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

Thursday, March 7, 2013

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>SUPPLEMENTARY AGENDA</u>	Receive
	<u>AGENDA</u>	Approve
	<u>MINUTES</u>	
3-7	Committee of the Whole Meeting Minutes – February 7, 2013	Receive
	<u>DELEGATION</u>	
	Wayne Salewski, Director, Nechako Environment & Water Stewardship Society - Update Re: Murray Creek Rehabilitation	
	<u>ADMINISTRATION REPORTS</u>	
8-12	Hans Berndorff, Financial Administrator - Cost of Directors Attendance at Events	Direction
13-15	Hans Berndorff, Financial Administrator - Third Draft of the 2013 Budget (Under Separate Cover)	Recommendation (Page 14)
	<u>(All grey highlighted items may be received as a block)</u>	
16-21	Corrine Swenson, Manager of Regional Economic Development – Regional Skills Gap Analysis – Project Update	Receive
22-27	Corrine Swenson, RDBN Economic Development Tracking Sheet – February 2013	Receive
28-42	Carolynn Lane, Sustainability Assistant - Final CARIP Report	Receive
43-49	Deborah Jones-Middleton, Protective Services Manager – Snow Survey and Water Supply Bulletin – February 1, 2013	Receive
50-51	Cheryl Anderson, Chief Election Officer - Declaration of Official Voting Results - RDBN Electoral Area “F” (Vanderhoof Rural) Vanderhoof Swimming Pool Contribution Service Establishment Bylaw No. 1644, 2012	Receive

**NEW BUSINESS**

**ADJOURNMENT**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO****COMMITTEE OF THE WHOLE MEETING****Thursday, February 7, 2013**

**PRESENT:** Chair Bill Miller

Directors Stephen Freeman  
Carman Graf  
Taylor Bachrach  
Bill Holmberg  
Dwayne Lindstrom  
Rob MacDougall  
Rob Newell  
Jerry Petersen  
Luke Strimbold  
Stoney Stoltenberg  
Gerry Thiessen

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

Alternate Directors Bob Hughes, Electoral Area "C" (Fort St. James Rural)  
Linda McGuire, Village of Granisle  
Ken Ponsford, Electoral Area "D" (Fraser Lake Rural)

Staff Gail Chapman, Chief Administrative Officer  
Cheryl Anderson, Manager of Administrative Services  
Hans Berndorff, Financial Administrator  
Janine Dougall, Director of Environmental Services - left at 1:49 p.m.  
Deborah Jones-Middleton, Protective Services Manager - left at 1:49 p.m.  
Laura O'Meara, Senior Financial Assistant - left at 1:49 p.m.  
Corrine Swenson, Manager of Regional Economic Development - left at 1:49 p.m.  
Wendy Wainwright, Executive Assistant

**CALL TO ORDER**

Chair Miller called the meeting to order at 12:40 p.m.

**SUPPLEMENTARY AGENDA**Moved by Director Holmberg  
Seconded by Director McGuire**C.W.2013-2-1**

"That the Supplementary Agenda be received and dealt with at this meeting."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY****AGENDA**Moved by Director Graf  
Seconded by Director Petersen**C.W.2013-2-2**

"That the agenda of the Regional District of Bulkley-Nechako Committee of the Whole meeting of February 7, 2013 be approved."

(All/Directors/Majority)

**CARRIED UNANIMOUSLY**

**MINUTES**

Moved by Director MacDougall  
Seconded By Director Stoltenberg

C.W.2013-2-3

"That the Committee of the Whole meeting minutes of January 10, 2013 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS**

RDBN Application to OBAC

Moved by Director Stoltenberg  
Seconded by Director Lindstrom

C.W.2013-2-4

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors:  
1. Authorize the submission of a grant application for Northern Emergency Social Services Training Weekend to the Omineca Action Beetle Coalition, and furthermore,  
2. Authorize entering into an agreement if the funding submission is approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Second Draft of the 2013 Budget

Moved by Director Stoltenberg  
Seconded by Director Bachrach

C.W.2013-2-5

"That the Committee of the Whole receive the Financial Administrator's January 30, 2013 memo titled "Second Draft of the 2013 Budget".

(All/Directors/Majority)

CARRIED UNANIMOUSLY

The Nechako Watershed Council is no longer active and will be removed from the Budget for Director Attendance.

Moved by Director Strimbold  
Seconded by Director Petersen

C.W.2013-2-6

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors in regard to FCM, Minerals Roundup, and Minerals North, authorize the attendance of the Chair or the Chairs Alternate which will be allocated to General Government and one Rural Director which will be allocated to Rural Government."

Moved by Director Thiessen  
Seconded by Director Bachrach

C.W.2013-2-7

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors defer Motion C.W.2013-2-6 in order for a select committee to be formed and bring recommendations forward to the Regional Board of Directors regarding Directors attendance and allocation of costs for conferences and conventions."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADMINISTRATION REPORTS (CONT'D)**

Moved by Director Bachrach  
 Seconded by Director MacDougall

C.W.2013-2-8

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors appoint Chair Miller, Director Strimbold, and Director Stoltenberg to a Select Committee to develop a policy regarding Directors attendance at conferences and conventions; and furthermore, that cost allocation for Directors expenses attending conferences and conventions on behalf of the RDBN be determined."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Capital Reserve Adequacy

Moved by Director Stoltenberg  
 Seconded by Director MacDougall

C.W.2013-2-9

"That the Committee of the Whole receive the Financial Administrator's January 30, 2013 memo titled "Capital Reserve Adequacy."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**INVITATIONS**

2013 NCLGA AGM &  
 Convention – May 1-3,2013  
 -Quesnel, B.C.

Moved by Director Holmberg  
 Seconded by Director Bachrach

C.W.2013-2-10

"That the Committee of the Whole receive the invitation titled "2013 NCLGA AGM & Convention - May 1-3, 2013 - Quesnel, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Moved by Director Newell  
 Seconded by Alternate Director Ponsford

C.W.2013-2-11

"That the Committee of the Whole recommend that the Regional District of Bulkley-Nechako Board of Directors authorize all Rural Directors wishing to do so to attend the 2013 NCLGA AGM & Convention on May 1-3, 2013 in Quesnel, B.C."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

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### **INVITATIONS (CONT'D)**

Webinar: Community Energy  
Planning and Implementation  
in Remote Communities  
February 20, 2013

Moved by Director Graf  
Seconded by Director Newell

C.W.2013-2-12

"That the Committee of the Whole receive the invitation titled  
"Webinar: Community Energy Planning and Implementation in  
Remote Communities – February 20, 2013."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Newell has requested a copy of the Webinar:  
Community Energy Planning and Implementation in Remote  
Communities as he is unable to attend.

### **DISCUSSION ITEMS**

#### **TELUS Cell/Internet Coverage (Identifying Areas Without Coverage)**

Chair Miller spoke of identifying areas that do not have adequate cell coverage. He mentioned that Telus has determined that one bar is adequate coverage when quite frequently one bar will not hold a call. Gail Chapman, CAO, noted that the Regional District has received e-mail correspondence from Telus regarding the request for Telus mapping that indicates where adequate cell service is located. Telus has requested the reason for the mapping and are sensitive in sharing the information. Telus determines adequate cell service as being a weak signal. Staff has put a survey on the RDBN website requesting residents information regarding Telus cell and internet coverage and access.

Discussion took place regarding discrepancies in what locations Telus has indicated has service and what actual service is available.

Chair Miller spoke of the funding from tax payers to complete cell and internet coverage throughout rural areas of Canada and B.C. that was funded through Industry Canada and the Federal Government.

### **SUPPLEMENTARY AGENDA**

#### **INVITATION**

Forests for BC-Community  
Dialogue Meetings-Prince  
George-February 28, 2013

Moved by Director Holmberg  
Seconded by Director Stoltenberg

C.W.2013-2-13

"That the Committee of the Whole receive the invitation titled  
"Forests for BC-Community Dialogue Meetings – Prince George-  
February 28, 2013."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Ms. Chapman commented that the invitation was received from  
Bill Bourgois, Healthy Forests-Healthy Communities.

**SPECIAL IN-CAMERA  
MEETING MOTION**

Moved by Director Stoltenberg  
Seconded by Director Freeman

C.W.2013-2-14

"In accordance with Section 90 (1) (g) and (i) of the *Community Charter*, it is the opinion of the Regional District of Bulkley-Nechako that matters pertaining to litigation or potential litigation and advice that is subject to solicitor-client privilege, including communications for that purpose must be closed to the public therefore exercise the option of excluding the public for this meeting.

(All/Directors/Majority)

CARRIED UNANIMOUSLY

**ADJOURNMENT**

Moved by Director

C.W.2013-2-15

"That the meeting be adjourned at 2:02 p.m."

\_\_\_\_\_  
Bill Miller, Chair

\_\_\_\_\_  
Wendy Wainwright, Executive Assistant



## REGIONAL DISTRICT OF BULKLEY-NECHAKO

Memo – Committee of the Whole Agenda

March 7, 2013

To: Chair Miller and the Committee of the Whole  
 From: Hans Berndorff, Financial Administrator  
 Date: February 26, 2013  
 Re: Cost of Directors Attendance at Events

The Select Executive Committee has developed a policy proposal regarding the attendance of Directors at Board sanctioned events. Attached is a schedule summarizing the cost of attending the listed events under the Select Committee's proposed policy compared with the current RDBN practice.

