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REGIONAL DISTRICT OF BULKLEY-NECHAKO
COMMITTEE OF THE WHOLE
AGENDA

Thursday, May 14, 2015

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>CALL TO ORDER</u>	
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>AGENDA</u> – May 14, 2015	Approve
	<u>MINUTES</u>	
2-8	Committee of the Whole Meeting Minutes – April 16, 2015	Receive
	<u>REPORTS</u>	
9-10	Chair Miller – Notes from CEO/CAO Forum, Municipal Finance Authority AGM, Council of Forest Industries Convention	Receive
11-17	Hans Berndorff, Financial Administrator - Quarterly Financial Report – March 1, 2015	Receive
18	Corrine Swenson, Manager of Regional Economic Development- SWOT Update	Receive
	<u>CORRESPONDENCE</u>	
19	RDBN Letter to Premier Christy Clark and Rio Tinto Alcan RE: Nechako Reservoir Water Use Plan	Ratify
	<u>DISCUSSION ITEM</u>	
20-36	Regional District of Bulkley-Nechako Procedure Bylaw No. 1633, 2012	
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>SPECIAL IN-CAMERA MEETING MOTION</u>	

In accordance with Section 90 (2)(b) of the *Community Charter*, it is the opinion of the Regional District of Bulkley-Nechako that matters pertaining to consideration of information received relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party, be held in confidence, including communications necessary for that purpose (NW Resource Alliance) must be closed to the public therefore exercise their option of excluding the public for this meeting.

ADJOURNMENT



REGIONAL DISTRICT OF BULKLEY-NECHAKO

COMMITTEE OF THE WHOLE MEETING

Thursday, April 16, 2015

PRESENT: Chairperson Bill Miller

Directors Taylor Bachrach
Eileen Benedict
Shane Brienen
Mark Fisher
Dwayne Lindstrom
Rob MacDougall
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Luke Strimbold
Gerry Thiessen

Directors Absent Tom Greenaway, Electoral Area "C" (Fort St. James Rural)
Thomas Liversidge, Village of Granisle

Alternate Directors Linda McGuire, Village of Granisle

Staff Gail Chapman, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
Hans Berndorff, Financial Administrator
Janine Dougall, Director of Environmental Services
Corrine Swenson, Manager of Economic Development
Wendy Wainwright, Executive Assistant

Others Stephen Burkholder, General Manager, Pacific Timber – arrived at 12:31 p.m.
Heather Cullen, Director of Project Implementation, Pricing and Tenures, Omineca, Prince George, Ministry of Forests, Lands and Natural Resource Operations – arrived at 12:31 p.m.
Karl Garrett, Mill Manager, Pacific Timber – arrived at 12:31 p.m.
Terry Lazaruk, CanFor
Martin Littlejohn, Western Canada Mountain Bike Tourism Association – Via Teleconference – 11:20 a.m. to 11:48 a.m.
Patrick Lucas, David Nairne & Associates – Via Teleconference - 11:20 a.m. to 11:48 a.m.
Diane MacKay, Fire Centre Manager, Northwest Fire Centre, Ministry of Forests, Lands and Natural Resource Operations – arrived at 12:31 p.m.

CALL TO ORDER

Chair Miller called the meeting to order at 11:18 a.m.

**SUPPLEMENTARY
 AGENDA & AGENDA**

Moved by Director Benedict
 Seconded by Alt. Director McGuire

C.W.2015-4-1

"That the Supplementary Agenda be received and dealt with at this meeting; and further, that the Agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of April 16, 2015 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Committee of the Whole
 Minutes – March 12, 2015

Moved by Director Petersen
 Seconded by Director Newell

C.W.2015-4-2

"That the Committee of the Whole meeting minutes of March 12, 2015 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DELEGATION

**NORTHERN BC MOUNTAIN BIKE RECREATION AND TOURISM DEVELOPMENT
 STRATEGY – VIA TELECONFERENCE – Martin Littlejohn, Western Canada Mountain Bike
 Tourism Association and Patrick Lucas, David Nairne & Associates RE: Update**

Chair Miller welcomed Martin Littlejohn, Western Canada Mountain Bike Tourism Association and Patrick Lucas, David Nairne & Associates.

A PowerPoint Presentation was provided.

Northern BC Mountain Bike Recreation and Tourism Development Strategy

Northern BC Mountain Bike Tourism Strategy

- Partnership between MBTA (Mountain Bike Tourism Association) & Northern BC Tourism;
- Goals:
 - o Establish the economic viability for northern communities to collaborate;
 - o Develop a strategy to increase visitation rates, revenues, funding, trails, etc.

Northern BC Mountain Bike Recreation & Tourism Area

- Terrace;
- Smithers;
- Telkwa;
- Houston;
- Burns Lake;
- Fraser Lake;
- Fort St. James;
- Vanderhoof;
- Prince George;
- Mackenzie;
- McBride;
- Valemount.

DELEGATION (CONT'D)

NORTHERN BC MOUNTAIN BIKE RECREATION AND TOURISM DEVELOPMENT STRATEGY – VIA TELECONFERENCE – Martin Littlejohn, Western Canada Mountain Bike Tourism Association and Patrick Lucas, David Nairne & Associates RE: Update

Northern BC has the potential to become a significant destination for mountain bike recreation and tourism.

Mountain Bike Travellers are seeking opportunities and destinations that can provide a broad diversity and variety of riding experiences that the communities of northern BC can best provide through collaboration.

Key Findings

- Mountain bike recreation has significant social & community benefits:
 - o Participation rose over 400% between 1987 & 2000;
 - o 21% of BC residents participate in Mountain Bike biking;
- Mountain Bike tourism generates significant economic benefits:
 - o Mountain bike tourists are motivated to travel;
 - o Awareness of Northern BC is growing;
- Mountain bike tourism is a growing and increasingly lucrative market:
 - o Sea to Sky corridor: trails generated \$10.3 million in visitor spending in 2006, 200 jobs;
 - o Squamish: \$8 million annually (2013);
 - o Rossland & Golden: \$500,000 to \$1,000,000 annually;
 - o Cariboo Chilcotin: \$1.61 million annually;
 - o Oregon: 4 Mountain Bike bike events generate \$2.6 annually;
 - o 7 Stanes – Scotland: \$16.4 million (CAD) annually.

Regional Collaboration

- Regions that engage in collaboration experience:
 - o Substantial growth in number of riders on trails;
 - o More visitors;
 - o More economic activity;
 - o More employment;
 - o Increased value of the mountain bike recreation & tourism sector;
 - o Greater participation in regional mountain bike events.

What are Mountain bikers looking for?

Trails!

- Diversity & progressive challenges;
- Offering unique experiences & designed to the highest standard;
- Well maintained;
- Quality over quantity;
- Epic or signature trails are important attractions.

Other Key elements

- Travel & Transportation;
- Seasonal considerations;
- Reputation;
- Culture;
- Costs;
- Events & festivals;
- Supporting amenities & accommodations.

DELEGATION (CONT'D)

NORTHERN BC MOUNTAIN BIKE RECREATION AND TOURISM DEVELOPMENT STRATEGY – VIA TELECONFERENCE – Martin Littlejohn, Western Canada Mountain Bike Tourism Association and Patrick Lucas, David Nairne & Associates RE: Update

Northern BC as a mountain bike destination

Impression of Northern BC

- No trails!
- Short season!
- Isolated!
- Too Far!
- No Information!
- Hard to reach!
- **BUGS!!**

Intention of visiting Northern BC

- As awareness improves, intention increases;

Travel motivations & preferences

- Majority will travel by car;
- Seeking information on trail loops, itineraries & circle routes;

Sources of Information

- Recommendation from friends (reputation);
- Video & photography;
- Mountain bike related websites (mountainbikingbc.ca).

Most immediate opportunity for growth?

