | 0                  | 0                   | 36        |
| 629002                | Allocated Central Supplies Cost     | 0                  | 0                    | 0                  | 0                   | (1)       |
| 770100                | A.P.C. - General                    | 0                  | 145                  | 750                | 605                 | 1,500     |
| 779997                | Loss on Investment                  | 0                  | 29,735               | 0                  | (29,735)            | 0         |
| 779999                | Miscellaneous Expense               | 300                | 6,950                | 26,600             | 19,650              | 44,800    |
| 780001                | Capital Expenditures                | 140,812            | 300,795              | 516,354            | 215,559             | 1,111,017 |
| 780101                | Amortization Expense                | 0                  | 0                    | 0                  | 0                   | 1,019,585 |
| 781001                | Contribute to Capital Reserve       | 0                  | 0                    | 0                  | 0                   | 493,329   |
| 781003                | Contribute to Vehicle Reserve       | 0                  | 30,000               | 0                  | (30,000)            | 72,002    |
| 781004                | Contribute to Insurance Res.        | 0                  | 0                    | 0                  | 0                   | 10,373    |
| 781005                | Contribute to Election Reserve      | 0                  | 0                    | 0                  | 0                   | 7,500     |
| 781006                | Contribution to repairs & maint res | 0                  | 15,000               | 0                  | (15,000)            | 0         |
| 781009                | Contribute to Equipment Res.        | 0                  | 0                    | 0                  | 0                   | 16,250    |
| 781010                | Contribute to Closure Reserve       | 0                  | 0                    | 0                  | 0                   | 75,000    |
| 781011                | Contr.to Landfill Cell Dev.Res      | 0                  | 0                    | 0                  | 0                   | 135,000   |
| 781099                | Contribute to Gas Tax Reserve       | 0                  | 0                    | 0                  | 0                   | 838,699   |
| 782001                | Interest & Bank Charges             | 1,139              | 4,608                | 5,500              | 892                 | 11,000    |
| 783001                | Debenture Interest - MFA            | 23,905             | 127,546              | 161,895            | 34,349              | 324,454   |
| 783002                | Short Term Financing Interest       | 1,318              | 6,716                | 7,116              | 401                 | 14,233    |
| 784001                | Debenture Principal - MFA           | 32,166             | 200,989              | 206,013            | 5,024               | 399,362   |
| 784002                | Repayment of Interim Financing      | 25,286             | 126,305              | 152,508            | 26,203              | 305,017   |
| 785001                | Debenture Issue Costs               | 0                  | 0                    | 0                  | 0                   | 317       |
| 785002                | Debenture Refund                    | 0                  | 0                    | 50,000             | 50,000              | 100,000   |
| 799999                | Prior Year's Deficit                | 0                  | 50,938               | 50,939             | 1                   | 50,939    |
| <b>Total Expenses</b> | <b>\$1,105,828</b>                  | <b>\$5,147,562</b> | <b>\$7,405,790</b>   | <b>\$2,258,227</b> | <b>\$18,702,569</b> |           |
| <b>Net income</b>     | <b>(\$742,055)</b>                  | <b>(\$661,644)</b> | <b>(\$3,323,481)</b> | <b>\$2,661,837</b> | <b>\$5</b>          |           |



## Regional District of Bulkley-Nechako

### Departmental Expenses - Budget Variance

For the Month Ended June 30, 2017

|   | YTD Expenses       | YTD Expense Budget | Budget Variance Fav (Unfav) |
|---|--------------------|--------------------|-----------------------------|
| <b>Region Wide Services</b>               |                    |                    |                             |
| <b>Dept Description</b>                   |                    |                    |                             |
| 1201 General Government - Legislative     | 181,195            | 225,020            | 43,825                      |
| 1202 General Government - Administration  | 408,386            | 516,517            | 108,131                     |
| 1203 General Government - Finance         | 225,893            | 249,474            | 23,581                      |
| 1301 Feasibility Studies                  | 0                  | 19,103             | 19,103                      |
| 2500 Economic Development                 | 163,850            | 404,767            | 240,917                     |
| 4301 Development Services                 | 169,210            | 204,796            | 35,586                      |
| 5000 Environmental Services               | 1,871,633          | 2,637,381          | 765,748                     |
| 7501 911 Service                          | 248,611            | 266,943            | 18,332                      |
| <b>Sub-total</b>                          | <b>\$3,268,778</b> | <b>\$4,524,001</b> | <b>\$1,255,223</b>          |
| <b>Rural Services</b>                     |                    |                    |                             |
| <b>Dept Description</b>                   |                    |                    |                             |
| 1101 Rural Government - Legislative       | 71,062             | 94,832             | 23,770                      |
| 1102 Rural Government - Administration    | 148,934            | 397,553            | 248,619                     |
| 1103 Grant In Aid                         | 101,213            | 168,591            | 67,378                      |
| 4101 Electoral Area Planning              | 103,634            | 134,440            | 30,806                      |
| 4401 Building Numbering                   | 3,608              | 5,322              | 1,714                       |
| 4501 Unightly Premises Regulatory Control | 5,939              | 20,382             | 14,443                      |
| 5901 Invasive Plant Control               | 4,266              | 20,347             | 16,081                      |
| 7601 Emergency Preparedness Planning      | 51,361             | 95,777             | 44,416                      |
| 7602 Eoc Expenditures                     | 7,737              | 153,652            | 145,915                     |
| 7603 Rural Fire Department Administration | 43,183             | 45,313             | 2,130                       |
| <b>Sub-total</b>                          | <b>\$540,937</b>   | <b>\$1,136,209</b> | <b>\$595,272</b>            |
| <b>Totals</b>                             | <b>\$3,809,715</b> | <b>\$5,660,210</b> | <b>\$1,850,495</b>          |

**Regional District of Bulkley-Nechako**  
**Capital Reserves**

**As at:**

**June 30, 2017**

|   |                  |
|---|------------------|
| Administration/Planning/Emerg Preparedness Vehicle      | 73,924           |
| Administration Building                                 | 62,089           |
| Administration Equipment                                | 31,679           |
| Building Inspection Vehicle                             | 3,192            |
| Env Services Vehicle Vehicle                            | 80,970           |
| Insurance   | 11,828           |
| Landfill Closure & Post Closure                         | 113,406          |
| Landfill Phase Development                              | 363,337          |
| Map Plotter   | 18,420           |
| Weed Vehicle  | 5,741            |
| Houston Rural Fire Protection Equipment                 | 14,053           |
| Burns Lake Rural Fire Protection Equipment              | 49               |
| Fort St. James Rural Fire Protection Equipment          | 70,705           |
| Fort Fraser Rural Fire Protection Equipment             | 83,108           |
| Telkwa Rural Fire Protection Equipment                  | 32,332           |
| Vanderhoof Rural Fire Protection Equipment              | 36,171           |
| Southside Rural Fire Protection Equipment               | 102,282          |
| Smithers Rural Fire Protection Equipment                | 118,954          |
| Luck Bay Rural Fire Protection Equipment                | 9,268            |
| Lakes District Airport Capital                          | 7,435            |
| Burns Lake Arena  | 3,711            |
| Glacier Gulch Equipment                                 | 2,242            |
| Bulkley Valley Pool Capital                             | 841,928          |
| Emergency Services Capital                              | 42,399           |
| 911 Service   | 451,980          |
| Fort Fraser Sewer Capital                               | 132,959          |
| Fort Fraser Water Capital                               | 462,649          |
| Rural Elections   | 46,308           |
| Southside Rural Fire Protection - Repairs & Maintenance | 15,092           |
| Federal Gas Tax   | 3,740,214        |
|   | <hr/>            |
|   | <b>6,978,422</b> |

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## Regional District of Bulkley-Nechako Memo – Committee of the Whole Meeting Agenda - September 7, 2017

**To:** Chair Miller and the Board of Directors  
**From:** Roxanne Shepherd, Chief Financial Officer  
**Date:** August 28, 2017  
**Re:** Bylaw 1809 - Laidlaw Street Lighting map update

---

At the August 17, 2017 regular meeting, the Board gave first three readings to Bylaw 1809, 2017 for Laidlaw Street Lighting Service Establishment Bylaw.