We currently budget about \$80,000 annually for attendance at the listed events (\$56,461 in Rural Government and \$23,346 in General Government). The Select Committee's proposal would result in savings of \$32,635. These savings would be budgeted in General Government to pay for meetings with individual Ministers regarding specific RDBN issues.

Except for attendance at the Electoral Area Directors' forum, all of the costs under the proposed policy would be for the benefit of the RDBN as a whole and, therefore, paid for by General Government. Based on the current year's assessments, General Government costs are paid for 50% by rural taxpayers and 50% by municipal taxpayers.

Budgetary guidance would be appreciated.

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

That the Committee of the Whole receive the Financial Administrator's February 26, 2013 memo titled "Cost of Directors Attendance at Events"

**Directors' Attendance at Events**  
**Full Year Budget Effect**

NOTE: Rural taxpayers contribute 50% of General Government and 100% of Rural Government Coats Municipal taxpayers contribute 50% of General Government and 0% of Rural Government Coats
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**Policies**

	<b>Current Practice</b>	<b>Proposed Policy</b>
UBCM	All Rural Directors	Chair + 2 Directors
FCM	1 Municipal + 1 Rural	Chair + 1 Director
NCLGA	All Rural Directors	Chair + 2 Directors
Minerals North	Annual Board Authorization	Chair + 2 Directors
Minerals Roundup	Annual Board Authorization	Chair + 1 Director
Electoral Area Directors Forum	All Rural Directors	2 Directors

**Annual Costs**

	<b>Current Practice</b>		<b>Proposed Policy</b>		<b>Difference</b>	
	<b>Rural Govt</b>	<b>General Govt</b>	<b>Rural Govt</b>	<b>General Govt</b>	<b>Rural Govt</b>	<b>General Govt</b>
<b>UBCM</b>						
Directors Remuneration	5,978		-	2,562	(5,978)	2,562
Directors Travel	29,644		-	13,276	(29,644)	13,276
	<u>35,622</u>	<u>-</u>	<u>-</u>	<u>15,838</u>	<u>(35,622)</u>	<u>15,838</u>
<b>FCM</b>						
Directors Remuneration		1,464		1,464	-	-
Directors Travel		7,560		7,560	-	-
	<u>-</u>	<u>9,024</u>	<u>-</u>	<u>9,024</u>	<u>-</u>	<u>-</u>
<b>NCLGA</b>						
Directors Remuneration	4,270		-	1,464	(4,270)	1,464
Directors Travel	10,570		-	4,530	(10,570)	4,530
	<u>14,840</u>	<u>-</u>	<u>-</u>	<u>5,994</u>	<u>(14,840)</u>	<u>5,994</u>
<b>Minerals North</b>						
Directors Remuneration		2,562		1,464	-	(1,098)
Directors Travel		4,440		4,440	-	-
	<u>-</u>	<u>7,002</u>	<u>-</u>	<u>5,904</u>	<u>-</u>	<u>(1,098)</u>
<b>Minerals Roundup</b>						
Directors Remuneration		1,220		976	-	(244)
Directors Travel		6,100		6,100	-	-
	<u>-</u>	<u>7,320</u>	<u>-</u>	<u>7,076</u>	<u>-</u>	<u>(244)</u>
<b>Electoral Area Directors Forum</b>						
Directors Remuneration	1,220		976		(244)	-
Directors Travel	4,779		2,360		(2,419)	-
	<u>5,999</u>	<u>-</u>	<u>3,336</u>	<u>-</u>	<u>(2,663)</u>	<u>-</u>
<b>Meetings with Ministers</b>						
Directors Remuneration			10,000		-	10,000
Directors Travel			22,635		-	22,635
	<u>-</u>	<u>-</u>	<u>-</u>	<u>32,635</u>	<u>-</u>	<u>32,635</u>
<b>Total</b>	<u>56,461</u>	<u>23,346</u>	<u>3,336</u>	<u>76,471</u>	<u>(53,125)</u>	<u>53,125</u>

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draft

Policy #

Adopted:

**REGIONAL DISTRICT OF BULKEY-NECHAKO**

**POLICY**

**RDBN Board Members Attendance at Events**

as a Representative of the RDBN

**BACKGROUND:**

The cost of multiple RDBN Board members attendance at events such as Minerals Roundup, North Central Local Government Association Convention, Minerals North, Federation of Canadian Municipalities Conference, UBCM Electoral Area Directors Forum, and the Union of BC Municipalities Convention, etc. is substantial. RDBN constituents could be better served by reducing the number of Board Members attending these events. In return, the monies saved could be utilized for Board members to meet directly with Federal Government members of Parliament, Ottawa, and/or members of the Provincial Legislature, Victoria, regarding regional issues that have been identified as a priorities by the RDBN.

**PURPOSE:**

The RDBN wishes to optimize the use of taxpayers' dollars by clarifying the number, process and expectation of RDBN Board members when attending sanctioned events.

Due to increasing costs associated with RDBN Board members attending events which are paid for by RDBN taxpayers' dollars, a policy is necessary to ascertain how many RDBN Board members will attend events and the selection process to determine who will attend as a delegate on behalf of the RDBN at such conferences/conventions, etc.

RDBN Board Members Attendance at Events  
Page 2

**POLICY:**

Authorization

RDBN Board members are required to get authorization from the RDBN Board of Directors to attend an event on behalf of the RDBN, this is done via a Regional District Board motion. If this is not possible due to time constraints, approval may come from the RDBN Chair. Without prior approval, the RDBN Board member will not be entitled to claim remuneration or reimbursement of expenses for attending the event.

Number of Directors Authorized to Attend Specified Events \*(does not include other events that may be scheduled from time to time)

Minerals Roundup (*paid for from general government)	-	Chair plus one (1) Director
UBCM Electoral Area Directors Forum (*paid for from rural government)	-	Two (2) Rural Directors
North Central Local Government Assoc. Convention (*paid for from general government)	-	Chair plus two (2) Directors
Minerals North (*paid for from general government)	-	Chair plus two (2) Directors
Federation of Can. Municipalities Conference (*paid for from general government)	-	Chair plus one (1) Director
Union of BC Municipalities (*paid for from general government)	-	Chair plus two (2) Directors
Other events	-	at the discretion of the RDBN Board

Selection

When an invitation to attend an event is brought before the Regional Board for consideration, those Regional District Directors wishing to attend shall announce, at that time, their desire to attend.

Selection of delegates will be made by the Board/Chair on a rotational basis, from among the Regional District Director(s) who wish to attend a particular event.

## RDBN Board Members Attendance at Events

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### Appointees

The RDBN appointee's primary responsibilities are:

1. To represent and advocate the interests of the RDBN to the best of their ability first and foremost and their constituency secondly;
2. To report back to the Regional Board, in writing;

### Remuneration

Directors who sit on Boards/Commissions, etc. as appointed by the Regional Board from time to time and who are remunerated for their time and/or expenses by that Board/Commission, etc. will not be eligible to claim remuneration and/or expenses from the RDBN.

### Cost Allocation

Because RDBN appointees will attend events primarily to represent the RDBN as a whole, the costs are paid from the General Government budget. The exception is the UBCM Electoral Area Director's Forum, for which costs are paid from the Rural Government budget.



**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
 Committee of the Whole Agenda  
 March 7, 2013

To: Chair Miller and the Committee of the Whole  
 From: Hans Berndorff, Financial Administrator  
 Date: February 27, 2013  
 Re: Third Draft of the 2013 Budget

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Enclosed under separate cover is a report on Draft No. 3 of the Financial Plan for the years 2013 to 2017 along with detailed budget schedules in a separate appendix.

The report includes region-wide services and regional rural services as well as local service budgets, which have also been sent to the Directors representing the participating areas.

**Projected Tax Decrease**

Residential taxation is projected to **decrease by 10.8%** for municipal taxpayers and **decrease by 7.2%** for rural taxpayers. Two main factors contribute to this decrease:

1. Taxes for region-wide services are projected to **decrease by 1.8%** and taxes for region-wide and regional rural services combined are projected to **increase by 1.5%**.
2. The large industrial development at the Mount Milligan Mine in Electoral Area C has been the primary factor in a 10.3% increase in assessments. The large amount of taxes paid by Mt. Milligan reduces taxes significantly for all other taxpayers.

The attached chart shows the history and trend of the RDBN residential tax rate for region-wide services, declining from \$103.86 for a \$100,000 property in 2009 to \$77.80 in 2013.

An analysis of the budget is included in the Budget Report and detailed service budgets are included in the appendix.

**Changes in the Third Draft of the 2013 Budget**

Since the second draft of the budget that was reviewed with the Committee of the Whole at its meeting on February 7<sup>th</sup>, net taxation has been reduced by about \$4,000. This is made up of the following items.

- The final close of the 2012 year-end accounting is complete. The resulting changes in surpluses carried forward to 2013 have had the effect of reducing taxation by \$26,000.