- Local Markets;
- Create awareness and increase participation throughout the region;
- Encourage new riders & demographics (women and families);

Inter-regional & provincial market

- BC residents represent 61% of leisure travelers to northern BC & 51% of total leisure travel spending;
- Mountain bike travelers survey indicated a strong likelihood of travel to northern BC (17%);
- Yellowhead corridor could attract significant riders from within the province;

Inter-provincial market

- Largest potential market: Alberta as well as the Yukon;
- Sport is growing rapidly in the province;
- Proximity to highways from Alberta can impact tourism;
- Albertans represent 15% of visitors to mountainbikingbc.ca.

Target Markets

- US market:
 - o 2006 study showed 135,000 US visitors visited BC for mountain biking;
 - o Visitors from Washington & Alaska enter region via ferry – 250,000 passengers in 2012;
 - o Alaska is a strong attraction, visitors may be compelled to stay longer in the Yellowhead corridor for riding opportunities.
- International market:
 - o Substantial number of international visitors in BC for mountain biking each year;
 - o German visitors show greatest interest;
 - o International visitors are drawn by scenery;
 - o Mountain biking is growing rapidly in Europe and other regions around the world;
 - o BC is recognized as a primary destination.

DELEGATION (CONT'D)

NORTHERN BC MOUNTAIN BIKE RECREATION AND TOURISM DEVELOPMENT STRATEGY – VIA TELECONFERENCE – Martin Littlejohn, Western Canada Mountain Bike Tourism Association and Patrick Lucas, David Nairne & Associates RE: Update

Mountain Bike Recreation & Tourism Development Regional Strategies

- Support the growth of mountain bike recreation;
- Regional branding strategy;
- Regional trails & tourism committee or group;
- Coordinate festivals & events;
- Provide trip itineraries & circle routes;
- Regional race series;
- Regional marketing strategy.

Mountain Bike Recreation & Tourism Development Community Strategies

- Build capacity;
- Clear visions & planning for trails & mountain bike recreation;
- Foster mountain bike culture & community;
- Build mutually supportive partnerships;
- Develop sustainable trails & infrastructure;
- Support local businesses;
- Ensure trails are maintained;
- Monitor, evaluate & report on social and economic impacts.

Mountain Bike Recreation & Tourism Development Regional District Strategies

- Access to land;
- Trail & infrastructure planning;
- Support trail development & maintenance;
- Technical & permitting support;
- Funding through grants & local taxes;
- Insurance;
- Regional trail coordinators;
- Regional trail maintenance.

Next Steps

- Implementation planning (Spring/summer 2015);
- Regional working group (summer 2015);
- Branding strategy (summer/fall 2015).

Discussion took place regarding the challenges of accessing funding for the maintenance of trails. The North Shore Mountain Biking Association has initiated a trail adoption plan and partnerships with local businesses that help support the maintenance of trails. Some groups have also implemented a trail pass system to generate small amounts of revenue to assist with trail maintenance. Mr. Nairne suggested a grant opportunity is an aboriginal youth program wherein youth trail crews work with mountain bike clubs to maintain trails.

Director Repen spoke of a concept route through the Telkwa pass that a group of individuals are working on in Telkwa to develop a mountain bike experience through the region which would build on events already taking place.

Director Fisher brought forward the potential to partner with other groups such as Spinal Cord Injury BC to fund, develop and promote accessibility for trails in the region.

Chair Miller thanked Messrs. Littlejohn and Lucas for attending the meeting via teleconference.

REPORT & CORRESPONDENCE

Report and Correspondence

Moved by Director Strimbold
 Seconded by Director Parker

C.W.2015-4-3

"That the Committee of the Whole receive the following:

Report:

-Manager of Regional Economic Development's April 7, 2015 memo titled "SWOT Update";

Correspondence:

-"BC Emergency Health Services and Northern Health – Fort St. James as one of Three Communities for the Launch of British Columbia's First Community Paramedicine Initiative";
 -"University of Northern B.C. (UNBC) – Community Development Institute Spring 2015 Community Speaker Series – Building a Revitalized Future: The Role of Community Leadership and Vision – Prince George Public Library – April 15, 2015 – 7:00-8:00 p.m.";
 -"Southern Interior Beetle Action Coalition – Keeping it Rural 2015 Conference Agenda – Salmon Arm, B.C. – May 26-28, 2015";
 -"Coastal GasLink – April, 2015 Information Sessions."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place regarding the correspondence titled "BC Emergency Health Services and Northern Health – Fort St. James as One of Three Communities for the Launch of British Columbia's First Community Paramedicine Initiative". The possibility of having an information session provided to the Stuart-Nechako Regional Hospital District and the Regional District of Bulkley-Nechako in regard to the initiative was brought forward for discussion.

Break for lunch at 12:00 p.m.

Reconvened from lunch at 12:31 p.m.

DISCUSSION ITEM

Regional District of Bulkley
-Nechako Procedure
Bylaw No. 1633, 2012

Moved by Director Lindstrom
 Seconded by Director Repen

C.W.2014-4-4

"That the Committee of the Whole defer the Discussion Item – Regional District of Bulkley-Nechako Procedure Bylaw No. 1633, 2012 to the May 14, 2015 Committee of the Whole Meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

SUPPLEMENTARY AGENDA

INVITATION

The BC Jobs Plan Webinar Series- Small Business: Resources from Small Business BC – April 23, 2015

Moved by Director MacDougall
 Seconded by Director Petersen

C.W.2015-4-5

"That the Committee of the Whole receive the Invitation titled "The BC Jobs Plan Webinar Series – Small Business: Resources from Small Business BC – April 23, 2015."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

Condition of Colleymount Rd.

Director Benedict spoke to the safety concerns in regard to travelling on Colleymount Rd. The road and banks along the road are sloughing and are in poor condition. The road is also too narrow in many areas for two way traffic. She noted that Colleymount Rd. has a high level of industrial logging truck traffic, tourism traffic along with the public and school buses. The road requires upgrading to address the level and types of traffic utilizing Colleymount Rd. along with the safety concerns regarding the poor conditions of the road.

Concerns were also brought forward regarding the maintenance of Colleymount Rd. and other secondary roads.

Moved by Director Benedict
 Seconded by Director Petersen

C.W.2015-4-6

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors write a letter to the Ministry of Transportation and Infrastructure regarding the need to allocate funding for safety upgrades to Colleymount Rd.; and further, that the letter be forwarded to WorksafeBC, John Rustad, MLA Nechako Lakes and Lakes District Maintenance (LDM)."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Alt. Director McGuire
 Seconded by Director Petersen

C.W.2015-4-7

"That the meeting be adjourned at 12:42 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CEO/CAO FORUM**March 24-25, 2015****Victoria, B.C.****Report Prepared by Chair Bill Miller, Electoral Area "B" (Burns Lake Rural)****Conference Information**

Highlights were networking with peers across the region and the opportunity to discuss common and not so common issues.

I know Gail kept excellent notes of issues brought up in workshops. A couple of key issues for me are the presentation from the Fire Commission on the Play Book implementation. I had the opportunity to ask very directly the intent around societies and our responsibility as an Authority Having Jurisdiction and after some very direct questions to our legal advisors. I came away with positive direction and Contributory Services can be responsible for themselves.

The other issue for me was brought to our attention by the Cariboo RD. They have had discussions with the Province that indicates they want to offload responsibility to RDs for inspection of public facilities throughout the entire region. A little scary – fireproof and fuel mitigation of whole RD.