After review by the Province, it was recommended that a title be added to the map, appendix A, attached as part of the bylaw. As this is considered an administrative change, the updated map with a new title will be included when the bylaw comes back to the Board for adoption.

The original map that was included with the first three readings, as well as an updated map with a title, are attached. Other than the title, these maps remain identical.

I would be pleased to answer any questions.

*R Shepherd*

Recommendation:

(all/directors/majority)

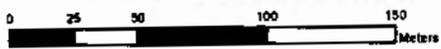
1. That the memorandum from the Chief Financial Officer, dated August 28, 2017 regarding 'Bylaw 1809 - Laidlaw Street Lighting map update' be received.



I hereby certify that this is Schedule "A" of Bylaw No. 1809, 2017

Corporate Administrator \_\_\_\_\_ Date \_\_\_\_\_

## Laidlaw Street Lighting Service Establishment Bylaw No. 1809, 2017



Coordinate System: NAD 1983 BC Environment Albers

- Street Light
- Service Area
- Legal Lots
- Tax Parcels

# Schedule 'A', Bylaw 1809



I hereby certify that this is Schedule "A" of Bylaw No. 1809, 2017

Corporate Administrator \_\_\_\_\_

Date \_\_\_\_\_

## Laidlaw Street Lighting Service Establishment Bylaw No. 1809, 2017



Coordinate System: NAD 1983 BC Environment Albers

-  Street Light
-  Service Area
-  Legal Lots
-  Tax Parcels



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### MEMORANDUM (Committee of the Whole)

To: Chairperson Miller and Board of Directors (September 7, 2017)

From: Janette Derksen  
Deputy Director of Environmental Services

Date: August 24, 2017

Subject: Region Wide Cardboard Ban Review

At the July 14, 2015 Board meeting a region wide cardboard ban was recommended to be implemented on July 1, 2016. The rationale behind instituting a ban was:

1. Minimize the amount of garbage landfilled in the RDBN;
2. Assist in developing the demand for cardboard recycling across the region and thereby help facilitate the potential for new "green" business opportunities.

The roll out of the timeline to implement the ban went as planned with only a few adjustments to the timeline presented (July 14, 2015). Newspaper advertisements and media releases were released to the public in August 2015. Communications with municipalities and Chamber of Commerce were sent out September 2015 to February 2016. Continuous general inquiries from both residential and industrial, commercial & institutional (ICI) sectors were handled by RDBN Board and staff through the ban's implementation. All Transfer Station and Landfill attendant training went well. Conversations with commercial waste haul companies provided sufficient notification about the ban and its time line to allow for cardboard bin placement.

After a full year of the cardboard ban implementation, the RDBN and the regions' recycling facilities have witnessed an increased volume of cardboard being diverted from the landfills. Visual inspections of the current waste stream at the landfills also verifies the decreased volumes of cardboard entering the landfills through the transfer stations and commercial collection. Although, according to the data collected from the RDBN's Municipal Solid Waste tracking data, the tonnages of solid waste being hauled and disposed of at our sub-regional landfills are not decreasing substantially. Table 1 below shows the variation in the number of loads hauled from the transfer stations using the same time frame as the Cardboard Ban summary (July 1, 2016- June 30, 2017), showing a comparison from the year prior to the ban being implemented.

**TABLE 1**

| Source Location   | # of Loads from July 2015 to June 2016 | # of Loads from July 2016 to June 2017 |
|---|--|--|
| <b>West Haul:</b>   |  |  |
| Smithers/Telkwa Transfer Station                            | 366                                    | 378                                    |
| Knockholt Landfill (General Waste)                          | 196*                                   | 156*                                   |
| Burns Lake Transfer Station (includes Southside & Granisle) | 214                                    | 196                                    |
| <b>East Haul:</b>   |  |  |
| Area "D" Transfer Station                                   | 111                                    | 103                                    |
| Vanderhoof Transfer Station                                 | 281                                    | 269                                    |



|                                    |     |      |
|------------------------------------|-----|------|
| Fort St. James Transfer Station    | 134 | 134  |
| Clearview Landfill (General Waste) | 8** | 14** |

\*includes District of Houston Municipal haul and drop-off.

\*\*Implementation of new record keeping process with general waste at this site that has become more precise on which loads are general waste.

With the cardboard ban in place, the RDBN has hauled 60 loads less than the previous year. A factor that may have influenced the small variation in the number of loads hauled per site in relation to the cardboard ban could be due to more customers utilizing the option to bring construction and demolition waste material into the transfer stations instead of paying the \$90/MT at the landfills. This option is in accordance to the 2 m<sup>3</sup> rule in Bylaw 1764. This has been the observation of our attendants in the past year with increasing the volume hauled from some of the source locations. With this information, it is unclear as to how much cardboard has been diverted from the landfills.

**Cardboard Tonnages from Residential and ICI collection:**

The RDBN does not require the submission of tonnages of collected recycling from our region that is sorted at the various recycling facilities. These volumes are approximate and are not entirely single stream due to the fact that collection services vary between depots. The Bulkley Valley Bottle Depot (BVBD), Burns Lake Bottle Depot and the Nakaz'dli Band Depot are RecycleBC (formerly known as MMBC) depots, therefore their bins collect mixed paper and corrugated cardboard. Some ICI Waste Management bins are comprised of a small percentage of mixed paper as well. It is extremely tough to separate the actual tonnages of cardboard being diverted out of the landfill. With these figures supplied by the regions collectors, calculations show that there are 114.5 loads being diverted since the start of the cardboard ban.

| <b>Cardboard collection tonnages</b>                                 | <b>Volumes (metric tons)</b>                         |
|--|--|
| Smithers and Area Recycling Society (SARS)/BVBD                      | 538 (mixed with paper/ICI)                           |
| Houston Bottle Depot   | 10   |
| Burns Lake Bottle Depot  | 53 (mixed with paper)                                |
| Waste Management   | 948 (Fraser Lake, Vanderhoof, ICI in region to SARS) |
| Nakaz'dli Band (Ft. St. James)                                       | 52 (mixed with paper)                                |
| <b>Total:</b>  | <b>1,601 MT</b>                                      |
| <b>Total # of loads diverted from Landfill (Compacted Cardboard)</b> | <b>114.5 Loads</b>                                   |

In summary, the RDBN will continue to collect this data to show trending over the years to come. This will allow the RDBN to assess the amount of air space saved by the cardboard ban.

|  |                                 |
|--|---------------------------------|
| <b>RECOMMENDATION</b>  | <b>(All/Directors/Majority)</b> |
| That the Board of Directors receive the memorandum titled, "Region Wide Cardboard Ban Review" and dated August 24, 2017. |                                 |




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## INFORMATION BULLETIN

For Immediate Release  
2017FLNR0242-001474  
Aug. 23, 2017

Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development  
BC Wildfire Service

### **Campfires to be allowed again in parts of the Northwest Fire Centre**

SMITHERS – Effective at noon on Wednesday, Aug. 23, 2017, campfires will once again be allowed in some areas of the Northwest Fire Centre: the Skeena Stikine Forest District (the Cassiar Fire Zone and Bulkley Fire Zone) and the Coast Mountain Forest District (the Skeena Fire Zone).