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- \$10,000 has been added to the budget for closure of the Burns Lake Landfill for completion of the Environmental Monitoring Plan. This is offset by a \$10,000 withdrawal from the closure reserve, therefore, it has no net effect on taxation.
- As a result of direction from the Board, annual contributions of \$15,000 have been added as contributions to the Administration Building Capital Reserve.
- The budget for computer equipment has been increased by \$1,000 to allow for the purchase of a laptop for Boardroom presentations.
- The repairs and maintenance budget has been increased by \$2,000 for the purchase and installation of chair rails and white board rails as well as touch up painting in the meeting room next to the Boardroom.
- The Economic Development project contingency has been increased by \$10,000 because of uncertainty regarding grant funding for the Economic Development Action Plan.
- The budget for feasibility studies has been reduced by \$1,600 to eliminate taxation for 2013. This leaves \$35,000 for feasibility studies in 2013.

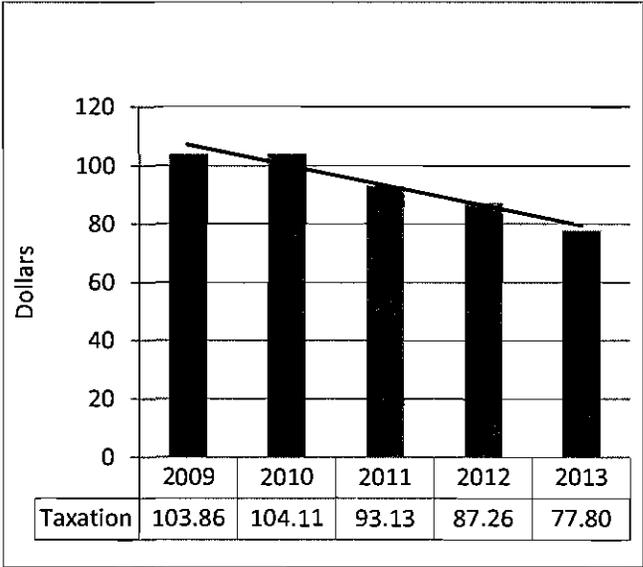
Staff would be pleased to answer any questions and would appreciate direction regarding any further changes to the 2013 budget.

Recommendation:

(all/directors/majority)

That the Committee of the Whole receive the Financial Administrator's February 27, 2013 memo titled "Second Draft of the 2013 Budget" and provide direction to staff for any changes.

# Taxes for a \$100,000 Property - Region-Wide Services



- Includes:
- General Government
  - Regional Economic Development
  - Feasibility Studies
  - Development Services
  - Environmental Services
  - 9-1-1 Service



**Regional District of Bulkley-Nechako  
Committee of the Whole  
March 7, 2013**

To: Chair and the Board of Directors  
 From: Corrine Swenson, Manager of Regional Economic Development  
 Date: February 27, 2013  
 Regarding: Regional Skills Gap Analysis – Project Update

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To date, Staff have:

- Submitted a Letter of Intent to the Ministry of Social Development, Employment and Labour Market Services for funding of the Project
- Completed the full application for funding upon request of the Ministry of Social Development
- Issued an RFP for the Project
- Presented the Project and requested assistance from the Burns Lake Recovery– Worker Transition Team (Sept 10, Oct 12, Nov 20 and Jan 28)
- Discussed the Project and requested assistance from the Regional Economic Development Officers (Nov 19)
- Contacted individual Industry and First Nation organizations to gain support for the Project
- Drafted a Project Description and issued at Worker Transition Team meeting (Jan 28) and Minerals Roundup in Vancouver (Jan 27-30)
- Reviewed 12 proposals received through the RFP and short listed to three
- Invited attendees to participate on the Project Management Committee (PMC)
- Issued Confidentiality Agreements to the PMC
- Held First PMC meeting (February 25 - minutes attached)
- Drafted PMC Terms of Reference (attached)
- Issued Short-listed Proposals to the PMC for review
- Researched Labour Market Studies completed in the North

Next Steps include:

- Entering into a Labour Market (funding) Agreement with Ministry of Social Development, Employment and Labour Market Services (expected by March 18, 2013)
- Second PMC meeting – Monday, March 4 – 1:30pm
- PMC to recommend Proponent to the RDBN (March 4)
- RDBN Committee of the Whole to approve recommendation (March 7)
- Begin working with the successful Consultant on the Project (pending funding approval)

<b>Recommendation:</b>	<b>(All/Directors/Majority)</b>
Receive.	

**Monday, February 25, 2013****Agenda**

1. Introductions and Update of Contact List
2. Review of Project
3. Letters of Support
4. Terms of Reference
5. Confidentiality Agreement
6. Review of Evaluation process for Proposals
7. Disburse Short Listed Proposals for review
8. New Business

**Meeting Minutes**

1:30 - 2:15pm

**Attendance:****Calling in:**

Carrie Dusterhoft

Maureen Czirfusz

**In person:**

Rob Newell

Corrine Swenson

Lianne Olson

Halley Finch

1. Introductions
2. Review of Project – reviewed first page of Terms of Reference – Project Objective, goals, Outcomes
3. Letters of Support – requested letters of support from those that have not sent in yet  
Received from:
  - WorkBC
  - New Gold
  - District of Fort St James
  - CNC
4. Terms of Reference – reviewed draft Terms of Reference (TOR) and decided:
  - TOR looked good
  - Not to include alternates
  - Add Members are responsible to review agenda and meeting information and provide input via email if unable to attend meeting in person
  - Members can review and request changes as needed
5. Confidentiality Agreement – please sign and send into Corrine. RDBN will sign and send copies back to the members.

## Regional Skills Gap Analysis – Project Management Committee

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6. Review of Evaluation process for Proposals – reviewed and discussed proposal selection process
  - Evaluation Package for each PMC member includes:
    - Evaluation Form – for PMC Member to fill out
    - Proposal Discussion – Corrine phoned each of the 3 proponents to discuss their proposals. The conversation is documented for the PMC to review. Corrine's words in black, proponents in blue.
    - Reference Check – Corrine is in the process of completing reference checks. She will forward on to the PMC as more are completed. If the reference was unavailable by phone, an email was sent out. Contact has been made with all 9 (3 each) references.
    - Proposals – 3 proposals for consideration
  - PMC will review the proposals and fill out the evaluation forms before next meeting (Monday March 4<sup>th</sup>)
  - All documentation must be returned to the RDBN.
  - If you have any questions please contact Corrine.
  
7. Proposals were handed out to those attending the meeting in person and will be sent to other PMC members via email or mail.
  
8. New Business
 

Discussion around potential individuals to participate on the PMC

  - Tricorp- First Nations training for Houston/Telkwa/Smithers
  - PGNAETA – First Nations training for 13 First Nations Bands
  - Tribal Councils – Wet'suwet'en and Carrier Sekani
  - Canfor
  - Brenda Anderson – Village of Granisle (*Granisle was invited to participate*)
  - Mt Milligan – ensure Fort St James has representation (*Fort St James was invited to participate*)
  - Industry Training Authority
  - Steelworkers Union

Discussion around:

  - The need to have a Study that has strong, effective recommendations – not a study that will sit on our shelves.
  - The importance of the PMC bringing forward concerns/issues to the consultant.

**Next Meeting: Monday, March 4 – 1:30 – 3:30pm**

### Agenda

1. Introductions and Update of Contact List
2. Review and Finalize Terms of Reference
3. Discussion of Proposals
4. Determination of Proponent to recommend to the RDBN Board
5. Next Steps
6. New Business

## Regional Skills Gap Analysis – Project Management Committee

Current to: February 27, 2013

Name	Title	Organization	Email	Phone
Corrine Swenson	Manager of Regional Economic Development	Regional District of Bulkley-Nechako	<a href="mailto:corrine.swenson@rdbn.bc.ca">corrine.swenson@rdbn.bc.ca</a>	250-692-3195
Halley Finch	ESC Manager	WorkBC-WCG International	<a href="mailto:halley.finch@workBC-burnslake.com">halley.finch@workBC-burnslake.com</a>	250-692-4219
Maureen Czirfusz	Manager/Economic Development Officer	Houston & District Chamber of Commerce	<a href="mailto:manager@houstonchamber.ca">manager@houstonchamber.ca</a>	250-845-7640
Kathie LaForge	Community Manager	New Gold Inc., Blackwater Project	<a href="mailto:kathie.laforge@newgold.com">kathie.laforge@newgold.com</a>	250-567-9271
Rob Newell	Director - Area "G"	Regional District of Bulkley-Nechako	<a href="mailto:robnewelleag@gmail.com">robnewelleag@gmail.com</a>	250-845-2464
Danielle Smyth	Regional Director, Eastern Region	Northwest Community College	<a href="mailto:dsmyth@nwcc.bc.ca">dsmyth@nwcc.bc.ca</a>	250.847.4461 x 5812
Lianne Olson	Stakeholder & Community Relations Liaison	Rio Tinto Alcan	<a href="mailto:lianne.olson@riotinto.com">lianne.olson@riotinto.com</a>	250-692-4144

# Regional Skills Gap Analysis – Project Management Committee - Terms of Reference

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## Project Objective

- To assist with employment and employment readiness in the region.