MUNICIPAL FINANCE AUTHORITY AGM**March 26, 2015****Victoria, B.C.**

- New Chair of Trustees is Malcolm Brodie
- Frank Leonard defeated as Mayor
- Some new trustees
- Strong organization – able to maintain AAA credit rating
- Good rates for the smallest communities
- Able to sustain rates because the whole is jointly responsible for the debt
- Have ability to tax
- Have been taking some of the profits generated to build a reserve – now at \$43 million level
- Gives the ability to make payment for nearly ten years on current debt
- very good presentations – 2 that I have asked Gail to get
- Lynda Gagne
 - Fiscal Sustainability
 - Local Government Challenges
 - Climate Change
 - Infrastructure Aging
- Very positive toward BC – Local Government has best chance of meeting demands
- Next presenter was forward looking and had some counter points but was good to understand economic outlook

COUNCIL OF FOREST INDUSTRIES**April 8-9, 2015****Prince George, B.C.**

- Chance to network with industry and other players and stakeholders
- Had chance to have conversation with Rob van Adrichem from UNBC – talked about Provincial relationships and direction around post-secondary education – keeping rural culture and defining northern culture

- Spoke to Forest Practices Board – have offered to give presentation to RD Board around their roles and responsibilities – described some of the research through polling they are conducting
- Workshop on First Nations – presenters – McLeod Lake Indian Band – very positive – partnerships with industry and communities
- Processors and harvesters – stabilizing community
- Larry Petersen spoke on new relationship after Tsilquot'in
- tribal council from Vancouver Island that is giving capacity to Indian bands to cope with referrals, environmental assessments, etc and helping facilitate good relations
- Similkameen Band struggles with finances – have moved toward forestry generated revenue
- have had uplift – did well, but now not so much revenue
- have a community forest with Keremeos and Regional District
- have some challenges but positive outlook
- putting money into other projects like organic farms
- lunch speakers were CEOs from Canfor and West Fraser – talked about how they need to work together to ensure efficiencies and competition
- my thought was HFP and Quesnel sway – not so much for others
- Granisle Budget Speech – enjoyed engagement of public –good questions – good discussions – came away with some things to look at



REGIONAL DISTRICT OF BULKLEY-NECHAKO
Memo – Committee of the Whole Agenda
May 14, 2015

To: Chairman Miller and the Board of Directors
 From: Hans Berndorff, Financial Administrator
 Date: May 5, 2015
 Re: Quarterly Financial Report – March 31, 2015

Attached are the consolidated financial statements for the three months ending March 31, 2015, which show a year to date surplus of \$740,739 compared with budget. While this may seem like a large surplus for only three months of operations, \$231,000 of the surplus is due to debenture payments received from municipalities in late March that are paid out to the MFA in early April. There is also \$166,000 of first quarter recycling allocations that were not spent and Electoral Area Grants in Aid were \$44,000 under 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.

The colour coding has been set up to format automatically as follows:

- Green indicates that expenditures for that service are within budget;
- Yellow indicates that expenditures are over budget by less than \$2,000; and,
- Red indicates that expenditures are over budget by more than \$2,000.

In the current report, Electoral Area Administration shows “red”, due to Federal Gas Tax expenditures that were higher than anticipated. This is offset by higher than budgeted withdrawal from the Gas Tax Reserve.

The full detailed departmental financial statements are available on request.

Also attached as Schedule 1 is a listing of our capital reserves at March 31, 2015 totalling about \$6.83 million; and Schedule 2 is a listing of our debenture debt at September 30, 2014 totalling about \$1.00 million.

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

That the memorandum from the Financial Administrator dated May 5, 2015 regarding the Quarterly Financial Report for the three months ended March 31, 2015 be received.



12 Regional District of Bulkley-Nechako

Income Statement As of March 31, 2015

Department * Consolidated Departments

Acct	Revenue	Current Month	Year To Date	Year To Date Budget	Variance From Budget	Annual Budget
400001	Taxation & Service Agreement	0	0	0	0	38,769
400003	Parcel Taxes	0	0	0	0	113,170
400004	Electoral Area Taxation	0	0	0	0	5,202,075
400005	Municipal Taxation	0	0	0	0	3,432,656
410001	Investment Revenue	583	3,242	3,875	(633)	15,500
420001	Transfer from Capital Reserve	0	0	31,449	(31,449)	31,449
420003	Transfer from Vehicle Reserve	0	0	10,700	(10,700)	32,100
420005	Transfer from Election Reserve	0	0	0	0	6,000
420009	Transfer from Plotter Reserve	0	0	0	0	34,000
420010	Transfer from Landfill Closure Res	0	0	0	0	150,000
420011	Transfer from Landfill Phase Dev	0	0	0	0	950,000
420099	Transfer from Federal Gas Tax	187,159	187,159	175,000	12,159	720,000
430002	Interim Financing	0	0	0	0	1,547,000
430003	Debenture Issue - Waste Haulin	0	0	0	0	19,817
441001	Donations Received	0	1,841	0	1,841	0
442001	Federal Gas Tax Revenue	0	0	0	0	838,699
442101	Other Grant Revenue	0	0	25,000	(25,000)	235,000
443001	Province of BC Admin Grant	65,416	65,416	53,680	11,736	185,000
445001	NDI Grants	0	0	0	0	58,000
446001	Grants in Lieu of Taxes	4,121	6,560	2,646	3,914	68,366
446002	Grants in Lieu of Alcan Taxes	0	0	0	0	781,541
449001	PEP Emerg. Expense Reimburse	0	0	75,000	(75,000)	300,000
449015	Grants for Economic Dev. Project	2,635	4,557	28,373	(23,817)	113,492
450001	Fees Collected	6,299	15,229	22,500	(7,271)	92,525
450002	Fees Collected	25	98	312	(214)	68,277
450003	Metal Recycling Recovery	0	0	0	0	150,000
450004	Paint & Solvent Recovery	875	1,525	2,500	(975)	10,000
450005	Ozone Revenue	16	1,152	3,000	(1,848)	12,000
450006	Contaminated Soil Disposal	0	0	1,250	(1,250)	5,000
450007	Specified Risk Material Waste	0	0	250	(250)	1,000
450008	Construction & Demolition Waste	3,637	4,051	43,750	(39,699)	175,000
450009	Battery Recovery	0	0	3,000	(3,000)	12,000
450020	Telus User Fees	11,682	23,413	35,400	(11,987)	141,600
451001	Cost Sharing Municipalities	0	0	0	0	94,542
460001	Administration Recovery	1,397	4,043	3,194	849	14,582
460002	Copier Charge Out	0	0	0	0	10,000
460003	Admin Building Replacement Char	0	0	0	0	15,000
470001	Houston Debt Repayment	0	0	0	0	164,435
470002	Smithers Debt Repayment	143,963	143,963	0	143,963	274,770
470003	Burns Lake Dept Repayment	0	0	0	0	23,523
470004	Fort St. James Debt Repayment	0	0	0	0	29,774
470005	Fraser Lake Debt Repayment	0	0	0	0	33,632
470008	Vanderhoof Debt Repayment	87,484	87,484	0	87,484	87,484
480001	Miscellaneous Revenue	21,942	22,492	26,000	(3,508)	140,390
490001	Transfer from Equity in TCA	0	0	0	0	787,900
499999	Prior Year's Surplus	0	1,844,872	1,844,881	(9)	1,844,881
Revenue total		\$537,234	\$2,417,097	\$2,391,761	\$25,336	\$19,060,949
Expenses						
600101	Director's Remuneration	22,379	78,590	80,488	1,897	321,751
600102	UBCM Director's Remuneration	0	0	0	0	8,465
600103	NCLGA Director's Remuneration	0	0	0	0	5,643
600104	FCM Remuneration	0	0	0	0	2,400
600105	Minerals North Remuneration	0	0	0	0	2,400
600106	Minerals Roundup Remuneration	0	795	1,600	805	1,600
600107	EA Director's Forum - Remunerati	0	0	1,413	1,413	1,413
600108	Meetings with Ministers	0	0	1,458	1,458	5,831
600197	Director's Accident Insurance	0	796	796	0	1,364
600198	Director's Insurance	(241)	(241)	0	241	0
600199	Directors' CPP Matching	405	1,619	1,000	(619)	4,000
600201	Director's Travel	3,404	17,876	17,460	(416)	69,840
600202	UBCM Director's Travel	0	0	2,000	2,000	30,716
600203	NCLGA Director's Travel	1,500	1,500	2,750	1,250	10,910
600204	FCM Travel	1,598	1,598	1,600	2	7,760
600205	Minerals North Travel	235	235	1,000	765	4,320
600206	Minerals Roundup Travel	0	1,194	6,100	4,906	6,100
600207	Electoral Area Directors Meeting T	0	0	2,360	2,360	2,360
600208	Meetings with Ministers - Travel	0	0	2,100	2,100	8,400
601001	Salaries	141,732	432,881	479,951	47,070	1,919,802
601002	Election Officials Wages	54,631	159,012	178,983	19,971	784,483
601101	Employee Benefits	48,238	152,887	172,578	19,691	707,286
601102	Accident Insurance	0	1,312	1,501	189	3,297
601201	Accrued Overtime	6,078	19,277	21,465	2,188	85,860
601205	Allocation of Staff Costs fr Gen G	0	0	0	0	(1)