The combination of precipitation and a return to cooler, seasonal temperatures in northern and coastal portions of the Northwest Fire Centre has reduced the fire danger rating in most of these areas to “low” or “moderate”.

However, some parts of the Northwest Fire Centre remain dry and the wildfire risk in these areas is still high, so the campfire prohibition will remain in effect within the Nadina Forest District (the Nadina Fire Zone).

A map of the affected areas and their associated prohibitions is available online at:  
<http://ow.ly/uFvC30eCNMI>

In the Skeena Stikine Forest District (the Cassiar Fire Zone and Bulkley Fire Zone) and the Coast Mountain Forest District (the Skeena Fire Zone), the following activities will remain prohibited:

- Category 2 and Category 3 open fires
- the use of sky lanterns, binary exploding targets and burning barrels or burning cages of any size or description

In the Nadina Forest District (the Nadina Fire Zone), the following activities will remain prohibited:

- campfires
- Category 2 and Category 3 open fires
- the use of sky lanterns, binary exploding targets and burning barrels or burning cages of any size or description
- the use of tiki torches, fireworks and firecrackers
- the use of outdoor stoves
- the use of stoves and other portable campfire apparatuses that are not CSA-approved or ULC-approved

These prohibitions do not apply to CSA-rated or ULC-rated cooking stoves or portable campfire apparatuses that use briquettes, liquid or gaseous fuel, so long as the height of the flame is less than 15 centimetres.

These prohibitions cover all BC Parks, Crown lands and private lands, but do not apply within the boundaries of a local government that has forest fire prevention bylaws and is serviced by a fire department. Always check with local authorities to see if any other burning restrictions are in place before lighting any fire.

Anyone found in contravention of an open burning prohibition may be issued a ticket for \$1,150, required to pay an administrative penalty of \$10,000 or, if convicted in court, fined up to \$100,000 and/or sentenced to one year in jail. If the contravention causes or contributes to a wildfire, the person responsible may be ordered to pay all firefighting and associated costs.

A poster explaining the different categories of open burning is available online:  
<http://ow.ly/znnv309kV5>

For more information on fire-related fines and penalties, visit: [www.gov.bc.ca/wildfirefines](http://www.gov.bc.ca/wildfirefines)

To report a wildfire or open burning violation, call 1 800 663-5555 toll-free or \*5555 on a cellphone. For the latest information on current wildfire activity, burning restrictions, road closures and air quality advisories, visit: <http://www.bcwildfire.ca>

You can also follow the latest wildfire news on:

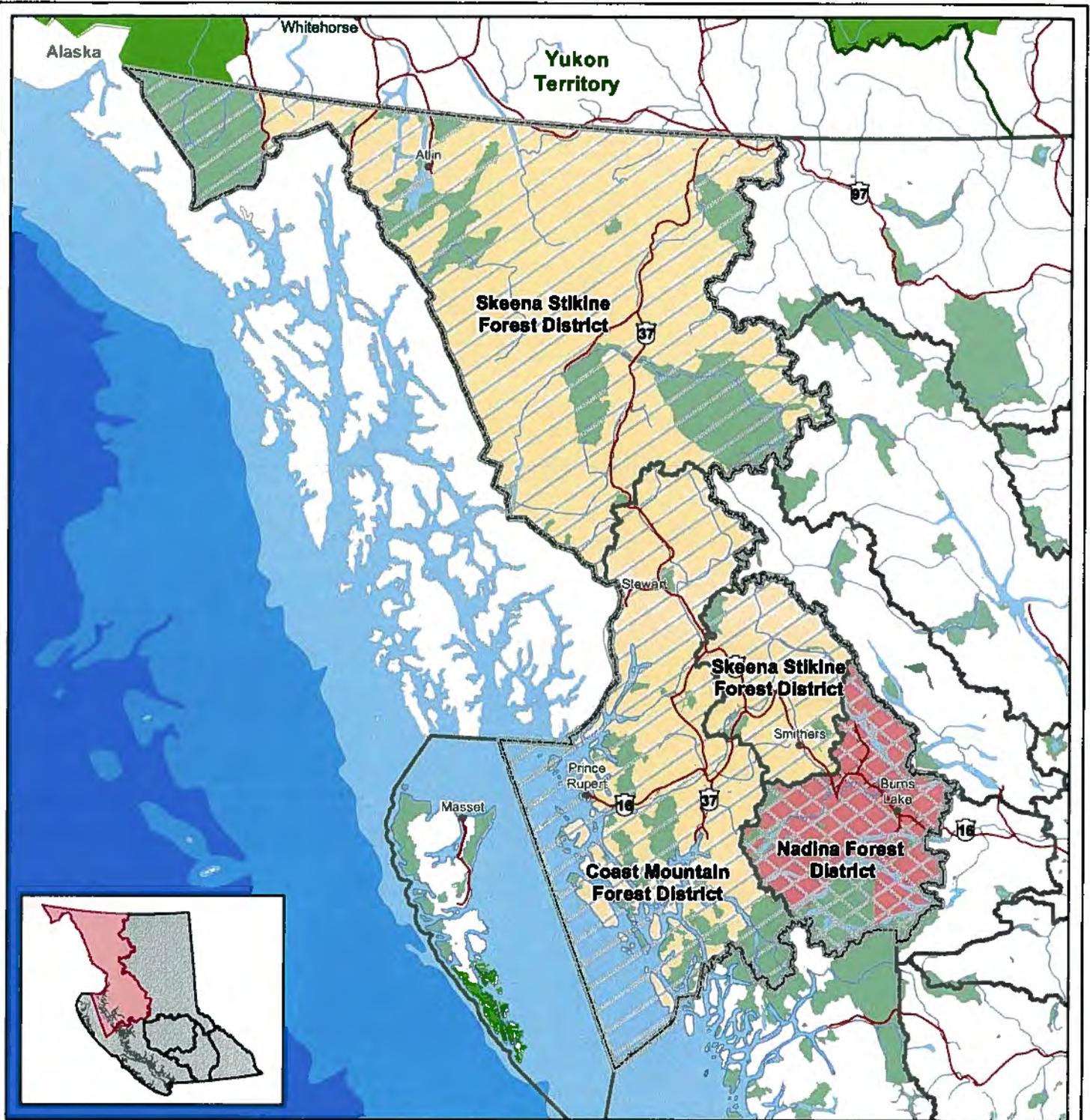
- Twitter: <http://twitter.com/BCGovFireInfo>
- Facebook: <http://facebook.com/BCForestFireInfo>