## Project Goals

The goals of the Regional Skills Gap Analysis project are to:

- Identify and fill labour market gaps;
- Increase skill level of residents in the RDBN to secure employment, including but not limited to persons with disabilities, older workers and students;
- Attract skilled employees to the region;
- Support regional businesses by sourcing skilled labour; and
- Enhance programming options at regional colleges and school districts

## Expected Outcomes

The Skills Gap Analysis will:

- assist communities and industry within the region to develop and implement labour market strategies as well as meeting human resource requirements;
- better prepare communities within the region to move forward with a labour market plan;
- assist regional colleges and school districts to determine programming to meet the needs of the employers, small business and residents;
- assist employment/community service organizations to help people seeking employment with identifying transferable skills and programs of study
- provide recommendations for local government, industry, school districts and colleges;
- provide an inventory of skills, training, education, and experience of the region's residents;
- identify gaps in the labour market and skills needed to fill the gaps;
- assist with skilled workforce attraction; and
- provide the foundation for securing future funding to fill gaps and diversify the economy.

## Regional District of Bulkley-Nechako (RDBN)

The RDBN will be the overall lead for the project, and will also participate in any stakeholder sessions, provide input into and review and approve all project reports.

## Skills Assessment Consultant Role

To research and analyze the region's labour market. The consultant will:

- contact major employers and potential projects, within the region, to determine skill set, positions and number of employees currently and those required within the next 5 to 10 years;
- contact local colleges and school districts in the region to develop an inventory of current and future programming as well as previous programs and number of residents trained;
- survey residents in the region to determine skills, training, education, and experience;
- prepare a final report including findings and recommendations.

## Regional Skills Gap Analysis – Project Management Committee - Terms of Reference

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### **Purpose of Project Management Committee (PMC)**

The PMC has been established to oversee the project and provide guidance and input to the Skills Assessment Consultant.

PMC activities include:

1. Review of short listed project proposals and recommendation of successful proponent to the RDBN.
2. Development of project work plan with timelines.
3. Provide suggested businesses/industry/organizations/residents to be interviewed.
4. Contact businesses/industry/organizations/residents to inform them of the project and that the consultant will be contacting them for an interview.
5. Review and input for reports provided by the consultant.
6. Communicate regularly and provide input to the Consultant.

### **Role of Project Management Committee Members**

1. Participate on monthly conference calls or as required.
2. Provide leadership for this project

### **Guiding Principles**

1. Respect
2. Openness
3. Integrity
4. Generosity
5. Flexibility
6. Confidentiality
7. Consensus based

### **Governance**

Meetings chaired by RDBN Staff.

### **Membership**

Local government, industry, small business, First Nations and education representatives.

### **Meetings**

Monthly conference calls - maximum 2 hours

Additional calls as required for project completion

Committee Members will review and provide feedback via email if unable to attend in person

### **Administration**

- Agendas will be sent out one week prior to calls.
- RDBN will take minutes and distribute within a week following a call

### **Revision of Terms of Reference**

Any member may suggest changes to the terms of reference at any time. Changes will be made after discussion at a regularly scheduled conference call.

<b>SPECIAL PROJECTS</b>			
Activity	Budget/Timing	Description	Status
<b>Tourism Information Sessions</b>	\$3,000 January-December	<ul style="list-style-type: none"> <li>• Information sessions for local tourism operators</li> <li>• Attend the NBCTA AGM</li> <li>• Encourage participation on <a href="http://www.hostingbc.ca">www.hostingbc.ca</a> and <a href="http://www.hellobc.com">www.hellobc.com</a> websites</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Planning for info sessions in Spring</li> </ul>
<u><a href="http://www.visitbulkleynechako.ca">www.visitbulkleynechako.ca</a></u>	\$2,500 January - December	<ul style="list-style-type: none"> <li>• Update and Enhance <a href="http://www.visitbulkleynechako.ca">www.visitbulkleynechako.ca</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> </ul>
<b>Image Bank</b>	\$28,672 January-June	<ul style="list-style-type: none"> <li>• Develop Image Bank</li> <li>• Obtain Images for the Image Bank</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Image Bank has been developed over 3,000 images included.</li> <li>• 2 trainings sessions for Community Partners have taken place</li> <li>• Meeting on March 4 to discuss the gaps in images and determine process to purchase professional photos to complete Image Bank Project</li> </ul>
<b>Regional Tourism Brochure</b>	\$8,000 January - May	<ul style="list-style-type: none"> <li>• Create and purchase Regional Tourism Brochure</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Will issue RFP in Mar</li> </ul>
<b>Circle Tours</b>	\$10,000 January - May	<ul style="list-style-type: none"> <li>• Create Circle Tours and Itineraries</li> <li>• Publish/advertise Circle Tours and itineraries</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Will issue RFP in Mar in conjunction with Tourism Brochure</li> </ul>

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<b>Business Forum</b>	\$24,000 February-October	<ul style="list-style-type: none"> <li>• Staff with a partner municipality and Advisory Committee will organize a two day Business Forum</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Held introductory meeting with District of Fort St James Staff</li> </ul>
<b>Farmers' Market Signage Project</b>	\$10,020 Jan-April	<ul style="list-style-type: none"> <li>• Purchase Farmer's Market highway signage</li> <li>• Update Agriculture Page on RDBN Website</li> <li>• Purchase signage for display at each Market</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• The Farmers' Market signs will be installed in the Spring.</li> </ul>
<b>Agriculture Project</b>	\$27,000 Jan - Dec	<ul style="list-style-type: none"> <li>• Participate in the advisory committee for the "Beyond the Market" Agriculture project</li> <li>• Local Food Marketing Campaign               <ul style="list-style-type: none"> <li>○ RDBN partnering with community organizations to host events to promote locally grown foods.</li> </ul> </li> <li>• Farm Resource Library               <ul style="list-style-type: none"> <li>○ Provide funding for each library in the region to purchase \$500 worth of resources from the Farm Resource Library</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Applied to OBAC for grant funding of the Local Food Marketing Campaign and Farm Resource Library (confirmation by March 15)</li> </ul>
<b>Entrepreneurship Contest</b>	\$10,000 March-November	<ul style="list-style-type: none"> <li>• Coordinate an annual business planning competition</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Researching other contests to enhance the annual contest</li> </ul>

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<b>Proposal Writing Assistance for First Nations</b>	February-December	<ul style="list-style-type: none"> <li>• Assist First Nations Bands with Proposal Writing</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> </ul>
<b>Grant Writing Workshops</b>	\$6,500 January - April	<ul style="list-style-type: none"> <li>• Organize and Host Capacity Building Workshops for:               <ul style="list-style-type: none"> <li>○ Professional Grant Writers in the region</li> <li>○ Not for Profit Organizations in the region</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> </ul>
<b>Regional Skills Gap Analysis</b>	\$150,000 January - December	<ul style="list-style-type: none"> <li>• Work with Consultant and Project Management Committee to:               <ul style="list-style-type: none"> <li>• Identify labour market gaps</li> <li>• Make recommendations to alleviate gaps</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Completed application for funding to the Ministry of Social Development</li> <li>• Issued an RFP for the Project</li> <li>• Reviewed 12 proposals received through the RFP and short listed to 3</li> <li>• Held First PMC meeting -February 25</li> <li>• Drafted PMC Terms of Reference</li> <li>• Researched Labour Market Studies completed in the North</li> <li>• Promoted project</li> </ul>
<b>3 year Economic Development Action Plan</b>	\$60,000 January - December	<ul style="list-style-type: none"> <li>• Create 3 year Action Plan for Economic Development</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Identifying funding sources</li> <li>• Submitting Letters of Intent for Funding Organizations</li> </ul>

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<b>ONGOING PROJECTS</b>			
Activity	Budget/Timing	Description	Status
<b>Asset Mapping Database</b>	\$8,000 January-December	<ul style="list-style-type: none"> <li>• Update Asset Mapping Database</li> <li>• Ensure online Bulkley-Nechako Directory entry submission form is current</li> <li>• Encourage updating by businesses and organizations</li> <li>• Enhancements will be determined as the database program and directories are utilized to ensure their effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Continually updating database with online entries</li> <li>• Redesigned the Bulkley-Nechako Directory to a more user friendly directory</li> <li>• In the process of contacting those in the database to update their entries</li> </ul>
<b>mining.rdbn.bc.ca Website</b>	\$7,500 January-December	<ul style="list-style-type: none"> <li>• Complete additions and revisions</li> </ul>	<ul style="list-style-type: none"> <li>• <b>IN PROGRESS</b></li> <li>• Average Number of Monthly visits for July – Dec 2012: <b>11,756</b></li> <li>• Updated content on the site</li> <li>• Making weekly additions to the Media release and Employment sections</li> </ul>
<b>Industry Tradeshow Participation</b>	\$7,500 January-April	<ul style="list-style-type: none"> <li>• Attend Minerals Roundup</li> <li>• Attend Minerals North</li> </ul>	<ul style="list-style-type: none"> <li>• <b>COMPLETED</b></li> <li>• Attended Minerals Roundup with community partners:                             <ul style="list-style-type: none"> <li>○ Fraser Lake</li> <li>○ Vanderhoof</li> <li>○ Fort St James</li> </ul> </li> <li>• Preparing for Minerals North with confirmed community partners:                             <ul style="list-style-type: none"> <li>○ Houston</li> <li>○ College of New Caledonia</li> <li>○ Fort St James</li> <li>○ Fraser Lake</li> </ul> </li> </ul>