601301	Staff Education	1.062	3.984	22.738	18.754	88.084
601401	Staff Travel	5.821	18.367	23.678	5.310	90.210
601501	Staff Functions	0	21	625	604	2.500
601701	Hiring Expense	3.006	6.774	8.500	1.726	22.000
601801	Association Dues	7.221	28.026	37.951	9.925	39.276
601901	Safety Program	333	750	1.897	1.147	6.902
602001	Utilities	12.063	40.393	41.154	761	167.619
603001	Administration Costs	0	0	0	0	4.166
603002	Office Cleaning	2.018	5.975	6.248	272	24.990
603004	Maintenance of Water Diversion	0	0	4.701	4.701	18.804
603005	Repairs of Map Copier	0	0	250	250	1.000
603006	Pump & Maintain Holding Tanks	0	0	125	125	500
603008	Repairs and Maintenance	4.195	21.684	37.625	15.941	150.500
603009	Parking Costs	150	450	375	(75)	1.500
603100	Equipment Repairs	0	0	0	0	9.988
603101	Equipment Maintenance	184	12.720	8.500	(4.220)	38.733
603103	Equipment Servicing	0	0	250	250	1.000
603201	Skidsteer Tires	5.758	11.490	16.000	4.510	56.000
603401	Final Closure	0	0	0	0	50.000
603402	Closeout Cost Conting.	0	0	3.750	3.750	15.000
603501	Post Closure	0	14	0	(14)	70.000
603601	Site Maintenance	1.427	6.961	17.000	10.039	68.000
603602	Clearview Access Road Main.	1.863	1.863	3.250	1.387	10.000
603604	Tire Removal - Site	0	0	125	125	500
603701	Truck Maintenance WWW	15.000	26.643	22.725	(3.918)	90.900
603702	Trailer Maintenance WWW	4.957	68.789	8.365	(60.424)	33.460
604001	Computer Network	1.053	13.263	24.445	11.182	94.678
604002	Central Computer Network	4.793	12.257	13.496	1.240	53.986
604004	Website Upgrades	0	0	1.375	1.375	5.500
604011	Website Maintenance & Upgrades	1.170	2.714	1.393	(1.320)	5.573
604012	Central Website Maintenance	1.035	13.483	13.609	126	20.850
604021	Website Content	(383)	2.363	4.991	2.629	19.965
605001	Feasibility Studies	0	0	4.395	4.395	17.581
605005	Waste Hauling - Southside	0	3.730	8.000	4.270	32.000
605006	Contribution to NW Invasive	0	0	0	0	43.000
605007	Board of Variance	0	0	300	300	1.200
605101	Equipment Fuel	900	8.396	12.500	4.104	76.438
605102	Truck Fuel (WWW)	9.531	27.272	37.225	9.953	148.900
605103	Lagoon Operations	0	1.603	2.589	987	10.356
605201	Contract Operations	57.752	180.156	193.005	12.849	655.909
605202	Fuel Surcharge (Clearview)	2.723	2.723	9.850	7.127	31.400
605299	Consulting Fees	1.395	6.555	17.710	11.155	124.040
605301	Environmental Monitoring	2.927	3.058	12.250	9.192	49.000
605401	Woodwaste Management	0	0	1.300	1.300	5.200
605703	Fraser Lake Recycling	3.985	12.184	11.482	(702)	45.927
605704	Burns Lake Recycling	0	2.170	72.371	70.200	289.483
605705	Smithers Recycling	0	4.238	22.208	17.971	88.833
605706	Houston Recycling	6.163	9.170	23.901	14.731	95.603
605707	Vanderhoof Recycling	4.439	12.666	34.918	22.253	139.673
605708	Ft. St. James Recycling	0	1.456	21.110	19.655	84.442
605709	Granisle Recycling	0	0	8.825	8.825	35.299
605710	Telkwa Recycling	0	0	11.978	11.978	47.912
605720	Ozone Removal Charges	0	0	3.500	3.500	14.000
605730	5 R's Initiatives	0	0	3.125	3.125	12.500
605798	Recycling - Other	0	0	2.500	2.500	2.500
605801	Emergency Expenses	0	453	75.000	74.547	300.000
605810	Emergency Volunteer Program	1.697	2.214	3.000	786	12.000
605999	Project Contingency	0	0	42.587	42.587	177.079
606001	Communications	4.585	12.580	21.060	8.480	84.574
606002	Newsletters	0	0	625	625	2.500
606003	Advertising	2.493	18.675	24.215	5.540	53.615
606004	Promotional Materials	0	1.678	2.250	572	8.250
606005	Postage	0	(1)	0	1	0
606007	Local Trade Shows	0	165	250	85	1.000
606008	Public Education	0	0	1.828	1.828	7.310
606009	Sponsorship	0	1.550	22.068	20.518	71.022
607001	Legal Expense	2.744	14.021	28.250	14.229	87.500
607002	Audit	0	0	4.500	4.500	18.000
607003	Title Searches	1.000	1.000	750	(250)	3.000
608001	Property Insurance	0	23.466	23.354	(113)	40.567
608002	Liability Insurance	0	73.491	74.717	1.226	74.717
608003	Vehicle Insurance	0	9.646	11.131	1.485	22.771
608004	Permits & Fees	119	269	425	156	1.383
609001	Supplies	697	9.510	19.960	10.450	70.991
609002	Central Supplies Costs	1.540	3.131	4.775	1.644	19.100
609003	Copying Costs	2.334	6.540	7.000	460	28.000
609005	Admin Building Replacement Char	0	0	0	0	14.999
609006	Copy Equipment Charge	0	0	0	0	9.999
609011	Supplies - Meetings	1.701	5.618	11.005	5.387	44.020
610001	Elections	1.086	1.302	0	(1.302)	6.000
611001	Repayment of Referendum Costs	0	0	0	0	1.805
612101	Grant in Aid - Area "A"	3.220	9.720	24.055	14.335	96.220
612102	Grant in Aid - Area "B"	1.230	1.730	11.858	10.128	47.430
612103	Grant in Aid - Area "C"	3.300	12.650	6.090	(6.560)	24.361
612104	Grant in Aid - Area "D"	4.730	5.730	9.952	4.222	39.808
612105	Grant in Aid - Area "E"	1.000	2.200	18.549	16.349	74.195
612106	Grant in Aid - Area "F"	6.720	9.220	12.396	3.176	49.583
612107	Grant in Aid - Area "G"	200	200	2.743	2.543	10.972