**Contact:**

Olivia Pojar  
Fire Information Officer  
BC Wildfire Service  
Northwest Fire Centre  
250 847-6639

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Connect with the Province of B.C. at: [www.gov.bc.ca/connect](http://www.gov.bc.ca/connect)



**Northwest Fire Centre  
Section 10 Prohibition,  
Restricted Open Fires**

- Full Open Burning Prohibition Area\*
- Partial Open Burning Prohibition\*
- Northwest Fire Centre
- Forest District
- BC Parks / Protected Area
- National Park

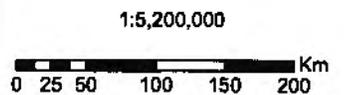
**Effective Date:**  
12:00 noon (PDT) Aug 23,  
2017

**\*Partial Open Burning Prohibition** restricts the following:  
 - Category 2 open fires  
 - Category 3 open fires  
 - Sky lanterns  
 - Binary exploding targets,  
 - Burn barrels or burn cages of any size or description

**\*Full Open Burning Prohibition** restricts the following:  
 - Campfires  
 - Category 2 open fires  
 - Category 3 open fires  
 - Sky lanterns,  
 - Binary exploding targets,  
 - Burn barrels or burn cages of any size or description  
 - Tiki torches  
 - Fireworks  
 - Firecrackers  
 - Outdoor stoves,  
 - Gas stoves and other portable campfire apparatuses not CSA or ULC approved

Produced by  
**BRITISH COLUMBIA**  
 www.gov.bc.ca  
 Ministry of Forests, Lands & Natural Resource Operations  
 BC Wildlife Service

Date: August 23, 2017  
 Created by: Khorhc  
 Coordinate System: NAD 1983 Alberta





## INFORMATION BULLETIN

For Immediate Release  
2017FLNR0241-001473  
Aug. 23, 2017

Ministry of Forests, Lands, Natural Resource Operations  
and Rural Development  
BC Wildfire Service

### **Campfires to be allowed again in parts of the Prince George Fire Centre**

PRINCE GEORGE – Effective at noon on Wednesday, Aug. 23, 2017, campfires will once again be allowed in some areas of the Prince George Fire Centre: the Prince George, Fort St. James, Mackenzie, Peace and Fort Nelson forest districts.

The combination of precipitation and a return to cooler, seasonal temperatures has reduced the wildfire danger in these northern and eastern portions of the Prince George Fire Centre.

However, some parts of the region remain dry and the wildfire risk in some areas is still high, so the campfire prohibition will remain in effect within the Vanderhoof Forest District.

A map of the affected areas and their associated prohibitions is available online at:  
<http://ow.ly/oOX530eCNya>

- In the Prince George, Fort St. James, Mackenzie, Peace and Fort Nelson forest districts, the following activities will remain prohibited:
  - Category 2 and Category 3 open fires
  - the use of sky lanterns, binary exploding targets, and burning barrels or burning cages of any size or description
- In the Vanderhoof Forest District, the following activities will remain prohibited:
  - campfires
  - Category 2 and Category 3 open fires
  - the use of sky lanterns, binary exploding targets, and burning barrels or burning cages of any size or description
  - the use of tiki torches, fireworks and firecrackers
  - the use of outdoor stoves
  - the use of stoves and other portable campfire apparatuses that are not CSA-approved or ULC-approved

These prohibitions do not apply to CSA-rated or ULC-rated cooking stoves or portable campfire apparatuses that use briquettes, liquid or gaseous fuel, so long as the height of the flame is less than 15 centimetres.

These prohibitions cover all B.C. Parks, Crown lands and private lands, but do not apply within the boundaries of a local government that has forest fire prevention bylaws and is serviced by a fire department. Always check with local authorities to see if any other burning restrictions are in place before lighting any fire.

Anyone found in contravention of an open burning prohibition may be issued a ticket for

\$1,150, required to pay an administrative penalty of \$10,000, or, if convicted in court, fined up to \$100,000 and/or sentenced to one year in jail. If the contravention causes or contributes to a wildfire, the person responsible may be ordered to pay all firefighting and associated costs.

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You can also follow the latest wildfire news on:

- Twitter at <http://twitter.com/BCGovFireInfo>
- Facebook at <http://facebook.com/BCForestFireInfo>

**Contact:**

Olivia Pojar  
Fire Information Officer  
BC Wildfire Service  
Prince George Fire Centre  
250 847-6639

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**Cheryl Anderson**

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**Subject:** FW: Wildfire: Memo – CEO update – NH Partners

**From:** Collins, Eryn [<mailto:Eryn.Collins@northernhealth.ca>]  
**Sent:** August 17, 2017 3:11 PM  
**To:** Communications Account <[Hello@northernhealth.ca](mailto>Hello@northernhealth.ca)>  
**Subject:** Wildfire: Memo – CEO update – NH Partners

|              |   |
|--------------|---|
| <b>Date:</b> | August 17, 2017                           |
| <b>To:</b>   | Northern Health Stakeholders and Partners |
| <b>From:</b> | Cathy Ulrich, President and CEO           |
| <b>Re:</b>   | Wildfire: Memo – update – Stakeholders    |

The wildfire / evacuee situation has seen positive developments this week, with the lifting of several evacuation orders and alerts in the Cariboo region. The evacuation alert for Williams Lake has now been rescinded, and Northern Health's focus is shifting to the return of Interior Health patients to their home communities and facilities.

#### **Evacuees returning to Williams Lake**

With the lifting of the Evacuation Alert for the City of Williams Lake, Northern Health is working closely with Interior Health (IH) on repatriating IH's community care, assisted living, long-term care and acute care patients back to their home communities. With careful coordination, we are working to ensure continued care and support for evacuees throughout the repatriation and re-entry process.

Over the coming days, NH will support the transfer of evacuees, beginning with community clients from the UNBC dorms and other NH facilities where clients are being cared for. This group is being moved today. Assisted Living clients will also be going home to Williams Lake today. Discussions with IH are underway to support the return of evacuees who still require a higher level of care, including long-term care and some acute and hemodialysis patients, over the coming days and weeks.

The phased return of evacuated clients, residents and patients is in coordination with Interior Health's resumption of services in Williams Lake.

Northern Health facilities and programs in Prince George and Quesnel have been providing care and services to more than 200 patients and residents evacuated from Williams Lake. For example, Gateway Lodge accommodated more than 90 additional residents; NH staff supported approximately 50 assisted living and home care clients in residences at the University of Northern BC. Several Northern Health and partner facilities, in Prince George and Quesnel, have also supported evacuated IH clients. NH has received recognition from both Interior Health and the Ministry of Health for the work that has been undertaken by staff and physicians on the evacuation response.

#### **Services for remaining evacuees**

According to the City of Prince George, the number of evacuees requiring lodging and other services has gradually dwindled as evacuation orders and alerts have been lifted. Those evacuees who remain are now in commercial lodging in Prince George.