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<b>Marketing Initiatives</b>	\$8,000 January-December	<ul style="list-style-type: none"> <li>Marketing the RDBN to industry, residents, and visitors through advertising, promotional material and other activities to be determined</li> </ul>	<ul style="list-style-type: none"> <li><b>IN PROGRESS</b></li> </ul>
<b>RDBN website updates to the Economic Development Section</b>	January-December	<ul style="list-style-type: none"> <li>Update and enhance Economic Development Section of the RDBN website</li> </ul>	<ul style="list-style-type: none"> <li><b>IN PROGRESS</b></li> <li>Completed major updates to the section for the new website layout and design</li> </ul>
<b>Local Tradeshow Participation</b>	\$2,000 January-October	<ul style="list-style-type: none"> <li>Along with Admin Staff, supply Electoral Area Directors with booth materials</li> </ul>	<ul style="list-style-type: none"> <li><b>IN PROGRESS</b></li> <li>Planning for Smithers Trade Expo Apr 26-28                             <ul style="list-style-type: none"> <li>Director Stoltenberg will attend, partnering with Town of Smithers</li> </ul> </li> </ul>
<b>OTHER WORK PLAN ACTIVITIES</b>			
<b>Activity</b>	<b>Budget/Timing</b>	<b>Description</b>	<b>Status</b>
<b>Federal Gas Tax Funds</b>	January-December	<ul style="list-style-type: none"> <li>Administer program</li> </ul>	<ul style="list-style-type: none"> <li>Administering <b>27</b> projects</li> </ul>
<b>Proposal Writing</b>	January-December	<ul style="list-style-type: none"> <li>Proposal Writing for Non Profit Organizations</li> <li>Proposal Writing for RDBN</li> </ul>	<ul style="list-style-type: none"> <li>8 applications ( incl. 5 RDBN applications) requesting <b>\$111,230</b> submitted YTD for 2013</li> <li>Total Value of Projects: <b>\$217,005</b></li> <li>2013 YTD Confirmed Funding: <b>\$21,119</b> (Does not include Federal Gas Tax projects)</li> <li>Assisting <b>13</b> organizations.</li> </ul>

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<b>Regional Communication Meetings</b>	\$1,000 January-December	<ul style="list-style-type: none"> <li>Organize and facilitate 3-4 meetings for Economic Developers in the region (Municipal, Associations, Community Futures, First Nations)</li> </ul>	<ul style="list-style-type: none"> <li>Planning meeting for Spring</li> </ul>
<b>RDBN Emergency Preparedness</b>	January-December	<ul style="list-style-type: none"> <li>Attend training for ESSD position</li> <li>Assist with ESS Plan</li> </ul>	<ul style="list-style-type: none"> <li>Assisting with Regional ESS Plan</li> <li>Assisting with planning of the NESST weekend</li> </ul>
<b>Other Items</b>	January - December		<ul style="list-style-type: none"> <li>Provided opening letter and advertisement for Area B and E for the Burns Lake Visitors Guide</li> <li>Attended NDI PG RAC meeting to learn of grant funding opportunities, provided potential projects for 2013-2015</li> <li>Attended New Gold EDO meeting and Community Liaison Committee meetings</li> </ul>

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**REGIONAL DISTRICT OF BULKLEY-NECHAKO**  
**MEMORANDUM**

To: Chairperson Miller and the Board of Directors (March 7, 2013)  
From: Carolynn Lane  
Sustainability Assistant  
Date: February 26, 2013  
Subject: Final CARIP Report

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As a requirement of the Climate Action Charter, local governments are required to publicly report on their plan and progress towards achieving carbon neutrality. This report must be made public on or before March 8 of each calendar year. The Climate Action Revenue Incentive Program (CARIP) reporting template has been filled out for the 2012 reporting year, and includes the RDBN's total CO<sub>2</sub> emissions for 2012. The RDBN's 2012 CARIP report is attached.

RECOMMENDATION

(All/Directors/Majority)

That the Board of Directors receive the memorandum titled, "Final CARIP Report" and dated February 26, 2013.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carolynn Lane".

Carolynn Lane  
Sustainability Assistant

**CLIMATE ACTION REVENUE INCENTIVE PROGRAM (CARIP) PUBLIC REPORT**  
**For Reporting Year = 2012**

**GENERAL INFORMATION**

Fill in the boxes below

Name of Local Government

*Regional District of Bulkley-*

*Nechoko*

Member of Regional District (RD)

*RDBN*

Regional Growth Strategy (RGS) in region

*No*

Population

*39,208*

**Report Submitted by**

Name

*Hans Berndorff*

Title

*Financial Administrator*

Email

*hans.berndorff@rdbn.bc.ca*

Phone

*250-692-3195*

# CLIMATE ACTION REVENUE INCENTIVE PROGRAM (CARIP) PUBLIC REPORT

For Reporting Year =

2012

## Community-Wide Actions

### 1.1 MEASURE

Community Wide Measurement Actions  
QUESTION

Have you been using the *Community Energy and Emissions Inventory* (CEEI) to measure progress?  
What else have you been using instead of/in addition to CEEI?

ANSWER

No

ADDITIONAL INFORMATION

*The data provided by the CEEI initiative does not provide the information necessary for the establishment of a baseline, or future measure of the community-wide GHG emissions generated in each Electoral Area. Therefore, the data is not appropriate for the establishment of bottom up or pragmatic targets. Area specific, accurate and measurable data regarding emissions sources and quantity, especially with regards to transportation, are necessary to identify GHG reduction targets that have any meaning with respect to measurement and achievability. However, the CEEI data can potentially be used to quantify current and future patterns of energy used and GHGs emitted in the region.*

### 1.2 PLAN

Community Wide Targets  
QUESTION

ANSWER

ADDITIONAL INFORMATION

Do your OCP(s) have targets, policies and actions to reduce GHG emissions, as per the requirements under the *Local Governments Act* (LGA)? If yes, please identify the targets set. If no or in progress, please comment.

Yes

All six Official Community Plans within the Regional District of Bulkley-Nechako reference the following provincial GHG reduction targets as the Regional District's visionary target for the Plan area.

**\*\*By 2020, BC will reduce its greenhouse gas emissions by 30%, compared to 2007 levels.**

**\*\*By 2050, GHG emissions in the Province will be reduced by at least 80% below 2007 levels.**

If you are a Regional District, does your RGS have targets, policies and actions to reduce GHG emissions, as per the requirements under the *Local Governments Act* (LGA)? If yes, please identify the targets set. If no or in progress, please comment.

No

N/A

### 1.3 REDUCE

#### *Supportive Community-Wide Actions*

*Please describe the supportive community-wide actions you have taken in 2012 (or propose to take in 2013) to contribute to reducing GHG emissions and energy consumption in your community.*

*Supportive actions refer to activities that provide a framework or foundation for direct actions to be implemented. These include the development of committees or new staff positions, education and engagement, feasibility studies, policy development and engagement with programs and partnerships.*

*If your actions do not fit into the given categories please describe them under "other actions".*

<http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>

*Actions reported in these categories in 2010 and 2011 can be found here:*

**Supportive Community-Wide Actions**

**Actions Taken in 2012**

**Proposed Actions for 2013**

*Broad Planning* (e.g. creation/revision of OCPs, CEPs, transportation plans) *Agricultural Plan completed.*

**Building and Lighting** (e.g. developed green building policy, increased density in the downtown)

**Energy Generation** (e.g. signed on to provincial 'solar ready' regulation, explored options for bioheating for buildings)

**Green Space** (e.g. developed urban forestry policy, adopted park acquisition policy)

**Transportation** (e.g. developed sustainable transportation plan, completed bicycle master plan)

**Waste** (e.g. introduced composting and recycling education programs)

**Water/Sewer** (e.g. participated in water smart initiatives, implemented Water Action Plan, introduced rebates on low flush toilets)

**Other Actions**

*Continued in development and promotion of community based waste reduction initiatives - financially supported recycling infrastructure development. Continue in 2013.*

*Hired a Sustainability Assistant to aid in fulfilling Climate Action Charter commitments, among other sustainability initiatives.*

### Direct Community-Wide Actions

Please describe the **direct community-wide actions** you have taken this year and propose to take next year to contribute to reducing GHG emissions and energy consumption in your community.

**Direct actions** refer to activities that can be directly implemented by local government.

If your actions do not fit into the given categories please describe them under "other actions".

**Actions reported in these categories in 2010 and 2011 can be found here:** <http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>

Community-Wide Direct Actions

Actions Taken in 2012

Proposed Actions for 2013

**Buildings** (e.g. implement use of sustainability checklists and development permit guidelines for new buildings)

*Utilized a Sustainability Checklist for development applications. Implemented targets, policies and actions for Electoral Area G.*

*Complete OCP for Electoral Area E with targets, plans and actions.*

**Energy Generation** (e.g. implement district energy, geothermal, solar)

*Investigated waste heat exchange potential at Smithers Arena/Pool.*

*Implement waste heat exchange at Smithers Pool/Arena.*

**Transportation** (e.g. implement bike lanes, pedestrian paths, upgrade transit service and infrastructure, improve roads, parking fees etc.)