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612201	Annual Grants	0	0	0	0	528,715
612202	Annual Grant VoT	0	0	0	0	12,000
612203	BV Museum & Hist Soc Annual Gr	0	0	0	0	18,443
612204	BV Arts Council Annual Grant	0	0	0	0	4,955
612220	Monthly Grant	130,099	353,221	353,226	5	1,412,904
612240	Annual Contract VBL Info Center	0	0	0	0	70,165
612241	Annual Grant VBL for EDO	0	0	0	0	66,500
612250	Annual Contract VBL Rural Fire	0	0	0	0	569,022
612260	Other Grant Expenditures	0	0	25,000	25,000	100,000
612290	Buy In Fee/ Household	0	0	0	0	4,600
612301	Federal Gas Tax Expenditures - U	67,017	187,159	175,000	(12,159)	700,000
612801	Special Projects	3,316	9,645	49,975	40,330	189,401
612803	First Nations Dialogue	0	0	2,500	2,500	10,000
612807	Carbon Emissions Reduction Initia	0	0	14,625	14,625	58,500
617501	PSAP/RCMP COSTS	0	0	0	0	55,000
617502	FOCC Operating Costs	0	0	0	0	222,854
617503	RDFFG GIS Maintenance Costs	0	0	0	0	10,612
617504	CAD/RMS Licence	0	0	0	0	2,550
617505	RDFFG Tech Resource & Admini	0	0	0	0	9,021
622001	Allocated Building Occupancy Cos	0	0	0	0	(2)
624002	Allocated Computer Network Cost	0	0	0	0	1
624012	Allocated Website Mtce & Upgrad	0	0	0	0	(1)
629002	Allocated Central Supplies Cost	0	0	0	0	1
770100	A.P.C. - General	642	765	750	(15)	3,000
779999	Miscellaneous Expense	1,841	1,916	9,556	7,640	38,225
780001	Capital Expenditures	0	31,084	31,800	716	2,882,850
780101	Amortization Expense	0	0	0	0	787,900
781001	Contribute to Capital Reserve	0	0	0	0	404,496
781003	Contribute to Vehicle Reserve	0	0	0	0	56,002
781004	Contribute to Insurance Res.	0	0	0	0	6,449
781005	Contribute to Election Reserve	0	0	0	0	7,500
781009	Contribute to Equipment Res.	0	0	0	0	17,250
781010	Contribute to Closure Reserve	0	0	0	0	75,000
781011	Contr.to Landfill Cell Dev.Res	0	0	0	0	40,000
781099	Contribute to Gas Tax Reserve	0	0	0	0	838,699
782001	Interest & Bank Charges	504	721	1,750	1,029	7,000
783001	Debenture Interest - MFA	0	0	0	0	400,575
784001	Debenture Principal - MFA	0	0	0	0	516,408
785001	Debenture Issue Costs	0	0	0	0	317
785002	Debenture Refund	0	0	25,000	25,000	100,000
799999	Prior Year's Deficit	0	21,887	21,889	2	21,889
Total Expenses		\$686,313	\$2,276,844	\$2,992,246	\$715,403	\$19,080,952
Net Income		(\$149,079)	\$140,253	(\$800,486)	\$740,739	(\$3)



Regional District of Bulkley-Nechako

Departmental Expenses - Budget Variance

For the Month Ended March 31, 2015

		YTD Expenses	YTD Expense Budget	Budget Variance Fav (Unfav)
Region Wide Services				
Dept	Description			
1201	General Government - Legislative	96,059	103,964	7,905
1202	General Government - Administration	174,381	233,724	59,343
1203	General Government - Finance	111,300	131,119	19,819
1301	Feasibility Studies	0	4,770	4,770
2500	Economic Development	100,610	185,408	84,798
4301	Development Services	69,293	89,094	19,801
5000	Environmental Services	764,436	1,017,450	253,014
7501	911 Service	29,514	29,962	448
Sub-total		\$1,345,593	\$1,795,491	\$449,898
Rural Services				
Dept	Description			
1101	Rural Government - Legislative	39,700	51,647	11,947
1102	Rural Government - Administration	194,133	183,191	(10,942)
1103	Grant In Aid	41,450	85,642	44,192
4101	Electoral Area Planning	60,204	77,485	17,281
4401	Building Numbering	1,805	2,459	654
4501	Unightly Premises Regulatory Control	7,201	14,115	6,914
5901	Invasive Plant Control	851	4,877	4,026
7601	Emergency Preparedness Planning	55,964	74,041	18,077
7602	Eoc Expenditures	453	75,291	74,838
Sub-total		\$401,761	\$568,748	\$166,987
Totals		\$1,747,354	\$2,364,239	\$616,885

Regional District of Bulkley-Nechako
Capital Reserves
As at:
March 31, 2015

Administration/Planning Vehicle	79,945
Administration Building	30,418
Administration Equipment	64,157
Building Inspection Vehicle	46,746
Env Services Vehicle Vehicle	45,724
Insurance	44,899
Landfill Closure & Post Closure	629,430
Landfill Phase Development	537,706
Map Plotter	29,624
Weed Vehicle	5,546
Houston Fural Fire Protection Equipment	11,113
Burns Lake Rural Fire Protection Equipment	47
Fort St. James Rural Fire Protection Equipment	48,597
Fort Fraser Rural Fire Protection Equipment	33,877
Telkwa Rural Fire Protection Equipment	19,410
Vanderhoof Rural Fire Protection Equipment	34,946
Southside Rural Fire Protection Equipment	17,315
Smithers Rural Fire Protection Equipment	95,211
Luck Bay Rural Fire Protection Equipment	3,041
Lakes District Aiport Capital	66,624
Burns Lake Arena	17,414
Glacier Gulch Equipment	2,166
Bulkley Valley Pool Capital	407,660
Emergency Services Capital	50,421
911 Service	338,106
Fort Fraser Sewer Capital	96,915
Fort Fraser Water Capital	328,703
Rural Elections	31,376
Federal Gax Tax	3,716,740
	6,833,876

Regional District of Bulkley-Nechako
Outstanding Debt
As at March 31, 2015

	<u>Originally Borrowed</u>		<u>Year of Maturity</u>	<u>Interest Rate</u>	<u>Balance Outstanding</u>	
	<u>Year</u>	<u>Issue</u>				<u>Amount</u>
Environmental Services	2008	103	677,000	2018	4.65%	302,980
	2010	112	729,517	2020	3.73%	471,493
			<u>1,406,517</u>			<u>774,473</u>
Burns Lake Arena	1999	71	500,000	2014	6.20%	-
	1999	71	200,000	2019	6.20%	68,789
			<u>700,000</u>			<u>68,789</u>
Luck Bay Rural Fire Protection	2006	97	125,000	2026	4.67%	86,321
	2010	112	10,000	2030	3.73%	8,574
			<u>135,000</u>			<u>94,895</u>
Fort Fraser Rural Fire Protection	2004	81	147,140	2019	5.30%	61,374
Fort Fraser Sewer	2001	74	30,000	2016	5.93%	5,374
			<u>30,000</u>			<u>5,374</u>
			<u>2,418,657</u>			<u>1,004,905</u>



Regional District of Bulkley-Nechako Committee of the Whole May 14, 2015

To: Chair Miller and the Committee of the Whole
 From: Corrine Swenson, Manager of Regional Economic Development
 Date: May 5, 2015
 Regarding: SWOT Update

The Strategic Workforce Opportunities Team (SWOT) met May 1st at the RDBN office. The meeting was very productive.

The SWOT members selected their executive, consisting of:

Co-Chairs: Matthew Franks, Canadian Forest Products - Houston Sawmill
 Claudette Gouger, New Gold Inc,- Blackwater Project

Secretaries: Corrine Swenson, Regional District of Bulkley-Nechako
 Emily Colombo, District of Fort St James

Treasurer: Tammy Lyell, Community Futures Stuart-Nechako

Actions completed at the meeting:

- A process was created for accepting new members.
- 2015 Meeting schedule was set.
 - Conference Calls: June 24, Aug 26, Dec 16
 - In person meeting: October 21
- A letter of support for the School District 91's ACE-IT programs will be issued.
- SWOT members will attend the Premier's BC Natural Resource Forum in January 2016 in Prince George. In addition, the SWOT Chair will request that the SWOT present on regional best practices.
- SWOT members identified other workforce tables that they participate on and agreed to find linkages with the SWOT.
- Subcommittees were formed:
 - Training and Workforce Development
 - Advocacy
 - Promotion
- The Actions of the Regional Skills Gap Analysis were assigned to the Subcommittees.

RDBN Staff have been working on securing funding for a SWOT Coordinator. At this time, OBAC is the most viable option. The application will be reviewed by the OBAC Board of Directors in May.

Recommendation:	(All/Directors/Majority)
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Receive.



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

May 1, 2015

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

The Honourable Christy Clark
Premier of British Columbia
Box 9041 Stn. Prov. Govt.
Victoria, B.C.
V8W 9E1

DRAFT

Paul Henning, Vice President, Strategic Projects Western Canada
Rio Tinto Alcan
P.O. Box 1800
1 Smeltersite Road
Kitimat, B.C.
V8C 2H2

Dear Premier Clark and Mr. Henning,

RE: Nechako Reservoir Water Use Plan

The Regional District of Bulkley-Nechako Board of Directors, at its April 16, 2015 Board meeting, discussed at length, the Nechako Reservoir and the lack of a water use plan in relation to the reservoir.