The Prince George emergency reception centre has been relocated to the downtown Prince George Conference and Civic Centre. Cariboo evacuees can also access services from the Salvation Army and Canadian Red Cross at that location.

**More information:**

We will continue to update you on this situation. If you have questions or concerns, please contact Steve Raper at [Steve.Raper@northernhealth.ca](mailto:Steve.Raper@northernhealth.ca) or 250-640-0904.

For more information about wildfires and related developments:

- [Wildfire updates on OurNH](#)
- [Northern Health wildfire information \(northernhealth.ca\)](#)
- [Interior Health wildfire information \(including info for returning residents\)](#)
- [City of Prince George evacuee information](#)
- [Cariboo Regional District Emergency Operations Centre](#)
- [BC Wildfire Service - Fire Information](#)
- [Emergency Info BC](#)

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**geraldine.craven**

---

**From:** LCLB SBRT:EX <lclb.lclb@gov.bc.ca>  
**Sent:** August 15, 2017 2:07 PM  
**Subject:** Invitation for input – special event permit policy

Hello,

The Province of British Columbia invites permittees, industry associations, and interested parties to provide input on the proposed policy exempting eligible Special Event Permit holders from donating event profits. Comments will be accepted until **September 15, 2017**.

<http://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/publications-resources/consultation-reports>

Thank you,

Liquor Control and Licensing Branch  
[www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

 Please consider the environment before printing this email.  
To protect your privacy, Liquor Control and Licensing Branch will not accept electronically transmitted applications containing credit card information.



- Forcing community members to drive great distances over less than desirable terrain and road conditions to receive postal service. Customers are being forced to adapt to what Canada Post Corporation dictates. These reduced services may be convenient for Canada Post, but not necessarily convenient for the community.
- A job and resulting wage has been taken out of the community.
- Loss of a Postmaster who could act as a witness and certify photocopies, free of charge, for government applications.

In the past few years we have seen several rural British Columbia Post Offices closed when the Postmaster has retired or resigned. Canada Post Corporation is obligated to perform a community outreach prior to a Post Office closure. Part of this outreach is to contact the local governing body. This is why we are writing to you. We believe that Canada Post does not provide all the options when discussing a Post Office closure with you. We are not even sure if they propose the option of keeping the Post Office open! The Canadian Postal Service Charter dated September 12, 2009, states "the provision of postal services to rural regions of the country is an integral part of Canada Post's universal service" and "the moratorium on the closure of rural post offices is maintained." Sometimes Canada Post forgets these statements or chooses to find a way around them.

Corporate Post Offices staffed by CPAA members have a proven record of providing responsible, professional, and consistent service. CPAA Post Offices are staffed by trained, competent and reliable employees. CPAA members have the ability to meet the needs of the communities we serve. We know and understand our communities and have earned the trust and respect of our neighbours.

The closure of a post office will take away the personal touch from the community. It is hard to talk to a metal box. Please support your community and your Postmaster. Canada Post is obligated by the Canadian Postal Charter to retain and support service to rural communities. There is a moratorium on Post Office closures and if the community is in favour of keeping their Post Office, Canada Post is obligated to try to staff and provide this service to the community. As a representative of Germansen Landing, you may be asked to make this decision for the community. We ask for your support; if you are ever faced with making the decision as to whether or not to retain a Post Office in Germansen Landing we hope you will consider these points and remember what an important role our rural Post Offices play in their communities.

If you have any questions please do not hesitate to contact me.

Sincerely,



Carolyn Elliott  
Vice-President  
CPAA BC & Yukon Branch  
3711 Bosun Way  
Pender Island BC V0N2M2

From: Council of Forest Industries <gillrie@cofi.org>  
Sent: August-17-17 10:31 AM  
To: Rodney Holland  
Subject: COFI Community Dinner - September 21, 2017 - RSVP Required

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REGIONAL DISTRICT OF  
BULKLEY NECHAKO



*The BC Council of Forest Industries  
is pleased to invite you to our*

**2017 COFI  
Community Dinner**

This community dinner brings together forest industry executives with senior representatives of local and provincial governments, First Nations, businesses, chambers of commerce, and Provincial Ministers, MLAs, and MPs.

*When*

**Thursday, September 21, 2017**  
Reception 5:45 pm  
Dinner 7:00 pm  
Complimentary Dinner and No-Host Bar

*Where*

**Coast Inn of the North**  
770 Brunswick St, Prince George, BC V2L 2C2

*Please RSVP*

**Space is limited**  
**Please RSVP by Friday, September 8, 2017**  
to Diana Gillrie - Phone 778.760.1166 or via email to [gillrie@cofi.org](mailto:gillrie@cofi.org)

COFI Member Companies thank our Sponsors

BC NATURAL RESOURCES  
FORUM

January 16-18, 2018

**SAVE THE DATE!**

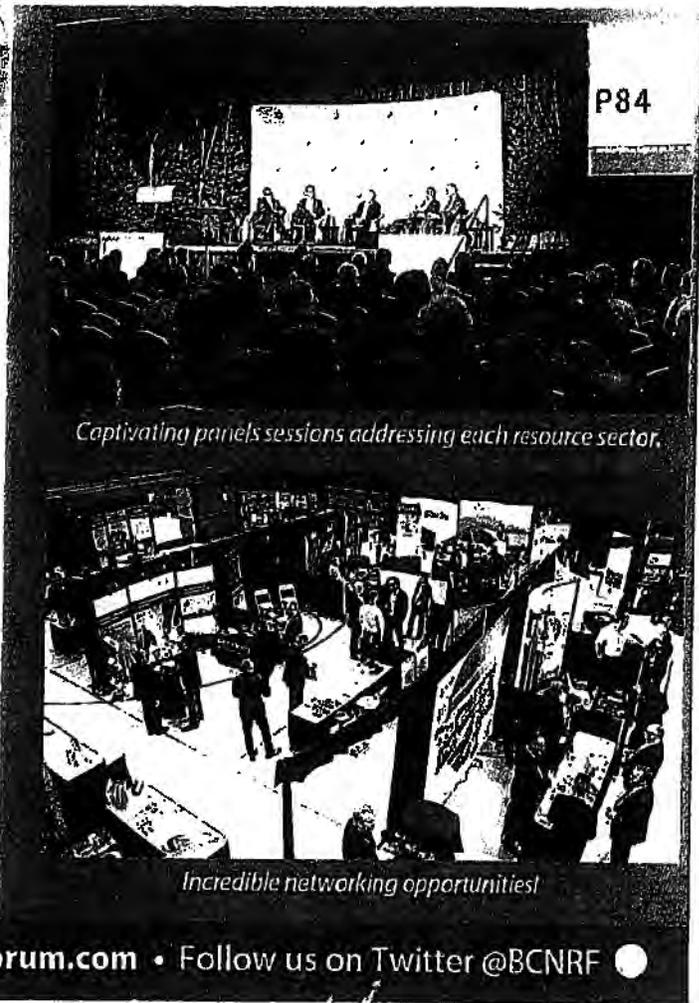
**15th Annual BC Natural Resources Forum**  
*Prince George Civic Centre*

The Forum presents an excellent opportunity to network and hear from First Nations, resource sector and government leaders on the future direction of the resource sectors

Join in on the popular opening banquet, tradeshow, panel sessions, keynote luncheons, workshops, receptions, and the many associated events!