**Waste** (e.g. introduce composting and recycling programs)

*Provided direct funding to local community based recycling groups to support waste reduction initiatives. Provided input on development of provincially regulated Extended Producer Responsibility programs. Installed additional paper and cardboard recycling bins at Burns Lake and Southside Transfer Stations.*

*Continue to provide input on EPR programs. Assist community based recycling groups in the transition to Printed Paper and Packaging EPR program.*

**Water/Sewer** (e.g. implement water conservation and reduction initiatives)

*Implemented water use restrictions during peak use periods in the unincorporated community of Fort Fraser.*

*Continue to implement water use restrictions. Facilitate education and awareness activities for Drinking Water Week 2013 at Fort Fraser Elementary School. This initiative is contingent on grant funding.*

**Green Space** (e.g. plant trees, conserve forest etc.)

**Other Actions**

#### **1.4 COMMUNITY-WIDE INNOVATION**

**Answer**

Is there any activity that you have been engaged in over the past year(s) that you are particularly proud of and would like to share with other local governments? Please describe and add links to additional information where possible.

NOTE: If you wish to insert a "hard return" (i.e. Enter Key) while typing in a given cell, you need to hold the ALT+ENTER instead.

NOTE: If your list proves larger than the space provided above, feel free to adjust the column width/row height accordingly.

NOTE: To adjust cells go to the far left (numbers) or top (letters)

# CLIMATE ACTION REVENUE INCENTIVE PROGRAM (CARIP) PUBLIC REPORT

For Reporting Year =

2012

## Corporate Actions

### 2.1 MEASURE

#### Corporate Measurement Actions QUESTION

#### Answer

What steps has your local government taken toward completing its corporate emissions inventory (e.g. corporate assets identified related to energy and fuel data and calculated GHG emissions from energy use)?

*Corporate emissions sources were identified and inventory has been completed for 2012. The RDBN's Corporate Energy and Emissions Plan was reviewed and potential emissions projects were established.*

What tool are you using to measure, track and report on your corporate emissions (e.g. SMARTtool, other tools including excel spreadsheets)?

*SMARTTool is being used to measure, track and report on corporate emissions.*

### 2.2 REDUCE

## Supportive Corporate Actions

Please describe the *supportive corporate actions* you have taken in 2012 or propose to take in 2013 to contribute to reducing GHG emissions and energy consumption within your corporate boundary.

*Supportive actions* refer to activities that provide a framework or foundation for direct actions to be implemented. These include the development of committees or new staff positions, education and engagement, feasibility studies, policy development and engagement with programs and partnerships.

If your actions do not fit into the categories provided, please describe them under "other actions".

Lists of actions reported in these categories in 2010 and 2011 can be found here: <http://www.cscd.gov.bc.ca/igd/greencommunities/carip.htm>

Supportive Corporate Actions	Actions Taken in 2012	Proposed Actions for 2013
<i>Broad Planning (e.g. developed corporate climate action plan)</i>	<i>RDBN's CEEP was reviewed and plans were made to contribute to a "Carbon Reserve Fund" in lieu of purchasing offsets.</i>	<i>Identify emissions reductions projects using funds from the Carbon Reserve Fund.</i>
<i>Building and Lighting (e.g. developed energy reduction plan for all corporate buildings)</i>		
<i>Energy Generation (e.g. undertook feasibility study of green energy generation for civic buildings)</i>		
<i>Transportation (e.g. created anti-idling policy for city vehicles, bike to work week promotion)</i>		<i>Develop an anti-idling policy for RDBN vehicles.</i>
<i>Waste (e.g. completed waste audit of City Hall)</i>		<i>Investigate large-scale centralized composting opportunities for the RDBN.</i>
<i>Water/Sewer (e.g. completed study of sewer and water energy use)</i>		

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**Other Actions**

*Promote a culture of sustainability and energy efficient behaviour in-office. Establish a purchasing policy to include the most energy efficient equipment available with a simple payback period of 5-7 years or less that meets the RDBN's needs.*

**Direct Corporate Actions**

Please describe the **direct corporate actions** you have taken in 2012 and propose to take in 2013 to contribute to reducing GHG emissions and energy consumption within your corporate boundary.

**Direct actions** refer to activities that can be directly implemented by local governments.

We encourage you to report all the corporate actions that contribute to reduced emissions even if they might not directly contribute to the achievement of your carbon neutral commitment. For example, the introduction of corporate recycling programs do not contribute to carbon neutrality but is a direct action to reduce GHG emissions.

If your actions do not fit into the given categories please describe them under "other actions".

<http://www.cscd.gov.bc.ca/lgd/greencommunities/carip.htm>

List of actions reported in these categories in 2010 and 2011 can be found here:

<b>Direct Corporate Actions</b>	<b>Actions Taken in 2012</b>	<b>Proposed Actions for 2013</b>
<b>Building and Lighting</b> (e.g. energy efficiency retrofits to municipal buildings )	<i>Investigated opportunities for lighting upgrades at transfer stations.</i>	<i>Install LED lighting retrofits at Smithers-Telkwa Transfer Station. Investigate and install LED technology at the Luck Bay Fire Hall in Fort St. James.</i>
<b>Energy Generation</b> (e.g. implemented heat recovery systems, solar)		
<b>Fleet</b> (e.g. anti-idling policies for fleet vehicles, purchasing of hybrid)		<i>Purchase a fuel efficient vehicle for the RDBN office.</i>
<b>Waste</b> (e.g. introduction of composting and recycling programs and education)	<i>Continued with office recycling program for bottles/cardboard/paper products and started vermicomposting for in-office organic food scraps.</i>	<i>Continue existing recycling and vermicomposting activities in 2013.</i>

**Water/Sewer** (e.g. initiated water conservation and reduction initiatives)

**Green Space** (e.g. planting of trees )

**Other Actions**

### 2.3 CORPORATE INNOVATION

Answer

Is there any activity that you have been engaged in over the past year(s) that you are particularly proud of and would like to share with other local governments? Please describe and add links to additional information where possible.

NOTE: If you wish to insert a "hard return" (i.e. Enter Key) while typing in a given cell, you need to hold the ALT+ENTER instead.

NOTE: If your list proves larger than the space provided above, feel free to adjust the column width/row height accordingly.

NOTE: To adjust cells go to the far left (numbers) or top (letters)

You **MUST** fill this in for the 2012 reporting year.

**CLIMATE ACTION REVENUE INCENTIVE PROGRAM (CARIP) PUBLIC REPORT**

**For Reporting Year =**

**2012**

Prior to completing this section, please ensure that you are familiar with the "Becoming Carbon Neutral guidebook" available on the BC

[BC Climate Action Toolkit Website](#)

**Carbon Neutral Progress Reporting**

**Is this your Final or Interim CARIP Report for 2012 (Yes or No)?**

**Answer**

**Emissions/Offsets**

**Tonnes CO2e**

Enter Values in Yellow Boxes

**Annual corporate emissions using SMARTTool or equivalent inventory tool**

*Emissions from services delivered directly by the local government*

*Emissions from contracted services*

**Less:**

GHG reductions being claimed for this reporting year from Option 1 - GHG reduction project

*Energy Efficient Building Retrofits and Fuel Switching*

*Solar Thermal*

*Household Organic Waste Composting*

*Low Emissions Vehicles*

**Less:**

GHG reductions being claimed for this reporting year from Option 2 - GHG reduction projects

*Please list all Option 2 Projects Implemented (insert title of the projects(s) as per project plan template. If you have more than two Option 2 projects you can add more lines at the bottom of this sheet)*

	(+)
729	
5	
	(-)
0	
0	(-)

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**Offset Provider Information**

(i) Please identify the name(s) of your offset provider(s) (use yellow box to the right):

--

(ii-a) The offsets being claimed in this CARIP Report were purchased from the offset provider(s) indicated above prior to making this CARIP report public (please indicate yes or no in yellow box):

--

OR

(ii-b) There is a signed agreement in place between the reporting local government and the offset provider(s) indicated above to purchase the offsets by no later than June 1, 2013 (please indicate yes or no in the yellow box):

--

CARIP Public Report Attestation Form

The Purpose of this Attestation: As per the CARIP guidance, the Financial Officer is required to attest that the CARIP report submitted to the Province on or before **March 8, 2013** has been made public and also indicate if it is the Final or *Interim* Report.

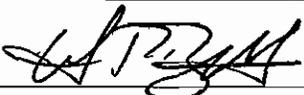
If applicable, the Financial Officer will also be required to attest that the local government's updated *Interim* CARIP report submitted on **June 1, 2013** has been made public and is the Final Report. Please complete the attestation below that applies to your 2012 CARIP Public Report at this time. Please review the general CARIP Guidance document for more information on this requirement.