It was noted by the Board of Directors that during the winter of 2014/2015 the water level of the Nechako River was extremely low. Currently, water levels are extremely high and flooding is occurring and dangerous. Erosion along the river due to the high water levels is also problematic.

The Regional Board is of the opinion that the implementation of a water use plan may result in balance throughout the Nechako Watershed and prevent unnecessary impacts to the entire region, and therefore, is urging the Provincial Government and Rio Tinto Alcan to consider a water use plan for the Nechako Reservoir to alleviate some of the impacts to the communities affected by the reservoir.

Thank you for your attention to this request.

Yours truly,

Bill Miller
Chair

MUNICIPALITIES:

SMITHERS FORT ST. JAMES
VANDERHOOF FRASER LAKE
HOUSTON TELKWA
BURNS LAKE GRANISLE

ELECTORAL AREAS:

A - SMITHERS RURAL E - FRANCOIS/OOTSA LAKE RURAL
B - BURNS LAKE RURAL F - VANDERHOOF RURAL
C - FORT ST. JAMES RURAL G - HOUSTON RURAL
D - FRASER LAKE RURAL

INQUIRIES@RDBN.BC.CA

WWW.RDBN.BC.CA

PH: 250-692-3195

FX: 250-692-3305

TF: 800-320-3339

REGIONAL DISTRICT OF BULKLEY-NECHAKO**BYLAW NO. 1633, 2012****A bylaw to regulate the meetings and conduct
of the Regional Board and Committees**

WHEREAS the Regional District pursuant to Section 794 of the *Local Government Act* must, by bylaw, provide for the procedure to be followed for the conduct of its business and the business of its select and standing committees, and, in particular, must, by bylaw:

- (a) establish the general procedures to be followed by the Board and by Board committees in conducting their business, including the manner by which resolutions may be passed and bylaws adopted;
- (b) provide for advance public notice respecting the time, place and date of Board and Board committee meetings and establish the procedures for giving that notice;
- (c) identify places that are to be public notice posting places for the purposes of the application of section 94 (requirements for public notice) of the *Community Charter* to the Regional District.

NOW THEREFORE, the Board of Directors of the Regional District of Bulkley-Nechako, in open meeting assembled, enacts as follows:

PART 1 - GENERAL**1.0 Title**

- 1. This bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Procedure Bylaw No. 1633, 2012."
- 2. The "Regional District of Bulkley-Nechako Procedure Bylaw No. 1624, 2011" is hereby repealed.

2.0 Interpretation

"**Board**" means the Board of Directors of the Regional District of Bulkley-Nechako;

“Chairperson” means the Chairperson of the Board elected by the Board to fulfil the duties and responsibility of Chair pursuant to the *Local Government Act* and includes the person presiding at a meeting of the Board, or the person appointed as Chair of a Standing or Select Committee of the Board, as the context requires;

“Vice-Chairperson” means the person elected by the Board to fulfil the duties and responsibility of Vice-Chairperson pursuant to the *Local Government Act* and includes the person presiding at a meeting of the Board, or a Standing or Select Committee of the Board in the absence of the Chairperson as the context requires;

“Committee” means a Standing or Select Committee of the Board;

“Committee of the Whole” means a committee of all Board members.

“Corporate Administrator” means the officer assigned responsibility for corporate administration pursuant to the *Local Government Act*;

“Director” means a member of the Board of the Regional District of Bulkley-Nechako, whether as a Municipal Director or an Electoral Area Director pursuant to the *Local Government Act*;

“Inaugural Meeting” means the first meeting of the Board that is held after December 1 in any year.

“Public Notice Posting Place” means the public notice board of the Regional District of Bulkley-Nechako main office, Burns Lake, British Columbia;

“Regional District” means the Regional District of Bulkley-Nechako;

“Regional District Office” means the main office of the Regional District located in Burns Lake, British Columbia;

3.0 Election of Chairperson and Vice-Chairperson

- 3.1 At the Inaugural Meeting the Board shall elect a Chairperson from among its Directors.
- 3.2 Following election of a Chairperson, and at the same meeting, the Board shall elect a Vice-Chairperson from among its Directors.
- 3.3 The Chief Administrative Officer is to preside from the Chair over the

election of the Chair and Vice Chair. The Chief Administrative Officer has all the powers and duties of the Chair under this bylaw and the *Local Government Act* to the extent necessary to conduct the election.

- 3.4 Each candidate for election as Chair or Vice Chair may make a statement of not more than two minutes duration before the election.
- 3.5 The election of the Chair and the Vice Chair must be by a secret ballot of the Directors whose votes are to be recorded on ballot papers prepared and distributed for the purpose by the Chief Administrative Officer.
- 3.6 The winner of an election is to be determined by the Chief Administrative Officer in accordance with the following rules:
 - (a) Where there are two candidates for a position, the candidate who receives the most votes is the winner of the election.
 - (b) Where there are more than two candidates for a position, the candidate who receives more votes than all of the other candidates together is the winner.
 - (c) Subject to rule (d) below, where there are more than two candidates for a position and no candidate receives more votes than all of the other candidates together, the candidate who received the least votes is eliminated and another vote is to be held. Voting is to continue as provided in these rules until one candidate receives more votes than all of the other candidates together.
 - (d) If two candidates are tied for the least number of votes, the Chief Administrative Officer must announce the results of that vote and a second vote must be held. If the second vote results in another tie for the least number of votes, the Chief Administrative Officer must toss a coin and the loser of that toss is eliminated as if he or she alone had received the least number of votes. Voting is then to continue as provided in these rules.
- 3.7 The Chief Administrative Officer must declare the winner of an election by announcing it to the Board of Directors. The Chief Administrative Officer must record the winner of the election in the minutes for the meeting at which the election is held.
- 3.8 The Chief Administrative Officer must destroy the ballots cast in an

election if the Directors unanimously so resolve.

- 3.9 During the absence, illness or other disability of the Chairperson, the Vice-Chairperson has all the authority of the Chairperson and is subject to the same rules as the Chairperson.
- 4.0 If the office of the Chairperson or Vice-Chairperson becomes vacant, the Board shall elect another Chairperson or Vice-Chairperson from among its Directors at the first possible regular meeting of the Board.

PART TWO - MEETINGS

4.0 Meetings of the Regional Board and Standing Committees

- 4.1 Regular Meetings of the Board shall be held at such time and place as the Board shall decide from time to time by resolution.
- 4.2 At the Inaugural Meeting each year, the Board shall set the time, place, and dates of the regular meetings of the Board and its Standing Committees for the coming year.
- 4.3 The Schedule of Regular Meetings of the Board and its Standing Committees must be posted at the Public Notice Posting Place.

5.0 Notice of Regular Board Meetings

- 5.1 At least seventy-two (72) hours before a Regular Board Meeting, the Corporate Administrator must give public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- 5.2 At least twenty-four (24) hours before a Regular Board Meeting, the Corporate Administrator must give further public notice of the meeting by:
 - (a) posting a copy of the agenda at the Public Notice Posting Place; and
 - (b) leaving copies of the agenda at the reception counter at the Regional District office for the purpose of making them available to members of the public.
- 5.3 The Corporate Administrator will issue a paper or electronic copy of the agenda at least five (5) days before the date of the Regular Board Meeting to each director at the address given by the director.

- 5.4 The Corporate Administrator shall also endeavour to post agendas on the Regional District's internet website.

6.0 Reports

- 6.1 A Standing or Select Committee of the Board may report to the Board at any regular meeting or as required by the Board.
- 6.2 All heads of departments which may be created from time to time shall prepare for the forthcoming regular meeting of the Board, in addition to any other reports required by the Board, a report of the activities and responsibilities of their respective departments, unless they report to a Standing Committee.
- 6.3 The reports should be prepared and submitted to the Corporate Administrator who shall make copies of each report and attach a copy to the agenda of the forthcoming regular meeting of the Board before the agenda is circulated to the members of the Board.