**Registration opens September 18th, 2017**

Last year's Sponsors and Exhibitors have First-Right of Refusal until September 15th. Contact [info@bcnaturalresourcesforum.com](mailto:info@bcnaturalresourcesforum.com) to be added to a waitlist.



*Captivating panels sessions addressing each resource sector.*

*Incredible networking opportunities!*

For further details visit [www.BCNaturalResourcesForum.com](http://www.BCNaturalResourcesForum.com) • Follow us on Twitter @BCNRF

## 2017 UBCM Minister Meeting Requests

- **Minister of Health** (Jerry Petersen – introductions)
  - Fort St. James Hospital Replacement (Rob MacDougall and Tom Greenaway)
  - Seniors Health Care and gap in assisted living (Darcy Repen & Gerry Thiessen)
  - Resource Benefits Alliance
- **Minister of Transportation and Infrastructure** (Bill Miller – introductions)
  - Colleymount Road (Eileen Benedict)
  - Need for more passing lanes on Hwy 16 (Bill Miller)
  - Northroad (Fort St. James to Mackenzie Connector) – opposition to change from MOTI Road to Forestry Road (Tom Greenaway)
  - Resource Benefits Alliance
- **Minister of Municipal Affairs and Housing** (Bill Miller – introductions)
  - Housing – prohibitive creating housing due to regulations and owner/builder restrictions (Gerry Thiessen & Darcy Repen)
  - Resource Benefits Alliance
- **Minister of Energy Mines and Petroleum Resources (Also Jennifer Rice if Possible)** (Bill Miller and Rob Newell)
  - Tailings Ponds (Equity Mine Dam Safety)
  - Oil and Gas Commission Process
  - Resource Benefits Alliance
- **Network BC (Rob Newell)**
  - Internet and cell phone connectivity
  - Resource Benefits Alliance
- **Minister of Agriculture** (Mark Parker – lead and Mark Fisher – support)
  - Tree planting agricultural land for carbon offsets
  - Foreign ownership of agricultural land
  - Agricultural Land Commission (support)
  - Resource Benefits Alliance
- **Minister of Forests, Lands and Natural Resource Operations, and Rural Development** (Gerry Thiessen & Bill Miller)
  - Wildfires (inability to protect resources)
  - Community Wildfire Protection Plans
  - Spruce Beetle
  - Harvesting practices (landscape objectives)
  - Grizzly Bear Population (impacts on ranchers and communities) (Shane Brien)
  - Jobs & Rural Development (Fibre Supply, other)
  - Resource Benefits Alliance
- Minister of Environment and Climate Change Strategy** (Mark Fisher)
  - Zero Waste
  - Landfill Guidelines
  - Resource Benefits Alliance
  - Water Licensing

**Minister of Finance (Darcy Repen)**

- Clean Water and Waste Water Fund (release of funds, allocation formulas and timelines)
- Infrastructure Funding
- Resource Benefits Alliance

**Minister of Mental Health and Addictions (Eileen Benedict and Gerry Thiessen)**

- Youth and Adult Mental Health Services
- Opioid Crisis
- Resource Benefits Alliance

**Minister of Public Safety and Solicitor General (Also Jennifer Rice if Possible)**

- Provincial Download of Emergency Preparedness (Bill Miller)
- Tailings Ponds (Equity Mine Dam Safety)
- Flood Mitigation
- Resource Benefits Alliance
- Dikes

# 2016 UBCM Mtgs & Attendees

## RDBN UBCM CONVENTION 2016 - VICTORIA PROVINCIAL MEETINGS/EVENTS/ETC.

Page 2

| DATE   | PLACE  | MINISTRY                                  | OFFICIAL  | ATTENDEES  | SUBJECTS  |
|--|--|---|---|--|---|
| Tuesday, September 27th<br>9:20 am - 9:35 am   | Parliament Buildings Room 305  | Transportation and Infrastructure         | Minister Todd Stone   | Lead Speakers: Chair Bill Miller, Director Eileen Benedict<br>Others: Melany deWeerd<br>Other Directors Attendance Optional  | Colleymount Road; Need for more passing lanes on Highway 16   |
| Tuesday, September 27th<br>11:00 am - 11:30 am | Victoria Marriott Inner Harbour Hotel, 728 Humbolt Street - Terrace Room A | Northern Health                           | Dr. Charles Jago, Board Chair & Cathy Ulrich, President and CEO | Lead Speaker: Chair Jerry Petersen.<br>Others: Directors Bill Miller, Tom Greenaway, Mark Parker, Eileen Benedict, Thomas Liversidge, Dwayne Lindstrom, Rob MacDougall, John Iles, Gerry Thiessen & CAO Melany de Weerd. | Fort St. James Hospital   |
| Tuesday, September 27th<br>6:50 pm - 6:06 pm   | Victoria Conference Centre - View Royal Room, Level 2                      | Community, Sport and Cultural Development | Minister Peter Fassbender                                       | Lead Speakers: Chair Bill Miller, Darcy Repen & Gerry Thiessen.<br>Others Required: Director Shane Brienen and CAO Melany de Weerd.<br>Other Directors Attendance Optional   | Provincial Download with Respect to the Community Charter: Emergency Preparedness; New Fire Service Act |

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## RDBN UBCM CONVENTION 2016 - VICTORIA PROVINCIAL MEETINGS/EVENTS/ETC.

Page 3

| DATE   | PLACE   | MINISTRY   | OFFICIAL                        | ATTENDEES   | SUBJECTS   |
|--|---|--|---------------------------------|---|--|
| Wednesday, September 28th<br>8:00 am - 9:30 am   | Fairmont Empress Hotel, Shaughnessy Ballroom, Lower Level | Technology, Innovation & Citizens' Services - Network BC | Susan Stanford & Howard Randell | Lead Speaker: Director Rob Newell.<br>Others Required: Chair Bill Miller, Directors Eileen Benedict, John Iles, Mark Parker, & CAO Melany de Weerd.<br>Other Directors Attendance Optional  | Internet and cell phone connectivity   |
| Wednesday, September 28th<br>10:20 am - 10:35 am | Parliament Buildings - Room 337                           | Health   | Minister Terry Lake             | Lead Speaker: Chair Jerry Petersen, Directors Rob MacDougall, Tom Greenaway and Gerry Thiessen. Others: Bill Miller, Rob Newell, Eileen Benedict, John Iles, Mark Fisher, Mark Parker, Shane Brienen, Taylor Bachrach, Thomas Liversidge & CAO Melany de Weerd. | Fort St. James Primary Care Clinic and Hospital and Seniors Health Care                                    |
| Wednesday, September 28th<br>4:50 pm - 5:05 pm   | Parliament Buildings Room 241 - Cedar Room                | State, Emergency Preparedness                            | Minister Naomi Yamamoto         | Lead Speaker: Director Darcy Repen, Chair Bill Miller, Gerry Thiessen & Rob Newell.<br>Others Required: CAO Melany de Weerd.<br>Other Directors Attendance Optional   | Provincial Downloading of Emergency Preparedness, New Fire Services Act and Dangerous Goods Transportation |