*Financial Officer must complete and sign the APPLICABLE attestation form below and email a scanned copy to the province at infra@gov.bc.ca*

**FINAL CARIP Report attestation:**

I declare that this is the Final 2012 CARIP Public Report for the Regional District of Bulkley-Nechako and that this report was made public on March 7, 2013

Name, Title (print) CFO HANS BERNDORFF, FINANCIAL ADMINISTRATOR

Signature 

Date Feb. 26 / 13

**INTERIM CARIP Report attestation:**

I declare that this is the *Interim* 2012 CARIP Public Report for (insert name of local government) and that this Report was made public on (insert date)

Additional carbon neutral information is needed to complete this CARIP Report and once that information is received; this CARIP report will be updated, made public and submitted as Final to the Province on or before June 1, 2013.

As per the CARIP Guidance document, I am aware that local governments that do not make public and submit an updated, Final 2012 CARIP Public Report to the Province by the **June 1, 2013**, deadline:

- May not be eligible for next year's CARIP grant.
- Will not be eligible for certain elements of the Green Communities Recognition Program, and
- Will not be included in the 2012 Provincial level report on local government climate action progress

Name, Title (print) CFO or CAO \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Regional District of Bulkley-Nechako Memo

**To:** Chair Miller and the Board of Directors  
**From:** Deborah Jones-Middleton (Protective Services Manager)  
**Date:** February 20, 2013  
**Regarding:** Snow Survey and Water Supply Bulletin – February 1, 2013

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Attached for your review is the Snow Survey and Water Supply Bulletin – February 1, 2013.

The snow pack has changed slightly from January 1, 2013. February 1, 2013 report is as follows:

- Nechako Basin is up from 62% in January to 78% of normal.
- Skeena-Nass is down from 95% in January to 84% of normal.

The snow pack in the Nechako and Skeena-Nass basins are below levels observed last year. Current probable seasonal weather forecasts from Environment Canada are for normal seasonal weather conditions and precipitation for the next three months.

### **Recommendation**

**AII /DIRECTORS/MAJORITY**

1. The Protective Services Committee receive the memo titled "Snow Survey and Water Supply Bulletin –February 1, 2013" from Deborah Jones-Middleton, Protective Services Manager.



## Snow Survey and Water Supply Bulletin – February 1<sup>st</sup>, 2013

The February 1<sup>st</sup> snow survey is now complete. Data from 107 snow courses and 53 snow pillows around the province and out-of-province sampling locations, and climate data from Environment Canada, have been used to form the basis for the following reports<sup>1</sup>.

### Weather

Stable weather conditions prevailed across British Columbia through January. High pressure ridging in the middle of the month created prolonged dry weather and inverted temperatures, with above freezing temperatures above snowline elevations. Conditions were much drier than normal across the province throughout the month. Temperatures were +1 - 3°C above normal through most areas of the province, with some low elevation regions in south-west BC having below normal temperatures.

### Snowpack

Due to drier conditions, most regions saw below normal snow accumulation and a decline in snow basin indices through the month of January. Snow basin indices ranged from a low of 78% of normal, to a high of 116%. Drier conditions are prevalent through west-central and north-west British Columbia, including the Nechako, Middle Fraser (Chilcotin), Central Coast and Skeena-Nass basins. Snow packs are above normal (>110%) in the Okanagan-Kettle and South Coast regions, and near normal or slightly below normal (85-110%) through the rest of the province.

### BC Snow Basin Indices – February 1, 2013

Basin	% of Normal	Basin	% of Normal
Upper Fraser	86%	Kootenay	97%
Nechako	78%	Okanagan-Kettle	116%
Middle Fraser	83%	Similkameen	89%
Lower Fraser	103%	South Coast	113%
North Thompson	94%	Vancouver Island	107%
South Thompson	109%	Peace	90%
Columbia	93%	Skeena-Nass	84%

### Outlook

This season has favored neutral El Niño Southern Oscillation (ENSO) conditions, with near normal sea surface temperatures in the equatorial Pacific Ocean. Current forecasts from the Climate Prediction Centre with the U.S. National Weather Service (NOAA) favour neutral conditions into the spring of 2013. This suggests that current ocean conditions favour normal seasonal weather conditions. Current 3-month seasonal forecasts (February through April) from Environment Canada are fairly neutral, with similar likelihoods of above-normal, below-normal or normal precipitation and temperature. A slight increased likelihood of below normal temperatures is forecast for south-west BC. Current short-term weather forecasts indicate a period of high pressure across most of the province to the middle of February, and limited snowfall is expected.

By this date, generally about two-thirds of the annual BC snowpack has accumulated. While there is still two and a half months left in the snow accumulation season, given current short-term and seasonal outlooks, the current snowpack is not expected to change significantly over the remainder of the season.

1. Every effort is made to ensure that data reported on these pages are accurate. However, in order to update the graphs and indices as quickly as possible, some data may have been estimated. Please note that data provided on these pages are preliminary and subject to revision upon review.



## Snow Survey and Water Supply Bulletin—February 1<sup>st</sup>, 2013

At this point there are no strong indications of a high likelihood of extreme wet or dry seasonal weather through the rest of the accumulation season. Unless the region experiences some late-season Pacific storm cycles, dry conditions are likely to persist in the Nechako, Central Coast, Skeena-Nass, and Middle Fraser. Normal conditions are expected to persist in other regions. While possible, heavy snow pack accumulation over the remainder of the season is unlikely.

In general snow packs across the province are below levels that were observed last year (see snow basin graphs below). Below normal seasonal flows during freshet and into summer are likely in the west-central region of the province (Nechako, Middle Fraser, Central Coast, Skeena-Nass). Above normal seasonal flow, and the potential for elevated seasonal flood risk, is possible in the Okanagan basin. Above normal seasonal flow is also expected in the Lower Fraser, South Coast and Vancouver Island, however these regions tend to have limited flood potential in the spring, and current snow packs are not expected to have a significant impact on seasonal flood risk. Normal seasonal flow and seasonal flood risk is likely through the rest of the province.

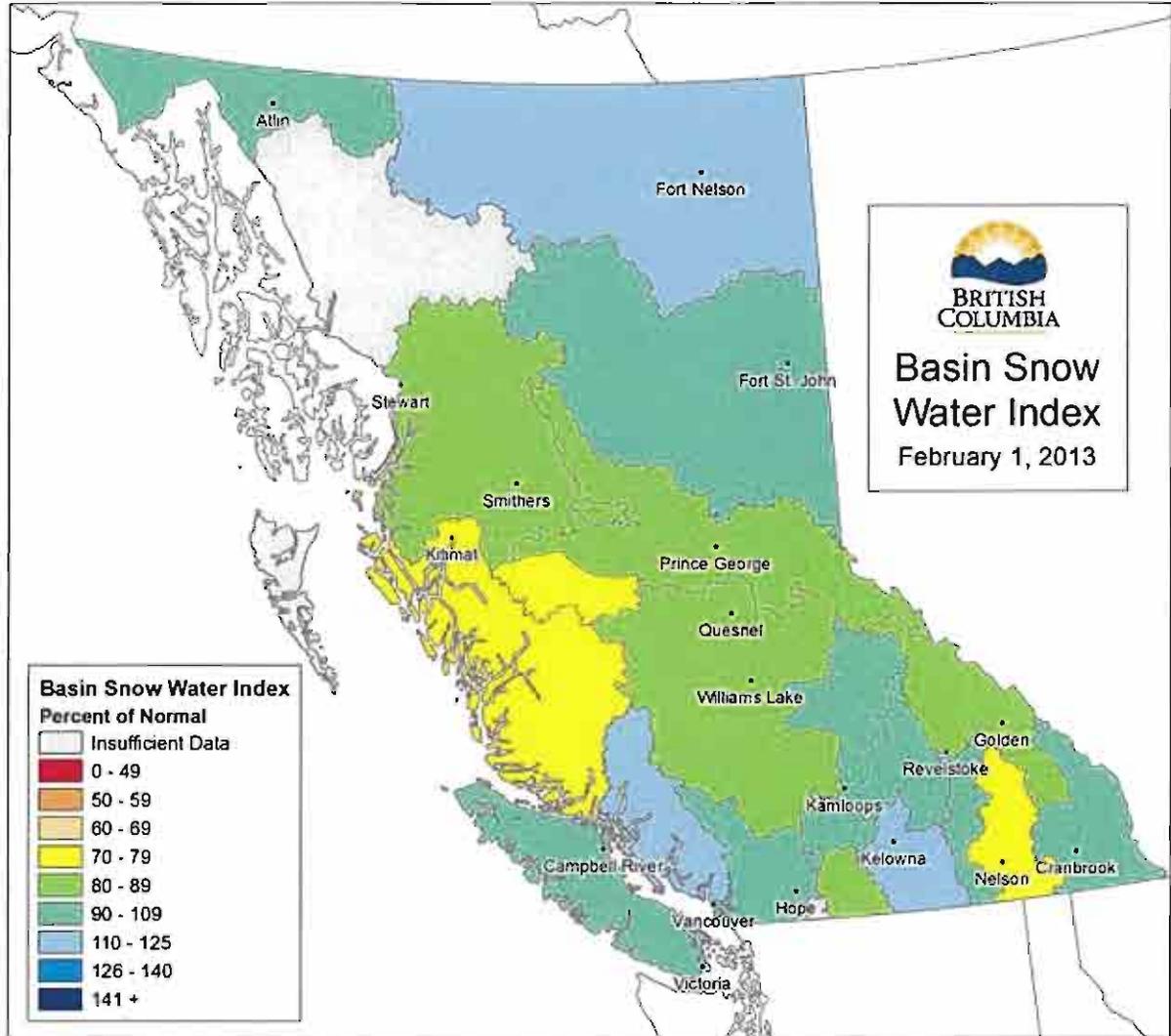
Snow data reporting has been adjusted for this snow bulletin (attached) and this format will be used through the remainder of this snow season. The River Forecast Centre is currently estimating values for 6 snow pillows, and the February 1<sup>st</sup>, 2013 estimates can be found in Table 1.