7.0 Notice of Special Board Meetings

- 7.1 Except where notice of a Special Meeting is waived by a unanimous vote of all Board members under Section 793(4) of the *Local Government Act*, before a special meeting of the Board, the Corporate Administrator must;
- (a) At least 24 hours before a Special Meeting, give advance public notice of the time, place, and date of the meeting by posting a notice on the Public Notice Posting Place;
 - (b) give notice of the Special Meeting in accordance with section 793(3) of the *Local Government Act*.
- 7.2 In an emergency, notice of a Special Meeting may be given, in accordance with section 793(5) of the *Local Government Act*.
- 7.3 Section 7.1 does not apply where the Directors have been given notice under Section 7.2.

8.0 **Electronic Meetings**

- 8.1 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* and sections 793(3), (4) or (5) of the *Local Government Act* are met, a special Board Meeting may be conducted by means of visual and/or audio electronic or other communication facilities if the Board requires it.
- 8.2 Provided the conditions set out in the *Regional Districts Electronic Meetings Regulation, B.C. Reg.271/2005* are met, a Director who is unable to attend a Board, Committee, Special, or In-Camera meeting other than a meeting convened under Section 8.1, may participate in a meeting, by means of visual and/or audio electronic or other communication facilities, if the Director is unable to attend in person because of:
- (a) Physical incapacity due to injury or illness;
 - (b) Inclement weather;
 - (c) Physical absence from the Regional District boundaries while acting in the capacity as a Director on Regional District of Bulkley-Nechako matters;
 - (d) Extraordinary circumstances which, in the view of the Chair, renders attendance in person by the Director impractical;
- provided that a Director who participates in accordance with section 8.2 does so at no more than two meetings per year unless otherwise authorized by the Chair.
- 8.3 At a meeting conducted under section 8.2 the Chair must not participate electronically.
- 8.4 No more than two Directors at one time may participate at a meeting under section 8.2 unless otherwise authorized by the Chair, assuming there is a quorum without those so authorized Directors.

- 8.5 Any Director participating at a meeting in accordance with section 8.2 must be in receipt of the agenda and any applicable staff reports as have been provided to Directors not participating electronically before the Board meeting.
- 8.6 Notice of a special Board meeting required under section 7 and conducted under section 8.1 must contain information of the way in which the meeting is to be conducted and the place where the public may attend to hear, or watch and hear, the proceedings of the meeting that are open to the public.
- 8.7 A Director participating electronically by audio means only must indicate his or her vote verbally.
- 8.8 A Director participating in a meeting electronically is deemed to be present in the meeting as though they are physically present.

9.0 Notice of Committee Meetings

- 9.1 In this section:
- “Standing Committee” means a Committee of the Board which is not a Standing Committee of the Whole.
- 9.2 At least seventy-two (72) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must give public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.
- 9.3 At least twenty-four (24) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must give further public notice of the meeting by:
- (a) posting a copy of the agenda at the Public Notice Posting Place; and
 - (b) leaving copies of the agenda at the reception counter at the Regional District Office for the purpose of making them available to members of the public.

- 9.4 At least twenty-four (24) hours before a regular meeting of a Standing Committee of the Whole, the Corporate Administrator must deliver a copy of the agenda to each member of the Committee at the place to which the Committee member has directed notices be sent.
- 9.5 At least twenty-four (24) hours before:
- (a) a special meeting of a Standing Committee of the Whole; or
 - (b) a meeting of a Standing Committee;
- the Corporate Administrator must give advance public notice of the time, place, and date of the meeting by way of a notice posted at the Public Notice Posting Place.

10.0 Attendance of Public at Meetings

- 10.1 Except where the provisions of Section 90 of the *Community Charter* apply all the Regional Board meetings must be open to the public.
- 10.2 Where the Board wishes to close a meeting or part of a meeting to the public, it may do so by first adopting a resolution in a public meeting in accordance with Section 92 of the *Community Charter*.
- 10.3 This section applies to meetings of bodies referred to in Section 93 of the *Community Charter*, including, without limitation:
- (a) Select or Standing Committees of the Board;
 - (b) the Board of Variance;
 - (c) the Parcel Tax Review Panel;
 - (d) the Advisory Planning Commissions;
 - (e) other Committees and Commissions established by the Board;
 - (f) Committee of the Whole.
- 10.4 Despite Section 10.1, the Chairperson may expel or exclude from a Board meeting or meeting of a body referred to in Section 10.3, a person in accordance with Section 133 of the *Community Charter*.

11. Minutes of Meetings

- 11.1 Minutes of Board meetings must be kept in accordance with Section 236 of the *Local Government Act*. For the purposes of Section 236(b) of the *Local Government Act*, the designated officer is the Corporate Administrator.
- 11.2 Minutes of Committee meetings referred to in Section 10.3 must be kept in accordance with Section 237 of the *Local Government Act*.
- 11.3 Section 11.2 applies to meetings of:
- (a) Select or Standing Committees of the Board; and
 - (b) Any other Committee composed solely of Board members acting as Board members.

12. Closed Meetings

- 12.1 A meeting of the Board may be closed to the public in accordance with Section 90 of the *Community Charter*.
- 12.2 It shall be the responsibility of the Chairperson and the Corporate Administrator, individually or collectively, to recommend to the Board that it consider certain matters at a closed meeting (with the public and/or certain members of the staff excluded), and to prepare an agenda designating the topics to be so discussed.

PART 3 - PROCEDURES

13.0 Opening Procedures

- 13.1 As soon as a quorum is present, following the stated time of the meeting, the Chairperson shall take the Chair and call the Directors to order.

- 13.2 If the Chairperson does not attend the meeting within fifteen (15) minutes after the time appointed, the Vice-Chairperson shall take the Chair and call the Directors to order. If the Vice-Chairperson is also absent, the Corporate Administrator shall take the Chair and call the Directors to order. If a quorum is present, the Directors shall elect an Acting Chairperson who shall preside during the meeting until the arrival of the Chairperson or Vice-Chairperson. The person appointed as Acting Chairperson has all the authority and is subject to the same rules as the Chairperson.
- 13.3 If no quorum is present within thirty (30) minutes after the appointed time of the meeting, the Corporate Administrator shall record in the minute book the names of the Directors present and the meeting shall be adjourned.
- 13.4 A quorum of a regular Board Meeting shall consist of ten (10) Directors.
- 13.5 Immediately after the Chairperson has taken his/her seat and has called the meeting to order, the minutes of the preceding meeting shall be read by the Corporate Administrator in order to correct mistakes. The reading of the minutes shall be dispensed with if each member has been sent a copy of the minutes at least seventy-two (72) hours before the meeting at which they are to be considered.

14.0 Rules of Conduct and Debate

- 14.1 Every Director shall address the Chairperson before speaking to any question or motion.
- 14.2 Directors shall address the Chairperson as "Mr. Chair" or "Madam Chair" or "Mr. Chairperson" or "Madam Chairperson" and shall refer to each other as "Director _____".
- 14.3 No Director shall:
- (a) speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor General or a Lieutenant Governor, or persons administering the Government of Canada or of the Government of British Columbia;

- (b) use offensive words in or against the Board, a Director or a Regional District staff member;
 - (c) speak to or raise matters that are not germane to the question being debated;
 - (d) disobey the rules of the Board on questions of order or practice, or upon the interpretation of the rules of the Board.
- 14.4 If a Director takes an action prohibited in section 14.3, that Director may be ordered by a majority vote of the Directors present to leave his or her seat for that meeting. If a Director refuses to leave his or her seat, that Director may on the order of the Chairperson be removed from the meeting by a Peace Officer.
- 14.5 The Board may permit a Director who has been ordered to leave his or her seat to take his/her seat again, if that Director apologizes.
- 14.6 After a question is finally put to the Chairperson, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Chairperson as to whether the question has been finally put shall be conclusive.
- 14.7 If the Chairperson desires to leave the chair for the purpose of taking part in the debate or otherwise, the Chairperson shall call on the Vice-Chairperson or if the Vice-Chairperson is absent, one of the Directors shall be called to take the chair until resumed by the Chairperson.
- 14.8 When any order, resolution, or question is lost by reason of the Board or any Committee thereof breaking up for want of a quorum, the order, resolution, or question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Board or Committee.