**RDBN UBCM CONVENTION 2016 - VICTORIA  
PROVINCIAL MEETINGS/EVENTS/ETC.**

Page 4

| DATE  | PLACE                                | MINISTRY   | OFFICIAL                   | ATTENDEES   | SUBJECTS   |
|---|--------------------------------------|--|----------------------------|---|--|
| Thursday, September 29th<br>9:00 am - 9:15 am | Parliament<br>Buildings Room<br>325  | Agriculture  | Minister Norm<br>Lethbride | Lead Speakers: Directors Mark Parker & Mark<br>Fisher.<br>Others Required: Chair Bill Miller, Gerry<br>Thiessen, Tom Greenaway & CAO Melany de<br>Weerd.<br>Other Directors Attendance Optional | Tree planting agricultural land for carbon<br>offsets; Foreign ownership of agricultural<br>land; Support for Beyond the Market Program;<br>Access to \$800 Million Mountain Pine Beetle<br>monies to undergo regional trials and<br>assessment of crops |
| Thursday, September 29th<br>2:00 pm - 2:15 pm | Parliament<br>Buildings Room<br>#248 | Forests, Lands &<br>Natural Resource<br>Operations | Minister Steve<br>Thomson  | Lead Speaker: Director Darcy Repey & Shane<br>Brienen.<br>Others Required: Chair Bill Miller, Director Mark<br>Fisher & CAO Melany de Weerd.<br>Other Directors Attendance Optional             | Provincial Downloading - Dikes (communities<br>within RDBN that have been impacted by the<br>responsibility and maintenance)   |

49

50

RECEIVED

**roxanne.Shepherd**

---

**Subject:** FW: MIABC Voting Delegate

**From:** Claudia Chan [mailto:cchan@miabc.org]  
**Sent:** August 22, 2017 4:34 PM  
**To:** roxanne.Shepherd <roxanne.shepherd@rdbn.bc.ca>  
**Subject:** MIABC Voting Delegate

The 30th Annual General Meeting of the Municipal Insurance Association of BC's (MIABC's) subscribers is scheduled to take place from 4:00 - 5:30 p.m. on Tuesday, September 26th at the Fairmont Waterfront Hotel in the Mackenzie Room.

A reception hosted by the MIABC will immediately follow the AGM and will take place in the Waterfront Ballroom.

This year, the following positions are up for election:

- Group A - three-year term
- Group B - three-year term
- Group C - three-year term
- Group D - three-year term
- Regional District - three-year term
- Director-at-Large - one-year term

Interested candidates should contact Director Paul Gill, Chair of the Nominating Committee, c/o the MIABC office.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement, the following delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate or two alternates, please forward a resolution of your Council/Board directing these changes to the MIABC by September 21st, 2017. }

The AGM Booklet with further voting information and the 2017 Resolutions will be distributed by on September 8, 2017.

Voting Delegate: Director Eileen Benedict  
Email address: [benedict@xplornet.com](mailto:benedict@xplornet.com)

Alternate #1: Director Bill Miller  
Email address: [bill.miller@rdbn.bc.ca](mailto:bill.miller@rdbn.bc.ca)

Alternate #2:  
Email address:

Regards,  
Claudia Chan



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**COMMITTEE OF THE WHOLE**  
**MEMORANDUM**

**TO: Chair Miller and Board of Directors**

**FROM: Wendy Wainwright**  
**Executive Assistant**

**DATE: August 28, 2017**

**SUBJECT: 2017 Union of B.C. Municipalities Convention Northern Health Meeting Invitation**

---

On August 23, 2017 staff received a meeting invitation from Northern Health for the upcoming UBCM Convention. Staff requested a meeting to discuss the following topics:

- Fort St. James Primary Care Clinic and Hospital and Tom Greenaway)
- Seniors Health Care
- Youth and Adult Mental Health Services
- Opioid Crisis

The meeting has been scheduled for Tuesday, September 26, 2017 at 9:00 a.m. to 9:30 a.m.

**RECOMMENDATION: (All/Directors/Majority)**

**Receive**

---

## UBCM 2017 - Meeting Confirmation

---

|                   |   |
|-------------------|---|
| <b>Date:</b>      | <b>Tuesday September 26 , 2017</b>  |
| <b>Time:</b>      | <b>9:00 asm – 9:30 am</b>   |
| <b>Location:</b>  | <b>Fairmont Waterfront Hotel (900 Canada Place, Vancouver) in the <b>Nootka Room.</b></b>                                 |
| <b>Between:</b>   | <b>Northern Health &amp; Regional district of Bulkley-Nechako</b>   |
| <b>Attendees:</b> | <b>Jerry Petersen, Chair, Directors: Bill Miller, Eileen Benedict, Rob MacDougall, Tom Greenaway &amp; Gerry Thiessen</b> |

Thank you for providing topics that you wish to discuss. To assist Northern Health in preparing for this meeting please provide as many details as possible regarding the topics provided and email to [lrma.trudel@northernhealth.ca](mailto:lrma.trudel@northernhealth.ca)

**Topic: The replacement of Fort St. James Hospital**

Overview / Background of Topic:

- 

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**Topic: Senior Health Care & Gap in Assisted Living**

Overview / Background of Topic:

- 

---

**Topic: Youth & Adult Mental Health Services**

Overview / Background of Topic:

- 

---

**Topic: Opioid Crisis**

Overview / Background of Topic:

- 

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**Topic: Resource Benefits Alliance**

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geraldine.craven

---

**From:** Trudel, Irma <irma.trudel@northernhealth.ca> on behalf of NH Administration <NHAdministration@northernhealth.ca>  
**Sent:** August 22, 2017 2:43 PM  
**To:** Bill Miller; inquiries  
**Subject:** Invitation to Meet with Northern Health during UBCM  
**Attachments:** NI-Regional District of Bulkley Nechako-Aug22.pdf

Hello,  
Please find attached an invitation to meet with Northern Health during UBCM.

*Cheers!*

Irma Trudel  
Administrative Assistant to Board and Administration Services

**Northern Health**  
600-299 Victoria Street  
Prince George, BC V2L 5B8  
Tel: 250.649.7038  
Fax: 250.565.2640



***the northern way of caring***

The contents of this electronic mail transmission are PRIVILEGED, intended to be CONFIDENTIAL, and for the sole use of the designated recipient. If this message has been misdirected, or if a resend is desired, please contact the sending office as soon as possible.

**RECEIVED**  
AUG 23 2017  
REGIONAL DISTRICT OF  
BULKLEY NECHAKO

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## INVITATION

August 22, 2017

Chair Bill Miller  
Regional District of Bulkley-Nechako  
Box 820, 37 3rd Avenue  
Burns Lake, BC  
Via email:  
[bill.miller@rdbn.bc.ca](mailto:bill.miller@rdbn.bc.ca)  
[inquiries@rdbn.bc.ca](mailto:inquiries@rdbn.bc.ca)

Dear Chair Miller:

**Re: Union of BC Municipalities Convention, Vancouver BC**

At the upcoming UBCM convention I will be joining Colleen Nyce, Northern Health Board Chair, for the opportunity to meet one-on-one with local government representatives to discuss any health care issues or questions they may have. If you are interested in meeting with us, we invite you to contact our offices to arrange a time convenient for you.