The next snow bulletin will be released on March 7<sup>th</sup>, 2013.

Produced by: BC River Forecast Centre  
February 8, 2013

# Snow Survey and Water Supply Bulletin - February 1<sup>st</sup>, 2013

Map 1: Basin Snow Water Index - February 1<sup>st</sup>, 2013



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## Snow Survey and Water Supply Bulletin – February 1<sup>st</sup>, 2013

**Table 1: February 1<sup>st</sup> Automated Snow Pillow Estimates**

SNOW PILLOW ID	SNOW PILLOW NAME	OBSERVATION DATE	ESTIMATED Snow Water Equivalent (mm)
1A01P	YELLOWHEAD LAKE	01-Feb	284
1B08P	MOUNT PONDOSY	01-Feb	364
1C12P	GREEN MOUNTAIN	01-Feb	439
1E02P	MOUNT COOK	01-Feb	835
1E08P	AZURE RIVER	01-Feb	808
2G03P	BLACKWALL PEAK	01-Feb	527

### Nechako Drainage Basin

Snow Course Name and Number	Elev (m)	Date of Survey	Snow Depth (cm)	Water Equiv (mm)	Normal Water Equiv (mm)	% of Normal	Change (mm)	Normal Change (mm)	2012 (mm)	2011 (mm)	Max (mm)	Min (mm)	Dens (%)	Normal Dens (%)	Yrs of Rec
SKINS LAKE	1B05	877 Jan-30	41	88	94	94	26	29	60	108	(97)	(81)	21	22	46
TAHTSA LAKE	1B02	1319 Jan-30	179	694	821	85			1442	833	1442	(56)	39	33	60
TAHTSA LAKE AUTOMATED SNOW PILLOW	1B02P	1319 Feb-01		563	903	62	110	200	1041	917.4	(07)	(96)			21
MOUNT PONDOSY AUTOMATED SNOW PILLOW	1B08P	1413 Feb-01		68	578	12	-205	127	879	460.2	(12)	(98)			21
KIDPRICE LAKE	4B01	1415 Jan-31	128	490	638	77			1220	681	(12)	(03)	38	32	58
MOUNT WELLS	1B01	1489 Jan-31	92	272	385	71			514	381	(07)	(03)	30	31	28
MOUNT WELLS AUTOMATED SNOW PILLOW	1B01P	1489 Feb-01		259	426	61	66	98	635	354	(06)	(02)			21

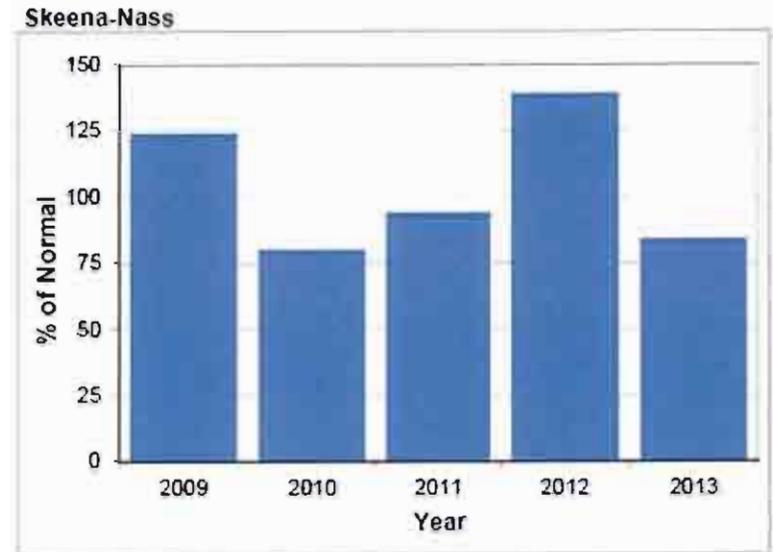
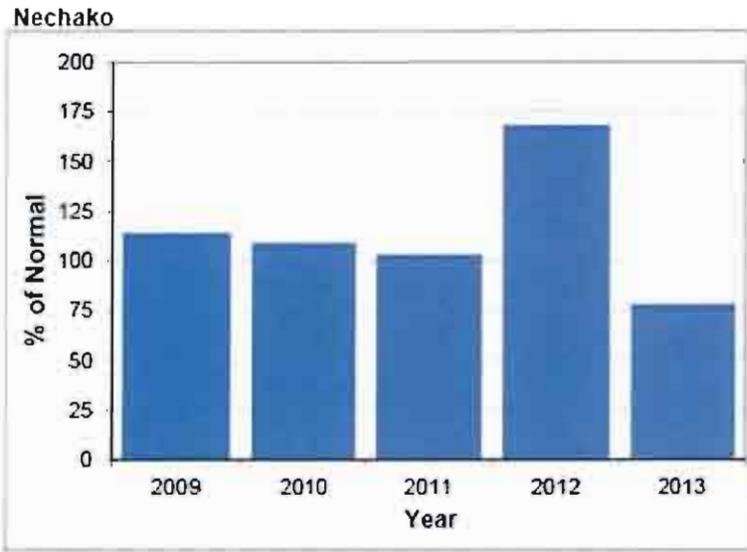
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Skeena/Nass Drainage Basin

Snow Course Name and Number	Elev (m)	Date of Survey	Snow Depth (cm)	Water Equiv (mm)	Normal Water Equiv (mm)	% of Normal	Change (mm)	Normal Change (mm)	2012 (mm)	2011 (mm)	Max (m m)	Min (mm)	Dens (%)	Normal Dens (%)	Yrs of Rec	
BEAR PASS	4B11A	437	Jan-26	101	315	505	62			710	417	(92) 821	(01) 192	31	30	29
NINGUNSAW PASS	4B10											(92)	(84)			
		647	Feb-01	102	242	319	76			462	282	603	171	24	28	36
TACHEK CREEK	4B06											(07)	(03)			
		1133	Jan-28	65	142	160	89			198	172	298	99	22	21	17
KAZA LAKE	1A12											(92)	(95)			
		1247	Jan-30	94	220	239	92	20	49	299	243	440	125	23	24	44
TRYGVE LAKE	4A11											(92)	(84)			
		1409	Jan-30	91	242	258	94		63	362	215	434	183	27	25	44
KIDPRICE LAKE	4B01											(12)	(03)			
		1415	Jan-31	128	490	638	77			1220	681	1220	420	38	32	58
HUDSON BAY MTN.	4B03A											(76)	(80)			
		1452	Jan-31	104	299	379	79	60	96	582	359	665	221	29	29	42
JOHANSON LAKE	4B02											(92)	(80)			
		1480	Jan-30	80	184	208	88	39	48	272	183	355	115	23	24	44

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# Snow Basin Index Graphs - February 1, 2013



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## REGIONAL DISTRICT OF BULKLEY-NECHAKO

### DECLARATION OF OFFICIAL VOTING RESULTS REGIONAL DISTRICT OF BULKLEY-NECHAKO ELECTORAL AREA "F" (VANDERHOOF RURAL) VANDERHOOF SWIMMING POOL CONTRIBUTION SERVICE ESTABLISHMENT BYLAW NO. 1644, 2012

I, Cheryl Anderson, Chief Election Officer for the Regional District of Bulkley-Nechako, hereby proclaim the following results of the referendum held on February 16, 2013:

	YES	NO	TOTAL VOTES
Regional District of Bulkley-Nechako Electoral Area "F" (Vanderhoof Rural) Vanderhoof Swimming Pool Contribution Service Establishment Bylaw No. 1644, 2012	585	472	1057

Given under my hand at Burns Lake, B.C. this 20<sup>th</sup> day of February, 2013.

Cheryl Anderson  
Chief Election Officer

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**DETERMINATION OF OFFICIAL REFERENDUM RESULTS**

**ELECTORAL AREA "F" (VANDERHOOF RURAL) VANDERHOOF SWIMMING POOL CONTRIBUTION SERVICE ESTABLISHMENT**

VOTING PLACE	YES	NO
Advance Voting Opportunity: February 6, 2013 District of Vanderhoof Municipal Office	55	28
Mail Ballots	6	140
Cluculz Lake Community Hall February 16, 2013	19	131
Nechako Senior Friendship Centre February 16, 2013	505	173
<b>TOTAL NUMBER OF VALID VOTES CAST</b>	<b>585</b>	<b>472</b>

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This determination of official referendum results was made by the Chief Election Officer on Wednesday, February 20, 2013 at 11:30 a.m. and is based on ballot accounts as amended or prepared by the Chief Election Officer



Chief Election Officer