15.0 Points of Order

- 15.1 The Chairperson, or the Director presiding at the meeting of the Board, shall preserve order and decide all points of order which may arise, subject to an appeal by the other Directors of the Board then present.
- 15.2 If an appeal is made by a Director of the Board from the decision of the Chairperson, the question "Shall the Chairperson be sustained?" shall

immediately be put by the Chairperson and decided without debate. The Chairperson shall be governed by the majority of the Directors of the Board then present, other than the Chairperson. In the event of the votes being equal, the question shall pass in the affirmative.

- 15.3 If the Chairperson refuses to put the question "Shall the Chairperson be sustained?", the Board shall forthwith appoint the Vice-Chairperson, or if absent, one of the Directors to preside temporarily in lieu of such Chairperson, as the case may be, and the Vice-Chairperson or Director of the Regional Board so temporarily appointed shall proceed in accordance with Subsection 15.2. In the event of the votes being equal, the question shall pass in the affirmative.
- 15.4 Any resolution or motion carried under the circumstances mentioned in Subsection 15.3 is as effectual and binding as if carried under the presidency of the Chairperson.

16. Motions

- 16.1 Motions other than routine motions shall be put in writing and seconded before being debated or put from the Chairperson.
- 16.2 A motion that has been seconded must be read by the Chairperson or Corporate Administrator before debate at the request of any Director.
- 16.3 Amendments to a motion shall be decided upon before the main question is put to a vote. Only one amendment shall be allowed to an amendment.
- 16.4 A motion to commit the subject matter to a Committee, until it is decided, shall preclude all amendment of the main question.
- 16.5 A motion to adjourn the Board or to adjourn the debate shall always be in order, but if such motion is defeated, no similar motion to the same effect shall be made until some intermediate business or matter has been disposed of.

17.0 Voting of Questions

- 17.1 Voting on questions, resolutions, and bylaws must be in accordance with Section 791 of the *Local Government Act*.
- 17.2 Section 17.1 applies to the meetings of a Committee.

- 17.3 Any Director who is present at the meeting but who declines to vote on a question for any reason shall be deemed to have voted in the affirmative and that Director's vote or votes shall be counted accordingly.
- 17.4 In all cases where the votes of the Directors then present, including the vote of the Chairperson or other person presiding, are tied, the question shall be defeated and it shall be the duty of the presiding Director to so declare.
- 17.5 As soon as the Chairperson has announced the results of the vote on a question, any Director who voted in opposition may request the Chairperson to have that Director's name so recorded in the minutes.
- 17.6 When a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately only upon the request of any Director to do so.
- 17.7 After a bylaw, resolution, or proceeding of the Board is adopted, the Chairperson may return it for reconsideration in accordance with Section 219 of the *Local Government Act*.
- 17.8 The Board shall not reconsider any question more than once.
- 17.9 The motion to reconsider requires two-thirds of the votes cast of the Directors present to pass.
- 17.10 The Board shall not reconsider any question that
- (a) has been acted upon by any officer or employee of the Regional District.
 - (b) received the assent or approval of the electors and subsequently adopted by the Board; or
 - (c) has been reconsidered under Section 219 of the *Local Government Act* or Section 17.7 of this Bylaw.
- 17.11 After a question has been reconsidered, it shall not be reintroduced for a period of six months except by unanimous consent of all Directors.

17.12 For the purpose of this section, a question has been acted upon if

- a) in the case of a contract, a bylaw or resolution authorizing the Board to enter into the contract has been communicated to another party to the agreement;
- b) an approval or consent of the Board has been communicated to a public authority and the public authority has relied upon the approval or consent to issue a permit, approval, or license or to enter into an agreement with a third party; or
- c) in any other case, a decision of the Board on this question has been communicated to a third party in circumstances in which it is reasonable to believe that the third party or another person has, in reliance upon the communication, incurred a liability or altered his or her legal position;

17.13 This section shall not be interpreted as fettering or impairing any legislative power, duty or function of the Board.

PART 4 - BYLAWS

18.0 Bylaws

18.1 A bylaw may be given up to 3 readings at one meeting of the Board.

18.2 The Board may reconsider any clause or section of a bylaw following first, second and/or third reading, but before adoption.

18.3 Despite Section 135 (3) (*at least one day between third reading and adoption*) of the *Community Charter*, a bylaw that does not require approval, consent or assent under this or any other Act before it is adopted may be adopted at the same meeting at which it passes third reading if the motion for adoption receives at least 2/3 of the votes cast.

18.4 If a bylaw requires statutory approval, the approval must be obtained after the bylaw has been given third reading and before the bylaw is adopted.

18.5 Once adopted, a bylaw must be signed by the Chairperson at the Board meeting at which it was adopted, and be signed by the officer assigned responsibility under Section 198 of the *Local Government Act*.

19.0 Standing and Select Committees

- 19.1 The Chairperson may establish standing committees in accordance with Section 795(2) of the *Local Government Act*. The proceedings of all such Committees shall be subject to the approval of the Board.
- 19.2 The Board may from time to time appoint a select committee in accordance with Section 795(1) of the *Local Government Act*.
- 19.3 Any Director of the Board may be appointed to a standing or select committee whether or not that director is present at the meeting where the appointment is made.
- 19.4 Any Director may attend a meeting of any Committee. A Director who has not been appointed to a Committee and attends a meeting of that Committee may not vote, but, with the exception of the Executive Committee, may be allowed to take part in any discussion or debate by permission of a majority of the votes of the members of that Committee then present.
- 19.5 The Chairperson is an ex-officio member of all Board Committees. The Chairperson shall have the right to vote, but shall not be included in the quorum.
- 19.6 The general duties of all the standing committees of the Board shall be as follows:
- a) To consider and report to the Board from time to time, or whenever desired by the Board and as often as the interest of the Regional District may require, on all matters referred to them by the Chairperson or the Board or coming within their purview, and to recommend such action by the Board in relation thereto as they, the Committee, deem necessary or expedient.
 - b) To carry out the instructions of the Board expressed by resolution in regard to any matter referred by the Board to any committee for immediate action thereupon, but in such cases the instructions of the Board shall be specific and the Committee shall report its action in detail at the next regular or other meeting of the Board, or as specified in the instructions of the Board.

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- 19.7 In the transaction of business, all Standing and Select Committees shall adhere as far as possible to the rules governing proceedings in meetings of the Board.
- 19.8 Of the number of Directors appointed to compose any standing or select committee, a majority of the Directors having among them a majority of the votes shall be a quorum competent to transact business.
- 19.9 On completion of its assignment and submission of its report to the Board, a Select Committee shall be automatically dissolved.

PART 6 - AGENDAS

20.0 Delegations

- 20.1 Individuals or groups wishing to appear before the Board may do so only if they have first notified the Chairperson or Corporate Administrator in writing before the agenda has been prepared and circulated to the Board, except on extraordinary occasions declared as such by the Chairperson.
- 20.2 Every delegation shall be allowed a reasonable time at the discretion of the Chairperson to present its petition or submission, at the meeting. The Board may dispose of the petition or submission at the meeting, refer the subject matter to a Committee or take such other action as is deemed expedient.

21.0 Rules of Order

- 21.1 In all unprovided cases in the proceedings of the Board or of its Committee(s), the New Roberts Rules of Order, 2nd Edition, 1998 shall be followed to the extent those Rules are applicable in the circumstances and not inconsistent with this Bylaw, the *Community Charter* or the *Local Government Act*.

This Bylaw may be cited for all purposes as "Regional District of Bulkley-Nechako Procedure Bylaw No. 1633, 2012."

Certified a true and correct copy of Regional District of Bulkley-Nechako Procedure Bylaw No. 1633, 2012.



Corporate Administrator

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READ A FIRST TIME this 22 day of March , 2012.

READ A SECOND TIME this 22 day of March , 2012.

READ A THIRD TIME this 22 day of March , 2012.

ADOPTED this 22 day of March , 2012



CHAIRPERSON



CORPORATE ADMINISTRATOR