We will be hosting meetings throughout Tuesday, September 26<sup>th</sup> and Wednesday, September 27<sup>th</sup> both days we will be available to meet between 8:30am – 4:30pm. Meetings will be held in Fairmont Waterfront Hotel (900 Canada Place, Vancouver) in the **Nootka Room**.

To book an appointment please contact Irma Trudel, Administrative Assistant, at (250) 649-7038 or by email at [nhadministration@northernhealth.ca](mailto:nhadministration@northernhealth.ca) no later than **Friday September 15th**. If you can please provide the names of who will be in attendance and the specific topics you would like to discuss that would be helpful. A reminder to provide as much detail as possible to assist us in preparing for the discussion.

We look forward to seeing you in September.

Sincerely,

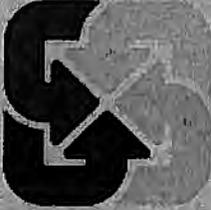


Cathy Ulrich  
President and Chief Executive Officer  
Northern Health

geraldine.craven

**From:** Union of BC Municipalities <convention@ubcm.ca>  
**Sent:** August 11, 2017 3:52 PM  
**To:** inquiries  
**Subject:** UBCM Convention Bulletin #2

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UBCM 2017

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*The UBCM Convention Bulletin is a service provided to all registrants, as well as to staff who are organizing the attendance of elected officials, in advance of the UBCM Convention. If you do not wish to receive updates on the 2017 Convention, you may unsubscribe using the link below.*

**UBCM Convention Early Bird Registration Pricing Extended**  
 Early bird registration rates for all local government and First Nations members have been extended until August 25. Please visit the [online registration form](#) to register and be sure to review the [registration policies](#) before completing the registration process.

**Government Appointments**  
 The provincial meeting process is coordinated directly by provincial staff. Please [contact them directly](#) with your meeting request.

**Sip n' See Trade Show Reception**  
 Start planning your week now! The UBCM Trade Show is open Wednesday 10:30 am - 5:00 pm and Thursday 10:00 am - 3:00 pm. Be sure to block Wednesday September 27 from 4:00 to 5:00 pm and stop by the Show to enjoy a cool beverage and a few nibbles at our inaugural *Sip n' See Reception* in Exhibition Halls B/C. *Special thanks to our 2017 Trade Show Sponsors Shaw Communications and BC Government and Service Employees' Union.*

**Annual Banquet - Thursday, September 28**  
 An elegant and entertaining evening, the Annual Banquet is an opportunity for delegates and their partners to network with colleagues from around the province. This semi-formal event includes a reception, three-course meal and entertainment provided by [The HitZone](#). Seating is limited and [pre-registration](#) is required. There will be no reserved seating at the UBCM Banquet this year. Table seating will be first come, first served.

August 11, 2017  
Bulletin #2



**Quick Links**  
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www.ducks.ca  
  
 DUC Conservation & Restoration  
 250-516-4259  
 r\_curtis@ducks.ca



### Sign Up Your Partner to See the Sights

While you're in session, why not sign up your partner, friend or family member for a group tour to see the sights and meet new UBCM friends! See spectacular vistas riding the Gondola in Squamish, enjoy lunch on the water cruising Indian Arm, or walk in the wild at the Capilano Suspension Bridge Park. Pre-booking is a must - learn more about [Partner Program](#)

[Tours](#) on [ubcm.ca](#).

### Onsite Child Minding Now Available

For the first time, [Child Minding Services](#) are available onsite this year during the daytime convention program. UBCM members must pre-register their children by August 25 with Jamee Justason, Executive & Association Services Coordinator by completing the *Child Minding Registration Package*. For more information, please contact Jamee at [jjustason@ubcm.ca](mailto:jjustason@ubcm.ca).

### 2017 Walk for Reconciliation - Sunday, September 24

Reconciliation Canada and the City of Vancouver are hosting a Walk for Reconciliation on Sunday September 24, 2017 to celebrate a shared commitment to transforming and renewing relationships between Indigenous peoples and all Canadians. This event is being held in Vancouver the day prior to the UBCM Convention start, presenting a unique opportunity for interested local government representatives to participate. For more information, visit the [Walk for Reconciliation website](#).

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Union of BC Municipalities, 60 - 10551 Shellbridge Way, Richmond, BC V6X 2W9 Canada

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**Melany Deweerdt**

**From:** Union of BC Municipalities <convention@ubcm.ca>  
**Sent:** August 25, 2017 3:14 PM  
**To:** Melany Deweerdt  
**Subject:** UBCM Convention Bulletin #3

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*The UBCM Convention Bulletin is a service provided to all registrants, as well as to staff who are organizing the attendance of elected officials, in advance of the UBCM Convention. If you do not wish to receive updates on the 2017 Convention, you may unsubscribe using the link below.*

**Registration & Cancellation Deadlines**  
 Online registration closes September 15 at 4:30 pm. If you need to cancel your registration, please note the deadline to receive a 50% refund is August 25. There will be **no refunds after 4:30 pm on August 25**. Registration after September 15 must be done on-site with payment. substitutions are permitted. Please notify UBCM of any changes and/or cancellations in writing by emailing [convention@ubcm.ca](mailto:convention@ubcm.ca).

**New in 2017 - Conference Code of Conduct: Statement of Expectations**  
 At the 2016 UBCM Convention, delegates endorsed resolution B103 asking UBCM to implement a conference code of conduct. As a first step for 2017, the Executive has issued a [Statement of Expectations](#) for delegates and conference participants. The conference code of conduct will be fully implemented in 2018 when a formal process for reporting complaints to an independent mediator will be established. The mediator will be charged with investigating and dealing with all complaints in an expeditious manner. While it is our hope that the mediator's services will not be required, the UBCM Executive wanted to advise members that it has acted on the memberships' direction.

**Partner Program Tour Desk**

August 25, 2017  
Bulletin #3



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www.ducks.ca


DUC Conservation & Restoration  
250-516-4299  
r\_curtis@ducks.ca



Questions about your pre-booked tour? Please see the Tour Concierge at the UBCM Partner Program Desk located in the VCC lobby, Tuesday 12:00pm - 4:00pm, Wednesday 8:30am - 4:30pm and Thursday 8:30am - 12:30pm. Please check-in at the Partner Program Desk at least 15 minutes before your tour start time. Space still available-so

join the fun! To purchase tours, learn how on the [2017 Partner Program](#) page on [ubcm.ca](http://ubcm.ca) or email [convention@ubcm.ca](mailto:convention@ubcm.ca).

### Test Drive Electric Vehicles!

On Thursday, September 28, from 12:00 pm - 5:00 pm, UBCM delegates will have the opportunity to test drive a selection of the latest electric vehicles (EVs) available for purchase in British Columbia. Presented by the Clean Energy Vehicle Point-of-Sale Purchase Incentive Program (CEVforBC™), test drives will start and end outside of the Vancouver Convention Centre, near Jack Poole Plaza, and occur on a designated driving route through Stanley Park. Sign up for your test drive at Registration Services during the UBCM Convention and experience first-hand the benefits of EVs.

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